

User Manual



Foxit Phantom PDF Suite 2.2
For Windows

Foxit

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Microsoft
GOLD CERTIFIED
Partner

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Anti-Grain Geometry -Version 2.3

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Chapter 1 – Getting Started

Welcome to Foxit Phantom – The Best Value PDF Tool for Business! Foxit Phantom is a professional PDF tool-kit without the bloat and has just the right features to help businesses create, edit, organize and secure PDF files.

This section gives you an overview of Foxit Phantom, including installation, registration, work area, properties and un-installation.

About the User Manual

This is just a concise user guide. For more details of each feature, please refer to the detailed user manual on our website:

<http://www.foxitsoftware.com/support/usermanuals.php>

Installing and Registering Foxit Phantom

How to Install

1. Online Version of Foxit Phantom

Please visit Foxit Corporation's website (<http://www.foxitsoftware.com/downloads/>) to download the latest version of Foxit Phantom.

1) EXE Format

Download the file named "Foxit Phantom_setup.exe" and, do the following:

- Double click the "Foxit Phantom_setup.exe" file, and you will see the Install Wizard pop up. Click the **Next** button to continue.
- Follow the instructions in the installation window
- When the process is complete, a message will tell you that Foxit Phantom is installed. Click Finish to complete the installation.

2) MSI Format

Please refer to the [installation steps of EXE Format](#).

You can install Foxit Phantom with MSI format installer from the command line.
- To register Foxit Phantom, please add "KEYPATH=fpmkey.txt full path" after <Product.msi>

2. Retail Box Version of Foxit Phantom.

- 1) Insert the Foxit Phantom CD: The Foxit Phantom.
- 2) Click "Next" to follow the installation instructions.

Registering Foxit Phantom

1. Online Version of Foxit Phantom

After purchasing Foxit Phantom online, register your key by running Foxit Phantom > Help > Install License Key. Open the received key file and copy the key contents into the box indicated > click the Register key button.

You can try out Foxit Phantom as a full licensed version with a 30-day temp key.

2. Retail Box Version of Foxit Phantom

Run Foxit Phantom, click Help > Follow the installation instructions, open your key file, copy the **Entire** key contents into the box indicated and click "Register the Key".

Note: To check if you have activated successfully, click the Help > About Phantom button  on the toolbar and see if your name is shown at the bottom left corner.

Foxit Phantom Add-ons

Foxit Phantom provides add-ons for you to download on demand. A detailed list of the add-ons we offer can be found at our website at <http://www.foxitsoftware.com/pdf/reader/addons.php> .

Updating Foxit Phantom

Updating from the Help Menu

1. Choose Help > Check for Updates Now...
2. Select updates from the column on the left, and click Add to move them to the right column.
3. Click Install.

Updating From Foxit Website

1. Click to visit <http://www.foxitsoftware.com/pdf/phantom/addons.htm>
2. Select and download the add-ons you want to update.
3. Extract them to the same directory where you installed Foxit Phantom.

4. Re-run the Foxit Phantom program to implement the update files.

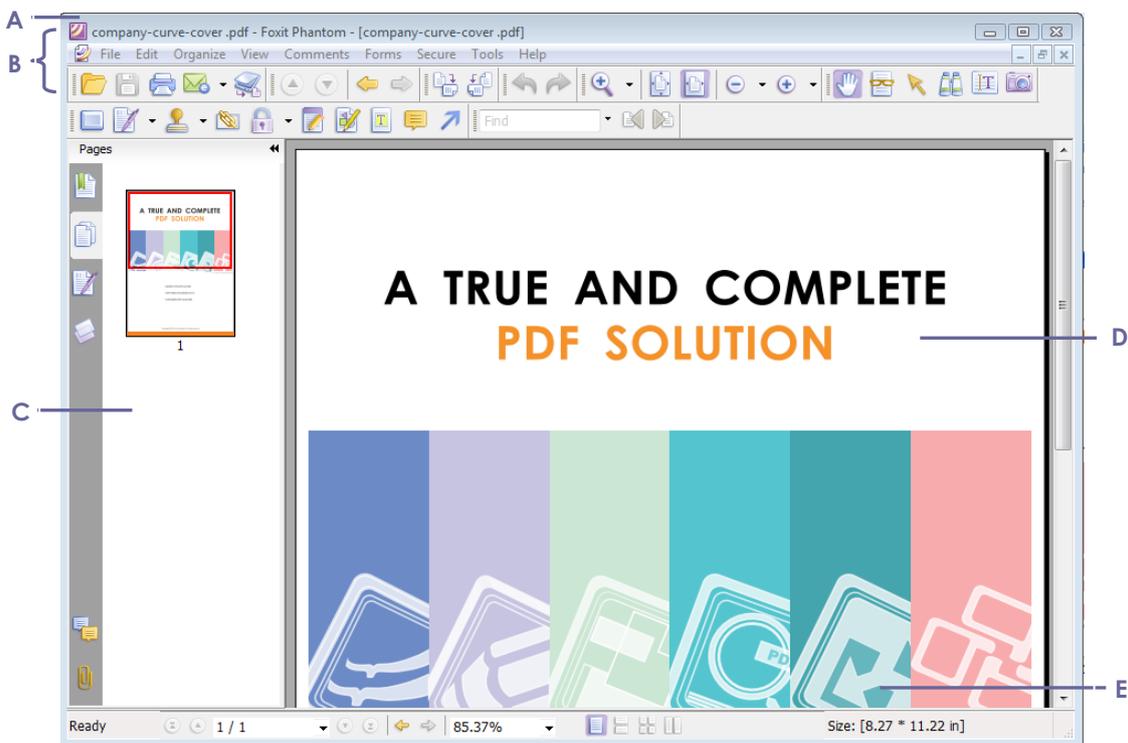
If you have trouble finding help for a particular topic or the help provided is not sufficient, send an email to support@foxitsoftware.com.

About the User Manual

Work Area

Foxit Phantom opens in two different ways: as a standalone application, and in a web browser.

The Work Area for PDFs Open in the Application

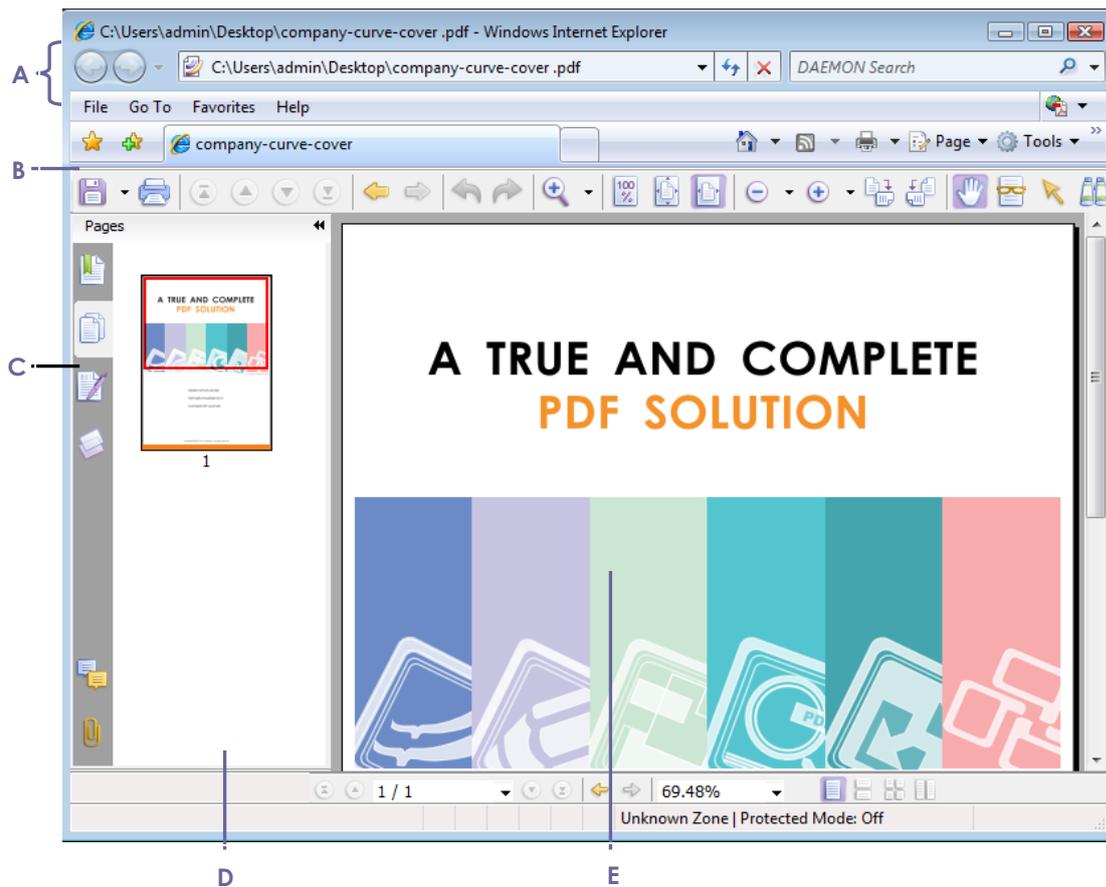


Foxit Phantom window

- A. Menu bar B. Toolbars C. Navigation Pane D. Document Pane
E. Status bar*

The Work Area for PDFs Open in a Web Browser

- Open a web browser.
- Select a PDF from the Internet and click the link.
- The PDF will be opened by Foxit Phantom directly in the web browser.



