



Foxit* Reader, part of Intel® Education
Foxit* Mobile PDF, part of Intel® Education
User's Manual



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Contents

Getting started with Foxit* Reader and Foxit* Mobile PDF	4
Benefits in education.....	4
Accessing the application.....	5
Main features	6
Main screen and elements	7
PDF's file management.....	9
Main screen and elements	9
Create a user-defined bookshelf (Windows)	13
Rename a bookshelf (Windows)	14
Delete a bookshelf (Windows)	15
Add books into a bookshelf (Windows).....	16
Remove a book from the bookshelf (Windows).....	23
View books as thumbnails (Windows).....	24
View books as list (Windows).....	24
PDF's file history	29
Main screen and elements	29
Public cloud services	32
Main screen and elements	32
Viewing PDF's.....	42
Main screen and elements	42
Open a book for reading.....	49
Navigate through the book content.....	51
Add a new bookmark	54
Change the page orientation	56
Change the page layout	57
Find text in a book	63
Add note comments	66
Use the text markup tools.....	69
Remove an annotation.....	72
Add forms on the page.....	73

Getting started with Foxit Reader and Foxit Mobile PDF

Foxit Reader  is a PDF viewer for Windows OS based devices and **Foxit Mobile PDF**  is a PDF viewer for Android OS based devices. Foxit Reader and Foxit Mobile PDF are small, fast, and feature-rich PDF viewer which allow students to view, annotate, print, and manage PDF documents and books.

In addition to the basic PDF viewing functions, Foxit Reader and Foxit Mobile PDF also include various advance features, such as adding annotations, undoing and redoing actions, saving a PDF document with comments, copying text from the text viewer, among others.

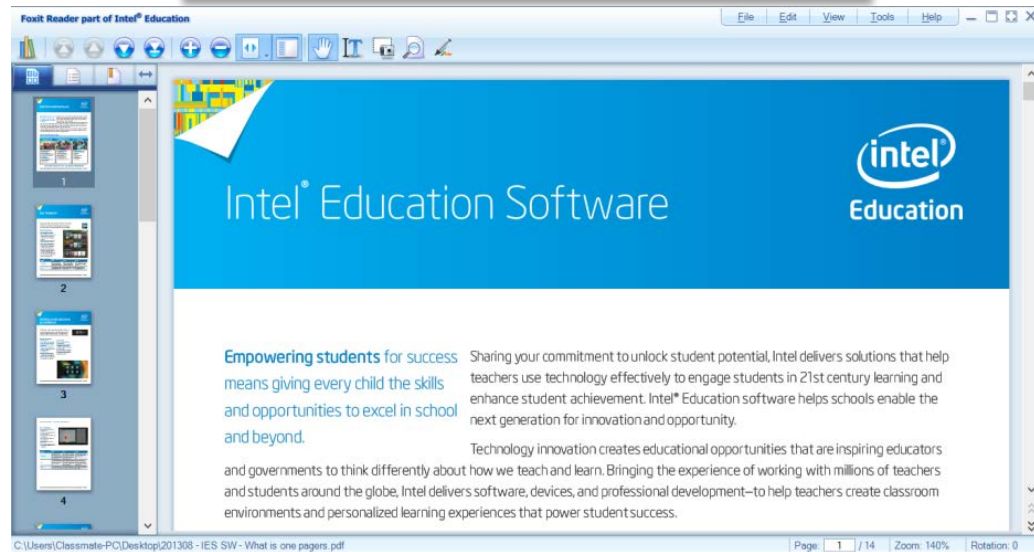
Benefits in education

- Makes it easier for students to read online PDF books and documents.
- Allows students to perform finger-navigable operations more conveniently with reorganized menu items and toolbars.
- Helps students with taking reading notes, highlighting the most interesting part or questioning part of PDFs with the annotation tool.
- Allows students to take a snapshot of their favorite images from PDFs at any time.

Accessing the application

1. Press Foxit Reader icon to access the main screen.
2. Open a PDF document to start reviewing its content.

Foxit Reader main screen, Windows 8



Foxit Mobile PDF main screen, Android



Main features

Automatically scroll

Facilitates PDFs reading with smooth scrolling or swiping.

Annotation tools

Provides tools to highlight important text and add comments anywhere to record ideas.

Bookmarks

Allows adding and editing bookmarks to record specific view information.

File management

Includes sorting and searching functions to classify PDF files.















Public cloud integration (Android)











Provides access to cloud services like Dropbox*, letting users upload documents and share them by URL.

Multi-format support (Windows)







Supports six file formats, including: PDF, Text, RTF, CHM, ePub, and HTML.

Main screen and elements

		Windows	Android
	Menu bar Shows the major menus of Foxit Reader based on the selected view.	●	
	Minimize Places the window on the taskbar as an icon.	●	
	Maximize / Restore Maximizes the window size to fill the screen / reduces windows size prior to being maximized.	●	
	Full screen Shows the document in full screen mode.	●	
	Close Closes the application window.	●	
	Home Returns to current document view.		●
	Text reflow Shows the file in plain text mode or in view with pictures.		●
	Library View Changes to the default view to organize files and visualizes their content.	●	
	First page Jumps to the first page of the document.	●	
	Previous page Pages up.	●	
	Next Page Pages down.	●	
	Last page Jumps to the last page of the document.	●	
	Zoom in Increases the magnification of the entire page.	●	
	Zoom out Decreases the magnification of the entire page.	●	

		Windows	Android
	Page size Displays options to fit the page on screen.	●	
	Navigation pane Shows / hides navigation pane.	●	
	Hand Allows user to pan around the document.	●	
	Select text Allows user to select text for copying and pasting.	●	
	Snapshot Allows users to copy a screen area as an image.	●	
	Pages Goes to specific page using page thumbnails.	●	
	Table of content Lists chapters, main headings, and other organizational elements in a document.	●	
	Go to Page Allows user to jump to another page.		●
	Page mode Allows user to change the page mode: single page, continuous page or thumbnail.		●
	Rotation Changes the screen mode to portrait or landscape.		●

Windows Android







	 Annotation toolbar / Annotation tools Includes notes, highlight and pencil tools.	●	●
	 Find / Search Finds certain text in the document.	●	●
	 Bookmark / Add bookmark Lists the bookmarks contained in a document / Creates a bookmark.	●	●














PDF's file management

This section describes the common operations to classify and organize PDF's files into categories. For Windows O.S. interface, Foxit Reader offers a Library view option, within it; users can create and customize bookshelves.

In Android O.S., Foxit Mobile PDF allows user to create new folders to organize PDF's files, and execute functions like sort, filter, search, among others.

Main screen and elements

	Windows	Android
Title Bar Shows the name of the application, the menu bar, and the commands to control the window.	•	
Menu bar Shows the major menus of Foxit Reader, being classified as Library, View, and Help.	•	
Library  Provides access to many of the most important task for managing books, such as Add book shelf, Import book, and Open book.	•	
View  Includes options to customize the current view: Navigation Panel, Book Thumbnail, Columns, Theme, etc.	•	
Help  Contains help tools which enable user to check for updates, submit a ticket report, and the general information about the Foxit Reader version.	•	
 Minimize Shows the window on the taskbar as an icon.	•	
 Maximize / Restore Increases the window size to fill the screen / Reduces the window to its size prior to being maximized.	•	
 Close Closes the application window.	•	
Toolbar Provides quick access to most often used commands and navigation tools.	•	

		Windows	Android
	<p>Reading view</p> <p>Allows user to read, navigate, print, bookmark, and search documents.</p>	•	
	<p>Navigation pane</p> <p>Shows / hides navigation pane.</p>	•	
	<p>New bookshelf</p> <p>Creates a new bookshelf.</p>	•	
	<p>Rename bookshelf</p> <p>Renames the selected bookshelf.</p>	•	
	<p>Delete bookshelf</p> <p>Deletes the selected bookshelf.</p>	•	
	<p>Add a book</p> <p>Adds a book to the current bookshelf.</p>	•	
	<p>Open book</p> <p>Opens the selected book.</p>	•	
	<p>Delete book</p> <p>Removes the selected books from the current bookshelf.</p>	•	
	<p>Thumbnails</p> <p>Shows books as thumbnails.</p>	•	
	<p>Lists</p> <p>Shows books as list.</p>	•	
	<p>Sort</p> <p>Allows user to sort files by different categories.</p>	•	
Navigation pane		•	
Facilitates user's navigation through bookshelf or history tabs.			
	<p>Bookshelf</p> <p>Shows a categorized list of book collections.</p>	•	
	<p>History</p> <p>Shows a list of the books that have been read in a particular period.</p>	•	

Windows**Android****Status bar**

Shows the file directory path, bookshelf name and number of books.

**File filter**

Lists files as required.

**Create folder**

Creates a new folder.

**Searching**

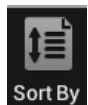
Searches file under current file view.

**Back**

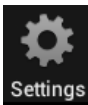
Moves to previous directory.

View options**Wi-Fi**

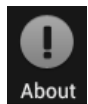
Supports Wi-Fi file transfer.

**Sort by**

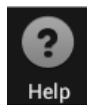
Sorts files by name/size/last modified date.

**Settings**

Sets viewing and application related preferences.

**About**

Shows application / company and version related information.

**Help**

Shows the quick start guide.

File operation toolbar**Delete**

Deletes selected files in document view.

**Select all**

Selects all files in document view.

**Favorite**

Marks the selected file as favorite.

Windows

Android



Rename

Allows user to change the name of the selected file.



Copy

Copies the selected file to another location.



Move

Moves the selected file to another location.



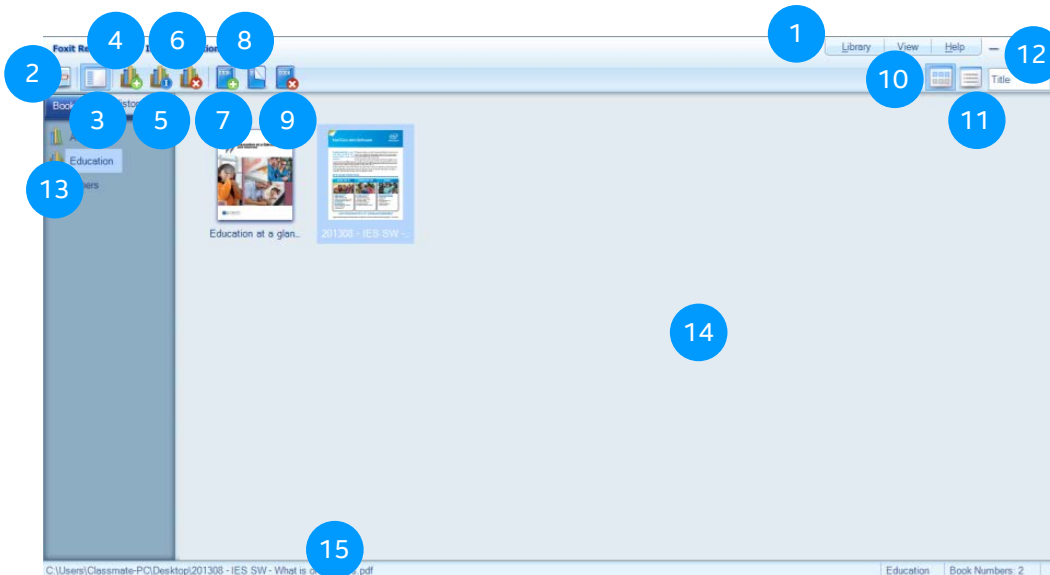
Share

Allows user to share the selected file via Bluetooth or Gmail.



Windows

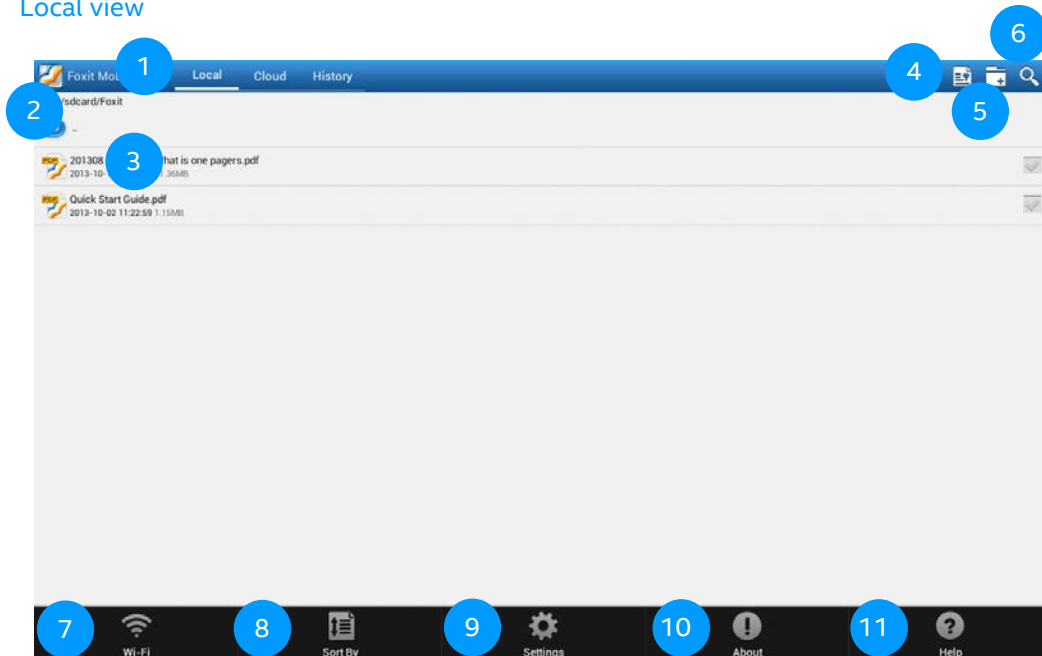
Library view



1. Menu Bar.
2. Reading view.
3. Navigation pane.
4. New bookshelf.
5. Rename bookshelf.
6. Delete bookshelf.
7. Add a book.
8. Open book.
9. Delete book.
10. Thumbnails.
11. Lists.
12. Sort.
13. Navigation Pane.
14. Work area.
15. Status bar.

Android

Local view



1. Document views.
2. Back button.
3. Document list.
4. File filter.
5. Create folder.
6. Search.
7. Wi-Fi.
8. Sort By.
9. Settings
10. About
11. Help.

Create a user-defined bookshelf (Windows)

1. Press [New bookshelf](#).
2. Enter a name for the new bookshelf.

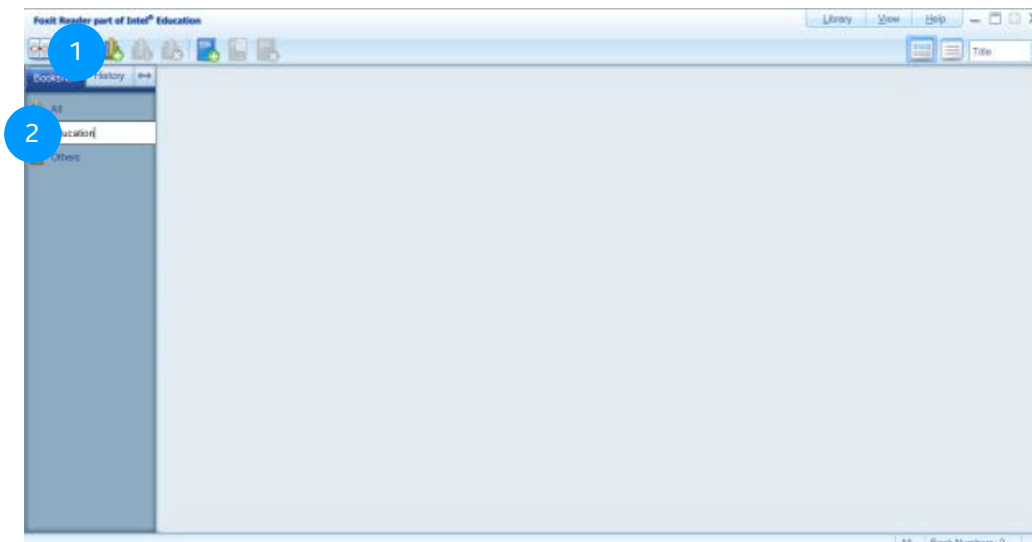


Image 1

Creation of a user-defined bookshelf in Foxit Reader for Windows. There are two default bookshelves which are defined by the application: All and Others. User cannot rename or delete these bookshelves, adding or removing books are the only actions allowed.

Rename a bookshelf (Windows)

1. In [Navigation Panel](#) select the bookshelf.
2. Press [Rename bookshelf](#).
3. Enter a new name for the bookshelf.

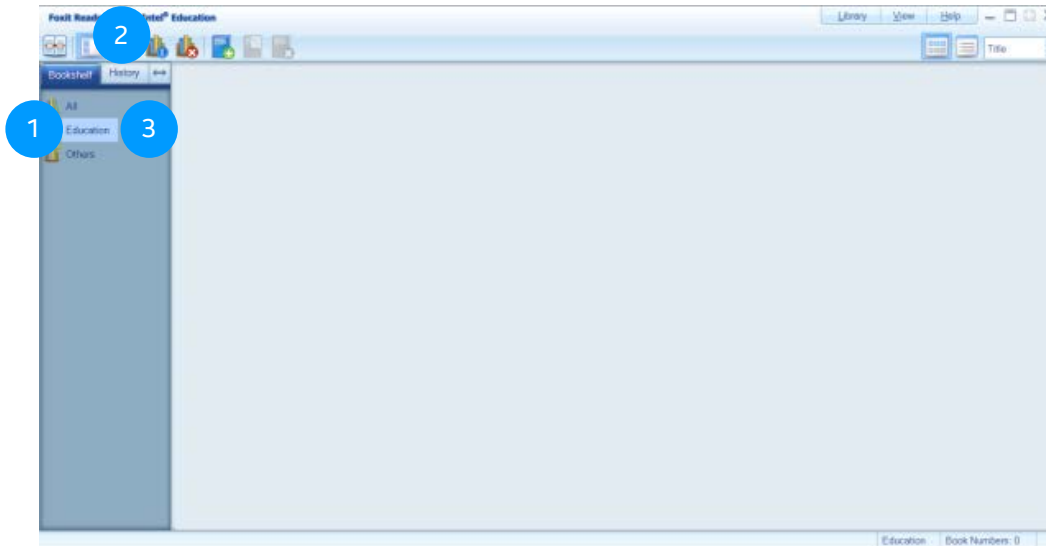


Image 2

Renaming of a user-defined bookshelf in Foxit Reader for Windows.

Delete a bookshelf (Windows)

1. In **Navigation Panel** select the bookshelf.
2. Press **Delete bookshelf**.

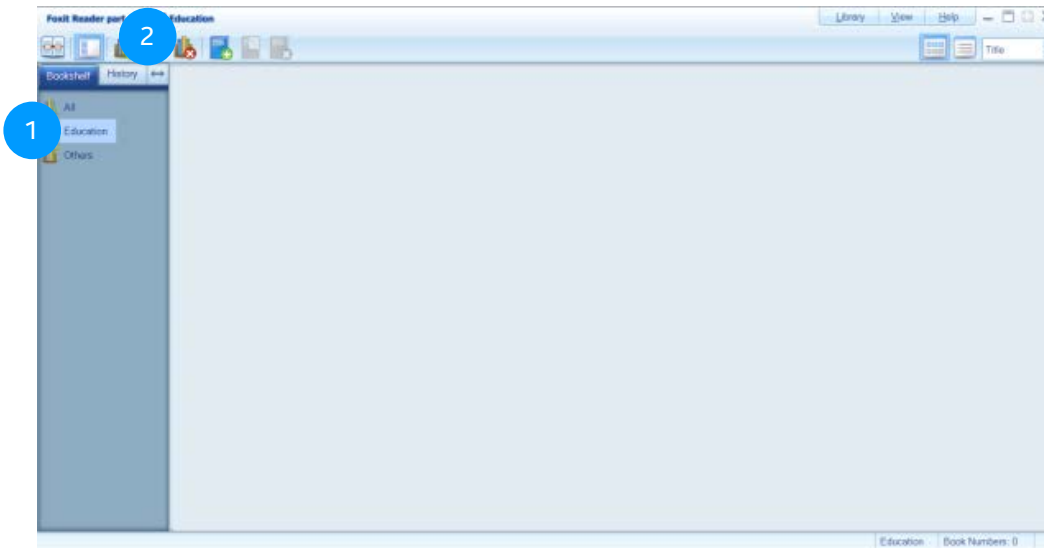


Image 3

Deleting of a user-defined bookshelf in Foxit Reader for Windows.

Change to another directory (Android)

1. Press **Back** to move to root directory.
2. Choose a new directory.

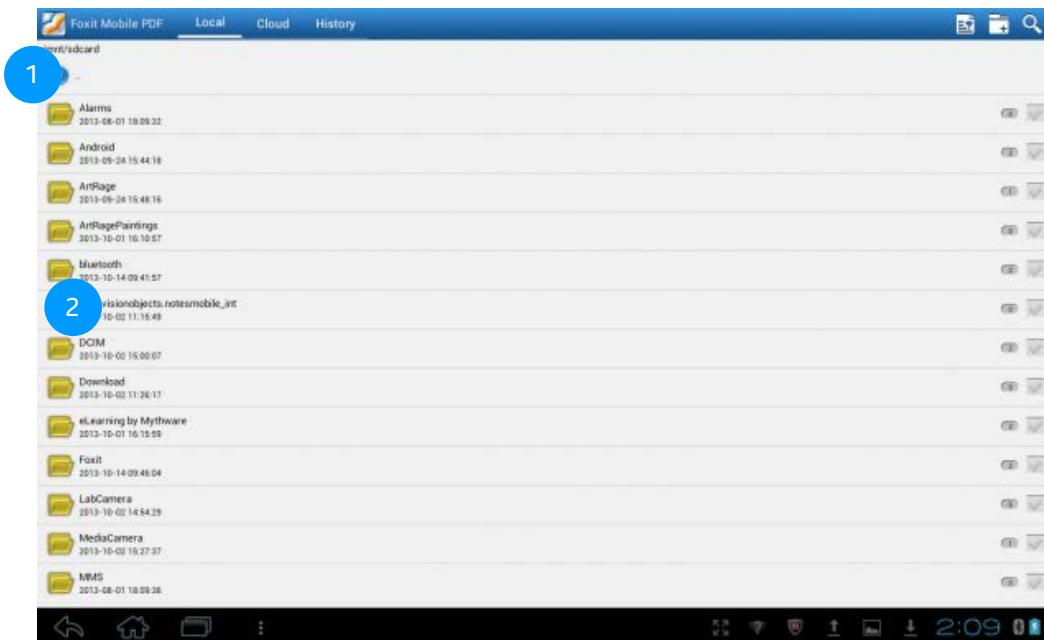


Image 4

Changing of directory in Foxit Mobile PDF for Android.

Create a new folder (Android)

1. Press **New Folder**.
2. Enter a **Name** for **New folder**.
3. Press **Ok**.

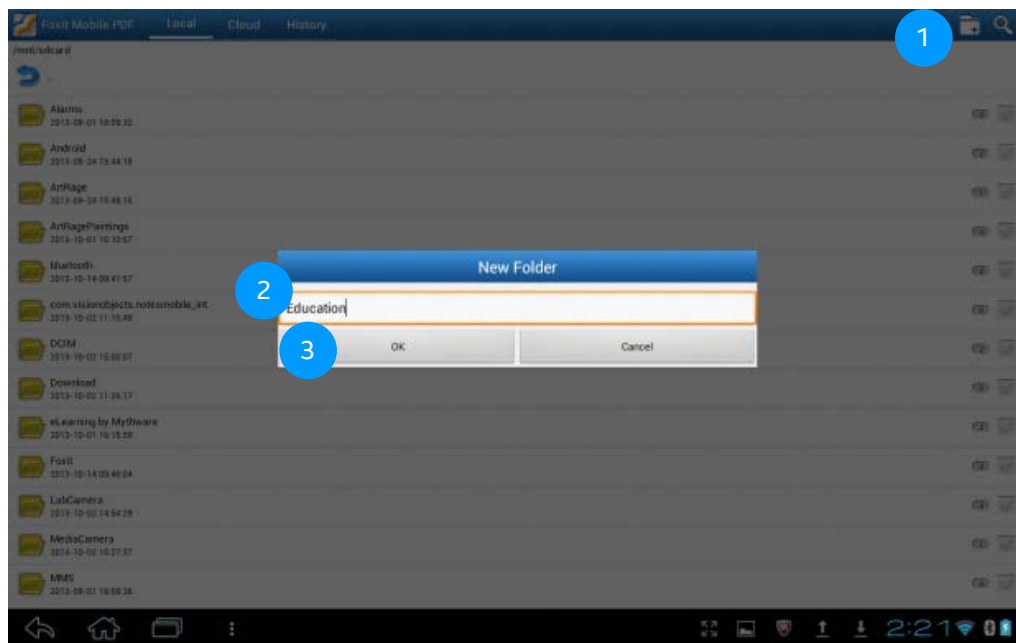


Image 5

Creation of a new folder in Foxit Mobile PDF for Android.

