



Quick Guide

Foxit[®] Reader

For Linux

Contents

Contents	II
Chapter 1 Get Started	1
Foxit Reader Overview.....	1
System Requirements.....	1
Install Foxit Reader	2
Uninstall Foxit Reader.....	2
Update Foxit Reader	2
Workspace.....	3
Chapter 2 View PDF Files	5
Open a PDF File	5
Adjust PDF Views.....	5
Search and Find Text	7
Navigate PDF Files	7
Chapter 3 Comment	10
Overview	10
Add Comments in the PDF File	10
Manage Comments	13
Join Cloud-based Shared Review.....	14
Chapter 4 RMS Encryption and Decryption	17
Overview	17
Prerequisites	17
RMS Encryption.....	18
Foxit Configuration Tool (Used in Windows RMS Server).....	20
RMS Decryption	25
Change RMS Account	25
Chapter 5 Work with ConnectedPDF	26
Contact Us	27

Chapter 1 Get Started

- [Foxit Reader Overview](#)
- [System Requirements](#)
- [Install Foxit Reader](#)
- [Uninstall Foxit Reader](#)
- [Update Foxit Reader](#)
- [Workspace](#)

Foxit Reader Overview

Foxit Reader is an easy-to-use PDF reader that lets you read, annotate, and protect PDF documents on your Linux system.

Key Features

- High quality PDF rendering for viewing
- Add comments and annotations in PDF files with a full set of feature rich annotation tools
- Decrypt and encrypt Microsoft Active Directory® or Azure Rights Management Services protected PDF files
- Search text to find specific information
- Easily navigate PDF files by page, bookmark, or thumbnail
- Flexibly view PDF files in Single Page, Continuous Page, or Rotate View mode
- Participate in cloud-based shared reviews
- Work with ConnectedPDF

System Requirements

Foxit Reader runs successfully in the following systems:

- Ubuntu Desktop 14.04
- Ubuntu Desktop 14.10
- Ubuntu Desktop 15.04
- Ubuntu Desktop 16.04
- Red Hat Enterprise Linux Server 7.0
- SUSE 12 Linux Enterprise Server
- OpenSUSE 13.2

For users utilizing the Active Directory Rights Management Service, the following systems will run successfully:

- Ubuntu Desktop 14.04
- Ubuntu Desktop 14.10
- Ubuntu Desktop 15.04

- Red Hat Enterprise Linux Server 7.0
- OpenSUSE 13.2

Install Foxit Reader

Choose one of the following methods to install Foxit Reader:

- Double click the executable file you downloaded, and then follow the step-by-step instructions in the Installation Wizard to install Foxit Reader on your computer.
- Use the following Terminal command line:
 - a. Change to the directory containing the downloaded file (used /tmp as the example):
`# cd /tmp`
 - b. Uncompress the executable file
`# gzip -d 'FoxitReader_version_Setup.run.tar.gz'`
 - c. Untar the .tar file
`# tar xvf 'FoxitReader_version_Setup.run.tar'`
 - d. Run the installer:
`# ./FoxitReader_version_Setup.run'`
 - e. Follow the steps on the screen to complete the installation

Uninstall Foxit Reader

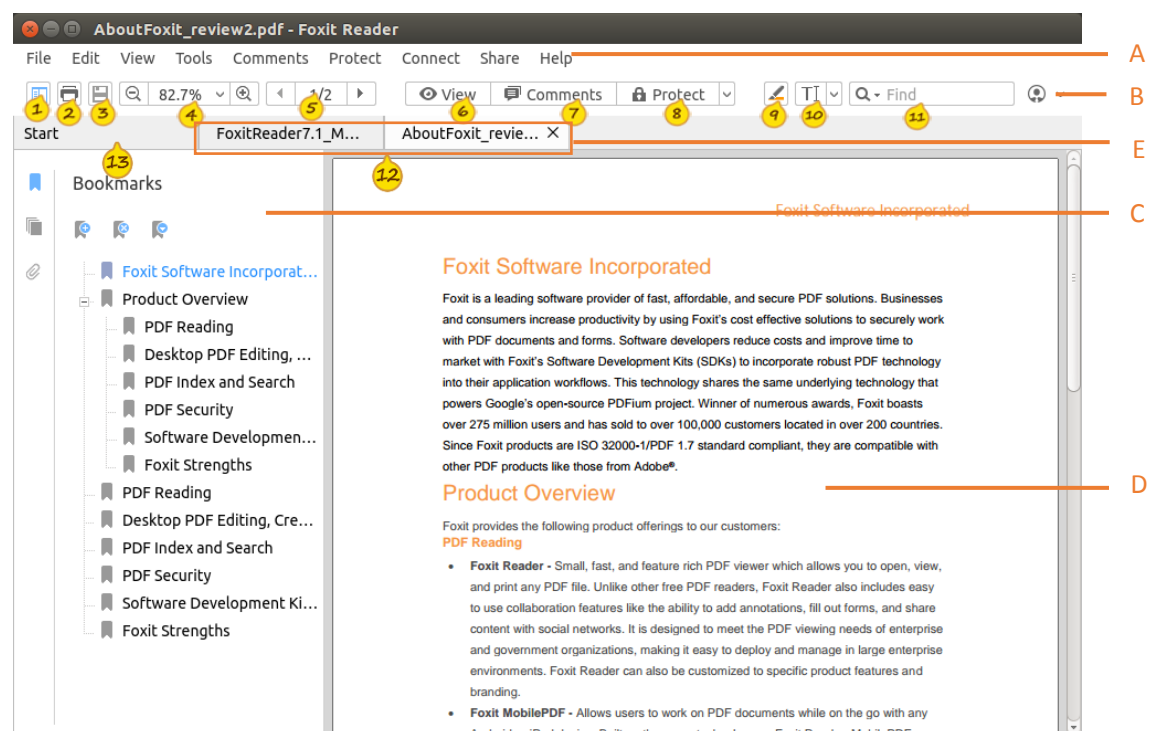
Double click the **Uninstaller** file in the Foxit Reader installation directory.

Update Foxit Reader

You can choose one of the following options to update Foxit Reader:

- Go to **Help > Check for Updates Now** to check and update Foxit Reader to the latest version.
- Go to **Edit > Preferences > Updater**, and check the **Automatically check for updates (Recommended)** option to update Foxit Reader automatically whenever a newer version is available.

Workspace



Generally, Foxit Reader's interface includes five parts: Menu bar, Common Tools toolbar, Navigation Panel, Document Pane, and Tab bar.

A. Menu bar: Includes the major menus of Foxit Reader. You can find all the tools and commands to render PDF pages, page objects, annotations, and forms here.

B. Common Tools toolbar: Contains commonly used tools in Foxit Reader.



- 1 Navigation panel icon: Show or hide the navigation panel.
- 2 Print: Print the currently opened PDF file.
- 3 Save: Save the changes you made to the PDF file.
- 4 Zoom tools: Zoom in or out of the PDF file.
- 5 Page navigation tools: Jump to the specific page of the currently opened PDF file.
- 6 View: Change the page display mode or page orientation.
- 7 Comments: Add comments to the PDF file.
- 8 Protect: Decrypt and encrypt Microsoft Active Directory® or Azure Rights Management Services protected PDF files with the optional Foxit RMS plug-in.
- 9 Highlight: Highlight the selected text.
- 10 Typewriter: Add text to the PDF file.
- 11 Find: Search the document to find specific text.