PDF open in a web browser

A. Web browser application menu bar and buttons **B.** Foxit Phantom toolbars
C. Navigation Pane **D.** Status bar **E.** Document pane

Customizing the Work Area

As you get acquainted with Foxit Phantom, you may customize the user environment.

About Toolbars

Customizing toolbars

- You can customize the display tools on the toolbar or the Favorites toolbar by selecting Tools > Customize Toolbars.
- To show/hide all toolbars, press F8 or go to View> Toolbars > check/uncheck [toolbar name]

Moving toolbars

- To move a toolbar, drag the grabber bar  at the left edge of the toolbar.
- To dock a floating toolbar, double-click its title.
- To reset the toolbars click View > Toolbars > Reset Toolbars.

About Navigation Pane

Showing or hiding the navigation pane

- To show/hide the navigation pane press F4.
- To open a navigation panel, click its button in the navigation pane.

Setting preferences

Under Tools > Preferences you may set Commenting, Document Layout, Colors, Measuring Units, Form Display, Full Screen, General, History, Internet, JavaScript, Languages, OCR, Page Display, Pencil Tool, Reading, Signature, and Typewriter preferences.

Viewing PDF Properties

To view the PDF properties, please choose File > Properties. In the PDF Properties window you can view information about the current PDF such as Title, Author, Creator, Fonts etc. You can also set Security Settings and Initial View Options.

Uninstalling Foxit Phantom

Do any of the following:

- Click Start > Programs > Foxit Phantom > Uninstall.
- Click Start > Programs > Foxit Phantom > Uninstall. Click Start > Settings > Control Panel > Add or Remove Program and select Foxit Phantom to uninstall.
- Double click the file uninstall.exe under Foxit Phantom installation directory
Drive name: \...\Foxit Software\Foxit Phantom\.

Chapter 2 – Creating PDFs

Once Foxit Phantom is installed, the Foxit Phantom Printer icon will appear on the Microsoft Word toolbar. A single click will create PDFs from Microsoft Word.

Creating PDFs with Foxit Phantom Printer

Choose File > Create PDF >..... to create PDFs from a file, scanner, multiple files or blank pages. Also, you can create PDFs by simply dragging and dropping the file onto the Foxit Phantom window.

Creating a PDF from a scanner

When you create a PDF from a scanner, select the input, output, and documents options in the Foxit Scanner dialog box, and click Scan.

Creating a PDF from multiple files

1. Choose File > Create PDF > From Multiple Files. Click Add Files or Add Folder.
2. Adjust the order of files as desired using the Move Up/Down buttons.
3. Select Merge multiple files into a single PDF file, and click Convert.

Tip: Phantom 2.2 uses original filename as a bookmark as default when combining multiple files into a single PDF.

Creating a PDF using the Print command

Foxit PDF Printer works like a standard printer, so you can use it to print your files from any windows application as if you would print to a real printer.

1. Open the file in its application.
2. Choose File > Print.
3. Select the printer named Foxit Phantom Printer, and click OK to print. When it is done, the PDF will be automatically opened.

Setting Foxit Phantom Printer Properties

There are two ways to access Printer Properties:

1. Accessing the PDF printing Preferences from Control Panel
 - Go to Start > Settings > Control Panel > Printers and Faxes.
 - Right-click on the Foxit Phantom Printer and select Printing Preferences.
2. Accessing the PDF Printing Preferences from the Print dialog box.
 - When you print a file and open the Print dialog box, click on the Properties.

Chapter 3 – Organizing PDFs

The Organize Tab

From the Organize tab you can organize your PDFs by Inserting, Deleting, Extracting, Replacing, Swapping, Duplicating, Moving, Cropping, Rotating and Flattening Pages. Select the following organizational tools.

Organize > Inserting pages > file/scanner/blank page

Open the PDF you want to insert pages into and select Insert Pages > From File/Scanner/Blank Page.

Organize > Extracting Pages

Extracted pages contain not only the content but also all form fields, comments, and links associated with the original page content. However, not bookmarks.

1. To leave the original pages in the document and create a single PDF that includes all of the extracted pages, select Extract Pages As A Single File.
2. If the "Extract Pages As A Single File" option is deselected, the single PDF that includes all of the extracted pages has not been saved.

Organize > Replacing Pages

You can replace an entire PDF page with another PDF page. Only the text, comments, and images on the original page are replaced.

Organize > Swapping Two Pages

The Swap feature allows you to swap two pages in a PDF.

Organize > Duplicating Pages

The Duplicate Pages feature allows you to copy pages in a PDF document.

Organize > Rotating Pages

Note: To temporarily change your view of the page, choose View > Rotate View > Clockwise or Counterclockwise. The original page orientation is restored the next time you open the PDF.

Organize > Flattening Pages

The Flatten Pages feature can discard interactive annotations in the PDF file and make them become part of page content of the PDF files.

Chapter 4 – Viewing PDFs

Viewing Documents

Multi-tab browsing

The multi-tab browsing feature enables you to open multiple files in a single instance. Newly opened PDFs will be displayed in tabs. To enable/disable tabbed browsing, go to Tools > Preferences > Documents > Documents Layout > check/uncheck Tabbed documents.

Single document interface mode

Create a new window when you double-click to open a new PDF file.

- To enable/disable single document interface mode, go to Tools > Preference > Documents > Documents Layout > check/uncheck Allow Multiple Instances.

Multiple document interface mode

Set multiple documents under a single parent window.

- Go to Tools > Preference > Documents > Documents Layout > uncheck Tabbed documents and Allow Multiple Instances.

Arranging child windows

Phantom allows you to organize multiple windows as a cascade, as tiles, or as “arranged” windows from the View menu >

Navigating in Documents

Scroll automatically

Automatic scrolling allows users to view documents without using mouse actions or keystrokes.

A. Choose “View” > “AutoScroll”.

B. Do one of the following:

- To increase or decrease the scrolling speed, press the Up/Down Arrow keys.
- To reverse the direction of scrolling, press the minus sign (-) key.
- To jump to the next or previous page, press the Space Bar or Shift + Space.
- To stop automatic scrolling, choose View > AutoScroll again.

Navigating with bookmarks

- To show/hide bookmarks select View > Navigation Panels > Bookmarks or

click the Bookmark button  on the Navigation pane.

- To jump to a topic click the bookmark. Click the plus (+) or minus (-) sign to expand or collapse the bookmark contents.

Navigating with page thumbnails

To show/hide page thumbnails choose View > Navigation Panels > Pages or click the Pages button  on the Navigation pane.

Adjusting the View of Documents

Magnification Tools

The Loupe Tool - shows you a magnified window of the PDF area the tool is over. It provides you with a zoomed view of the document next to the original. You can access the Loupe Tool  on the Toolbar or by clicking View > Zoom > Loupe Tool.

Magnifier



Fisheye Magnifier



- Select the Magnifier  on the Toolbar or click View > Zoom > Magnifier.
- To switch between Magnifier and Fisheye Magnifier, left-click.
- To change the size of magnifier window, right-click.
- To turn off the Magnifier, choose any other tools.

Resizing a page to fit the window

- To resize the page to fit the window choose View > Zoom > Fit Page/Fit Width/Actual Size, or click appropriate button on the Toolbar.

Reading a document in Full Screen mode

1. To set Full Screen preferences, go to Tools > Preferences > Full Screen.

2. To enter Full Screen mode, select View > Full Screen or press F11.
3. To exit Full Screen mode press the Esc key.

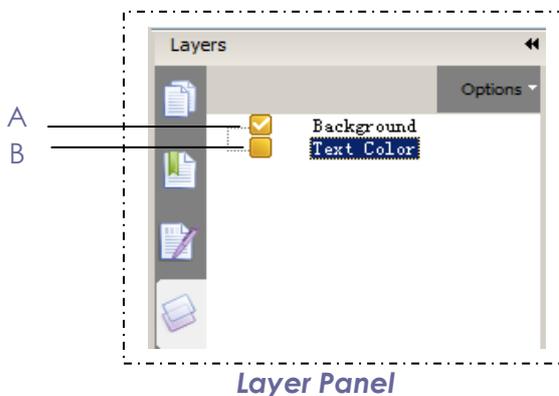
Reading a document in Reverse View

To read documents in reverse order, select View > Reverse View.