Add books into a bookshelf (Windows)

1. In **Navigation Panel** select the bookshelf.
2. Press **Add a book**.
3. Navigate and select the file.
4. Press **Open**.

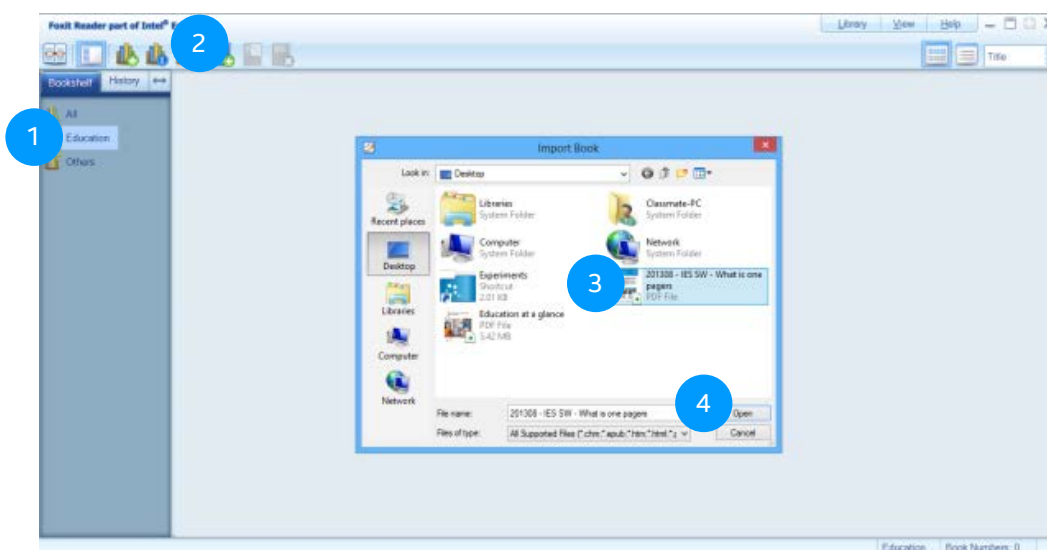


Image 6
Addition of a user-defined bookshelf in Foxit Reader for Windows.

Select a PDF file (Android)

1. Check the box at the right side of the file name in list view.

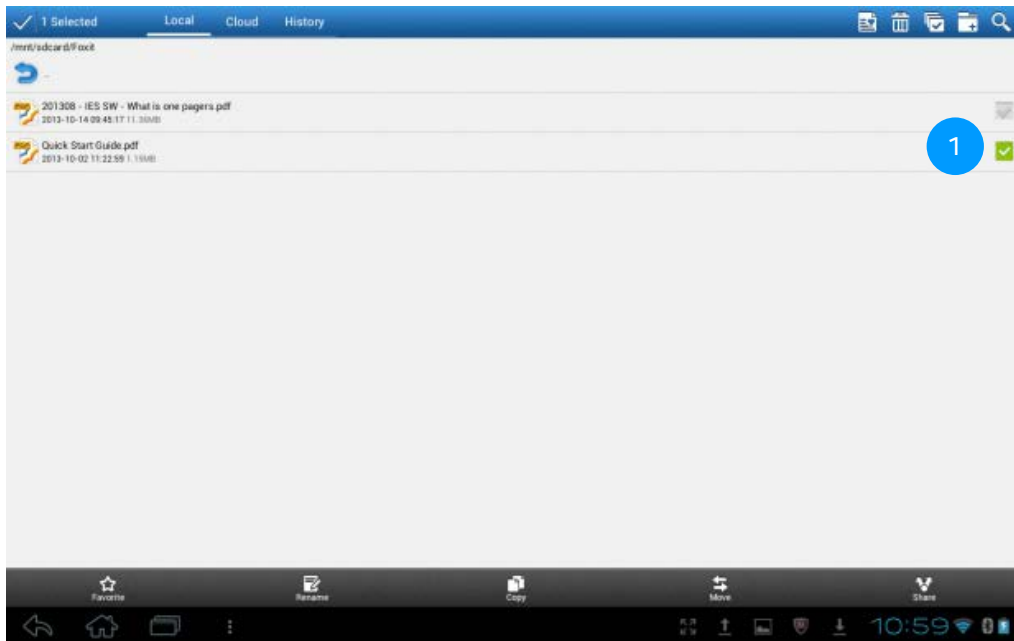


Image 7

Selection of a PDF file in Foxit Mobile PDF for Android.

Select all PDF files (Android)

1. Press **Select all**.

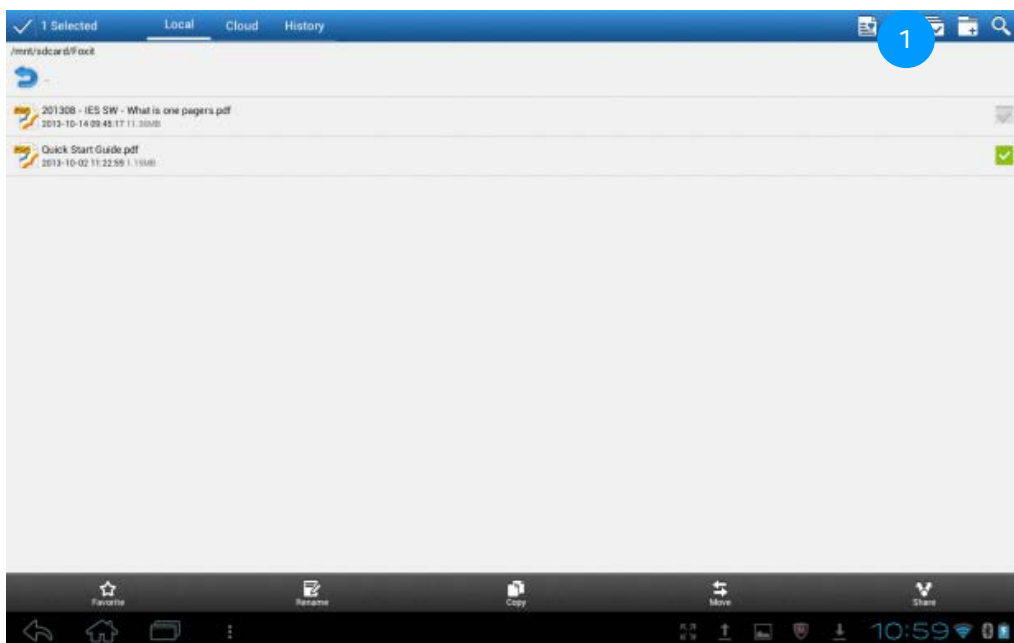


Image 8

Selection of all PDF file in Foxit Mobile PDF for Android.

Mark a PDF file as favorite (Android)

1. Select the file.
2. Press **Favorite**.

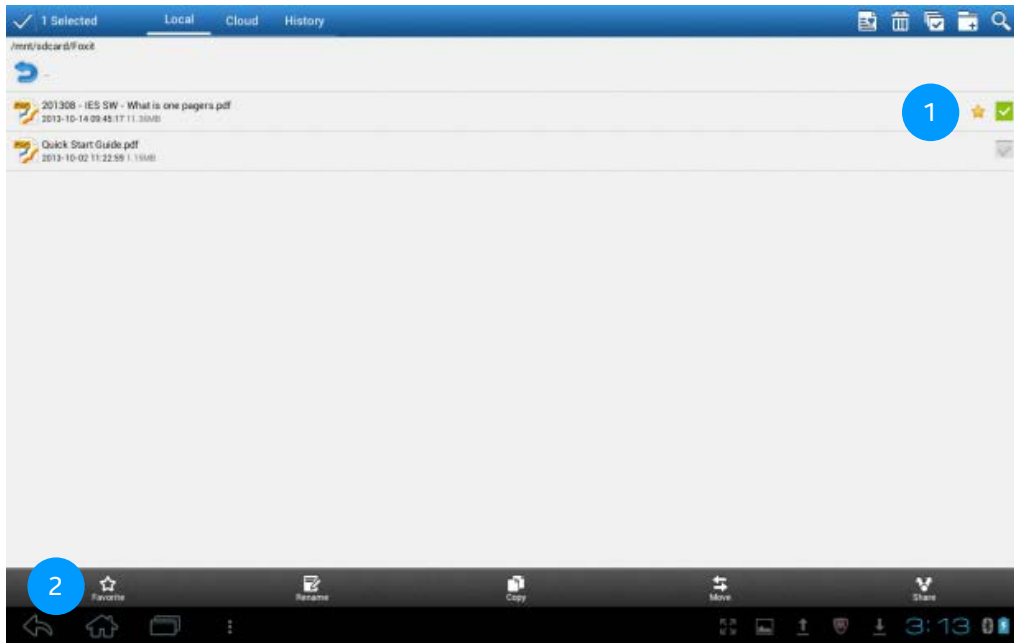


Image 9

Marking of a PDF file as favorite in Foxit Mobile PDF for Android.

Rename a PDF file (Android)

1. Select the file.
2. Press **Rename**.
3. Enter a new name.
4. Press **Ok**.

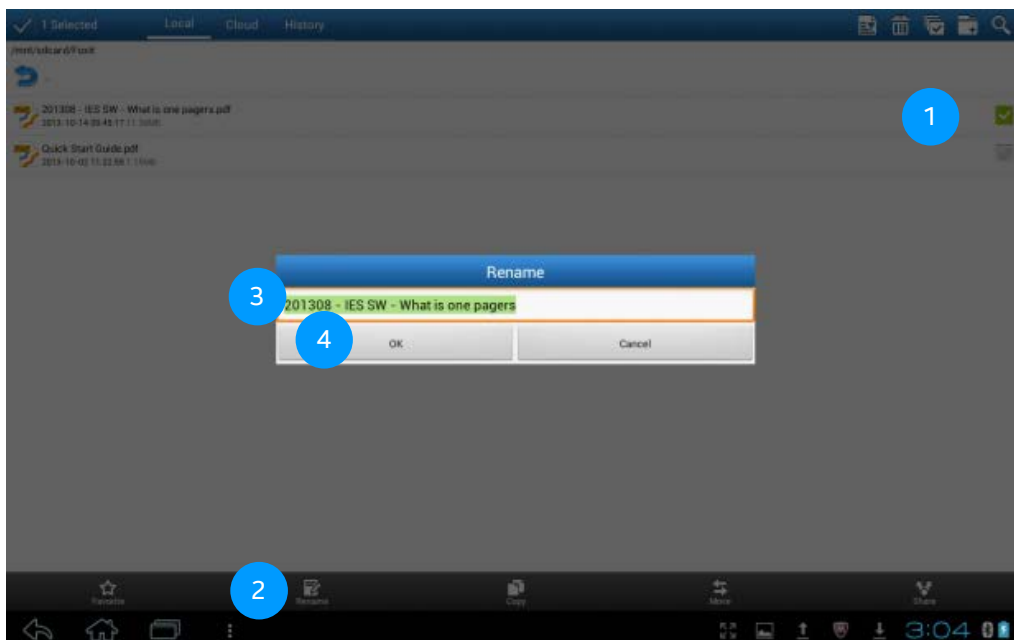


Image 10

Renaming of a PDF file in Foxit Mobile PDF for Android.

Copy a PDF file (Android)

1. Select the file.
2. Press [Copy](#).
3. Select destination folder to storage a copy.
4. Press [Ok](#).

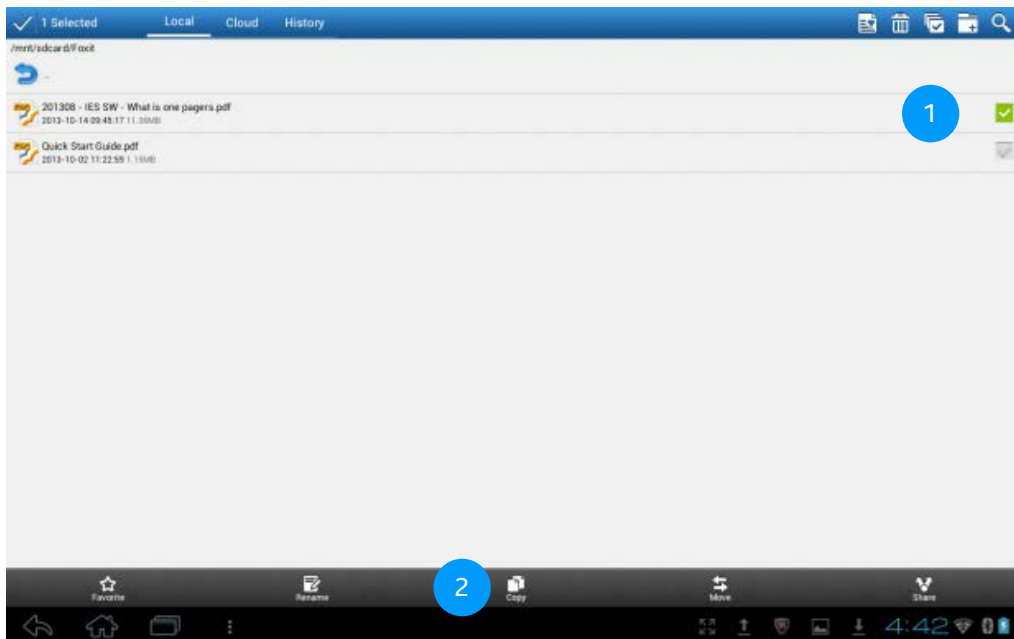
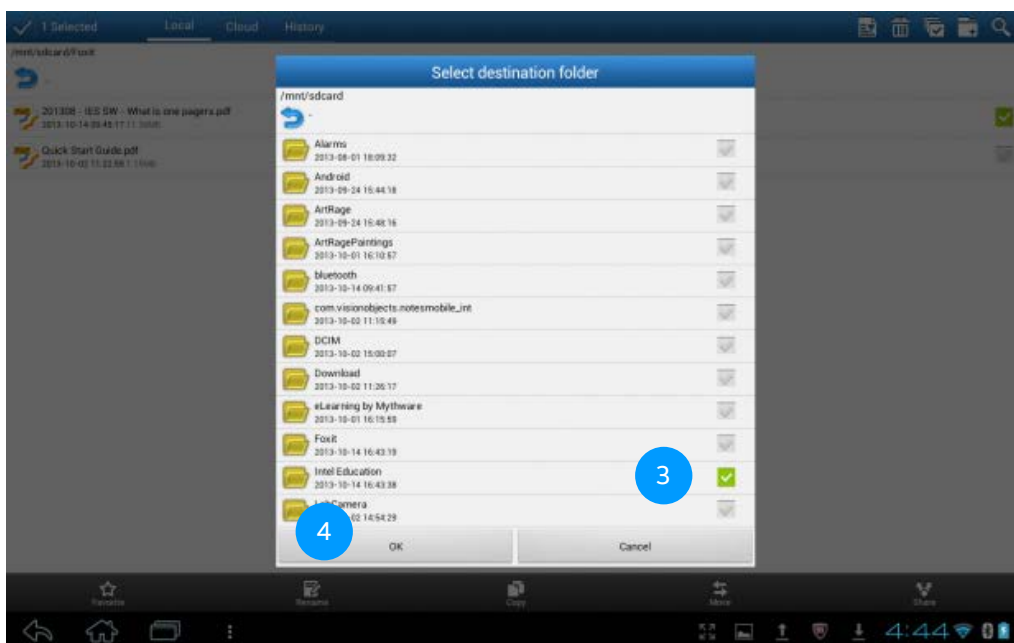


Image 11

Copying of a PDF file in Foxit Mobile PDF for Android.



Move a PDF file (Android)

1. Select the file.
2. Press [Move](#).
3. Select a new destination folder.
4. Press [Ok](#).

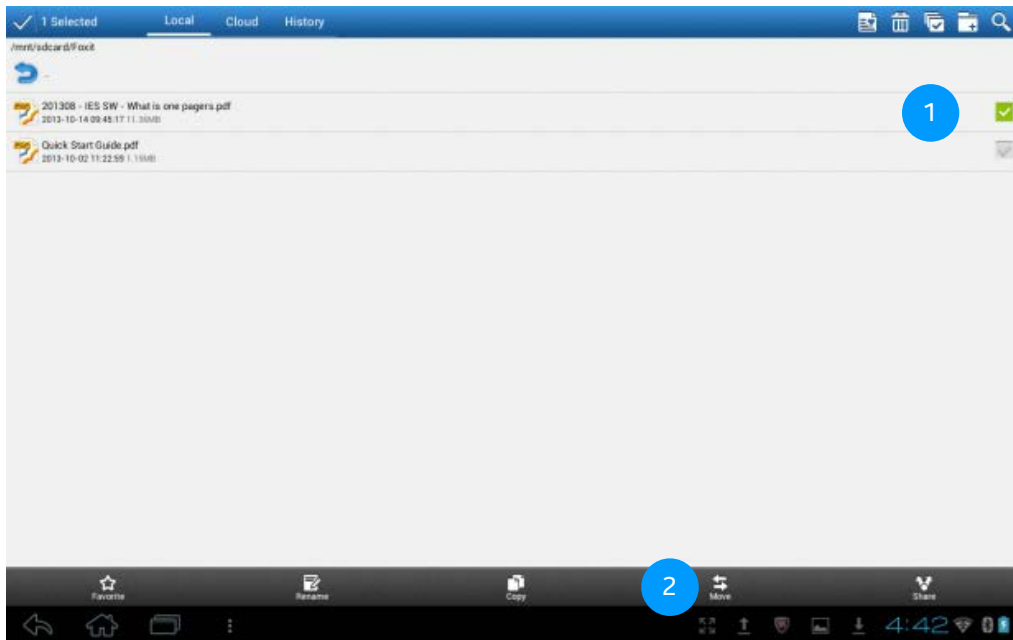
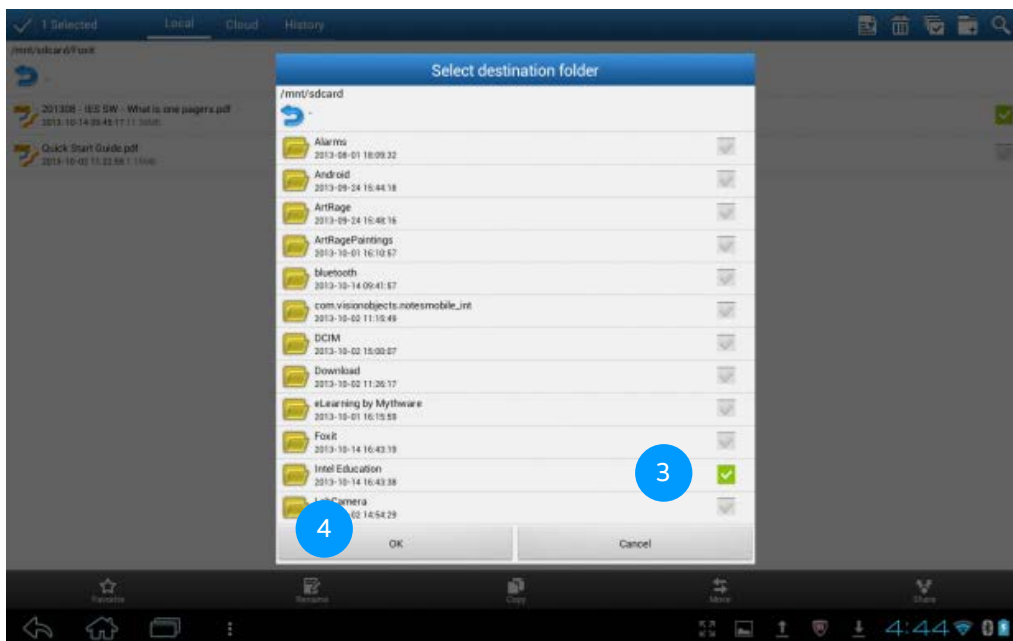


Image 12

Moving of a PDF file in Foxit Mobile PDF for Android.



Share a PDF file (Android)

1. Select the file.
2. Press [Share](#).
3. Choose an option:
 - a. [Bluetooth](#).
 - b. [Gmail](#).

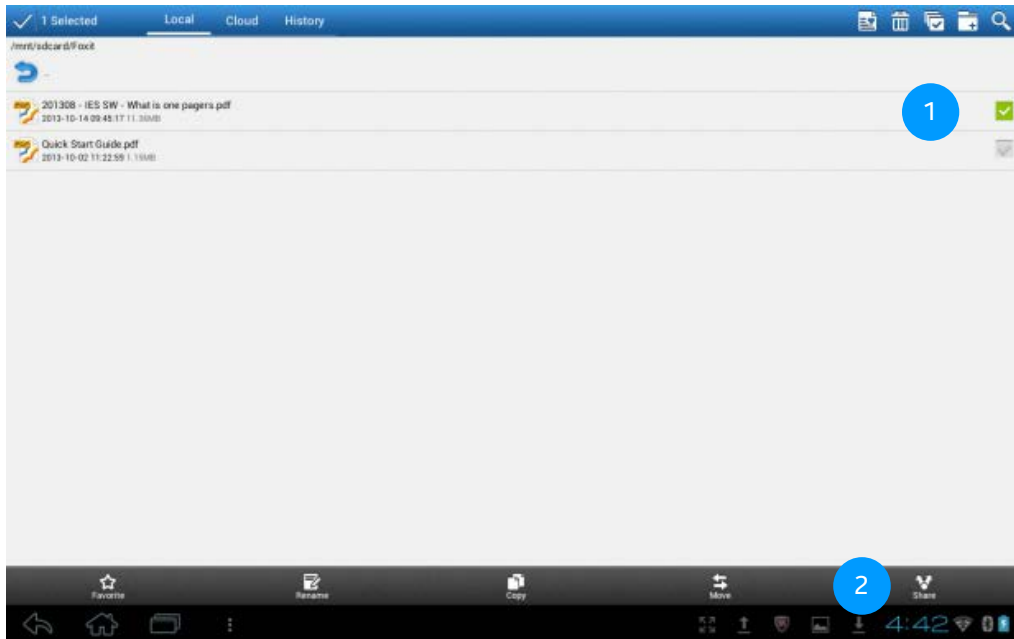
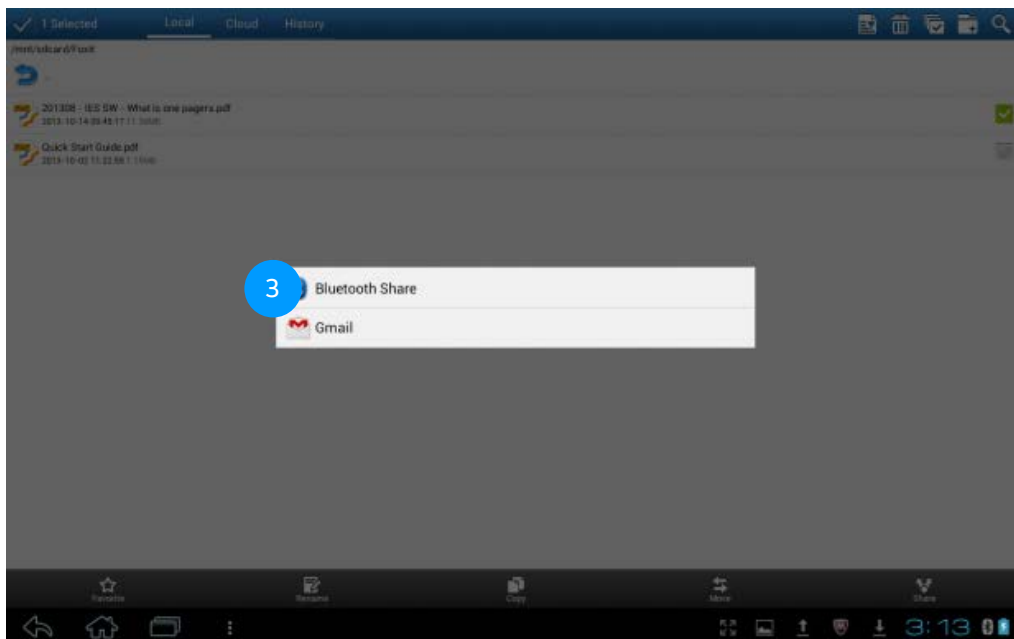


Image 13

Sharing of a PDF file in Foxit Mobile PDF for Android.



