



Foxit PDF Editor 2.2  
For Windows

# User Manual



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**Microsoft** Partner

Silver Independent Software Vendor (ISV)

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Anti-Grain Geometry - Version 2.3

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# Chapter 1 – Overview

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The Foxit PDF Editor extends the usability of PDF documents by enabling the user to edit PDF files in a What You See Is What You Get (WYSIWYG) way. Foxit PDF Editor is proud to be the first, and up to the time when this manual was printed, the only PDF Editor that allows you to modify existing PDF documents in an easy and efficient way, yet retain all rich features for viewing and printing provided by PDF document format.

The Foxit PDF Editor is a revolutionary program in editing PDF files. Its goal is to give the user a friendly editing interface and make the user feel that they are editing a common document, like with a common editor. Foxit PDF Editor offers the user flexibility to modify or customize anything in the page contents of a PDF file.

## PDF Document Concepts

PDF stands for Portable Document Format, which can be used to exchange and distribute documents in a manner independent of the application software, hardware, and operating system used to create it.

A PDF document contains one or more pages. Each page in the document may comprise a sequence of objects. An object can be a **text object** which contains a number of text characters, a **graph object** which contains straight lines, rectangles, and cubic curves, an **image object** which is made of a set of colored pixels, or a **shading object** which contains a smooth transition between colors across an area.

Each object contains a series of attributes that determine what the object looks like. **Text Objects** use **fonts** to specify how the characters look, and **font sizes** to specify how large those characters are. **Graph objects** have attributes like **line width**, and **fill type and more**. **Shading objects** offers linear and radial **gradients**. All objects have common attributes like **position**, **size**, and **orientation**. There are many more attributes defined for PDF page objects, please refer to the following chapters for a detailed explanation of all object attributes.

## **Why Foxit PDF Editor**

Edit PDF documents directly! As PDF becomes more important in the field of document publishing, there is an increasing need to use and edit PDF documents.

This demand had led to the conversion of PDF to other types of files, such as Microsoft Word file. However, this however usually causes data or format loss during the conversion process. Furthermore, PDF files are converted into other types of files and then converted back. Often, things have been changed during the double conversion. Hence users have to almost rebuild the whole document structure frequently.

What if there is a way to edit PDF documents directly that is reliable and easy to use? The answer is Foxit PDF Editor, the first and only REAL editor for PDF files.

## **PDF Document Copyrights Issue**

Many PDF documents come with copyrights reserved by the author, or owner of the intellectual property. And in many cases the owner of copyrights may prohibit anyone else to alter the document in any way.

Foxit PDF Editor by no means is designed to breach those copyrights. However, it's up to the users of Foxit PDF Editor to observe the copyright, if the document is not protected in any technical way.

With Foxit PDF Editor, you are able to edit any user password protected documents. But you can only Save As the document if you have no password. If a document is not protected by password but is encrypted with modification permission prohibited, it cannot be edited by Foxit PDF Editor.

## **Updating Foxit PDF Editor**

Checking for updates detects new versions of Foxit PDF Editor and keeps you updated with the latest release. You can detect updates from the Help menu, and then download the latest version directly from Foxit website.

- Choose Help > Check for Updates Now...
- Foxit PDF Editor will automatically check if there is an update to the latest version.
- If your Editor is the latest version, it will tell you "This is the latest version".
- If an update is available to the latest release version, click "Yes" to know

more information about this new version.

- Click to visit <http://www.foxitsoftware.com/downloads/index.php> .
- Select and download the latest version of Foxit PDF Editor to finish updating.

## What's New in Version 2.2

Foxit PDF Editor2.2 has introduced more exciting features and enhancements:

- **Floating Panes**

To customize your workspace, users can float and move Bookmark Panel and Property Panel to any ideal position of the page, ideal for users for not utilizing the feature or to get it out of the way.

- **Finding Text**

This feature displays given strings of text from the searched PDF file and highlights the returned matched text. This useful function is fast and easy for users looking for text within a document or an article.

- **Navigating with Bookmarks**

Navigating through bookmarks is an efficient way for users to link to the target location quickly. To jump to a topic that you are interested, you can just simply click the bookmark.

- **Viewing Annotations**

The View Annotations function enables users to view the annotations added to the PDF document. Users are able to easily check all the comments by checking the option to "Show Comments" on the status bar of the workspace.

- **Rulers and Grids**

This feature provides horizontal and vertical rulers and grids to help users align and position objects precisely on the page, as well as measure the dimensions of the shapes. The snap to Grid Function automatically positions text and other objects to the closest intersection of the grids as you place or move them on the page.

- **Easier Text Setting Actions**

Making Editor more intelligent and user-friendly, users now are able to set



the attributes of the text in the “Add new text objects” dialog box directly, including font, color, size, horizontal scale, line gap, etc,. Adding your own text to PDFs is amazingly fast and easy.

- **Bug Fixes**

Fixed bugs as technical by our inside teams and user feed back.

# Chapter 2 – Getting Started

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This section gives you an overview of Foxit PDF Editor 2.2, including system requirement, installation, registration, work area, un-installation, etc.

## Installing Foxit PDF Editor

### Windows System Requirements

Foxit PDF Editor runs successfully on:

- Windows 2000
- Windows XP
- Windows Server 2003
- Windows Vista
- Windows 7

### How to Install?

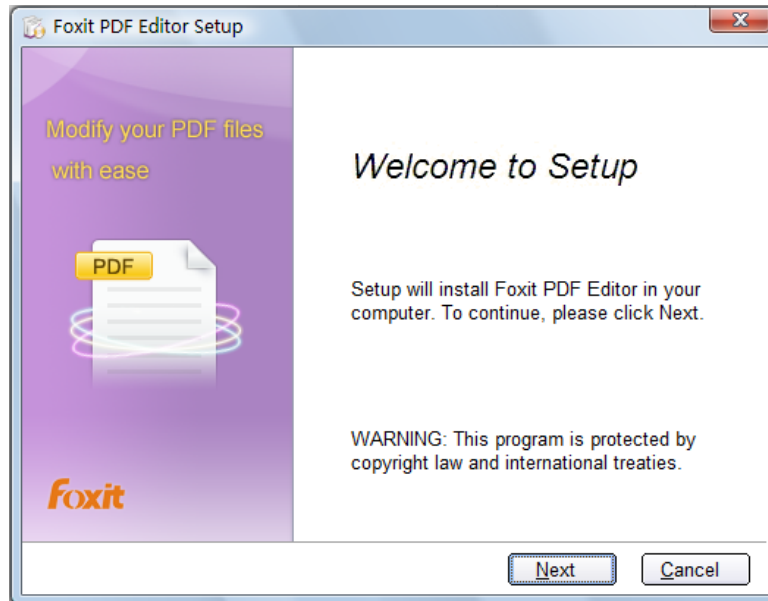
#### Step One – Download the Package

Foxit PDF Editor is distributed via web download. If you have downloaded full retail package, you just need to UNZIP the package into a temporary folder, and then start the “setup.exe” application.

#### Step Two – Installing the Software

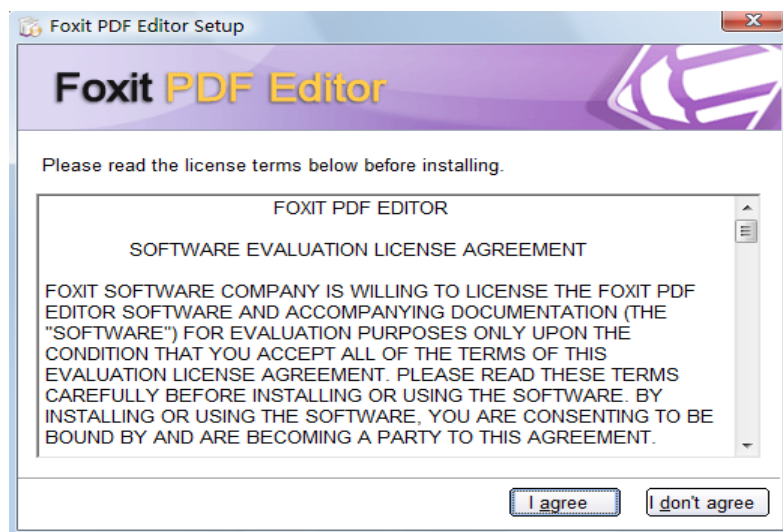
After running the Foxit PDF Editor setup program, you will need to execute the following steps to finish setup:

1. **Welcome Screen** – Click **Next** button to continue, click **Cancel** button to abort the setup.



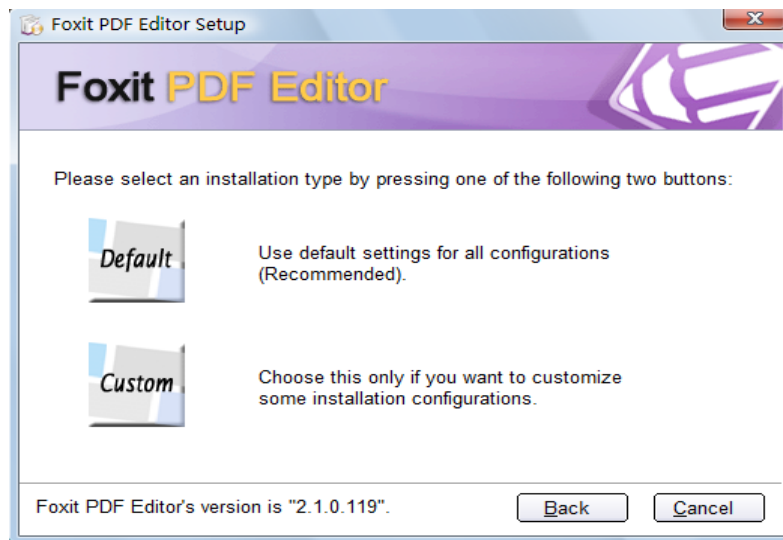
**Welcome Screen**

2. **License Agreement** -- What you are seeing is Foxit PDF Editor License Agreement (see the following figure). This is common for nearly all software. Only after you click "I agree" button can you continue to install.



**License Agreement**

3. **Choose Installation Type:**

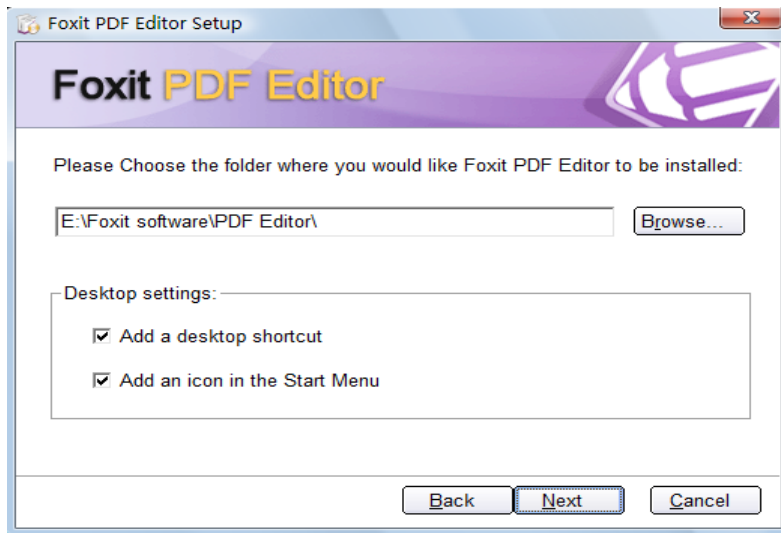


### ***Installation Type Choosing Screen***

In this screen you can click **Default** button to expressly finish Foxit PDF Editor Setup, or click **Custom** button to complete the setup step by step.

- If you select **Default**, you agree to use the default setup configuration for the installation, and the setup progress will proceed in the background. Here is a list of the default setup configurations:
  - The destination folder is set to "C:\Program Files\Foxit Software\PDF Editor".
  - A desktop shortcut Foxit PDF Editor.exe is created.
  - A "Program Group" called "Foxit PDF Editor" is created, it includes two shortcuts, the first is Uninstall, and the second is PDF Editor.
  - The program is added to the Control Panel > Add or Delete Program.
  - A registry key is created as " HKEY\_LOCAL\_MACHINE\Software\ Foxit Software\PDF Editor ".
  - The Foxit PDF Editor installation directory is added to the system path.
  - Foxit PDF Editor automatically runs after setup is finished.
- If you select Custom, you can change the default settings, but have to configure the setup one by one. Here are steps you will go through:

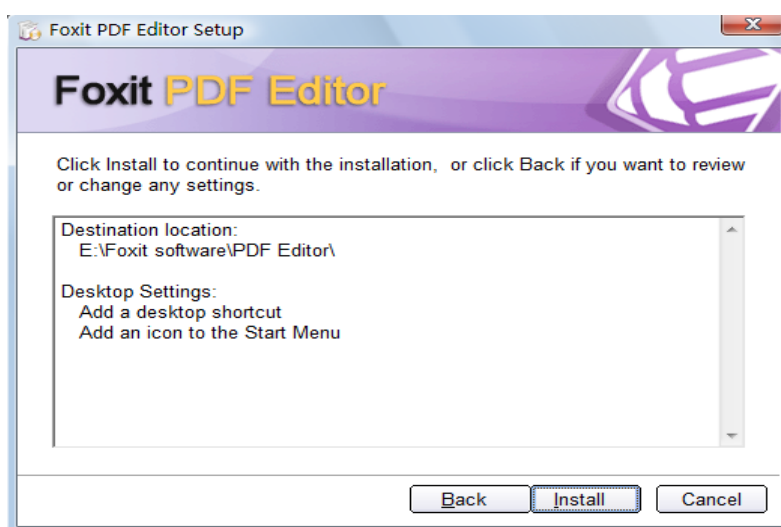
First, after you click **Custom** button, you will see the following screen:



**Settings Screen**

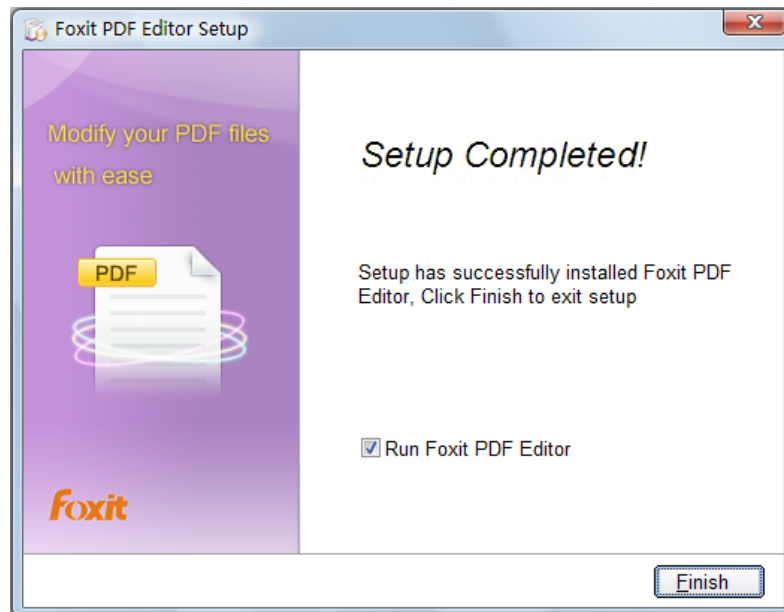
- **Destination folder:** You can directly input a destination path in this box, or click on Browse button to select a destination folder for Foxit PDF Editor.
- **Add a desktop shortcut:** Check the box will create a shortcut of Foxit PDF Editor.exe on desktop. If you don't want a desktop shortcut, uncheck it.
- **Add an Icon in the Start Menu:** Check the box will create a shortcut of Foxit PDF Editor.exe on the Start menu. If you don't want a Start menu shortcut, uncheck it.

Now, click **Next** button to continue the setup, and you should see the following screen:



**Confirmation Screen**

This screen lists all setup settings you have selected in the previous step. You can click **Back** to change the settings, or click **Install** to enter into the next screen show as below:



**Finishing Screen**

The **Run Foxit PDF Editor** is checked by default. And when you click **Finish** button the Foxit PDF Editor program will automatically launch. If you don't want to run Foxit PDF Editor after installation, uncheck the box.

## Installing License Key

1. If you purchase online, you will be able to immediately download a small temporary key.

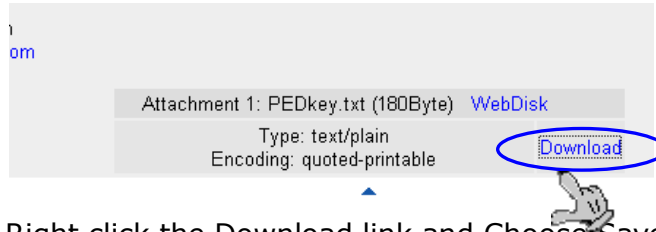
- **Downloading a Temporary License Key**

- 1) Make sure you know the folder where you have put PDF Editor. If you don't know, please do a search on your computer for "pdfedit.exe". The default is: "C:\Program Files\Foxit Software\PDF Editor".
- 2) Immediately after you purchase Foxit PDF Editor, you will be asked to download a temporary license key.
- 3) Press the "Download Temporary License Key" button as shown below:



## Using Open Web Mail

- 1) Double click the Foxit mail with formal license key in the Inbox of your Open Web Mail.
- 2) Scroll down the Message Display window to the message bottom, and you can find a small attachment prompt box shown as below:



- 3) Right click the Download link and Choose Save Target As menu.
- 4) In the pop-up Save As dialog box, click Browse button to search the folder where PDFEditor.exe is saved, and then save the pedkey.txt into that folder.

*Note:* pedkey.txt must be stored into the right place where PDFEditor.exe exists; otherwise the product will not be licensed.

- 5) Restart Foxit PDF Editor. It is now licensed.

## Registering Foxit PDF Editor

After purchasing Foxit PDF Editor, please do one of the following to register your key:

- Close Foxit PDF Editor, save the key file into the directory where you installed the application.
- Run Foxit PDF Editor > Help > Install License Key > A registration box will pop up. Open the received key file, copy the key contents into the box indicated > click the Register the Key button.

### **Note:**

- To check if you have registered successfully, please go to "Help" > "About PDF Editor" and see if your name is shown at the bottom left corner.
- After registering successfully, you can remove all the evaluation marks which are added by Foxit PDF Editor at one time before you purchase it. To remove all the evaluation marks, please select "Help" > "Remove Evaluation Marks".



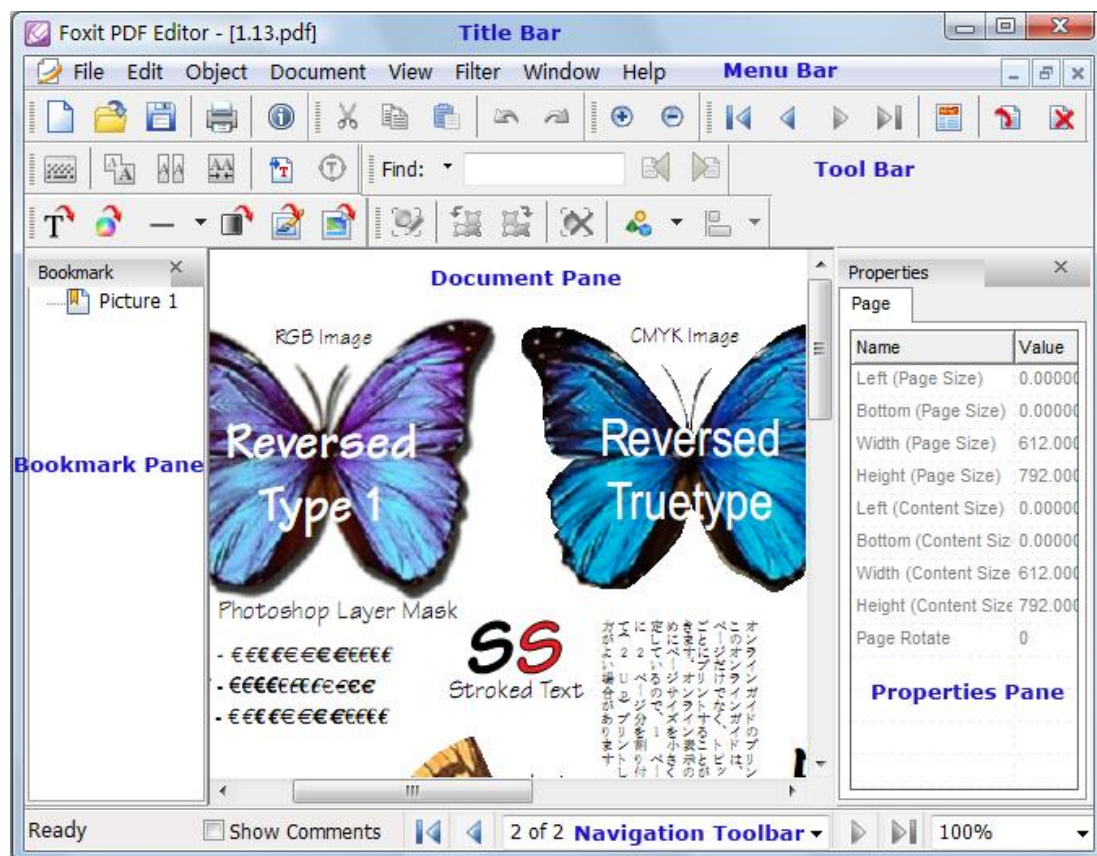
# Uninstalling Foxit PDF Editor

To uninstall Foxit PDF Editor, do one of the following:

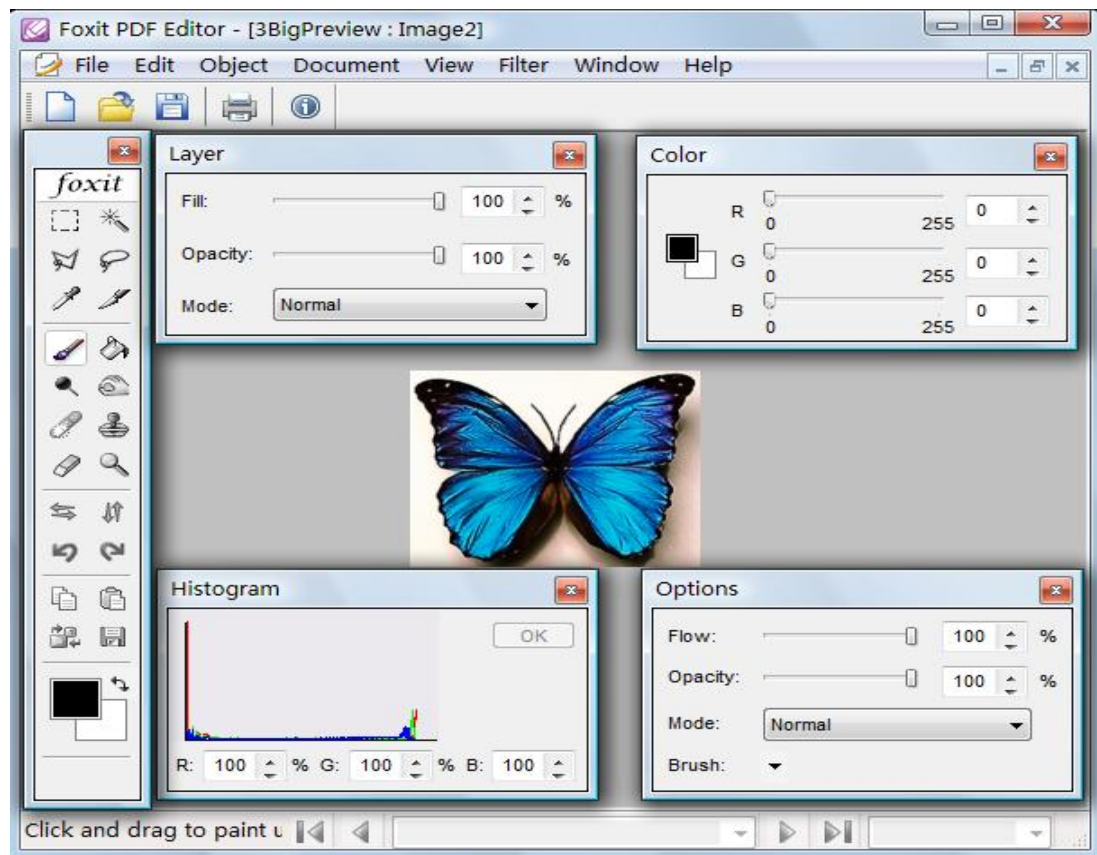
- Click **Start > All Program Files**, and find **Foxit PDF Editor**, and last click Uninstall.
- Select **Control Panel > Delete or Add Program**, and then select **Foxit PDF Editor** to uninstall.
- Find the PDF Editor installation directory named "Foxit Software", and then select Uninstall.

## Work Area

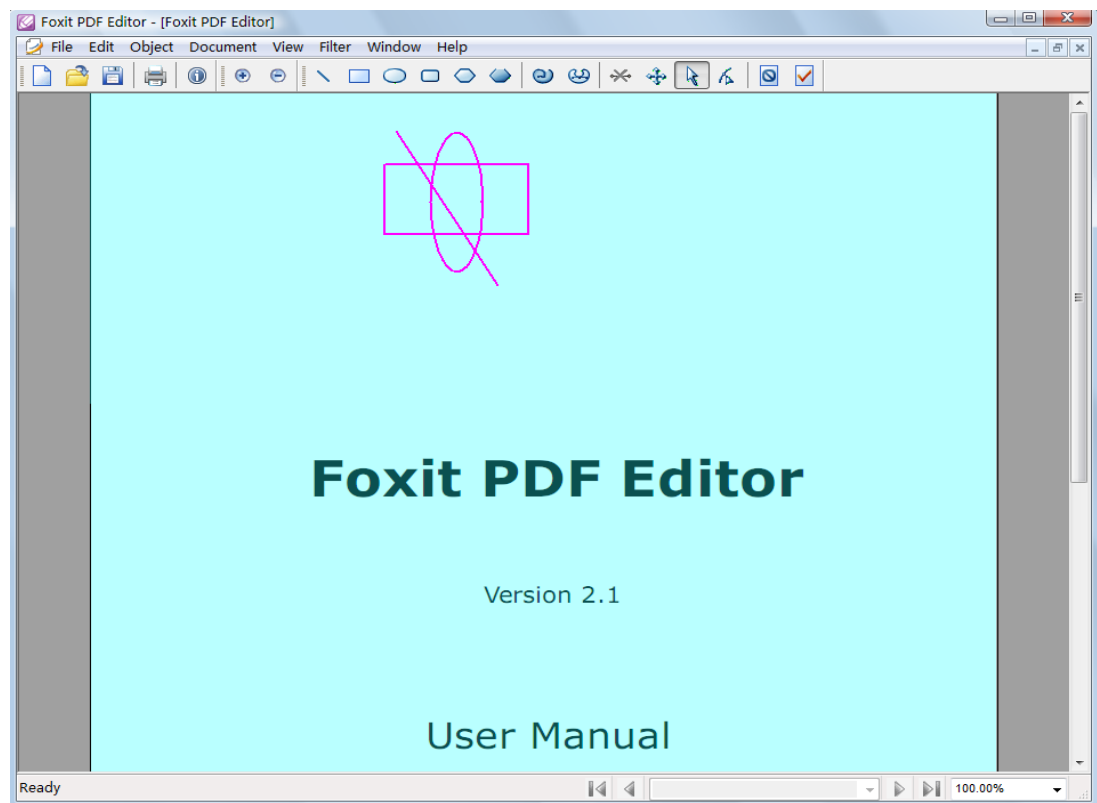
The Foxit PDF Editor workspace consists of the main application window (see **Figure2-1**) where by default contains the Title bar, Menu bar, Tool bar, and areas called Document Pane, Properties Pane, Bookmark Pane and Status bar. There is also an Image Editor (see **Figure2-2**), Graphic Editor (see **Figure2-3**), Shading Editor (see **Figure2-4**) and Layout Editor (see **Figure2-5**) and where you can edit images, modify graphics, create or edit a shading object, and design page layout.



**Figure2-1: The Document window**



**Figurew-2: The Image Editor window**



**Figure2-3: The Graphic Editor Window**

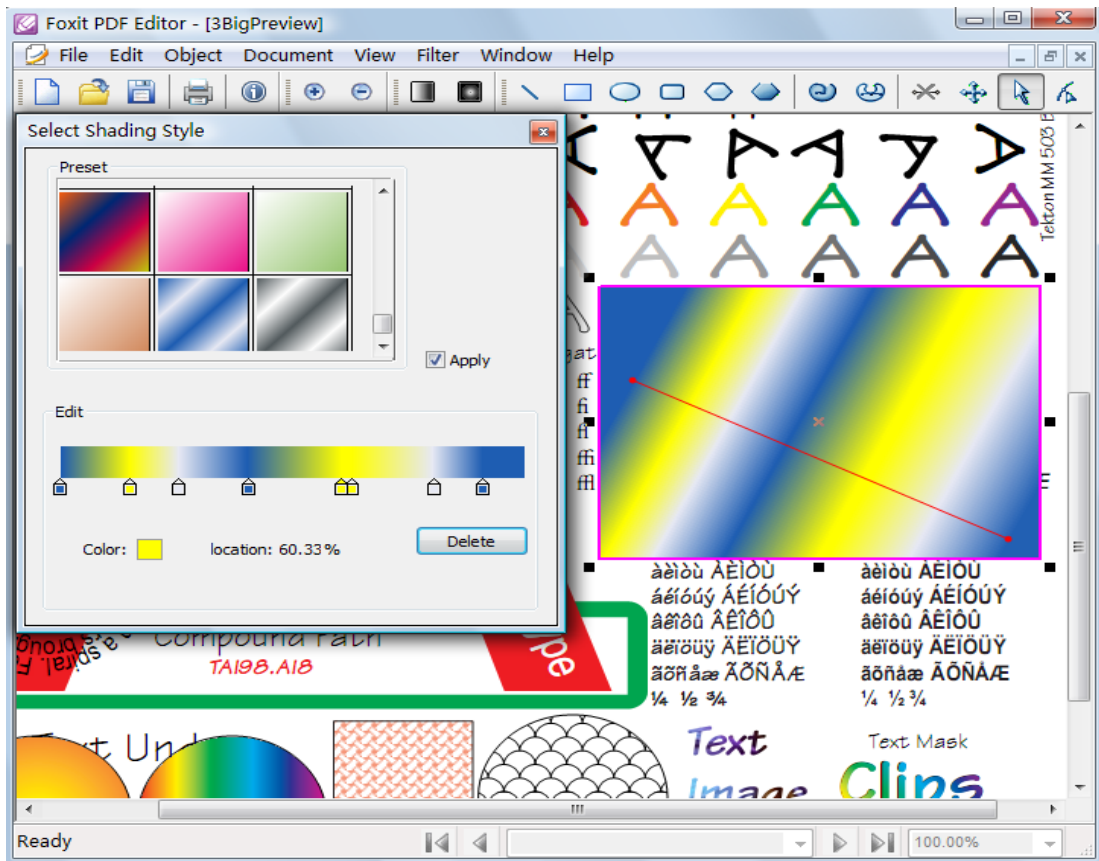


Figure2-4: The Shading Editor Window

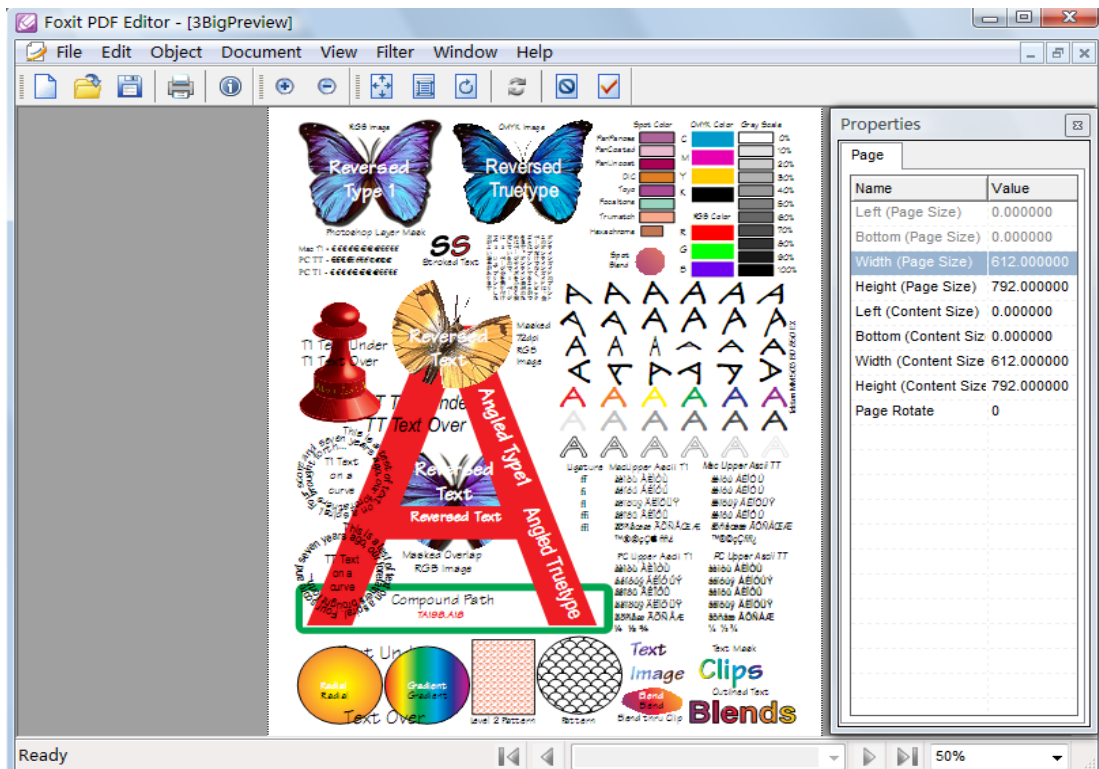


Figure2-5: The Page Layout Editor Window

# Customizing the Work Area

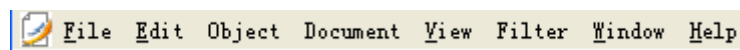
As you get acquainted with Foxit PDF Editor, you can set up your Editor work environment. The more you learn about its potential, the more you can take advantage of its features, tools, and options.

