USER GUIDE

Foxit PDF SDK for Web

Microsoft® Partner
Gold Independent Software Vendor (ISV)

©Foxit Software Incorporated. All rights reserved.

TABLE OF CONTENTS

1 OVERVIEW 1

2 WEB VIEWER DEMO ON DESKTOP 1

2.1 Getting Started 1

2.1.1 Toolbar 1

2.1.2 Right-click Contextual Menu 2

2.1.3 Navigation Panels 2

2.1.4 Floating Toolbar 3

2.1.5 Open PDFs 4

2.1.6 Save PDFs 4

2.1.7 Import/Export Form Data 4

2.2 View PDFs 5

2.2.1 Page through a Document 5

2.2.2 View File Properties 7

2.2.3 Search Text 7

2.2.4 Adjust Page View 8

2.2.5 Full Screen Mode 11

2.3 Organize 11

2.3.1 Rotate Pages 11

2.3.2 Move a Page 12

2.3.3 Add a Blank Page 12

2.3.4 Delete Pages 12

2.4 Edit 13

2.4.1 Select and Copy Text 13

2.4.2 Edit Text 14

2.4.3 Add New Text Object 14

2.4.4 Add an Image 15

2.4.5 Add a Path Object 15

2.4.6 Edit Path Object 16

2.4.7 Show/Hide PDF Layers 17

2.5 Comment 17
2.5.1 Text Markup Tools 18
2.5.2 Sticky Notes 19
2.5.3 Typewriter Tools 20
2.5.4 Drawing Tools 21
2.5.5 Measure Tools 22
2.5.6 Stamp 23
2.5.7 Sound 25
2.5.8 Change the Appearance of Comments 26
2.5.9 Undo and Redo the last action 26
2.5.10 Managing Comments 26
2.6 Protect 28
2.6.1 Redaction 29
2.6.2 Ink Signature 30
2.6.3 Password Protection 32
2.7 Print 35
3 WEB VIEWER DEMO ON MOBILE 37
3.1 Getting Started 37
3.1.1 Toolbar 37
3.1.2 Contextual Menu 38
3.1.3 Navigation Panels 38
3.1.4 Open PDFs 39
3.1.5 Save PDFs 40
3.2 View PDFs 41
3.2.1 Page through a Document 41
3.2.2 View File Properties 42
3.2.3 Search Text 43
3.2.4 Adjust Page View 44
3.2.5 Full Screen Mode 46
3.3 Page Organize 46

3.3.1 Rotate Pages 47
3.3.2 Move a Page 48
3.3.3 Add a Blank Page 48
3.3.4 Delete Pages 48
3.4 Edit 49
3.4.1 Select and Copy Text 49
3.4.2 Edit text 50
3.4.3 Add New Text Object 51
3.4.4 Add an Image 51
3.4.5 Show/Hide PDF Layers 52
3.5 Comment 53
3.5.1 Text Markup Tools 53
3.5.2 Drawing Tools 55
3.5.3 Typewriter Tools 56
3.5.4 Sticky Notes 57
3.5.5 Measure Tools 58
3.5.6 Stamp 58
3.5.7 Change the Appearance of Comments 59
3.5.8 Undo and Redo the last action 59
3.5.9 Managing Comments 59
3.6 Protect 61
3.6.1 Redaction 62
3.6.2 Ink Signature 64
3.6.3 Password Protection 66
3.7 Print 68
4 CONTACT US 72

1 OVERVIEW

Web Viewer Demo is a simple website built on the Foxit PDF SDK for Web. This guide will introduce how to use the functions of Web Viewer Demo on desktop and mobile.

It supports the following browsers:

- Internet Explorer 10, 11 and Edge
- Chrome
- Firefox
- Safari
- Opera

2 WEB VIEWER DEMO ON DESKTOP

After installing Foxit PDF SDK for Web, you can access the Web Viewer Demo in your browser at http://{ip}:{port}/. If you have used the default settings. The default demo file will be loaded.

2.1 Getting Started

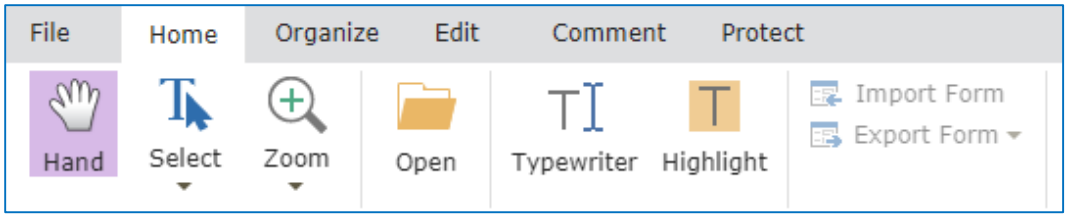
The Web Viewer Demo is provided for developers to learn how to call the SDK, and to show what the Foxit PDF SDK for Web can do. A good way to get up to speed in using Web Viewer demo is by familiarizing yourself with its workspace.

This section will mainly introduce the following contents:

- The workspace basics for Web Viewer Demo including toolbar, right-click contextual menu, navigation panels, and floating toolbar.
- Open PDFs.
- Save PDFs.
- Import/Export Form Data.

2.1.1 Toolbar

The toolbar displays the **File**, **Home**, **Organize**, **Edit**, **Comment**, and **Protect** tabs with different commands. You can easily and quickly find the desired feature in the toolbar.



Toolbar under the Home Tab

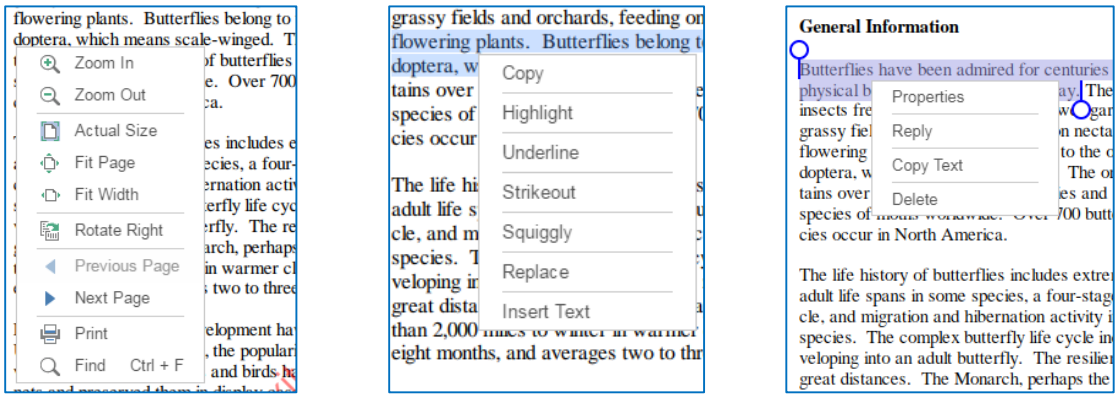
To show or hide all toolbars, please do the following:

- To hide the toolbar, click the arrow ^ located on the lower-right corner of the ribbon.
- To show the toolbar, choose a tab and click the pushpin icon located on the lower-right corner of the ribbon.

2.1.2 Right-click Contextual Menu

Web Viewer demo provides a list of feature options in the right-click contextual menu (See the following figures).

Operation	Description
On the view	Change the zoom level, navigate to the previous/next page, rotate page, print document, or find a keyword in the PDF document.
On selected text	Copy, Highlight, underline, strikeout, squiggle, replace and insert text.
On annotation	Delete, reply to or set properties (color) of the selected annotation.



Right-click Contextual Menu

2.1.3 Navigation Panels

The buttons on the left side of the navigation pane provides easy access to various panels as follows:

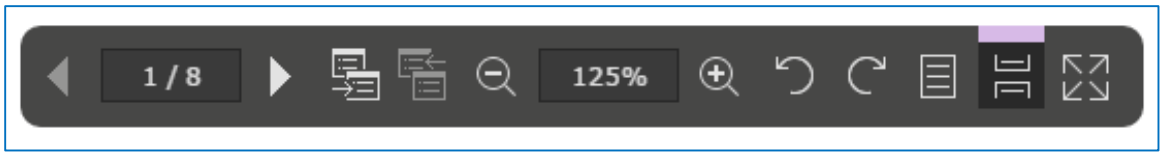
Panel	Name	Description
	Bookmark	View document bookmarks.
	Thumbnail	View page thumbnails.
	Comments	View document comments. Expand all comments individually or collapse all comments in the panel. You can also edit the text of a pop-up note (highlight/underline/strikeout/squiggle/pencil/note/line/arrow/rectangle/oval/stamp), reply or delete a comment from the list.
	Layers	Control the display of PDF layers to show or hide related contents stored in a variable number of separate layers.
	Search	Search text in the current document, and all instances will be listed after the search is finished.

To open/close a navigation panel, click its button on the left side of the navigation pane. You can change the view area for the navigation pane, just drag its right border to adjust the width.

2.1.4 Floating Toolbar

Click Hand tool under the **Home** tab, in this mode, move the cursor to the bottom of your browser, then you will see the floating toolbar as follows:

The floating toolbar displays the common features, such as page turning, zooming, rotating, and page layout changing.

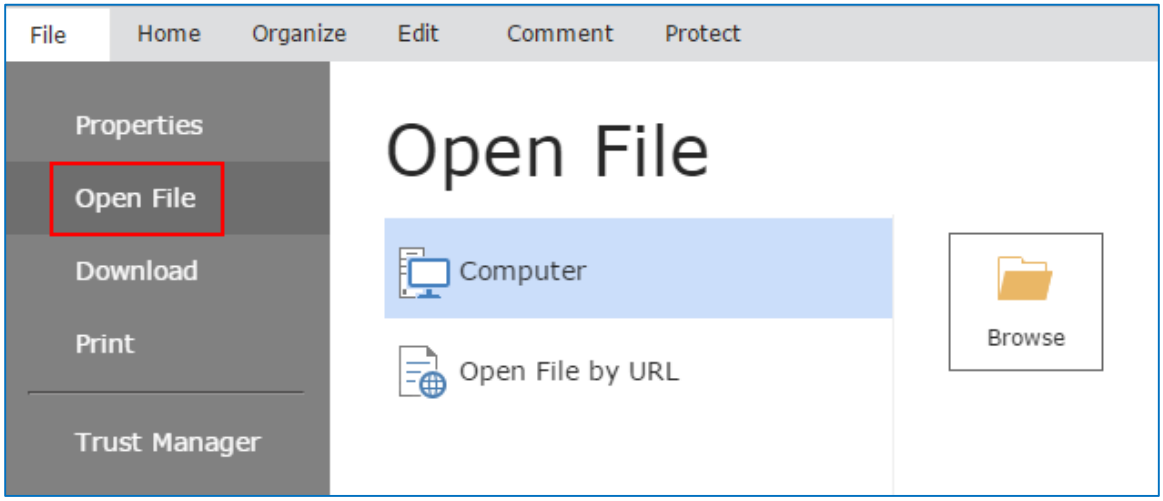


Floating Toolbar

To show the floating toolbar, click Hand tool under the **Home** tab, in this mode, move the cursor to the bottom of your browser, then you will see it. If you move the cursor away, the floating toolbar will disappear.

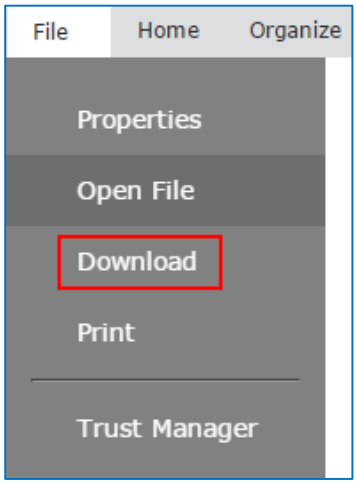
2.1.5 Open PDFs

You can open an online PDF file or open a PDF file from your local system by clicking **Open** button under the Home tab, or you can click **File** > **Open File**, and then choose a local PDF document or enter a URL.



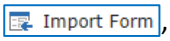
2.1.6 Save PDFs

After modifying your PDF, you can save the changes to the original PDF by clicking **File** > **Download** which will download the modified PDF to your local host.

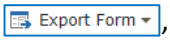


2.1.7 Import/Export Form Data

When working with a form, you can choose to import/export form data from/as FDF or XFDF.

- To import form data, click the Import Form icon 

, navigate to where the desired file is, and press Open.

- To export form data, click the Export Form icon 

, choose **To a XML file**, **To a FDF file** or **To a XFDF file**, navigate to where you want to save the XML/FDF/XFDF file (e.g., your Document folder).

Tip: *You can import PDF form data from XML, FDF, or XFDF file or export form data to a XML, FDF, or XFDF file.*

2.2 View PDFs

Web Viewer Demo provides a bunch of features for your journey of PDF reading.

This section will mainly introduce the following contents:

- Page through a document
- View file properties
- Search text
- Adjust page view
- Full screen mode

2.2.1 Page through a Document

Using the Mouse

Middle Mouse Wheel

- Point your cursor in the document.
- Scroll your middle mouse wheel up and down to page through.

Right Mouse Button

- Right click on your mouse button and select options on the pop-up context menu.

Using the Scroll Bar

- Drag the vertical scrollbar on the right side to page through the document.
- If part of the document is out of visibility, you can use the vertical and horizontal scrollbars to move the document.

Using Hand Tool

- Click Hand tool
under the **Home** tab, hold the middle mouse button/wheel mouse button, and then move the mouse to scroll the pages.

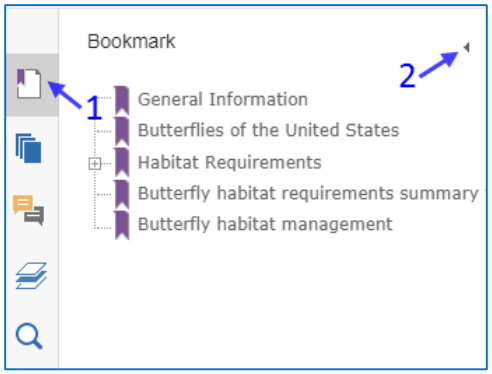
Using Keyboard

- Press Up and Down arrow on your keyboard to page through the document.

Using Bookmark

The Bookmark pane is located on the left Navigation Pane.

- Click on the bookmark icon to show the Bookmark panel.
- Click on the plus (+) or minus (-) signs to expand or collapse the bookmarks contents.
- Click on a bookmark to jump directly to a chapter or section in the document.
- Click on left arrow to hide bookmark panel.
- Drag the right border of the pane to resize the bookmark panel.



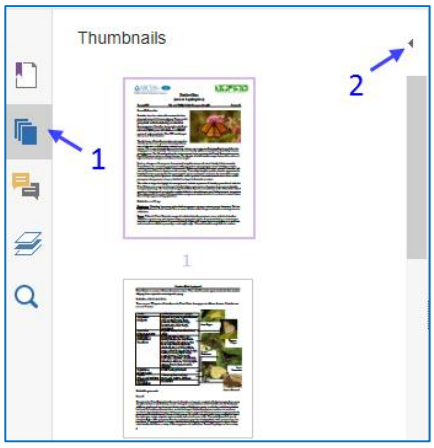
1 Bookmark icon: click it to show bookmark panel.

2 Left arrow: click it to hide bookmark panel.

Using Page Thumbnails

The Page Thumbnails panel can be accessed on the left Navigation Pane.

- Click on the thumbnail icon to show the thumbnails panel.
- Drag the vertical scrollbar or press down Up/Down arrow key to quickly browse page miniatures.
- Click on the left arrow to hide the thumbnails panel.

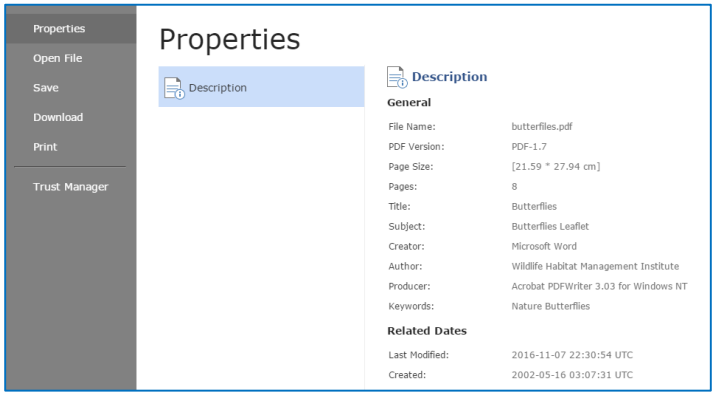


1 Thumbnails icon: click it to show page thumbnails panel.

2 Left arrow: click it to hide thumbnails panel.

2.2.2 View File Properties

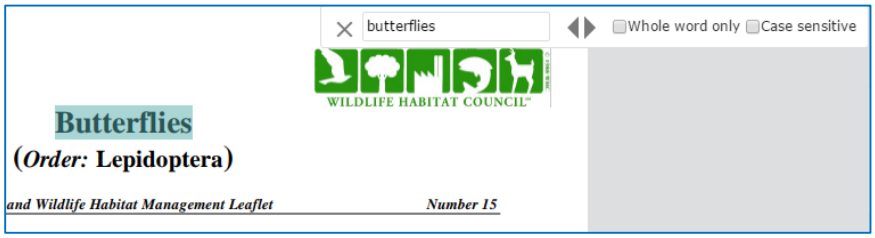
To view PDF file properties, click **File** > **Properties** on the top toolbar. The following properties image is an example of the default PDF file that Web Viewer Demo uses.



2.2.3 Search Text

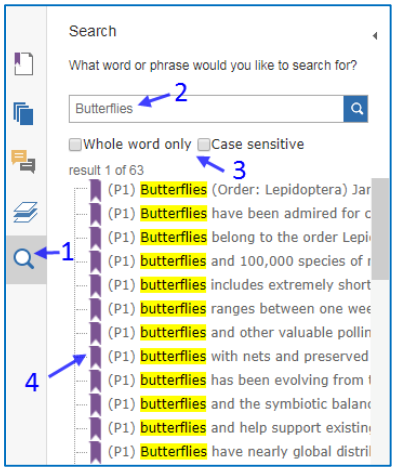
You can search a word, a phrase or sentence. To quickly find text you are looking for one by one, do the following:

- Click anywhere on the document pane, and then press **Ctrl+F** to show the quick search box.
- Tap to open the search panel.
- In the search box, input the key word or phrase.
- Set the search criteria.
    a) Whole words only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.
    b) Case-Sensitive -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.
- Press **Enter** to jump to the first instance of the search term, which appears highlighted. You can continuous to press **Enter** to find the next result.



