What can you do with Foxit Reader?

Foxit Reader is the tool for opening, viewing, searching and printing PDFs. After opening a PDF in Foxit Reader, you have a variety of tools to help you quickly view information within the PDF.

Refer to relevant topics:

Open and save PDFS	Preferences
Customize toolbar	View a PDF
Adjust PDF views	Find text in a PDF
Select and copy text from a PDF	Copy images from a PDF
Print	Keyboard shortcuts

Open and save PDFs

If you receive a password protected PDF use the designated password to open the document. Some secured documents have restrictions that prevent you from printing, editing, or copying content in the document. If you have trouble opening a PDF, or if you are restricted from using certain features, contact the author of the PDF.

Open a PDF document in Foxit Reader

Do one of the following:

- Choose File > Open, or click the Open button on the Toolbar. In the Open dialog box, select the file name, and click Open. PDF documents are usually identified with a .pdf extension.
- Drag and drop the PDF file into the Foxit Reader window.

Open a PDF with Foxit Reader in Terminal

After installation, type “FoxitReader [PDF file Path]” or “fr [PDF file Path]” in the terminal window.

Open a PDF document within other applications

You are able to launch and open PDF files within the following applications:

- Email Application: in most email applications, you can double click the attachment icon to open the document.
- Web Application: you can open a PDF document by clicking on the PDF file link in your web browser.
- File System: double click the PDF file icon in your file system.

Open a secured PDF document

If you receive a PDF that is protected by security features, you may need a password to open the document. Some protected documents have other restrictions that prevent you from printing, editing, copying, etc. When opening a protected PDF, you will be prompted to enter the password.

Save a copy of a PDF

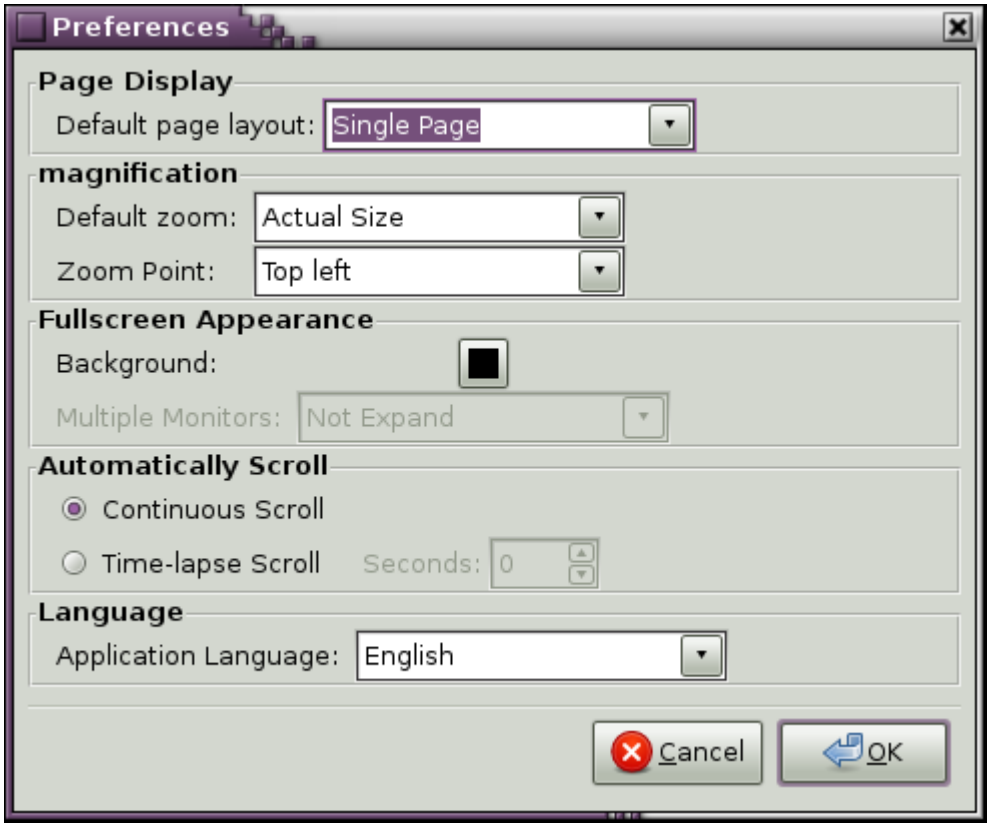
- Choose File > Save As…
- In the "Save As" dialog box, enter the filename and location, and then click "Save".

