

**Foxit®**



# User Manual

**Foxit® Advanced  
PDF Editor 3.0**

*For Windows*

**Microsoft** Partner

Gold Independent Software Vendor (ISV)

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# Quick Start Guide

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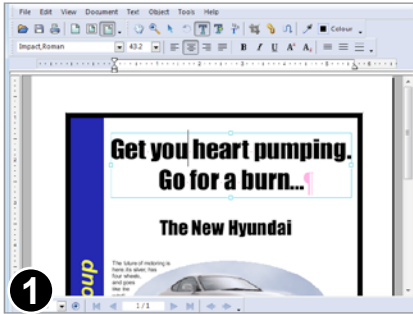
## What's new?

If you are familiar with Foxit Advanced PDF Editor version 2, here is a summary of the major enhancements to version 3.

- “Commenting toolbar” on page 24
- “Joining multiple PDFs” on page 27
- “PDF photo albums” on page 28
- “Reducing PDF file size” on page 102
- “Inserting new images” on page 41
- “Object borders” on page 42
- “Layout grid” on page 46
- “Layout guides” on page 47
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- “Exporting images & illustrations” on page 171
- “Exporting tabular information” on page 175
- “Exporting article threads” on page 178
- “ePub” on page 181
- “Preferences” on page 191

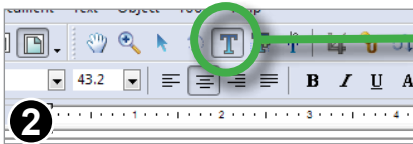
## Basic text editing

Foxit Advanced PDF Editor enables you to edit text in a PDF document as if you were using a regular word processor.



Open the PDF to be edited.

In this example there is an 'r' missing from 'you'.



From the toolbar select the **Text tool**.



Click the mouse on the text to be edited. After a short pause, while Foxit Advanced PDF Editor prepares the page for editing, you can start editing.



Edit the text - in this example the letter "r" has been added to "your".

The red box indicates that the text box is too small to show all the text.

In the next step the text box will be re-sized to reveal this hidden text.

Continued...

## Notes

- The new 'r' is displayed in red because **Show changes** is enabled in the Preferences dialogue. This change highlighting is only visible in Foxit Advanced PDF Editor and not in any other PDF viewer.

Continued from previous page



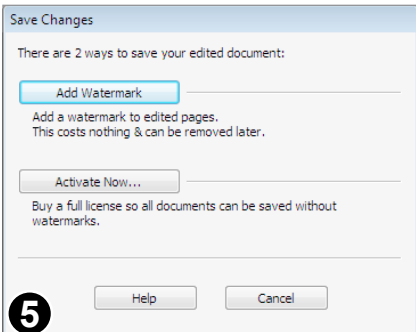
To reveal the missing text, resize the text box.

Drag the left & right resize handles outwards to make the box slightly wider.



The text now fits on two lines as before.

Save the changes you have made to your PDF.



If you have the free version of Foxit Advanced PDF Editor you will see this dialogue box.

You have the option to save your PDF with a watermark added to edited pages. These watermarks can be safely removed at a later date if you decide to purchase the software.

The second option activates your copy of Foxit Advanced PDF Editor using the activation key supplied when you purchased the product. After activation watermarks are no longer added to PDFs.

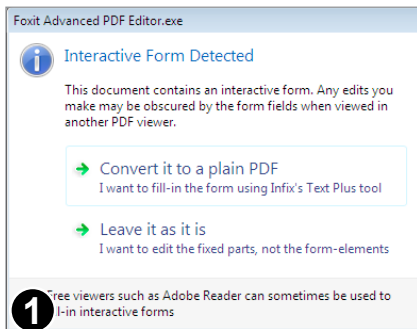
To remove existing watermarks from documents edited earlier, save them again from the activated version of Foxit Advanced PDF Editor.

## Form filling

Foxit Advanced PDF Editor can be used to quickly fill-in basic PDF forms. These are simply PDF versions of traditional paper forms that would otherwise have to be printed out, filled-in by hand then scanned back into the computer.

Using Foxit Advanced PDF Editor you can speed up the entire process while keeping the form entirely digital and available to email to a third party.

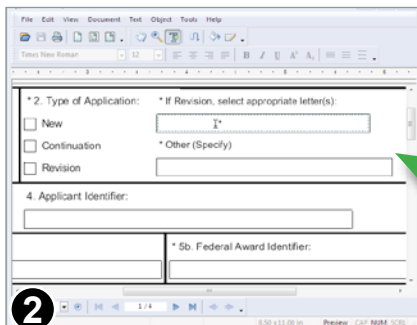
Foxit Advanced PDF Editor Form Filler offers simplified menus and toolbars for the purpose of filling-in forms. In this mode Foxit Advanced PDF Editor does not add watermarks to edited documents.



Open a PDF to be filled-in.

If your PDF has interactive elements (not just a simple form) you will be asked if you want to remove them.

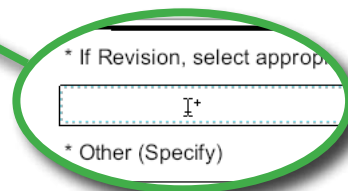
If you leave them in and fill-out the form, the interactive elements may obscure your answers when viewed in other PDF viewers. If you only intend to view or print your document using Foxit Advanced PDF Editor, it doesn't matter which option you choose.



Select the **Text Plus** tool.



As you move the mouse over the form, Foxit Advanced PDF Editor will try to highlight the areas to be filled-in.



Click on a highlighted area to begin typing into it.

Hold the **Control** key when you click to ignore Foxit Advanced PDF Editor's guess and create a small, single-line text box.

Continued...

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<b>a</b>	<input type="checkbox"/>	The beneficial owner i
<b>b</b>	<input type="checkbox"/>	If required, the U.S.
<b>c</b>	<input type="checkbox"/>	The beneficial owner

If Foxit Advanced PDF Editor determines that the item under the mouse looks like a check-box, it changes the cursor to a pointing hand.

Click to mark the box with an **X**.

Click again to remove the **X**.

Hold the **Control** key and click to ignore the check-box and create a small, single-line text box.

Hold **Control+Shift** to force Foxit Advanced PDF Editor to create an **X** even when it doesn't recognise the area as being a checkbox.

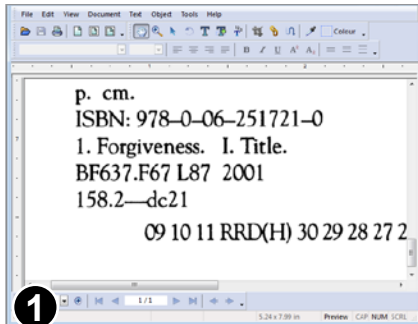
## Notes

- Use the **Text Plus** tool to create new text boxes in any kind of PDF not just form-style documents.
- The **Text Plus** tool does not edit existing text - only text created by the tool either during this session or from when the PDF was last edited.
- Since Foxit Advanced PDF Editor is making a guess as the shape and location of editable areas, it may sometimes arrive at an incorrect decision. In this case, hold down **Control** as you click to ignore the guess.
- Filled-in forms are normal PDFs that can be viewed and printed by any PDF viewing application.

## OCR corrections

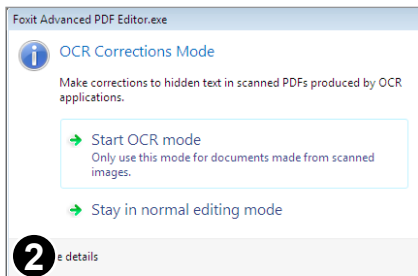
Foxit Advanced PDF Editor can be used to adjust the hidden text associated with a scanned document. This text is generated by OCR (Optical Character Recognition) software from a scanned image of a printed page.

The OCR text is hidden in the PDF so that it can be searched. Often there are errors in the hidden text that can be difficult to fix because it is hidden.



Open the PDF to be corrected then choose **Document->OCR Corrections->Start**

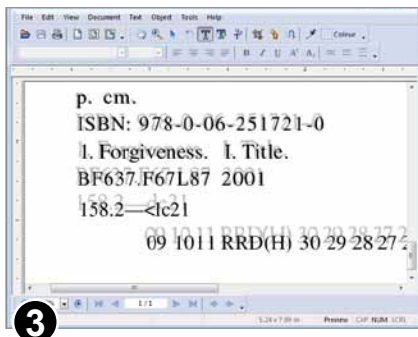
The example shows a scanned page in which the text added by the OCR process is hidden.



Since OCR mode could cause a PDF to be substantially changed, you will be asked to confirm your choice.

Always make sure you have a backup of the PDF before you start this mode.

Choose the “Start OCR mode” option to begin.

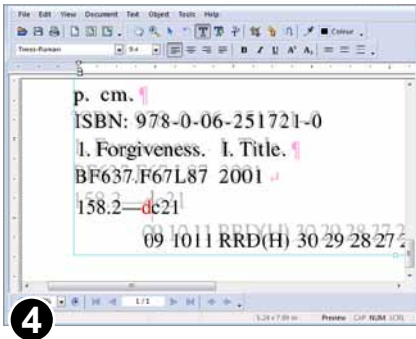


The hidden text becomes visible, the scanned image faded and locked to make editing easier.

You can now edit the text whilst making reference to the original content in the image.



Continued from previous page



This example shows some corrections (shown in red because **Show Changed Text** has been enabled in the **Preferences** dialogue box).

After all corrections have been done, choose: **Document->OCR Corrections->Finish**

The OCR text, including any edits you made will become invisible and the scanned image restored to its normal density.

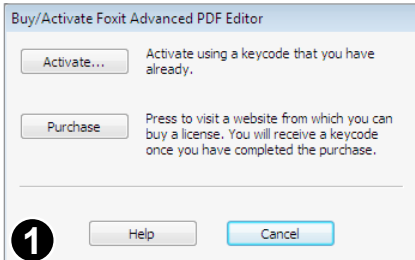
## Notes

- If your document happened to contain any non-ocr text added after the scanning process, this too will be hidden at the end of the correction process.
- Choose **View->Text Boundaries** to see the boundaries between different blocks of text.
- Changing the colour of the OCR text can make it easier to distinguish from the background image. This will not effect the finished PDF.
- Some OCR packages create many small text blocks that are difficult to edit. Use the ["Rebuilding text boxes" on page 85](#) in Foxit Advanced PDF Editor to merge disjoint blocks of text into a single, editable text block.

## Activating your software

Foxit Advanced PDF Editor adds watermarks to saved PDFs unless you activate the software using the code supplied when purchased.

Activations codes are usually provided as part of a purchase receipt email. If you cannot find your code, please contact [sales@foxitsoftware.com](mailto:sales@foxitsoftware.com)



Choose **Help->Buy/Activate...** from the main menu bar to display the **Buy/Activate Foxit Advanced PDF Editor** dialogue box.

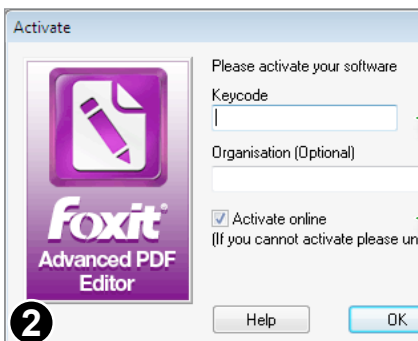
If you have your activation key code to hand, press **Activate...**

If you have not yet purchased Foxit Advanced PDF Editor, press **Purchase**.

This will attempt to open the Foxit Advanced PDF Editor web page using your web browser.

Once you have bought a license and have an activation key, press the **Activate...** button.

## On-line Activation



Your code may be a number or sequence of numbers and letters or your email address.

On-line activation is the quickest method.

If your computer does not have an internet connection, uncheck this box.

Continued from previous page

## Potential Problems

If your computer is behind a fire wall or web access is blocked in some way, the activation may not succeed. If this is the case, follow the off-line activation instructions below.

## Off-line activation

Uncheck the **Activate on-line** check box to reveal the lower part of the dialogue box.

Please activate your software

Keycode  
12345 - 505c6f96

Organization (Optional)

☐ Activate online  
(If you cannot activate please uncheck this box)

Please send the following key to Foxit:

Email : sales@foxitsoftware.com  
Call : 1-866-633-6348

Once you receive your code enter it here:

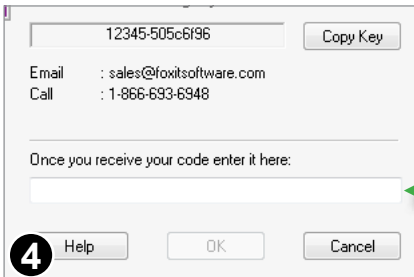
**3** Help

This is the code you should send to Foxit (your code will be different to that pictured) . The code changes every time you install Foxit Advanced PDF Editor.

Press the **Copy** button to copy the code to the clipboard (to avoid copying it by hand)

Continued...

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A screenshot of a Foxit activation dialog box. At the top, there is a text field containing the alphanumeric code '12345-505c6f96' and a 'Copy Key' button to its right. Below this, the contact information is listed: 'Email : sales@foxitsoftware.com' and 'Call : 1-866-693-6948'. A horizontal line separates this from the next section, which contains the instruction 'Once you receive your code enter it here:' followed by an empty text input field. A green arrow points to this input field. At the bottom left, there is a circular icon with the number '4' next to a 'Help' button. To the right of the 'Help' button are 'OK' and 'Cancel' buttons.

12345-505c6f96 Copy Key

Email : sales@foxitsoftware.com  
Call : 1-866-693-6948

Once you receive your code enter it here:

4 Help OK Cancel

Foxit will use the code you send to generate an off-line activation key- normally within 24 hours (except at weekends)

When you receive your off-line key enter it here.

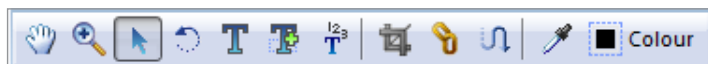
The key will only work on the computer you used to generate the code.

It will not work if you have re-installed Foxit Advanced PDF Editor on that computer since you requested the off-line activation.

## Toolbars

The first three toolbars and the status bar are shown by default, the others are hidden.

All of the toolbars shown below can be shown or hidden by using the **View->Toolbars** menu.



Edit toolbar - see page 22



Navigation toolbar



Text formatting toolbar



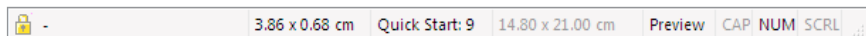
Drawing toolbar - see page 23



Navigation toolbar - see page 24



Alignment toolbar



Status bar - see "Status bar" on page 25

## Edit toolbar



**Hand tool** - grab the document and pan around to view hidden areas.

**Zoom tool** - click to zoom in. Control-click to zoom out. Drag out a box to zoom into a region.

**Object tool** - click to select objects, move and resize by dragging the re-size handles. Drag out a box to select a group of objects. See page 30.

**Rotate tool** - only active when objects have been selected with the Object tool. Click to change rotation origin. Drag to rotate the selection. See page 33.

**Text tool** - click to edit existing text.

**Text plus tool** - click to add a new text box or edit an existing box added with the tool. Drag to create a new, larger text box.

**Linked text tool** - click on blocks of text to link them together in order. Click again to unlink. Text will flow between linked blocks.

**Crop tool** - click and drag to create a crop box. Resize the crop box then press Return to perform the crop.

**Hyperlink tool** - drag out a box to create a new hyperlink, table or image annotation.

**Article tool** - drag out a new article box around text. Link article boxes together for easier reading and export.

**Pipette tool** - click on an object to copy its fill & stroke colours to the currently selected object(s). See page 37

**Colour picker** - click to change the fill or stroke colours of the selection. Also changes the line-width used for stroking. See page 35

## Drawing toolbar

Choose **View->Toolbars->Drawing** to show/hide the toolbar.



**Pencil (Freehand)** - create freehand line drawings.

**Rectangle** - hold down SHIFT while dragging to create squares.

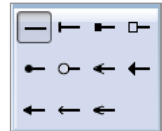
**Single lines** - single straight lines. Can have arrows applied to their ends.

**Ovals** - hold down SHIFT while dragging to create circles.

**Pen** - connected straight lines.

**Start arrows** - apply various types of arrowhead to the start of a line or group of connected lines.

**End arrows** - the size of the applied decoration is related to the line width.



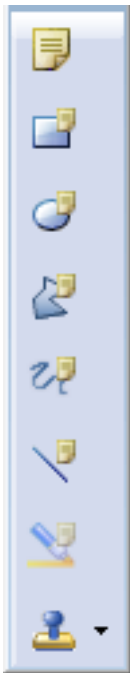
**Toggle border** - place a simple border around the selected object(s). Useful for placing a border around images.

## Commenting toolbar

Choose **View->Toolbars->Commenting** to show/hide the toolbar.

Similar to the drawing tools, these tools allow you to add a comment to each annotation. Unlike the drawing tools, the annotations do not form part of the PDF page but are placed in a separate layer that floats over the page.

The annotations you create also appear summarised in the **Comments** catalogue. (**View->Comments**).



**Sticky note** - Drag out a box to the size of the required sticky note.

**Rectangle note** - drag out a rectangle. Hold SHIFT while dragging for squares. Double click to edit the attached note.

**Circle note** - drag to create an oval. Hold SHIFT while dragging to create a circle.

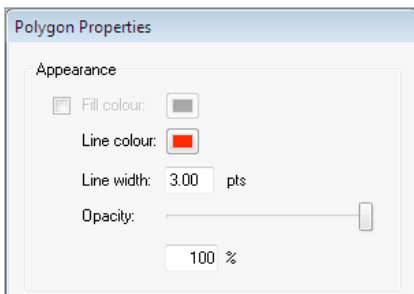
**Polygon note** - create connected straight line shapes.

**Scribble (Freehand) note** - create freehand line drawings.

**Line note** - create a single line

**Text highlight** - toggles a highlight on the selected text. Select text with the Text tool, then press this button to highlight it.

**Stamp tool** - add a predefined stamp to a page such as "Confidential", "Draft", "Sign here". Also add your signature to a page.

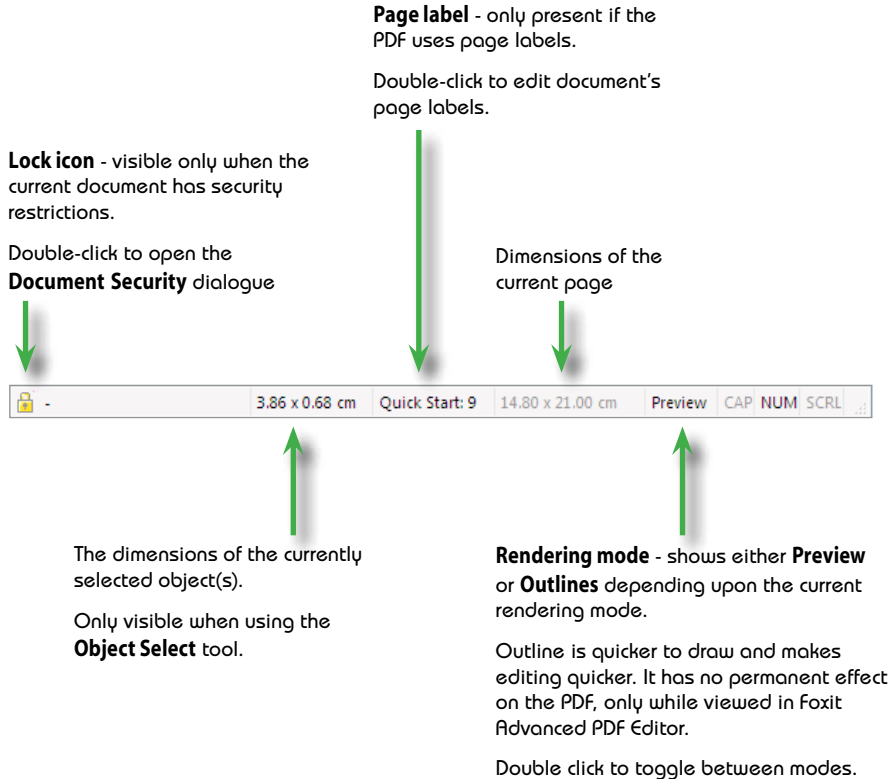


Right-click the mouse over an annotation and choose **Properties...** to access the **Properties** dialogue from where you can change the colour and style of the annotation.



## Status bar

The status bar (**View->Status Bar**) provides at-a-glance information and short cuts to commonly used functions and dialogue boxes.

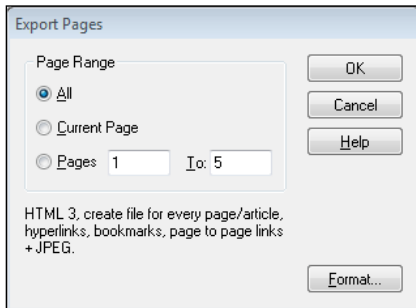


## Converting PDF to other formats

To convert a PDF into HTML, text or RTF or to export the images within a PDF, use file **File->Export** menu.

Foxit Advanced PDF Editor can export a document on a page-by-page basis or an article-by-article bases.

### Exporting a range of pages



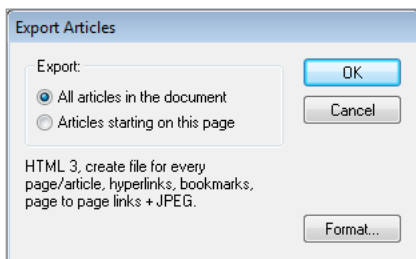
Choose **File->Export->Pages as...**

Choose the range you wish to export.

Near the bottom of the dialogue box is a summary of the output format that will be used for the export. To change the output format, press **Format...**

The output options available are detailed in “General export settings” on page 179.

### Exporting by article thread



Choose **File->Export->Articles as...**

If your document contains no article threads you will need to create some. See “Adding article threads” on page 164.

Choose to export just the articles beginning on the current page, or all articles in the document. If no articles begin on the current page, only one option will be available.

Near the bottom of the dialogue box is a summary of the output format that will be used for the export. To change the output format, press **Format...**

The output options available are detailed in “General export settings” on page 179.

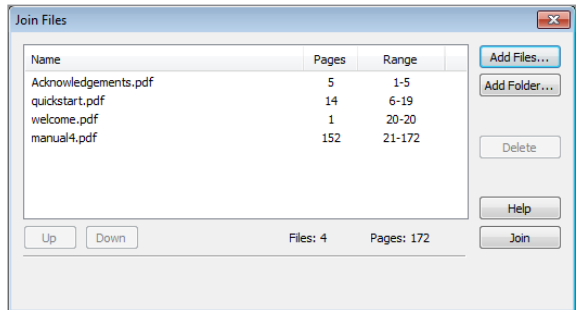
## Joining multiple PDFs

Foxit Advanced PDF Editor can quickly join multiple PDF documents into a single document.

Drag & drop any number of PDF files onto an open but empty Foxit Advanced PDF Editor window or choose **File->Join...**

### Adding files

Add further files or entire folders full of files using the **Add Files...** and **Add Folder...** buttons. When adding folders, any PDF found in the folder or its sub-folders will be added to the list. There is no limit on the number of files that can be added.



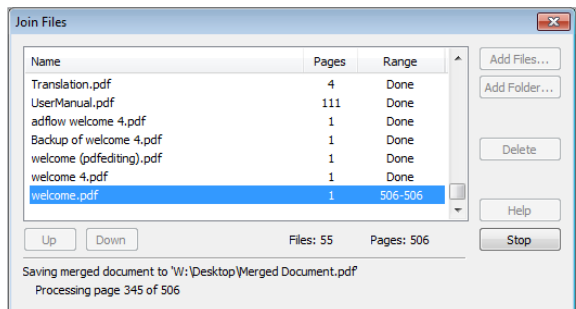
### Re-ordering documents

The order of the files in the list is the order in which they will be joined together. To change the order, select a file then press **Up** or **Down** to move it higher or lower in the list.

### Joining

Press **Join** to begin the process of merging the documents together. Foxit Advanced PDF Editor will prompt for a filename for the new merged document.

Once the process is complete, Foxit Advanced PDF Editor will ask if you wish to open the new file.

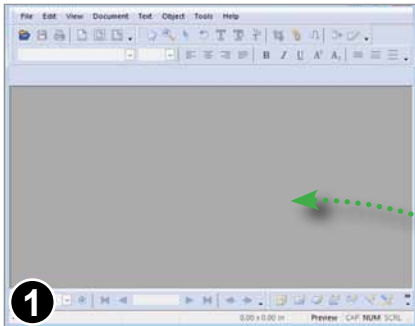


### Notes

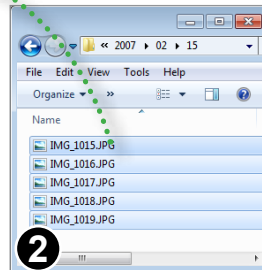
- To add page numbers to a document after merging see “Cloning objects across pages” on page 93.
- Foxit Advanced PDF Editor will reject encrypted PDFs. Remove any passwords and encryption from all files before trying to join. See “Security settings” on page 135

## PDF photo albums

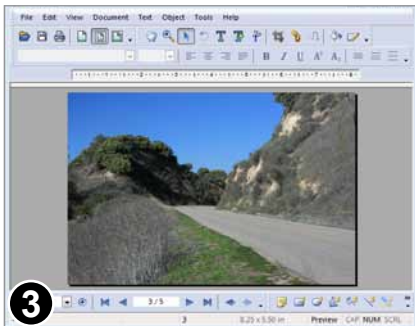
Drag & drop any number of images onto Foxit Advanced PDF Editor and the software will create a new PDF in which each page shows one of the images dropped.



Ensure no documents are open in Foxit Advanced PDF Editor.



Drag & drop a selection of JPEG, Tiff, PNG or BMP images onto Foxit Advanced PDF Editor.



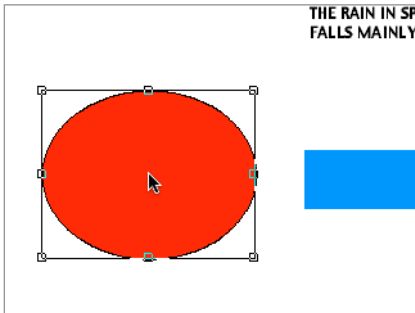
Foxit Advanced PDF Editor will construct a new PDF in which each page contains one of the dropped images.

# Editing Graphics & Images

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- ☞ **Aligning objects**
- ☞ **Changing colour & line width (CMYK)**
- ☞ **Copying colours between objects**
- ☞ **Grouping objects**
- ☞ **Hiding objects**
- ☞ **Inserting new images**
- ☞ **Layers**
- ☞ **Layout grid**
- ☞ **Layout guides**
- ☞ **Line arrows**
- ☞ **Locking objects**
- ☞ **Object borders**
- ☞ **Replacing images**
- ☞ **Rotating objects**
- ☞ **Scaling objects**
- ☞ **Selecting objects**
- ☞ **Stretching objects**
- ☞ **Swatches catalogue**

## Selecting objects



Select the **Object tool** from the tool bar.



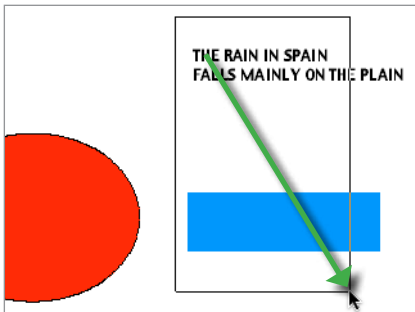
Click on a single object to select it.

If objects overlap, the top-most object is selected.

**Ctrl+Shift** to select the next object underneath the current object. Each time you **Ctrl+Shift**, the next object down is selected.

Some pages are littered with invisible objects making selections difficult. These objects can usually be safely removed without altering the appearance of the page.

To see invisible objects, choose **View->Outlines** or double-click on the **Preview** in the status bar at the bottom of the main Foxit Advanced PDF Editor window.



Drag out a box to select all objects touching the box.

Hold **Shift** to remove objects from the current selection.

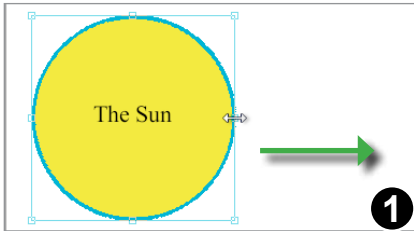
**Cut/Copy/Paste** may be used on single objects or groups of objects.

## Notes

- Press **Backspace** or **Delete** on your keyboard to delete selected objects.
- Click and drag to move the object or selection of objects to a new position.
- Use the cursor keys to move selected objects by 1 point ( $\frac{1}{72}$  inch). Hold the **Shift** key as well to move by 10 points.
- Copy/Paste of graphics between Foxit Advanced PDF Editor & other applications is not supported.

## Stretching objects

Selected objects can be stretched by dragging the handles on the sides or corners of the selection box. Alternatively, choose **Object->Scale Selection...**

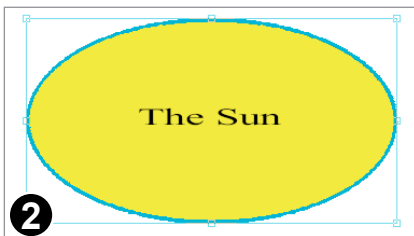


Select the object(s) to be stretched using the **Object tool**.



Drag one of the four side-handles or four corner-handles to stretch.

To retain the aspect ration of the original shape(s), hold down the **SHIFT** key while dragging. Doing so in this example would result in a larger circle, not a large oval.



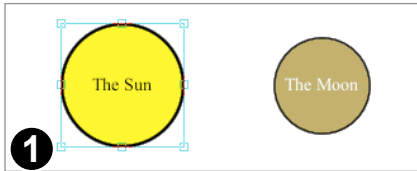
The selected objects will be stretched to fit the box you dragged out.

Using the **Object tool** to stretch a text box will stretch the text. To resize a text box without stretching the text, use the **Text tool**.

## Notes

- Line widths are not affected when stretching in this way. To scale these too, use **Object->Scale Selection...** dialogue box.
- Objects and selection may also be scales using **Object->Transform Selection...**

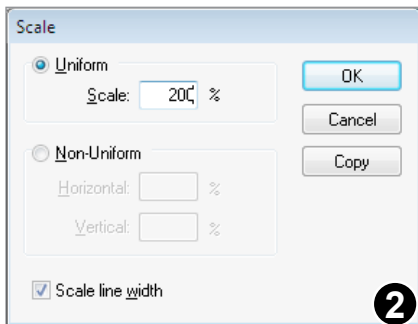
## Scaling objects



Select the objects to be scaled using the **Object** tool.



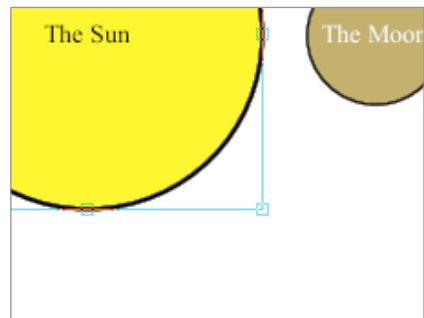
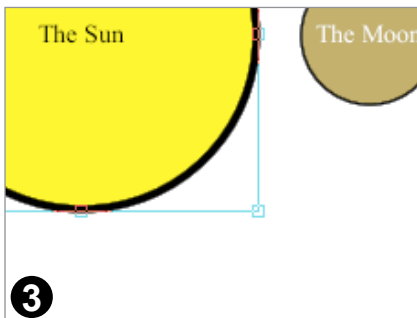
Then choose **Object->Scale selection...** from the main menu.



Using the Scale dialogue box you can scale the selection by a single value or different values of the X and Y scales.

You can also specify whether the line width of objects being scaled is also scaled.

Press the **Copy** button to scale a new copy of the selection.



The image on the left shows the effect of a 200% scale which also scaled the line width. The image on the right was scaled without effecting line widths.

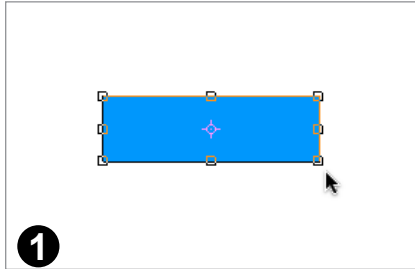
## Notes

- Objects and selection may also be scaled using **Object->Transform Selection...**



## Rotating objects

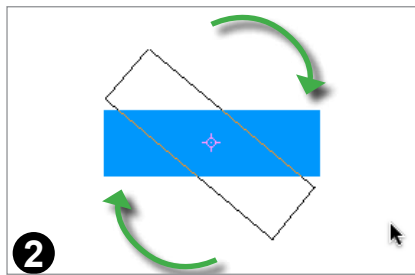
Selected objects can be freely rotated by any angle. Alternatively, choose **Object->Rotate Selection...**



Select the object(s) to be rotated using the **Object tool**.

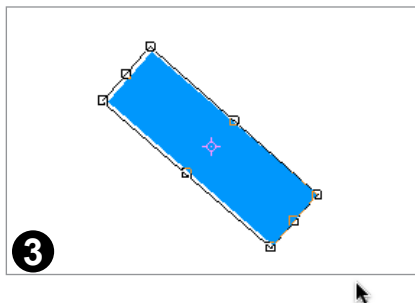


Now choose the **Rotate tool**.



Drag the selection's outline to the desired orientation.

Hold down the **Shift** key while dragging to constrain rotation to 45° angles (0, 45°, 90°, 135° etc.)



Stop dragging to complete the rotation.

After rotation, the **Object tool** will become active again.



### Notes

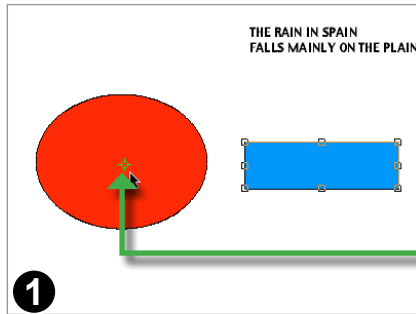
- Objects and selection may also be rotated (or sheared) using **Object->Transform Selection...**

*Continued...*

Continued from previous page

## Changing rotation origin

Objects can be rotated around an arbitrary point.