C. Navigation Panel: Display Bookmark panel and Page panel to help you navigate in the PDF file

easily.

D. Document Pane: Display the currently opened PDF file.

E. Tab bar: Display multiple PDF files in tabs. You can go back and forth between PDF files by



using the Document tab . You can also click  to check recently opened PDF files.

Chapter 2 View PDF Files

- [Open a PDF File](#)
- [Adjust PDF Views](#)
- [Search and Find Text](#)
- [Navigate PDF Files](#)


Open a PDF File

Please choose one of the following to open a PDF file with Foxit Reader:

- Choose **File** > **Open** > select the PDF file in the **Open** dialog box > click **Open**.
- Launch Foxit Reader, then drag and drop the PDF file in the Foxit Reader workspace.
- Right click the PDF file, and choose **Open With Foxit Reader**.
- If you have set Foxit Reader as the default PDF reader, you can double click the PDF file directly to open it with Foxit Reader.
- Click  on the lower left corner of the main interface > click  > select the PDF file > click **Open**.

Adjust PDF Views

Change the Page Display Mode

- Click  **View** in the Common Tools toolbar;
- Choose one of the following options:

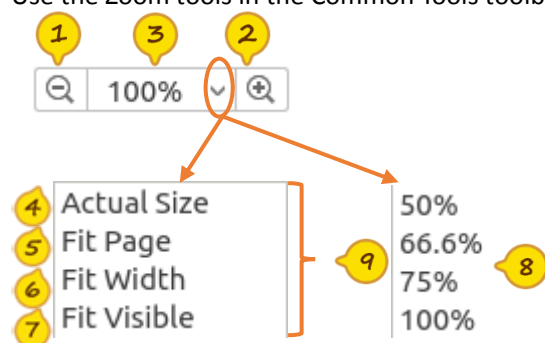


- 1 Single Page: Display one page at a time.
- 2 Continuous: Display the pages in a continuous vertical column.
- 3 Facing: Display two pages side by side at a time.
- 4 Continuous Facing: Display facing pages side by side in a continuous vertical column.

Tip: Alternatively, you can choose **View** > **Page Display**, and then select the desired mode from the drop-down menu.

Resize the Page View

Use the Zoom tools in the Common Tools toolbar to adjust the zoom level of the page.






- 1 Zoom Out: Zoom out of the page.
- 2 Zoom In: Zoom in the page for a clearer view.
- 3 Zoom To: Resize the page to a specific zoom level 8 or make the page fit the window 9.
- 4 Actual Size: Display the page in its actual size.
- 5 Fit Page: Resize the page to fit entirely in the document pane.
- 6 Fit Width: Resize the page to fit the width of the window. Part of the page may be out of view.
- 7 Fit Visible: Resize the page to make the text and images fit the visible width of the window, removing the margins.

Tip: Alternatively, you can choose **View > Zoom**, and then choose one option from the drop-down menu to adjust the zoom level.

Rotate the Page View

Do one of the following to rotate the view of the document pages:




- Go to **View > Rotate View > Rotate Right** or **Rotate Left**.
- Click  **View** in the Common Tools toolbar > choose **Rotate Left**  or **Rotate Right** .
- Right click the document, and choose **Rotate Right** or **Rotate Left**.

Note: Foxit Reader allows you to rotate pages in 90-degree increments. Pages are rotated for viewing purposes only, and no changes to page orientation will be saved to the PDF file.

Search and Find Text

Use the Find tools in the Common Tools toolbar to search and find text.






- Input text in the search box.
- Click , and check the following option(s) if needed:
 - A. Case-Sensitive: Make the search case sensitive.
 - B. Whole Word Only: Limit the search to match only whole words.
- Press **Enter** to search the text in the currently opened PDF file.
- Click  or  to jump to the previous or next search result.

Navigate PDF Files

Jump to a Specific Page


Use the page navigation tools in the Common Tools toolbar to jump to a specific page easily.




-  **1** Page indicator: Shows the current page and the total number of pages of the opened PDF file.
You can input the page number and press **Enter** to jump to the page specified.
-  **2** Previous Page: Jump to the previous page.
-  **3** Next Page: Jump to the next page.

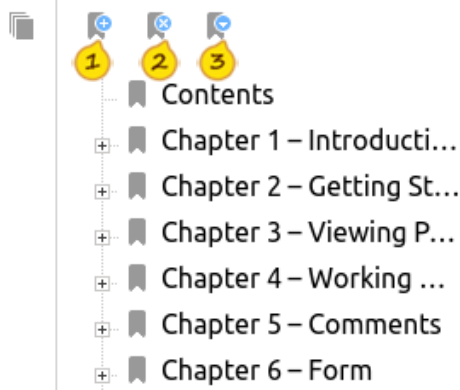
Tip: Alternatively, you can go to **View > Go to**, and then choose one option from the drop-down menu to jump to a specific page. From the drop-down menu, you can also choose to jump to the first page or the last page of the PDF file.

Jump to a Specific Chapter by Bookmark

- Click  in the Common Tools toolbar to open the Navigation panel if it is hidden;

- Click the Bookmark button  on the Navigation pane to open the Bookmarks pane;
- Click the bookmark to jump to the specific chapter.



Bookmarks



Additional actions in the Bookmarks pane:

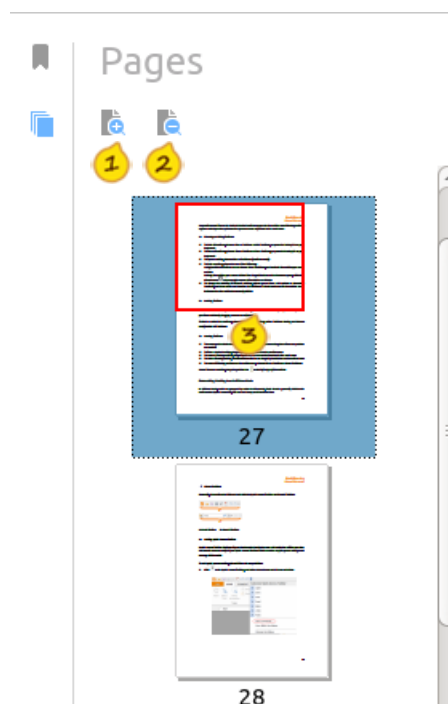
- 1 Add a bookmark: Save the current view as a bookmark.
- 2 Delete the bookmark: Delete the selected bookmark.
- 3 Expand/Collapse: Expand or collapse all bookmarks.

Jump to a Page by Thumbnail

- Click  in the Common Tools toolbar to open the Navigation page if it is hidden;
- Click the Page button  on the Navigation pane to open the Page pane;
- Click the thumbnail to jump to the specific page.



