

Getting Started

Installing Foxit PhantomPDF

System Requirements

Operating Systems

- Microsoft Windows® XP Home, Professional, or Tablet PC Edition with Service Pack 2 or 3 (32-bit & 64-bit).
- Windows Vista Home Basic, Home Premium, Business, Ultimate, or Enterprise with or without Service Pack 1 (32-bit & 64-bit).
- Windows 7 (32-bit & 64-bit).
- Microsoft Office® 2003 or later version (required for some PDF creation features).
- For users utilizing the Active Directory Rights Management Service and SharePoint integration capability, Windows 7 or Windows Vista with Service Pack2 (SP2) is required.
- Windows 8.x Full Version.
- Verified as Citrix Ready® with Citrix XenApp® 6.

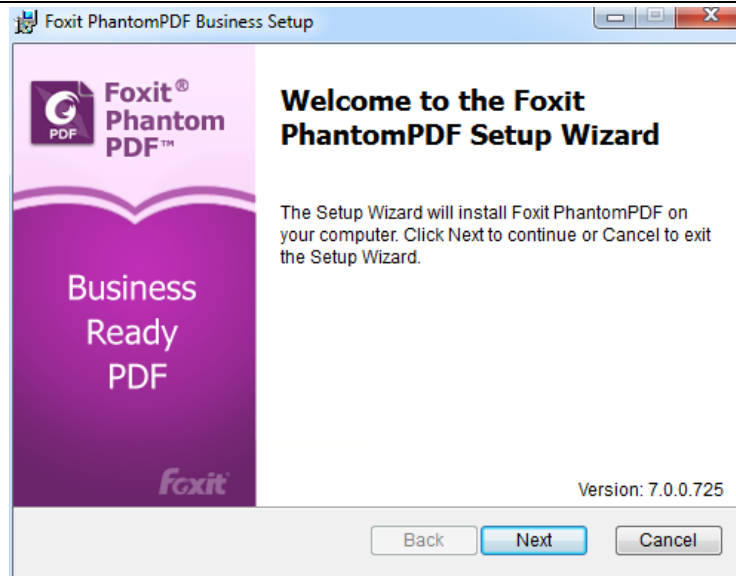
Recommended Minimum Hardware for Better Performance

- 1.3 GHz or faster processor.
- 512 MB RAM (Recommended: 1 GB RAM or greater).
- 1G of available hard drive space.
- 1024*768 screen resolution.

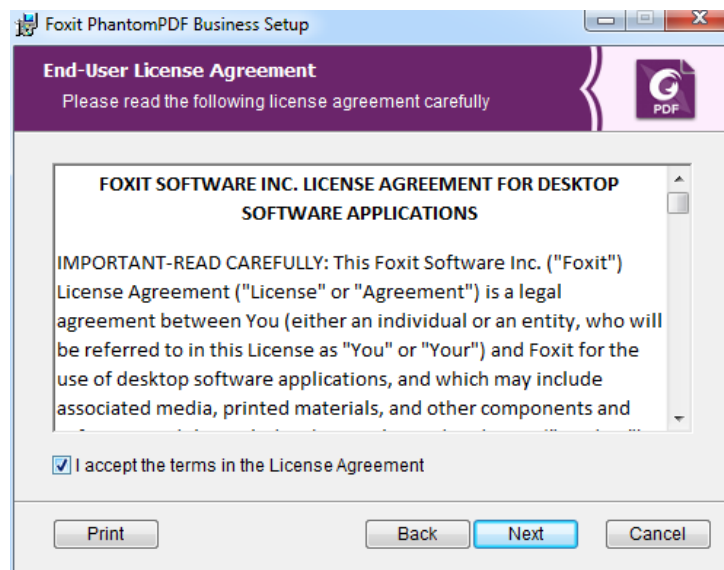
How to Install

The installer format of Foxit PhantomPDF is MSI. Please download the installer to your computer, and then do the following (Take *Business* Edition for example):

1. Double click the “FoxitPhantomPDF_Business_enu_Setup.msi” file, and you will see the setup wizard pop up. Click **Next** button to continue.



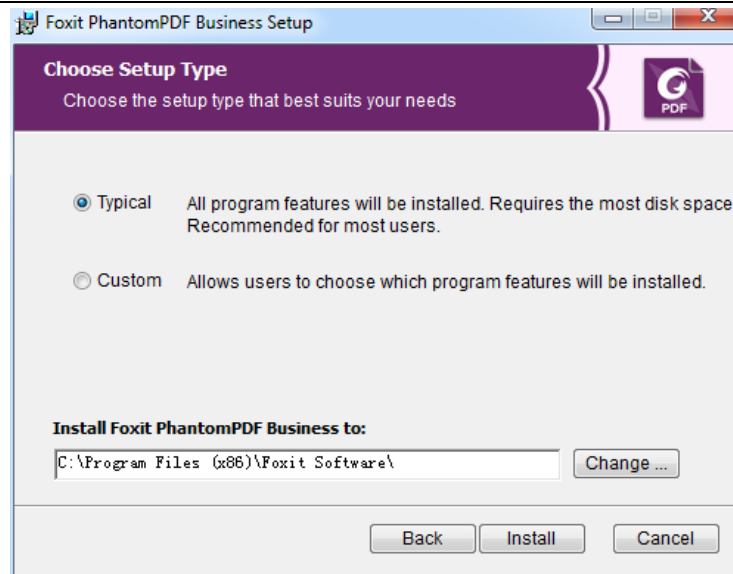
2. This program is protected by copyright law and you have to accept the License Agreement to proceed. Check the **I accept the terms in the License Agreement** item to continue.



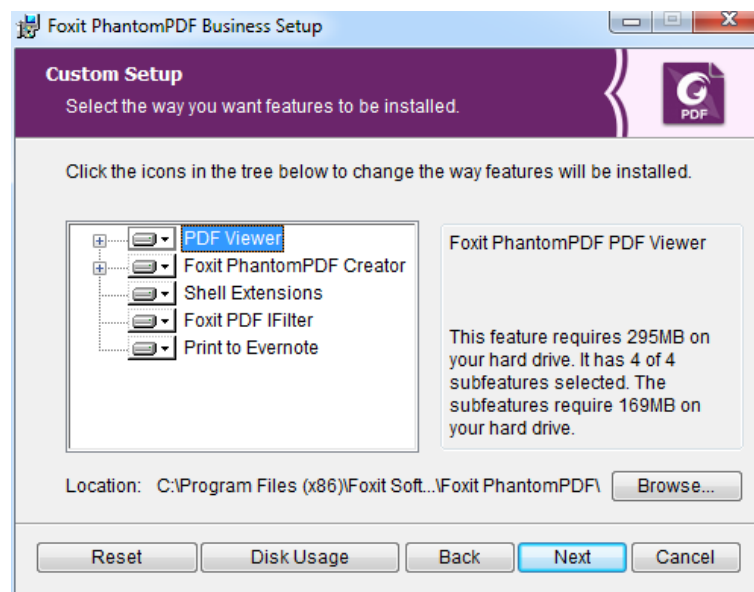
3. There are two setup types for you in this step. You can also change the installation directory or keep the default settings.

Typical — installs all features by default but requires more disk space.

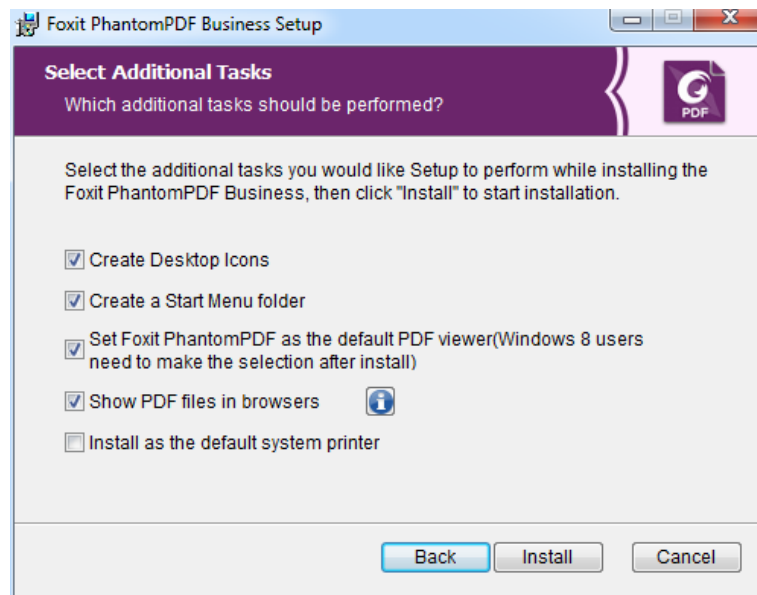
Custom — Allow users to choose which program features will be installed



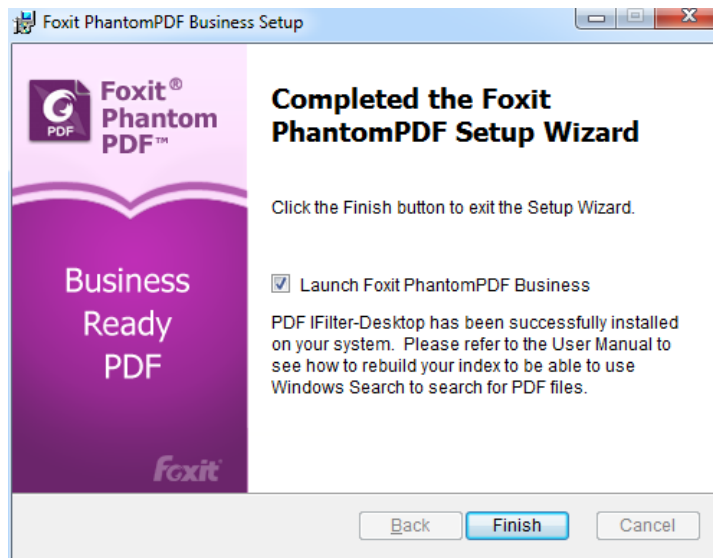
4. For **Typical Setup**, just click **Install**. For **Custom Setup**, do the following:
- A) Click on “**Browse**” to change the installation directory of the PDF Viewer plug-in.
 - B) Click “**Disk Usage**” to check the disk space available for the selected features.
 - C) Check the options you want to install and click “**Next**” to continue.



- D) Select the additional tasks you would like the Setup to perform then click “**Install**” to start the installation.



5. When the process is complete, a message tells you that Foxit PhantomPDF is installed. You can choose to check the **Launch Foxit PhantomPDF** item to run the application right now. Click **Finish** to complete the installation.



Command-line Installation

You can also use the command-line to install the application:

```
msiexec /Option <Required Parameter> [Optional Parameter] [PROPERTY=PropertyValue]
```

For detailed information on msiexec.exe options, required parameters, and optional parameters, type "msiexec" on the command line or visit Microsoft TechNet Help Center.