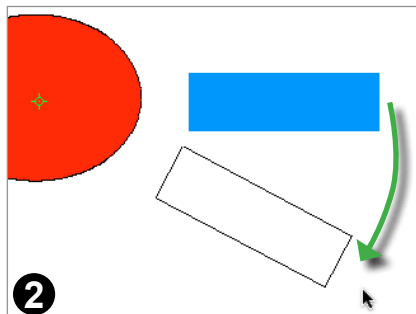
Select the object(s) to be rotated then select the **Rotate tool**.



Click the left mouse button to reposition the origin.

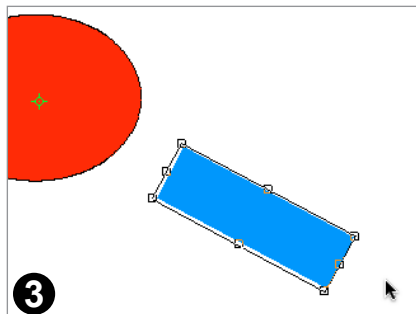


Rectangle's origin has been moved to the centre of the circle



Drag the selection's outline to the desired orientation.

Hold down the **Shift** key while dragging to constrain rotation to 45° angles (0, 45°, 90°, 135° etc.)



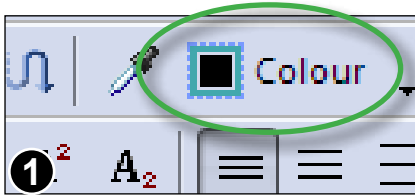
Stop dragging to complete the rotation.



After rotation, the **Object tool** will become active again.

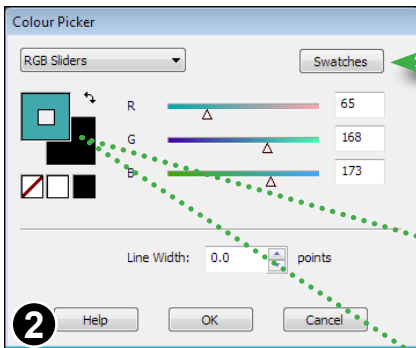
## Changing colour & line width

Foxit Advanced PDF Editor lets you change the fill and stroke colours of selected objects. Various different selection methods are offered including a CMYK colour picker.



Press the **Colour** button to open the colour picker dialogue box.

The fill and stroke colours are both included on the same toolbar button.



Press **Swatches...** to see a catalogue of all the colours currently in use in the PDF.

Line colour

Swap fill/line colours

Fill colour

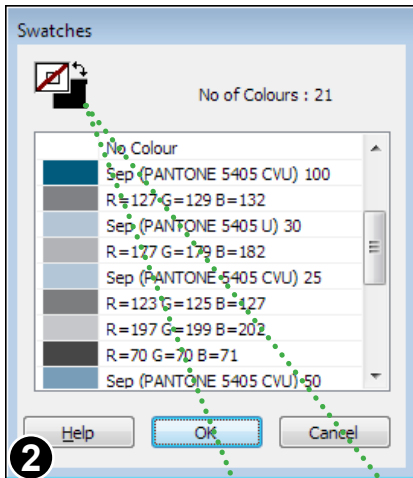
Short cuts for transparent, white & black

## Notes

- If the selected objects use a different colour space (such as CMYK), Foxit Advanced PDF Editor converts the RGB value into CMYK. This can cause a slight difference in appearance of the colour which is unavoidable when converting between light and ink-based colour spaces.
- All versions of Foxit Advanced PDF Editor retain the original colour space of an object.

## Swatches catalogue

The Swatches window shows all the colours used in a PDF. It can also be used to change the colour of selected objects.



Choose **View->Swatches...** to open the swatches catalogue.

Alternatively, press the **Swatches...** button from within the CMYK colour picker dialogue box.

There may be a short delay while the catalogue is built.

The catalogue shows the component values of each colour and (if available), the names of separation colours.

Double-click on a colour to change any selected objects.

CMYK, Gray and Separation colour values are shown as a percentages from 0 to 100.

RGB values range from 0 to 255

Choose between fill or line colour by clicking on the shape.

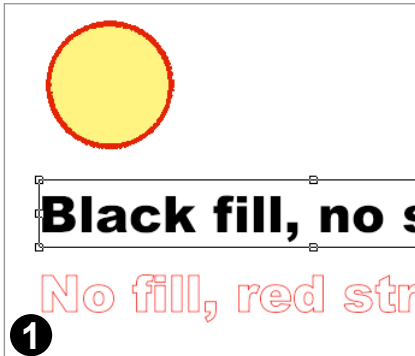
Click on the black arrows to swap fill & line colours.

## Notes

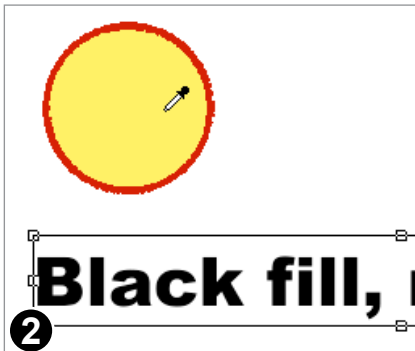
- You can restrict the colour available during editing to just those in the PDF or in a special hidden resource page. See [User Restrictions](#) for more information.
- The swatches catalogue is populated only when a PDF is opened.

## Copying colours between objects

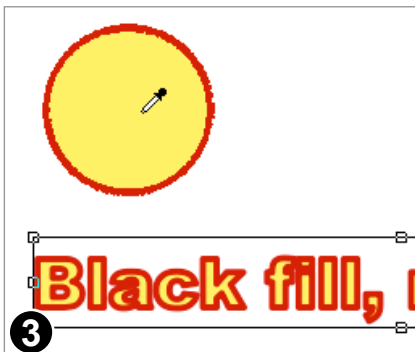
Use the **Pipette tool** to copy the colour from one object to another.



Using the **Object tool**, select the object(s) whose colour you wish to change.



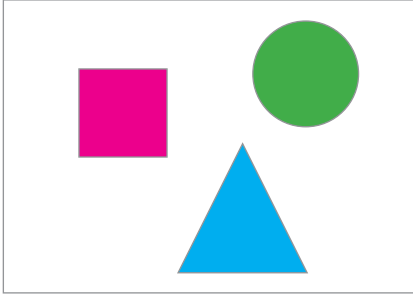
Click the **Pipette** on an object whose colour you want to copy.



The fill colour, line colour and line width of the chosen object is copied to the selected objects.

## Aligning objects

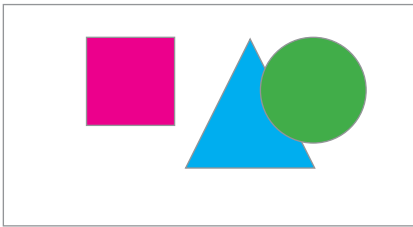
Objects may be aligned relative to other. You can also align objects relative to fixed guides. See Guides for more details.



Choose the **Object tool** from the toolbar.



Select the objects to be aligned.



Choose **Object->Align->Top** to align the tops of the objects together.

All objects in the selection are aligned to the top-most object.



All the alignment styles are available from the **Object Alignment** toolbar.

To show this toolbar choose:

**View->Toolbars->Object Alignment**

## Notes

- The order in which you select items for alignment is not important.
- Aligning text blocks does not affect the paragraph alignment (justification) of within the text blocks.

## Replacing images

You can substitute an existing image for another loaded from disc. Supported image formats are JPEG, TIFF, PNG, BMP and PDF.

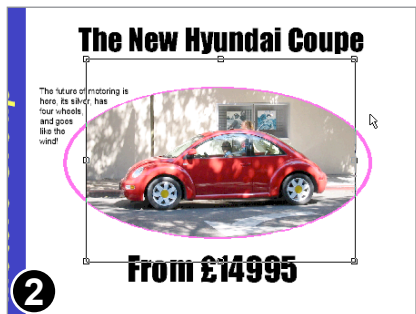


Choose the **Object tool** from the toolbar.



Select the image to be replaced, then choose **Edit->Images->Replace Existing...**

You can also click the right mouse button to see a similar menu.



In this example a picture of a Volkswagen Beetle has replaced the old image.

The new image is placed inside the clipping mask (pink outline) used by the old image.

The new image is automatically selected after being inserted.



Scale the new image by dragging one of the resize handles outwards.

Hold the **Shift** key at the same time to ensure the aspect ratio is maintained.

Continued from previous page



The new image needs to be moved to the centre of the clip mask.

Drag it to its new position using the mouse or nudge it using the cursor keys (and **Shift** for larger steps).



The finished result after scaling and repositioning the new image.

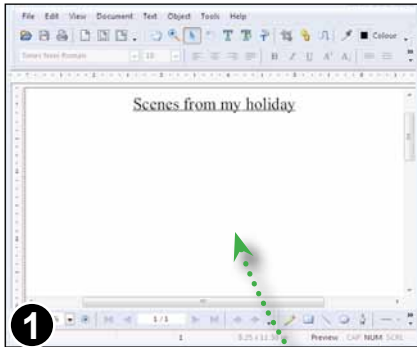
## Notes

- Foxit Advanced PDF Editor supports images up to a maximum of 8-bits per colour channel



## Inserting new images

Images can be quickly added to a page using drag & drop.

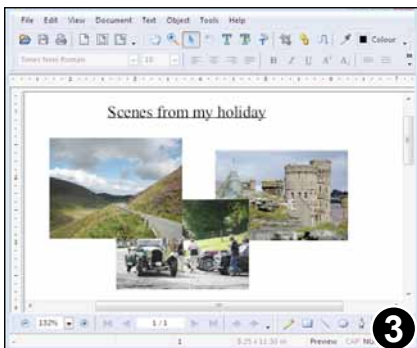
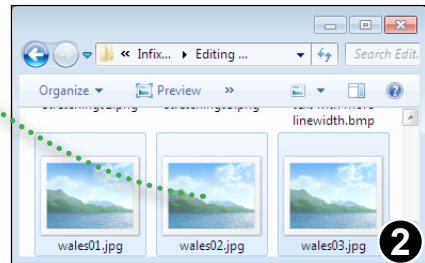


Drag & drop multiple images onto an open document

Drag & drop multiple image files onto an open document in Foxit Advanced PDF Editor to insert them into the current page.

Or, choose **Edit->Images->Insert...** then choose a single image from the file selector.

Choose from JPEG, PNG, TIFF and BMP image formats.



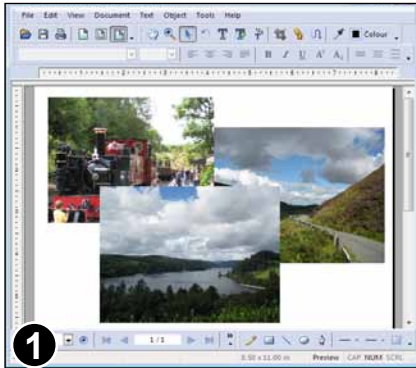
New images are pasted into the page on top of each other. Use the object tool to move and stretch them to the correct size.

## Notes

- Foxit Advanced PDF Editor supports images up to a maximum of 8-bits per colour channel

## Object borders

Foxit Advanced PDF Editor can add simple borders around objects. This is most effective when used around an image.



Select the objects which are to have a border placed around them.



Choose **Object->Border->2 pt**

or press the border button on the **Drawing** toolbar.



(**View->Toolbars->Drawing**)



The border width can be changed by choose another point size from the: **Object->Border** sub-menu.

Borders can be applied to any object, not just images.

To remove the borders, press the border button again,

or choose **Object->Border->No Border**

## Notes

- Borders are always black.

## Locking objects

Objects can be locked to inhibit accidental editing.

### To Lock:

1. Using the **Object tool**, select the object(s) to be locked.
2. Choose **Object->Lock Selection** or
3. Right-click the mouse and choose **Lock Selection**



Objects will remain locked even after the PDF is saved and re-opened (provided Foxit Advanced PDF Editor Layout is preserved in the PDF. See “Store layout info in PDF” on page 195).

### Unlocking Individual Objects:

1. Choose the **Object tool** and move the mouse cursor over the object.
2. Right-click the mouse and choose **Unlock Object/s**.



The object(s) under the mouse cursor will be unlocked and selected.

### Unlocking All Objects

1. Choose **Object->Unlock All**

## Hiding objects

To make editing complex artwork easier, objects can be temporarily hidden.

### Hiding:

1. Using the **Object tool**, select the object(s) to be hidden
2. Choose **Object->Hide Selection**



Hidden objects will become visible again the next time the PDF is loaded.

### Showing:

1. Choose **Object->Show All**

## Grouping objects

Objects may be grouped together to make editing easier.

### Grouping:

1. Using the **Object tool**, select the object(s) to be grouped
2. Choose **Object->Group Selection** or
3. Right-click the mouse and choose **Group Selection**



Groupings remain even after the PDF has been saved and reopened (provided Foxit Advanced PDF Editor Layout is preserved in the PDF. See “Store layout info in PDF” on page 195).

### Ungrouping:

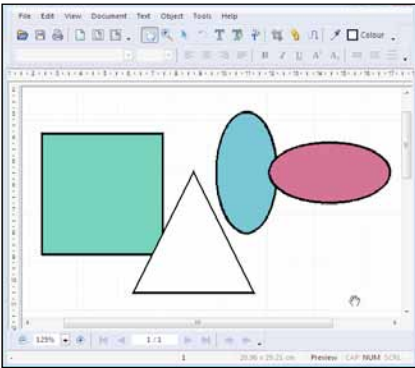
Select the group(s) to be ungrouped using the **Object tool**

4. Choose **Object->Ungroup Selection** or
5. Right-click the mouse and choose **Ungroup Selection**

## Layout grid

You can use a grid to help when aligning objects on a page. When displayed, this grid makes your pages look like graph paper. You can also make objects ‘snap’ to the lines of the grid when you move them.

The distance between grid lines and the snapping behaviour can be controlled by you.

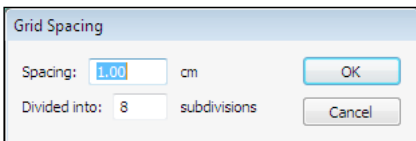


Choose **View->Grid & Guides->Show Grid** to display the grid.

The grid has major (darker) and minor (lighter) grid-lines.

To make objects “snap” to the grid lines when creating, moving or resizing, choose **View->Grid & Guides->Snap to Grid**

## Grid spacing



Choose **View->Grid & Guides->Grid Spacing...**

**Spacing** is the distance between the major (darker) grid lines.

Control the number of minor (lighter) grid-lines by specifying a value for **Divided into**:

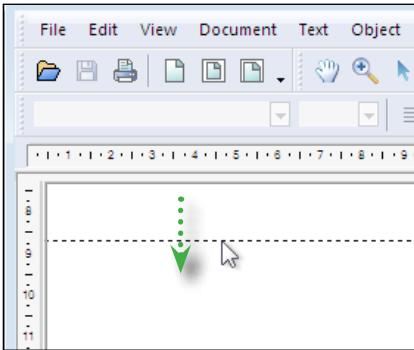
## Notes

- The visibility and spacing of the grid are stored in the PDF and will be used (by Foxit Advanced PDF Editor only) next time the PDF is opened.
- If visible, grids will be included when printing a document.
- To change the units used for the grid, choose **File->Preferences...** and click on the **Editing** tab.

## Layout guides

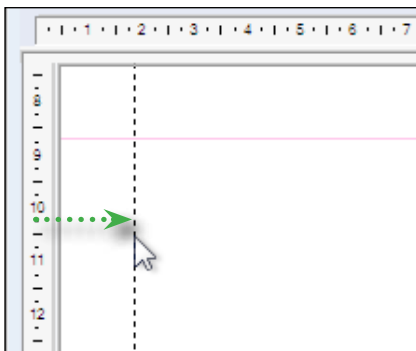
You can create multiple horizontal and vertical guides to help with layout and positioning on a page. Objects 'snap' to guides when moved close to them making it simpler to align objects.

### Horizontal guides



To create a horizontal guide, click in the horizontal ruler at the top of the window and drag down to position the resulting guide.

### Vertical guides



To create a vertical guide, click in the vertical ruler at the left hand side of the window and drag across to position the resulting guide.



Vertical ruler bar

## Notes

- Guides are stored in the PDF (if **Store layout in PDF** is enabled) for use next time the document is edited by Foxit Advanced PDF Editor.
- Once guides have been created they can be moved and deleted using the **Object tool** as if they were normal objects.
- To temporarily hide all guides (or stop them from printing) choose **View->Grid & Guides->Hide Guides**

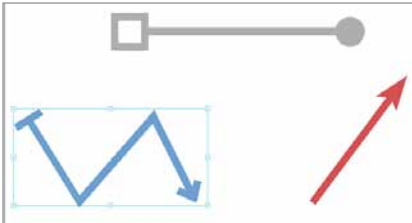
## Line arrows

Foxit Advanced PDF Editor can add various kinds of arrow heads to either the start or end of lines and polygonal shapes.

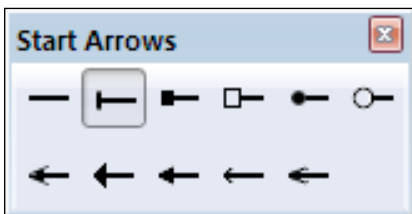


Choose **View->Toolbars->Drawing** to view the drawing tools.

The start and end arrow menus display the currently chosen arrow type for the selected object(s).



Use the **Line** or **Polygon** tools to draw.



Click on the start/end arrows menus to change the arrows of the current selection.

Tear off either menu to convert it into a floating toolbar.

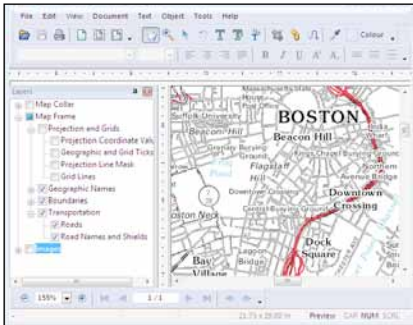
## Notes

- Lines and their arrows always have the same colour.
- The size of the arrow head is proportional to the line width.



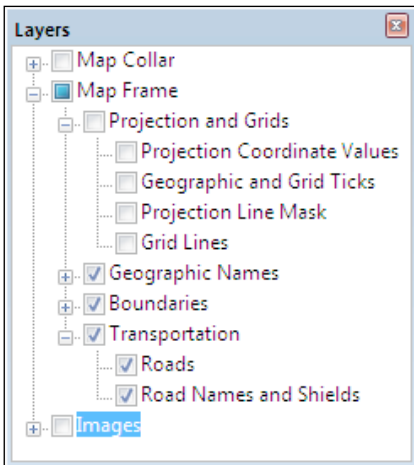
## Layers

Foxit Advanced PDF Editor offers a simple way of editing documents which include layers. Using the layers panel you can show and hide individual layers in a document to make editing easier. You can also move objects between layers.



Choose **View->Layers** to open the layers panel.

Drag the title bar of the layers panel to make it into a floating window.



Click on the check box next to each layer to show or hide it from view.

Click on the layer name to rename it. Any name change is stored in the PDF when it is next saved.

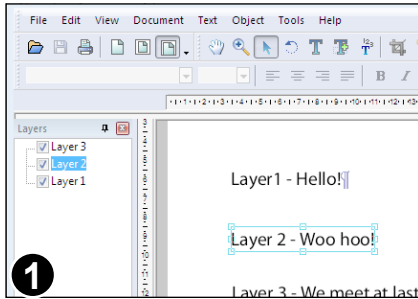
When you click on an object during editing, the containing layer is highlighted (if the layers panel is open).

Since Foxit Advanced PDF Editor ignores objects in hidden layers, it can make editing much more responsive if you hide all irrelevant objects before you begin to edit.

## Notes

- Foxit Advanced PDF Editor cannot create or delete layers.
- Changing the visibility of layers affects only the way it is displayed in Foxit Advanced PDF Editor. No permanent change is made to the PDF.

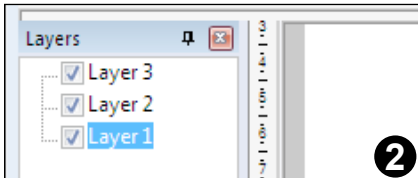
## Moving objects between layers



To move objects from one layer to another, select the objects with the selection tool.

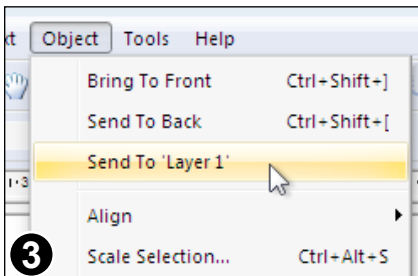


The selected text in this example resides in 'Layer 2'.



Select the layer to which you wish to send the objects.

Here, 'Layer 1' is selected.



Choose **Object->Arrange->Send To 'Layer 1'**

The object will be marked as belonging to the selected layer. This change will be stored in the PDF next time it is saved.

# Editing Text

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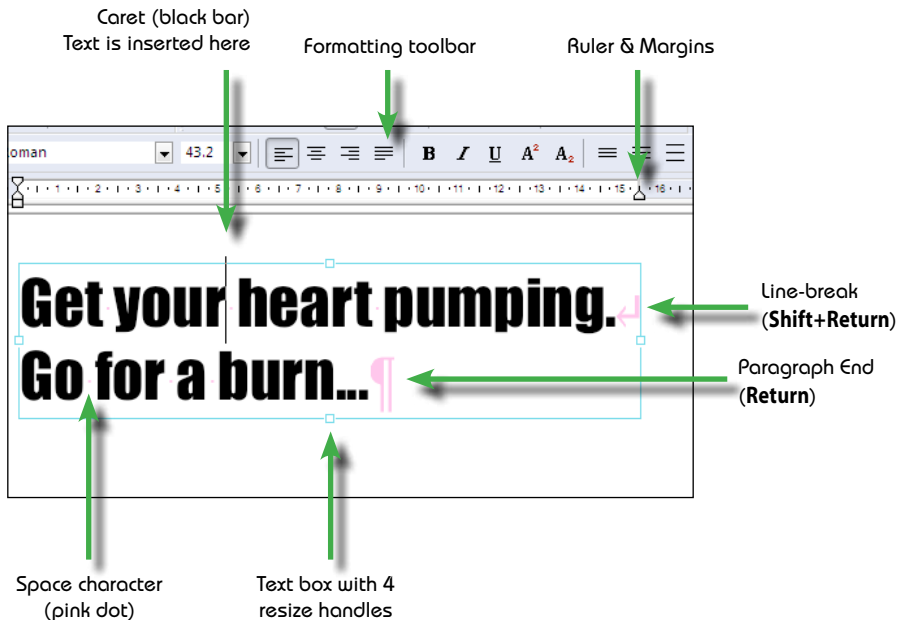
- ☞ **Creating new text boxes**
- ☞ **Editing text across columns & pages**
- ☞ **Inserting special characters**
- ☞ **On-screen display**
- ☞ **Overset text**
- ☞ **Performing a spell check**
- ☞ **Redacting Text**

## On-screen display



1. Select the **Text tool** from the tool bar.
2. Click on a block of text to begin editing.

The formatting bar and ruler will activate and a text box will be drawn around the text block being edited.



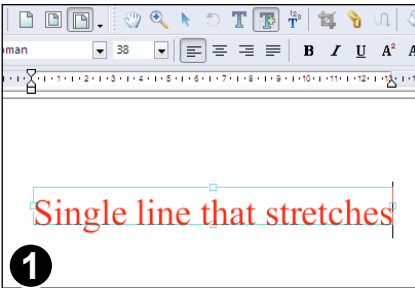
## Notes

- When you begin editing, spaces, paragraph marks and line-breaks will show up in pink. These will become invisible again when you finish editing.
- Choose **View->Show Invisibles** to disable this behaviour.
- See [Fonts In PDF](#) for details of how certain fonts can make editing difficult.
- Choose **View->Text Box Frames** to outline all text boxes during text editing.

## Creating new text boxes

### Using the Text Plus tool

A new, single-line text box can be added at any time.



Select the **Text Plus** tool from the toolbar.



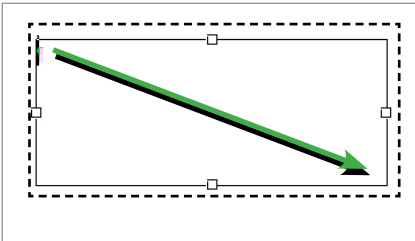
Click to create a new, fixed size text box. As you type into this box it will stretch.

The box can be resized by dragging on the North, South, East, West resize handles as normal.

Text boxes created this way will be editable in all the free versions of Foxit Advanced PDF Editor.

### Using the Text tool

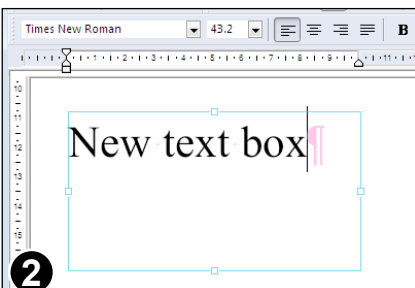
New text can be added at any time by dragging out a new text box of the required size.



Select the **Text tool** from the toolbar.



Click and drag to create a new text box.



After a short delay, the text box will be created ready for editing.

Choose the required font and size from the formatting bar before editing.

## Editing text across columns & pages

Link multiple text boxes into a chain and reflow the text across the whole chain.



Select the **Linked text** tool from the toolbar.



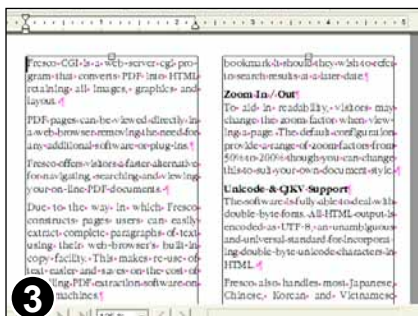
Click the mouse in the middle of each column you wish to link together.

The box will highlight and a number will be displayed in the middle. This number shows the order in which text will flow between the boxes.

If you click the same box twice it will be removed from the flow and the rest of the text boxes renumbered.



Keep adding further boxes by clicking the mouse. You can change pages and add text from different pages to the flow.



When you are ready to begin editing select the **Text** tool from the toolbar.



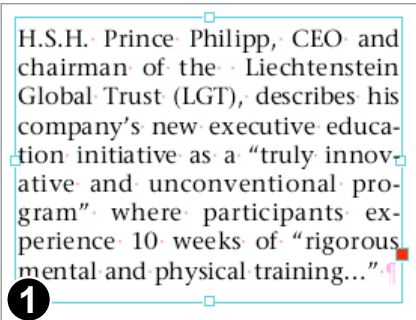
### Notes

- The text boxes will remain linked together even after you close and re-open the PDF provided **Store layout in PDF** is enabled. See "Store layout info in PDF" on page 195.

## Overset text

When there is too much text to fit into a text box, the text that overflows is hidden and is called “overset” text.

To reveal the overset text, make the text box larger or connect it to another text box so the text can flow between them.



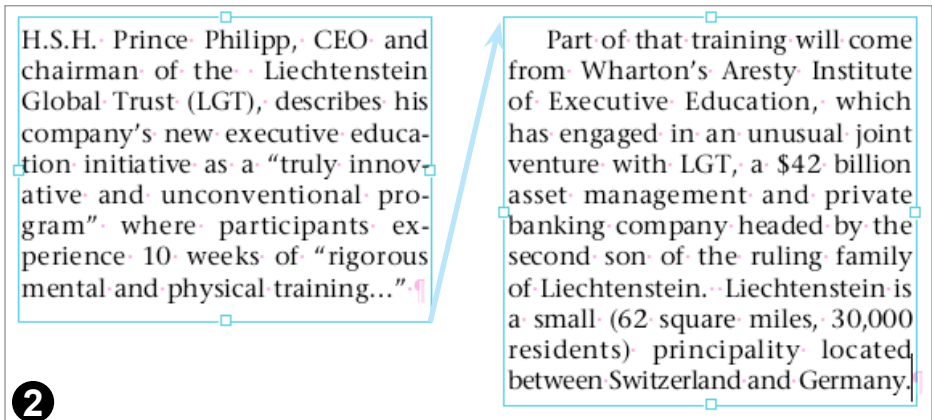
This text contains overset text. This is indicated by the small red square in the bottom right of the frame.

Resize the box to reveal the hidden text.

Alternatively,

1. click on the overset symbol
2. drag-out a new text box.

The overset text will flow from the old text box into the new one. Continue linking new text boxes until all the text becomes visible.



## Notes

- When saving a PDF, Foxit Advanced PDF Editor checks for overset text and reports the first instance found.

## Inserting special characters

Use the **Character Palette** dialogue to insert characters that are difficult to enter directly from the keyboard.

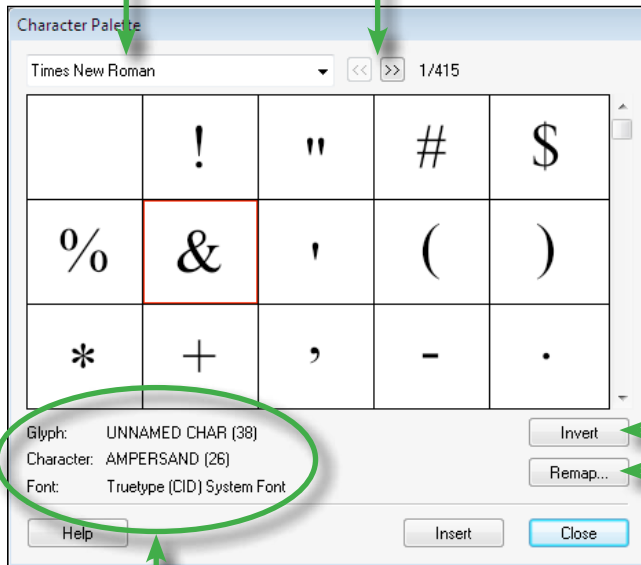
Click on some text to begin editing using the **Text tool**.



Choose **Text->Character Palette...**

Use the font menu to choose the required font from the PDF's fonts and your computer's system fonts.

Next/Previous font



Click on a glyph to select it.

Double-click to insert it into the PDF.

Poorly formed Type3 fonts may display upside-down. Press **Invert** to rectify this.

Press to re-define the meaning of badly mapped glyphs. See "Remapping fonts" on page 90.

Information about the selected glyph:

- name as used in the PDF (not always available)
- official Unicode description
- type of the font from which it comes



## Performing a spell check

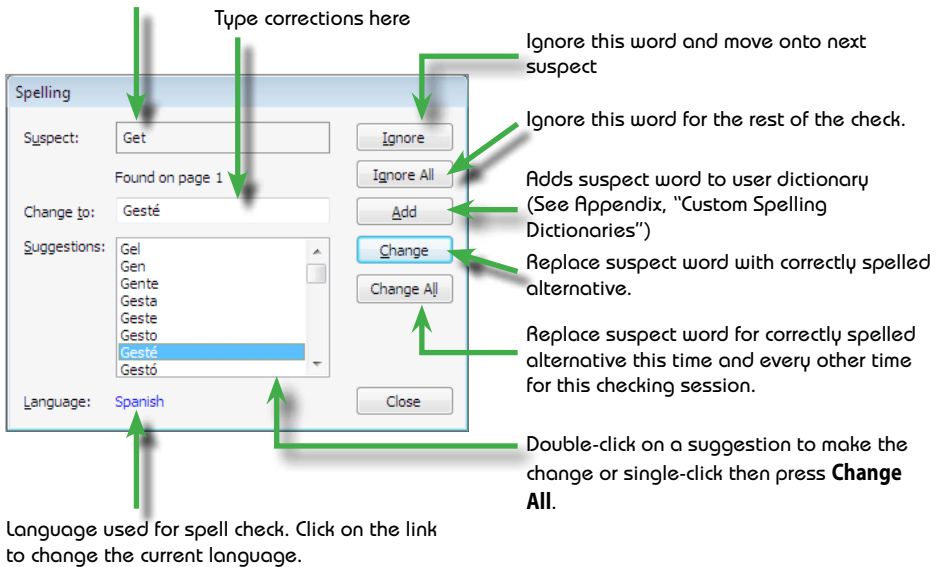
After editing it is useful to check the spelling of any new text added. You can check the spelling of words in three ways:

- check just the words in a text selection
- check words in active text blocks
- check the whole document (if there is no active text block)

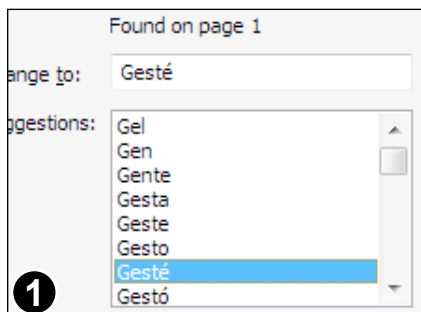
The spell check dialogue box is accessed from **Edit->Check Spelling...** menu or by pressing the **F7** function key.

## The Spelling dialogue box

Misspelled word is shown here.



Continued from previous page

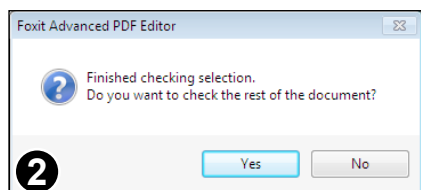


Start the spell check by choosing **Edit->Check Spelling...** or press **F7**.



As each suspect word is displayed in the dialogue box, Foxit Advanced PDF Editor will also highlight the word on the page.

You can type a new word into the **Change To:** box or select one of the words Foxit Advanced PDF Editor has suggested then press **Change**.



When the selected text has been checked, you will be asked if you wish to check the rest of the PDF.

## Notes

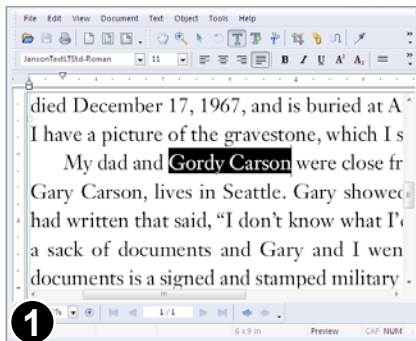
- See [Fonts In PDF](#) for details of how fonts can effect the editing of text.
- Be careful when changing text in paragraphs with unusual shapes (such as those that flow around graphics). When the paragraphs are reflowed, their layout may be lost. See [Advanced Editing](#) for methods of dealing with this.
- If the words shown in the **Suspect:** window seem garbled or include strange characters it indicates that the text cannot be extracted correctly from the PDF. This is caused by improper encoding of the PDF's fonts and cannot be remedied with Foxit Advanced PDF Editor.
- You can edit the contents of the spelling dictionary - see [Custom Spelling Dictionaries](#).
- Foxit Advanced PDF Editor will warn you if the replacement text cannot be rendered in the font used by the misspelled text. In this case, you may have to choose a different font for the text.
- Words that include numbers cannot be learnt by the spell checker. You can however, skip checking such words using the **Ignore All** button.

