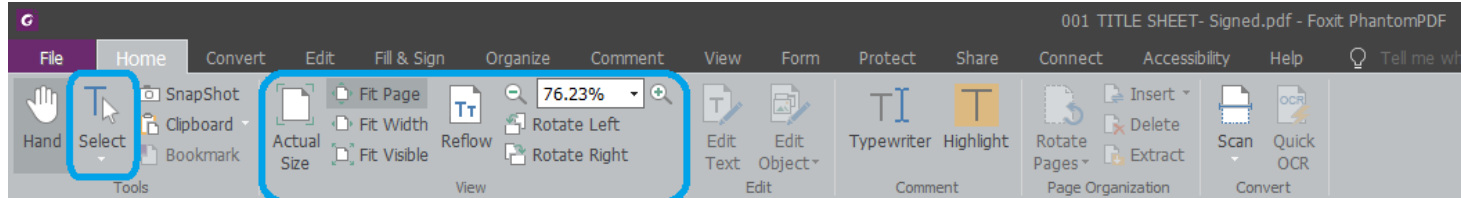
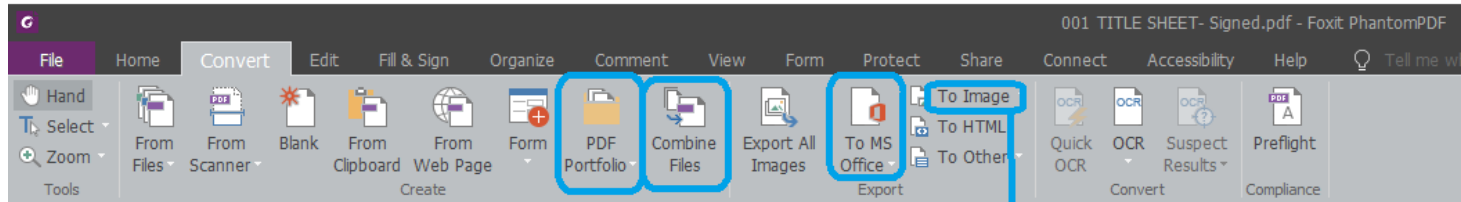


## FoxIt Phantom Menu Navigation – Home, Convert, Edit, Organize



Highlight and copy text

Page view and zoom tools

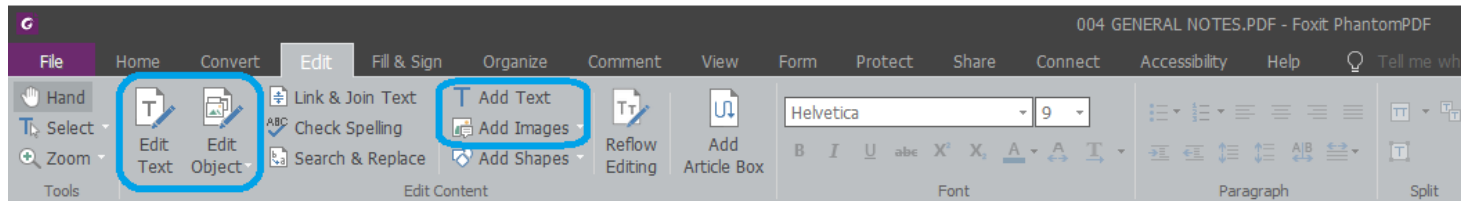


Make a new portfolio

Make a "flat" file (30/60/90 review)

