

# PDF-XChange 3 Help

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# 1 Introduction

## 1.1 Introduction to PDF-XChange

Thank you for choosing PDF-XChange V3.x

In version 3 of PDF-XChange we have added many features and improved many others - **but one thing remains the same...**

**PDF-XChange will consistently make the smallest PDF files from the widest range of Windows Application Software. PDF-XChange is unrivalled in its ability to generate highly compressed PDF files whilst still faithfully preserving the formatting of the original document.**

If you find the above not to be the case - we want to hear from you ([Contact us](#)) and we will do all we can to ensure that the PDF file output remains faithful to the original formatting without compromising our goal - generating truly optimised PDF files for you to distribute as you require.

**PDF-XChange is installed as a printer** within your windows operating system - but instead of creating paper based output to a physical printer, acts as a 'Virtual Printer' and generates a full Adobe compatible, native PDF format file that is text searchable from suitable source material. Naturally files created from image based formats offer no text search capability.

You can create output from virtually any windows software application by just selecting print from the menu and choosing PDF-XChange as the required printer, depending on how you have configured the options available a file will then be created based on your settings.

You can choose to set the file name to be inherited from the original windows application, a 'macro' based on pre-defined variables (for example the date or a combination of the date and time etc.) or use a default name to which to always save, and overwrite or append with each new print output process.

To create fully compatible Adobe PDF files you need no other software - other than the application within which you will create the original document - for example 'Microsoft Word' or even the free Word pad utility that Microsoft provides with every new version of the Windows operating system.

**The only software we recommend you install in addition to PDF-XChange is the FREE Adobe Acrobat Reader** which will allow you to view the files you create - though in all probability you will already have this installed on your PC and many software applications and hardware devices include this free Reader and install it when you install there products - so that you can view the manuals supplied with these products.

To get the latest version of the Adobe Viewer please visit [www.adobe.com](http://www.adobe.com) for your free download.

For more information on the specific features available please read this help file in full, print the accompanying manual - or for a brief overview of the functions and features available see the [Features Page](#)

In addition to PDF-XChange we offer several other utilities - some dealing with the Adobe PDF format - others dealing with image formats in general - please see the [Products](#) page of this help file for more detail's

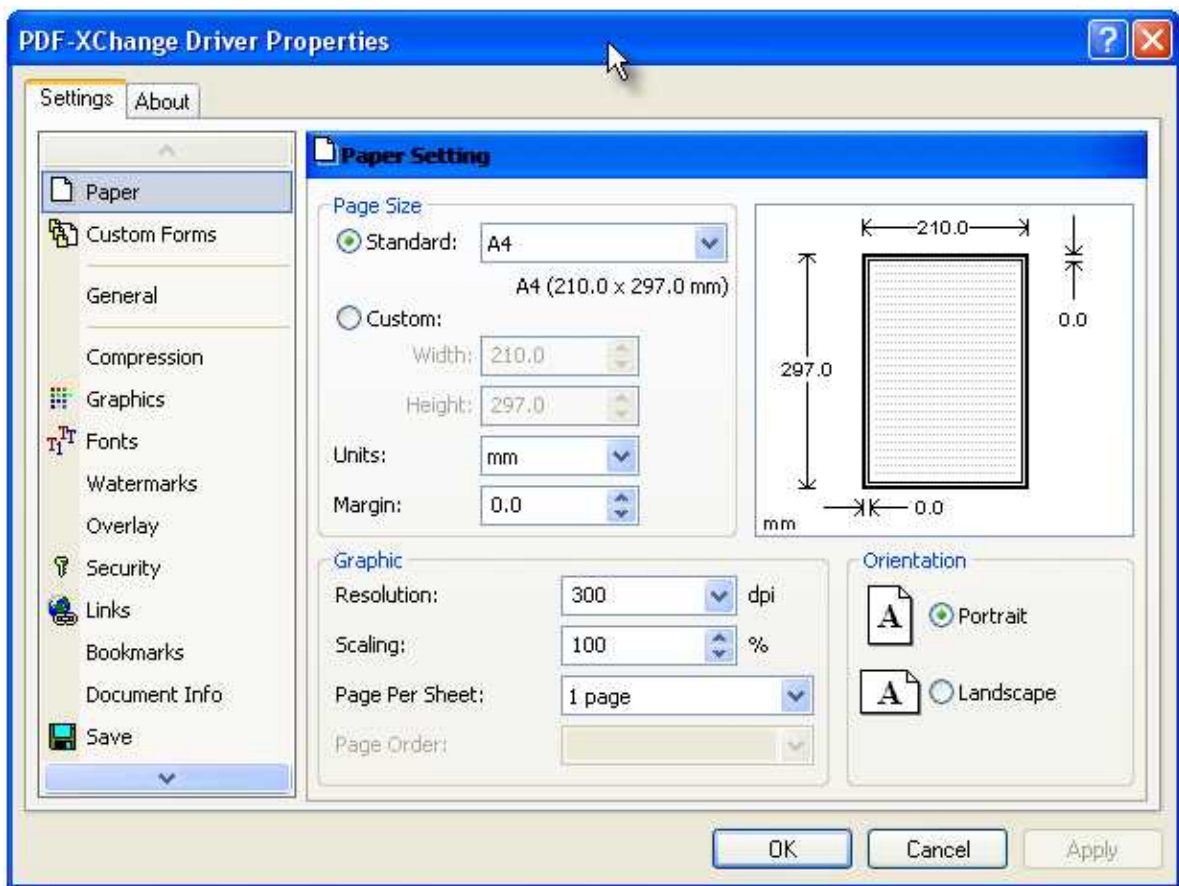
in the United States and/or other countries. AutoCAD, is a trademark or registered trademarks of Autodesk, Inc. Windows is a trademark or registered trademark of Microsoft Inc. All other trademarks are the property of their respective owners.

## 1.2 Features

### Features Overview

PDF-XChange is now - with the release of Version 3 arguably the most feature rich Printer driver for the creation of Adobe compatible PDF format files available today. PDF-XChange has for some time offered the best compressed and most reliable conversion tool from other Windows Software - as attested to by numerous Magazine reviews around the world - but now it is simply the most complete !

Here is a brief summary of the features available with PDF-XChange Version 3:



- Tool Tips Supported - hover your mouse over any function or property for a few seconds and a Tool Tip will appear explaining in brief what the purpose of that function or property is wherever possible.
- [Paper](#) Properties: Wide range of standard Paper Sizes Supported, Set Resolution from 50 to 2400 DPI (Windows OS dependant), Scaling, allows you reduce or enlarge output to better fit the desired page size, set up to 16 pages per sheet on conversion so that many pages from

your original file can fit on to a single page within you final PDF file. Print pages in reverse order from the original file.

- [Custom Paper Sizes](#) - Create and save your own custom paper sizes for future use.
- [Advanced or Simple Interface mode](#) - depending on users preference  
Advanced mode gives you complete control over file creation - Simple Mode allows you to set a couple of simple options & if you wish PDF-XChange will generate the best file in terms of compression etc on your behalf.
- Broad range of [compression](#) and [optimization](#) settings and standards available - for both images and Text
- Convert coloured [images](#) to Gray scale or Mono - to enhance compression and reduce file size
- [Reduce Image DPI](#) (Dots Per Inch) to reduce file size - particularly useful for distributing files across the internet - though it should be noted that sometimes (particularly for image rich content) **increasing** the DPI will actually reduce the file size!
- [Fonts](#) - Choose to embed or not the fonts used, embedding fonts increases file size, but ensures viewing consistency. You can also 'force' the embedding of protected fonts - but you must ensure you are licensed to do so.
- Now fully supports Chinese, Japanese and Korean fonts and characters - improved since Version 2.5
- [Watermarks](#) - You can add watermarks, both text and graphic's based to your pages, any number off and also set the pages within you file on which to print those watermarks.
- [Overlay](#) allows you to utilise a PDF page as a watermark to overlay (in the background or foreground) this is useful when you wish to use standard company stationery or forms as background to your newly generated documents.
- [Security](#) - choose whether to allow users to view, print, extract or add content to your files and password protect access to the functions allowed. Also allows you to use a Digital Signature on your PDF documents and to use the new Acrobat Reader 7 [Page Markup/Commenting](#) feature.
- [Links](#) - supports the use of literal URL and email links within your PDF files - so long as the original source (pre-conversion) text was in the form of http://... or email@...
- [Bookmarks](#) - new in version 3 is the ability to automatically generate bookmarks to allow you to 'chapterize' your files - supports any number of levels and when converting output from within any Windows software - not simply MS Word.
- [Set Save options](#) - where to save files, how to name files, use Macro's for file naming or whether to use our new 'PDF-Saver' job management utility to save jobs to a temporary file and then batch convert them subsequently allowing you to process files more quickly and then alter the sequence and creation flow at your convenience.
- [Email](#) - You can now send out your file after creation via your default MAPI software or choose to setup a simple SMTP server (more than 1 allowed) and send you email out using this method with the PDF generated file attached with a message. PDF-XChange also includes a means to enclose your PDF in an industry standard ZIP file to attached to the

email.

- [Profiles](#) - To access this set of options you need to select the down arrow below the 'Emails' option on the opening PDF-XChange Preference settings page, see figure's 1 and 2 below. Used to set up 'Job' or 'User' profiles - remembering all the settings and features in use for that job or user - for future use.
- [Optimization](#) : To access this set of options you need to select the down arrow below the 'Emails' option on the opening PDF-XChange Preference settings page, see figure's 1 and 2 below.

This page allows you to create extended file optimization, compatibility and known work around's to known problems when using the PDF format and the Acrobat viewer/reader for viewing and printing PDF files.

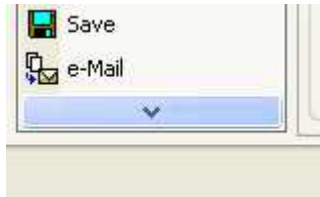


Figure 1

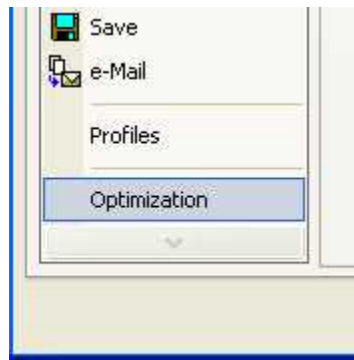


Figure 2

Please see each of the topic items for an extended descriptions of functionality and use.

Using PDF-XChange's 'sister' utilities PDF-Tools and 'OFFice2PDF' you can also :

- Batch convert MS Word(all supported formats) and Excel files for your ease (OFFice2PDF)
- Scan to PDF, Convert Images to PDF directly (batching too) Merge PDF's (batching too), extract Images and text from PDF files, create and edit Bookmarks, Add thumbnails, Post files using SMTP, HTTP, MAPI and FTP, Re-number pages and Crop and Rotate pages in existing PDF files. We are constantly adding functionality so this list may be incomplete ! (These functions are from PDF-Tools, ***please see the PDF-Tools Help and Manual files also installed on your system***)

## 1.3 Version Release History

### PDF-XChange Version 3.x Revisions History

Please visit our Web based User support forums - [revisions history page](#)

## 1.4 FAQ's and Notes

### FAQ's and useful tips

**Please read this section** of the PDF-XChange Help/Manual - **even if you read no other** - it will save you time and potential

frustration as it is the culmination of 1000's of user support requests - the most common of which are repeated again and again - to save them being asked again, we have answered them here for all to see.

**Before reporting a problem** - please always ensure you have the latest release/build of the product to which you are entitled - downloads are available from our [Downloads Page](#) - evaluation installations are installed live when installed to a licensed user with a valid serial number.

**The install seems to have failed! I have installed PDF-XChange, all appeared to go well - but I cannot see a program icon on my desktop or my Program list?**

That is because PDF-XChange is not installed as a conventional program - but as a Printer available from any of your other Windows Software Programs that can print to a conventional printer or plotter - simply output the document or drawing to the PDF-XChange printer, altering any of the desired settings and PDF-XChange will generate a PDF file of the document or drawing in question.

If you do not see a PDF-XChange printer in your printers list after installation, please see our [Forum FAQ page](#) for more details on how to request help and provide a log file to allow us to assist you !

**I have changed the Printer Preferences such as paper, compression etc - they work fine once, but the next time I use PDF-XChange these preferences are lost - why can they not be saved ?**

That is because you made these changes at the time of printing - in common with all printers, PDF-XChange will use and then discard such changes at the end of the print job in question, this is the correct behaviour for a printer device, **HOWEVER** if you go to the Windows Control Panel 'Printers' option and make your desired changes here - these will be preserved and used as the default printer settings until changed in this manner again in the future.

**I have links to web site pages/files in my document - but when I convert them to a PDF File - they are not functional?**

To ensure that URL (or Email) links in your documents convert correctly, you must ensure the following rules are followed:

That you have the option to 'analyze links' on in the PDF-XChange 'LINKS' preference TAB

PDF-XChange directly supports only 'literal' links within a document - not embedded links.

i.e. <http://www.docu-track.com> will function - 'CLICK HERE' will not function except via the MS Addin options described below.

However MS Office users (Office 97 and above) can use the PDF toolbar buttons optionally included from build 3.4065 and create embedded links as detailed above - and much more !



PDF-XChange does not support 'Multi-line' links - the entire URL or email address must be on a single line.

**Why am I getting a demo watermark on my PDF pages - I bought PDF-XChange, can I create a PDF without these 'BUY NOW' images?**

Yes, you should - if you have installed a licensed version you should get no watermarks like this - only your own if you have them setup, common causes are :

You have bought PDF-Tools - not PDF-XChange and thus you still have the demo version of PDF-XChange.

You still have the demo version installed - remove the demo version and install the live version

**I bought PDF-XChange because I read in reviews that it created by far the most consistently small files from my source documents - but the files sizes I am achieving are still very large - what's wrong ?**

**Common causes of large files are as follows :**

You are embedding fonts in your files - try to use commonly used fonts that the viewer will have installed - then you will not need to set the font embedding on.

Unless you need the 'ASCII' option set on (most do not) ensure this is set to OFF in the 'Compression' settings TAB

You are including image files that cannot be optimised - try to ensure that the image files you use are already compressed using a suitable file format such as GIF or PNG for color or a compressed TIFF for MONO etc and ensure you have a suitable compression option set in the PDF-XChange 'Compression' and 'Graphics' TAB settings - and DO experiment with differing settings for best results.

**I need to get support for some problems I am having, what should I do and how much does it cost ?**

We provide support **FREE** of charge via our web site and by email, to ensure you get the best service promptly from us we need the following information from you - or we are unlikely to be able to help:

Make sure you already have the latest update installed - we fix many problems before users are even aware - please make sure you are up to date with the latest versions to which you are entitled !

Check our [Web forum](http://www.docu-track.com/forum/index.php) for similar issues first : <http://www.docu-track.com/forum/index.php>

Assuming you have the latest version installed - we need the following information as a minimum: Windows Operating System Version, The Version of the software you are creating your document in, Your PDF-XChange Version (available from the PDF-Saver 'About' Window (not PDF-XChange) and a complete description of the problem.

**Also, most problems will require you send us 'ZIPPED' copies of the :**

Original file you are trying to convert to PDF and the PDF file generated (if any) failure to zip the files before sending will result in them being rejected by our email server and this will further delay attending to your problem.

Having established what is necessary from the above post your problem to our [support forums](http://www.docu-track.com/forum/index.php) at <http://www.docu-track.com/forum/index.php> - **with any ZIPPED files** required and the

information detailed above

**[More FAQ's](#) are available from our Support forums and these are usually more up to date and timely !**

## 1.5 Installing/Registering

### Installing/Registering

Once you have purchased your PDF-XChange copy, you will be provided with a serial number, we will either supply this direct or via one of our International Distributors.

If you have Purchased PDF-XChange direct from our [web site](#) you should receive an email containing this and download information within 30 minutes or so of your purchase - but please be patient - this does get very busy at certain times of the day - if you have not received this within 2 hours then please do [contact us](#) as it is most likely something has gone amiss. If you would like information on methods of Payment this is available again from our [web site](#).

When you install an evaluation copy of PDF-XChange all output is generated with 2 watermark stamps on each page signifying that the PDF file was generated with a 'demo' version - once you have purchased your 'live' copy you must enter the Serial number provided to ensure that all future output is free of these evaluation watermarks. If you have not installed the demo version you should do so now using the link in your Purchase confirmation or from:

[PDF-XChange Standard](#) (includes demo version of PDF-Tools)

[PDF-XChange Pro](#) (includes live version of PDF-Tools - serial number required)

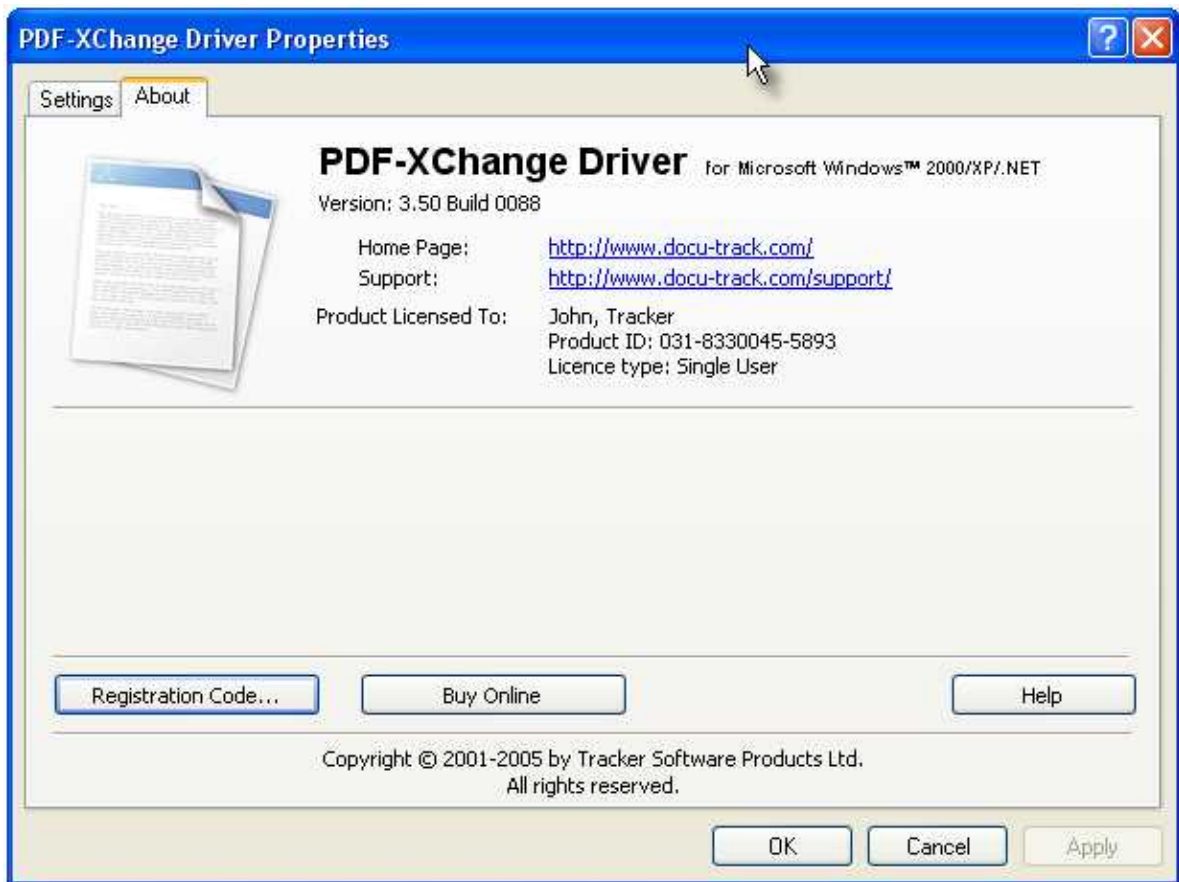
For PDF-XChange Lite

[PDF-XChange Lite installation executable](#)

Then Unzip the download file and proceed to install the installation File(s), PDF-XChange installation will require a restart of your system and if available will install the correct language file for your location.

If you do not have a utility to Unzip files - this can be acquired free from [Winzip](#) or [Cnets Download.com](#):

Once installed - open your Windows 'Control Panel' and select the 'Printers & Faxes' Icon - then highlight and right click with your mouse the PDF-XChange Icon - select 'Printer Preferences' and select the 'About Window'.



Now select the 'Registration Code' and enter the required information - please paste the 6 parts of your serial number - manually typing can lead to errors in entry - for example a 'Zero' can easily be incorrectly transposed as a 'O' rather than '0'.

The screenshot shows the 'Registration Code' dialog box. It has a blue title bar and a close button. The dialog contains the following fields:

- Registration Info**
- Name: Support
- Company: Tracker Software Products Ltd
- E-mail: Support@docu-track.com
- Code: A field with six boxes separated by hyphens, intended for entering a 6-part serial number.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Buy Online'.

### **VERY IMPORTANT**

Your registration code is unique to you or your company - we will be offering an FTP 'Automatic Update' option shortly from our web site to ensure that you always have the very latest version available to you.

If you have purchased a single copy this will allow just one user to update their copy per serial number supplied - or if a multipack license - multiple users will be able to update for a single user serial number - based on the multipack option purchased.

Please keep your serial number safe and do not share with others - not only is this illegal - but we do record the number of times a serial number is used to download updates and abuse is likely to lead to updates being disabled as an option for your serial number as a minimum.

We automatically disable serial numbers found on Web Sites offering free and illegal software and frequently trawl these sites for illegal copies and serial numbers. Please help us safeguard the integrity of our products and ensure future development - theft of our tools deprives us of investment to improve our products for the benefit of all of our clients.

## 1.6 Silent Installation - for multiple installs

**Silently installing PDF-XChange.**

**This functionality is provided for users with multiple licenses - not for single user licenses to be copied to multiple machines - which is illegal. A license is required for each machine to which PDF-XChange is installed - except for evaluation use in demonstration mode.**

Assuming you have a multiple user license - installing PDF-XChange to many workstations - it may be useful to be able to silently install without the need for any user interaction. This allows you to execute the install either from the command line with certain parameters and switches applied - or create a batch file (.bat file) and distribute this with the main installation executable for your users to run directly - alleviating the need for the System Administrator to visit each user and install.

**Please note** as with any system device - such as a printer, full Administrator privileges are required to install on later 'Win32' versions of Microsoft Windows.

There are 3 installers available and all support both 32 or 64 bit Windows installations - they are :

PDFX3SA\_LE.exe - For PDF-XChange Lite  
PDFX3SA.exe - For PDF-XChange Standard  
PDFX3.exe - For PDF-XChange PRO

The latest downloads are available from [our web site downloads page](#).

**The parameters/switches detailed below** are applicable for all installers where the specificity option is available - for example as the Lite Version of PDF-XChange does not include PDF-Tools, the Office options etc - the switches below have no meaning when used with the Lite installer and could cause a failure of the install.

**Here is an example of the full command line string available :**

*Most items are optional unless otherwise stated*

```
C:\PDFX3.exe /VERYSILENT /NORESTART
/COMPONENTS="pdfSaver,PDFXChangedriver,PDFTools35,Office2PDF, Help,Languages"
/DIR="C:\Program Files\PDF-XChange 3 Pro" /Key:"XXXXX-XXXXX-XXXXX-XXXXX-XXXXX-XXXXX"
/UserName:"I am" /Organization:"Tracker software" /UserEmail:"my@email.com"
/InstallProfile:"C:\Documents and Settings\All Users\Templates\my Profile1.pxp"
```

**Broken down into sections - these are the switches and what each does:**

**MAIN** install executable and path (**required**)

i.e.: *C:\PDFX3.exe*

The is the full path to the installation executable, note it is the standard install executable - both silent and non silent installations are available from the single executable.

**• /VERYSILENT**

Designates that the installation once started should be silent and require no user interaction.

**• /SILENT**

Designates that the install should only request essential information from the user once started

**• /NORESTART**

Once the install is complete - no reboot will occur - but beware - PDF-XChange does require a reboot before updates will take effect - not recommended.

**• /DIR= (required)**

the full path to install all required files to, created if not already available.

i.e. : */DIR="C:\Program Files\PDF-XChange 3 Pro\"*

**Please note that the path details must begin and end with double quote marks (")**

**• /Group= (Optional)**

the Windows 'Start Menu' folder in which to locate the Menu options provided when installing PDF-XChange - this will always be a 'Child' menu option of the default 'Programs Files' menu and this cannot be changed.

i.e. : */GROUP="Tracker Software\PDF-XChange 3 Pro"*

**Please note that the menu location path details must begin and end with double quote marks (")**

**• /COMPONENTS= (Optional)**

If this switch is specified only those components actually listed will be installed, otherwise all components are installed. The available components are:

- pdfSaver (Always Required)
- PDFXChangedriver (Always Required)
- PDFTools35
- Office2PDF
- PDFV - Download and install the PDF-XChange PDF Viewer
- PDFV=YES - Make the PDF-XChange Viewer the default for viewing PDF files
- Help
- Languages (please note 'ss' is required)
- OfficesAddin
- Autounload

i.e. : */COMPONENTS="pdfSaver,PDFXChangedriver,PDFTools35,Help,Languages"*

Will install all components except OFFice2PDF.

**Please note that the component list must begin and end with double quote marks (")**

**• /NOICONS (Optional)**

If specified no Icons are installed on the users Desktop

**/AutoUnload:nn** If this option is specified, after the specified timeout (nn, in minutes) the pdfSaver3 module of the PDF-XChange driver will unload.

Useful when installed on a Windows Terminal Server or Citrix Metaframe server with multiple Users to minimise memory in use when PDF creation is not being used by a user - will automatically reload when required.

i.e. `/Autounload:03`

(Strictly speaking Autounload is not a component - but a default setting parameter mainly used in Citrix Metaframe or Terminal Services installations to minimise memory use on a server where PDFSaver3.exe could be loaded multiple times - once for each user.)

**Please note that the string content must begin and end with double quote marks (")**

**/Key** (Registration) Allows the license key to be registered during silent installation - for live use. Without this information PDF-XChange will function in demo mode only

i.e. : `/Key:"XXXXX-XXXXX-XXXXX-XXXXX-XXXXX-XXXXX"`

**Please note that the string content must begin and end with double quote marks (")**

- **/UserName** Registration: Allows the registered username to be registered during silent installation

i.e. : `Username /UserName:"MY Name"`

**Please note that the string content must begin and end with double quote marks (")**

- **/Organization** Registration: Allows the Company details to be registered during silent installation

i.e. : `/Organization:"Tracker software"`

- **/PDEFAULT (Optional)**

Sets PDF-XChange to be the system default Printer - the default option without this entry is that PDF-XChange will **not** be the default printer.

**Please note that the string content must begin and end with double quote marks (")**

- **/PName=** (Optional) printer renaming.

Sets the PDF-XChange printer name as required - please note that the 1st 12 characters are reserved - including the space after "PDF-XChange " the default option without this entry is currently "PDF-XChange 3.0"

i.e. : `/PName="PDF-XChange for my application"`

**Please note that the string content must begin and end with double quote marks (")**

- **/UserEmail** Registration: Allows the users email address details to be registered during silent installation

i.e. : `/UserEmail:"my@email.com"`

**Please note that the string content must begin and end with double quote marks (")**

- **/Lang**

Sets a language as the default language for the User Interface for all the installed programs and Print drivers (PDF-XChange, PDF-Tools, OFFice2PDF and the MS Office Addin's etc).

`/LANG=language en (English) nl (Dutch) uk (Ukrainian) fr (French) gr (German) it (Italian) sp (Spanish) ko (Korean) ch (Chinese) jp (Japanese) fi (Finnish) dn (danish) cz (Czech) pl (Polish) no (Norwegian)`

This may not be the complete list - please see the installation folder

'C:\Program Files\Tracker Software\PDF-XChange 3 Pro\Languages' for the up to date list of supported language files.