## About Title Bar

The Title bar displays the name of program itself and the file name of a document currently displayed in the *Document pane*.

## About Menu Bar

The Menu bar provides full access to the functions of the Foxit PDF Editor. You can access the menu by either using the mouse or keyboard. Keyboard shortcuts, when available, are printed on the right of the menu item.

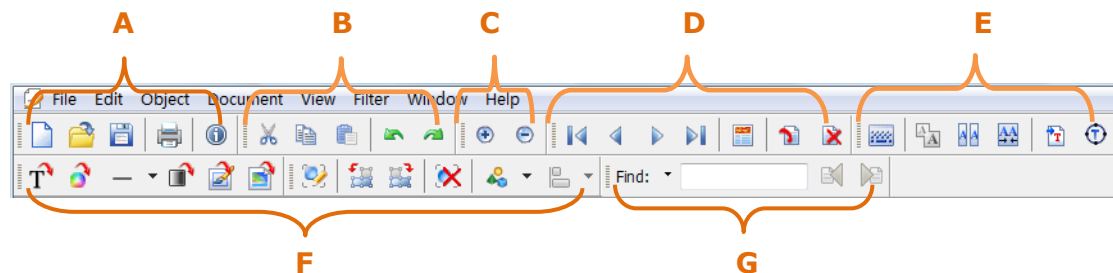


## About Toolbars

In addition to menu commands, you can access several features using toolbar buttons. When you point to a button, the "Ready" on the left side of *Status bar* can synchronously report action for you.

The toolbar can be repositioned, you can move the toolbar to the top area, or you can drag the toolbar into the document pane to create a floating toolbar. You can drag the bar back to its original position.

The following briefly describes each toolbar and its default buttons



- A. Main Toolbar    B. Edit Toolbar    C. Zoom Toolbar    D. Page Toolbar    E. Text Toolbar    F. Object Toolbar    **G. Find Text Tool**

**Main Toolbar:** Use the main file tools to create a new page, open, save, or print a PDF document.

**Edit Toolbar:** Use the edit tools to cut, copy, and paste object in a PDF document, and to undo and redo changes that you might have made to a PDF file.

**Zoom Toolbar:** It helps you adjust the view of your PDF documents, and it included simple tools as Zoom In and Zoom Out.

**Page Toolbar:** These tools allow you to navigate the pages in a PDF document (forward and backward) by jumping to the first or last page in a document, lay out a page design, or to insert or delete a page.

**Text Toolbar:** These tools allow you to input graphics keyboard, merge or split text, remove font kerning, and import Windows fonts.

**Object Toolbar:** Use the object tools to edit, rotate, delete selected objects, add text, graphic, image or shading objects, or create new images for the document. You can select a type of object mode to edit the object.

**Find Text Tool:** This allows searching of text in PDF files and highlight the matching text.

## About Status Bar

The Status Bar reports the current cursor actions. It also allows you to navigate one page at a time, jump to the first or last page, go to a specified page number, set the page view magnification, and toggle showing/viewing of annotations through the "Show Comments" checkbox.



## The Document Window

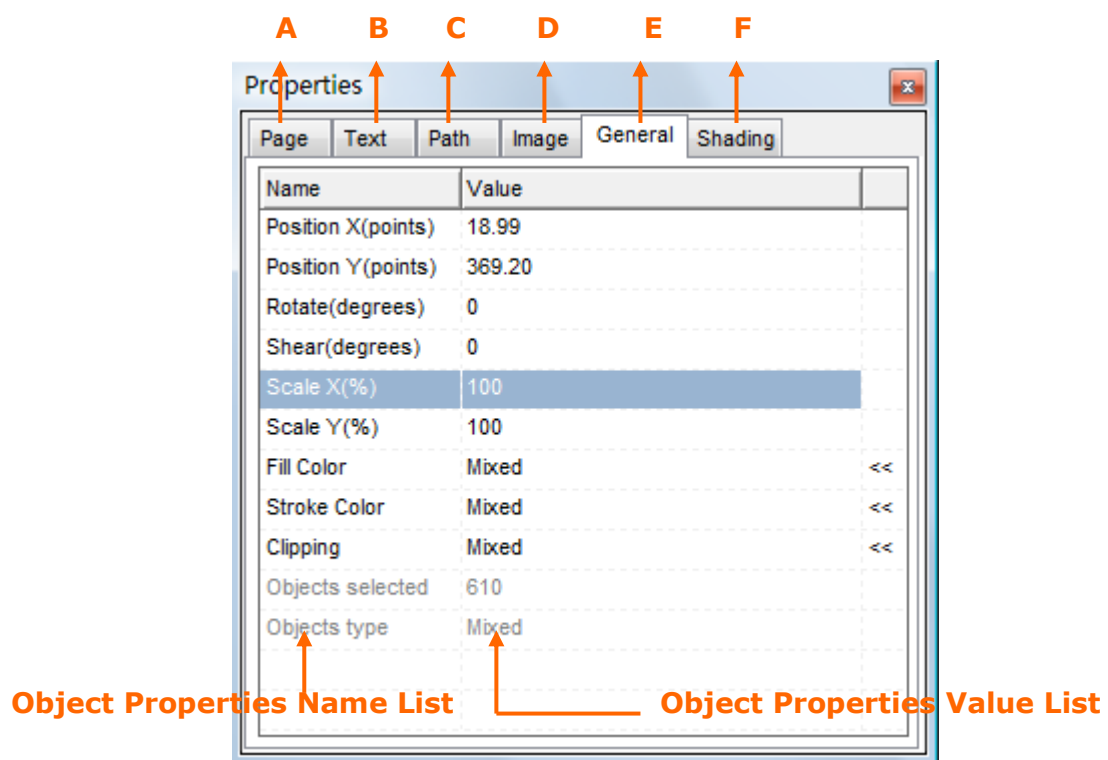
The *Document Pane* is the main area for viewing the document and editing the page contents. You can use the toolbars and Properties pane to work with the

document. You can use the navigation toolbar to page through a document, use zoom tool to magnify or reduce a view, and use scroll bar to scroll up or down a page. Within a page, you can also drag selected object(s) to any location you want. When you drag an object, the cursor will change to a hand.

In addition, you can also use the Context Menu to work in the document pane. Simply right-click anywhere in a page and the Context Menu will pop up at once.

## The Properties Pane

The Properties pane provides easy access to the tools without cluttering your workspace. The Properties pane can include one or more tabs, each containing common attributes. For example, the Text tab can include attributes common to texts, the Image tab can include attributes common to images, the Path tab can include attributes common to graphics, and the General tab can include attributes common to all the above objects.



As you select a type of object in the Document pane, a corresponding object tab will appear in the Properties pane. For example, you select a text object, and a Text tab will appear. If you select more than one type of objects, a General tab which includes common attributes will appear too. For example, you select a text and an image object, and then the Text tab, the Image tab and the General tab will be presented at the same time in the Properties pane.

**A. Page Tab:** This tab only applies to layout edit mode. When your screen is switched to the Layout Editor window, this tab will be activated for work.

**B. Text Tab:** When a text object is selected in the Document pane, this Text tab will appear in the Properties pane including all properties that apply to the selected object.


**C. Path Tab:** When a graphic object is selected in the Document pane, this Path tab will appear in the Properties pane including all properties that apply to the selected object.

**D. Image Tab:** When an image object is selected in the Document pane, this Image tab will appear in the Properties pane including all properties that apply to the selected object.

**E. General Tab:** When more than one type of objects is selected in the Document pane, this General tab will appear in the Properties pane containing all properties that are common to all the selected objects.

**F. Shading Tab:** When a shading object is selected in the document page, this Shading tab will appear in the Properties pane containing all properties that apply to the selected object.

**To show or hide Properties pane, do one of the following:**

- Choose View > Property List.
- Right-click the mouse on the page, and choose Property List in the context menu.
- Click the button  at the top right corner of the Properties pane to close it.

## The Bookmark Pane

The Bookmark Pane is the navigation tool that makes your PDF files easier to view and edit. In Foxit PDF Editor, the bookmarks provide interactive links to a specific destination.


Navigating with bookmarks is an efficient way of linking to target locations. To jump to a topic of interest, click the corresponding bookmark.

1. To show or hide Bookmark pane, do one of the following:



- Choose View > Bookmark.
- Right-click the mouse on the page, and choose Bookmark in the context

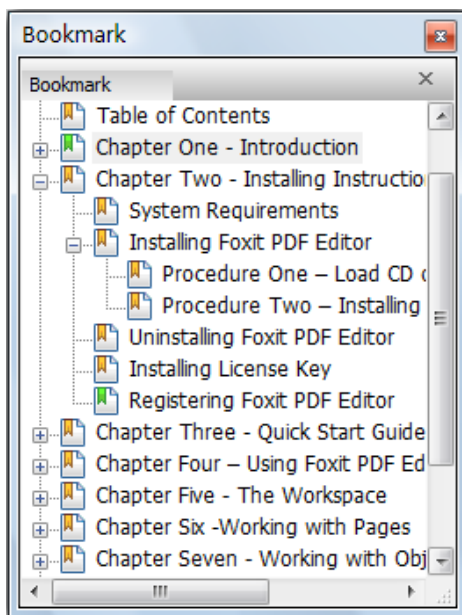


menu.

- Click the button  at the top right corner of the Bookmark pane to close bookmark.

**Note:** The Bookmark pane is opened by default. If you wish to hide the bookmark pane, click Edit > Options > Others, and check "Do not show Bookmark as launching Foxit PDF Editor".

2. To jump to a topic, click the bookmark. Click the plus  (+) or minus  (-) sign to expand or collapse the bookmark contents.

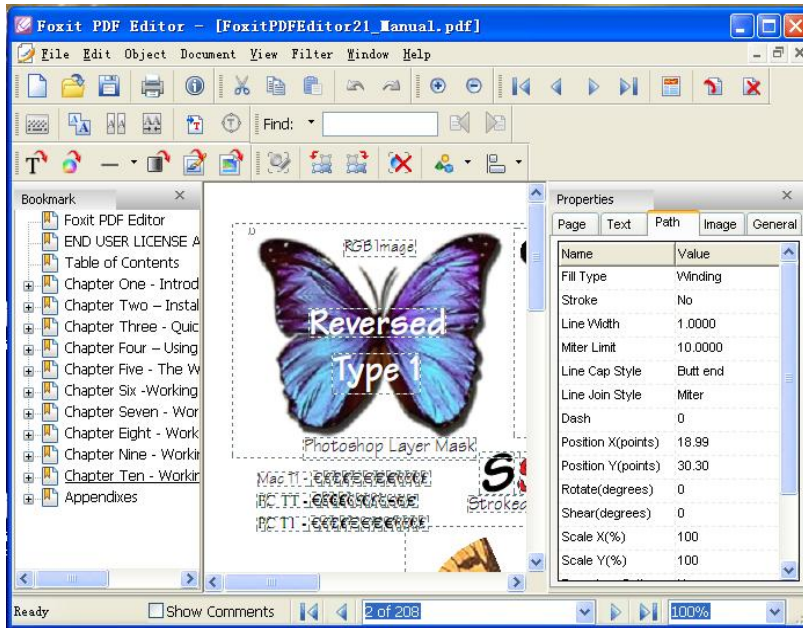


**Bookmark Pane**

## Adjusting Bookmark and Properties Pane

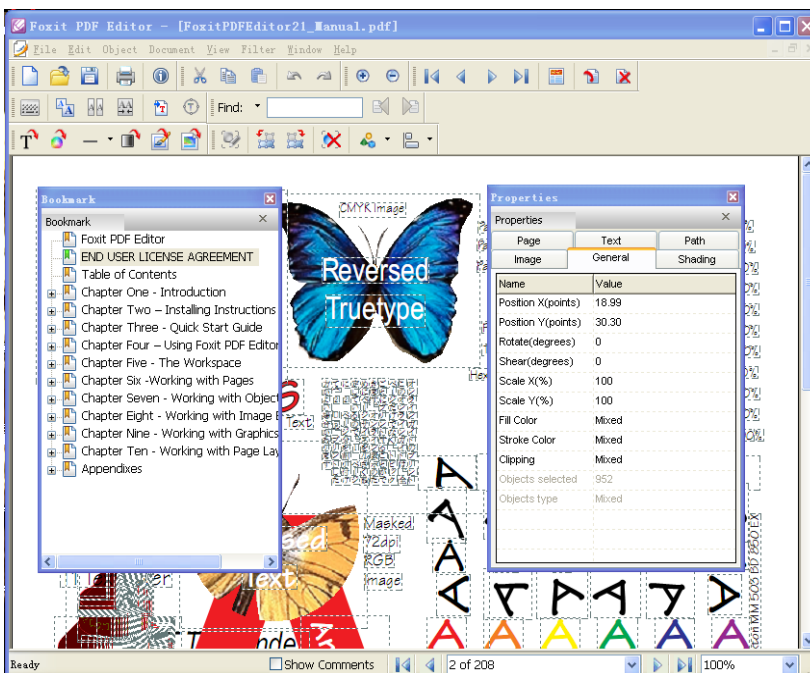
1. The Bookmark Pane and Properties Pane are docked separately in the left and right of the page. This is the default setting.





### Docking Panes

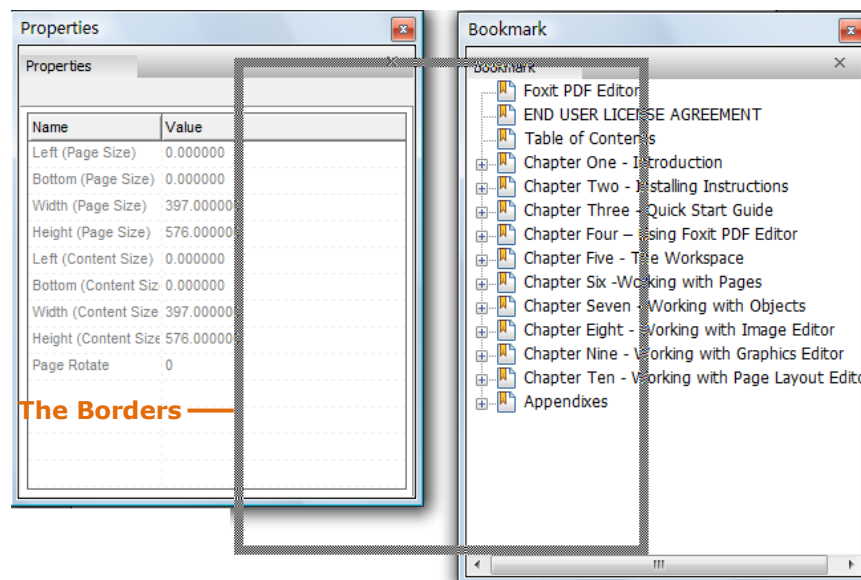
- Float the Bookmark pane or Properties pane by clicking and dragging the title bar into the document area.
- Move a floating pane by dragging its title bar to another location.
- Adjust the view area of the panes by dragging their borders to adjust the width.
- Dock a floating pane, or float a docking pane by double-clicking its title bar.



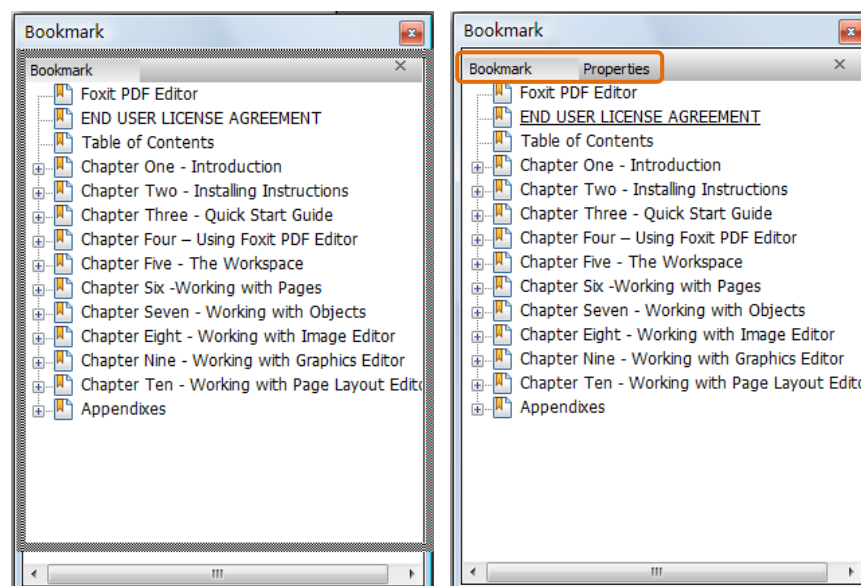
### Floating Panes

2. Foxit PDF Editor allows users to combine the Bookmark Pane and the Properties Pane into one pane. The panes become tabs in one combined pane, and clicking on the corresponding tab shows the corresponding information.

- Click one pane's title bar, and drag into another pane until the borders overlap.



*Dragging one pane to another*

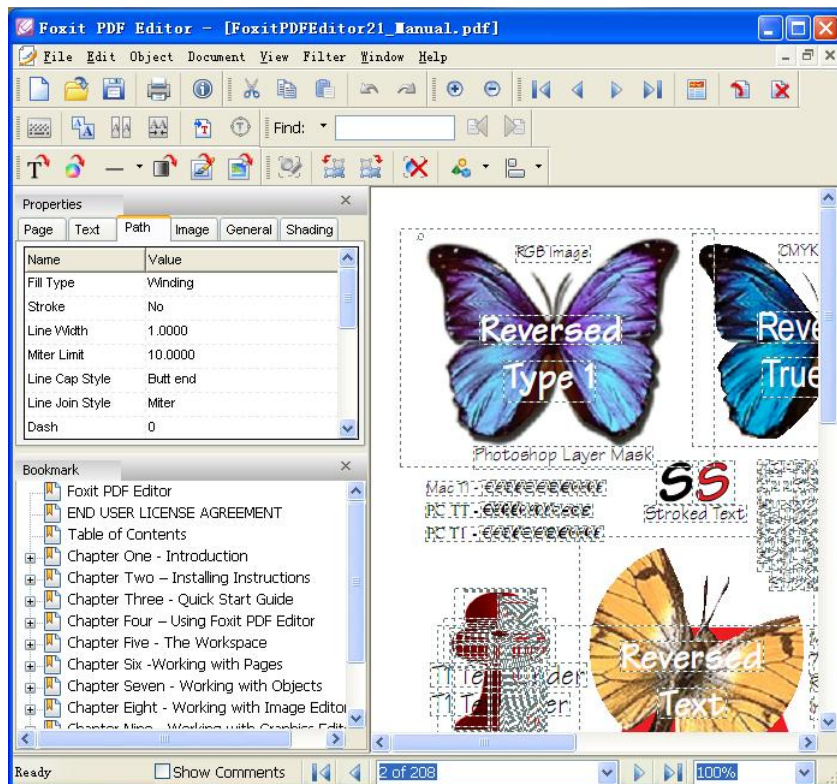


*Borders overlap*

*In one panel*

- Also, if the panes are in one panel, you can click the tab and drag to separate them into two panes and move them in the different positions.
3. To dock the Bookmark pane and Properties pane on the same side of document and expand separately, do the following:

- Click one pane's title bar and drag to another pane's side.
- Do not overlap two panes' borders.



# Chapter 3 – Using Foxit PDF Editor

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This section gives a short overview on how to get started using PDF Editor. Use this section to learn how to launch Foxit PDF Editor, to open documents, and to perform common editing operations.

## Launching PDF Editor

### From the Programs Group

- Click on Windows “start” button, select “All Programs”, click on “Foxit PDF Editor” group, then click on “Foxit PDF Editor” icon;

### From the Desktop

- Go to your desktop, find the “Foxit PDF Editor” icon, double click on it;

### From the Installation Directory

- Go to the directory where you installed Foxit PDF Editor, double click on the PDFEDIT.EXE icon.

### From the Run command line

- Click Start, click Run, in the Open field, input the full path where Foxit PDF Editor locates, and then click Ok button.

## Opening PDF Documents


There are several ways to load PDF documents from the PDF Editor application.

### Using File Menu

- Select File menu from the Menu bar, and select Open command. In the Open dialog box, select and open one or several PDF documents.
- Foxit PDF Editor can record the reading history, and list out four PDF

documents at most. So you can select one or several PDF document listed under File menu to continue reading.

### Using Open Toolbar

- In the Toolbar, click the  **Open** button, and then in the Open dialog box, select one or several PDF documents to open.

### Using Shortcut Key

- Directly press **Ctrl + O** to pop up the Open dialog box, and then select one or several PDF documents to open in this dialog box.

### Using Command Line

- Enter the path for the PDF document right after "pdfedit.exe" in the command line box.




The loaded PDF documents are displayed in the Document pane; you can view and edit them.

## Viewing PDF Documents

Foxit PDF Editor provides tools that can help you navigate a PDF file and find your way around a large document. Pages can be resized and scrolled to make them easier to see. You can jump directly to a page number and step through a document page by page.

### Zooming in or zooming out

To magnify or reduce the view, do one of the following:



- Choose View > Zoom In or Zoom Out on Menu Bar.
- Use the keyboard shortcut Alt + + or Alt + -.
- Click the Zoom In icon  or Zoom Out icon  on the Toolbar.
- Select or input a magnification percentage in the Magnification Percentage Area  on the Status Bar, and press Enter.

### Navigating pages

To move around in multiple-page documents, do the following:



## 1. Going to the next or previous page

Do one of the following:

- Choose Document > Previous page or Next Page on Menu Bar.
- Use the keyboard shortcut Alt + P or Alt + N.
- Click the Previous Page icon  or the Next Page icon  icon on Toolbar or Status Bar.


## 2. Going to the first or last page

Do one of the following:

- Choose Document > First Page or Last Page on Menu Bar.
- Use the keyboard shortcut Alt + T or Alt + L.
- Click the First Page icon  or the Last Page icon  on Toolbar or Status Bar.

## 3. Going to a specific page

Do one of the following:

- Choose Document > Go to page... > input the specific page number > OK.
- Select or input the specific page number on the Current Page Number Box  on the Status Bar, and press Enter.
- Use the keyboard shortcut Ctrl + G.
- Select Go to page... in the right-click Context Menu.

## Scrolling


- Use the scroll bars to scroll around a view in case parts of the page are not visible.

## Creating PDF Documents

Using Foxit PDF Editor, not only can you easily create a new PDF document, but you can customize the page and content size according to user's output needs. In the following, we briefly describe the process of creating a simple PDF document.

## To create a new blank document:

The New command lets you to create a blank document.

1. First do one of the following:
  - Click the **New** button  on the Toolbar
  - Select **File > New** from the Menu bar
  - Press **Ctrl + N** on the keyboard
2. If desired, on the pop-up **New Page Attributes** dialog box, set up the Page Size, or click the Allow Specify Content Size button to set up the Content Size.

**Note:** If you want to insert multiple pages with same settings, you can use the Page options in the Options dialog box to set your preferences.

3. Click **Ok** button to produce the blank document.

## To write content in the blank document

At present, Foxit PDF Editor doesn't support direct writing on the page. There are several substituted ways to input contents described in the following.

- **Copy** -- You can copy a page or part of a page into the clipboard, then paste into the blank document.
- **Insert** -- You can use the Add feature to insert text, image and graph objects into the blank document. For information how to insert objects, please see [Inserting New Objects](#).

## To add more pages to the new document

At present, Foxit PDF Editor allows you to create a document starting with one page. There is not an option for you to specify how many pages you want to create. Therefore, if you want to make the document with more than one page, you can use Insert Page feature to add more blank pages to the new document.

**See also:** [Inserting Blank Pages](#).

## To save the new document

Use the save command to save the document. Now, a new PDF document is

produced.

## Undoing and Redoing

Foxit PDF Editor provides chances for you to undo and redo previous actions. You can undo and redo any type of editing (insert, delete, or change) you have done. You can also set an option to decide the size of the undo buffer. For details, please refer to [Setting Options](#).

**To undo previous actions, do one of the following:**

- Select **Edit > Undo** from the Menu bar.
- Use keyboard shortcut **Ctrl + Z**.

**To redo previous actions, do one of the following**

- Select **Edit > Redo** from the Menu bar.
- Use keyboard shortcut **Ctrl + Y**.

## Saving PDF Documents

In Foxit PDF Editor, you can choose to save a modified PDF file with the same name or use another name. When you directly save the changed file, Foxit PDF Editor will pop up a warning prompt asking you if you want to continue the save operation.

**To save a PDF file, use one of the following ways:**

Select **File > Save** from the Menu bar.

- Click the **Save** button on the toolbar.
- Use the keyboard shortcut **Ctrl + S**.

**To save a PDF file with another file name, do one of the following:**

- Select **File > Save As** from the Menu bar, enter a new name for the file and click **Save**.
- Use the keyboard shortcut **Ctrl + Shift + S**, enter a new name for the file and click **Save**.

## Rollback Saving

With Foxit PDF Editor, you can not only undo the modification actions, also can



undo the saving actions by rollback saving.

*Rollback Saving* is something to make the document on your hard drive restore to its original modified state when it is open, while keeping modifications in the current document untouched.

To undo saving actions, do the following:

- Select **File** from the Menu bar, and select **Rollback Saving** in drop-down list.

## Closing PDF Documents

1. To close a document while keeping the program window open, do one of the following:

- Select **File > Close** from the Menu bar.
- Simply click the **Close** button on the Menu bar

**Note:** The close button on the Title bar will close the application.

2. To close all open documents while keeping the program window open:

- Select **File > Close All** from the Menu bar.

## Setting Options

You can use the Options dialog box in Foxit PDF Editor to define a default page layout, customize preferences for text objects, customize styles for graphic objects, and specify other settings for the document.

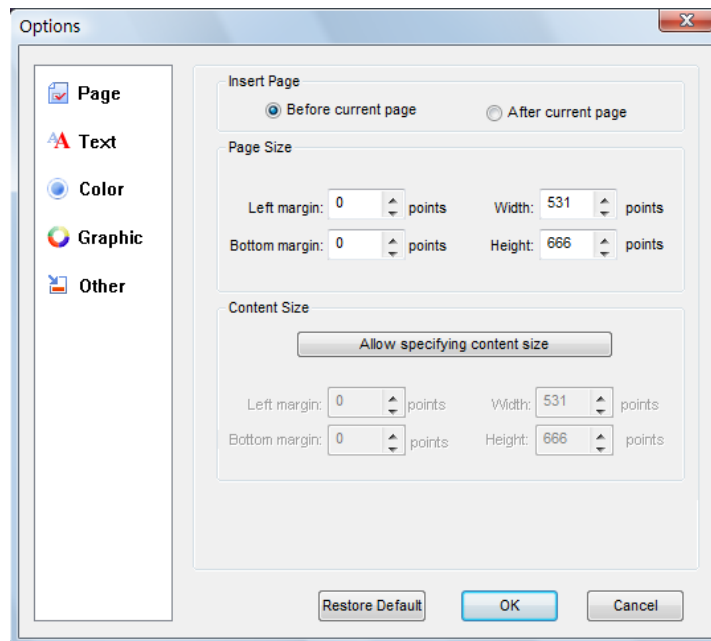
### To set options

1. Select **Edit > Options** from the menu bar, or press **Alt + O** keyboard.
2. In the Options dialog box, select one of the options from the left list.
3. Set options for that feature and then click **Ok**. Click the **Restore Default** button to leave the settings unchanged.

## Page Options

Choose the **Page Options** brings up the page options dialog box (see figure

below). This controls where the inserting page will display, and allows you to specify the page size to suit your preference.



**Note:** After you exit the program, all the page settings will be restored to be default.

The following options for Page can be set:

### Insert Page

- **Before Current Page** -- The new page will always be created prior to the current displayed page. By default, this option is checked.
- **After Current Page** -- The new page will always be created after the current displayed page.

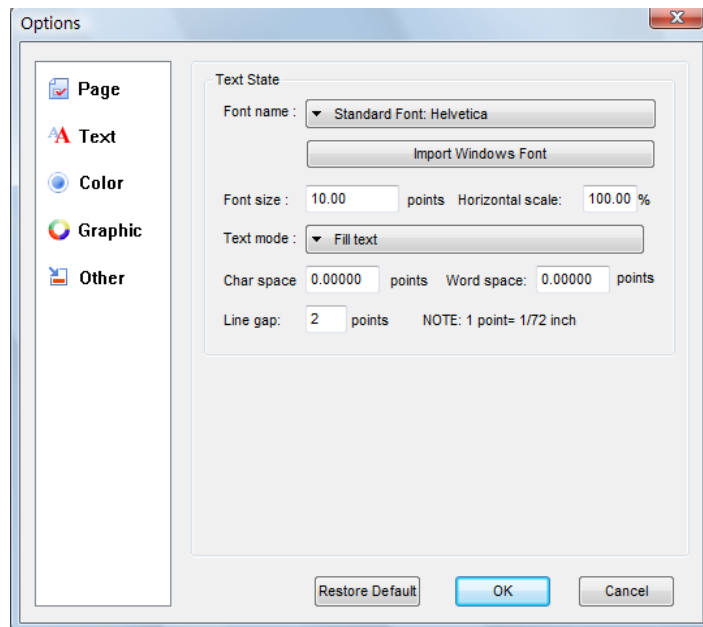
### Page/Content Size

- **Left margin** -- Sets the distance between the left edge of the page and the left edge of left-aligned lines.
- **Bottom margin** -- Sets the distance between the bottom of the page and the bottom of the last line on the page.
- **Width** -- Enter dimensions for the width of the paper/content size
- **Height** -- Enter dimensions for the height of the paper/content size

**Note:** Only when you click **Allow Specify Content Size**, the options under Content Size can be activated for edit.

## Text Options

Choosing the Text option brings up the Text option dialog box (see figure below), which allows you set your preferences for inserting text.



**Note:** After you exit the program, all the settings will be restored to default.

The following options for Text can be set:

- **Font name** -- Displays the font information included in a document. You can click the **Import Windows Font** button to import a Windows font.

**Note:** If you want the imported windows font to be the default font when you insert text every time, you must check the option “set as default font after being imported” and “set as default” in the Other option tab.

