



# User Manual

## Foxit® Redactor for Office

**Microsoft®** Partner  
Gold Independent Software Vendor (ISV)

***Foxit Redactor for Office  
User Manual***

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Anti-Grain Geometry - Version 2.4

Copyright (C) 2002-2004 Maxim Shemanarev (<http://www.antigrain.com>)

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## Chapter 1 – Overview

Foxit Redactor is a lightweight add-on to Microsoft Office for anyone who needs to protect confidential information by redacting it from Microsoft Word, PowerPoint, or Excel documents. Enterprises that highly value information security, Microsoft AD RMS users, as well as those who need to restrict access to documents, can use this Office plugin to remove or redact sensitive images and text that are visible in PDFs. In place of the removed items, you can apply redaction marks that can appear as blacked out boxes.

**Landscape paintings** usually centered on mountains. The exquisite Chinese painting--Mountain and river, belongs to Chinese landscape painting. Mountains had long been seen as sacred places in China--the homes of immortals, close to the heavens. Philosophical interest in nature could also have contributed to the rise of landscape painting, including [REDACTED] in the patterns or principles that underlie all phenomena, natural and social.



[REDACTED] are always appeared with flowers. Birds were given various symbolic meanings. Flowers and birds can be compared to almost all thoughts and feelings of human being. They can symbolize feminine beauty, virtues, political authority,

Users can create redacted PDF files that will display the redactions within any PDF viewer, or they can create a redacted RMS-protected PDF document that shows the redacted content to anyone with the right credentials and authorization using a Microsoft Rights Management policy.

You can also create non-redacted PDFs that contain password/certificate/RMS protection with the add-on in Outlook and Visio.

This manual focuses on how to use Foxit Redactor for Office to create redacted PDF files as well as other secured PDF files.

## Chapter 2 – Getting Started

Before using Foxit Redactor for Office, you need to download the Foxit Redactor for Office installer package and install it on your system.

### Installation, activation, updating, and uninstallation

#### Installing Foxit Redactor for Office

##### System Requirements

###### Operating Systems

- Windows 7 (32-bit & 64-bit)
- Windows 8 Full Version
- Windows 10
- Microsoft Office® 2010 or later version

###### Recommended Minimum Hardware for Better Performance

- 1.3 GHz or faster processor.
- 512 MB RAM (Recommended: 1 GB RAM or greater).
- 1G of available hard drive space.
- 1024\*768 screen resolution.

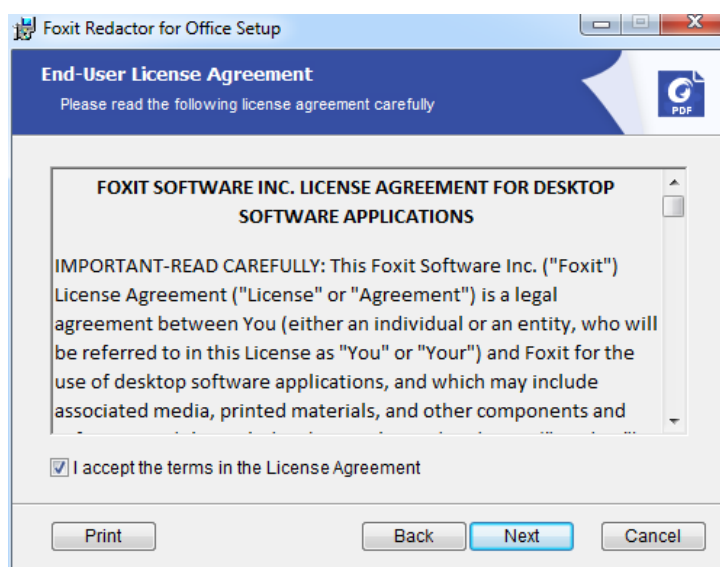
##### How to Install

The installer format of Foxit Redactor for Office is MSI. Please download the installer to your computer, and then do the following:

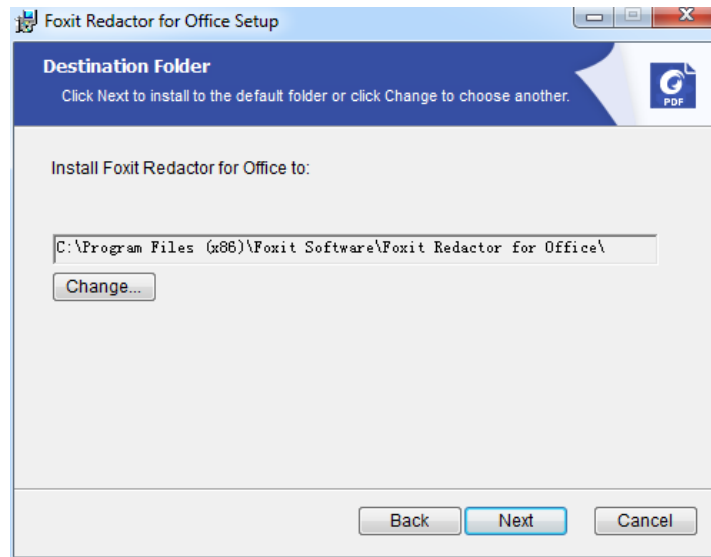
1. Double click the installer package file, and you will see the setup wizard pop up. Click **Next** to continue.



