Foxit Reader - Android

What You Need:

Here is what you need to setup Foxit on your Android device.

- Android Tablet
- Internet Connection
- Foxit PDF Reader Mobile App

Install

Search for <u>Foxit on Google Play</u>. Follow prompts to download to the Android device.



Find a File

From the Tool Selector, find and open a PDF file from one of the following locations:

- 1. Documents: Displays all local PDF files. Tap \bigcirc to find files by name.
- 2. Recent: Displays recently opened PDF files.
- 3. Cloud: Displays PDF files in your cloud services.

Show the Toolbar

The toolbar floats at the top and bottom of the document pane. It is hidden automatically when reading a PDF file. Tap anywhere on the document to show the toolbar. Note, if <u>page flipping by touch</u> is enabled, tap anywhere except the left or right side of the screen to show or hide the toolbar.

Open a PDF File

Open a PDF File from Local Disks

- 1. Open Foxit PDF Reader *Mobile*.
- 2. Tap the PDF file to open from the Documents list.

Open a Recently Viewed PDF File

- 1. Open Foxit PDF Reader *Mobile*.
- 2. Tap = to open the Tool Selector.
- 3. Tap Recent.
- 4. Tap PDF file to open from the Recent file list.

Open a PDF File from Cloud Services

- 1. Open Foxit PDF Reader *Mobile*.
- 2. Tap to open the Tool Selector.
- 3. Tap Cloud.
- 4. If cloud service has been authorized from within Foxit PDF Reader *Mobile*, tap on the cloud account to connect to the cloud service; otherwise, follow the steps below to add cloud service:
 - a. Tap Add Cloud.
 - b. Choose cloud service from the list, and sign in.
- 5. Tap PDF file to open in the cloud service list.
- 6. Tap **OK** in the dialog box to download the PDF file.
- 7. Tap to open the **Task List** panel.
- 8. Tap to open the **Download** tab then tap the PDF file.

Comment

Foxit PDF Reader *Mobile* provides feature-rich annotation tools in PDF files.

Access the Comment Toolbar

- 1. In the document pane, tap 🗐 on the toolbar to open the Comment toolbar.
- 2. By default, the Comment toolbar is shown at the bottom of the document pane. When working with Foxit PDF Reader *Mobile* on a tablet, tap and hold

on III to drag the Comment toolbar to the top, right, or left of the document pane.

- 3. On the Comment toolbar, tools are categorized as tool sets by group. If a comment tool contains a tool set, an oblique triangle () on the lower right corner of the tool group icon will display. Tap and hold on a tool group to access its tool set. After a comment tool is selected from the tool set, Foxit PDF Reader *Mobile* remembers the selection and displays the last selected comment tool as the preference in the tool group.
- 4. Foxit PDF Reader *Mobile* offers preset property settings for each comment tool. To change comment tool properties (i.e., color, opacity, line width, icon

type, etc.), select the tool then tap the property icon (like 🤍) on the Comment toolbar.

5. To close the Comment toolbar tap \bigotimes .

Add a Text Markup

To highlight text:

- on the Comment toolbar. 1. Tap
- 2. Long press and drag over text to highlight.
- 3. (Optional) Tap highlighted text and move drag points to include text, if necessary.

Add an Underline, Squiggly Underline, or Strikeout

- 1. Tap and hold on the Comment toolbar to access the text markup tool set.
- 2. Choose the Underline tool \square , Squiggly Underline tool \square , or Strikeout

tool \mp as desired.

- 3. Long press and drag over text to add an underline, squiggly underline or strikeout to selected text.
- 4. (Optional) Tap the marked text and move drag points to include text, if necessary.

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Insert or Replace Text

- 1. Tap and hold T on the Comment toolbar to access the text markup tool set.
- 2. Choose the Insert tool \square , or Replace tool \square as desired.
- 3. To insert text, long press on the document where text is to be inserted. To replace text, long press and drag over text to select and replace text.
- 4. Input new text in the pop-up window and tap Save.

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Add Text Comment

To add text comment without a text box:

- 1. Tap \square on the Comment toolbar.
- 2. Tap the area on the document where the text comment is to be added.
- 3. Input text.

Add a Note Comment

- 1. Tap on the Comment toolbar.
- 2. Tap on the document where to add the note comment.
- 3. Input comment in the pop-up window.
- 4. Tap Save.

Add a Line, Rectangle, Oval, or Arrow

- 1. Choose the comment tool by any of the following:
 - a. (On tablets) Tap and hold on the Comment toolbar to choose the Rectangle tool or Oval tool . Tap and hold on the Comment

toolbar to choose the Line tool 🖌 or Arrow tool 🖊.

- b. (On phones) Tap and hold on the Comment toolbar to choose the Rectangle tool , Oval tool , Line tool , or Arrow tool .
- 2. Long press and drag over the document to add the markup.

Add a Free-from Shape

Foxit PDF Reader *Mobile* provides two different Pencil tools for you to add freehand drawing markups in a PDF file. You can specify and save the properties of each Pencil tool, and switch between Pencil tools to annotate PDF files with ease.

- 1. Choose the Pencil tool \swarrow or Highlighter tool \checkmark as desired.
- 2. Tap the property icon (like) to choose the brushwork style and line color, thickness, and opacity as desired. Foxit PDF Reader *Mobile* will save the properties you specified for the Pencil tool automatically for the future use.
- 3. Draw on the document to add shapes as desired.

To erase the free-form shape during drawing:

- 1. Tap 🔗 .
- 2. Drag over the shape that you want to erase.

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