If you want to find all the search results at once, you can do as follows:

- Move your cursor to the left Navigation pane, choose **Search** icon to open the **Search** panel.
- In the Search box, input the key word or phrase.
- Set the search criteria.
- Press **Enter** button, and then all occurrences will be listed in a tree view with highlight. This will allow you to quickly preview the context and jump to specific locations.



1 **Search icon**: click to show the Search panel.

2 **Start search**: input text, and press Enter button.

3 **Set search criteria**: set the search criteria as desired.

4 **Search result list:** List all search instances with page number at the heading of each occurrence. Drag the scroll bar to browse the instances list, click on the specific instance to jump to the destination.

2.2.4 Adjust Page View

When viewing a PDF file, you will need to adjust the view of your PDF documents, such as the page magnification and the display of pages.

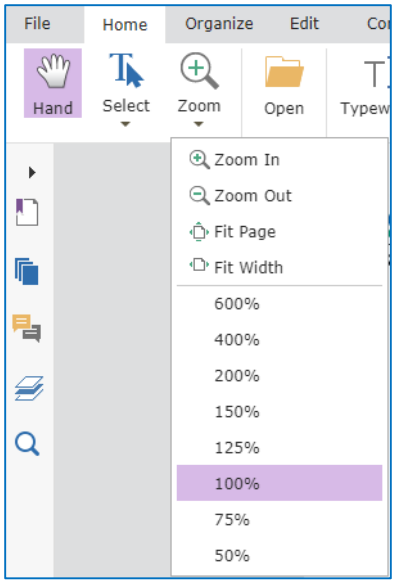
2.2.4.1 *Zoom in/out the Page View*

Web Viewer Demo supports the zoom range from 50% - 600%.

To zoom in/out the page view, you can do one of the following.

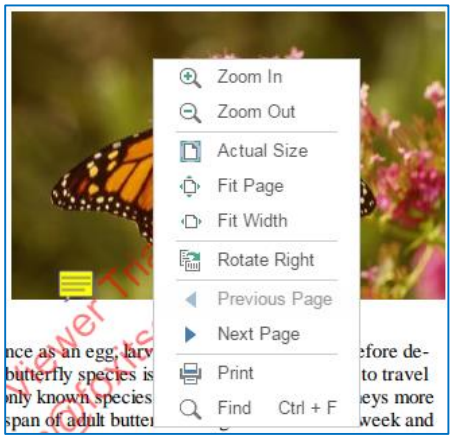
Using Zoom button on the toolbar

Click the **Zoom** button icon under the **Home** tab, choose a zoom value you wish to use. You can also click on the zoom in/out icon to decrease/increase the view.



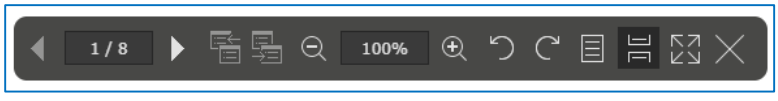
Using Right-click contextual menu

Right-click on the Document Pane (any location on a page of your PDF document) to show the right-click contextual menu, choose the Zoom In or Zoom Out options to decrease/increase the view.



Using Floating toolbar

Click Hand tool under the **Home** tab, in this mode, move the cursor to the bottom of your browser, then you will see the floating toolbar as follows:



Point your cursor to the Zoom Box, choose a zoom value you wish to use. You can also click on the zoom in/out icon to decrease/increase the view.

Note: Scroll down the drop down list, there are more values like **Fit Width** or **Fit Page** you can choose.

2.2.4.2 *Resizing a Page to Fit the Window*

There are three types for you to choose:

- **Fit Page**: Resize the page to fit entirely in the document pane.
- **Fit Width**: Resize the page to fit the width of the window. Part of the page may be out of view.
- **Actual Size**: Resize the page to its actual size.

You can right-click the Document Pane, and choose the options as desired.

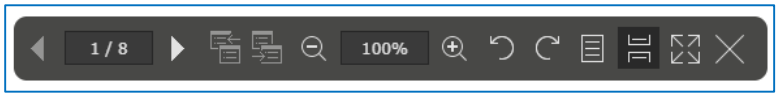
2.2.4.3 *Adjust the Page Display*

Changing Page Orientation

To change page orientation, you can do one of the following:

- Right-click on the Document Pane to show the right-click contextual menu, choose Rotate Right option to rotate the pages.

- Click Hand tool under the **Home** tab, in this mode, move the cursor to the bottom of your browser to show the floating toolbar, and then choose rotate left icon and rotate right icon to rotate the pages.



Changing Page Layout

To change page layout, Web Viewer Demo provides the single page and continuous page layouts.

- **Single Page**: Displays one page in the document pane at a time.

- **Continuous**: Arranges the pages in the document pane in a continuous vertical column.

Click Hand tool under the **Home** tab, in this mode, move the cursor to the bottom of your browser to show the floating toolbar, and then choose Single Page icon and Continuous icon to set the page layout.

2.2.5 Full Screen Mode

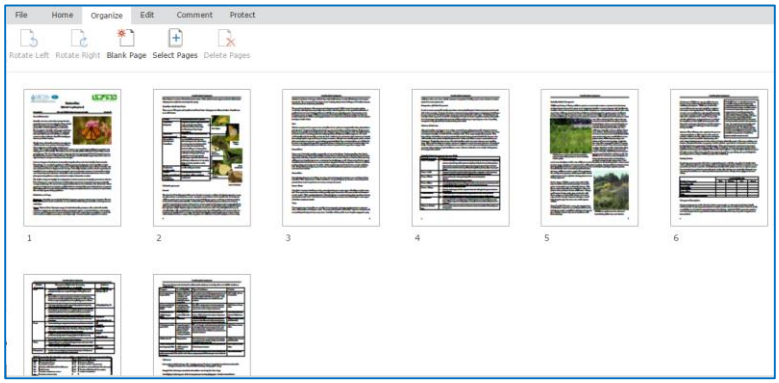
In Full Screen mode, the Document Pane fills the entire screen, with Menu Bar, Toolbar, and Navigation Pane hidden behide.

Click Hand tool under the **Home** tab, in this mode, move the cursor to the bottom of your browser to show the floating toolbar, and then choose the icon to start full screen mode.

Press **Esc** to escape the full screen mode.

2.3 Organize

You can organize your pages through Web Viewer Demo, which includes rotating, moving, adding, and deleting pages. Click Origanize tab, you can see the supported features as follows:



This section will mainly introduce the following contents:

- Rotate pages
- Move a page
- Add a blank page
- Delete pages

2.3.1 Rotate Pages

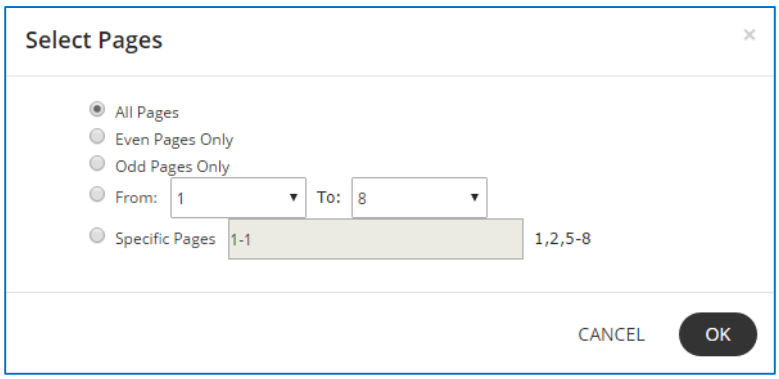
You can rotate all or selected pages in a document.

To rotate one page, do the following:

- Select the page that you want to rotate.
- Choose or to rotate the selected page.

To rotate multiple pages, do the following:

- Click Select Pages icon .
- In the pop-up Select Pages dialog box, select the pages that you want to rotate and click OK.
- Choose or to rotate the selected page.



2.3.2 Move a Page

Web Viewer Demo allows you to move a page within a PDF document.

To move one page, select the page that you want to move, drag and drop the page to the new location.

2.3.3 Add a Blank Page

To add a blank page, you only need to click the Blank Page icon , and then a new blank page will be added to the end of the document.

2.3.4 Delete Pages

You can delete all or selected pages in a document.

To delete one page, do the following:

- Select the page that you want to delete.
- Click on the page or Click under the **Organize** tab to delete the seleted page.
- In the pop-up Delete Pages dialog box, click DELETE PAGES.

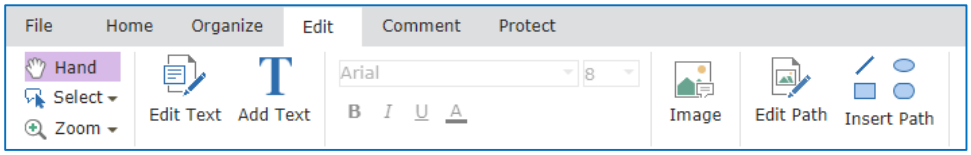
To delete multiple pages, do the following:

- Click Select Pages icon .
- In the pop-up Select Pages dialog box, select the pages that you want to delete and click OK.

- Click under the **Organize** tab to delete the seleted page.
- In the pop-up Delete Pages dialog box, click DELETE PAGES.

2.4 Edit

Web Viewer Demo provides the editing features to edit text, add text object, and add images. Click Edit tab, you can see the features as follows:



This section will mainly introduce the following contents:

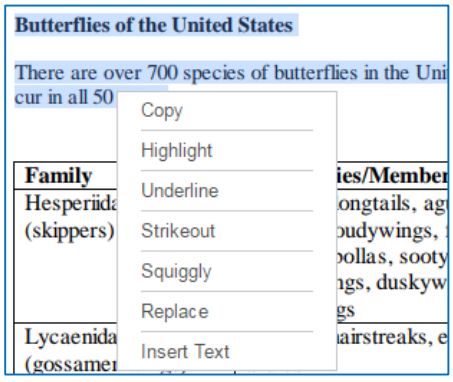
- Select and Copy Text
- Edit text
- Add new text object
- Add an image
- Edit path object
- Add a path object
- Show/hide PDF layers

2.4.1 Select and Copy Text

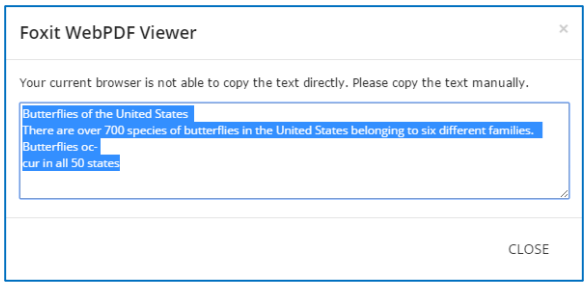
With Web Viewer Demo, you can select text and copy it to other applications.

To select and copy text, choose the Select Text icon under the **Edit** or **Home** tab, and do the following:

1. Position your cursor to a desired place, click and drag your mouse to select what you want.
2. Right click on the selection, and choose **Copy** in the pop-up contextual menu.



3. If your current browser doesn't allow to copy directly, you will see a pop-up to let you continue the copy. Select the text in the pop-up window, press down **Ctrl + C**, or right click on the highlight and choose **Copy**. Then click **CLOSE** to exit the pop-up without copying.

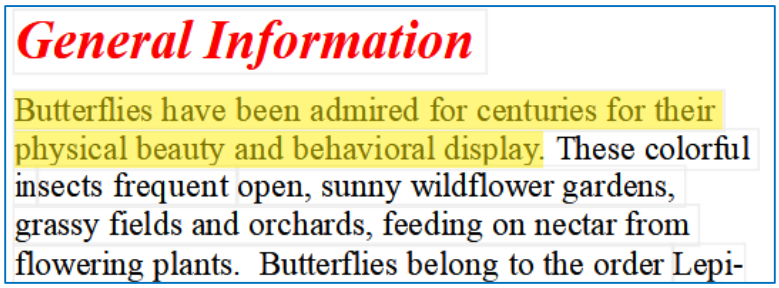


2.4.2 Edit Text

You can edit texts in a paragraph like Microsoft Office Word as well as changing their font, font size and color.

To edit texts in a paragraph, do the following:

- Select the Edit Text icon .
- Click on the desired paragraph and double-click to start editing. You can set the font, font size, and font style (including bold, italic, underline and color).



2.4.3 Add New Text Object

You can add or insert new text object into a PDF document.

To add text object, do the following:

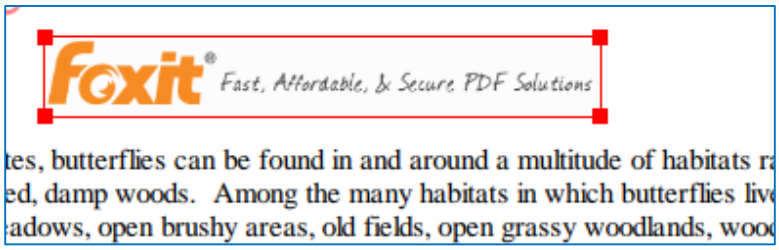
- Select the Add Text icon .
- Click on the location that you want to input the text, and type new text in the position where the cursor is blinking. You can also paste or delete the text you input.
- You can choose the text font format, such as the font, font size, and font style (including bold, italic, underline and color).

2.4.4 Add an Image

You can add an image into a PDF document.

To add an image, do the following:

- Locate the page where you want to insert the image in your document.
- Select the Image icon .
- Choose the target image file in the Open dialog box and click Open.
- Click on the page to add the image, you can drag the handles of the four corners to resize the image, as well as drag and drop it to a new location. Right-click the added image, choose **Action** to pop up the Actions window. Select 'Go to a page view' or 'open a web link' to set the action as desired.
- Then, you can click **File** > **Download** *to save the changes.*



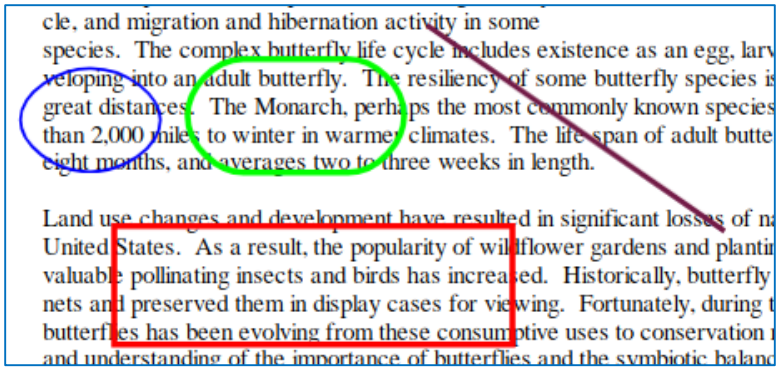
***Note**: From version 6.2, the added image will be kept as an annotation after saving, so that it can be editable when you open the saved PDF file in Web Viewer Demo or in other PDF Viewer/Editor.*

2.4.5 Add a Path Object

You can insert four shapes of path object like Line, Rectangle, Round rectangle and Oval.

To add a path object, do the following:

- Locate the page where you want to insert the path in your document.
- Choose one path you need, such as Line , Rectangle , Round rectangle and Oval .
- Drag the pointer to draw a straight line, rectangle, round rectangle, oval or circle as desired.
- Drag the handlers of the corners or sides to resize the path object or set the properties such as line color, fill color, opacity and thickness if necessary.
- Click outside the path when you are done to set the path.



2.4.6 Edit Path Object

To edit path objects, select the Edit Path icon , then you can do the following:

a) Highlight an editable path when mouse is hovering over it.
   Move the mouse on the page, the path object will be shown with a blue dotted box.

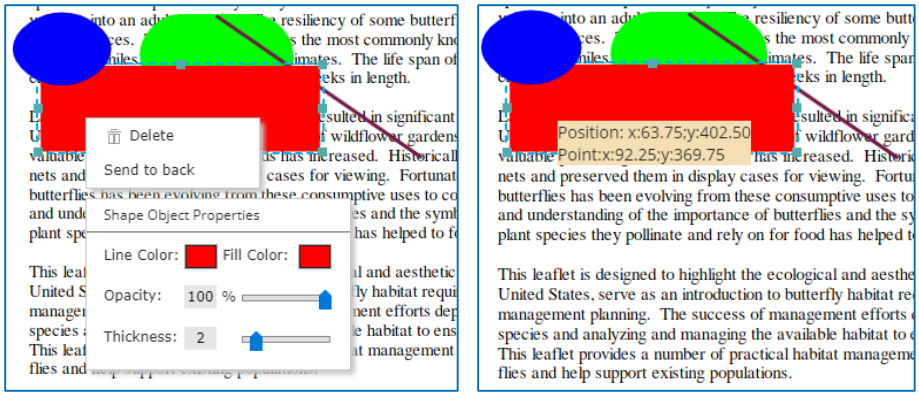
b) Delete/move one or a group of selected path objects.
   Select the path object that you want to move, drag and drop it to the new location.
   Right-click the path object that you want to delete, choose **Delete**.
   Note: *From 6.2 version, Web Viewer Demo supports moving path objects across pages.*

c) Send the above path object backward when there are more than one path objects overlaying.
   Right-click the path object that you want to send it backward, choose **Send to back**.

d) Set the line color, fill color, opacity, and thickness for selected path objects.
   Right-click the path object that you want to set its appearance, change the line color, fill color, opacity and thickness as desired.

e) View the coordinate information of the current path object on the page and the point where mouse is hovering through long-pressing the left mouse on a selected path object.
   Long-press the left mouse on a path object to view the cooridinate information of the selected path object, as well as the point where mouse is hovering.

f) Press **Esc** to escape the current mode

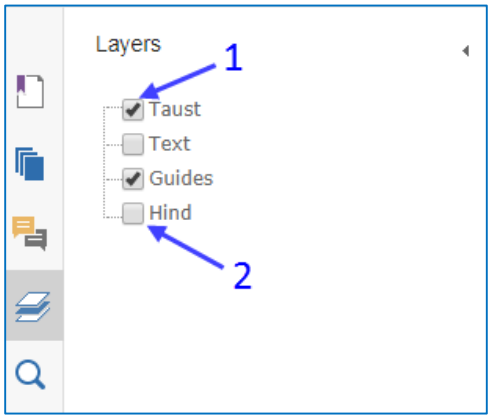


2.4.7 Show/Hide PDF Layers

A layer or as it is more formally known Optional Content Groups (OCG) is a dictionary representing a collection of graphics that can be made visible or invisible dynamically by users of viewer applications. In a PDF file, each layer may hold any portion of the document's objects, and layers may be made visible or invisible, showing or hiding their contained objects, in any combination.