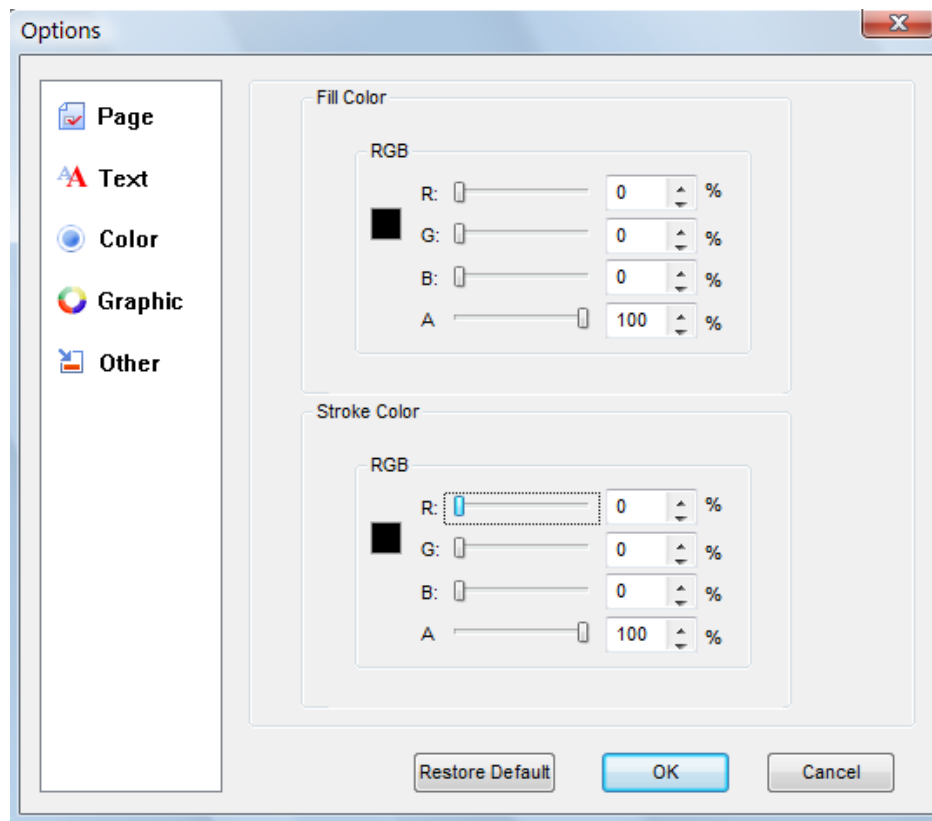
- **Font size** – Sets the font size.
- **Horizontal Scale** – Sets how the text will be scaled in the horizontal level.
- **Text mode** – Specifies how the text will be filled and stroked.
- **Char space** -- Specifies the displacement between two characters.
- **Word space** -- Specifies the displacement between two words.
- **Line gap** -- Specifies the desired spacing between lines of text.

## Color Options

Choosing Color option brings up the Color option dialog box (see figure below),

which allows you set your color preferences for inserting text and graphics.

The default color options are RGB. If you want it to be changed to the CMYK color, you should go to Other options tab, and check CMYK under the Color Space Settings. And if you want to set CMYK color as default, check the Save as Default box.



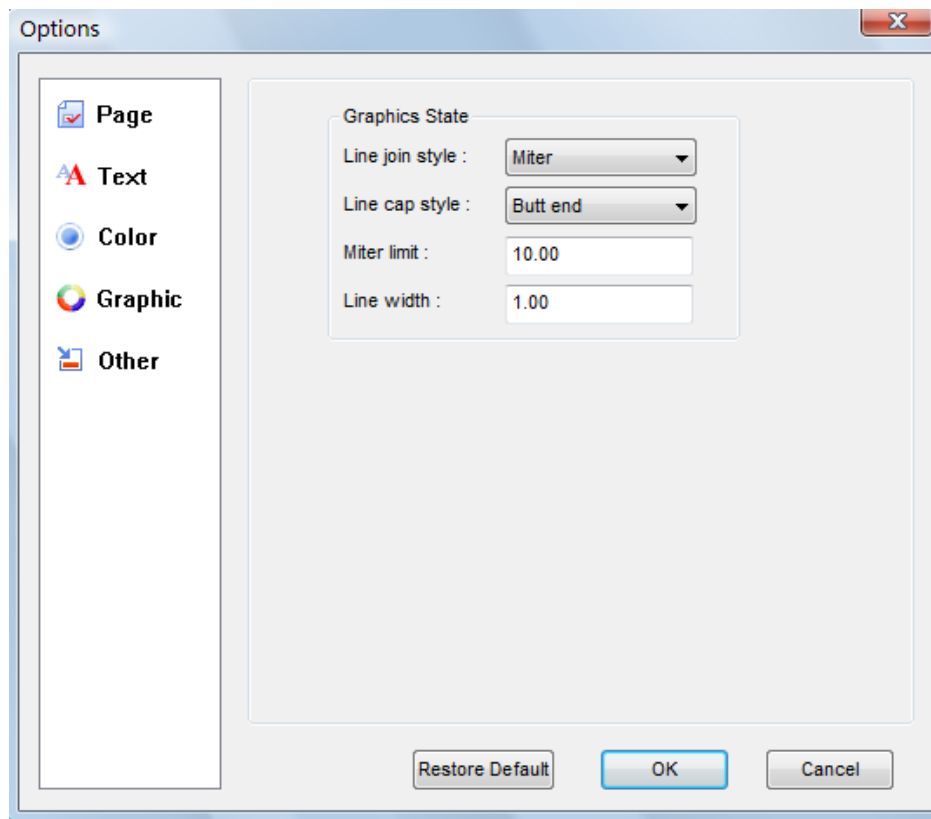
**Note:** After you exit the program, all the color settings will be restored to default.

The following options for Color can be set:

- **Fill Color** -- The fill color is used to paint the interior of objects and text characters that are filled. To configure the fill color, simply drag the color adjusting bar until the color in the Preview is what you want.
- **Stroke Color** -- The stroke color is used to paint the border of paths and text that are stroked. To configure the stroke color, simply drag the color adjusting bar until the color in the Preview is what you want.

## Graphics Options

Choosing the Graphics option brings up the graphics style dialog box (see figure below), which allows you set your preferences for inserting graphics.

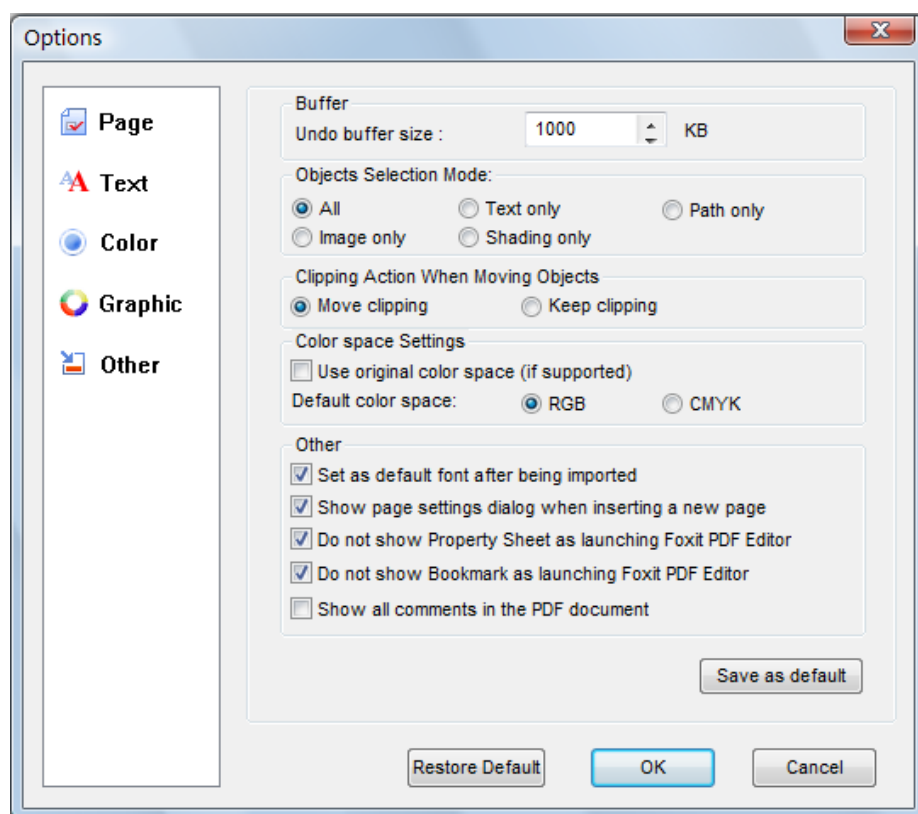


The following styles for Graphics can be set:

- **Line join style** -- Specifies the shape to be used at the corners of paths that are stroked. The choices are Miter joins, Round joins and Bevel joins.
- **Line cap style** -- Specifies the shape to be used at the ends of open sub paths when they are stroked. The choices are Butt end caps, Round end caps and Projecting Square End.
- **Miter limit** -- Specifies the line join style; the default value is 10.
- **Line Width** -- specifies the thickness of the line used to stroke a path and is measured in user space units.

**See Also:** [Path Properties](#)

## Other Options



The following options are available in the Other dialog box:

### Save As Default

Save all changes as default. Every time when Foxit PDF Editor starts, it sets these settings as default.

### Buffer

- **Undo Buffer Size** – Here, you can set the amount of the undo buffer. 300 is the default size, which means you can undo 300 times.

### Object Selection Mode

Here you can select the edit type in accordance with the objects you are modifying.

- **All** -- Allows you to modify any visible objects in a PDF page. (Default)
- **Text only**-- Allows you to modify objects only.
- **Path only**-- Allows you to modify graphics objects only.
- **Image only**-- Allows you to modify image objects only.
- **Shading only**-- Allows you to modify image objects only.

### Clipping Action when Moving Objects

Many times there are objects containing clip layer. And some clip layer may help to construct a complete object, but some remain unnecessary. When serviceable clip layer is removed from the object, in most cases, it will affect the displaying of the object. By default, a clip object always moves along with the object. Yet, the default setting can be changed by the **Clip Action**.

The following options exist to allow you to select a way to determine if the clipping could be moved along with the object.

- **Move clipping:** Allows you to move the object along with clip.
- **Keep clipping:** Allows you to move the object but keep its clip in its original place.

### **Color Space Settings**

- **Use Original Color Space (if supported)**

“If supported” means that if the PDF file uses any of the following color spaces: RGB, CMYK, Color Mapping, high-fidelity or multi-tone color, and the user has checked this option, Foxit PDF Editor will show the original color as specified in the file. Once this box is checked, you will not be able to stroke other colors, except gray.

- **Default Color Space**

RGB and CMYK are the most common color systems. If you do not like using other abstract colors, you can simply choose RGB or CMYK as your default color space. Foxit PDF Editor uses the RGB color system as default. If you want to set CMYK color for the objects in your editing work, you must select it.

### **Other**

- **Set as default font after being imported**

The font you imported in the Text tab will be regarded as the default font for text input.

- **Show page setting dialog when inserting a new page**

When you insert a page, a dialog box will always pop up for you to set the page attributes. If you don't want this dialog box to appear, simply uncheck this option.


- **Do not show Property Sheet as launching Foxit PDF Editor**

Every time Foxit PDF Editor launches it will pop up the Property List. If you don't wish to display this dialog box, uncheck this option.

- **Do not show Bookmark as launching Foxit PDF Editor**

Every time Foxit PDF Editor launches it will pop up the Bookmark Pane. If you do not wish to display this dialog box, uncheck this option.

- **Show all comments in the PDF document**

Check this option to show all comments if the opened PDF document has annotations. Also, you can select the checkbox  Show Comments on the status bar.

## Selecting Objects

You can select one single object or a group of objects in a page. When (an) object(s) is/are selected, a constantly moving dotted line and a rectangle enabling you to resize and rotate the object (appears only when an object is selected) will appear around it, so you can clearly identify which object(s) is/are selected. And the object selected in the General Tab of the Properties pane will show the number of currently selected objects, as well as other information about selected object(s).

### To select a single object

Just simply click on an object in the Document Pane to select it.

### To select multiple objects

Select an object, and then hold down Ctrl key when select additional objects.

### To select all objects within a page

- Choose Edit > Select All on Menu Bar to select all objects in page
- Use the keyboard shortcut Ctrl + A to select all objects in a page.

### To select overlapped objects

Sometimes, there is more than one object overlapping with another object (for example, background or foreground graph objects), and you might need to repeat clicking to make sure the object is selected (you can check the type of selected object in the Properties List).



## To unselect objects

- To unselect a selected object from multiple selections, hold Ctrl key and click on the object.
- To unselect all selected objects, click on a point outside of any object.

**Note:** you can check the type of selected object in the Properties List. If you are selecting different types of objects, the value for object type will be read as "mixed".

## Object Selection Mode

A page may contain several different editable objects. In Foxit PDF Editor, users can select one project mode to edit, and not need to worry about changing other types of objects in unconscious operations. If you are aiming at editing text objects, for example, you can choose text selection mode, thus everything but text objects will be kept intact no matter what editing way you take.

### Here is a list of selection modes in Foxit PDF Editor:

- *All modes:* The default mode, all types of page objects (text, path, image and shading) can be selected for editing.
- *Text mode:* Only text objects can be selected for editing.
- *Path mode:* Only path objects can be selected for editing.
- *Image mode:* Only image objects can be selected for editing.
- *Shading mode:* Only shading objects can be selected for editing.

### The selection mode can be accessed by one of the following ways:

#### Using Tool Bar

- Drop down the selection mode icon  from the Toolbar, and select a selection mode.

#### Using File Menu

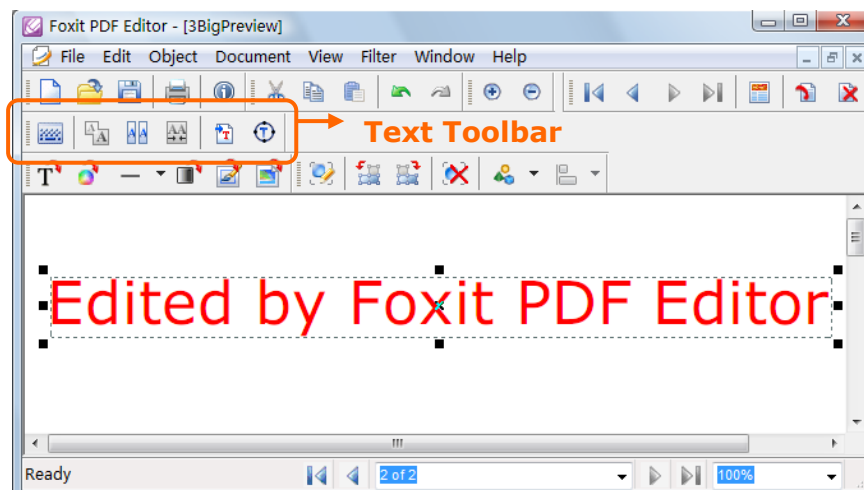
- Select Edit > Options.
- Click Other button on the left of the pop up Option dialog box.
- In the part of Object Selection Mode, you can select a selection mode, such as All, Text only, Path only, image Only and Shading only.


## Editing Objects

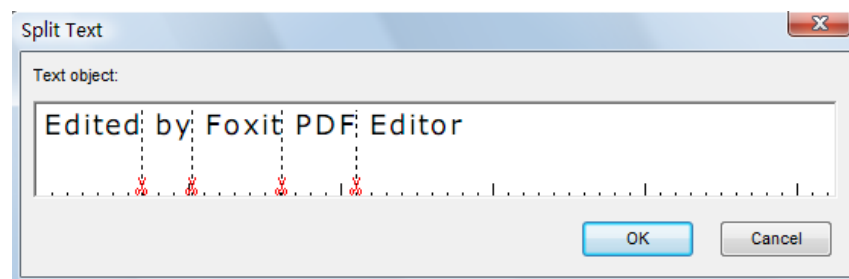
You can also freely edit any selected object(s) by the related toolbar.

## Text Objects

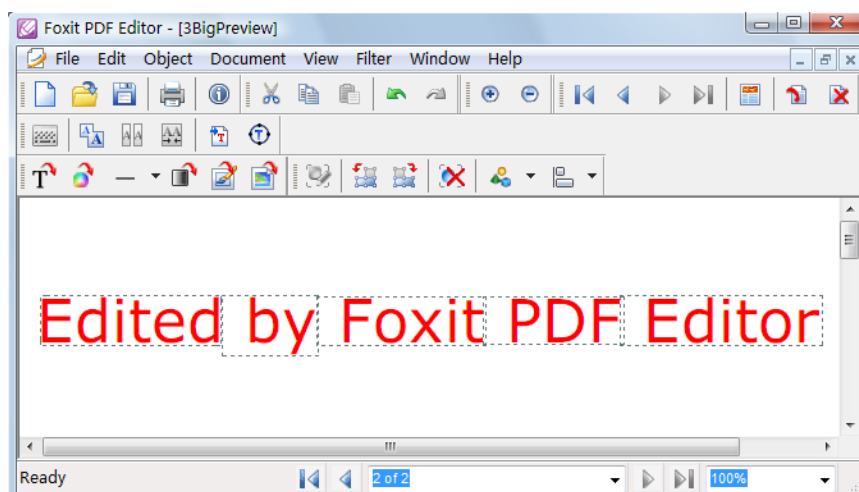
1. Open the PDF document to be edited, and you can use the Text toolbar to edit the text.




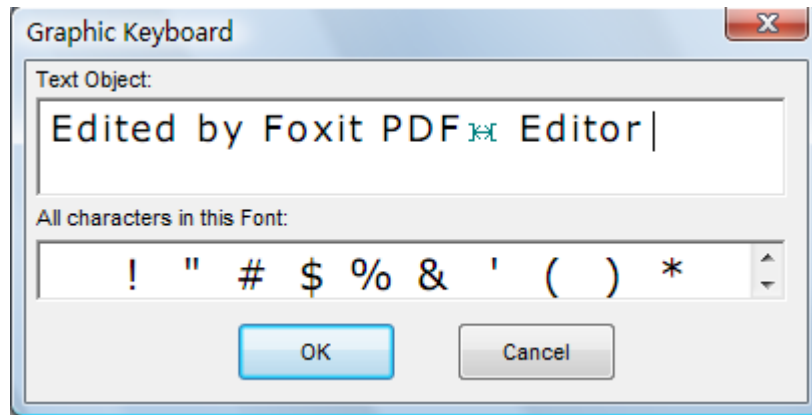
2. Use the Split Text  to split the whole text into parts.



3. Use the Merge Text  to merge objects in a line.




4. Use the Graphics Keyboard  to insert fonts, especially the imbedded fonts.



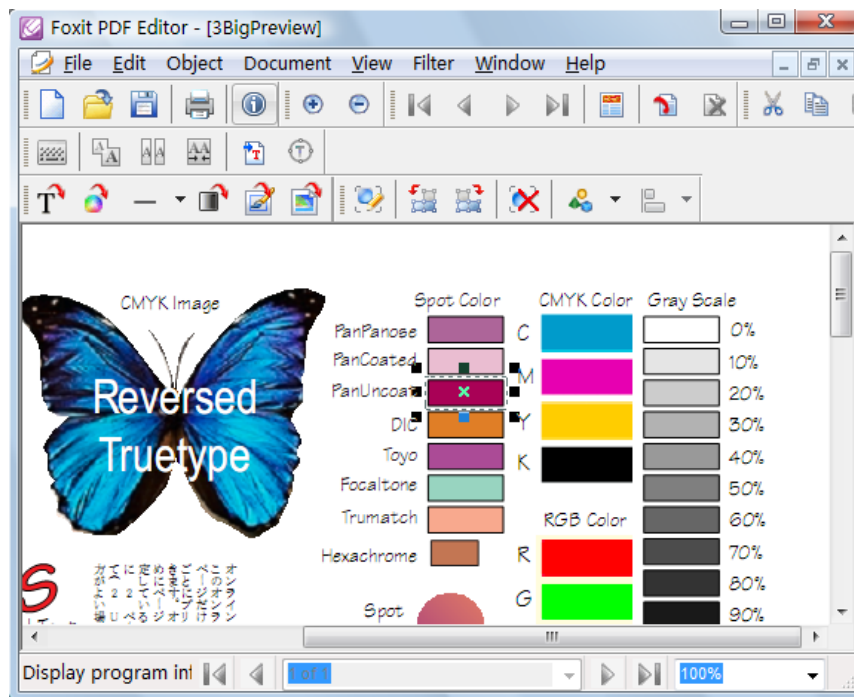
5. Converting Text to Path


Foxit PDF Editor is able to convert the selected text object(s) into path(s), which will meet the pre-press requirement. For those computers which do not support or display certain embedded fonts, this new feature helps to overcome that issue. Foxit PDF Editor also offers a menu option for users to convert the entire text in a PDF to path.

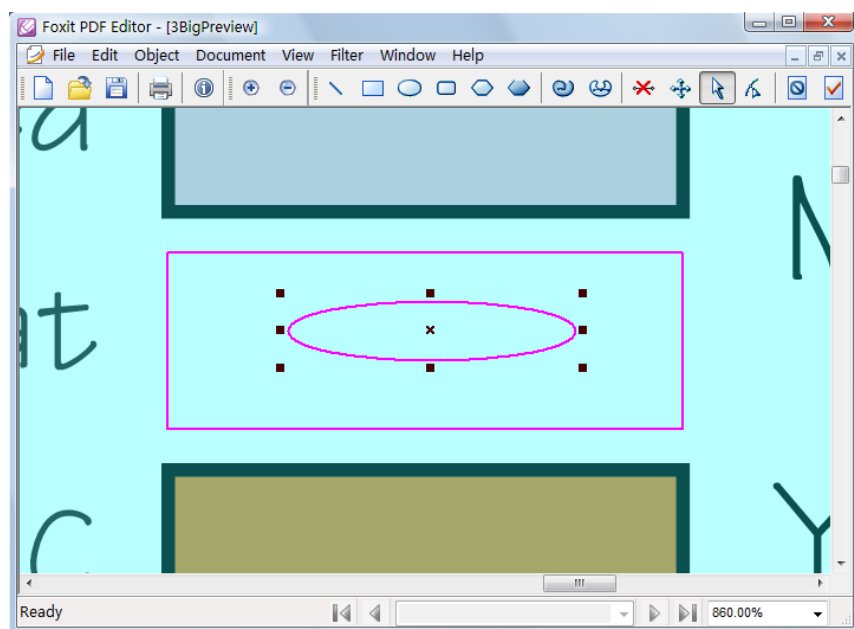
- Select the text objects which you want to convert to paths.
- Select the Convert selected text to path button , and finish converting.
- Select Object menu > Convert Selected Text to Path, and finish converting.

## Graphic Objects

1. Open the PDF file to be edited, double click the graphic you want to modify, and then you will be switched to the Graphic Editor window.

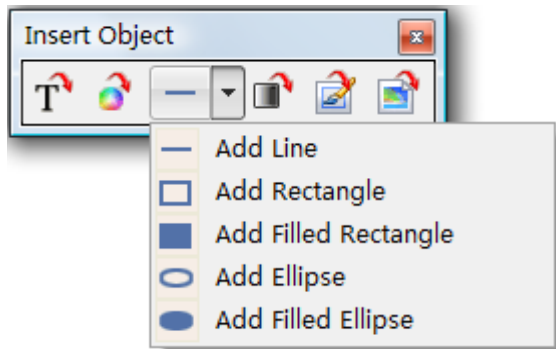



2. In the Graphic Editor window, you can only modify the selected object, but you can use the Path tools to work with it. After you are done, click the Save and Exit button  to get back to the main window.



3. Adding Shapes in Non-Graphics Editing Mode

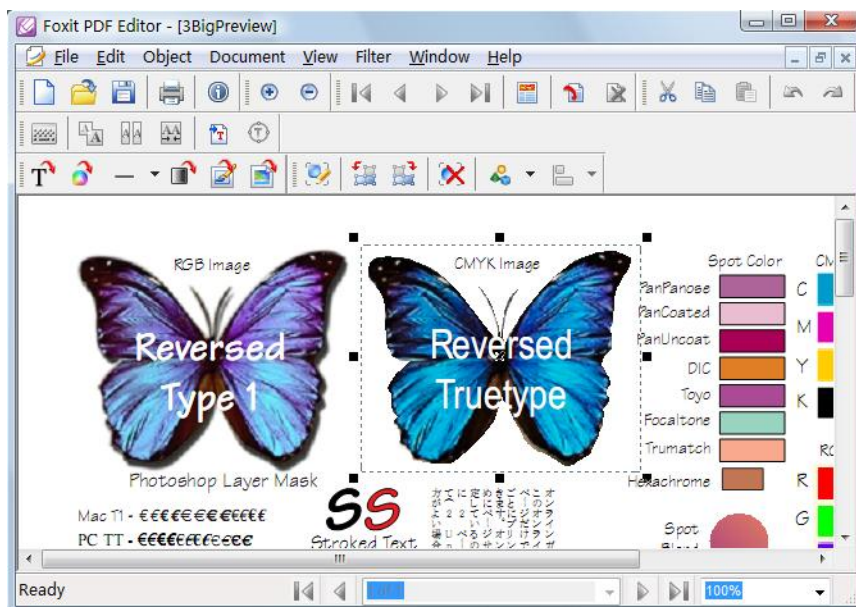
Foxit PDF Editor provides several simple auto shapes that users can insert into a PDF in the non-graphics editing mode. With this new version, users can easily add a simple shape in the main interface of Foxit PDF Editor without having to enter into the graphics editor.



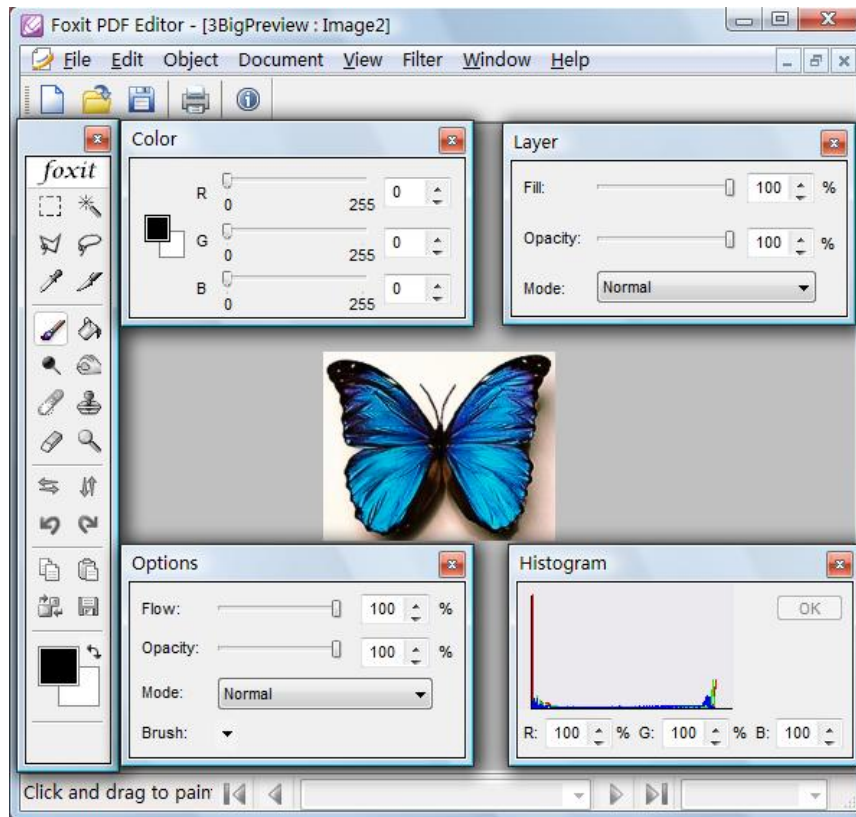
- Select the pull-down menu  on the Toolbar.
- Select the graphics you want to draw, included Line, Rectangle, Filled Rectangle, Ellipse and Filled Ellipse.

## Image Objects

1. Open the PDF file to be edited, double click the image you want to modify, and then you will be switched to the Image Editor window.

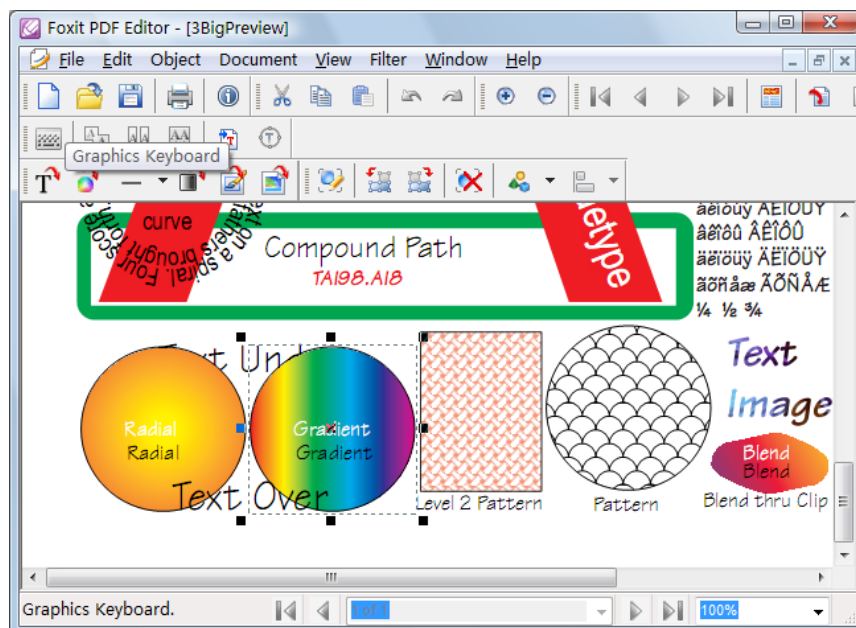


2. In the Image Editor window, you can use the toolbar to work with the image. After you are done, click the Save to go back to the main window.




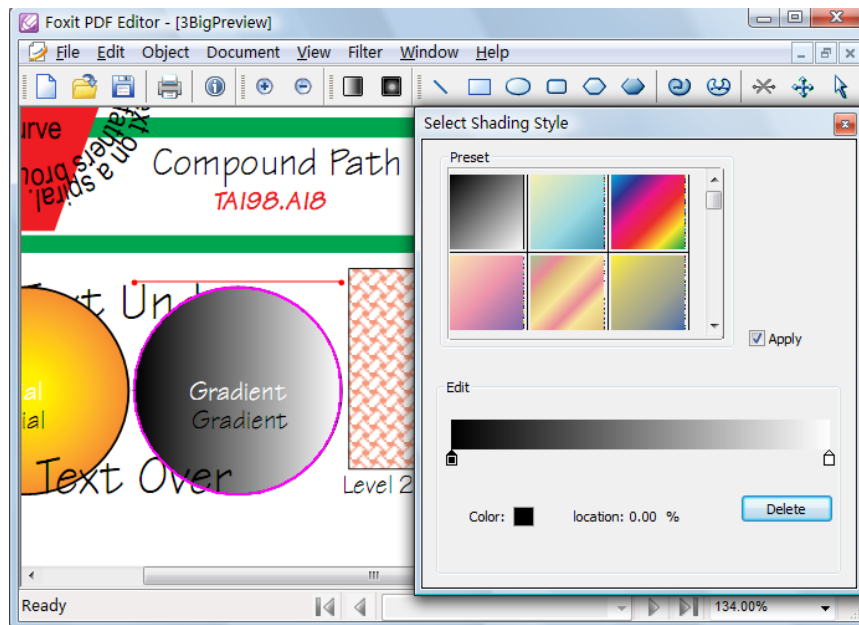
## Shading Objects

1. Open the PDF file to be edited, double click the shading you want to modify, and then you will be switched to the Shading Editor window.



2. In the Shading Editor window, you can only modify the selected object. You

can use the Path tools to work with it. When you are done, click the Save and Exit button  to get back to the main window.



## Modifying Objects

### Moving Objects

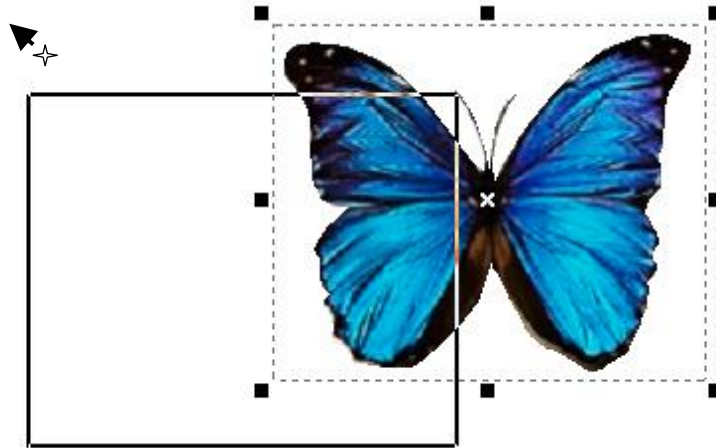
There are several ways to move objects. When an object that contains clip elements is moved, you can set an option to determine whether the clip should be moved along with the object.

#### Using Dragging Action

- Select the object(s) you wish to move, and hold down the left mouse button to drag it over to the place you desire.