## Redacting text

Foxit Advanced PDF Editor can be used to reliably redact text of a sensitive nature. A block of text can be rendered illegible to the extent that it's original content no longer forms part of the page marking stream.

Technically, redaction is a two stage process:

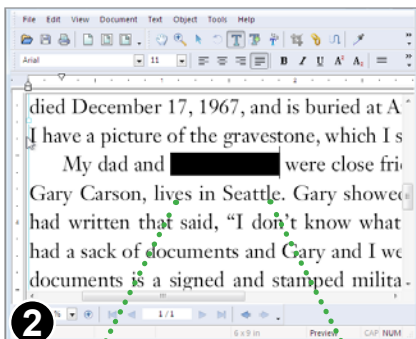
1. Foxit Advanced PDF Editor replaces the selected text with a repeated character - usually 'x' though other characters may be used if the original font does not contain 'x'.
2. The replaced characters are further obscured by a wide strike-through covering the entire selection.



Using the **Text tool**, select the span of text to be redacted. This can be anything from a single word to an entire story.



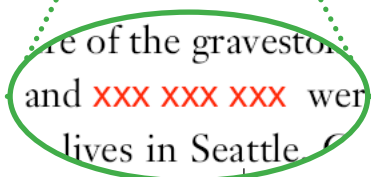
Then choose **Text->Redact**.



The text has been redacted.

You can undo this change whilst editing, but once you save the document the redaction becomes permanent and can not be undone.

Foxit Advanced PDF Editor tries to keep the total width of the redacted text the same as the original selection though some amount of reflow may still occur.



Underneath the strike-through, the original text has been replaced by sequences of 'x'.

# Formatting Text

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- ☞ Background colour
- ☞ Bold, overprint & italic text
- ☞ Letter spacing
- ☞ Line Spacing
- ☞ Margins & indents
- ☞ Paragraph spacing
- ☞ Ruler units
- ☞ Strike-through
- ☞ Tabstops
- ☞ Text Colours
- ☞ Underline

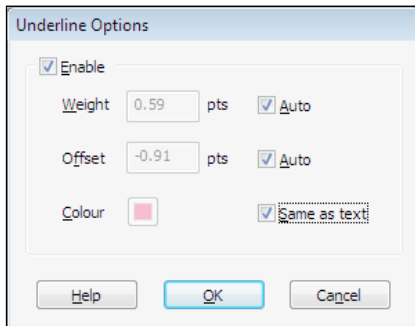
## Underline

You can underline a character or words using the **Underline** button available on the formatting toolbar.



Underling

Select some text, or move the caret into a word and press the underline button on the formatting toolbar.



For more control over the width, colour and position of the underline choose the **Text->Style->Underline Options...** menu item.

Underling

Using the **Underline Options** dialogue box, you can change the colour of an underline.

Continued from previous page

## Example underline effects

Offset to -20 points

Weight	0.59	pts	<input checked="" type="checkbox"/> Auto
Offset	-6.00	pts	<input type="checkbox"/> Auto

Underling

Offset +6 points on 12 point text

Weight	0.59	pts	<input checked="" type="checkbox"/> Auto
Offset	6.00	pts	<input type="checkbox"/> Auto

Underling

Weight of 0 points (hairline)

Weight	0.00	pts	<input type="checkbox"/> Auto
Offset	-0.91	pts	<input checked="" type="checkbox"/> Auto

Underling

Adding a background to text

Weight	13.00	pts	<input type="checkbox"/> Auto
Offset	3.50	pts	<input type="checkbox"/> Auto

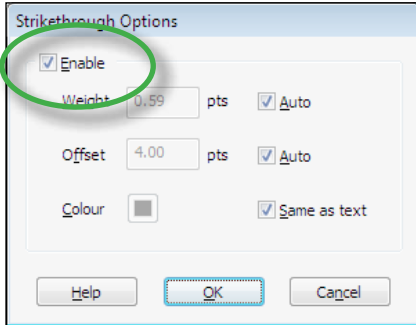
Underling

## Notes

- Text is always drawn after its underline decoration.
- Text is always drawn before its strike-through decoration.

## Strike-through

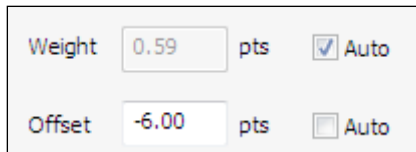
Strike-through can be applied to any word or selection of words by choosing:  
**Text->Style->Strike-through** whilst in text editing mode.



Additional options are available to control the look of the strike-through decoration.  
To access these choose:  
**Text->Style->Strike-through Options...**

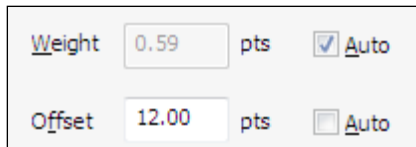
### Example strike-through styles

Offset of -6 points on 12 pt text



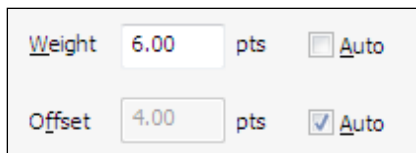
**Strike-through**

Offset of 12 points



**Strike-through**

Weight of 6 points on 12 pt text



**Strike-through**

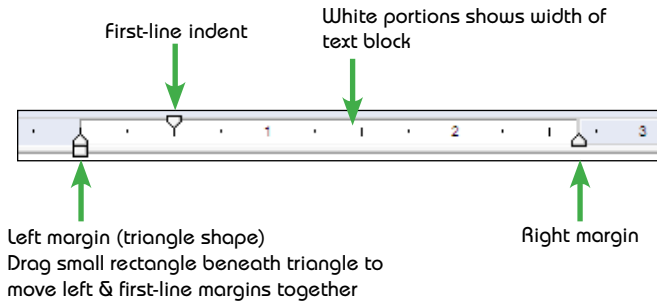
## Margins & indents

You can control the left, right and first-line indents for paragraph text. These indents apply to the entire paragraph.

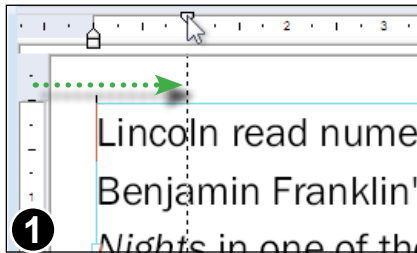
Select the **Text tool** and click on a block of text to begin editing.



Place the caret inside a paragraph or select a block of text spanning multiple paragraphs.



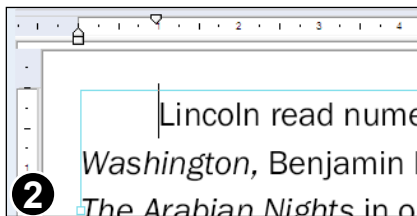
### First-line indent



To change a margin, drag the margin triangle to the position required.

The picture shows the “First Line Indent” triangle being dragged.

As you drag the margin, a dotted line allows you to line-up the margin with other objects on the page.

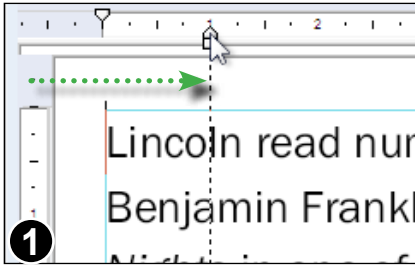


The first-line indent has been changed so that the paragraph starts with an indent.



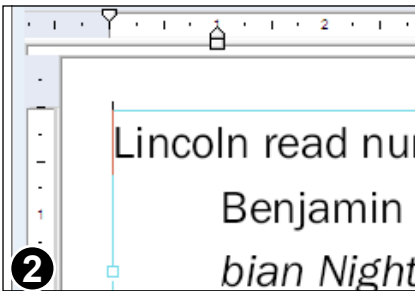
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## Left margin & hanging indents



To create a hanging indent as shown in image 2, move the left-margin inward without moving the first-line indent.

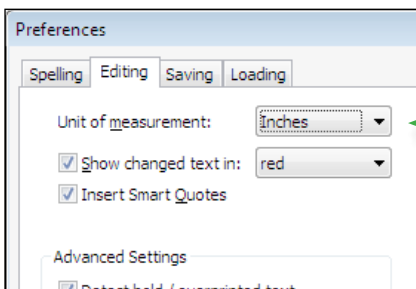
If you drag the little rectangle underneath the left margin arrow, then both the first-line indent and left margin will move.



This paragraph now has a hanging indent.

## Ruler units

You can change the ruler's unit of measurement. Choose from Centimetres, Inches, Points and Picas via the **Preferences** dialogue box.



Choose **File->Preferences...** then click on the **Editing** tab to change the ruler's units.

## Notes

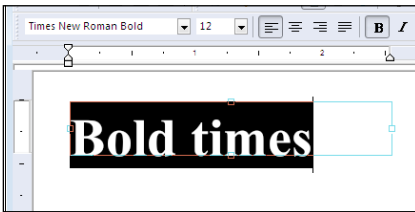
- For finer control of indents especially for text that flows around shapes, see [Advanced Editing](#).

## Bold, overprint & italic text

Foxit Advanced PDF Editor includes buttons to switch between normal, **bold** and *italic* versions of a font. These buttons may not operate in the manner you expect since in some cases Foxit Advanced PDF Editor can simulate the effect required if the appropriate font is not available.



### Actual Bold



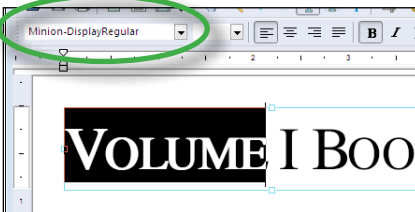
Using the **Text tool**, select some text.

Press the **Bold** button or Ctrl+B.

If the bold version of the font is available, Foxit Advanced PDF Editor switches fonts.

In this example, the font has changed from **Bitstream Vera Sans** to **Bitstream Vera Sans Bold**, both available in the PDF.

### Simulated Bold



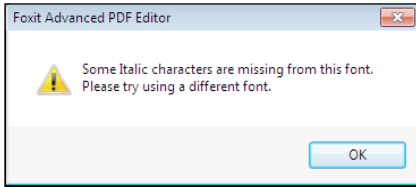
If the bold versions of the selected characters are not available Foxit Advanced PDF Editor will simulate bold by overprinting the characters.

This text, written using **Minion-DisplayRegular** has no bold equivalent in the PDF or on disc.

Pressing **Bold** causes Foxit Advanced PDF Editor to overprint the text to simulate the bold effect. Notice that the font name has not changed in the font drop-down.

Continued from previous page

## Italic



If the italic version of the selected text is not available in the PDF or on disc, then Foxit Advanced PDF Editor will show this warning.

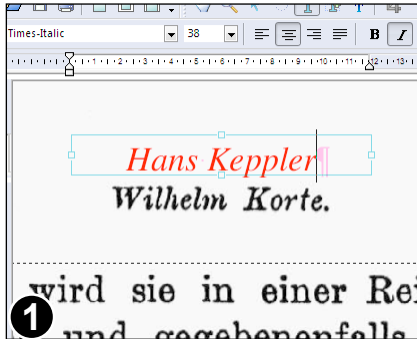
Foxit Advanced PDF Editor cannot simulate italic text in the way that it can bold text.

## Notes

- When editing starts, Foxit Advanced PDF Editor scans for overprinted text and classifies it as bold. This behaviour can be disabled - see “Diagnostic editing mode” on page 193
- Foxit Advanced PDF Editor does not simulate italic text.
- Italics cannot be undone if the non-italic font is not available on disc or in the PDF.
- Bold text cannot be undone if the plain font is not available, unless it was previously only simulated bold.
- The simulated bold (overprint) effect will be detected again by Foxit Advanced PDF Editor when the PDF is re-loaded.

## Background colour

You can specify that a text block has a white, black or transparent background colour. This can be useful when you want new text to obscure existing, background text.



In this example we want to obscure the name 'Wilhelm Korte' on the scanned page with a new name 'Hans Keppler'.

The new text is shown in red due to the **Show changed text in:** preference. See "Show changed text in:" on page 192.



When placed on top of the existing scanned name, both names are visible.



Choose:

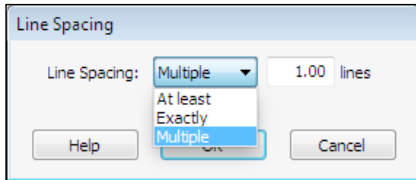
**Text->Text Boxes->Background Colour->White** to give the text box a white background.

For simplicity Foxit Advanced PDF Editor only offers black, white or clear backgrounds.

For other colours, create a coloured rectangle shape using the drawing tools and place it between the new and old text.

## Line Spacing

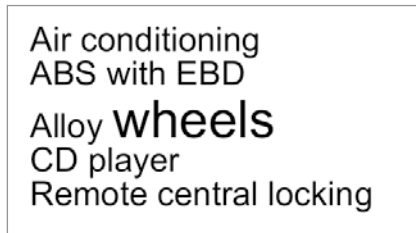
Use the **Line Spacing** dialogue box to set line spacing values other than Single, 1.5 and Double.



While in text edit mode, choose **Text->Line Spacing...** from the main menu bar.

The Letter Spacing dialogue box offers **At Least**, **Exactly** & **Multiple** spacing modes.

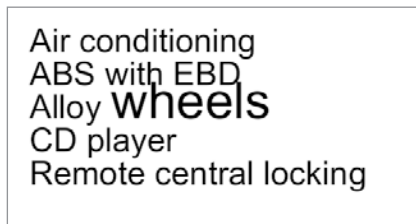
### At Least



This paragraph shows the effect of the **At Least** mode in which you tell Foxit Advanced PDF Editor the minimum gap between lines (measured in points).

To stop the “wheels” line (shown left) from colliding with the previous line, Foxit Advanced PDF Editor has automatically increased its line spacing.

### Exactly

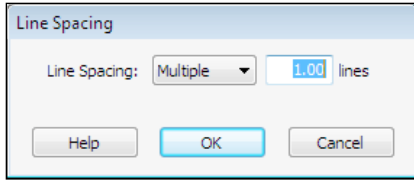


This paragraph shows the effect of the **Exactly** setting in which you tell Foxit Advanced PDF Editor the exact gap size between lines (measured in points).

Foxit Advanced PDF Editor has used exactly the same spacing for each line regardless of whether or not they collide.

Continued from previous page

## Multiple



Use **Multiple** mode to specify gaps such as “2.5 lines” meaning that the gap will be at least 2.5 times the line height.

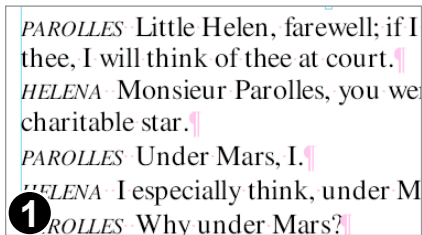
Setting multiples of 1, 1.5 or 2 is the same as pressing the single, 1.5 or double spacing buttons on the formatting toolbar.

## Paragraph spacing

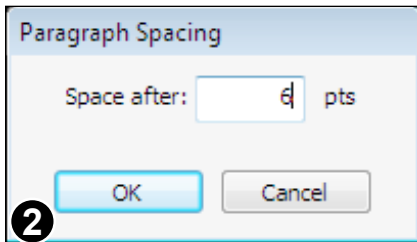
You can create a gap between paragraphs in two ways:

1. Use the **Text tool** to insert blank lines between paragraphs
2. Use the **Text tool** and the **Paragraph Spacing** dialogue box available from the **Text->Paragraph Spacing...**

Using the second method allows you to dictate the exact size of gap in points -  $\frac{1}{72}$  inch.

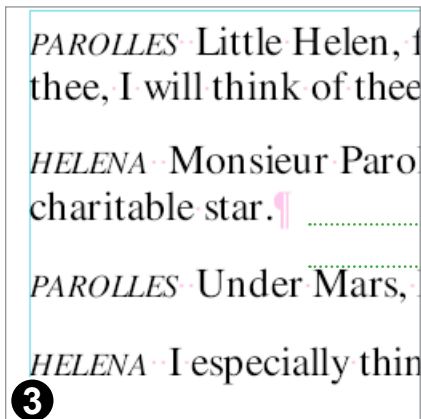


There is no gap between any of the paragraphs shown left.



Choose **Text->Paragraph Spacing...** from the main menu bar.

Here the value has been changed to 6 points.



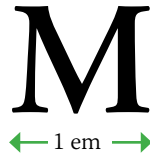
The paragraphs are now 6 points apart.

Select multiple paragraphs to alter the spacing of them all at once.

6 points gap

## Letter spacing

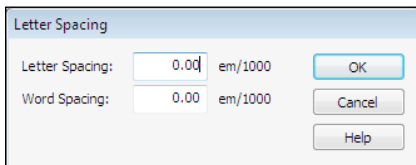
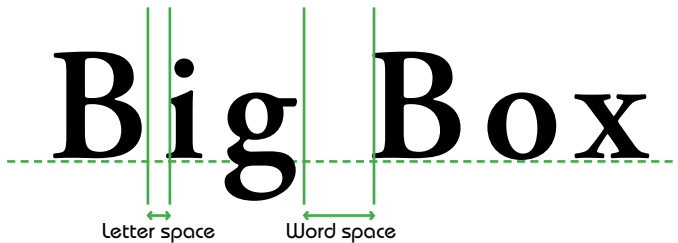
The space between individual letters can be controlled to an accuracy of  $\frac{1}{1000}$  em. This is useful for achieving layout effects such as fitting text into a particular area by reducing or expanding the spacing.



Letter spacing is measured in 'ems' with 1 em being the width of a capital letter 'M' in any font.

## Letter space & word space

Due to the nature of PDF documents, you can also control the gap between words caused by space characters though this is generally not as widely used as letter spacing.



The letter spacing dialogue box uses units of  $\frac{1}{1000}$ th em.

You can control the gaps between letters and words by entering positive or negative values.

The word spacing value is ignored when text is fully justified.

## Notes

- Increase/decrease the letter spacing of selected text using the keyboard short cuts **Ctrl+Shift+] and Ctrl+Shift+[**



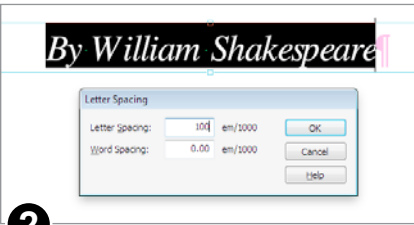
## Using letter spacing



Select the **Text tool** and begin editing a block of text.



Select the characters whose spacing is to be changed.



In this example the spacing is being changed to  $\frac{100}{1000}$ th em. This will change the gap to be  $\frac{1}{10}$ th of the width of the letter 'M' in this font.

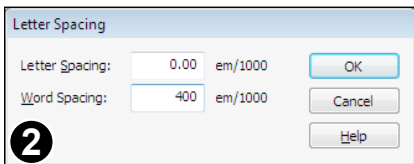


The additional spacing is clearly visible and the text now covers a wider area.

## Using word spacing



Starting with the original text, the word spacing could be changed instead.



The word spacing is changed to  $\frac{400}{1000}$ th em or 0.4 x width of 'M'.



The new, enlarged gap between the words is clearly visible.

## Tabstops

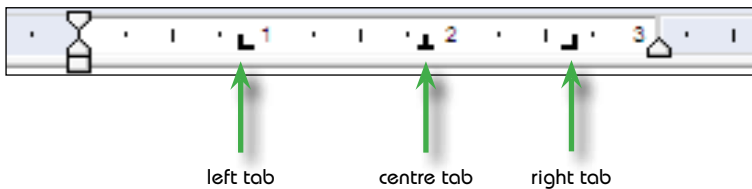
Use tabstops to create sophisticated text layouts. Choose from left, centre and right justified tabs with or without leader dots.

### Creating/deleting tabs

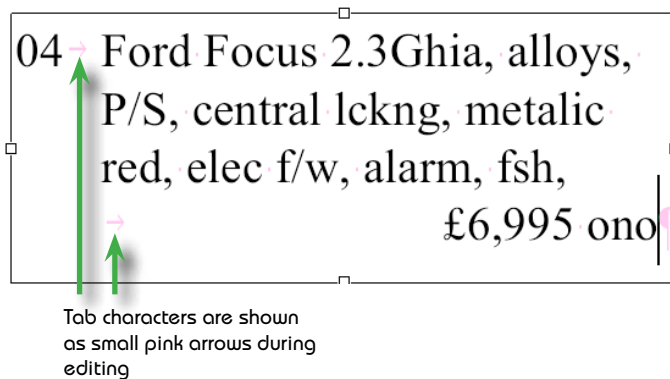
Click on the ruler bar at the position you want to create a new tab.

Click & drag an existing tab-stop to move it to a new position.

Click & drag an existing tab right off the ruler bar to delete it.



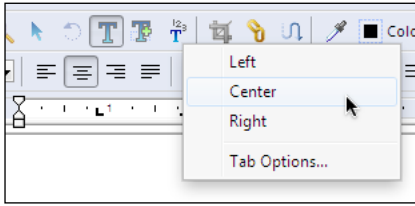
### On-screen display



### Notes

- Tabstops are remembered even after closing and re-opening a PDF.
- As you add or move an existing tabs their numeric position is shown in the status bar at the bottom of the window.
- Tabstops may be positioned beyond the left & right margins of the text box.

## Creating centre & right tabs

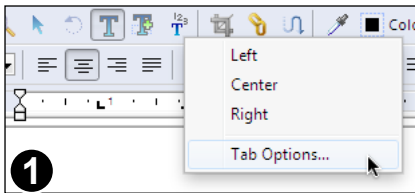


Position the mouse cursor over an existing left tab then press the right mouse button to see the Tab menu.

Choose **Centre** or **Right** to change the type.

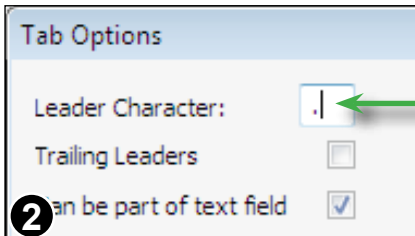
## Tab leaders

From the **Tab Options...** dialogue box, you can set the leader character or modify the way tabs wrap across lines.



Position the mouse cursor over the tabstop you want to modify.

Press the right mouse button to display the tab menu and choose **Tab Options...**

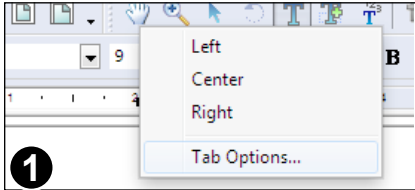


To add leader dots to your tabstop, type a single '.' (period) into the **Leader Character** text box.

You can type any single character into this box for use as a tab leader.

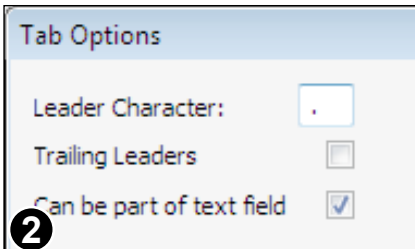
## Trailing tab leaders

Use the **Tab Options...** dialogue to control the way tab leaders are drawn for wrapped lines.

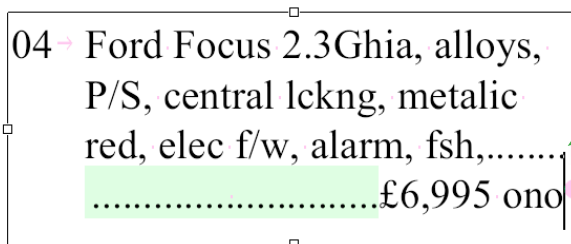


Position the mouse cursor over the tabstop you want to modify.

Press the right mouse button to display the tab menu and choose **Tab Options...**



When **Trailing Leaders** is checked, Foxit Advanced PDF Editor will add leader dots to the end of a line which wraps because of a tab stop.



Trailing leaders have been added by Foxit Advanced PDF Editor.

### Notes

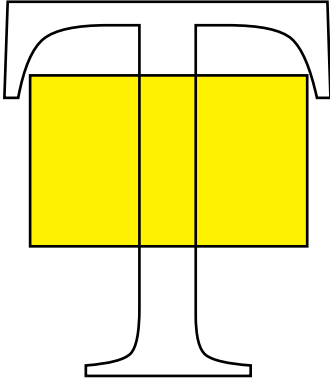
- Trailing leaders cannot be selected or edited with the text or object select tools. The caret will skip over them when moving through text.
- Trailing tab leaders extend up to the right edge of the text box.

## Text Colours

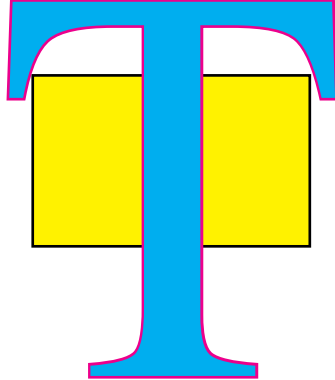
All text has two colours associated with it - the outline colour (stroke) and the interior (fill) colour. Either colour may be invisible (but not both).

The colours are set in the same way as for graphics.

See “Changing colour & line width” on page 35



Outlined (stroked) with no fill colour



Solid stroke and fill colour

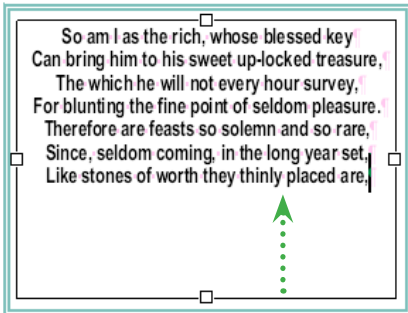
# Advanced Editing

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- ☞ Automatic text fitting
- ☞ Clipping mask creation
- ☞ Clipping mask removal
- ☞ Cloning objects across pages
- ☞ Converting text into vector outlines
- ☞ Deleting objects across pages
- ☞ Flowing text around graphics
- ☞ Merging text boxes
- ☞ Numbering pages
- ☞ Rebuilding text boxes
- ☞ Reducing PDF file size
- ☞ Remapping fonts
- ☞ Splitting text boxes
- ☞ Vertical text alignment

## Vertical text alignment

Foxit Advanced PDF Editor can align text inside a text box so that it sits at the top, middle or bottom of a text box. It can also make text automatically fit its text box by altering various aspects of the text formatting (see [Text Box Fitting](#))

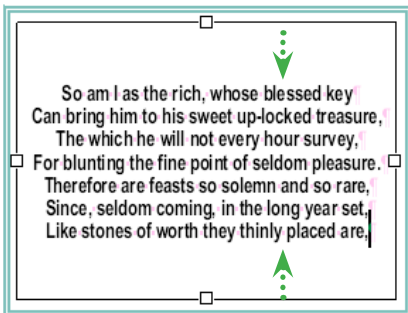


While editing a text box using the **Text tool** then choose:

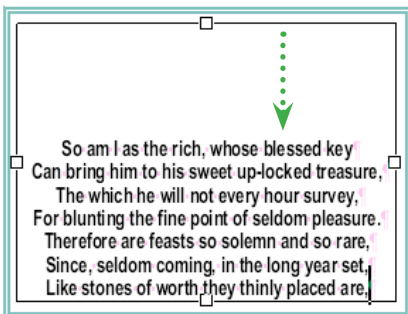


**Text->Box Alignment->Top.**

The text shown here is top aligned which is the default alignment.



**Text->Box Alignment->Middle.**



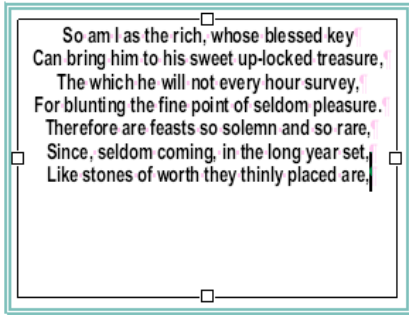
**Text->Box Alignment->Bottom.**

## Notes

- Text Box Alignment reverts to “Top” for linked text boxes.

## Automatic text fitting

Foxit Advanced PDF Editor can alter various aspects of text formatting in order to make text fit inside its text box.

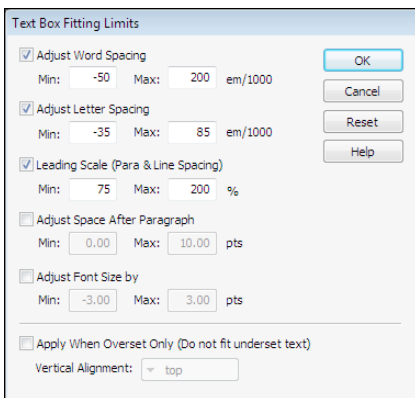


Edit a text box using the **Text tool** then choose:

**Text->Align->Full...**



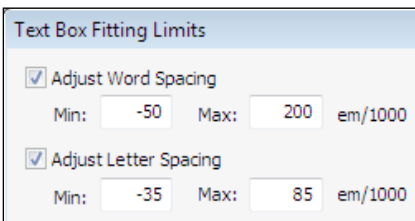
The text shown here is top aligned which is the default alignment.



Use the **Text Box Fitting Limits** dialogue box to select the aspects of formatting which should be modified and by how much.

During fitting, Foxit Advanced PDF Editor tries altering the enabled aspects of formatting in the order they are listed in the dialogue.

The fitting process stops as soon as an acceptable result has been achieved even if all metrics have not yet been used.



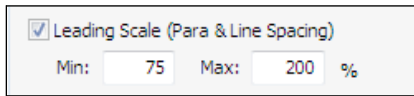
Deactivate fitting metrics by unchecking their check boxes.

The first two metrics simply adjust the word and letter spacing of text to try to achieve a fit.

The adjustment is between the supplied limits and is in addition to any spacing metrics already in effect on the text.



Continued from previous page



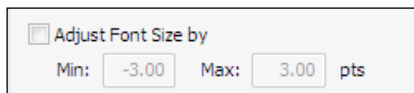
The **Leading Scale** metric modifies the leading and paragraph spacing of text within the percentage limits supplied.

In this example, leading and paragraph spacing could be increased from their initial values by as much as 200% during fitting (or reduced to 75%)

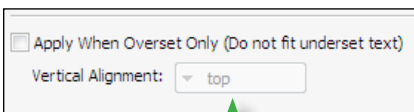


Adjust the gap between paragraphs independently of the leading via this metric.

Adjustments range between the **Min** and **Max** point values supplied. If **Min** is set to 0 then paragraph spacing will never be reduced. If **Max** is set to 0, paragraph spacing will never be increased.



The final metric adjusts the font size of all text in a text box by the same number of points in order to obtain best fitting.



Fitting may be restricted to text that overflows its text box (overset text).

The alignment to be used on underset text (text which does not require fitting)

Continued...

Continued from previous page

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E BMW 325i LACHS SILVER, BLACK LEATHER, SHIRT & BILLS, 16	£7995	
G FORD ESCORT XR3i, RADIANT RED, 1/2 LEATHER, ALLOY WHEELS, ELEC WINDOWS, INSURANCE IMMOBILISER	£3995	
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92 VAUX CALIBRA 2.0 16V, 4X4, ALLOYS, S/ROOF, WHITE	£3995	

Default "Top" alignment for two linked text boxes

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L METRO GTI 16V, 30K MILES, ALLOYS, S/ROOF ETC	£3995	
92 VAUX CALIBRA 2.0 16V, 4X4, ALLOYS, S/ROOF, WHITE	£3995	

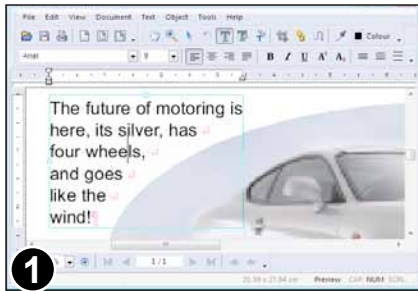
"Full Alignment" applied across both linked text boxes.

## Notes

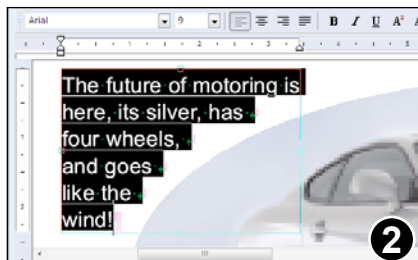
- Text fitting is time consuming. It is not advisable to edit text with full fitting activated. Apply it only once editing is complete.
- Text Box alignment is remembered even after closing and re-opening PDFs.
- Original formatting (font size, leading & spacing) is restored once full fitting is turned off.
- Unlike the other alignment modes, full text fitting can be applied across linked text boxes.

## Flowing text around graphics

In order to retain the contour of a paragraph that flows around a graphic the widths of lines should be locked during editing.

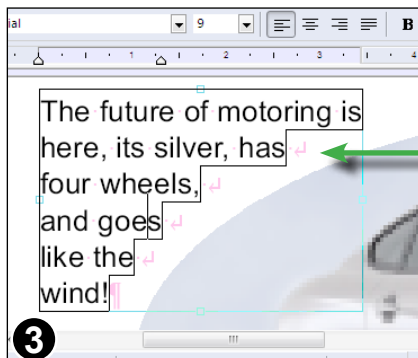


Select the **Text** tool from the tool bar and click inside the paragraph to begin editing.



Select lines whose shape follows the contour of the graphic. Lines that do not follow the shape need not be selected.

In this example every line of the paragraph needs to be selected.



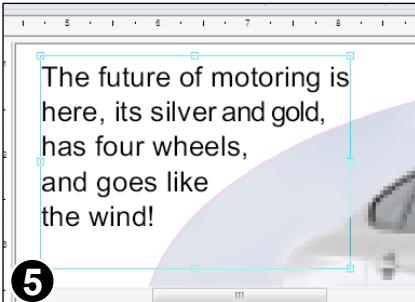
Choose **Text->Fix Line Width** from the menu bar to lock the selected lines.