Remove a book from the bookshelf (Windows)

1. In **Navigation Panel** select the bookshelf.
2. Select the book.
3. Press **Remove book**.

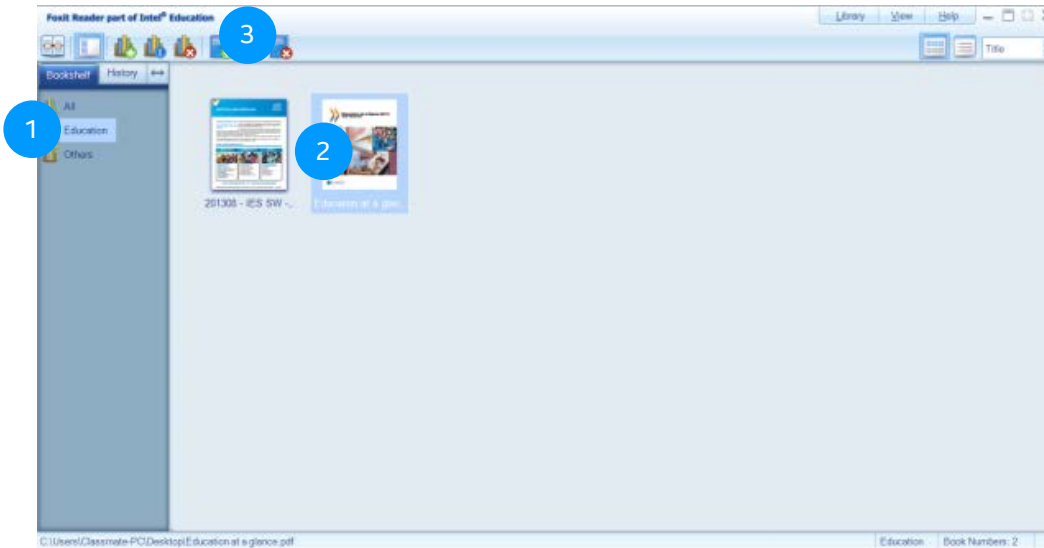


Image 14

Removing of a user-defined bookshelf in Foxit Reader for Windows. If a book is only copied in one user-defined bookshelf, removing it from this specific bookshelf means it is deleted from the library. This action cannot be undone.

Delete a PDF file (Android)

1. Select the file.
2. Press **Delete**.
3. Press **Ok**.

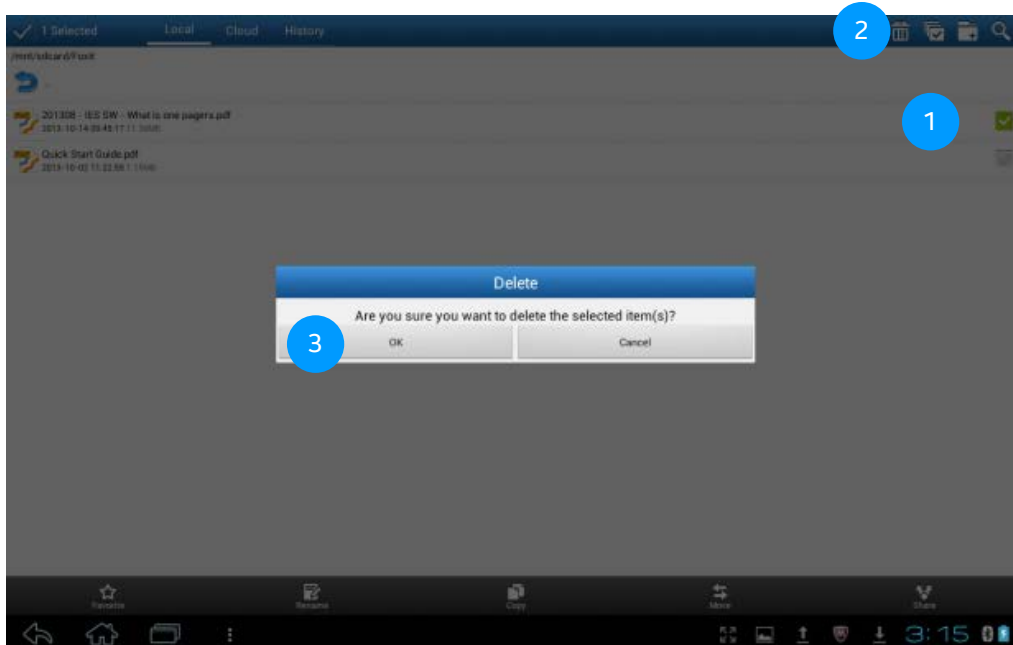


Image 15

Deleting of a PDF file in Foxit Mobile PDF for Android.

View books as thumbnails (Windows)

1. Press **Thumbnail**.

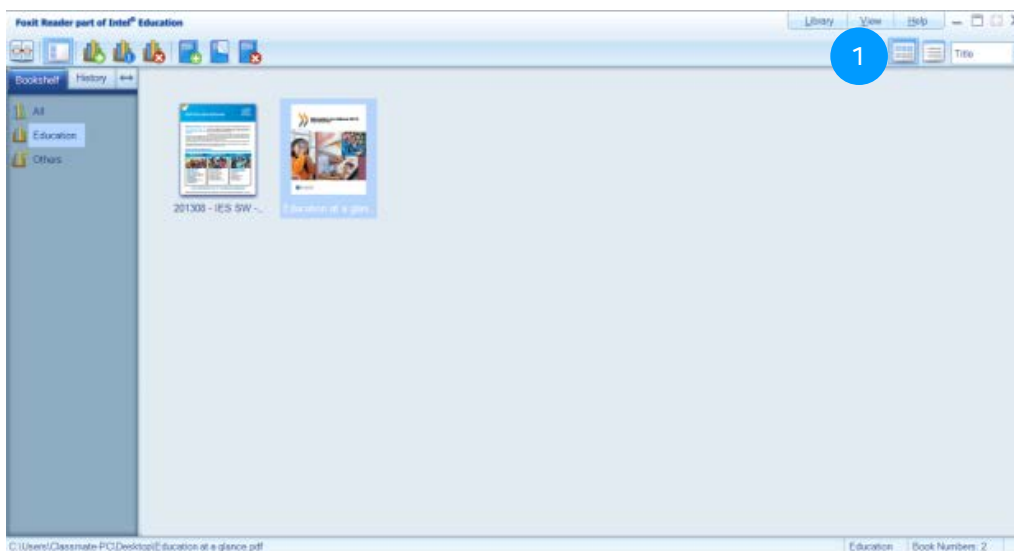


Image 16

Thumbnails view in Foxit Reader for Windows.

View books as list (Windows)

1. Press **List**.

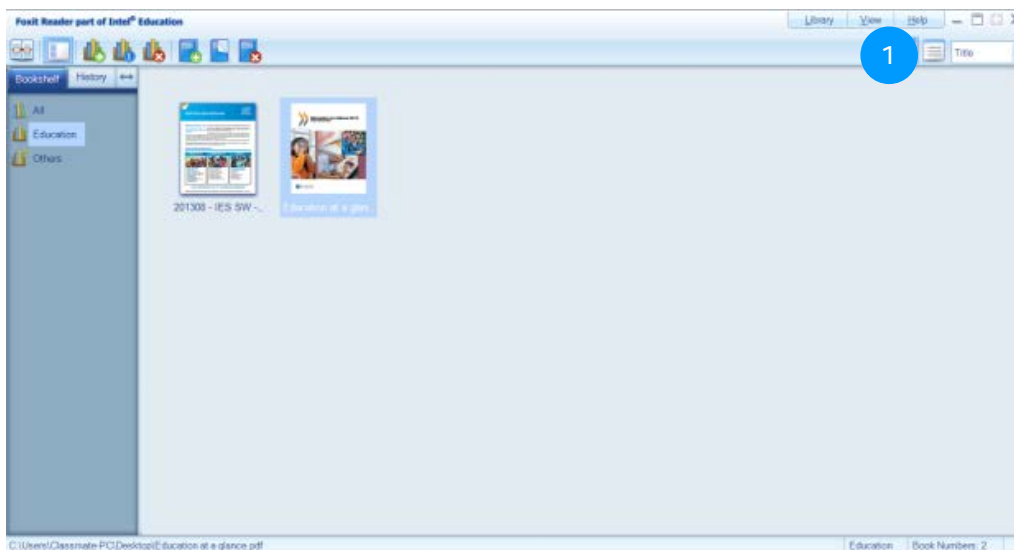


Image 17

List view in Foxit Reader for Windows.

Customize the list view (Windows)

1. Press **View** menu.
2. Select **Columns**.
3. Mark the desired columns to be displayed.

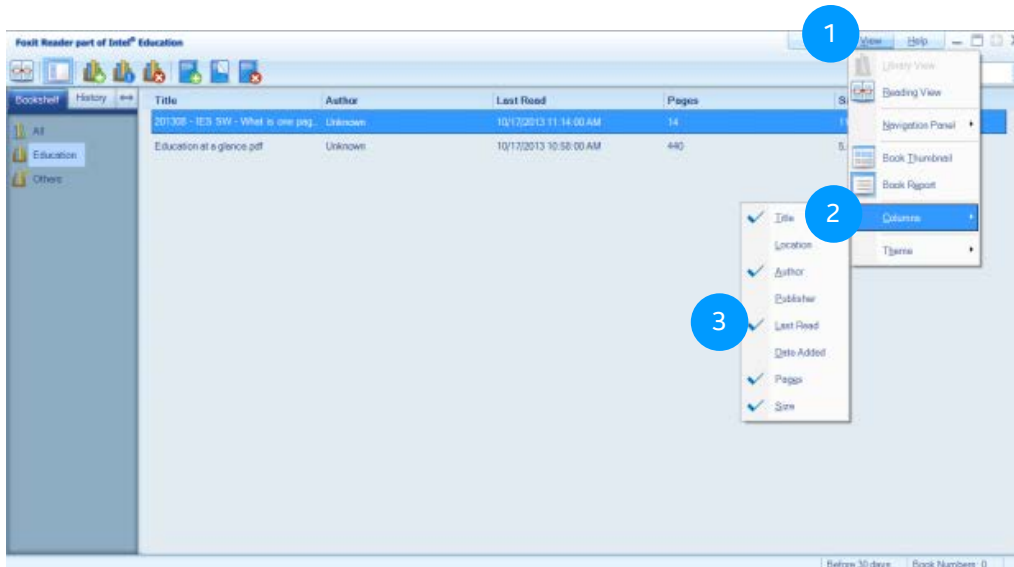


Image 18

Customization of list view in Foxit Reader for Windows.

Sort PDF files

Windows

1. Press **Sort**.
2. Select a category for sorting.

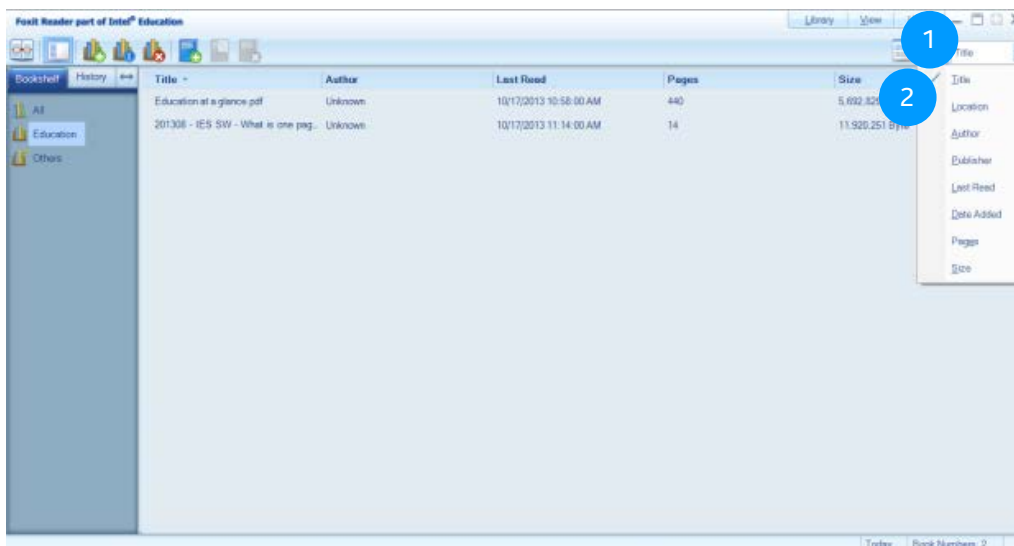


Image 19

Sorting of books list in Foxit Reader for Windows.

Android

1. Press **Overflow**.
2. Press **Sort by icon**.
3. Choose a sort option.

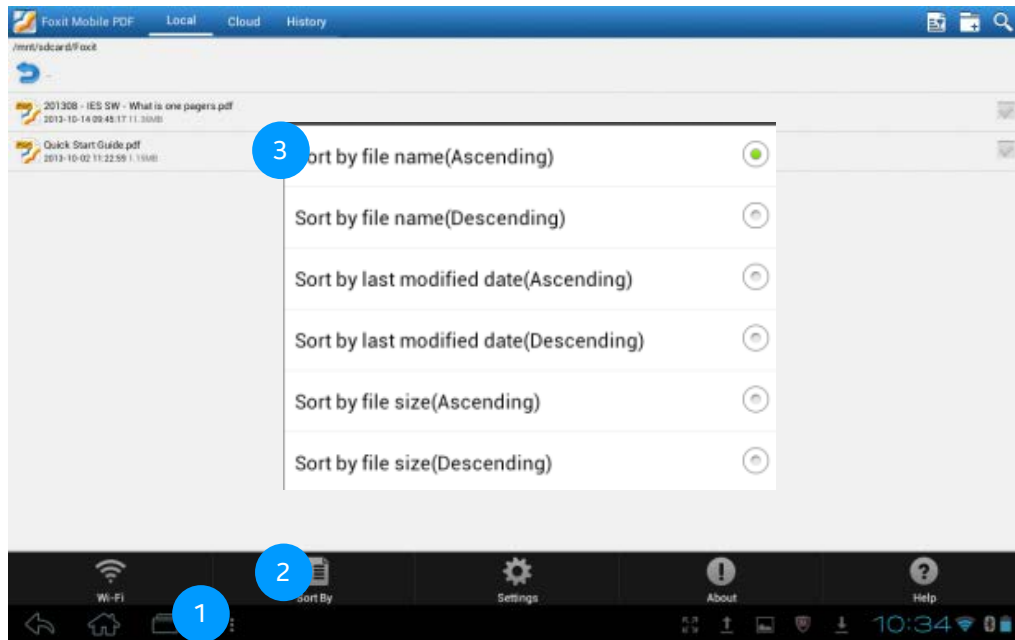


Image 20

Sorting of PDF's files in Foxit Mobile PDF for Android.

Filter the PDF list (Android)

1. Press [File filter](#).
2. Choose an option for file filtering:
 - a. [List all PDFs](#).
 - b. [List favorite files](#).
 - c. [List folders and PDFs](#).

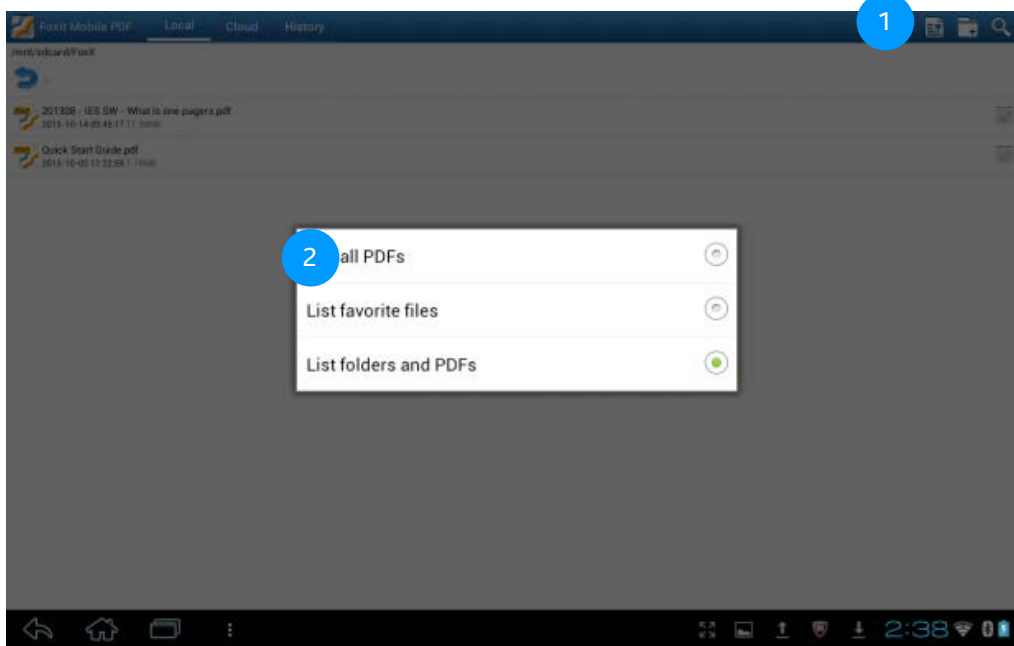


Image 21

Filtering of PDF's files in Foxit Mobile PDF for Android.

Search a PDF file (Android)

1. Press **Search**.
2. In **Search** box enter the partial or complete file name to search.

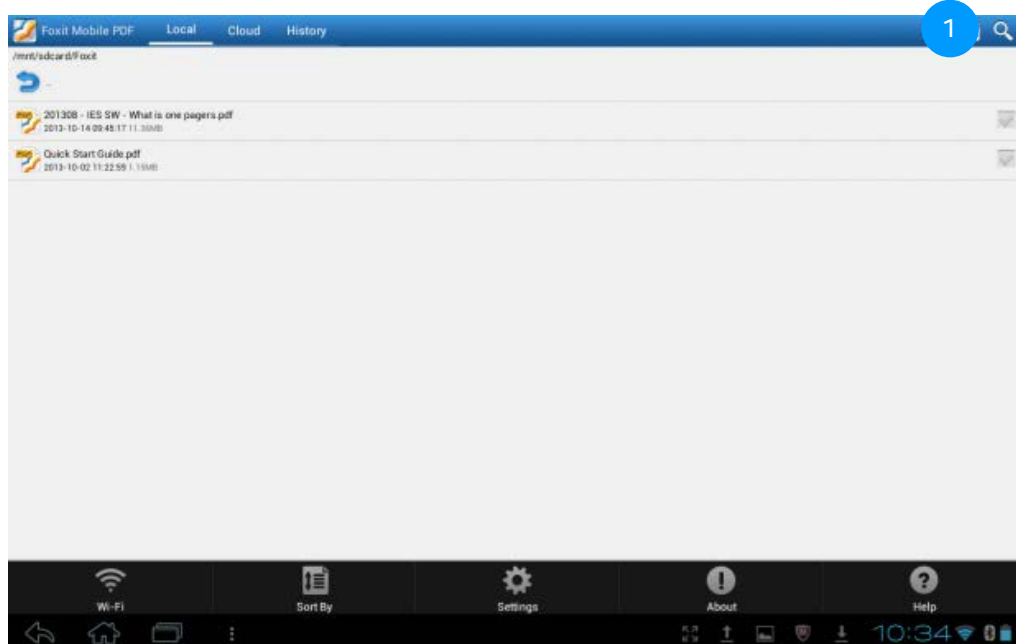
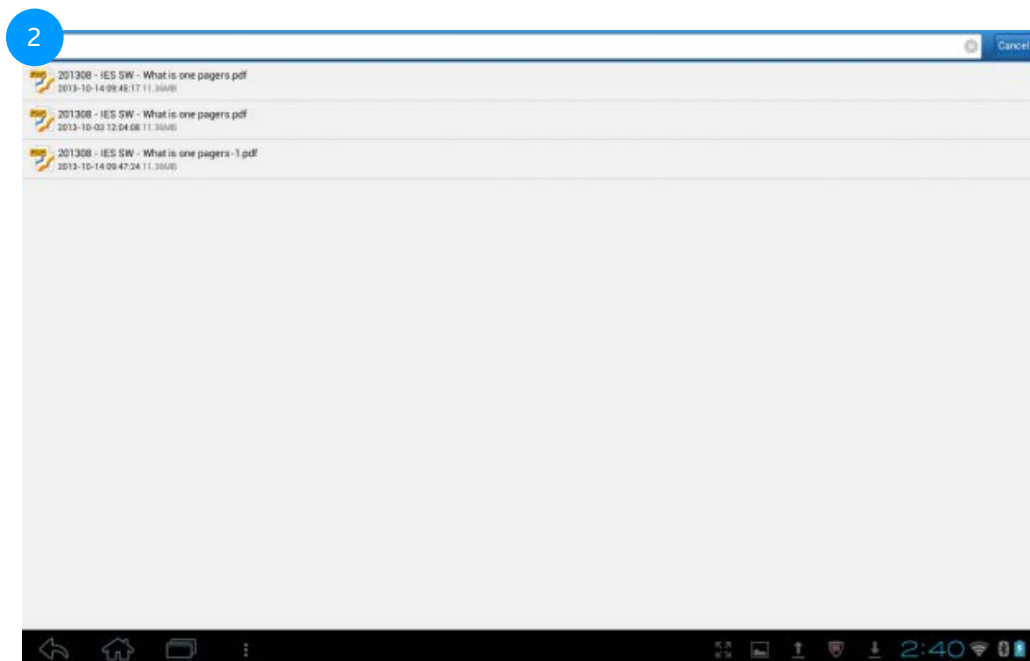


Image 22




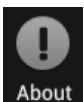




Searching of PDF's files in Foxit Mobile PDF for Android.



PDF's file history

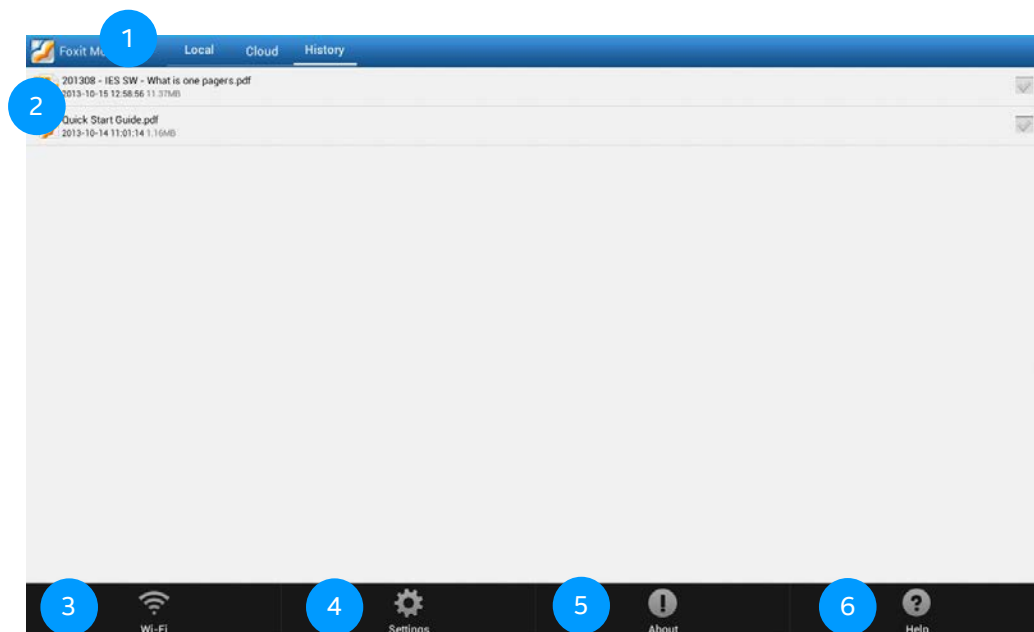
In Android O.S. Foxit Mobile PDF offers a special history view which lists the recently viewed files. For Windows O.S. Foxit Reader also allows users to review a history list based on period of time.