**Note:** When an object is being dragged, an equivalent blank rectangle is used to represent the object.

**Example:** The following is an example of dragging an object. The dotted object is the object that will be moved, and the blank rectangle represents where the object is moved. Once you stop holding down the mouse button, the object is moved to that place.



### Using Cursor key

- Select the object(s) you wish to move, and press (Ctrl +) the cursor key to move it in the up, down, right or left direction. In this method, you can also hold down the cursor key until the object reaches the place you desire.

### Using the Properties Pane

- Select the object(s) you wish to move, and in the **Properties pane**, double click the item of **Position X(point)** and/or **Position Y(point)** (see the following figure.), and then enter values in the text filed, and finally press **Enter** to finish.

Position X(points)	241.90
Position Y(points)	696.37

**Note:** If you only want to move one type of object, for example, text object, you can change Position values in the Text tab of the Properties pane. If you want to move different types of objects at the same time, you can change Position values in the General tab of the Properties.



Page	Text	Path	Image	General	Shading
Name	Value				
Text	TT[18.00] T[111.00]ext [-18.00]Under				
Text Mode	Fill text				
Char Space	0.00000				
Word Space	-0.01800				
Font	Mixed				
Font Size	24				
Horizontal Scale(%)	100				
Position X(points)	58.14				
Position Y(points)	379.07				

Page	Text	Path	Image	General	Shading
Name	Value				
Position X(points)	30.00				
Position Y(points)	413.86				
Rotate(degrees)	0				
Shear(degrees)	0				
Scale X(%)	100				
Scale Y(%)	100				
Fill Color	Mixed				<<
Stroke Color	Mixed				<<
Clipping	Mixed				<<

## Deleting Objects

There are several ways to delete objects in Foxit PDF Editor:

### Using Object Menu

- Select the object(s) you want to delete in the Document window, and then click **Object > Delete Objects** from the menu.


### Using Context Menu

- Select the object(s) you want to delete in the Document window, and then right click the object(s), in the pop up **Context** Menu, select **Delete Object**.

### Using Delete key

- Select the object(s) you want to delete in the Document window, and then simply press the **Delete** key.

### Using Object Toolbar

- Select the object(s) you want to delete in the Document window, and then click the **Delete** button  on the **Object** toolbar.


## Copying/Cutting/Pasting

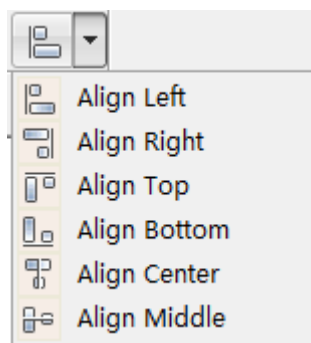
Foxit PDF Editor allows you to copy and paste in a PDF document. You can copy and paste some types of objects. For text and image objects, you can copy from or paste to other Windows applications, like text editor, word processor, or image editor.

To copy or cut, select the objects you want to copy or cut, then press **CTRL + C** to copy, or **CTRL + X** to cut. You can then go to other place of the PDF document, or another Windows application, to perform paste operation.

To paste into Foxit PDF Editor, simply press **CTRL + V**. The pasted objects will appear at the upper left corner of the page view. You can also use right click on a place in your PDF page, then select **Paste** to paste objects at the clicked position.

## Aligning Selected Objects

Automatically places or aligns the selected objects evenly with the Objects Align button  on the toolbar. This feature helps to make your structured PDF pages more professional. There are six kinds of aligning: Align Left, Right, Top, Bottom, Center and Middle.



### **Objects Align**

- Select the objects which you want to align.
- Click one of the six align types from the pull-down menu of Objects Align, and finish aligning.

**Note:** For more information about selecting objects, please refer to [Selecting Objects](#).

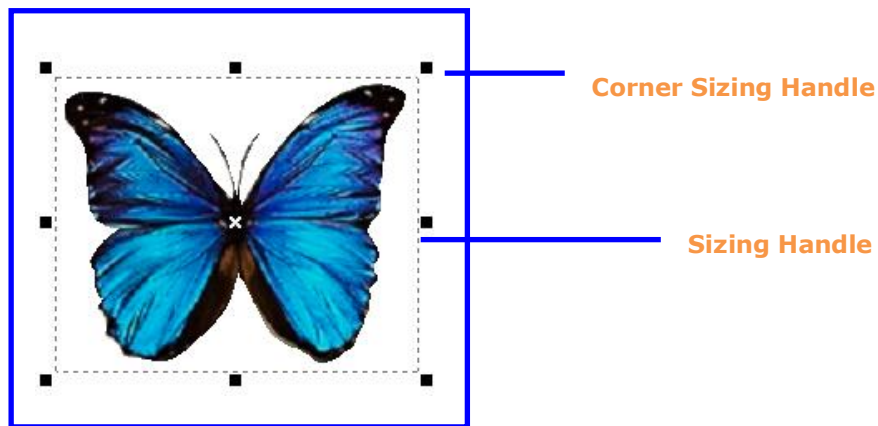
## Dragging to Resize Object

Objects can be dragged to resize so that their aspect ratio is retained.

### **Using Cursor Action**

1. Select the object (text, graphics or image) you want to resize;
2. Point to the one of the corner sizing handles;



3. When the pointer becomes a double-headed arrow, drag the handle to resize the object by the same width and height.



## Rotating Objects

You can rotate objects by a counterclockwise or clockwise angle, and change in any degree. Rotating turns the object around the reference axis and its rotating direction is determined by the value you enter, negative or positive.

### Using Toolbar button

- Select the object you want to rotate, and then click the  or  on the **Object toolbar** to rotate the object counter-clockwise or clockwise.

### Using the Properties Pane

1. Select the object you wish to rotate, and in the **Properties pane**, double click the **Rotate** text field (see the following figure.);
2. In the text field, enter a positive value like 5, 13, 30, 90 to rotate the object counter-clockwise; enter a negative value like -5, -13, -30, -90 to rotate object clockwise.



**Note:** In the *Properties pane*, click **General** tab if you want to rotate group types of objects, otherwise click an object tab, like Text tab, Image tab or Path tab if you only want to rotate the type of object you selected.

## Shearing Objects

You can shear objects horizontally.

## Using the Properties Pane

- Select the object you wish to shear, and in the **Properties pane**, double click the **Shear** text field (see the following figure.), and then enter values in the text field. After you are done, press the **Enter** key to finish.

Shear(degrees)	0
----------------	---

**Note:** In the *Properties pane*, click **General** tab if you want to shear group types of objects, otherwise click an object tab, like Text tab, Image tab or Path tab if you only want to shear the type of object you selected.

## Scaling Objects

Scaling enlarges or reduces objects relative to its reference axis. You can scale horizontally, vertically, or both horizontally and vertically.

### Using the Properties Pane

- Select the object you wish to scale, and in the **Properties pane**, double click the **Scale X** and/or **Scale Y** text field (see the following figure.), and then enter values in the text field. After you are done, press the Enter key to finish.

Scale X(%)	100
Scale Y(%)	100

**Note:** In the *Properties pane*, click **General** tab if you want to scale group types of objects, otherwise click an object tab, like Text tab, Image tab or Path tab if you only want to scale the type of object you selected.

## Setting Objects to Front/Back

An object may be overlapped with one or several objects at the same position. For example you might have a text object as foreground, and then at the same location, there is a background graph object with filled color. You can control whether the current selected object(s) to appear as foreground, or background.

### Using Object Menu

- Select the object in the Document Pane, drop down the **Object Menu**, and

then select **Set to Foreground**, or **Set to Background**.

### Using Context Menu

- Select the object in the Document Pane, right click it, and then choose **Set to Foreground** or **Set to Background** in the pop- up Context Menu.


### Using Shortcut Key

- Select the object in the Document, then use the keyboard shortcut **Alt+2** to Set to Foreground, and **Alt + 1** to Set to Background.


## Creating Clip Layers for Objects

Foxit PDF Editor allows you to create clip layers for objects. This feature ensures only parts of the object are visible, and is often useful for images where you may want to hide the background.

To create clipping masks, do the following:

1. Click the object you want to add clipping masks in your Document window (see example1);
2. In the **Properties pane**, click the **Clipping** value field, and click the edit button  (see example 2);
3. You will be switched to the Graphics Editor window;
4. In the Graphics Editor window, use the **Path** tools to create clip layers to the image (see example 3);

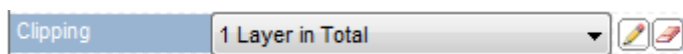
**Note:** The **Clipping** value lists all layers that the selected object contains. Null means no layer for the current selection.

5. After you are done, click the **Save and Exit** button  to close the Graphics Editor window and get back to your Document window and the clip layer has been added (see example 4).

### Example:



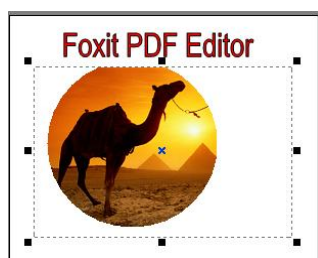
- ① Here, we select an image object with **Null** clip layer in the Document window



② Click the **Edit** button to enter into Graphics Editor window



③ Here, we use the Ellipse tool to draw a clip layer in Graphics Editor window




④ The clip layer has now been added to the image.

## Removing Clip Layers for Objects

Foxit PDF Editor allows you to remove clip layers from objects. This feature is often useful for revealing the entire object or making parts of object visible.

To remove clipping masks, do the following:

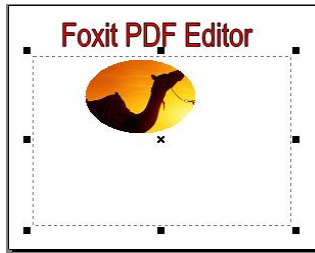
1. Click the object you want to remove clip layers in your Document window (see example1);
2. In the **Properties pane**, click the **Clipping** value field, and click the remove button ;

**Note:** The **Clipping** value lists all layers that the selected object contains. **Null** means no layer for the current selection. You can select to delete one of the layers or all layers.

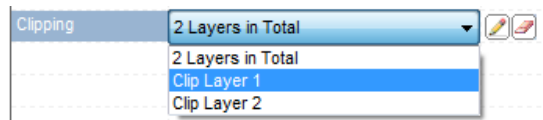
3. The clip layer is removed (see examples 3 and 5). You can use the Undo action to retrieve it.

### Example:

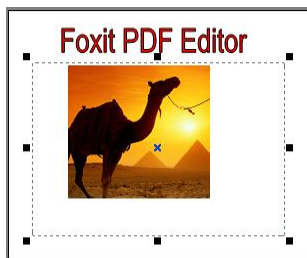
- Here, we select an image object with two clip layers in the Document window



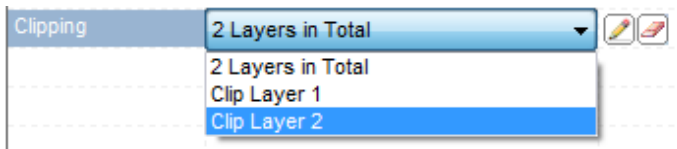
- Select Clip Layer1 to remove. You can select 2 Layers in Total to remove layers immediately.



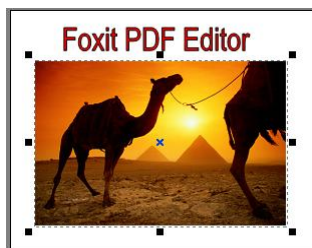
- The Clip Layer1 is removed



- Select Clip Layer2 to remove.



- The Clip Layer2 is removed and the entire image becomes visible.



## Setting Default Color for Objects

Foxit PDF Editor takes RGB (**R**ed, **G**reen, and **B**lue) color as default. If you want to set object color in CMYK (**C**yan, **M**agenta, **Y**ellow, and **K**ey (Black)), you must

use the **Options** dialog box to change the setting first.

To change the color setting, do the following:

1. Select **Edit>Options** in the menu bar, and click **Other** tab;
2. Under **Color Space Settings**, check the CMYK box.
3. Check **Save as Default** box if you want to keep the setting for next time.

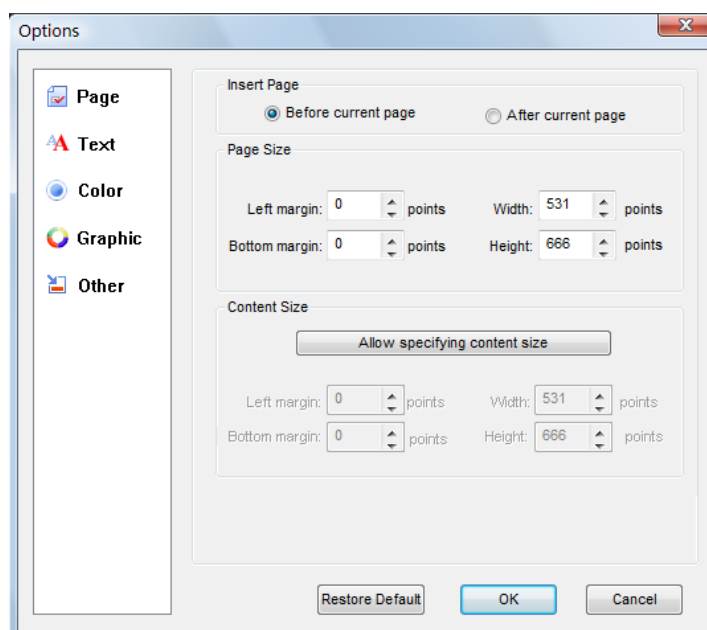
**Note:** If you check **Use Original Color Space** in the Other Options tab, you will not be able to stroke other colors except Gray.

## Setting Properties for New objects

Before inserting new objects such as text objects or graphics, you can assign properties for them so that you can easily insert several objects with same attributes.

### Using the Options dialog box

- Select Edit in the Menu bar;
- Select Options in the drop down menu;
- On the pop-up Options dialog box (see the figure below), you can set attributes for new inserting objects.



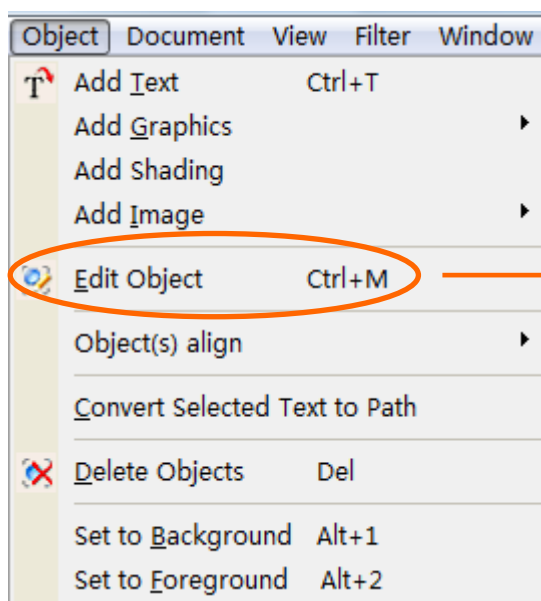


# Inserting New Objects

With Foxit PDF Editor, you can insert text objects, image objects, shading object and graphic shapes like curve, straight line, etc. into your PDF. However, you may like to set its attributes prior to inserting a new object. For details, see Setting New Object Attributes.

## Using Object Menu

- Point to the region you want to insert a new object, drop down the **Object** menu, and select the command to add the object.



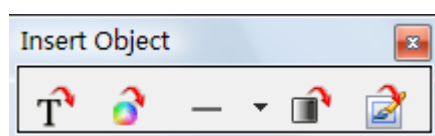
Object Insert Options in the menu





## Using Context Menu

- Point to the region you want to insert a new object, right click your mouse, and select the add object command in the pop-up context menu to add the object.


## Using Toolbar

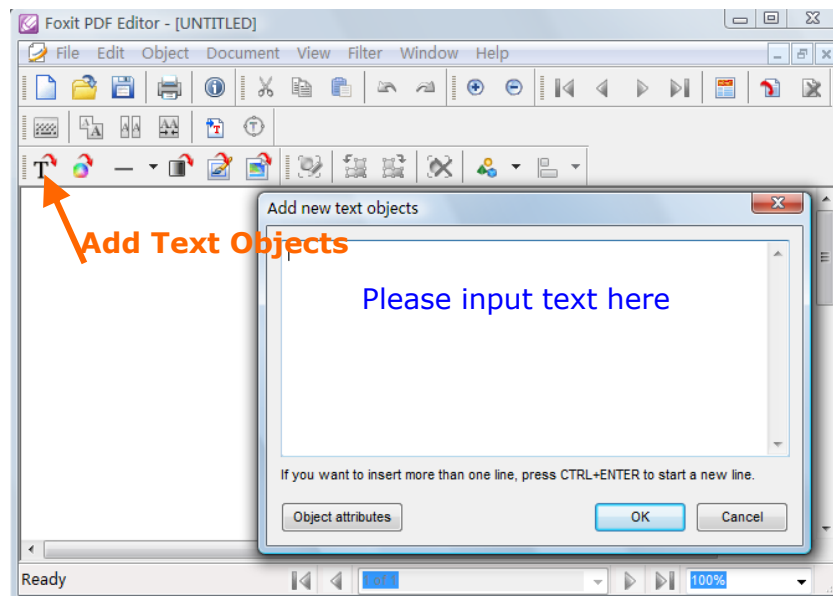
- Point to the region you want to insert a new object, and then click an inserting button in the toolbar (see below).



**Note:** If you select the button , a text object input dialog box will pop up for you to write text. If you select the button , you will be switched to Graphics Editor screen. If you select the button , an Open dialog box will pop up for you to load an existing image. If you select the button ,


## Text Object

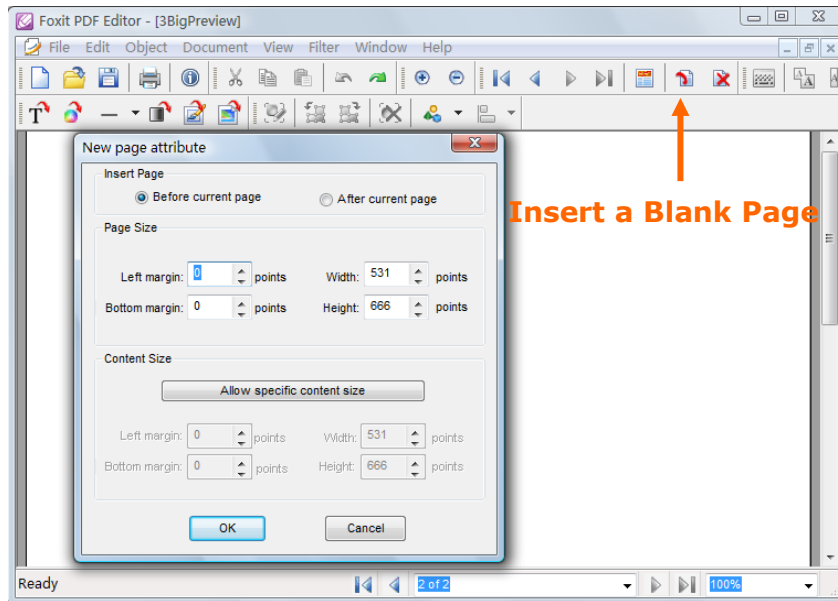
From the Object toolbar, click **Add Text Objects** button . In the **Add new text objects** dialog box, input any text you want, and click OK to insert.




**Note:** To insert more than one line, you can simply press *Ctrl + Enter* to start a new line.

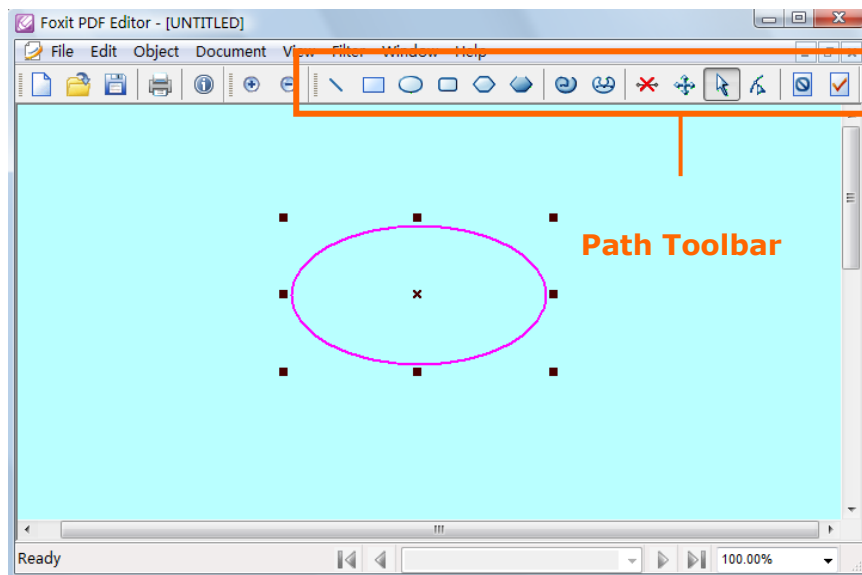
## Blank Page

Open an existing PDF file to be edited, and insert a blank page using button . On the left is the example of a new blank page.





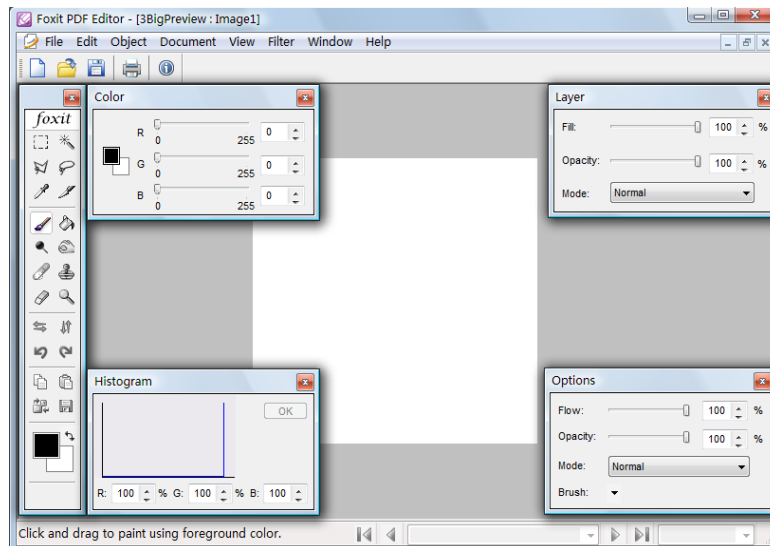
## Graphics Object

From the Object toolbar, click **Add a Graphic Object** button , and you will be switched to the Graphic Editor window. Select a tool from the Path Toolbar to draw a path you want.




## Image Object

To insert an existing image from file, click **Loading an Existing Image** button  to insert the image. To insert a self-created image, click **Create a New Image** button , or go to Object > Add Image > New Image, or press Ctrl + I.

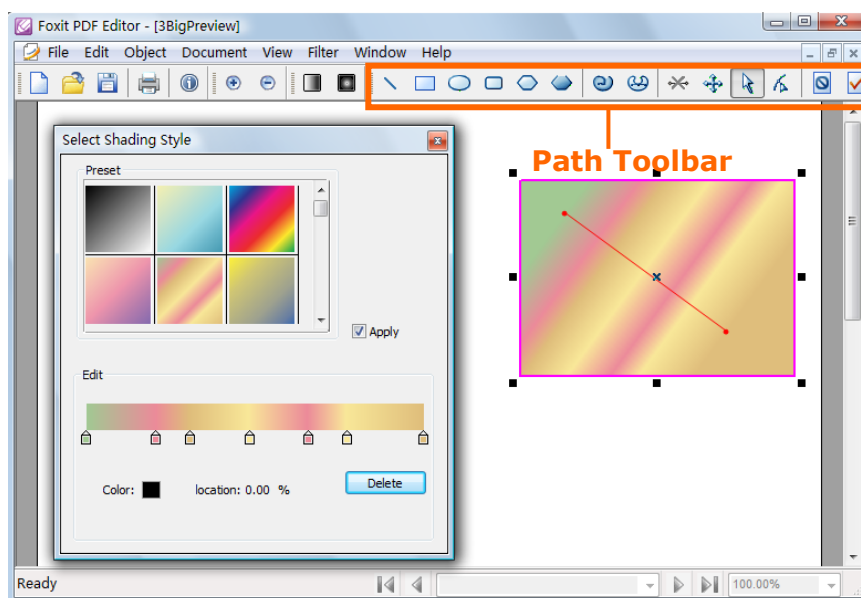


*Note: Foxit PDF Editor supports transparent .PNG but not .GIF images at present.*

## Shading Object

From the Object toolbar, click **Add a Shading Object** button , and you will be switched to the Shading Editor window.

Select a tool from the Path Toolbar to draw a path you want.



# Object Properties

## Viewing Object Properties

Before changing an object, you may like to know what attributes are included in the object, for example, object position, font information, fill or stroke color, etc. You may also want to know what sort of object you are selecting. In Foxit PDF Editor, you can use the Properties pane to view the selected object properties and their values.

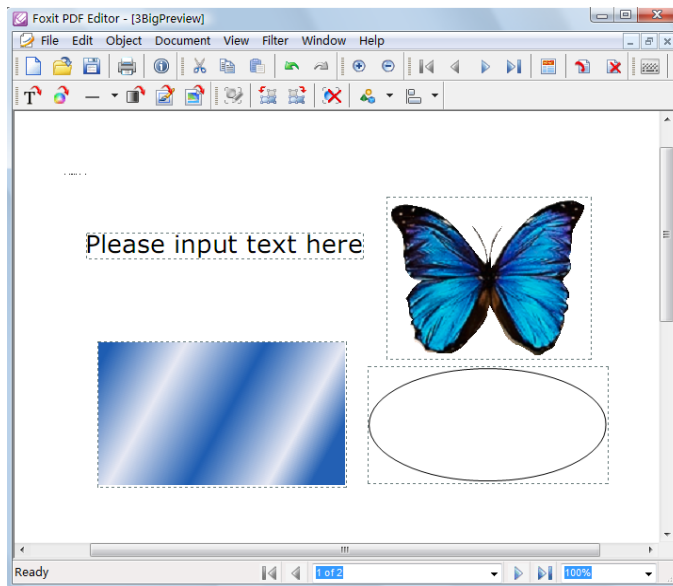
When you select an object in the Document pane, the object tab that appears in the Properties pane changes to reflect the selected object. For example, if you select a text object, the Text tab will appear in the Properties pane and displays most of the information about the text.

## Changing Object Attributes

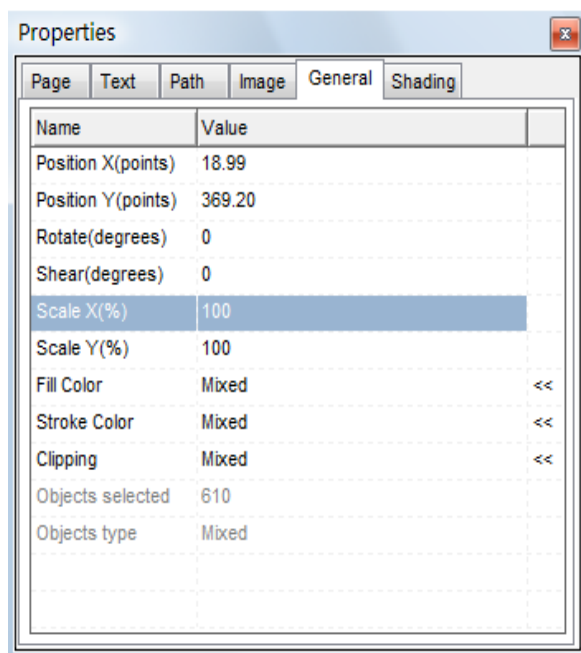
The Properties pane provides an easy way to change any selected objects. If the Properties pane is hidden, select the View menu and check Properties list to show the Properties pane.

Select an object or objects in the document, and then do the following:

- Use the **Text** tab to change the text object properties.
  - Use the **Image** tab to change image properties.
  - Use the **Path** tab to change the graphics properties.
  - Use the **General** tab to change the properties common to the above attributes.
  - Use the **Shading** tab to change shading properties.
1. Open an existing PDF file that you want to be edited. Select an object, or hold down CTRL to select multiple objects. Here we select the text, graphic, image and shading objects as example.



2. The Properties pane changes to reflect the object you select. You can use the **General** tab to change the common attributes to the objects you selected. Or, you can use the **Text** tab to change text attributes, **Path** tab to change the graphic attribute, **Image** tab to change the image attributes, or **shading** tab to change the shading attribute. After you are done, press the Enter key.



### 3. **General Properties.**




You can specify a number of properties that are common to all objects in the General properties.

- **Position X and Y:** Allow you to set the precise horizontal and vertical position of the objects.
- **Rotate:** Move the object clockwise or counter-clockwise around the reference axis.
- **Shear:** Allows you to slant an item horizontally.
- **Scale X and Y:** Make an object bigger or smaller. You can scale horizontally or vertically.
- **Fill Color:** The fill color is used to paint the interior of paths and text characters that are filled.
- **Stroke Color:** The stroke color is used to paint the border of paths and text that are stroked.
- **Clipping:** When the selected object contains any clip inside, the clip value displaying as "mixed". Otherwise it displays as "Null". You can click the rubber button next to the clipping text field to remove the clipping.
- **Objects Selected:** Shows the number of objects you currently have selected.
- **Objects Type:** Shows what type of object you currently have selected. When different types of objects are selected, its type is "mixed".

#### 4. Text Properties

- **Text:** Shows the contents of the text.
- **Text Mode:** The Text Mode determines whether text is stroked or filled.

There are four types of text modes as shown in the following figure, in which a stroke color of black and a fill color of light gray are used.

			
1.Fill text (default)	2.Stroke text	3.Fill then stroke text	4. Text with no fill and no stroke (invisible)

- **Character (Char) Space:** The Char Space value is a number specified in text space units. It is added to the displacement between the origin of one character and the origin of the next.

In the default coordinate system, the positive direction of the x-axis points to the right, and the positive direction of the y-axis points upward. So, for horizontal writing, a positive value of *Char Space* has the effect of expanding the space between characters; see the following figure. For vertical writing, however, a *negative* value of *Char Space* has the effect of expanding the space between characters.

Character	0 (default)
C h a r a c t e r	0.25

#### *Char Space for Horizontal Writing*

- **Word Space:** The Word Space value is a number specified in text space units. It works in the same way as character spacing.

For horizontal writing, a positive value for Word Space has the effect of increasing the spacing between words. For vertical writing, a positive value Word Space decreases the space between words, since the positive direction of the y-axis points upward; therefore a negative value will increase the space between words. The following figure illustrates the effect of word space in horizontal writing.

Word Space	0(default)
Word Space	2.5

#### *Effect of word space in horizontal writing*

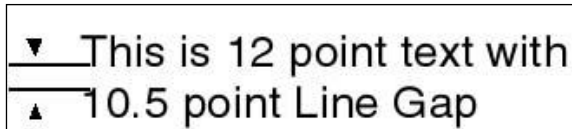
- **Font:** Font is a font in the current resources dictionary. The following lists the standard 14 fonts which are guaranteed to be available to Foxit PDF Editor.
- **Font Size:** Font Size is a number expressed in the text space units.
- **Horizontal Scale:** The Horizontal Scaling adjusts the width of characters by stretching or shrinking them in the horizontal direction. The scaling is specified as a percent of the normal width of the characters, with 100 being the normal width. The following figure shows the effect of horizontal scaling. The scaling always applies to the x coordinate, independent of the writing mode.

Word	100 (default)
WordWord	50

#### *Horizontal Scaling*

- **Line Gap:** The Line Gap specifies the vertical distance between the lines of text, as shown in the following figure. The initial value for Line Gap is 0.

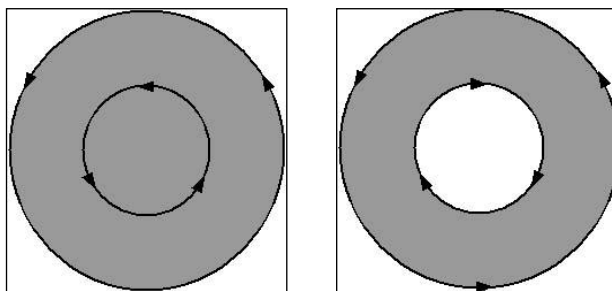




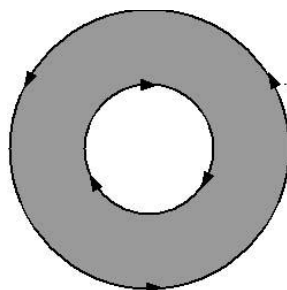
### Line Gap

## 5. Path Properties

- **Fill Type:** The Fill Type specifies how the interior of a path is determined. There are three types of fill: *No Fill*, *Alternate*, and *Winding*.
  - ✧ **No Fill** means the enclosed regions of the path are transparent.
  - ✧ **Winding** means that if a ray is drawn in any direction from a given point to infinity and the places where the path intersects the ray are tested, the point is inside of the path if and only if *the result* that the path crosses the ray from left to right does not equal *the result* that the path crosses the ray from right to left. If the result is equal (zero), the point is outside of the path. See the following illustrations for the winding effect.