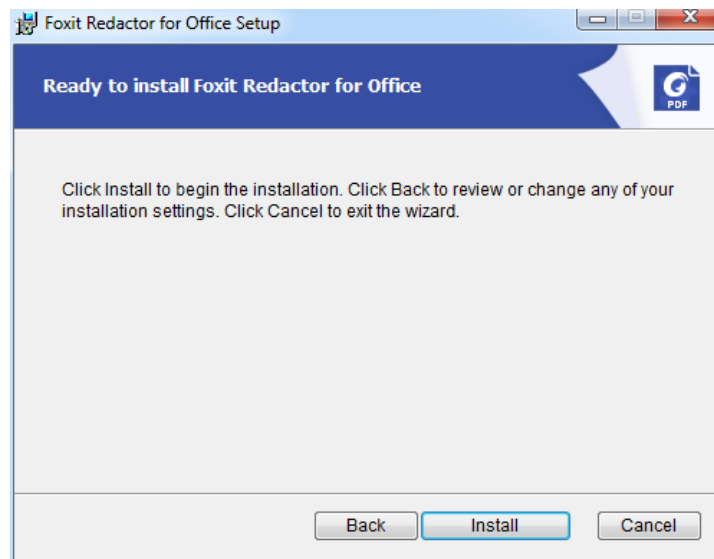
2. Foxit Redactor for Office is protected by copyright law, so in order to proceed, you must accept the License Agreement. Check **I accept the terms in the License Agreement** to continue.



3. Choose an installation directory or keep the default settings. Click **Next** to continue.



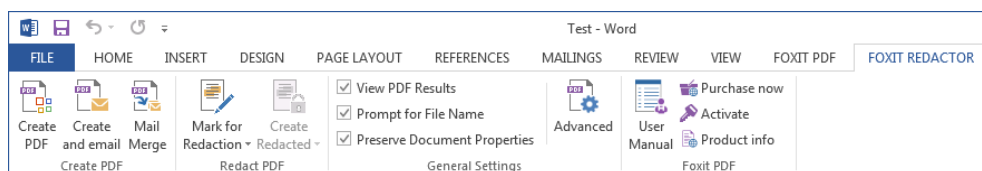
4. Check to make sure the installation settings are correct, and then click **Install** to start the installation.



5. When the process is complete, a dialog box will notify the user that Foxit Redactor for Office is installed. Click **Finish** to complete the installation.



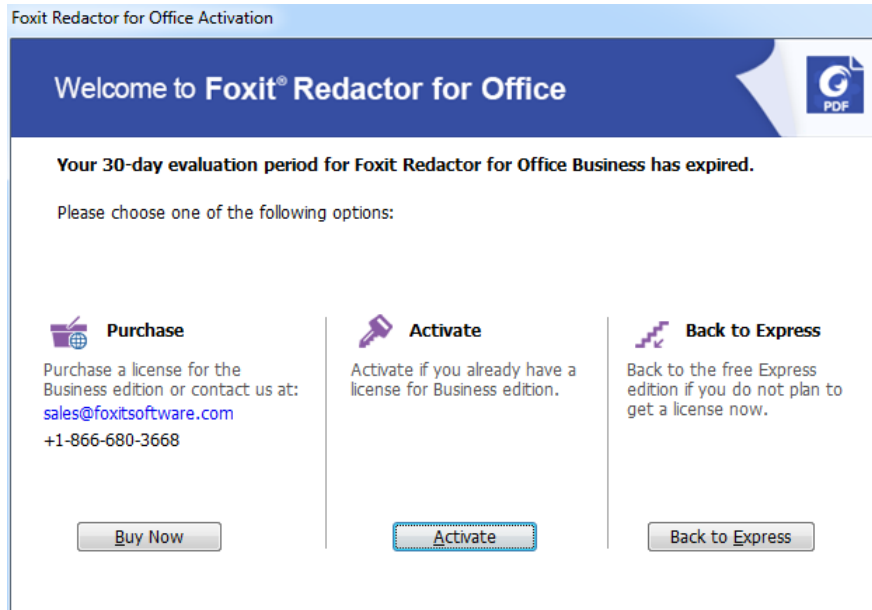
6. Restart Microsoft Office, and then Foxit Redactor for Office will appear as a tab in the Microsoft Office ribbon. (See the example in Microsoft Word.)