Main screen and elements

	Windows	Android
View options		
 Wi-Fi		•
 Sort By		•
 Settings		•
 About		•
 Help		•
File operation toolbar		
 Select all		•
 Delete		•
 Properties		•

Android

History view



Review file history

Windows

1. In **Library view** select the **History** tab in **Navigation Panel**.
2. Select the period of time for reviewing.

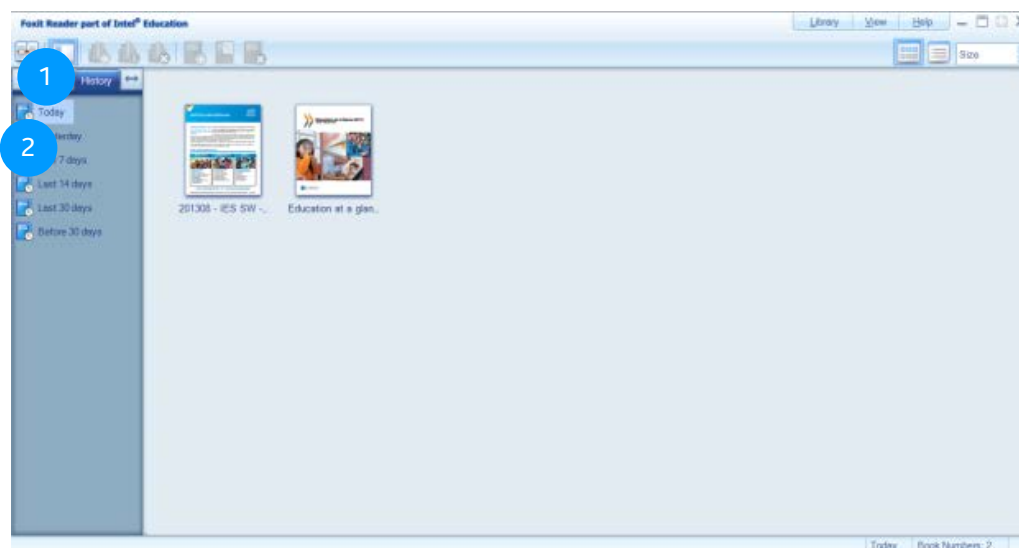


Image 23

Book history list in Foxit Reader for Windows.

Android

1. Press **History** view.

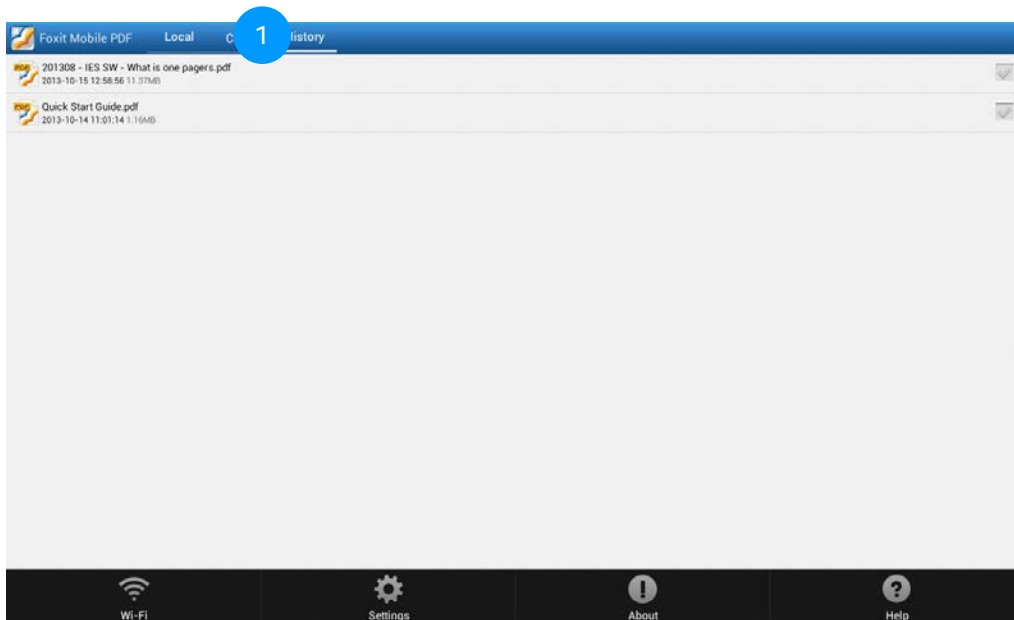


Image 24

History view in Foxit Mobile PDF for Android.

View file properties

1. Select the file.
2. Press **Properties**.

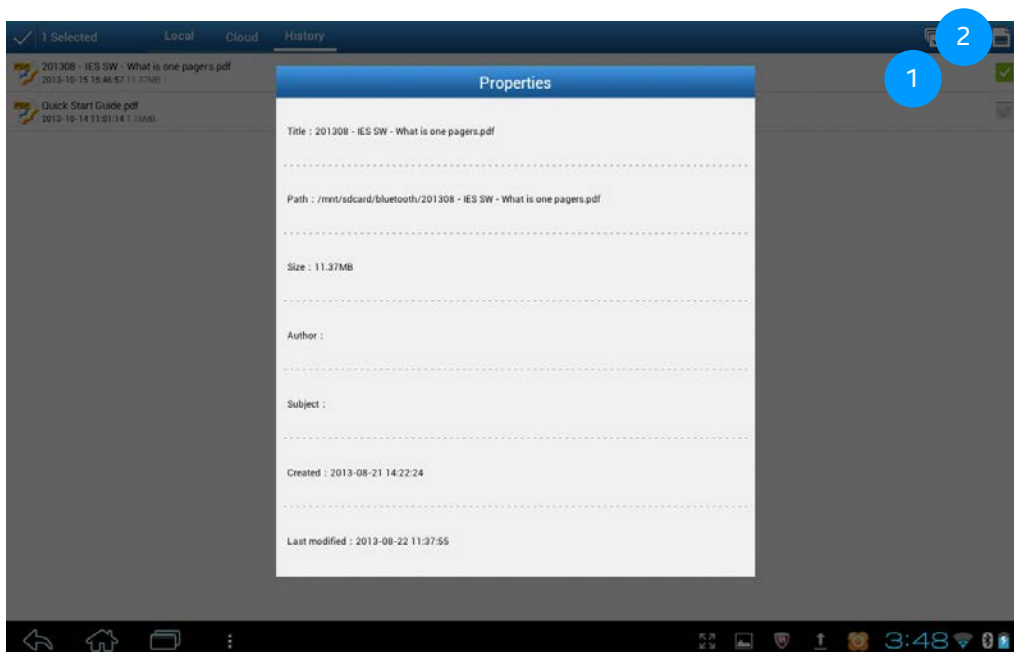





Image 25

View of file properties in Foxit Mobile PDF for Android.

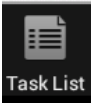

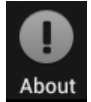

Public cloud services

Foxit Mobile PDF for Android O.S. offers a cloud view. This view is designed to integrate cloud services, such as DropBox* accounts, allowing users to benefit from cloud storage for uploading and downloading PDF's files.




Main screen and elements

	Windows	Android
 Add cloud services Allows users to add cloud services such as DropBox* accounts.		●
 Create folder Creates a new folder.		●
 Upload a file Allows user to upload a file to the selected cloud service.		●

View options

 Task list Shows ongoing tasks such as uploading and downloading files.		●
 Settings Sets viewing and application related preferences.		●
 About Shows application / company and version related information.		●
 Help Shows the quick start guide.		●

File operation toolbar

 Select all Select all files in document view.		●
 Delete Deletes selected files in document view.		●
 Download Allows user to download to specific directory the selected file.		●

Windows

Android



Add cloud services

Allows users to add cloud services such as DropBox* accounts.



Create folder

Creates a new folder.



Upload a file

Allows user to upload a file to the selected cloud service.



Rename

Allows user to change the name of the selected file.



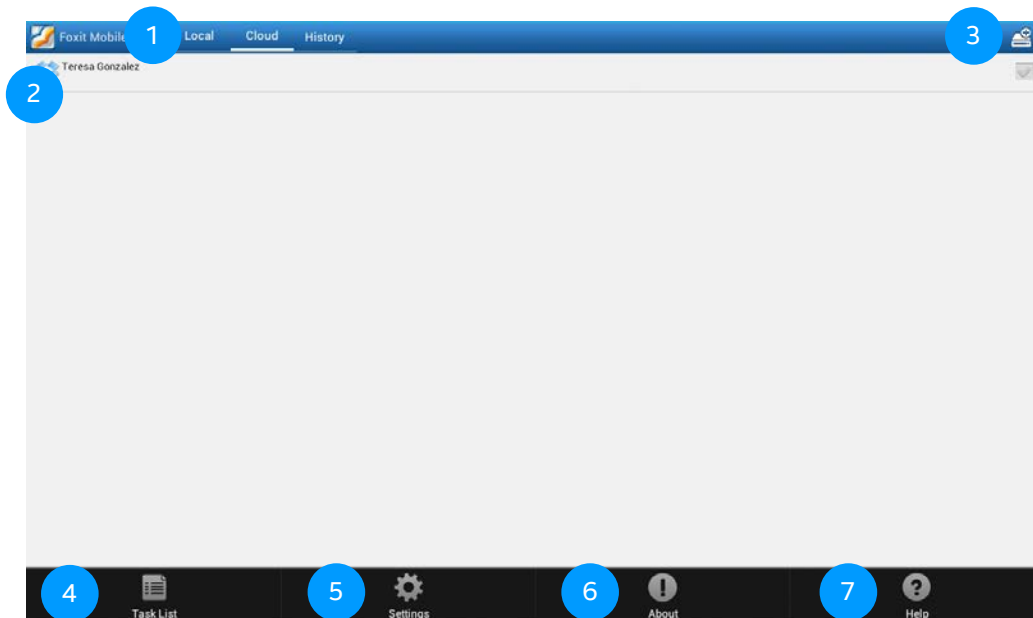
Share

Allows user to copy the link of the selected file to mail or to clipboard.



Android

Cloud view



1. Document views.
2. Cloud services list.
3. Add cloud services.
4. Task list.
5. Settings.
6. About.
7. Help.

Add a cloud service account (Android)

1. Press [Add cloud services](#).
2. Select a cloud service:
 - a. [Box](#).
 - b. [Dropbox](#).
 - c. [KuaiPan](#).
3. Enter your account and press [Sign in](#).
4. Once the connection has been established press [Login successfully and returns](#).

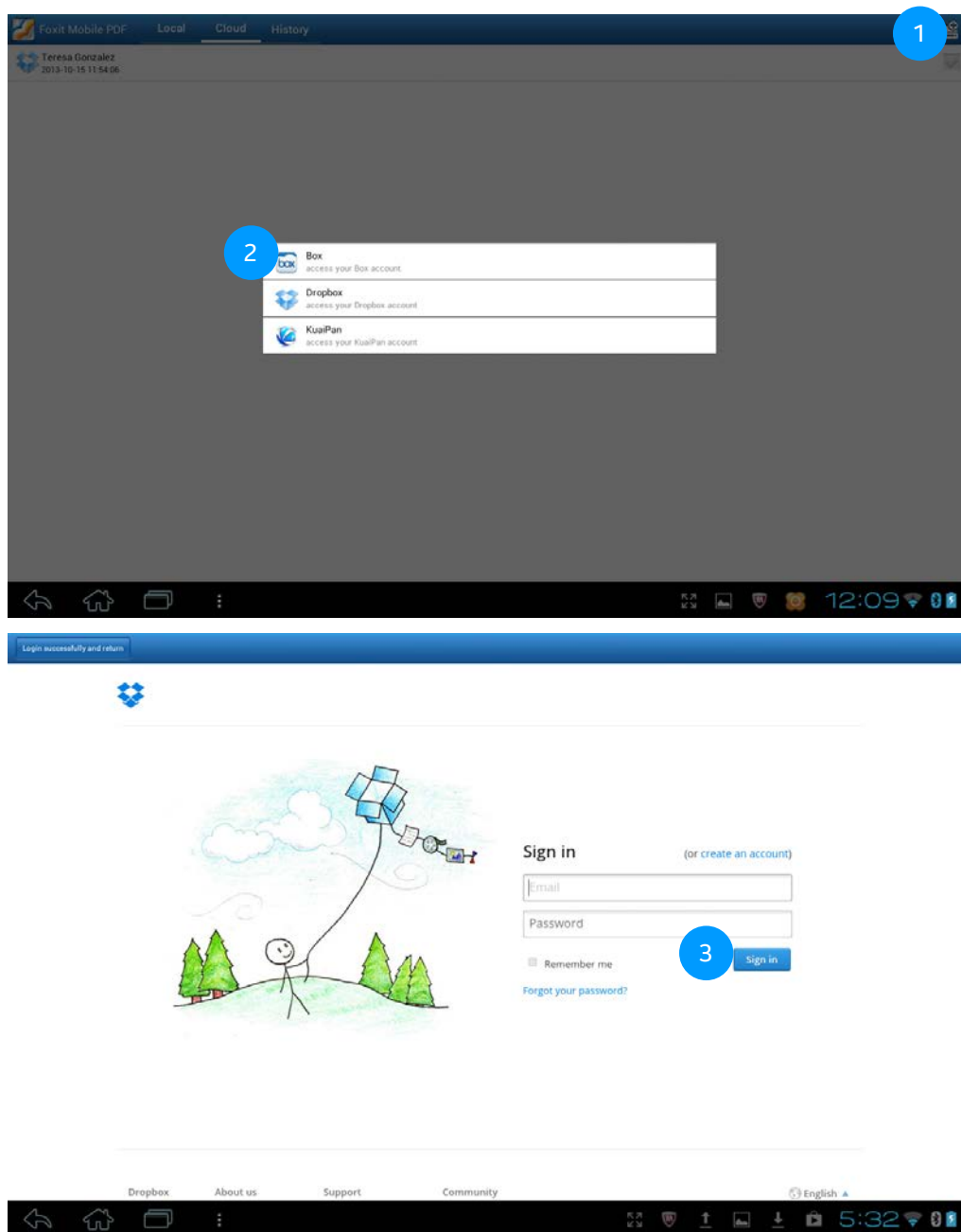


Image 26
Addition of a cloud service account in Foxit Mobile PDF for Android.



Success! Foxit Mobile PDF Reader is
connected to your Dropbox.

teresa.gonzalez@intel.com



Create a new folder (Android)

1. Press **New folder**.
2. Enter a name for new folder.
3. Press **Ok**.

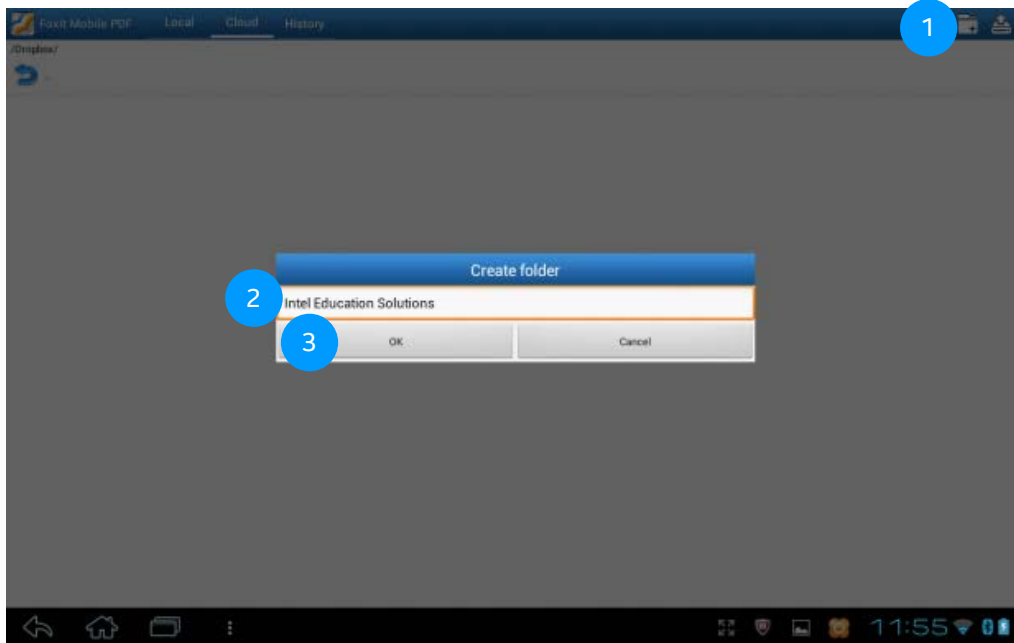


Image 27

Creation of a new folder in a cloud service account in Foxit Mobile PDF for Android.

Upload a PDF file (Android)

1. Press your account in the cloud services list and/or select a folder.
2. Press [Upload file](#).
3. Navigate through directories and choose a file.
4. Press [Ok](#).

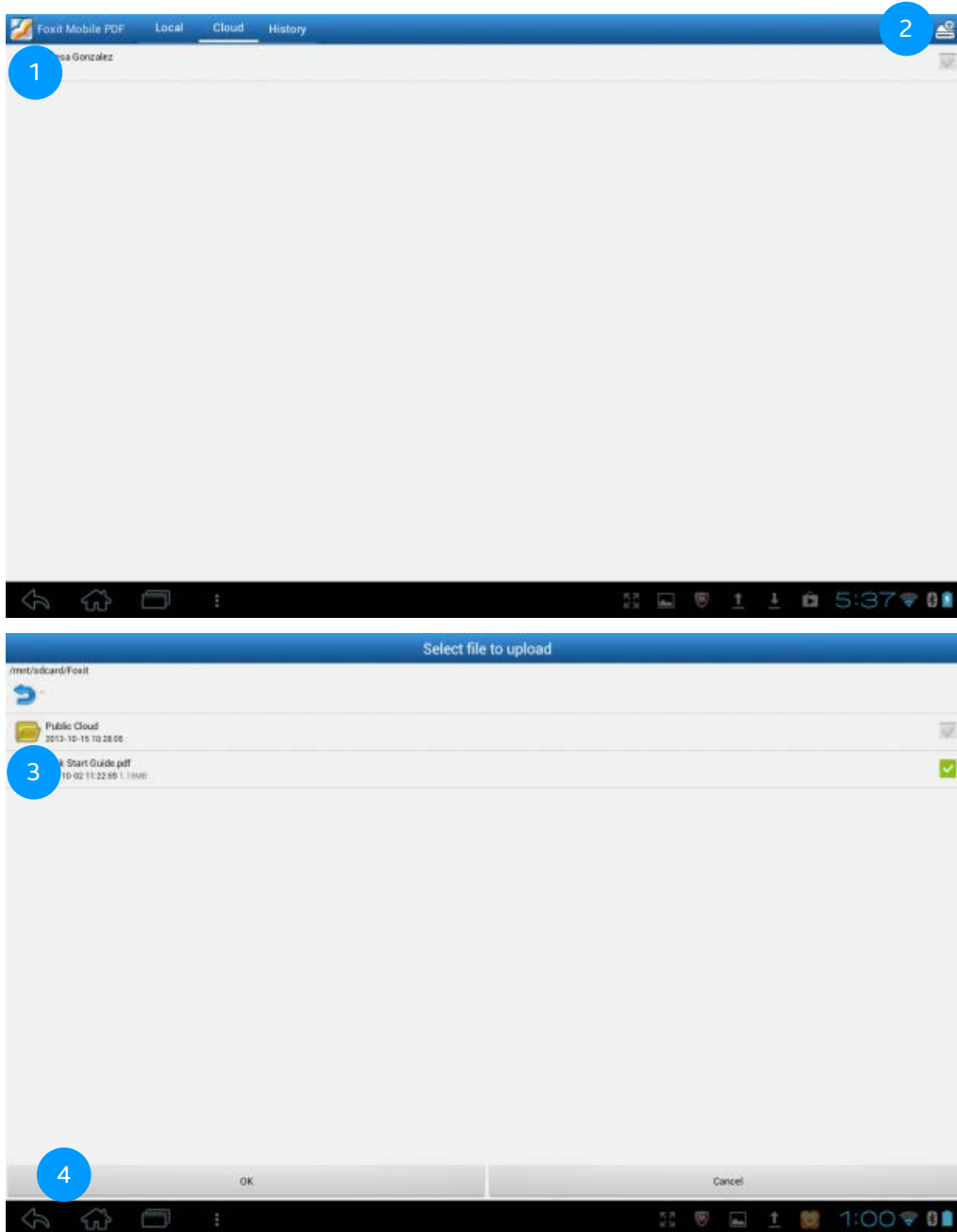


Image 28

Uploading of a PDF file in a cloud service account in Foxit Mobile PDF for Android.

Download a PDF file (Android)

1. Select the file you want to download.
2. Press [Download](#).

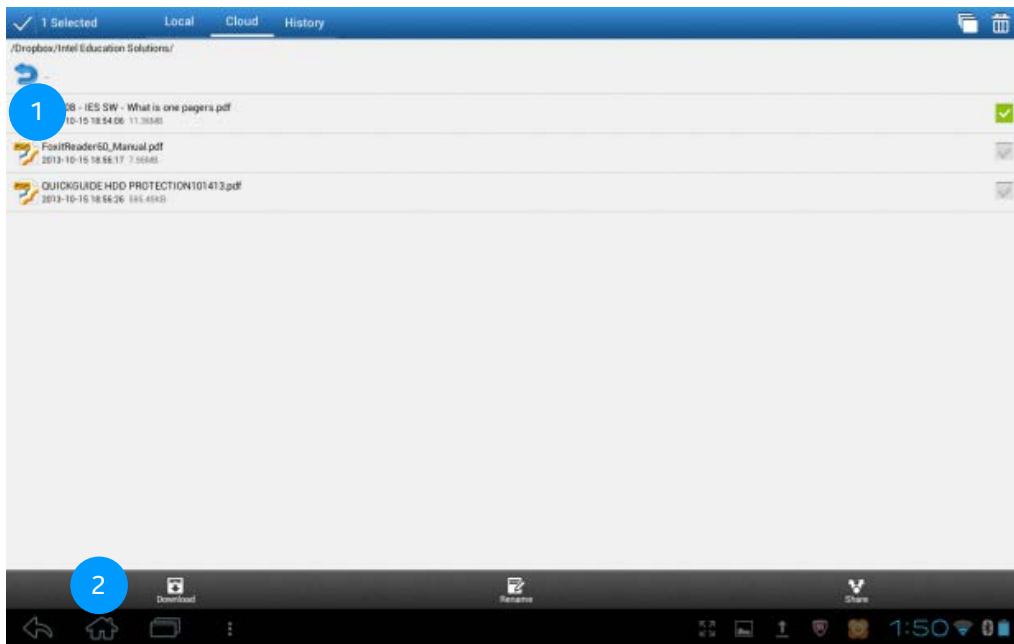


Image 29

Downloading of a PDF file in a cloud service account in Foxit Mobile PDF for Android.