- ✧ **Alternate** or called EVEN\_ODD, uses a slightly different rule. Instead of testing for a result of zero, alternate uses a test to determine whether the result is even or odd. If the result is odd, the point is inside the path; if the result is even, the point is outside. See the following illustration for the winding effect.



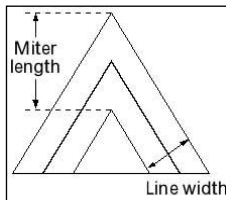
- **Line Width:** The line width specifies the thickness of the line used to stroke a path and is measured in user space units. A line width of 0 specifies the thinnest line that can be rendered on the output device. The default value is

1.

**Note:** A line width of 0 is an inherently device-dependent value. Its use is discouraged because the line may be nearly invisible when printing on high-resolution devices.

- **Miter limit:** When two line segments meet at a sharp angle it is called a Miter join and have been specified as the line join style. It is possible for the miter to extend far beyond the thickness of the line stroking the path. The miter limit imposes a maximum on the ratio of the miter length to the line width, as shown in the following figure. When the limit is exceeded, the join is converted from a miter to a bevel.

The value for miter limit is a number that must be greater than or equal to 1, and has a default value of 10.



**Miter length**

**Line Cap Style:** The line cap style specifies the shape to be used at the ends of open sub paths when they are stroked. Allowed values are Butt end caps, Round end caps, and Projecting Square End.

- ✧ **Butt end caps (default)** --- the stroke is squared off at the endpoint of the path.
- ✧ **Round end caps:** --- a semicircular arc with a diameter equal to the line width is drawn around the endpoint and filled in.
- ✧ **Projecting square end:** --- the stroke extends beyond the end of the line by a distance which is half the line width and is squared off.



**Butt end caps**



**Round end caps**



**Projecting square end**

- **Line Join Style:** The line join style specifies the shape to be used at the corners of paths that are stroked. The allowed values are Miter joins, Round joins and Bevel joins.
  - ✧ **Miter joins** — the outer edges of the strokes for the two segments are continued until they meet. If the extension projects too far, as determined by the miter limit, a bevel join is used instead.

- ✧ **Round joins** — a circular arc with a diameter equal to the line width is drawn around the point where the segments meet and filled in, producing a rounded corner.
- ✧ **Bevel joins** — the two path segments are drawn with butt end caps (see the discussion of line cap style), and the resulting notch beyond the ends of the segments is filled in with a triangle.



## 6. Image Properties

- **Width and Height:** Displays the selected image's width and Height values; displays the largest values if you select a number of different images.
- **Resolution X and Y:** Displays the precise horizontal and vertical resolution of the image objects.
- **Alpha:** Allows users to set image transparency by inputting values between 0% and 100% in the Alpha text field; the image goes from fully transparent to fully opaque.


## 7. Shading Properties

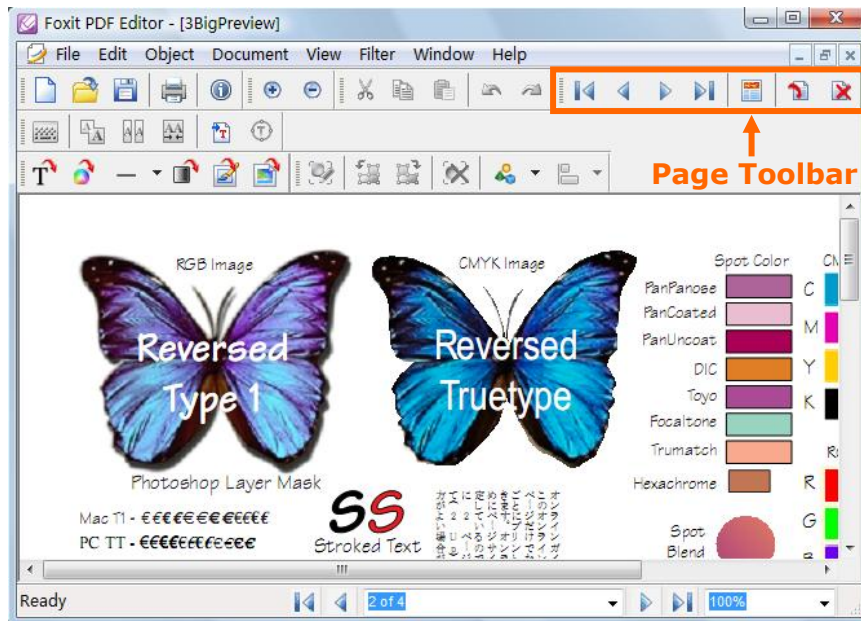
- **Shading Type:** Displays as Linear if you selected one Linear shading or two types' shading. Otherwise, displays as Radial.
- **Extend:** Extend is an optional array of two Boolean values that specify whether or not to extend the start and end colors past the start and endpoints, respectively. The default value for each element of the array is true.

There are four kinds of Extend values to choose, including "true true", "true false", "false true" and "false false".


- **Start X and Y:** Allows you to set the precise horizontal and vertical position of the shading's start point.
- **End X and Y:** Allows you to set the precise horizontal and vertical position of the shading's end point.
- **Alpha:** Allows users to set shading transparency, by inputting values of between 0% and 100% in the Alpha text field, the shading goes from fully transparent to fully opaque.

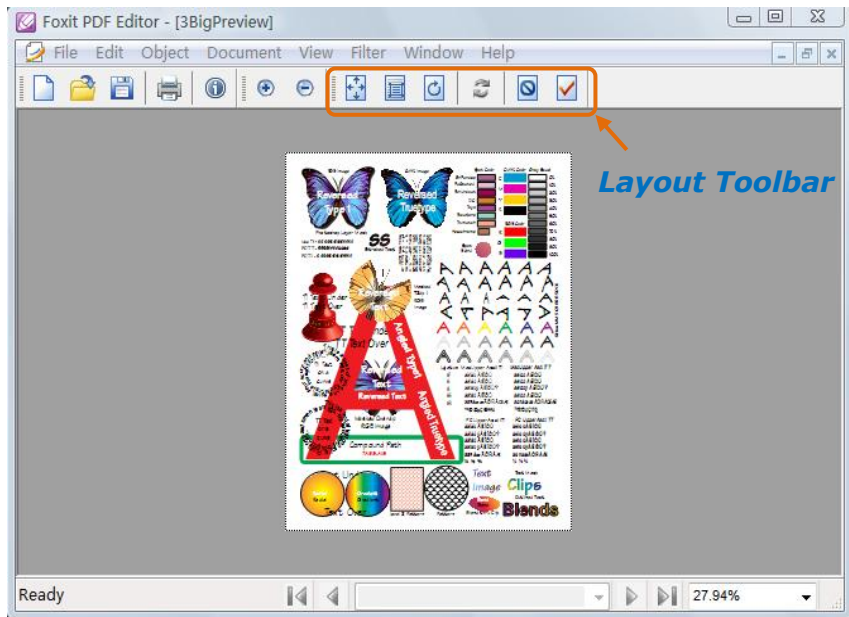
## Editing Page Layout

1. Go to the page you want to edit its layout, click the Page Layout button  from the Page toolbar, and then you will be switched to the Layout Editor window.



2. Use the Layout toolbar to resize the page size or content size, the Page Properties to change the page attributes, and Reset to cancel all actions.

After you are done, click the Save and Exit button  to get back to main window.



## Modifying Pages

There are several ways you can do modifications on pages.

- **Insert new page**

When you insert a new page, you can customize the page attributes like the page dimension and/or content measurement. To insert page, you can select Page > Insert Page on the menu bar.

- **Copy Pages**

You can copy a whole page into another page, just like cloning. To copy page, simply perform copy and paste command.

- **Import and Export pages**

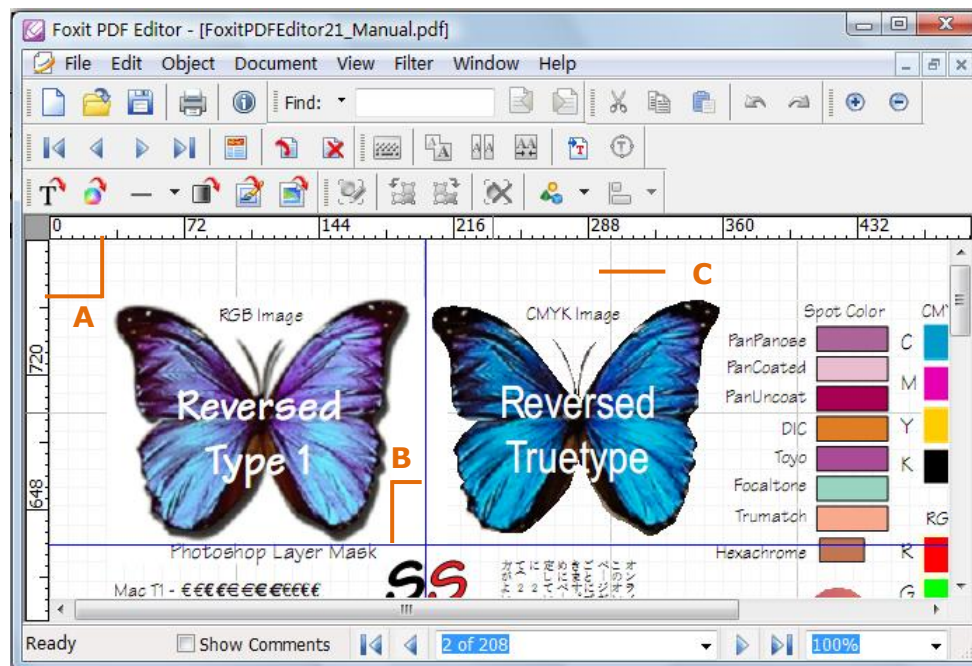
You can insert pages from other PDF document into your document; and extract pages from your document into an existing PDF document.

- **Delete Page:**

You can delete an unwanted page. To delete the page, you can select Page > Delete Page on the menu bar.

**See Also:** [Work with Pages](#)

# Using Rulers and Grids



## A. Rulers      B. Guides      C. Grids

Foxit PDF Editor provides horizontal and vertical rulers and grids to help users align and position objects precisely on the page, and measure the dimensions of the shapes.

### Display rulers

Choose View > Rulers, or right-click the mouse on the page and check Rulers option.

### Hide rulers

Choose View > Rulers, or right-click the mouse on the page and uncheck Rulers option, or right-click the horizontal ruler or the vertical ruler and then choose Hide Rulers.

### Create ruler guides

Do one of the following:

- Drag down from the horizontal rulers to create a horizontal guide, or drag to the right of the vertical ruler to create a vertical guide.
- Double-click a location on the horizontal ruler to create a vertical guide, or double-click a location on the vertical ruler to create a horizontal guide.

## Move ruler guides

Click and hold the guide, and then drag it to a new location.

## Change unit of measurement

Right-click the horizontal ruler or the vertical ruler, and select a measurement system for the rulers. There are five kinds of unit: Points, Picas, Millimeters, Centimeters, and Inches.

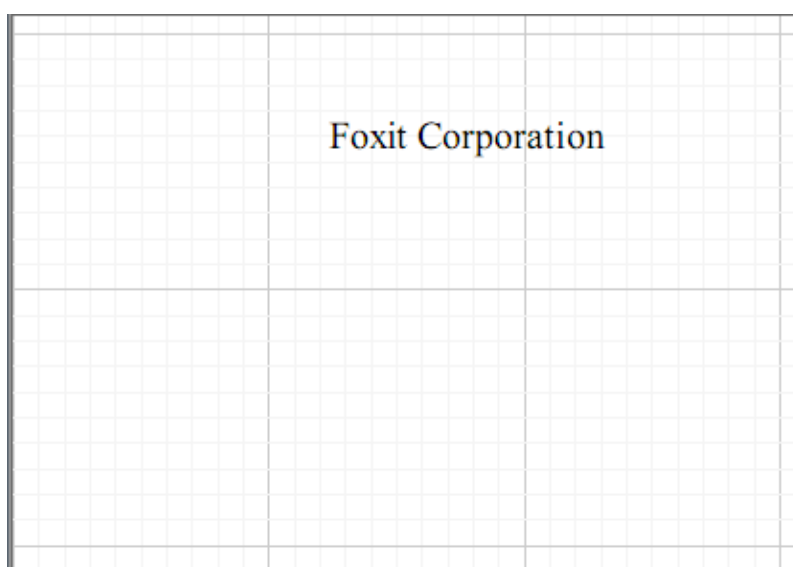
## Delete ruler guides

- Delete a guide by selecting the target guide and press the Delete key.
- Delete all guides on a certain page by scrolling to the page and right-click in the ruler area and choose Clear Guides on Page.
- Delete all guides by right-click in the ruler area and choose Clear All Guides.

## Snapping objects to grids

The Snap To Grid Function automatically positions text and other objects to the closest intersection of the grids as you place or move them on the page. The grids do not print.

- To use or hide the grid, choose View > Grid, or right-click the mouse on the page and choose Grid.
- To snap an object to gridlines, choose View > Snap To Grid, select the object you want to move, and drag it toward a grid until its edges are within the grid's snap-to zone.



# Chapter 4 – Working with Pages








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Foxit PDF Editor allows you to insert and delete the pages in a PDF document, import pages from other PDF documents into your document, and export the pages from your document. You can also reorganize the pages by Page Layout Editor.

## About Page Toolbar

Page tools can be found on the toolbar (see the following figure), which by default is located on the Toolbar.



- Click the Previous Page icon  or the Next Page icon  to go to the previous or next page.
- Click the First Page icon  or the Last Page icon  to go to the first or last page.
- Click layout button  to switch to the Page Layout Editor window, so you can reorganize the page layout.
- Click the Insert a Blank Page button , and you can set the blank page attributes in the pop-up dialog box.
- Click the Delete Current Page button  to delete a current page in your PDF document.

**Note:** If you find the Page Toolbar is invisible, Select **View > Page Toolbar** in the menu to show it.

## Setting Page Options

Before inserting a page, you might like to preset some options so that you can easily insert pages with your personalized preferences.




To set page options, do the following:

1. Select **Edit > Options** from the menu bar, or press **Alt + O** keyboard.
2. In the pop-up Options dialog box, click **Page**.
3. In the **Page** tab, change the values to suit your preferences.
4. After you are done, click the **Ok** button. Click the **Restore Default** button to leave the settings unchanged.

**Note:** After you exit the program, all the changes are restored to default.

## Inserting Blank Pages

Foxit PDF Editor allows you to insert a blank page into your PDF document. To insert blank pages, please do the following:

1. Locate the page where you want to insert a blank page before or after.
2. Do one of the following:
  - Point to the Page toolbar, and click Insert a Blank Page button 
  - Select document > Insert Page on the Menu bar
3. On the pop-up New Page Attributes dialog box, assign the new attributes you want.

### **Note:**

- You can use the Options dialog box to preset the page attributes for the inserting page.
- If you do not want the New Page Attributes dialog box to show up when you insert a page, you can uncheck the option “show page setting dialog when inserting a page” in the Other Options tab.

### **See also:**


[Page Options](#) in [Setting Options](#)

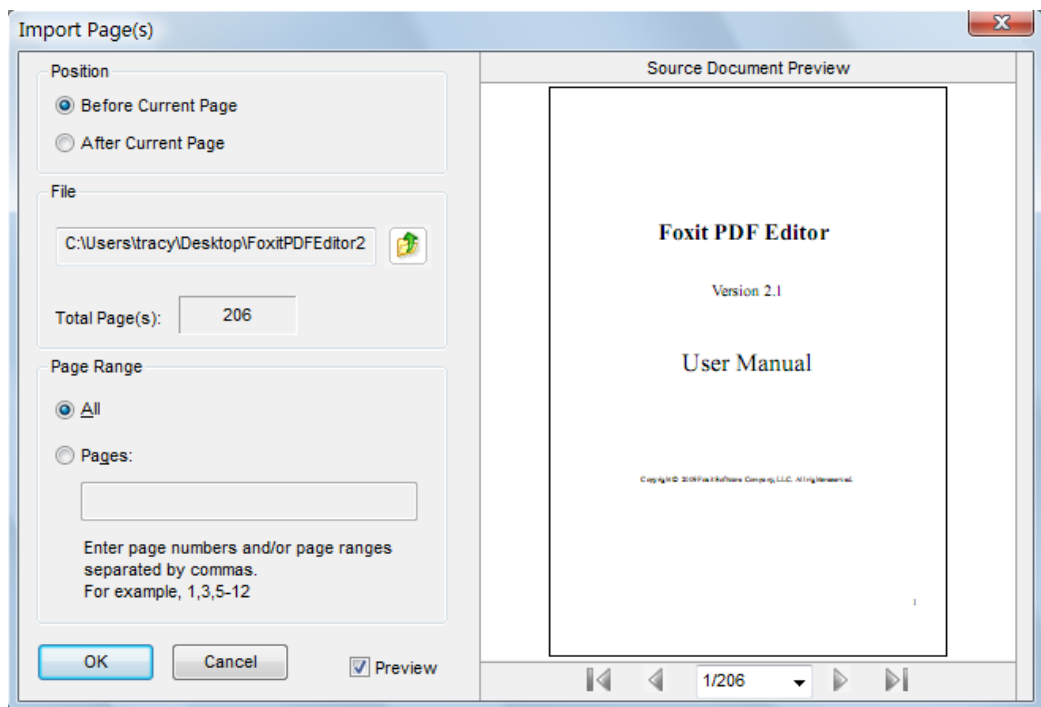
[Other Options](#) in [Setting Options](#)

## Importing and Exporting Pages

Foxit PDF Editor allows you to import pages from other PDF documents, and insert into your PDF document; and also allows you to export pages from your PDF document into an existing PDF document.


**To import pages, do the following:**

1. Select **Document > Import Page(s)** item from the Menu bar in your Document window.
2. In the following pop-up dialog box, do the following:
  - Under **Position**, check one of items to decide where to insert the pages.
  - Under **File**, click the **Open** button  to look for the document you would like to export pages from. Then the **Total Page(s)** field will display the total page numbers of the document.
  - Under **Page Range**, check one of the items to select how many pages or which page you want to import.
  - In **Document Preview**, you can navigate in the document to look over the pages before importing.

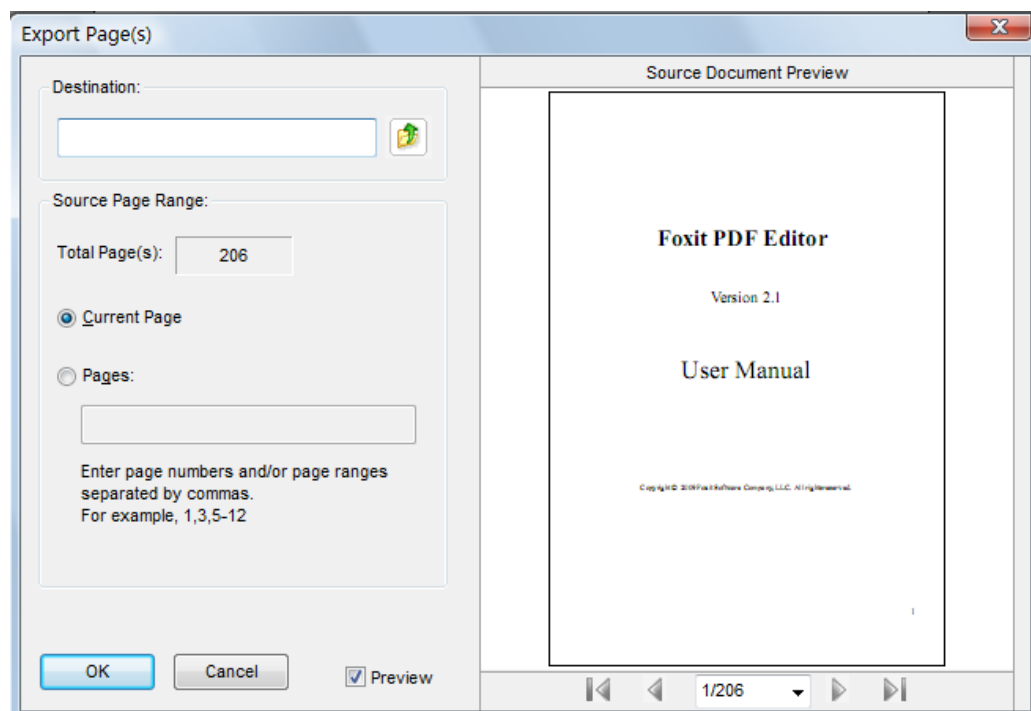


3. After you are done, click the Ok button to insert the page and close the dialog box.

### To export pages, do the following:

1. Select **Document > Export Page(s)** item from the Menu bar in your document window.
2. In the following pop-up dialog box, do the following:
  - Under **Destination**, click the **Open** button  to look for the existing document that you will export the pages into.
  - Under **Page Range**, check one of the items to select the page(s) you want to export and the Total Page(s) displays your current document total page number.

- In **Document Preview**, you can navigate in the document to look over the pages before exporting.




**Note:** Exporting pages to an existing document will cover all the document pages.

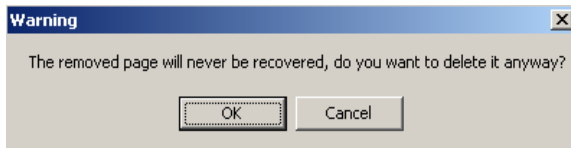
3. After you are done, click the Ok button to insert the page and close the dialog box.

## Deleting Pages

Foxit PDF Editor allows you to delete a current page in your PDF document.

To delete a current page, do the following:

1. Locate the page which you want to delete.
2. Do one of the following:
  - Point to the **Page** toolbar, and click **Delete Current Page** button 
  - Select **Document > Delete Page** on the Menu bar
  - Press keyboard shortcut **Alt + Del**
3. A warning message pops up to confirm your deleting action.
4. Click the **Ok** button to delete the page.






### *Deleting Warning Message*

## About the Page Layout Editor

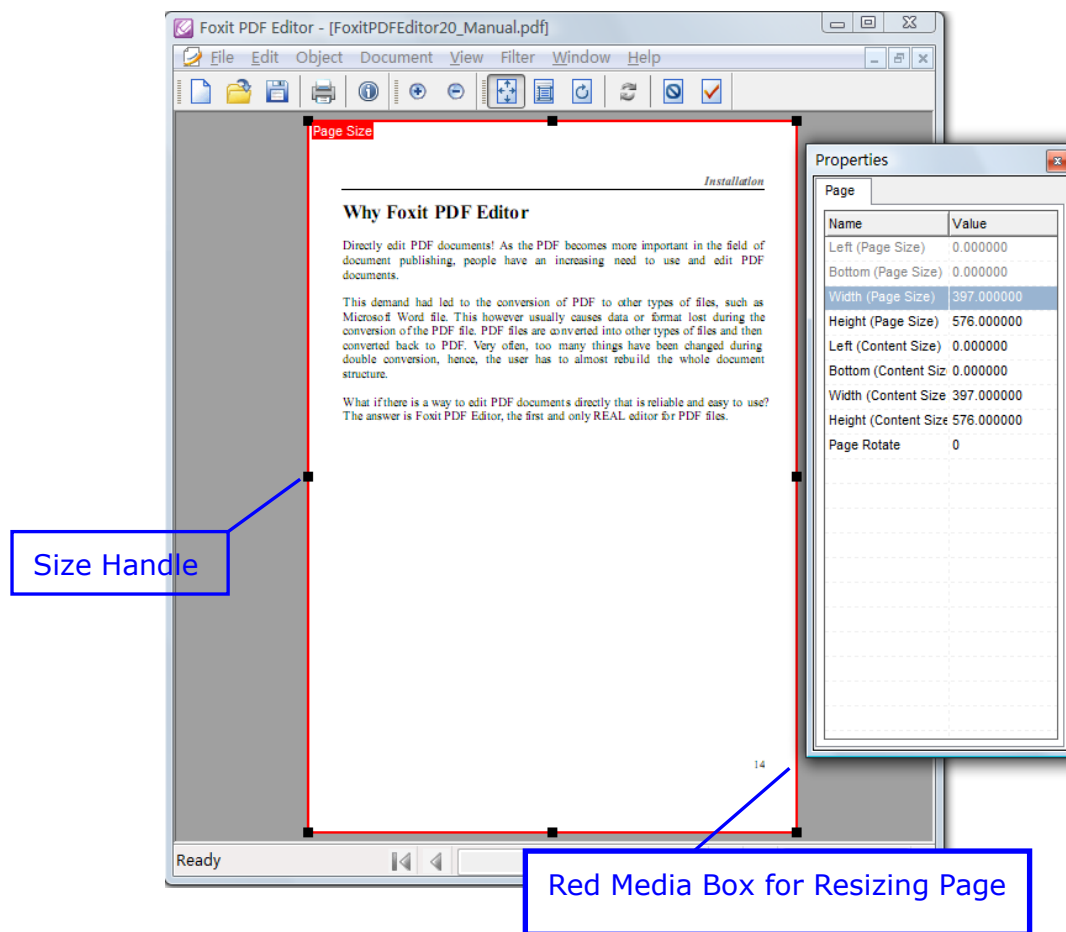
Foxit PDF Editor allows you to reorganize the page layout, such as, to change the page size, adjust the content size, and rotate pages.

To adjust page layout settings, do the following:

1. Point to the Object toolbar.
2. Click the Page Layout button .
3. You will be switched to the Page Layout Editor window.
4. In the Layout Editor window, use the available tools to change the page layout.
5. After you are done, click the **Save and Exit** button  to close the Page Layout window and go back to your Document window.

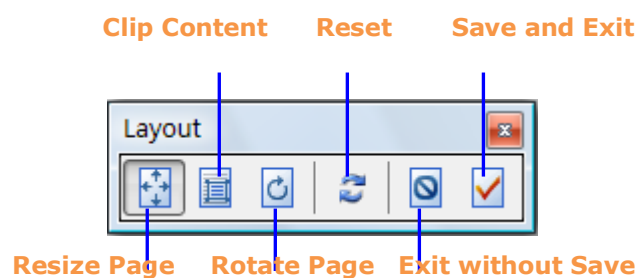
As you click layout button  in the Main window of Foxit PDF Editor, you will be guided to the Page Layout Editor window as shown in the following figure.

The Layout pane is especially useful when you want to specify the page layout for user preview or print. When you resize the page or clip the content size, the page will be surrounded by a red media box or a green crop box with Sizing Handle. You can drag the Sizing Handle to adjust the size.

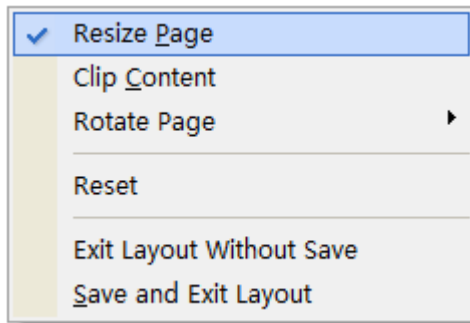


The Page Layout Editor window consists of a Layout Toolbar to reorganize the page, a Zoom Toolbar to magnify or reduce the page, and a Page Properties Pane to set up the page by specifying the actual value.

1. The Layout Toolbar contains the main tools for you to work with the page layout.

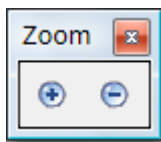


2. All the tools on the layout toolbar can be accessed from the Context Menu as shown in the following figure.



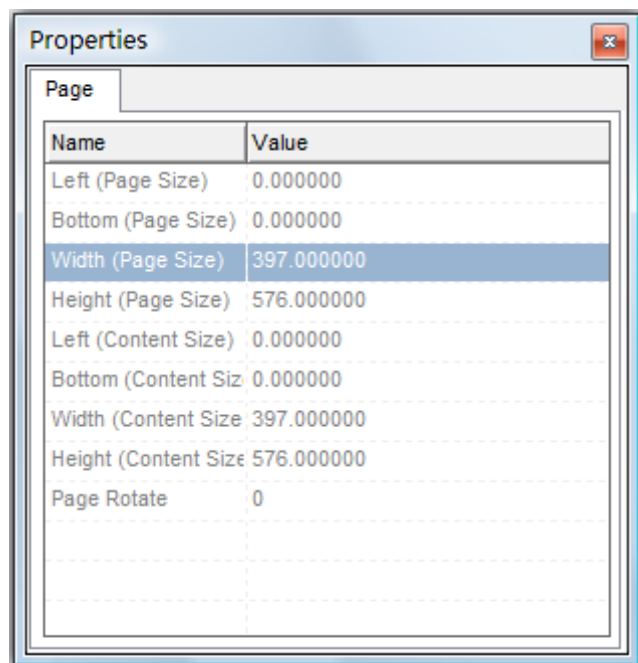
### **Context Menu**

3. When you adjust the page size, you may use the Zoom Toolbar to zoom in/out your page for easy operation.



### **Zoom Toolbar**

4. If you would like to reorganize the page layout by specifying the actual value, you can use the Page Properties Pane (see the following figure). Just double-click the value field, and input your desired value.






### **Page Properties Pane**

## To resize a page

Resizing a page is actually to enlarge or reduce the red Media Box of a page currently displayed in the layout window. It is very useful if there are documents with different page size (for example the dimensions of A4 and A3 ) which you want to make unified in as the same size (for example A4). When you resize a page, you may like to zoom out to the best fit size for easy operation.

To resize a page, you can use the Resize button, the Context menu, or the Page Properties Pane.

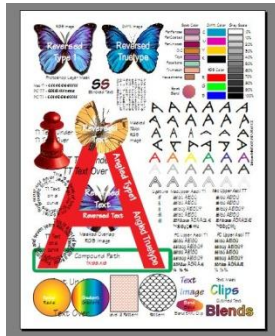
### *Using the Resize Page button*

1. Click on **Resize Page** button  on Layout Toolbar, and you will see the following change:
2. The page rectangle in layout window is highlighted in red with sizing handles. This rectangle is called the media box, and it is the natural size of a page.
3. Drag one of the sizing handles to any size you want.
4. After you are done, click the **Save and Exit button**  to go back to the Main Window, or click the **Reset** button  to take back the change and redo.

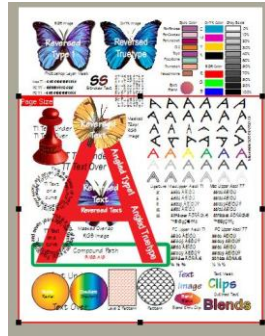
**Note:** Please be aware that the intersection between the page's size and the content size is the region that is viewed or printed. The content size's default is the value of media box. So, on one hand, when you shrink the page's size without reducing the content size accordingly, the portion outside of the page size will not be displayed in the Viewer (see the following example). On the other hand, if you enlarge the page size without resizing the content size, the displaying content is kept intact, while the page size is expanded (for example expanded from A4 to A3). This will affect your printing result.

### **Example:**

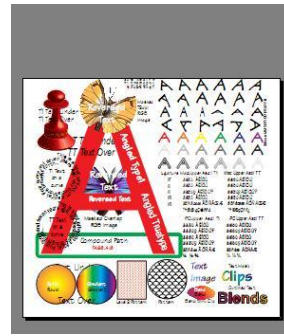
The following example shows a page size with a red media box that is reduced in Layout Editor and its result got displayed in a reader.



①



②



③

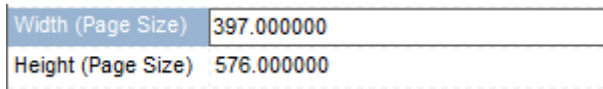
Example ①: Shows the original PDF page.

Example ②: Shows the page is resized in Layout Editor. The \*red box\* indicates the page size you pick.