Working with Layers

Showing or hiding PDF layers

To show or hide related content stored in various layers, you can simply refer to the Layer panel on the left side of the work area. Please note that you cannot create or edit layers in Foxit Phantom; however, you can view layers and show or hide the content of each layer by checking the box shown below.



A. A checkmark indicates a displayed layer B. Hidden layer

The Options menu at the top right corner of the Layer panel, allows you to List Layers for All Pages, List Layers for Visible Pages, Reset to Initial Visibility, Expand All, and Collapse All layers.

Finding Text

- Choose Tools > Find Text... or type the text in the Find What field.
- Click **Find:** ▾, to limit your search by whole words and/or case or click the Search button  on the toolbar.

E-mailing Documents

- To e-mail a PDF select File > Email or the Email button  on the Toolbar.

Comparing Documents

- Choose File > Compare PDF Files.

PDF Optimizer

Users can compress image files and clear out PDF object data redundancy by selecting Tools > PDF Optimizer.

Images - Choose the appropriate down sampling method in the Downsample list box (including average the downsampling, subsampling and the bicubic downsampling) or you can choose the off item to turn off the option. Also choose the Compression and Quality Settings of the images.

Fonts - Fonts embedded in the PDF can be removed from the PDF and to be replaced by the matched system fonts externally to optimize the PDF.

Discard Object Data – check the options to discard data like annotations, bookmarks, document information, etc. to optimize the PDF.

Chapter 5 – Editing PDFs

Adding Headers & Footers, Watermarks & Backgrounds

Add/Update/Remove a header/footer

Open Edit menu > Header & footer > Add/Update/Remove

Add/Update/Remove background

Open Edit menu > Add background > Add/Update/Remove.

Add/Update/Remove watermark

Open Edit menu > Add watermark > Add/Update/Remove

Undoing and Redoing

Undo your last action

To undo an action Press Ctrl + Z.

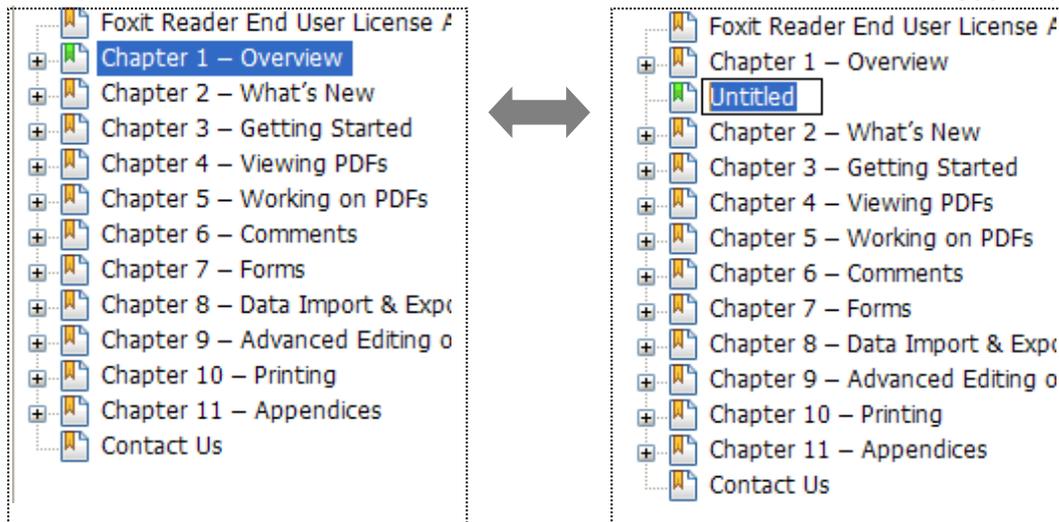
Redo actions that you undid

To redo an action that you undid, press Shift + Ctrl + Z.

Working with Bookmarks

Adding a bookmark

1. Go to the location you want the bookmark to link to. You can also adjust the view settings. Use the Hand Tool  to create the bookmark:
 - To bookmark selected text, use the Select Text Tool , and then drag to select the text. The selected text becomes the label of the new bookmark.
2. Place your bookmark where you want it in the bookmark list.



3. Click the New Bookmark icon  at the top of the Bookmarks panel, or right-click the selected bookmark and choose Add Bookmark.

Editing a bookmark

Resetting a bookmark's destination

Move to the location you want to be the new destination, right-click the bookmark > Set Destination.

Customizing the text appearance of a bookmark

You can change the font style or color of a bookmark by right-clicking the bookmark in the Bookmarks panel > Properties.

Adding an action to a bookmark

- Right-click a bookmark, and choose Properties.
- In the Bookmark Properties dialog box, click Actions.
- Choose an action from the Select Action menu and click Add.

Note: Deleting a bookmark deletes all the bookmarks that are subordinate to it.

Adding Links

Adding a rectangle link

To add a rectangular link click the Rectangle Link Tool  on the toolbar, or choose Edit > Links > Rectangle Link Tool on the Menu Bar. Position the cursor on the place you want to add the link, hold and drag your mouse button to draw a rectangle. Follow the instructions in the dialog box.

➤ **Destination**

The destination can be any point or location.

Go to a page view – designate the link to a specific page view.

- ✧ Set the position in current document – scroll the current document, go to a new position where you want to set and click Set this position.
- ✧ Set the position in another PDF document – Open the document and go to the position you want to set > click Set this position.

Note: The new PDF document should be opened in the existing window, not a new window.

- ✧ Change the view magnification – Simply change the magnification and click Set this position.

Adding a quadrilateral link

To add a quadrilateral link click the Quadrilateral Link Tool  on the toolbar, or choose Edit > Links > Quadrilateral Link Tool on the Menu Bar. Refer to the above.

Moving or resizing a link

To move/resize refer to [Resizing/Editing/Moving markups](#).

Attaching Files

Adding a file as a comment

- Click the Attach a file as a Comment button  on the toolbar or choose Tools > Advanced Editing Tools > Attach a file as a comment.

Working on the attachment comment

Opening an attachment

Select the Hand Tool  and double-click the File Attachment icon .

- In Open file attachment dialog box, select one of the three options.

Moving a file attachment icon

To move refer to [Resizing/Editing/Moving markups](#).

Working with Images

Adding an image

To add an image, do the following:

- Click the Image Tool  on the toolbar, or choose Edit > Image tool.
- Drag a rectangle on the page to define the canvas area for the image.
- In the Add Image dialog box, click the Browse button to select the image.

Setting properties of an image

- Double-click the image > Appearance and follow the directions.

Deleting an image

- Select the Annotation Selection Tool  and press Delete.

Working with multiple images

Selecting multiple images

- Select the Annotation Selection Tool .
- Press and hold Shift or Ctrl and click the images you want to edit.
- To select all images, right-click an image > Edit > Select All.

Aligning images

- Select two or more images that you want to align.
- Right-click the anchor, and then choose an alignment from Align.

Distributing images

This function is available when selecting three or more images.

- To distribute the images evenly between the topmost and bottommost/leftmost and rightmost images, choose Distribute > Vertically/Horizontally.

Resizing images

You can set multiple images to the same height and/or width. Select one of the images as the anchor, and the rest of the images will be resized with the same height or width as that of the anchor image.

Setting properties of multiple images

- Select multiple images > right-click one of them > Properties...
- A dialog pops up with an Appearance tab. Follow the steps specified in ["Setting properties of an image"](#).

Adding Multimedia

Adding a movie or a sound clip

Adding movies or sounds

1. Click the Movie tool  on the toolbar, or choose Edit > Movie tool.
2. Drag to select an area on the page where you want the movie or sound to appear and fill in the dialog box.

Editing the play area

- Click the play area with the Annotation Selection Tool  to select it.
- To align, center, distribute, or size multiple clips, please refer to the above.

Setting multimedia properties

- With the Annotation Selection Tool , double-click the play area to bring up the multimedia properties.

Editing Objects

Using Touchup Objects Tool

Moving and editing objects

Select Edit > Touchup Objects Tool, or click the Touchup Objects Tool button



on the toolbar and do the following:

1. Selecting one or more objects
 - Hold the pointer over the objects and drag a rectangle around them.
 - Right-click an object and choose Select All from context menu, or press Ctrl + A. All objects on the current page will be selected.
 - To deselect all the objects, right-click objects and choose Select None.
2. Moving an object
 - Drag the object to the desired place. To move objects to a different page

use cut and paste.