“Fixed” lines have an addition border showing the shape of the line.

Continued from previous page



Make sure the alignment is correct. Foxit Advanced PDF Editor may have chosen the wrong alignment due to unusual shape of the paragraph.



Edit the text as normal.

Although the text will reflow, the shapes of the fixed lines will not alter.

You can alter the shape of each line by moving the left or right margin for that line.

Finish editing as normal.

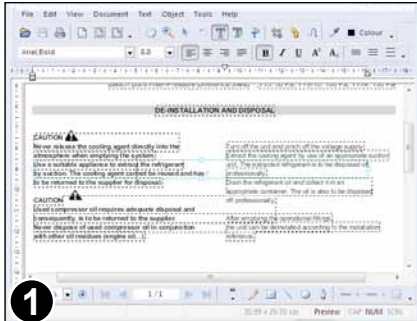
In this example, each line has been reshaped to ensure the new text curves around the blue oval.

## Note

- You cannot use **Text->Fix Line Widths** on rotated text.

## Rebuilding text boxes

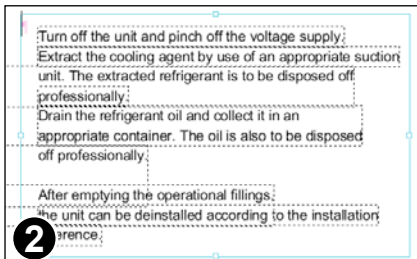
Foxit Advanced PDF Editor can grab the text from multiple text blocks within a specific area of the page, sort it and build a new text box containing all the grabbed text. This can be useful for documents that have many disjoint text blocks making editing difficult.



Owing to the way in which this example PDF was produced, Foxit Advanced PDF Editor has created many overlapping text blocks which make editing difficult.

In some cases, lines from two distinct columns of text have been grouped into a single, extra wide, text block.

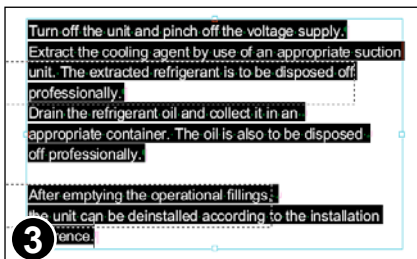
(**View->Show Text Frames** has been enabled to show the outline of each text box)



Choose the **Text tool** and drag-out a new text box large enough to enclose all of the text you wish to grab.



Choose:  
**Text->Text Boxes->Rebuild**



Any text enclosed by the new text box will be stolen from the existing text boxes.

The stolen text is then sorted using a simple x-y sort and placed into the new text box.

Original text boxes that become empty as a result will be deleted.

Usually the text placed in the new text box will have more accurate paragraph structure and be easier to edit.

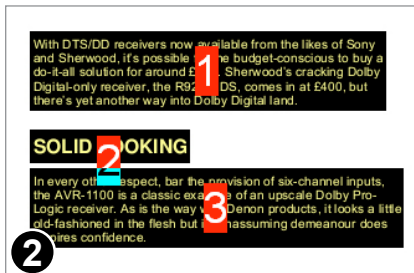
## Merging text boxes

Vertically aligned text boxes may be joined together when you need text to reflow as one.



In this example, Foxit Advanced PDF Editor has split the text into three boxes.

This will produce the wrong results when the text is reflowed.



While using the **Linked text** tool choose:

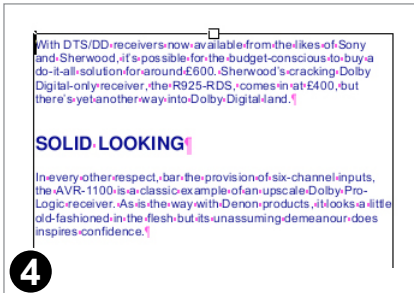


**Text->Text Boxes->Merge Vertically** to join the three separate boxes into one.



Boxes in the same vertical row will be joined into one.

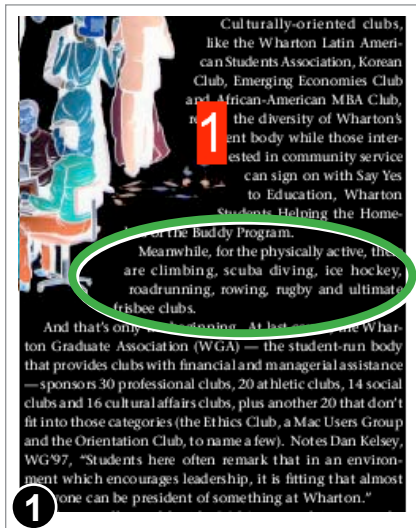
Continued from previous page



Text will now flow as a single column and the results should look better.

## Splitting text boxes

Text blocks can be split at paragraph boundaries. This can make editing large blocks of text faster and helps to avoid reflowing text that does not need it.



Use the **Linked text** tool to select the text box to be split.



The example shows a large block of text with complicating formatting.

To edit just the middle paragraph without reflowing any of the other text, the text box should be split.



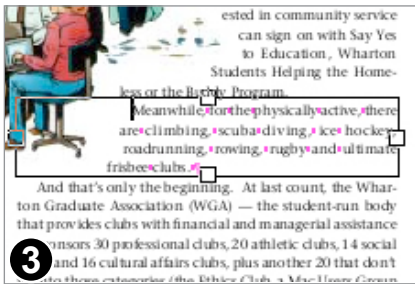
Choose **Text->Text Boxes->Split Paragraphs**.

The single box is split so that each paragraph becomes a box, not linked to any other.

Although the new text boxes are not linked together, for clarity they have been linked together in this image to highlight the effect of splitting.



Continued from previous page



After splitting, Foxit Advanced  
PDF Editor switches to the **Text tool**  
ready for editing.



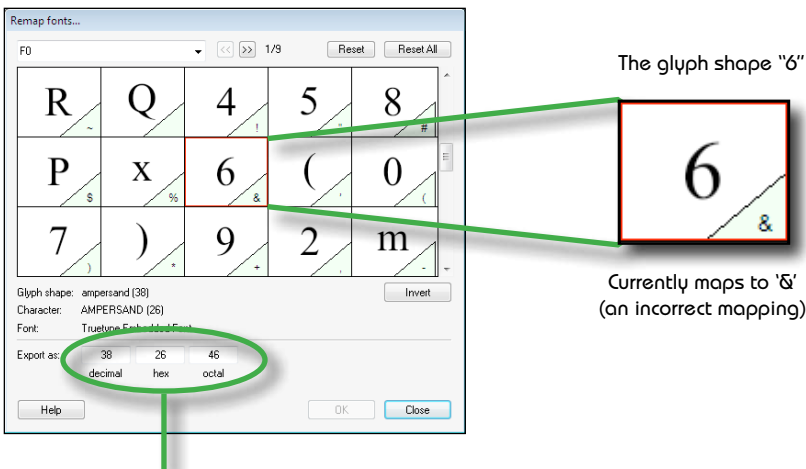
## Remapping fonts

Every font in PDF includes a mapping from the glyph shapes to their meaning. Without this mapping editing would not be possible nor would content export.

In some PDF documents these mappings are incorrect or corrupted. You can train Foxit Advanced PDF Editor to deal with particular mapping problems as they arise. This training does not fix the PDF but does enable editing, content export and translation.




Choose **Text->Remap Fonts...** to open the font mapping dialogue box.

The dialogue box is similar to the **Character Palette** dialogue (see “Inserting special characters” on page 56)



The 'meaning' of the selected glyph. When editing or exporting, Foxit Advanced PDF Editor will treat the glyph as if it were Unicode 38.

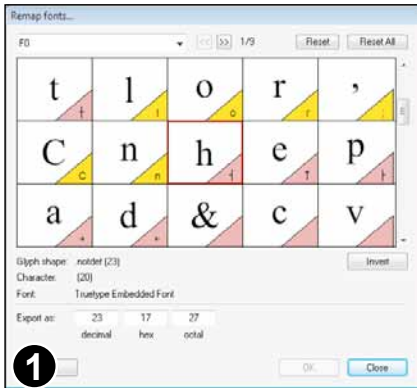
The mapping for each glyph is shown in one of three colours:

-  Mapping contained in the PDF. (May or may not be correct)
-  Bad or missing mapping.
-  User supplied mapping. (A remapped glyph)

Continued from previous page

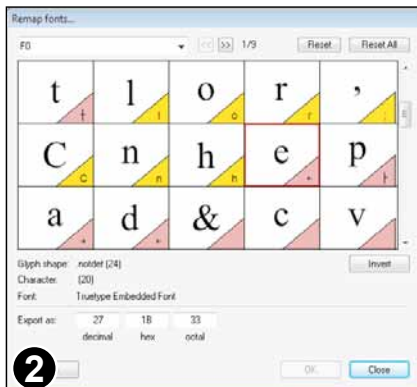
## Editing font mappings

The quickest way to edit or fix a font map is to select the first incorrectly mapped glyph in the map, then press the key to which it should map. The mapping will be set and the next glyph will be selected. Repeat until all incorrect glyphs are mapped.



In this example, 6 characters have already been re-mapped. The selected glyph has moved into 'h'.

Press 'h' on the keyboard to change the mapping to 'h'.



The mapping for 'h' has been recorded and now, the 'e' glyph has been selected.

If the destination character cannot be entered from the keyboard such as **fi** (*latin small ligature fi*) then enter its Unicode value into one of the edit boxes - FB01 is the code for **fi** in hexadecimal.

## Notes

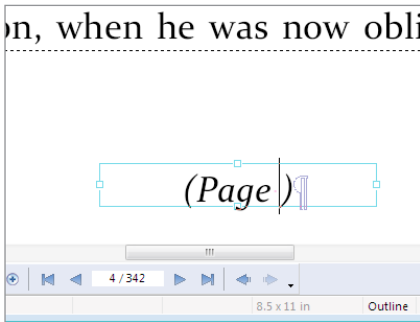
- Mappings are stored in a mappings file maintained by Foxit Advanced PDF Editor.
- Mappings are applied whenever a document with a matching font is opened.
- Mappings are used during editing and when exporting PDF to other formats.

## Numbering pages

You can renumber a range of pages by cloning a page number text field on each page in the range using the cloning facility. Each time the text field is placed on a page in the range, it is incremented by one.

Page number fields do not update when pages are added or removed from a PDF. Instead you should re-clone the numbering on the affected pages.

See “Cloning objects across pages” on page 93 for details of cloning objects (not just page number fields) across pages.

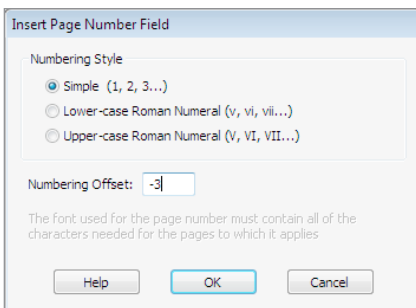


In this example we want to have a numbered footer at the bottom of each page, of the form *(Page n)*.

Using the **Text tool**, create and edit the footer on the first page of the range.



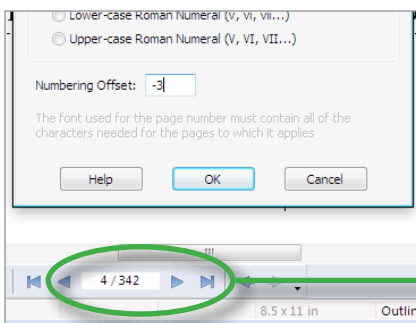
Choose **Text->Insert Page Number...** to insert the text field where the page number should be.



Choose the **Numbering Style** for the number.

Note that whatever format is chosen, the font used must encode all the characters that will be required as the number changes across the page range.

You can verify this by looking at the font using the character palette (choose **Text->Character Palette...**)



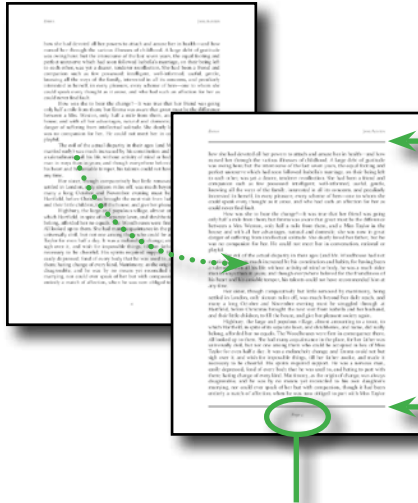
Finally, specify the **Numbering Offset**.

In the example shown, a numbering offset of -3 has been given which means the first page number generated will be 1.

Since it is being inserted on physical page 4 of the PDF, with a numbering offset of -3, the first page number generated will be 1.

# Cloning objects across pages

Foxit Advanced PDF Editor can replicate a selection of objects across a range of pages. The objects are placed at the same position on each page in the range, on top of any existing contents. This facility can be used for adding repeating page furniture such as logos, headers, footers and page numbers.

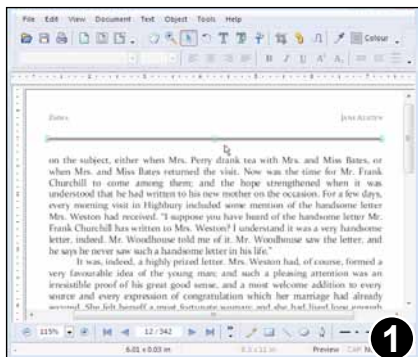


This example will show how to add a header and footer rule plus a page number to a 300+ page book.

New header rule (horizontal line)

New footer rule

New page number style, replacing existing number.

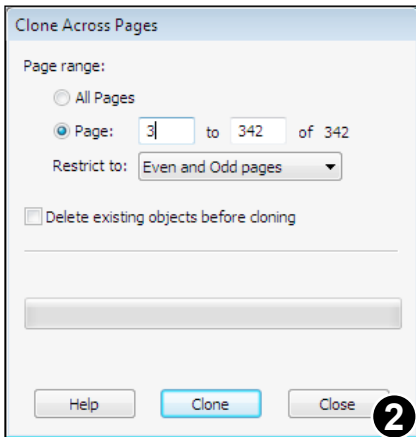


Using the **Line tool** add a horizontal line to the top of the page. Use **Copy** and **Paste** to place a similar line in the footer region.

Both lines are then selected using the **Object tool** (by clicking on each line whilst holding **SHIFT** to add to the selection).

Choose **Edit->Clone Across Pages...**

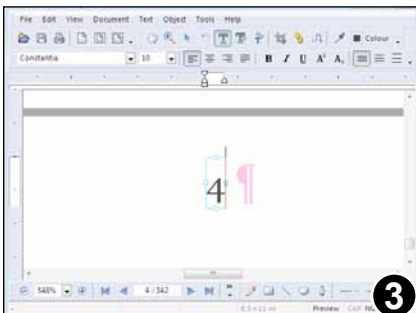
Continued from previous page




Next, specify the range of pages to be covered. In this case we wish to place the borders on all pages from 3 onwards.

You could restrict the range to even or odd pages only if you wanted to apply different graphics to each set of pages.

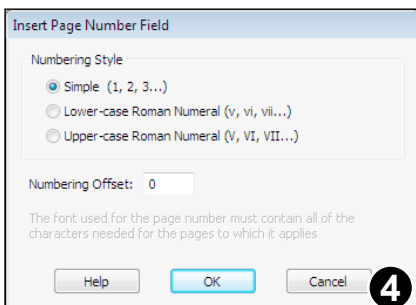
Selected **Delete existing objects...** to remove any existing lines at this position before placing the new lines.



In this example, we are going to change the style of the page numbering - currently a simple number.

Selected the existing page number using the **Text tool** and insert "Page" in front of the number. 

Then delete the original number ("4") and choose **Text->Insert Page Number...** which will display the page numbering dialogue.



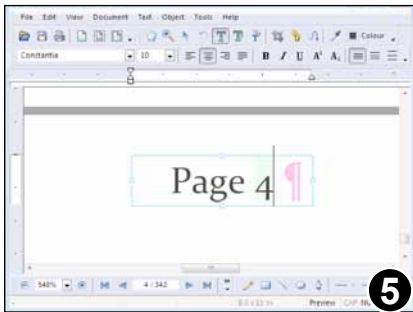
Choose the numbering scheme for the new page number.

You can also provide a **Numbering Offset** that gets added to the page number. Leave this as 0 for no offset.

Press **OK** to insert the page number.

Continued...

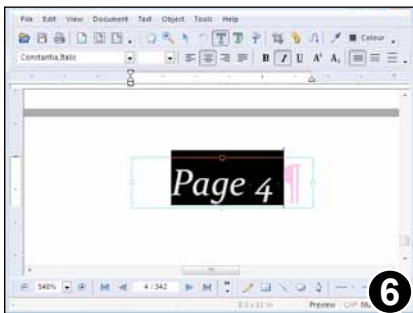
Continued from previous page



The finished format, showing the page number, all centre aligned.

The number is actually a field which is why Foxit Advanced PDF Editor shows it highlighted. This highlighting does not affect the PDF and can be turned off by choosing **View->Field Shading**.

During the clone operation this field will update as it is copied to each page in order to show the correct page number.

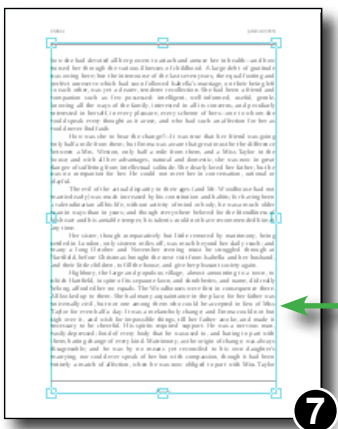


The final change is to change it to an italic version of the Constantia font.

Since the page number field will be cloned across a wide range of pages, all numbers from 0-9 will eventually be needed.

We need to ensure the font we choose has all numbers otherwise the cloning process will fail part way through.

You can check the characters available in a font by choose **Text->Character Palette...**



Carefully select both lines and text using the **Object tool**, clicking on each whilst holding **SHIFT** to ensure they are added to the selection.

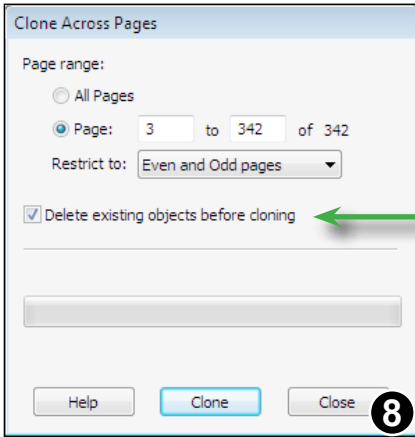


Choose **Edit->Clone Across Pages...**

Page with top and bottom lines plus page number selected.

Continued...

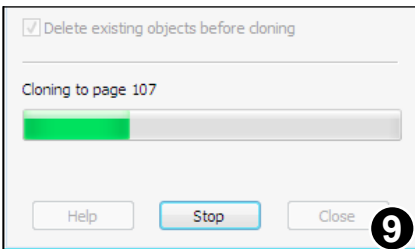
Continued from previous page



Select the **Page range:** for the operation. In this example, we will be cloning from page 3 onwards, even though we drew the original items on page 4.

Select **Delete existing objects...** to ensure that any existing page numbers are removed before applying the new version.

Press **Clone** to begin the process.



Foxit Advanced PDF Editor will show the progress of the operation as it goes.

Every 100 or so pages, the partially complete document will be saved to disc (under a new name) and the process will resume.

The finished document will also have a new name.

## Notes

- Page number fields are not updated when pages are inserted or deleted in a document. To update page numbers, perform the clone operation again ensuring that **Delete existing objects...** is selected.
- Hyperlinks and annotations are excluded from the cloning process.



## Deleting objects across pages

Foxit Advanced PDF Editor can automatically delete objects in the same location across a range of pages. This is very handy for removing unwanted logos, header, footers or other page furniture.

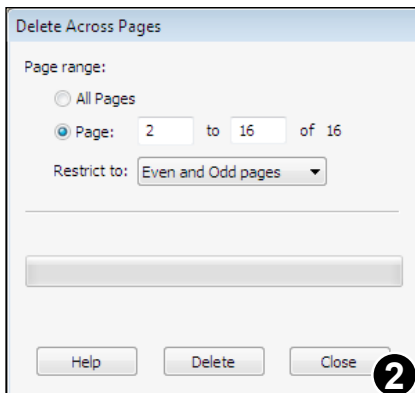
*You are strongly advised to make a backup of your document before using this facility.*



Select the object(s) to be deleted using the **Object select** tool.

In this case, a single logo has been selected that repeats across most of the document.

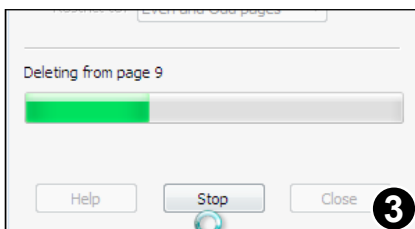
Any objects matching or entirely contained within the individual bounding boxes of objects in the selection, will be deleted from the pages you specify next.



Choose **Edit->Delete Across Pages...**

Choose the page range you wish to effect and whether you want to limit the process to just even or odd pages.

Press **Delete**.



You can halt the process part way through by pressing **Stop**.

## Converting text into vector outlines

To ensure that a PDF prints correctly and avoid any possibility of font problems at the printer, you can convert text to vector outlines.

Some points to note about the conversion:

- converted text will no longer be editable or searchable by Foxit Advanced PDF Editor or any other application without the intervention of OCR
- outlined characters will not benefit from font hinting which is used when viewing at low resolutions. However, at the kind of resolutions used by printers, font hinting is not necessary.
- after conversion, you are guaranteed to avoid all font related printing problems since fonts will no longer play a part in the PDF (it will just be pages of line-art).
- the conversion encompasses all text across all pages of the PDF and cannot be undone.

To covert text to outlines choose **Text->Create Outlines**

## Clipping mask creation

Any object or group of objects can have a clipping mask applied. The mask ensures only parts of the object are visible. This is often useful for images where you may want to hide the background for example.



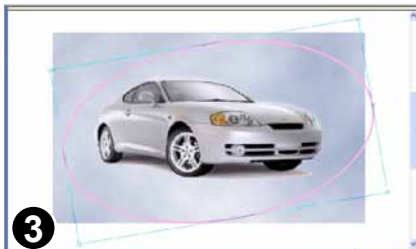
In this example, we want to apply a clipping mask to the image of the car.



A shape is drawn using the drawing tools.

This shape will be used to make the clipping mask.

Any path may be used as clipping path, not simply those created using the built-in drawing tools.



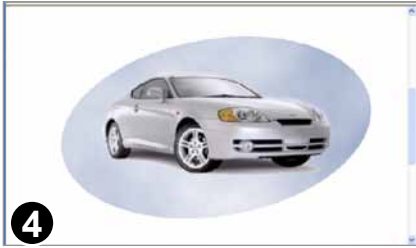
With the new shape selected, choose **Object->Clipping Mask->Convert To Clip**.

The shape will then become a pink outline.

Now select both the clip path and the image and choose :

**Object->Clipping Mask->Add To Clip**.

Continued from previous page



The image has now been added to the clipping mask. The parts of the image that are “outside” the mask are not displayed.

You can still move the mask and objects within it independently.

## Notes

- Any empty clipping masks are automatically removed when a PDF is opened.
- Clip paths have no line width, fill or stroke colour
- Clip paths can be moved independently of the objects being clipped.

## Clipping mask removal

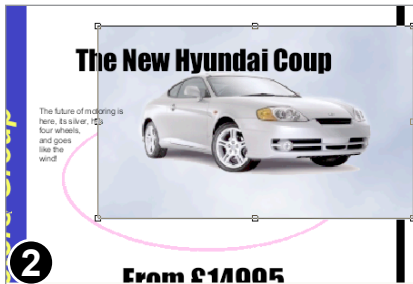
Clipped objects can be moved independently of their clip masks. Objects can also be “popped” from their clip masks revealing the entire object.



Choose the **Object tool**.



The car image (selected) is clipped by the oval clipping mask (shown in pink).



To remove the image from its clipping mask choose :

**Object->Clipping Mask->Remove From Clip.**

The image is now fully visible.

The clipping mask still exists and is shown in pink behind the image.

### Note

- Clip masks only become visible (outlined in pink) when the **Object Select** tool is active.

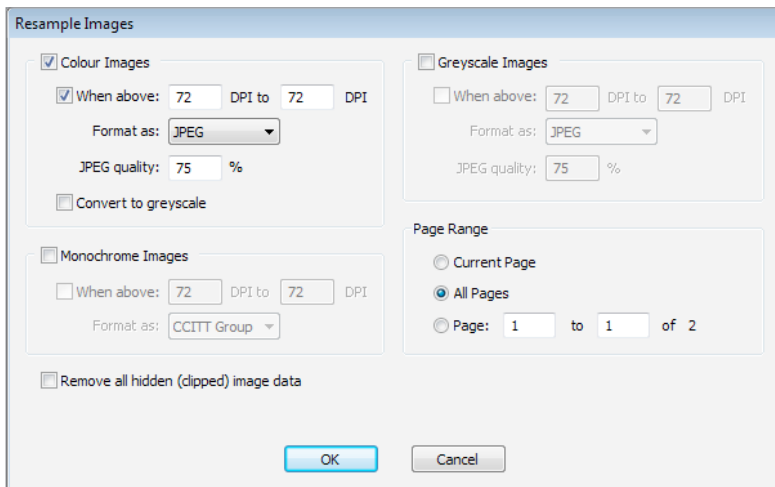
## Reducing PDF file size

Foxit Advanced PDF Editor can resample images to make the overall PDF size smaller and quicker to load.

To resample all images in the document or across a range of pages choose:

**Edit->Images->Resample...**

To resample specific images, select the images using the object select tool, then choose **Resample Image(s)...** from the right-mouse menu.



The **Resample Images** dialogue offers a similar set of options for the three classes of images - colour, grey-scale and monochrome.

Converting colour images to grey-scale will reduce the overall size of the PDF file.

JPEG compression is a “lossy” format well suited to colour and grey-scale photographs. When choosing JPEG, you can set the quality of the compressed image anywhere from 1% (worst quality / smallest image size) to 100% (best quality / largest image size).

PNG is a loss-less compression method better suited to colour and grey-scale diagrams, charts and line drawings.

## Remove all hidden image data

Foxit Advanced PDF Editor is able to remove the hidden parts of images that are painted through a clipping mask. Depending upon how the PDF was made, this can reduce the overall size of the PDF quite dramatically.

# Find & Replace

---

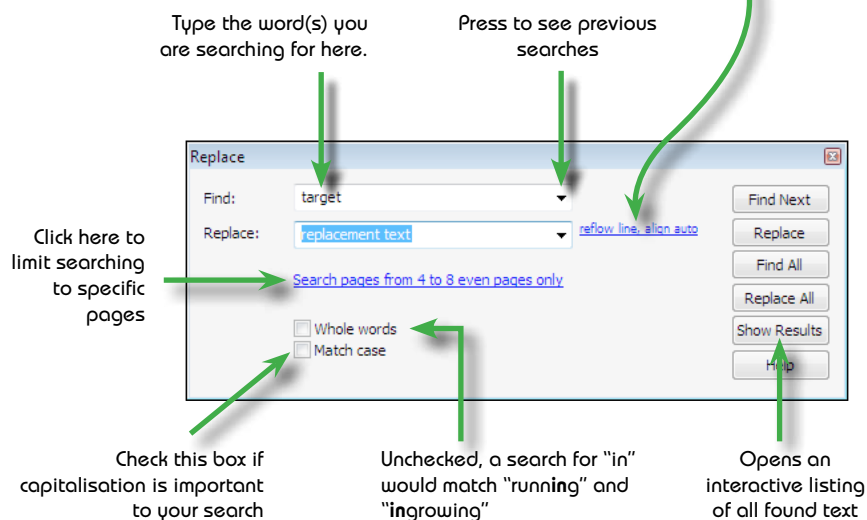
- ☞ Find & Replace (advanced)
- ☞ Find & Replace fonts
- ☞ Find & Replace in files
- ☞ Find & Replace in hyperlinks
- ☞ Find & Replace in long documents
- ☞ Find & Replace text
- ☞ Find & Replace text styles
- ☞ Text reflow modes

## Find & Replace text

Use the **Find** and **Replace** dialogue boxes to search for and replace words and phrases in a text selection, across a range of pages or throughout an entire PDF.

To replace the fonts used by a document, use the **Find & Replace Font** dialogue (see “Find & Replace fonts” on page 105).

During replacement Foxit Advanced PDF Editor will reflow the affected text. *It is important you tell Foxit Advanced PDF Editor how you want the text reflowed* as, depending upon your document, it may drastically alter its layout. See “Text reflow modes” on page 112 for details.



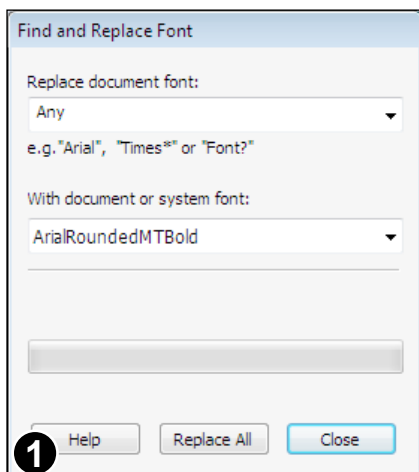
## Notes

- If you have a word selected when the dialogue box opens, the word will be copied into the **Find:** box automatically.
- Be careful when changing text in paragraphs with unusual shapes (such as those that flow around graphics). When paragraphs are reflowed, their layout may be altered. See “Flowing text around graphics” on page 83 for methods of avoiding this.



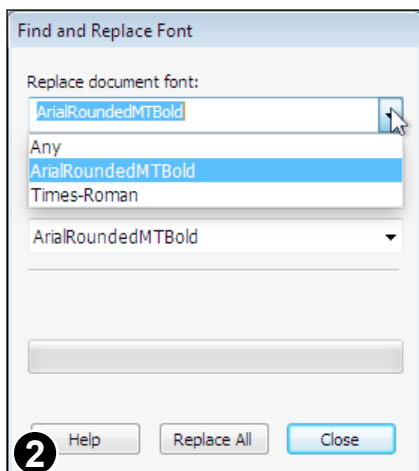
## Find & Replace fonts

Foxit Advanced PDF Editor can change the fonts used throughout a document using the **Find and Replace Font** dialogue box. This dialogue presents a simplified interface to the more sophisticated facilities offered by the **Find & Replace** dialogue.



*Before doing a font replacement ensure that you have a recent backup of your document since the operation is potentially disruptive.*

To begin choose **Edit->Replace Font...**  
or  
choose **Document->Fonts...** then select a particular font and press **Replace...**



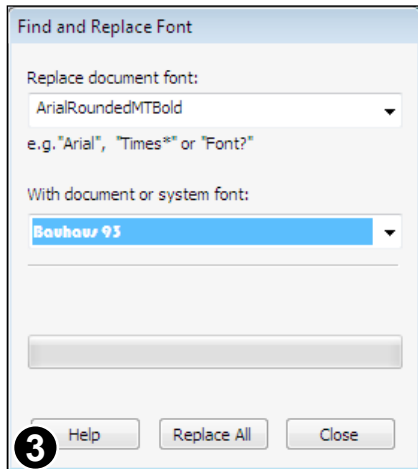
Choose the target font from any of those currently used in the document.

Alternatively, you can enter a wildcard expression in order to match a family of fonts.

For example, **Times\*** will match all fonts whose names start with **Times** such as **Time-Roman**, **Times-Roman Italic** etc.

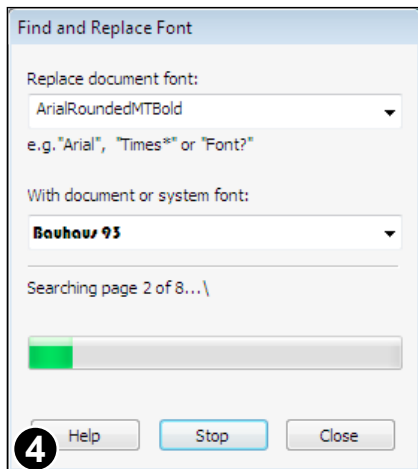
**F?** would match all two-letter font names such as **F0**, **F1** etc.

Continued from previous page



Choose the replacement font from the drop-down list. You may choose any font currently used in the document or any system font on your computer.

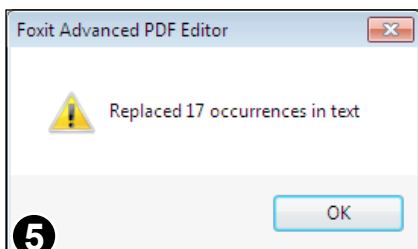
Whatever font you choose, especially if it is one currently used in your document, be aware that it may not have all the characters (glyphs) needed. Foxit Advanced PDF Editor will warn you during the replacement if this occurs.



Click **Replace** to begin the operation.

Foxit Advanced PDF Editor will process the entire document, examining all text. If you want to restrict the process to a specific page range, text box or text selection, use the advanced features of the **Find & Replace** dialogue available in Foxit Advanced PDF Editor.

Hit the **Stop** button at any time to abort the process.



Once finished, Foxit Advanced PDF Editor will report the number of runs of text that were modified.

If more than 100 pages were processed, Foxit Advanced PDF Editor will have saved the document as it went along, renaming it each time.

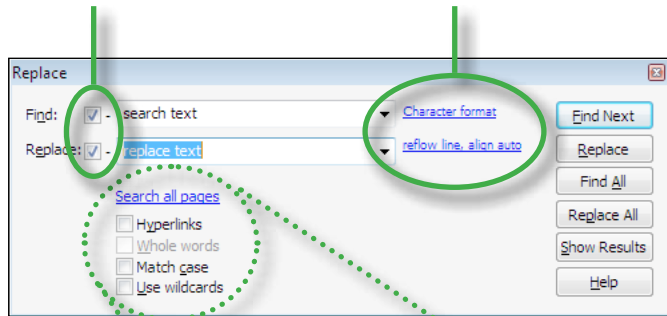
Save the finished version now.