Check the progress of ongoing tasks (Android)

1. Press [Overflow](#).
2. Press [Task List](#).

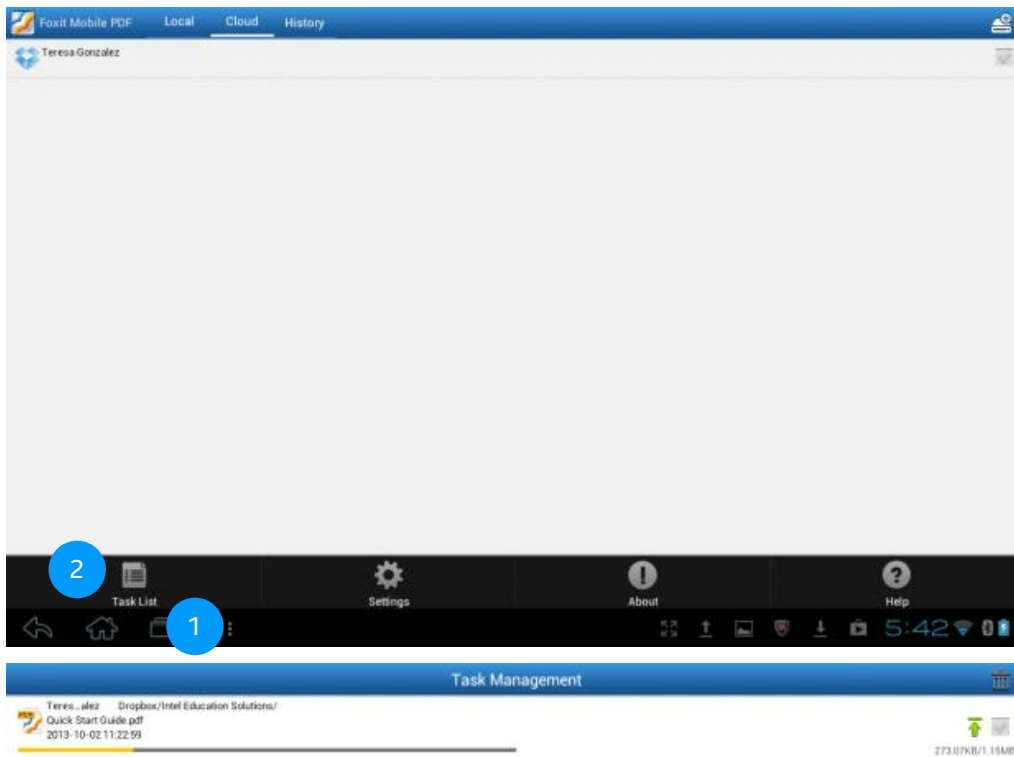


Image 30

Ongoing tasks of a cloud service account in Foxit Mobile PDF for Android.

Rename a file (Android)

1. Select the file.
2. Press **Rename**.
3. Enter a new name.
4. Press **Ok**.

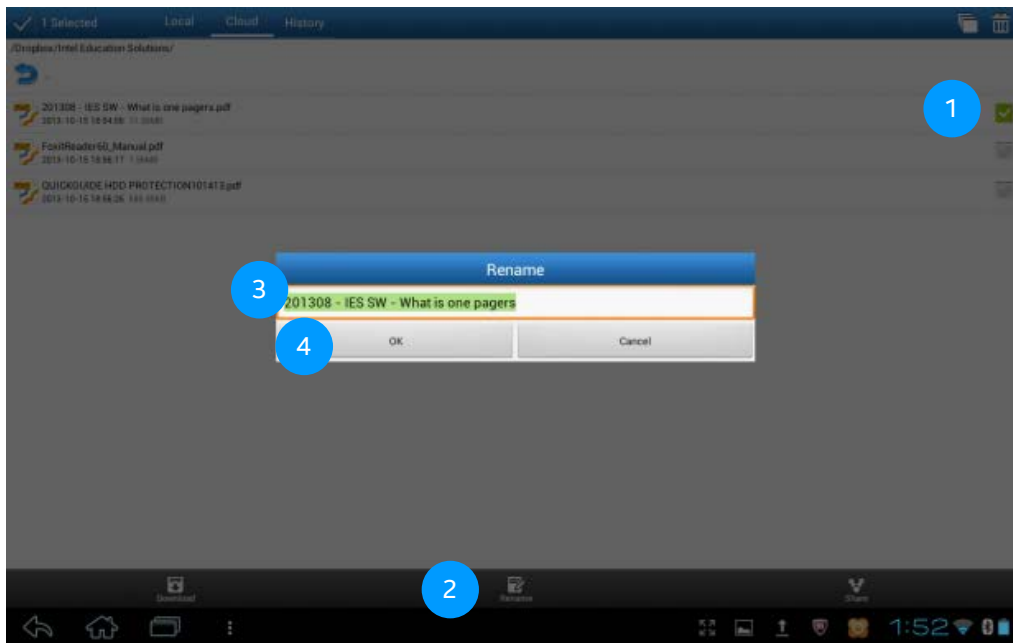


Image 31

Renaming of a file in a cloud service account in Foxit Mobile PDF for Android.

Delete a file (Android)

1. Select the file.
2. Press **Delete**.
3. Press **Ok**.

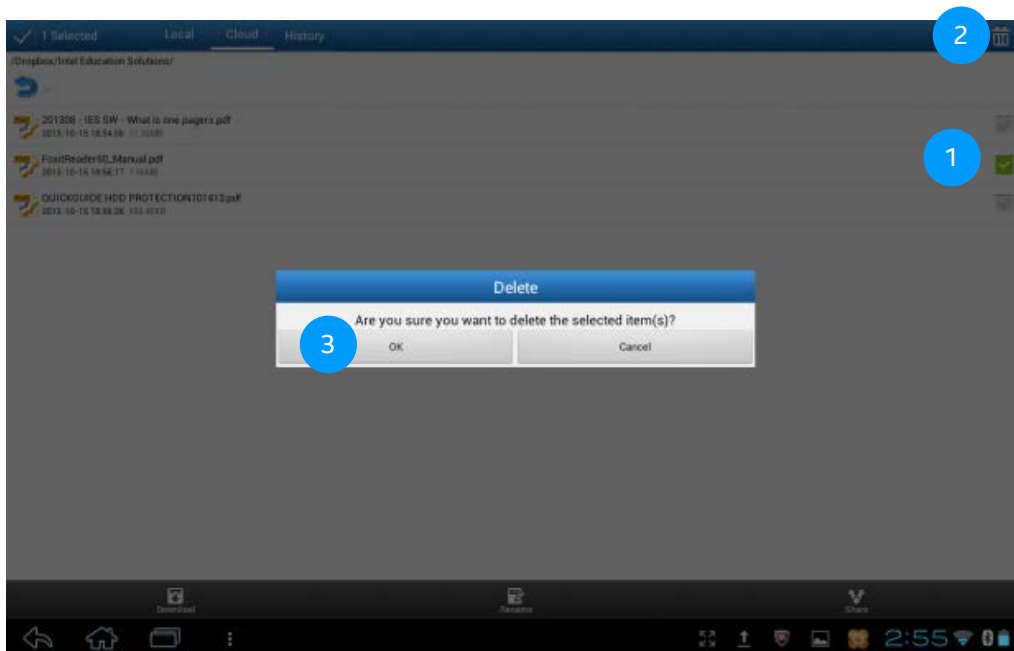


Image 32

Deleting of a file in a cloud service account in Foxit Mobile PDF for Android.

Share a file (Android)

1. Select the file.
2. Press [Share](#).
3. Choose an action:
 - a. [Copy link to mail](#).
 - b. [Copy link to clipboard](#).

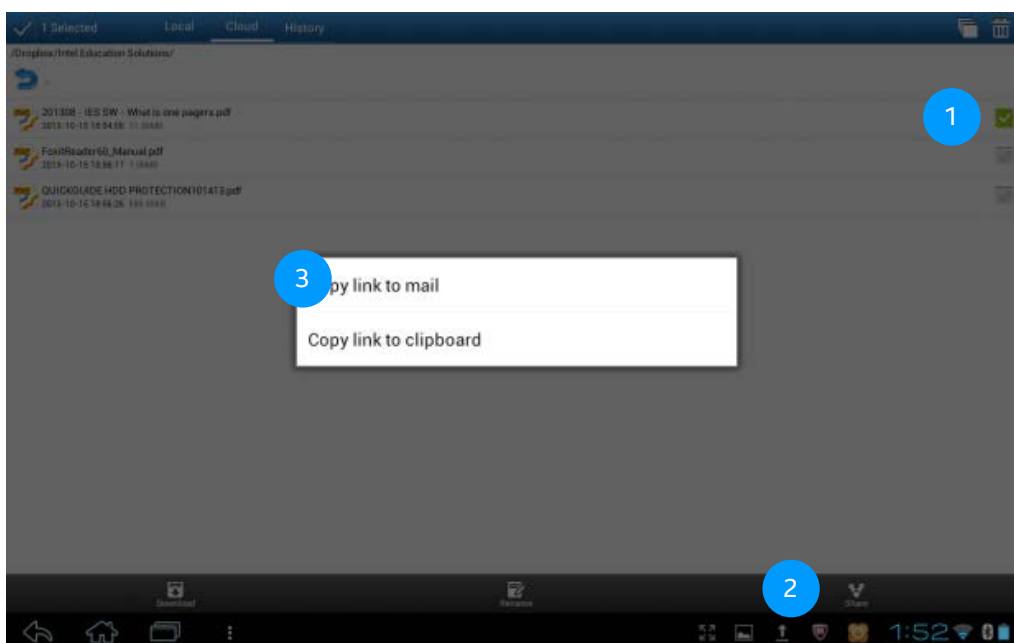










Image 33

















Sharing of a file in a cloud service account in Foxit Mobile PDF for Android.















Viewing PDF's














This section describes the navigation operations; annotation and comments tools included in both Foxit Reader and Foxit Mobile PDF to facilitate the learning process helping students summarize ideas.

Main screen and elements



	Windows	Android
Title Bar Shows the name of the application, the menu bar, and the commands to control the window.	●	
Menu bar Shows the major menus of Foxit Reader based on the selected view.	●	
File  Provides access to many of Reader's most important tasks, including Open, Save, Save as, Close, Print and Exit.	●	
Edit  Contains commands for general editing such as Undo, Redo, Select All text, Find, among others.	●	
View  Includes options to customize the view: Navigation Panel, Full screen, Page layout, Zoom, Theme, etc.	●	
Minimize  Places the window on the taskbar as an icon.	●	
Maximize / Restore  Maximizes the window size to fill the screen / reduces windows size prior to being maximized.	●	
Full screen  Shows the document in full screen mode.	●	
Close  Closes the application window.	●	
Toolbar Provides quick access to most often used commands and navigation tools.	●	●
Home  Returns to current document view.		●

		Windows	Android
	<p>Text reflow</p> <p>Shows the file in plain text mode or in view with pictures.</p>		●
	Back		●
	Next		●
	Decrease font size		●
	Increase font size		●
	Show / hide pictures		●
	<p>Library View</p> <p>Changes to the default view to organize files and visualizes their content.</p>	●	
	<p>First page</p> <p>Jumps to the first page of the document.</p>	●	
	<p>Previous page</p> <p>Pages up.</p>	●	
	<p>Next Page</p> <p>Pages down.</p>	●	
	<p>Last page</p> <p>Jumps to the last page of the document.</p>	●	
	<p>Zoom in</p> <p>Increases the magnification of the entire page.</p>	●	
	<p>Zoom out</p> <p>Decreases the magnification of the entire page.</p>	●	
	<p>Page size</p> <p>Displays options to fit the page on screen.</p>	●	
	<p>Actual size</p> <p>Returns page to its actual size.</p>	●	
	<p>Fit width</p> <p>Resizes the page size to fill the width of the screen.</p>	●	






















		Windows	Android
	Fit height Resizes the page size to fill the height of the screen.	●	
	Fit page Shows an entire page on screen.	●	
	Navigation pane Shows / hides navigation pane.	●	
	Hand Allows user to pan around the document.	●	
	Select text Allows user to select text for copying and pasting.	●	
	Snapshot Allows users to copy a screen area as an image.	●	
	Pages Goes to specific page using page thumbnails.	●	
	Table of content Lists chapters, main headings, and other organizational elements in a document.	●	
	Go to Page Allows user to jump to another page.		●
	Page mode Allows user to change the page mode: single page, continuous page or thumbnail.		●
	Rotation Changes the screen mode to portrait or landscape.		●
Full screen toolbar		●	
	Pin the toolbar	●	
	Exit the full screen mode	●	
	Hand	●	

		Windows	Android
	Annotation toolbar	●	
	First page	●	
	Previous page	●	
	Next page	●	
	Last page	●	
	Zoom in	●	
	Zoom out	●	
	Fit width	●	
	Fit page	●	
	Scroll automatically	●	
	Show a single page	●	
	Rotate the page view clockwise in 90 degree	●	
	Rotate the page view counter clockwise in 90 degree	●	
Status bar		●	
Shows the file directory path, number of pages, zoom and rotation.			

Windows Android

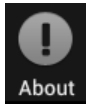
		Annotation toolbar / Annotation tools	●	●
		Includes notes, highlight and pencil tools.		

Windows Android

			Windows	Android
		Select annotations	●	
		Freeform / Pencil	●	●
		Delete annotation	●	
		Note	●	●
		Highlight	●	●
		Squiggly	●	
		Cross out	●	
		Arrow line	●	
		Rectangle	●	
		Annotations color	●	
		Annotations thickness	●	
		Find / Search Finds certain text in the document.	●	●
		Bookmark / Add bookmark Lists the bookmarks contained in a document / Creates a bookmark.	●	●
View options				●
		Brightness Adjusts the screen brightness.		●
		Share Allows user to share the selected file via Bluetooth or Gmail*.		●
		Settings Sets viewing and application related preferences.		●

Windows

Android



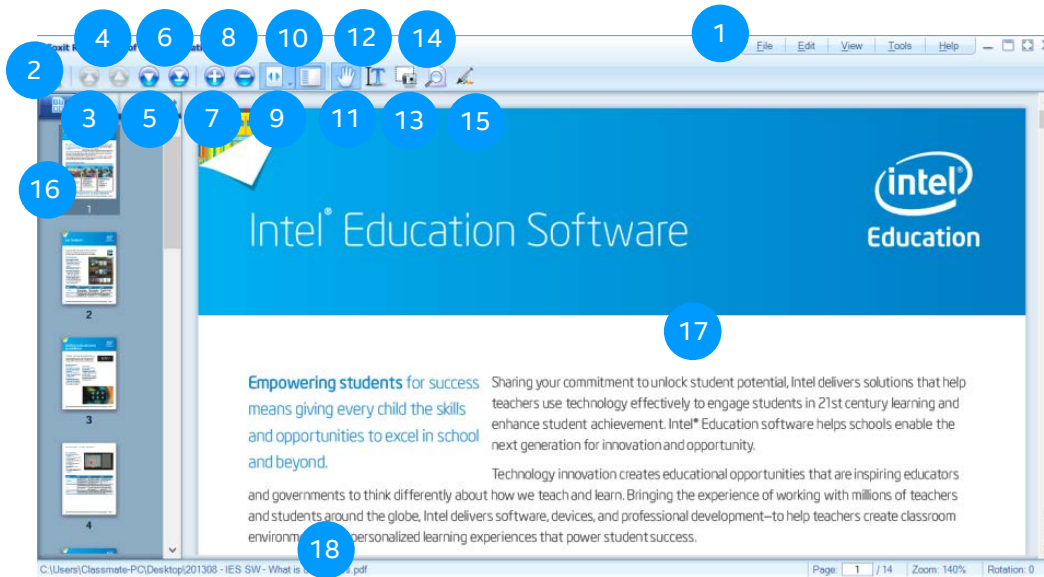
About

Shows application / company and version related information.



Windows

Reading view



1. Menu Bar.
2. Library view.
3. First page.
4. Previous page.
5. Next page.
6. Last page.
7. Zoom in.
8. Zoom out.
9. Page size.
10. Navigation pane.
11. Hand.
12. Select text.
13. Snapshot.
14. Find.
15. Annotation toolbar.
16. Navigation Pane.
17. Work area.
18. Status bar.

Android

Reading view



1. Home.
2. Text reflow.
3. Annotation tools.
4. Add bookmark.
5. Go to page.
6. PDF viewing.
7. Search.
8. Page mode.
9. Rotation.

Open a book for reading

Windows - Library view

1. In **Navigation Panel** select the bookshelf.
2. Select the book.
3. Press **Open book**.

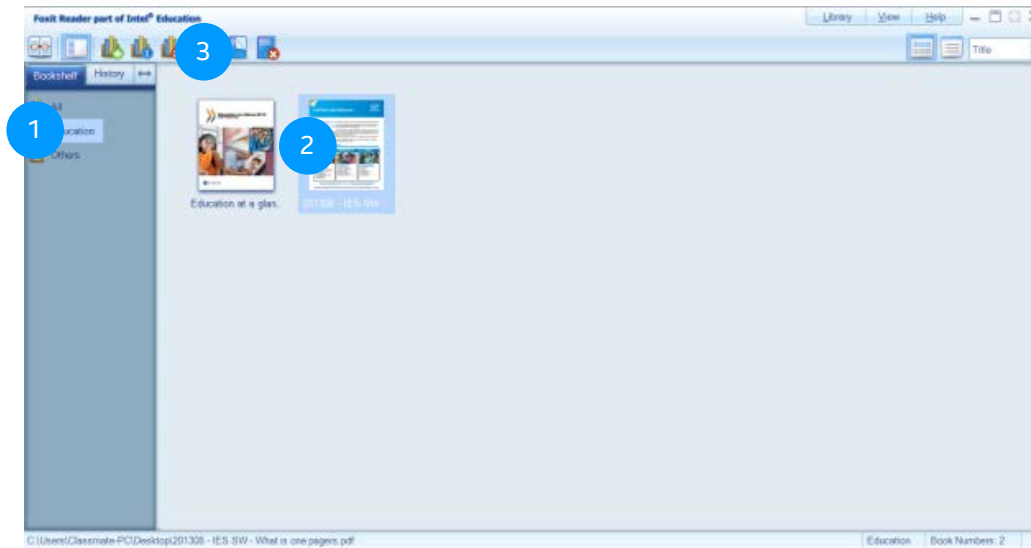


Image 34

Opening of a book in Library view in Foxit Reader for Windows.

Windows – Reading view

1. Press **File** menu.
2. Press **Open**.
3. Navigate and select the file.
4. Press **Open**.

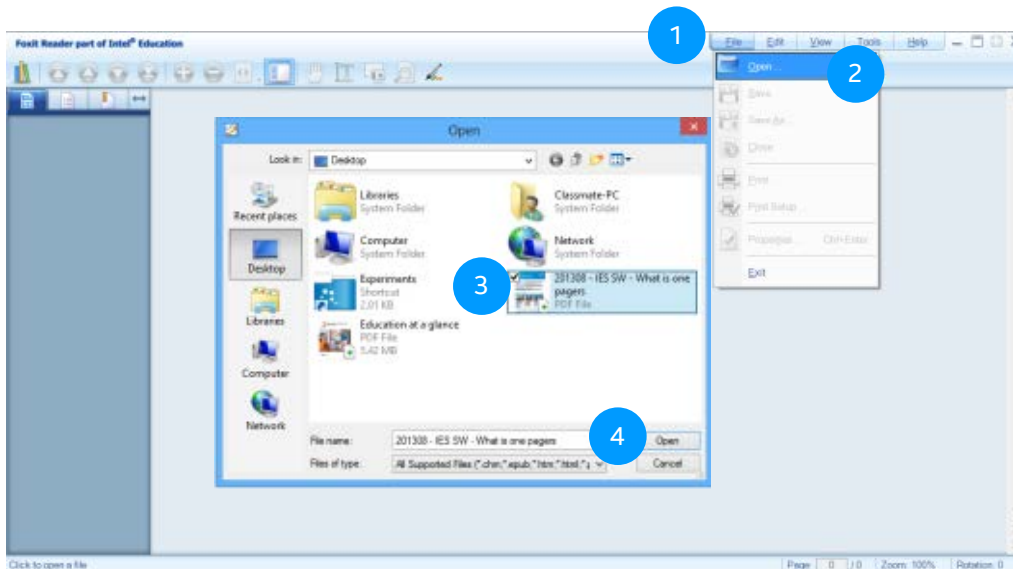


Image 35

Opening of a book in Reading view in Foxit Reader for Windows.

Android – Local view

1. Press the PDF file.

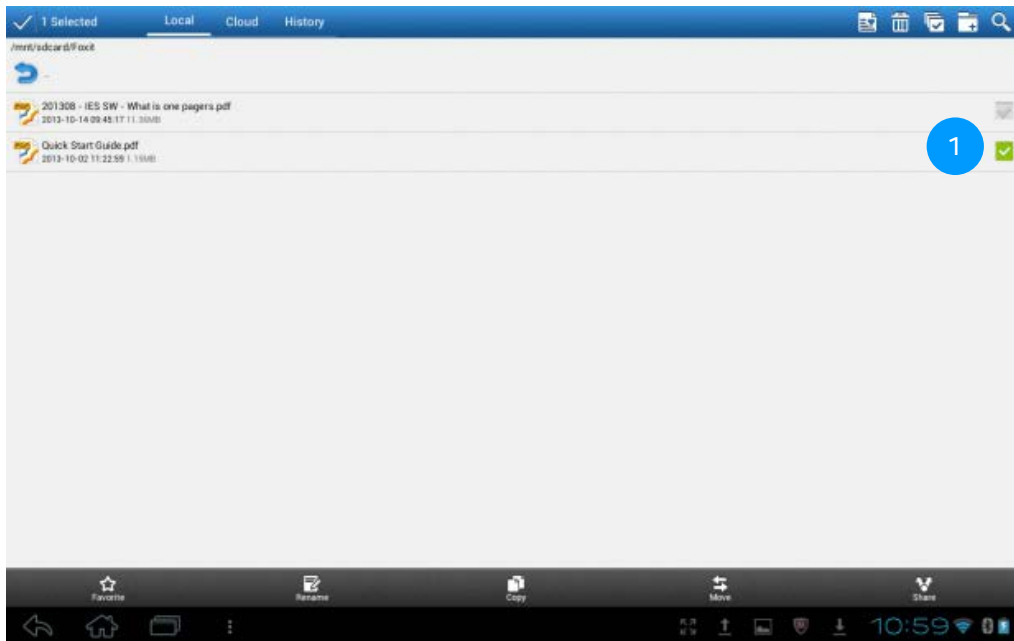


Image 36

Opening of a book in Local view in Foxit Mobile PDF for Android.

Save a copy of the book (Windows)

1. Press **File** menu.
2. Press **Save as**.
3. Navigate and select the folder. Enter a name for the file.
4. Press **Save**.

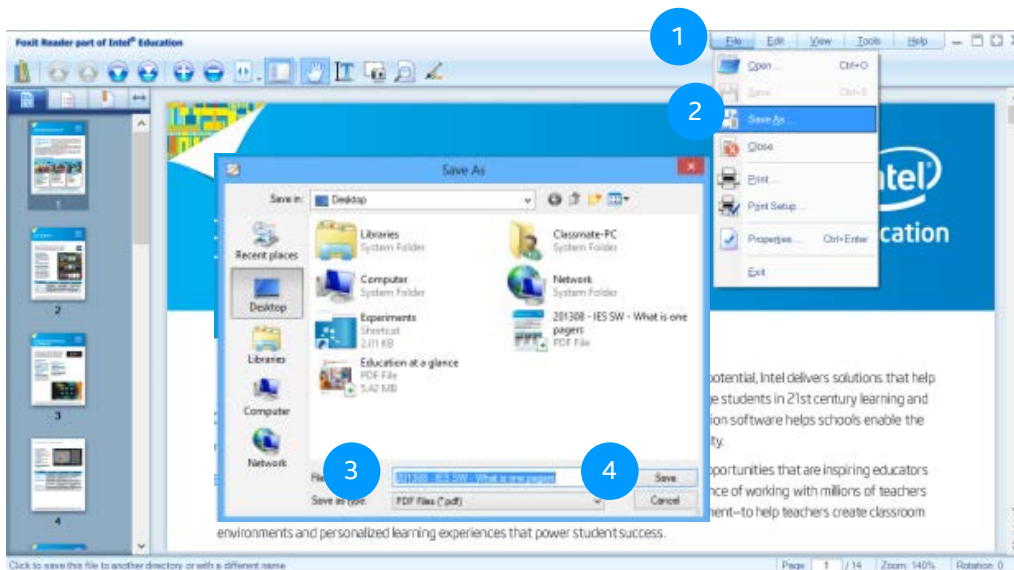


Image 37

Saving of a book copy in Foxit Reader for Windows.

Close a book (Windows)

1. Press **File** menu.
2. Press **Close**.



Image 38
Closing of a book in
Foxit Reader for
Windows.