**Example (for German)**

`PDFX3.exe [other parameters] /LANG=gr [Additional parameters]`

**The PDF-XChange Viewer Parameters**

- /PDFV  
Download and install the PDF-XChange Viewer
- /PDFV=yes  
Install as the default PDF viewer

- **/InstallProfile:path to profile**

When specified the users PDF-XChange Installation will automatically be configured and loaded with the default printer preferences as designated in the specified [Profile](#) - which must exist both before and after the installation in the designated path on the users drive.

**Important :** When profiles are created using the silent install they are available globally for all users on the installed hardware - either a single PC or a Citrix Metaframe/Windows Terminal Server. Therefore from build 3.3063 we have disabled the ability for a single user to edit or delete profiles created using the silent installation as they are used by all. (If you wish to be able to edit profiles you must import them after installation and they will be visible only by the user logged in and performing the import)

i.e. : /InstallProfile:"C:\Documents and Settings\All Users\Templates\my Profile1.pxp"

**Please note that the entire string must begin and end with double quote marks (")**

- **Installation with a more than one profile using the silent installation options.**

From build 3.3063 we have made it possible to install and import more than one profile - using a text file containing a list of profile files and the full paths where they are located. Create a text file using any standard text editor - i.e. Notepad. Create a file containing the list of profiles you have created and their location on the drive at the time you intend to run the installation, for example:

```
C:\Tmp\Myprofile1.pxp
D:\Figna\Myprofile222.pxp
D:\XXXX\Myprofile33.pxp
M:\YYYYY\Myprofile444.pxp
Z:\ZZZZZ\Myprofile5.pxp
```

Save this list to a an ASCII text file - ensuring the extension given to the file is .lst **The last profile in the list** will be installed as the **default** profile on opening PDF-XChange !

You can now use the following command line switch as part of your silent installation options  
i.e.: /InstallProfile:"C:\Tmp\MyProfilesList.lst"

**Please note that the entire string must begin and end with double quote marks (")**

**Warning !** Failure to ensure that special switch characters such as quote marks (") and "/" are included in your command line or batch file, in the correct position - will result in failure to behave as required.

## 1.7 Windows Versions Supported

### Windows 32 and 64 Bit Versions supported

#### **32 Bit Support**

All Versions of PDF-XChange (Lite, Standard and Pro) support Windows 95, 98, ME, NT, W2000, and XP and server editions.

Further - Windows Terminal Server and Citrix Metaframe are also supported.

### **64 Bit Support**

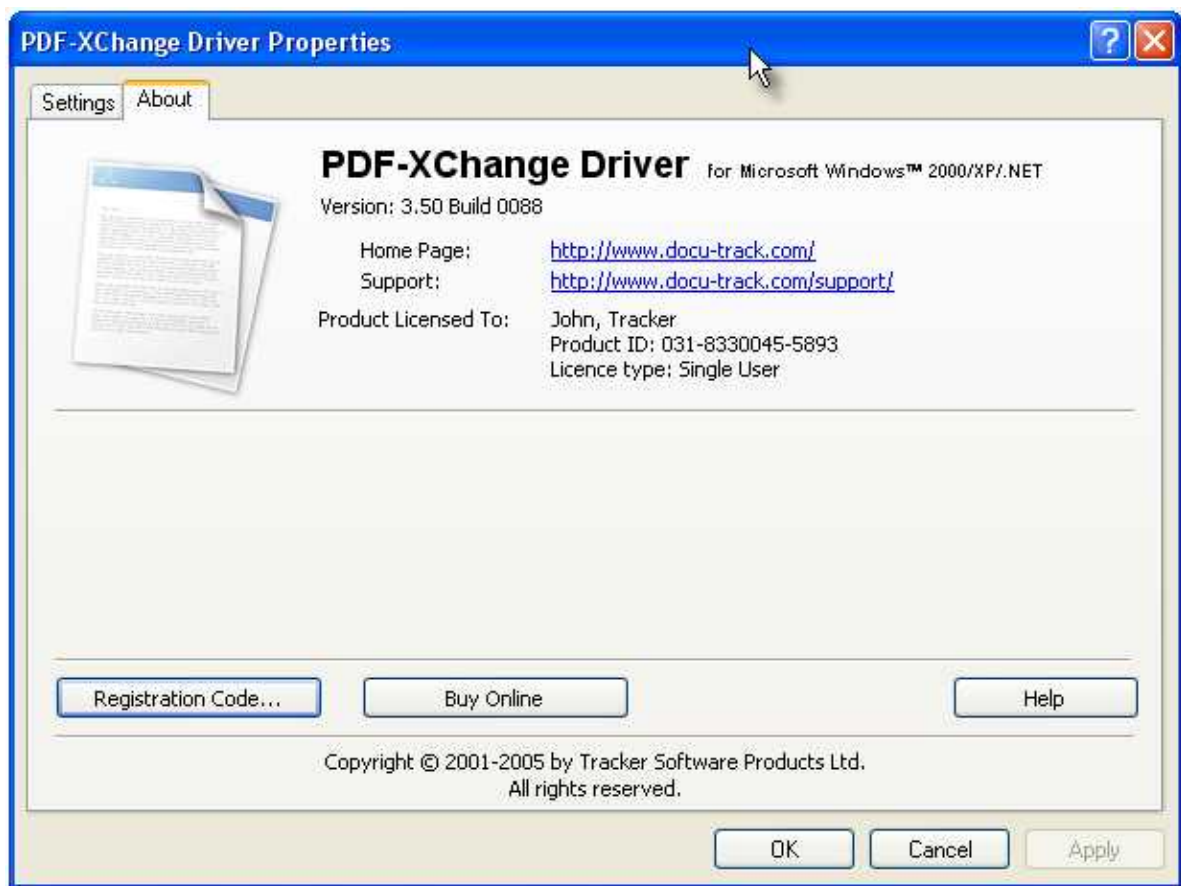
Versions of PDF-XChange 3.5 and later also support Windows 64 Bit editions

At this time we do not offer versions for Unix or Linux etc.

PDF-XChange cannot at this time be installed as a shared printer device without the print drivers being installed on each client PC - a license is required for each and every PC or server for which PDF-XChange is installed.

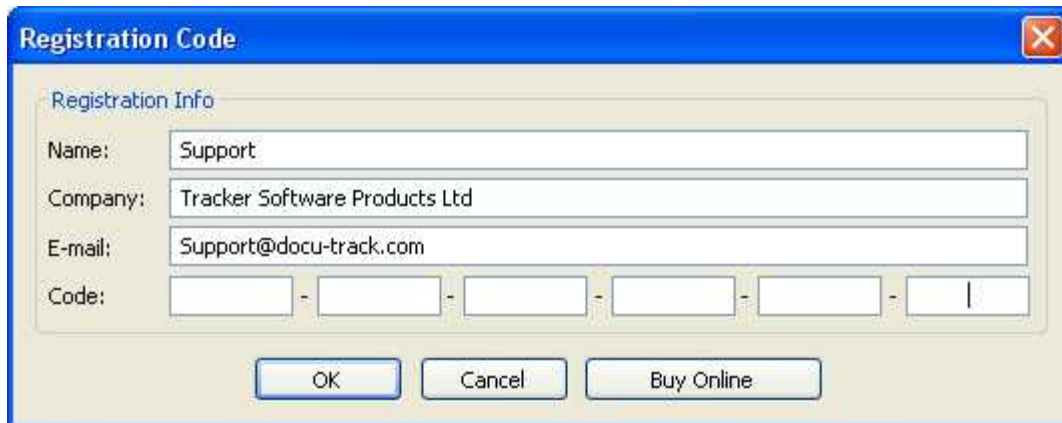
## **1.8 About**

The PDF-XChange 'About' Window provides information regarding the version and build number of your installation - as well as your registered details and licensing details.



You can also enter your serial number here if you have already installed the evaluation prior to purchase, we strongly suggest you copy/paste your serial number from your electronic receipt rather than type - to avoid accidental errors in entry.





The image shows a Windows-style dialog box titled "Registration Code". It contains a section labeled "Registration Info" with four input fields: "Name:" containing "Support", "Company:" containing "Tracker Software Products Ltd", "E-mail:" containing "Support@docu-track.com", and "Code:" which is a six-digit field with hyphens between digits. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Buy Online".

If You have not already purchased you can do so by clicking the 'Buy Online' Button on this window which will take you to our online order system.

## 2 Settings

### 2.1 Altering Preference Appearance and Order

Customising the Printer Preferences Page Order and appearance.

From build 3.5099 of PDF-XChange it is possible to specify the preference pages that are available when selecting the PDF-XChange printer 'Preferences' option and the actual order in which those preferences appear.

By Default when select PDF-XChange from your Printers List and then 'Right Clicking with your mouse - you will see the printer preferences listed in the following order :

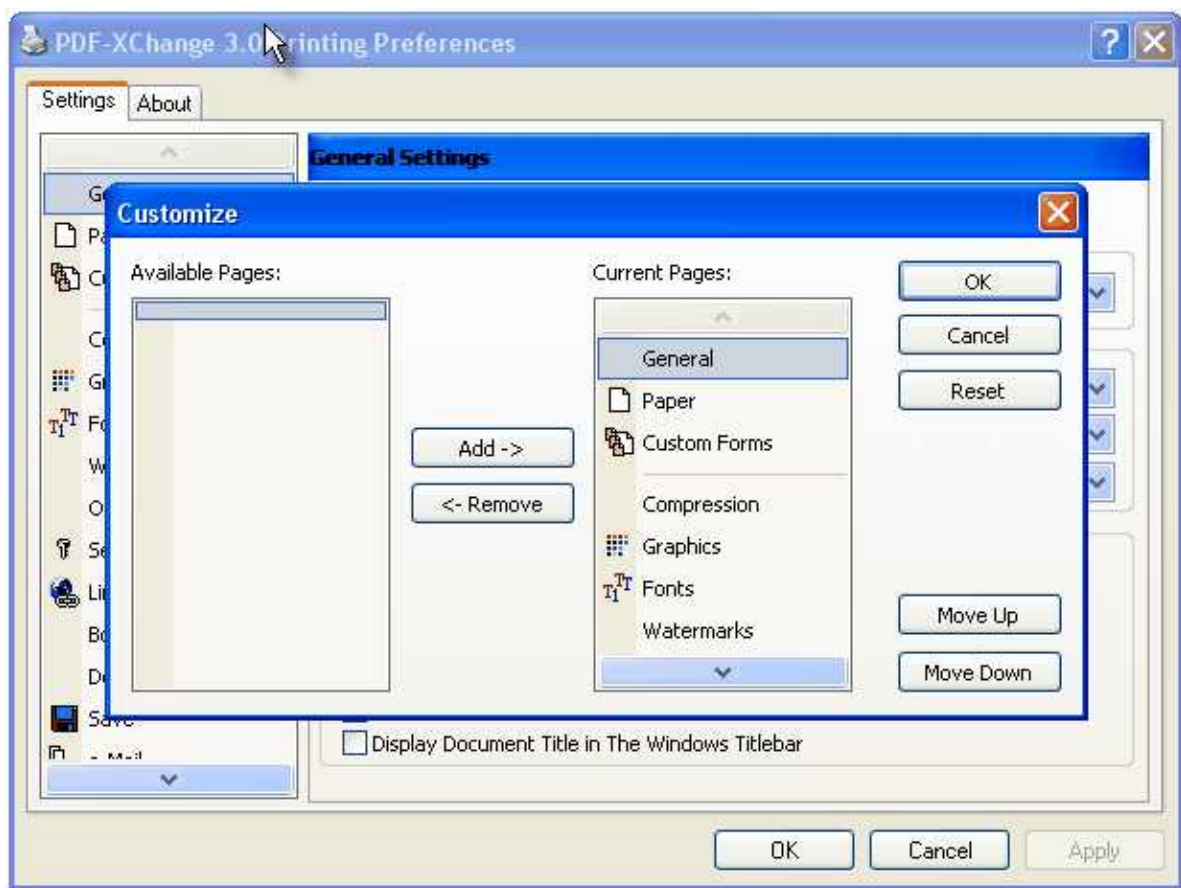


You can now modify this by placing your mouse over this information and right clicking your mouse.

### 2.1.1 Customise Preference Appearance and Order

Customising Printer preferences.

Once you have successfully right clicked on the printer preferences column you will see the option to 'Customize'



You can now 'Remove' preference pages appearing in the list - or, move your most used pages higher up the list so they are placed more conveniently for your use.

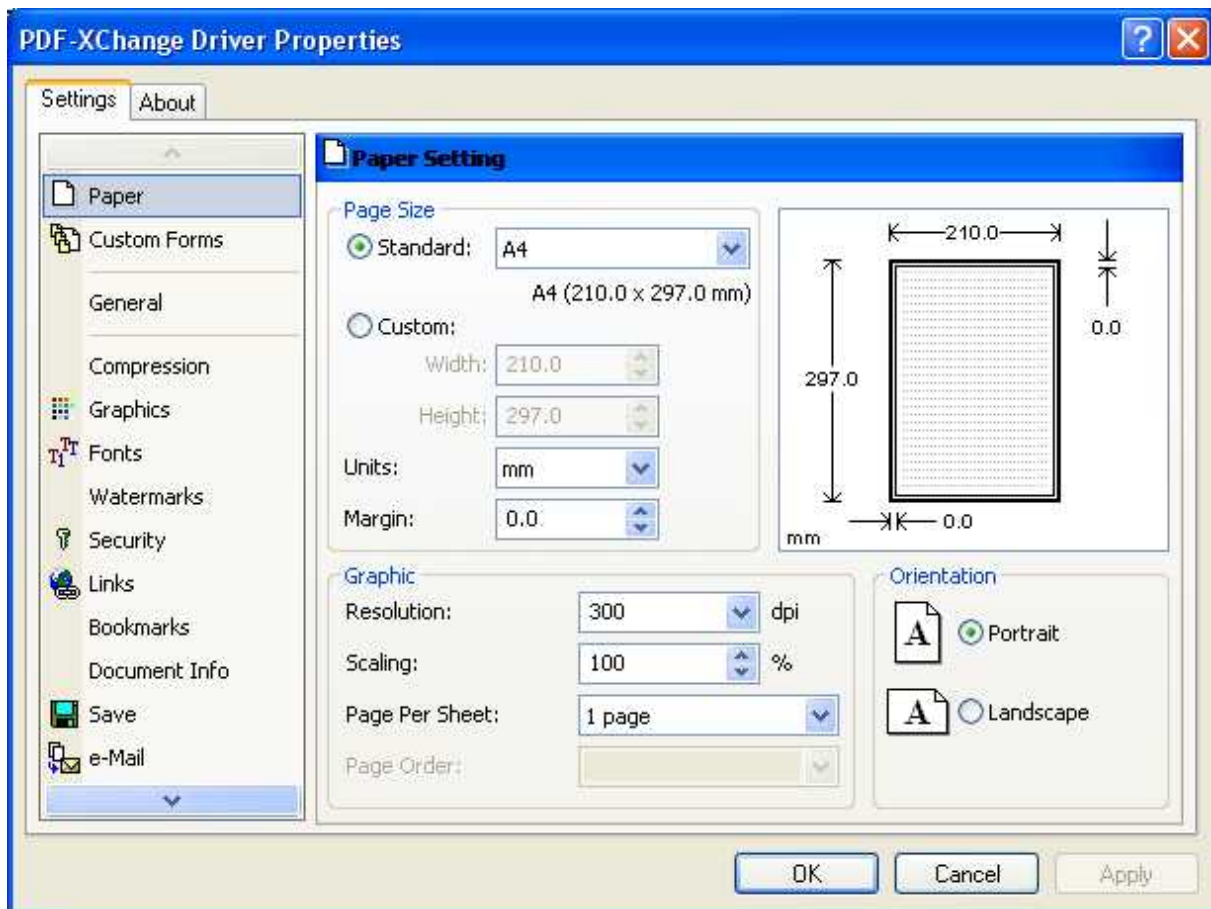
This is also useful if you wish to 'hide' options once set as you require - to 'dissuade' others modifying the settings, should they use your PC.

## 2.2 Paper

### Page Setup

The **Page Setup** options allow you to change the main properties of printed documents. You can change: paper size, orientation, page margin, images' resolution (DPI), the scaling factor used so pages are reduced or enlarged, mount multiple original pages on a single PDF page and also change the print order of pages from your file.

**It should be noted** that some software will ignore any property you may set here and utilise values set within its own setup for the page - **for instance MS Word** will set a paper size as determined within its own 'Page Setup' function and will over-ride any value you set in any printer driver - whether that be to a 'virtual printer' such as PDF-XChange or a standard 'Hard Copy' printer to which you normally output to paper.



**Page Size:** Select from any of the preset Paper/Envelope sizes supported and PDF-XChange will output to that paper Size.

**Custom:** Allows the use of a single temporary (not stored for future use) page size for this job only - set the parameters you require. Please note that the maximum length of any page within an Adobe PDF file is 20 inches (a limitation of the format - not PDF-XChange) and this is also MS Windows OS dependant, some earlier versions of MS Windows do not support such page lengths.

**Units:** Select the desired units of measure for display purposes.

**Margin:** Change the Margin settings for the page - note these will be set to the bottom and right hand side of the page - should you desire more control over the margin settings, please do so within your originating document software before PDF generation.

**TIP: AutoCAD** is renowned for doing some strange things at print time - particularly when plotting to virtual print drivers such as PDF-XChange if you find a portion of your output is exceeding the defined margin/page limits - try setting a margin of a 0.125 Inches or 3.2mm approx and this should correct your output issues.

**Resolution:** Set the desired 'DPI' (Dots per inch) for the file pages. This can be any value from 50 to 2400 DPI - though this is also MS Windows OS dependant. some earlier Versions of Windows do not support DPI settings of such high values.

**TIP**

Whilst you would not necessarily anticipate this being the case - often (though not always) increasing

the DPI setting can reduce the PDF file size !

**Scaling:** If you believe your 'original' page will be too large to fit correctly within the page parameters set in PDF-XChange, scale the page down below 100% or if required enlarge the source page to above 100% to fill the page size set. This is particularly useful with WEB based source pages as these can have extended height or width settings and scaling can be particularly useful in printing such pages.

**Page Per Sheet:** PDF-XChange allows you to mount multiple 'source' pages onto a single PDF page, up to a maximum of 16. For example if you have a brochure created in your favourite design software that is 8 pages - you could place all pages on a single large page within a PDF file created with PDF-XChange.

**Page Order :** When using the 'Page Per Sheet' function you will need to set whether the first and subsequent pages will be set to appear from the Right or Left and Across or Down the page.

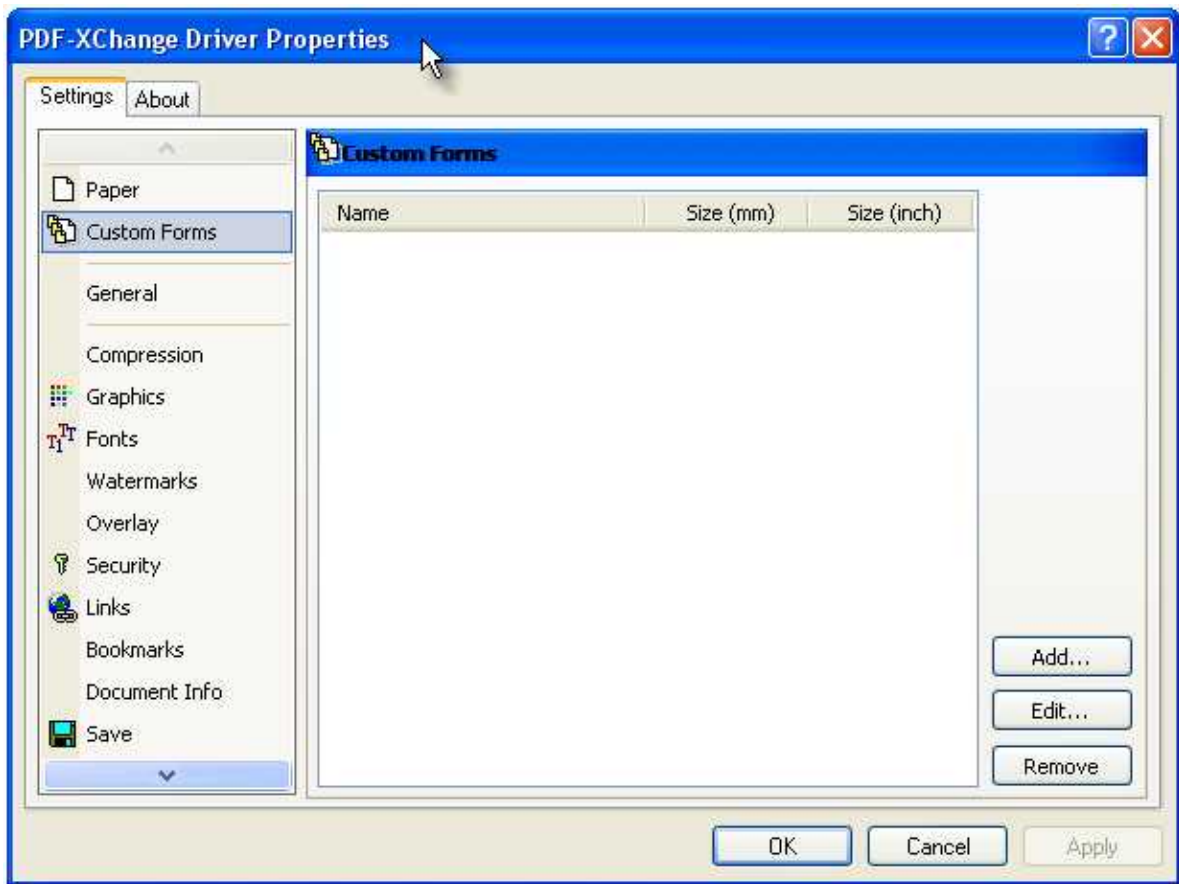
**Orientation:** Set the page orientation to Portrait (longest edge of the page going vertically) or Landscape (Longest edge of the page going Horizontally)

## 2.3 Custom Forms

### Custom Forms

Whilst we provide an extensive list of page sizes within PDF-XChange many print shops and designers have told us that they need the ability to create and store page sizes they use frequently - that are not of a 'standard' size to others. You now have the ability to create and save up to 256 different custom form sizes - if you need more, consider using the [Profiles](#) function now available in Version 3 of PDF-XChange.

To add or edit a custom form (paper) size - simply the desired option from those available.



## 2.4 General Settings

### General Settings Property page

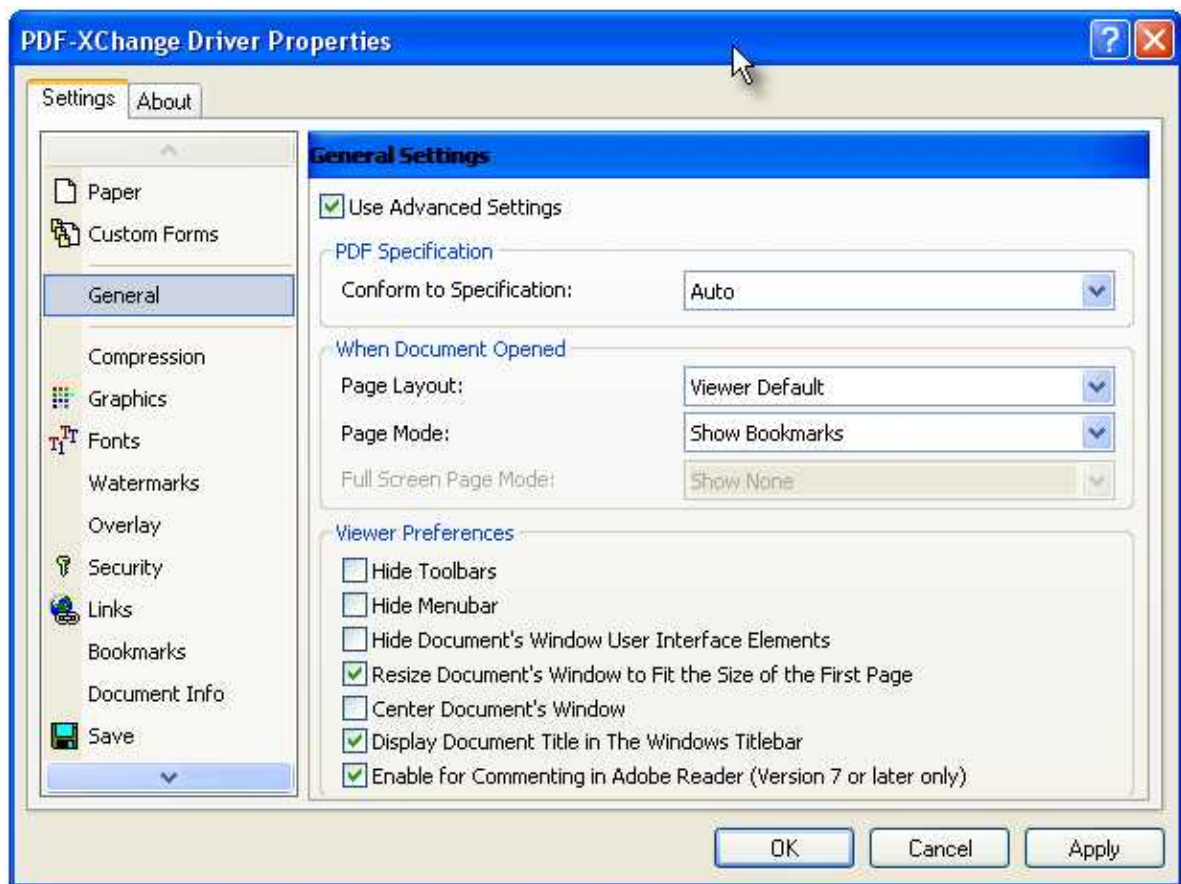
On first installing PDF we provide certain default and commonly used values for your printer settings - these may or may not suit your needs. Even if they do suit your basic needs - to get the very best from PDF-XChange and to enable you to create flexible Adobe PDF files for a variety of situations sooner or later, you will need to investigate and understand the full range of functionality and properties available.

Therefore we have provided 2 differing User interfaces for the differing circumstances and a level of confidence a user may have:

**'Advanced mode'** the default user interface - provides access to all the features and functionality available with PDF-XChange

**'Simple Mode'** hides all but the basic options and provides access to only the 'Paper', 'Custom Forms' and 'General' Tabs.

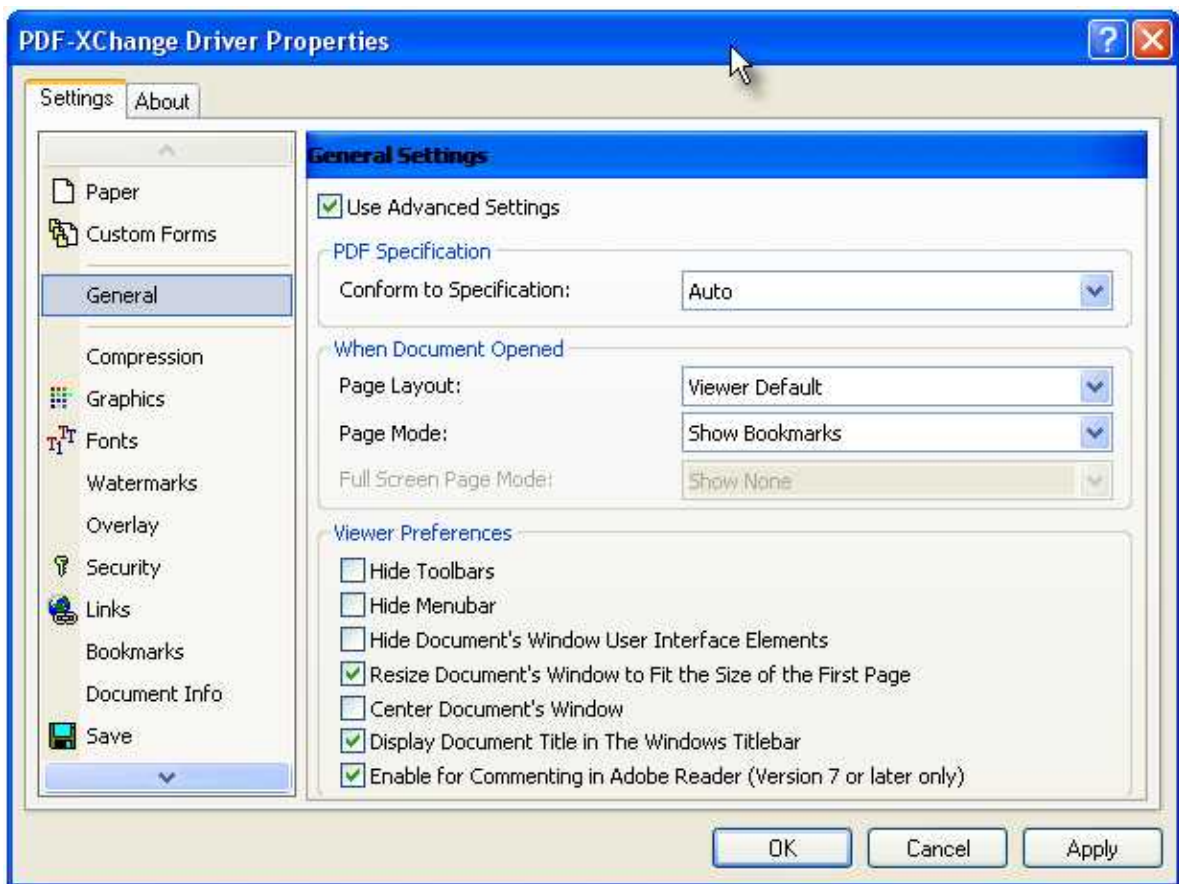
**Switching** 'Use Advanced settings' (available from the 'General' Tab) on and off toggles between the 2 user interfaces available.