With Web Viewer Demo, you can control the display of PDF layers with the Layers panel. To show or hide PDF layers, click the layer icon on the left Navigation pane to show the layer panel, and then do one of the following:

- To hide a layer, uncheck the layer.
- To show a hidden layer, click the empty box and a checkmark will appear.



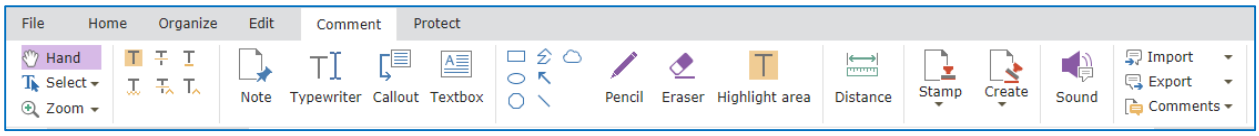
1. A checkmark indicates a displayed layer
2. Hidden layer

2.5 Comment

Web Viewer demo provides rich annotating features with different functions for you to choose: Text Markup Tools, Pin tools, Typewriter Tools, Drawing Tools, Measure Tools and Stamp Tools. You can add different comments by selecting the annotation tools from the Comment tab. Most of annotations have

an adhesive popup window, some are shown up initially, and some are not. You can double click on an annotation to show or hide it.

Click Comment tab, you can see the features as follows:



This section will mainly introduce the following contents:

- Text markup tools
- Sticky notes
- Typewriter tools
- Drawing tools
- Measure tools
- Stamp
- Sound
- Change the appearance of the comments
- Undo and Redo the last action
- Managing comments

2.5.1 Text Markup Tools

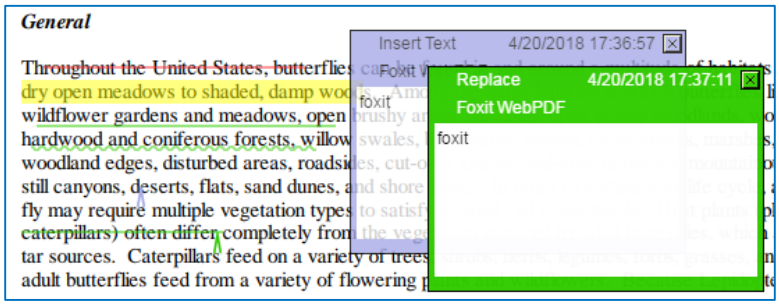
You can use Text Markup tools to indicate where text should be edited or noticed. Text Markups do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted, highlighted or underlined. Text Markup tools include Highlight, Squiggly, Underline, Strikeout, Replace, and Insert.

Button	Tool Name	Description
	Highlight Text	To mark important passages of text with a fluorescent (usually) marker.
	Strikeout Text	To draw a line to cross out text, making others know the text is deleted.
	Underline Text	To draw a line under to indicate emphasis.
	Squiggly Text	To draw a squiggly line under.
	Replace Text	To draw a line to cross out text and provide a substitute for it.

	Insert Text	A proofreading symbol (^) used to indicate where something is to be inserted in a line.

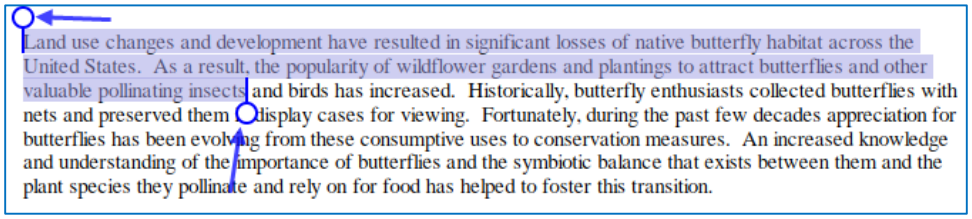
To add a text markup comment, do the following:

- Choose the Highlight , Strikeout , Squiggly , Underline , Insert tools as desired.
- Click and drag from the beginning of the text you want to mark up.
- Type your comments in the connecting pop-up box. If the pop-up note is not initially shown, double click on the markup to open it.
- Press **Esc** to escape the current mode.

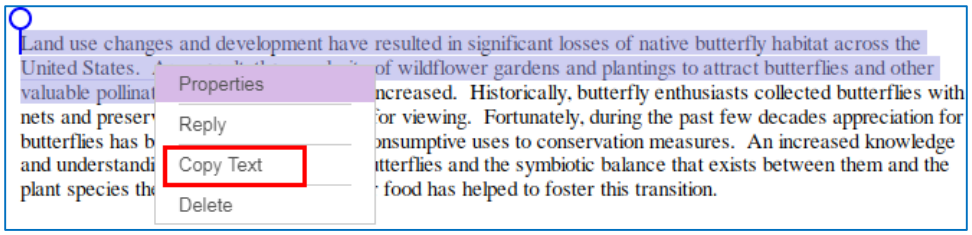


For Highlight annotation, from version 6.1, Web Viewer Demo supports two new features:

- Support to edit the range of text highlighting without needing to delete the text highlighting and then re-draw it. Just drag the handlers of the two sides to edit the range of text highlighting.



- Support to copy the highlighted text. Just right-click the highlighted text, and choose **Copy Text**.

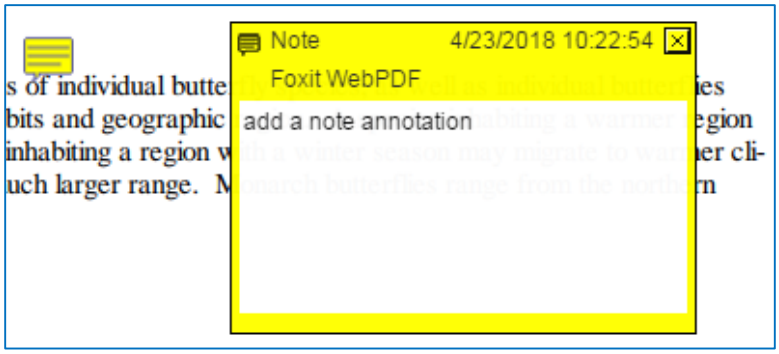


2.5.2 Sticky Notes

The Sticky Note pins a note icon on where your mouse clicks on the document and place an adhesive small popup on one side so you can add comments.

To add a note comment, do the following:

- Select the Sticky Note icon on the toolbar under the Comment tab.
- Click on the page where you would like to add a note. Once clicked, a yellow note icon appears and a popup window comes out on one side of your page.
- Double click on the connecting pop window to write notes.



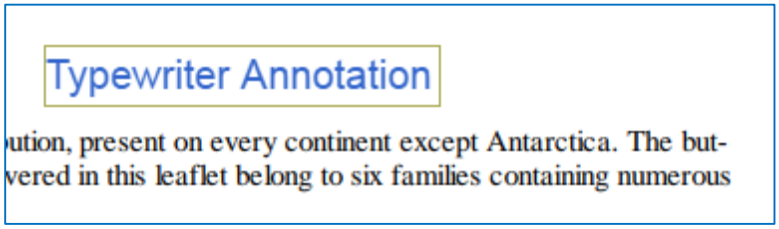
2.5.3 Typewriter Tools

The Typewriter tools includes Typerwriter, Callout, and Textbox.

2.5.3.1 *Typewriter*

To add comments with typewriter, do the following:

- Choose Typewriter icon on the toolbar under Comment tab.
- Click on a page where you would wish to add text.
- Type your comments.
- Press **Esc** to escape the current mode.

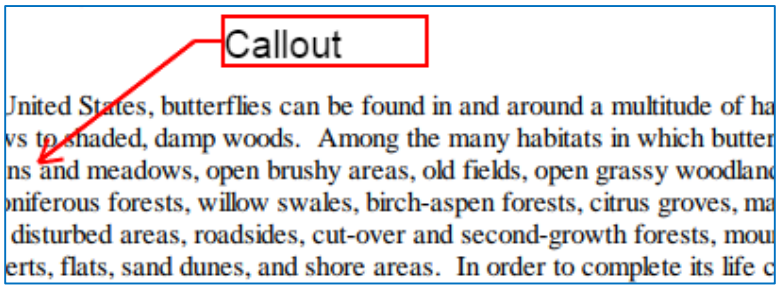


2.5.3.2 *Callout*

To add comments with callout, do the following:

- Choose Callout icon on the toolbar under Comment tab.
- Click on a page where you would wish to add text.
- Type your comments.

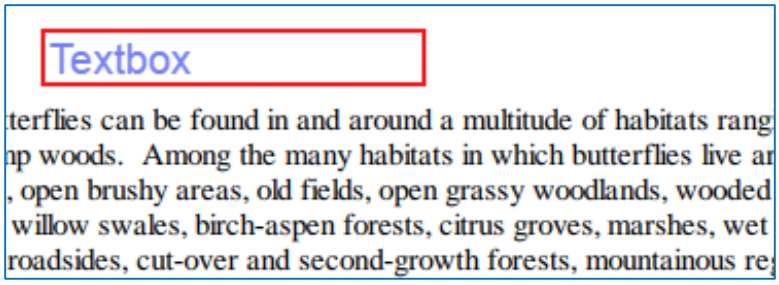
- Press **Esc** to escape the current mode.



2.5.3.3 ***Textbox***

To add comments with textbox, do the following:

- Choose Textbox icon on the toolbar under Comment tab.
- Click on a page where you would wish to add text.
- Type your comments.
- Press **Esc** to escape the current mode.



2.5.4 Drawing Tools

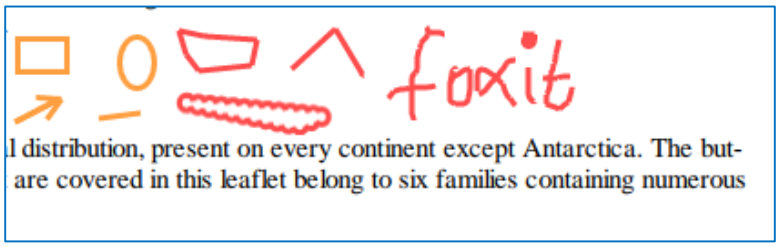
Web Viewer Demo offers you tools to create types of shapes like Rectangle, Oval, Polygon, Polyline, Line, Arrow, Cloud and Pencil. With one of the tools selected, you can click to draw a desired shape, and make comments on the adhesive popup. And it provides Eraser tool to erase the pencil drawing.

Button	Tool Name	Description
	Rectangle	To draw a four-sided plane figure with four right angles. Press Shift key to draw a square.
	Oval	To draw an oval shape or a circle with pressing Shift key.
	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.

	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.
	Cloudy	To draw cloudy shapes.
	Pencil	To draw free-form shapes.
	Eraser	To eraser the pencil drawing.
	Highlight Area	To mark important area as a means of memory retention or for later reference.

To add a drawing markup comment, do the following:

- Choose the shape annotation icon on the toolbar under the Comment tab.
- Click and drag to make a shape you want to mark up. For Pencil drawing, you can click the Eraser tool to erase it, just dragging the pointer over the drawing area you want to erase.
- Type your comments in the connecting popup. If the popup is not initially shown, double click on the shape to open it.
- Press **Esc** to escape the current mode.

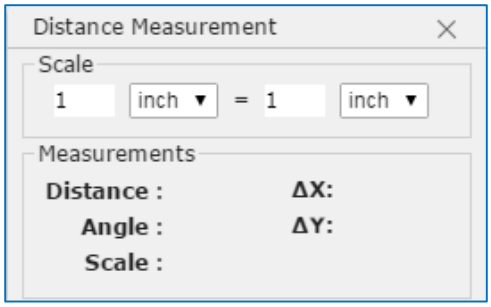


2.5.5 Measure Tools

Web Viewer Demo supports distance tool to measure object height and length.

To measure the distance between two points, do the following:

- Select the **Distance** tool icon on the toolbar.
- Once selected, the horizontal and vertical ruler comes out, and the Distance Measurement window appears on the right lower side of the page, where you can change Scale and distance information.



- Click to draw the distance line. Click the first point, move the pointer to the second point, and click again. The measurements will appear on the page.

Note: During measuring a distance, you can click to finish or press **Esc** to cancel, or right click and choose **Complete Measurement** or **Cancel Measurement**.

2.5.6 Stamp

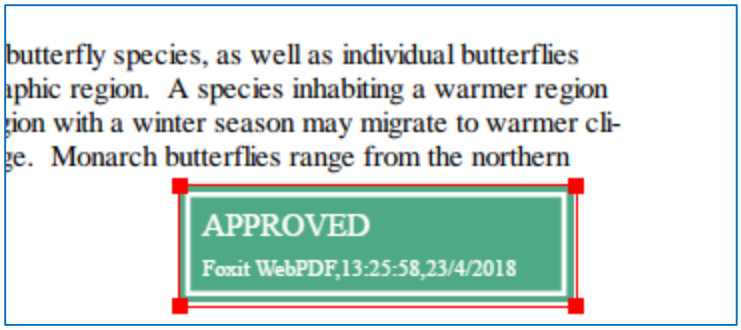
With Stamp features, you can apply standard, dynamic, and custom stamps to your document. Web Viewer demo supports image stamps with various image formats (bmp, jpg, jpeg, png, svg (with pdf)), and svg only supports HTTP format. Stamping PDF files is a very useful feature especially when you need to give reviewers some advices about the document's status or sensitivity.

Stamp a PDF

You can choose from a list of predefined stamps, or create custom stamps before stamping a PDF. All the stamps that you import or create are listed in the drop-down menu of the Stamp command.

To apply a stamp, do the following:

- Click the **Stamp** tool icon on the toolbar under the Comment tab, and choose a stamp from the menu.
- Click on the position where you want to place the stamp.
- Press **Esc** to escape the current mode.

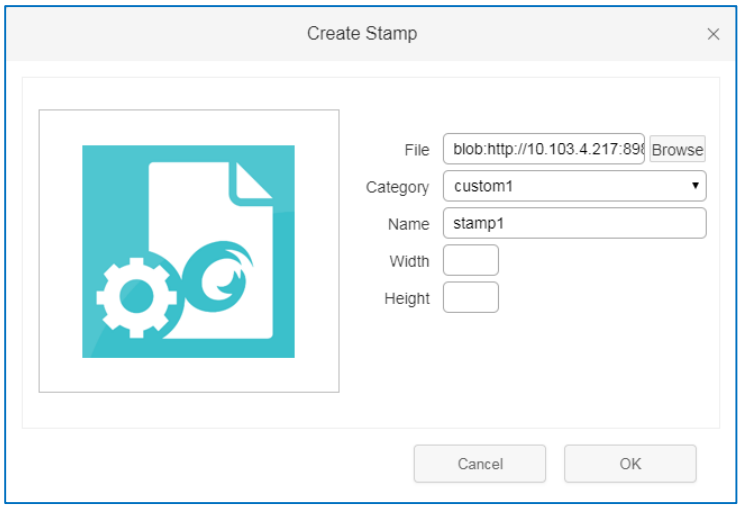


***Note**: From version 6.2, the added stamp will be kept as an annotation after saving, so that it can be editable when you open the saved PDF file in Web Viewer Demo or in other PDF Viewer/Editor.*

Create a custom stamp

To create a custom stamp, do the following:

- Click the **Create** icon on the toolbar under the Comment tab, and choose **Create custom stamp**.
- In the pop-up dialog box, click **Browse** and choose an image file.
- Type a new category name or choose a category from drop-down menu, name the stamp, optionally set the width and height, and then click **OK**.



***Note:** The created stamp will be listed in the drop-down menu of the Stamp command.*

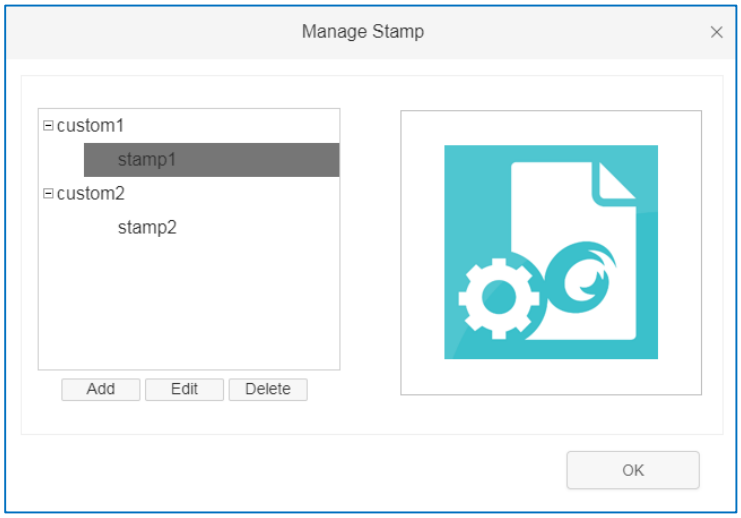
Manage a stamp

To manage a stamp, do the following:

- Click the **Create** icon on the toolbar under the Comment tab, and choose **Manage custom stamp**.
- In the pop-up dialog box, click **Add** to create a stamp. Please refer to Create a custom stamp.

- Select a stamp, click **Edit** to edit the selectd stamp, such as changing category, stamp name, the width/height of image, or replacing the image. Please refer to Create a custom stamp.
- Click **Delete** to remove the stamp.

Note: *Deleting a custom stamp category will delete all stamps that are subordinate to it.*

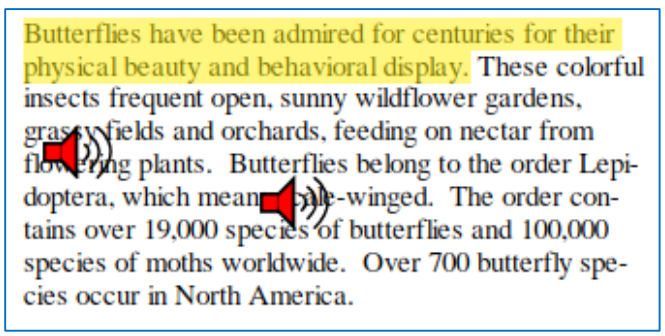


2.5.7 Sound

Web Viewer Demo supports Sound tool to allow you to record your voice using a microphone. Please note that you should configure HTTPS protocol to allow your browser to access your microphone.

To add sound annotation, do the following:

- Click the **Sound** tool icon on the toolbar under the Comment tab.
- Click on the position where you want to place the sound. On the popup window, click to start recording, click to finish recording, and click to play the recorded audio, meanwhile you can click to stop playing the audio at any time. Click **OK**.
- The sound annotation will be added to the desired location. `
- Press **Esc** to escape the current mode.