Navigate through the book content

Windows

1. Press navigation buttons:
 - a. First page.
 - b. Previous page.
 - c. Next page.
 - d. Last page.

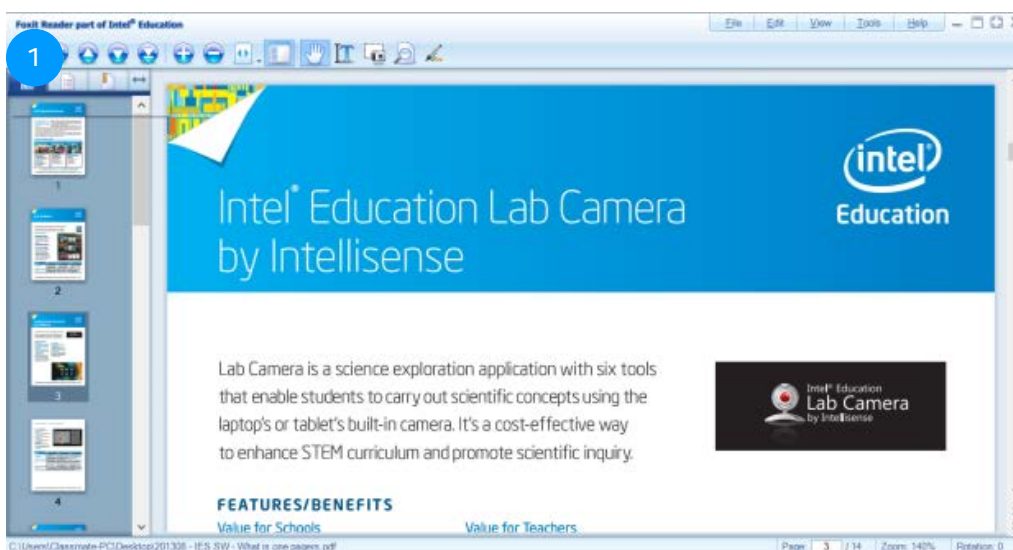


Image 39
Navigating through
of a book's pages in
Foxit Reader for
Windows.

Android

1. Press [Go to page](#).
2. Enter the page number.
3. Press [Go](#).



Image 40

Navigating through of a book's pages in Foxit Mobile PDF for Android.



Navigate using thumbnails (Windows)

1. In **Navigation Panel** press the **Pages** tab.
2. Press the thumbnail to jump to another page.

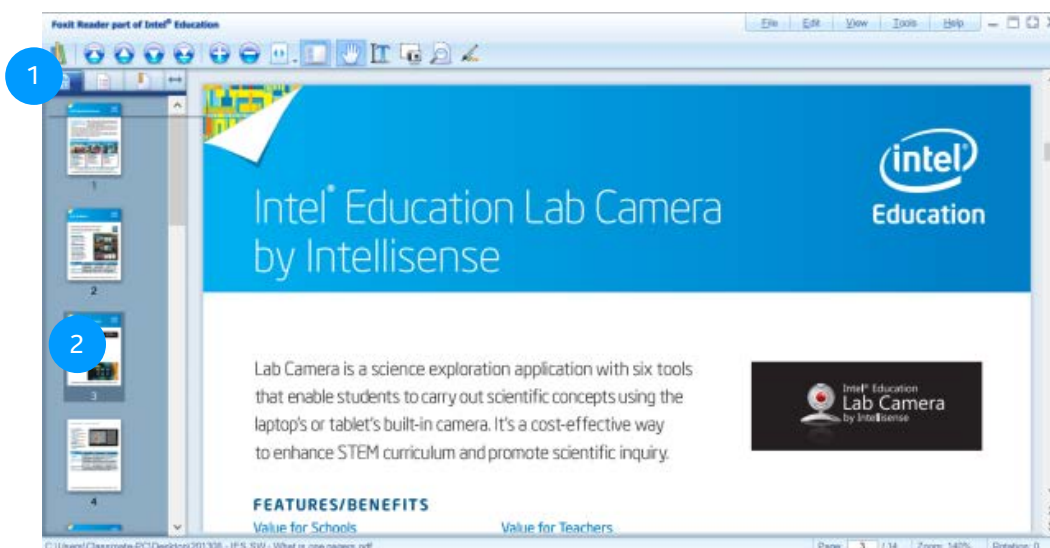


Image 41
Navigating through
of a book's pages
using thumbnails in
Foxit Reader for
Windows.

Navigate using the table of contents (Windows)

1. In **Navigation Panel** press the **Table of content** tab.
2. Press a table content entry.

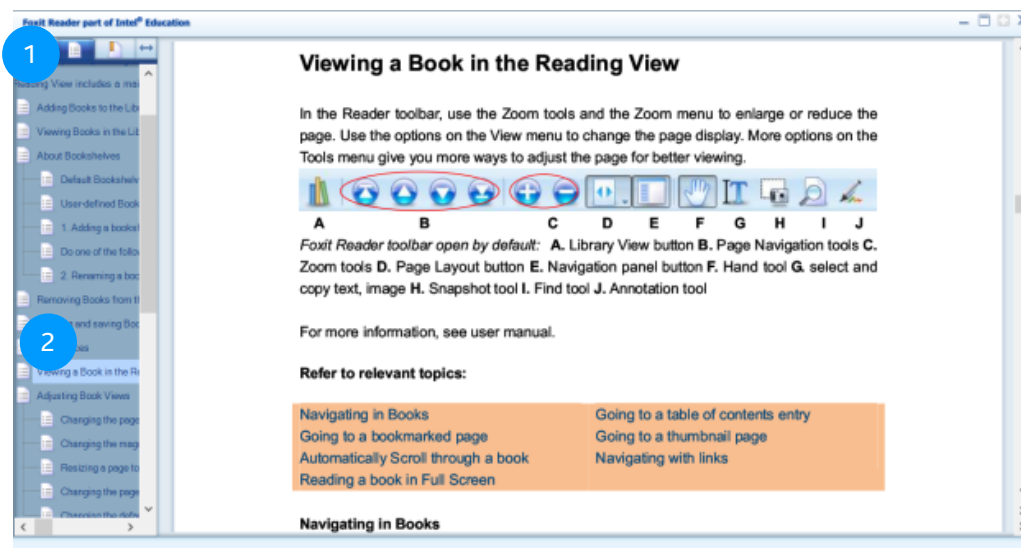


Image 42
Navigating through
of a book's pages
using the table of
contents in Foxit
Reader for
Windows.

Enable the auto scroll function (Windows)

1. Press **View** menu.
2. Press **Automatically Scroll**.

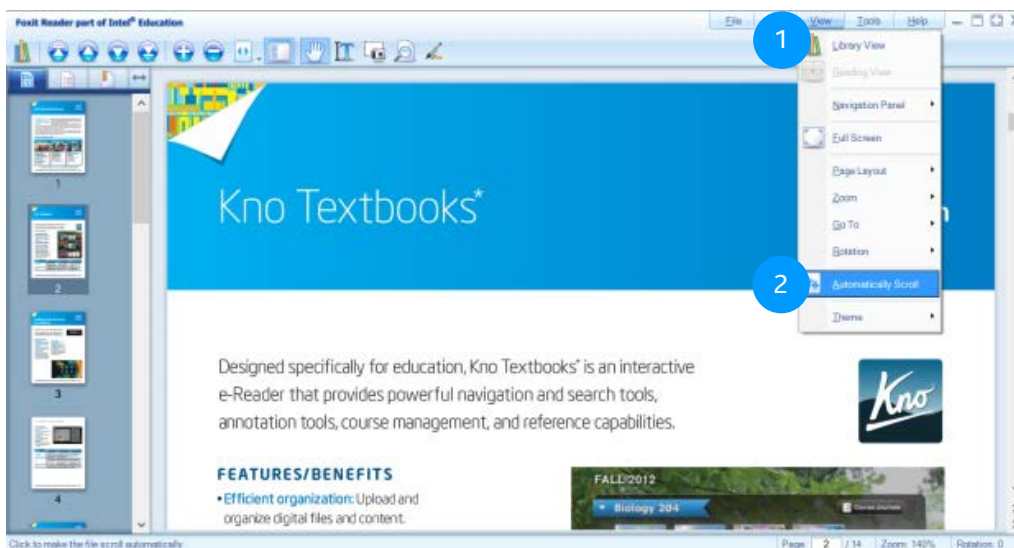


Image 43

Automatically scroll function in Foxit Reader for Windows. To increase or decrease the scrolling speed, select the speed in Preference, press the Shift key while scrolling mouse wheel, or press Ctrl + Up/Down arrow.

Add a new bookmark

Windows

1. In **Navigation Panel** press the **Bookmark** tab.
2. Press **New bookmark**.
3. Enter a name.

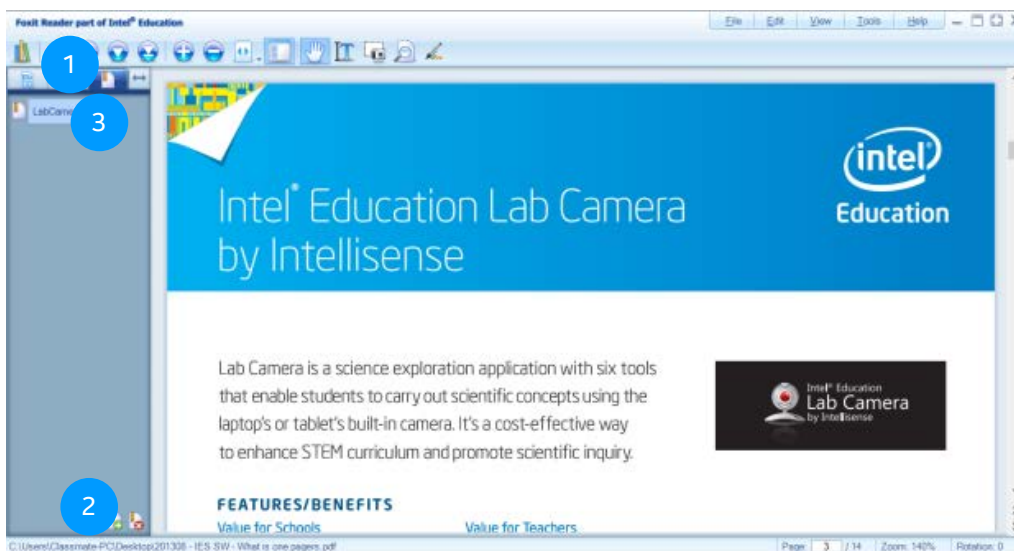


Image 44

Addition of a bookmark in Foxit Reader for Windows. Bookmarks are navigational tools that allow users to return to marked places easily.

Android

1. Jump to the page you want to add as bookmark. Press **Bookmark**.



Image 45
Addition of a bookmark in Foxit Mobile PDF for Android.

Delete a bookmark (Windows)

1. In **Navigation Panel** press the **Bookmark** tab.
2. Select a bookmark.
3. Press **Delete bookmark**.

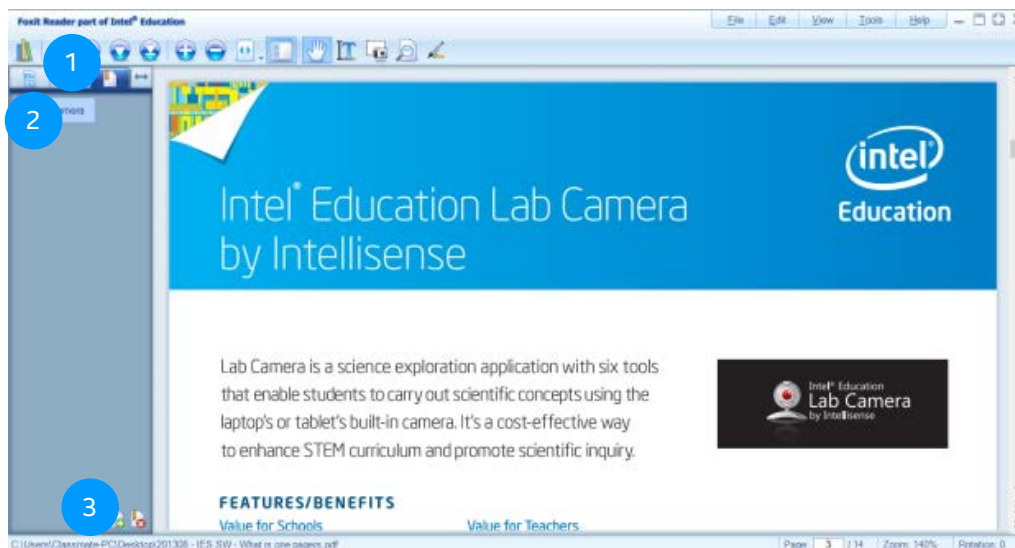


Image 46
Deleting of a bookmark in Foxit Reader for Windows.

Navigate using bookmarks (Windows)

1. In **Navigation Panel** press the **Bookmark** tab.
2. Select a bookmark to jump to the desired page.

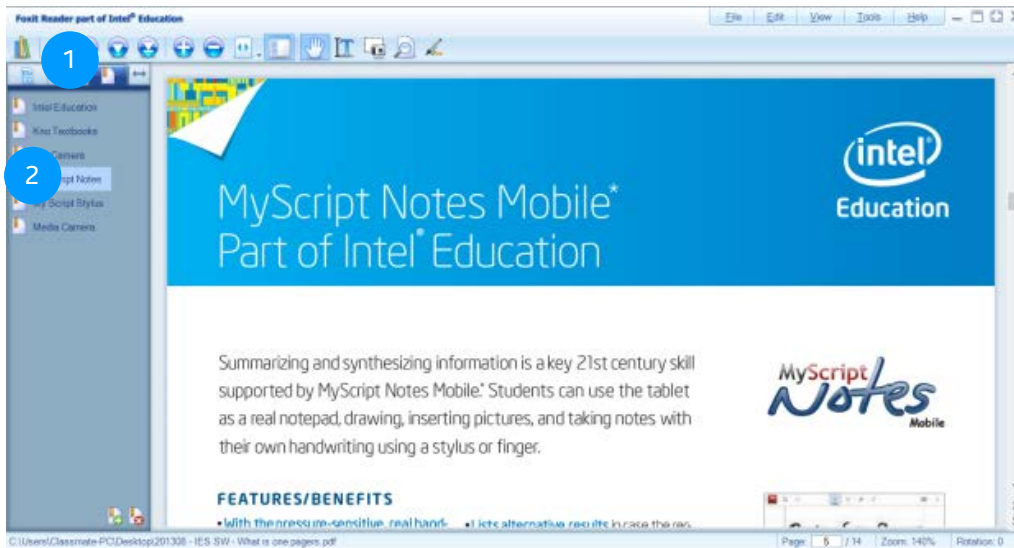


Image 47
Navigation through
bookmarks in Foxit
Reader for
Windows.

Change the page orientation

Windows

1. Press **View** menu.
2. Press **Rotation**.
3. Select **Clockwise** or **Counterclockwise**.

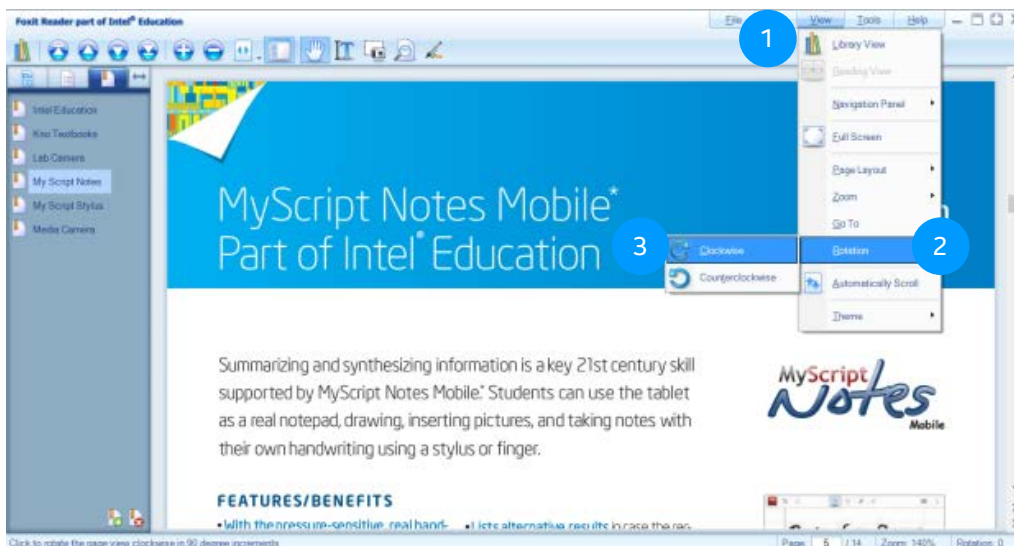


Image 48
Changing of page
orientation in Foxit
Reader for
Windows.

Android

1. Press **Rotation**.



Image 49
Changing of page orientation in Foxit Mobile PDF for Android.

Change the page layout

Windows

1. Press **View** menu.
2. Press **Page Layout**.
3. Select an option:
 - a. **Single Page**.
 - b. **Continuous Page**.
 - c. **Facing**.
 - d. **Continuous Facing**.

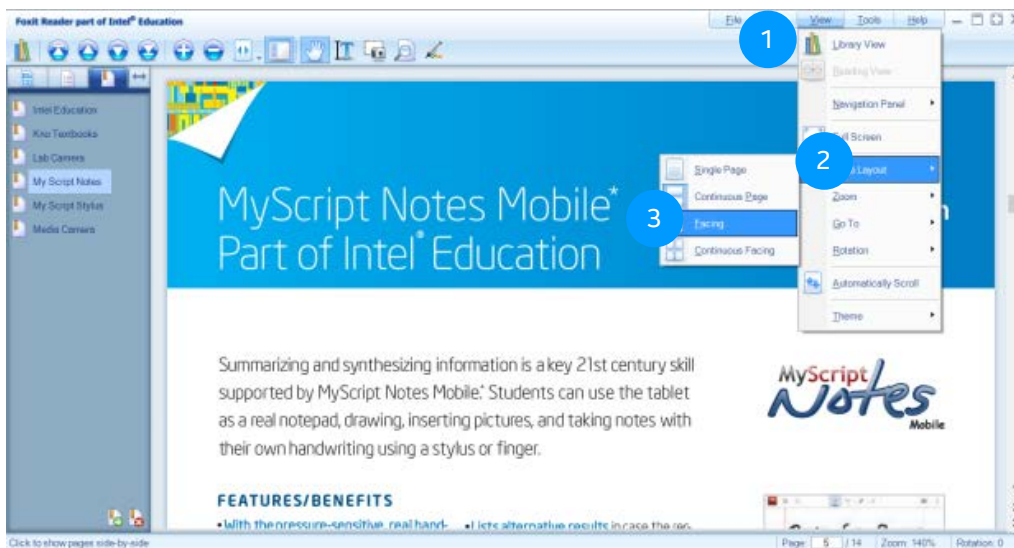


Image 50
Changing of page
layout in Foxit
Reader for
Windows.

Android

1. Press **Page mode** icon.
2. Choose an option:
 - a. **Single view.**
 - b. **Continuous Page.**
 - c. **Thumbnail.**

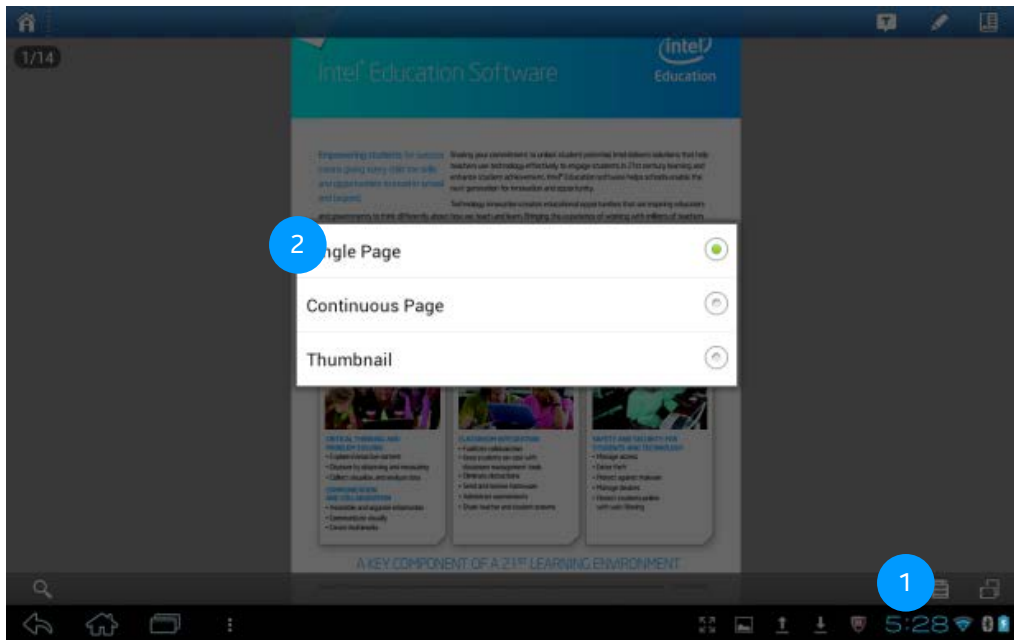


Image 51

Changing of page layout in Foxit Mobile PDF for Android.

Zoom in / zoom out in a page (Windows)

1. Press **Zoom in** or **Zoom out** icon.

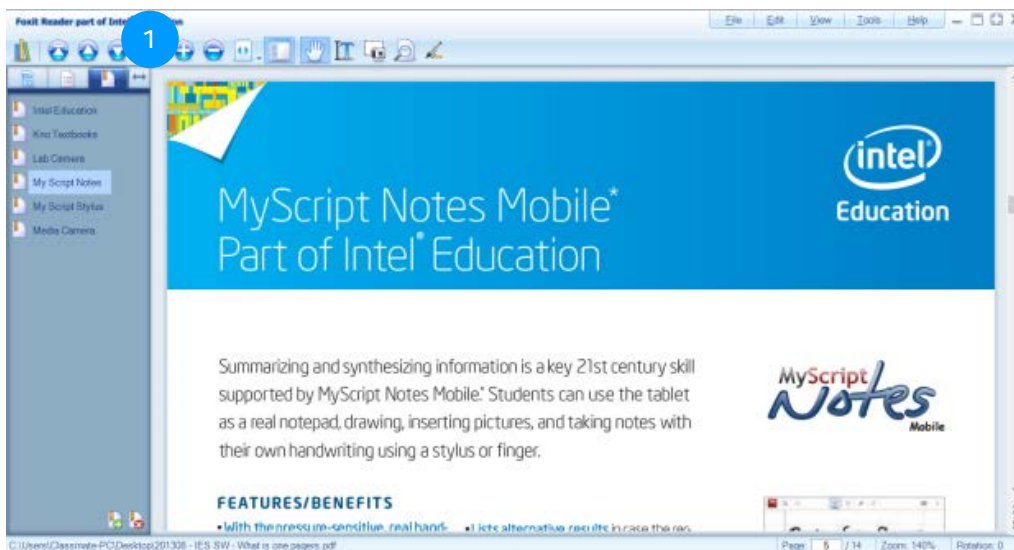


Image 52

Zooming of a page in Foxit Reader for Windows.

Use the loupe tool (Windows)

1. Press **Tools** menu.
2. Press **Loupe tool**.
3. Move the loupe tool to the area you want to zoom in /zoom out.

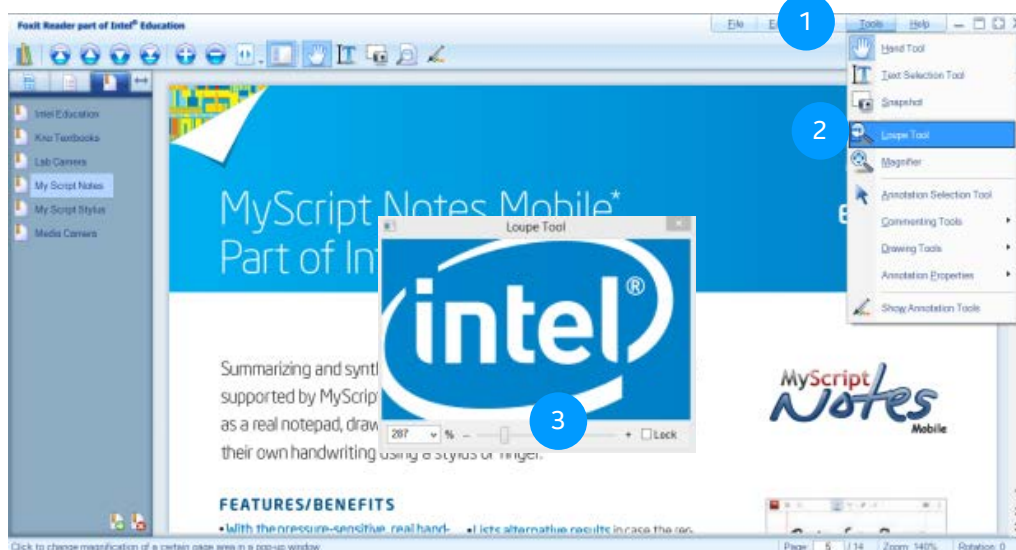


Image 53

Zooming of a page with loupe tool in Foxit Reader for Windows.