3. Resizing or rotating an object

- To resize an object, drag a handle of the object. Shift-drag the handle to retain the original aspect ratio.
- To rotate an object, put the cursor near the corner of the selected object, the cursor will change to a curved arrow, click and drag the handle.

4. Editing an object

- Right-click on the object and select an option.

5. Deleting an object

- Select one or more objects, press Delete key.

6. Placing an image

- Right-click the objects and choose Place Image from the context menu.

Setting Objects properties

1. Right-click the objects, and choose > **Properties** and edit as needed.

Horizontal Scaling – adjusts the width of characters by stretching or shrinking them in the horizontal direction. The scaling always applies to the x coordinate.

Word	100 (default)
WordWord	50

Text Mode – determines whether text is stroked or filled. There are four types of text modes: Fill Text, Stroke text, Fill then stroke text and Text with no fill and no stroke.



1. Fill text
2. Stroke text
3. Fill then stroke text
4. Text with no fill and no stroke

Character Spacing – inserts uniform spacing between two or more characters in selected text.

Character	0 (default)
C h a r a c t e r	0.25

Word Space – inserts uniform spacing between two or more words in selected text.

Word Space	0 (default)
Word Space	2.5

Chapter 6 – Working on PDFs

OCR Text Recognition

Optical Character Recognition (OCR) makes the scanned PDFs selectable and searchable.

- Open the scanned PDFs and select Tools > **OCR**.

Copying Text

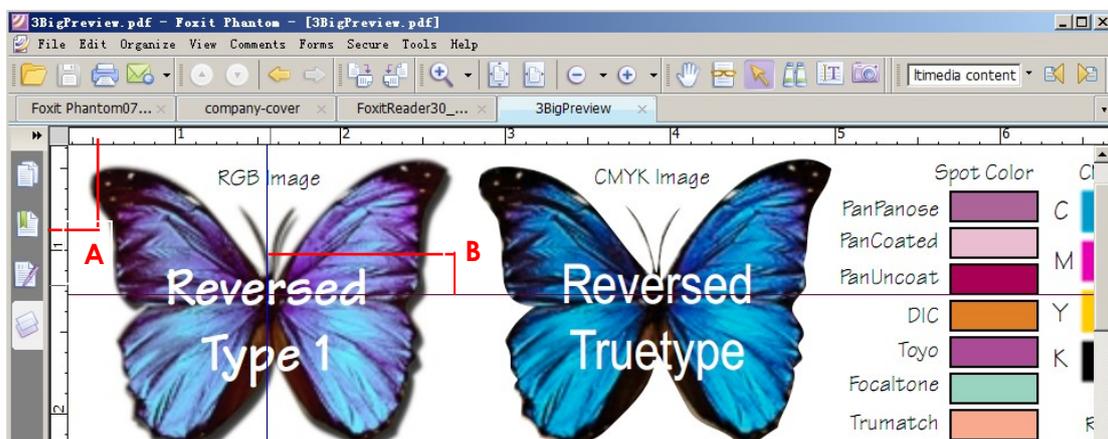
To copy text, click > **Select Text Tool**  on the Toolbar or choose Tool > **Select Text** on the Menu Bar and select a portion of text. Once you have selected the text, copy it with **Ctrl + C** or **Right-click** copy. To paste the selected text to another application, use the paste command for the specific application.

Copying Images

Choose Tools > **Snapshot** or clicking the snapshot tool  on the Basic Toolbar. Dragging the Snapshot tool copies the selected area to the clipboard. Right-clicking brings up the select/deselect all options.

Using Rulers & Guides

Foxit Phantom provides horizontal and vertical ruler guides to help you align and position text, graphics or other objects on the page.



Rulers & Guides

A. Rulers B. Guides

Showing or hiding rulers

- To show/hide rulers, select View > **Rulers**.

Creating ruler guides

Drag down from or click the horizontal ruler to create a vertical guide. Do the same to the vertical ruler to create a horizontal guide.

Moving ruler guides

Select the Hand tool, click and hold the guide, and then drag it to a new location.

Changing unit of measurement

Right-click a ruler and select a measurement system.

Deleting ruler guides

- To delete a guide, click the guide to select it, and then press the > **Delete** key.
- To delete all guides on a page, right-click in the ruler > **Clear Guides**.

Measuring the Objects

Choose Comments > **Measure Tools** > [measure tool name], or click the Distance Tool , Perimeter Tool  or Area Tool  on the toolbar to measure distances and areas of objects in a PDF.

Working on the measurement object

After you complete the measurement, you are able to move, resize and flip objects with the Hand Tool  or Annotation Selection Tool . To Flip an object, right-click the object > **Flip**.

Using Foxit Text Viewer

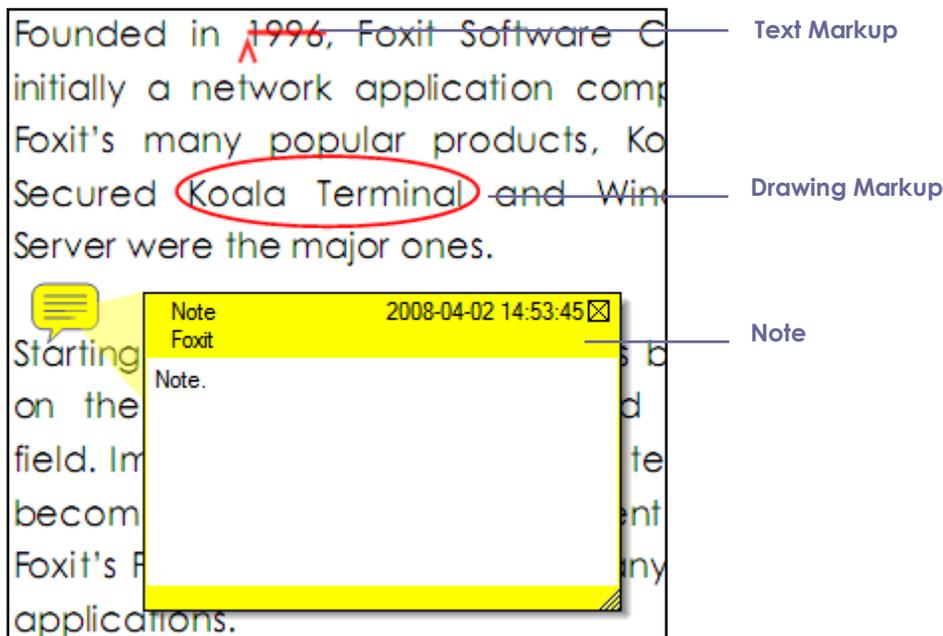
With Foxit Text Viewer, you can work on PDF documents in pure text view mode.

To enter Text View mode click View > **Text Viewer**, the Text viewer icon  or press Alt + 9. Also, you can customize your own work area by right-clicking and selecting Font Setting or Setting.

Chapter 7 – Comments

About the Commenting Tools

There are various annotation tools for you to choose from: Typewriter Tools, Drawing Markup Tools, Measure Tools, Stamp Tools, and Commenting Tools. You can add different comments by selecting the annotation tools from the Comments tab or Toolbar.



Using Note Comments

To add a note comment:

- Click the Note Tool  on the toolbar and click to place the note.

Using the Text Markup Tools

Text Markups do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted, highlighted or underlined. Choose > **Comments** > select [Markup tools name], or click the respective button on toolbar. Then click and drag from the beginning of the text you want to mark up.

Text Markup Tools

Button	Tool Name	Description
--------	-----------	-------------

	Highlight Tool	To mark important passages of text with a fluorescent (usually) marker as a means of memory retention or for later reference.
	Underline Tool	To draw a line under to indicate emphasis.
	Strikeout Tool	To draw a line to cross out text, making others know the text is deleted.
	Squiggly Tool	To draw a squiggly line under. Similar to Underline Tool.
	Replace Tool	To draw a line to cross out text and provide a substitute for it.
	Insert Tool	A proofreading symbol (^) used to indicate where something is to be inserted in a line.

Using the Select Text Tool

Marking up text with edits

- Choose Tools > **Select Text**, or click Select Text  on the toolbar.
- Select the text > right-click text and refer to "[Using the Text Markup Tools](#)".

Using the Drawing Markup Tools

Drawing Markup tools allows you to mark up a document with arrows, lines, squares, rectangles, circles, ellipses, polygons, polygon lines, clouds, etc.

Drawing Markup Tools

Button	Tool Name	Description
	Cloudy Tool	Draws cloudy shapes.
	Arrow Tool	Draws an arrow.
	Line Tool	Draws a line.
	Rectangle Tool	Draws a rectangle. Press Shift to draw a square.
	Oval Tool	Draws an oval. Press Shift to draw a Circle.
	Polygon Tool	Draws a Polygon.
	PolyLine Tool	Draws an open figure with three or more line segments.