Note: *You can save the file only in PDF format when using the free Foxit Reader for Desktop Linux.*

Preferences

Although Foxit Reader is customizable, some of the customizable features may be difficult to find. After reading this topic, you will understand just how useful having your own preferences is, and how simple it is to set up your own preferences.

To set preferences, please choose Edit > Preferences…



Preferences Dialog Box

The Preferences dialog box includes the following options:

Page Display

Default Page Layout: Sets the page layout when they are first opened. The following page layouts are available:

Single Page: Displays one page at a time, with no portion of other pages visible.

Continuous: Displays pages in a continuous vertical column that is one page wide.
Facing: Displays each two page spread, with no portion of other pages visible.
Continuous Facing: Displays facing pages side by side in a continuous vertical column.

See also Change the page layout.

Magnification

- Default Zoom: Sets the magnification level for PDF documents when they are first opened. This value overrides the document settings.
- Zoom Point: Reference points that adjusting page magnification level refer to. There are nine points for you to choose within the document pane.

See also Change the magnification level of a document.

Full screen Appearance

- Background: Click the color pane and choose the color you would like as the background color in Full Screen mode.

See also View document in Full Screen.

Automatically Scroll

- Continuous Scroll: Select the item, scroll continuously until the end of page. You Can press the “Shift” key while scrolling the mouse wheel, or you can press the Ctrl key + Up/Down to control the speed.
- Time-lapse Scroll: Automatically scroll according to your setting interval. You can change the scrolling step width by pressing “Shift” while scrolling the mouse wheel or you can press the Ctrl key and the UP/Down Arrow. The largest step size available is the view height of the current document.

See also Automatically Scroll through a document

Language

- Application Language: Provides multiple languages, users can select different language that they are proficient at. (The multiple language function will be added in latter version.)

Customize toolbar

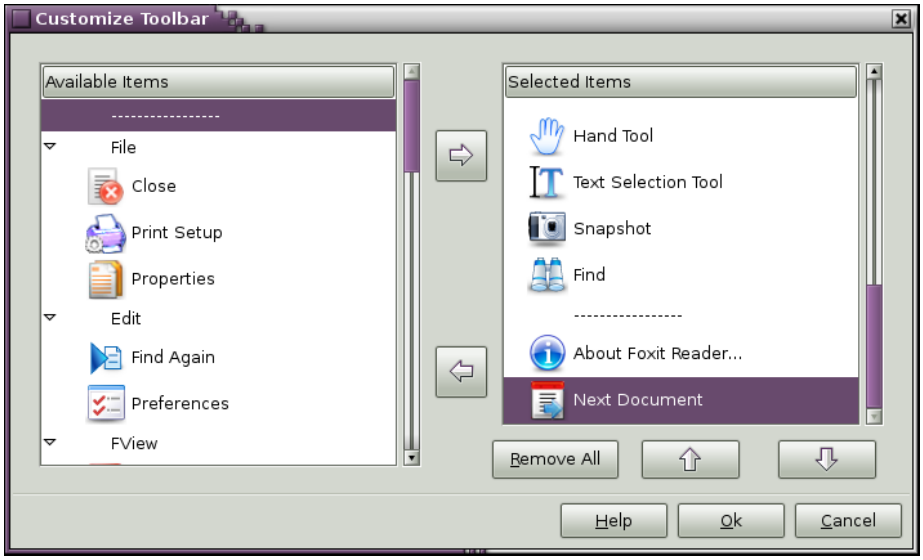
You can add and delete buttons on the toolbar. Generally only the buttons you use most often

will be displayed on the toolbar. If the window size changes, the icons that are not visible will be located within the pull down menu automatically.

To customize the Toolbar, please do the following steps:

1. Select View > Toolbar > Customize Toolbar…
2. In the Customize Toolbar dialog box, the “add” or “delete” button option is displayed on toolbar.

   - To add more tool buttons to be displayed on toolbar, please select “tool” in Available toolbar buttons panel and click, or double click the selected tool.
   - To hide some of the tool buttons on the toolbar, please double-click the tool that you want to hide in the Current toolbar buttons panel, or select the tool and then click.
   - To remove all the current toolbar buttons, please click the Remove All button.