Additional actions in the Pages pane:

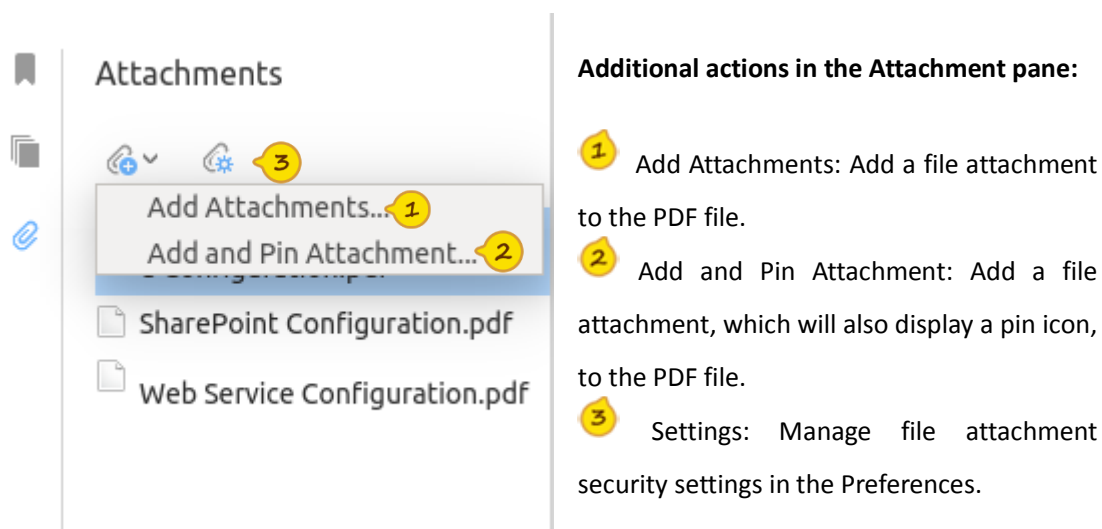
- 1 Enlarge Page Thumbnail: Enlarge the size of the page thumbnail.
- 2 Reduce Page Thumbnail: Reduce the size of the page thumbnail.
- 3 Rectangle box: The red rectangle box shows the current visible area of the page. You can drag and move the red rectangle box to move to another location on the current page. Besides, you can drag the resize handle on the bottom right corner of the red box to resize the visible area of the current page.



Open a File Attachment

Open a file attachment embedded in a PDF file

- Click  in the Common Tools toolbar to open the Navigation pane if it is hidden;
- Click the Attachment button  on the Navigation pane to open the Attachments pane;
- Double click the file that you want to open with Foxit Reader.
- In the **Open File Attachment** dialog box, choose the option as desired, and click **OK**.



Open a file attachment pinned in the PDF file

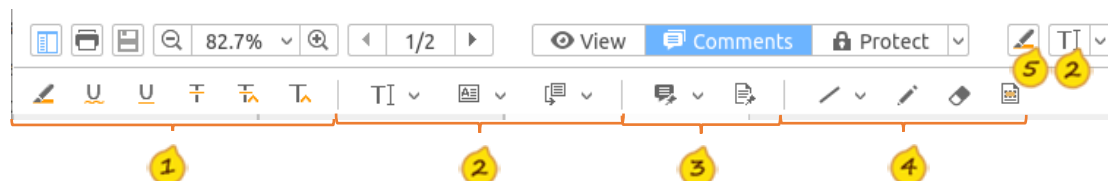
The file attachment pinned in the PDF file is usually displayed with a pin icon. You can double click the pin icon to open it with Foxit Reader.

Chapter 3 Comment

- [Overview](#)
- [Add Comments in the PDF File](#)
 - ✧ [Add a Text Markup](#)
 - ✧ [Add a Note Comment](#)
 - ✧ [Add a Drawing Markup](#)
 - ✧ [Draw a Free-form Shape](#)
 - ✧ [Add a Text Comment](#)
- [Manage Comments](#)
 - ✧ [Change the Appearances of Comments](#)
 - ✧ [Move the Comments](#)
 - ✧ [Delete the Comments](#)
- [Join Cloud-based Shared Review](#)

Overview


Foxit Reader provides a full set of feature rich tools to help you comment on PDF files easily. Comment tools include the Text Markup tools, Typewriter, Note tool, and Drawing tools.

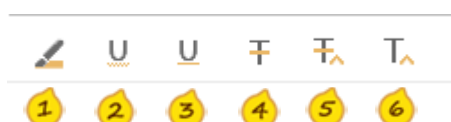


- 1 Text Markup Tools: Add text markups to the PDF file.
- 2 Typewriter Tools: Add a line of text to the PDF file.
- 3 Pin Tools: Add a note comment or file attachment to the PDF file.
- 4 Drawing Markup Tools: Add drawing markups to the PDF file.
- 5 Highlight Tool: Highlight the selected text in the PDF file.

Add Comments in the PDF File



Add a Text Markup

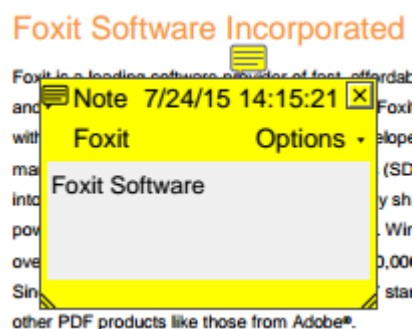
- Click  **Comments** in the Common Tools toolbar;
- Choose one of the following comment tools:



- 1 Highlight: Highlight the selected text.
 - 2 Squiggly: Draw a squiggly line under the selected text.
 - 3 Underline: Mark the selected text with an underline.
 - 4 Strikeout: Mark the selected text with a strikeout.
 - 5 Replace: Draw a line to cross out the selected text and provide a substitute for it.
 - 6 Insert: Insert text in the place desired.
- To highlight, squiggly mark, underline or strike out the text, do the following:
 - Select the text;
 - If needed, double click the selected text to open the pop-up window, and input the text.
 - To replace the text, do the following:
 - Select the text;
 - Input the text in the pop-up window to provide a substitute for it.
 - To insert text, do the following:
 - Click the place where you want to insert the text;
 - Input the text in the pop-up window.



Add a Note Comment

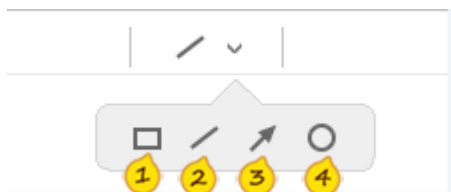
- Click  **Comments** in the Common Tools toolbar;
- Choose a note style from the drop-down list  ;
- Click the place where you want to add the note comment.
- Input the comment in the pop-up window.



Add a Drawing Markup

Add a Rectangle, Line, Arrow, or Oval




- Click  **Comments** in the Common Tools toolbar;
- Click , and choose one of the following drawing markup tools:





- 1 Rectangle: Draw a rectangle in the PDF file.
- 2 Line: Draw a straight line in the PDF file.
- 3 Arrow: Place an arrow in the PDF file.
- 4 Oval: Draw an oval in the PDF file.

- Drag the cursor across the area in the document where you want to add the markup to.


Draw a Free-form Shape

- Click  **Comments** in the Common Tools toolbar;
- Choose the Pencil tool  ;
- Draw on the PDF file as desired;
- If you need to erase the pencil markup, click the Eraser tool  , and drag to select the pencil markup you want to erase.

Highlight an Area

- Click  **Comments** in the Common Tools toolbar;
- Choose the Area Highlight tool  ;
- Click and drag the mouse over the area in the document you want highlighted.