	Pencil Tool	Draws free-form shapes.
	Rubber Tool	Erases the pencil markups.

Note: If you draw a cloud shape in a counterclockwise direction, the cloud will be drawn inward . If you draw the lines forming the shape in a clockwise direction, the cloud will be drawn outward .

Tips:

- Press Shift to draw a line that is horizontal, vertical or at a 45 degree angle.

Editing, resizing or moving the markup

Select the Hand  or Annotation Selection Tool  and do one of the following:

- To edit or resize the drawing markup, select it and drag one of the handles to make your adjustments.
- To move the drawing markup, select it and drag to the intended place.
- To add a pop-up note to the markup, select it and double-click the markup or right-click it and choose Open Popup Note.

Deleting the markup

Select the markup Tool > press the **Delete key**.

Grouping the markups

Select the Hand  or Annotation Selection Tool  and do one of the following:

- To group/ungroup markups, select the markups you want to group/ungroup by pressing Ctrl > right-click **group/ungroup**.

Using the Typewriter Tools

The Typewriter Tools include Typewriter Tool, Callout Tool, and Textbox Tool.

Using the Typewriter Tool

You can use the Typewriter Tool to add comments anywhere in a PDF.

Adding comments with typewriter

- Select Comments > **Typewriter Tools** > **Typewriter Tool**, or click the Typewriter Tool  on the toolbar.

Deleting the typewriter comment

- Click the Annotation Selection Tool  or Hand Tool , right-click the text field, and choose Delete or simply delete the text.

Setting typewriter preferences

To set the typewriter preferences, please refer to the Format Tools. To show the Format Tools, you can go to View > **Toolbars** > **Format Tools**.

Adding comments in a textbox or callout

The Callout Tool and Textbox Tool are designed for users to create comments in a callout or textbox. Callouts have two parts: a textbox and an arrow.

Adding a callout or textbox

- Choose Comments > **Typewriter Tools** > **Callout/Textbox**, or click the Callout Tool  or Textbox Tool  on the toolbar.
- Click the place where you want to insert the callout or text box.

Resizing, moving, editing or deleting a callout or textbox

To edit or delete a callout/textbox refer to [Editing/Resizing/Moving markups](#).

Setting callout or textbox preferences

Please refer to "[Setting typewriter preferences](#)".

Changing the Appearance of Markups

Changing the appearance of Note Comments

- Right-click the note icon and choose Open Popup Note.

Changing the appearance of Text Markups

- Right-click the Text Markups icons and choose Open Popup Note.

Changing the appearance of Drawing Markups

Right-click the drawing markup and select > **Open Properties** to change the color, opacity, type of icon used, author's name, subject of the comment and to see the history of changes people have made to the status.

Changing the appearance of Typewriter Markups

- Using the Hand tool, right-click the Typewriter text box > **Open Properties**.

Setting the default look for a tool

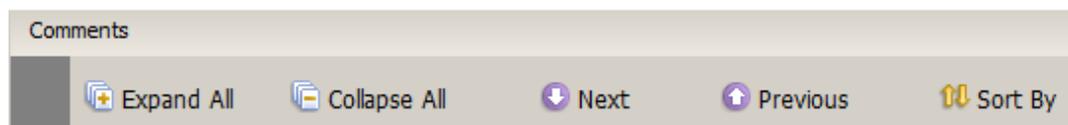
- Using the Hand tool right-click the comments > **Set Current Properties as Default**.
- All comments you create using this tool will display the properties you set.

Working on Comments

Opening the Comments panel

The Comments panel  (on the left) displays all comments in the PDF so that you can easily find the comments. Clicking on a comment brings you to it.

- Choose View > Navigation Panels > Comments.
- Click the comments button  in the Navigation panel.
- In the Comments panel, there are the following functions to provide you:



Setting a status

Changing the status of a comment

- Right-click a comment, Set Status > Review or Migration. Select an option.
- To view a markup's history of changes: Right-click the markup > Open Properties > Review History.

Replying to comments

- Right-click the comment > Reply.

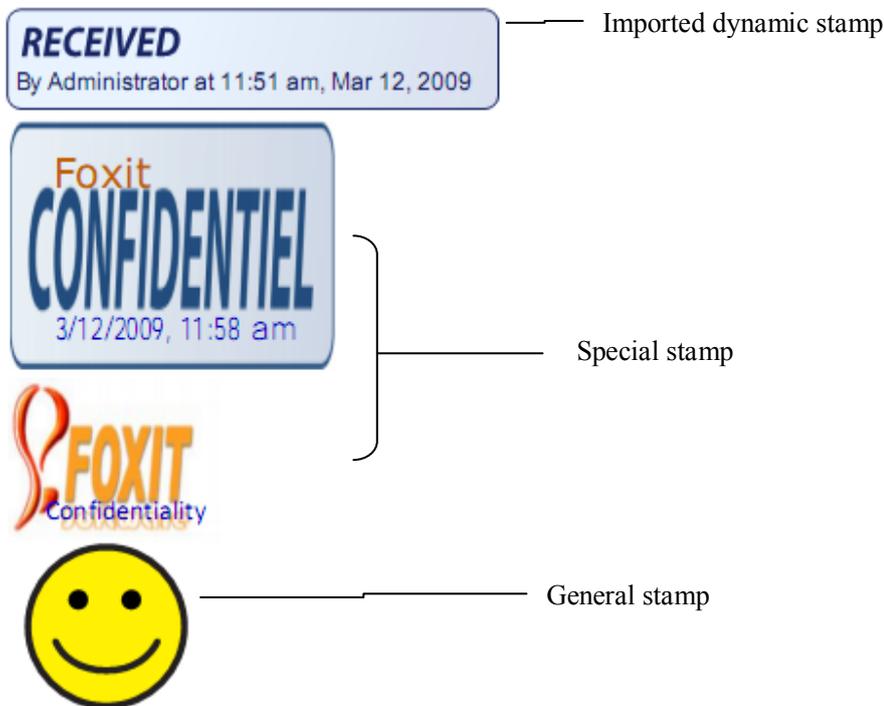
Summarizing comments

Comments summary can be sorted by page, author, date or type.

- Choose Comments > Summarize Comments.
- Click Create to create a new PDF document with comments summary.

Chapter 8 – Stamping PDFs

You can either create dynamic stamps or import existing dynamic stamps.



Stamping a PDF

You can choose a stamp from a list of predefined stamps, or create custom stamps. All the stamps that you import or create are listed in the Stamp Tools menu and Stamps Palette. To apply a stamp, please do the following:

1. Choose Comments > Stamp Tools > Show Stamps Palette.
2. In the Stamps Palette, select a category from the menu, and select a stamp.
3. Click the document page where you want to place the stamp.

Creating a stamp

Creating a general stamp

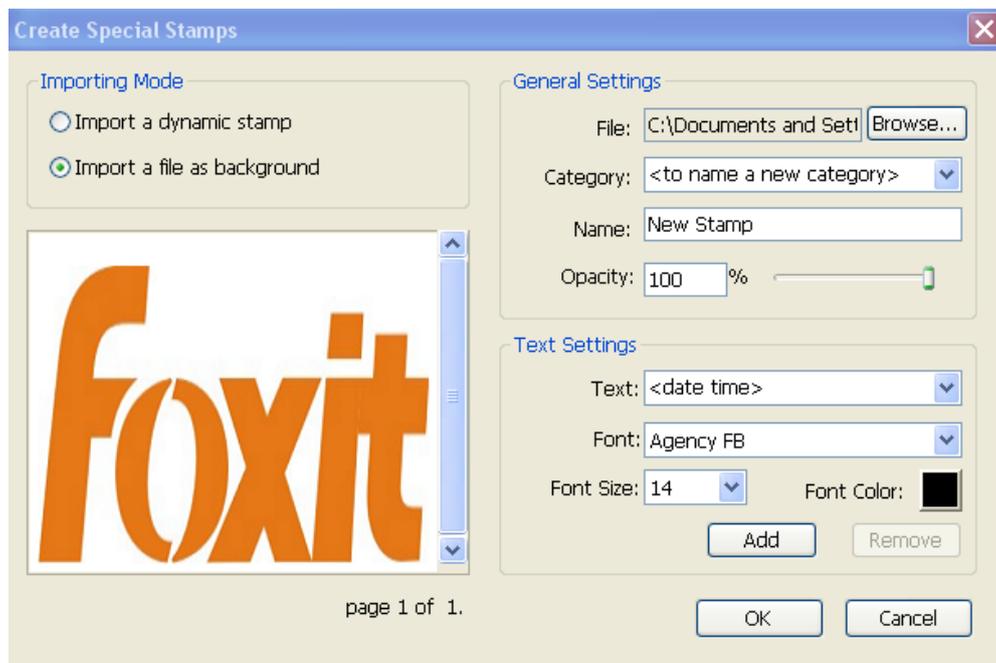
Choose Comments > Stamp Tools > Create General Stamps.