Customize Toolbar Dialog Box

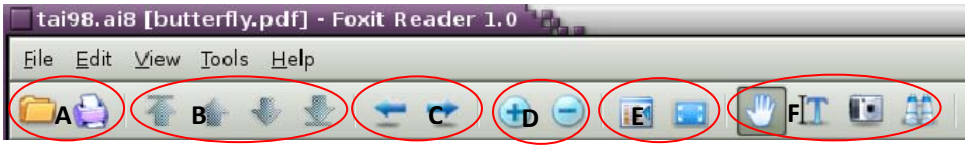
3. (Optional) Insert Separator and Sort tools.

   - To move the selected item up, please click the Up Button.
   - To move the selected item down, please click the Down Button.
   - To insert Separator between Current selected items to group them, please click”……”in the Available items panel.

View a PDF

In the Reader toolbar, use the Zoom tools and the Zoom menu to enlarge or reduce the page. Use the options on the View menu to change the page display. Additional options in the Tools menu

give you more ways to adjust the page for better viewing.



Foxit Reader toolbar open by default: **A.** Open, Print **B.** Page Navigation tools **C.** Previous/Next view **D.** Zoom tools **E.** Navigator, Full screen **F.** Hand tool, Select and copy text, Image, Find tool

For more information, see user manual.

Refer to relevant topics:

Go to page	Go to a bookmarked page
Go to a thumbnail page	Automatically Scroll through a document
View document in Full Screen	View document in Text View

Go to a page

Foxit Reader provides user-friendly controls to navigate through PDF documents. There are many ways to turn pages in a PDF. You can use the buttons on the basic toolbar, and you can also use the arrow keys, scroll bar, and other navigational tools to move forward and backward through a multipage PDF.

- Go to different pages by pressing Next Page, Previous Page, the First Page, and the Last Page.
- Press the Page UP and Page Down keys on the keyboard to go to the previous page and the next page.
- Go back or forward one page view by pressing the Previous View or the Next View on the Toolbar.
- Press the Home or End keys to go to either the first page or the last page.
- Go to a specific page, by pressing the shortcut keys Ctrl +G and then input a specific page number.

Go to a bookmarked page

1. To show/hide bookmarks, do the following:

   - Select View > Navigation Panel >Show/Hide Navigation Panel, or you can click the Navigator button on the toolbar.
   - Select View > Navigation Panel >Bookmarks, or you can click the Bookmarks button on the toolbar.

2. To jump to a topic, click the bookmark. Click the plus (+) key to expand the bookmark content. Click the minus (-) key to collapse the bookmark content.

Go to a thumbnail page

Page thumbnails provide miniature previews of document pages. You can use thumbnails in the Pages pane to change the display of pages and to go to other pages. The colored page view rectangular in the page thumbnail indicates which area of the page that is being viewed.

1. To show or hide page thumbnails, do the following:

   - Select View > Navigation Panel > Show/Hide Navigation Panel, or you can click the Navigator button on the toolbar.
   - Select View > Navigation Panel > Page Thumbnails, or you can click the Page Thumbnails button on the toolbar.

2. To jump to specific pages, do one of the following:

   - Select View > Navigation Panel > Page Thumbnails, or you can Click the Pages tab in navigation pane >All of the page thumbnails will be displayed in the navigation panel.
   - To jump to another page, click its thumbnail.

Automatically Scroll through a document

Automatic scrolling allows users to view documents without using the mouse or keystrokes. This function also enables you to change the scrolling speed with ease.

1. Select View > Automatically Scroll.
2. To increase or decrease the scrolling speed, press the Shift key while scrolling the mouse wheel, depending on the direction of the mouse wheel scrolling , or you can press the Ctrl + Up/Down Arrow.
3. To stop automatic scrolling, select View > Automatically Scroll again. At the end of the PDF, automatic scrolling stops and does not begin again until you choose Automatically Scroll again.
4. To set the scroll mode, there are two scroll modes for you to choose from: Continuous Scroll and Time lapse Scroll. You can change the scrolling step width or scrolling speed by pressing Shift key while scrolling the mouse wheel, or you can press the Ctrl +UP/Down Arrow keys on the keyboard. The largest step size is the view height of current documents in Time lapse mode. Please select Edit > Preferences, and then select a different scroll mode.

See also Preferences

View document in Full Screen

In Full Screen mode, the Foxit Reader Document Pane fills the entire screen, with the Menu Bar,

Toolbar, Status bar, and Navigation Pane hidden behind except for a basic full screen toolbar. The mouse pointer remains active in the Full Screen mode allowing you to click links.