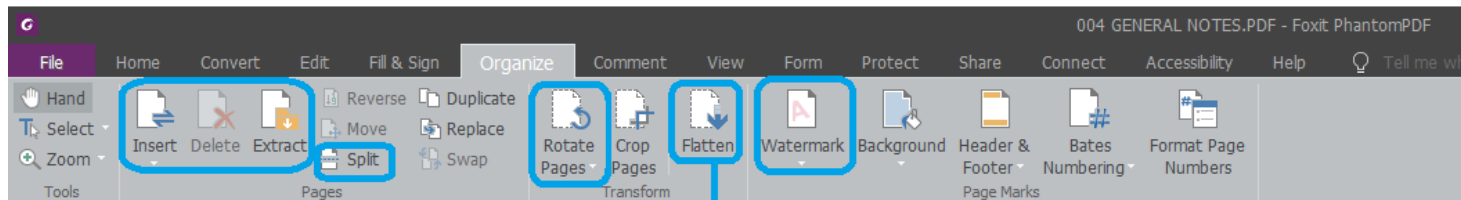
Convert to Word, Excel, etc

Convert to TIFF, PNG, etc



Tools for editing text and shapes (file cannot be digitally signed)

Insert text and images



Tools to Insert, Delete, and Extract pages

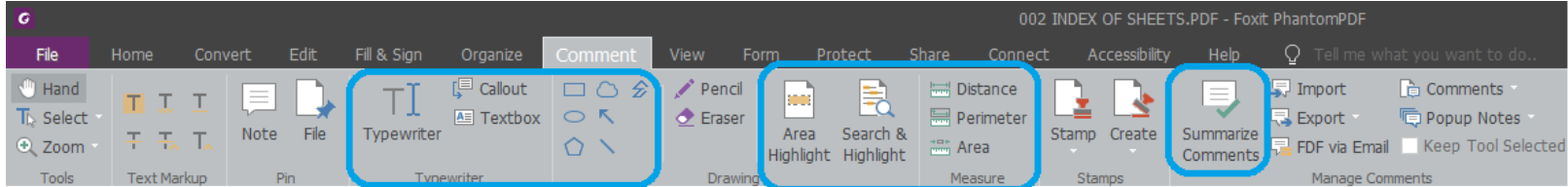
Split multi-page docs

Permanently Rotate page orientation

Add watermark (for preliminary plans posting)

Combine and flatten layers (sometimes exist within DGN's converted to PDF)

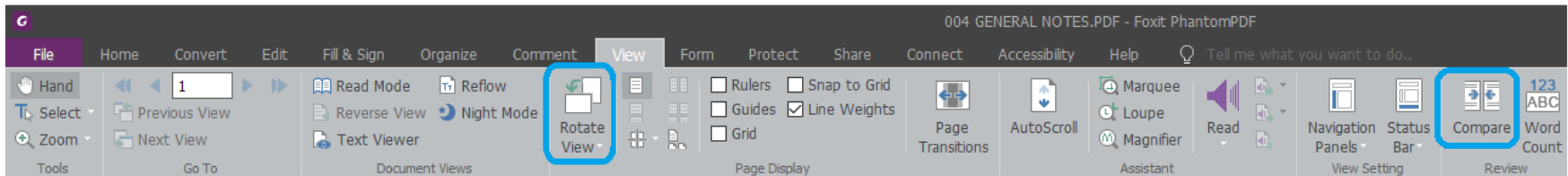
## Foxit Phantom Menu Navigation – Comment, View, Protect



Common commenting tools for plan review

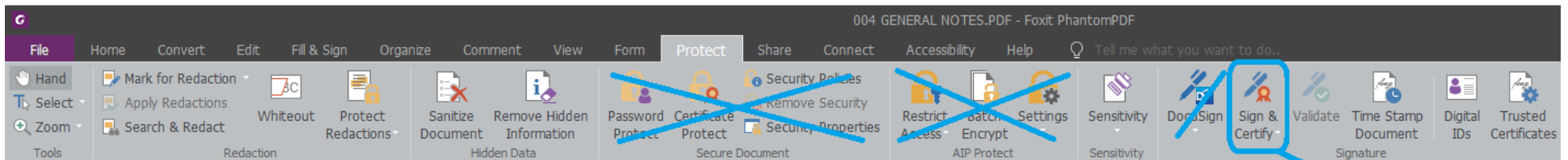
Measuring tools to verify quantities

Create a summary document of all review comments



Temporarily change the page orientation (this does not alter the original orientation of the file)

Will compare two versions of the same document (handy for reviewing plan sheet revisions)



Do not use these tools with plan sheets. They will encrypt / lock plan sheets, which prevents processing to Plans Online

DocuSign is not currently working due to how TxDOT user access is authenticated. Hoping to get this working in the future.