## Activating Foxit Redactor for Office

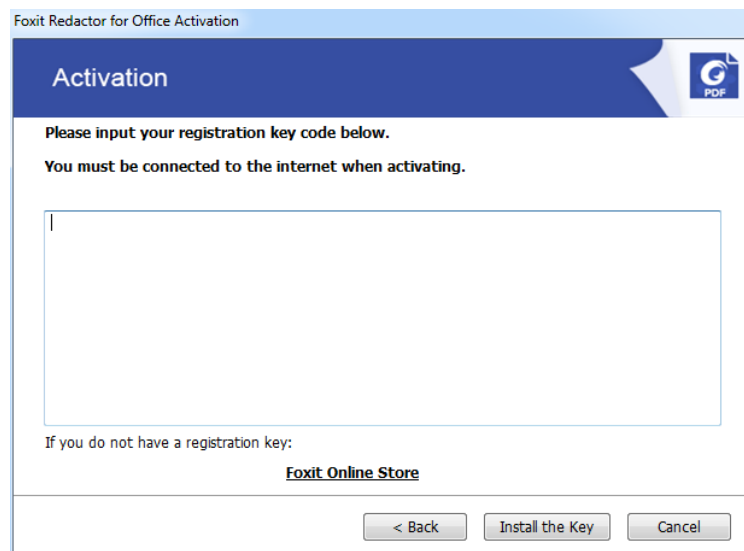
1. When users convert Office documents to PDFs with the tools in the FOXIT REDACTOR tab, the activation wizard pops up. If you have already purchased a license for Foxit Redactor for Office, click **Activate** to register your license key. If not, you can click **Buy Now** to purchase Foxit Redactor for Office from the Foxit website. If you choose **Free Trial**, you will be given a 30-day free trial period to use Foxit Redactor for Office. When the free-trial period expires, you will not be able to convert or redact documents.



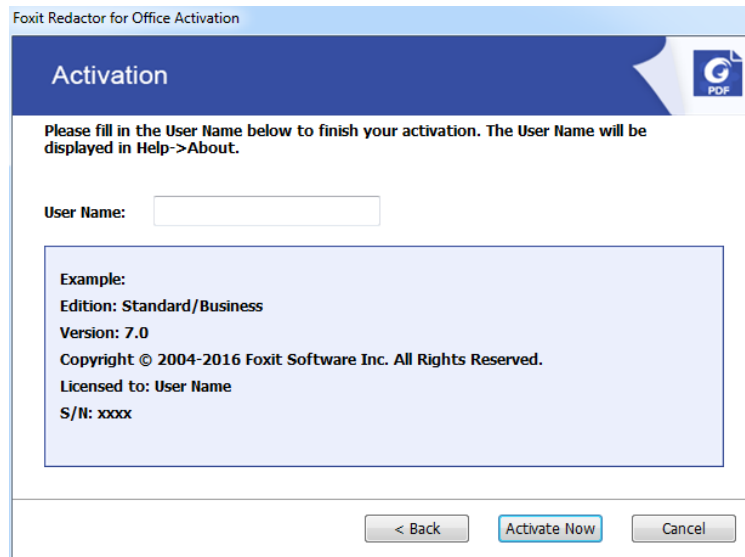


**Tip:** You can also purchase and activate Foxit Redactor for Office by clicking **Purchase now** and **Activate** from the **FOXIT REDACTOR** tab in the Microsoft Office ribbon.

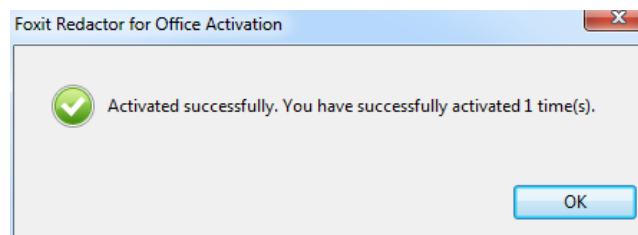
2. After you click **Activate**, the box will prompt you to input the code of the registration key. Then click **Next** to continue.