## Find & Replace (advanced)

Foxit Advanced PDF Editor's **Find & Replace** dialogue box is a more sophisticated version of that offered by Foxit Advanced PDF Editor (see "Find & Replace text" on page 104). Not only can you search and replace text, you can modify the styles of text and change the contents of hyperlink URLs.

See "Find & Replace text styles" on page 108 for details of the **Find:** and **Replace:** check boxes.

Click the hyperlinks to limit searches to a particular style and to dictate the style of the replacement text,



Search & replace within the URL of hyperlinks only

Check to activate wild card matching.  
Available wild cards are:

- \* to match zero or more characters
- + to match 1 or more characters
- ? to match a single character

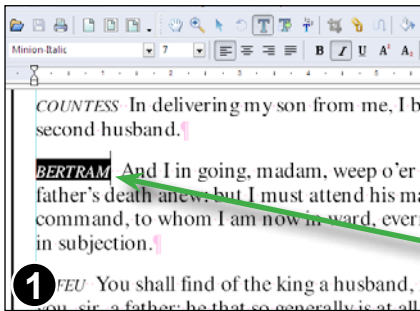
[Search all pages](#)

- ☐ [Hyperlinks](#)
- ☐ [Whole words](#)
- ☐ [Match case](#)
- ☐ [Use wildcards](#)

## Find & Replace text styles

You can restrict your target text by font, colour or size. You can also dictate the font, size and colour of the replacement text. You can even change the style of text without changing the text itself (more flexible than “Find & Replace fonts” on page 105).

*Before doing any kind of replacement operation ensure that you have a recent backup of your document since automated operations are potentially disruptive.*

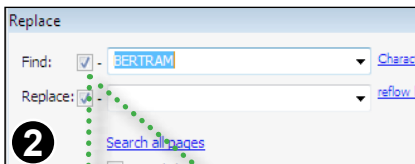


To change all the character names in a Shakespeare play so that they appear in blue...

Using the text edit tool, select an example of the text to be changed.

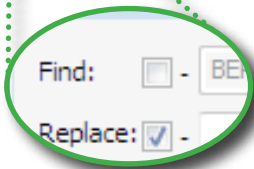


Minion-Italic, 7 point

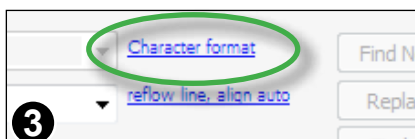


Choose **Edit->Replace...** to open the **Replace** dialogue box.

The selected text will appear in the **Find:** box.

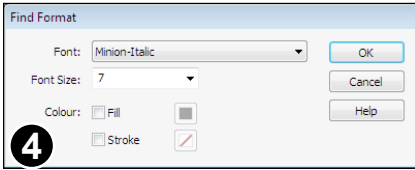


To find *all* text with the same style, uncheck the **Find:** check box. The target text will grey-out.



Next, click on the **Character format** hyperlink to open the formatting dialogue box.

Continued from previous page

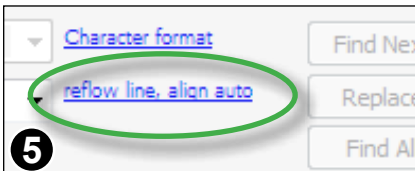


The **Find Format** dialogue reflects the formatting of the text from your initial selection, though it remains inactive until you press **OK**.

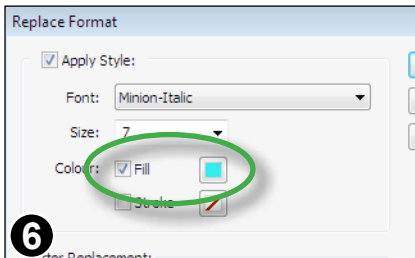
Press **OK** to activate the formatting.



Whenever a format is active for a search, a brief summary of the styles chosen is shown next to the **Find:** text box.



Click on the hyperlink next to the **Replace:** text box to open the **Replace Format** dialogue box.



The **Replace Format** dialogue box displays the formatting of the initial text selection.

Click on **Apply Style** since we want to change the colour of text.

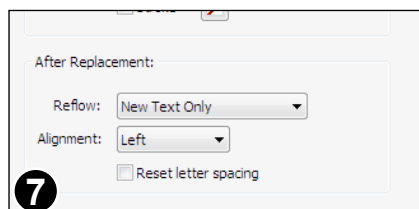
Click on the Fill colour check box to enable the colour picker button next to it.

Click on the colour button to choose a new colour.

(In the example image a blue colour has already been chosen)

Continued...

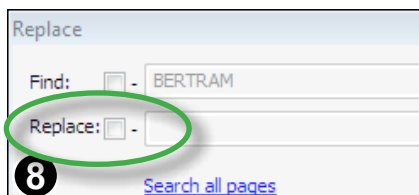
Continued from previous page



Reflow and alignment changes should be kept to a minimum (we only want to change text colour).

Ensure that **Reflow:** is **New Text Only** and **Alignment:** is **Left**.

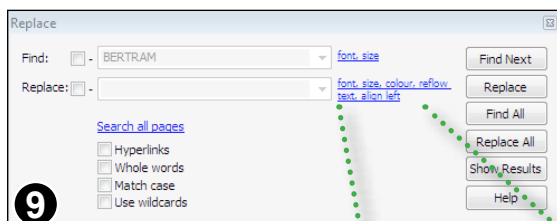
Then press **OK** to activate the formatting.



Uncheck the box next to **Replace:**. The replace text box will grey-out.

This means we do not want the text itself changed, only its style.

Press the **OK** button to activate the format settings.



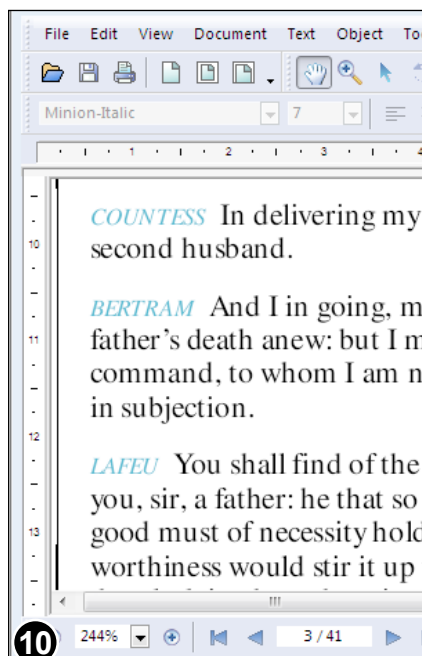
The **Replace** dialogue box should look something like this.

Press **Replace All** to start the process which may take some time to finish.



Continued...

Continued from previous page



Once finished, all character names have been changed to blue throughout the PDF.

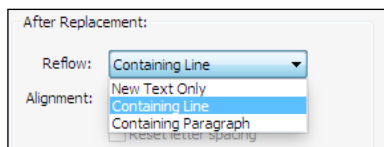
The same technique can be used to change the font, font size or stroke colour of specific text.

## Notes

- To remove any **Find:** formatting click the formatting hyperlink next to the **Find:** text box and set both **Font** & **Font Size** to **Any** then uncheck both colour check boxes.
- **Replace:** formatting can be disabled in the same way as detailed above.
- Foxit Advanced PDF Editor will save a partial copy of the PDF every 100 or so pages during a long find & replace operation.
- To cancel a find & replace operation, press **Escape** or close the dialogue box.

## Text reflow modes

Foxit Advanced PDF Editor offers three modes for controlling the way text is reflowed during search and replace:



- **New Text Only**

This mode is useful when dealing with tabular data, headers, footers or other single lines where retaining the original spacing and gaps between words is important.

The minimum reflow is done. The new text is left, centre or right aligned within the space occupied by the text being replaced.

In this mode, you may end up with words printed on top of each other if the replacement text is much longer than the original.

- **Containing Line Only (default mode)**

This mode is useful when you wish to cause minimum changes to existing paragraphs whilst ensuring changed lines blend in correctly.

Only the line(s) containing the search text will be reflowed after replacement. Lines can be left, centre or right aligned regardless of the alignment of their paragraphs.

The **auto** option will use the containing paragraph's current alignment.

- **Containing Paragraph**

The entire paragraph (and those near it) may be reflowed according to their current alignment. You cannot dictate the alignment used in this mode.

If a paragraph grows longer after reflowing, some of the text may become 'overset' (See "Overset text" on page 55). This is signified by a red square on the bottom-right edge of the text box. You may need to make the text box bigger to accommodate the text once the search and replace is complete.

## Reset Letter Spacing

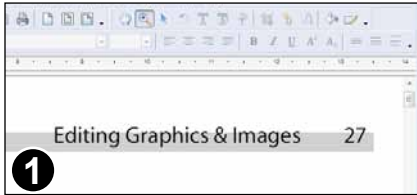
When only the font is changed as a result of a search & replace operation the existing letter spacings may not be appropriate for the new font.

Checking **Reset Letter Spacing** will cause both inter-character and inter-word spacing to be set to 0 for every character affected.



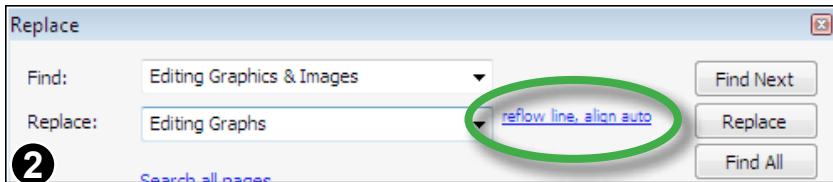
Continued from previous page

## Reflow: New Text Only



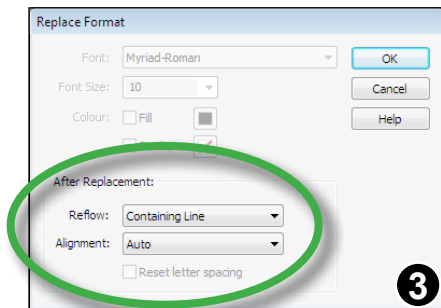
In this example, the header text is to be altered whilst retaining the gap between the page number and the text.

Choose the **Edit->Replace...** menu item.



Fill in the **Find:** and **Replace:** text boxes.

Press the blue, underlined hyperlink next to the **Replace:** text box.



To ensure that the new text is right-aligned and that the page number is left where it is -

Choose **New Text Only** from the **Reflow:** pop-up menu

Choose **Right** from the **Alignment:** pop-up menu

Continued...

Continued from previous page

**Reflow: New Text Only**

Original text →

Editing Graphics &amp; Images 13

**Align: Left**

New text is aligned with the start of the old text. If new text is longer than old, it may overflow and collide with page number.

Editing Graphics ←→ 13

**Align: Centre**

New text is aligned with the centre of the old text. If it becomes longer it will extend beyond the original left/right bounds of the old text.

←→ Editing Graphics ←→ 13

**Align: Right**

New text is aligned with the end of the old text. If new text is longer than old, it may extend beyond the left extent of the original text.

←→ Editing Graphics 13

**Reflow: Containing Paragraph**

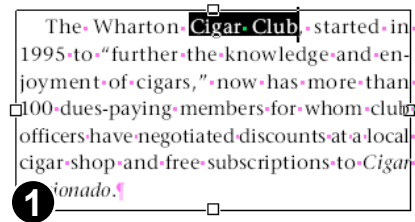
The entire line is reflowed and left justified. The page number is moved during the reflow.

Editing Graphics 13

Continued...

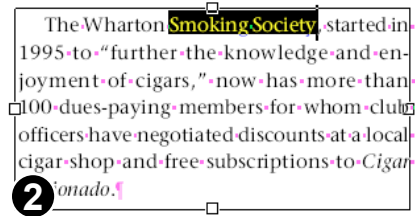
Continued from previous page

## Reflow: Containing Line Only



### "Cigar Club" -> "Smoking Society"

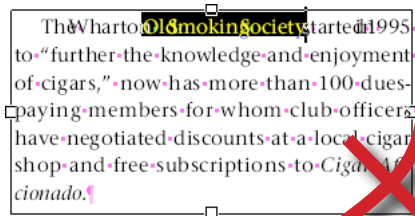
In this example, "Cigar Club" is replaced by "Smoking Society", reflowing only one line of the paragraph.



To make room, the words have been moved closer together on the first line.

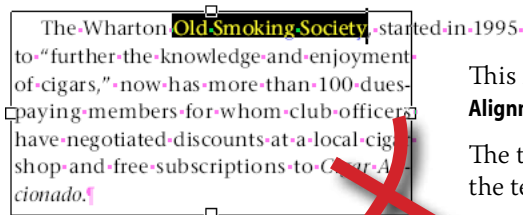
None of the other lines has been altered.

## Potential Problems



### "Cigar Club" -> "Old Smoking Society"

There is not enough room for the replacement text on the line so words have begun to run-in to each other.



This is the same replacement using **Alignment: Left**.

The text has grown beyond the edge of the text box.

## Notes

- Use **Reflow: Containing Paragraph** option only if you are confident that reflowing the paragraph will not destroy any existing indentation or special layout.
- When using **Reflow: New Text Only** the new text may collide with existing text if it is longer than the original text.

## Find & Replace in long documents

During find & replace in a long PDF (more than 100 pages), Foxit Advanced PDF Editor will save the partially-complete PDF every 100 pages.

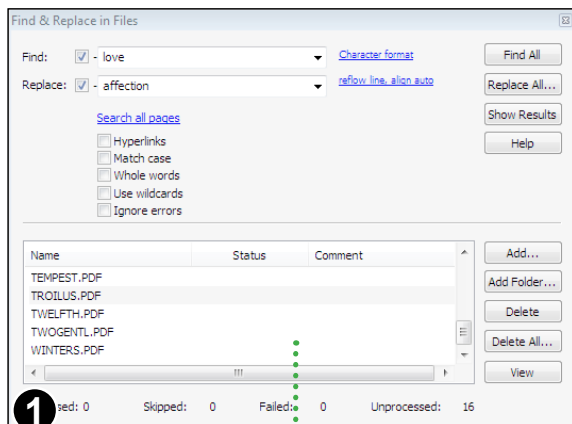
On completion, the finished PDF **MyDoc.pdf** will be renamed **MyDoc-01.pdf**. The original PDF (before the find & replace) will remain unchanged.

If you perform further search and replace operations on the new document, it will be renamed **MyDoc-02.pdf** and so on.

## Find & Replace in files

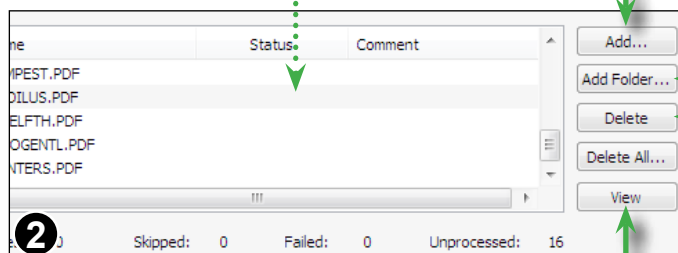
Foxit Advanced PDF Editor can automatically perform a Find & Replace operation on multiple files. This can be useful when the same changes need to be made to many files.

Choose **Edit->Find & Replace In Files...** to open the dialogue. There does not have to be a document already open in order to access the dialogue.



Upper part of the dialogue is like the **Replace** dialogue box. See "Find & Replace (advanced)" on page 107

Lower part of the dialogue is where you add files to be searched.



Click to add files to the list

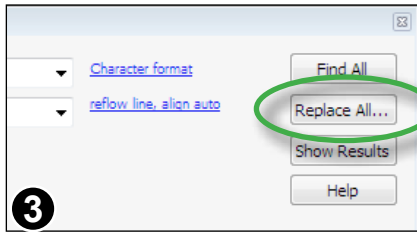
Click to add all the PDF files in a folder (and its sub-folders)

Deletes files from the list (does not delete them from disc)

Click to open and view the selected document.  
If already processed, Foxit Advanced PDF Editor will open the processed version

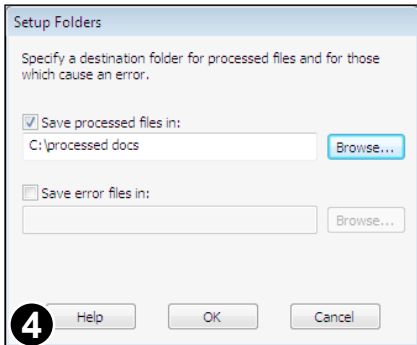
Continued...

Continued from previous page



Once your search has been setup and you have added some files to the list, press **Replace All...**

## Setup Folders

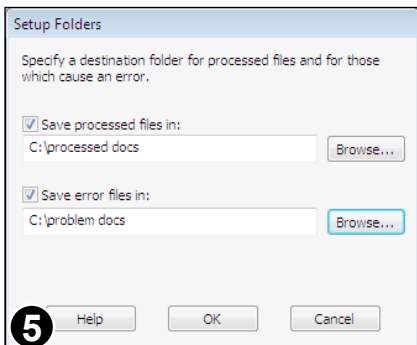


The **Setup Folders** dialogue will open.

Supply a location in which to save the processed files.

◀ If you do not use this option, your original files will be over written (a backup will not be made).

*You are strongly advised to ensure you have a backup of the original files.*

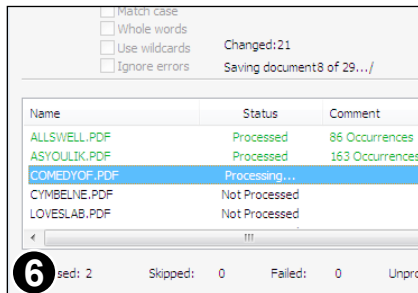


◀ You may also give an optional folder for error files.

Errors can occur when there is no suitable font for substitution for example.

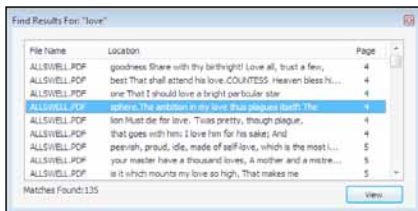
Continued...

Continued from previous page



During the search, the dialogue shows the number of changes made, and current page being searched.

The current PDF being searched is highlighted in the list of files.



When doing **Find In Files**, pressing **Show Results** will display the results list. This list is updated as the search proceeds.

Once the search has finished, double clicking on a result will open the relevant PDF and show the text.

## Find & Replace in hyperlinks

Foxit Advanced PDF Editor can perform find and replace operations on the content of hyperlinks throughout a document. This can be useful for changing the web address of hyperlinks.

The ability to limit searching to hyperlinks is available in the **Find**, **Replace** and **Find & Replace In Files** dialogue boxes.

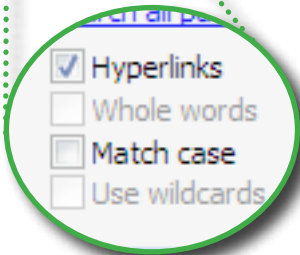
### Finding all hyperlinks in a document



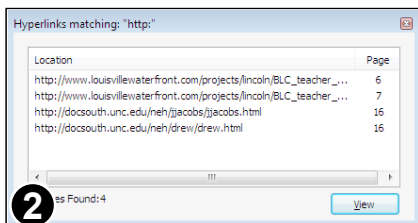
Choose **Edit->Find...** to display the Find dialogue.

Check the **Hyperlinks** checkbox to limit the search.

Enter "http:" into the **Find:** text box which should match all web-based hyperlinks.



When **Hyperlinks** is checked, a few other options become unavailable. There is no concept of font styles or reflow modes when dealing with hyperlinks which are just text data.



Press **Find All...** which will begin the search and open the **Find Results** window.

As the find progresses, results will be added to the **Find Results** window.

Once finished, double-clicking on a result will display the hyperlink in the main window of Foxit Advanced PDF Editor.



# Page Operations

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- ☞ **Inserting new pages**
- ☞ **Inserting pages from other documents**
- ☞ **Page labels**
- ☞ **Page margins**
- ☞ **Placing a page from another document**
- ☞ **Reordering pages**
- ☞ **Resizing pages**
- ☞ **Watermarking pages**

## Inserting new pages

You can insert any number of new pages into any PDF document.

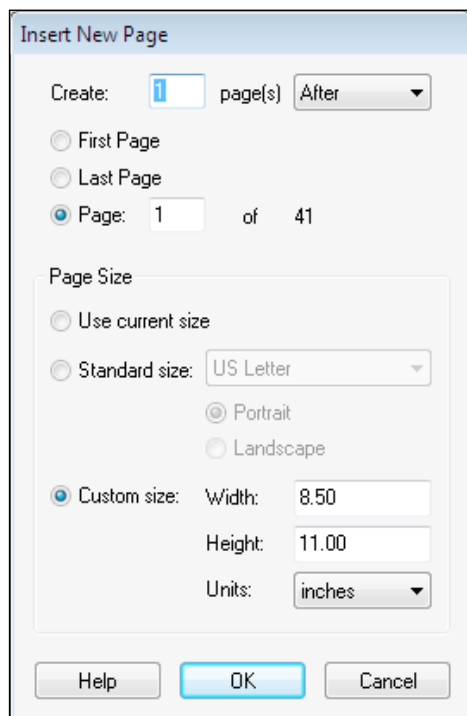
Open a PDF then choose **Document->Pages->Insert New...** from the main menu bar.

Choose how many new pages you want to add (the default is 1).

Choose whether you want to insert the new page before or after an existing page.

Choose Use Current Size to make the new pages the same size as the currently displayed page.

The remaining options are the same as those in the **New Document** dialogue box.



**Insert New Page**

Create:  page(s)

☐ First Page  
☐ Last Page  
☒ Page:  of

**Page Size**

☐ Use current size  
☐ Standard size:   
☒ Portrait  
☐ Landscape

☒ Custom size: Width:   
Height:   
Units:

Inserting a new page  
After the **First Page**



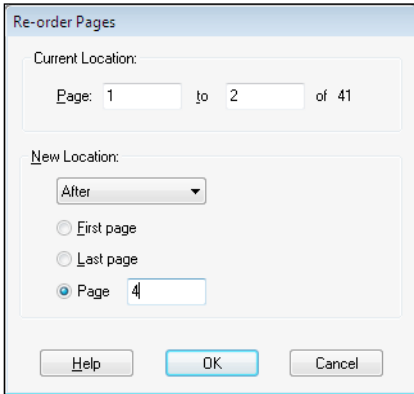
Inserting a new page before  
**Last Page**

## Notes

- The size of new pages is determined by the page being viewed when the instruction is given.

## Reordering pages

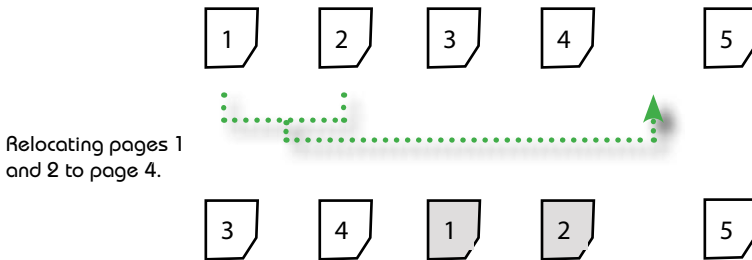
A page or group of pages may be moved from one part of a PDF to another. You may have to alter page numbers printed on the pages after relocating.



Open a PDF and choose:  
**Document->Pages->Re-order...**

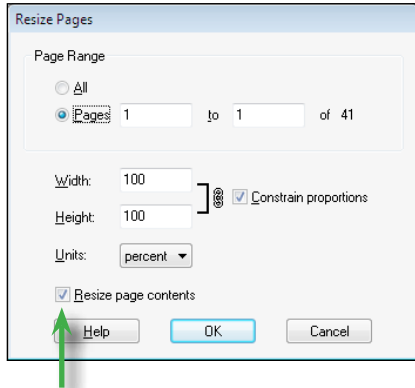
Choose the range of pages you wish to relocate.

Then choose where you want them to be moved to.



## Resizing pages

A page or group of pages can be resized. This scales all objects on the page then adjusts the media box (paper-size).

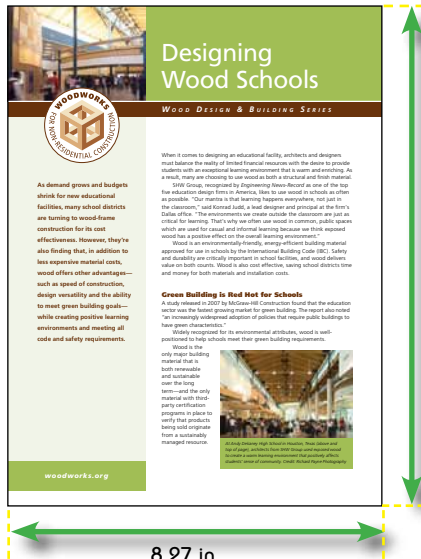


Uncheck this box to re-size the page only; objects on the page will not be altered. This is especially useful for re-sizing empty pages.

Open a PDF and choose:  
**Document->Pages->Resize...**

Choose to scale X & Y axis independently or click **Constrain Proportions** to maintain the aspect ratio.

Choose the units for scaling - percent, inches, points or centimetres

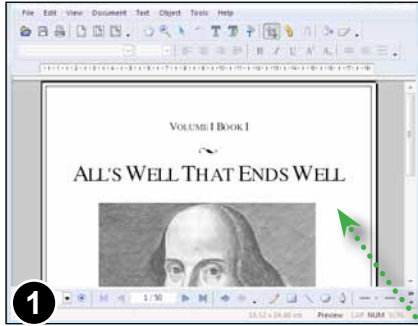


This illustrations shows a page being resized by 50% on both axes.



## Inserting pages from other documents

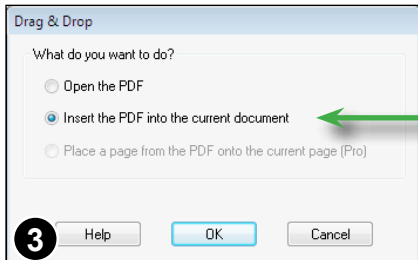
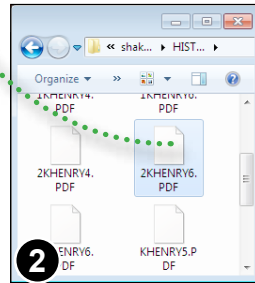
Pages from one document can be imported into the current PDF. There are two methods for doing this:



With your PDF already open, choose **Document->Insert From Document...** then choose the PDF you wish to insert using the file selection dialogue.

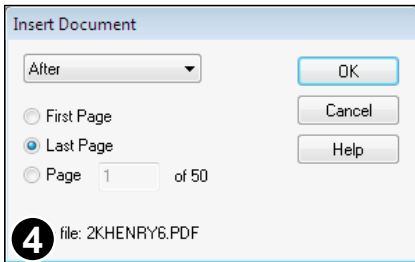
*Or*

Drag & drop a PDF file onto your open document.

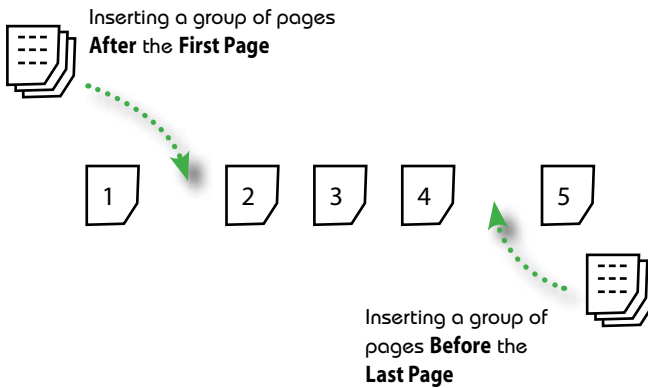


After dropping the file, choose:  
**Insert the PDF...**

Continued from previous page



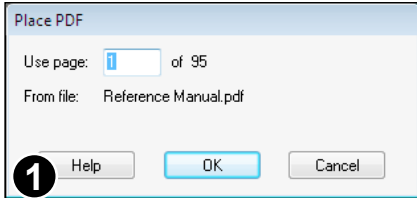
Finally, specify where you want the new document inserted.



## Placing a page from another document

You can place the contents of an entire page from another PDF into the current page of your PDF. There are two ways of doing this:

### Method 1:

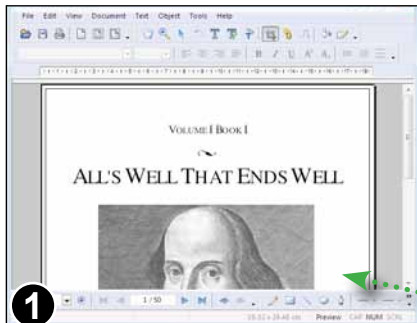


With your PDF already open, choose:  
**File->Place PDF...**

Then choose the PDF you want to place.

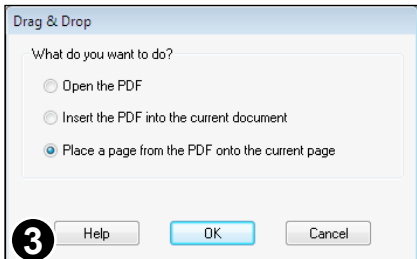
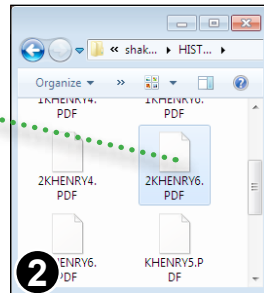
If the PDF you are placing has multiple pages, choose the page you wish to place (if it has only one page, you will not be prompted to choose)

### Method 2: Drag & drop



You can drag & drop a PDF file onto your open document to place a page.

You will then have the choice of opening or inserting the new PDF.



Choose the **Place a page...** option then press OK.

## Page margins

Foxit Advanced PDF Editor can add margins to a range of pages to make editing easier. These margins act as fixed guides. See “Layout guides” on page 47 for an explanation of how guides work.

Page Margins

Top: 1 cm Left: 1 cm

Bottom: 1 cm Right: 1 cm

☒ Tie values together

Reset

Page range:

☐ All Pages

☒ Page: 1 to 1 of 10

Restrict to: Even and Odd pages

Help OK Cancel

Choose **Document->Pages->Margins...**

Enter your required margins in the boxes. Checking **Tie values together** ensures that all boxes have the same value. This works when you move from one box to the next by pressing tab or clicking the mouse.

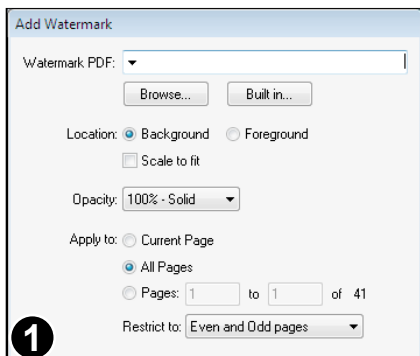
## Notes

- To change the units used (cm in this case), close the dialogue and choose **File->Preferences...** and click on the **Editing** tab.
- After adding margins, they will become visible on all pages. Choose **View->Guides->Hide Guides** to hide them.
- Margins, like other guides, are retained in the PDF for Foxit Advanced PDF Editor to use next time you edit the document. They will have no effect on and will not be visible in any other PDF viewer.



## Watermarking pages

You can apply a fixed watermark to the foreground or background of the pages in a document. The watermark itself is defined in another PDF and can contain anything you like such as a logo or text.



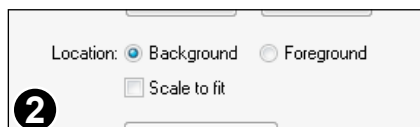
With the document to be watermarked already open, choose:

**Document->Watermark->Add...**

Into **From PDF:** enter the filename of the PDF you wish to use as the watermark or press the **Browse...** button.

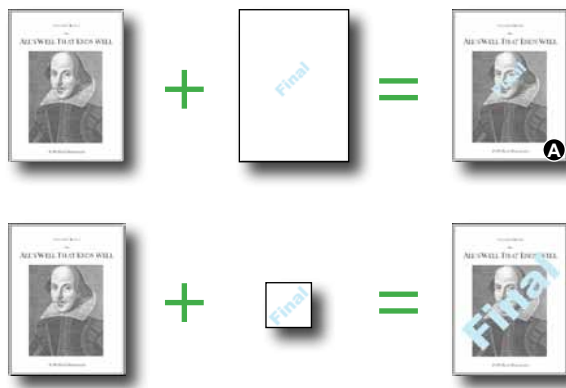
Press **Built in...** to show the selection of predefined watermark PDFs that ships with the software.

If the chosen PDF has multiple pages, Foxit Advanced PDF Editor will use only the first as the watermark.



Choose whether you want the watermark to appear in front of or behind the existing page contents on each page.

You can also choose to resize the watermark so that it fits the pages it is being applied to. When resizing, Foxit Advanced PDF Editor scales the watermark so that its crop box matches the destination page.

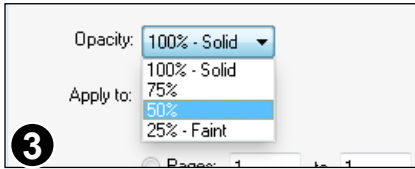


When scaling is enabled, the crop box of the watermark is scaled to match the destination page.

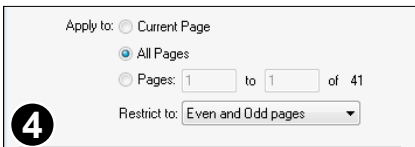
If scaling were not used in these two examples, they would both give the same result - picture A.

Continued...

Continued from previous page

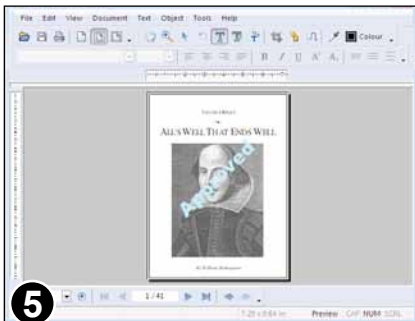


The watermark can be shown with various degrees of transparency from completely solid to very faint.



Finally choose the page range over which you wish to apply the watermark then press Apply.

You can have different watermarks for different parts of your document.



The finished page with a foreground, solid, “Approved” watermark.

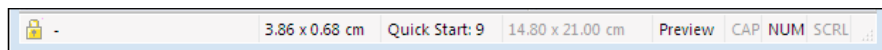
## Notes

- Watermarks behave like locked objects. If unlocked, a watermark can be edited as a normal object.
- A page may contain only one watermark at a time. When adding a new watermark to a page Foxit Advanced PDF Editor first removes any existing watermark.