***Note**: To play or stop playing the recorded audio, you can right-click the sound icon, and choose 'Play' or 'Stop'.*

2.5.8 Change the Appearance of Comments

You can change the color and appearances of comments or markups after you create them by right-clicking the comment and choosing **Properties**. Also, you can set the new look as the default appearance for that tool.

To change the appearance of the comments, do the following:

- Select Hand tool or the intended annotation tool.
- Right click on an annotation you would like to change properties, and choose **Properties**.
- Make the changes you want.
- Enable the option "Set current properties as default" will apply your current annotation style to all the afterward created annotations.
- Click on **Close** to finish.

***Note:** From version 6.2, it supports to change the appearance of Stamp annotation including color, opacity and rotation.*

2.5.9 Undo and Redo the last action

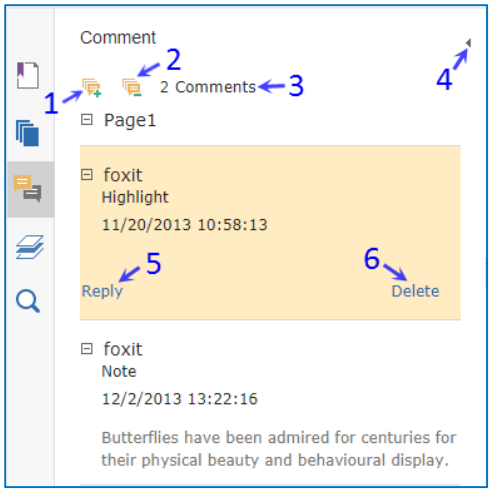
Simply use the shoutcut "Ctrl+Z" to undo or use "Ctrl+Y" to redo the last action while adding comments.

***Note**: Currently, the Eraser tool does not support undo and redo features.*

2.5.10 Managing Comments

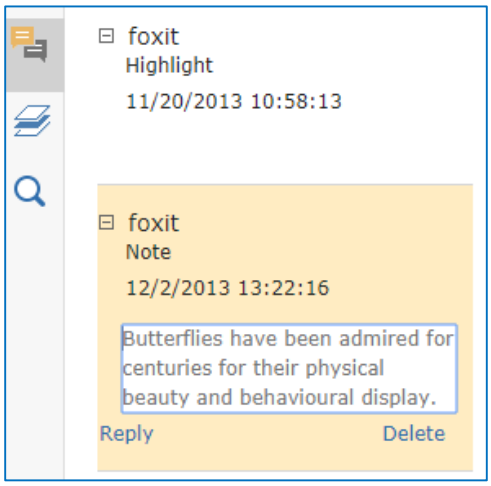
2.5.10.1 ***Comments Panel***

All the annotations and comments you created on the document are listed in the Comments Panel. During navigating comments, you can use the **Expand** or **Collapse** icon to unfold or pack up all comments on each page. You can also reply or delete a comment.



1. **Expand:** Unfold all annotations on each page.
2. **Collapse:** pack up all annotations on each page.
3. **Comments:** List number of created comments.
4. **Left Arrow:** Click to hide the annotation pane.
5. **Reply:** Click to enter your comments.
6. **Delete:** Click to delete the current comment, or cancel replying.

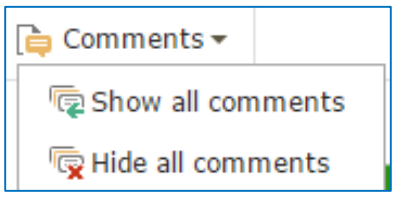
Note: *From 6.2 version, web Viewer demo supports editing annotation text in the Comment Panel. Just long press the text to edit it.*



2.5.10.2 *Show/Hide all Comments*

To show or hide all comments on the document, choose the Comment icon

on the toolbar under the Comment tab, choose **Show all comments** or **Hide all comments** options to show or hide all of the comments on the document.



Note: *The comments displayed on the Comments panel will be synchronously shown or hidden with the settings.*

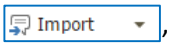
2.5.10.3 *Reply to Comments or Delete Comments*

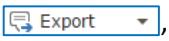
To reply to comments or delete comments, you can do one of the following:

1. Select the annotation that you want to reply or delete, right-click it and choose **Reply** to input the texts in the Reply fields, or choose **Delete** to delete it.
2. Open the Comments Panel, click on a listed annotation you want to reply or delete, click **Reply** to input the texts in the Reply fields, or Click **Delete** to delete it.

2.5.10.4 *Import/Export Comments Data*

This feature is especially useful for PDF reviewing. You can choose to import/export annotation data from/as FDF or XFDF.

- To import annotation data, click the Import icon 

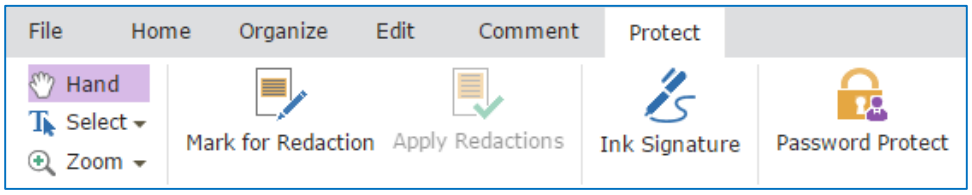
, choose **Import FDF** or **Import XFDF**, navigate to where the desired file is, and press Open.
- To export annotation data, click the Export icon 

, choose **Export FDF** or **Export XFDF**, navigate to where you want to save the FDF or XFDF file (e.g., your Document folder).

2.6 Protect

The security feature of PDF gives you an exceptional control over your PDF files. To provide adequate protection for PDF's contents, you can encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations, etc.

Click Protect tab, you can see the features as follows:



This section will mainly introduce the following contents:

- Redaction
- Ink Signature
- Password Protection

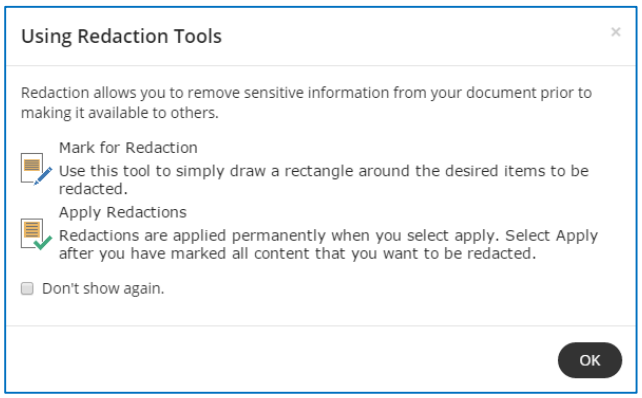
2.6.1 Redaction

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

2.6.1.1 ***Mark for Redaction***

To mark the text or graphics for redaction, do the following:

- Select the Mark for Redaction icon on the toolbar under Protect tab, and click **OK** on the pop-up dialog box. Then the Hand command changes into a Cross automatically.



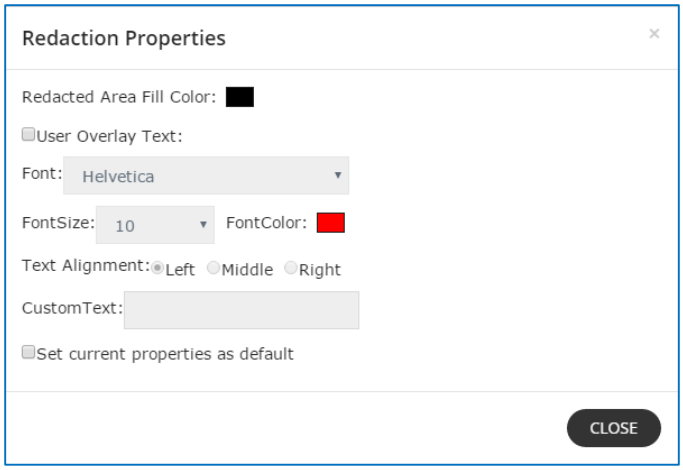
- Hold the pointer over the text or image you want to redact and drag a rectangle around it.
- The selected area will be in a red rectangle, and the rectangle will be filled with black color once moving the pointer to the selected area.

2.6.1.2 ***Set Redaction Properties***

You can set redaction properties, such as the Fill color, overlay text, font, font size, and so forth. Only before you apply the redaction can you set the properties.

To set redaction properties, do the following:

- Right-click the marked area and choose **Properties** and the Redaction Properties dialog box pops up.
- Make the changes you want.
- Enable the option "Set current properties as default" will apply your current settings to all the afterward redaction.



2.6.1.3 *Apply Redactions*

You need to apply the redactions after marking the text or graphics you want to redact. To apply the redaction, do the following:

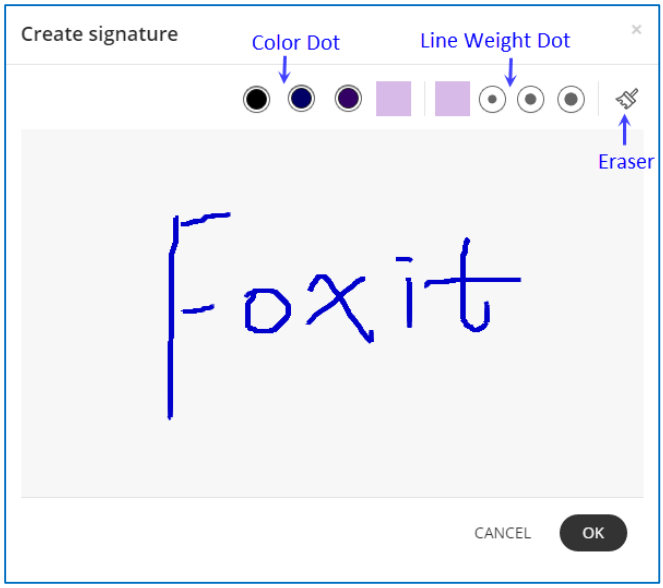
- Select the Apply Redactions on the toolbar under the Protect tab. You can also do this by right-clicking the marked content and choosing **Apply** or **Apply All** to redact either the selected content or all of the marked content in the document.
- A dialog box pops up to give a warning message and asks if you are sure to apply the redaction or not.
- Select **OK** after you have marked all content that you want to redact.

2.6.2 Ink Signature

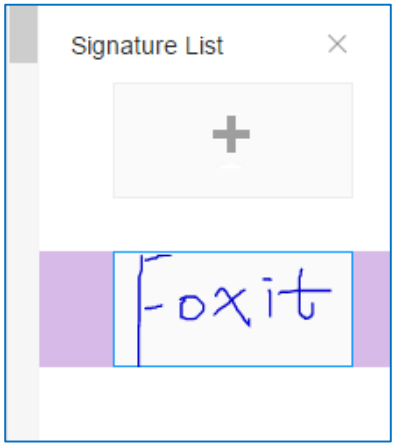
The ink signature feature allows you to draw your own style signature and place it on your document. You can create a list of signatures for different use cases.

To create an ink signature, do the following:

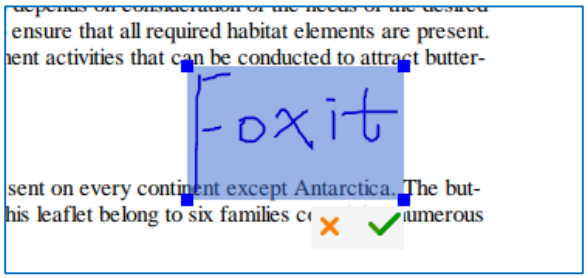
- Select the Ink Signature on the toolbar under the Protect tab. Then you can see the drawing board pop up on your screen.
- Select a type of color dot and line weight dot, drag your mouse to draw a free signature. To re-draw, choose **Eraser**.



- Once completing, click on **OK** to add your calligraphy to the Signature List panel which is in the right side of the document pane.

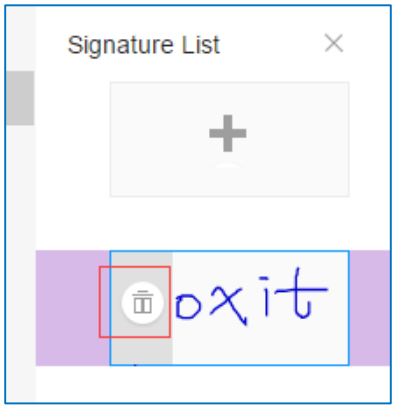


- Click the created signature in the Signature List panel, drag it to the location where you want to place the signature. Click ✓ to add the ink signature to your document.



To delete an ink signature, do the following:

- Click on the signature thumbnail that you do not want in the Signature list, and choose **Delete** button.



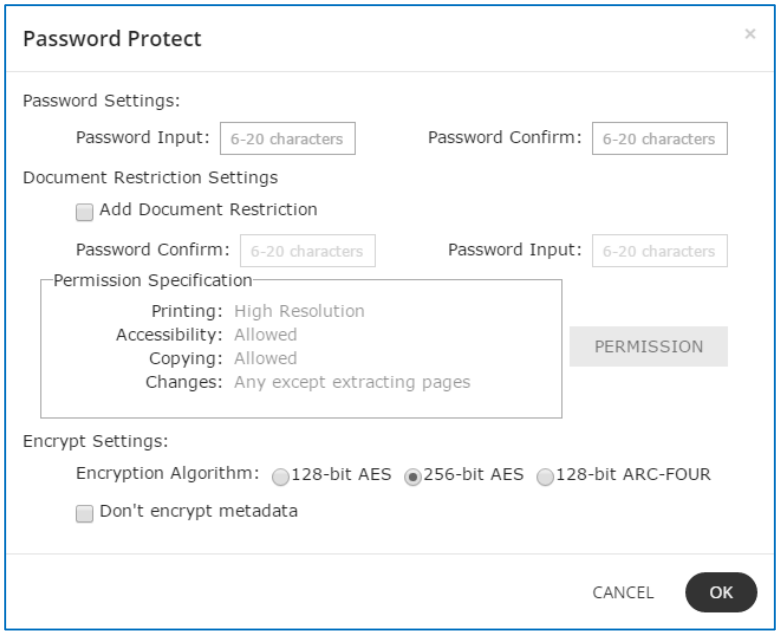
2.6.3 Password Protection

You can add a password to a PDF to limit access and restrict certain features, such as printing, copying and editing.

There are two kinds of passwords that could be applied to a PDF file: a **Document Open password** and a **Permissions password**. When you set a Document Open password, anyone who tries to open the PDF must type in the password that you specified. When you set a Permissions password, anyone who wants to change the restrictions must type the 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.

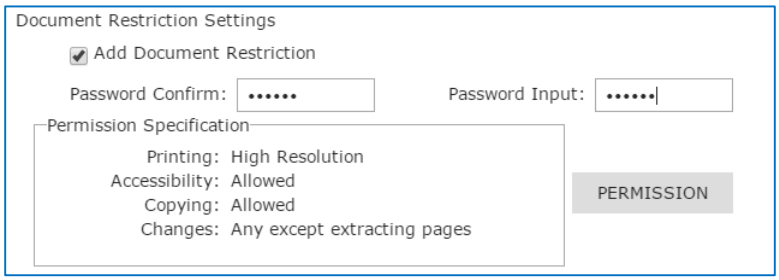
Tip: *There's no way out to recover password from the PDF if you forgot it. To keep a backup copy of the PDF that is not password-protected is a good choice.*

Click the Password Protect icon on the toolbar under the Protect tab. You can see the Password Protection dialog box pop up on your screen.



To add document open password, type a password in the following textbox:

To add document restriction settings, check **Add Document Restriction** box, click **OK** on the pop-up warning dialog box, type a password in the textbox as below.



Permission Specification

Click the PERMISSION button, the **Permission settings** dialog box will pop up as follows. In the **Permission settings** dialog box, check **Restrict printing and editing of the document and its security settings** and then select the options as needed.

Print Allowed – specifies the level of printing which users are allowed for the PDF.

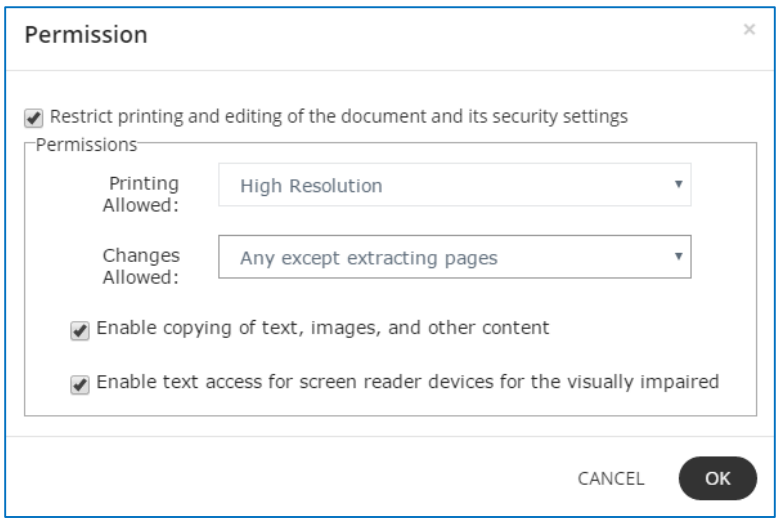
A. Low resolution (150dpi) – allows users to print at no higher than 150-dpi resolution.
B. High resolution – allows users to print with any resolution.

Changes Allowed – specifies the level of printing which users are allowed for the PDF.

A. **Inserting, deleting, and rotating pages** – allows users to insert, delete, and rotate PDF pages.
B. **Filling in forms and signing existing signature fields** – allows users to fill in forms and sign documents in existing signatures fields.
C. **Commenting, filling form and signing existing signature fields** – allows users to add comments, fill in forms and sign documents in existing signatures fields.
D. **Any except extracting pages** – allows users to do any operation but extract pages.

Enable copying of text, images, and other content – allows users to copy content in PDFs.

Enable text access for screen reader devices for the visually impaired – allows the visually impaired users to access text with screen reader devices.



Encrypt Settings

Encryption Algorithm – defines data transformations that cannot be easily reversed by unauthorized users. Web Viewer supports 128-bit AES, 256-bit AES and 128-bit ARC-FOUR.
Don't encrypt metadata – encrypts the contents of a PDF but still allow search engines access to the document metadata.