1. To set the Full Screen appearance, select the full screen appearance setting under the Preferences menu item.
2. To enter Full Screen mode, please do one of the following:

   - Select View > Full Screen, or you can click the Full Screen button on the Toolbar.

3. To view documents in Full Screen mode:

   - To adjust the page layout, select from the Full Screen Toolbar a layout that fits your needs.
   - To adjust the magnification level, click either Zoom in, Zoom out, Fit Page, or Fit Width from the Full Screen Toolbar.
   - To adjust the orientation, click either the Clockwise or Counterclockwise from the Full Screen Toolbar.
   - To automatically scroll, click Automatically Scroll on the Full Screen Toolbar.

4. To exit Full Screen mode:

   - Press Esc key or you can click the Exit Full Screen button on the screen.

View document in Text View

With Text View, you can work on all PDF documents in pure text view mode. It allows you to easily reuse the text scattered among images and tables, and it acts like Notepad. Also, you can adjust some of the settings to meet your needs in text mode.

View Documents in Text View, Do one of the following:

- Select Tools > Text View, or you can click the Text View icon on the Toolbar.

Adjust PDF views

Foxit Reader provides multiple tools that help you adjust the view of your PDF documents. It includes simple tools as Zoom In and Zoom Out, as well as advanced tools like setting the page layout and orientation.

A B C D E F G H I J

A. Zoom In/Out buttons change the page magnification by preset levels, from 5% to 6400%.
B. Zoom To, changes the page magnification by the percentage that you type or by selecting from a drop down menu.
C. Fit Page, adjusts the page to fit entirely in the document pane.
D. Fit Height, adjusts the page to fit the height of the window, part of the page may be out of view.
E. Fit Width, adjusts the page to fit the width of the window; part of the page may be out of view.
F. Actual Size, adjusts the page to its actual size 100%.
G. Single Page, displays one page in the document pane at a time.
H. Continuous Page, arranges the pages in the document pane in a continuous vertical column.
I. Facing, arranges the pages side by side, displaying only two pages at a time.
J. Continuous Facing, arranges the pages side by side in a continuous vertical column.

Refer to relevant topics:

Change the magnification level of a document	Resize a page to fit the window
Change the page layout	Change the default page layout
Change the page orientation	View document in Text View

Change the magnification level of a document

Do one of the following procedures:

- Click the Zoom In or Zoom Out tools on the Toolbar, or select View > Zoom > Zoom Out/In. Zoom In/Out change the document magnification by preset levels. The magnification percentage will show up in the Status bar.
- Select View > Zoom > Zoom To, or press the keyboard shortcut Ctrl +M. Enter a magnification percentage in text box, either by typing or choosing from the pop-up menu.
- Press the keyboard shortcut Ctrl +"=" or Ctrl +"-".
- Press the Ctrl key while scrolling the mouse wheel, the magnification is determined by the scrolling direction.

Resize a page to fit the window

There are four types for you to choose:

- To resize the page to fit entirely in the document pane, select View > Zoom > Fit Page.
- To resize the page to fit the width of the window, select View > Zoom > Fit Width. Part of the page may be out of view.

- To resize the page to fit the height of the window, select View > Zoom > Fit Height. Part of the page may be out of view.
- To resize the page to its actual size, select View > Zoom > Actual Size, the actual size for a PDF page is typically 100%.

Change the page layout

Changing the page layout is especially useful when you want to zoom out to get an overview of the document layout. You can use one of the following page layouts when viewing a PDF document:

To set the page layout, please do one of the following:

- Select View > Page Layout, and selext a mode that meets your needs.
- Click the Single Page button, the Continuous button, the Continuous Facing button, or the Facing button on the Toolbar.

Change the default page layout

- In the Preferences dialog box, select Default Page Display.
- Select a page layout from the pop-up menu.

See also Preferences

Change the page orientation

You can change the orientation of the document from portrait to landscape view by using the Rotation tools.

- Select View > Rotation > Clockwise / Counterclockwise.
- Click the Rotation Clockwise button or Counterclockwise button on the Toolbar.