Public Properties of the Foxit PhantomPDF MSI Installation Package.

Foxit PhantomPDF installation properties supplement the standard MSI public properties to give administrators greater control over the installation of the application.

For the complete list of standard public properties please refer to:

[http://msdn.microsoft.com/en-gb/library/aa370905\(VS.85\).aspx](http://msdn.microsoft.com/en-gb/library/aa370905(VS.85).aspx)

The Foxit PhantomPDF properties are:

ADDLOCAL <list of features> The value of the ADDLOCAL property is a comma delimited list of features which the installation of Foxit PhantomPDF will make available locally. Foxit PhantomPDF installer defines the following features:

FX_PDFVIEWER - Foxit PDF Viewer and its components;

FX_FIREFOXPLUGIN - Plugin which is used for opening PDF files in Mozilla Firefox, Opera, Safari, and Chrome browsers. This feature requires FX_PDFVIEWER to be installed.

FX_EALS – A module which is used for displaying Eastern Asian Languages. Eastern Asian Languages can't be displayed properly without it. This feature requires FX_PDFVIEWER to be installed.

FX_SPELLCHECK - Spell check tool which is used for searching any misspelled words in typewriter or form filler mode and suggesting the correct spellings. This feature requires FX_PDFVIEWER to be installed.

FX_PDFA – A module which is used for verifying compliance with PDF/A-1a and PDF/A-1b. This feature requires FX_PDFVIEWER to be installed.

FX_OCR – A module which is used for making scanned or image-based PDF documents selectable and searchable. This feature requires FX_PDFVIEWER to be installed.

FX_CREATOR - Foxit PhantomPDF Creator installs a virtual printer on your system. You can use Creator to convert any printable documents into high-quality PDFs conveniently and efficiently. This feature requires FX_PDFVIEWER to be installed.

FX_CONVERTTEXT - Shell extension which is used for converting PDF or combining supported files from right click menu. This feature requires FX_CREATOR to be installed.

FX_CREATORWORDADDIN - MS word toolbar add-in to create PDFs by just one click. This feature requires FX_CREATOR to be installed.

FX_CREATOREXCELADDIN - MS Excel toolbar add-in to create PDFs by just one click. This feature requires FX_CREATOR to be installed.

FX_CREATORPPTADDIN - MS PPT toolbar add-in to create PDFs by just one click. This feature requires FX_CREATOR to be installed.

FX_EDITOR – A real editor for PDF files. This feature requires FX_PDFVIEWER to be installed.

FX_SE - Plugins for Windows Explorer and Windows shell. These extensions allow viewing PDF thumbnails in Windows Explorer, previewing PDF files in Windows Vista and Office 2007. This feature requires FX_PDFVIEWER to be installed.

FX_IFILTER – Foxit PDF IFilter is a plugin for Windows search engines that can help search PDF document quickly.

INSTALLLOCATION	Specifies the folder location of the product installed.
MAKEDEFAULT	Default value of "1", Foxit PhantomPDF will be set as the default application for opening PDF files.
VIEW_IN_BROWSER	Default value of "1", Foxit PhantomPDF will be configured to open PDF files inside browsers.
DESKTOP_SHORTCUT	Default value of "1", installer will place a shortcut for the installed application on Desktop.
STARTMENU_SHORTCUT	Default value of "1", installer will create program menu group for installed application and its components.
SETDEFAULTPRINTER	Default value of "1", installer will install Foxit PhantomPDF Printer and set it as the system's default printer.
LAUNCHCHECKDEFAULT	Default value of "1", Foxit PhantomPDF will check if Foxit PhantomPDF is the default reader when it's launched.
KEYPATH	Specifies a license key file and save it to the PhantomPDF installation folder
REMOVENEWVERSION	Forces an installation to overwrite the higher version of Foxit PhantomPDF with the value of "1".
CLEAN	Uninstall Foxit PhantomPDF with value of "1".
AUTO_UPDATE	Do not download or install updates automatically with value of "0"; Automatically install updates, but let me chose when to

install them with value of "1"; Automatically install updates with value of "2".

Command-line Examples:

1. Silently install the application (no user interaction) to folder "C:\Program Files\Foxit Software":

```
msiexec /i "Foxit PhantomPDF.msi" /quiet INSTALLLOCATION="C:\Program Files\Foxit Software "
```

2. Install Foxit PDF Viewer and Firefox Plugin only:

```
msiexec /i "Foxit PhantomPDF.msi" /quiet ADDLOCAL="FX_PDFVIEWER, FX_FIREFOXPLUGIN"
```

3. Use the license key file saved in disk C to activate the application when running the setup.

```
msiexec /i "Foxit PhantomPDF.msi" KEYPATH="C:\fpmkey.txt"
```

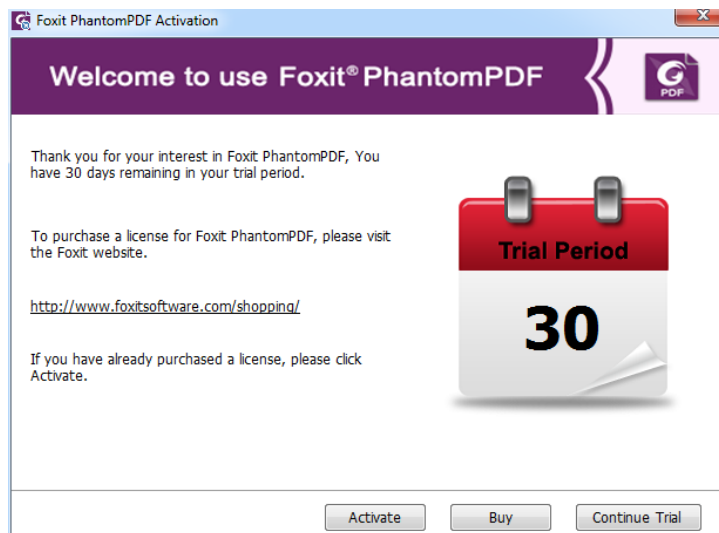
4. No installation of Foxit PhantomPDF Printer.

```
msiexec /i "Foxit PhantomPDF.msi" ADDLOCAL=ALL, ADVERTISE="FX_CREATOR" /qn
```

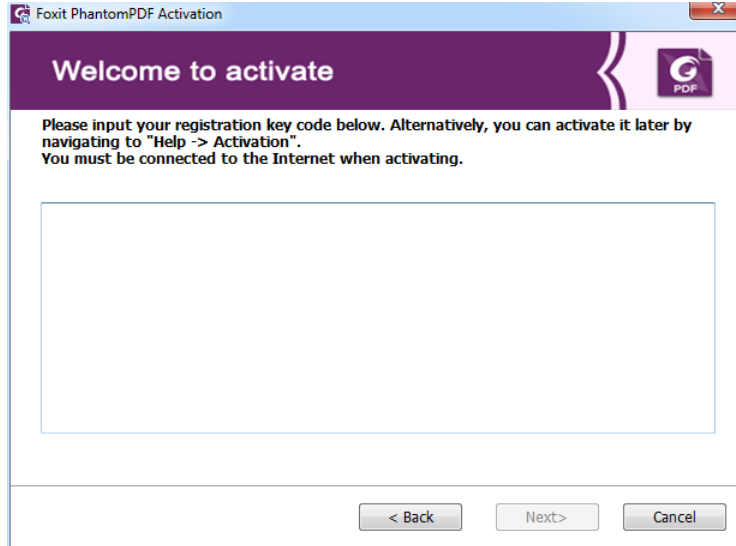
Activating Foxit PhantomPDF

1. After launching Foxit PhantomPDF, you can activate it from **HELP > Get Business > Buy it Now > Activation**.

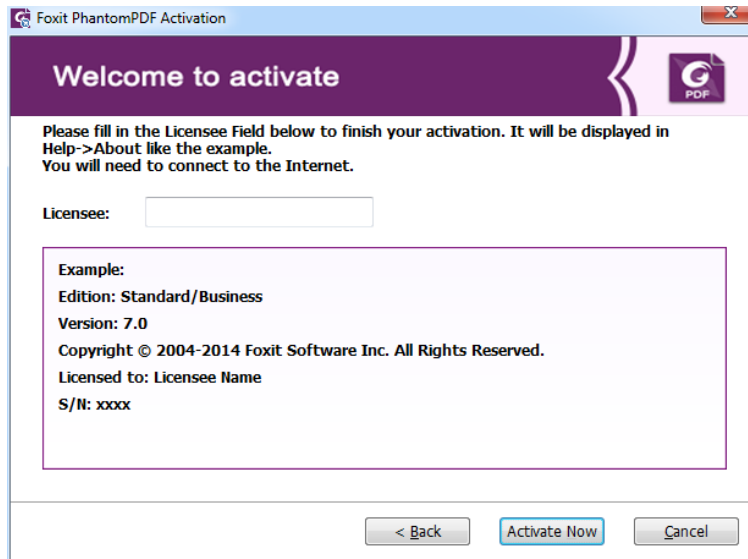
Select **Activation**, the activation wizard pops up. If you have already purchased a license for Foxit PhantomPDF, click **Activate** to activate the application. If not, you can click **Buy** to purchase Foxit PhantomPDF from Foxit website.



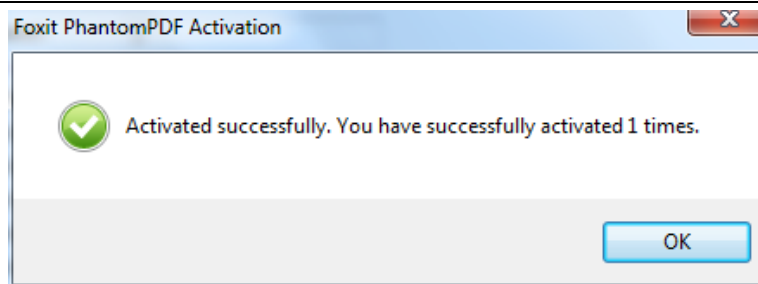
2. After you click **Activate**, the box will prompt you to input the code of the registration key. You can also activate later from **HELP > Get Business > Buy it Now > Activation** when you run the Foxit PhantomPDF. Then click **Next** to continue.



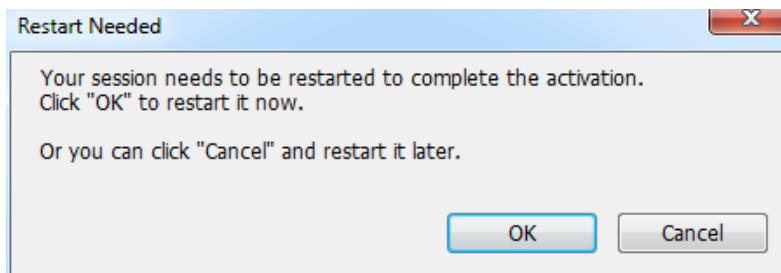
3. Type Licensee information in the licensee field as the example below. Then click **Activate Now** to activate.