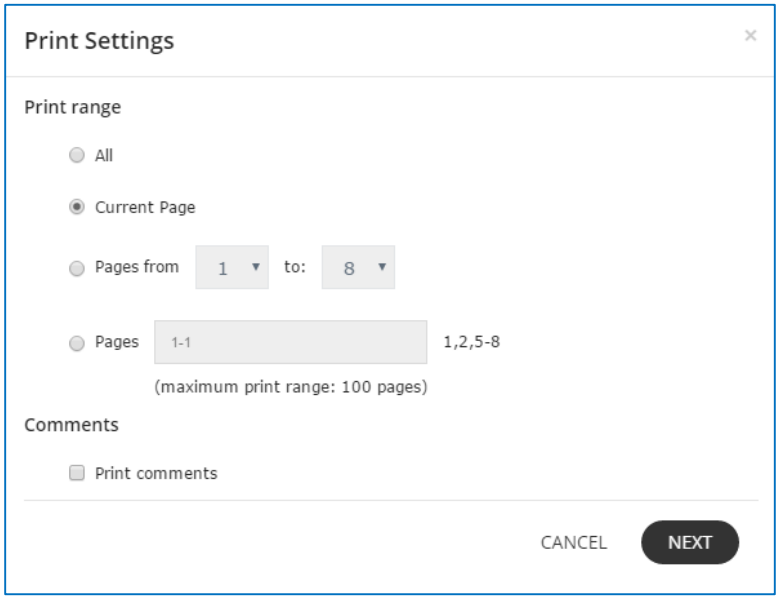
After setting the permissions as desired, click **OK** on the Password Protection dialog box and save the document to make setting take effect.

2.7 Print

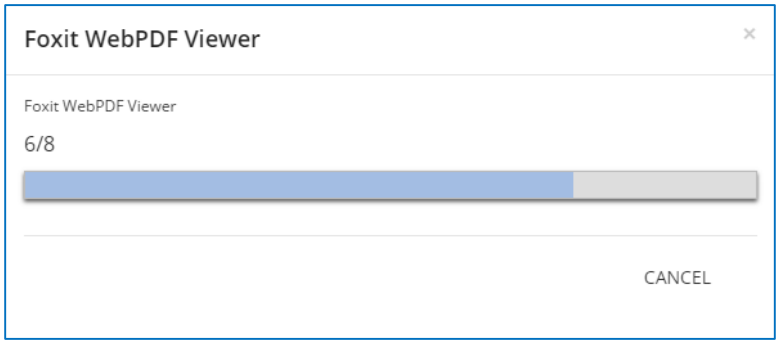
You can print all pages of the current loaded PDF file or a range of pages with or without comments. The maximum allowed number of one print task are 100 pages.

To print the current active file, do the following:

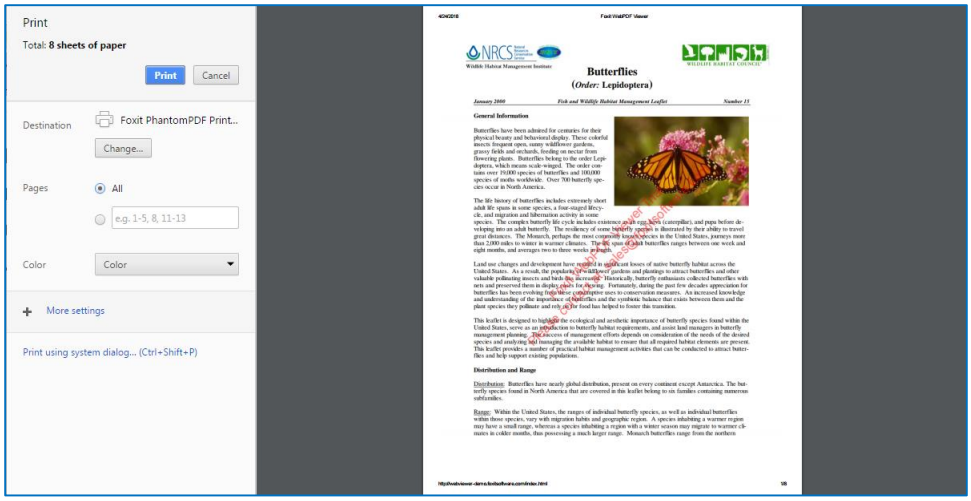
- Click **File** > **Print**, and the Print Settings window appears where you can specify page ranges for the print task. By default the **Current Page** is checked. If the current document exceeds 100 pages, the first 100 pages will be printed. To print the left, do the print again.



- Check **Print Comments** if you want comments to be included in the output file.
- Click **Next** to proceed.
- You can see a progress message appears as follows. The time length depends on the output page numbers you specified and file size. You can click **Cancel** to abort the print.



- Once the progress bar completes, the Print dialog box pops up by which you can set up available print settings.



- Click **Print** to start.

3 WEB VIEWER DEMO ON MOBILE

When using Web Viewer Demo on a mobile device, you can access the Web Demo in your mobile browser at http://{ip}:{port}/mobile.html. If you have used the default settings. The default demo file will be loaded.

3.1 Getting Started

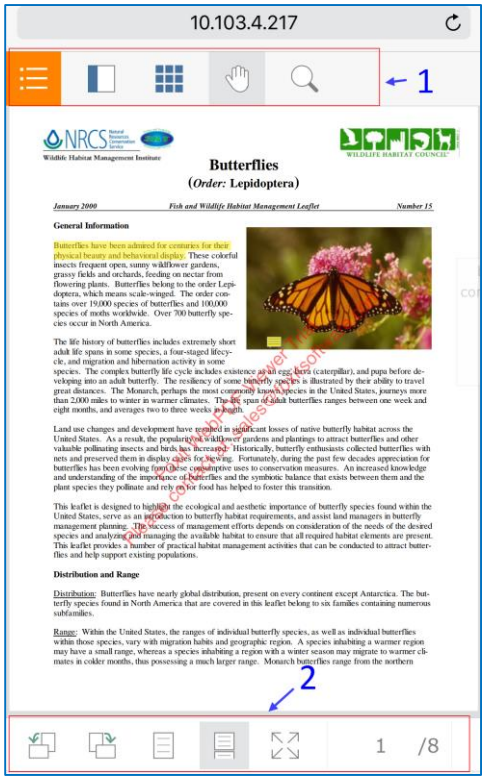
The features of Web Viewer Demo in Mobile are similar to the desktop version.

This section will mainly introduce the following contents:

- The workspace basics for Web Viewer Demo including toolbar, right-click contextual menu and navigation panels.
- Open PDFs.
- Save PDFs

3.1.1 Toolbar

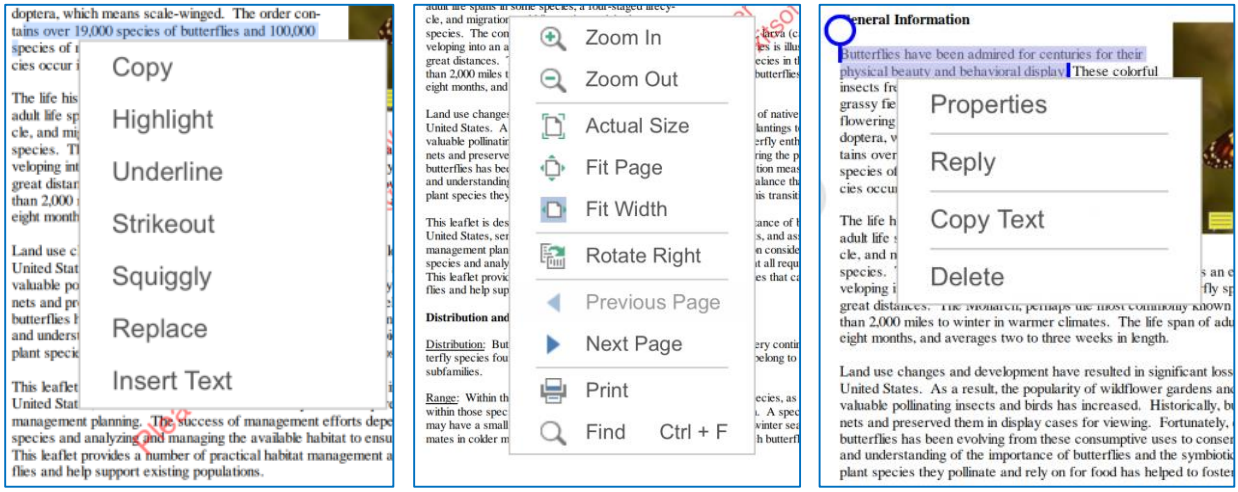
The following picture shows the toolbars of Web Viewer Demo, in which the bottom toolbar is similar to the floating toolbar in desktop version.



3.1.2 Contextual Menu

Web Viewer demo provides a list of feature options in the Contextual Menu (See the following figures).

Operation	Description
On the view	Change the zoom level, navigate to the previous/next page, rotate page, print document, or find a keyword in the PDF document.
On selected text	Copy, Highlight, underline, strikeout, squiggle, replace and insert text.
On annotation	Delete, reply to or set properties (color) of the selected annotation.



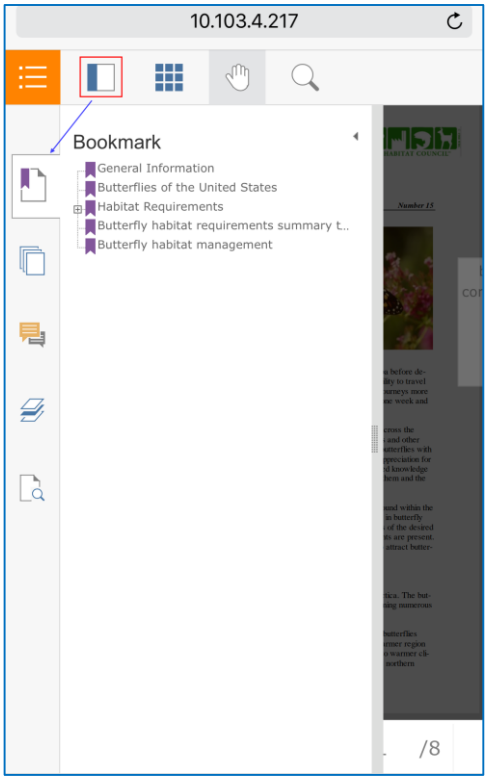
Contextual Menu

3.1.3 Navigation Panels

Tap on the top toolbar to show the navigation pane which provides easy acces to various panels.

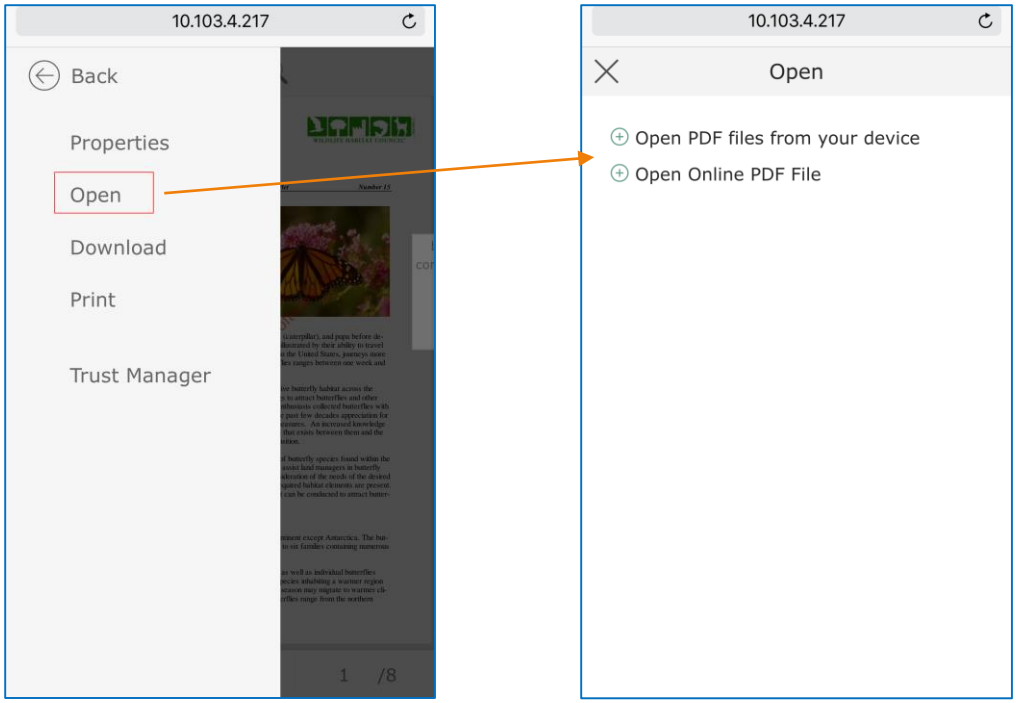
Panel	Name	Description
	Bookmark	View document bookmarks.
	Thumbnail	View page thumbnails.
	Comments	View document comments. Expand all comments individually or collapse all comments in the panel. You can also edit the text of a pop-up note (highlight/underline/strikeout/squiggle/pencil/note/line/arrow/rectangle/oval/stamp), reply or delete a comment from the list.
	Layers	Control the display of PDF layers to show or hide related contents stored in a variable number of separate layers.

	Search	Search text in the current document, and all instances will be listed after the search is finished.



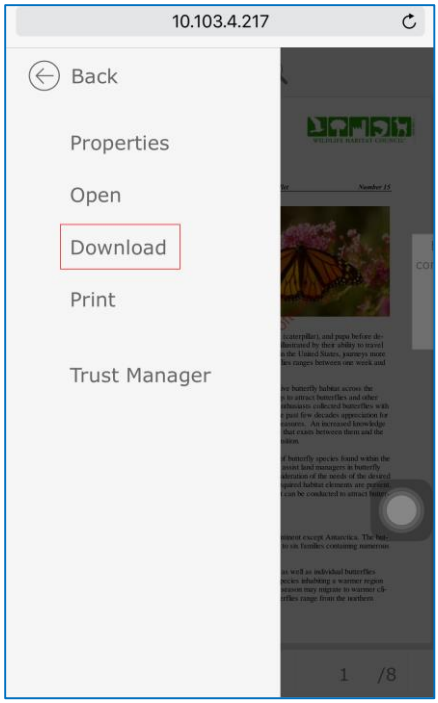
3.1.4 Open PDFs

You can open an online PDF file or open a PDF file from your device. Tap on the top toolbar, select **Open > Open PDF files from your device/Open Online PDF File** to choose a local PDF document or enter a URL.



3.1.5 Save PDFs

After modifying your PDF, you can save the changes to the original PDF. Tap on the top toolbar, choose **Download** to download the modified PDF to your device.



3.2 View PDFs

Web Viewer Demo provides a bunch of features for your journey of PDF reading.

This section will mainly introduce the following contents:

- Page through a document
- View file properties
- Search text
- Adjust page view
- Full screen mode

3.2.1 Page through a Document

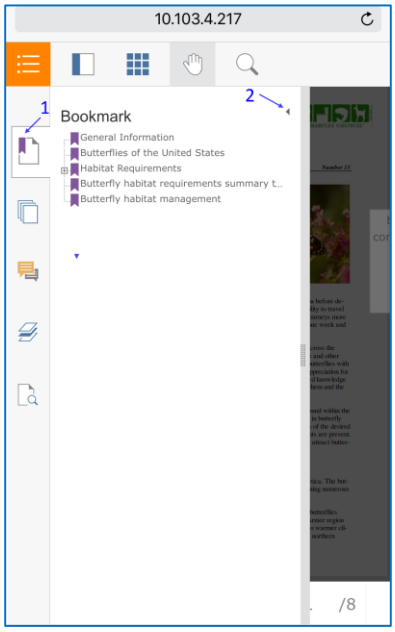
Using your Finger

- Under Hand mode, switch pages by swiping up or down with your finger on the screen.

Using Bookmark

Tap on the top toolbar to show the navigation pane.

- Tap the bookmark icon to show the Bookmark panel.
- Tap the plus (+) or minus (-) signs to expand or collapse the bookmarks contents.
- Tap a bookmark to jump directly to a chapter or section in the document.
- Tap the left arrow to hide bookmark panel.



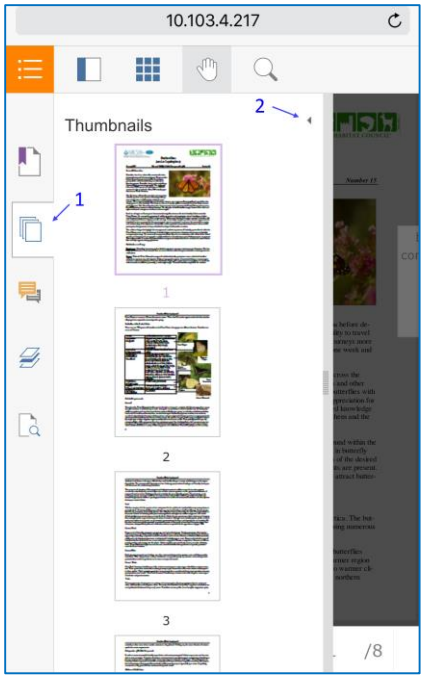
1 Bookmark icon: Tap it to show bookmark panel.

2 Left arrow: Tap it to hide bookmark panel.

Using Page Thumbnails

Tap on the top toolbar to show the navigation pane.

- Tap the thumbnail icon to show the thumbnails panel.
- Swipe up or down to quickly browse page miniatures.
- Tap the left arrow to hide the thumbnails panel.

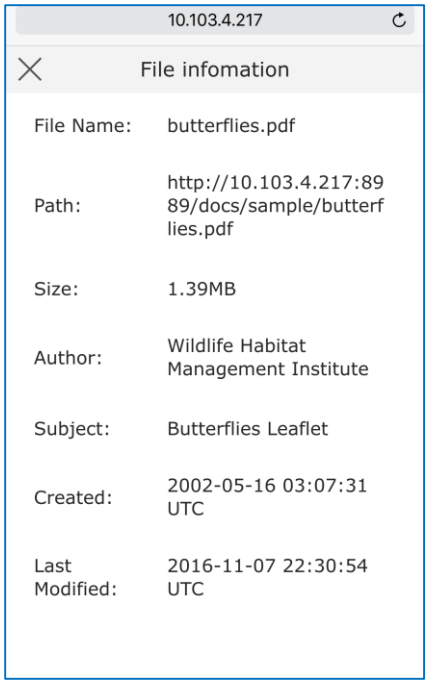


1 Thumbnails icon: Tap it to show Page thumbnails panel.

2 Left arrow: Tap it to hide thumbnails panel.

3.2.2 View File Properties

To view PDF file properties, tap on the top toolbar, select **Properties**. The following properties image is an example of the default PDF file that Web Viewer Demo uses.