Add a Text Comment

- Click  **Comments** in the Common Tools toolbar;
- Choose one of the tool as desired:

Foxit Software Incorporated

Foxit is a leading software provider of fast and consumers increase productivity by using Foxit with PDF documents and forms. Software development market with Foxit's Software Development Kits (SDK) into their application workflows. This technology also powers Google's open-source PDFium project. With over 275 million users and has sold to over 100,000 other PDF products like those from Adobe®.

Foxit Software Incorporated

Foxit is a leading software provider of fast, affordable and consumers increase productivity by using Foxit with PDF documents and forms. Software development market with Foxit's Software Development Kits (SDK) into their application workflows. This technology also powers Google's open-source PDFium project. With over 275 million users and has sold to over 100,000 other PDF products like those from Adobe®.


Foxit Software Incorporated

Foxit is a leading software provider of fast, affordable and consumers increase productivity by using Foxit with PDF documents and forms. Software development market with Foxit's Software Development Kits (SDK) into their application workflows. This technology also powers Google's open-source PDFium project. With over 275 million users and has sold to over 100,000 other PDF products like those from Adobe®.



- 1 Typewriter: Add a text comment without any text box.
- 2 Textbox: Add a text comment in a text box.
- 3 Callout: Add a text comment in a callout text box.

- Click on the document where you want to add the comment, and type the text as desired;

- Select the text, and click  to set the font, font color, font size, font style, and text alignment.

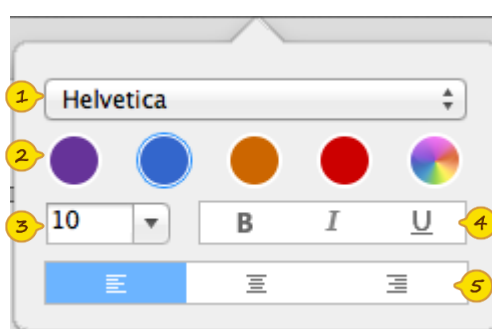
- 1 Font: Set the font of the text.
- 2 Color: Set the color of the text.
- 3 Font size: Set the font size of the text.
- 4 Font style: Set the font style of the text.
- 5 Alignment: Align the text to the left, right or center.

I'm adding text with Textbox tool

I'm adding a line of text with Typewriter tool

Foxit Software Incorpora

Foxit is a leading software provider of fast, a
and consume I'm adding text with Callout tool by usir
with PDF doc software d



Manage Comments

Change the Appearances of Comments

- Do one of the following to open the Properties dialog box:
 - A) Right click the comment, and choose **Properties** from the context menu.
 - B) Click **Options** in the comment pop-up window, and choose **Properties**.
- Change the thickness, color, opacity, and other settings in the **Properties** dialog box.

Tip: In the Properties dialog box, you can: 1) check **Locked** option to lock the current settings and prevent others from changing the properties; 2) check **Set Current Properties as Default** option to set the current properties as the default.

Move the Comments

- Select **Tools > Default Mode**;
- Click the comment that you want to move, and then drag and move it to the desired place.

Note: You cannot move the text markups.

Delete the Comments

Please do one of the following to delete a comment:

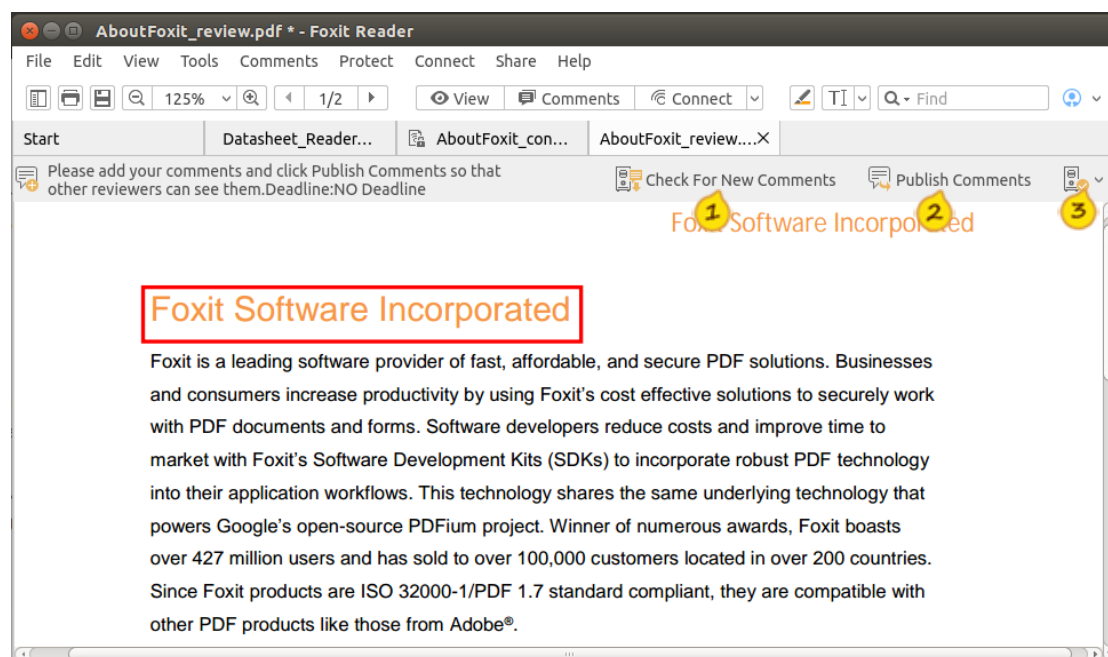
- Right click the comment, and choose **Delete** from the context menu;
- Select the comment, and press the **Delete** key;
- Select **Options** from the comment pop-up window, and choose **Delete**.

Reply to Comments

- Open the pop-up note of the comment that you want to reply to with one of the following methods:
 - Double click the comment that you want to reply to;
 - Right click the comment that you want to reply to, and select **Open Popup Note** from the context menu.
- In the pop-up note, click **Options**, and select **Reply** from the context menu;
- Input the text as desired.

Join Cloud-based Shared Review

Foxit Reader allows users to participate in the cloud-based shared review initiated by Foxit PhantomPDF *Business*. During the shared review, review participants can read, reply, and share comments with the Foxit Cloud service.



- 1 Check For New Comments: Check for new comments from other review participants.

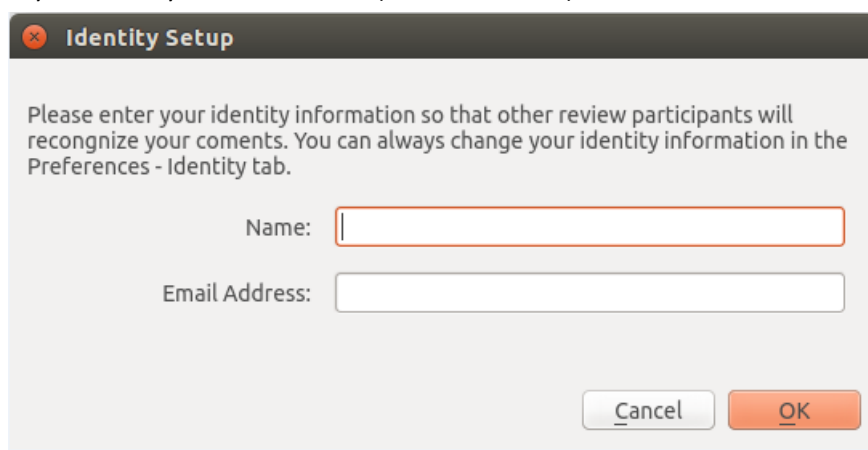
2 Publish Comments: Publish and upload your comments to a network server.

