

**Module 1 – Getting Starting in Foxit Phantom**

- The Foxit Workspace
- The Ribbon/Toolbar
- Managing the Recent Files List
- Customizing the Ribbon
- Status Bar
- Enabling/Disabling Multi-Tab Reading
- Using the Navigation Panels and Navigation Pane
- Customizing the Skin
- Viewing and Navigating PDF Documents
- Working with Page Views & Modes

**Module 2 – Creating PDF Documents**

- Methods for Converting Files to PDF
- Creating a Linearized PDF
- Combining Multiple Files into One Document
- Appending Documents
- Creating PDF Documents from Microsoft Word
- Conversion Settings and Preferences
- Creating PDF Documents by Scanning
- Recognize Text in Scanned Documents
- Correcting & Optimizing Scanned Documents
- Saving Options (including AutoSave)
- Exporting PDF Files to other Formats

**Module 3 – Navigating and Organizing**

- Creating, Modifying, & Organizing Bookmarks
- Using Bookmarks to Create a Table of Contents
- Using the Pages Tab
- Working with Thumbnails
- Changing Page Magnification
- Inserting and Deleting Pages
- Extracting & Replacing Pages
- Changing Page Order & Swapping Pages
- Splitting a PDF into Separate Files
- Searching PDF Documents
- Advanced Search Options
- Creating Links & Setting Properties
- Attaching Files to a PDF

**Module 4 – Commenting and Reviewing**

- Displaying the Commenting and Reviewing Toolbar
- Using Text Markup Tools
- Using the Pin Tools
- Adding Comments with the Typewriter Tool
- Using Callout Tools
- Using Drawing Markup Tools
- Using Preset Stamps
- Using & Creating Dynamic Stamps
- Replying to Comments
- Managing Comments
- Creating a Comment Summary
- Exporting Comments
- Setting Review Preferences
- Setting up a Shared or Email Review
- Replying to Comments
- Using the Review Tracker
- Comparing PDF Files

**Module 5 – The Finishing Touches**

- Modifying PDF Documents
- Editing Text
- Formatting Text
- Methods for Copying Text
- Using Undo & Redo
- Adding New Text
- Linking Text Objects
- Check the Spelling
- Adding Headers, Footers, and Page Numbering
- Adding Watermarks
- Changing Page Size with the Crop Tool
- Adding Images to Pages
- Inserting Image Objects & Shapes
- Adding Multi-Media Files
- Printing Options
- Running an Accessibility Check