4. If you activate successfully, a message box will pop up. Click **OK**.



5. You should restart the application for the changes to take effect. To restart it now, please click **OK**; or click **Cancel** to restart it later.



Uninstalling Foxit PhantomPDF

How to Uninstall

Please do one of the following:

- Click **Start > All Programs > Foxit PhantomPDF > Uninstall**.

Click **Start > Control Panel > Programs and Features > Select Foxit PhantomPDF and click Uninstall**.

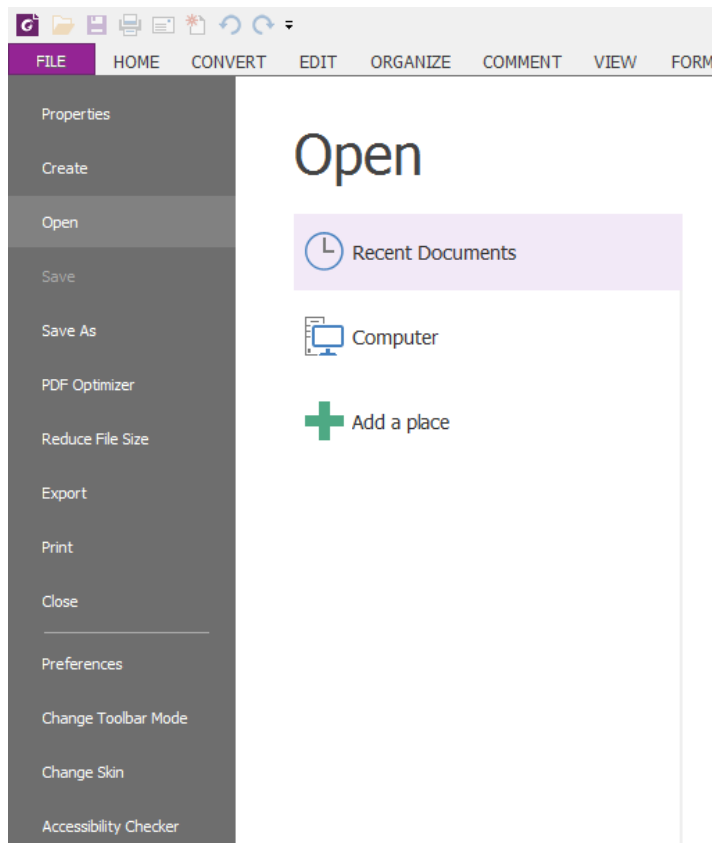
Double click the file `uninstall.exe` under Foxit PhantomPDF installation directory Drive name: `\\...\\Foxit Software\\Foxit PhantomPDF\\`.

Using Foxit PhantomPDF

- [Open the File menu](#)
- [Change the skin and interface style](#)
- [Move around the documents and select things](#)
- [See all the different tools](#)
- [Standards Validation and Creation](#)
- [Bundle with Foxit PDF IFilter](#)

Open the File menu

The functions such as **Open**, **Save**, **Print** and other basic tools can be accessed by clicking the **FILE** menu, and then selecting them from the drop-down menu. To check the document properties select the file menu and go to **Properties**. To change Program settings select **Preferences**.

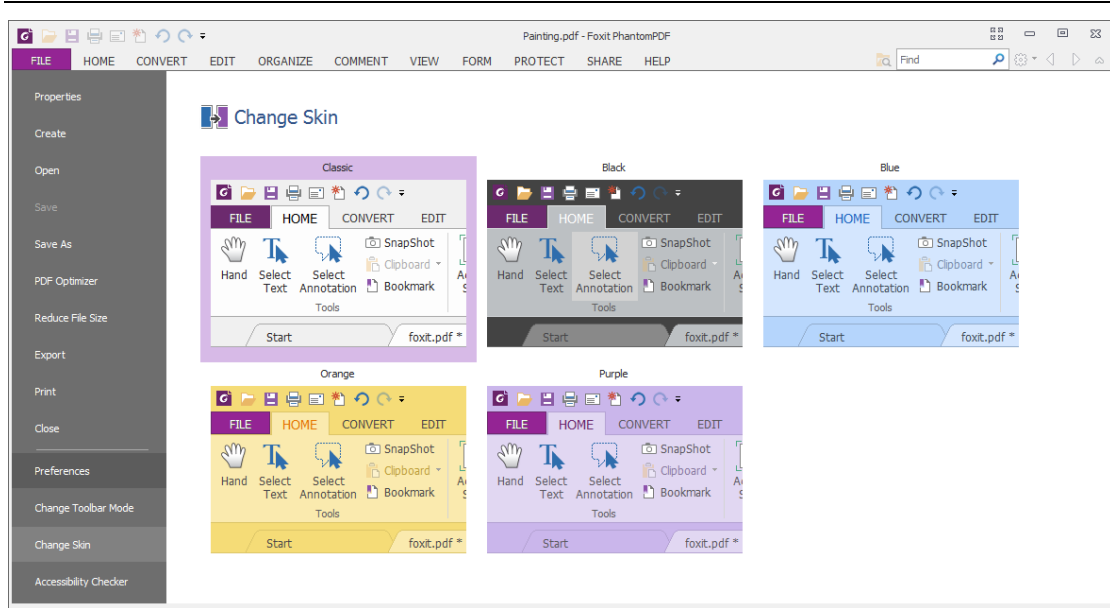


Change the skin and interface style

There are five kinds of skins, **Classic**, **Black**, **Blue**, **Orange** and **Purple** for you to change the look of your software. There are also two kinds of interface styles, **Classic Toolbar Mode** and **Ribbon Mode** which are available for you to change the interface of your software. Please note the all the instructions described in the quick guide are under the Ribbon Mode which is the default UI.

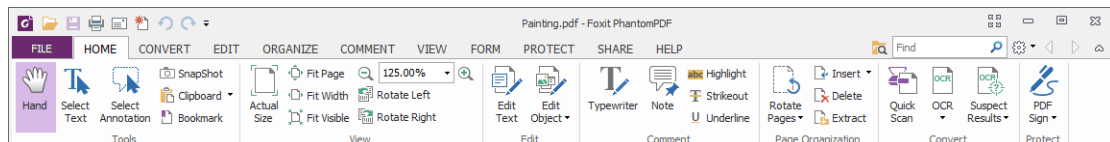
To change the skin and the interface style of the workspace, please do the following:

- To trigger the skin and interface change afterwards, choose **FILE > Change Toolbar Mode/Change Skin** > Select the desired mode and skin from the Skin list.





Ribbon Mode

The Ribbon Mode is an interface where a set of toolbars are placed on tabs in a tab bar. A ribbon provides the user interface of an application with a large toolbar filled with graphical representation of control elements which are grouped by different functionality. The Foxit PhantomPDF Ribbon Mode can group your tools by task, eliminating the need for many different icon-based tool bars and ensuring the commands you use most frequently are close at hand.

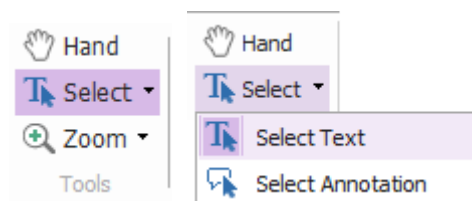


- Show/Hide the Ribbon

In Classic Toolbar Mode, choose **View > Toolbars > Show/Hide Toolbars**.

In Ribbon Mode, please click  or  in the upper right corner to collapse/expand the toolbar.

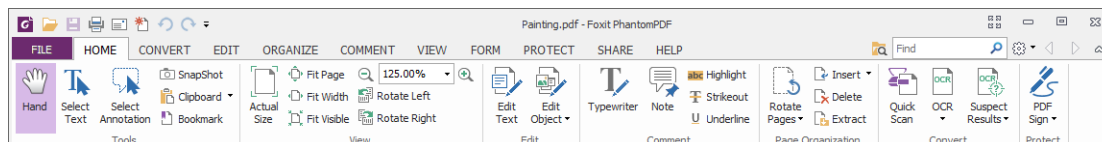
Move around the documents and select things



Hand Tool, Select Text Tool, Select Annotation and Zoom are the four most useful tools for

navigating and interacting with PDFs. They are all Tools in each ribbon. The Hand tool lets you page through the PDF, response links, fill in forms and play multimedia files. The Select Annotation tool allows you to select multiple annotations and then move, resize or align them together. The Select Text tool lets you select text to copy, add annotations or bookmarks. The Zoom tool lets you zoom in or zoom out the page easily for better reading experience.


See all the different tools



Click the buttons in the ribbon under different tabs to switch between different tools. Also, the tooltip appears when the pointer is held above each tool. For instance, there are Tools, View, Edit, Comment, Page Organization, Convert and Protect groups that are all most frequently used under the **HOME** tab. You can use Hand Tool, Select Text Tool, Select Annotation and Snapshot to move around and interact with PDFs, zoom in/out pages, edit page contents, make comments, organize pages, OCR, place a signature, etc.

Standards Validation and Creation



With the feature **Industry Standard** of Foxit PhantomPDF, you can detect and fix problems to obtain higher quality PDF documents. Foxit PhantomPDF has the PDF/A, PDF/E and PDF/X compliance validation and creation as the industry standards. Click the button  in the **Compliance** group, and select one of the compliances and click **Analyze** or **Analyze and Fix** in the pop-up dialog box. You can also create standard compliant PDF by saving as PDF/X, PDF/A or PDF/E with Foxit PhantomPDF *Business*.

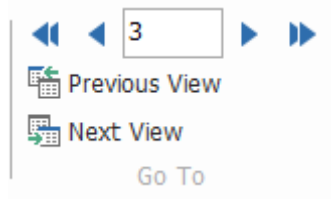
Bundle with Foxit PDF IFilter


Foxit PhantomPDF has been bundled with Foxit PDF IFilter – Desktop which allows users to index a large amount of PDF documents and then quickly find text within these documents on desktop system. You can trigger Foxit PDF IFilter under the installation location of your Foxit PhantomPDF.

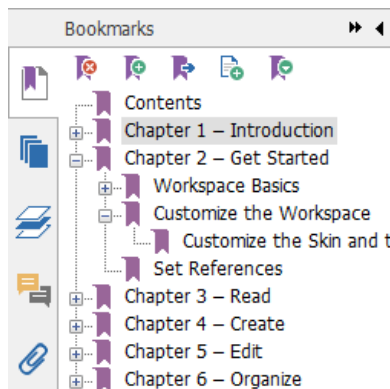
Document Views


Go to Specified pages

- Click the **First Page**, **Last Page**, **Previous Page** and **Next Page** in the **Go To** group under the **VIEW** tab or in the status bar to view your PDF file. You can also input the page specific page number to go to that page. The **Previous View** lets you return to the previous view and **Next View** goes to the next view.