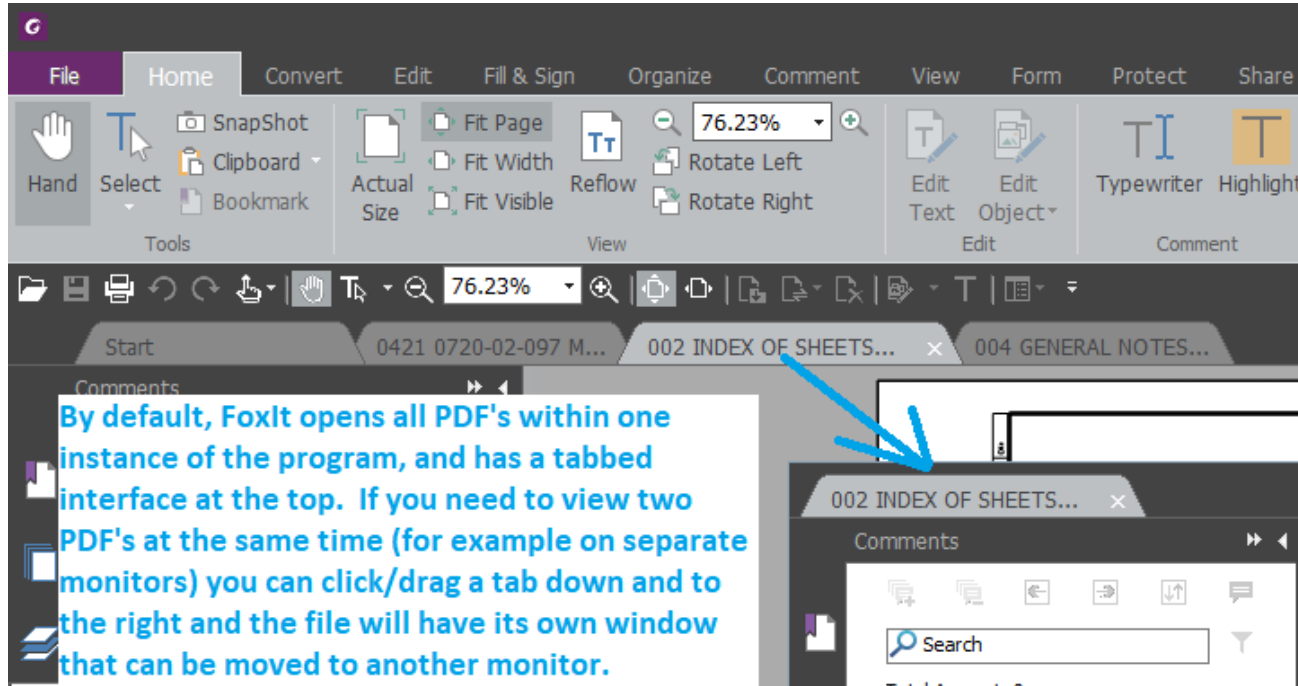
This is the equivalent of how documents are digitally signed with Acrobat