Shows the 'General' functions tab with the 'Advanced' mode User Interface switched on - the default installation setting.

### 2.4.1 Advanced Mode

**The Advanced Mode user interface** allows a user access to all the extended functions and features available with PDF-XChange - to toggle between 'Advanced' and 'Simple' Mode go the 'General' tab and switch 'Use advanced settings' on or off as required.



**Use Advanced Settings:** Toggle between the 'Advanced' and '[Simple](#)' User interfaces available. All properties available are displayed when in advanced mode.

### PDF Specification

**Auto:** Ensures that all the options you may manually select elsewhere in PDF-XChange will generate a file in the format compatible with those features

**Version 1.3** - Creates files compatible for viewing with **Adobe 3** and higher  
Supports [file security](#) - but only up to 40 bit RC4 encryption level

**Version 1.4** - Creates files compatible for viewing with **Adobe 5** and higher  
Supports [file security](#) - both 40 bit RC4 and 128 bit RC4 encryption level

**Version 1.5** - Creates files compatible for viewing with **Adobe 6** and higher.

**Version 1.6** Creates files compatible for viewing with **Adobe 7** and higher.

### When Document Opened

When opened for viewing by a viewer defines how the user's viewing parameters will be set by default.

**Page Layout:** Dictates the pages the user will view at any one time within the Acrobat viewer and there alignment



**Page Mode:** Should the file be opened in the viewer with Bookmarks, Thumbnails etc in view by default.

**Show Printing Progress:** defines whether a progress bar will be in view whilst PDF-XChange converts and generates your PDF file

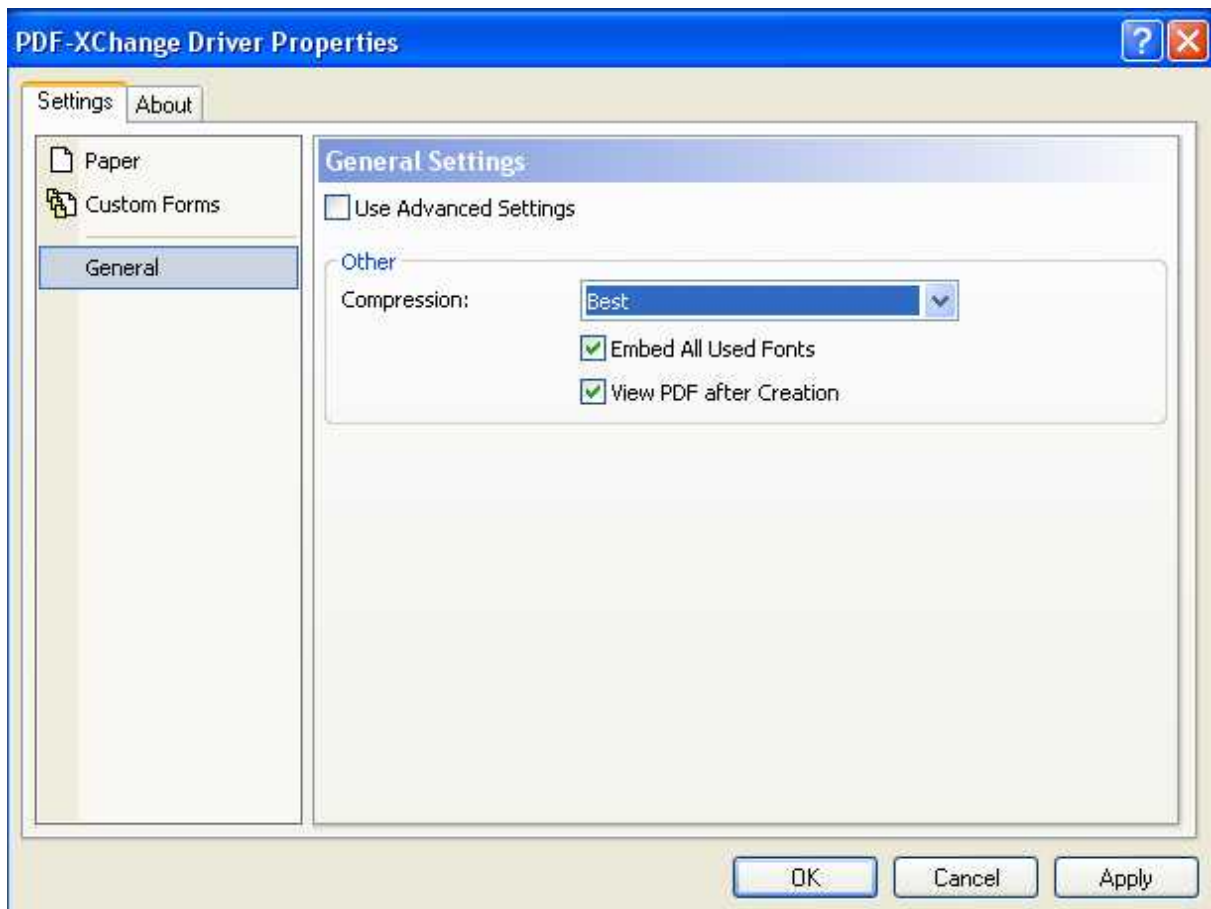
**Viewer preferences:** Affects the manner in which properties of the Adobe Reader are set when a user views the file created - irrespective of those set as default by the users Adobe Reader default settings.

**The option to 'Enable for commenting in Adobe Reader ... (Not available until the PDF-XChange Viewer is complete)** allows your audience viewing the file with Adobe Reader Version 7 or later, to add comments to the file they are viewing if enabled.

This feature has been blocked by Adobe for users using Acrobat Viewer who create files with Non Adobe Software.

## 2.4.2 Simple Mode

The '**Simple**' Mode user interface hides all the complex functions available in 'Advanced' mode available with PDF-XChange - to toggle between 'Advanced' and 'Simple' Mode' go the 'General' tab and switch 'Use advanced settings' on or off as required.



**Use Advanced Settings:** Toggle between the 'Advanced' and '[Simple](#)' User interfaces available. Only a small subset of the available properties and function values are available in Simple mode and we would encourage all users to at least view what is available in [Advanced](#) mode - even if they choose initially to operate in 'Simple' mode.

#### **Compression :**

Choose from 'Auto', 'None', 'Best', 'Medium' and 'Low'

Auto = PDF-XChange will generate the best all round file on your behalf - a compromise between Quality and file Size.

None = No compression is applied - files will be large - but quality preserved - be warned, files could be very large ! Use with caution.

Best = Generates the smallest possible file - but sacrifices quality (particularly image quality)

Medium = Good compression but maintaining a reasonably high degree of quality - a good compromise.

Low: = Low compression - high quality, file sizes could be very large and should be used with caution.

#### **Embed All used Fonts**

Ensures that fonts used are built within the PDF so that the user viewing will exactly what you see in terms of file formatting. Unless you are using non-standard or exotic fonts don't use as this could increase file sizes - dramatically.

#### **View PDF after Creation**

After generating the PDF file from your source material or document, PDF-XChange will display the final results in the default software installed on your system for Adobe PDF files - if any. If you need a viewer - you can download the free Adobe viewer from [Adobe's web site](#)

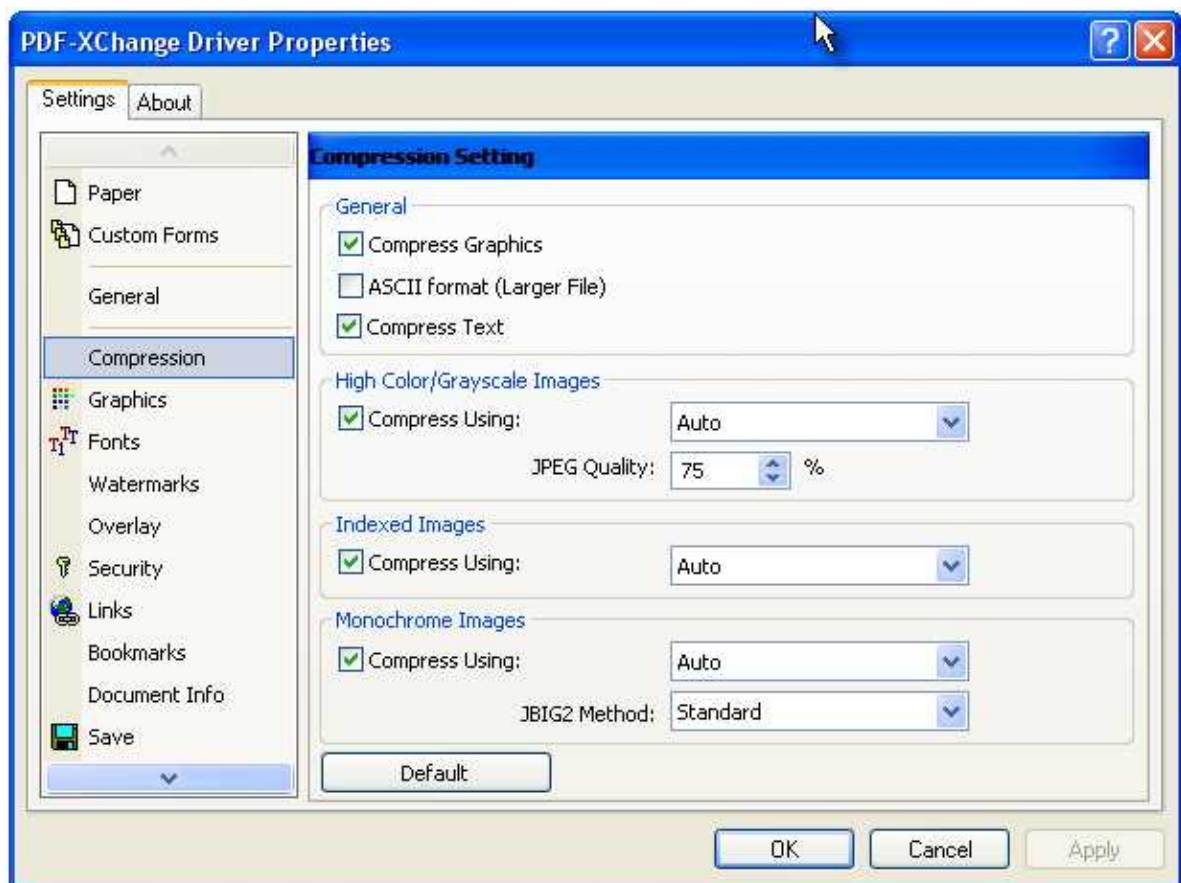
## 2.5 Compression

### Compression Property Page

As mentioned previously in this documentation and elsewhere - PDF-XChange is renowned for its ability to create consistently the smallest Adobe PDF files from a wide range of documents, Images and designs - of any PDF generation tool available from ANY source in the World - whilst preserving the original formatting faithfully - and as [PC Magazine](#) recently found, that includes Adobe Inc's own product offerings too !

Along with the ability to provide a format creating a medium to faithfully view the authors output as it appears on his screen - irrespective of the equipment used - Adobe's PDF format also offers an efficient means to distribute content at the same time. PDF files are often many times smaller when distributed to the audience than if they had been distributed in the original format (i.e. an MS Word or Publisher file) - PDF-XChange is arguably the No.1 choice when creating highly compressed yet reliable output to PDF.

Hence the **Compression** options within any PDF creation tool are perhaps the most important - yet the most complex to engineer successfully without corrupting content or compromising quality.



To see detail on how to best use the compression options - consult the compression [options topic](#).

## 2.5.1 Compression Options

**Firstly choose what you wish to Compress and How:**

### Compress Graphics

Choose whether you wish to compress graphics or not - if you do, additional options will become enabled.

**TIP** - for some image types increasing the DPI settings located on the Printer Preferences ['General' settings](#) page may actually reduce in some examples the file size and not increase it as may otherwise be expected !

### ASCII Format file

When checked, the resulting PDF file will be created using only ASCII 7-bit symbols. We recommend you enable this option only if sure and when absolutely necessary, doing so will result in a significantly larger file.

### Compress Text

Usually set to on and will ensure an efficiently compressed PDF for all text content depending on the text compression options selected.

### High Color/Grayscale Images

If you choose to compress images you will then be able to select from:

- **Auto**  
Let PDF-XChange choose the best compression settings on your behalf whilst retaining reasonable image quality.
- **JPEG**  
Best used for coloured images
- **ZIP**
- **JPEG/ZIP**
- **JPEG 2000**
- **JPEG 2000/ZIP**

### JPEG Quality

A percentage value determining image content quality over compression - the higher the value entered the lower the compression setting applied and image quality is retained to a higher degree - lower values make smaller files.

### Indexed Images

Where ever possible should images be repeated within a file created by PDF-XChange it will in fact only be incorporated a single time within the file content - PDF-XChange then retains an indexed list of the images repeated and when viewing places the correct image in the correct location on the viewed page. Efficient compression values for indexed images can extend the value of such a process and make files even smaller than they would otherwise be using this efficient compression logic.

- **Auto**  
Let PDF-XChange choose the best compression settings on your behalf whilst retaining reasonable image quality.
- **Run Length**
- **ZIP**
- **LZW**

### Monochrome Images

These settings apply to monochrome images contained within the PDF file generated.

- **Auto**  
Let PDF-XChange choose the best compression settings on your behalf whilst retaining reasonable image quality.
- **ZIP**
- **CCITT Group 3**  
Compression Algorithm Optimized for faxing documents
- **CCITT Group 4**  
Compression Algorithm Optimized for faxing documents
- **Run Length**
- **JBIG2**

Determining which algorithm is best for your images or text is a very complex and difficult subject - for most users a little trial and error will reveal a general setting good for most documents they tend to create - for those wanting to apply a more scientific approach we suggest you locate a web site or book giving detailed information on Compression and optimisation information for graphic and text formats - but we stress it is not a simple topic - you have been warned !

## 2.6 Graphics Settings

The **Graphics Property page** offer an additional means to compress or optimize file content by converting or re-basing image content within the generated PDF file.

The graphics settings can be used to reduce the DPI settings for any included images or convert them to Grayscale or MONO (black and white) where appropriate.

For example - where a file is only likely to viewed from a web site or on a computer screen and print quality is not of paramount importance - it is of no value creating a high quality, PDF file - your prospective viewer will likely be far happier to have a lower quality file of a smaller file size - improving download speeds and maximising use of the download bandwidth available.

There is little point in producing files at high DPI settings with large colored images - if these are likely to be viewed on a computer screen incapable of benefiting from the high resolution file you create.

PDF-XChange offers a means to optimise your files for the specific purpose for which they are intended - using the graphics options available.

See how to use the graphics options efficiently in the next topic - [Graphics Optimisation](#).

### 2.6.1 Graphics optimisation

The Graphics Options enable you to efficiently incorporate graphic content within your PDF files for the specific audience you anticipate will view the content you create.

**Down sampling** An image bitmap consists of digital units called *pixels* . Down sampling reduces the

number of pixels in a file and thus the file size - this is useful if the file you generate is likely to be viewed over an internet connection on a computer screen and not usually printed.

Most PC work screens have resolutions capable of displaying perhaps as little as 96 dots per inch - little point therefore in offering high resolution graphics if the viewer is unable to render them or the subject does not warrant such - better to reduce the file size and thus the 'bandwidth' required to view them. Your users will thank you for not burdening them with unnecessarily large file download times.

**There are 3 down sampling methods available for you to use :**

#### Linear

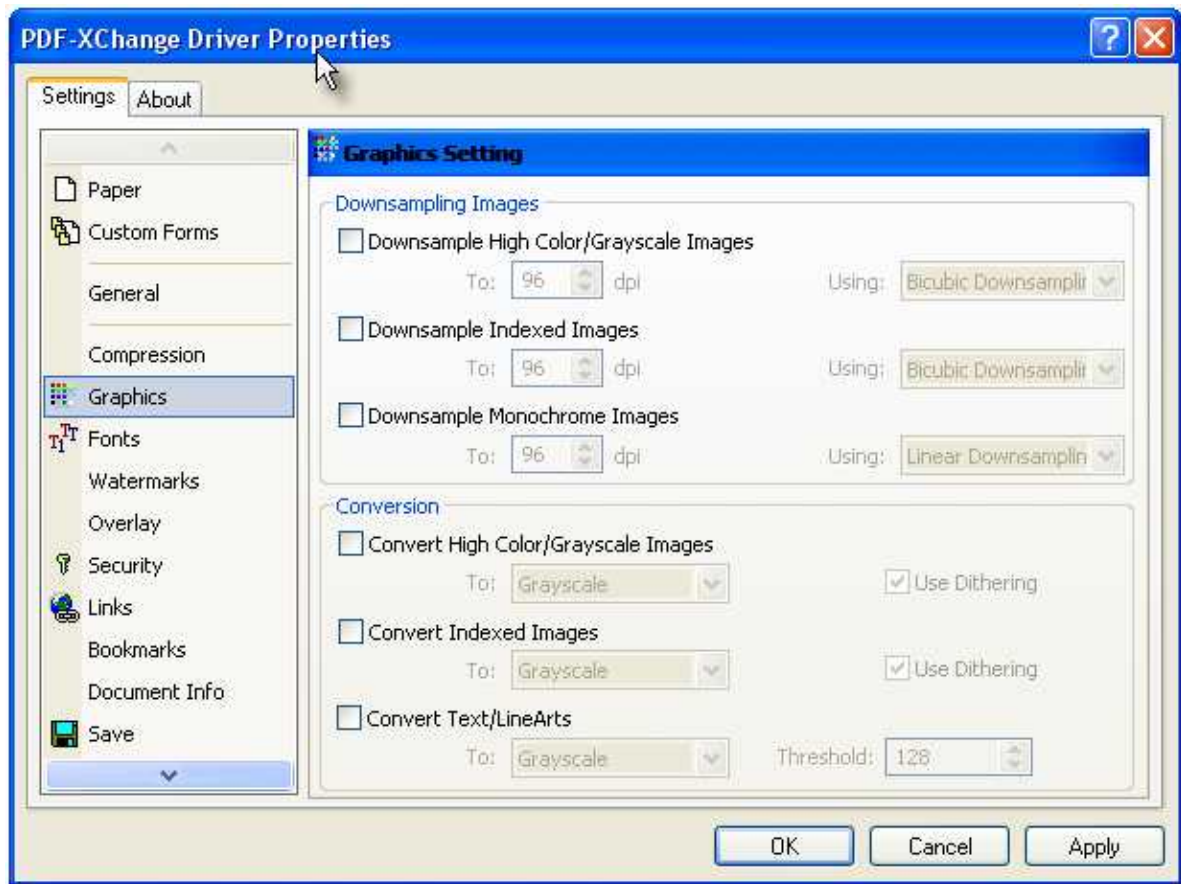
Linear is a fast method but for some image types may have an undesirable impact on the quality. It averages the color content of pixels in a sample area and replaces all the pixels sampled with an average color representation - thus reducing the information stored in the file and the file size.

#### Bilinear

Bilinear is a slower method than linear and takes more processing to complete- but produces a more accurate result.

#### Bicubic

Bicubic is the best means of achieving down sampling in terms of accuracy when down sampling - but takes the longest to process and may take a considerable time if the files and image content are complex and large.



#### Conversion

Using the Conversion options it is possible to convert Color image content to Grayscale, or Color and Grayscale content to Mono (black and white) this will reduce file sizes and in many cases if the file

content is suitable - produce a perfectly acceptable experience for the Authors audience in the event color content is not a primary requirement.

See [Compression](#) for an explanation of the difference between High Color and Indexed Color Images.

**Dithering:**

PDF-XChange uses the 'error diffusion' or 'Floyd Steinberg' method of 'dithering', to best explain the effects of using this - see the 3 images below if converted from color to mono.

**Original color image**



**without error diffusion**



**with error diffusion**



## 2.7 Fonts Settings

**The Fonts property page** allows you to enable or disable font embedding, you can enter a list of fonts which you prefer to always embed and which should never be embedded.

As a general rule common fonts which can be expected to reside on users PC's (such as Arial, Courier etc) should be set to never be embedded - unusual fonts which you cannot expect viewers of your files to have in residence on their local PC's should be embedded. In the event you do not embed such fonts the viewers results cannot be guaranteed in terms of the manner formatted.

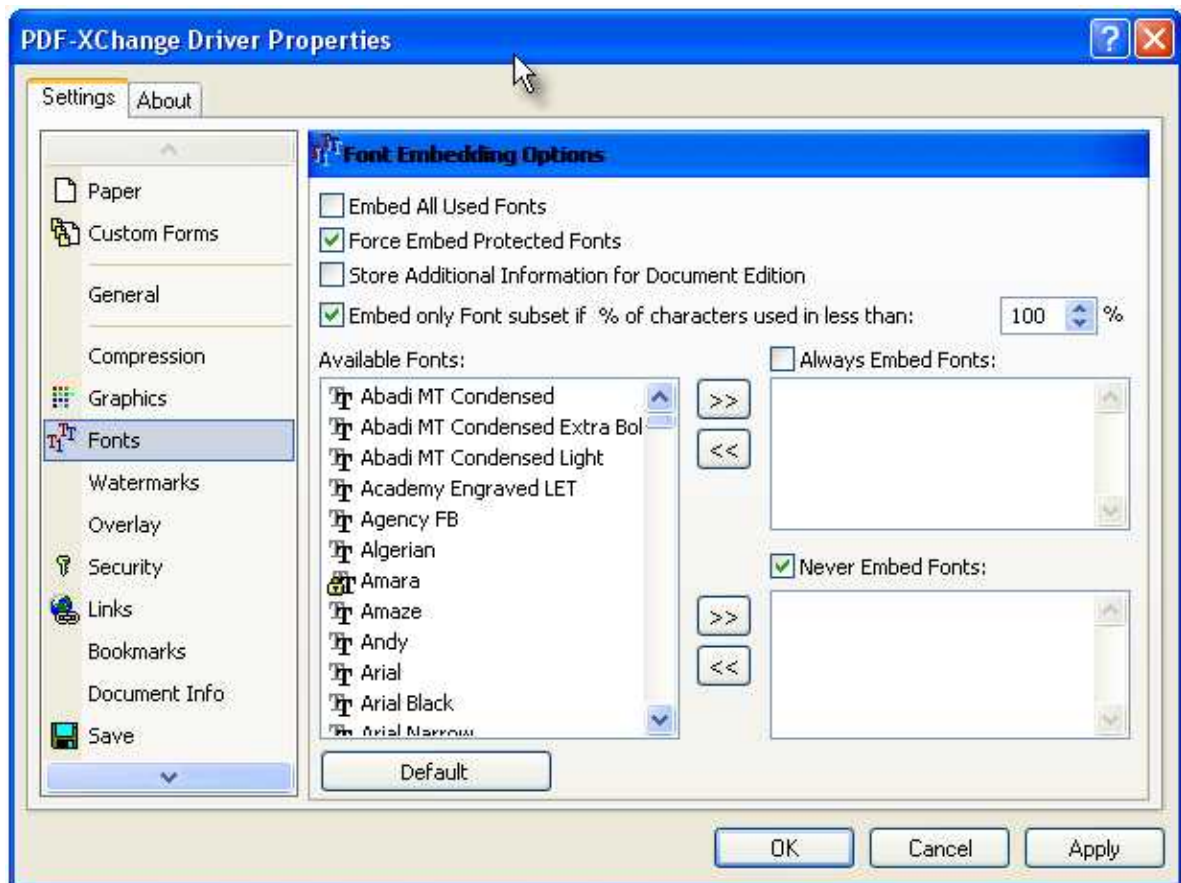
**Tip :** Embedding fonts' does add to the file size generated, so avoid this possibility where you require the most aggressive file size possible (i.e. web downloadable files) keep the use of unusual or proprietary fonts to the minimum possible.

## 2.7.1 Fonts

PDF-XChange includes the ability to manage the way fonts are handled within the PDF files you generate.

Whenever possible you should choose to NOT embed fonts within the PDF files you generate. This ensures maximum file optimisation and smaller files. This means ideally you should choose, whenever possible, to use standard windows fonts when creating the original document text - one that will be present on a wide selection of users machines.

However there will be times when this will not be possible - perhaps you use a certain font for you company or clients Logo - or you are forced to use a given font style by a Government Agency or Trade body - in this instance you will need to ensure that any obscure or unusual fonts are embedded in the file you create if you desire your users to see exactly what you see on the screen.





### **Embed All Used Fonts**

If selected, all fonts used within the source document or text will be fully included in the PDF file and available to recreate the document for the reader on any machine - whether loaded on the PC or not - this does increase file - though often not too dramatically provided a wide array of fonts and styles are not used in the document in question.

### **Store additional information for Document Edition (Not applicable to ASCII based content - only Unicode)**

It is only necessary to select this option in the event you wish to allow viewers of the page/file to extract text or edit the PDF document you are creating. Additionally the English language uses no Unicode based characters and therefore again this would offer no benefits - but many other languages use special characters and accents - if you wish to preserve this content in the correct format when editing or extracting content from your PDF files (including 'CUT & Paste' operations from the Acrobat Viewer) you should set this option - **HOWEVER** there is an overhead in terms of file size - as additional information is stored within the PDF file to facilitate this ability - your file sizes will increase, consequently you should only set this option on for the purpose of future extraction and editing - it is not necessary for simply viewing the file in a conventional PDF viewer correctly.

### **Force Embed Protected Fonts**

Some fonts you have on your system may be licensed for your use only and not for distribution by you to any third party - if the PDF file is for your use only or you are convinced that either your target audience or you have the rights to use and distribute this font - you may force its inclusion within the PDF file generated - even if it is protected from being included. Some Font publishers set this property on their fonts and unless you force embed it - when opened by a viewer without the fonts resident on their PC - a substitute font will be used - this could have a detrimental effect on formatting of the page.

### **PLEASE NOTE IT IS YOUR RESPONSIBILITY TO ENSURE YOU ARE LICENSED TO DISTRIBUTE FONTS AND FILE CONTENT**

#### **Always Embed Fonts**

You can add and remove fonts in this list. Any matching fonts found in the file you generate will be included to ensure correct formatting when viewed by your user - this will increase the file size and should only be used when you believe it unlikely that your users may not have the file resident on their machines.

#### **Never Embed Fonts**

You can add to this list any fonts that you believe will always reside on your users machines and therefore need never be incorporated in a PDF file - irrespective of any other options you may select. You will see we have already partially populated this list with default Windows and Adobe Acrobat viewer fonts. The more fonts in this list usually the smaller the files you generate are likely to be - assuming the fonts are used in the original documents being converted. There is no gain however if you add fonts never used !