3. Type the user information in the User Name field shown in the example below. Then click **Activate Now** to activate.



4. If the activation is successful, a message box will pop up. Click **OK**.



## Updating Foxit Redactor for Office

Foxit Redactor for Office can be set to check for updates automatically or manually. In the **FOXIT REDACTOR** tab under the Microsoft Office ribbon, click **Advanced** and change the settings in the pop-up dialog box under the **Update** tab. See [Advanced Settings](#).

## Uninstalling Foxit Redactor for Office

### How to Uninstall

Please do the following to uninstall Foxit Redactor for Office:

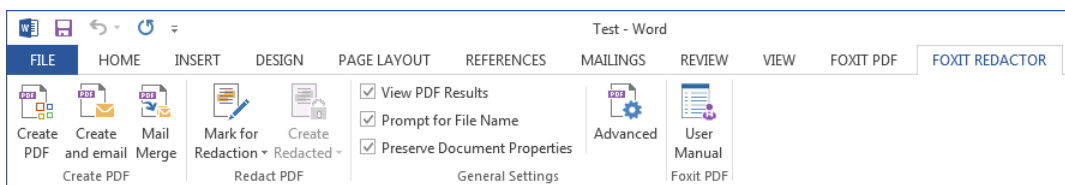
- Click **Start > Control Panel > Programs and Features** > Select Foxit Redactor for Office and click **Uninstall**.

## Chapter 3 – Using Foxit Redactor

Foxit Redactor for Office enables users to quickly create professionally secured PDF files from Microsoft Word, Excel, and PowerPoint, while automatically preserving bookmarks, links, hyperlinks, outline, and more.

For documents with sensitive information, Foxit Redactor for Office allows users to specify any information or areas in the document to redact. Users can then choose to generate basic redacted PDF documents or hybrid RMS-protected PDF documents.

In Microsoft Office 2010/2013/2016, Foxit Redactor for Office appears as a tab, which allows you to quickly create PDF files and change conversion settings in just a few clicks.





### *Microsoft Word 2013 FOXIT REDACTOR Tab*

#### **Create PDFs**

To create a PDF in Microsoft Word, Excel and PowerPoint, please do as below:

Open a file in Microsoft Word, Excel or PowerPoint, click the **FOXIT REDACTOR** tab and do one of the following:

- To create a PDF using the current settings, click the **Create PDF**  button. Then enter the file name, specify the location and click **Save**.
- To create and email a PDF using the current settings, click **Create PDF and Email** . Then enter the file name, specify the location and click **Save**. The created PDF file will be attached to your mail system automatically for you to send out.
- To customize your PDF conversion settings before creating PDF, check the desired options in the **General Settings** group.

**View PDF Results** – Once the conversion is finished, the converted PDF will be opened with the PDF reader in your system automatically. This option is checked by default.



**Prompt for File Name** – Before conversion, the PDF file will prompt you with a dialog box to name the file being created. This option is checked by default.

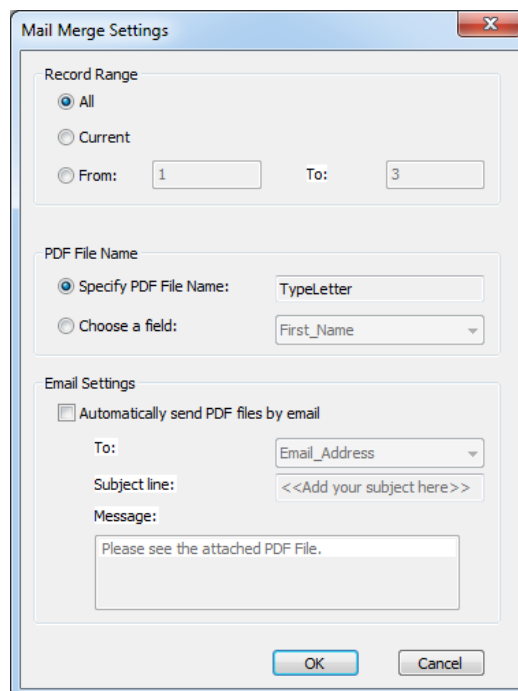
**Preserve Document Properties** – Keeps the document properties of the source file in the converted PDF during the conversion. This option is checked by default.

- For more settings, click the **Advanced**  button. (See [Advanced Settings](#))

## Created PDFs Using Word's Mail Merge

Foxit Redactor for Office allows you to convert personalized email messages, letters, or labels created from Microsoft Word's **Mail Merge** function to PDFs all at once. You can also change the settings to send the PDFs via email attachments to a number of individuals if needed.