Use the magnifier tool (Windows)

1. Press **Tools** menu.
2. Press **Magnifier tool**.
3. Move the magnifier tool to the area you want to zoom in. To change the size of magnifier window press the right mouse button.

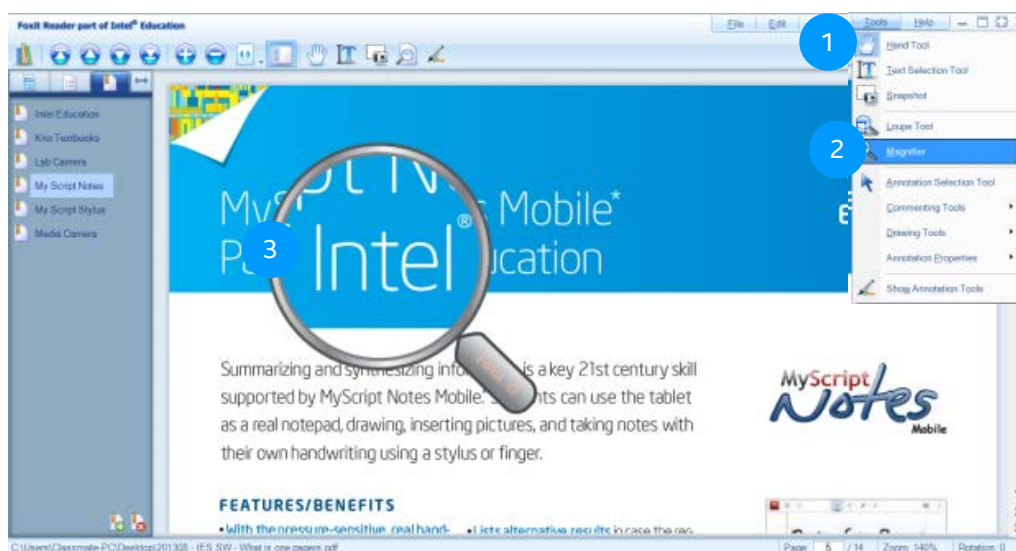


Image 54

Zooming of a page with magnifier tool in Foxit Reader for Windows.

Resize a page to fit screen (Windows)

1. Press **Page size** icon.
2. Select a size:
 - a. Actual Size.
 - b. Fit Width.
 - c. Fit Height.
 - d. Fit Page.

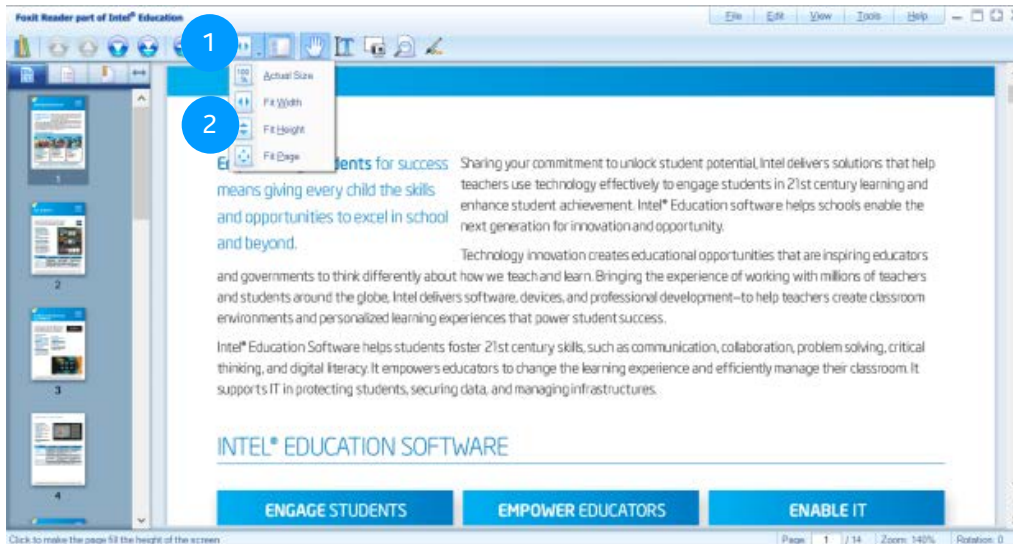


Image 55
Resizing of a page in
Foxit Reader for
Windows.

Access to full screen mode (Windows)

1. Press **Full screen**. To exit press **Esc** key.

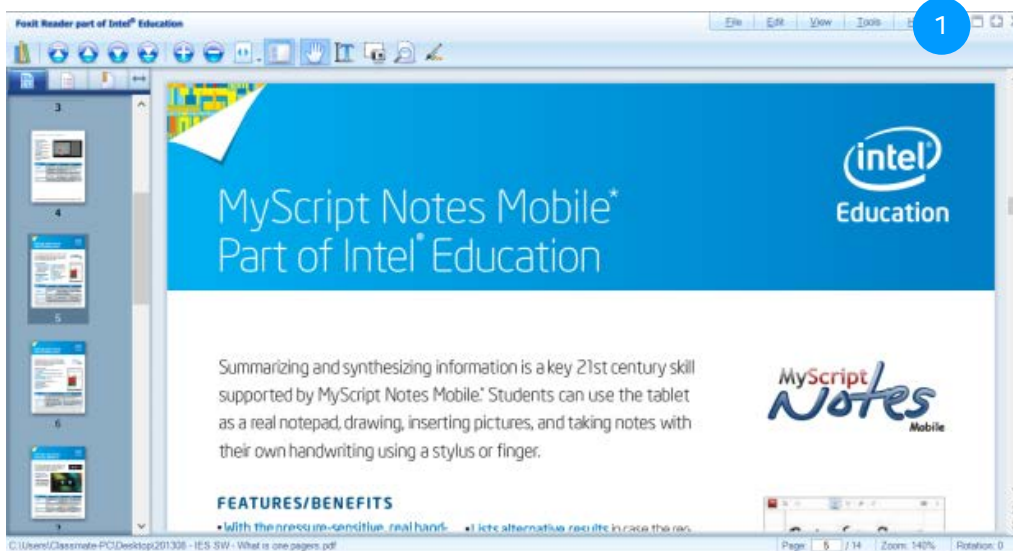


Image 56
Full screen mode in
Foxit Reader for
Windows.

Change view to display only text (Android)

1. Press **Text Reflow**.
2. Press **Hide images**.

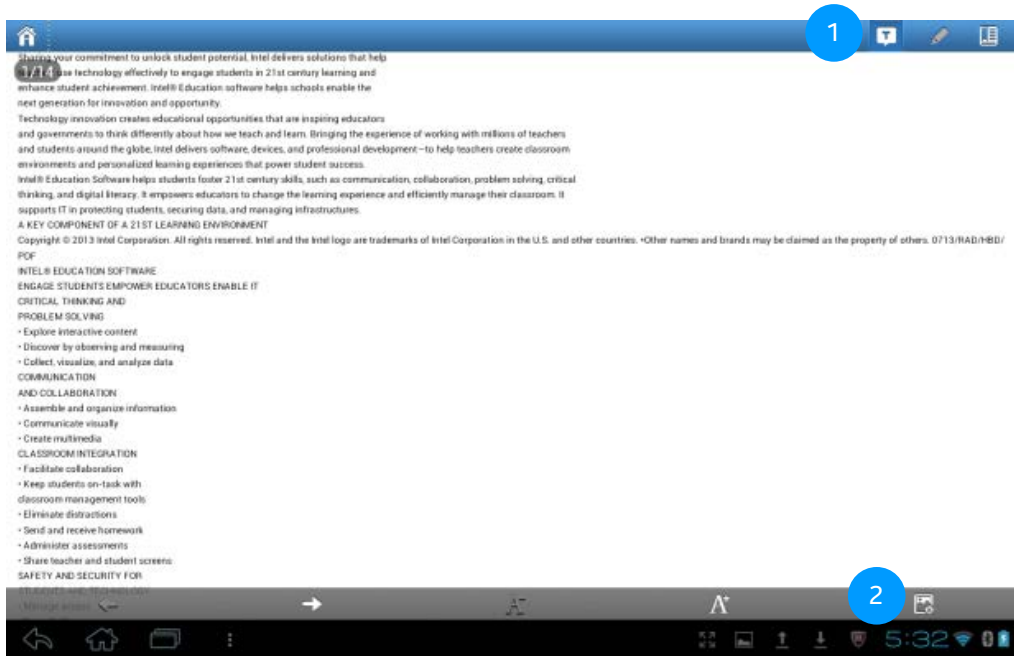


Image 57
Changing of page
view in Foxit Mobile
PDF for Android.

Find text in a book

Windows

1. Press **Find**.
2. In **Find text** box enter the word or text.
3. Select the search options:
 - a. **Match whole word only**.
 - b. **Match sense**.
4. Press **Find Next** or **Find previous**.



Image 58
Finding of specific
text in Foxit Reader
for Windows.

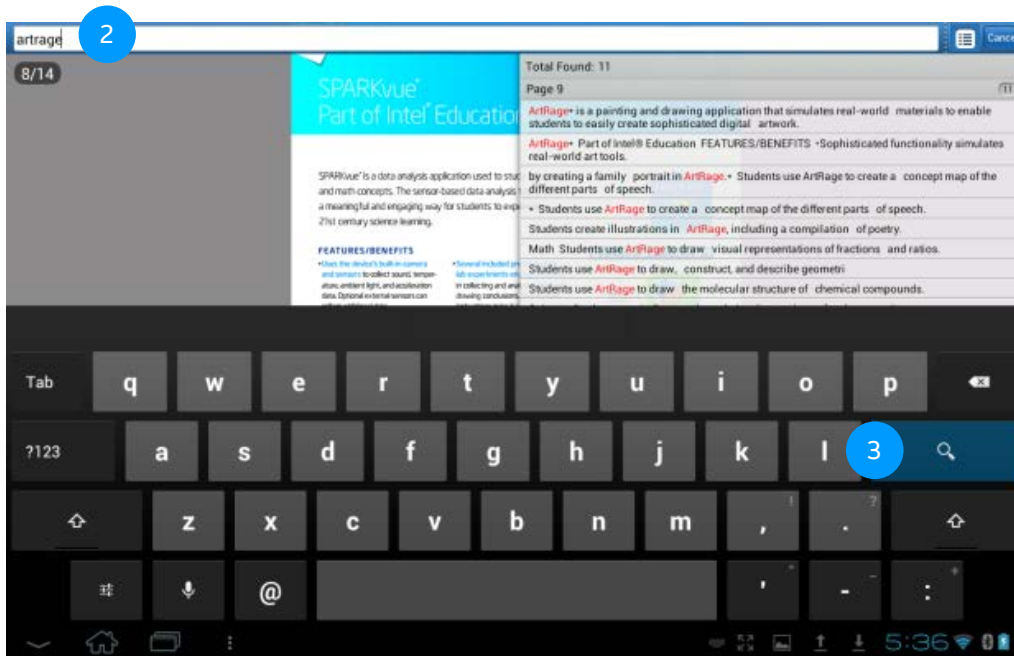
Android

1. Press [Search](#).
2. Enter the text to search.
3. Press the [Search](#) key.



Image 59

Finding of specific text in Foxit Mobile PDF for Android.



Copy text (Windows)

1. Press **Select Text**.
2. Drag the cursor to select the desired text.
3. Press **Ok**.

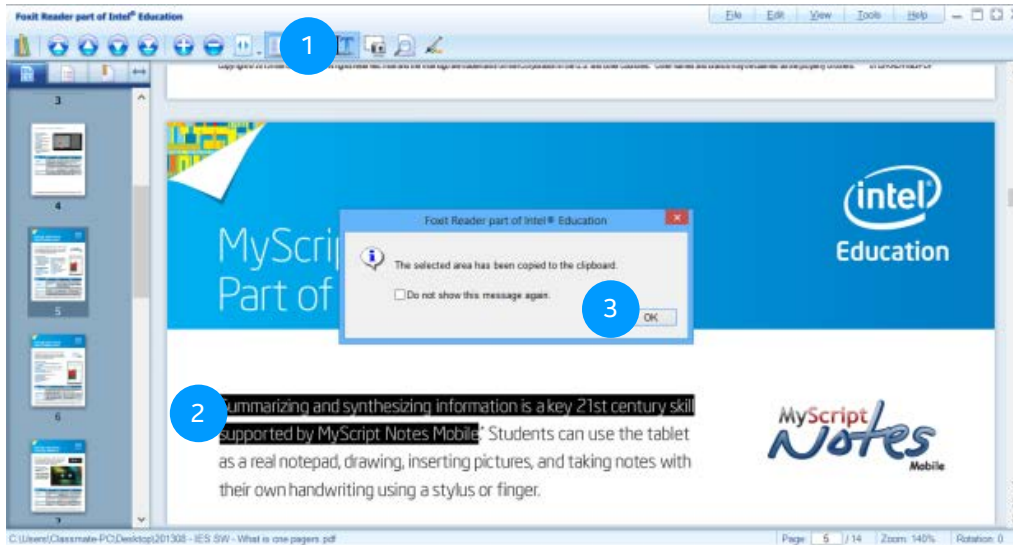


Image 60

Copy of specific text in Foxit Reader for Windows.

Take a snapshot (Windows)

1. Press **Snapshot**.
2. Drag the cursor to select the desired area.
3. Press **Ok**.

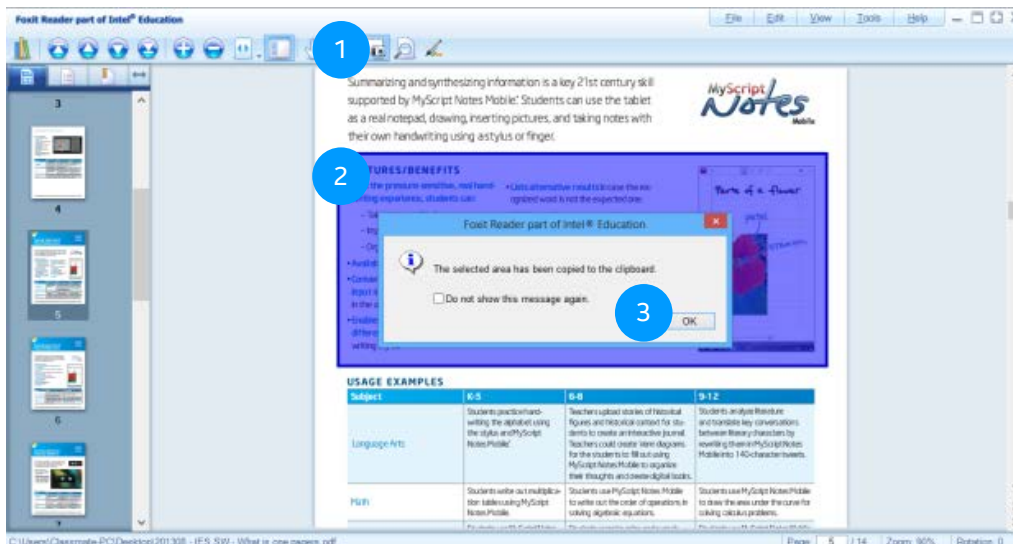


Image 61

Taking of a snapshot in Foxit Reader for Windows.

Show / hide the annotation toolbar (Windows)

1. Press **Annotation toolbar**.

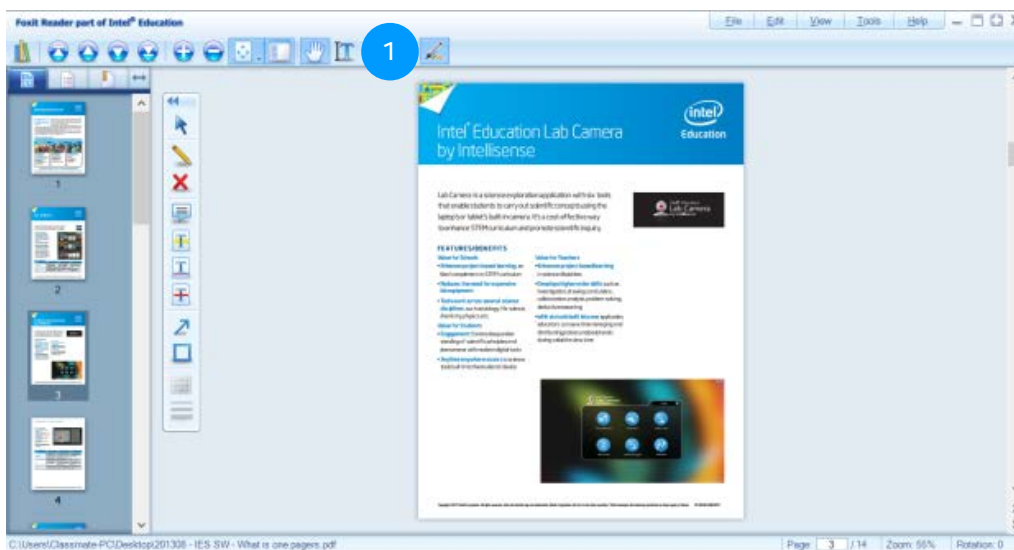


Image 62

Annotation toolbar in Foxit Reader for Windows.

Add note comments

Windows

1. In the **Annotation toolbar** press **Note comment**.
2. Press on the area where you want to place the note.
3. Type the text in the pop-up note.

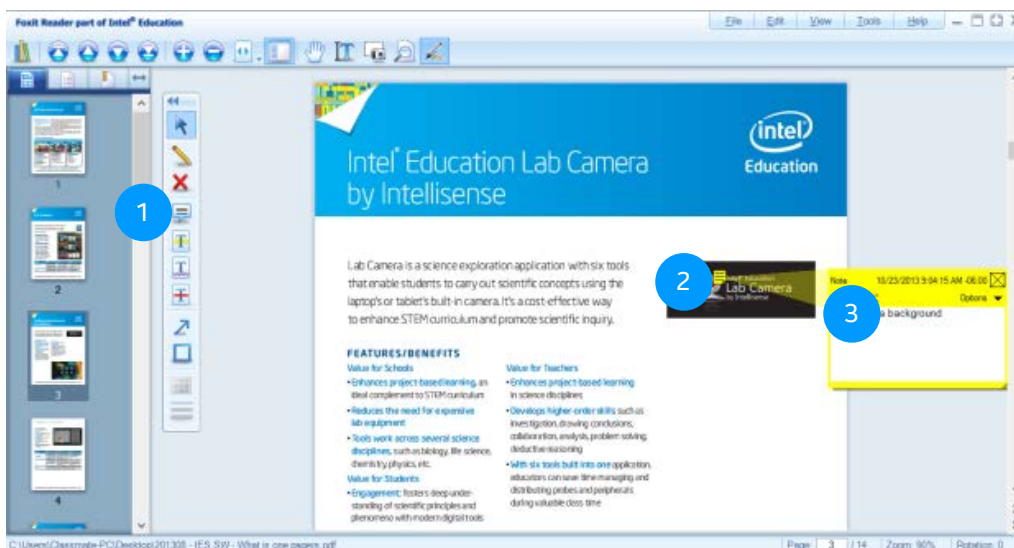


Image 63

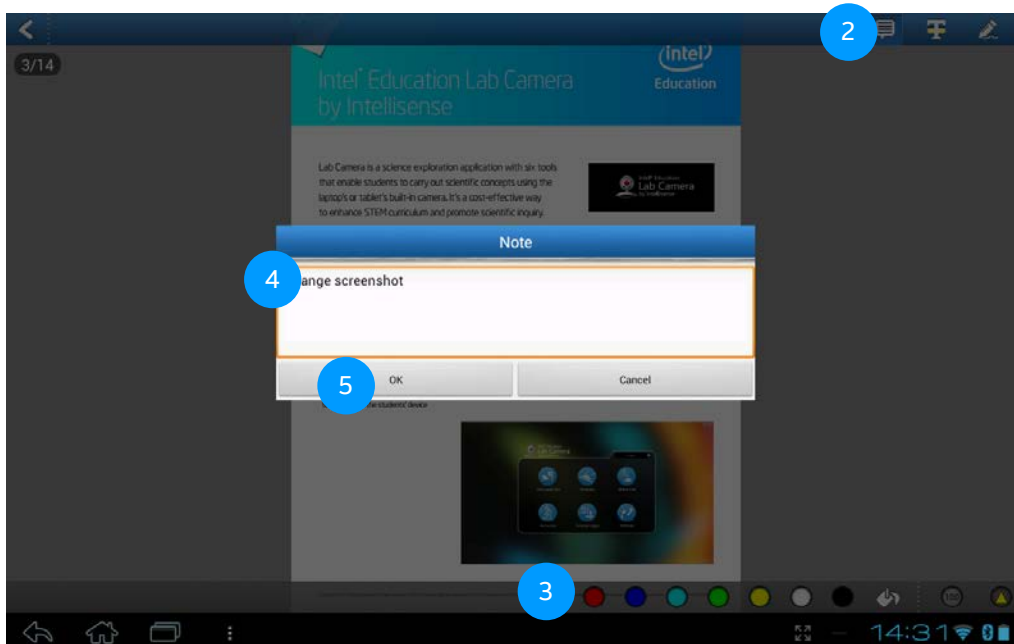
Addition of note comments in Foxit Reader for Windows.

Android

1. Press **Annotation tools**.
2. Press **Notes**.
3. Set the **Color**, **Opacity** and **Icon** settings.
4. Tap the area where you want to insert the note. Enter the text.
5. Press **Ok**.



Image 64
Addition of note comments in Foxit Mobile PDF for Android.



Change the color of a note comment (Windows)

1. In the upper part of the comment press **Options**.
2. Press **Open Properties**.
3. In **Appearance** tab of **Properties** dialog box choose a color.
4. Press **Close**.

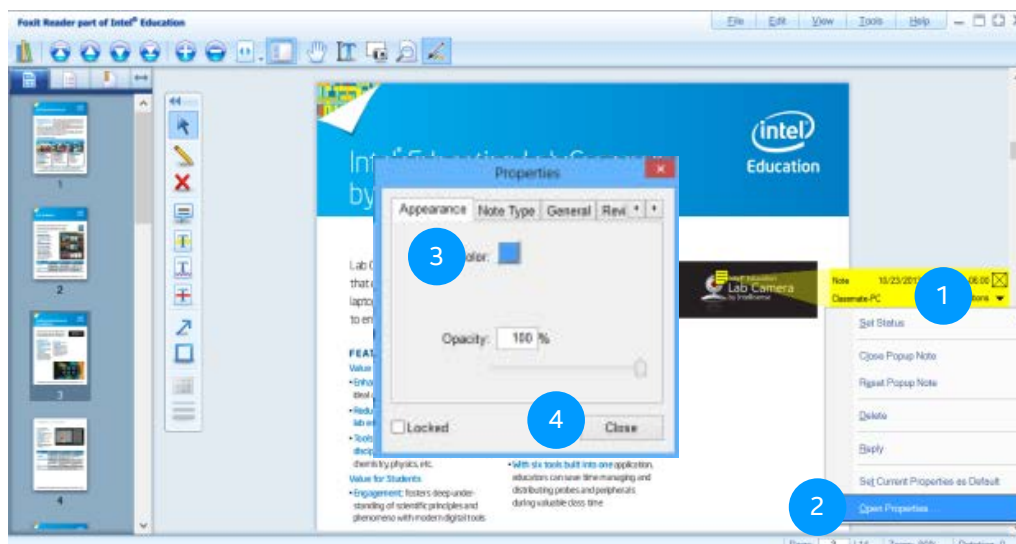


Image 65

Changing of color in a note comment in Foxit Reader for Windows.