Creating a special stamp

You can either import an existing dynamic stamp or create a dynamic stamp with name, date, time and other text information.

1. Choose Comments > Stamp Tools > Create Special Stamps.
2. Select what you want to import.

3. Select a PDF file or an image for stamp along with a category and name.
4. General Settings are available only if the option "Import a file as background" is selected. To add text, author name, or date time:
 - Choose a category from drop-down menu and type text in text box. If you choose author name, or date time category without typing any text, it will automatically obtain current user, date, time from your system.
 - Click Add.



Create Special Stamps Dialog Box

Resizing or moving a stamp

- To move/resize refer to [Resizing/Editing/Moving markups](#).

Managing a stamp

- Choose Comments > Stamp Tools > Manage Stamps and select a stamp.
- Click Create/Edit/Delete to manage stamps.

Setting Favorite Stamps

- Choose Comments > Stamp Tools > Set Favorite.
- Add/remove stamps to/from your favorites as you wish.

Chapter 9 – Forms

General Information

There are two kinds of “form” files. *Interactive PDF Forms* allow you to fill the form directly by clicking the form fields. *Non-interactive PDF Forms* are plain PDF files and must be filled with the typewriter feature.

Interactive Form

For interactive forms, you will see a document message bar appear between the Reader toolbars and the form itself. To hide this message bar, click the

drop-down button  and select Hide Document Message Bar.



You can select the fields you want to highlight with the Fields button .

Non-interactive Form

This kind of form acts like an ordinary PDF document that has plain text and you will need to use the Typewriter feature to fill in this form.

Filling in PDF Forms

Filling interactive forms

Fill in interactive forms using the Hand Tool .

To reset a form

Choose Forms > Reset form...

Filling non-interactive forms

If a PDF form contains non-interactive form fields, you can fill in the form with the Typewriter . Refer to [“Using the Typewriter Tool”](#).

Form Designer

Foxit Form Designer is a group of tools in Foxit Phantom that can be used to

create interactive forms.

Button Overview

Six Basic Tools

Button	Tool Name	Description
	Push Button Tool	Creates an interactive form element to initiate certain predefined actions, such as opening a file, submitting data to a web server, or resetting a form. This button can also be customized with images and text.
	Radio Button Tool	Presents a group of choices from which the user can select only one item.
	Check Box Tool	Presents yes-or-no choices for individual items.
	Combo Box Tool	Lets the user choose from a pop-up menu or type a value.
	List Box Tool	Displays a list of options the user can select.
	Text Field Tool	Lets the user type text.

Foxit Software Company

----- Personal Information -----

First Name:

Last Name:

Address:

City:

States:

Zip/Postal Code:

Country:

submit
clear
print

Text Field

Combo Box

Push Button

----- Contact Information -----

How to Contact You?
 Phone Email

Email:
We will never sell or disclose your email address to anyone. Once your account is setup, you may add additional email addresses.

Re-enter Email:
Must match the email address you just entered above.

Phone:

Fax:

What is your current availability?

User the CTRL key to select more than one

Availability:
 Part-time
 Full-time(Days)
 Full-time(Swing)
 Full-time(Graveyard)
 Weekends Only

List Box

Check Box

Radio Button

message subject:
 Help my brother/sister is driving me crazy!
 How can I tell my father/mother its time for them to retire?
 I'm exasperated with an awkward partner!
 How do I stop my family members from interfering?
 Others:

A PDF Form

Using the Push button tool

Creating a new push button

Select the push button tool by clicking  on the Form Toolbar or choosing Forms > Push Button on the Menu Bar, and do one of the following:

- Drag to create a push button of the required size.
- Double-click the page to create a push button using the default size.
- In the Button Properties dialog box which opens automatically, select property options to specify the push button behavior.

Moving and resizing a push button

- To move/resize refer to [Resizing/Editing/Moving markups](#).

Deleting a push button

- Select the Annotation Selection Tool  or push button tool , click the push button > press Delete, or right-click the push button > Delete.

Creating multiple copies of a push button

- Select the push button > right click > Create Multiple Copies...

Duplicating a push button across multiple pages

- Select the push button > right-click > Duplicate and follow the instructions.

Setting push button properties

How a push button behaves is determined by the Button Properties.

1. General tab for the button properties

- Tooltip – Displays text that appears when the pointer is over the button.
- Form Field – Specifies whether the button can be seen, either on screen or in print.

2. Appearance tab for the button properties

The Appearance properties determine how the push button looks on the page.

3. Actions tab for the button properties

The Actions properties specify any actions that you want to associate with the

push button, such as jumping to a specific page or going to a web site.

- Select Trigger – Specifies the user action that initiates an action.
- Select Action – Specifies the event that occurs when button is triggered.
 - A. Go to a page view – You can set it to go to a page in another PDF or one page in the current one. You can also set the zoom and position.

To go to a page view, click Add and do one of the following:

- ✧ To set the position in the current PDF go to the position and click Set this position.
- ✧ To set the position in another PDF click Open on the toolbar > select the PDF > go to the position you want to set > click Set this position.

Note: *The new PDF document should be opened in the existing window, not a new window.*

- ✧ Change the magnification -- scroll in the current document or another one > go to the position you want to set > change the magnification > click Set this position.

- B. To open/execute a file, choose Open/execute a file > Add > select the destination [File].
- C. To open a web link, choose Open a web link > Add > [Web Page URL].
- D. To show/hide a field, select the option > Add > show/hide.
- E. To execute a named command, select the option > Add > [Named Commands].
- F. To submit a form, select the option > Add > choose the submission method and decide which fields should be submitted.
- G. To reset a form, select the option > Add > select the fields to be reset.
- H. To import form data, select the option > Add > [PDF with form data].
- I. To run a JavaScript, select the option > Add > Enter JavaScript.

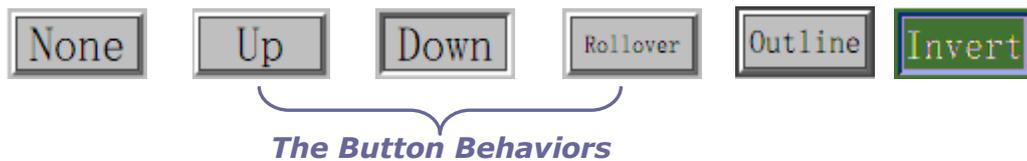
- Actions – Displays the list of triggers and actions that you have defined.
- Up and down buttons – Change the order in which the selected action appears listed under the trigger.
- Edit – Opens a dialog box with specific options for the selected action. You can also double-click the actions to open a dialog box.

4. Options tab for the button properties

The Options properties determine how labels and icons appear on the button. A button can have a label, an icon, or both.

- Layout – Specifies the layout of label and icon of the button.
- Advanced – Sets the detail settings for the icon.
- Behavior – Specifies the display of the button when clicked. The button

behavior options include:



- To define the label or icon that appears on the button, do the following:
 - A. If the label option is selected from the Layout menu, type the text in the Label box.
 - B. If the icon option is selected from the Layout menu, Choose icon... > Select the file type from the Objects of Type menu, double-click the file.

Setting push button properties as default

Right-click the push button > select Use Current Properties as New Defaults.

Using radio button tool

A radio button is a type of graphical user interface widget that allows you to choose one of a predefined set of options. For information on how to use the radio button, please refer to [Using the Push button](#).

Using check box tool and combo box tool

Refer to the above.

Options tab for the combo box properties

You can create a list of items from which the user selects with the Options tab.

- Item – Accepts the text that you type for options that you want to appear in the menu for the field.
- Add – Moves the current entry in Item to Item List.
- Export value – Where you type in a value to represent the item if the data will be exported. If left blank, the entry for Name in the General tab is used.
- Item list – Displays the choices that will be available in the list.