1. To start creating PDFs from **Mail Merge**, open the Word file and click **Mail Merge**  in the **FOXIT REDACTOR** tab or click **Merge to Foxit PDF**  in the **MAILINGS** tab. (*Note: The Word file must be a mail merge document before you merge them to PDFs. For information on how to create a mail merge document, please refer to Microsoft Word Help.*)
2. In the **Mail Merge Settings** dialog box, you can specify the set by a range of record numbers. Then specify the name of the PDFs by filling in the field for the file name or by choosing a field from the list of fields available in your data source. (*Note: If you type ReplyLetter in the Name box, the mail-merged PDFs will be named ReplyLetter1, ReplyLetter2, ReplyLetter3, and so on.*) Click **OK** to continue.



3. (Optional) If you need to email the created PDFs as attachments, check the **Automatically send PDF files by email** option and adjust the relevant settings as needed.
4. Specify a save path for the PDFs and click **OK**.
5. If you checked the **Automatically send PDF files by email** option, you will be prompted to choose an email profile. Click **OK** to send the PDF files.

6. A message box will pop up to prompt you if the process was successful.

## Create a redacted PDF

The redaction feature is often used to remove sensitive information from your document prior to making it available to others. The redacted sensitive information will be blacked out from the documents after redaction.

Microsoft Windows Rights Management Services is an information technology service that works with AD RMS enabled applications to help safeguard digital information from unauthorized use. Users can restrict users to open, read, modify or redistribute certain information.

The **FOXIT REDACTOR** tab in Microsoft Word, PPT, and Excel also enables users to quickly create a redacted PDF, which can be encrypted into an RMS-protected PDF. For a redacted and RMS-protected PDF, authorized users are granted access to view the full document while unauthorized users are only able to view the redacted document. PDF redaction permanently removes visible text and images from PDF documents to protect confidential information. This feature allows for improved sharing of non-sensitive information within a protected document.

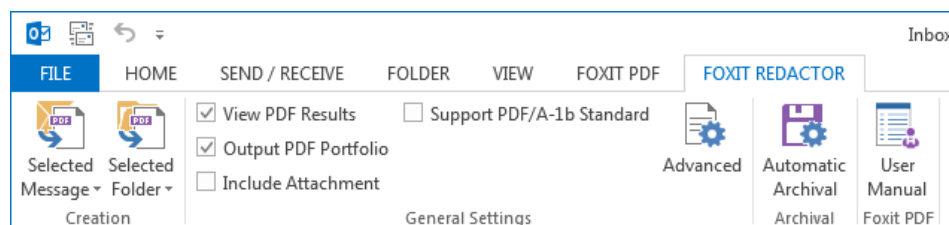
To create a redacted PDF or a redacted and RMS-protected PDF, please do as follows:

- In the **FOXIT REDACTOR** tab, click **Mark for Redaction > Mark Area/Mark Selected Objects** to select the content you want to redact.
- Click the **Create Redacted** button and choose **Standard Redaction** to create a redacted PDF document, or choose **RMS Redaction** to create a redacted and RMS-protected PDF document.
- Then enter the file name, specify the location, and click **Save**.

**Note:** In Microsoft Word, **Mark Selected Objects** is not available.

## Create PDFs or PDF Portfolios with Microsoft Outlook

Foxit Redactor for Office helps you create a PDF file or PDF portfolio from the selected email message(s) or folder(s).



*Microsoft Outlook 2013 FOXIT REDACTOR Tab*

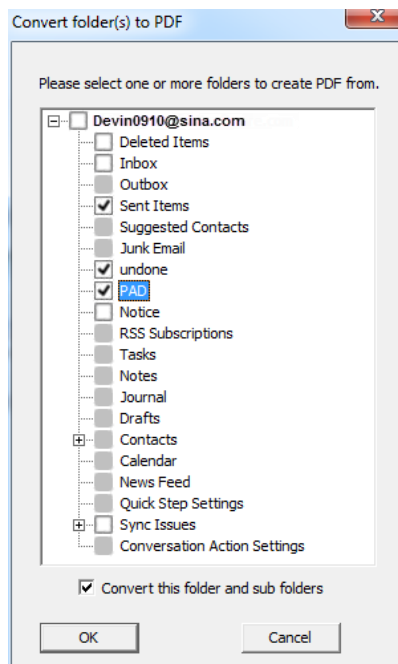
- To create a new PDF or PDF portfolio from the selected message(s), please select the message(s) you want to convert and click **Selected Message > Create New PDF...**, or right-click

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the selected message(s) and choose **Convert to Foxit PDF**. Then specify the name and the location of the created PDF or PDF portfolio to begin the conversion.