Add a replay in a note comment (Windows)

1. Right click on the comment
2. Press **Reply**.
3. Enter the text for the replaying comment.

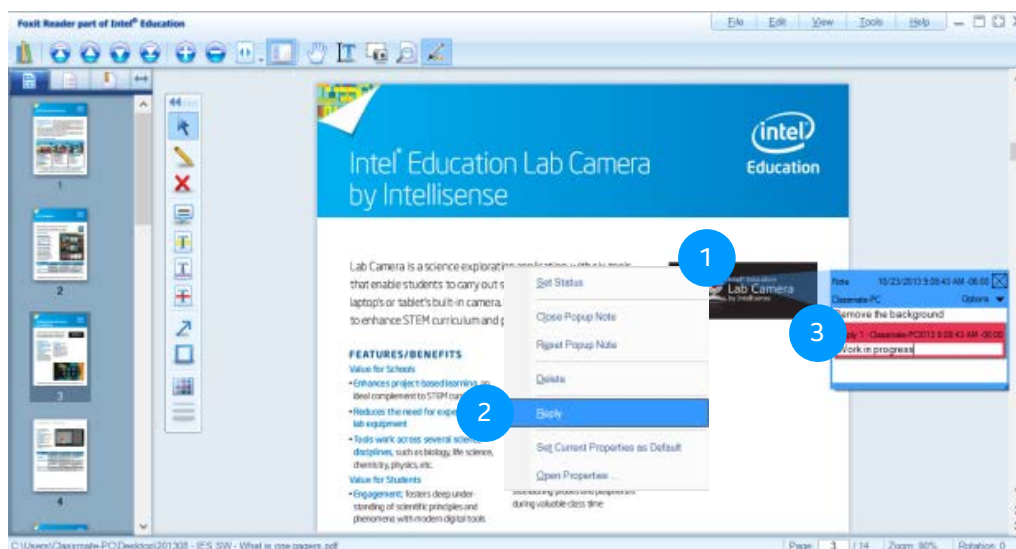


Image 66

Replaying of a note comment in Foxit Reader for Windows.

Use the text markup tools

Windows

1. In the **Annotation toolbar** choose a tool:
 - a. Highlight.
 - b. Squiggly.
 - c. Crossed out.
2. Click and drag from the beginning of the text you want to mark up.
3. To add a note comment, right click on highlighted text and choose **Open a popup note**.
4. Type the text in the pop-up note.

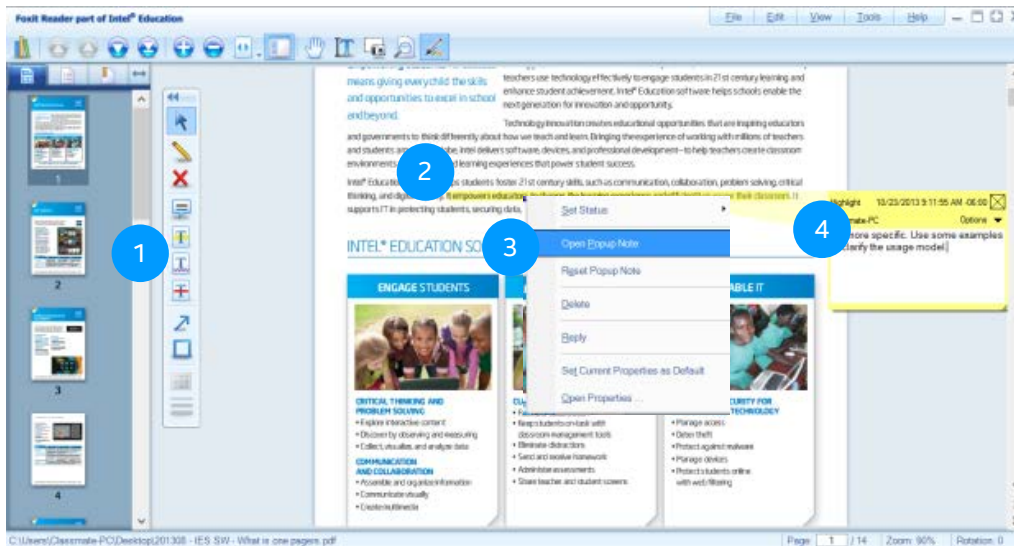


Image 67

Use of markup tools in Foxit Reader for Windows.

Android

1. Press **Annotation tools**.
2. Press **Highlight**.
3. Set the **Color** and **Opacity** settings.
4. Drag over the text to highlight.

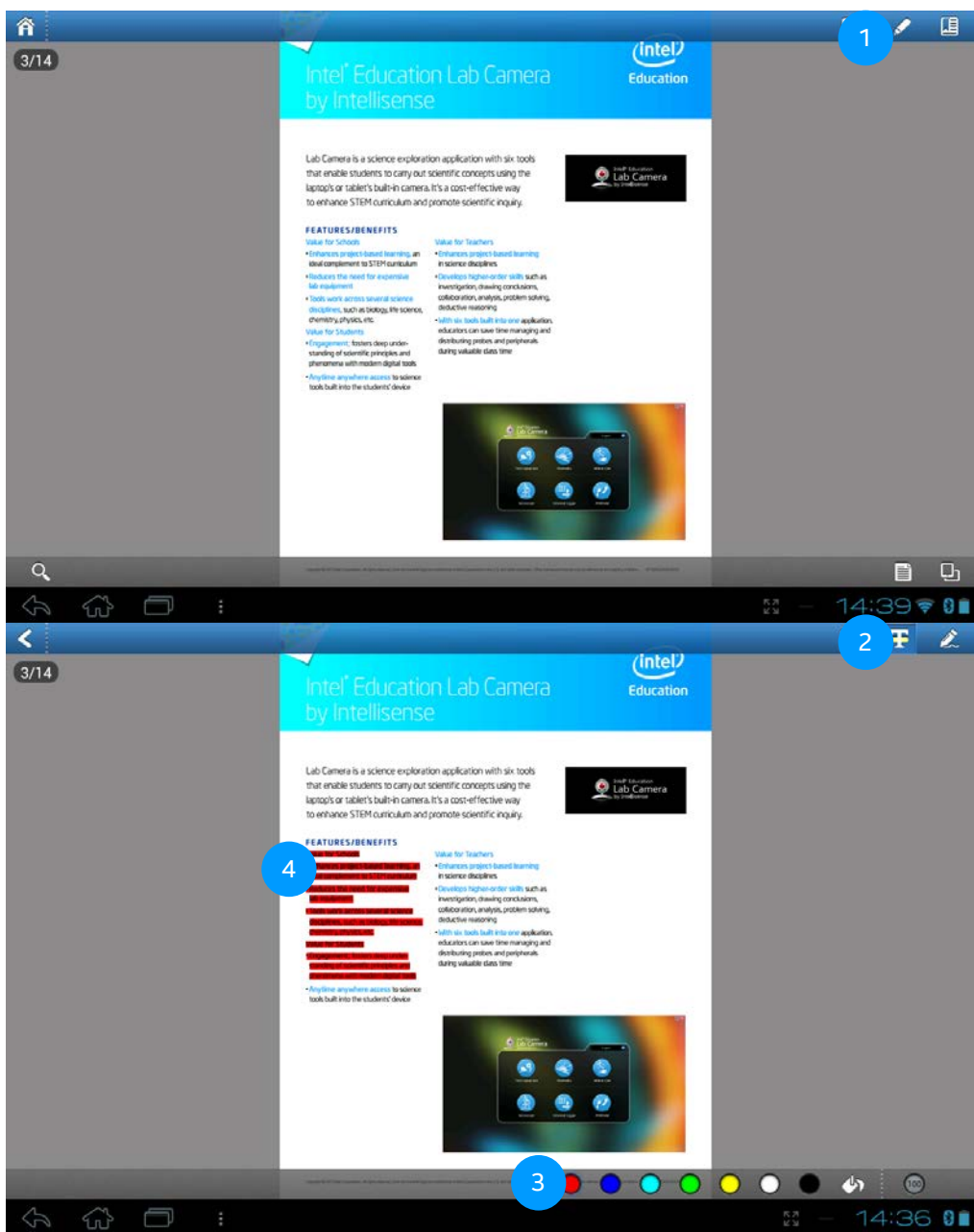


Image 68

Use of markup tools in Foxit Mobile PDF for Android.

Change the color of annotation markup (Windows)

1. Select the annotation markup.
2. In the [Annotation toolbar](#) press [Color](#).
3. Choose a color.

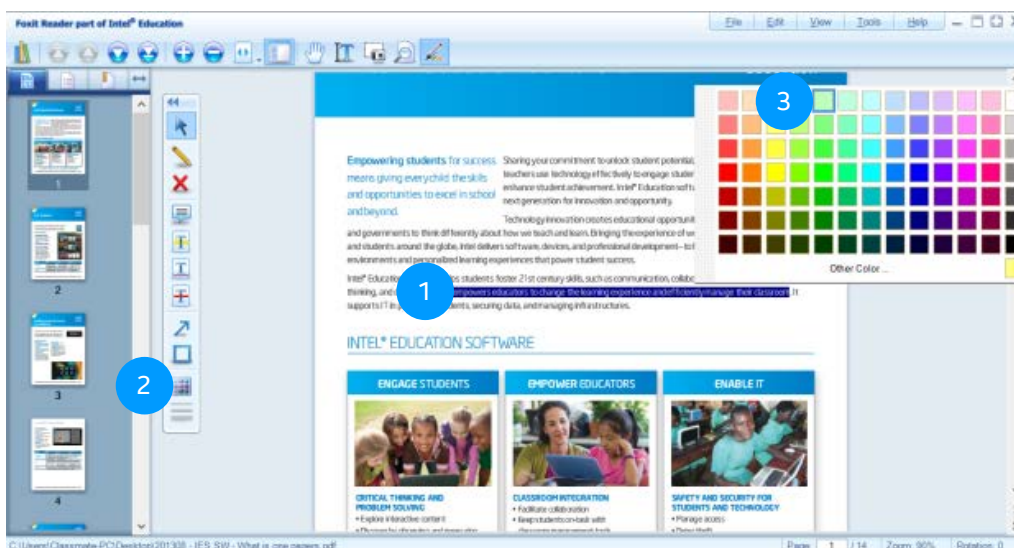


Image 69

Changing of color of
markup tools in
Foxit Reader for
Windows.

Remove an annotation

Windows

1. In the [Annotation toolbar](#) press [Delete](#).
2. Press on the annotation markup that you want to delete.

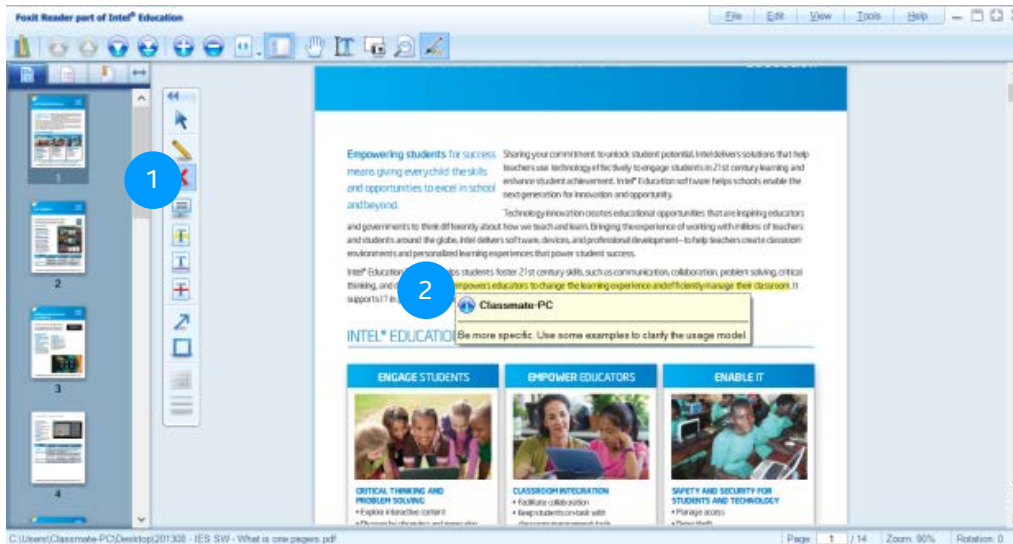


Image 70
Removing of an annotation in Foxit Reader for Windows.

Android

1. Tap on the annotation you want to delete.
2. In emerging menu press [Delete](#).

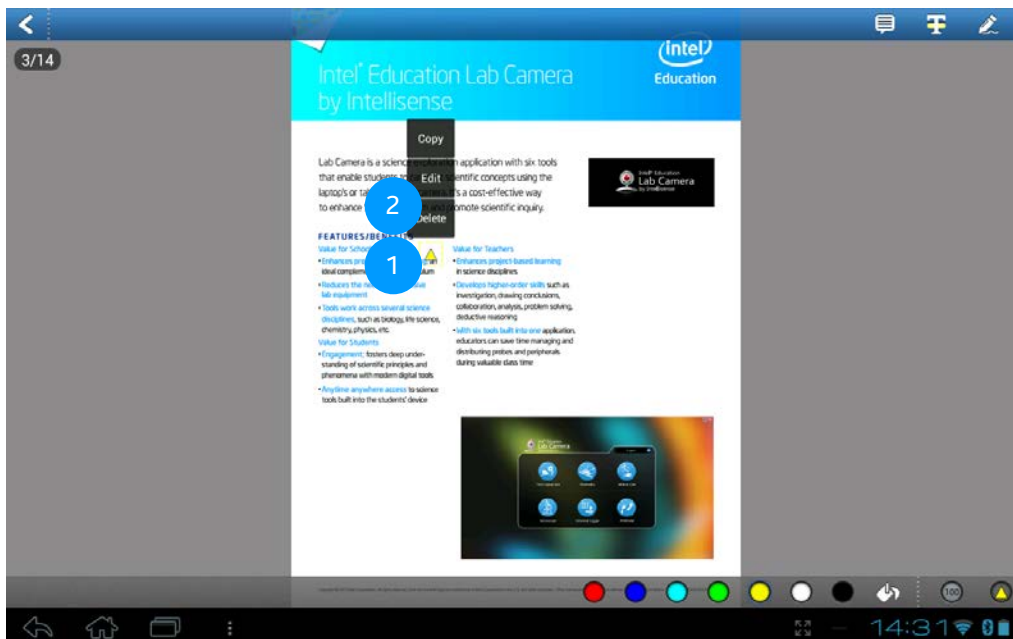


Image 71
Removing of an annotation in Foxit Mobile PDF for Android.

Add forms on the page

Windows

1. In the **Annotation toolbar** choose an option:
 - a. Freeform.
 - b. Arrow line.
 - c. Rectangle.
2. Click and drag to draw a form on the page.

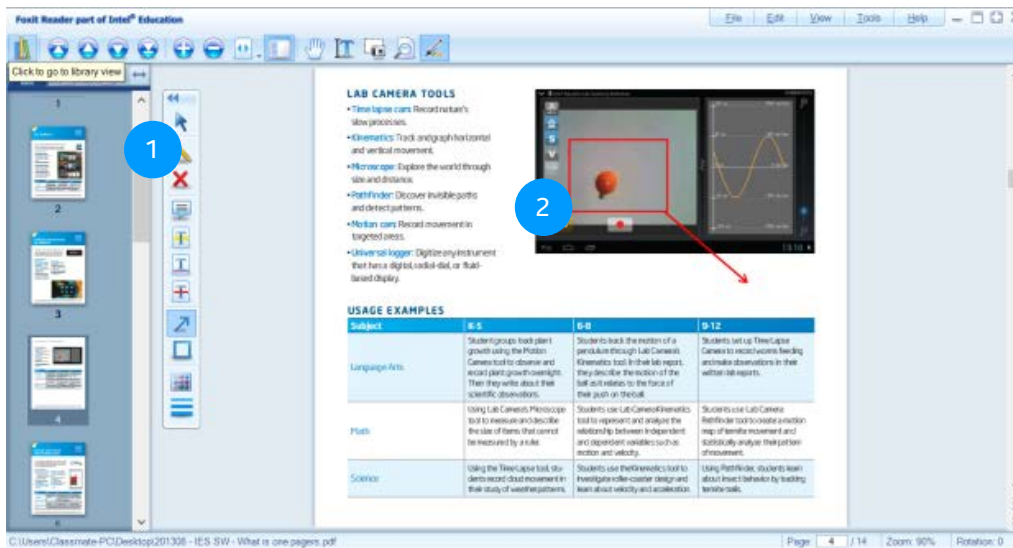


Image 72
Addition of forms in
Foxit Reader for
Windows.

Android

1. Press **Annotation tools**.
2. Press **Pencil**.
3. Set the **Color**, **Opacity** and **Thickness** settings.
4. Draw with the pencil.

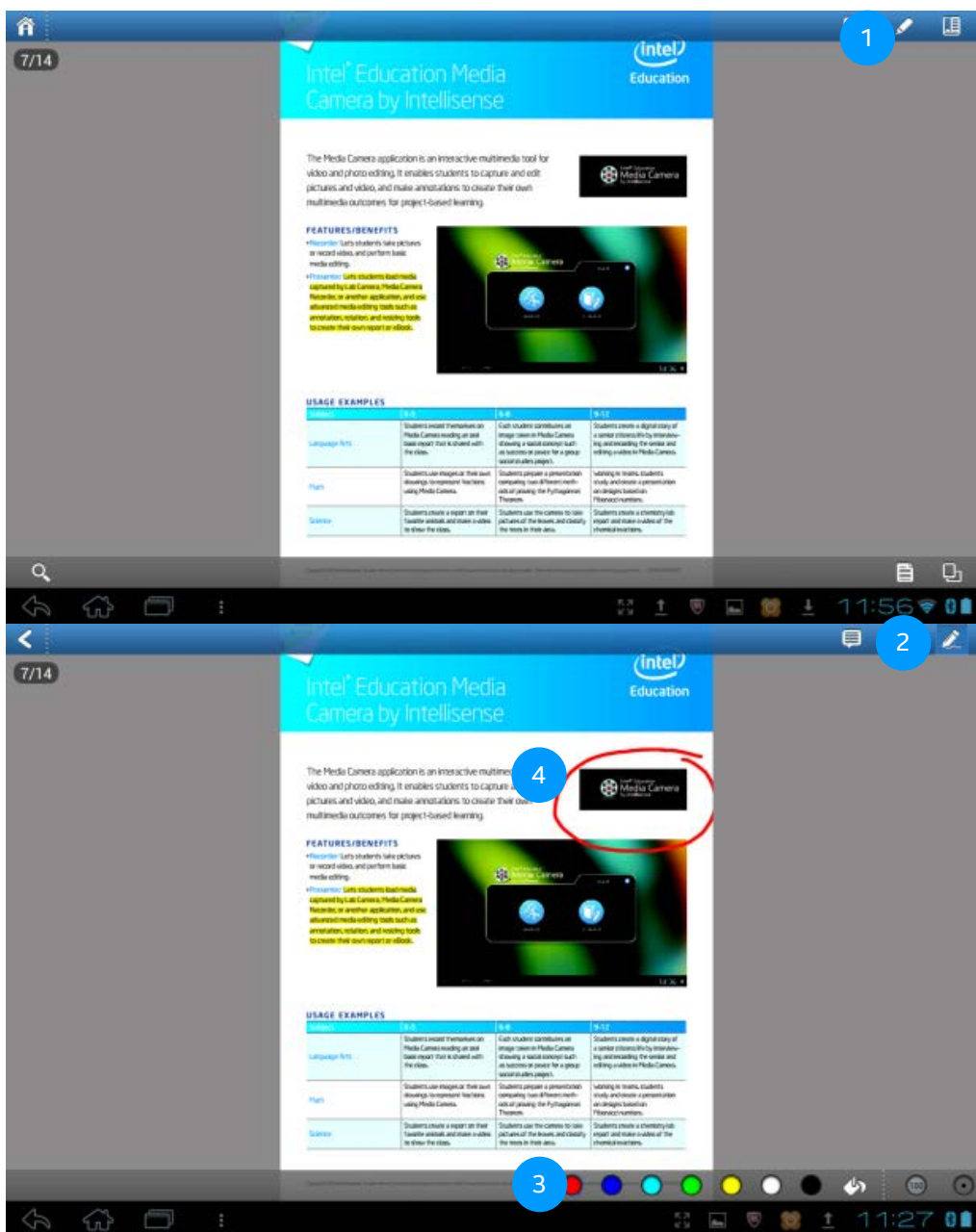


Image 73

Addition of forms in Foxit Mobile PDF for Android.

Set the printing preferences (Windows)

1. Press **File** menu.
2. Press **Print Setup**.
3. Set the preference for printing.
4. Press **Ok**.

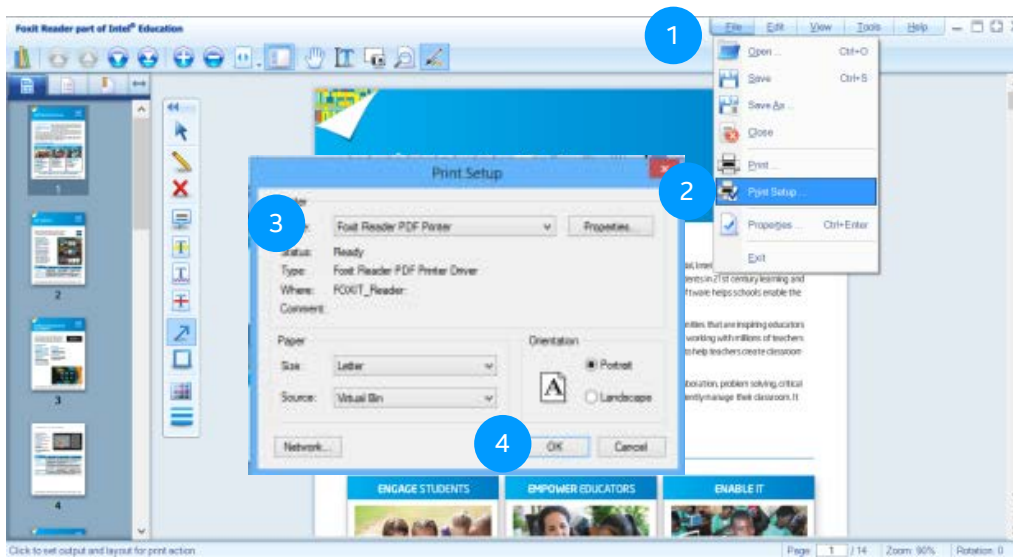


Image 74
Configuration of printing settings in Foxit Reader for Windows.

Print a book (Windows)

1. Press **File** menu.
2. Press **Print**.
3. Verify the Print Setup: **Printer**, **print range** and **print handling**.
4. Press **Ok**.

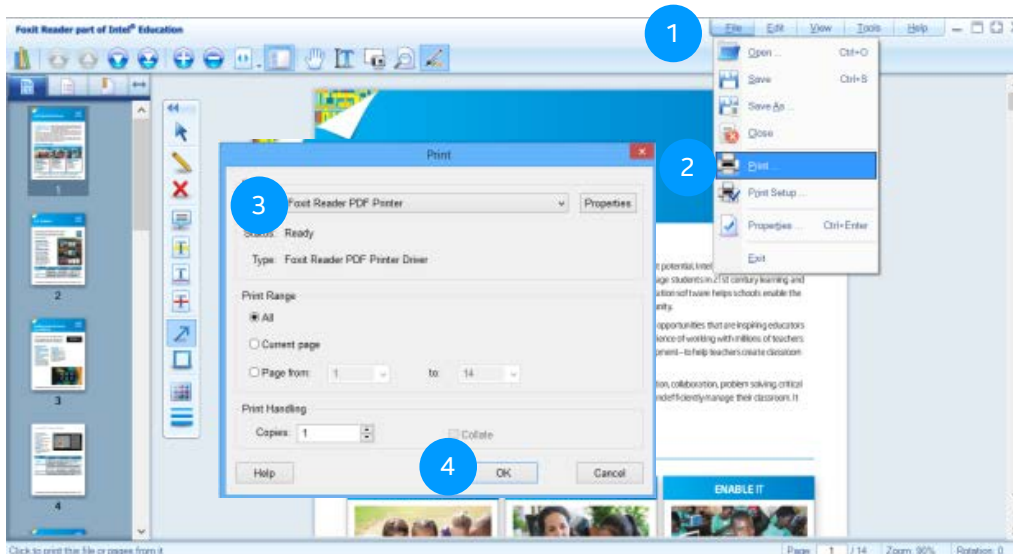


Image 75
Printing of a book in Foxit Reader for Windows.