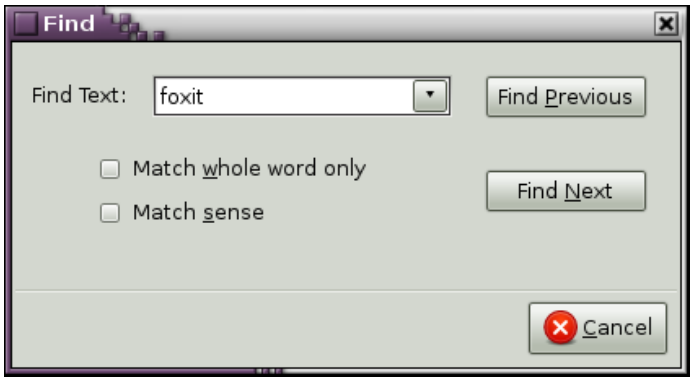
Note: *You can change the page view by 90-degree increments (90,180,270), but the change only affects screen display instead of its actual orientation. You cannot save the changes in page view*

Find text in a PDF

Use either the Search window (Edit > Find) or the Find tool on the toolbar to search for page content, you can search any text within a PDF. Also, you can limit your search by choosing the options offered on the Find Text dialog box to find specific items.

1. Select Edit > Find …, or press the keyboard shortcut Ctrl + F, or click the Find button on

the Toolbar.



Find Dialog Box

2. Type the text you want to search for in the text box of the Find dialog box.
3. Select the search options to limit your search:

   A. Match whole word only: limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.

   B. Match sense: finds only occurrence of the words that match the capitalization you type. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
4. Press the Find Next button, Find Previous button. Jumps to the first instance of the search term, which appears highlighted.
5. Select Edit > Find Again, or press the shortcut key F3 to begin searching for the next instances of the search item.
6. Press Esc key to exit Find mode.

Select and copy text from a PDF

To copy a portion of text, click the Text Selection Tool on the Toolbar, or select Tool > Text Selection Tool on Menu Bar and do the following:

- Select a line of text: Move the cursor toward a line of text you want to select.
- Select a column of text: Put the cursor between the lines, move toward a column of text and draw a rectangle over it.
- Select a word: Double click the word you want to select.
- Select multiple paragraphs through pages, click at the start of the selection, scroll to the end of the selection without releasing your mouse.
- Click between words or characters, when the cursor is flickering, press shift and click any area of the document.

To Select all text, Press the keyboard shortcut Ctrl +A, or you can choose Edit > Select All Text. All of the text in document will be automatically copied to the clipboard.

Copy image from a PDF

Use the Snapshot tool to copy pictures from a PDF.

- Select Tools > Snapshot, or you can click the Snapshot tool on the Toolbar, the pointer changes into a Cross automatically.
- Click anywhere in the page to capture entire content displayed on the screen.
- Hold the pointer over the image or text, or a combination of both and drag a rectangle around it.
- You will be prompted that the selected area has been copied to the clipboard. The selected area is highlighted and copied automatically to the clipboard when you release the mouse button.
- Paste the copied selection directly into other applications.

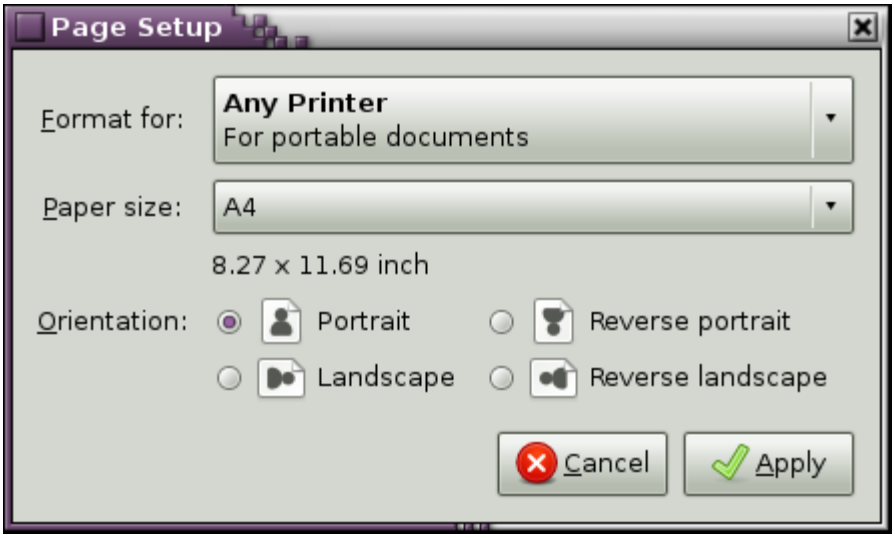
Print

If you receive a password protected PDF, enter the designated password to print the document. Some protected documents have restrictions that prevent you from printing, editing, or copying content in the document. If a document has restrictions on printing, contact the author.