**Note:**

- 1) To create a new PDF portfolio, the **Output PDF Portfolio** option should be checked in **General Settings** group. Each message will be converted to a single PDF.
  - 2) If the **Output PDF Portfolio** option is not checked, the selected message(s) will be merged into one continuous PDF according to the time of each message was sent or received, i.e. the latest message is on the first page.
  - 3) The default name of the created PDF or PDF portfolio will be the title of the selected message or the folder name of the selected messages.
- To create a new PDF or PDF portfolio from the selected folder(s), please click **Selected Folder > Create New PDF...**, or right-click a folder and choose **Convert to Foxit PDF**. Select folders you want to convert in the pop-up **Convert folder(s) to PDF** dialog box. Then specify the name and the location of the created PDF or PDF portfolio to begin the conversion.



**Note:**

- 1) To create a new PDF portfolio, the **Output PDF Portfolio** option should be checked in **General Settings** group. Each message will be converted to a single PDF and then the created PDF will be put into corresponding folders in the portfolio.
- 2) If the **Output PDF Portfolio** option is not checked, all messages in the selected folders will be merged into one continuous PDF. If you create a PDF file from one folder, the latest email message will be arranged on the first pages of the created PDF file. If you create from multiple folders, the order is based on the order how each folder is displayed on the

*Convert folder(s) to PDF dialog box first and then the time each message was sent or received.*

- To append to an existing PDF or PDF portfolio from the selected message(s), please select the message(s) you want to convert and click **Selected Message > Append to Existing PDF...**, or right-click the selected message(s) and choose **Append to Foxit PDF**. Select the existing PDF or PDF portfolio you want to append to and click **Open**. The selected message(s) will be appended to the end of the existing PDF. If the existing PDF is a PDF portfolio, the selected messages will be created to single PDF files and then put into corresponding folders in the existing PDF portfolio.
- To append to an existing PDF or PDF portfolio from the selected folder(s), please click **Selected Folder > Append to Existing PDF...**, or right-click a folder and choose **Append to Foxit PDF**. Select folders you want to convert in the pop-up **Convert folder(s) to PDF** dialog box. Select the existing PDF or PDF portfolio you want to append to and click **Open**. All messages of the selected folder(s) will be appended to the end of the existing PDF. If the existing PDF is a PDF portfolio, each message of the selected folders will be created to single PDF files and then put into corresponding folders in the existing PDF portfolio.
- To customize your PDF conversion settings before creating PDF, check desired options in **General Settings** group.


**View PDF Result** – Once the conversion finishes, the converted PDF will be opened with Foxit Reader automatically.

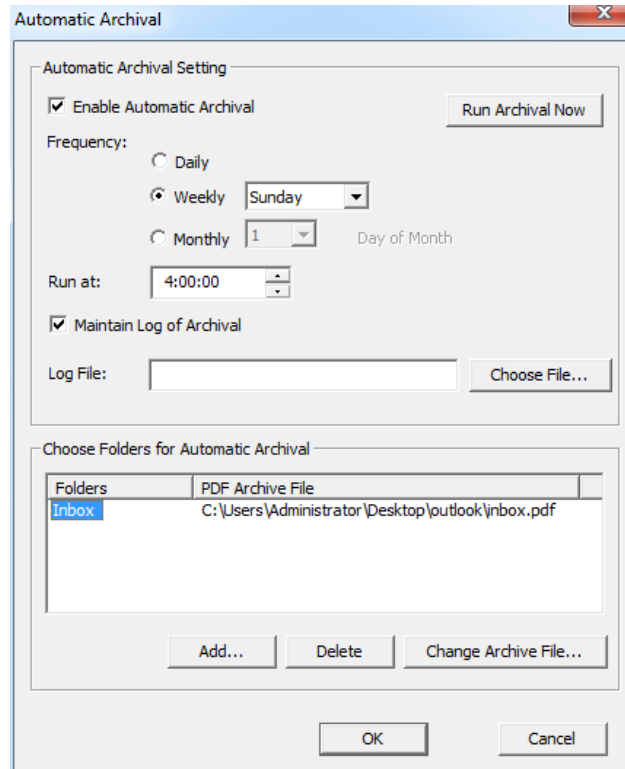
**Output PDF Portfolio** – Creates a new PDF portfolio from the selected email message(s) or folder(s) and keeps the folder information of the selected folders in the created PDF portfolio (i.e., the location path information of the folder in your email system). If you don't want to keep the folder information during conversion, please click the **Advanced** button and uncheck **Convert folder information** option in the Settings tab.

**Include Attachment** – Keeps the attachments of the selected email messages or folders as the created PDF's attachments, with the file types of the attachments unchanged.