3 Review Option:


- ✧ Track Reviews: View the detailed information of the shared review you have joined, including the initiator, reviewer, status, and more.
- ✧ Save as Archive Copy: Save the PDF file with comments as a copy that is no longer connected to the shared review.
- ✧ Work Offline: Disconnect from the network server. In offline mode, you can only add comments, but cannot publish or check for new comments until switching to online mode.

To join the cloud-based shared review, please follow the steps below:

- Download the PDF file to be reviewed from the Foxit Cloud service, and open it with Foxit Reader.
- If you open the PDF file to be reviewed with Foxit Reader for the first time, you will need to complete your identity information first (as shown below).



The image shows a dialog box titled "Identity Setup" with a close button (X) in the top-left corner. The text inside the dialog box reads: "Please enter your identity information so that other review participants will recognize your comments. You can always change your identity information in the Preferences - Identity tab." Below this text are two input fields: "Name:" followed by a text box, and "Email Address:" followed by a text box. At the bottom right of the dialog box are two buttons: "Cancel" and "OK".

- Add comments as desired in the PDF file.
- Upon completion, click **Publish Comments** in the message bar to share your comments with other reviewers.
- If necessary, save the PDF file with one of the following methods:
 - Choose **File > Save As** to save the shared PDF file as a copy in your local disk. You can reopen this copy to continue reviewing or send the document to other reviewers for further shared review.
 - Click the **Review Option** button  in the message bar, and choose **Save as Archive Copy** to save the PDF file with review comments as a copy that is no longer connected to the shared review.

To rejoin the cloud-based shared review, please follow the steps below:

- Reopen the PDF file to be reviewed with one of the following methods:

Foxit Reader Quick Guide

- Open the PDF copy with Foxit Reader directly if you have saved it in your local disk before.
- Select **Share > Tracker**, right click the PDF file that you want to review, and then select **Open** from the context menu.
- Follow the same steps specified above to continue the shared review.

Chapter 4 RMS Encryption and Decryption

- [Overview](#)
- [Prerequisites](#)
- [RMS Encryption](#)
- [Foxit Configuration Tool \(Used in Windows RMS Server\)](#)
- [RMS Decryption](#)
- [Change RMS Account](#)

Overview

Foxit Reader integrates RMS plugin in the software to extend the access control of Microsoft Windows Server® AD RMS on client systems. You will be offered a 30-day trial for RMS functions. To continue to use RMS functions after the evaluation period, you can [contact Foxit](#) to purchase a RMS license for the Foxit RMS plug-in.

Prerequisites

If you are using the Microsoft Azure Rights Management (Azure RMS) environment, you can log in to the RMS server directly within Foxit Reader.

If you are using the Microsoft Active Directory Rights Management Services (AD RMS) environment, you need to do the following deployment steps.

Step 1- Deploy Active Directory Rights Management Services

In order to use Microsoft Rights Management Services in your client system, you need to follow Microsoft's instructions to deploy the Active Directory Rights Management Services (AD RMS) mobile device extension first. For detailed deployment steps, please refer to "[Active Directory Rights Management Services Mobile Device Extension](#)".

When deploying Active Directory Rights Management Service mobile device extension, you need to run the following Windows PowerShell commands in order to authorize Foxit Reader for your devices.

```
Add-AdfsClient -Name "Foxit Reader for Linux" -ClientId "f3295a1c-bcfe-4430-80bf-1c0a5636e8e8" -RedirectUri @"(com.foxitsoftware.com.reader-for-linux://authorize)"
```


Step 2- Install Certificate in the Client System

Get the certificate from your system administrator and install it in your client system by running the following Terminal command:

```
sudo cp server.crt /etc/ssl/certs
```


(Note: In the command, the “server” is the name of the certificate.)


RMS Encryption

- Click  **Protect** in the Common Tools toolbar;
- If you are using the RMS functions for the first time, choose **Restrict Access > Connect to Digital Right Management Servers and Get Templates** to log in to the RMS server first.
- If you have logged in to the RMS server before, choose **Restricted Access**.
- Select a template to encrypt the PDF file.
- If you don't want to use the template, click **Restricted Access** option to specify the permissions. Please refer to [“Specify the Permissions to PDF Files”](#) for more details.

Tip: Foxit Reader allows you to encrypt PDF files with the official rights policy templates as well as custom templates. Official rights policy templates are based on the RMS server. Custom templates are customized by users. For instructions on how to customize a template, please refer to [“Create Custom Templates”](#).

Specify the Permissions to PDF Files

- Go to **Protect > Restrict Access**;
- Choose the **Restricted Access** option;
- In the pop-up **Permission** window, check **Restrict permission to this document**, and do the following:
 1. Enter the email addresses of users in the respective boxes. You can also click  to authorize all users with the permissions.
 2. Click **More Options** to set additional permissions.
 - 2.1. In the User List, click **Add** or **Remove** to add or remove an authorized user.
 - 2.2. Check the additional permissions in the “Additional permissions for users”. You can click **Extended policy** to control the following document usages:
 - Only allow access by this IP range: specify an IP range that is allowed to access a document.
 - Only allow access to these pages: specify the page number(s) that a user is allow to access.
 - Number of accesses: specify the number of times that a user is allowed to access a document.
 - Number of prints: specify the number of times that a user is allowed to print a document.

Note: To specify the “Number of accesses” and “Number of prints” items in an on-premise environment, click the attached Web Service Configuration  to configure

the web service and SQL first, and then enable the extended policy with the [Foxit Configuration Tool](#).

2.3. Check the additional settings and select a security watermark. For the instructions on how to add a security watermark, please refer to “[Security Watermark Management](#)”.

2.4 If needed, click **Save Defaults** to make the additional settings the default.

- Click **OK** to encrypt the PDF files with the settings you specified.

Permission

☒ **Restrict permission to this document**
Enter the e-mail addresses of users in the Read and Change boxes (example: 'someone@example.com'). Separate names with a semicolon(;).

Permissions for Read

Users with Read permission can read this document, but cannot change, print or copy content.

Permissions for Change

Users with Change permission can read, edit, copy content from, and save changes to this document, but cannot print content.