3.2.3 Search Text

To quickly find text you are looking for one by one, tap on the top toolbar, input the text, and tap **return** or **go** depending on your device, then it will jump to the first instance of the search term, which appears highlighted as follows:

Continue to tap **return** or **go** to find the next result.

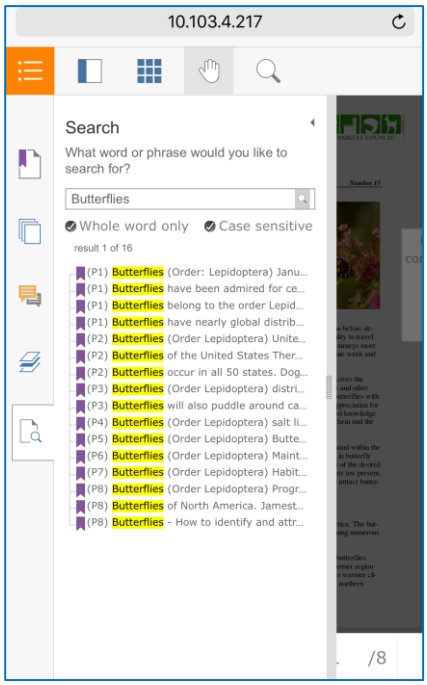
If you want to find all the search results at once, you can do as follows:

- Tap on the top toolbar to show the navigation pane.
- Tap to open the search panel.
- In the search box, input the key word or phrase.
- Set the search criteria.

  a) Whole words only -- limits the search to match only whole words. For example, if you search for the word *Read*, the word *Reader* will not be found.

  b) Case-Sensitive -- makes the search case-sensitive. For example, if you search for the word *text*, the words *Text* and *TEXT* will not be found.

- Tap next to the search box, and then all occurrences will be listed in a tree view with highlight. This will allow you to quickly preview the context and jump to specific locations.



3.2.4 Adjust Page View

When viewing a PDF file, you will need to adjust the view of your PDF documents, such as the page magnification and the display of pages.

3.2.4.1 ***Zoom in/out the Page View***

Web Viewer Demo supports the zoom range from 50% - 600%.

In previous version, Web Viewer Demo renders the zoomed content from the top-left corner of the page, but from version 6.1, it supports for rendering the zoomed content centered on the mouse.

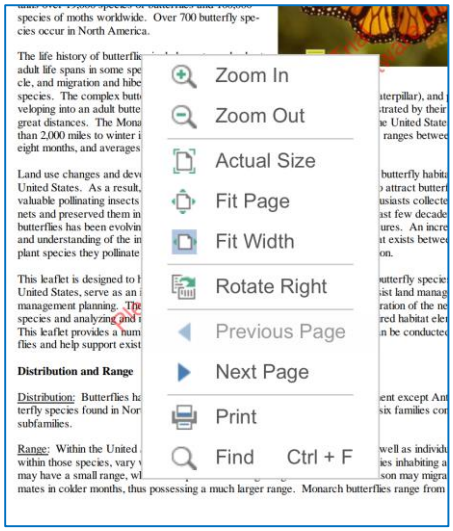
To zoom in/out the page view, you can do one of the following.

Using two-finger

Use two-finger pinch and stretch gesture or double tapping on the screen to zoom in or out a document.

Using contextual menu

Click Hand tool under the **Home** tab, in this mode, tap and hold anywhere on the PDF document to show the contextual menu, and then choose the Zoom In or Zoom Out options to decrease/increase the view.



3.2.4.2 *Resizing a Page to Fit the Window*

There are three types for you to choose:

- **Fit Page**: Resize the page to fit entirely in the document pane.
- **Fit Width**: Resize the page to fit the width of the window. Part of the page may be out of view.
- **Actual Size**: Resize the page to its actual size.

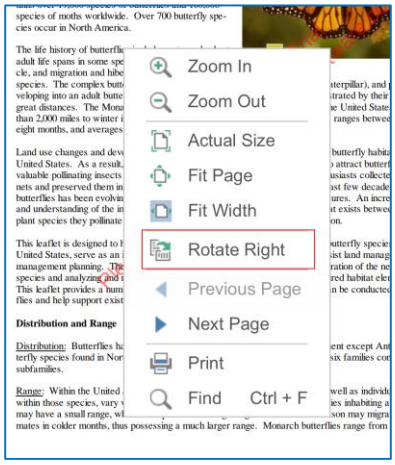
You can tap and hold anywhere on the PDF document to show the contextual menu, and choose the options as desired.

3.2.4.3 *Adjust the Page Display*

Changing Page Orientation

To change page orientation, you can do one of the following:

- Tap and hold anywhere on the PDF document to show the contextual menu, and choose Rotate Right option to rotate the pages.



- Tap or on the bottom toolbar to rotate the pages.

Changing Page Layout

To change page layout, We Viewer Demo provides the single page and continuous page layouts.

- **Single Page**: Displays one page in the document pane at a time.
- **Continuous**: Arranges the pages in the document pane in a continuous vertical column.

Tap or on the bottom toolbar to set the page layout.

3.2.5 Full Screen Mode

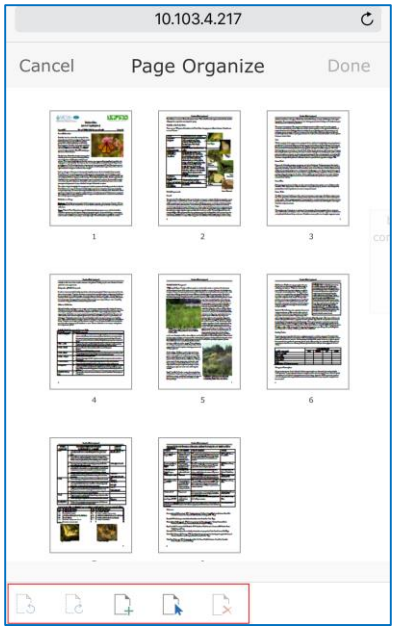
In Full Screen mode, the Document Pane fills the entire screen, with Menu Bar, Toolbar, and Navigation Pane hidden behide.

Tap on the bottom toolbar to start full screen mode.

Press **Esc** to escape the full screen mode.

3.3 Page Organize

You can organize your pages through Web Viewer Demo, which includes rotating, moving, adding, and deleting pages. Tap on the top toolbar, and tap page organize icon , then you can see the supported features as follows:



This section will mainly introduce the following contents:

- Rotate pages
- Move a page
- Add a blank page
- Delete pages

3.3.1 Rotate Pages

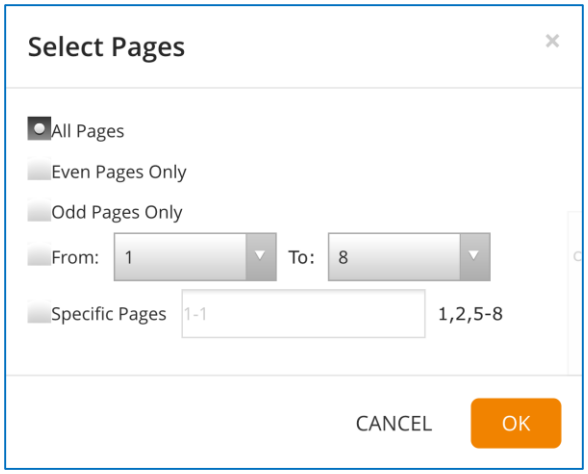
You can rotate all or selected pages in a document.

To rotate one page, do the following:

- Tap the page that you want to rotate.
- Choose or to rotate the selected page.

To rotate multiple pages, do the following:

- Tap Select Pages icon .
- In the pop-up Select Pages dialog box, select the pages that you want to rotate and click **OK**.
- Choose or to rotate the selected page.



3.3.2 Move a Page

Web Viewer Demo allows you to move a page within a PDF document.

To move one page, tap the page that you want to move, drag and drop the page to the new location.

3.3.3 Add a Blank Page

To add a blank page, you only need to tap the Blank Page icon , and then a new blank page will be added to the end of the document.

3.3.4 Delete Pages

You can delete all or selected pages in a document.

To delete one page, do the following:

- Tap the page that you want to delete.
- Tap on the page or tap on the bottom of the page to delete the seleted page.
- In the pop-up Delete Pages dialog box, click **DELETE PAGES**.

To delete multiple pages, do the following:

- Click Select Pages icon .
- In the pop-up Select Pages dialog box, select the pages that you want to delete and click **OK**.
- Tap on the bottom of the page to delete the seleted page.
- In the pop-up Delete Pages dialog box, click **DELETE PAGES**.

3.4 Edit

Web Viewer Demo provides the editing features to edit text, add text object, and add images. Tap on the top toolbar, and tap Edit icon , then you can see the features as follows:

This section will mainly introduce the following contents:

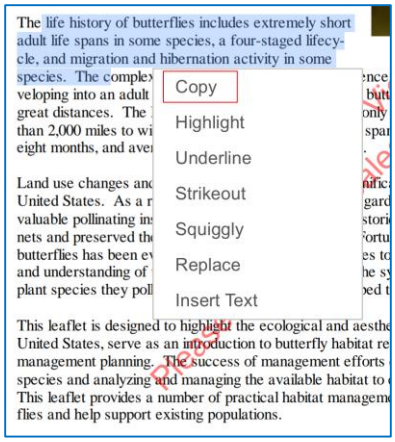
- Select and Copy Text
- Edit text
- Add new text object
- Add an image
- Show/hide PDF layers

3.4.1 Select and Copy Text

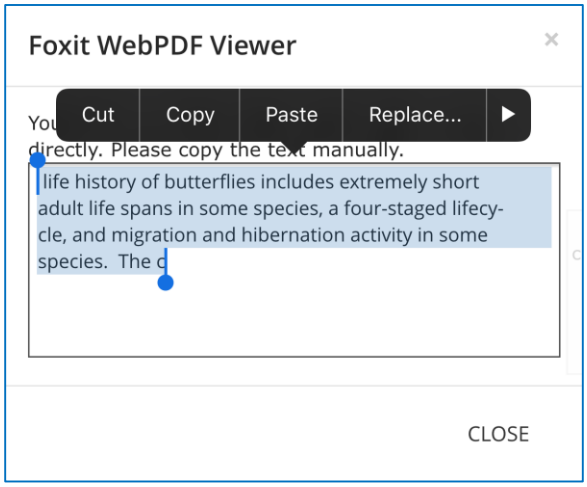
With Web Viewer Demo, you can select text and copy it to other applications.

To select and copy text, do the following:

1. Tap and drag your finger to select what you want.
2. After dragging, choose **Copy** in the pop-up contextual menu.



3. If your current browser doesn't allow to copy directly, you will see a pop-up to let you continue the copy. Select the text in the pop-up window, and tap **Copy**. Tap **ClOSE** to exit the pop-up without copying.

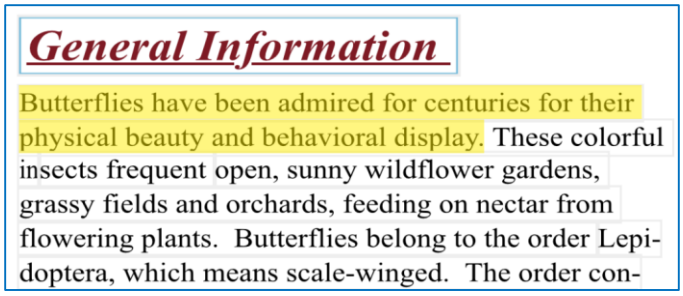


3.4.2 Edit text

You can edit texts in a paragraph like Microsoft Office Word as well as changing their font, font size and color.

To edit texts in a paragraph, do the following:

- Tap the Edit Text icon .
- Tap on the desired paragraph and double-tap to start editing. You can set the font, font size, and font style (including bold, italic, underline and color).

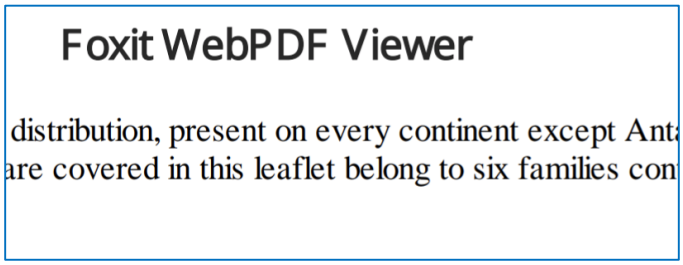


3.4.3 Add New Text Object

You can add or insert new text object into a PDF document.

To add text object, do the following:

- Tap the Add Text icon .
- Tap on the locaiton that you want to input text, and type new text in the position. You can also paste or delete the text you input.
- You can choose the text font format, such as the font, font size, and font style (including bold, italic, underline and color).

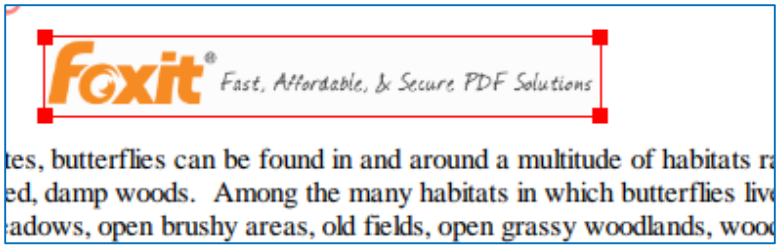


3.4.4 Add an Image

You can add an image into a PDF document.

To add an image, do the following:

- Locate the page where you want to insert the image in your document.
- Tap to show more features about editing. Tap the Image icon .
- Choose an image file from Cemera or Photo Library or iCloud Drive (for iOS device).
- Tap on the page to add the image, you can drag the handles of the four corners to resize the image, as well as drag and drop it to a new location. Long press the added image, choose **Action** to pop up the Actions window. Select 'Go to a page view' or 'open a web link' to set the action as desired.
- Then, you can tap on the top toolbar, select **Download** to save the changes.



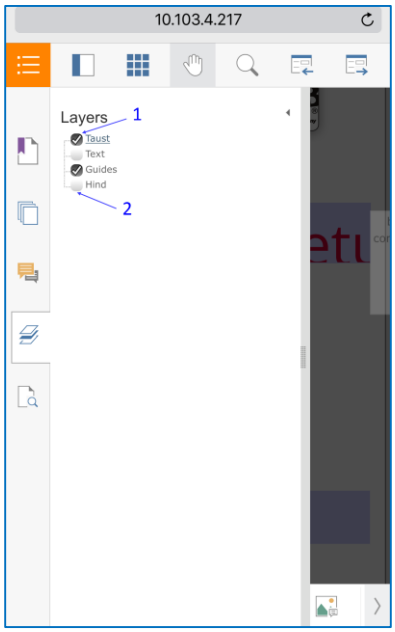
***Note**: From version 6.2, the added image will be kept as an annotation after saving, so that it can be editable when you open the saved PDF file in Web Viewer Demo or in other PDF Viewer/Editor.*

3.4.5 Show/Hide PDF Layers

A layer or as it is more formally known Optional Content Groups (OCG) is a dictionary representing a collection of graphics that can be made visible or invisible dynamically by users of viewer applications. In a PDF file, each layer may hold any portion of the document's objects, and layers may be made visible or invisible, showing or hiding their contained objects, in any combination.

With Web Viewer Demo, you can control the display of PDF layers with the Layers panel. To show or hide PDF layers, tap on the top toolbar to show the navigation pane and then tap the layer icon to show the layer panel, then do one of the following:

- To hide a layer, uncheck the layer.
- To show a hidden layer, tap the empty box and a checkmark will appear.



1. A checkmark indicates a displayed layer
2. Hidden layer

3.5 Comment

Web Viewer demo provides rich annotating features with different functions for you to choose: Text Markup Tools, Pin tools, Typewriter Tools, Drawing Tools, Measure Tools and Stamp Tools. You can add different comments by selecting the annotation tools. Tap on the top toolbar, and tap Comment icon , then you can see the features as follows:

This section will mainly introduce the following contents:

- Text markup tools
- Sticky notes
- Typewriter tools
- Drawing tools
- Measure tools
- Stamp
- Change the appearance of the comments
- Undo and Redo the last action
- Managing comments

3.5.1 Text Markup Tools

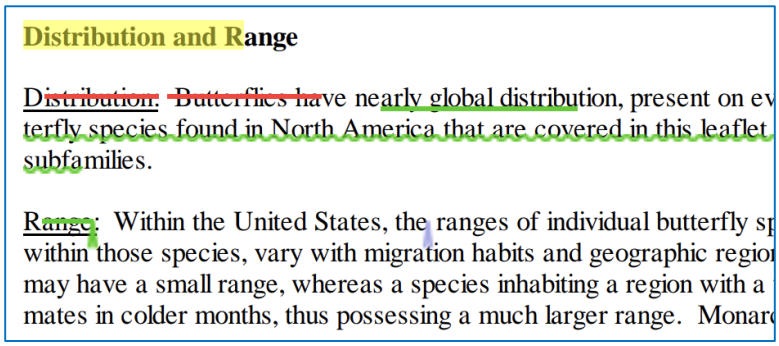
You can use Text Markup tools to indicate where text should be edited or noticed. Text Markups do not change the actual text in the PDF. Instead, they indicate which text should be deleted, inserted,

highlighted or underlined. Text Markup tools include Highlight, Squiggly, Underline, Strikeout, Replace, and Insert.

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

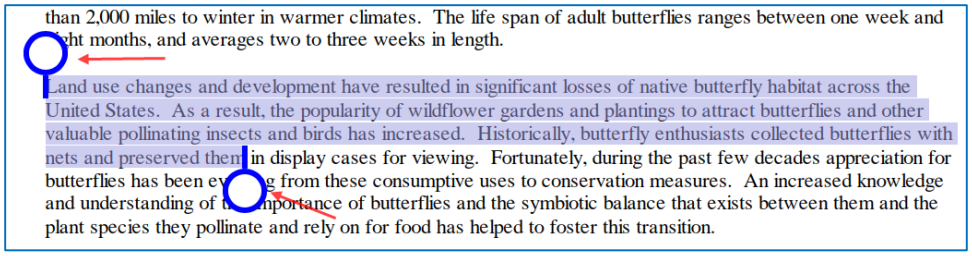
To add a text markup comment, do the following:

- Tap on the bottom toolbar, choose the Highlight , Strikeout , Squiggly , Underline , Insert tools as desired.
- Tap and drag from the beginning of the text you want to mark up.