**Support PDF/A-1b Standard** – Creates a PDF that is compliant with PDF/A-1b standard.

- For more settings, click the **Advanced**  button. (See [Advanced Settings](#))
- Foxit Redactor for Office supports automatic email archiving based on your settings. Click

**Automatic Archival**  and check **Enable Automatic Archival** in the pop-up Automatic Archival dialog box to do archival settings:



- Specify the frequency and the time of the day to do the automatic archiving.
- (Optional) Enable “Maintain Log of Archival” to create a record for each archiving. Click Choose File ... to name the log file and specify its storage location.
- In **Choose Folders for Automatic Archival** box, click **Add** to select email folders you need to archive and specify the name (Check the box for **Append the archive date to the specified archive file name** so that the older archived files will not be overwritten) and location of the archived email PDF. You can also click **Delete** to remove folders from the list or click **Change Archive File...** to modify the name and location of the archived email PDF.
- (Optional) You can start archiving email right after you choose the folders for automatic archival by clicking **Run Archival Now** button in the top right corner of the Automatic Archival dialog box.
- Click **OK** to complete setting.

*Note: All archived email PDFs are PDF portfolios.*



## Create PDFs in Microsoft Visio

The Foxit Redactor plugin in Microsoft Visio provides quick and easy PDF creation from Visio files, while preserving the document properties in the created PDFs depending on the conversion settings.

To create a PDF in Microsoft Visio, please open a file in Microsoft Visio, click the **FOXIT REDACTOR** tab and do one of the following:



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- To create a PDF using the current settings, click the **Create PDF**  button. Then enter the file name, specify the location, and then click **Save**.
- To create and email a PDF using the current settings, click **Create PDF and Email** . Then enter the file name, specify the location, and click **Save**. The created PDF file will be attached to your mail system automatically for you to send out.
- To customize your PDF conversion settings before creating PDFs, please refer to [Conversion Settings in Microsoft Word](#). You can retain all layers or flatten all layers in the created PDFs by choosing **Retain All** or **Flatten All** for the **Layers** setting. If you choose to flatten layers, the created PDF will seem like the original Visio drawing, but without any layer information.

### Note:

1. If you check **Create Bookmarks**, the created bookmarks will be named after the page name in Visio files.
2. Only shapes and guides that are printable and visible in the Visio drawing will be converted and will appear in the created PDF.

## Advanced Settings

Before creating a PDF file using **FOXIT REDACTOR**, you can adjust conversion settings for your PDF files. Click **Advanced** in the **FOXIT REDACTOR** tab and in the Foxit Office Plugin Add-in dialog box, choose the conversion settings as needed.

### The Settings Tab

- **View PDF results** – By default, this option is checked; the generated PDF file will automatically open after conversion.
- **Prompt for File Name** – Before conversion, the PDF file will prompt you with a dialog box to name the file being created. This option is checked by default.
- **Preserve Document Properties** – Keeps the document properties of the source file in the converted PDF during the conversion. This option is checked by default.
- **Support PDF/A-1b Standard** – Creates a PDF that is compliant with the PDF/A-1b standard.
- **Create Bookmarks** – Keeps the bookmarks of the source file in the converted PDF. *(Word Only)* This option is checked by default.
- **Page Range** – Specifies a range of pages to be converted to a PDF file.

### The Watermarks Tab

**Add watermarks to the document** – If you want to add watermarks to your document, you can

select this option and choose to add **Image Watermarks** or **Text Watermarks**.

**Image watermarks** – You can browse your computer for an image and change the **Opacity**, **Rotation** and **Offsets** of the image which will be added into your document as a watermark.

### **Text Watermarks**

- **Font**

This option is activated only when Text Watermarks is selected and you can choose the font name, font size and font color from the drop-down menus.

- **Text**

You can enter text in the **Content** box and change the **Opacity** and **Rotation** of the text which will be added into your document as a watermark.

- **Offsets**

This option allows you to change the unit of measurement and specify the width, height of the image/text, etc.

- **Scale**

A. To resize the watermark in relation to the original image size, check **Absolute Scale** and enter a number in the percentage box.

B. To resize the watermark in relation to the PDF page dimensions, check **Relative Scale** and enter a number in the percentage box.

- **Preview**

You can see how the watermark will look like with the selected options.

**Save As Default** – Saves the current settings as the default settings.

## **The Headers/Footers Tab**

### **Add Headers/Footers to the Document**

This option allows you to add headers/footers to your PDF document. By checking this option, the following options will be activated.

#### **Font**

You can choose the font name, font size and font color from the boxes.

### **Edit**

This option allows you to edit headers/footers and you can specify their styles.

Click **Insert Date** to insert date to the PDF document.

Click **Insert Page Num** to insert page number to the PDF document.