[More options...](#)

Permission

☒ **Restricted permission to this document**

The following users have permission to this document:

Name	Access Level
user1@isvtenant...	Full Control

[Add...](#) [Remove](#)

Additional permissions for users:

☐ This document expires on: 2016/08/03 18:54

☐ Print content

☐ Allow users with read access to copy content

☐ Allow users with read access to comment and fill form fields

[Extended policy...](#)

Additional settings:

☒ User can request additional permissions from:
mailto:user1@isvtenant006.onmicrosoft.com

☐ Require a connection to verify a user's permission

☒ **Security Watermark:**
Watermark Template [Select](#)

[Set Defaults...](#) [Save as Template](#)

[Cancel](#) [OK](#)

Assign users with Read permission

Assign users with Change permission

Specify additional permissions and settings

User list

Specify the additional permissions to the PDF file

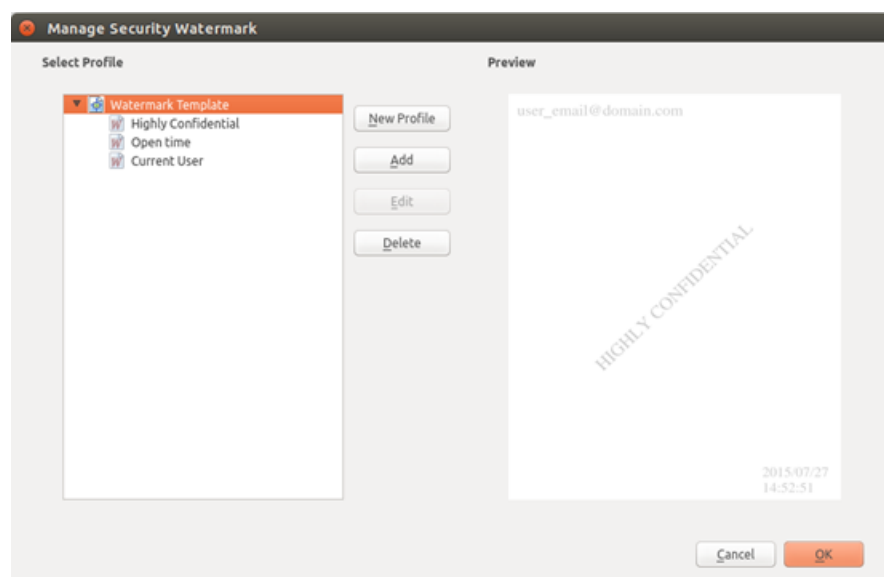
Specify the additional settings to the PDF file

Create Custom Templates

- Go to **Protect > RMS Settings > Custom Templates**;
- Click **Create**: You can click **Edit** or **Delete** to edit or delete an existing custom template.
- Specify the template outline, and click **Next**.
- Add users, check the permissions for users, and click **Next**.
- Specify when the content expires, and click **Next**.
- Select the security watermark and extended policies, and click **Finish**. For detailed instructions, please refer to [Security Watermark Management](#) and [Extended Policy](#).
- Click **OK**, and the custom template will be added to the template list under Restricted Access.

Security Watermark Management

- Go to **Protect > RMS Settings > Security Watermark**;
- Do one of the following:
 1. New Profile: Add a new watermark profile.
 2. Add: Add a security watermark.
 3. Edit: Edit an existing watermark.
 4. Delete: Delete the selected watermark.

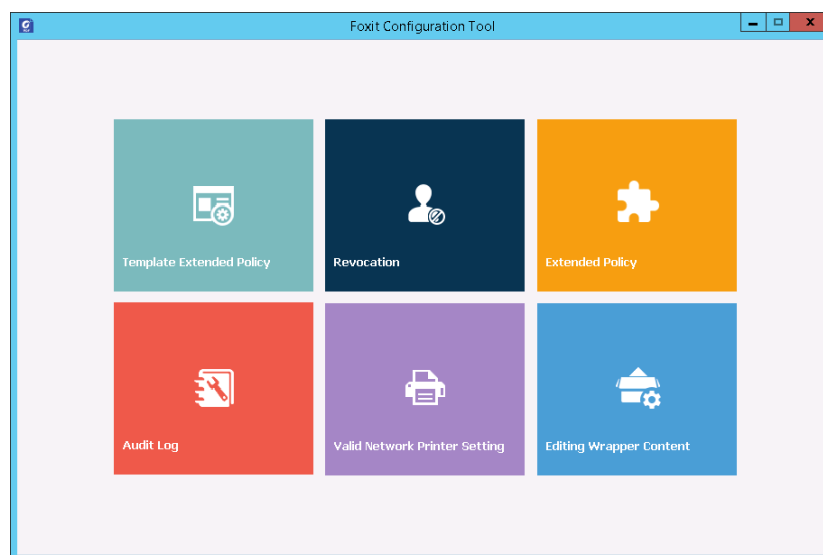


Foxit Configuration Tool (Used in Windows RMS Server)

Foxit Reader RMS protector provides a handy configuration tool for administrators to better modify the protection settings on a RMS server. Administrators can directly enable/disable each tool, edit the extended policies of official templates, dynamically revoke permissions, audit logs, set valid network printers, and customize wrapper files.

To use the configuration tool to encrypt PDFs, please do the following:

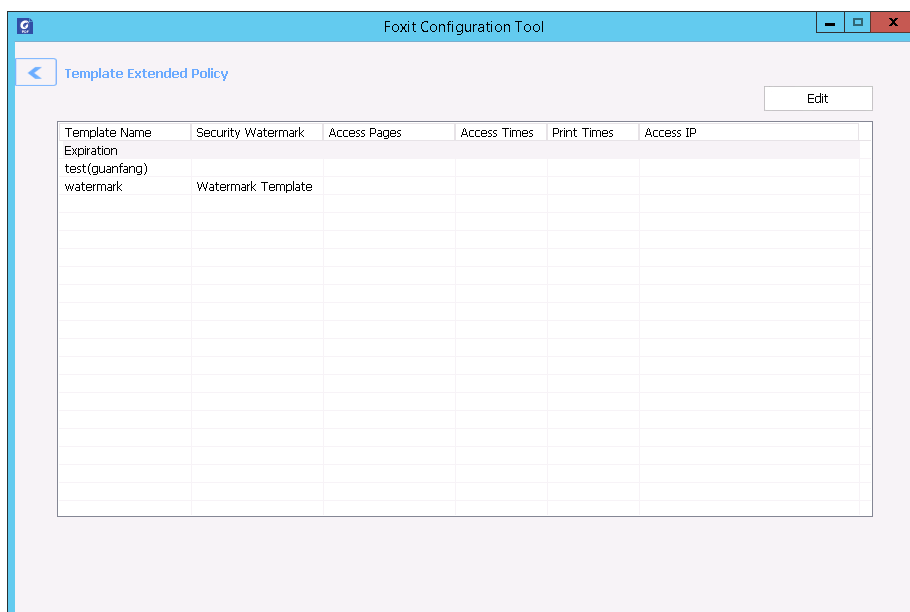
- Log in to your RMS server.
- Download the Foxit Configuration Tool from:
For X86:
http://cdn01.foxitsoftware.com/pub/foxit/rms/configtool/8.x/FoxitConfigurationTool_32.zip
For X64:
http://cdn01.foxitsoftware.com/pub/foxit/rms/configtool/8.x/FoxitConfigurationTool_64.zip
- Unzip and Run Foxit Configuration Tool, you can then use the different tools in the Foxit Configuration Tool window.




Foxit Configuration Tool Window

Template Extended Policy


With the **Foxit Configuration Tool**, administrators can easily edit the extended policy of official templates. Click **Template Extended Policy** tool and choose one template to edit. See also [Extended Policy](#).