## Page labels

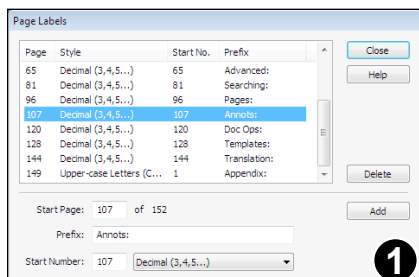
A page label is an optional number or phrase displayed along with each page in Foxit Advanced PDF Editor or other PDF viewers. It is independent of, though often related to, the physical page number printed on each page.

Foxit Advanced PDF Editor displays page labels in the status bar.

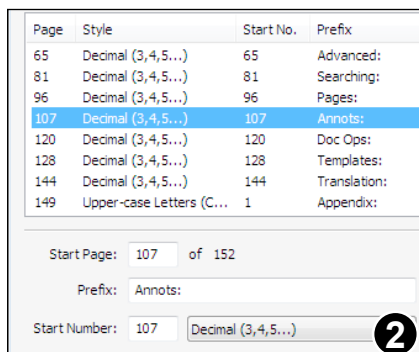


Foxit Advanced PDF Editor status bar showing page label **Quick Start: 9**

## Editing page labels



Choose **Document->Pages->Labels...** or double-click the page label in the status bar to open the **Page Labels** dialogue box.



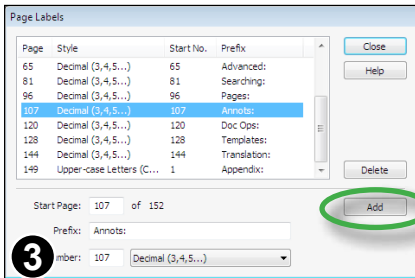
Clicking on an existing label will copy its details into the edit boxes beneath the table.

Details of selected label shown here

Each label has a **Start Page**, an optional **Prefix** (such as “Appendix:”) and a **Start Number**. Labels remain in effect until the start page for another label is reached.

Numbering of labelled pages can be done in a number of ways as shown in the pop-up list next to the **Start Number** edit box.

Continued from previous page



The 'Page Labels' dialog box contains a table with the following data:

Page	Style	Start No.	Prefix
65	Decimal (3,4,5...)	65	Advanced:
81	Decimal (3,4,5...)	81	Searching:
96	Decimal (3,4,5...)	96	Pages:
107	Decimal (3,4,5...)	107	Annots:
120	Decimal (3,4,5...)	120	Doc Ops:
128	Decimal (3,4,5...)	128	Templates:
144	Decimal (3,4,5...)	144	Translation:
149	Upper-case Letters (C...	1	Appendix:

Below the table, the 'Start Pages' section shows '107 of 152'. The 'Prefix' field is empty, and the 'Annots' field has a dropdown menu showing 'Decimal (3,4,5...)'. The 'Add' button is circled in green.

Once a label has been modified be sure to press **Add** to store the changes back into the PDF.

If the **Start Number** clashes with an existing label, the new details will overwrite the existing label. Otherwise a new label with that **Start Number** will be added to the list.

## Creating new page labels

To create a new label, fill-in the details in the lower portion of the dialogue box ensuring that the **Start Page** number isn't already used in the table above. Press **Add** to store the new label's details in the PDF.

# Document Operations

---

- ☞ Document font catalogue
- ☞ Document properties
- ☞ Document security
- ☞ Flight check
- ☞ Security settings
- ☞ Tracking changes

## Document properties

A summary of the settings, dates, author and other information about the current PDF can be viewed by choosing **Document->Properties...**

Full path name of the PDF  
and its size on disc.

.....

Click on the **Modified:** date to open the  
PDF's Change Log.

Click on the **Security:** hyperlink to open  
the Document Security dialogue box.

**Document Properties**

File Name:	W:\Desktop\Jw\w1422_Stormsure Spec sheet.pdf
File Size:	0.79 MB (811.5 KB)
Title:	Stormsure Specification Sheet
Subject:	
Author:	
Keywords:	
Creator:	Adobe InDesign CS5 (7.0.3)
Producer:	Adobe PDF Library 9.9
Created:	12:02:47, Wednesday August 15, 2012
Modified:	<a href="#">16:12:24, Wednesday August 15, 2012</a>
Security:	<a href="#">None</a>
PDF Version:	1.5
Page Count:	2
Tagged:	No
Acro Form:	No
Linearised:	Yes
Layout Info:	No

Help OK Cancel

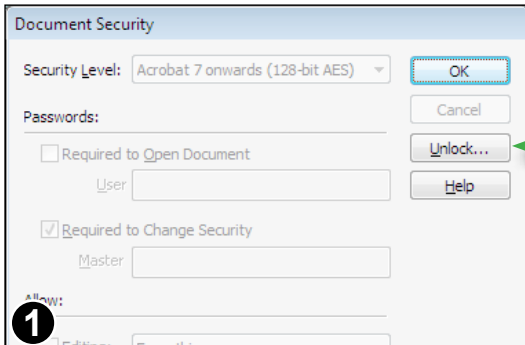
## Security settings

Using PDF security settings you can limit what other people can do with your PDF. For example, you can stop other people editing or printing your PDF.

### View current settings

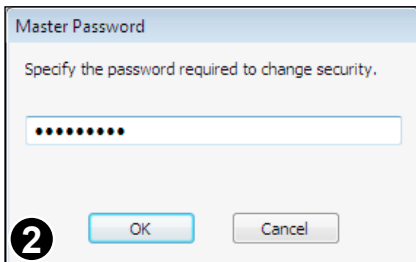
To check the security settings for a PDF, choose **Document->Security...** from the main menu.

If the document has been secured, the security dialogue box will display with most controls inactive. However the controls still show the current security settings such as whether or not editing is allowed.



If enabled, click **Unlock...** to change security settings.

Inactive controls show the current security settings for the PDF.



If the PDF has an existing **Master** password, you will have to enter it now.

If you do not know the password, you will not be able to alter any of the security settings.

## Document security

Using Foxit Advanced PDF Editor you can add or modify security settings on PDFs. Foxit Advanced PDF Editor supports the following password-based security levels:

- None
- Acrobat 3 onwards (48 bit)
- Acrobat 5 onwards (128-bit)
- Acrobat 6 onwards (128-bit)
- Acrobat 7 onwards (128-bit AES)

Acrobat 7 AES security is harder to defeat and offers finer control over the operations allowed on your PDF. Older style (Acrobat 5 onwards) security is more compatible.

### User Password:

If set, a password must be entered before the PDF can be viewed or printed.

### Master Password:

If set, a password must be supplied before changes can be made to security settings.

.....

The things other people are allowed to do with this PDF.

For example, if you want people to be able to add sticky notes without being able to change the content of the PDF, choose **Editing: Comments & Form-filling**

If unchecked, users will have to supply the **Master** password to be able to unlock locked objects. This can be useful when distributing [templates](#).

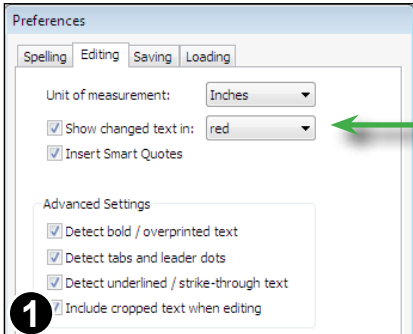
## Notes

- If you forget the **User** password, you will not be able to open the PDF.
- If you forget the **Master** password, you will not be able to alter the security settings in future.



## Tracking changes

Foxit Advanced PDF Editor can highlight text that has been modified during previous editing sessions. It also records the date, author and page number of all changes made to PDFs (see step 3 below).



Choose **File->Preferences...**

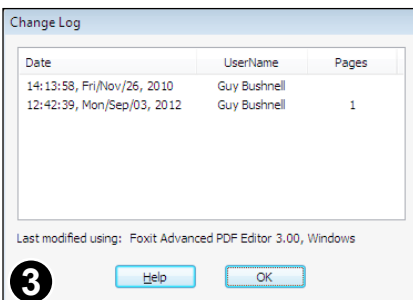
Ensure **Show changed text in:** is enabled.

You can also choose the colour used for highlighting.



Text that has been modified in this or previous sessions will be highlighted using the colour chosen in the preferences dialogue box.


In this example, the 'change' colour is red.



To see a complete history of all pages modified using Foxit Advanced PDF Editor (version 2 or later) choose **Document->Change Log**.

Continued from previous page

User **Guy** modified the PDF on Thursday, 25<sup>th</sup> October, 2007. No particular page was edited (Perhaps security settings were modified.)



Date	UserName	Pages
12:04:10, Thu/Oct/25, 2007	Guy	
11:14:55, Tue/Aug/24, 2010	warrenstone	2-25
11:37:56, Tue/Aug/24, 2010	warrenstone	4-6

User **warrenstone** modified pages 2 to 25 around 11.14am on Tuesday 24<sup>th</sup> August 2010.

## Notes

- Foxit Advanced PDF Editor cannot highlight text that has been deleted. It will however, record that a modification has been made to the page that used to contain the text.

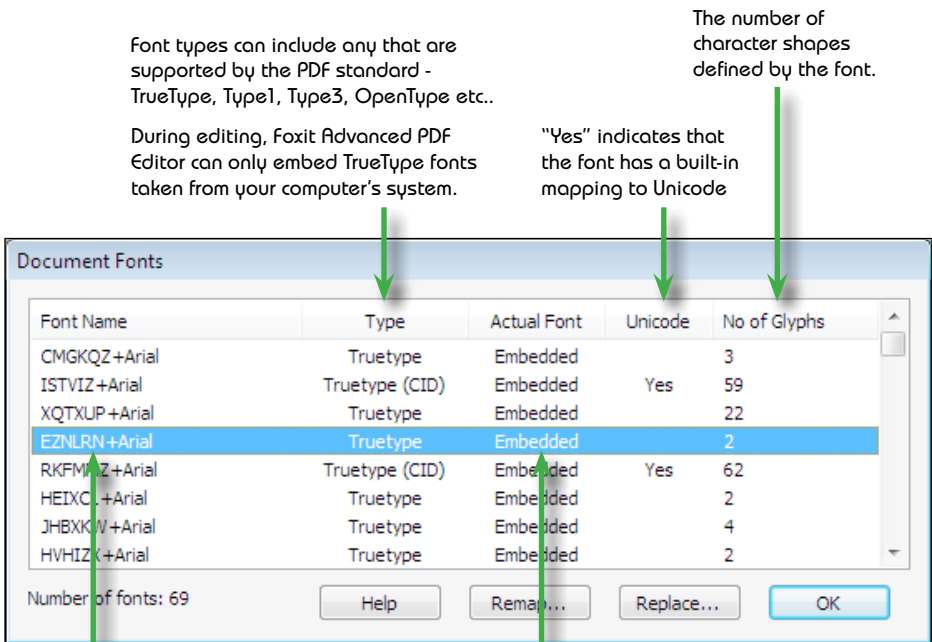
## Document font catalogue

Foxit Advanced PDF Editor can list all of the fonts used in a PDF plus additional information about the nature of each font.

Choose **Document->Fonts...** to view the font catalogue.

Select a font then click **Replace...** to replace all occurrences of the font in the PDF with another. See “Find & Replace fonts” on page 105.

Or press **Remap...** to change the characters mappings of the font. See “Remapping fonts” on page 90.



Fonts introduced during the current editing session will not appear until the PDF is saved.

Names prefixed with "XXXXXX+" represent subset fonts (embedded with only a subset of their full character set).

If the font is embedded in the PDF it will be used and labelled **embedded**.

If the font is not embedded in the PDF the font substitute chosen by Foxit Advanced PDF Editor will be shown. This may be from Foxit Advanced PDF Editor's built-in fonts or from your computer's system fonts.

## Notes

- When editing text, choose **Text->Character Palette...** to view all of the glyphs contained in a font.

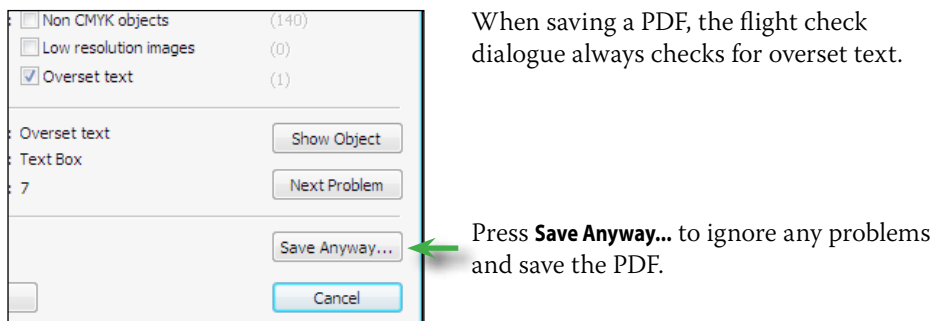
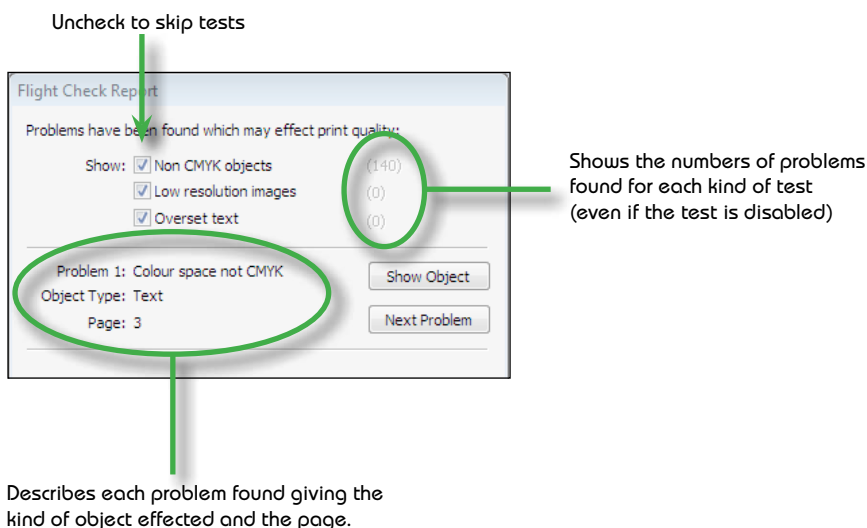
## Flight check

Foxit Advanced PDF Editor includes a basic flight-checking function. A check for overset text (see “Overset text” on page 55) is always made prior to saving a PDF.

Two additional checks are available:

- a check for images of less than 300dpi resolution
- a check for non CMYK colour spaces

Choose **File->Flightcheck...** to open the **Flight Check Report** dialogue box.



# Commenting

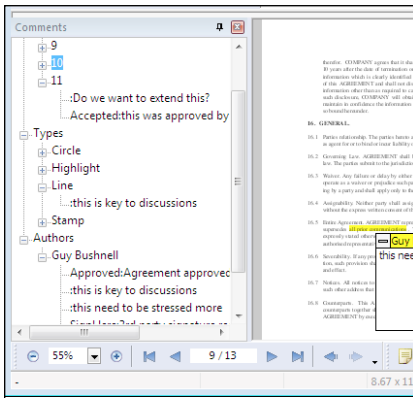
---

- ☞ Adding a signature to a page
- ☞ Article threads
- ☞ Bookmarks
- ☞ Comments catalogue
- ☞ Graphical comments and notes
- ☞ Hyperlinks
- ☞ Stamps and signatures
- ☞ Sticky notes
- ☞ Text highlighting

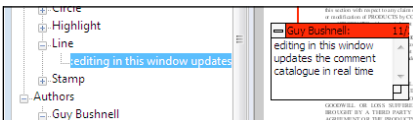
## Comments catalogue

Foxit Advanced PDF Editor offers a summary of all comments found in a PDF. This catalogue is divided into three sections each containing the same information but sorted by:

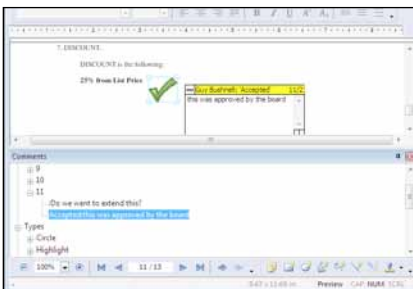
- **Page**
- **Comment type**
- **Author.**



- Choose **View->Comments** to show the comments catalogue.
- Click on a comment's entry in the catalogue to see the page on which it occurs.
- Click on a comment and press **Delete** to remove the comment from the catalogue and the document.



When you edit the contents of the pop-up note window, the comments catalogue updates at the same time.



Drag and dock the comments panel to any side of the main Foxit Advanced PDF Editor window to make it easier to read.

Drag the panel away from the main window to convert it into a floating window.

## Sticky notes

You can create new or edit existing “sticky note” annotations in PDFs. These are small pop-up windows designed to contain short messages such as approval or editorial comments.

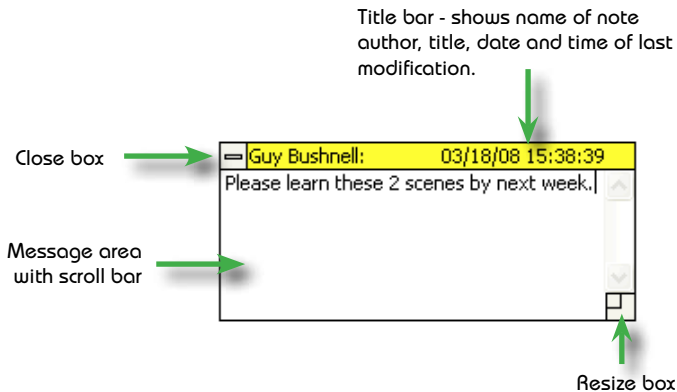
### Anatomy of a sticky note



Stick note icon.

This can be moved around independently of the sticky note window.

Double-click the icon to toggle the main note window open or closed.



## Notes

- If you can not see the sticky-note window after double-clicking on the sticky note icon, try scrolling the page or zooming out. It may be off the screen somewhere.
- There are a number of alternative icons available - see [Stick Note Properties](#) for details.
- To change the author's name assigned to new notes, choose **File->Preferences...** from the main menu.
- Sticky notes are not included when printing PDFs.

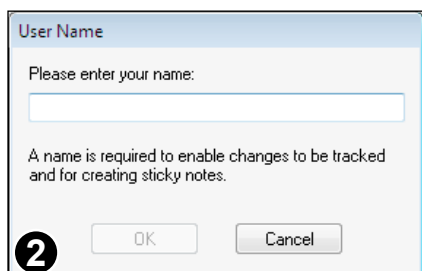
## Creating sticky notes



The sticky note tool is available on the **Commenting** toolbar. To show the toolbar choose **View->Toolbars->Commenting**

Drag-out a box to denote the size of the new sticky note.

Alternatively, single-click the left mouse button to create a standard-sized sticky note window.



If you have not already set up a user name using **File->Preferences...**, Foxit Advanced PDF Editor will now ask you to supply one.

This user name will be recorded in each sticky note (or other comment) you make.

## Deleting sticky notes

Sticky notes can be deleted in two ways:

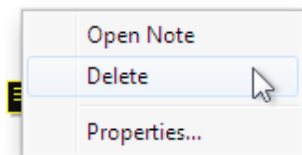


a selected sticky  
note icon

- 1 Using the **Hand Tool** or **Sticky Note Tool**, click on the sticky note icon to select it.



Then press **Backspace** or **Delete** on the keyboard.

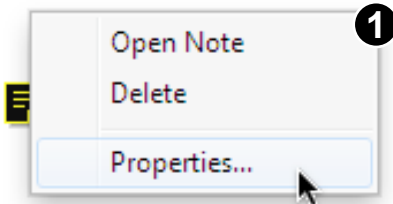


- 2 Using the Hand Tool or Sticky Note Tool, right-click on the sticky note icon and choose **Delete**.



## Sticky note properties

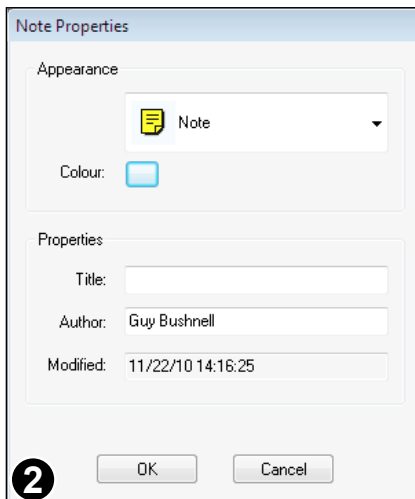
Various properties of sticky notes can be modified such as the icon and colour can be changed using the Sticky Note Properties dialogue box.



Select the **Hand tool** or **Sticky Note** tool from the toolbar.



Click the right mouse button over the sticky note icon and choose **Properties...**



Use the dialogue box to change icon, colour, title and author.

The modification time cannot be altered manually.

## Sticky Note Icons



Comment



Key



Paragraph



Help



New Paragraph



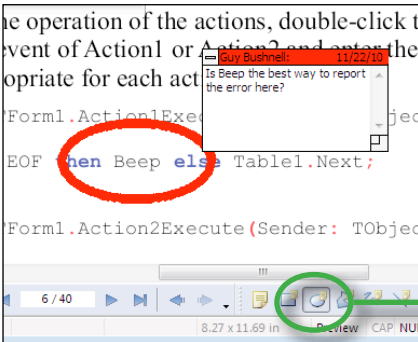
Insert



Note (default)

## Graphical comments and notes

As well as simple Sticky Notes, Foxit Advanced PDF Editor offers a selection of graphical notations. These pair a simple shape with a pop-up note and can be used to draw attention to particular items on a page.

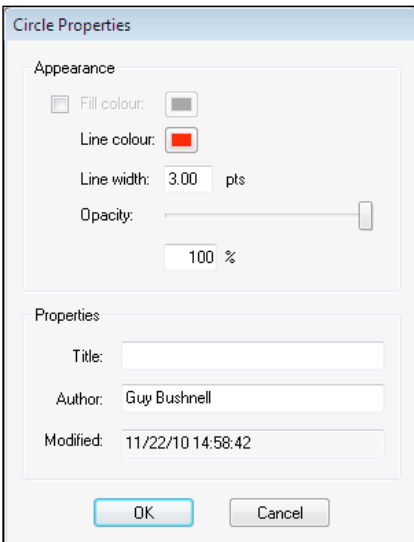


An example of a graphical comment made using the **Circle note** tool.



If the **Commenting** toolbar is not already visible, choose **View->Toolbars->Commenting**

Circle note tool selected



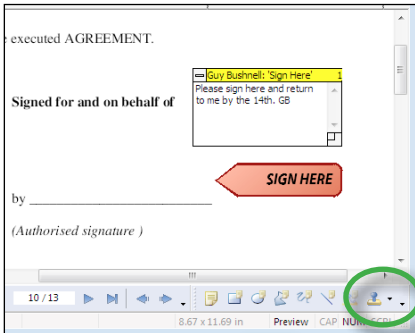
The default colour for a graphical comment is red. This can be changed by right-clicking the mouse over the annotation shape (not the note window) and choosing **Properties...**

A graphical comment has an optional **Fill colour**, **Line colour** and a **Line width** (default 3 points).

You can also vary the **Opacity** of the comment to allow the contents of the page underneath to show through.

## Stamps and signatures

Foxit Advanced PDF Editor offers a selection of predefined stamps - graphical labels - that can be placed, resized and coupled with a pop-up note window.



An example of a **Sign Here** stamp and its associated pop-up note window.

Stamp tool selected

## Adding a stamp to a page



1. The **Stamp tool** is available on the **Commenting** toolbar. To show the toolbar choose **View->Toolbars->Commenting**
2. Click and hold the **Stamp tool** icon to see the menu of available stamps.
3. Select one of the stamp types then click in your page to create a standard-size stamp.
4. Alternatively, drag-out a box to denote the size of the new stamp.
5. Double-click the stamp to open its associated note window.

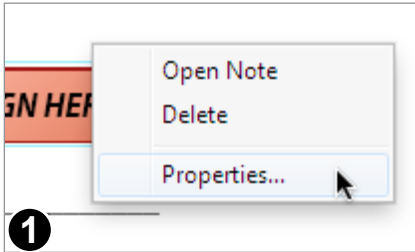


**Signature** is a special case and is covered in the next section.

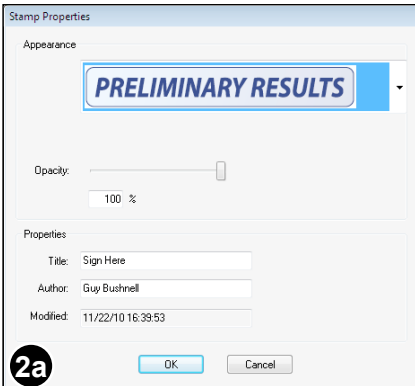
Continued...

Continued from previous page

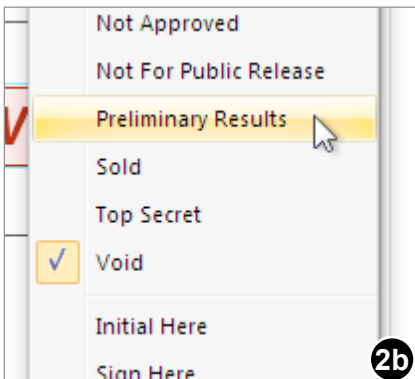
## Stamp properties



Using the **Hand tool** or any one of the commenting tools, right-click over the stamp and choose **Properties...**



You can change the **Appearance** of the stamp as well as alter its **Opacity** - handy if you want the pages contents underneath the stamp to show through.



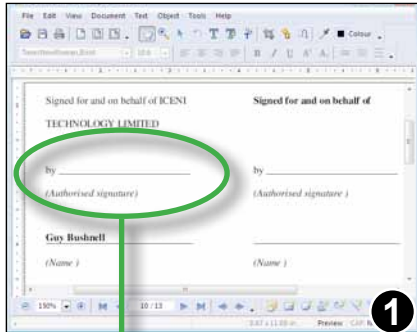
You can also change the appearance of a stamp by selecting it with one of the commenting tools then holding down the stamp tool to reveal the stamp menu.

The current stamp style will be show with a check-mark next to it. Select a different style and the stamp will be changed.

## Adding a signature to a page

If you have scanned a copy of your signature, it can easily be stamped onto a document - avoiding the need to print the document and sign it.

Foxit Advanced PDF Editor remembers your signature and the size at which it should be used to make signing documents quick and easy in the future.



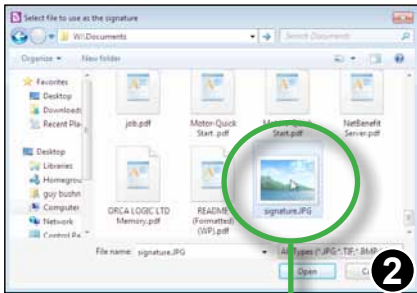
We want to add a signature here

To add your signature, choose:  
**Edit->Signature->Insert...**

or

press and hold the **Stamp tool** button on the **Commenting** toolbar and choose **Signature** from the bottom of the pop-up menu.

To show the **Commenting** toolbar choose **View->Toolbars->Commenting**.



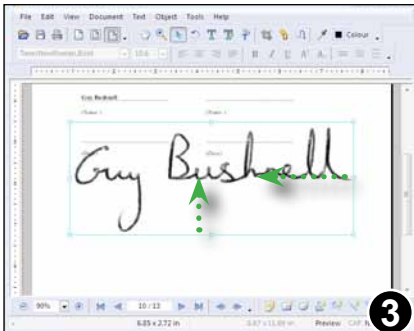
The signature chosen in this example is a high-resolution, JPEG, grey scale scan

The first time you add a signature, Foxit Advanced PDF Editor will ask you to choose an image file to use as your signature. This can be any JPEG, PNG, Tiff or BMP image.

Foxit Advanced PDF Editor will make a copy of this file and use it in future.

To redefine your signature at a later date, choose **Edit->Signature->Define...**

Continued from previous page



After initial placement, the signature image will need to be resized.

Whilst holding down the **SHIFT** key, drag one of the resize handles to scale the image, retaining its original aspect ratio.



The signature function places the image so that it's white background remains transparent.

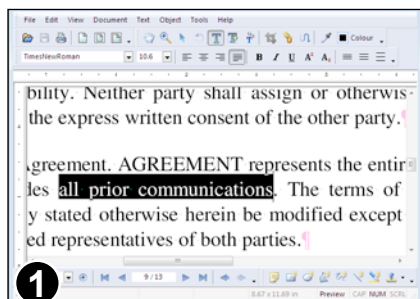
The finished size of the signature image is recorded by Foxit Advanced PDF Editor so that next time a signature is placed in this way, you should not need to resize it.

## Notes

- Signatures placed in this way are not annotations in the same way as sticky notes etc. They do not have associated pop-up note windows, do not appear in the comments panel and are always included during printing.

## Text highlighting

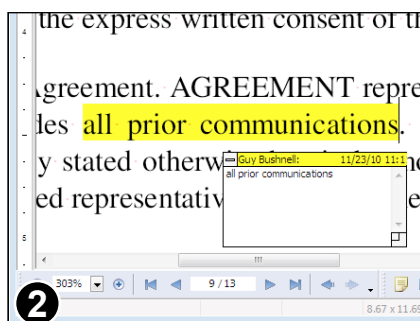
Use the text highlight button to add a coloured, semi-transparent highlight around selected text. Like other annotations, the highlight has an associated pop-up note window.



Using the **Text tool** select a span of text to be highlighted.



Make the **Commenting** toolbar visible by choosing **View->Toolbars->Commenting**



Press the **Text Highlight** button to highlight the selected text.



The text will be highlighted and the associated pop-up note window will appear, pre-filled with the content of the highlight.

## Notes

- Text highlights are annotations that sit on-top of the PDF page like other annotations. They do not track the text they apply to so which means that if you edit the text on the page after highlighting, the text may move underneath the highlight.
- A similar result can be achieved using the underline facility - this will track edited text but does not have an associated pop-up note window.  
See "Underline" on page 61

# Hyperlinks

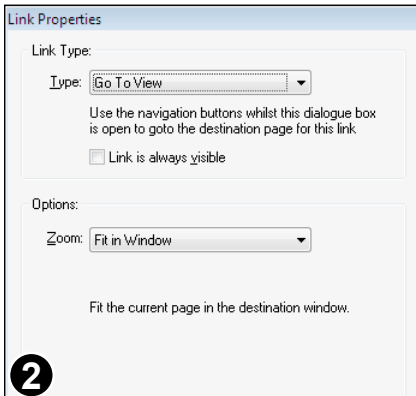
Use hyperlink annotations to create interactive boxes which, when activated by the reader, will jump to another part of the same PDF, a different PDF or web address (using an external HTML browser).



Click on the **Link tool** button in the main toolbar.

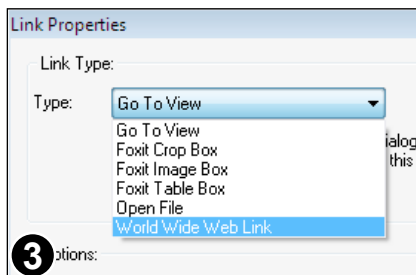


Drag-out a box to denote the shape of the hyperlink region.



After drawing the hyperlink box, the **Link Properties** dialogue box is displayed.

The bottom half of the dialogue changes to suit the type of link chosen in the top half.



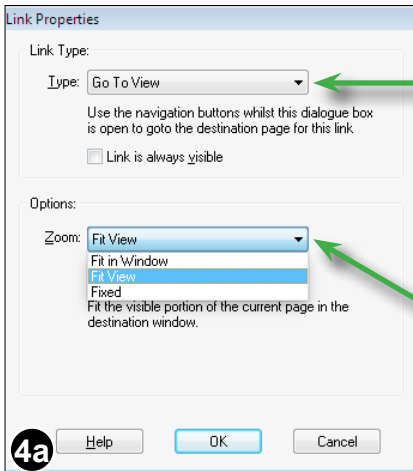
Choose the link type from the selection available. The “Foxit” link types are used during the conversion of PDF into other formats (See “*Exporting Content*” on page 169)

Changing the Action **Type:** option will cause the bottom section of the dialogue box to change.



Continued from previous page

## Type: Go To View



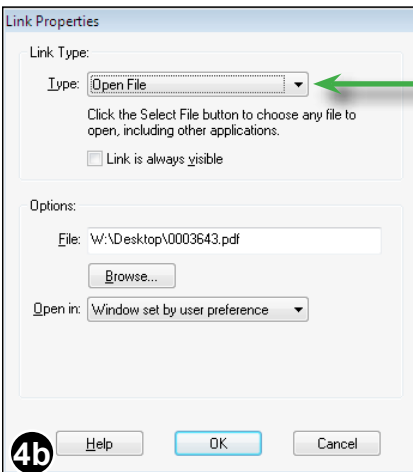
Choose **Go To View**

Whilst the dialogue is still open, return to the main PDF window and navigate to the page and position you want displayed when someone clicks on the new hyperlink.

Back in the dialogue choose the **Zoom:** for the destination view.

Press **OK** to create the hyperlink.

## Type: Open File



Choose **Open File**

Press **Browse...** to choose the file to be opened when the hyperlink is activated.

Next, choose how you want the new file opened: in a new window, in the same window or leave the choice up to the user's preference (dictated by their own PDF viewer's preferences)

Continued...

Continued from previous page

## Type: World Wide Web Link

Link Properties

Link Type:

Type: World Wide Web Link

Link to a document using in the World Wide Web.

☐ Link is always visible

Options:

URL: http://www.mywebsite.com

4c Help OK Cancel

Choose **World Wide Web Link**

Specify the destination address.

Web addresses should begin with “http://”

## Foxit Image Box & Foxit Table Box annotations

These Foxit Advanced PDF Editor-specific annotation types can be used to export images and tabular information. Their use in this way is detailed in “Exporting Content” on page 169.

They can also be used for automating the extraction of tagged data from laboratory reports as part of a LIM (Laboratory Information Management) system.