You can enter text in the columns (**Left Column**, **Center Column** and **Right Column**) if needed.

### **Offsets**

This option allows you to change the unit of measurement and specify the margins for all 4 sides.

### **Preview**

You can see how the headers/footers will look with the selected options.

**Save As Default** – Saves the current settings as the default settings.

## **The Security Tab**

The security feature of PDF gives you exceptional control over PDF files. Choose a protection type.

### **1. Password Protection**

#### **Password**

- **Require a password to open the document** – selects to require users to type the password you specify to open the document.
- **Document Open Password** – specifies a password that users must type to open the document.

#### **Permission**

- **Add document restriction** – restricts actions to PDF files, such as printing, editing, and more.

#### **Permission Specification**

- **Printing Allowed** – specifies the level of printing that users are allowed for the PDF document.
  - A. Print with low resolution – allows users to print at no higher than 150-dpi resolution.
  - B. Print with high resolution – allows users to print at any resolution.

- **Changes Allowed** – defines which editing actions are allowed in the document.
  - A. Fill in a form – lets users fill in forms. The option doesn't mean that users can create form fields.
  - B. Comments in the document – lets users add comment to the PDF document.
  - C. Manage pages and bookmarks – lets users insert, rotate, delete pages, as well as add bookmarks.
  - D. Any except extracting pages – let users do all editing actions listed above except extracting pages.

**Enable copying of text, image and other context** - defines the contents that are allowed to be extracted in the PDF document.

**Enable text access for screen reader device for visually impaired** - Facilitates the visually impaired users to use voice recognition software in screen reader devices to read the generated PDF files.

### **Protection Setting**

- **Protection Algorithm** - defines data transformations that cannot be easily reversed by unauthorized users. Foxit Creator supports 128-bit AES and 128-bit ARC-FOUR.
- **Don't encrypt metadata** – encrypts the contents of a PDF file but allow search engines access to the document metadata when it is checked.

## **2. Certificate Protection**

### **Recipient List**

- Click **Import** to import certificate from Windows Certificate store.
- Click **Browse** to import certificate from disk.
- Click **Remove** to delete a recipient from recipient list.
- Click **Details** to view the detail of the certificate.

### **Permission Specification**

- **Printing Allowed** – specifies the level of printing that users are allowed for the PDF document.
  - A. Print with low resolution – allows users to print at no higher than 150-dpi resolution.
  - B. Print with high resolution – allows users to print at any resolution.
- **Changes Allowed** – defines which editing actions are allowed in the document.
  - A. Fill in a form – lets users fill in forms. The option doesn't mean that users can create form fields.
  - B. Comments in the document – lets users add comment to the PDF document.
  - C. Manage pages and bookmarks – lets users insert, rotate, delete pages, as well as add

bookmarks.

- D. Any except extracting pages – let users do all editing actions listed above except extracting pages.

**Enable copying of text, image and other context** - defines the contents that are allowed to be extracted in the PDF document.

**Enable text access for screen reader device for visually impaired** - Facilitates the visually impaired users to use voice recognition software in screen reader devices to read the generated PDF files.

### **Protection Setting**

- **Encryption Protection** - defines data transformations that cannot be easily reversed by unauthorized users. Foxit Creator supports 128-bit AES and 128-bit ARC-FOUR.
- **Don't encrypt metadata** – encrypts the contents of a PDF file but allow search engines access to the document metadata when it is checked.

### **3. RMS Protection**

Choose a template to add RMS encryption.

## **The Update Tab**

In this tab you can check for updates manually or choose to install updates automatically.

**Automatically install updates** – Installs updates automatically whenever there is a new version.

**Do not download or install updates automatically** – No updates will be downloaded or installed.

## Contact Us

Feel free to contact us should you need any information or have any problems with our products. We are always here, ready to serve you better.

- *Office Address:*  
Foxit Software Incorporated  
42840 Christy Street, Suite 201  
Fremont, CA 94538  
USA
- *Sales:*  
1-866-680-3668 (24/7)
- *Support & General:*  
1-866-MYFOXIT or 1-866-693-6948(24/7)
- *Fax:*  
1-510-405-9288
- *Website:*

[www.foxitsoftware.com](http://www.foxitsoftware.com)

- *E-mail:*  
Sales and Information - [sales@foxitsoftware.com](mailto:sales@foxitsoftware.com)  
Marketing Service - [marketing@foxitsoftware.com](mailto:marketing@foxitsoftware.com)

Support & General - enter a trouble ticket via our [Support Portal](#)

Website Questions - [webmaster@foxitsoftware.com](mailto:webmaster@foxitsoftware.com)