There is one exception to the above - if special symbols from any font are utilised in a source document - they will always be embedded in the PDF document no matter what settings are chosen.

#### **Embed only Font Subset if % ...**

This option analyses your printed text prior to PDF creation and determines if the prescribed % content for the fonts used is less than the figure set - if so only a subset of the font is included containing the font characters used within the file - rather than the entire font to assist in optimising the PDF file size - if the font content exceeds the threshold set - then the entire font character set is embedded within the file.

For viewing of your PDF files by 3rd parties - this should be sufficient to ensure readability and formatting accurately matches the original document - however if your file is likely to be edited or

content extract by others - this can cause issues, as only a partial set of the font characters for the entire font is available, therefore if a user editing the PDF file requires use of characters not included with the embedded font - they will not be able to do so using the original font, unless they also have this font resident on their system.

If your file is not intended for editing - then it is recommended you leave the default 100% setting - otherwise it is for you to determine a threshold that reflects the likely hood characters not already represented in the text of your document could be used in any future alterations to your original and balance this against the value of ensuring the file size is optimised as required.

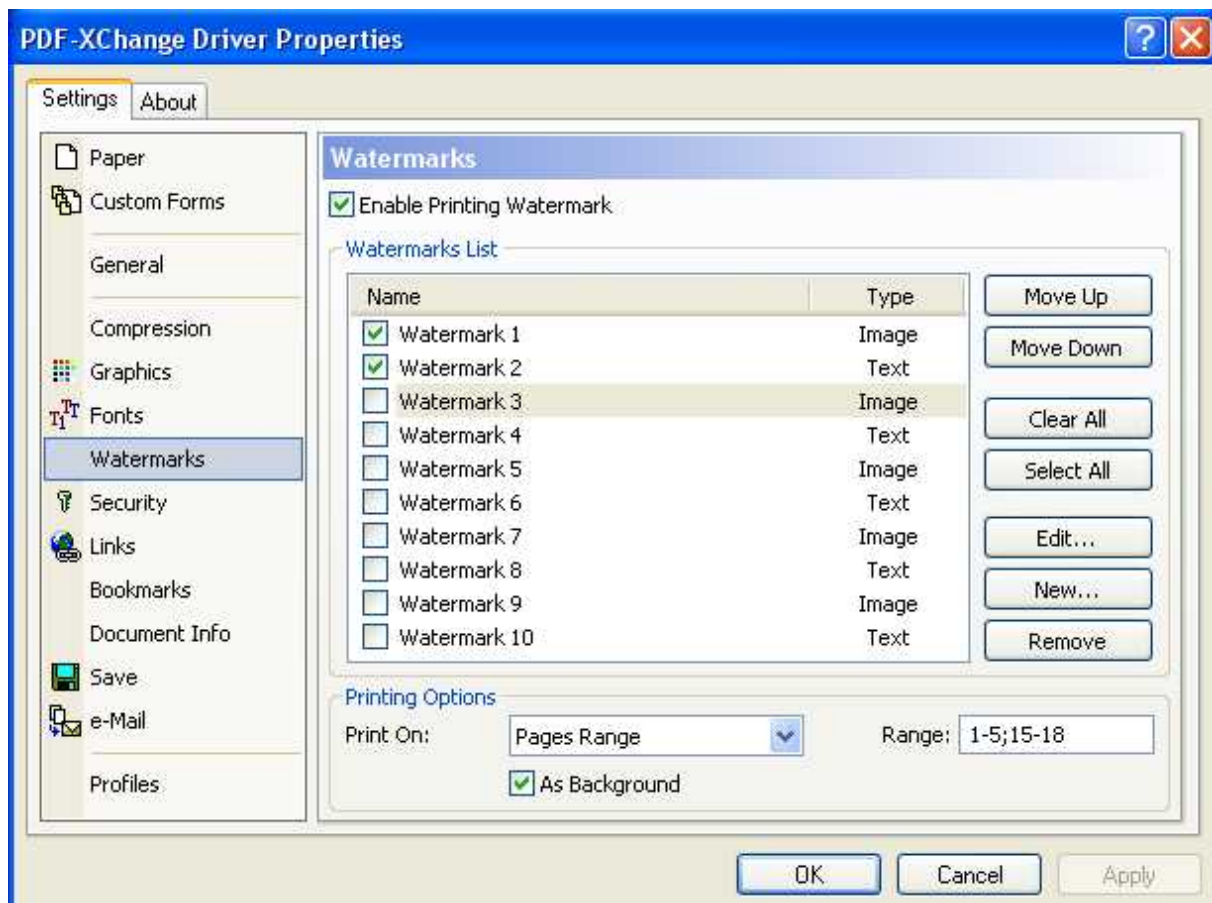
## 2.8 Watermarks

### Watermarks Property Page

PDF-XChange allows you to add Watermarks on a specific page, combinations of pages - or ranges of pages - within you generated PDF file.

These can be Text or Images you may have numerous watermarks of both types resident on the pages specified.

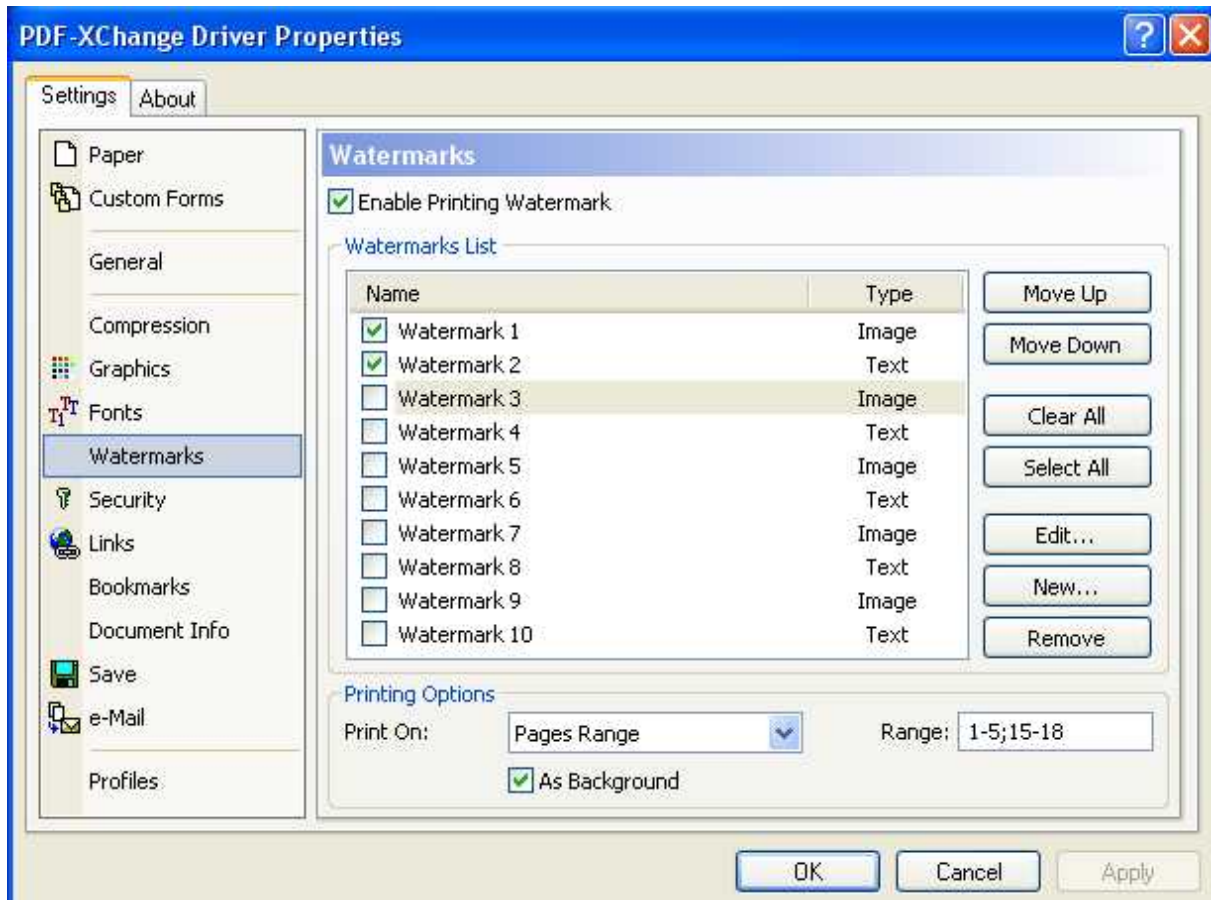
See ['Overlay'](#) for PDF pages used as watermarks.



Proceed to the [Watermark Options](#) page to learn more about using watermarks.

## 2.8.1 Watermark Options

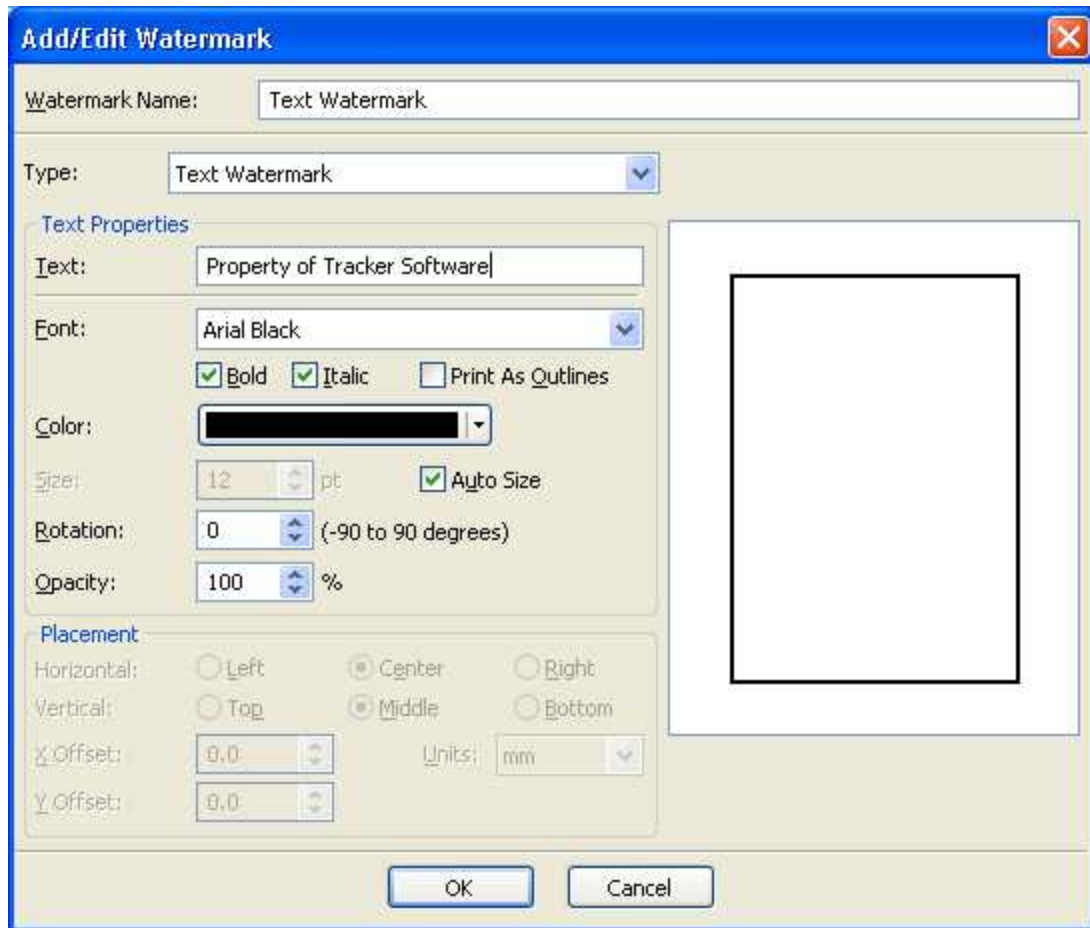
The **Watermarks** property allows you to select and/or create watermarks, which will be added to the page(s) of your final PDF document.



In the **Printing Options** section you may choose on what pages you would like to apply watermarks, selected in the **Watermarks List** section. You may print on: all pages, only first or last page, on the odd or even pages or on defined pages range. Also the watermark(s) may be printed as background or foreground - depending whether the **As Background** check-box is selected or not.

You can easily create a watermark by pressing the **New...** button in the **Watermarks List** area.

Also, you may edit existing watermark's by clicking twice on the name of the watermark in the list or selecting the watermark and pressing the button **Edit...**



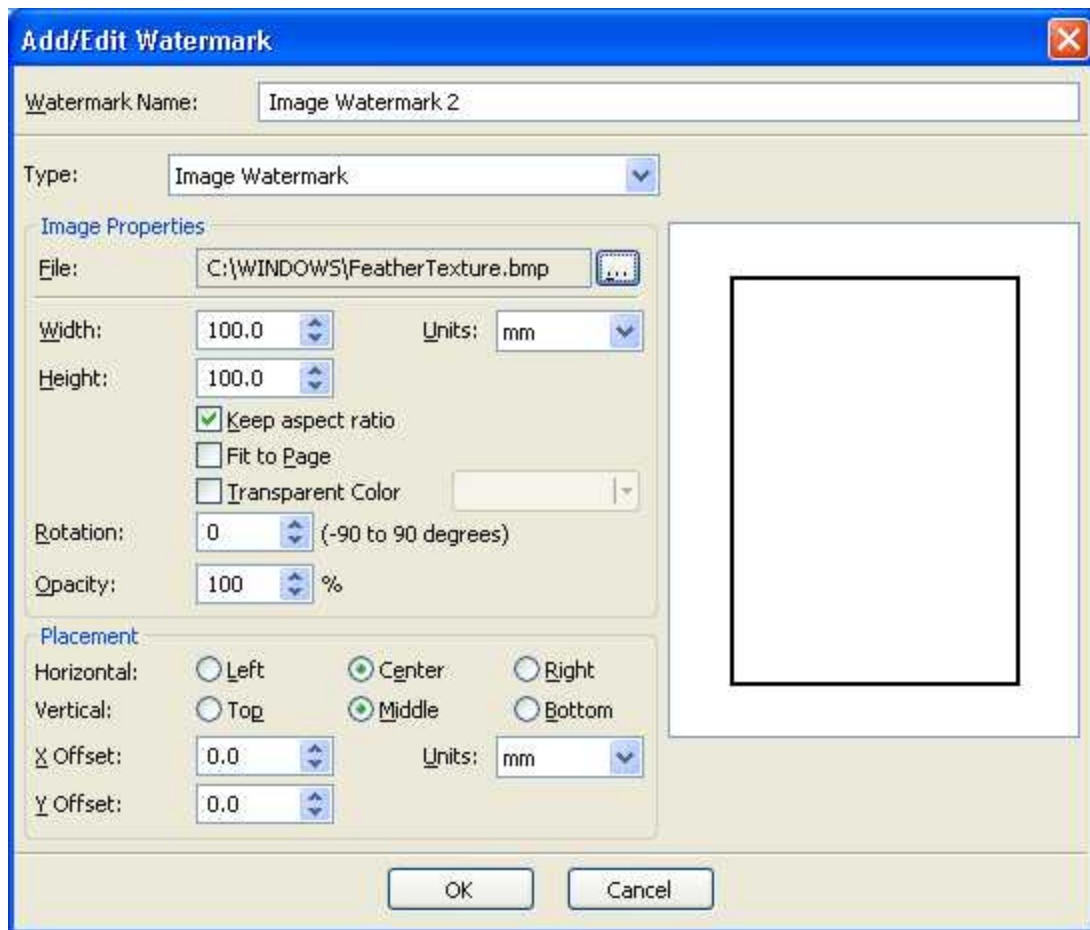
There are 2 possible watermark types : Text and Image.

While creating a text watermark you may set up the font, color and size of the text. Also you may set the opacity of the watermark and the degree of text rotation.

**If the "Auto Size" check box is selected** - Font size will be selected automatically to allow the text you have entered to fit the available area - you will see a preview of this function working as you change typed text or Rotation values !

Note: You may set opacity only if you are working with ver 1.5 or higher of the PDF-Format (the Adobe Acrobat 6 viewer is required to view such files)

If you are adding/editing image watermarks you are able to set up the following: size; rotation; opacity and placement of the watermark on the page.

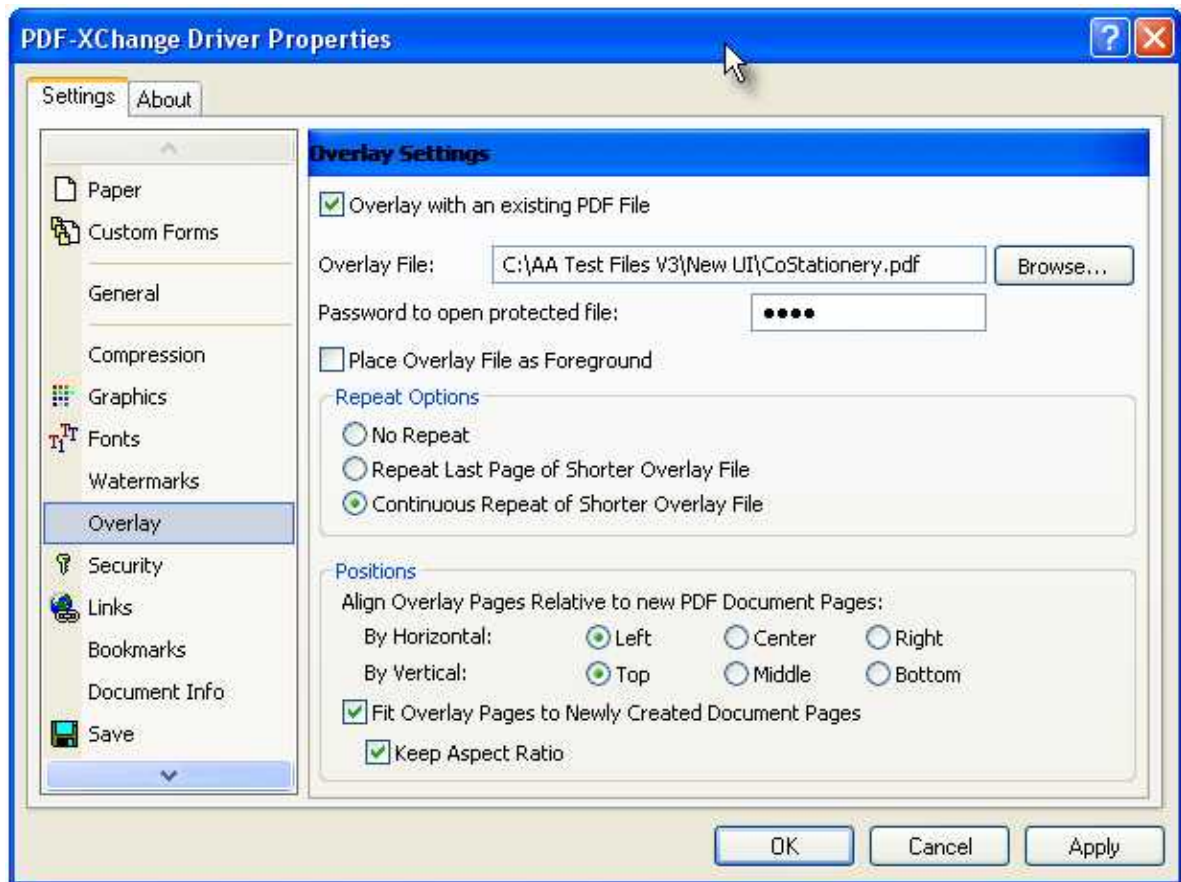


If Auto Size is not checked or your watermark is an image type - you will be offered the Placement values to place your watermark in the required page location.

## 2.9 Overlay PDF (as a Watermark)

### The Overlay Property Page

Allows the use of an existing PDF file as a watermark (allows foreground or background use)



## 2.9.1 Overlay PDF(as a Watermark)

### Overlay PDF

This option allows the use of a PDF as a watermark or overlay.

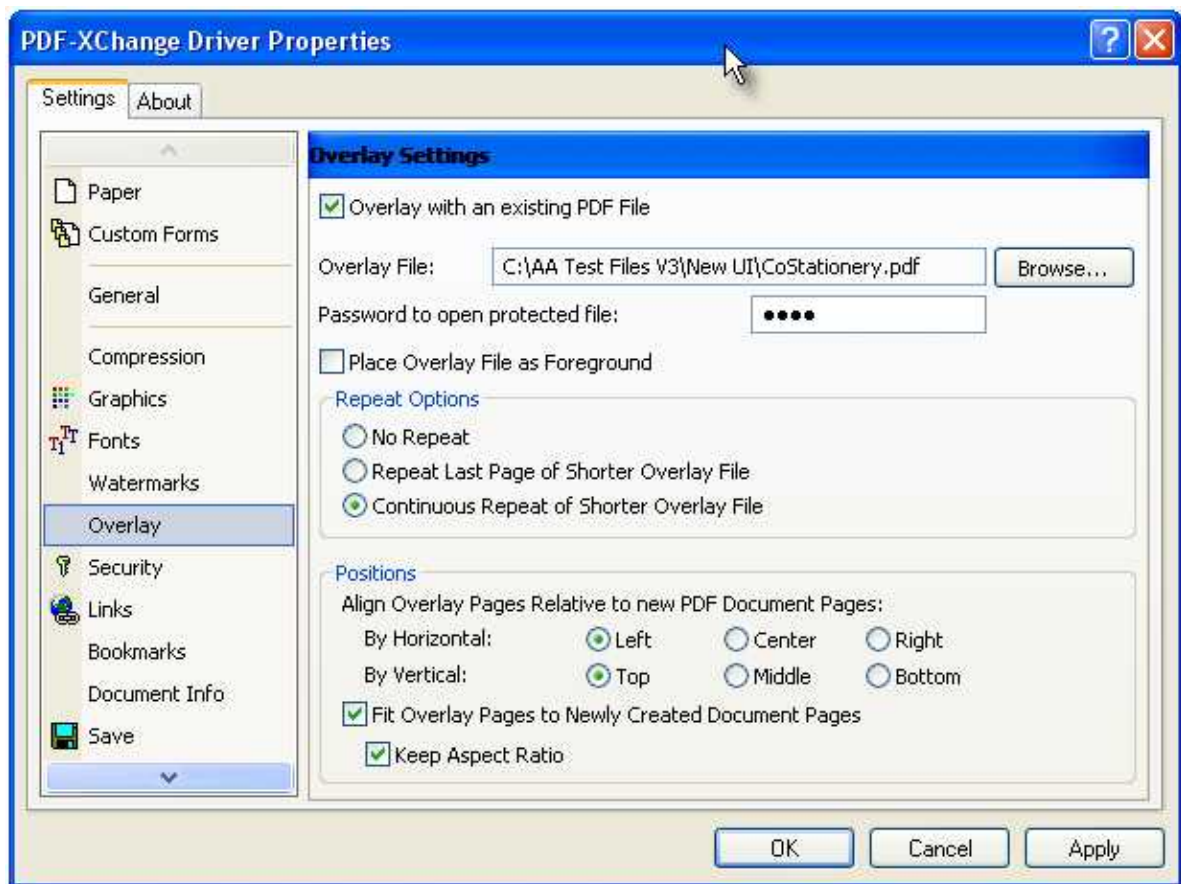
**One important (but temporary) limitation** with overlays (which will be addressed in an update shortly) is that you may not use [Digital Signatures](#) or [PDF commenting/Page Markup](#) when creating a file with a PDF overlay.

For example - you may have standard company stationery with your company name and address details on which you would like the text of your document printed - when printing to a physical printer this is no problem if you change the paper in your printer trays to match your requirements.

This option allows you to do this electronically - negating the need to replace your printer paper or if sending the PDF file via Fax or Email etc electronically - you can prepare the file and send without ever having to physically print.

It is also useful if you have standard forms pre-prepared in PDF format (not to be confused with Adobe forms format files that allow dynamic data entry in the Acrobat Reader) that you wish to overlay text on from your Word Processor, spread sheet or database etc - simply use the form as a background overlay and output your text or data at the correct position on the document to match the

required area on the PDF form and again the document is prepared electronically without ever physically being printed to paper.



**Overlay File** : Designates the location of the file to be used as the background or foreground overlay.

**Password** : to Open protected file - if the file you are using as an overlay requires a password to open for printing purposes, provide that here.

**Place Overlay as Foreground** : Otherwise the PDF will be set as a background object in the newly generated PDF.

#### **Repeat Options :**

##### **No Repeat :**

The pages in the PDF file to be used as an overlay will be processed to match the page numbers in the newly created PDF file. Therefore if your overlay file has 3 pages and your source document has 6 pages, page 1 from the overlay file will be placed on page 1 of the newly created PDF file with the content from page 1 of your source document, page 2 to page 2 of the new PDF file and so on - pages 4, 5 and 6 of the newly created PDF file will contain only the content available in your source document from pages 4, 5 and 6 - with no overlay content from the PDF overlay file.

##### **Repeat Last Page of Shorter Overlay File :**

Assuming the overlay file and source document are as stated in the above example - pages 4,5 and 6 of the output PDF file would have page 3 from the overlay file imposed along with the matching page contents from the source document (i.e Page 4, 5 and 6 respectively)

Continuous Repeat of Shorter Overlay File :

Assuming the overlay file and source document are as stated in the above example - all would proceed as stated above for pages 1-3 of the output PDF file - then on page 4 of the output PDF, page 1 of the overlay would be placed with page 4 from the source document, page 2 of the overlay file would be placed on page 5 of the output PDF along with page 5 of the source document etc.

**Positions:**

How you require the Overlay file to be positioned relative to the new file page layout.

## 2.10 Security Setup

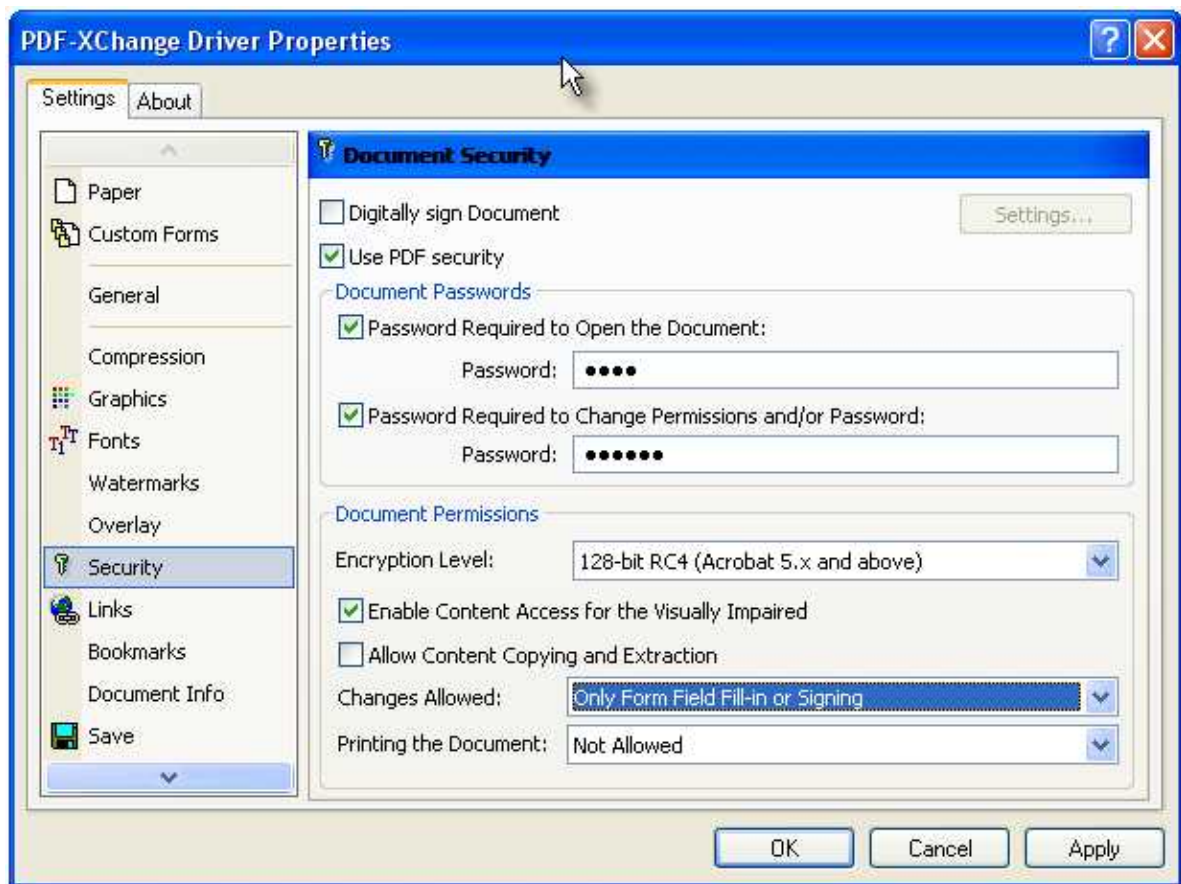
### The Security Page

The Adobe PDF format has since PDF format 1.3, allowed document authors to limit the viewer to perform only certain functions with the material they have created. The level of protection authors can apply depends on the Acrobat PDF format being used.