Note: *The highlighted item in the Item List box appears as the default item in the combo box field. To change the default item, highlight another item.*

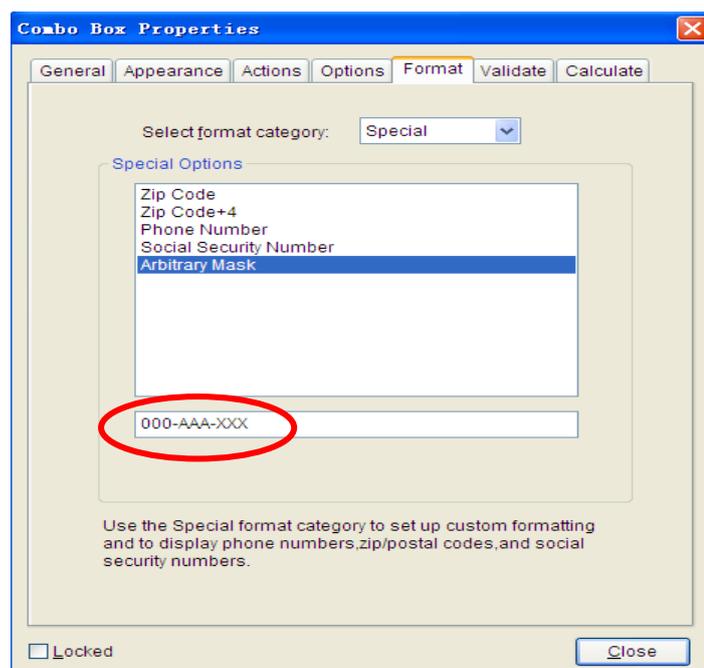
- Commit selected value immediately – Saves the value as soon as the user selects it. If this option is not selected, the value is saved only when the user tabs out of the current field or clicks another form field.

➤ Format tab for the combo box properties

The Format tab enables you to format the field values.

- None – No additional options are available. The input in a combo box will not be formatted.
- Number – Automatically imposes the selected formatting options on numeric data entries.
 - A. Decimal places – Sets the # of digits to the right of the decimal point.
 - B. Separator style – Sets the placement of commas and periods.
 - C. Currency symbol – Sets the type of currency, such as Dollars, Euros, etc.
 - D. Negative Number Style – Sets how negative numbers are displayed.
- Special
 - Arbitrary Mask -- Changes the format category to Custom and makes another text box available, in which you can type a custom format.
 - a. A -- Accepts only letters (A–Z, a–z).
 - b. X -- Accepts spaces and most printable characters, including all characters available on a standard keyboard and ANSI characters in the ranges of 32–126 and 128–255.
 - c. O -- The letter “O” accepts alphanumeric characters (A–Z, a–z, and 0–9).
 - d. 9 -- Accepts only numeric characters (0–9).

For example, a mask setting of AAA--p#999 accepts the input BDF--p#367. A mask setting of OOOOO@XXX accepts the input vad12@3Up.



Example of an Arbitrary Mask entry

- Custom -- Makes additional options available to form designers who want to write their own JavaScript for formatting and keystrokes.
 - A. Custom Format Script – Displays any custom scripts you have added for formats.
 - B. Custom Keystroke Script – Displays any custom scripts you have added to validate keystrokes.
- Validate tab for the combo box properties

The Validate properties restrict entries to specified ranges, values, or characters, ensuring that users enter the appropriate data for a combo box.

- Field value is not validated – Turns off validation.
- Field value is in range – Sets a numeric range for a combo box using values you enter in either as a number or a percentage. It is available only when Number or Percentage is selected in Format tab.
- Run custom validation script – Validates input using a JavaScript that you create or provide.
- Calculate tab for the combo box properties

With this option, you can perform mathematical operations on existing form field entries and display the result.

- Value is not calculated – Select this option if you want the users to type.
- Value is the – Select this to make further options available:
 - A. The List includes the mathematical functions to apply to the fields.
 - B. Pick – Opens a list of the available fields in the form that you select to add or deselect to remove from the calculation.
- Simplified field notation -- Uses JavaScript with field names and simple arithmetic signs.
- Custom calculation script -- Displays any custom scripts you have added for calculations.

Setting combo box properties as default

Right-click the combo box > Use Current Properties as New Defaults.

Using list box tool and text filed tool

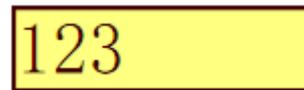
Refer to the above.

Setting text field properties

- Options tab for the text field properties
 - Default Value – Specifies the text that appears until the user begins typing.
 - Multi-line – Allows more than a single-line entry in the text field.
 - Scroll long text – Compensates for text that extends beyond the text field.
 - Limit of Characters – Specifies the numbers of characters allowed.
 - Password – Displays the user-entered text as a series of asterisks (*). This option is available only if Check Spelling is deselected.
 - Field is used for file selection – Allows the user to enter a file path as the field's value when a file is submitted along with the form. This option is available only when Scroll long text is the only selected option in the Options tab.
 - Comb of Characters -- Spreads the user-entered text evenly across the width of the text field. If a border color is specified, Solid or Dashed Line is selected in the Appearance tab, each character entered in the field is separated by lines of that color. This option is available only when no other check box is selected.



A



B

Text fields with and without the Comb property

- A. Text field with a border color, using the Comb property*
- B. Text field without the Comb property*

Using Signature field tool

The signature field tool creates digital signature fields for reviewers to sign.

Creating a new Signature field

Select the Signature Field tool by clicking its button  on Form Toolbar or choosing Forms > Signature Field on Menu Bar, and do one of the following:

- Drag to create a Signature Field of the required size.
- Double-click the page to create a Signature Field using the default size.

In the Signature Properties dialog box which opens automatically, select options to specify the Signature Field behavior.

Arranging form fields

Selecting multiple form fields

To select multiple form fields, using the Annotation Selection tool , Shift-click or Ctrl-click each form field.

Aligning multiple form fields

Select one of the form fields as the anchor.

- Select two or more form fields that you want to align.
- Right-click the anchor, and one of the following:
 - A. To align a column of form fields, select Left, Right, or Vertical to align them respectively to the axis or edge of the anchor form field.
 - B. To align a row of the form fields, select Top, Bottom, or Horizontal to align them respectively to the edge or axis of the anchor form field.

Centering multiple form fields

This function enables you to center the rectangle enclosed by form.

- Select the form fields.
- Right-click one of the form fields > Center > Vertically/Horizontally/Both.

Distributing multiple form fields

- To distribute the form fields evenly between the topmost and bottommost/leftmost and rightmost fields, select Distribute > Vertically/Horizontally.

Resizing multiple form fields

Select one of the form fields as the anchor, and the rest of the form fields will be resized with the same height or width as that of the anchor form field.

- Select form field A and B. Suppose that you want to set A as the anchor.
- Right-click A > Size > Height/Width/Both. The height/width of B will be resized to the height/width of A.

Setting form-field tab order

After you create the form fields, you can set the tab order with ease.

- With the Annotation Selection Tool  selected, right-click a form field, and choose Set Tab Order.
- Click anywhere in the field that you want to be first in the tabbing order. The number in the upper left corner will be set as 1.
- Click each of the other fields in the order that you want tabbing to occur.

Note: If you decide not to change the tabbing order, click a blank area of the page or a part of the page that is not part of a field. This hides the tabbing order numbers so that clicking a field no longer changes the tabbing order.

Setting calculation order

When you define two or more calculations in a form, the order in which they are carried out is the order in which you defined the calculations. In some cases, you may need to modify the calculation in order to obtain correct results.

- Choose Forms > Set Calculation Order and change the order as needed.

The Calculate Order dialog box displays all calculable fields in your form and the order in which the calculations are performed.

Setting properties of multiple form fields

- Select multiple form fields > right-click one of them > Properties...

Chapter 10 – Security

Checking PDF Security

Some PDF files may contain restrictions preventing actions such as printing, editing, copying, etc. To check if you have these permissions select File > Properties...or Secure > Show Security Properties > Security.

See also in the "[Viewing PDF Properties](#)".

Adding Security to PDF Files

Adding password encryption

There are two kinds of passwords that could be applied to a PDF file: a **Document Open password** and a **Permissions password**. Please note that if a PDF is secured with both types of passwords, it can be opened with either password, but only the Permissions password allows you to change the restrictions.

Adding password security

1. Choose Secure > Password Encrypt, or in Security Editing toolbar, click and choose Password Encrypt from the menu.
2. In the Security Setting dialog box, select the type of password to add, and then type the password in the corresponding field. If you check permission password, please Permission to set the restriction settings.
3. Select an Encryption Algorithm.

Modifying password and security settings

1. Choose Secure > Show Security Properties > Security > Change Settings.
2. Type the Permission or Open Password and click OK.
3. Do any changes to the security settings and save the document.

Removing password and security settings

Choose Secure > Remove Security, or click Security Editing Tools toolbar and choose Remove Security from drop-down menu.

Adding a certificate encryption

The advantage of securing documents with certificates is that authors can specify unique permissions for each person. For example, authors can permit a

person to fill in forms and comment in document, and permit another person to edit text or delete pages

Adding a certificate security

1. Choose Secure > Certificate Encrypt, or click Security Editing Tools toolbar and choose Certificate Encrypt from the drop-down menu.
2. In the Certificate Encrypt dialog box, create the intended recipient list for the encrypted document. You can set document restrictions for a recipient by selecting the recipient and clicking Permission.
 - Click Import to import certificate from the Windows Certificate store.
 - Click Browse to import a certificate from disk.
 - Click Remove to delete a recipient from the recipient list.
 - Click Details to view the detail of the certificate.
 - Click Permission to set document restriction for the selected recipient.
3. Select an Encryption Algorithm (support 128 bit AES, 128 bit ARC-FOUR and 256-AES).
4. Select the encryption components to determine whether to encrypt all documents contents except metadata or not. Click OK and save.