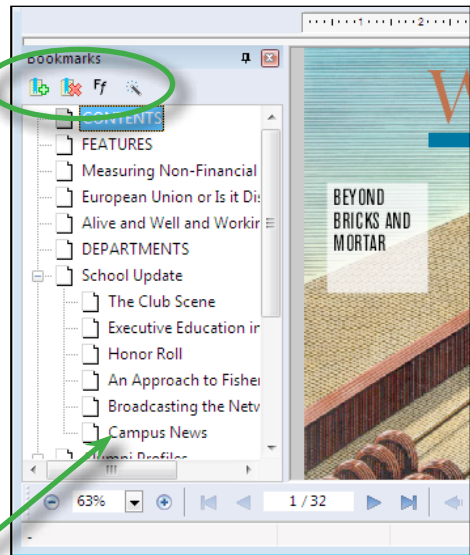
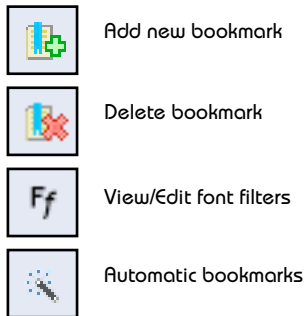
## Bookmarks

Bookmarks allow readers to quickly navigate to specific places in a PDF and are especially helpful in long PDFs. Using Foxit Advanced PDF Editor you can automatically add bookmarks to a PDF as well as modify and delete existing bookmarks.

### On screen display

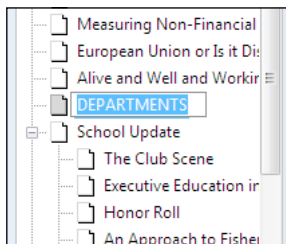
To see a PDF's bookmarks choose **View->Bookmarks** or press the **F9** function key.

#### Bookmarks toolbar



Click on a bookmark to view the associated page in the PDF.

Click again to begin editing the title of the bookmark.



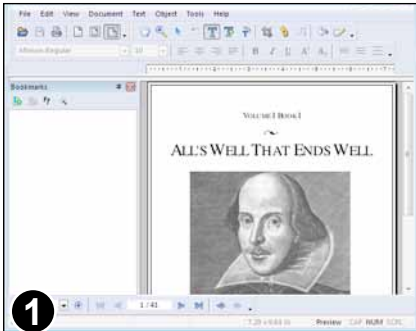
### Notes

- Drag a bookmark on the *title* of another to nest the bookmark within the other.
- Drag a bookmark on the *icon* of another to move without nesting within the other.

## Automatic bookmarks

Foxit Advanced PDF Editor can create bookmarks automatically. This is especially useful for long PDFs that have no bookmarks.

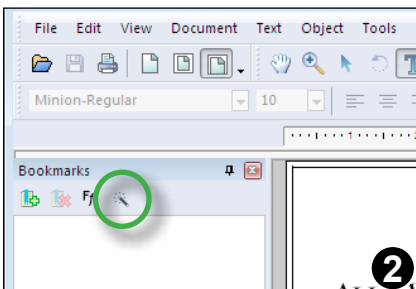
You can optionally limit the process so that only text written using specific fonts is eligible for inclusion in the resulting bookmark tree.



Choose **View->Bookmarks** to make the bookmark catalogue visible.

Navigate to the page from where you wish bookmark creation to begin.

For example, if you wanted to omit the document's table of contents from the bookmarks, go to the first page after it before starting bookmark creation.

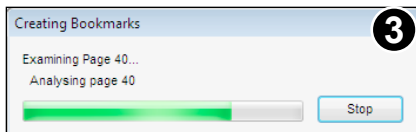


Press the magic wand icon on the bookmark panel's toolbar.



If the PDF already has bookmarks, Foxit Advanced PDF Editor will prompt you to proceed. If you do, all existing bookmarks will be removed before the new ones are added.

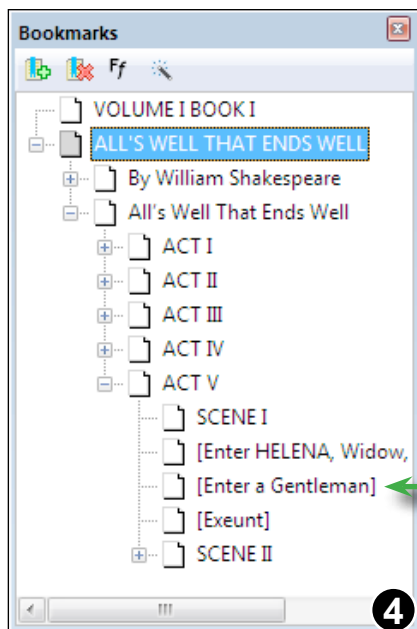
Press **Yes** to begin bookmark creation.



Depending upon the length and complexity of your document, the process may take a little while to complete.

You can cancel the process at any time by pressing **Stop**. Though this may leave the document's bookmark catalogue in an incomplete state.

Continued from previous page



In this example bookmark creation has produced a fair result.

It can be improved now by deleting unwanted items.

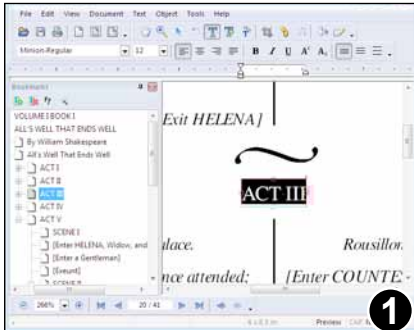
The stage directions such as **[Enter a Gentleman]** are not wanted and too numerous to delete by hand.

This can be avoided by instructing Foxit Advanced PDF Editor to ignore the fonts in which they are written. See “Bookmark font filters” on page 158 for details.

Unwanted items. Use the **Font filter** mechanism to avoid adding these stage directions.

## Bookmark font filters

To avoid adding unwanted items to the bookmark tree during automatic bookmark creation, you can instruct Foxit Advanced PDF Editor to consider only text written in specific fonts.

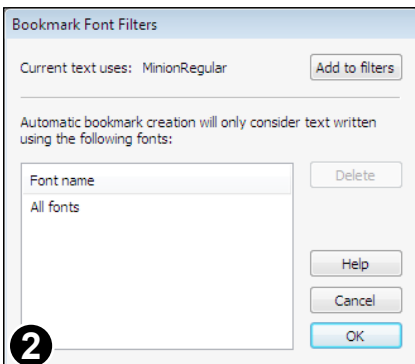


Using the **Text tool**, select some text of the kind you wish to include in the bookmark tree.



In this case **ACT III** is the kind of bookmark we want.

Press the **Font filters** button on the bookmark panel's toolbar.

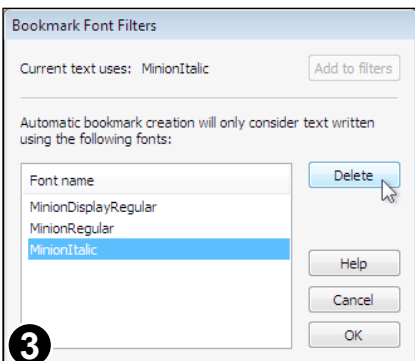


The **Bookmark Font Filters** dialogue shows a list of all the fonts that Foxit Advanced PDF Editor will consider during automatic bookmark creation.

Initially the list contains only one entry: **All fonts**

Any font not mentioned in the list will be ignored during automatic bookmark creation.

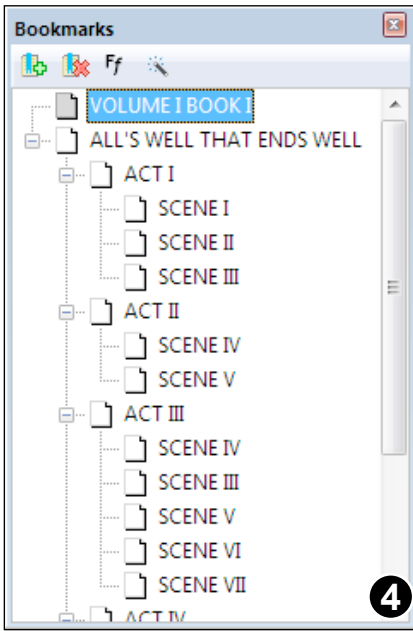
Press **Add to filters** to add the selected text's font to the list.



Continue selecting and adding fonts to the list of filters until you have all those you wish for your automatic bookmarks.

To delete a font from the list, select it and press **Delete**.

Continued from previous page



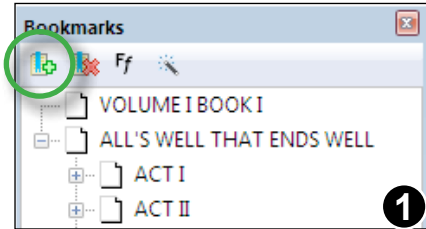
This time the bookmarks have been created without any of the stage directions and look much more useful.

## Notes

- The list of font filters is not stored by Foxit Advanced PDF Editor and will need to be re-created if you close the document.

## Creating bookmarks

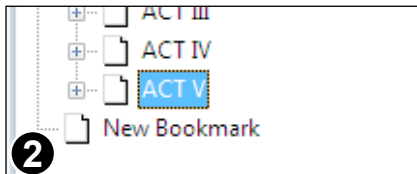
A bookmark records the page number, location and zoom setting used to view the page at the time the bookmark was created.



Choose **View->Bookmarks** to ensure that the bookmark catalogue is visible.

Navigate through your PDF to the page you want to bookmark, zooming and scrolling to the exact position you want to record.

Press the **New bookmark** button on the bookmark panel's toolbar to create a new bookmark.



The new bookmark will be created and named "New Bookmark".

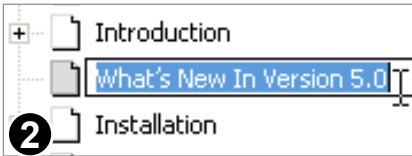
See "Renaming bookmarks" on page 161 for details of how to rename the new bookmark.



## Renaming bookmarks

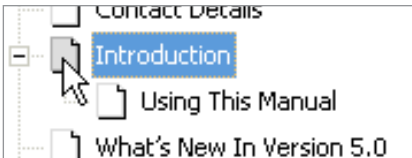


Click on an existing bookmark to select it.



After a short delay, click again to start renaming. The name of the bookmark will become selected, ready for editing.

## Deleting bookmarks



Click to select the bookmark item to be deleted.

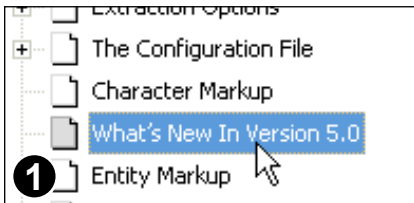
Press the **Delete** or **Backspace** key to delete.

### Note

- If you delete a bookmark item that has sub-items (as shown above), the sub-items will also be deleted.

## Moving bookmarks

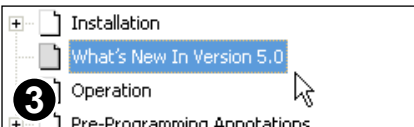
You can move bookmarks to different parts of the bookmark tree.



Click to select the bookmark to be moved.

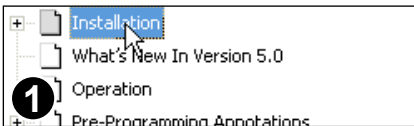


Drag the bookmark and drop it onto the **icon** of the bookmark you want it to appear after.



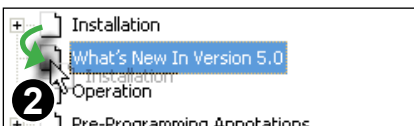
The bookmark will appear after the bookmark you dropped it onto and at the same nesting level.

## Moving to the top



Move the bookmark you intend to be top so that it is second in the list (as shown above).

Then select the first item in the list.

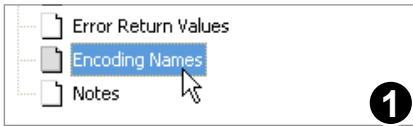


Drag the first item and drop it onto the **icon** of the second item (the one you want to be top).



The two bookmarks will switch places.

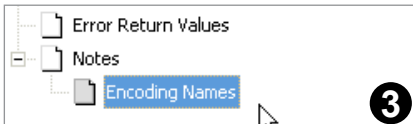
## Nesting bookmarks



Click on the bookmark you wish to nest.

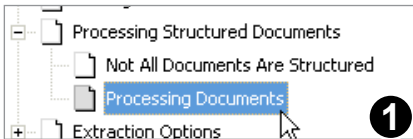


Drag the bookmark onto the **title** of the bookmark in which it will be nested.

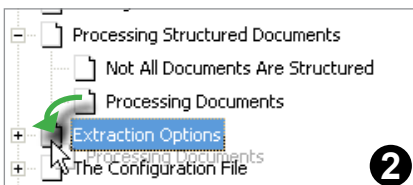


The bookmark is nested within the one on which it was dropped.

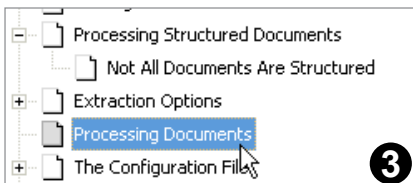
## De-nesting Bookmarks



Click on a nested bookmark you wish to move to a lower nesting level.



Drag the bookmark and drop it on the **icon** of any bookmark with the nesting level you want.



The bookmark's nesting will be changed so it matches the one on which it was dropped.

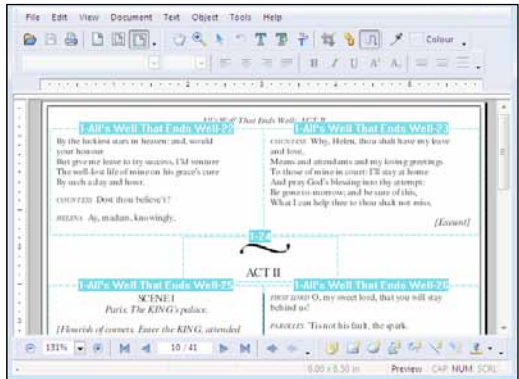
## Article threads

Articles are invisible, linked boxes used to aid the reader in following the flow of a story through a PDF.

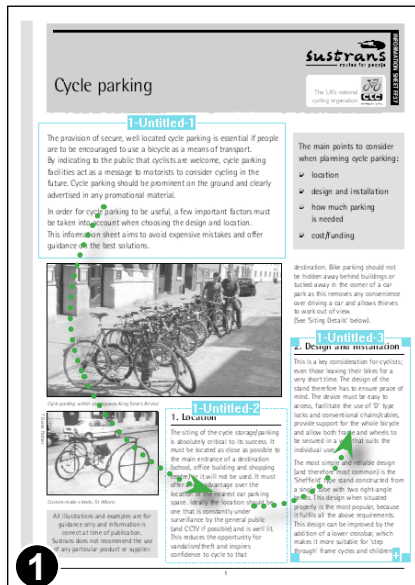
When a viewing application such as Adobe Reader detects an article thread, it is able to present the text boxes in turn for easier reading of the complete article.

Some applications can use articles to reflow the PDF or convert and export stories into other formats such as HTML (see “*Exporting article threads*” on page 178).

There is no limit on the number of article threads a document can have.



## Adding article threads



Open the page containing the start of the story you wish to annotate and select the **Article tool** from the toolbar.



Carefully drag out a box around the first column of text in the article. Continue dragging out boxes around subsequent columns, changing pages as needed to follow the story's flow.

An article box can be moved, resized or deleted after drawing as long as the **Article tool** remains selected.

Continued...

Continued from previous page

When the last box has been drawn, press the **Escape** key to finish the article.

Now select one of the new article boxes and choose **Edit->Article Thread->Properties...** to display the **Article Properties** dialogue box.

You can also display this dialogue by double-clicking on an article box.

The information you supply here is used by some PDF viewers to present an article catalogue to users so they may choose an article to read.

Foxit Advanced PDF Editor makes use of **Title** during export of Article threads into other formats such as HTML (*see “Exporting article threads” on page 178*)

For details of the **Duplicate** facility, see “Duplicating article boxes” on page 167.

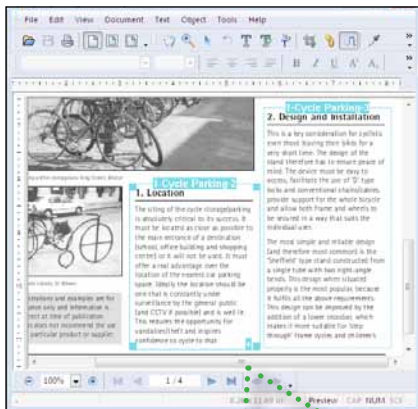


If there is enough room, Foxit Advanced PDF Editor displays the article's title in each box plus then sequence number of the article.

If there isn't enough room for both, just the sequence number is shown.

## Extending existing articles

You can add or insert a new article box in an existing thread.

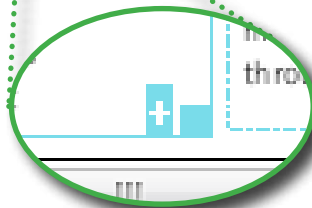


Open the page containing the article box you want to link to and select the **Article tool** from the toolbar.

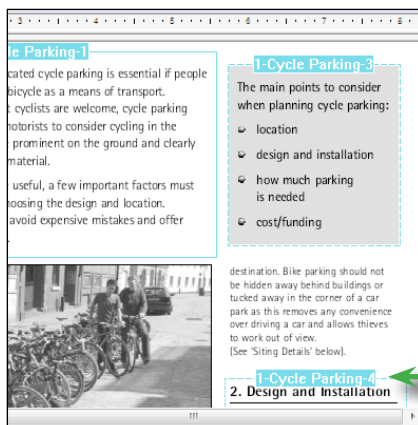


In this example we are going to insert a new link between link 2 and 3 of the “Cycle Parking” article thread.

Click on box 2 to select it then click again on the plus icon in the bottom right hand corner of the box.



To link a new article box to an existing box, first click on the plus icon in the existing box.



Drag out a new article box.

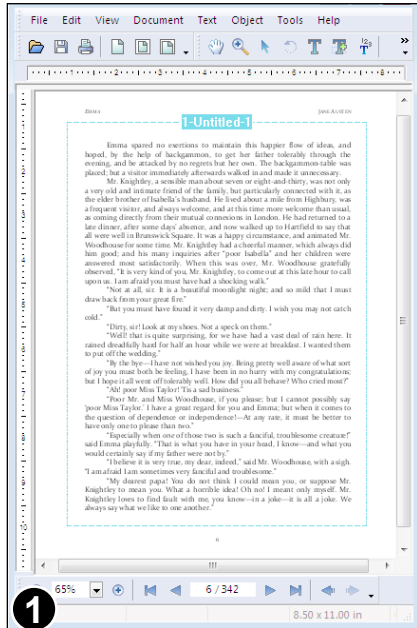
When you finish dragging, the new box will be numbered 3 and the box that was formally numbered 3 will now be numbered 4.

The new box has been inserted between 2 and 3.

Boxes after the new one have been renumbered.

## Duplicating article boxes

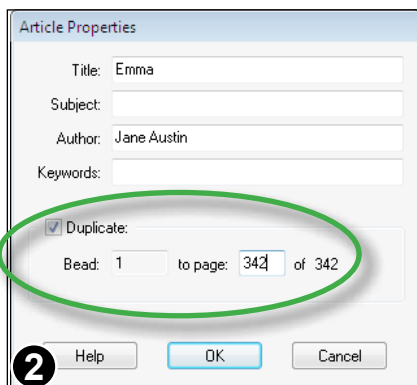
Foxit Advanced PDF Editor can duplicate an article box across a range of pages. This is useful when you need to form a long article spanning multiple, similar pages such as a book or report.



Using the **Article tool**, drag-out a new article box to fit the size of the content on this page *and all following pages* in the range you intend to cover.



If you want this new box to be linked to an existing thread, first click on the link icon in the bottom right hand corner of the preceding article box before drawing this new one.



Choose **Edit->Article Thread->Properties...** to display the **Article Properties** dialogue box.

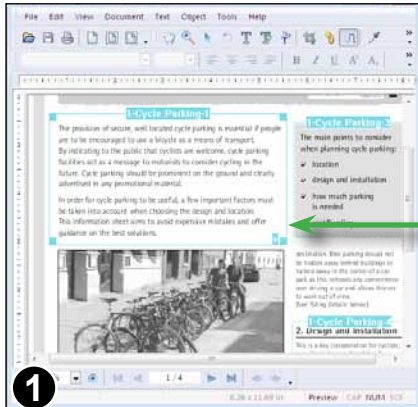
You can also display this dialogue by double-clicking on an article box.

Click on **Duplicate** and enter the end page for the new article boxes to be created.

On pressing **OK** Foxit Advanced PDF Editor will clone this article box on every page from the current page up to and including the end page specified, linking all the cloned boxes together.

## Deleting articles

You can delete an article box, a range of boxes or an entire article thread. This does not affect the content of the PDF (the text in the stories themselves is unaffected).

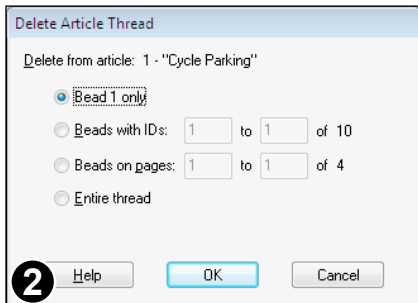


Using the **Article tool** select the article box to be deleted.



Choose **Edit->Article Thread->Delete...** or press the **Delete** key.

We have selected the first article box (bead) in this article thread.



The delete dialogue box gives you the option of deleting the entire article thread, the currently selected article bead (in this case bead 1), all beads in a range of IDs or all beads across a range of pages.



For example, to delete beads 2 and 3 only, you could choose **Beads with IDs** then enter 2 to 3 in the edit boxes and press OK.



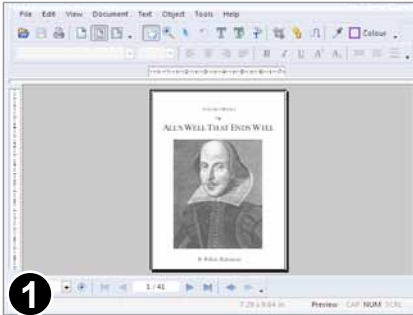
# Exporting Content

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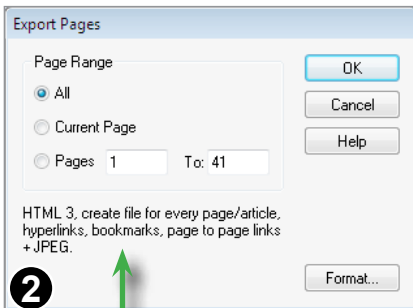
- ☞ Cropping for export
- ☞ Exporting article threads
- ☞ Exporting images & illustrations
- ☞ Exporting pages
- ☞ Exporting tabular information
- ☞ General export settings
- ☞ HTML export settings
- ☞ Image export settings
- ☞ Text export settings

## Exporting pages

Foxit Advanced PDF Editor can convert an entire PDF or range of pages to other formats such as HTML and ePub. The conversion reformats the text and images, areas marked for rendering and tabular regions. You can export by page range or by article thread (see *“Exporting article threads” on page 178*), individual images or tables.



Open the document you intend to export. Choose **File->Export->Pages As...** to reveal the **Export Pages** dialog box.



Specify the range of pages you wish to export.

To change the format of the export or to choose whether to export text only, images only or both press the **Format...** button.

The various options available within the format dialogue are described in “General export settings” on page 179

This is a summary of the export options currently in effect.

## Notes

- Foxit Advanced PDF Editor analyses the pages to be exported and ranks fonts by size to work out what should correspond to the various levels of heading (H1,H2 etc) available in the output format. For the export formats that rely on this ranking, the results can differ if you export a subset of pages to when you export the entire document.
- Use the **Crop tool** prior to export to exclude parts of the page (for example to stop headers & footers being exported).

## Exporting images & illustrations

Foxit Advanced PDF Editor can export images stored in a PDF into various popular image formats. However, when it comes to exporting an illustration made from line-drawings, Foxit Advanced PDF Editor needs to be told which parts of the page form the illustration.

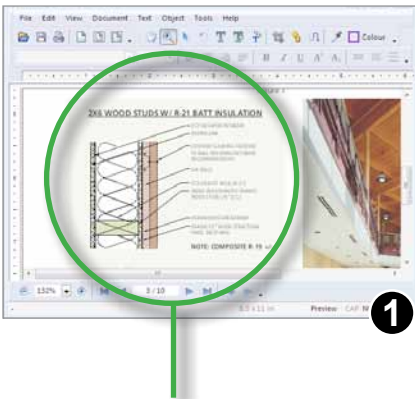
That is because there is no universal means of determining which parts of a page are an illustration and which parts are just normal page contents. For example, is the rectangle in the header on this page an illustration to be exported or just page furniture?

### How do you tell if a picture needs marking-up?

If the quality of the picture appears to degrade or become more blocky and pixelated as you zoom in to it, then it is a bitmap and does not need marking - Foxit Advanced PDF Editor can detect these without any assistance.

If however, the quality remains high, no matter how far you zoom, it is probably a line-art, composed of vector drawing commands. You will need to mark the area in order to export it at its best.

### Markup up an image



In this example an illustration including text and a light green background is to be exported.

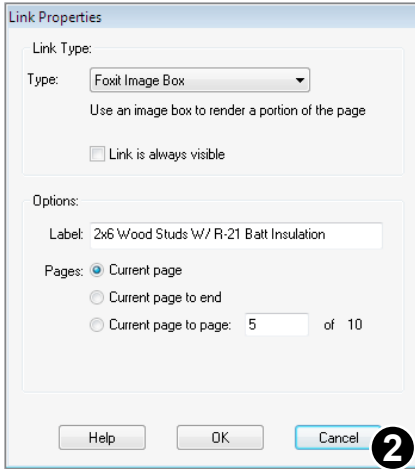
Choose the **Hyperlink tool** from the main toolbar.



Carefully drag out a box around the area to be exported.

Everything included within the rectangle you make will be rendered by Foxit Advanced PDF Editor and included in the export.

Continued from previous page



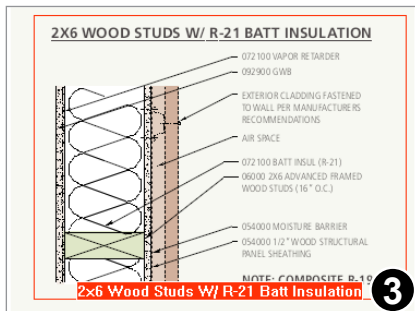
After marking out the image, the **Link Properties** dialogue box will appear.

Change the **Type:** pop-up to **Foxit Image Box**.

Enter a title for the table in the **Label:** box. This is used during export in HTML based formats.

You can now choose to repeat this markup across a range of pages. This is useful if your document contains a similar image, repeated across several pages.

Press **OK**.



The are is displayed by Foxit Advanced PDF Editor together, if there is room, with the (optional) image label.

In this example, the illustration is on a light green background - part of original page design.

To avoid exporting the background as well, use the **Object tool** to select the background rectangle and then choose **Object->Hide Selection**.



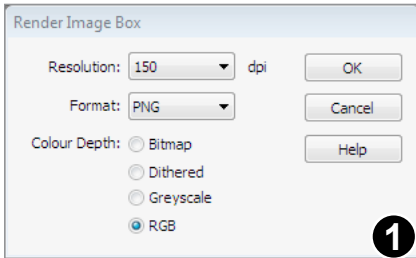
Not only is it hidden from view in the main viewing window, it will be hidden when Foxit Advanced PDF Editor renders the marked area for export.

The rectangle can be revealed again (after export) by choosing **Object->Show All**.

Continued from previous page

## Exporting individual images

Once a picture has been marked up (see previous page), it can be exported immediately and in isolation - without exporting the rest of the page or document.

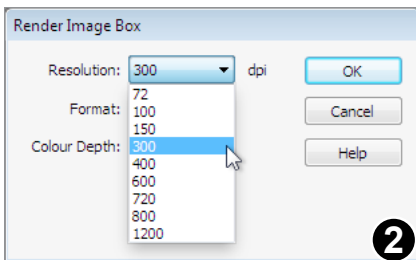


Select the **Hand tool** from the main toolbar.



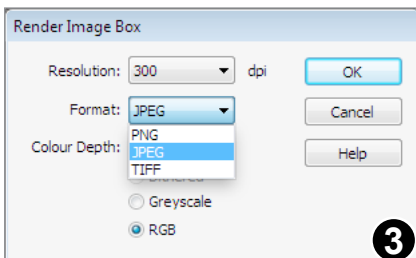
Click on the marked image to display the **Render Image Box** dialogue box.

The red image rectangle is only visible while the **Hyperlink tool** is selected.



From the **Resolution:** pop-up menu, choose the resolution to be used for rendering the area. Higher resolutions result in better image quality, longer rendering time and larger image files.

As a guide, 300 dpi is usually sufficient for most types of colour printing.

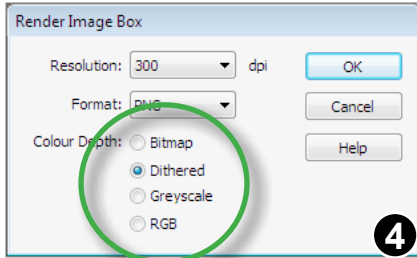


From the **Format:** pop-up, choose the file format for the image. JPEG tends to produce the smallest file sizes. PNG and TIFF retain the highest quality.

The file format affects the choice of colour depth. The JPEG file format cannot be used for purely black and white (bi-level) images, so these options will be greyed out should you choose JPEG.

Continued...

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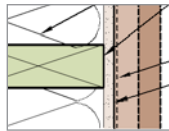


Finally, choose the **Colour Depth**: to be used for rendering.

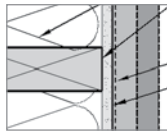
For most purposes RGB will be the best option (full colour).

An example of each of the image formats is shown below.

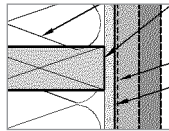
RGB (full colour),  
largest file size



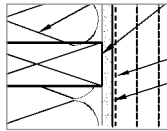
Grey scale



Dithered (bi-  
level), small file  
size



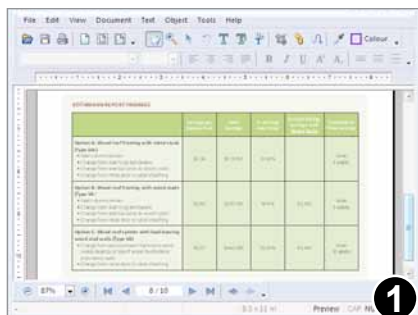
Bitmap (bi-level),  
smallest file size



## Exporting tabular information

To obtain the best results when exporting tabular information, Foxit Advanced PDF Editor needs to be told which areas to treat as tables. Without this information, table are treated as normal paragraphs and columns resulting in poor output.

### Marking up a table

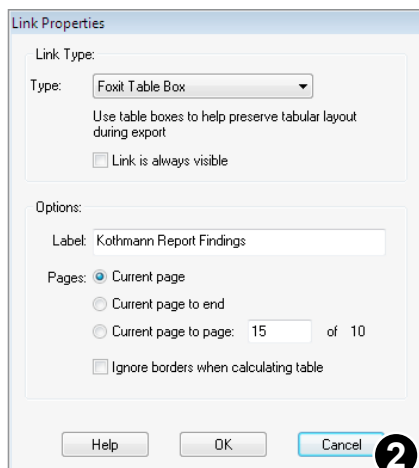


Navigate to the table to be marked up.

Select the **Hyperlink tool** from the main toolbar.



Carefully drag-out a box around the table. Exclude any non-tabular data that could confuse the analysis process.



After marking out the table, the **Link Properties** dialogue box will appear.

Change the **Type:** pop-up to **Foxit Table Box**.

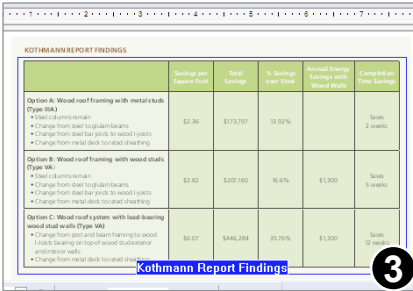
Enter a title for the table in the **Label:** box. This is used during export in HTML based formats.

You can now choose to repeat this markup across a range of pages. This is useful if your document contains a similar table, repeated across several pages.

Foxit Advanced PDF Editor will look at the appearance of the tabular area, including any borders used to delineate rows and columns. In some cases, it may be best to ignore these lines and analyse only the non-graphical content in order to discern the structure of the table. In this case, check **Ignore borders....**

Press **OK**.

Continued from previous page



	Savings per Square Foot	Total Savings	% Savings over Start	Annual Energy Savings with Wood Walls	Completed in Time Savings
Option A: Wood roof framing with metal studs (Type IIIA) • Steel columns remain • Change from steel to glulam beams • Change from steel bar joists to wood joists • Change from metal deck to rated sheathing	\$2.36	\$173,797	15.92%		Saves 2 weeks
Option B: Wood roof framing with wood studs (Type IIA) • Steel columns remain • Change from steel to glulam beams • Change from steel bar joists to wood joists • Change from metal deck to rated sheathing	\$2.82	\$207,160	18.6%	\$1,300	Saves 3 weeks
Option C: Wood roof system with load-bearing wood stud walls (Type IIA) • Change from post and beam framing to wood joists bearing on top of wood stud exterior and interior walls • Change from metal deck to rated sheathing	\$6.07	\$446,284	38.46%	\$1,300	Saves 12 weeks

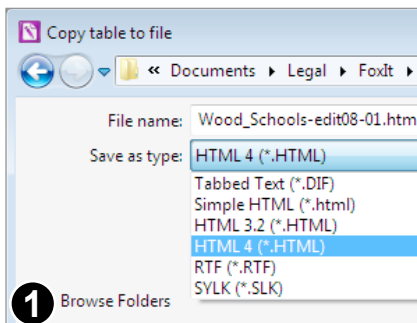
Foxit Advanced PDF Editor will then display the table link box together with its label (if there is room).

When you next export the document, this markup-up area will be treated as a table which should improve the output.

The blue table boxes are only visible in Foxit Advanced PDF Editor when the **Hyperlink tool** is selected.