PDF-XChange supports these security features in full and makes them very easy to use.

The **Security** property allows you to enable or disable PDF document security, you can enter user's and owner password for PDF document, set encryption level and specify users' permission levels for the document in question.





Proceed to the [Security page](#) to learn more about protecting your PDF documents.

## 2.10.1 Security

**PDF-XChange offers protection** for your PDF documents with the following password and document permission settings.

**Digital Signatures** : Please see [Digital Signatures](#)

### File Security/Encryption

Please keep in mind that two different passwords may be used: one for opening the document and another (an 'Owner' or 'Administration' password) for changing the permission and/or changing the password for the document opening.

***If you use Password settings, keep a note of the password used - or even you will be denied access to the document password and encryption settings page of your generated document - and no we cannot help you if you lose it !!!***

When setting up the document permission - 2 levels of encryption are supported:

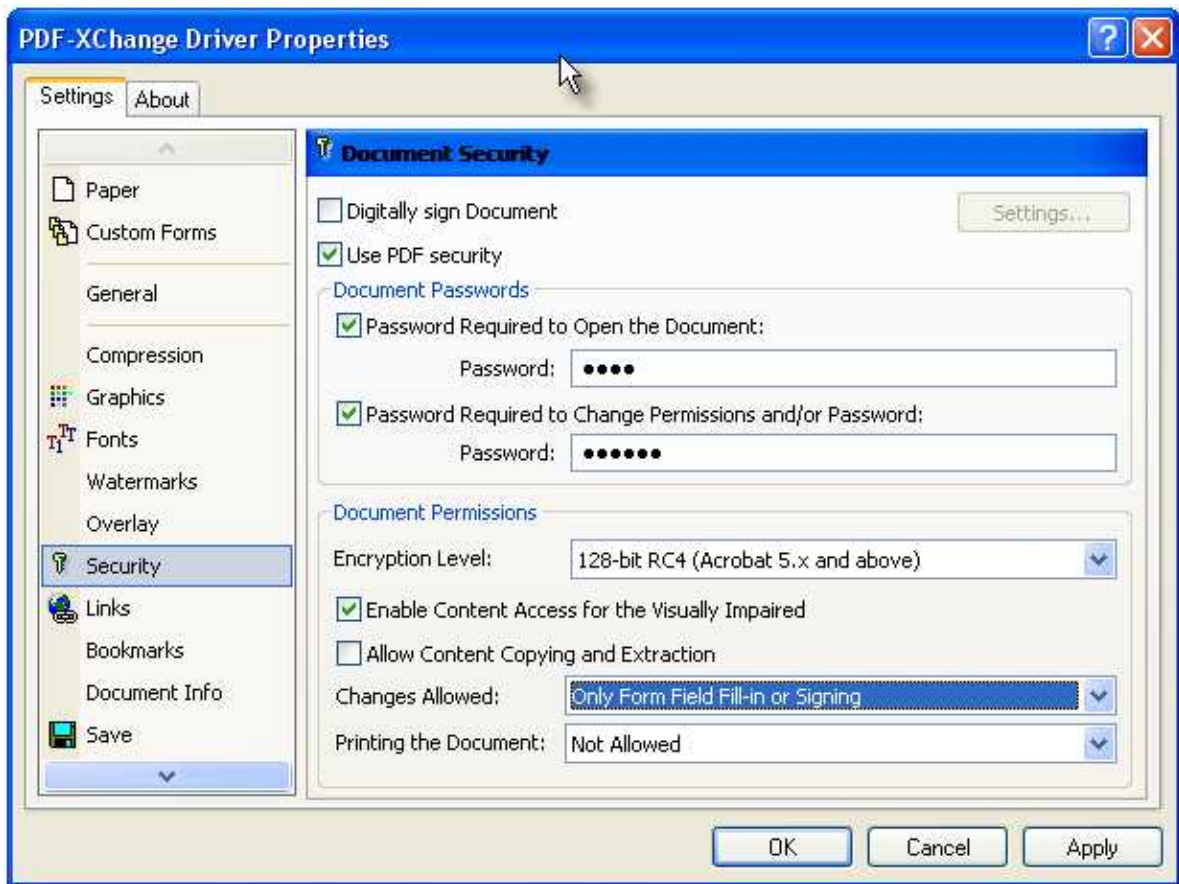
40-bit RC4 (for Acrobat ver. 3.x and 4.x) - 4 types of permission are available:

**Allow Printing** - when checked user is able to print the document;

**Allow Changing the Document** - when checked user is able to modify the contents of the document ;

**Allow Content Copying or Extraction, Enable Accessibility** - when checked user is able to copy some content of the PDF document;

**Allow Adding or Changing Comments and Form Fields** - when checked allows user to add or modify text annotations, fill in interactive form fields and also set, create or modify interactive form fields (including signature fields).



128-bit RC4 (for PDF files Acrobat ver. 5.x and above) - more powerful encryption algorithm is used with a greater flexibility in terms of document permissions is available. You are able to restrict printing, fully allow it, or allow, but with low quality.

You may set what changes to the document content are allowed, i.e. form field fill-in, signing, comment authoring, general editing or only document assembly. Also you may enable content access for the visually impaired and/or content copying and extraction.

## 2.10.2 Digital Signatures

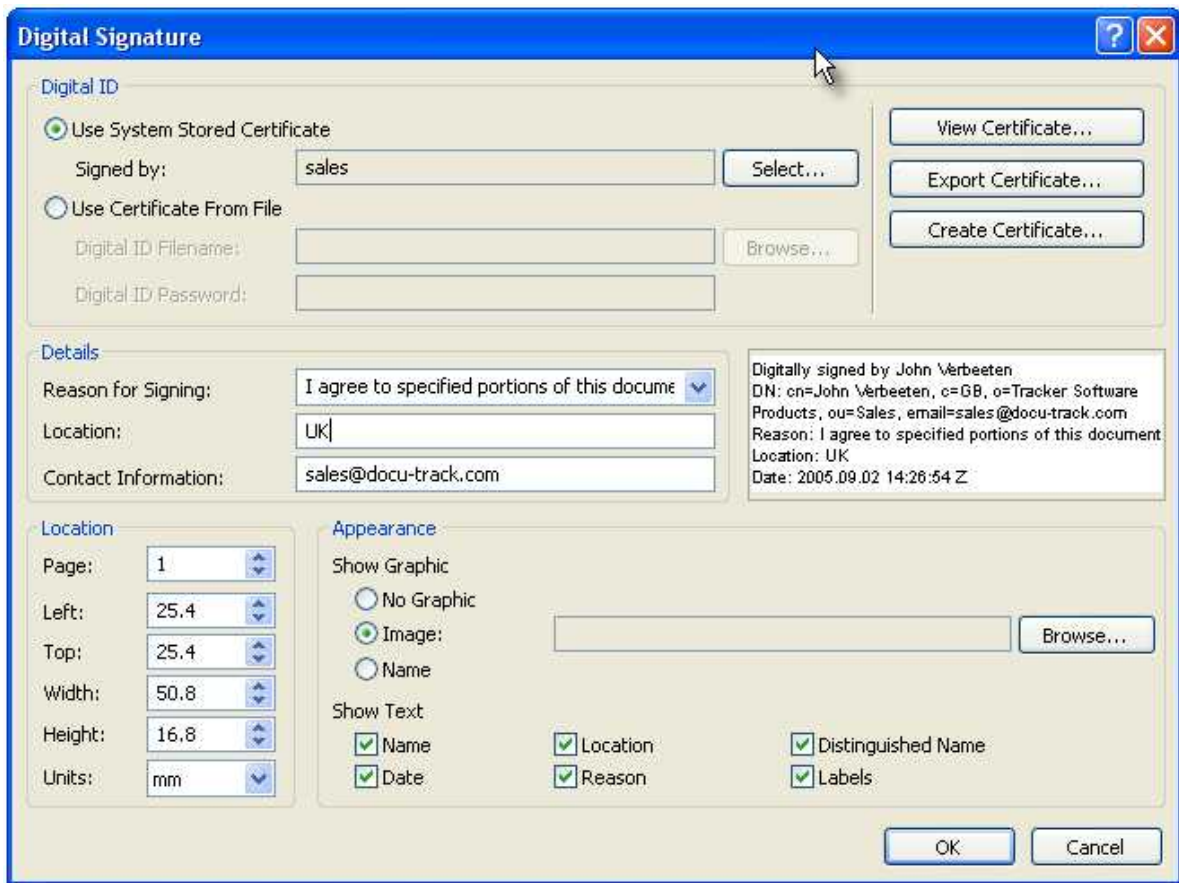
PDF-XChange allows you to add a Digital Signature File or indeed create and add your own simple Digital Signature locally.

### What is a Digital Signature/ID ? - Here is one definition :

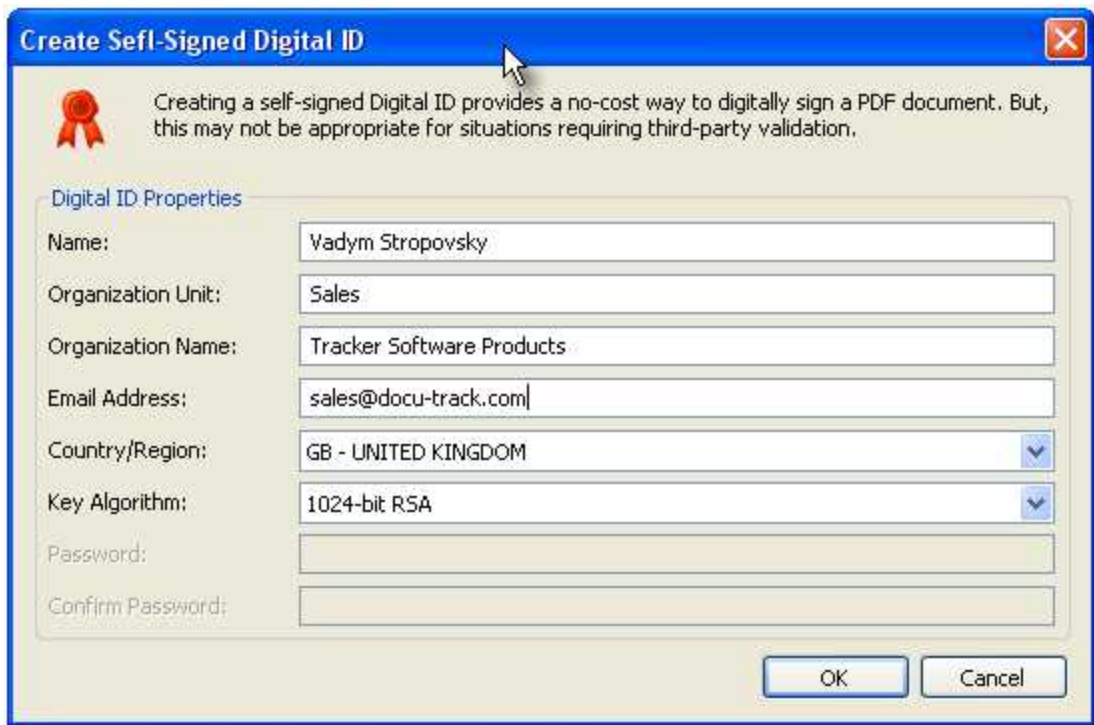
A digital code that can be attached to an electronically transmitted document or message that uniquely identifies the sender. Like a written signature, the purpose of a digital signature is to guarantee that the individual sending the message really is who he or she claims to be. Digital signatures are especially important for electronic commerce and are a key component of most authentication schemes. To be effective, digital signatures must be unforgeable. There are a number of different encryption techniques to guarantee this level of security.

More detailed information is available from the [American Bar Association](#) and other such National and International Bodies.

Useful general information is also available in the both the Adobe Reader and Windows Help files.

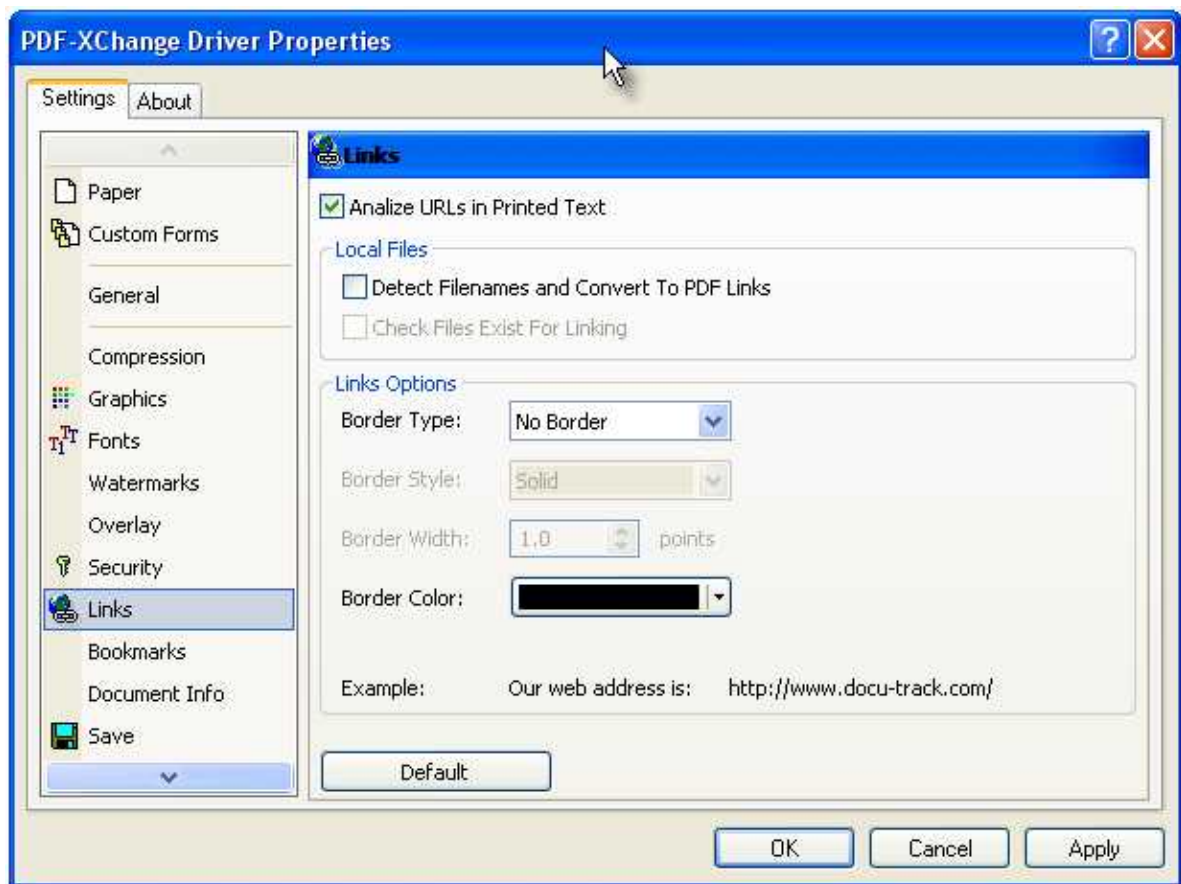


**Creating your own Simple Digital Signature using PDF-XChange.**



## 2.11 Links

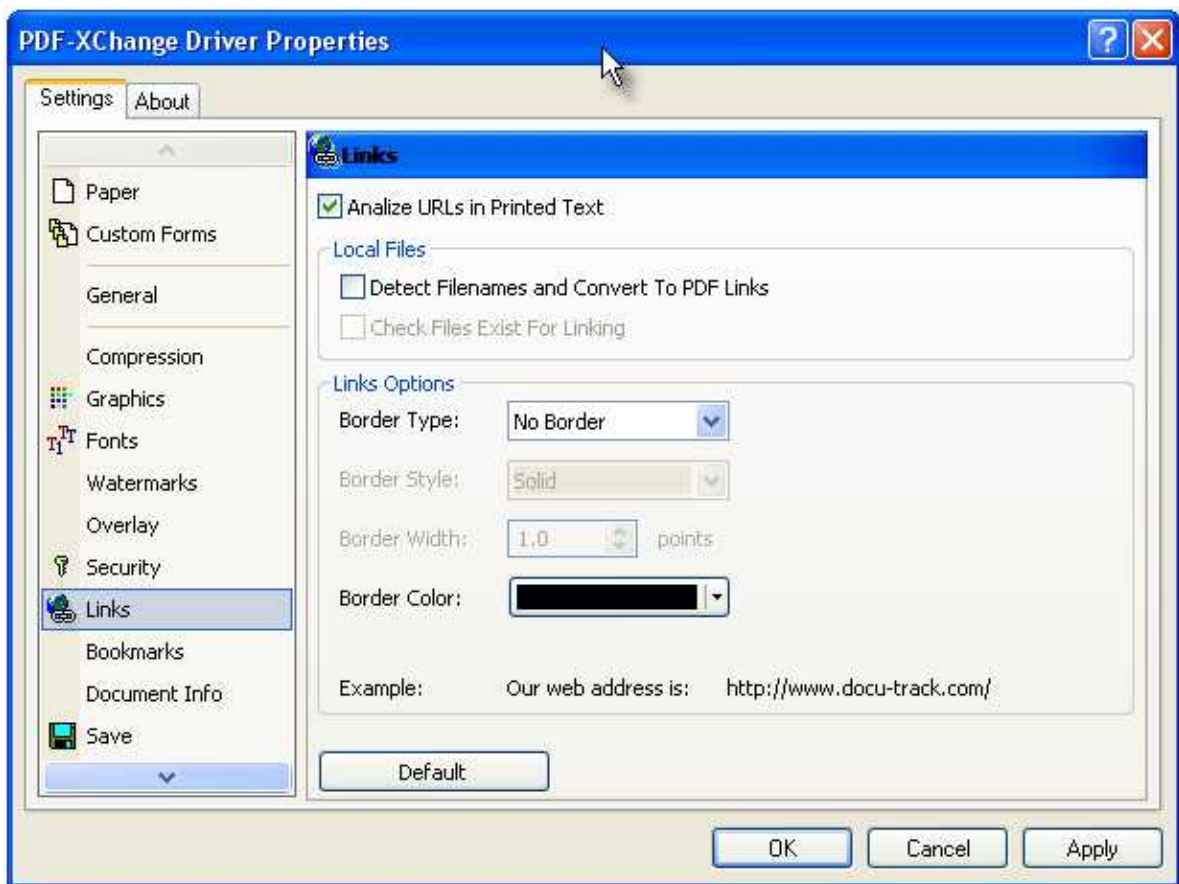
**The Links Property Page** allows you to analyse the hyperlinks which may exist within the document, and support the readers ability to 'click' and open a web page or an 'Email' to address.



Proceed to the [Links Options](#) page to learn more about using links.

### 2.11.1 Links Options

To enable hyperlink parsing you should check the check-box **Analyze URL's in Printed text**.



Using this option it is possible to enable and customize the 'Links' options according to your needs.

**Please note - PDF-XChange supports only literal links - not embedded links - The [MS Office Addin](#) we provide however does support Embedded Links and both TOC (Table of Contents) and Text Links.**

This is an example of a literal link -: <http://www.docu-track.com> and this would function correctly

This is an example of an embedded link -: To go to our web site '[click here](#)' and this would not embed correctly and would not function if you are not using the [MS Office Addin](#) provided.

***The same is true for email addresses !***

#### **Local Files:**

PDF-XChange allows you to set links to external files located in specified location on your local or networks drive - so that when the link is clicked - the Document or File is 'opened' or action-ed as appropriate - provided a suitable application to do so is available on the PC on which the file link is located and the file actually exists !

You must include both the path top the file and the file name - i.e. C:\Documents and Settings\All Users\Documents\sample.doc

The **Border Type option** allows you to choose how to create hyperlinks in PDF documents for viewing: by underlining, by creating a rectangle box around the hyperlink or with no special properties at all.

The **Border Style option** allows you to further personalize your link types with **Underline** or **Rectangle** marking plus **solid, dotted** or **dashed**, color and width of the link border may be set using appropriate option boxes and values - **Border Style, Border Width, and Border Color**

Your link text color's can also be set to the same as the border setting by enabling the check-box - '**Make Text Color the Same as Border Color**'

As with most of the options in PDF-XChange - to return to pre-defined settings press the **Default** button.

## 2.12 Bookmarks

### The Bookmarks Property page

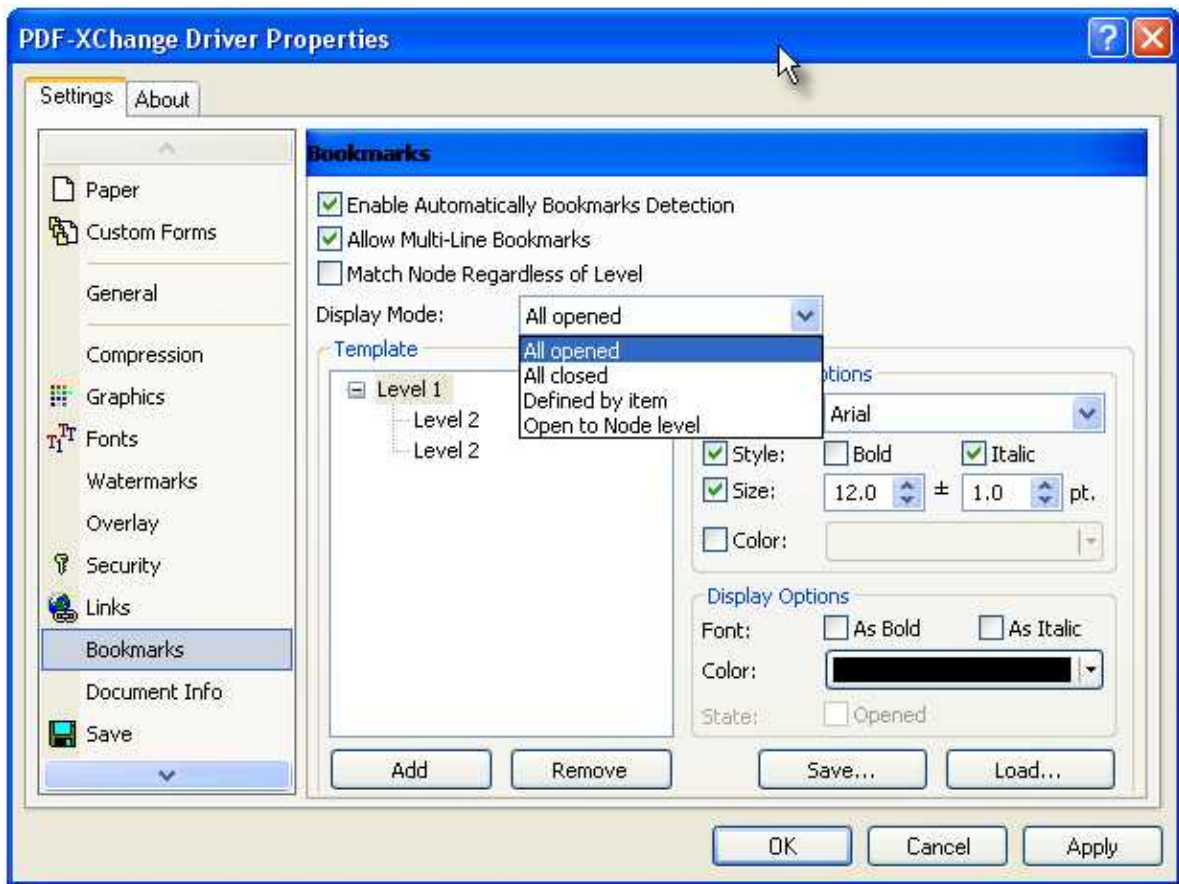
PDF-XChange 3.x gives you the unique ability to **generate bookmarks from within any of your Windows applications** - it is not restricted to just creating MS Word 'Table of contents' (TOC) compatible bookmarks, we accept that whilst MS Word is without doubt the most widely used single Word Processing document creation tool in use today by Windows users - it is not the only document creation tool used.

So we offer the ability for MS Office users to use our [MS Office Addin](#) - of which you can read more here - but for other users please see this section.

There are many other applications in use which would benefit from the ability to seamlessly generate PDF bookmarks whilst converting original source material to PDF, we know this because unlike many other tools, PDF-XChange is arguably the most compatible 3rd party PDF generation tool available today - so we communicate with users of 100's of differing software titles about their needs - not just MS Word users.

So when incorporating the ability to generate Bookmarks in PDF-XChange for Version 3, we wanted to ensure that we made the functionality;  
Easy to use, reliable and applicable to any software, creating suitable source material, for PDF generation and thus Bookmarks too !

We believe we have achieved this and will continue to develop this functionality as we learn more about the way you wish to use it.

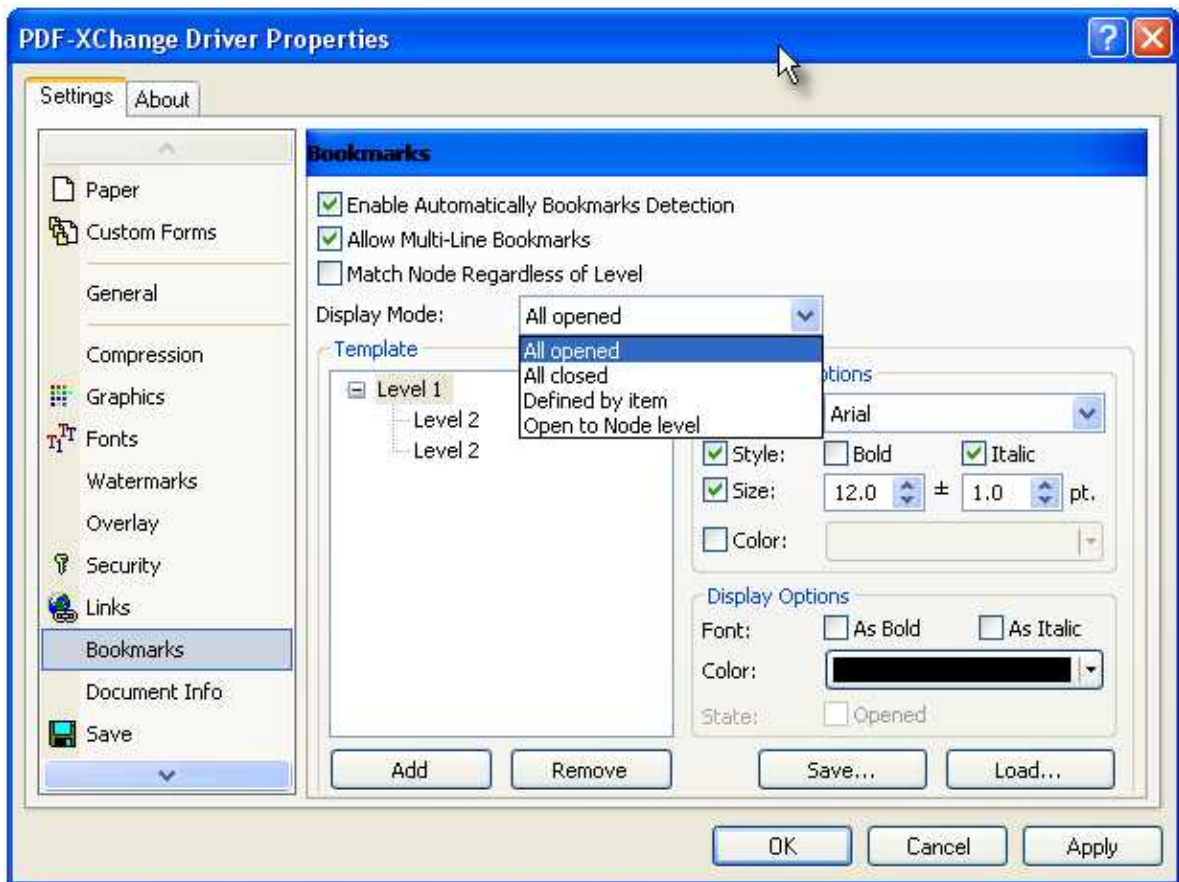


Proceed to the [Bookmarks Options](#) page to learn more about using bookmarks.