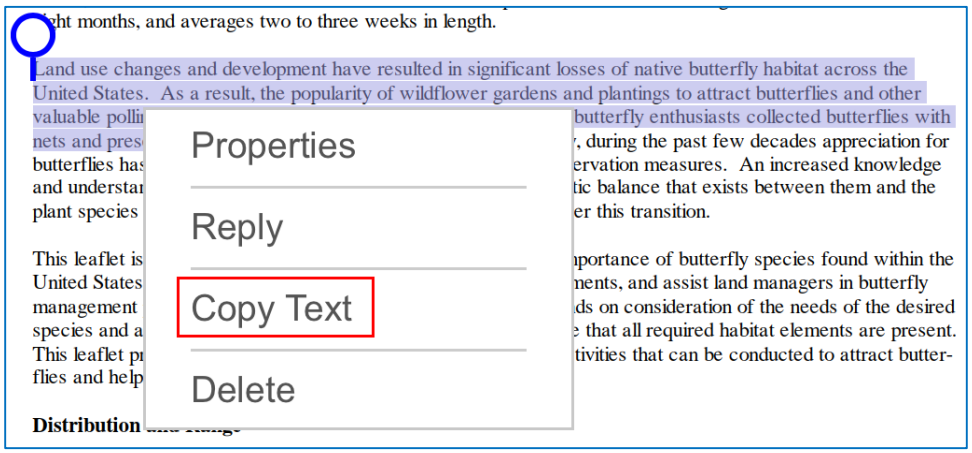


For Highlight annotation, from version 6.1, Web Viewer Demo supports two new features:

- Support to edit the range of text highlighting without needing to delete the text highlighting and then re-draw it. Just drag the handlers of the two sides to edit the range of text highlighting.



- Support to copy the highlighted text. Just right-click the highlighted text, and choose **Copy Text**.



3.5.2 Drawing Tools

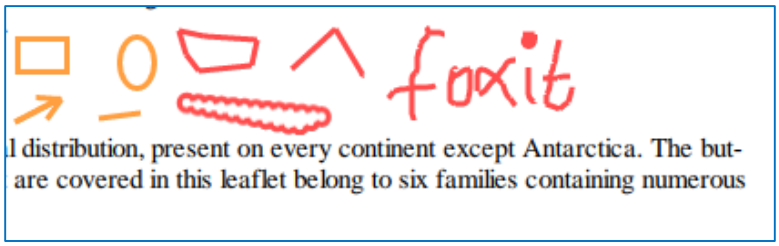
Web Viewer Demo offers you tools to create types of shapes like Rectangle, Oval, Polygon, Polyline, Line, Arrow, Cloud and Pencil. With one of the tools selected, you can draw a desired shape. And it provides Eraser tool to erase the pencil drawing.

Button	Tool Name	Description
	Rectangle	To draw a four-sided plane figure with four right angles. Press Shift key to draw a square.
	Oval	To draw an oval shape or a circle with pressing Shift key.
	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.
	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.

	Cloudy	To draw cloudy shapes.
	Pencil	To draw free-form shapes.
	Eraser	To eraser the pencil drawing.
	Highlight Area	To mark important area as a means of memory retention or for later reference.

To add a drawing markup comment, do the following:

- Tap on the bottom toolbar, choose the shape annotation icon as desired. Or choose the Pencil tool .
- Tap and drag to make a shape you want to mark up. For Pencil drawing, you can tap the Eraser tool to erase it, just dragging the pointer over the drawing area you want to erase.



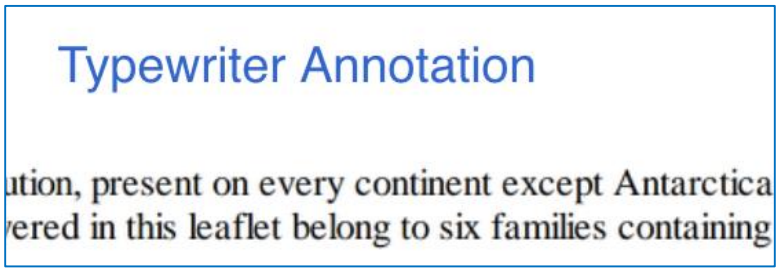
3.5.3 Typewriter Tools

The Typewriter tools includes Typerwriter, Callout, and Textbox.

3.5.3.1 *Typewriter*

To add comments with typewriter, do the following:

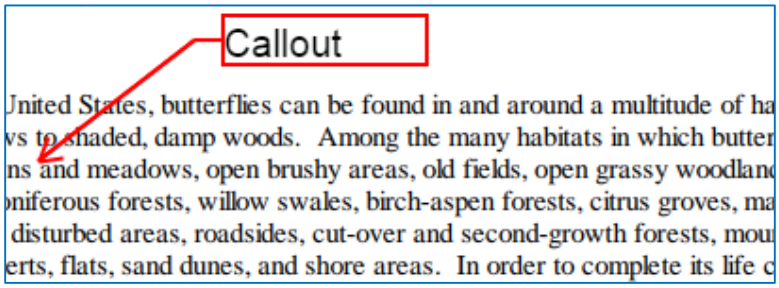
- Tap on the bottom toolbar, choose .
- Tap on a page where you would wish to add text.
- Type your comments.



3.5.3.2 *Callout*

To add comments with callout, do the following:

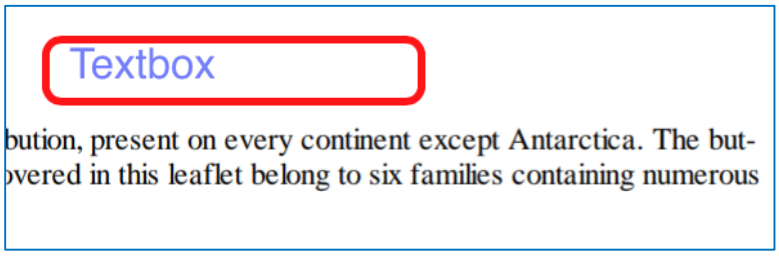
- Tap on the bottom toolbar, choose .
- Tap on a page where you would wish to add text.
- Type your comments.



3.5.3.3 *Textbox*

To add comments with textbox, do the following:

- Tap on the bottom toolbar, choose .
- Tap on a page where you would wish to add text.
- Type your comments.

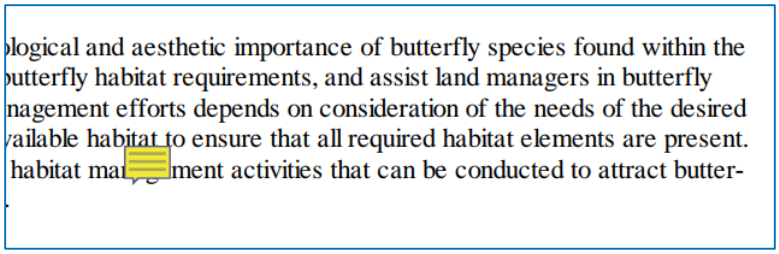


3.5.4 Sticky Notes

The Sticky Note pins a note icon on where you tap on the document and you can add comments.

To add a note comment, do the following:

- Tap the Sticky Notes icon on the bottom toolbar.
- Tap on the page where you would like to add a note. Once taped, a yellow note icon appears and a popup window comes out, write notes in the window, and tap **OK**.

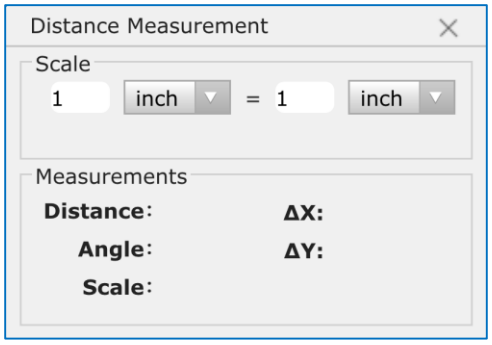


3.5.5 Measure Tools

Web Viewer Demo supports distance tool to measure object height and length.

To measure the distance between two points, do the following:

- Tap the Distance tool icon on the bottom toolbar.
- Once selected, the horizontal and vertical ruler comes out, and the Distance Measurement window appears on the right lower side of the page, where you can change Scale and distance information.



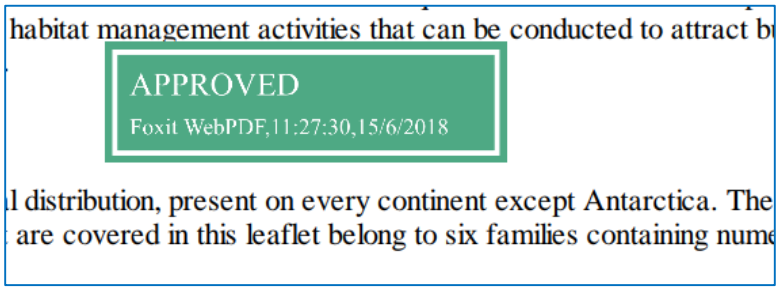
- Draw a distance line. Tap and drag to draw a line, and then the measurements will appear on the page.

3.5.6 Stamp

With Stamp features, you can apply standard, dynamic stamps to your document. Stamping PDF files is a very useful feature especially when you need to give reviewers some advices about the document's status or sensitivity.

To add a standard or dynamic stamp, do the following:

- Tap the Stamp tool icon on the bottom toolbar, and choose a stamp from the menu.
- Tap on the position where you want to place the stamp.



***Note**: From version 6.2, the added stamp will be kept as an annotation after saving, so that it can be editable when you open the saved PDF file in Web Viewer Demo or in other PDF Viewer/Editor.*

3.5.7 Change the Appearance of Comments

You can change the color and appearances of comments or markups after you create them. Tap and hold the comments and choose **Properties**. Also, you can set the new look as the default appearance for that tool.

To change the appearance of the comments, do the following:

- Tap the Hand tool icon , in this mode, tap on an annotation you would like to change properties, and choose **Properties**.
- Make the changes you want.
- Check the option "Set current properties as default" will apply your current annotation style to all the afterward created annotations.
- Tap on **Close** to finish.

***Note:** From version 6.2, it supports to change the appearance of Stamp annotation including color, opacity and rotation.*

3.5.8 Undo and Redo the last action

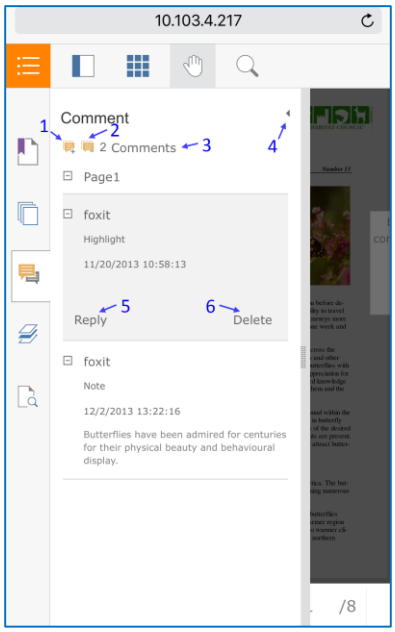
Simply tap or on the top left while adding comments.

***Note**: Currently, the Eraser tool does not support undo and redo features.*

3.5.9 Managing Comments

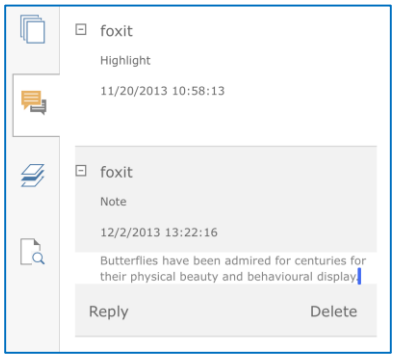
3.5.9.1 ***Comments Panel***

All the annotations and comments you created on the document are listed in the Comments Panel. During navigating comments, you can use the **Expand** or **Collapse** icon to unfold or pack up all comments on each page. You can also reply or delete a comment.



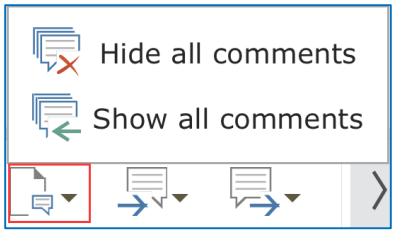
1. **Expand:** Unfold all annotations on each page.
2. **Collapse:** pack up all annotations on each page.
3. **Comments:** List number of created comments.
4. **Left Arrow:** Tap it to hide the annotation pane.
5. **Reply:** Tap it to enter your comments.
6. **Delete:** Tap it to delete the current comment, or cancel replying.

Note: *From 6.2 version, web Viewer demo supports editing annotation text in the Comment Panel. Just double-click the text to edit it.*



3.5.9.2 *Show/Hide all Comments*

To show or hide all comments on the document, tap on the bottom toolbar, choose **Show all comments** or **Hide all comments** options to show or hide all of the comments on the document.



Note: *The comments displayed on the Comments panel will be synchronously shown or hidden with the settings.*

3.5.9.3 *Reply to Comments or Delete Comments*

To reply to comments or delete comments, you can do one of the following:

1. Tap and hold the annotation that you want to reply or delete, choose **Reply** to input the texts in the Reply fields, or choose **Delete** to delete it.
2. Tap on the top toolbar, and tap Comment icon to show the Comments Panel. Tap on a listed annotation you want to reply or delete, choose **Reply** to input the texts in the Reply fields, or choose **Delete** to delete it.

3.5.9.4 *Import/Export Comments Data*

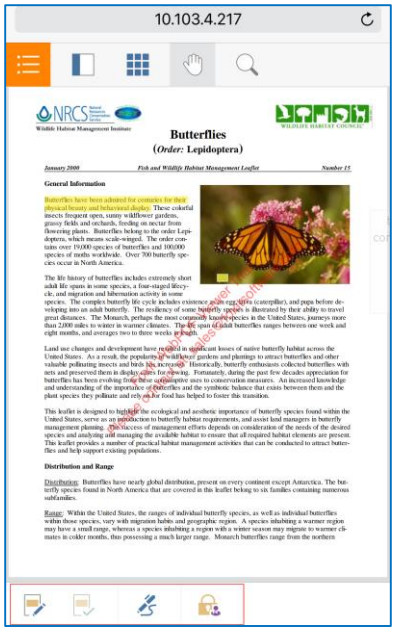
This feature is especially useful for PDF reviewing. You can choose to import/export annotation data from/as FDF or XFDF.

- To import annotation data, tap and choose **Import FDF** or **Import XFDF**, and then select a FDF or XFDF file from your device.
- To export annotation data, tap and choose **Export FDF** or **Export XFDF**, and then a FDF or XFDF file will be generated, you can open it with other applications.

3.6 Protect

The security feature of PDF gives you an exceptional control over your PDF files. To provide adequate protection for PDF's contents, you can encrypt and secure PDF files to prevent unauthorized access, restrict sensitive operations, etc.

Tap on the top toolbar, and tap Protect icon, then you can see the features as follows:



This section will mainly introduce the following contents:

- Redaction
- Ink Signature
- Password Protection

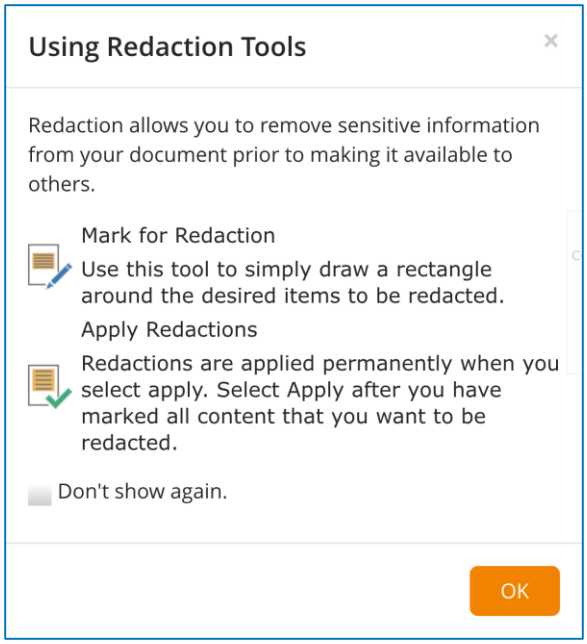
3.6.1 Redaction

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

3.6.1.1 ***Mark for Redaction***

To mark the text or graphics for redaction, do the following:

- Tap the Mark for Redaction icon on the bottom toolbar, and tap **OK** on the pop-up dialog box.



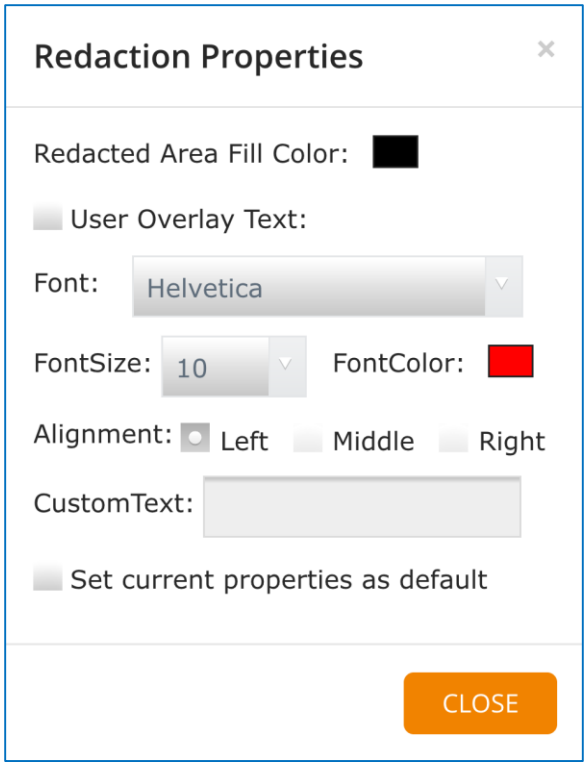
- Tap and drag over the text or image you want to redact and drag a rectangle around it.
- The selected area will be in a red rectangle.

3.6.1.2 *Set Redaction Properties*

You can set redaction properties, such as the Fill color, overlay text, font, font size, and so forth. Only before you apply the redaction can you set the properties.

To set redaction properties, do the following:

- Tap and hold the marked area, choose **Properties**. Then the Redaction Properties dialog box pops up.
- Make the changes you want.
- Check the option "Set current properties as default" will apply your current settings to all the afterward redaction.