Example ③: Shows the result page layout in PDF Reader

### Using the Page Properties Pane

1. Double-click the value field next to the **Width (Page Size)** or **Height (Page Size)** in Page Properties pane;



2. Type the size value you want;
3. Click any other place, or press Enter to take the change effect.

## To clip a page content

Clipping content is actually to adjust the page's green crop box (see the following figure), so to adjust the file display, the output file page size and the file print. When you clip content, you may like to zoom out your page to the best fit size for easy operation.






Green Crop Box for Content Clipping

Sizing Handle



To clip the content, you can use the Clip Content button on the Layout toolbar, the Context menu, or the Page Properties Pane.

### ***Using the Clip Content button***

1. Click on **Clip Content** button  on the Layout Toolbar, and you will see the following change:
2. The page rectangle in layout window is highlighted in green with sizing handles. This rectangle is called a crop box, its default is the value of page size.
3. Drag the sizing handles to any size you want.
4. After you are done, click the **Save and Exit button**  to go back to the Main Window, or click **Reset** button  to take back the change and redo.

### ***Using the Page Properties Pane***

1. Double-click the value field next to the following properties name in Page Properties pane:

Left (Content Size)	0.000000
Bottom (Content Siz	0.000000
Width (Content Size	397.000000




2. Type the size value you want.
3. Click any other place or press Enter for the change to take effect.

## **To rotate a page**

Rotating content will change the orientation of the currently displayed page's content. This will change its actual orientation of the page, and can be saved and generated into a PDF file.

To rotate the content, you can use the Clip Content button on the Layout toolbar, the Context menu, or the Page Properties Pane.

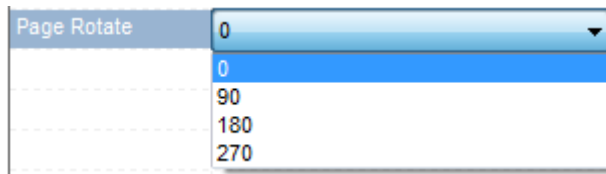
### ***Using the Rotate Page button***

1. Click on **Rotate Page** button  on Layout Toolbar.
2. Click the page to rotate the page 90 degrees.
3. After you are done, click the **Save and Exit button**  to go back to the Main Window, or click the **Reset** button  to take back the changes and

redo.

### ***Using the Page Properties Pane***

1. Double-click the value field next to **Page Rotate** in Page Properties pane:



2. Drop down the combo box and select an orientation degree to rotate.
3. Click any other place or press Enter for the change to take effect.

# Chapter 5 – Working on Text Objects

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A text object consists of one or more characters that can be placed anywhere on the page and in any orientation. Text Objects can be stroked or filled, and uses **fonts** to specify what the characters look like, and **font sizes** to specify how large those characters are.

## About Text Toolbar

Text tools can be found on the toolbar (see the following figure), which by default is located on the Toolbar.




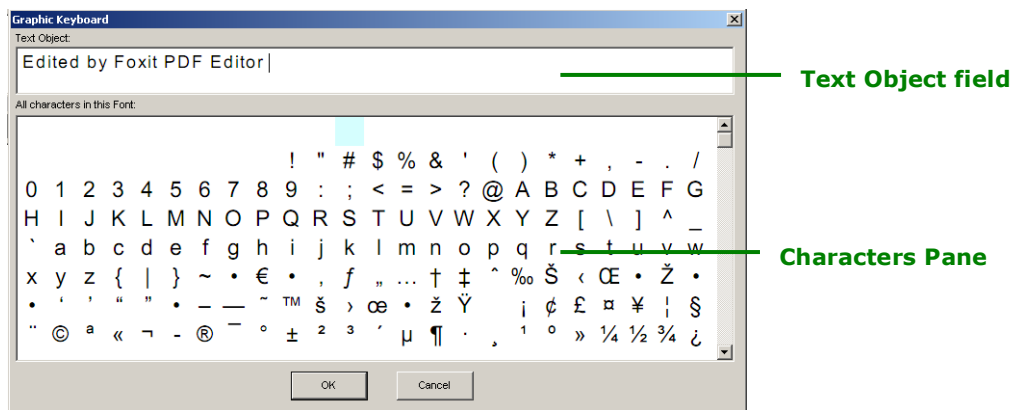
**Text Toolbar**

**Note:** If you find the text toolbar is invisible, Select **View > Text Object Toolbar** in the menu to show it.

## To Use Graphics Keyboard

The Graphics Keyboard is helpful for you to intuitively view all characters contained in a text font and to selectively input the characters.


When a type of font text, including embedded font text, is selected or dotted, the graphics keyboard button is activated, otherwise it is disabled. By clicking the **Graphics Keyboard** button , you can bring about a dialog box for modifying the font (see the following figure).



### Graphics Keyboard

The **Text Object** field displays the current selected text, and the **Characters Pane** displays all characters contained in the selected text font.


To use graphics keyboard, do the following:

1. Select a block of text in the page.
2. Click the **Graphics Keyboard** button  on the Text toolbar.
3. Click the **Text Object** field, and use the **Backspace Key** to delete the characters you do not want.
4. Click the character you desire in the **Characters Pane**, which will be displayed into the space where the cursor rests in the **Text Object** field.
5. After you are done, click **Ok** to finish.

## To Merge Text

Blocks of text may be merged together when you need to join text as one object.

To merge text, do the following:

1. Select blocks of text you want to merge in a same line.
2. Click the **Merge Text** button  on the **Text** toolbar to merge the text.
3. After merging, the dash rectangle is switched to selection status ready for dragging.

Edited by Foxit PDF Editor

*Text before merging*

Edited by Foxit PDF Editor


*Text after Merging*

**Note:** You can only merge blocks of text in a same line

## To Split Text

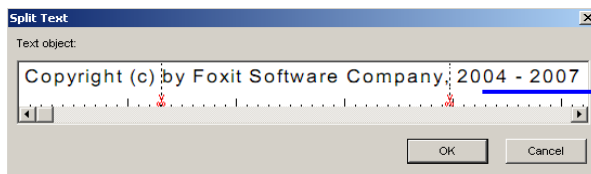
A block of text can be divided up into several parts.

To split text, do the following:

1. Select a block of text you want to split.
2. Click **Split Text** button  on the **Text** toolbar.
3. In the **Split Text** dialog box, click the desired place where a split mark will appear.
4. Click **Ok** button to finish.

Copyright (c) by Foxit Software Company, 2004 - 2007

*Before Splitting*



*Split Mark*

*In the process of splitting*


Copyright (c) by Foxit Software Company, 2004 - 2007

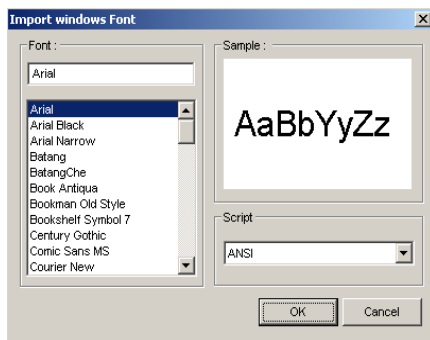
*After splitting*

## To Import Windows Fonts

You may find that you would like to use a font that is not in the current font resources. In this case, you can import fonts installed on your Windows system.

## 1. To import a Windows font, do the following:

- Click **Import Font** button  on the **Text** toolbar.
- In the **Import Windows Font** dialog box (see the following figure), select your desired font.
- Click the **Ok** button to finish.



### *Import Windows Font*


## 2. To set the imported font as default

After importing a font in a current document, you may want it to be your default font so that you can easily insert text with that same font many times. To set the imported font as default, do the following:

- Select **Edit > Options** in the menu bar.
- Click **Other** options dialog box in the **Options** dialog box.
- Check **Set as default font after being imported**. By default, this option is checked.

## To Convert Selected Text to Path

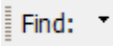


Foxit PDF Editor is able to convert the selected text object(s) into path(s), which will meet the pre-press requirement. For those computers which do not support or display certain embedded fonts, this new feature helps to overcome that issue. Foxit PDF Editor also offers a menu option for users to convert the entire text in a PDF to path.

- Select the text objects which you want to convert to paths.
- Select the Convert selected text to path button , and finish converting.
- Or select Object menu > Convert Selected Text to Path, and finish converting.

## Finding Text

You can search text in PDF files with the Find box. Searching text with the tool will highlight the matching text snippets.

Find text by:

- Input text in the Find box.
- Click the drop-down button next to "Find:" , and choose from the search options:
  - A. Whole words only – limits the search to match only whole words, i.e. searching *Edit* won't return *Editor*.
  - B. Case-Sensitive – makes the search case-sensitive., i.e. searching text won't return TEXT.
- Press the Find Next button , Find Previous button , or Enter.

Foxit PDF Editor jumps to the first instance of the search term, which appears highlighted.

- Press Enter repeatedly to continue searching the next instances of the search term.

## Setting Text Options

Before inserting text, you might like to preset some options so that you can easily insert text with your personalized preferences.

To set text options, do the following:


1. Select **Edit > Options** from the menu bar, or press **Alt + O**.
2. In the pop-up Options dialog box, click **Text**.
3. In the **Text** tab, change the values to suit your preferences.
4. After you are done, click the **Ok** button. Click the **Restore Default** button to leave settings unchanging.

**Note:** After you exit the program, all the changes are restored to default except the Font option. You can set it as default for the next time in the Other Options tab.

## Selecting Text Mode

To modify text objects, you can select to work in a text state, so that you can easily and solely interact with those text objects without affecting any other type of objects.


To select text state, do one of the following:

1. Select Text from the drop down list of Choose Selected Objects' Type  in the Menu Bar.
2. Select Edit > Options. In the pop-up dialog box, select the Other tab, and check "Text only" under Objects Selection Mode.

## Inserting New Text

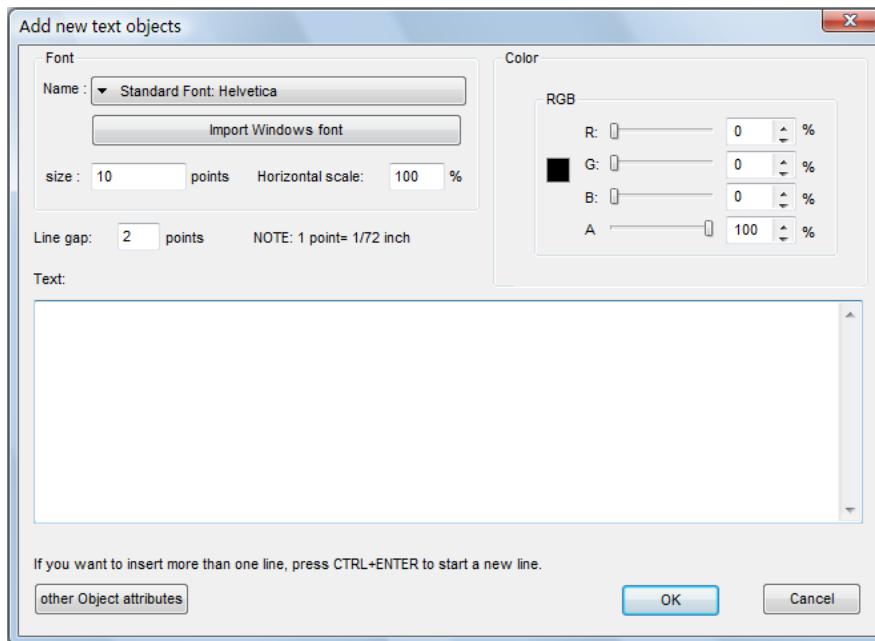
With Foxit PDF Editor, you can insert new text objects, using the standard 14 fonts, embedded, non-embedded fonts, or Windows fonts.

To insert a new text object, do the following:

1. Point to a region where you want to insert new text, and then do one of the following:
  - 1) Click the button  on the Object toolbar
  - 2) Select **Object > Add Text** on the Menu bar
  - 3) Use the keyboard shortcut **CTRL+T**
  - 4) Right-click the mouse in the Document window, and select **Add Text** in the context menu.
2. In the pop-up **Add New Text Objects** dialog box (see the following figure), enter text in the text editing field, press CTRL+ENTER to start a new line.

With Foxit PDF Editor 2.2, text attributes such as as font, color, size, horizontal scale, line gap, etc., can now be set directly in the "Add new text objects" dialog box.

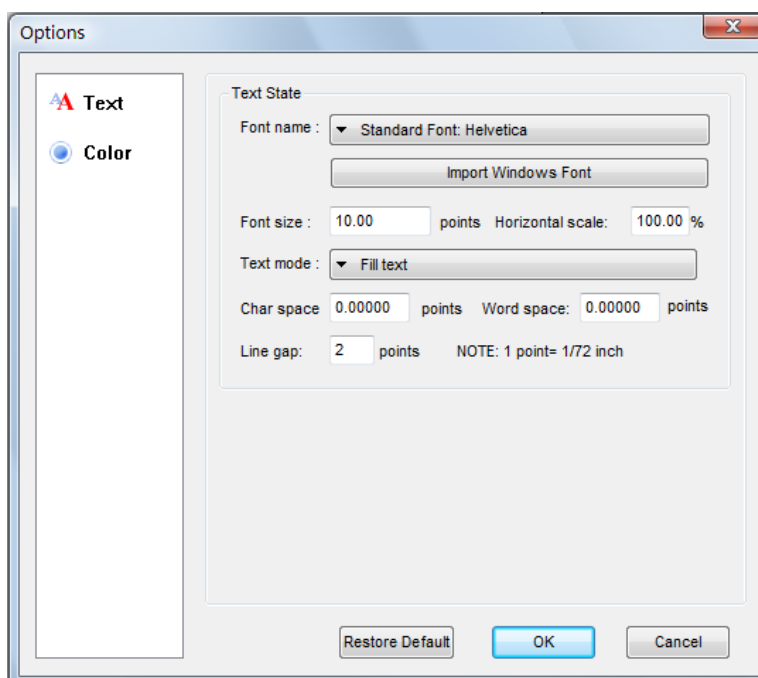




**Add New Text Objects Dialog Box**

**Note:** After setting the text attributes, you cannot preview the text settings in the blank text field while typing words.

3. You can also click the Other object attributes option, and set other preferences for text objects in the pop-up Options dialog box, such as Char space, Word space and so on. And click Restore Default to restore the default settings.







4. After you are done, click the Ok button to insert.

**Note:**

- If you want to insert blocks of texts with the same properties, you can also use the **Text Options** dialog box to preset preferences for inserting text.
- After inserting text, you can use the **Text Properties Tab** to change the text attributes. Or use the text toolbar to edit it.

## Editing Text Objects

### To change text contents

1. Select the text and click the Edit Object button , or double-click a string of text you want to change in your page to enter in-place editing mode.
2. In the in-place editing mode, the text you selected appears highlighted. Please move your mouse cursor directly to the proper place you wish to edit.
3. You can click the Undo button  to undo previous actions. After modifying the text, click Save and Exit button  or Exit without Save button  to exit the in-place editing mode.

**Notes:**

- Double-click to enter the in-place editing mode may be unavailable when multiple objects overlap.
- You can only change a block of text at a time.
- Note that a text object consists of a group of characters, if the characters you typed are not in the group, they will not be displayed in the page. You can use the Graphics Keyboard to intuitively view all the characters in the font.

**See Also:** [To Use Graphics Keyboard](#)

### To adjust character space

1. Select the characters you want to change in your page.
2. In the **Text Properties** tab, click the text field next to **Char Space**.
3. In the text field, input the spacing value, and click any other place to change.

### To adjust word space

1. Select the words you want to change in your page.
2. In the **Text Properties** tab, click the text field next to **Word Space**.
3. In the text field, input the spacing value, and click any other place to change.



## To change text font

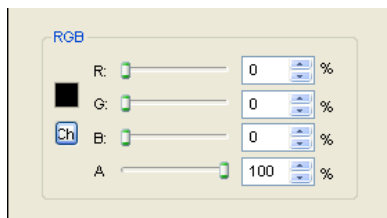
1. Select a string of text you want to change.
2. In the **Text Properties** tab, drop down the font list box next to **Font**.
3. If you want a font that is not listed, you can use the **Import Font** button on the **Object** toolbar to import fonts installed on your Windows system.

## To change font size

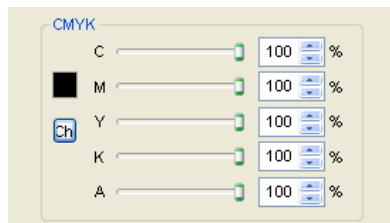
1. Select a string of text you want to change in your page.
2. In the **Text Properties** tab, click the text field next to **Font Size**.
3. In the text field, input the spacing value, and click any other place to change.

## To fill/stroke text color in RGB/CMYK

1. Select a string of text you want to fill/stroke in your page.
2. In the **Text Properties** tab, click the text field next to **Fill Color/Stroke Color**.
3. Click the arrow button << on the right to view the current value.
4. Click the **Edit** button  on the right and drag the color bar match the color.
5. After you are done, click the  button to make the change effect.



**RGB Fill/Stroke Color Box**



**CMYK Fill/Stroke Color Box**

**Note:** Foxit PDF Editor takes RGB color as default; if you want to set text color in CMYK, you must use the **Options** dialog box to change the setting first.

**See Also:** [Setting Default Color for Objects](#)

## To change text mode for fill/stroke color

There are four types of text modes, and Foxit PDF Editor takes Fill Text as a default setting. If you find the text you selected cannot be stroked, you must change the text mode to Stroke Text mode or Fill then stroke text mode.

To change text mode, do the following:

1. Click the **Text Properties** tab in the **Properties** pane.
2. Drop down the **Text Mode** box and select a type of text mode.
3. After you are done, click any other place to take change effect.

## To modify text objects

Foxit PDF Editor allows users to move, delete, rotate, shear, scale and align objects, and create clip layers for Text Objects, etc.

More information about modifying, please refer to [Modifying Objects](#).

# Chapter 6 – Working on Image Objects


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An image object consists of a set of samples using a specified color model. Images can be placed anywhere on a page and in any orientation.

## Selecting Image Mode

Before modifying image objects, you can select to work in an image state, so that you can easily and solely interact with those image objects without affecting any other type of objects.

To select image state, do one of the following:

1. Select Image from the drop down list of Choose Selected Objects' Type  in the Menu Bar.
2. Select Edit > Options. In the pop-up dialog box, select the Other tab, and check "Image only" under Objects Selection Mode.


## Insert New Image

With Foxit PDF Editor, you can insert an existing image from file, insert a new image created by yourself, or embed an image from the clipboard.

*Note: Foxit PDF Editor supports transparent .PNG but not .GIF images at present.*

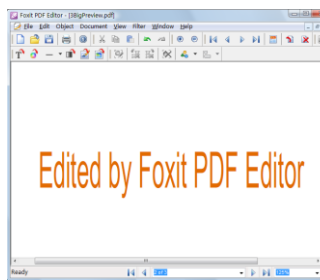
### To insert an image from file

Locate the page where you want to insert the image in your document, and then do one of the following:

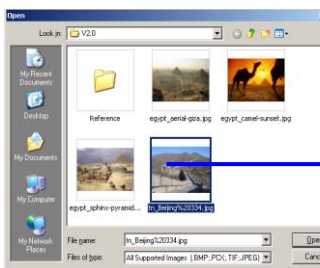
1. Locate the page where you want to insert the image in your document, and then do one of the following:
  - Point to the **Object** toolbar, and click the **Load an Existing Image** button .
  - Right click the page, and select **Add Image > From File** on the

Context menu.

- Point to **Object** menu, and select **Add Image > From File**.
2. In the pop-up **Open** dialog box, find your desired image, and click on **Open** button.
  3. Your current Main window is switched to the Image Editor window (see the following figure). Click the **Close** button to exit if you don't want to do any changes to the image.
  4. Once you are back to the Main window, the image is inserted. You can resize the image and drag it to any place you want.



Current main window



Open dialog box

Your desired image




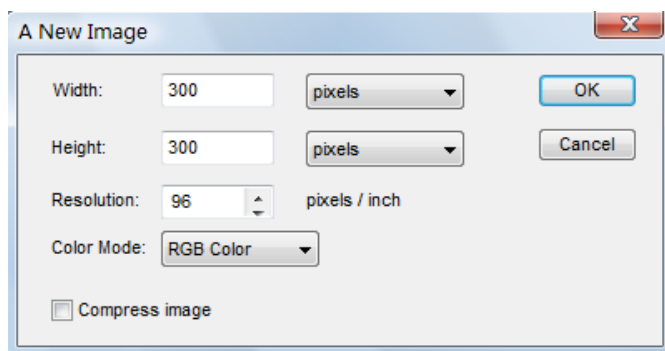
Image Editor Window



Inserted image in the main window

## To insert a self-created image

1. Locate the page where you want to insert the image in the document, and then do one of the following:
  - Point to the **Object** toolbar, and click the **Add an New Image** button 
  - Right click the page, and select **Add Image > New Image** on the Context menu
  - Point to the **Object** menu, and select **Add Image > New Image**
2. **A New Image** dialog box pops up (see the following figure). You may change the parameters, and then click the **Ok** button
3. You are now in the Image Editor window, and you can use the toolbar and filter tools to draw your image from scratch.
4. After you are done, click **Save** to exit and get back to the Document window.
5. Once you are back to the Document window, the image is inserted. You can resize the image and drag it to any place you want.



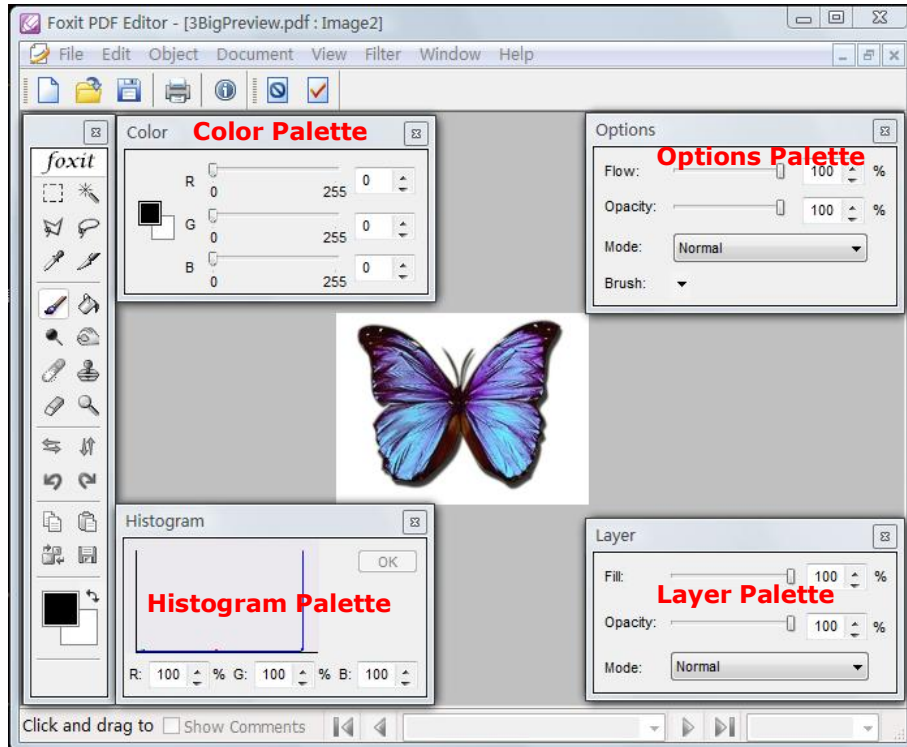
## To embed an image from clipboard

1. Locate the page where you want to embed the image in the document from the clipboard.
2. On the **Edit** menu, click **Paste**, or press **Ctrl + V**.
3. Your current Main window is switched to the Image Editor window, just click the **Close** button to exit if you don't want to do any changes to image.
4. You are back to the Main window, and the image is inserted. You can resize the image and drag it to any place you want.

## About the Image Editor

Image Editor is an image editing program that is part of Foxit PDF Editor. You will be directed to the Image Editor Window (see the following figure) when taking one of the following procedures in the Main window of Foxit PDF Editor:

- Select Create a New Image in the Main window
- Double click a current object in the page
- Select to Open an Existing Image in the Main Window
- Paste an image from the clipboard



**Image Editor Window**

### **To edit image with Image Editor, do the following:**

1. Double-click the image you want to edit in the Document window.
2. You will be switched to the Image Editor window.
3. In the Image Editor window, you can use the toolbar together with the filter tools to edit the image.
4. After you done, click **Save** to exit and get back to your Document window.

Currently, the Image Editor Window consists of the following components:

#### **Filter Menu**

The filter menu holds tools for applying filters for special effects. (See also: [Using Filters](#))

#### **Toolbox**

The toolbox holds tools for creating and editing images. (See also: [Using the Toolbox](#))



## Options Palette

The options palette provides options for using a tool. (See also: [Using the Options Palette](#))

## Layer Palette

Layer Palette helps you monitor and modify images. (See also: [Using the Layer Palette](#))


## Color Palette

Color Palette displays the color values for the current foreground and background colors. (See also: [Using the Color Palette](#))

## Histogram Palette

The histogram of an image normally refers to a histogram of the pixel intensity values. This histogram is a graph showing the number of pixels in an image at each different intensity value found in that image. (See also: [Using the Histogram Palette](#))

# Replacing an Image

1. On the Toolbox, click **Replace** button .
2. In the pop-up Open dialog box, search the image file you want and click **Open** button.

**Note:** Only BMP, PCX, TIF, and JPEG format file can be opened.

3. You get a confirmation message asking you if you want to continue to replace the current active image. If yes, click the **Ok** button to finish.

**Note:** The replaced image will never be recovered.

# Saving Images



1. On the Toolbox, click **Save to File** button .
2. In the File name box of the Save dialog box, type a new name for the image.

**Note:** Currently the **file format type** is limited to save as BMP.


## Zooming Images

You can use the zoom tool  to magnify or reduce your view.

### To zoom in

Select the zoom tool  on the Toolbox. The pointer becomes a magnifying glass with a plus sign in its center . Click the area you want to magnify.

### To zoom out

Select the zoom tool. The pointer becomes a magnifying glass with a minus sign in its center . Click the center of the area of the image you want to reduce.

## Using the Toolbox

The first time you start the application, the toolbox appears on the left side of the screen. Some tools in the toolbox have options that appear in the tool options palette (See *using the tool options palette*).

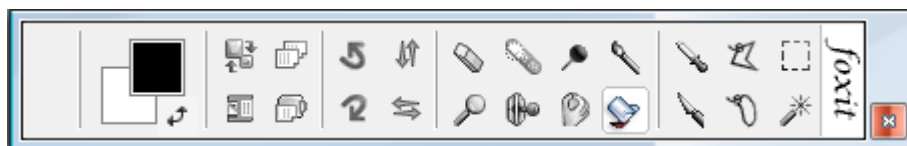
You can select a tool by clicking its icon in the toolbox. Positioning the pointer over a tool displays a tool tip with the tool's name.

### To show or hide the toolbox:

Choose View > Image Toolbar > Tools. A check mark indicates the item is showing.

### To move the toolbox:

Drag the toolbox by its title bar to move.




**Selecting tools** include Rectangle tool, Magic Wand tool and Lasso tools.

**Painting tools** include Eyedropper tool, Brush tool, Paint Bucket tool, Dodge tool, Burn Tool and Eraser tool.

**Flipping tool** is to flip the entire image horizontally or vertically.


## Selecting Tools

### Using the rectangle tool

- Select the rectangle tool  from the Toolbox.
- Drag over the area you want to select.

### Using the magic wand tool

The magic wand tool lets you select a consistently colored area without having to trace its outline. You can specify the tolerance for the magic wand tool's selection.

- Select the magic wand tool .
- In the Options palette, drag the slider to specify the Tolerance, or enter a value ranging from 0 to 255.
- To select only adjacent areas using the same colors, select **Contiguous**. Otherwise, all pixels using the same colors will be selected.
- In the image, click the color you want to select. If **Contiguous** is selected, all adjacent pixels within the tolerance range are selected. Otherwise, all pixels in the tolerance range are selected.


### Using the lasso tools

The lasso and polygonal lasso tools let you draw both straight-edged and freehand segments of a selection border.



#### *To use the lasso tool*

- Select the lasso tool  from the Toolbox.
- Drag to draw a freehand selection border.


#### *To use the polygonal lasso tool*

- Select the lasso tool  from the Toolbox.
- Click in the image to set the starting point.
- Double click the image to close the selection.

### Cutting, copying, and pasting selections

- Select the area you want to cut /copy.
- Choose Cut out tool  or Copy tool  from the Toolbox.
- Paste the selection into the same image or another application.

## Deleting selections

- To delete a selection, select the part you want to delete, and press the Del key.
- To cut a selection to the Clipboard, click Cut out tool  from the Toolbox.

## Painting Tools

### 1. Setting options for painting

You can set options for a painting tool in the Options palette.

#### *Selecting a blending mode*

The blending mode specified in the Options palette controls how pixels in the image are affected by a painting or editing tool.

- **To select a blending mode for a tool**

Choose from the Mode drop-down menu in the options palette.

- **Normal**

Edits or paints each pixel to make it the result color. This is the default mode.

- **Color Burn**

Looks at the color information in each channel and darkens the base color to reflect the blend color by increasing the contrast. Blending with white produces no change.

- **Color Dodge**

Looks at the color information in each channel and brightens the base color to reflect the blend color by decreasing the contrast. Blending with black produces no change.

- **Darken**

Looks at the color information in each channel and selects the base or blend color--whichever is darker--as the result color. Pixels lighter than the blend color are replaced, and pixels darker than the blend color do not change.

- **Difference**

Looks at the color information in each channel and subtracts either the blend color from the base color or the base color from the blend color, depending on which has the greater brightness value. Blending with white inverts the base color values; blending with black produces no change.

- **Exclusion**

Creates an effect similar to but lower in contrast than the Difference mode. Blending with white inverts the base color values. Blending with black produces no change.

- **Hard Light**

Multiplies or screens the colors, depending on the blend color. The effect is similar to shining a harsh spotlight on the image.

- **Lighten**

Looks at the color information in each channel and selects the base or blend color--whichever is lighter--as the result color. Pixels darker than the blend color are replaced, and pixels lighter than the blend color do not change.

- **Linear Light**

Burns or dodges the colors by decreasing or increasing the brightness, depending on the blend color. If the blend color (light source) is lighter than 50% gray, the image is lightened by increasing the brightness. If the blend color is darker than 50% gray, the image is darkened by decreasing the brightness.

- **Multiply**

Looks at the color information in each channel and multiplies the base color by the blend color. The result color is always a darker color. Multiplying any color with black produces black. Multiplying any color with white leaves the color unchanged. When you're painting with a color other than black or white, successive strokes with a painting tool produce progressively darker colors. The effect is similar to drawing on the image with multiple magic markers.

- **Overlay**

Multiplies or screens the colors, depending on the base color. Patterns or colors overlay the existing pixels while preserving the highlights and shadows of the base color. The base color is not replaced but is mixed with the blend color to reflect the lightness or darkness of the original color.

- **Pin Light**

Replaces the colors, depending on the blend color. If the blend color (light source) is lighter than 50% gray, pixels darker than the blend color are replaced, and pixels lighter than the blend color do not change. If the blend color is darker than 50% gray, pixels lighter than the blend color are replaced, and pixels darker than the blend color do not change. This is useful for adding special effects to an image.

- **Screen**

Looks at each channel's color information and multiplies the inverse of the blend and base colors. The result color is always a lighter color. Screening with black leaves the color unchanged. Screening with white produces white. The effect is similar to projecting multiple photographic slides on top of each other.

- **Soft Light**

Darkens or lightens the colors, depending on the blend color. The effect is similar to shining a diffused spotlight on the image.

### ***Specifying opacity or flow***

You can specify opacity or flow for the following tools:

- Opacity specifies the maximum amount of paint coverage applied by the brush, pencil, clone stamp, and paint bucket tools.
- Flow specifies how quickly paint is applied by the brush tool.

### ***To specify opacity or flow***


Enter a value, or drag the slider for Opacity or Flow in the Options palette.

Opacity or flow can range from 1% to 100%. For transparent paint or a weak effect, specify a low percentage value; for more opaque paint or a strong effect, specify a high value.

## **2. Using the eyedropper tool**

The eyedropper tool samples color to designate a new foreground or background color. You can sample from the active image. You can also specify the area sampled by the eyedropper tool. For example, you can set the eyedropper to sample the color values of a 3-by-3-pixel area under the pointer.

### ***To sample color with the eyedropper tool:***


- Select the eyedropper tool  from the Toolbox.
- In the Options palette, choose an option from the Sample Size menu.

**Note:** 3 by 3 Average or 5 by 5 Average to read the average value of the specified number of pixels within the area you click.