### 2.12.1 Bookmarks Options

To enable bookmarks parsing you firstly should 'tick' the check-box **Enable Automatically Bookmarks Detection**.





### How does it work ?

PDF-XChange 3 parses the document, sent to print, and is looking for text blocks which are assumed to be the bookmarks according to the predetermined criteria as set by the user in the Bookmarks property function.

### Example

We have also included a sample document created in Microsoft's Word Pad (this comes installed with MS Windows) to demonstrate an example of one way to use the Bookmarks feature - see the file 'Bookmarks.doc' in your installation folder.

If you are using an MS Office application - please also see the [MS Office Addin](#) features.

### What do you need to consider ?

Firstly do you wish to **Allow Multi-Line Bookmarks?**

If this option is turned on - PDF-XChange will accept as Bookmarks, text blocks greater than a single line. If this option is off - only single line blocks of text will be recognised as bookmarks. This is to protect users who do not use a different text style and font for their Bookmarks from their general document text. In practice the text styles you wish to use for Bookmark creation should differ in some subtle way from any other text found in your document - to ensure only the blocks of text you require Bookmark creation for will be recognised - otherwise you could find that you have great deal more bookmarks generated for your PDF than you intended - this will also have a potentially large impact on the length of time your PDF files take to parse the content of the document and write the PDF file.

!!!

For your convenience and to ensure maximum accuracy for Bookmark creation - PDF-XChange offers the ability to build a bookmarks tree and assign different **Detection Options** for every branch of the intended or potential Bookmark tree. As unique or common **Detection Options** may be set for the **Font** of a bookmark, it's **Style** (Bold, Italic) **Size** and **Color**. **The more unique a Bookmark node's Text, Font and Style - the less likely it is that general document text will incorrectly generate a Bookmark - or fail to do so when required.**

#### **Display Mode:**

When the viewer chooses to view bookmarks - this group of options dictates whether bookmarks are displayed opened and expanded to reveal child node levels in the Bookmarks tree - or whether all child levels will be closed and must be 'expanded' to view.

#### **Options:**

**All Opened**

**All Closed**

**Defined by Item** - Select the 'State' at the bottom of the 'Display Options' - this sets the Bookmarks open or closed state for a specific Bookmark entry - though setting a child entry as open and the Parent itself Closed - will result in the entry only being open when the parent has been Opened.

**Opened Up to Level** - Specify a numeric value that determines to what child level the Bookmarks will be opened in the tree - Level 1 opens all the Top Level items, level 2 Opens the top level and 1 child level - and so on.

#### **Important Note regarding Font Sizes:**

Ensure you set the option box to the right of the 'Font Size' for +/- to 1 - this ensures that although most fonts are not rendered to exact sizes in the Windows GDI - if you set a Font Size of say '12' - small variations are matched and your bookmarks will appear correctly

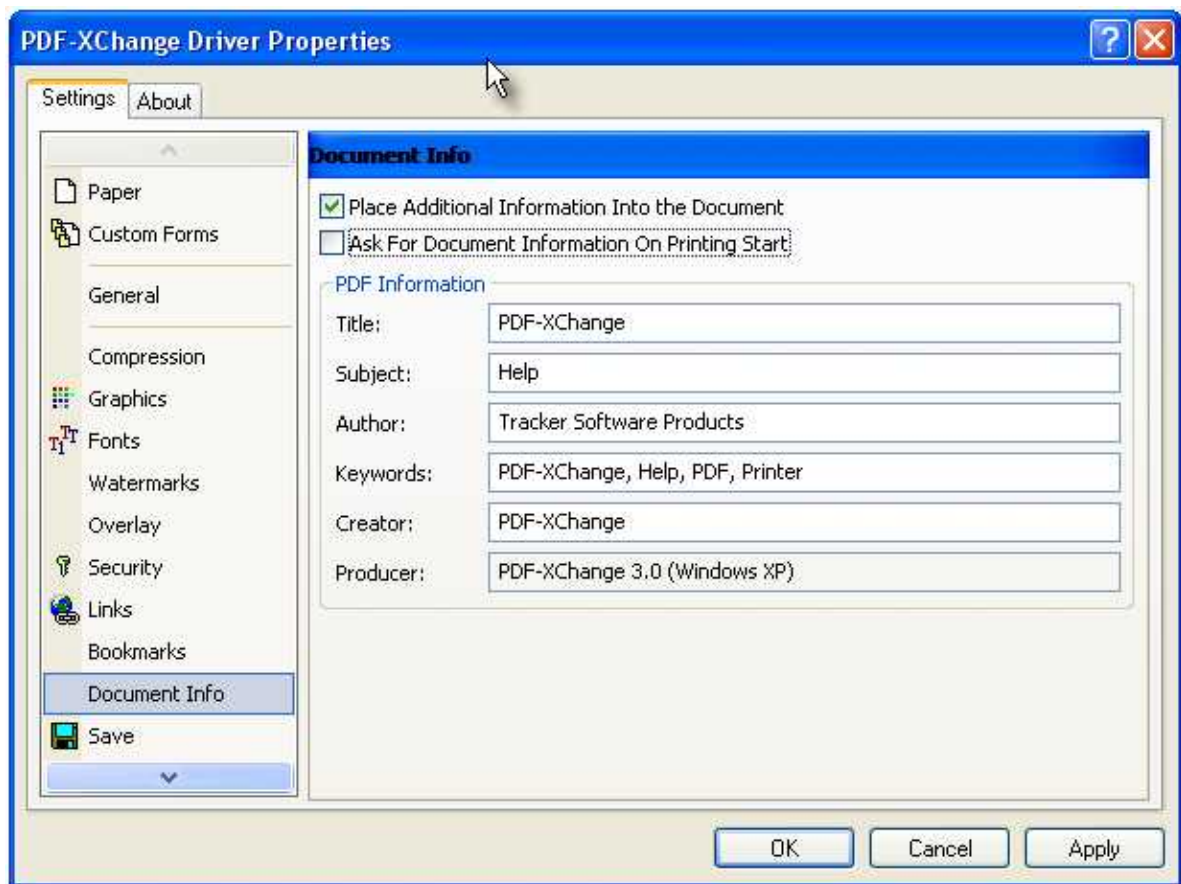
PDF-XChange will parse the document looking for bookmarks at all levels. Please always keep in mind that if, within a document, the bookmark text and style of the lowest level is placed ahead of the upper level - it will be ignored and not recognized as a bookmark (as it is not sequentially linked as expected within your predefined parameters).

However if you always require text matching the Font Style you have dictated to be regarded as a bookmark - you should have the option **Match Node Regardless of Level** turned on.

If an authors audience is using Acrobat Viewer 6 or higher and the PDF format chosen for the final PDF generation is V1.5 - you may determine how the bookmarks should be displayed in the viewers reader by using the **Display Options** tab. You may select whether to mark the bookmarks **Bold** and/or **Italic** and the display color for Bookmarks in the PDF document.

## **2.13 Document Info**

**The Document Info property page** allows the user to specify whether to include PDF Information for the documents created with PDF-XChange. The **Place Additional Information Into the Document** check box controls this behaviour and is on by default.



### Title

Allows a title for the document. All the documents created with the PDF-XChange, will have this title by default unless edited later.

### Subject

Enter the subject of the documents. As with the Title value, all documents will have this subject until updated subsequently again.

### Author

The Document Author, may an individual or Company etc.

### Keywords

Enter here the keywords for documents. This value can have arbitrary form but when properly formatted can significantly enhance search returns through large PDF document volumes.

### Creator

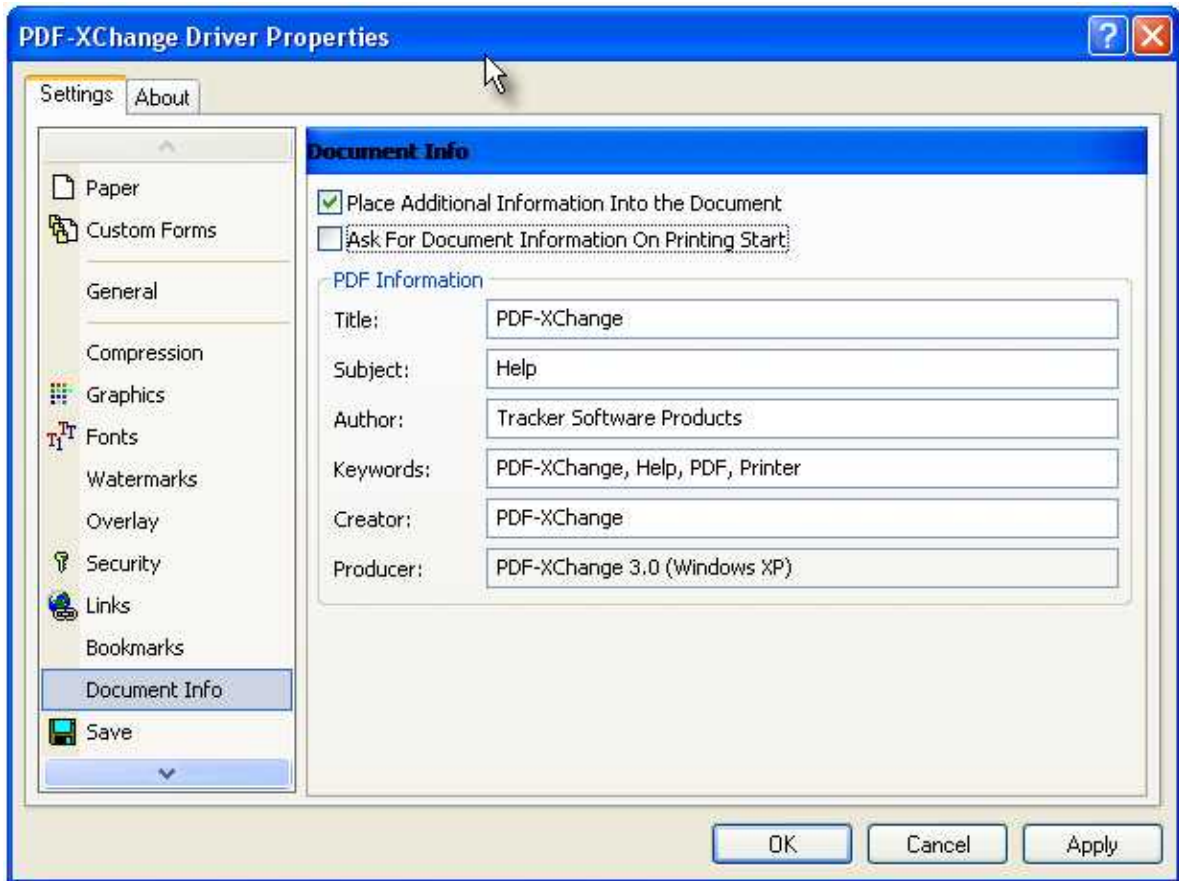
Specify here the creator of the document. This can be the same as the Author value or a department etc within your organisation.

### Producer

This field provided in informational purposes only and the value may not be altered. It denotes the software producing the PDF files (PDF-XChange) and its version.

### 2.13.1 Document Info

The **Document Info** property page allows the user to specify whether to include PDF Information for the documents created with PDF-XChange. The **Place Additional Information Into the Document** check box controls this behaviour and is on by default.

**Title**

Allows a title for the document. All the documents created with the PDF-XChange, will have this title by default unless edited later.

**Subject**

Enter the subject of the documents. As with the Title value, all documents will have this subject until updated subsequently again.

**Author**

The Document Author, may an individual or Company etc.

**Keywords**

Enter here the keywords for documents. This value can have arbitrary form but when properly formatted can significantly enhance search returns through large PDF document volumes.

**Creator**

Specify here the creator of the document. This can be the same as the Author value or a department

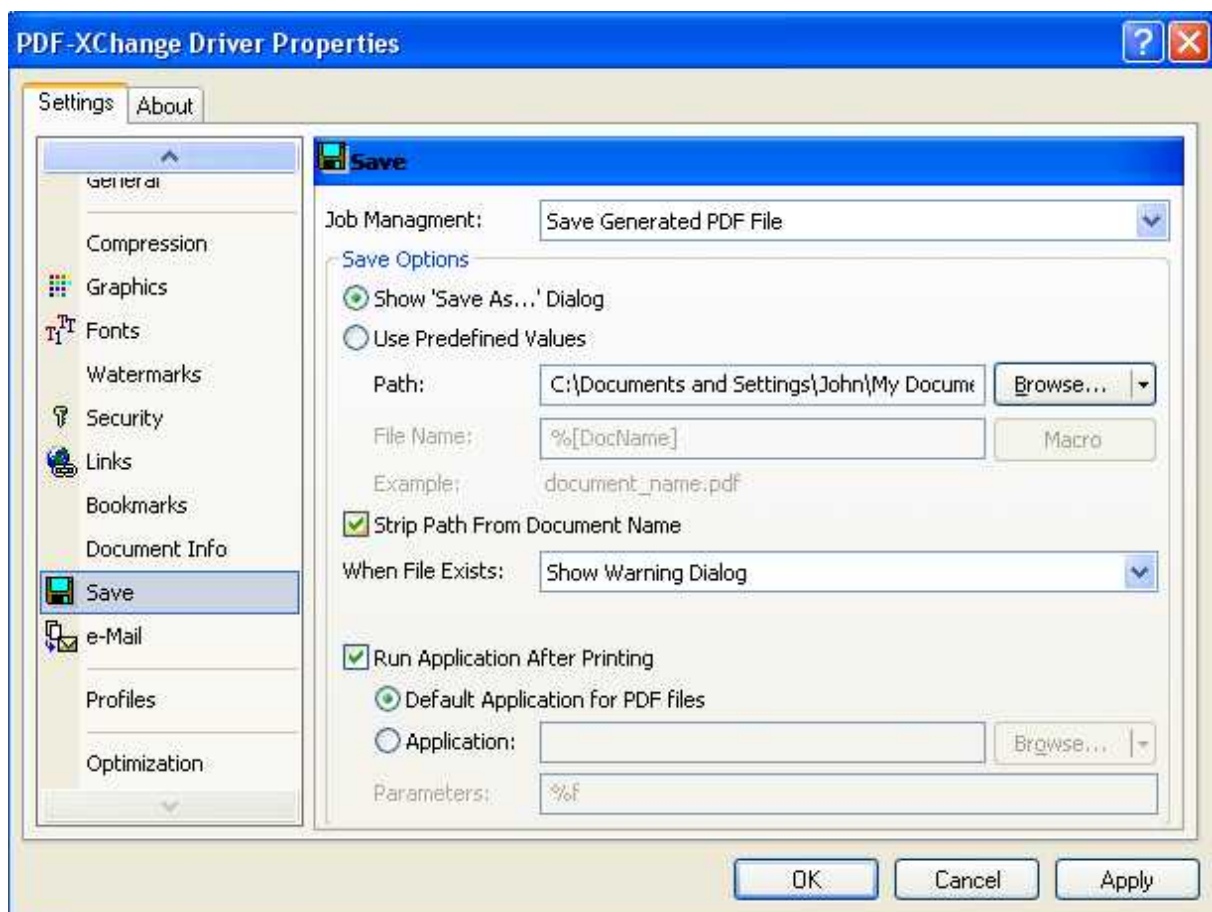
etc within your organisation.

### Producer

This field provided in informational purposes only and the value may not be altered. It denotes the software producing the PDF files (PDF-XChange) and its version.

## 2.14 Save Setup

The **Save property page** allows you to specify the method of how the PDF-XChange 3.0 will name the document created.

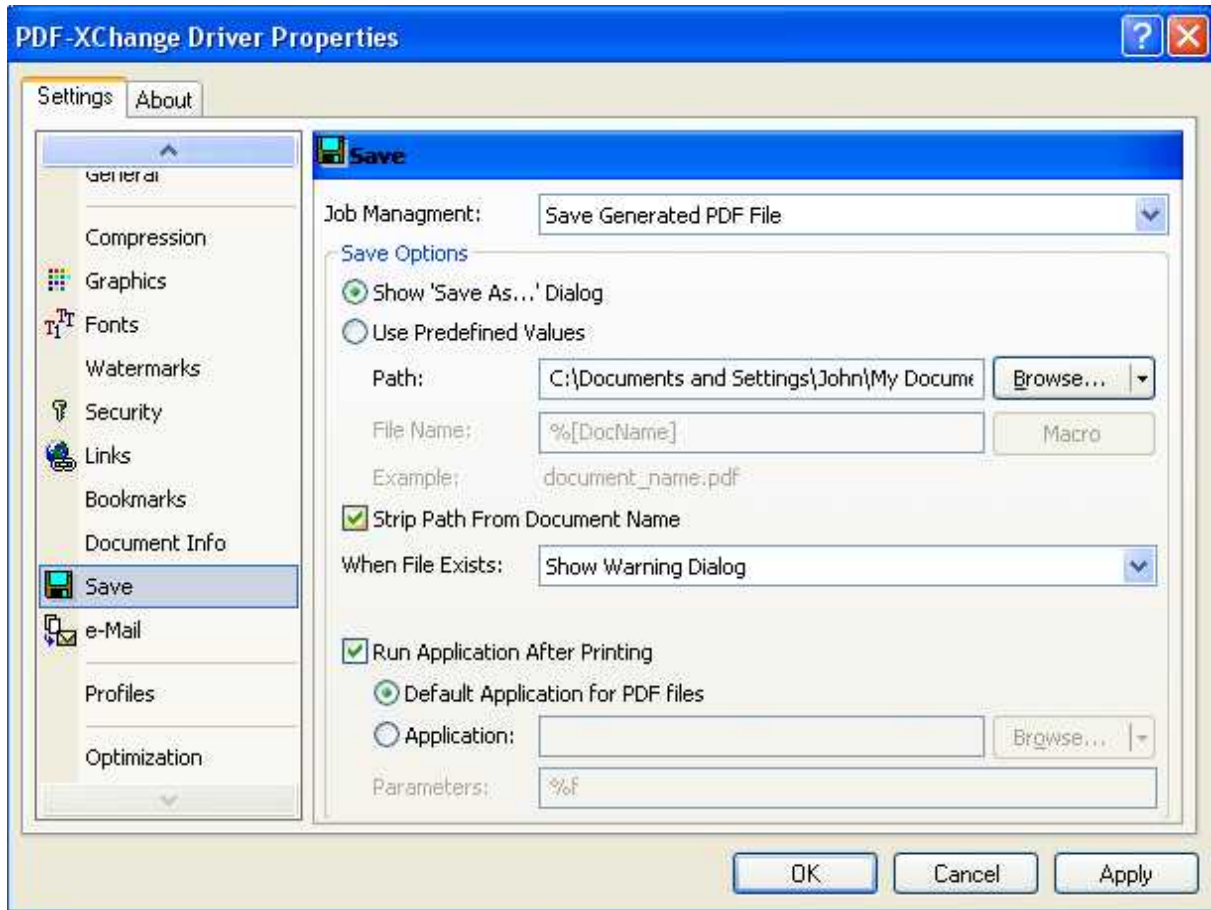


Here you have three options available:

1. **Use pdfSaver™ for Job Management** - redirects results of printing job to the pdfSaver™ software. For explanations please refer to [PDF-Saver](#) info.
2. **Append Current Job to the Last Active Job** - appends printing job to the last one gone through the pdfSaver™. If there was no last job then this option acts like the previous one.
3. **Save Generated PDF File** - allows you to specify options of how PDF-XChange should save your documents into the files. For further explanations please proceed to [Save As](#).

### 2.14.1 Save As

In the **Save Options** property you can specify how PDF-XChange should save your documents.



#### Show 'Save As...' Dialog

If this option is selected, PDF-XChange will always ask you to specify a name for the resulting file with help of the Save PDF File dialog before the file is written.

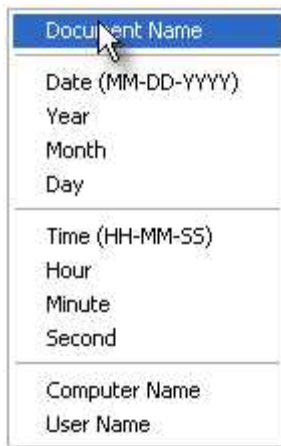
#### Use Predefined Values

If this option is selected, four additional options will be made available:

**Path** - in this field specify the path where all generated PDF documents should be located on your system. To use this property press the **Browse...** button. Also the **Browse...** button has popup menu populated with the list of paths to such folders as Desktop, My Documents, Temporary folder and network drives etc.

**File Name** - in this field specify a default name or Macro to be used in naming the file. To specify a macro use the **Macro** button. this will reveal a popup menu, from which you can select the from a list of available macro's. You may combine and append Text and Macro's to achieve your desired formula for a file name.

#### Macro Representation Description



Document Name - %[DocName]

Will be substituted with name of your printed document. For example, when you print from a Microsoft Word application a document named as Test.doc would generate file called Test.PDF, this macro will have the value **Test** .

This Macro also works in conjunction with the Titrules.rsl File located in your installation folder - should you wish to modify the manner in which PDF-XChange automatically identifies the original document name as passed from your software application in use (i.e. AutoCAD, MS Word etc) - you can modify the rules contained in this file to create a personalised file naming technique based on the info passed at print time. This is a complex subject and a full FAQ is available from our user support pages [located here](#)

**TIP: You can also combine Macro's** to build a PDF file name as required using the '\' character as a separator between the required Macro's i.e. %[User]%[DocName]

Date - %[Date]

Will be replaced with the full current date. Date is formatted as **MM-DD-YYYY** , where MM = month, DD = day, and YYYY = year.

Year - %[Year]

Will be replaced with the **year** component of the current date.

Month - %[Month]

Will be replaced with the **month** component of the current date.

Day - %[Day]

Will be replaced with the **day** component of the current date.

Time - %[Time]

This macro will be replaced with the time of the document print. Time is formatted as **HH-MM-SS** , where HH - is hour, MM - minutes, and SS - seconds.

Hour - %[Hour]

Will be replaced with the **hour** component of the current time.

Minute - %[Minute]

Will be replaced with the **minute** component of the current time.

Second - %[Second]

Will be replaced with the **second** component of the current time.

Computer Name: Adds the system stored computer name to the output PDF file name.

User Name: Adds the currently logged in Username to the output PDF file name.

**Note:** It is not necessary to add an extension to the file name, PDF-XChange 3.0 will automatically add the correct **.PDF** file type, to the filename.

**Example** - this field shows an example of how the resulting file name would look.

#### 'Strip Path From Document Name'

PDF-XChange inherits the file name and path to use for the PDF created from the source document you are converting and the application in which it is opened - some applications do not conform to a common standard and erroneous content will add additional characters and information making the path (particularly) unusable. This can of course be edited in the 'Save As' dialog - but if you prefer the file name only can be presented in this dialog allowing you to select a path of your choice each time a file is created.

**When File Exists** - this option allows you to specify what the PDF-XChange should do while saving the document into the file with the name/location (after any macro replacement) of the already existing file. The options are the following:

1. **Show Warning Dialog** - shows the dialog box asking you whether you wish to Overwrite or Append
2. **Always Overwrite** - will always overwrite the existing file with the new one.
3. **Auto Number** - appends to the new file name a number thus making this name unique. When this item is selected you can specify the number to start from and the digits the Auto number will have.
4. **Merge With Existing (Append To)** - appends the pages from the new job to the end of the existing PDF file.
5. **Merge With Existing (Insert Before)** - the same as above except that the pages from the new job are inserted at the beginning of the existing PDF file.

#### Run Application After Printing

If this check box is on you have two options to supply an application that will be launched after PDF-XChange has generated the new PDF file:

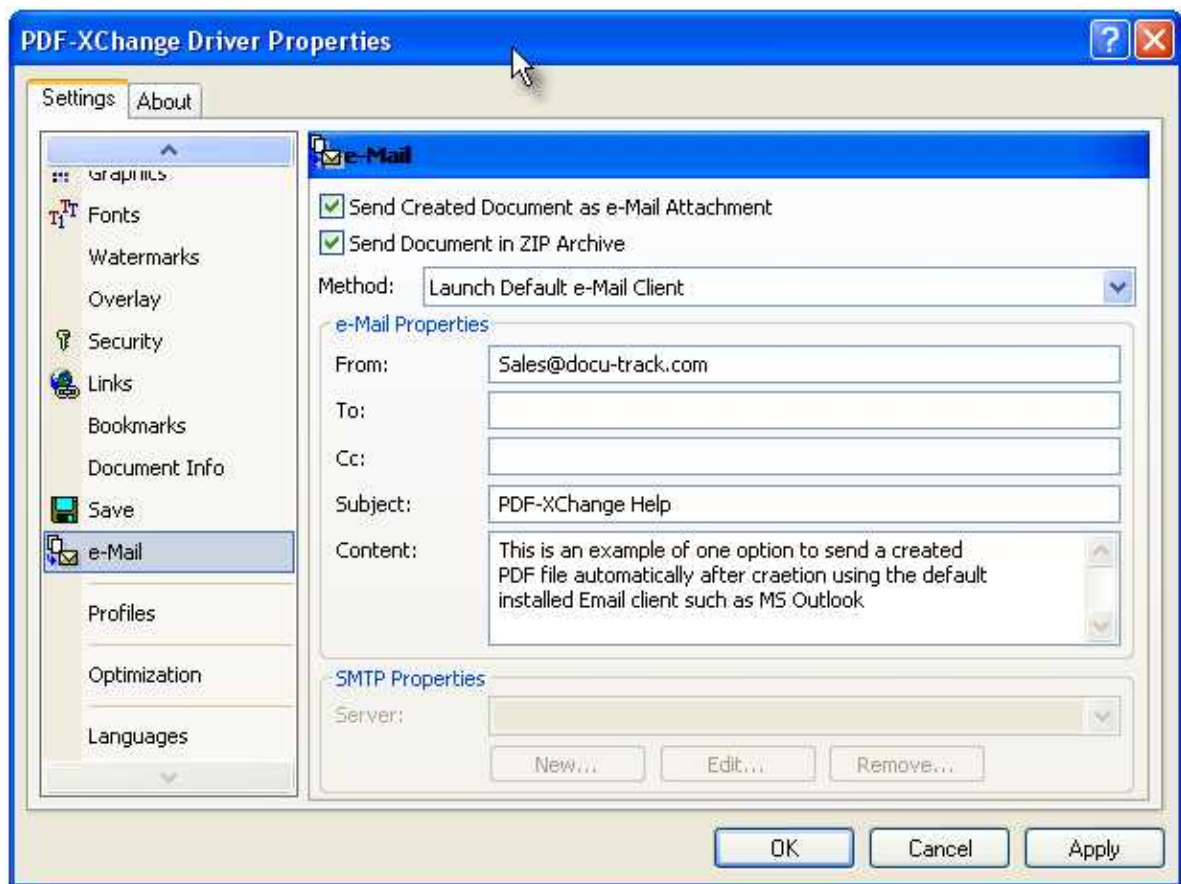
1. **Default Application for PDF Files** - the application launched will be the default application for the file time as registered with Windows (the application associated with the file type) - for example if a file was selected in Windows explorer and opened - Usually Adobe's Acrobat Reader. If there is no such application available on the system, the parameter will be ignored.
2. **Application** - allows you to specify the application to launch. Press the **Browse...** button to locate the desired application manually on your PC. Also the **Browse...** button allows you to quickly choose an application from the popup menu if one exists.