## Exporting individual tables

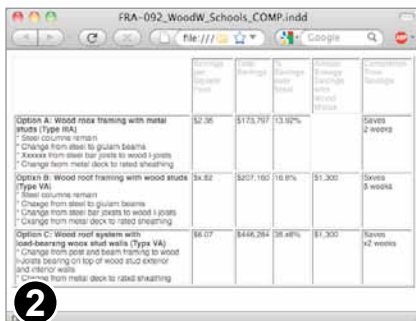
Once a table has been marked up (see previous page), it can be exported immediately and in isolation - without exporting the rest of the page or document. This instant approach is the only way to export to SYLK format.



1. Select the **Hand tool** from the main toolbar.
2. Click on the marked-up table.
3. Choose a name for the file into which the table will be exported.
4. Choose the format for the export.



SYLK (an popular format for encoding spreadsheet information) is only available when exporting in this instant way.



	Savings per Square Foot	Total Savings	% Savings over Start	Annual Energy Savings with Wood Walls	Completed in Time Savings
Option A: Wood roof framing with metal studs (Type IIIA) • Steel columns remain • Change from steel to glulam beams • Change from steel bar joists to wood joists • Change from metal deck to rated sheathing	\$2.36	\$173,797	15.92%		Saves 2 weeks
Option B: Wood roof framing with wood studs (Type IIA) • Steel columns remain • Change from steel to glulam beams • Change from steel bar joists to wood joists • Change from metal deck to rated sheathing	\$2.82	\$207,160	18.6%	\$1,300	Saves 3 weeks
Option C: Wood roof system with load-bearing wood stud walls (Type IIA) • Change from post and beam framing to wood joists bearing on top of wood stud exterior and interior walls • Change from metal deck to rated sheathing	\$6.07	\$446,284	38.46%	\$1,300	Saves 12 weeks

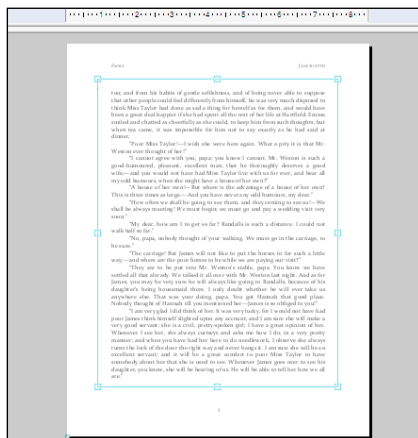
Shown is the table marked-up in the previous page, exported as HTML 4.

The HTML generated by Foxit Advanced PDF Editor is deliberately kept simply so that it can easily be edited or included in other documents.



## Cropping for export

To exclude parts of a page from exporting then you can use the crop tool to temporarily crop a range of pages in your document. Anything outside of the crop box will be ignored during the export.



Use the **Crop tool** to drag out a box.

In this example, the page header and footer remain outside of the box to exclude them from the export process.



Once the export has been done, the crop can be removed by choosing:  
**Document->Pages->Remove Crop...**

## Notes

- The **Foxit Crop Box** hyperlink that can be created using the **Hyperlink tool** is for use with the Argus extraction engine. It is used to specify the automatic crop box applied to documents as they are processed.

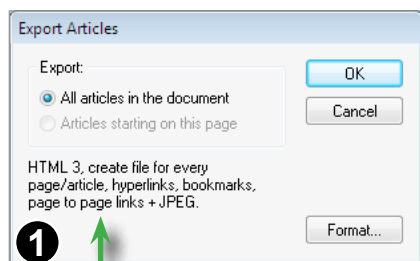
## Exporting article threads

Foxit Advanced PDF Editor can use article threads as a guide to the order in which text is exported from a document. For example, a story in a newspaper typically consists of many columns of text and may even span multiple pages. By marking each of these as parts of a single article in the correct order, Foxit Advanced PDF Editor can extract the text in reading order.

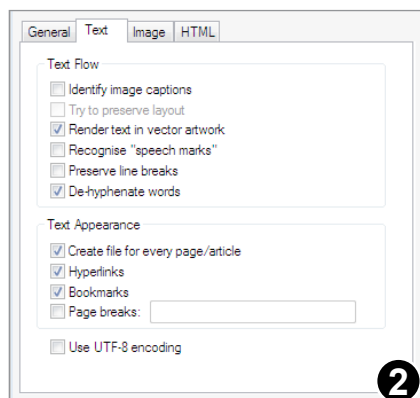
For details of how to add articles to a PDF see “Adding article threads” on page 164.

when exporting articles from a PDF, Foxit Advanced PDF Editor will also attempt to join-up any paragraphs broken across article boundaries. When exporting by page, this joining does not occur.

If you have a document which does not output in the correct reading order, the application of article threads to the problem areas should improve export of both articles and pages.



This is a summary of the export options currently in effect.



The Export Format dialogue box

Open the document you wish to export then choose **File->Export->Articles As...**

Foxit Advanced PDF Editor will warn you if there are no article threads in the document. In this case, you will need to add some before you try to export again. See “Adding article threads” on page 164 for details.

Press **Format...** to change the format used for the export (HTML, ePub, etc).

If the **Create file for every page/article** option in the **Text** tab of the **Export Format** dialogue is selected (see “*Create file for every page / article*” on page 185), Foxit Advanced PDF Editor will write each complete article to a different file

Furthermore, when using HTML output with article mode, Foxit Advanced PDF Editor will produce a table of contents linking to each article output.

## General export settings

Use this panel to select the main text and image output options to be used when exporting a PDF. It acts as a short cut for changing the major features of output, keeping the more specific settings hidden in other tabs.

### Text Output

Check this item to export the text content of your PDF. Either **Text Output** or **Image Output** (or both) must always be enabled.

### Text Format Pop-up

Foxit Advanced PDF Editor supports a varied range of text output formats including a set of XML based formats, plain text and RTF for use with Microsoft Word and other applications.

Foxit Advanced PDF Editor can also export table data in SYLK format but only when clicking on a table that has been marked-up with a **Table Box** annotation (See *“Exporting individual tables” on page 176*).

Each of the available text formats is described below.

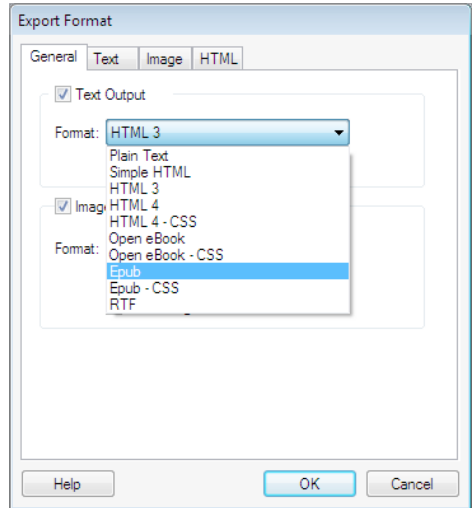
- **Plain Text**

ASCII text, readable with any text editor or word processor. When layout is retained using this format, spaces are inserted to ensure words and paragraphs are placed into the right location.

- **RTF**

Microsoft’s Rich Text Format, readable by virtually every word processor. An ideal input format for Microsoft Office. Foxit Advanced PDF Editor can embed all document images in a single RTF file.

When exporting to RTF with **Retain Layout**, you may encounter difficulties if your original document’s page size is larger than 55cm (width or height). Some versions of Microsoft Word cannot deal with such large page sizes.



Continued from previous page

- **Simple HTML**

HTML using only a few simple tags. This is readable by all web browsers, but some formatting may not be preserved. Images are linked from the document rather than shown in-line.

A list of document bookmarks will be output at the top of the first page. If **Create file for every page/article** is active a cover page, a bookmarks page and individual contents pages will be produced, each hyper linked together.

When **Try to preserve layout** is active, this format inserts spaces making use of the `<PRE>` tag in HTML to force the browser to honour every space character.

- **HTML 3.2**

More complex HTML allowing for a wider range of styling. In-line images are used. Meta-tags are added to the document using the creator, author and title information stored in the PDF. Different character sizes are rendered using the tags `<H1>`, `<H2>` etc.

If **Create file for every page/article** is active, a bookmarks page (if bookmark output is enabled) and several data pages will be output. When frames are enabled the index page uses frames to show the bookmarks on the left while viewing each page on the right.

When **Try to preserve layout** is active, this format uses a complex HTML table for each page. Font sizes in layout mode are selected using the **FONT SIZE+/-** technique rather than `<H1>`, `<H2>` etc. since this gives better results.

- **HTML 4**

As HTML 3, but CSS (Cascading Style Sheet) tags are used to render fonts and sizes. This should be compatible with most modern web browsers.

If **Create file for every page/article** is active, a separate file is output containing all of the CSS style elements used by the rest of the output pages. Edit this style sheet file to quickly alter the look of the rest of the document.

When **Try to preserve layout** is active, this format uses a complex HTML table in the same way as HTML 3.2. However, fonts and sizes still use CSS1 mark-up for better results.

- **HTML 4 CSS**

Using HTML with Cascading Style Sheets (v2) provides the most accurate depiction of PDF content for the web. When preserving layout all fonts and positioning are closely replicated.

Continued...

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When **Try to preserve layout** is active, a separate CSS file is produced which describes the styles of all fonts used. Edit this CSS style sheet if any adjustments need to be made to the look of the converted document.

- **ePub**

Exports a single .epub file with no digital rights management, with or without images using basic formatting.

- **ePub CSS**

Similar to ePub except that the formatting is specified in a separate .css file held inside the ePub package.

## **Right-to-left reading order**

When enabled, Foxit Advanced PDF Editor assumes the contents of the PDF are to be read right-to-left (as is the case in Hebrew). It attempts to replicate this reading order in the output produced.

## **Image Output**

Check this item to export the image content of your PDF including those marked with **Image Box** annotations. Either **Text Output** or **Image Output** (or both) must always be enabled.

## **Image Format**

Foxit Advanced PDF Editor supports a range of image formats: JPEG, Tiff, BMP and PNG. Each of these formats has different properties and is suitable for a different purpose.

Tiff supports CMYK which may give improved colour fidelity when converting magazine and newspaper pictures.

Tiff (multi-page) will place all images within the same file. You will need a Tiff viewer capable of handling multi-image files in order to view these correctly.

## **Convert each page into an image**

Check this option to render the contents of each page. When checked, text output is disabled since the entire contents of each page will be contained in the image file(s) produced.

## Place images in sub-folders

This option causes images files to be stored in a sub folder named 'images'. This also effects the path used in the **IMG** tag for HTML output.

## Text export settings

Use the settings on this panel to control the way text is output in all formats. Additional settings which effect only HTML output are grouped separately in the HTML settings panel.

The options in the this tab are placed into two sub-groups named **Text Flow** and **Text Appearance**. This is simply to make the panel a little easier to read.

### Identify image captions

Selecting this option will cause Foxit Advanced PDF Editor to identify image captions and output them along with images, rather than in the main body of text. If image output is selected and the image format supports it (Tiff, JPEG, PNG), captions will also be embedded within the image data.

### Try to preserve layout

In all text formats except ePub, this option causes Foxit Advanced PDF Editor to position words as closely as possible to the original page layout. The way in which the positioning is achieved depends upon the output format used.

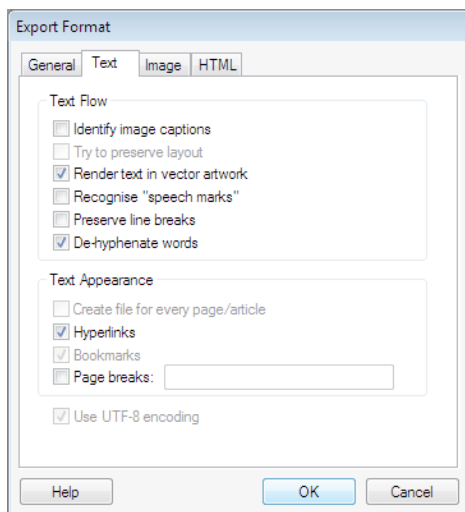
Plain text with the layout retained should be viewed without line wrapping in a mono-spaced font (such as Courier). Most output text documents will be very wide. Simple HTML will be formatted as with plain text using letter spacing to position page elements.

HTML 3 and 4 use tables to position page elements. HTML 4 CSS uses the absolute positioning functionality available with CCS2. This may not be compatible with some older browsers.

With all output formats there may be some deviation from the original document layout requiring a degree of manual adjustment.

### Render text in vector artwork

When enabled, text will be included in rendered artwork but not in the normal text output stream. When not selected, the converse is true. That is, text will not appear in rendered artwork but will appear in the text output stream.



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If you find that some text you expected to see in your output is missing, check to see if this options is enabled.

## Recognize Speech Marks

When **Preserve Line Break** is off, Foxit Advanced PDF Editor attempts to reflow text into paragraphs. The process is fairly reliable but may occasionally make mistakes.

However, when it comes to reported speech of the kind that may be found in a conversation in a novel, it is vital that the correct line-breaks are retained; in speech, the line-break is the reader's main indication of a change in speaker.

When this option is on, Foxit Advanced PDF Editor pays particular attention to quotation marks, especially those at the beginning of a line or paragraph. The result is that it is much more successful in retaining these important line breaks.

When processing documents unlikely to contain any reported speech, it is best to disable this option.

## Preserve line breaks

Selecting this option will ensure that Foxit Advanced PDF Editor honours all line breaks in the original document. Furthermore, it will stop Foxit Advanced PDF Editor from removing hyphenation.

Enabling this option can make editing the output more difficult since lines of text will not re-flow after insertions or deletions. However, it may improve the appearance if layout is important.

## De-hyphenate Words

When enabled, Foxit Advanced PDF Editor will rejoin words split by a hyphen at the end of a line. Words with hard hyphens such as "442-squadron" are not altered.

To help in making the decision to leave or remove hyphens, Foxit Advanced PDF Editor consults the language dictionary currently selected for spell checking (see "Spelling preferences" on page 196). However, should a particular word be unknown in the dictionary or be in a different language, it is possible the software may take a wrong decision.

When disabled, Foxit Advanced PDF Editor does not remove any hyphens and words will remain split as they are in the original document.

When **Try to preserve layout** or **Preserve Line Breaks** is enabled, word de-hyphenation is automatically disabled.

Continued...



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## **Create file for every page / article**

Cause Foxit Advanced PDF Editor to output each page to a separate file. When outputting to HTML output files will be hyperlinked together. It is not applicable to ePub output which always produces a single file.

When outputting article threads, Foxit Advanced PDF Editor will place each article in a separate file.

## **Hyperlinks**

If Foxit Advanced PDF Editor detects any embedded hypertext links within a PDF, it will try to retain these in the output. This is not possible for plain-text output.

## **Bookmarks**

When enabled, Foxit Advanced PDF Editor will retain a document's bookmarks as hypertext destinations in all but plain text output modes.

When disabled, no bookmarks will be output.

## **Page Breaks**

When enabled, Foxit Advanced PDF Editor will output the given text at the end of each page produced. For HTML for example, **<HR>** may be used as a simple page break.

## HTML export settings

This tab contains options for tailoring the way Foxit Advanced PDF Editor produces HTML output.

### Background

This group of options allows a background colour or image to be specified for each page output in HTML.

Whatever is entered in the **Colour:** box is included in the **<COLOR>** attribute of the **<BODY>** tag of each page output. Colour could be the word “yellow” or a colour definition such as “#FFFFFF”.

The **Image:** box is used to enter a filename of a image. This name is placed into the **BACKGROUND** attribute of the **<BODY>** tag for each page. Be careful about the name entered here since it will be included exactly as typed.

The image name need not refer to an actual image on your hard disc but may for example, refer to an image which is or will be stored on the computer used to host the web pages once they are complete.

### Header and footer files

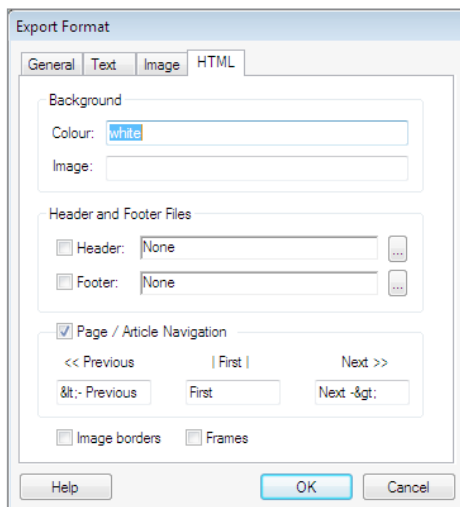
The header and footer file boxes are used to specify files on disc whose contents will be merged into each page of HTML output by Foxit Advanced PDF Editor. For example you may wish to add your company’s own corporate graphics to the top and bottom of each page output.

The contents of the header file will be output just after the **<BODY>** tag of a page but before any extracted text or images. Similarly, the contents of the footer file are output just before the closing **</BODY>** tag of each page.

You cannot type into the text boxes directly so instead use the **Browse...** buttons to select existing files.

### Page-to-page links

When Foxit Advanced PDF Editor is processing in **File-Per-Page** mode as set in the **Text Settings** tab, each page of a document is stored in a new file and navigation links to the previous, first and next pages are placed on each page for convenience.



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The controls in this group allow the appearance of these navigation links to be changed. Whatever is entered into either of the **Previous**, **First** or **Next** boxes will be output instead of the words “Previous”, “First” and “Next”.

This facility may be useful when converting documents for a non-English speaking audience or if navigation images are required rather than text.

## Image Borders

When enabled, images will have a border around them generated using the **border** attribute of the HTML **<IMG>** tag

## Frames

This setting only takes effect when bookmark output is enabled (see “Bookmarks” on page 185).

When enabled, Foxit Advanced PDF Editor creates a two-frame frameset definition which places the bookmarks frame on the left hand side of the screen and the extracted content on the right hand side. Clicking on a bookmark, changes the page in the right hand side.

When disabled, no frameset is created and bookmark destinations do not reference a target frame.

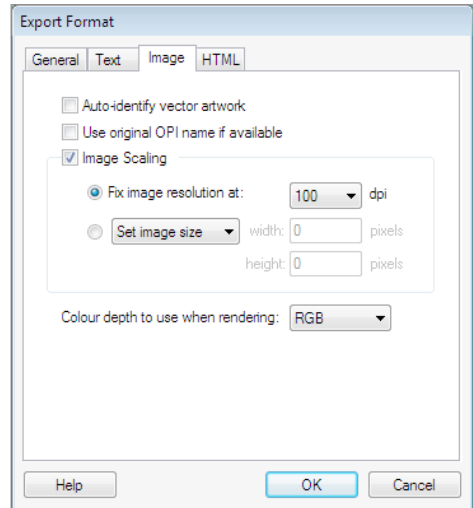
## Image export settings

When image output is enabled in the **General** format tab, Foxit Advanced PDF Editor produces copies of all images stored in the PDF.

The options in this tab are mainly concerned with the scaling or size of the images output.

Foxit Advanced PDF Editor can deal with two types of image in PDF: vector illustrations consisting of lines, curves, filled areas and bitmap images or photographs made up of many colored pixels.

Foxit Advanced PDF Editor cannot output vector formats directly but will instead convert any such illustrations into a bitmap format by a process called rasterization.



## Auto-identify vector artwork

Many PDF documents may contain vector artwork or line-art. However, due to the nature of PDF, it is not always possible for a computer program to determine where on a page such artwork occurs since each page is stored as a general mix of text, images and line-art.

Foxit Advanced PDF Editor is capable to an extent, of identifying such artwork on a page. Selecting this option will cause Foxit Advanced PDF Editor to automatically convert vector artwork in the original into images in the output format selected.

If you are not sure whether a document contains vector artwork or bitmaps, zoom in on the picture. If it becomes blocky or pixelated then it is a bitmap image. If it stays sharp and detailed, it is probably a vector-based drawing.

If you encounter problems with illustrations not being correctly identified, use the Hyperlink tool to mark them up with Image Box links. See “Exporting individual images” on page 173 for details.

Foxit Advanced PDF Editor can only output images in bitmap formats not vector graphics formats. If images do not appear in your final output documents, try turning this option on or placing an image box around the missing images.

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## Use original OPI name if available

If your PDF contains OPI placement information for the images within it, Foxit Advanced PDF Editor will use the original filename for images it exports.

You can check if an image has associated OPI information by selected the image with the object tool, then click the right mouse button and choose **Image Properties...**

## Image Scaling

This set of options allows you to set the output scaling of the images that Foxit Advanced PDF Editor extracts from a PDF.

When disabled, images are output as they are found in the PDF. This may give very large images since many PDF documents contain high-resolution versions of an image which are then scaled by the PDF viewer to the correct size.

## Fix image resolution at:

This option scales output images so that they are all at the same resolution in dpi (dots per inch). Resolutions available are: 72, 100, 150, 300, 400, 600, 720, 800 and 1200 dpi.

This setting is particularly important when rendering vector artwork.

## Advanced Scaling Pop-up

Three types of advanced scaling can be selected from the drop down menu. For each kind of scaling, if either width or height is set to zero, then an image's aspect ratio is maintained.

- **Set image size**

Enables exact image sizes to be specified in pixels. Images will be sub-sampled or expanded accordingly.

- **Maximum size**

Enables a maximum image size to be specified. If an image is smaller than the width and height values given then the scaling is unchanged. When Max scaling occurs, the aspect ratio is maintained. So, for example an image which is 800 by 400 when output at a Max of 200 by 200 will be rendered as 200 by 100 - the shape of the image is maintained.

- **Scale**

Will resize images according to a percentage value.

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## Colour depth to use when rendering

This pop-up tell Foxit Advanced PDF Editor how to render any marked-up regions during export. It also controls how pages are rendered if the **Convert each page into an image** option is enabled in the **General** tab. It has no effect on the export of non-rendered images such as photos - these are, in most cases, output with the colour depth at which they are stored in the PDF.

You can determine the colour depth of images stored in a PDF by clicking on an image using the object select tool, then choosing **Image Properties...** from the right-mouse button menu.

# Preferences

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- ☞ Editing preferences
- ☞ Loading preferences
- ☞ Saving preferences
- ☞ Spelling preferences

## Editing preferences

### Unit of measurement

Choose from Inches, Centimetres, Millimetres, Points and Picas. This setting affects the ruler display and the units used in most dialogue boxes when a distance or size value is required.

### Show changed text in:

When enabled (checked) Foxit Advanced PDF Editor will highlight edited text in the chosen colour. This highlighting will only be visible when the PDF is viewed or printed from Foxit Advanced PDF Editor and will not show in any other PDF viewer.

### Insert smart quotes

When enabled, Foxit Advanced PDF Editor will try to convert plain quotation marks as typed from the keyboard into “curly quotes”. This may not be possible if the font used does not contain either the opening or closing curly quotation mark.

### Detect bold / overprint text

Some documents simulate bold text by overprinting text rather than using a bold version of a font. Normally Foxit Advanced PDF Editor identifies overprinted characters on each page and converts those found into single bold characters.

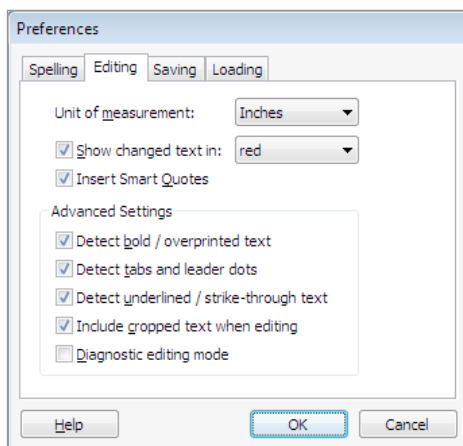
This check can be disabled to improve speed on complex pages or if Foxit Advanced PDF Editor is incorrectly identifying overprinted characters.

### Detect tabs and Leader dots

Prior to editing, Foxit Advanced PDF Editor searches for sequences of dots often used as spacers in tabular layouts such as the table of contents in a book. These leader-dot sequences are then given special treatment by Foxit Advanced PDF Editor and converted into a leader tab. This means that during editing, the leader dots will grow/shrink correctly.

Foxit Advanced PDF Editor also searches for large gaps between words and inserts equivalent tabstops instead. This too makes it easier to edit tabular data and bullet-lists.

Occasionally this may adversely effect the layout of a page. In this case, disable the





feature.

## Detect underlined / strike-through text

Prior to editing, Foxit Advanced PDF Editor searches for all text close to a graphic line of similar length. It then removes the line and assumes the text was either underlines or strike-through depending upon the position of the line relative to the text.

Occasionally this may yield undesirable results and can be disabled for this reason.

## Include cropped text when editing

When editing begins, Foxit Advanced PDF Editor normally grabs all text on a page and converts it into a form ready for interactive editing. When this option is enabled, it will grab all text, even that hidden from view by a page crop. This is useful for searching text that would otherwise be missed.

When disabled, you can use a page crop to limit the amount of text on a page that Foxit Advanced PDF Editor will 'see'. This is useful for narrowing the effect of a search and replace or for reducing unwanted layout changes at the start of editing.



For example, doing a search and replace on a document's page headers is difficult if the page header uses the same font and size text as the rest of the document. How do you tell Foxit Advanced PDF Editor to only search in the header and ignore the rest of the page contents?

The answer is to disable this feature, place a crop around the header area using the **Crop tool**, then do the search and replace operation.

Foxit Advanced PDF Editor will not only limit the search to text within the crop, it will also leave all other text completely unaltered. After the search has finished, the crop can be removed by choosing **Document->Pages->Remove Crop...** to reveal the complete page text.

## Diagnostic editing mode

This option is included for diagnostic use only. It stops Foxit Advanced PDF Editor from converting the text on a page into an editable form. Objects may still be manipulated but no text editing can be performed whilst this option is enabled.

The option is turned off each time Foxit Advanced PDF Editor is started.

## Loading preferences

### Default zoom

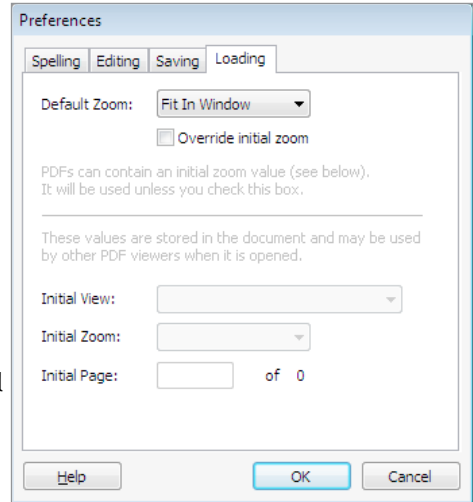
This is the zoom level used when a document is opened. It does not alter the PDF in any way.

### Ignore suggested zoom

When enabled, Foxit Advanced PDF Editor will ignore any initial-zoom suggestion contained within the PDF and use the Default Zoom specified above.

### Initial View, Zoom & Page

When you change these values, they get stored in your document the next time you save it. Most PDF viewers will try to respect the settings you make, and display the document according to your chosen values.

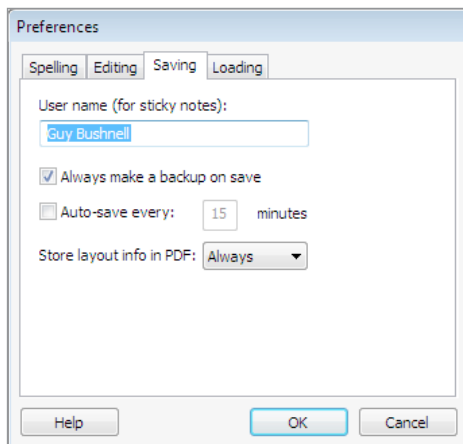


## Saving preferences

### Autosave every:

When active, Foxit Advanced PDF Editor saves a recovery backup of the current PDF every few minutes. A gap of around 10 minutes is reasonable. You may wish to increase the interval or disable auto-save for large files or when saving over slow networks.

*If you need to recover changes to a document after a crash, open the document you were editing. Foxit Advanced PDF Editor will detect any autosave file that exists and ask you if you want to open that instead.*



### Make a backup when saving files

When using **File->Save...** Foxit Advanced PDF Editor can make an backup of the original file named "Backup of myfile.pdf"

This can be disabled for large files or when saving over networks.

### Store layout info in PDF

When saving an edited PDF Foxit Advanced PDF Editor stores additional information such as tab-stop positions, paragraph alignments, indents and margins etc. This makes it easier to edit the PDF using Foxit Advanced PDF Editor at a later date.

Choose **Never** if you want to keep the PDF file as small as possible and do not need to keep the information.

Choose **Always** if the increase in file size is less important than ease of editing.

Choose **Sometimes** to let Foxit Advanced PDF Editor decide. This is the default.

### User name

This is the name that will be stored in the change log (see "Tracking changes" on page 137) generated whenever edits are made to a PDF. It is also used to name any sticky-notes, stamps or other annotations you place on the document.

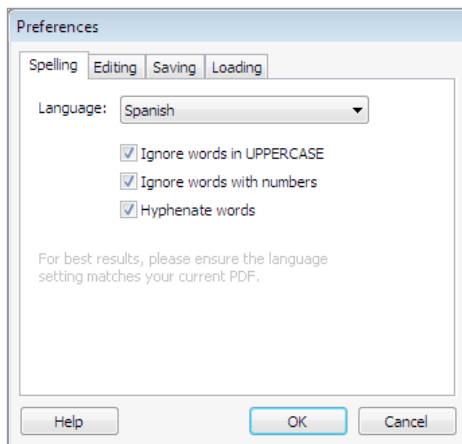
## Spelling preferences

### Language

This specifies the language to use for spell-checking and for hyphenation. *It is important that this setting always matches the language in your PDF document.* If it does not, the spell-checker will be ineffective and the reflow of your text will not work correctly.

Foxit Advanced PDF Editor ships with only UK and USA English language spelling dictionaries but does include all hyphenation dictionaries. If you choose a non-English language Foxit Advanced PDF Editor will ask you if you wish to download the installer from Foxit's website.

Though checked by Foxit, these installers are prepared by third parties and install the spelling data required by the ASpell system used by Foxit Advanced PDF Editor. If you have access to more up-to-date spelling dictionaries, then these can be used instead of the ones hosted on Foxit's website.



### Ignore words in UPPERCASE

Instructs the spell-checker system to skip words consisting of all upper-case letters.

### Ignore words with numbers

Instructs the spell-checker system to skip words that contain numbers such as "HT4"

### Hyphenate words

To better fit text within its text box, Foxit Advanced PDF Editor will hyphenate certain words according to language-specific hyphenation rules. This is mainly used on fully-justified paragraphs but can also effect normally justified text. Disabling this feature will have a document-wide effect.

To disable hyphenation on a per-paragraph basis, press the right-mouse button when editing the paragraph and choose **Disable hyphenation**.

# Appendix

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- ☞ Custom spelling dictionaries
- ☞ Editing non-English text
- ☞ Fonts in PDF

## Editing non-English text

When editing PDFs written in various different languages please remember the following:

- hyphenation will only work if the correct language is chosen using the **File->Preferences...** menu option. If the correct language is not available, it may be better to disable hyphenation.
- spell check requires the correct language to be specified using the **File->Preferences...** menu.
- Foxit Advanced PDF Editor only supports editing of text read left-to-right. This means editing of Arabic & Hebrew texts is not supported.

## Double byte support

Foxit Advanced PDF Editor fully supports copy/paste of double-byte characters.

A double-byte character can be typed directly by holding down **Alt** while entering the decimal value of the character using the numeric keypad (ensure that 'NumLock' is lit on your keyboard). The character will be inserted when you release the **Alt** key.

For example: **Alt**+0190 =  $\frac{3}{4}$   
(*you do not need to type the '+' character*)

The character codes can be found by using the **Character Map** utility in most versions of Microsoft Windows.

## Display of double-byte Characters

When a PDF does not include a required font, Foxit Advanced PDF Editor substitutes one of its built-in fonts. These fonts cover the standard Latin character sets plus Hiragana, Katakana and a selection of special characters.

Characters for which no substitute exists will appear as squares in Foxit Advanced PDF Editor but may display correctly in other viewers.

## Fonts in PDF

To be truly portable, a PDF must include all the fonts it needs to display correctly. These *embedded fonts* describe the way in which each character is drawn.

Typically there will be some characters in a font that are not used in a PDF. In this case, a *font-subset* may be embedded to help reduce the size of the PDF.

A PDF may also simply name the fonts it needs rather than include them. Provided the viewer's computer has the named fonts installed, the PDF will display correctly. If not, the viewer program will try to use a *substitute font* that is similar in appearance.

Certain fonts are always available on every computer that can view PDFs. These are Courier, Times, Helvetica and Symbol. Consequently these fonts are not commonly embedded.

### Font considerations

Editing text written with a font that is embedded does not normally present any problems - all of the font's characters are available.

When just a subset of a font is embedded, Foxit Advanced PDF Editor will search for the required font within your computer's system fonts and will automatically load and use it if found.

If no match can be found, you will have to use a different font instead.

For example, a PDF that contains a single headline written in the font "Marker Felt-Wide":

**Mississippi Mud Pie**

may include character definitions for the following letters only:

**d e i M s u P p**

## Custom spelling dictionaries

When you press the **Add** button during spell check, Foxit Advanced PDF Editor records the word you are adding in a *custom dictionary* file on disc.

If you add a word by mistake you can edit the custom dictionary by hand using any standard text editor (such as Notepad).

If you already have a custom dictionary you want Foxit Advanced PDF Editor to use you can add its contents to Foxit Advanced PDF Editor's existing dictionary using a text editor.

### Locating the custom dictionary

All of the personal word list files (\*.pws) for each language are stored in the same folder. A \*.pws file is only created if you have added words during a spell check,.

On Windows XP, the default installation path would be:

**C:\Documents and Settings\<username>\Application Data\Aspell\personal**

On Windows Vista and Windows 7:

**C:\Users\<username>\AppData\Roaming\Aspell\Dictionaries**

where <username> should be changed for your username.

### Format of custom dictionary

The \*.pws dictionary file is a simple list of words, each on a new line. An example is shown below:

```
personal_ws-1.1 es 7
Adstract
Technology
Foxit
Ltd
Bushnell
Norwich
Guy
```

The number at the end of the first line is the count of words in the list. The language code is prior to that - in this case 'es' for Spanish.

Changes to the custom dictionary will take effect the next time Foxit Advanced PDF Editor is launched.