

# **User Manual of Foxit PDF Web Reader Plugin**

# Contents

Chapter 1- Introduction .....	3
About this document .....	3
Foxit Web Reader Plugin overview.....	3
Version List (for Foxit Reader) .....	3
Chapter 2- Get Started .....	3
Open a PDF file in file library.....	3
Toolbar .....	4
Navigation Panel.....	5
Annotation display .....	5
Contact us .....	6

# Chapter 1- Introduction

## About this document

This document will guide you on using the Foxit PDF Web Reader for viewing a PDF file in the file library in SharePoint.

## Foxit Web Reader Plugin overview

Foxit PDF Web Reader Plugin for SharePoint is a document library extension product for SharePoint. Product installation and configuration can be done by administrators in a SharePoint environment. End users can view PDF files online, within a browser, without any PDF viewer application or browser plug-in installed locally.

PDF viewing features, such as zoom, text selection, search, and bookmark, help improve browser reading experience.

SharePoint administrators can also enable/disable watermarks, text selection etc.

## Version List

Version: 1.0.0.1029 Oct. 2013

# Chapter 2- Get Started

After the administrator deploys the Foxit PDF Web Reader plug-in into SharePoint, the SharePoint user can open the PDF file in the file library via the Web Reader browser.

## Open a PDF file in file library

Go to the file library, click the pop-up menu and then select "Open by Foxit PDF Web Reader".

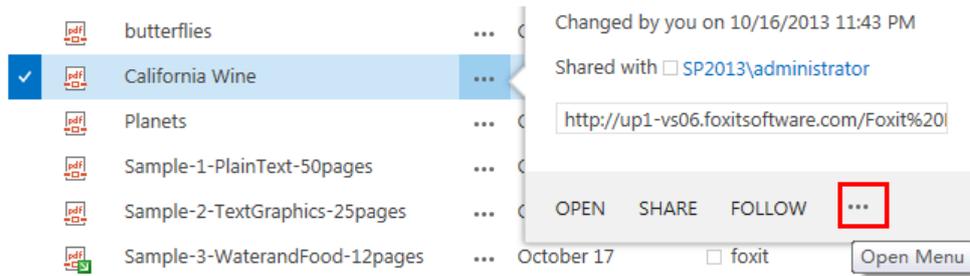
SharePoint 2010

Name	Modified
<a href="#">butterflies</a>	10/20/20:
<a href="#">California Wine</a>	10/20/20:
<a href="#">Planets</a>	10/20/20:
<a href="#">Sample-1-PlainText-50pages</a>	10/20/20:
<a href="#">Sample-2-TextGraphics-25pages</a>	10/20/20:

	Open by Foxit PDF Web Reader	10/20/20:
	View Properties	10/20/20:
	Edit Properties	10/20/20:
-----		
	Check Out	10/20/20:

## SharePoint 2013



And then the file will be opened in a new window, shown below:



## Toolbar



On the top of the Web Reader window, there is a toolbar. Below are the functions of each button.



**Page turning:** Use this set of buttons to turn the page. From left to right, the 4 buttons will direct you to the first page, the previous page, the next page, and the last page. The current page number being viewed will be displayed in front of the total number of pages in the document.



**Magnification tool:** use this set of buttons to change the magnification level of the document. There are 7 levels: There are 50%, 75%, 100%, 125%, 150%, 200%, fit width.



**Search:** Type the text into the search bar, and then press “enter” to begin search.

Click the right arrow or press “enter” button to search for more text. Click the left arrow to find the previous text selected.



**Form:** Selecting the highlight tool will make all the form fields highlighted, which will make it easier for the user to see.

The button to export the form data. There are 3 kinds of export data user format can choose:

PDF: Download the PDF file with filled form data.

PDF: Export the form data in PDF format, which can also be imported as a PDF file.

XML: Export the form data in XML format, which can also be imported as a PDF file.

Please note that Web Reader supports AcroForm but does not currently support XFA formats.



**Property:** Check the current file's properties.



**Hand tool:** To move the page, select the Hand tool, and then right click and drag the mouse to move page.

**Text selection tool:**

Select a word: Double-click the word you want to select.

Select a line of text: Click and drag the cursor on the line of text you want to select.

**Copy text:** After selecting the text, there is a Copy button pop up. Click the button to copy the selected text into the clipboard. Please note that there are different security limitations for different browsers, and that they may prompt you to copy the text manually.

## Navigation Panel

Read with Bookmark: To jump to a topic using bookmarks, click the Bookmark button  on the left navigation panel. And then click the specified bookmark you want to go to.

Read with Page Thumbnail: To jump a page with page thumbnails, click the page Thumbnails button  on the left navigation panel and click its thumbnail.

## Annotation display

Web Reader supports Annotations display.

Ordinarily, it is a good idea to keep the menu bar visible so that it is possible to hide them, in classic toolbar mode. using the View > Of course, you can temporarily display the Menu Bar. By default, the toolbar mode

Foxit PhantomPDF has numerous annotations. To right-click an object in the workspace. A context menu displays co



## 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.

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