The **Parameters** field can be populated with the command line options required by the application to run. By default it contains the macro '%f' which is expanded by most applications to be the file name just created and the path for that file. If left empty, the default value '%f' will be used.

## 2.15 Email

The **e-Mail property Page** allows you to send your documents via e-mail.

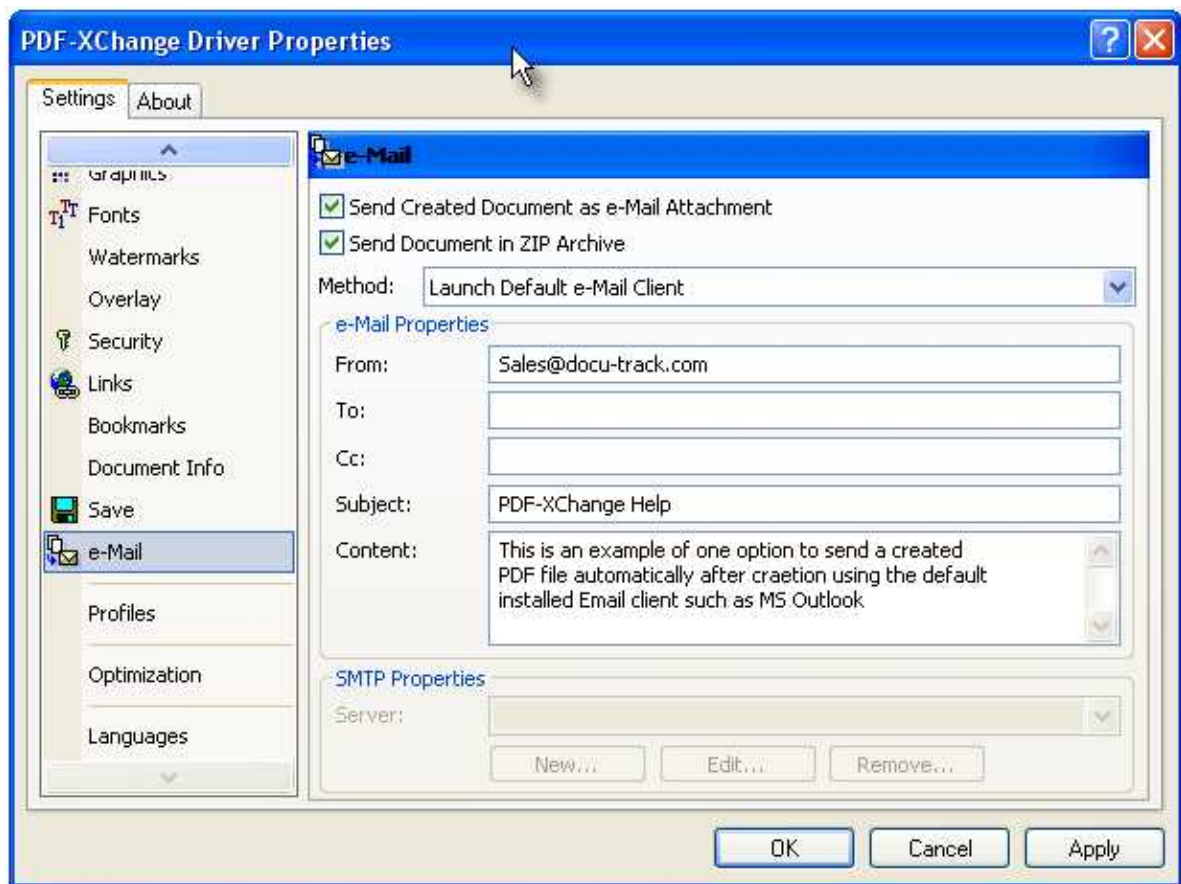




The **Send Created Document as e-Mail Attachment** check box controls whether the PDF-XChange will send the resulting documents and enables you to specify the options required. For further info please follow to the [Emailing Files](#).

### 2.15.1 Emailing Files

On this property page specify options required to setup and send documents as e-mail attachments.



### Send Document in a ZIP archive.

PDF-XChange allows you to not only create a PDF file and automate the sending of this newly created file - but in these days of Virus's, Worms and other malicious attachments - many users have set their systems to not allow any incoming mail that contains attachments - unless they are archived within a 'ZIP' file to prevent such code from running as soon as downloaded within their email clients in-box.

PDF-XChange contains an inbuilt ability to create an industry standard 'ZIP' file attachment which your user can be sure contains no malicious content and may be unzipped using any number of free utilities. This also has the added benefit of further compacting the file and reducing the time needed to send and receive!

### Method

Now, included with version 3 are several alternative new and simple methods for you to email and send your newly created PDF-XChange PDF documents and other attachments.

1. **Launch Default e-Mail Client** - launches your default e-mail client application and creates a new email text with the required properties completed when you complete this page. This allows you to edit the letter, add additional attachments and send or cancel your message.
2. **Send Through Default e-Mail Client** - sends your completed message through your default e-mail client application with the properties filled as specified on this page. Same as option 1 - but no opportunity to edit the message or add additional attachments - other than the newly created PDF document.

3. **Send Directly Through SMTP Server** - sends a letter bypassing your e-mail client application using the default values stored in the SMTP options within PDF-XChange. You can setup and use multiple SMTP servers using this option. For information on how to complete and setup your SMTP server information you will need to know your server settings - please consult your system administrator for advice as necessary.

The **e-Mail Properties** section contains the fields required in order to properly send an e-mail.

**From**

Enter here your e-mail address.

**To**

Here you should enter the address of the person to whom you wish to send your documents. You may enter one address only. If there is to be more than a single recipient - please use **Cc** field. Another option you may consider is to use the **Launch Default e-Mail Client** method (see above) and manually add all necessary recipient addresses from within your default e-mail client application.

**Cc**

Allows you to enter the additional recipient e-mail address as may be required.

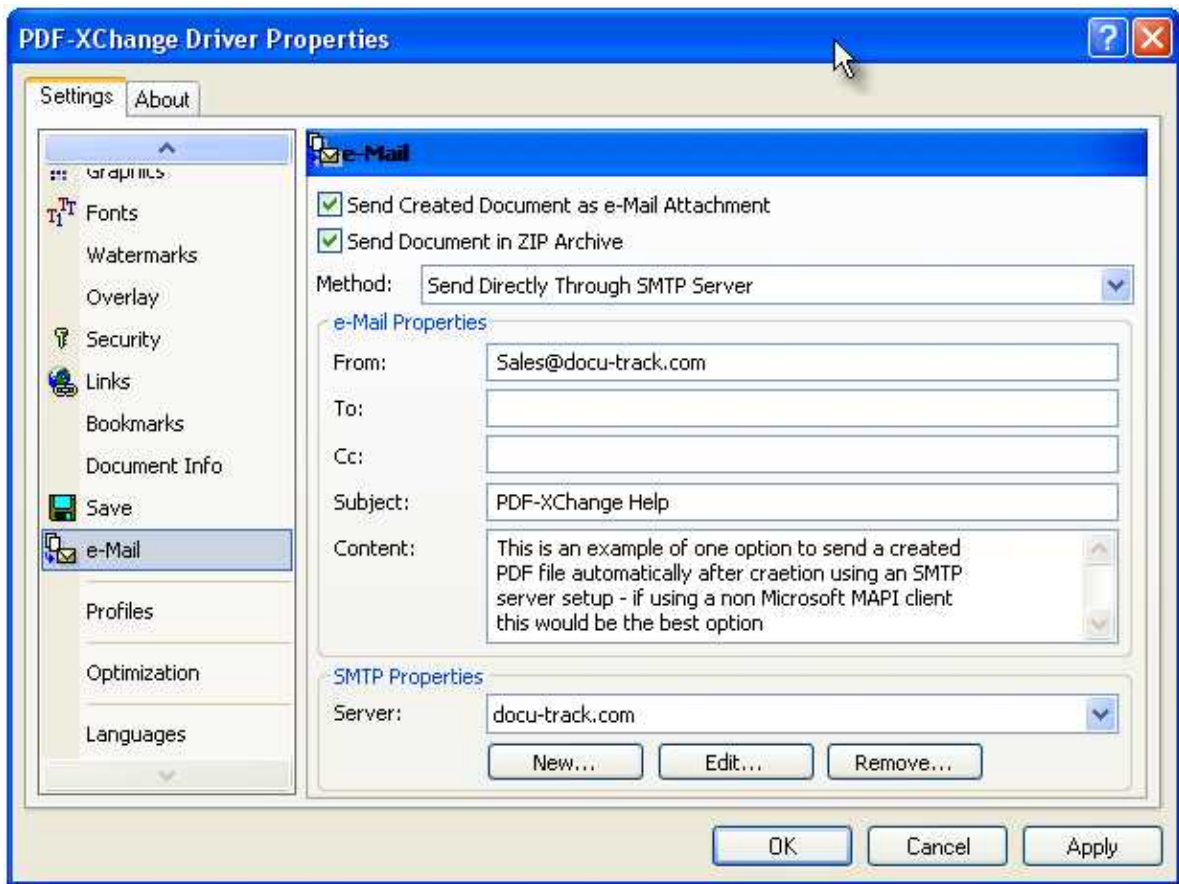
**Subject**

Enter here the subject of the e-mail message.

**Content**

Enter the message text content.

When using the '**Send Directly Through SMTP Server** method you can add/edit the properties of your SMTP servers at the **SMTP Properties**.



In the **SMTP Properties** section you are provided with the list of the available SMTP servers at the **Server** box. You can choose the default one from the list. Also you can add a **New** server, **Edit** properties of an existing one or **Remove** a server from the list.

#### **New**

Opens a dialog box which allows you to specify the properties of the newly added server. For server properties explanations please read below.

#### **Edit**

Opens a dialog box allowing you to edit the properties of the selected server.

#### **Remove**

Removes the selected server from the list. This option will prompt your confirmation.

The **Outgoing Mail Server** dialog box opened when you add or edit servers supplies you with the following properties:

**Name** - the literal name or IP address of your SMTP server.

**Port** - the SMTP server port. The property contains a default value of 25 - usually SMTP servers use this port for sending mail - you should check with your ISP what port should be used if the default value does not function as required.

**Server Requires Authentication** - this check box allows you to specify the logon information for your server if required. If no authentication required please uncheck this box.

**Account Name** - enter here your e-mail account name.

**Password** - Your account password.

**Logon Using Secure Password Authentication** - allows you to specify whether to use Secure Password Authentication.

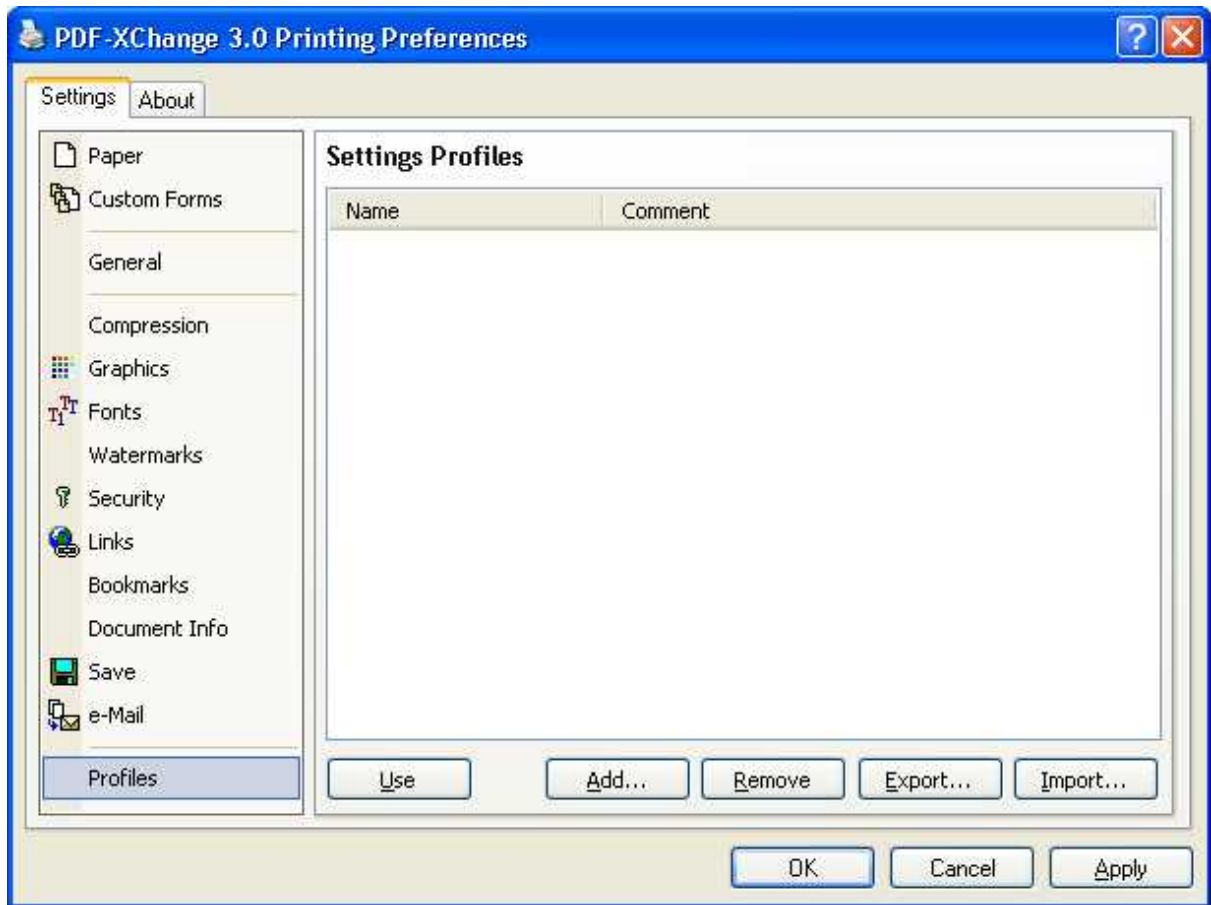
**Note:** to properly fill in the SMTP server properties you may need to ask for the assistance of your system administrator or ISP.

## 2.16 Profiles

**The Profiles property page** is devised to allow you to maintain optional profiles so you can quickly switch between different sets of options and job types - or possibly users too, if the PC you work on is used by more than a single person.

A profile when saved stores a specific range of settings for the PDF-XChange Printer, for example paper size, fonts, watermarks etc - and when loaded - the settings saved in the Profile will be loaded and applied to the print jobs until unloaded.

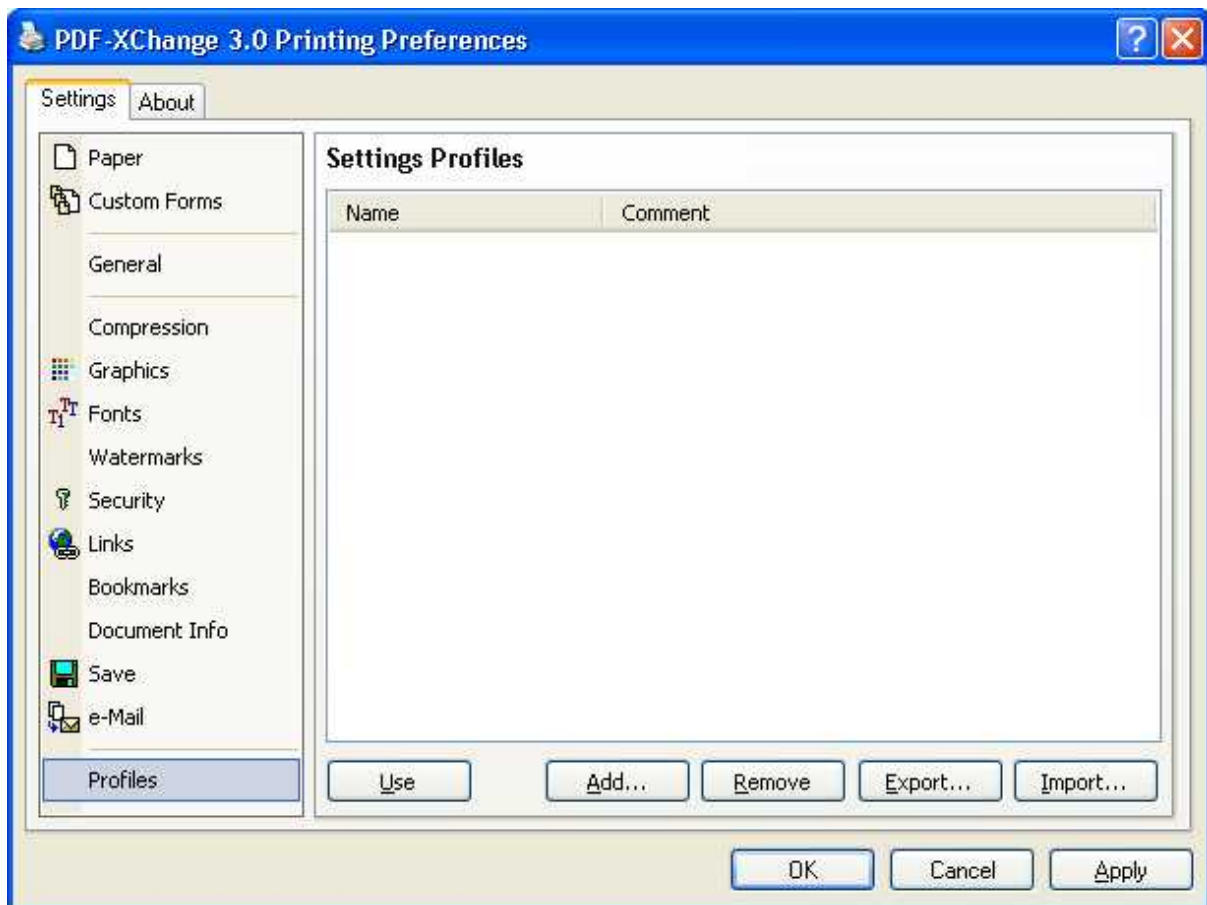
Profiles can also be used by system administrators to configure the default settings for PDF-XChange, then distributed and pre-loaded as defaults for all users at installation time when using the ['Silent' installation method](#) - saving the need to visit every workstation and configure PDF-XChange with default user settings. Note that profiles created at install time using this method cannot be edited as they are used globally by all users - if you wish to retain the ability to edit profiles - do not use the 'Silent Installation' method to create them



For further info please refer to [Profiles Options](#).

### 2.16.1 Profiles Options

This property offers the ability to **Add** a profile, **Remove** it or **Use** it. Additionally you can **Export** a profile or **Import** from one to another.

**Use**

Loads the settings stored from the selected profile. Any current settings previously set at on another property page will be discarded if not saved.

**Add**

Allows you to add a profile which will contain all the settings saved to a profile previously. You will be prompted to enter the name of the profile and optionally its short description. The name of the profile must be unique.

**Remove**

Removes the selected profile from the list.

**Export**

Exports the settings from the currently selected profile into a file to allow the importation to another profile.

**Import**

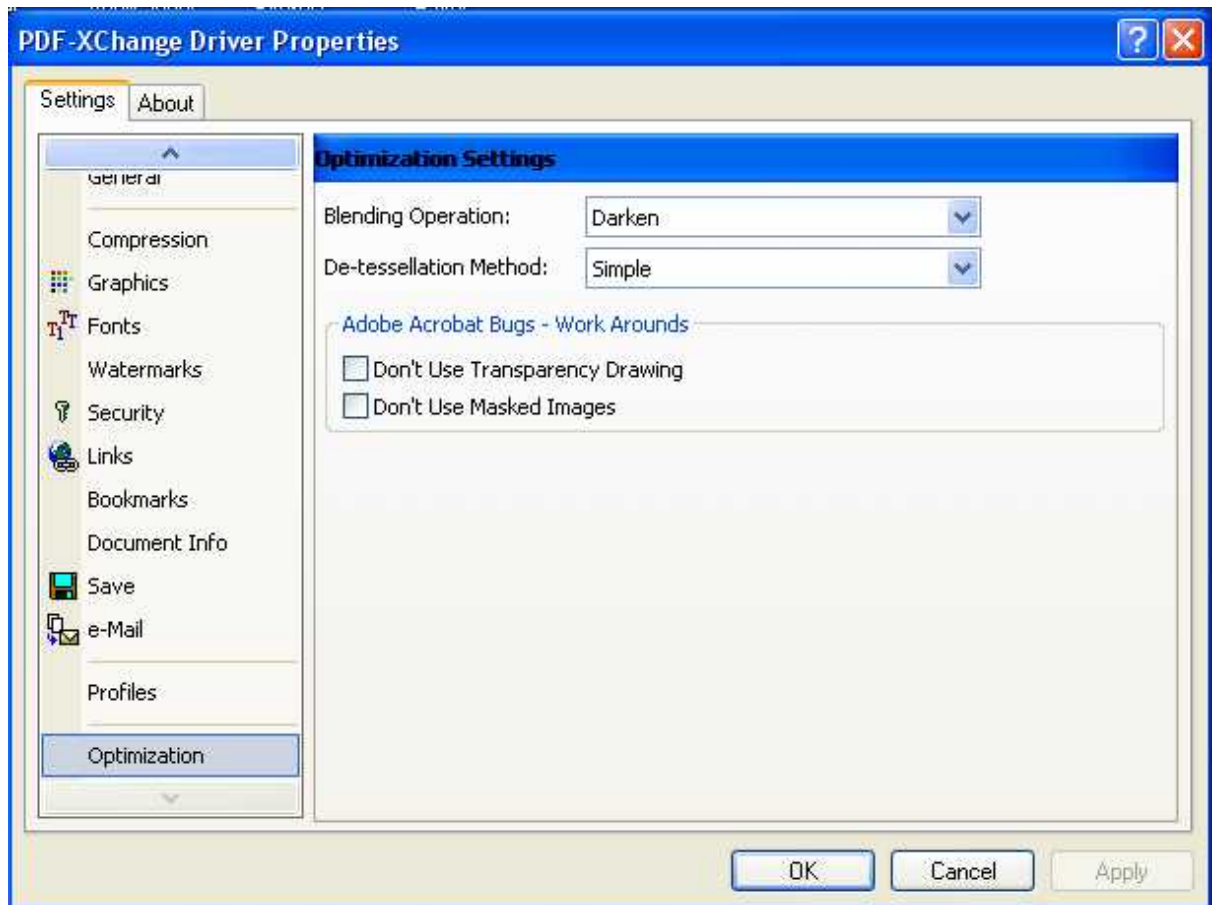
Imports the settings from a file to another profile. You may not import a profile to another with the same name - each profile must have a unique name.

**Caution:** If you import a profile, all [Watermarks](#) in defined in your current printer preferences setup for PDF-XChange will be lost and any defined in the Profile imported will be available.

## 2.17 Optimization

### The Optimization Page Settings

PDF-XChange offers a page of optimization settings, these allow you to access extended file optimisation settings and also some options to switch off settings known to cause problems in some versions of Adobe Acrobat viewer - if you suspect you may be suffering from these issues.



For further info please refer to [Optimization and Work Aounds](#)

#### Blending operations.

Blending is used when the printing application (i.e. AutoCAD) outputs the required drawing or document and draws Lines, Rectangles, etc. using a specific Windows GDI raster operation to 'emulate' the blending of color's from the drawn object and the background. For example in AutoCAD when the 'Lines Merge' option is enabled.

There are many possible options and as it is likely that only the most technically advanced of users is likely to require the use of the available settings - we do not attempt to describe all of those that may be selected.

For a full list please see below:

speeds



**De-tessellation:**

Some applications (i.e. AutoCAD) during printing split complex figures (rectangles, polygons, etc.) into triangles (this method is commonly used for 3D modeling). The De-tessellation option allows PDF-XChange to analyze this behaviour from the drawing applications output and if appropriate restore the original figure. This allows PDF-XChange to make a smaller PDF file, and also optimise viewing speeds for the reader/viewing application in use - i.e. Adobe Acrobat Reader.

**Adobe Bugs - Work Around's.**

Firstly it is important to say that all software has issues - or better known as bugs. It is impossible for any man made item - whether it be software or some item of manufacture. We are not being judgemental here. After all the human race was not created as a perfect specimen !

Here we have provided work around's for known issues with the PDF format when viewing or printing files. It is possible that some will have been fixed and others introduced at any given time - so this is very much a 'fluid' topic area !

**"Don't use transparency drawing"**

Some applications (for example, MS PowerPoint) prints semi-transparent images (and some figures) using a mask, because Windows printing model doesn't support the model of semi-transparency. PDF-XChange tries to recognize such printing, and restores transparency. When this options is enabled, PDF-XChange will not use transparency as Adobe Acrobat Reader has some problems with transparent objects.

**"Don't use masked images" -**

For drawing images which do not have a rectangular border (or for some other reasons), the Windows GDI uses masked images - an image which contains two parts:

- 1:) The image
- 2:) Its mask

Because Adobe Acrobat Reader (in most cases) fails to display such an image without issues, PDF-XChange will not use the 2nd part of the image (the Mask) when this option is enabled - and better results are usually visible for this situation when set.

## 2.17.1 Optimization and Work Arounds

**Optimizing you PDF-Files****Blending operations.**

Blending is used when the printing application (i.e. AutoCAD) outputs the required drawing or document and draws Lines, Rectangles, etc. using a specific Windows GDI raster operation to 'emulate' the blending of color's from the drawn object and the background. For example in AutoCAD

when the 'Lines Merge' option is enabled.

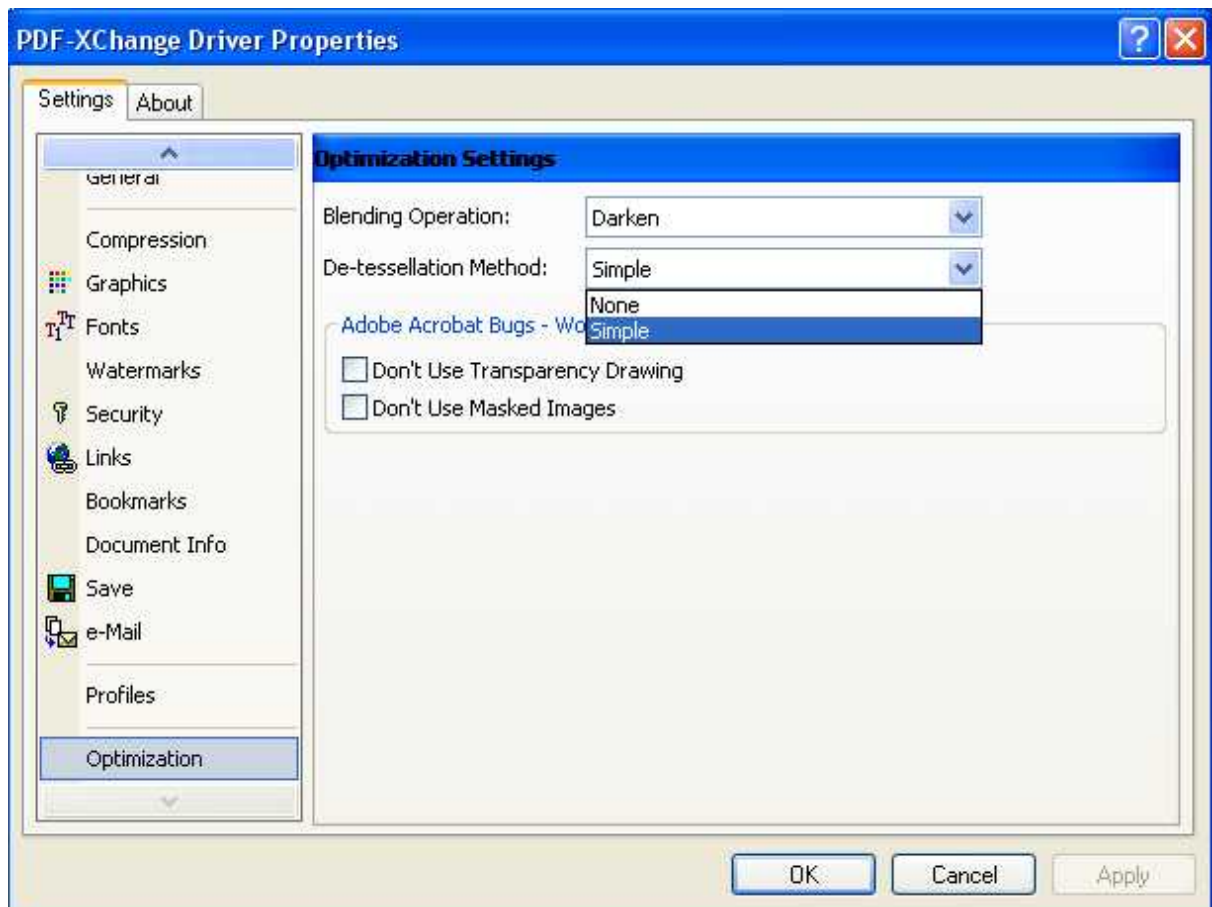
There are many possible options and as it is likely that only the most technically advanced of users is likely to require the use of the available settings - we do not attempt to describe all of those that may be selected.