## Foxit Phantom Menu Navigation – PDF Portfolios

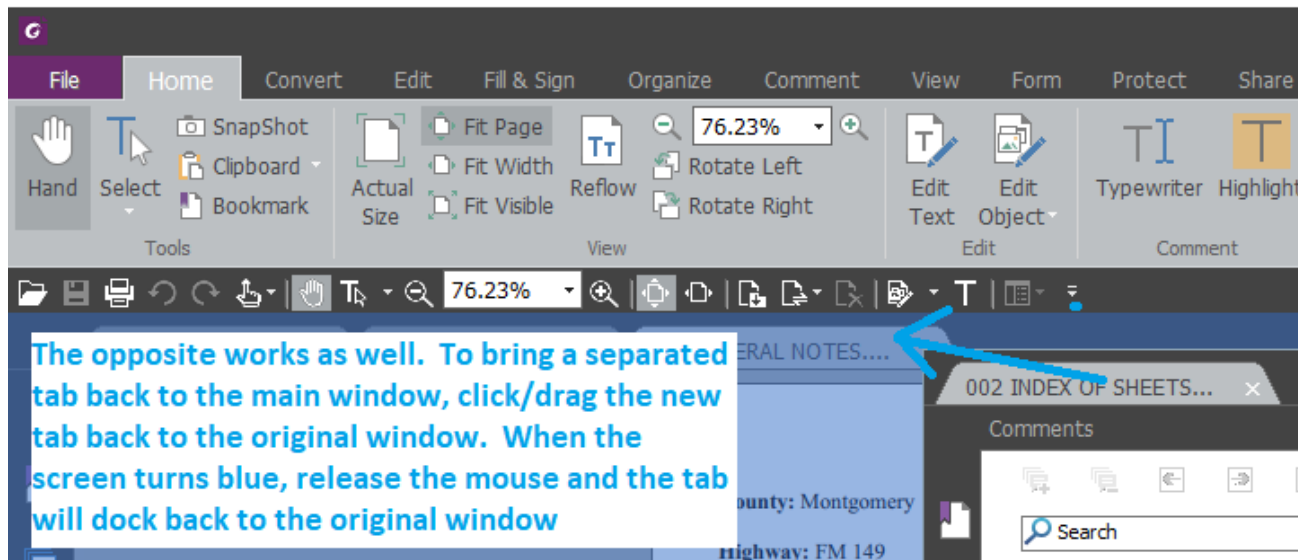
The screenshot displays the Foxit PhantomPDF interface with the following elements:

- File Menu:** Located at the top left, with a blue callout box stating: "Recommended PDF Portfolio view is 'Details' plus 'Preview Pane - Right'".
- View Options:** A row of icons for "Layout", "Details", "Cover Sheet", "Preview Pane", and "Default View". The "Details" and "Preview Pane" icons are circled in blue. A dropdown menu for "Preview Pane" is open, showing "Right", "Bottom", and "Off" options, with "Right" selected.
- Tools Bar:** Contains icons for "Add Files", "Add Folder", "Add Open Files", "Create Folder", and "Regenerate TOC". The "Add Files" icon is circled in blue.
- Callout Box:** A blue-bordered box with white text says: "Click to Add Files, and can also drag/drop new files from a Windows folder directly into Foxit".
- File Explorer:** A Windows File Explorer window is open below the main interface, showing a folder named "Home" containing two files:
  - 001 TITLE SHEET- Signed.pdf
  - 002 INDEX OF SHEETS.PDF
- Callout Box:** A blue-bordered box with white text says: "Right-click on files within portfolios for typical options to Open, Extract, Delete, etc".
- Document Content:** The main document area shows a DocuSign Envelope ID: 8044DC9F-7824-4D79-A182-BF45458DC328 and the text "2 FOR INDEX OF SHEETS". The DEPA logo is visible in the bottom right corner.

## FoxIt Phantom Menu Navigation – Managing Multiple Files with Tabs



By default, FoxIt opens all PDF's within one instance of the program, and has a tabbed interface at the top. If you need to view two PDF's at the same time (for example on separate monitors) you can click/drag a tab down and to the right and the file will have its own window that can be moved to another monitor.



The opposite works as well. To bring a separated tab back to the main window, click/drag the new tab back to the original window. When the screen turns blue, release the mouse and the tab will dock back to the original window