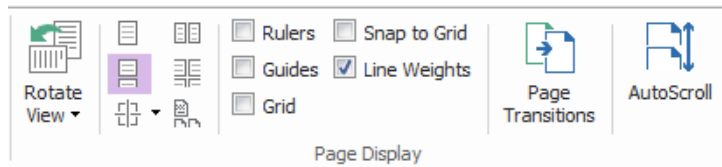
To jump to a topic using bookmarks, click the **Bookmark** button  on the left Navigation pane. And then click the bookmark or right-click the bookmark and choose “Go to Bookmark”. Click the plus (+) or minus (-) sign to expand or collapse the bookmark contents.



To jump to a page with page thumbnails, click the Page **Thumbnails** button  on the left Navigation pane and click its thumbnail. To move to another location on the current page, drag and move the red box in its thumbnail. To resize a page thumbnail, right-click on the thumbnail and choose “**Enlarge Page Thumbnails**” or “**Reduce Page Thumbnails**”.



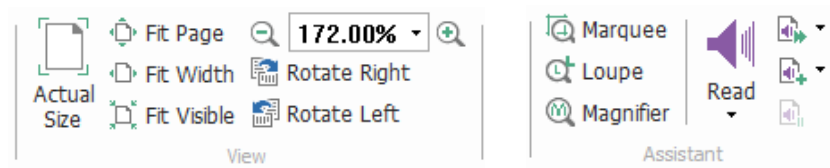
Change the way the document is displayed



Page Display Tools



Foxit PhantomPDF offers a number of different ways to view the pages of a PDF, depending on your circumstances and preferences. Click **VIEW** tab, you can choose Single Page, Facing, Continuous, Continuous Facing layouts, Split, and Separate Cover Page to view pages, and even allows you to rotate your view of the PDF page.

Adjust the page magnification






The View Tools

Click **HOME** tab and choose the tools in the **View** group.

1. Click the **Zoom In** tool  or **Zoom Out**  tool to increase or decrease the magnification of the document.
2. Click **Fit Page** to see an entire page on screen, **Fit Width** to make the page fill the width of the screen, **Fit Visible** to fit page by visible area of page, and **Actual Size** to return the page to its actual size.
3. Click **Rotate Right/Left** to rotate the page view clockwise/counterclockwise in 90

degree increments.

Click **VIEW** tab and choose the tools in the **Assistant** group.

1. Click the **Marquee Zoom** tool  to enlarge an entire page. Click and drag this tool to enlarge an area of the page.
2. Click the **Loupe** tool  and move it to the places you want to view, you will see the amplificatory or decreased objects in the Loupe Tool dialog box.
3. Click and move the **Magnifier** tool  to easily magnify areas of the PDF.



Magnifier



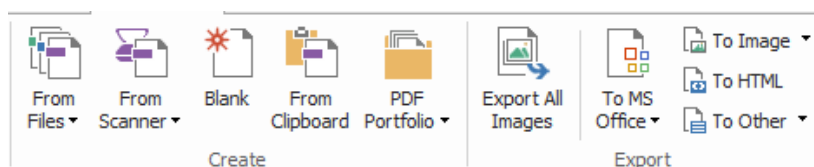
Fisheye Magnifier

Note:

- To switch between Magnifier and Fisheye Magnifier, press the left mouse button.
- To change the size of magnifier window, press the right mouse button.
- To turn off the Magnifier, press the Esc key on the keyboard.

Create & Export

Foxit PhantomPDF gives you almost unlimited options to create PDFs. In the **CONVERT** tab, you can directly create PDFs from files, blank page, scanner, and clipboard, create new or blank portfolios, export PDF to image, MS office, HTML and others.




The Create and Export Tabs

- [Create PDF with one-click](#)
- [Create PDF from Microsoft Office](#)
- [Create PDF from other applications](#)

- [Create PDF using Print to Evernote](#)
- [Create PDF Portfolios](#)
- [Export PDF all images](#)
- [Export PDF to Image, MS Office, HTML and others](#)

Create PDF with one-click

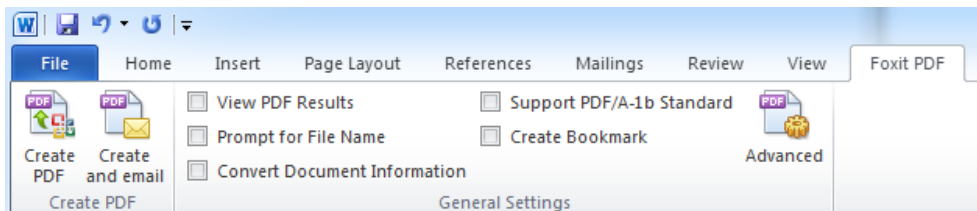
To create a PDF with one click:

- Drag the document you want to convert on to the Foxit PhantomPDF desktop icon .
- If Foxit PhantomPDF is open, drag the file directly into the application window.
- Right click the document icon you want to convert and choose **Convert to PDF in Foxit PhantomPDF**.

Foxit PhantomPDF allows you to create blank PDF pages, create PDF from scanner and clipboard.

Create PDF from Microsoft Office

Foxit PhantomPDF enables you to create intelligent PDF files from Microsoft Office applications (Word, Excel, PPT and Outlook), automatically keeping bookmarks, links, outline and more during creation in word files. Take the Microsoft word files conversion as an example.



Foxit PDF tab in Microsoft Word

Create PDF from Windows Notepad, Internet Explorer and Outlook Express

1. Open the file.
2. Select from main menu **File > Print**.
3. Select **Foxit PhantomPDF Printer** from the Printer list.

Create a PDF using Print to Evernote

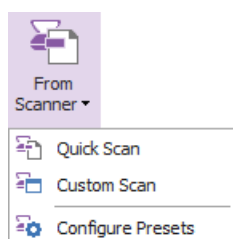
Foxit PhantomPDF adds a new printer “Print to Evernote” after installation. This feature enables you to send the PDF file as an attachment to the Evernote as well as creating a PDF as Foxit PDF printer does.

To create a PDF using Print to Evernote, do as below:


1. You should sign in an Evernote account online and install the Evernote application.

2. Open the file you want to convert to PDF format, choose **File > Print > Print to Evernote**.
3. Set the print properties and then click **Print**. Name the PDF file and specify the storage location.
4. You will see the PDF file is created and also attached to your Evernote.

Create a PDF using Scanner



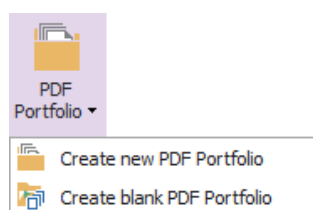
Foxit PhantomPDF provides three methods for you to scan paper documents to PDFs: **Quick Scan**, **Custom Scan** and scan by the **Configured Presets**.

You can scan paper documents to PDFs quickly by using **Quick Scan**  with default settings located under the **HOME** tab > **Convert** group or under **CONVERT > Create > From Scanner**.

To scan with custom settings, you can use **Custom Scan** by choosing **CONVERT > Create > From Scanner > Custom Scan**.

You can also configure scan settings and save to presets before scanning and then you can scan paper documents anytime by choosing one preset with just one click. To configure a new preset, please go to **CONVERT > Create > From Scanner > Configure Presets** and do settings at your command.

Create PDF Portfolios



Foxit PhantomPDF lets you quickly create a new PDF portfolio with existing files or folders by choosing **CONVERT > Create > PDF Portfolio > Create new PDF Portfolio**, or create a blank PDF portfolio and add files or folders later by choosing **Create blank PDF Portfolio**.

Export all images in the PDFs

Just one click of “Export All Images”, Foxit PhantomPDF enables you to export the relevant images in your PDF files to the separate ones. Please click **CONVERT > Export > Export All Images**, and configure the settings before exporting via the **Export to Images** dialog box.

Export PDF to Image, MS Office, HTML and others

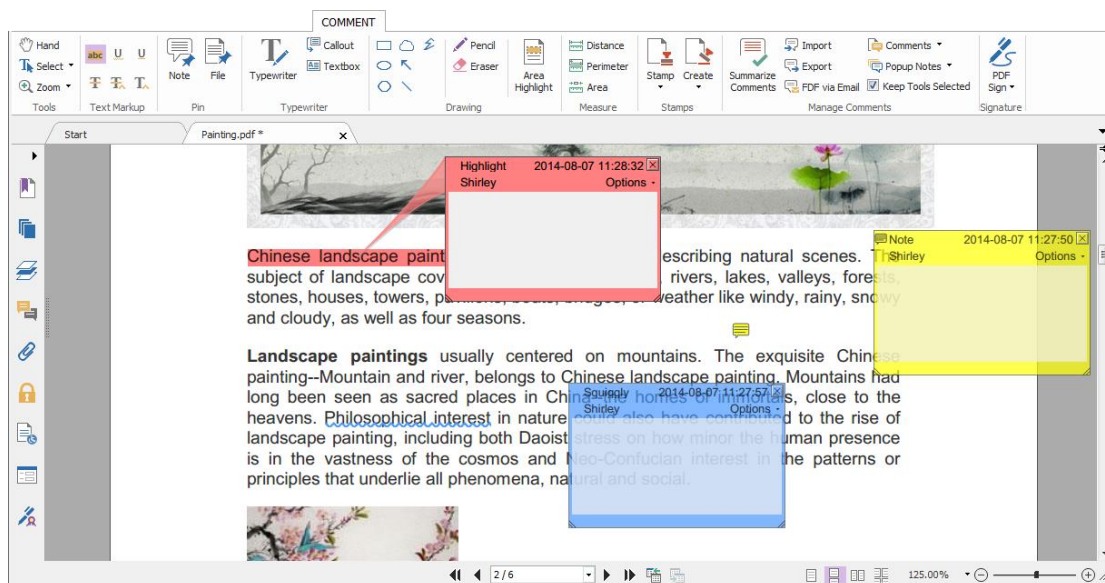
1. Click **CONVERT** tab.
2. Select **To Image**, **To MS Office**, **To HTML**, or **To Other** button to convert PDF to the format you want.
3. You can select **Settings** in the **Save As** dialog box to change the page range and layout settings. Then click **Setting Language** button to select the language you want to export to.



Comment



The **COMMENT** Tab

With Foxit PhantomPDF, you can add feedback or draw shapes to PDF files as you do to a paper document, with all commenting, drawing Markup, and drawing tools. When you are done, all comments will be automatically organized and can be exported for convenient review.