Print Setup

The Print Setup dialog box allows you to select a printer and paper to be used. Also, you can change printer options like paper size and orientation in this dialog box.

To invoke the standard printer setup dialog, select File > Print Setup… The following are the options within the Print Setup dialog box:



The Print Setup Dialog Box

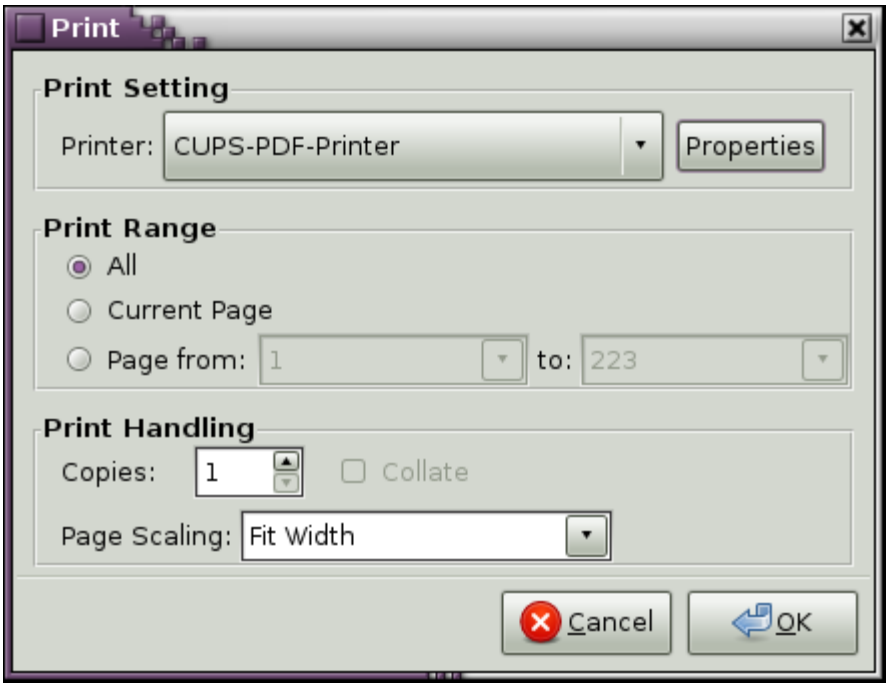
- Format for: You can select your printer that you are going to use from the list of installed printers.
- Paper Size:The size of the paper used by the printer. Some printers have many paper sizes (letter, legal, A3, A4, etc.), you can select the paper size you want.
- Orientation: Ability to print the document in either Portrait (vertical) or in Landscape (horizontal) position.

Print Dialog Box

The Print dialog box is the last step before printing. You can change the printer in this dialog box as well. Be aware that changing the printer may affect the page setup if the new selected printer has a different paper size.,.

The Print dialog box allows you to make a number of changes about how your document is printed. Follow the step-by-step descriptions in Print dialog box.

To open the Print dialog box, select File > Print…



The Print Dialog Box

- Printer: You can select your printer from the list of installed printers.
- Print Range: This option lets you print different parts of a PDF document. You can specify to print all pages, current page or selected certain pages to print.

  All: Prints all pages of a PDF document.
  Current Page: Prints the page that is visible in the current view.
  Page from/to: Specifies the range of pages to print in the PDF document. Select or enter the page numbers in the fields.

- Copies: Sets the number of copies you want to print.
- Collate: Assembles the printouts in a proper numerical or logical order when printing several copies. This option will be disabled when printing just one copy.
- Page Scaling: Reduces, enlarges, or divides pages when printing. You can select Fit Width, Fit Page, Fit Height and Actual Size.

Keyboard shortcuts

There are number of keyboard shortcuts that you can use to speed up your navigation within the Foxit Reader Classmate Edition. Some particularly important ones are listed below:

Action	Shortcut
Open File	Ctrl + O
Zoom In	Ctrl + "+"
Zoom Out	Ctrl + " –"
Zoom To	Ctrl + M
Previous Page	Page UP
Next Page	Page Down
First Page	Home
Last Page	End
Go to Page	Ctrl +G
Go to nearby bookmark item	Up Arrow, or Down Arrow
Change automatically scrolling speed	Shift +Scroll mouse wheel, or Ctrl + Up/Down Arrow
Select All Text	Ctrl + A
Find	Ctrl + F
Find Again	F3
Preferences	Alt +Enter
Exit Full Screen Mode	Esc