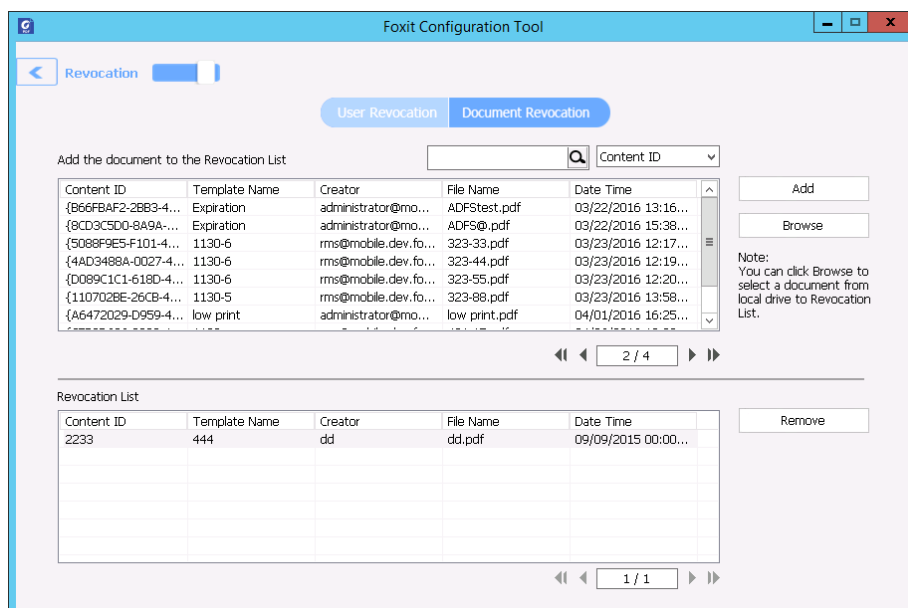
Tip: Click the Back  button in the left corner to return to the Foxit Configuration Tool window.

Dynamic Revocation

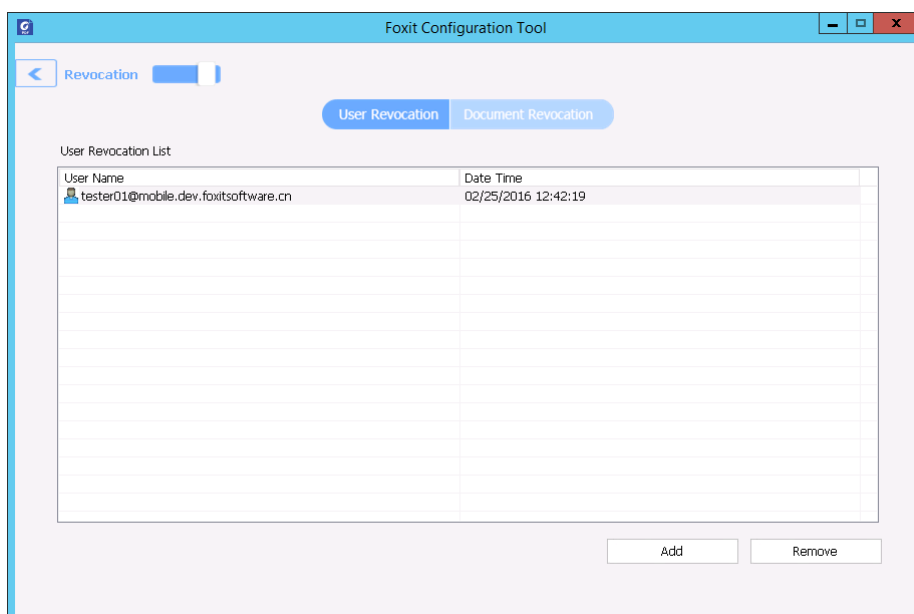
Revocation is a mechanism that revokes a PDF document that has already been issued. A common use of revocation is to remove rights from an individual when he is no longer authorized or to restrict access to a document when it becomes out of date or invalid.

Note: To revoke a PDF document/user in an on-premise environment, please refer to [Web Service Configuration](#) to configure the web service and SQL first. Then choose the **Revocation** tool in the Foxit Configuration Tool window and enable the tool by clicking the button  .


To revoke a PDF document, click **Document Revocation**. Select the PDF document you want to revoke, click the **Add** button to add the document to the Revocation List. Or you can click **Browse** to select a document from a local drive to add to the Revocation List. To remove the revocation, please select the document in the Revocation List and click the **Remove** button.

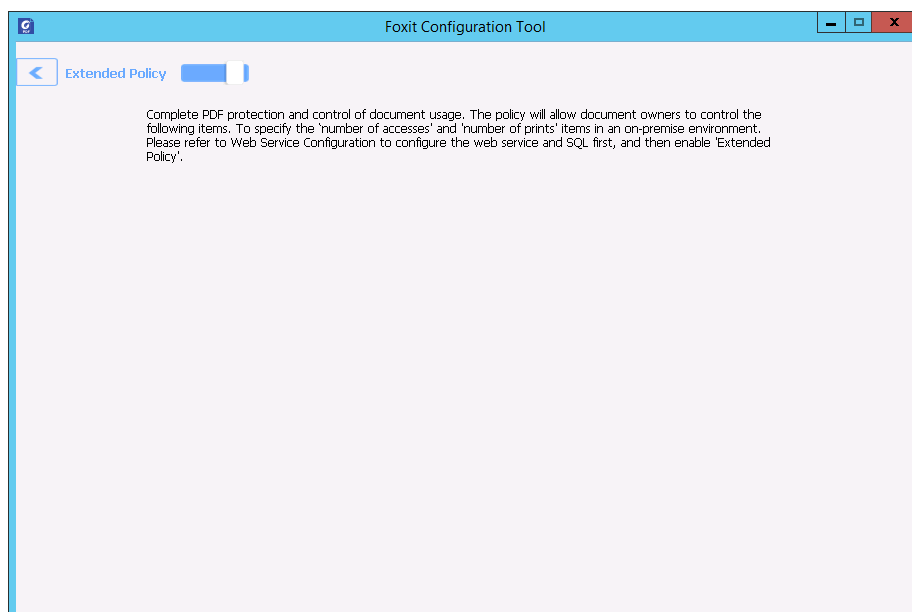


To revoke a user, click **User Revocation**. Click **Add** button to add a user to the User Revocation List. To remove the revocation, please select the user in the list and click **Remove** button.




Extended Policy

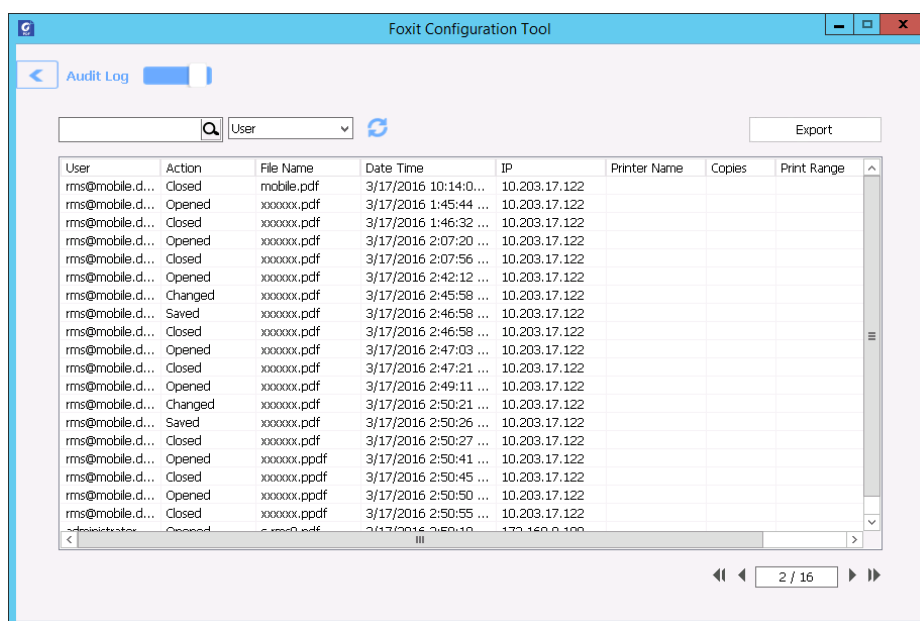
Foxit Configuration Tool provides you with Extended Policy to add complete PDF protection and control to your PDF documents. The policy allows documents owners to control the number of access and the number of prints in an on-premise environment. Before you specify the two permissions, please refer to [Web Service Configuration](#) to configure the web service and SQL first, and then choose the **Extended Policy** tool in the Foxit Configuration Tool window and enable the tool by clicking the button  .