Changing or removing certificate encryption

To change or remove security settings, you must have permission to do so.

To change certificate encryption, please do the following:

1. Choose Secure > Show Security Properties > Change Settings.
2. In the Certificate Encryption dialog box, refer to [Adding a certificate security](#).
3. Click OK and save the document to apply your changes.

To remove certificate encryption, please do one of the following:

1. Choose Secure > Remove Security, or click Security Editing Tools toolbar and choose Remove Security from drop-down menu.
2. Choose Secure > Show Security Properties, in the Security tab, choose No Encryption from the Security Method menu.

Setting security policies

If you often apply the same security settings to multiple PDFs, you can save your settings as a policy that you can apply to other PDFs. Security policies include the security method, encryption password, permission settings, etc.

Creating a security policy

- Choose Secure > Manage Security Policies, or click the Security Editing Tools toolbar and choose Manage Security Policies from drop-down menu and follow the instructions.

Securing PDFs using policies

To secure a PDF with a security policy that you specified, do the following:

1. Open a PDF document.
2. Choose Secure > Manage Security Policies.
3. In the Manage Security Policies dialog box, select a policy which you want to apply to the PDF file.

Chapter 11 – Digital Signatures

Digital signatures

Placing a signature

Before you sign a document, you need to draw a signature field where the signature is placed, get a digital ID, and create the signature look for your signature.

1. Choose Secure > Place Signature.
2. Click and drag to draw a signature box, or double-click.
3. In the Sign Document dialog box, choose a digital ID from drop-down menu, or click Browse and specify a PKCS12 Certificate file with .cer extension. If you don't find the specified digital ID, you need to get a certificate from the third-party provider or create a self-signed digital ID.
4. Choose an appearance type from the menu. Please refer to [Creating signature appearance](#).

Creating signature appearance

A signature appearance includes information that helps others verify your signature, such as reason for signing, contact information, and more.



Different appearance of signatures

- Choose Secure > Place Signature, or in Digital Signature Tools toolbar, click and choose Place Signature from menu.
- In the Sign Document dialog box, choose Customized Appearance from Appearance Type menu and follow the instructions.

Moving and resizing an image

You can move and resize signatures before signing the document, but you aren't

allowed to change certificates or appearances of certificates.

To move/resize refer to [Resizing/Editing/Moving markups](#).

Signing a PDF

A PDF is signed to indicate your approval. When you sign a document, your digital signature appears in the signature field. Sign a PDF by selecting Secure > Sign Document or right-click the signature > Sign Document.

Validating signatures

Checking the validity of a signature

- The question mark icon  indicates the signature is not validated.
- The check mark icon  indicates that the signature is valid.
- The icon  indicates that the signature is invalid. The document has been altered or corrupted since the signature was applied.
- The caution triangle icon  indicates the document was modified after signature was added, however, the signature is valid.
- The icon  indicates the signature validity is unknown because the signer's certificate isn't in your list of trusted identities. The document has not been modified since the signature was applied.

Validating a signature

2. Open the PDF containing the signature and right-click the signature. Choose Validate Signature from the context menu.
3. The Signature Status message box describes the validity of signature, the signer, and whether the document was modified after being signed, etc. The icons that appear in signature fields become the corresponding icons which indicate different signature statuses.

Tips:

4. You can validate signatures by setting your signature preferences. Choose Tools > Preferences, open the Preferences dialog box, and select Signature on the left.
5. Select the Verify signatures when the document is opened option to automatically validate signatures in a PDF when you open the document.

Deleting a signature

- Select the Annotation Selection Tool (Icon), or Digital Signature Tool.
- Right-click the signature and choose Delete Signature from context menu, or press Delete key.

Viewing signature properties

1. Select the Annotation Selection Tool (icon), or Digital Signature Tool.
2. Right-click the signature, and choose Show Signature Properties from context menu to view.

Signature panels

The signature panel shows information about each signature in the document as well as the change history of the document since the first signature.

Open the signature panel by choosing View > Navigation Panels > Signature

Panel, or clicking Signature button  on the left of Navigation Panel.

Chapter 12 – Appendices

Keyboard Shortcuts

File Keys

Action	Shortcut
Open File	Ctrl + O
Close File	Ctrl + W, or Ctrl + F4
Save As	Ctrl + Shift + S
Close All	Ctrl + Shift + W
Print Document	Ctrl + P
Exit Foxit Phantom	Ctrl + Q
Save	Ctrl + S

View Keys

Action	Shortcut
Full Screen	F11
Zoom In	Ctrl + Num +
Zoom Out	Ctrl + Num -
Zoom To	Ctrl + M
Actual Size	Ctrl + 1
Fit to Page	Ctrl + 2
Fit Width	Ctrl + 3
Rotate Clockwise	Ctrl + Shift + Plus
Rotate Counterclockwise	Ctrl + Shift + Minus
Reset Toolbars	Alt + F8
Dock All Toolbars	Ctrl + F8
Hide Toolbars	F8
AutoScroll	Ctrl + Shift + H
Stop AutoScroll	ESC
Reverse View	F11
Show or hide Menu Bar	F9

Switch between tabs	Ctrl + Tab
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Edit Keys

Action	Shortcut
Copy	Ctrl + C, or Ctrl + Insert
Find Text	Ctrl + F
Find Next	F3
Find Previous	Shift + F3
Preferences	Ctrl + K

Commenting Text Tool Keys

Action	Shortcut
Copy	Ctrl + C
Select All	Ctrl + A
Deselect All	Ctrl + Shift + A
Highlight	Ctrl + Shift + L
StrikeOut	Ctrl + Shift + T
Underline	Ctrl + Shift + U
Squiggly	Ctrl + Shift + Q
Replace	Ctrl + Shift + R
Add Bookmark	Ctrl + Shift + B

Note: These shortcuts are only available when you have selected text with Commenting Text Tool.

Tool Keys

Action	Shortcut
Hand Tool	Alt + 3
Zoom Out Tool	Alt + 4
Zoom In Tool	Alt + 5
Select Text	Alt + 6
Snapshot	Alt + 7
Typewriter	Alt + 8
Exit Full Screen Mode	ESC

Switch to Text Viewer	Alt + 9
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Touchup Objects Tool keys

Action	Shortcut
Undo	Ctrl + Z
Redo	Ctrl + Y
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Select All	Ctrl + A
Set to Background	Ctrl + F1
Set to Foreground	Ctrl + F2

Document Keys

Action	Shortcut
First Page	Home
Previous Page	Left Arrow, Page Up, or Ctrl + Page Up
Next Page	Right Arrow, Page Down, or Ctrl + Page Down
Last Page	End
Go to Page	Shift + Ctrl + N, or Ctrl + G
Select All (Unavailable with trial version)	Ctrl + A
Page Down	Space
Page Up	Shift + Space

Command Lines

Here are some command lines that can be used to Foxit Phantom:

```
FoxitPhantom [-Register] | [-NoRegister] [ PDF filename [-ps
  <Password>] [-n <Page Number>]

  [-ImportFDF <FDF filename>] | [/p] | [/t <Printer> ]
```

Command	Result
-Register	Set Foxit Phantom as default reader.
-NoRegister	Open Foxit Phantom but won't set it as default reader.
-ps <password>	Input the password of the protected PDF documents.
-n <Page Number>	Specify most recently read page number.
-ImportFDF <FDF filename>	Import the form data from the specified FDF file.
/p	Print the document with default printer.
/t <Printer>	Print the document with designated printer.

Contact Us

Feel free to contact us should you need any information or have any problems with our products. We are always here, ready to serve you better.

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Fremont CA 94538
USA
- *Mailing Address:*
Foxit Corporation
39819 Paseo Padre Parkway
Fremont CA 94538
USA
- *Sales:*
1-866-MYFOXIT or 1-866-693-6948 (8AM-5PM PST Monday - Friday)
510-438-9090 (8AM-5PM PST Monday - Friday)
- *Support:*
1-866-MYFOXIT or 1-866-693-6948(24/7)
979-446-0280 (6AM-5PM PST Monday - Friday)

Ticket Support:

<http://www.foxitsoftware.com/support/ticket/>

- *Fax:*
510-405-9288
- *Website:*
www.foxitsoftware.com
- *E-mail:*
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Marketing Service - marketing@foxitsoftware.com
Technical Support - support@foxitsoftware.com
Website Questions - webmaster@foxitsoftware.com