- Click the area containing the color you want to copy.


### 3. Using the brush tool

Image Editor provides the brush tool to let you paint with the current foreground color.

- Select the Brush tool  from the Toolbox.
- Do one of the following in the Options palette:
  - Click the triangle next to Brush, and set brush options: Diameter to control the size of the brush. Hardness to control the size of the brush's hard center
  - Specify a blending mode(See [Selecting a blending mode](#))
  - Specify an opacity and a flow rate (See [Specifying opacity or flow](#))
- Drag the image to paint.

### 4. Using the paint bucket tool

The paint bucket tool fills adjacent pixels that are similar in color value to the pixels you click.

- Select the Brush tool  from the Toolbox.
- Do one of the following in the Options palette:
  - Specify a blending mode(See [Selecting a blending mode](#))
  - Specify an opacity (See [Specifying opacity or flow](#))
  - Specify a tolerance


**Note:** The tolerance defines how similar in color a pixel must be to be filled. Values can range from 0 to 255. A low tolerance fills pixels within a range of color values very similar to the pixel you click. A high tolerance fills pixels within a broader range.

- Click the part of the image you want to fill.

### 5. Using the dodge tool

The dodge tool is used to lighten areas of the image.


**To use the dodge tool:**

- Select the dodge tool .
- Do the following in the options palette:
  - Set brush options: Diameter to control the size of the brush. (See [Using the brush tool](#))
  - Select what to change in the image: Shadows to change the dark areas; Highlights to change the light areas.
- Drag over the part of the image you want to modify.


## 6. Using the burn tool

The burn tool is used to darken areas of the image.

### ***To use the burn tool:***

- Select the burn tool .
- Do the following in the options palette:
  - Set brush options: Diameter to control the size of the brush. Hardness to control the size of the brush's hard center (See [Using the brush tool](#))
  - Select what to change in the image: Shadows to change the dark areas; Highlights to change the light areas.
- Drag over the part of the image you want to modify.

## 7. Using the eraser tool

- Select the Eraser tool  from the Toolbox.
- Do one of the following in the Options palette:
  - Click the triangle next to Brush, and set brush options
  - Specify an opacity and a flow rate (See [Specifying opacity or flow](#)).
- Drag the pointer over the area you want to erase.

## 8. Choosing foreground and background colors

You can use the Color Picker to select the foreground or background color by choosing from a color spectrum or by defining colors numerically.

You can designate a new foreground or background color using the eyedropper tool, the Color palette, or the Color Picker. (See [Using the eyedropper tool](#) and [Using the color palette](#))

The default foreground color is black, and the default background color is white.

### ***To display the Color Picker:***

Do one of the following:







- Click the foreground or background color selection box in the Toolbox.
- Click the active color selection box in the Color palette.

## Flipping, Repairing and Cloning

- Flipping entire images
- Using the healing brush tool
- Using the clone stamp tool


### 1. Flipping entire images

- In the Toolbox, click  or  to flip the entire image horizontally or vertically.
- To flip the image you select, click Rectangle tool or Lasso tool to select an area, and click Flip tool  or .

### 2. Using the spot healing brush tool

The spot healing brush tool effortlessly removes dust, scratches, blemishes, and other flaws and automatically preserves the shading, lighting, and texture of the original image.


#### ***To use the healing brush tool:***

- Select the spot healing brush tool .
- Do the following in the options palette:
  - Specify the diameter option to control the size of the brush.
  - Specify the roundness option to control the ratio between the brush's short and long axes.
- Press down Alt key and click an area to define a source to repair.

### 3. Using the clone stamp tool

The clone stamp tool takes a sample of an image, which you can then apply over another image or part of the same image. Each stroke of the tool paints on more of the sample.

#### ***To use the clone stamp tool:***

- Select the clone stamp tool .
- Do one of the following in the Options palette:
  - Click the triangle button next to Brush in the Options palette, and set brush options: Diameter to control the size of the brush. Hardness to control the size of the brush's hard center

- Specify a blending mode(See [Selecting a blending mode](#))
- Specify opacity and a flow rate (See [Specifying opacity or flow](#)).
- Drag in the image.

## Using Filters

1. On the menu bar, select the Filters menu.
2. Select an item from the drop-down menu to add an effect to the image.

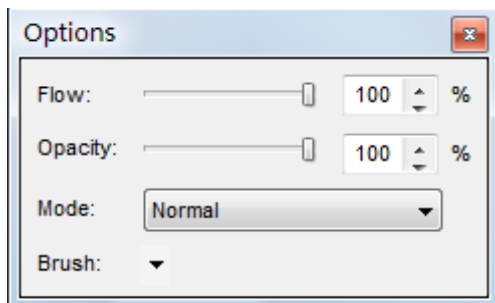
## Using the Options Palette

Most tools have options that are displayed in the tool options palette. The options bar changes as different tools are selected. Some settings in the options bar are common to several tools, and some are specific to one tool.

You can move the options bar anywhere in the work area.

### To display the tool options palette:

Choose View > Image Toolbar > Options.



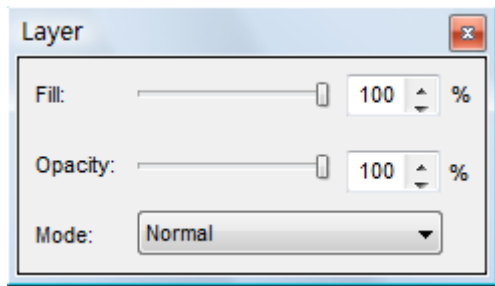
**Brush options palette**

### To move the options bar:

Drag the options bar by its title bar.

## Using the Layer Palette

The Layers palette lets you set layer opacity, fill layers and choose a blending mode.



**Layer palette**

## Displaying the Layer palette

Choose View > Image Toolbar > Layer.

## Setting layer opacity

A layer's opacity determines to what degree it obscures or reveals the layer beneath it. A layer with 1% opacity appears nearly transparent, while one with 100% opacity appears completely opaque.

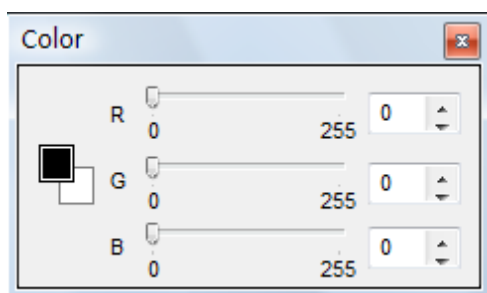
### To specify opacity for a layer

1. Select a layer or layer set in the Layers palette.
2. In the Layer palette, enter a value in the Opacity text box or drag the Opacity slider.

## Using the Color Palette

The Color palette displays the color values for the current foreground and background colors. Using the sliders in the Color palette, you can edit the foreground and background colors according to several different color models.

**Note:** Image Editor uses RGB mode to work with images.



**Color palette**

### To display the Color palette:

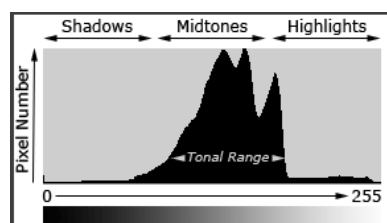
Choose View > Image Toolbar > Color.

### To select the foreground or background color:

1. To edit the foreground or background color, make sure that its color selection box is active (outlined in black). To make the foreground or background color selection box active, click the box.
2. Do one of the following:
  - Drag the color sliders. By default, the slider colors change as you drag.
  - Enter values next to the color sliders.

## Using the Histogram Palette

A histogram can tell you whether or not your image has been properly exposed, whether the lighting is harsh or flat, and what adjustments will work best. This can show you whether the image contains enough detail in the shadows (shown in the left part of the histogram), midtones (shown in the middle), and highlights (shown in the right part) to make a good correction.



*Example Histogram*

### To display the histogram for an image:

Choose View > Image Toolbar > Histogram.

## Quit Image Editor

1. Click the **Close** button on the upper right corner of the Image Editor window.
2. You get a confirmation message asking you whether you want to save the modified image to the PDF file. Click **Yes** to save the changes to the PDF file, click **No** to abort the changes on the image and return to the Main window; click **Cancel** to continue working in the Image Editor window.

# Chapter 7 – Working on Graphics Objects

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A graphics object is an arbitrary shape made of straight lines, rectangles, and cubic curves. A path may contain multiple sub-paths (or path segments). A path object can be painted (filled and stroked), and the unpainted (“invisible”) path objects are sometimes used as placeholders or to denote text bounds.

## Setting Graphics Options

Before inserting graphics, you might like to preset some options so that you can easily insert graphics with your personalized preferences.

To set graphics options, do the following:


- Select **Edit > Options** from the menu bar, or press **Alt + O** keyboard.
- In the pop-up Options dialog box, click **Graphics**.
- In the **Graphics** tab, change the values to suit your preferences.
- After you are done, click the **Ok** button. Click **Restore Default** button to leave settings unchanged.

**Note:** After you exit the program, all the changes are restored to default.

## Selecting Graphics Mode

Before modifying graphics objects, you can select to work in a graphics state, so that you can easily and solely interact with those graphics objects without affecting any other type of objects.



To select graphics state, do one of the following:

1. Select Path from the drop down list of Choose Selected Objects’ Type  in the Menu Bar.
2. Select Edit > Options. In the pop-up dialog box, select the Other tab, and check “Path only” under Objects Selection Mode.

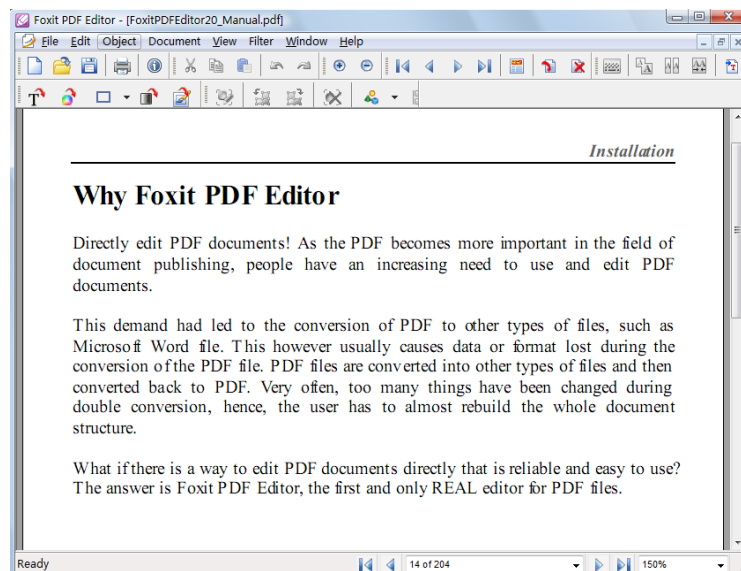
# Inserting New Graphic Objects

With Foxit PDF Editor, you can swiftly insert graphic objects by a simple and useful Graphic Editor.

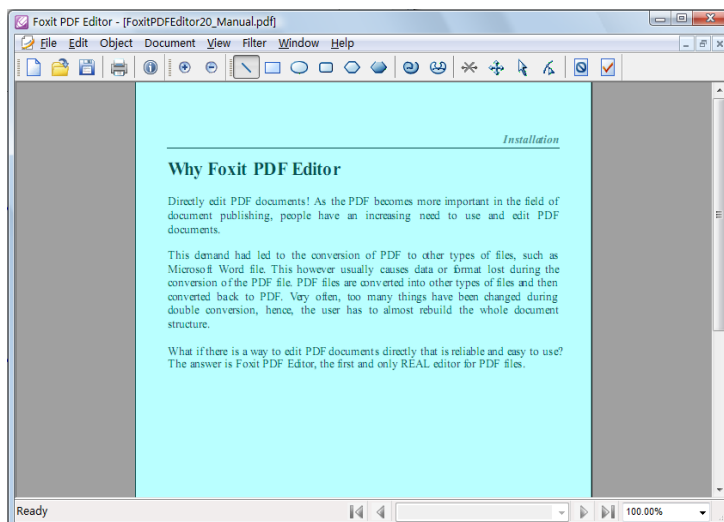
To insert graph objects, do the following:

1. Locate the page where you want to insert the image in your document, and then do one of the following:
  - Point to the **Object** toolbar, and click the **Add a Graphics Object** button 
  - Select **Object > Add Graphics** on the Menu bar
  - Use keyboard shortcut **CTR+R**
2. Your current Document window is switched to the **Graphics Editor** window (see example 2)
3. Select one of path tools, and draw in the place where you want to insert the graphics (see example 3)
4. After you are done, click the **Save** button  to exit and get back to the Document window.
5. You are back to the Document window, and the graphic object is inserted (see example 4). You can adjust its size by dragging the sizing handles, or change its fill/stroke color.

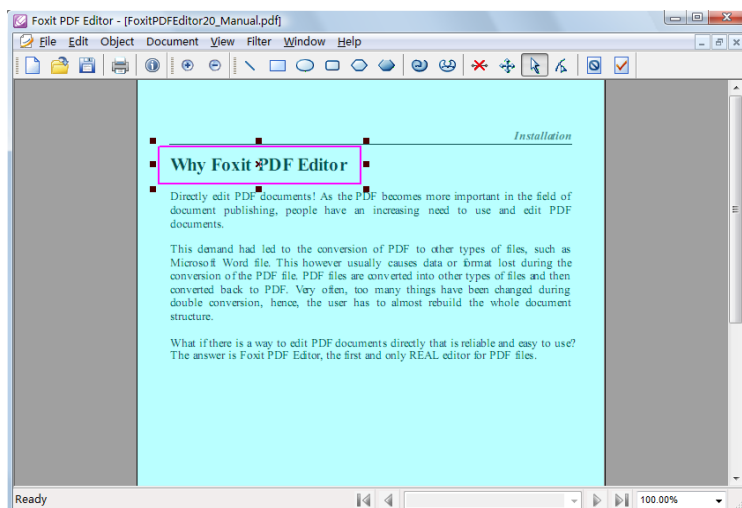
## Example 1: Current Document Window



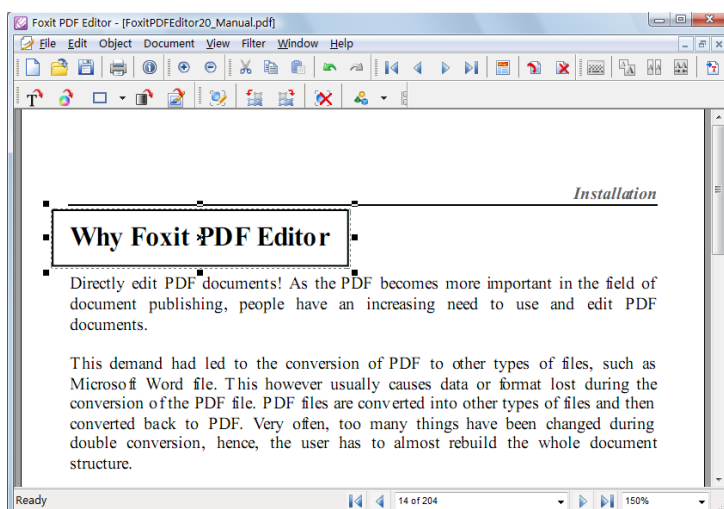
## Example 2: Graphics Editor Window



### Example 3: Drawing a Graphic object



### Example 4: Inserted graphic in the Document window



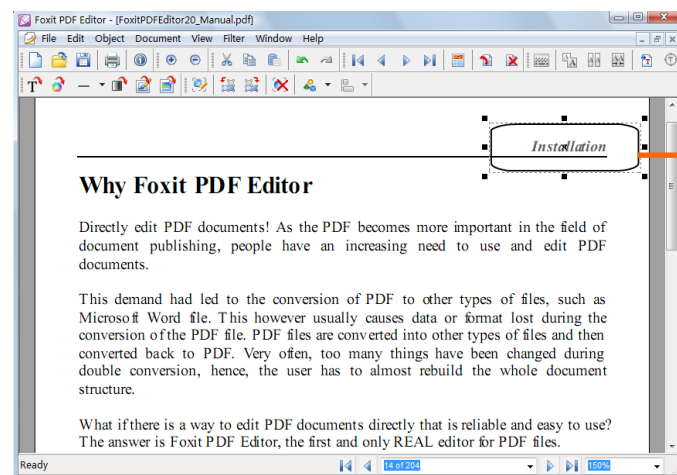
# Changing Graphics Properties

## To alter line width

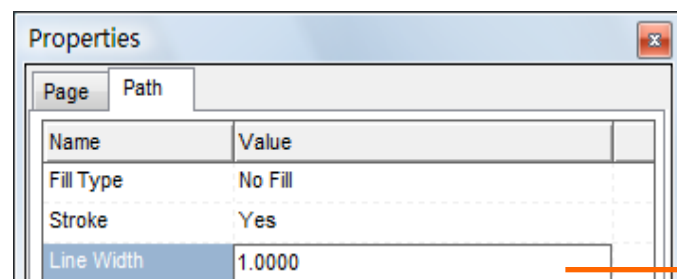
1. Click the graphics you want to change in your page (see example 1).
2. In the **Path Properties** tab, click the value field next to **Line Width**.
3. Input the value you want, and click any other place to change.

**See also:** [Line Width](#) in [Path Properties](#).

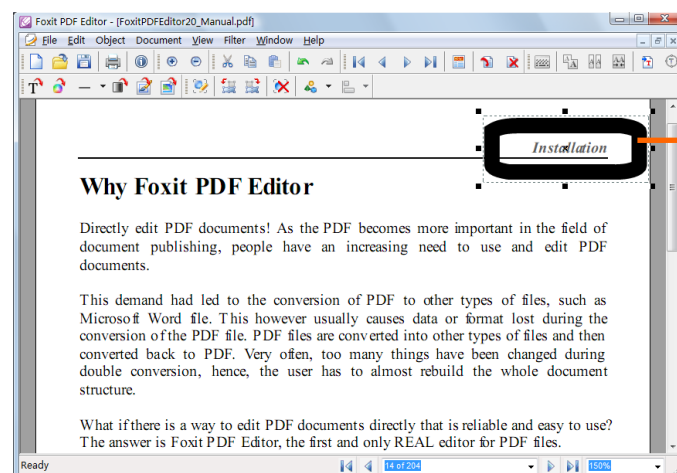
### Example:



① Selected Graphics with Line Width value at 1



② In the value filed, we input 10 to change the width



③ The result graphics with line width at 10



## To alter miter limit

1. Click the graphics you want to change in your page.
2. In the **Path Properties** tab, click the value field next to **Miter Limit**.
3. Input the value you want, and click any other place to change.

**See also:** [Miter Limit](#) in [Path Properties](#).

## To alter line cap style

1. Click the graphics you want to change in your page.
2. In the **Path Properties** tab, drop down the combo box next to **Line Cap Style**.
3. Select a style you want.

**See also:** [Line Cap Style](#) in [Path Properties](#).


## To alter line join style

1. Click the graphics you want to change in your page.
2. In the **Path Properties** tab, drop down the combo box next to **Line Join Style**.
3. Select a style you want.

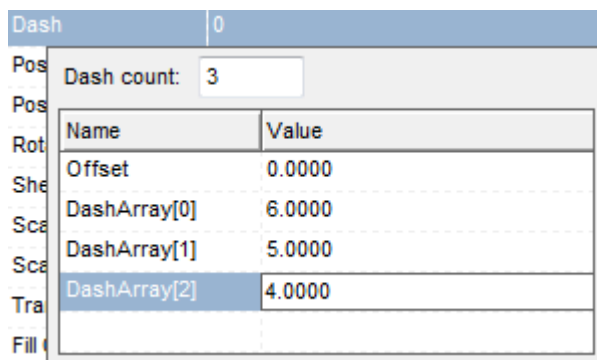
**See also:** [Line Join Style](#) in [Path Properties](#).

## To alter line dash pattern

You can change the line to be a dashed or a solid pattern.

1. Click the graphics you want to change in your page (see example 1).
2. In the **Path Properties** tab, click the **Dash** value field, and click the edit button  next to it (see example 2).
3. In the Edit box, input any negative numbers in the **Dash Count**, and change the Array value according to your preference (see example 3).
4. Click any other place for the change to take effect.
5. If you do not want a dashed line, input "0" in the **Dash Count**.

### Example:



① Here, we click a round rectangle in the Document window

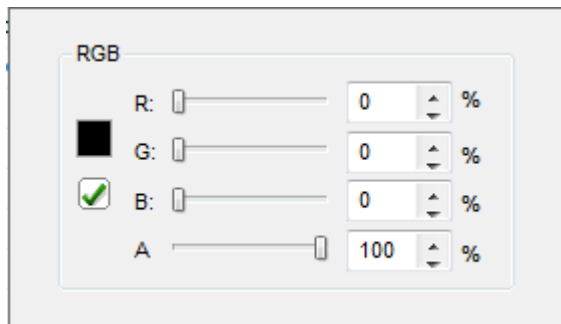
② Click the Dash value field and click Edit button

③ Here we input 3 in the Dash Count, and 6 in the Array **【0】**, 5 in the Array **【1】**, and 4 in the Array **【2】**

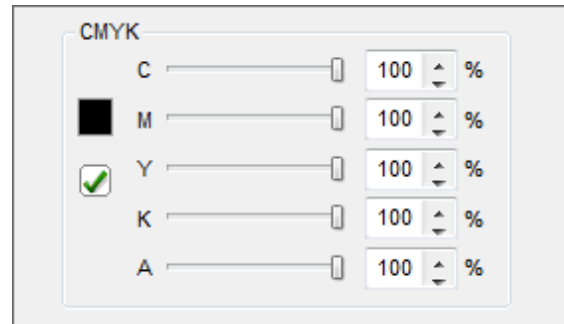
④ The result graphics with Dash Count at 3.

## To fill/stroke graphics color in RGB/CMYK

1. Click the graphics object you want to fill/stroke in your page.
2. In the **Path Properties** tab, click the text field next to **Fill Color/Stroke Color**.
3. Click the button on the right to view current value.
4. Click the **Edit** button on the right, drag the color bar match the color.
5. After you done, click the button to make the change.



**RGB Fill/Stroke Color Box**



**CMYK Fill/Stroke Color Box**

**See Also:** [Setting Default Color for Objects](#)

## To change the fill type for graphics fill color

There are three different fill types to use, and Foxit PDF Editor takes No Fill as a default setting. If you find the text you selected cannot be filled, you must change the fill type to **Alternate** or **Winding** type.

**To change the fill type, do the following:**

- Click the **Path Properties** tab in the **Properties** pane.
- Drop down the **Fill Type** box; and select a style of fill types.
- After you are done, click any other place for the changes to take effect.

**See Also:** [Fill type](#) in [Path Properties](#).

## To change the stroke type for graphics stroke color

Foxit PDF Editor takes No Stroke as a default setting. If you find the text you selected cannot be stroked, you must change the stroke type to **Yes**.

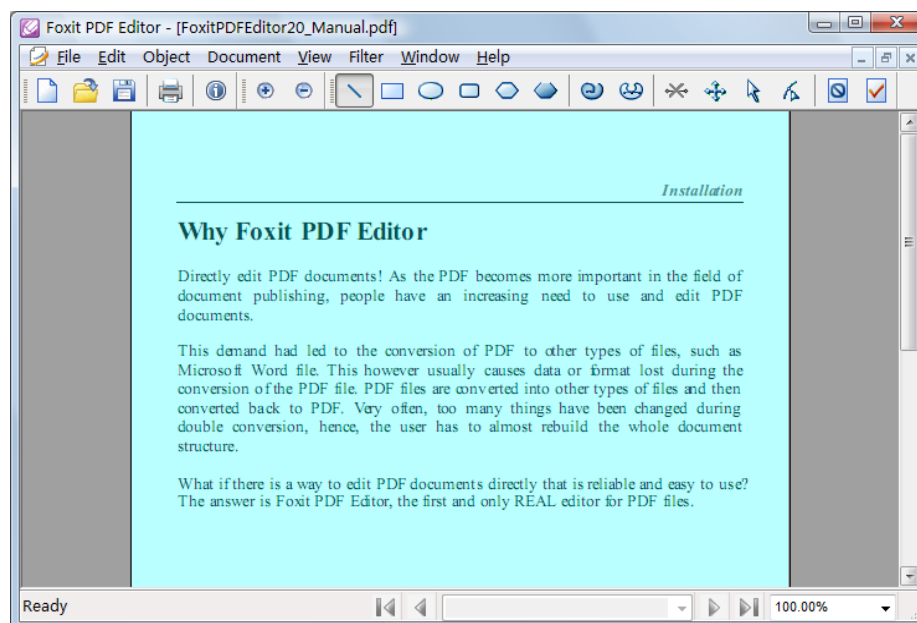
**To change the stroke type, do the following:**

1. Click the **Path Properties** tab in the **Properties** pane.
2. Drop down the **Stroke Type** box and select **Yes**.
3. After you are done, click any other place for the changes to take effect.

## About the Graphics Editor

As you select to insert a graphic object in the Main window of Foxit PDF Editor, or double click a graphic object, you will be switched to the Graphics Editor

Window as shown in the following figure:




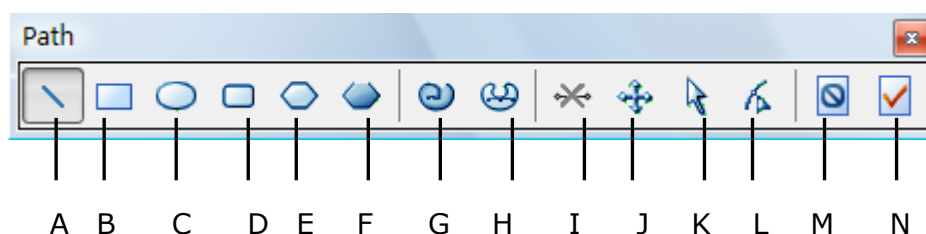
**Graphics Editor Window**

You can use the Path toolbar to add a line, rectangle, circle, or other shapes and then you can change and enhance these objects with colors and borders in the Main window.

When you are drawing a shape, it stays selected until you click elsewhere on the page and a wireframe with sizing handles appears to let you adjust the size and shape.

**Note:** Sizing handles are the small circles or squares that appear at the corners and sides of a selected object. You drag these handles to change the size of the object

When drawing a graphic shape, you can press the Ctrl + Z or Ctrl+ Y to undo or redo your operation. After creating the graphics you intended, click the **Save and Exit** tool  on the Path toolbar to go back to the Main window.




**A.** Line tool **B.** Rectangle tool **C.** Ellipse tool **D.** Round Rectangle tool **E.** Polygon tool **F.** Polyline tool **G.** Polybezier tool **H.** Curve tool **I.** Delete tool **J.** Fit Window tool **K.** Select tool **L.** Point Select tool **M.** Exit without Saving tool **N.** Save and

*Exit tool*



**Note:** If you don't see the Path toolbar in the program window, point to the View menu and then click Path toolbar.

## Drawing Graphics


### To draw a straight line

1. Point to the **Path** toolbar and then click the **Line** tool .
2. Click a region in the document where you want to create the drawing and draw the line.
3. Drag the handles to adjust the line size if necessary.
4. Click outside the shape when you are done to set the line.




### To draw a rectangle

1. Point to the **Path** toolbar and then click the **Rectangle** tool  to create a square-cornered shape, or click the **Rounded Rectangle** tool  to create a round-cornered shape.
2. Click a region in the document where you want to create the drawing and draw a rectangle.
3. Drag the sizing handle diagonally in the direction you want.


### To draw an ellipse

1. Point to the **Path** toolbar and then click the **Ellipse** tool .
2. Drag the pointer to draw the ellipse.
3. Click outside the shape when you are done to set the ellipse.

### To draw a polygon, polyline, or polybezier

- Point to the **Path** toolbar and then click the **Polygon** tool , **Polyline** tool , or **Polybezier** tool .
- Drag the pointer to draw a straight line.
- Click once at each position where you want a new line segment to appear.
- Click outside the shape when you are done to set the shape.


### To draw a curved line or a curved shape

1. Point to the **Path** toolbar and then click the **Curved** tool ;
2. Draw a straight line by dragging the pointer.
3. Click once at each position where you want a new line segment to appear.
4. Click outside the shape when you are done, and then drag the sizing handle to adjust the curve.


## Editing Graphics

You can use Image Editor to edit your graphics.



To edit graphics, do the following:

1. Double -click the image you want to edit in the Document window.
2. You will be switched to the Graphics Editor window.
3. In the Graphics Editor window, you can change the shape of the graphics, or add another graphics object onto it.
4. After you are done, click the **Save and Exit** button  to close the Graphics Editor window and get back to your Document window.


## To sketch the shape

1. Point to the **Path** toolbar and then click the **Select** tool .
2. Click the object you want to sketch.
3. Drag the sizing handle diagonally, horizontally, or vertically.

## To adjust the view

- To fit the view, point to the **Path** toolbar, and click the **Fit Window** tool .
- To zoom in/out the view, point to the **Path** toolbar, and click the zoom in/out tool .
- To magnify or reduce the view in a percent degree, point to the **Status** bar and drop down the **Zoom** box, and then select a percent.



## To change the graphics

1. Point to the **Path** toolbar and then click the **Point Select** tool .
2. Click the graphics you want to change the shape of.
3. Drag the handles to change the graphic shape.



## To resize the shape

1. Position the pointer over one of the sizing handles.
  2. Drag the sizing handle until the object is the shape and size you want.
- To increase or decrease the size in one or more directions, drag the mouse away from or toward the center.
  - To maintain the object's proportions, drag one of the corner sizing handles.



## To shear the graphics

1. Point to the **Path** toolbar and then click the **Select** tool .
2. Double-click the graphics you want to shear.
3. Drag the double arrow  to shear the graphic shape.
4. Click outside the graphic shape to set the shearing.

## To rotate the graphics

1. Point to the **Path** toolbar and then click the **Select** tool .
2. Double-click the graphics you want to rotate.
3. Drag the rotate handle  on the graphics in the direction you want to rotate it.
4. Click outside the graphic shape to set the rotation.

## To delete the graphics

- Point to the **Path** toolbar and then click the **Select** tool .
- Click the graphics you want to delete.
- Click **Delete** tool  on the path toolbar or press DEL key.

## Quit Graphics Editor

1. Click the **Close** button on the upper right corner of the Graphics Editor window.
2. You get a confirmation message asking you whether you want to save the modified graphics to the PDF file. Click **Yes** to save the changes to the PDF file, click **No** to abort the changes on the graphics and return to the Main window; click **Cancel** to continue working in the Graphics Editor window.

# Chapter 8 – Working on Shading Objects

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A shading starts at a certain point on the page with a given color and ends at a second point with different colors. Shading is used for many purposes like shadows, three dimensional appearances or simply to make a nice background for a diagram.

A shading object has a smooth transition between colors across an area, and Foxit PDF Editor offers linear and radial gradients for users to choose.

## Selecting Shading Mode


To modify shading objects, you can select to work in a shading state, so that you can easily and solely interact with those shading objects without affecting any other type of objects.

To select shading state, do one of the following:

1. Select Shading from the drop down list of Choose Selected Objects' Type  in the Menu Bar.
2. Select Edit > Options. In the pop-up dialog box, select the Other tab, and check "Shading only" under Objects Selection Mode.