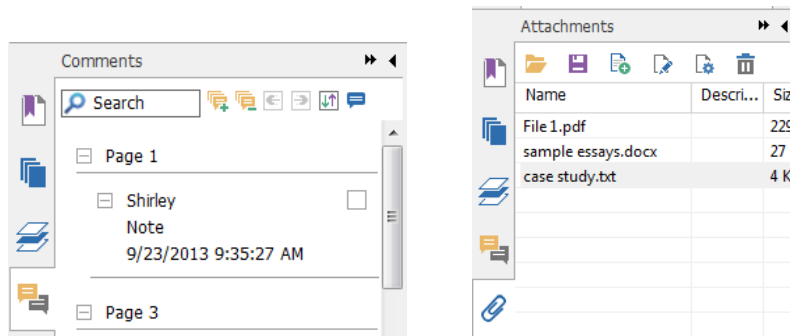


Note: With the Hand tool , Select Annotation tool  or the corresponding tool selected, right-click a comment and you can choose to set properties, set status, reply to comment, and more. You can export and import comment data and summarize comments in the Manage Comments group.

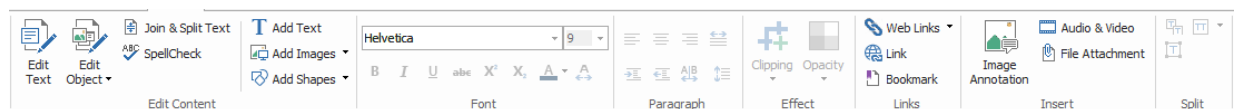
See comments and attachments

Foxit PhantomPDF keeps organized listing of all comments and attachments in a PDF for easy

reference. These are hidden by default to give you the largest possible view of your PDF. To make them visible, click the Comments or Attachments buttons on the left Navigation pane.








Edit

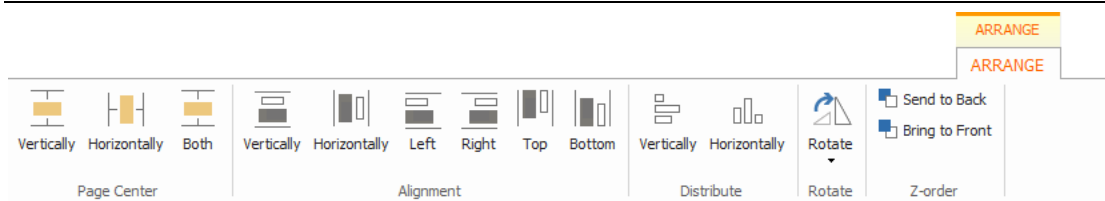


The Edit Tab

Foxit PhantomPDF lets you easily customize your PDFs using general editing features to add links, attach files, add images, and play and insert multimedia files, etc. Foxit PhantomPDF also provides advanced features to add objects (text, images, path and shading objects) and edit them including font settings (font, font size, color, underline, etc.), paragraph settings (align left/center/right, char space, character horizontal scale, line leading), style settings and objects' splitting, merging, arranging, clipping, etc.

When you choose object editing tools like Edit Text tool and Edit Object tool and click on text or an object, an OBJECT FORMAT tab appears for easier editing.

- **Adding objects** – Click **Add Text** , **Add Images** , **Add Shapes**  tools to add objects to the PDFs and do settings if needed.
- **Paragraph editing** – click **Edit Text** tool  and select the paragraph you want to edit. You can start a new line by pressing “Enter”. The text can automatically move to the next line when the typed text coming to the margin of the paragraph box. Also, the text within the paragraph box can be reflowed automatically and the paragraph box will auto-grow.
- **Object editing** – click **Edit Object** tool  and select the object you want to edit. It allows you to change the font, font size/color and others of text object, and move, resize, delete, rotate the object you selected. When you edit image, path and shading objects, the responsive format tabs will appear at hand.
- **Clipping** – Clip objects to make desired shapes of objects visible.

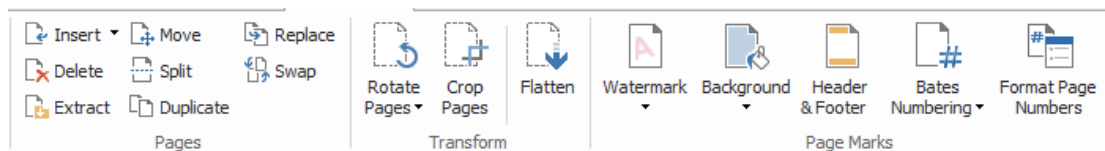


Object ARRANGE Tab

- **Arrange** – you can align the PDF content in your PDF file, or arrange them in the page center.

Tip: You can do more actions by right-clicking with Edit Object tool.

Organize



The ORGANIZE Tab

Foxit PhantomPDF enables you to directly organize PDF files by inserting/deleting pages, moving/extracting pages, splitting document, merging pages, re-arranging pages, composing page outlines, adding watermark/background/header/footer/bates number/logical page number, etc. from the **ORGANIZE** tab. Also, you can drag and drop page thumbnails in page thumbnail panel to assemble pages in different documents. You can even drag the pages thumbnails to the blank area to extract the selected pages as a new PDF file.




Forms

PDF forms streamline the way you receive and submit information. Foxit PhantomPDF allows you to fill in, reset, create, save and submit forms, etc.

- [Fill in PDF forms](#)
- [Comment on forms](#)
- [Work on form data](#)
- [Create and edit forms](#)
- [Form recognition](#)
- [Set calculation order](#)
- [About running JavaScript](#)

Fill in PDF forms

Foxit PhantomPDF supports *Interactive PDF Form* (Acro Form and [XFA Form](#)) and *Non-interactive*

PDF Form. You can fill in Interactive forms with the Hand Tool . For non-interactive PDF forms, you will need to recognize form fields with Run Form Field Recognition tool  and then fill in forms with Hand Tool or directly use the Typewriter tool  to fill.



Foxit PhantomPDF supports for the **auto-complete feature** which enables you to fill in PDF forms quickly and easily. It will store the history of your form inputs, and then suggest matches when you fill out other forms in the future. The matches will be displayed in a pop-up menu and provided for you to input.

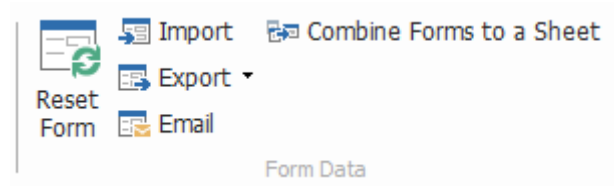
Note: To use the auto-complete feature while filling in PDF forms, click **FILE > Preferences > Forms**, check **Enable Autocomplete**. You can also click to clear histories.

Comment on forms

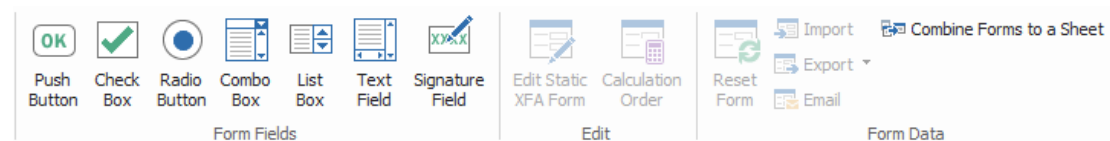
You can comment on PDF forms, just as on any other PDFs. You can add comments only when the form creator has extended rights to the users. **See also** [Comment & Review](#)

Work on form data

Click the **Import** button  or **Export** button  in the **Form Data** group to import/export form data of your PDF file. This is similar to the way of importing and exporting comment data. You can also export form data to append to an existing CSV file or combine multiple PDF forms to a CSV file. However, this function will only work for PDF interactive forms. Foxit PhantomPDF provides users with the **Reset Form** tool to reset the form. In addition, for PDF forms with Ultraform technology, Foxit PhantomPDF supports to create and display 2D barcode that contains form data you filled in.

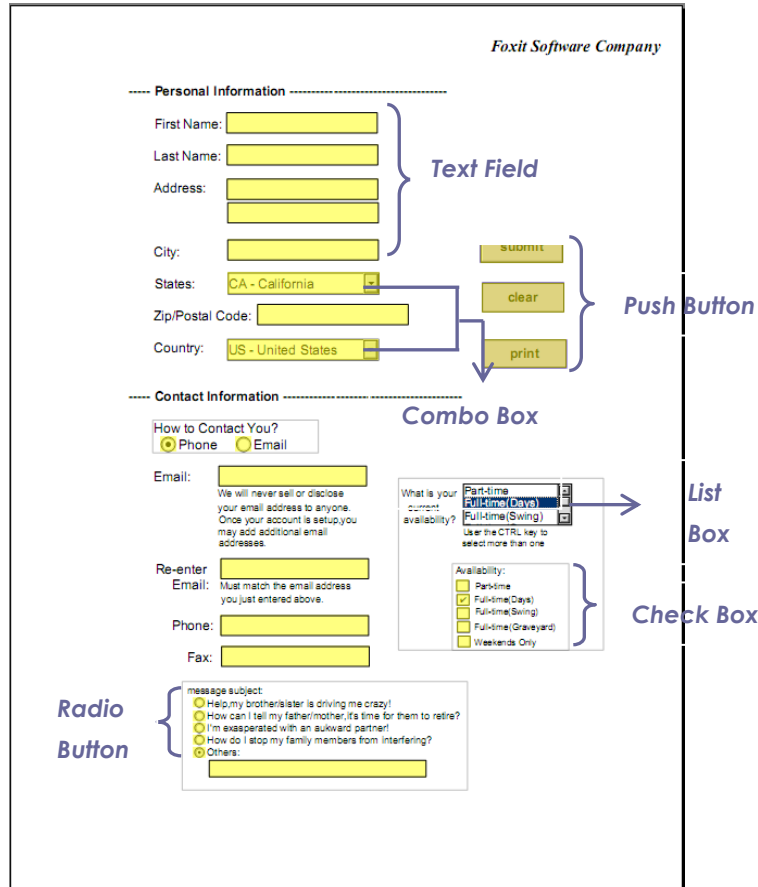


Create and edit forms




With Foxit PhantomPDF, you can create interactive forms. You are able to add push buttons, text fields, check boxes, combo boxes, list boxes or radio buttons to create an interactive PDF form

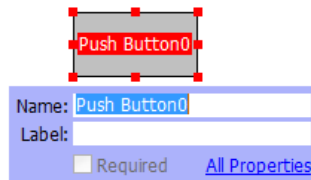
and specify their properties.



A PDF Form

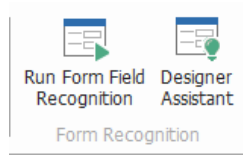
Creating form fields

Here take the Push Button as an example. You can create this button by selecting it in the **Form Fields** group. You can move, resize and delete the push button by selecting **Select Annotation** tool . You can set the button properties to determine the button appearance, actions and behaviors, etc.



Note: For radio buttons, related radio buttons must have exactly the same form field name but different export values. This ensures that the radio buttons toggle and that the correct values will be collected in the database.