Auditing Logs

Foxit Reader enables you to track the usage of RMS protected files to record the actions on the files during workflow, including who accessed the document, what document was accessed, when it was accessed, how it was accessed and the success of that access, and more.

To audit logs, please refer to [Web Service Configuration](#) to configure the web service and SQL first, and then choose the **Audit Log** tool in the Foxit Configuration Tool window and enable the tool by clicking the button .




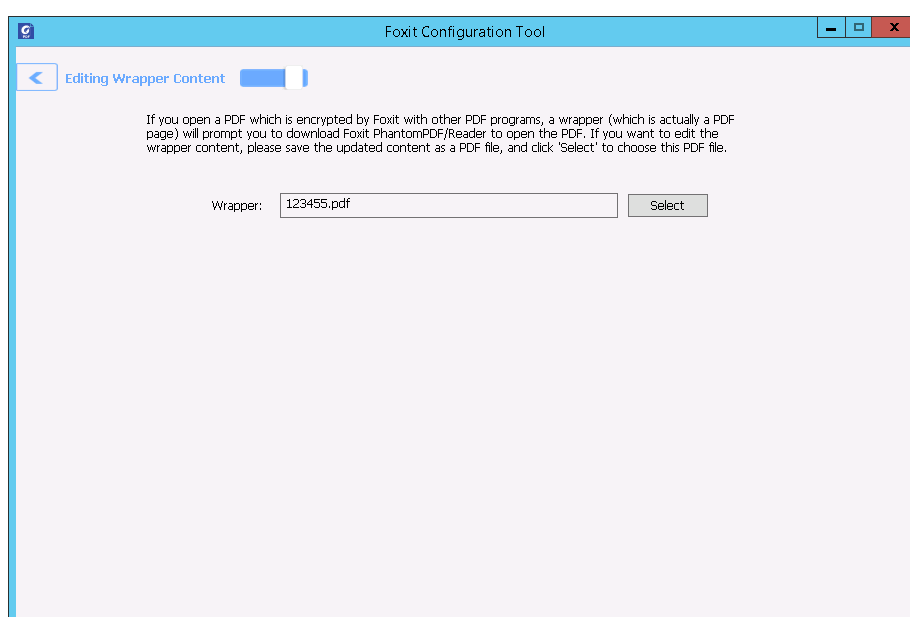
Choose one log and click on the **Export** button to export to Foxit Reader's registry or Foxit PhantomPDF's to generate a .reg file for the administrator's configuration. The administrator can

distribute the .reg file to client-end computers.

Edit Wrapper Content

If you open a PDF which is encrypted by Foxit with other PDF viewers, a wrapper (which is a PDF page) appears with a prompt that you need to download Foxit Reader/PhantomPDF to open the encrypted PDF. With Foxit Configuration Tool, you can customize the wrapper by selecting a desired PDF file.

To apply a custom wrapper, please refer to [Web Service Configuration](#) to configure the web service and SQL first. Then choose the **Edit Wrapper Content** tool in the Foxit Configuration Tool window, enable the tool by clicking the button , and select a desired PDF file.



RMS Decryption

You can decrypt the RMS protected PDF file if you are authorized.

- Open the encrypted PDF file with Foxit Reader;
- Log in to the RMS account;
- Choose **Protect > Unrestricted Access**, and confirm the operation.

Change RMS Account

After login to the RMS server, you can go to **Protect > RMS Settings > Change Account** to switch RMS accounts.

Chapter 5 Work with ConnectedPDF

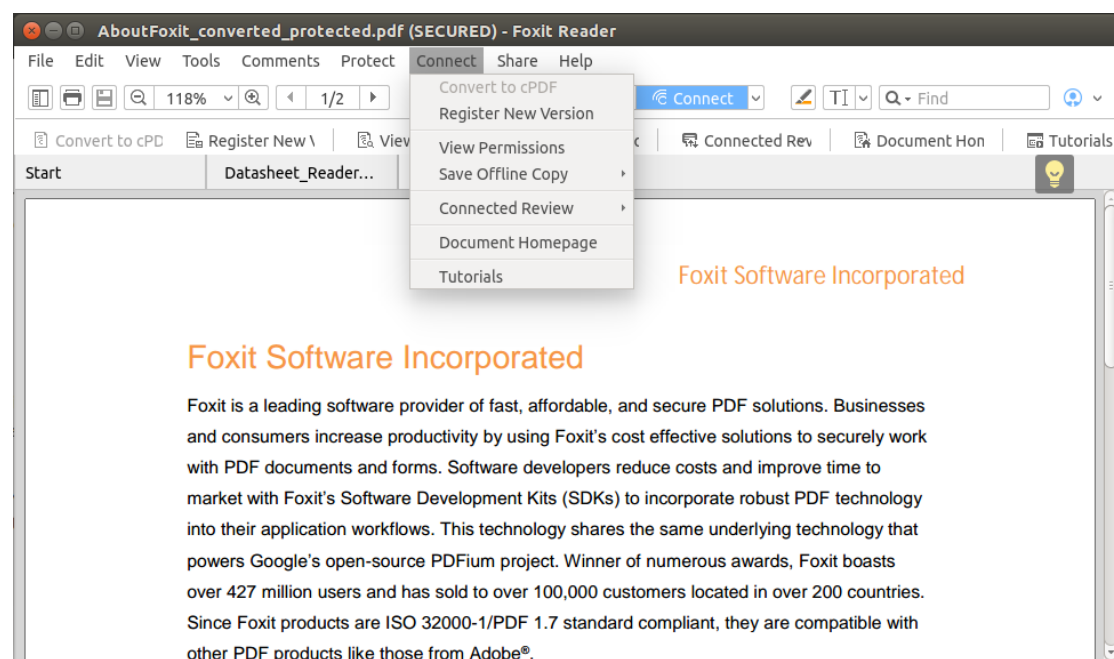
ConnectedPDF extends the ISO PDF standard to allow each PDF to carry an identity assigned by a cloud service, and allows document tracking and sharing no matter where a document goes or how many distributions and modifications are done to it.

Foxit Reader's ConnectedPDF features include:

- [Sign in to Foxit Account](#)
- [Convert PDF File to cPDF](#)
- [Register New Version](#)
- [View Document Information of cPDF](#)
- [Work with a Protected cPDF](#)
- [Participate in Connected Review](#)

For more information about ConnectedPDF, please visit

http://cdn01.foxitsoftware.com/pub/foxit/manual/cPDF/en_us/FoxitConnectedPDF_Manual.pdf.



Contact Us

Feel free to contact us should you need any information or have any problems with our products.
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