## Inserting New Shading

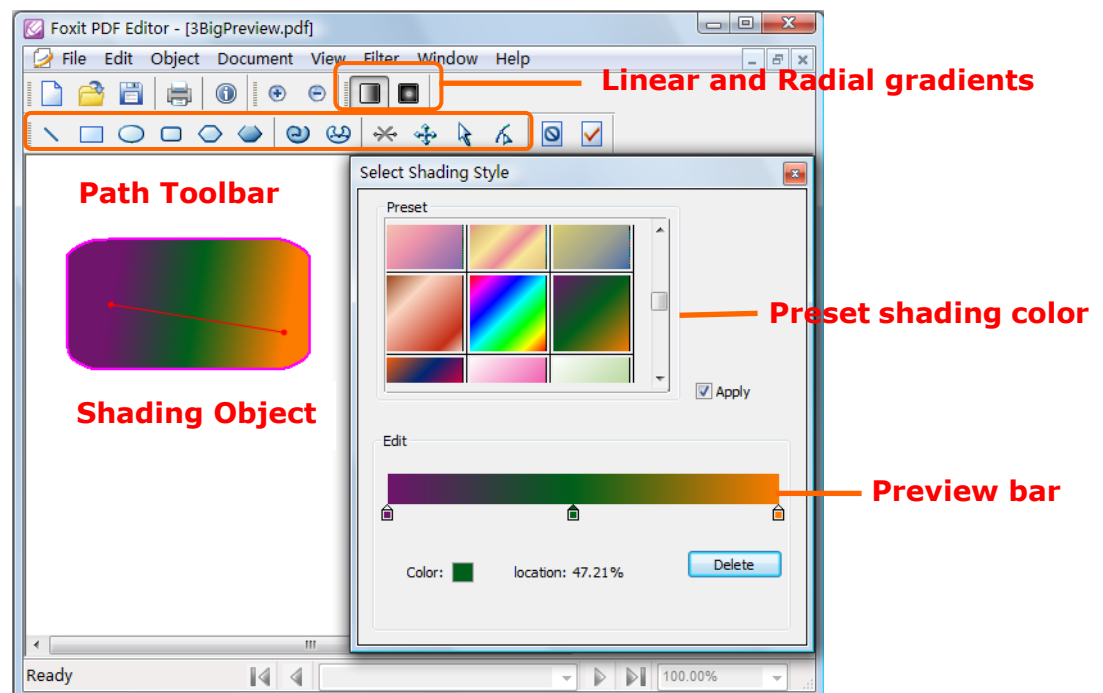
With Foxit PDF Editor, you can insert shading objects easily, just do the following:

1. Locate the page where you want to insert the shading objects in your PDF document;
2. From the Insert Object toolbar, click Add a Shading Object button , or select Object > Add Shading on the Menu bar.
3. Your current Document window will be switched to the Shading Editor window.
4. Select a tool from the Path Toolbar to draw a path anywhere within the current page.
5. Select one shading color from the Select Shading Style which box popped up



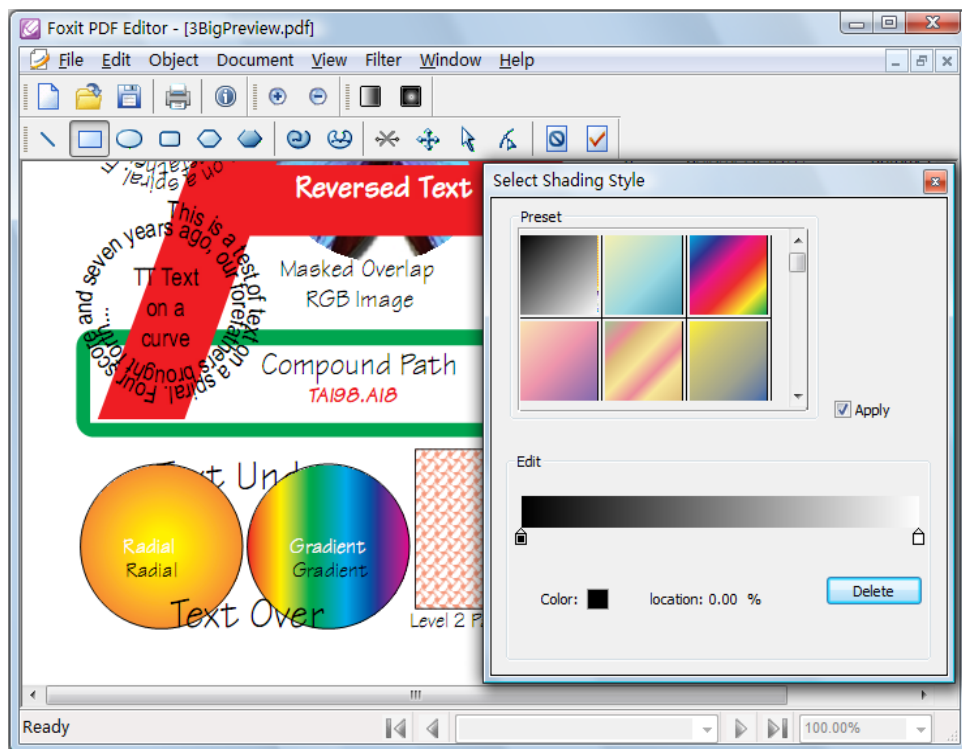
in Shading Editor Window.

6. Select Linear  or Radial  gradient, and drag mouse to draw a line within the path area or anywhere in the current page of PDF document, so that finish inserting new shading object.
7. Edit colors to a shading, such as clicking underneath the preview bar to add colors, and clicking and dragging to move the colors and change the shading effect.
8. Click the Save button  to save and exit to get back to the Document window.





## About the Shading Editor

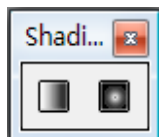
As you select to add a shading object in the Main window of Foxit PDF Editor, or double click a shading object, you will be switched to the Shading Editor window.



**Shading Editor Window**

## Shading Object

Foxit PDF Editor offers linear and radial gradients for users to choose. After drawing a path, you can select one shading color from the Select Shading Style box and choose Linear  or Radial  gradients from Shading Object.

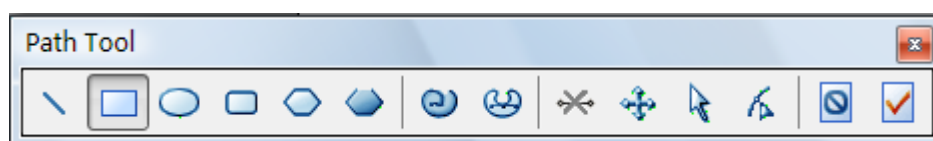


**Shading Object**

## Path Toolbar

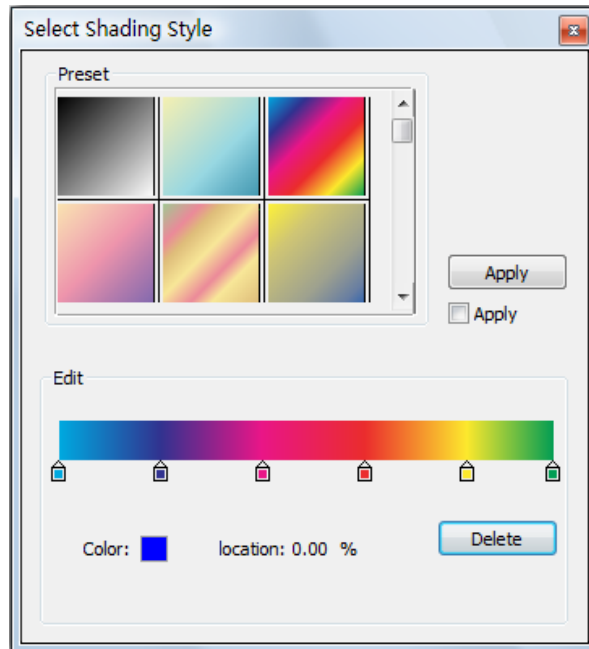
Select a tool from the Path Toolbar to draw a path anywhere within the current page, like adding a rectangle, circle, etc.

**Note:** More information about drawing path, please see [Drawing Graphics](#).




## Select Shading Style

Select Shading Style box will be popped up while switching to Shading Editor window. Here you can preset and edit the shading color.



You can select the different shading colors from the Preset box, and to preview the shading effect of the path you drew in the current document page, please do one of the following:

- If you check Apply option ☒ Apply , you can automatically preview the shading effect of the path after choosing one shading color.
- If you don't check Apply option, you should click Apply button  after selecting one shading color to preview the shading effect.

After presetting shading color, you can also edit the shading color, like add new colors, delete existed colors, etc.

### ***Move colors***

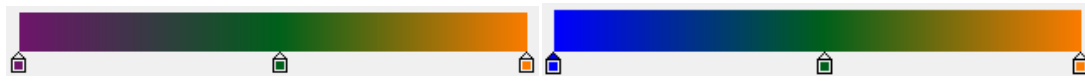
Each color can be moved by clicking and dragging.



### ***Change colors to a shading***

Double click one color, and select the color you like in the Color dialog box. Also,

you can click the small square box Color:  and choose one color you like.



### ***Add colors to a shading***

Select one color you like at first and click underneath the preview bar. There will be new colors added to a shading.



### ***Delete colors to a shading***


Click one color you want to delete, and click Delete button Delete. Also, you can move it away from the preview bar, the color will be removed from shading.



## **Drawing New Shading**

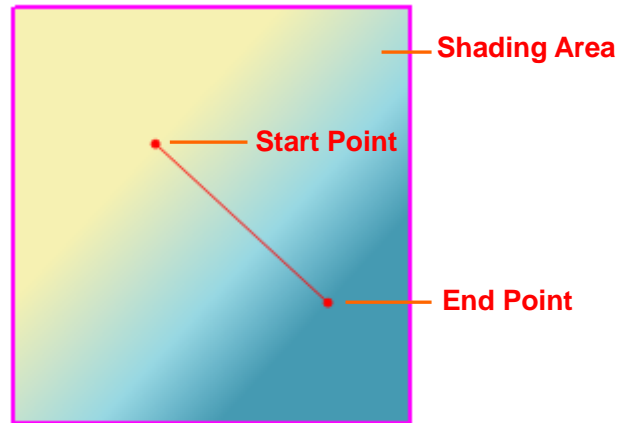
### **Linear shading**

Linear shading defines a field of color that varies along the line between the start and end coordinates and extends infinitely away from the line. Linear is just one form of interpolation that can be used to define the gradient fill of the shading.

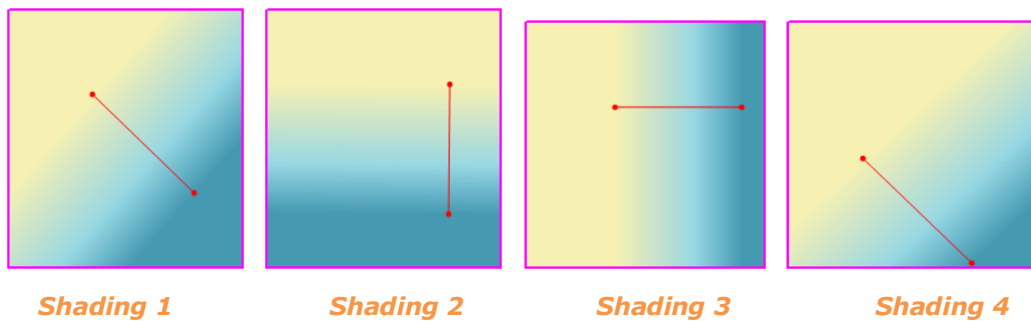
In the Shading Editor window, select a tool from the Path Toolbar to draw a path, and select Linear  on the Tool Bar and select one shading color in the Select Shading Style box. Now you can drag the mouse to draw a line within the path area or anywhere in the current page of PDF document.

**Note:** More information about drawing path, please see [Drawing Graphics](#).

For linear shading, the start and end point are shown, connected by a line. The transition from one color to another varies linearly along the line. The color gradient begins at the start point and finishes at the end point.



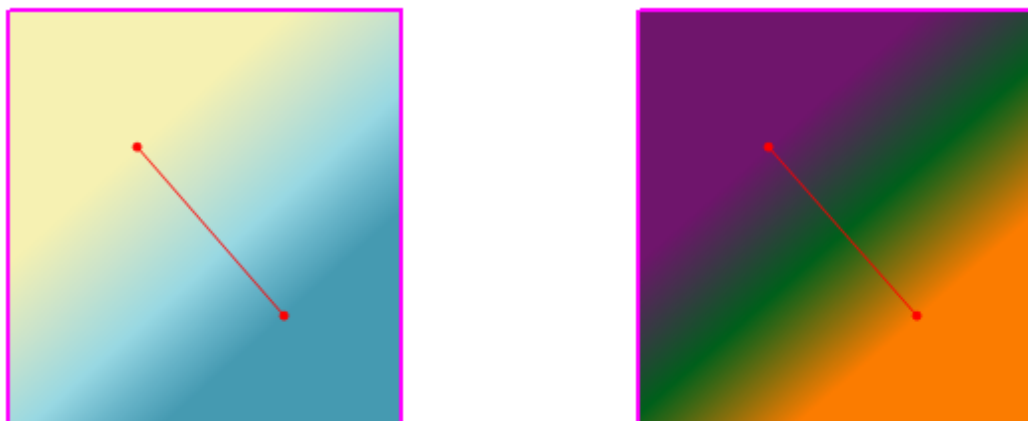
You can drag either start or end point to move it individually, or drag the line to move them both at the same time. This moving will change the shading effect. Compare with Shading 1, Shading 2 is dragging the start point to move, Shading 3 is dragging the end point to move, and Shading 4 is dragging the line to move.



Select one shading color from the Select Shading Style to preset, and you can edit shading color on the preview bar.

### ***To preset different shading colors***

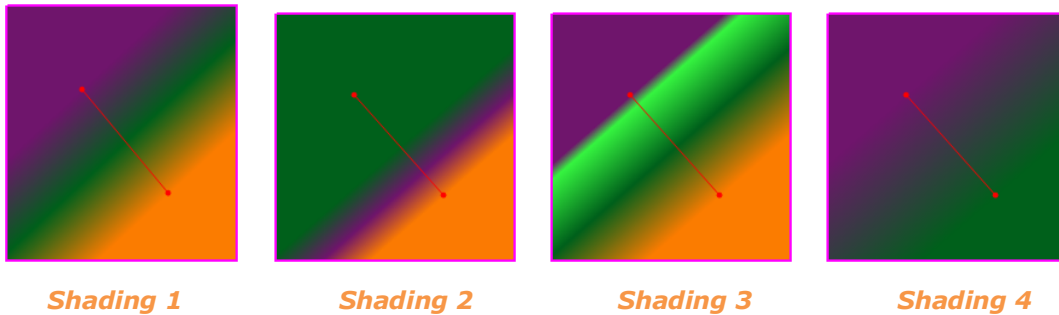
You can select the different shading colors from the Preset box, and to preview the shading effect in the shading area.



### ***To edit shading colors***

You can add new colors, delete existed colors, or move any colors.


Compare with shading 1, Shading 2 is dragging the color to move and changing the shading color order, Shading 3 is adding new colors, and Shading 4 is deleting the existed colors.



**Note:** For more information about presetting and editing shading colors, please see [Select Shading Style](#).

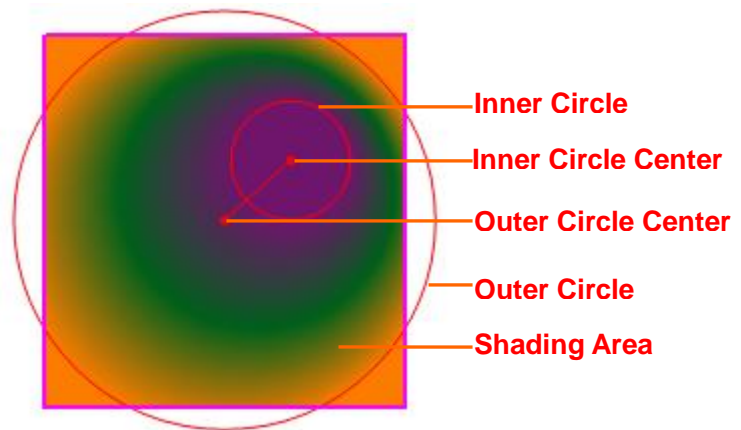
## **Radial shading**

Radial shading defines a color gradient fill between two circles or cylinders. This method is most commonly used to produce the visual effect of a three-dimensional sphere or cone. Radial shading is accomplished by one-dimensional interpolation along the radius of the circle, from the center of the circle outward. The resulting path can be either circular or elliptical.

In the Shading Editor window, select a tool from the Path Toolbar to draw a path, and select Radial  on the Tool Bar and select one shading color in the Select Shading Style dialog box. Now you can drag the mouse to draw a line within the path area or anywhere in the current page of PDF document.

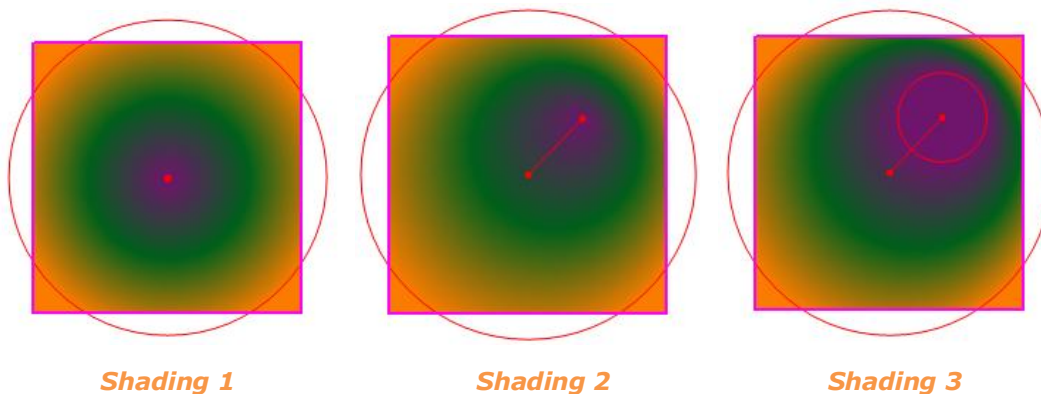
**Note:** More information about drawing path, please see [Drawing Graphics](#).

For radial shading, both the inner and outer circle is shown, together with their centers. When first creating Radial shading, the centers are exactly on top of each other, and the inner circle has no radius.



### ***To bring out the inner circle***

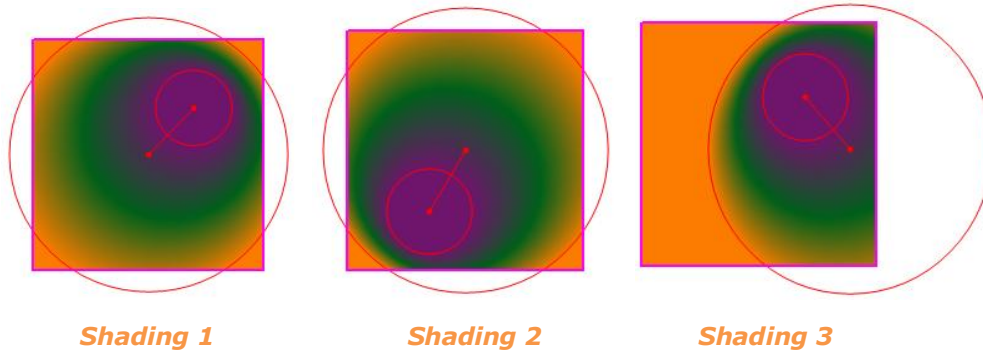
When first creating radial shading, the inner circle has no radius; you really just see one circle. To bring out the inner circle and let its radius be greater than zero, first dissociate the circles' centers by dragging the center point, then click and drag the inner circle's center point to bring out the inner circle you like.



### ***To move one of the circles***

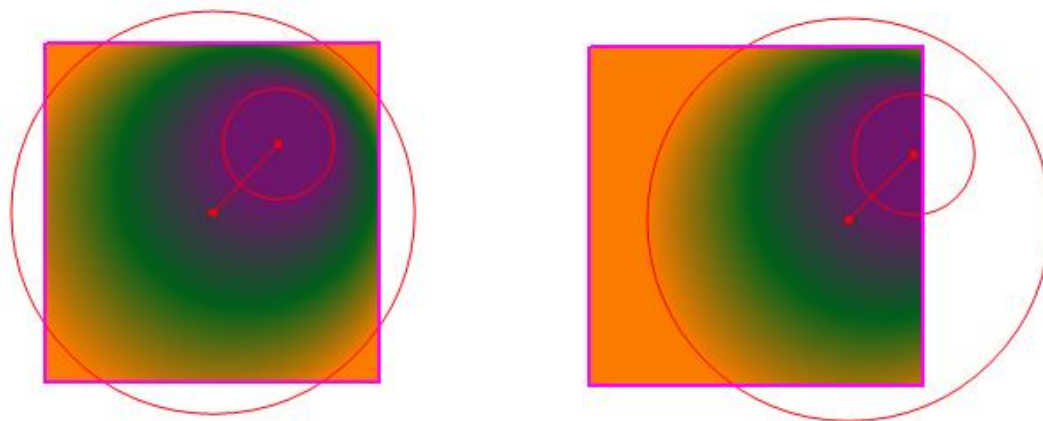
To move one of the circles individually, click and drag the center point of the circle you wish to move.

Compare with Shading 1, Shading 2 is dragging the inner circle's center, and Shading 3 is dragging the outer circle's center.



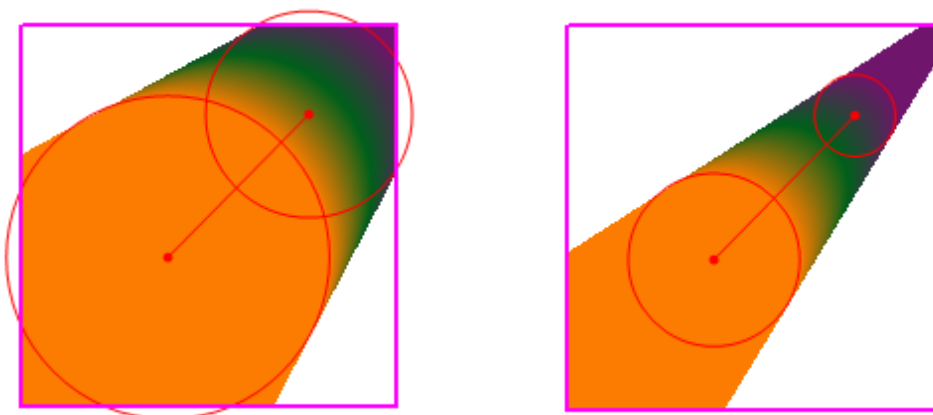
### ***To move both circles***

To move both inner circles and outer circles at the same time, just click and drag the line which connects the two circles' centers.



### ***To resize the circles***



To resize one of the circles, click and drag the circumference of the circle.






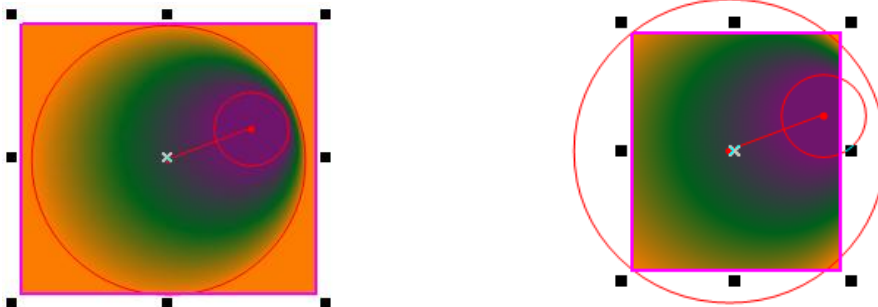
## Editing a Shading

To edit an existing shading in the Shading Editor window, just do the following:


1. Double-click the shading you want to edit in the Document window, or select the shading object and click Edit Object button  in the Menu Bar.
2. You will be switched to the Shading Editor window.
3. In the Shading Editor window, you can change the shape of the shading area and edit the shading colors.
4. After done, click the Save and Exit button  to close the Shading Editor window and get back to your Document window.

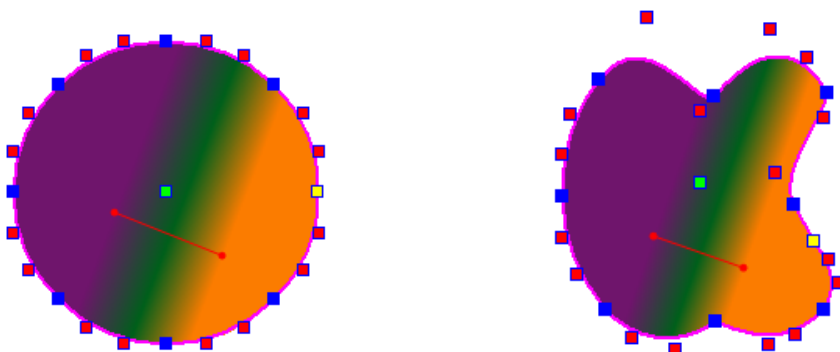
### ***To sketch the shading objects***





Click the Select tool  and drag the sizing handle ■ diagonally, horizontally, and vertically to sketch the shading objects.



### ***To adjust the shading objects' shape***

Click the Select Point tool  and drag the handles to change the shading area's shape.



**Note:** There are four kinds of sizing handles, included yellow , green , blue  and red  small square.



- The yellow small square is the start point of the path.
- The green one is the center point for the path, click and drag it to move the whole path.
- The blue one is to pull the endpoint which connects two curves.
- The red one will be shown if there are curves in the path, and it is to adjust the curve which is connected by two blue squares, and the blue squares are adjacent to the red small square.

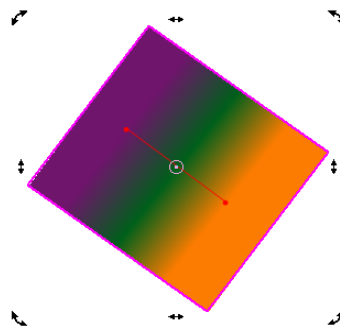
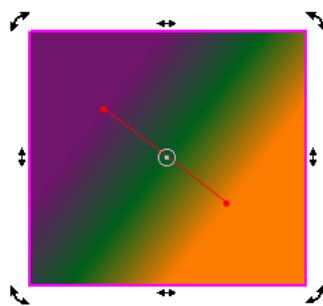
### ***To edit the shading colors***

Click one shading color to preset in the Select Shading Style, or edit colors on the preview bar.



More information of editing shading colors, please see [Select Shading Style](#).

### ***To rotate the shading objects***

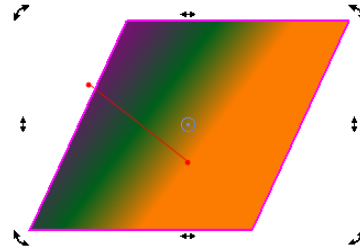
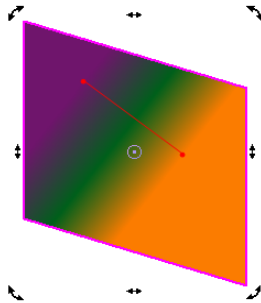
- Click the Select tool  and then double-click the path you want to rotate.
- Drag the handle  around the path to rotate the shading object.
- When finished, click outside the path shape to set the rotation.
- Also, you can change the Rotate values  in the Properties Pane in the Document window.



### ***To shear the shading objects***



- Click the Select tool  and then double-click the path you want to shear.
- Drag the handle  around the path to shear the shading object.
- When finished, click outside the path shape to set the shearing.

- Also, you can change the Shear values  in the Properties Pane in the Document window.



## Quit Shading Editor window

To quit the Shading Editor window, just do the following:

- Click the Close button  on the upper right corner of the Shading Editor window.
- You get a confirmation message asking you whether you want to save the modified shading to the PDF file. Click Yes to save the changes to the PDF file; click No to abort the changes on the shading and return to the Main window; click Cancel to continue working in the Shading Editor window.
- Also, you can click Exit without save button  on the Menu bar, if you just want to exit and return to the Document window without saving any changes to the PDF file

## About shading properties

In the Document window, you can check the shading properties and modify the related values in the Properties Pane.

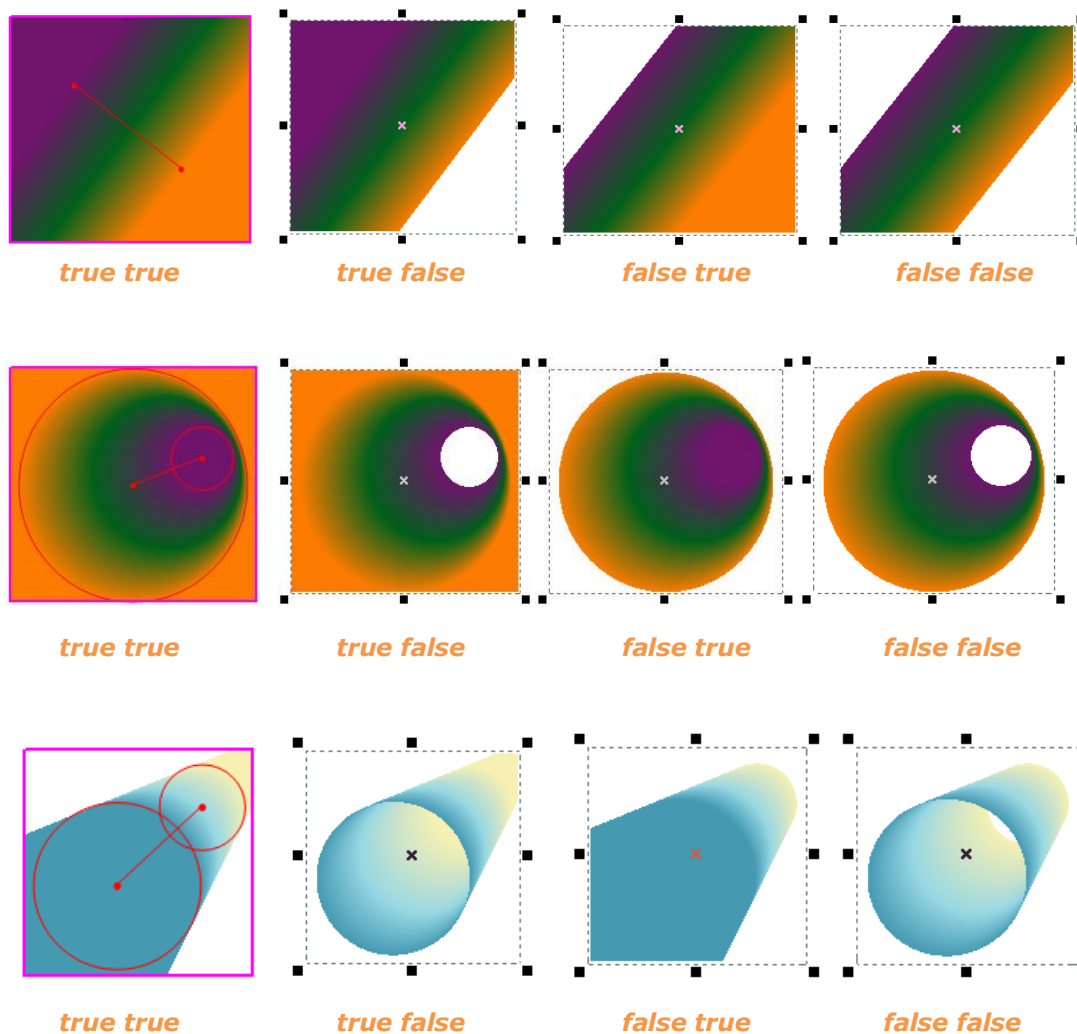
Extend is an optional array of two Boolean values that specify whether or not to extend the start and end colors past the start and endpoints, respectively. The default value for each element of the array is true.

- If the Extend Boolean values are true, the field may also extend infinitely far along the line, past either or both endpoints, using the constant color of that endpoint.
- If the Extend Boolean values are false, the field may stop extending past

either or both endpoints, using the constant color of that endpoint.

Setting the Extend values to "true" will extend the gradient fill towards the drawing direction with the color where it leaves off or starts.

- In the shading object with "true true" Extend values, the start and end color will separately extend to the fields past the start and end points.
- In the shading object with "false false" Extend values, the start and end color will stop extending to the fields past the start and end points.
- In the shading object with "true false" Extend values, the start color will extend to the field past the start point, and the end color will stop extending the field past the end point.
- In the shading object with "false true" Extend values, the start color will stop extending to the field past the start point, and the end color will extend the field past the end point.



# Keyboard Shortcuts

There are number of keyboard shortcuts that you can use to speed up your navigation within the Foxit PDF Editor.

Zoom out	Alt + -
Zoom in	Alt + +
Set to background	Alt + 1
Set to foreground	Alt + 2
Go to a specified page	Ctrl + G
Load image	Ctrl + I
Insert Text	Ctrl + T
Insert Graphics	Ctrl + R
Modify Object	Ctrl + M
Optimize	Alt + M
Import Font	Alt + I
First page	Alt + T
Next page	Alt + N
Previous page	Alt + P
Last Page	Alt + L
Undo	Ctrl + Z
Redo	Ctrl + Y
Delete Selected object	Delete
Page Delete	Alt + Del
Move one point	up , down, left, right arrows
Move ten point	Ctrl +( up , down, left, right arrows)
File top	Home
File End	End
Select All	Ctrl + A
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
New File	Ctrl + N
File Print	Ctrl + P
File Open	Ctrl + O
Set Options	Alt + O
Saving and exiting the in-place editing mode	ESC
Fill a selection with the foreground color	Alt + Delete
Fill a selection with the background color	Ctrl + Delete
Deselect a selection	Ctrl + D

# Contact Us

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