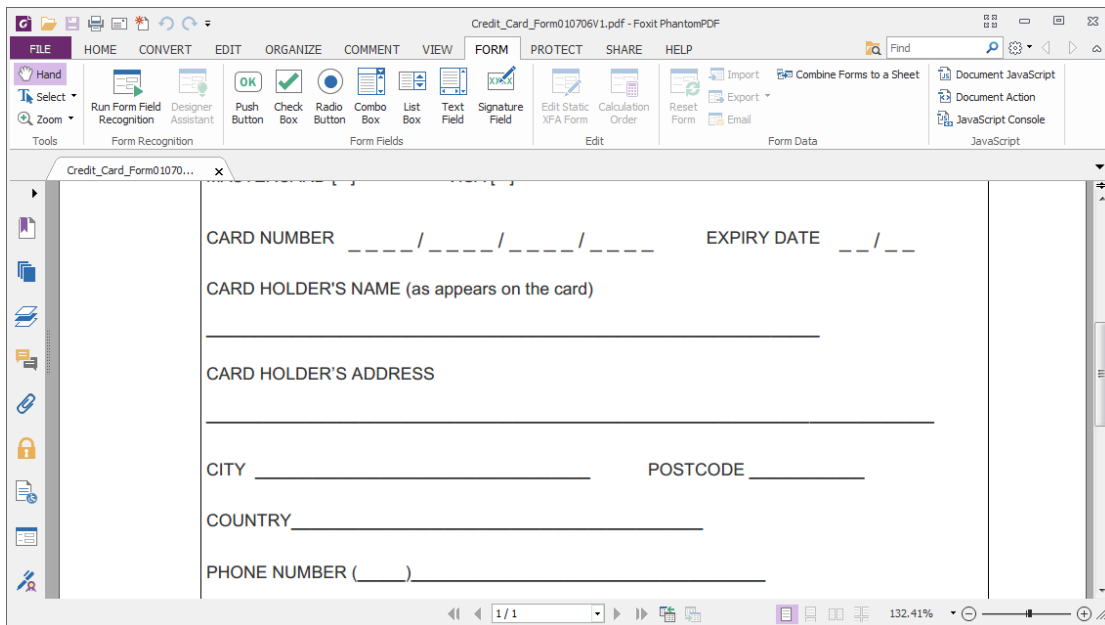
Form Recognition



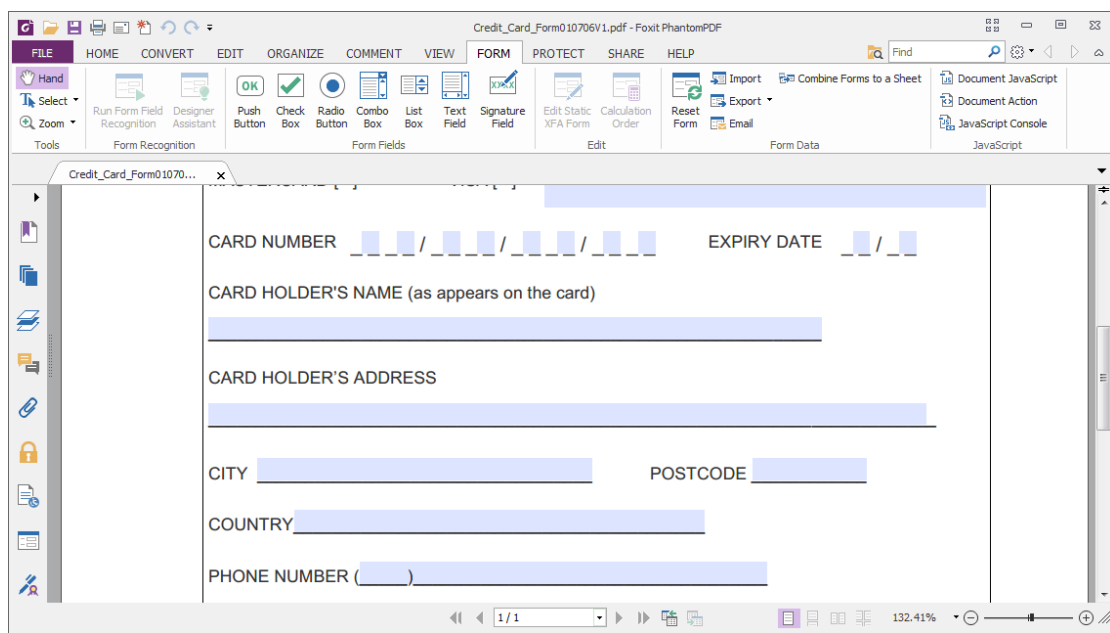
Foxit PhantomPDF provides **Semi-Automated PDF Form Design** feature for users to easily develop interactive PDF form. Usually, users need a way to define the form fields directly in their design layout or scanned file. **Run Form Field Recognition** is an important tool and can save users time creating interactive PDF forms.

1. Run Form Field Recognition

Open the PDF file in Foxit PhantomPDF. Click **FORM** tab and select **Run Form Field Recognition**. Foxit PhantomPDF looks for boxes, underlines, and other cues in your file that indicate a place to enter information and turns them into text fields or check boxes.



Before Recognition



After Recognition

Note: Click **FILE > Preferences > Forms**, check the option “Run form recognition when creating PDF in PhantomPDF application” as you want.

2. Inspect and correct the form results with Designer Assistant

Because the recognition process is not always perfect; you’ll need to clean-up your forms, add missed fields, adjust default font settings, and other general clean-up to correct any errors. With the **Designer Assistant** and other **Form Field tools**, you can easily create the missed and incorrect form field because the Designer Assistant tool can inspect corresponding form fields and make corresponding settings automatically. You can modify the name directly in the pop-up box and click “All properties” to do settings. **See also:** [Creating form fields](#).

Note: Click **FILE > Preferences > Forms**, check the option “Open simple property box after creating field” as you want.

Set calculation order

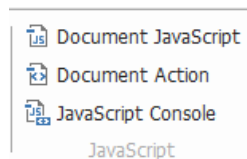
When you define two or more calculations in a form, the order in which they are carried out is the order in which you defined the calculations. If you wanted to use the result obtained from calculating two form fields to calculate the value of a third form field, the first two form fields must be calculated together first to obtain the correct final results. Click the **Calculation Order**



button under the **FORM** tab.

About running JavaScript

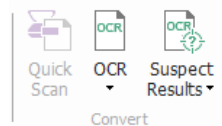
With Foxit PhantomPDF, you can invoke JavaScript code using actions associated with documents, bookmarks, links, and pages. Foxit PhantomPDF provides three options for you to do it – Document JavaScript, Document Action and JavaScript Console. The Document JavaScript lets you create or access document level scripts in Foxit PhantomPDF. The Document Action lets you create document-level JavaScript actions that apply to the entire document. The JavaScript Console provides an interactive and convenient interface for testing portions of JavaScript code and experimenting with object properties and methods.



Optional Database connectivity to Windows ODBC

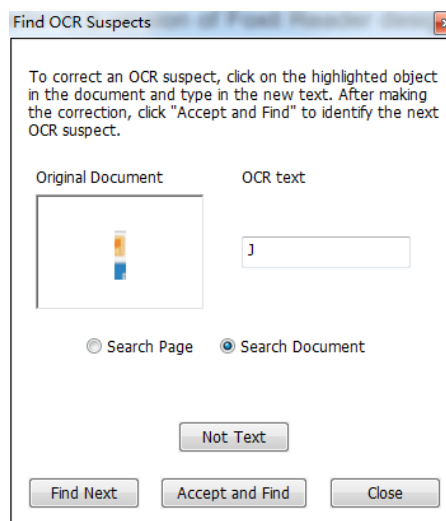
The Optional Database Connectivity plug-in is a JavaScript object inside Foxit PhantomPDF, allowing you to connect to Windows ODBC (Open Database Connectivity) data sources. Also, developers can create document level-scripts to connect to a database for the purposes of inserting new data, updating information, and deleting database entries. Currently, ADBC is a Windows only feature and requires Open Database Connectivity (ODBC) provided by Microsoft.

OCR



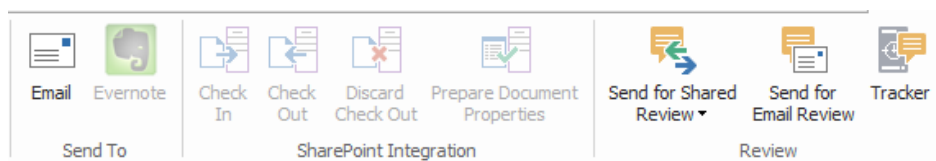
Optical Character Recognition (OCR) is a software process which enables images of printed text to be translated into machine-readable text. OCR is most commonly used when scanning paper documents to create electronic copies, but can also be performed on existing electronic documents (e.g. PDF). With Foxit PhantomPDF, you can scan paper documents directly to PDF, and with the option of using OCR for enabling document searching and selecting.

- **OCR Suspects** - Foxit PhantomPDF can detect the suspected and mark them in OCR results and allows you to edit the recognition results to improve the accuracy of OCR results. Click **Suspect Results** under the **HOME** tab and select **First Suspect/All Suspects** from the pull-down menu. The Find OCR Suspects dialog box shows both the original document text and the OCR text. You can edit text in the OCR text box directly if needed. If the highlighted text is incorrectly identified, click **Not Text**. Click **Find Next** to find the next suspect or click **Accept and Find** to accept the suspect and find next suspect.



- If you export the editable text and generate a PDF file while running OCR, you can edit the file directly.

Share PDFs



SHARE Tab



Foxit PhantomPDF enables to send your PDFs as attachments to others or your Evernote by one-click. SharePoint Integration feature lets users share documents on SharePoint server or SharePoint network driver with Foxit PhantomPDF. Moreover, document authors can send a document to others and gather feedback/comments from reviewers through internal server, emails and SharePoint.



- [SharePoint Integration](#)
- [Send for Review](#)

SharePoint Integration

Foxit PhantomPDF supports to open/save as PDF files in a SharePoint repository, whether the SharePoint repository is SharePoint online or SharePoint on-premise for which you should configure your server first.

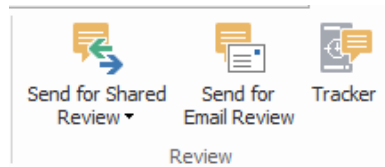
Take opening PDFs in a SharePoint repository on SharePoint online for example. Run Foxit

PhantomPDF and choose **FILE > Open > Add a place**  > SharePoint . Sign in the SharePoint site, open or check out PDFs you want. Likewise, it's easy to save your local PDFs to

your SharePoint repository by choosing **FILE > Save As > Add a place**  **> SharePoint** .

You can also open PDFs in SharePoint network driver from **FILE > Open > choose a SharePoint network folder** to open and check out PDFs.

