Foxit Reader - Desktop

What You Need:

Here is what you need to set up Foxit on a Windows device:

- Windows Laptop or Tablet
- Internet Connection
- Foxit Reader App

Install

From a laptop/tablet, visit the Foxit website to locate and install the appropriate Foxit Reader version. Follow prompts to download.
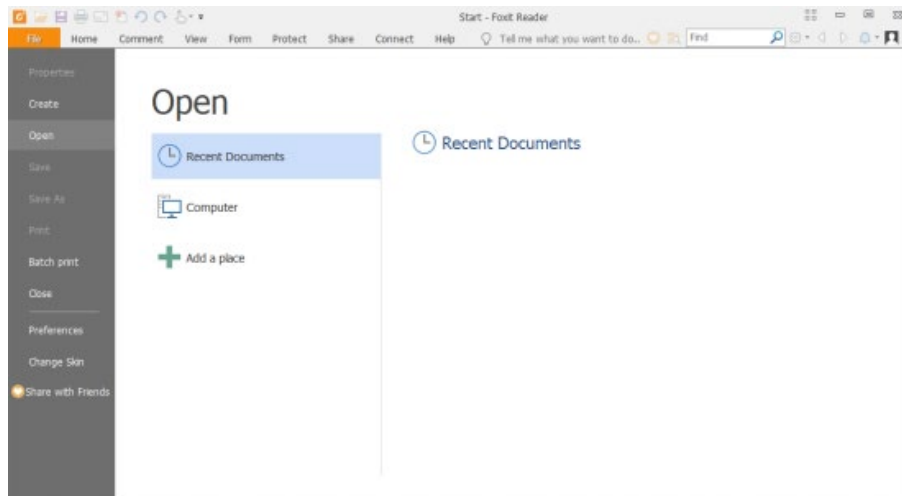
Foxit Reader ConnectedPDF Powered

Small, fast, and feature-rich PDF viewer that allows you to open, view, and print any PDF file. Unlike other free readers, it enables you to create PDFs, participate in a shared review, and more.

Free Download

Open, Create, Close and Save

Launch the Foxit Reader application and click the File tab to open, create, close, and save PDFs.

Create PDFs

There are multiple ways to create PDF files from other file formats.

1. Drag and Drop
   a. Launch Foxit Reader
   b. Drag and drop files in other formats to the Foxit Reader workspace
2. Virtual Printer

a. Open a file in its preferred program format, such as a .doc file in MS Word
b. From the File tab, select Print. In the Print window, select Foxit Reader PDF Printer as the virtual printer option and click Print.
c. Click Save the converted PDF file navigate to a desired folder

| File name: | Reader.pdf | Save |
| Save as type: | PDF files | Cancel |

3. Toolbar:
   a. To convert a file, use **Create** commands from the toolbar

4. Right-Click:
   a. Right click on the file
   b. Select **Convert to PDF in Foxit Reader**

Reading a PDF

To view a PDF file, click **First Page, Last Page, Previous Page** and **Next Page** in the **Go To** group under the **View** tab or in the status bar; otherwise, input a specific page number to jump to a page. The **Previous View** returns to the previous view and **Next View** goes to the next view.

Jump to a page using the 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 the thumbnail. To resize a page thumbnail, right-click on the thumbnail and choose **Enlarge Page Thumbnails/Reduce Page Thumbnails** or use CTRL + mouse wheel scroll.

Comments

There are various groups of commenting commands with different functions: **Text Markup, Pin, Typewriter**, and **Drawing**. They are placed under the **Comment** tab.

Type a text message or add a line, circle, or other shape to make comments in PDFs. Edit, reply, delete, and move comments if you need to make annotations on PDF documents.
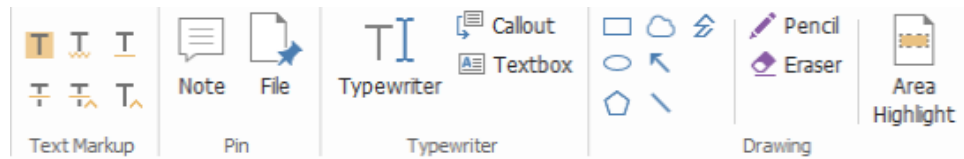
Text Markups

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

Drawing Markups

Drawing markups help make annotations with drawings, shapes, and text fields. Use the Drawing markups to mark up a document with arrows, lines, squares, rectangles, circles, ellipses, polygons, polygon lines, and clouds.

Button	Name	Description
↖	Arrow	To draw something, such as a directional symbol, that is similar to an arrow in form or function.
╲	Line	To mark with a line.
▭	Rectangle	To draw a four-sided plane figure with four right angles.
⬭	Oval	To draw an oval shape.
⬠	Polygon	To draw a closed plane figure bounded by three or more line segments.
⬘	Polyline	To draw an open plane figure with three or more line segments.
✎	Pencil	To draw free-form shapes.
◭	Eraser	An implement, acts as a piece of rubber, used for erasing the pencil markups.
☁	Cloud	To draw cloudy shapes.
▤	Area Highlight	To highlight a specified area, such as a certain text range, an image and blank space.

To add a comment with the Drawing markup:

- Select Comment, then click the drawing command
- Drag the cursor across the area where to place the markup
- Double click the markup to open the pop-up note to input comments

Foxit Reader can highlight specified areas, such as a certain text range, image, or blank space. To highlight an area:

- Select **Comment > Area Highlight**, then click and drag the mouse across the text range, image, or blank space that needs to be highlighted
- The areas highlighted are yellow by default. To change highlight color, right click the highlighted area, select **Properties**, and then choose a color as needed in the **Appearance** tab on the **Highlight Properties** dialog box. Click **other colors** to customize and apply desired colors to highlight the selected area. Foxit Reader automatically saves custom colors and shares them by all the annotation commands.

For more information and directions, visit the Foxit website.