

Foxit Reader - iOS

What You Need:

Here is what you need to set up Foxit on your Apple device:

- iPad
- Internet Connection
- Foxit PDF Reader Mobile App






Install

Search for [Foxit on the App Store](#) and follow prompts to download to an Apple device.



Find a File

From the Tool Selector, find and open a PDF file:

- On the iPad, tap  to search for files by name.
- On the iPhone, tap , and choose **Search** to find files by name. (The file display mode can be changed for better viewing.)
- Tap  to display the PDF files in thumbnails for easier file recognition. While in Thumbnail view, tap  to return to the List view.
- Tap **Name**, **Size**, or **Time** to sort files by name, size, or the last modified time.
- Tap  to display files in the Favorites list.

Show to Toolbar

The toolbar floats at the top and at the bottom of the document pane. Tap anywhere on the document to hide or show the toolbar. **Note:** if [page flipping by touch](#) is enabled, tap anywhere except the left or right side of the screen to show or hide the toolbar.

Open a File from Local Disks


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

To upload files and save them in the Documents list:

From Desktop iTunes

1. Connect the device to a computer.
2. Open iTunes from the computer and select device.
3. Click **Apps** from the **Settings** menu.
4. Scroll to find the **File Sharing** list, then select **Foxit PDF**.
5. Drag and drop files from the computer to the **Foxit PDF Documents** area located beside the Apps list; or click **Add File** and choose the file.
6. Click **Sync**.

Open a Recently Viewed 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 File Attachment in Email

1. Open email containing the PDF, Microsoft Office, TXT, or image attachment.
2. Long press the file to open.
3. Tap **Open in Foxit PDF**.




Open a PDF File in Safari or Browsers



1. Tap the PDF file to access the **Open in** menu.
2. Tap **Open in**.
3. Choose **Open in Foxit PDF**.

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 an iPad, tap and hold on  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  .

Add a Text Markup

To highlight text:

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

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Insert or Replace Text


1. Tap and hold  on the Comment toolbar to access the text markup tool set.
2. Choose the Insert tool , or Replace tool  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 text box:

1. Tap  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 iPad) 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 iPhone) 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 on the document to add the markup.

Add a Free-Form Shape

Foxit PDF Reader *Mobile* provides two different Pencil tools to add freehand drawing markups in a PDF file. To annotate PDF files, specify and save the properties of each Pencil tool so switching between Pencil tools is streamlined.

1. Choose the Pencil tool  or Highlighter tool  as desired.
 - a. **Tip:** On iPhone, before choosing the Pencil tool or Highlighter tool, tap and hold  on the Comment toolbar to access the Pen tool set first.
2. Tap the property icon (like ) to choose the brushwork style and line color, thickness, and opacity as desired. Foxit PDF Reader *Mobile* saves specified properties for the Pencil tool automatically for the future use.
3. Draw on the document to add shapes as desired.

Erase Free-Form Shapes During Drawing:

1. Tap .
 - a. **Tip:** On iPhone, before choosing the Eraser tool, tap and hold  on the Comment toolbar to access the Pen tool set first.

2. Drag over the shape to erase.

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For more information and directions, [visit the Foxit website.](#)