Send for Review



Shared Review allows document authors to share a document on an internal server. After receiving the invitation from the review initiator, reviewers can mark-up PDFs using a full set of commenting tools and will be notified if new comments are added by others and they can also reply to these comments.

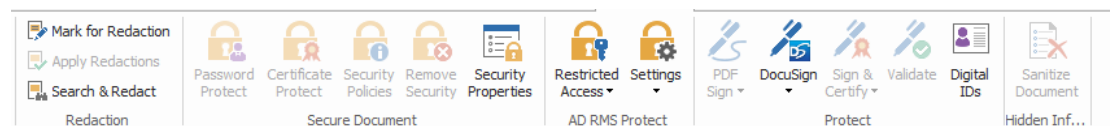
Email Review is useful when reviewers don't have access to a common server or initiators don't need collaborative reviews. In an **Email Review**, the initiator send PDFs to reviewers as attachments and can view comments only after receiving the commented PDFs from reviewers. Also, the reviewers can only send back the PDFs after adding comments, without access to viewing comments made by others if any.

To send a PDF for review, please choose **SHARE > Review > Send for Shared Review** or **Send for Email Review**.

The review **Tracker** can help review initiators track all reviews and manage the whole review in real time.

Secure & Sign

Foxit PhantomPDF offers powerful protection for PDF's content. You can encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations and apply digital signature, etc.



The PROTECT Tab

- [Secure document](#)
- [Manage security policies](#)
- [RMS protector \(Available in Business Only\)](#)

- [Security Watermark Management](#)
- [About Signature](#)
- [Redaction \(Available in *Business Only*\)](#)
- [Sanitize Document](#)

Secure document

With Foxit PhantomPDF, you can apply three types of security to control who can access your files, what actions they can perform once they receive them and who can open a protected document: Password Protect, Certificate Protect and Microsoft Windows Rights Management Services Encrypt.


Password Protect: Passwords allow you to limit access and restrict certain features, such as printing, copying and editing.

- **Open password:** Users must type to open the document.
- **Permission password:** Lock particular functionality when a user opens your file. For example, you can prevent recipients from modifying or printing your document.

Certificate Protect: 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.

To view the security in a file, click the **FILE > Properties > Security**, or click the **Security Properties**  in the **PROTECT** tab.

Manage 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. click the **Security Policies**  in the **Protect** ribbon.

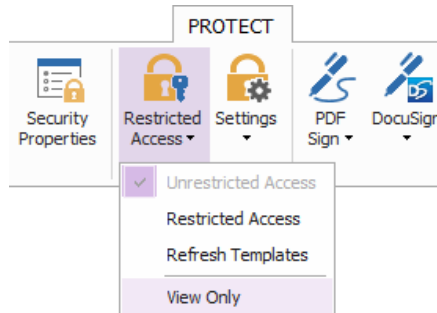
RMS Protector (Available in *Business Only*)

Foxit PhantomPDF RMS protector provides seamless integration with Microsoft Windows Server environment to protect PDF documents and manage policy templates. If you are authorized you can use Foxit PhantomPDF to open an RMS-Protected document to improve information security and meet compliance requirements. Once installed, Foxit PhantomPDF will extend all Microsoft AD RMS service to all PDF files.

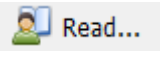
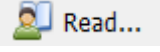
RMS Encryption

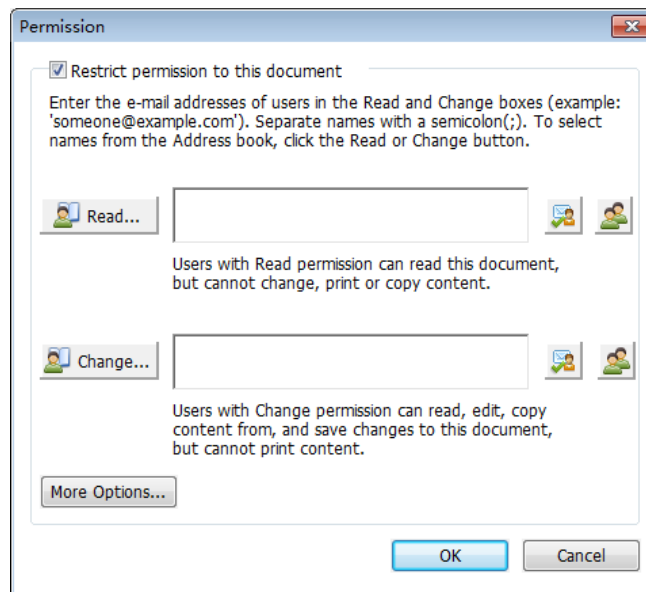
1. Click **PROTECT > AD RMS Protect > Restricted Access**.

2. Choose the template you want to add RMS encryption. You can also create custom templates. See [Template Creation](#).

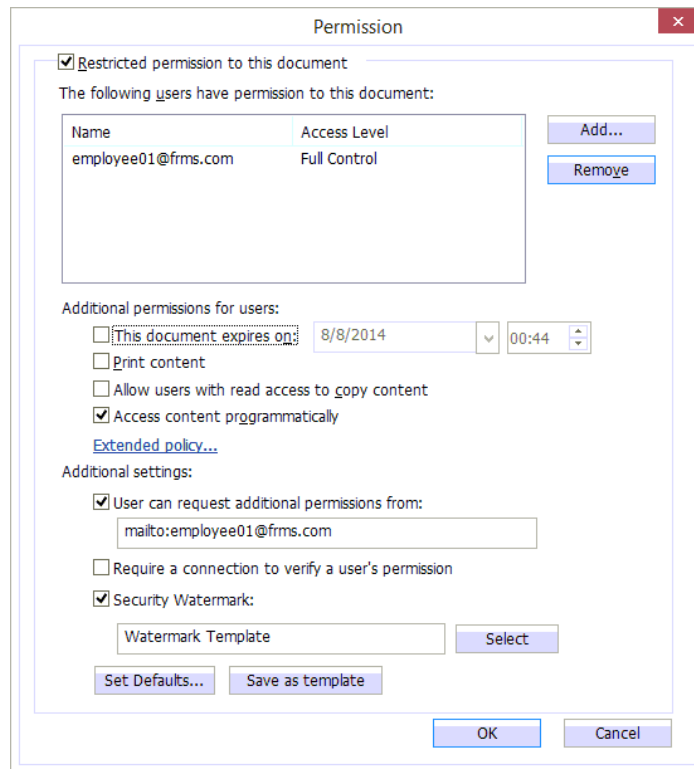


3. If you do not want to use templates, please click **Restricted Access**.

- Type your account name and password when you login to the RMS server for the first time.
- Click the icon  to add the users who you want to authorize the reading permission. (If you have an Outlook Email Client, the contact list of Outlook will pop up when you click the icon . Then you can go to the [More Options](#) Step.)



- (Optional) Click **More Options** in Permission dialog box. The users you selected now will be shown on the text box. You can also add or delete users as needed here. Specify the permissions as needed and click **OK**.

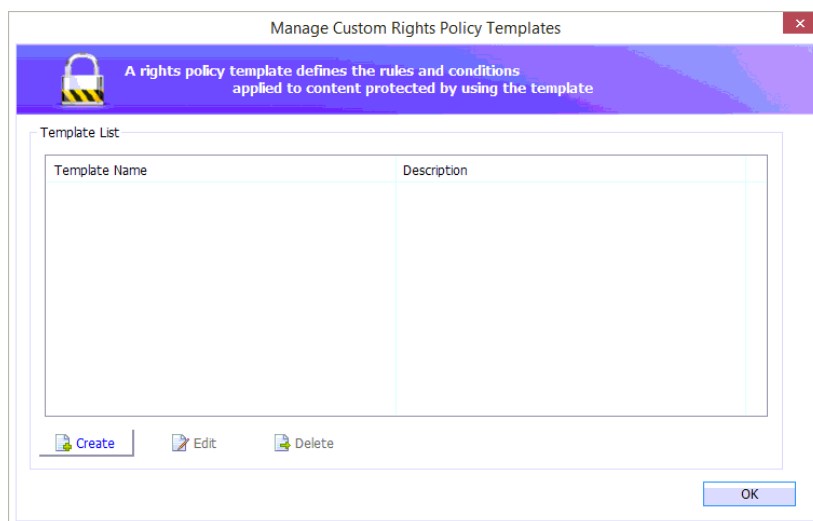


- Click **OK** and save the changes. The document will be protected by the permissions set by you just now.

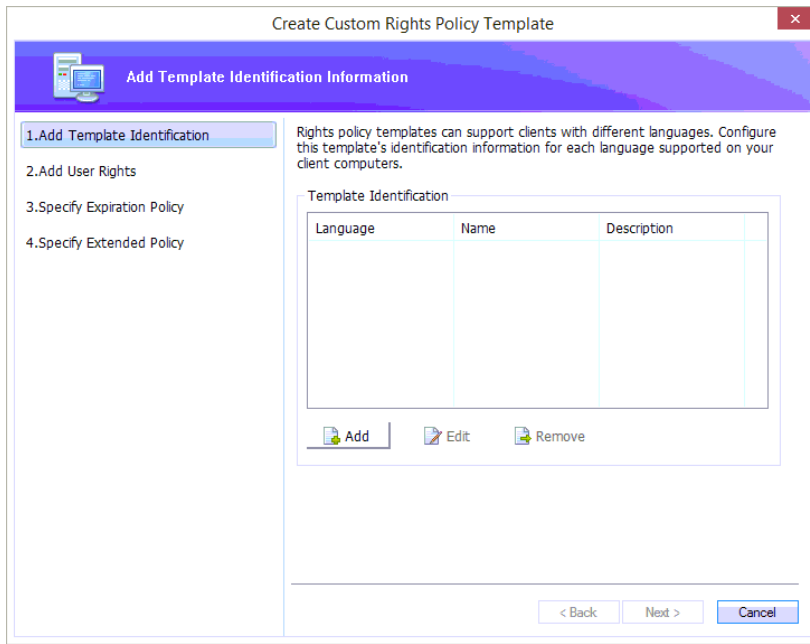
Template Creation and Editing

To create a custom template, please see the following steps:

1. Choose **PROTECT > Settings > Custom Templates**.



2. Click **Create** to open **Create Custom Rights Policy Template** dialog box. (If you want to edit the existing template, please click **Edit**.) Do the custom permission settings in the four steps.



How to create a security watermark, please refer to [Security Watermark](#).