3.6.1.3 *Apply Redactions*

You need to apply the redactions after marking the text or graphics you want to redact. To apply the redaction, do the following:

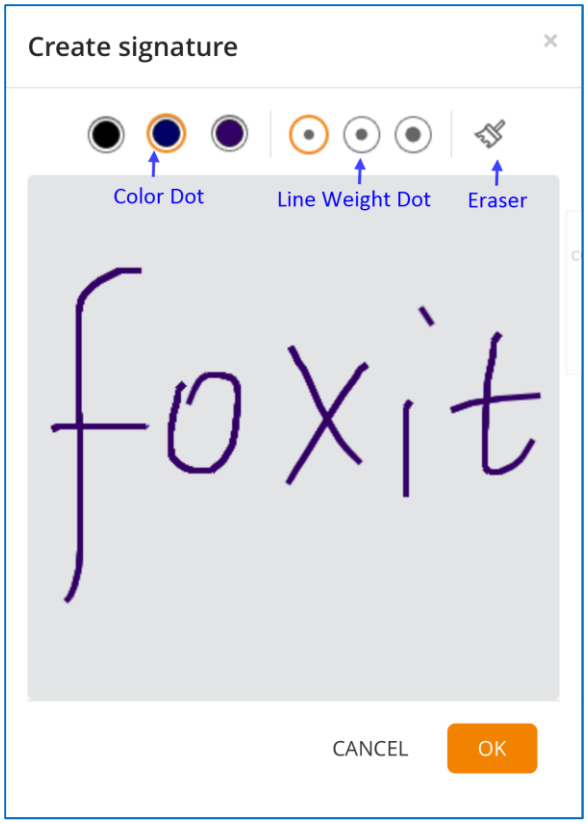
- Tap the Apply Redactions icon on the bottom toolbar. You can also do this by tapping and holding the marked content and choosing **Apply** or **Apply All** to redact either the selected content or all of the marked content in the document.
- A dialog box pops up to give a warning message and asks if you are sure to apply the redaction or not.
- Select **OK** after you have marked all content that you want to redact.

3.6.2 Ink Signature

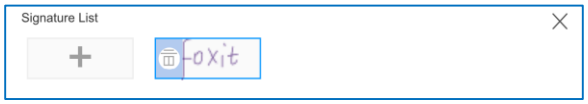
The ink signature feature allows you to draw your own style signature and place it on your document. You can create a list of signatures for different use cases.

To create an ink signature, do the following:

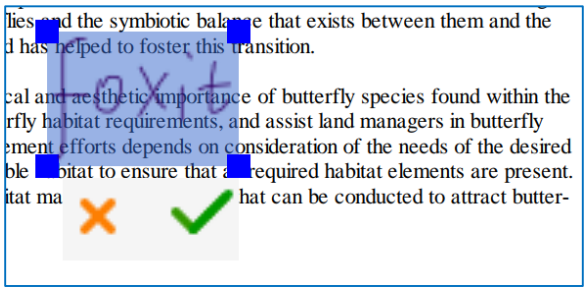
- Tap the Ink Signature icon on the bottom toolbar. Then you can see the drawing board pop up on your screen.
- Select a type of color dot and line weight dot, draw a free signature. To re-draw, choose **Eraser**.



- Once completing, tap on **OK** to add your calligraphy to the Signature List panel which is next to the bottom toolbar.



- Tap the created signature in the Signature List panel, tap on the location where you want to place the signature. Tap ✓ to add the ink signature to your document.



To delete an ink signature, do the following:

- Tap 🗑 on the signature thumbnail that you do not want in the Signature list.

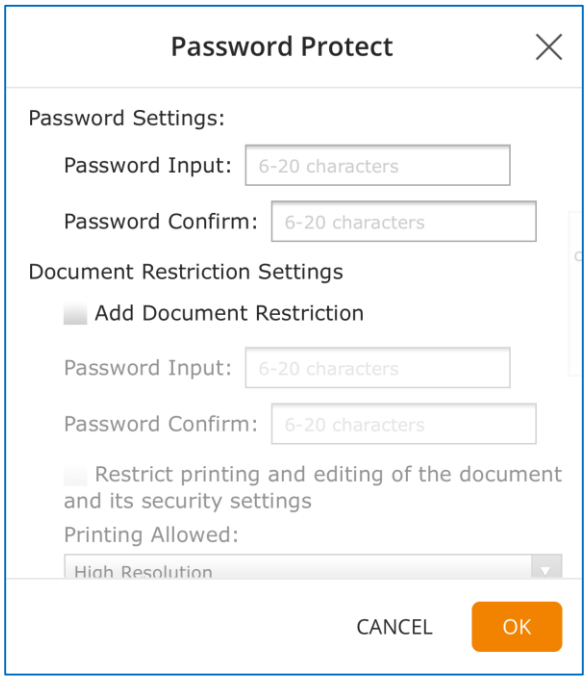
3.6.3 Password Protection

You can add a password to a PDF to limit access and restrict certain features, such as printing, copying and editing.

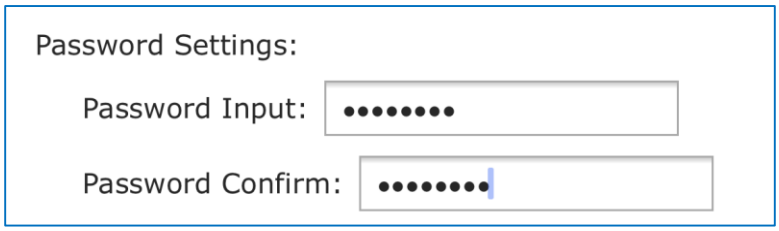
There are two kinds of passwords that could be applied to a PDF file: a **Document Open password** and a **Permissions password**. When you set a Document Open password, anyone who tries to open the PDF must type in the password that you specified. When you set a Permissions password, anyone who wants to change the restrictions must type the 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.

Tip: *There's no way out to recover password from the PDF if you forgot it. To keep a backup copy of the PDF that is not password-protected is a good choice.*

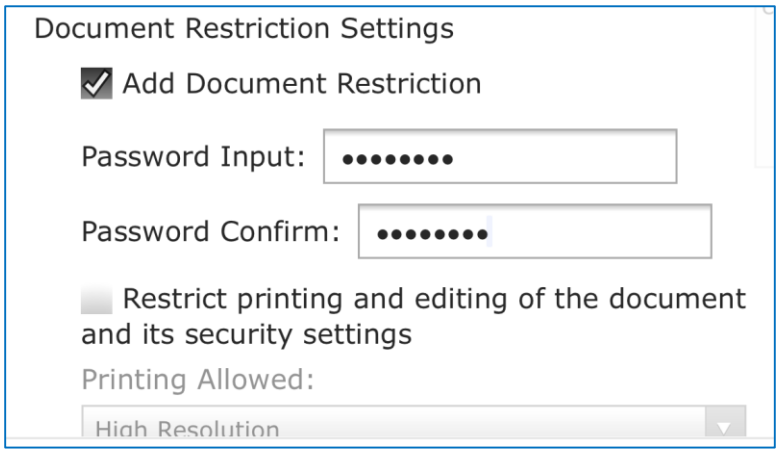
Tap the Password Protect icon on the bottom toolbar. You can see the Password Protection dialog box pop up on your screen.



To add document open password, type a password in the following textbox:



To add document restriction settings, check **Add Document Restriction** box, tap **OK** on the pop-up warning dialog box, type a password in the textbox as below.



Permission Specification

Check the "Restrict printing and editing of the document and its security settings" option, and then select the options as needed.

Print Allowed – specifies the level of printing which users are allowed for the PDF.

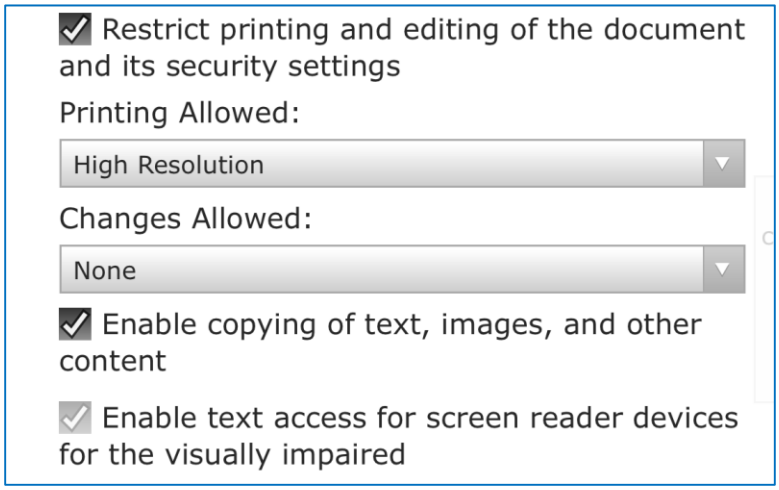
A. Low resolution (150dpi) – allows users to print at no higher than 150-dpi resolution.
B. High resolution – allows users to print with any resolution.

Changes Allowed – specifies the level of printing which users are allowed for the PDF.

A. **Inserting, deleting, and rotating pages** – allows users to insert, delete, and rotate PDF pages.
B. **Filling in forms and signing existing signature fields** – allows users to fill in forms and sign documents in existing signatures fields.
C. **Commenting, filling form and signing existing signature fields** – allows users to add comments, fill in forms and sign documents in existing signatures fields.
D. **Any except extracting pages** – allows users to do any operation but extract pages.

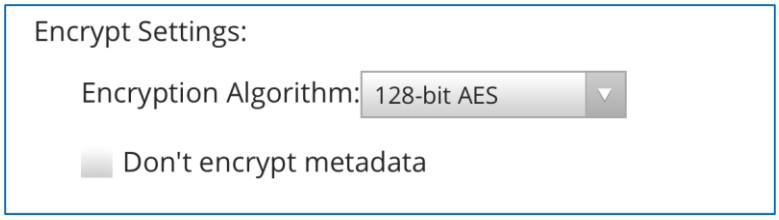
Enable copying of text, images, and other content – allows users to copy content in PDFs.

Enable text access for screen reader devices for the visually impaired – allows the visually impaired users to access text with screen reader devices.



Encrypt Settings

Encryption Algorithm – defines data transformations that cannot be easily reversed by unauthorized users. Web Viewer supports 128-bit AES, 256-bit AES and 128-bit ARC-FOUR.
Don't encrypt metadata – encrypts the contents of a PDF but still allow search engines access to the document metadata.



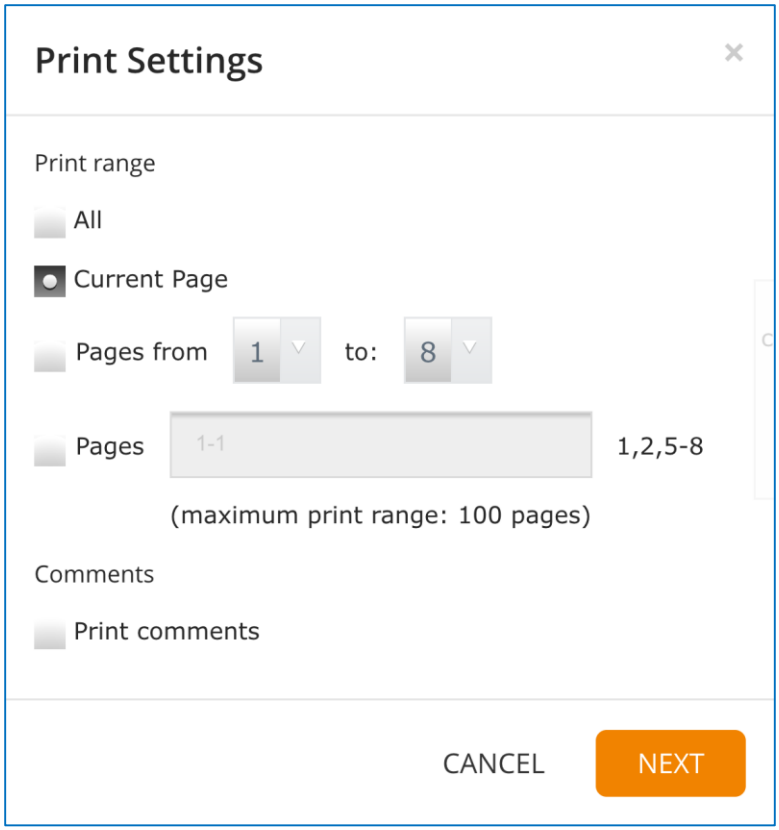
After setting the permissions as desired, click **OK** on the Password Protection dialog box and save the document to make setting take effect.

3.7 Print

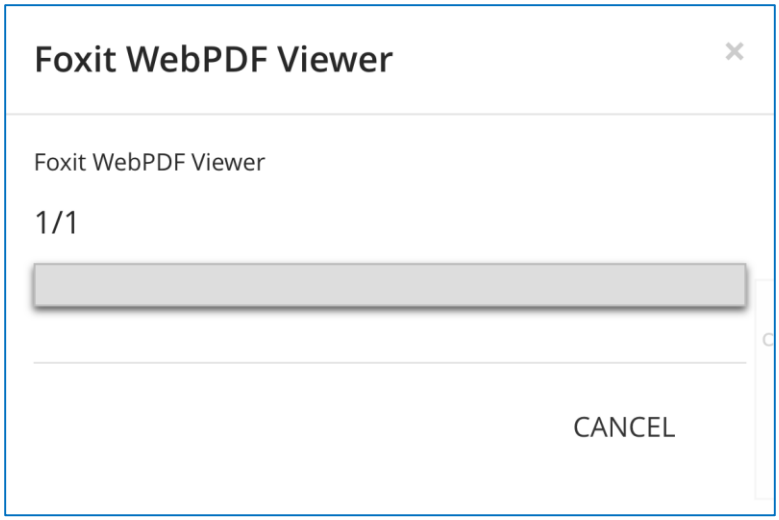
You can print all pages of the current loaded PDF file or a range of pages with or without comments. The maximum allowed number of one print task are 100 pages.

To print the current active file, do the following:

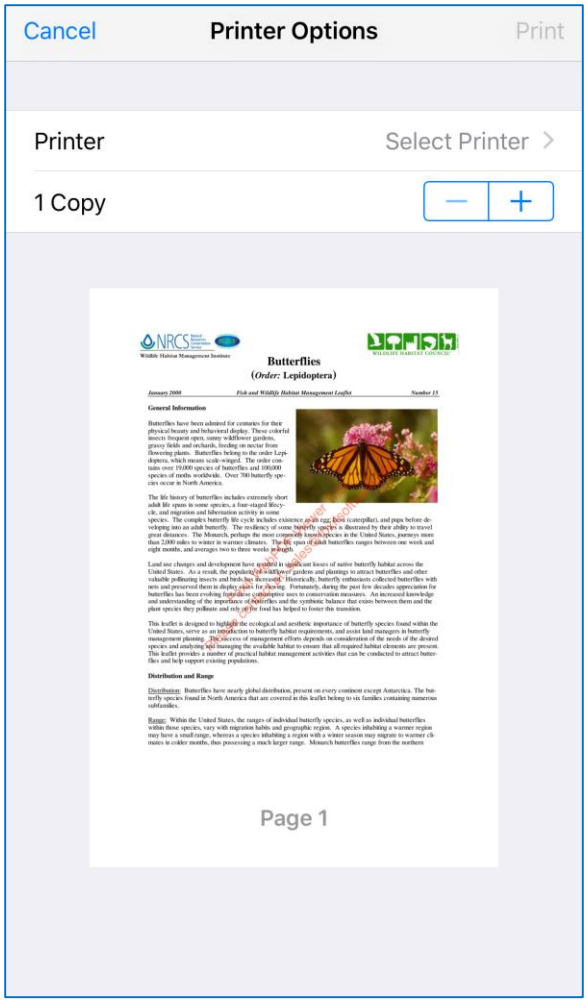
- Tap on the top toolbar, select **Print**, and the Print Settings window appears where you can specify page ranges for the print task. By default the **Current Page** is checked. If the current document exceeds 100 pages, the first 100 pages will be printed. To print the left, do the print again.

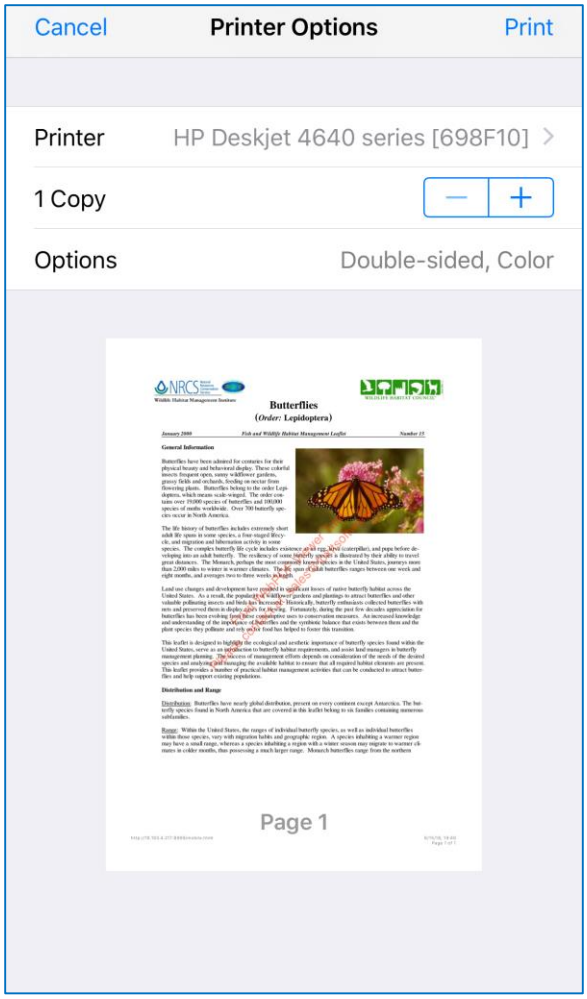


- Check **Print Comments** if you want comments to be included in the output file.
- Tap **Next** to proceed.
- You can see a progress message appears as follows. The time length depends on the output page numbers you specified and file size. You can tap **Cancel** to abort the print.



- Once the progress bar completes, the Print dialog box pops up. Select a printer, set print copies, and tap **Print** to start.


Cancel
Printer Options
Print
Printer
Select Printer
1 Copy
Butterflies
(Order: Lepidoptera)
January 2000
Fish and Wildlife Habitat Management Leaflet
Number 15
General Information
Distribution and Range
Page 1


Cancel
Printer Options
Print
Printer
HP Deskjet 4640 series [698F10]
1 Copy
Options
Double-sided, Color
Butterflies
(Order: Lepidoptera)
Page 1

4 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.

Foxit Support:

http://www.foxitsoftware.com/support/

Sales Contact:

Phone: 1-866-680-3668

Email: sales@foxitsoftware.com

Support & General:

Phone: 1-866-MYFOXIT or 1-866-693-6948

Email: support@foxitsoftware.com