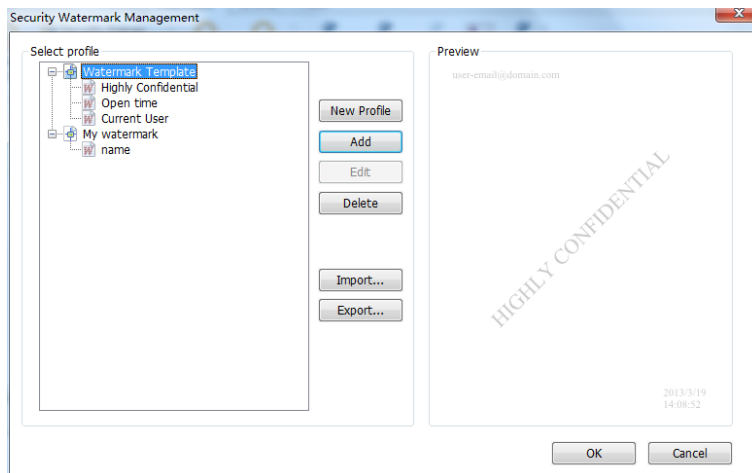
3. Click **Finish** to complete creating the template.

Security Watermark

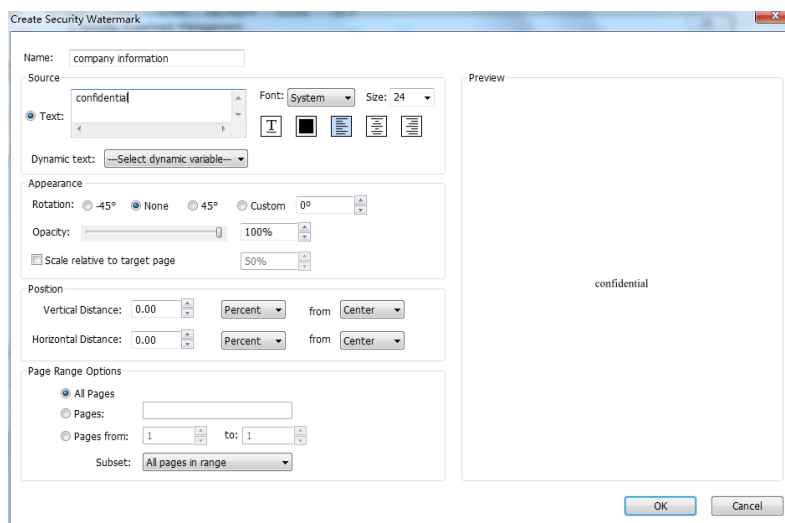
Creating Profile

Before adding a watermark, you should create a profile first. You can only choose a profile but not a certain watermark to add to one PDF in the same profile.

- Choose **PROTECT > Settings > Security Watermark**.



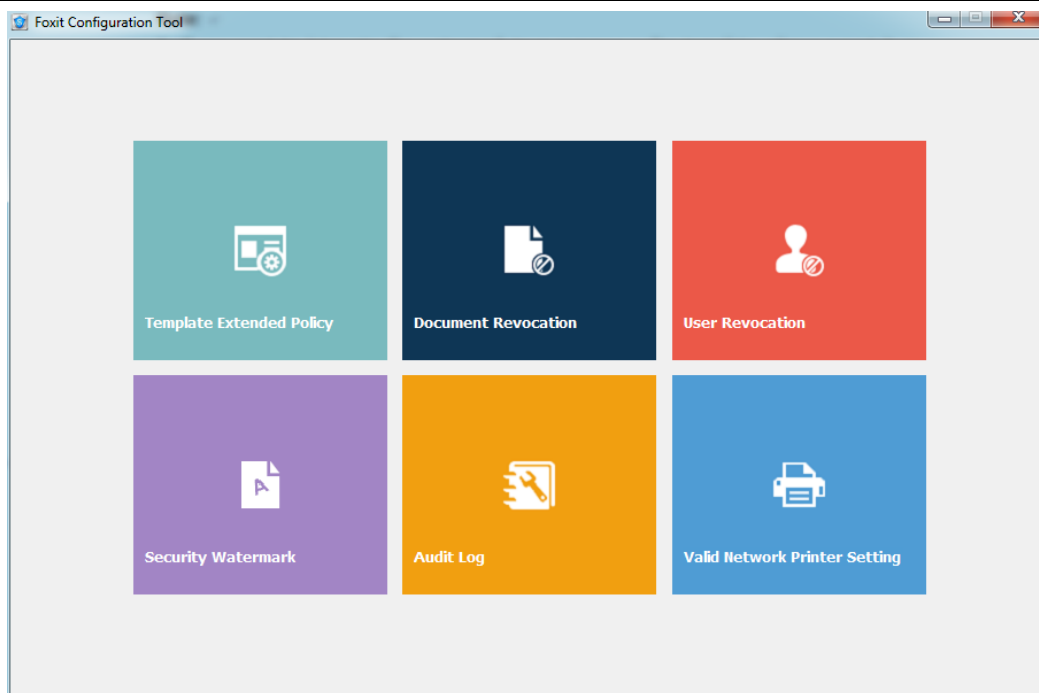
Click **New Profile** to create a profile and name it.



- Type the watermark's content in the text box and set the font, size, color, underline, and alignment.
Note: you can only set text as watermark.
- Choose the Dynamic Text. When any PDF reader opens the file, the watermark will show the current document information dynamically and you can use multiple text at the same time.
- Set the appearance by choosing the rotation degree and the opacity. You also have the option to make the scale relative to target page.
- Set the vertical and horizontal distance between the target page and the watermark.
- Choose the page range to play the watermark. You can select the different page range options via clicking the right items in the subset list.
- Preview the watermark in the right pane.
- Click **OK** to finish it.

Foxit Configuration Tool

Foxit PhantomPDF RMS protector provides a handy configuration tool for administrators to better modify the protection settings on RMS server. Administrators can modify templates and security watermarks, dynamically revoke permissions, audit logs and set valid network printers.



About Signature



Digital IDs

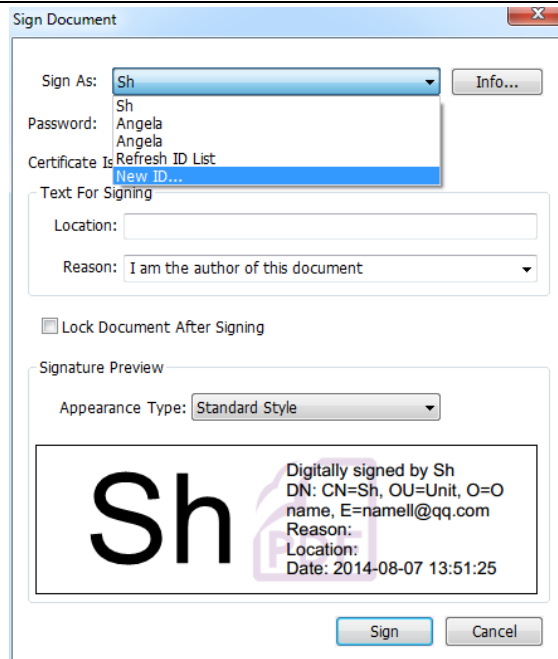
A digital ID contains two keys, one is a public key (certificate) that is used to encrypt or lock data, and the other is a private key that is used to decrypt or unlock data that is encrypted.

You can distribute your certificate that contains the public key and other identifying information to those people who need to use it to verify your identity or validate your signature. Only your private key can unlock information that was encrypted using your certificate, so make sure to store your digital ID in a safe place.

Digital IDs are usually protected by password; you can store it on computer in PKCS#12 file format, or in the Windows Certificate Store.

Foxit PhantomPDF enables you to create self-signed digital ID, do the following steps:

- Click **Sign & Certify > Place Signature** in the **Protect** ribbon, click and drag a signature area. In the Sign Document dialog box, select **New ID** to create a new one from the dropdown list from **Sign As**.



- Choose the location to store your self-signed digital ID.
- Enter your identity information to be used when generating the self-signed certificate.
- Enter a file location and password for your new digital ID file.

Signing documents

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.

- You can click **Sign & Certify > Place Signature** in the **PROTECT** tab and finish signing.

A PDF is signed to indicate your approval. The signature will not be resized and moved when you sign the document. A PDF can be signed more than once by more than one person. When you sign a document, your digital signature appears in the signature field. The appearance of the signature depends on options you select.

Certifying a PDF (Available in *Business Only*)

Only the author can certify his/her own PDF documents. The author can specify what changes can be made to the file after certifying. Whenever approved changes are made, the certificate remains valid. If a reader tries to make changes you haven't allowed, the certificate is invalidated and any subsequent users will be notified that the document was tampered with.

Quick PDF Signature

Quick PDF Sign enables you to create your self-signed signatures and add the signature to the page directly. You don't need to create different signatures for different roles or other

complicated settings.

To create your own handwriting signature and sign a PDF, follow these steps.

1. Choose **PROTECT > Protect > PDF Sign > Create Signature**.
2. In the **Create Signature** dialog box, you can choose to draw now, import an image or from clipboard to create a signature.



3. (Optional) If you choose **Draw Signature**, click **Draw** to draw your signature in **Draw Signature** box, and click **OK**.
4. If you choose **Import Image**, then click **Browse**. And choose the image and click **Open**. You can preview the image in the **Preview** box.

TIP: You can sign your signature on a clean white sheet of paper using a black pen, scan it to an image file. To create the best signature you had better scan your signature in monochrome at 600 DPI.

5. You can set your name as your signature.
6. To add a password to your signature, check the item **Require password to use the signature**. Specify a password and users will be required to type the password when they sign the document with the signature. Enter the password again to confirm it.
7. Click **Save**. The cursor will be changed into a rectangle.
8. Put the cursor to the place you want to sign. You can resize it by clicking it and dragging the handle. You can also move it by dragging it to other places. To remove it, select the signature and press **Delete**.
9. To apply the signature to the document, double-click the signature or right-click the signature and select **Apply signature**. Select **Place on Multiple Pages**, and then you can specify the page(s) you want to place.

Note: Once applied, the signature can no longer be edited or deleted.

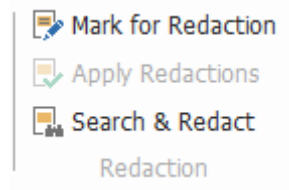
To manage the signature, do the following:

Choose **PROTECT > Protect > PDF Sign > Manage Signature**. In the **Manage Signature** dialog box,

click **Create** to create a signature. Select a signature you created, click **Edit** and you can change your signature. You can preview the signature after you edit it. To delete a signature, select the signature and click **Delete**.

Redaction (Available in *Business Only*)

Redaction feature allows you to remove sensitive information from your document prior to making it available to the others. You are able to mark the text or graphics for Redaction first, and then apply the redaction.



Note: *This operation cannot be undone and the selected content will be removed permanently when you select Apply. It is recommended that you save a backup copy of this document before you apply redaction.*

Sanitize Document

Foxit PhantomPDF supports to remove the hidden information that is private or sensitive for users from their PDFs generally including metadata, embedded content and attached files, scripts, etc.

To remove hidden information from PDFs, please go to **PROTECT > Hidden Information > Sanitize Document**.