For a full list please see below:

speeds

#### **De-tessellation:**

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For drawing images which do not have a rectangular border (or for some other reasons), the Windows GDI uses masked images - an image which contains two parts:

- 1:) The image
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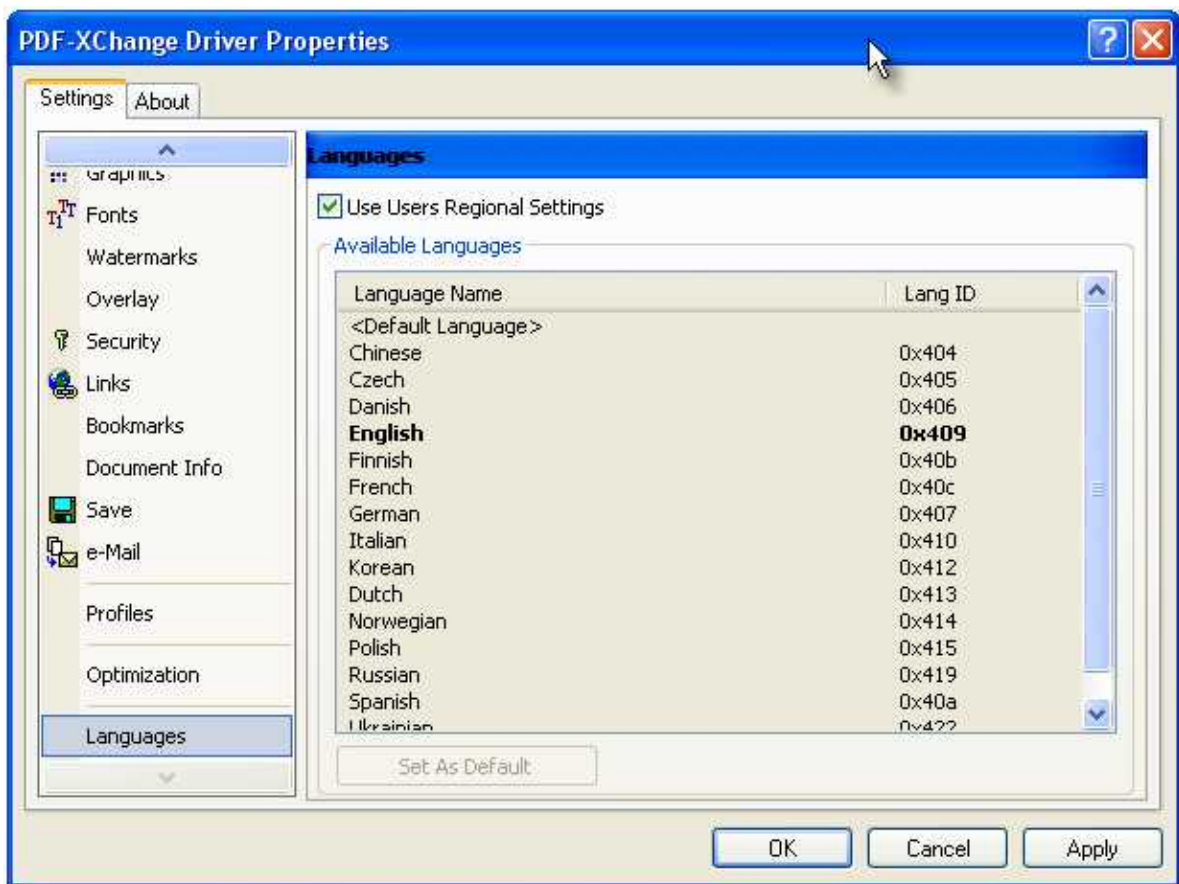
Because Adobe Acrobat Reader (in most cases) fails to display such an image without issues, PDF-XChange will not use the 2nd part of the image (the Mask) when this option is enabled - and better results are usually visible for this situation when set.

## **2.18 Languages**

### **2.18.1 Languages**

#### **PDF-XChange Language Support**

PDF-XChange is provided with multiple language support - this option allows you to modify the language in which the user interface is displayed.



On installation the default language installed for support is that as defined within your Operating Systems Geographic settings if available - otherwise English is installed. This option allows you to change that to another supported Language file.

If you use the [Silent Installation](#) options you can define a default Language pack as requ

### 3 PDFSaver

**PDF-Saver Technology** is a unique new feature of PDF-XChange Version 3 which allows printing jobs to be combined prior to the final PDF file being generated - (e.g. to join 3 pages of Excel spreadsheet, 5 slides of PowerPoint presentation and 10 pages of Word document into one PDF document).

This has the additional benefit of speeding up the initial temporary file generation process and allowing the user to continue to queue new jobs - prior to final file assembly and generation.

To use PDF-Saver Job Management - you should choose the option **Use pdfSaver for Job Management** in the **Save** tab.

You may also update the Language in use for the PDF-XChange user interface from those available - language packs can be freely downloaded from our web site by both registered and evaluation version users.

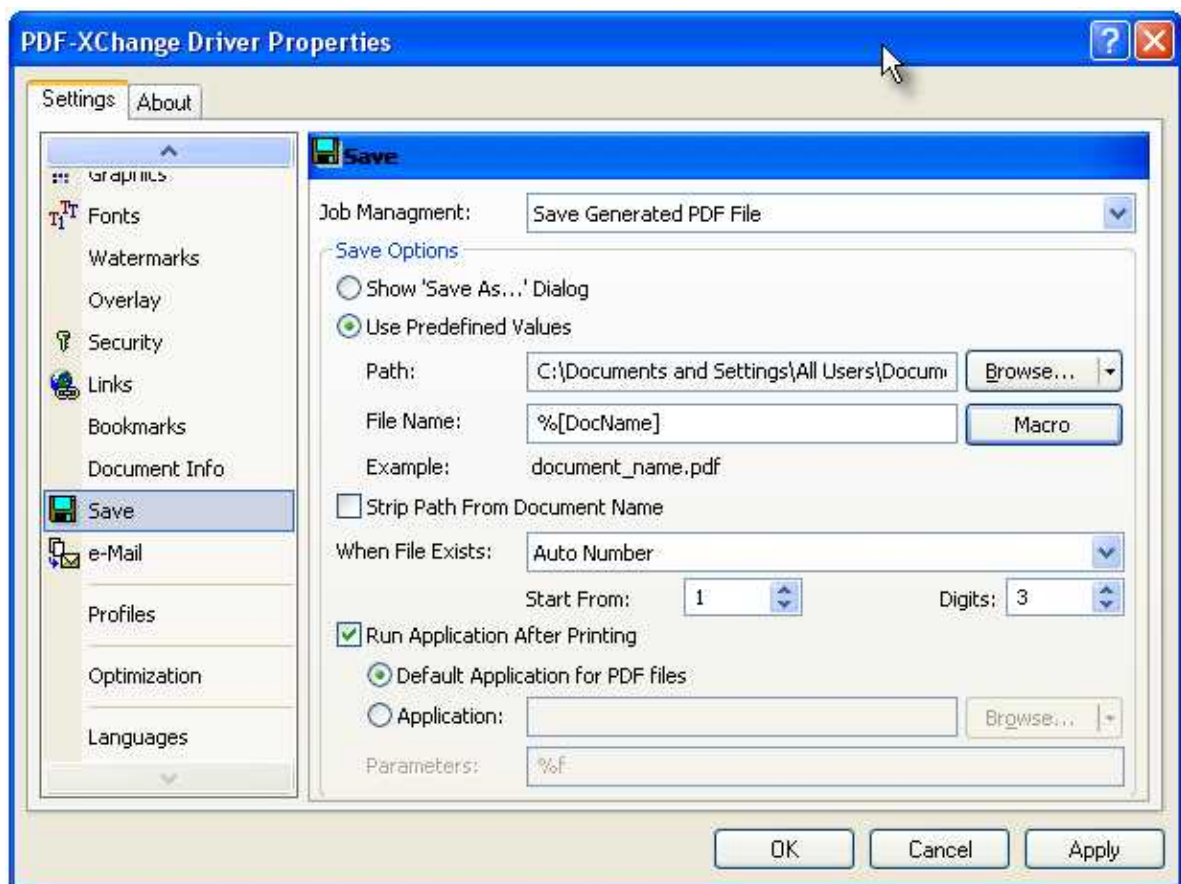
If not already available - shortly after the release of the first Gold version of PDF-XChange Version 3 - the following language packs will be made available.

English (Default)  
 German  
 French  
 Italian  
 Spanish

Please [contact us](#) for other language pack availability information.

### 3.1 Job Management - PDF-Saver

**Ensure** you have the option : **Use pdfSaver for Job Management** set to enabled - located on the **Save** tab.



***As above - all printing jobs will be sent and managed within pdfSaver.***

When working with **Jobs** in the pdfSaver the following terms should be considered: **Jobs Documents** and **Jobs Groups**.

A **Jobs Group** is created every time a document is sent to the PDF-XChange printer. Adding **Documents** to the existing group may be achieved by simply 'drag-and-dropp'ing from the **Jobs Documents** list any item available to any of the **Groups**.

**Jobs Groups** may be **imported** to the list or **exported** from the list of **Job Groups**, this is convenient if you are working in a multi-user environment.

For example if a manager of financial department create a group, which consists of several Excel spreadsheet printing jobs, then export this Jobs Group and send to the marketing department, where another user might import this group into their pdfSaver and continue working with that (adding another printing jobs, removing unnecessary jobs, changing their positions etc.) - prior to any PDF creation - so far only temporary files have been created and the ultimate flexibility over file construction and page ordering of jobs still exists.

When a Jobs Group is selected in the **Jobs Groups** list, the user will see a list of all the documents belonging to this group. It is possible to change the position of every document by using the buttons **Move Up** and **Move Down**. It is also possible to **Detach a Document** from the list of **Jobs Documents**.

Whilst the document will not be removed entirely - it will be detached from the current group and a new group containing that document will be created.

Once all the required content is assembled the group may finally sent to the printer for final PDF file creation.

## 3.2 Settings

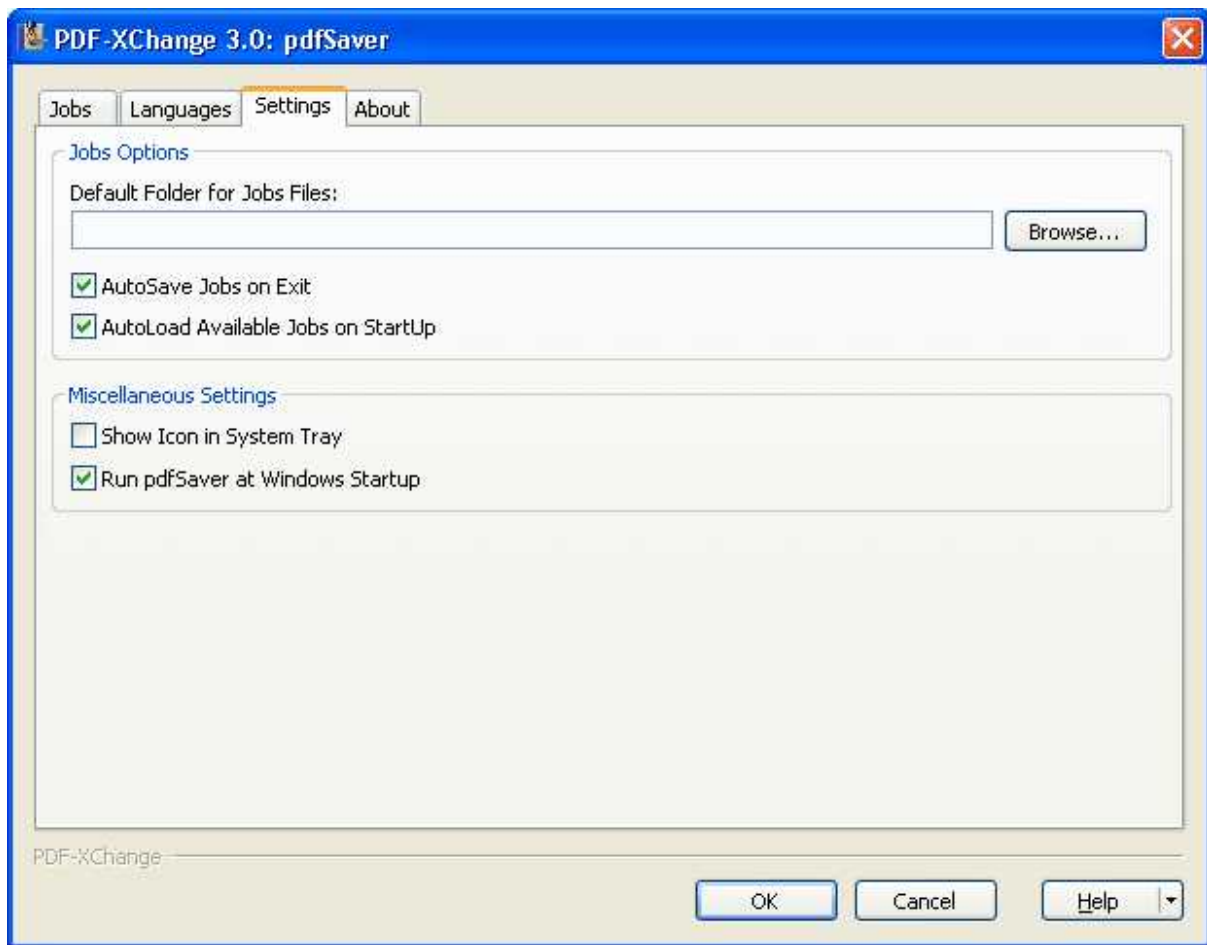
On the **Settings** tab **Jobs Options** may be recorded. Options include:

**Default Folder for Jobs Files** - setting the default folder for jobs files (**note:** that folder also will be used when auto saving jobs on exit and auto load on startup);

**AutoSave Jobs on Exit** - if checked, all jobs will be saved to the Default Folder on exit;

**AutoLoad Available Jobs on Startup** - if checked, all available jobs in the Default Folder will load on startup.

**AutoUnLoad PDFSaver after:** - if checked, after the specified timeout (nn, in minutes) the PDFSaver3 module of the PDF-XChange driver will unload. This ensures that the minimum necessary memory is in use at any time - this is only necessary where multiple users may be using PDF-XChange on a single PC, Server or Citrix/WTS system at a given time as the resources used are minimal - but could be collectively quite large in such a system as described above.

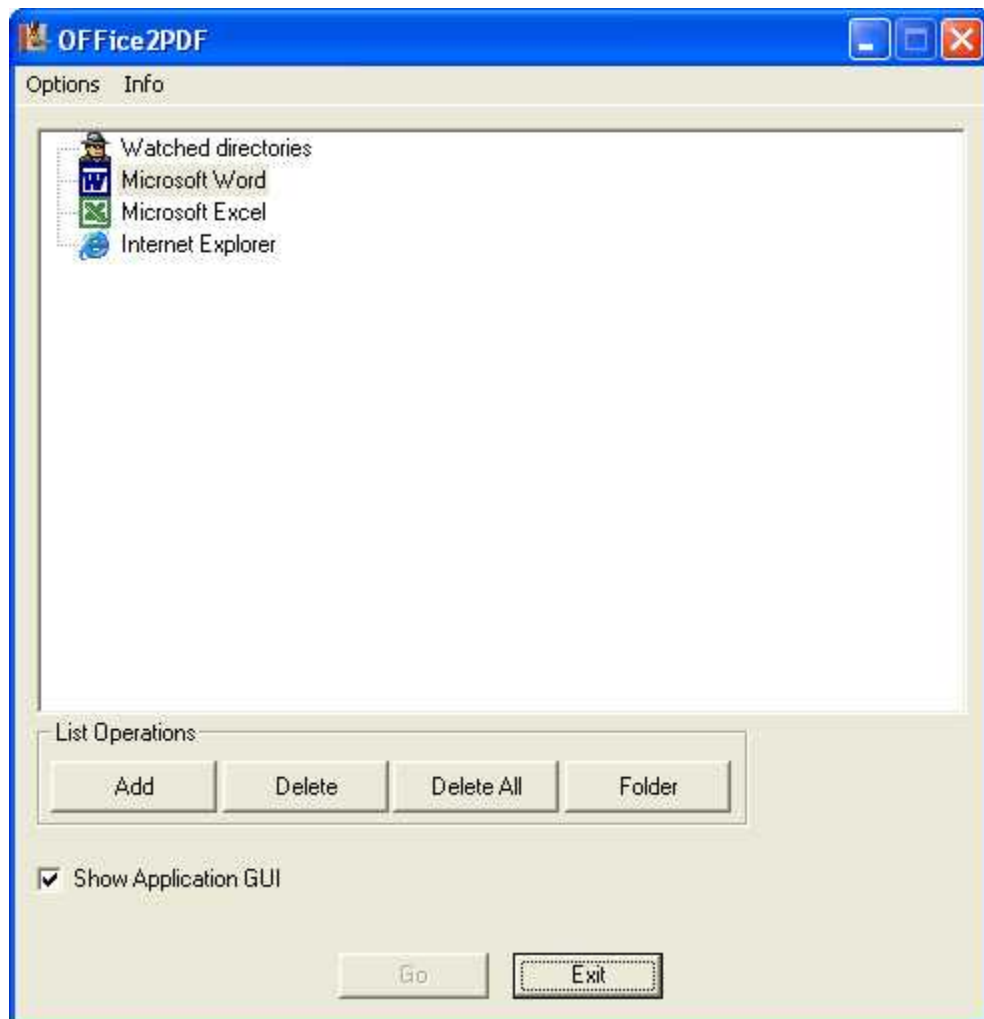


## 4 Office2PDF

**OFFice2PDF** is a new feature of PDF-XChange Version 3 which allows batch converting of all the supported Microsoft Office document formats for MS Word, Excel and the HTML document types - to the PDF format. Please note - the PDF-XChange printer is required for OFFice2PDF to function and uses this virtual print driver to perform the 'core' PDF conversion - OFFice2PDF simply provides a convenient and efficient application front end to the functionality of PDF-XChange for batch conversion of suitable file format types to the PDF format.

It should also be noted that the file type you wish to convert can only be processed if the 'host' application is installed and configured on your system - for example if you wish to convert an MS Word .doc file - both PDF-XChange and OFFice2PDF require MS Word to be installed on your system to open and process that file via the 'print' engine of PDF-XChange to a PDF format file.

Documents, for conversion may be added from the OFFice2PDF Main Window by using a very simple set of commands or simply by dragging documents onto that window from Windows Explorer.



Moreover, the user is able to set "Watched Directories", - documents in any of the supported formats will be automatically converted to PDF files if saved/moved to the watched folder location - without further action by the user - provided OFFic2PDF is running.

PDF files created with the OFFice2PDF application may be saved in the same 'Watched' folder or in a folder specified by the user for the resulting conversion files.

Please go to the [Settings](#) page to read more about settings.

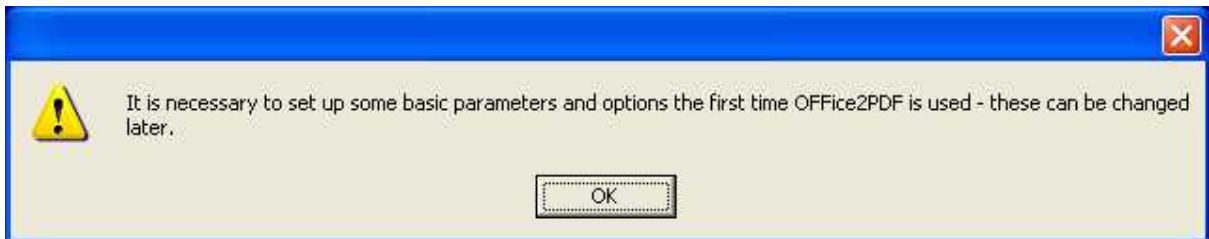
You may also update the Language in use for the PDF-XChange user interface from those available - new language packs can be freely downloaded from our web site by both registered and evaluation version as they become available - but all those available at the time of download are installed in your installation folder's - we are adding more all the time !

Please [contact us](#) for other language pack availability information.

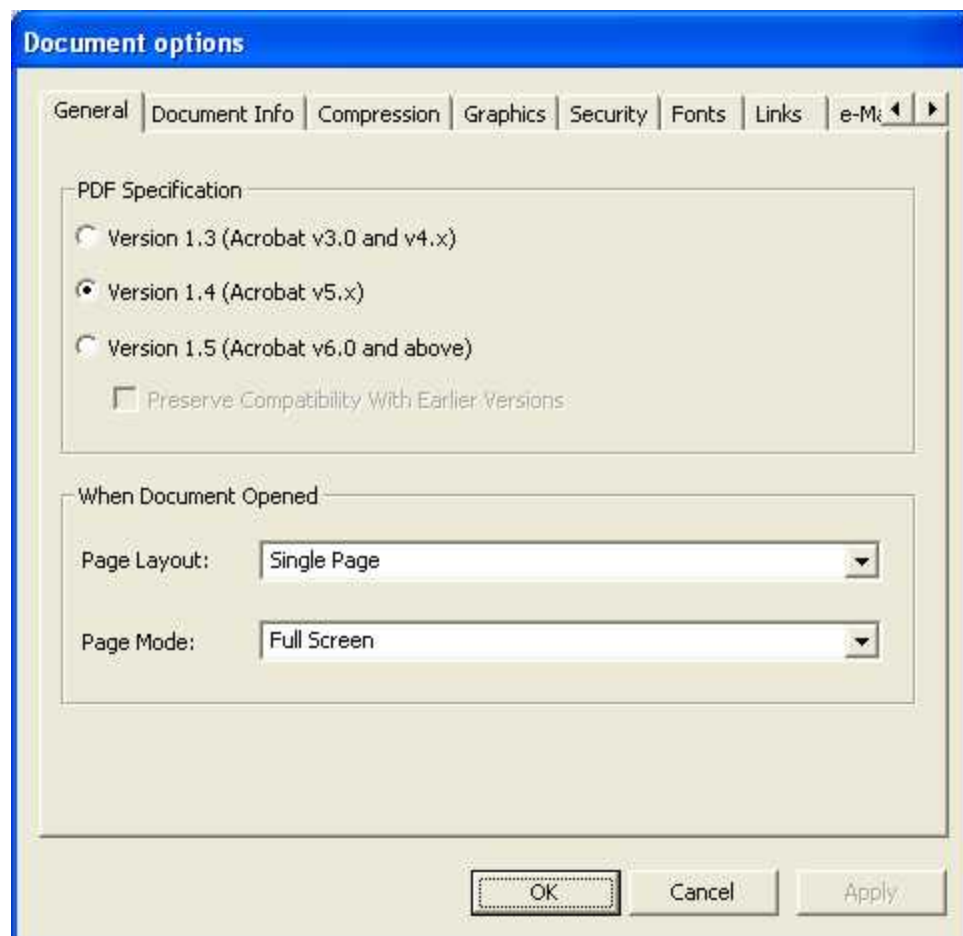


## 4.1 Getting Started

When you run the OFFice2PDF for the first time you will see the following window:

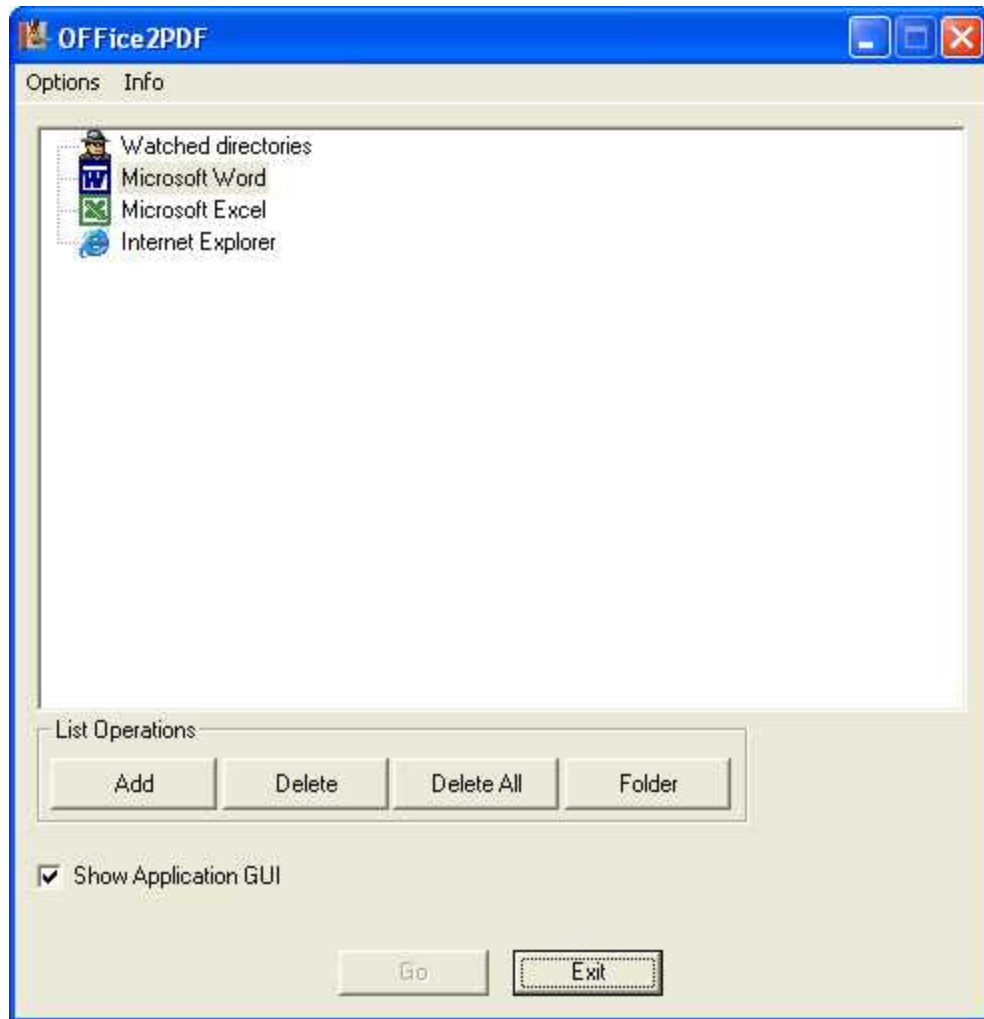


After pressing OK you will be prompted to set up some basic parameters (please see [OFFice2PDF Parameters](#) section for more help):



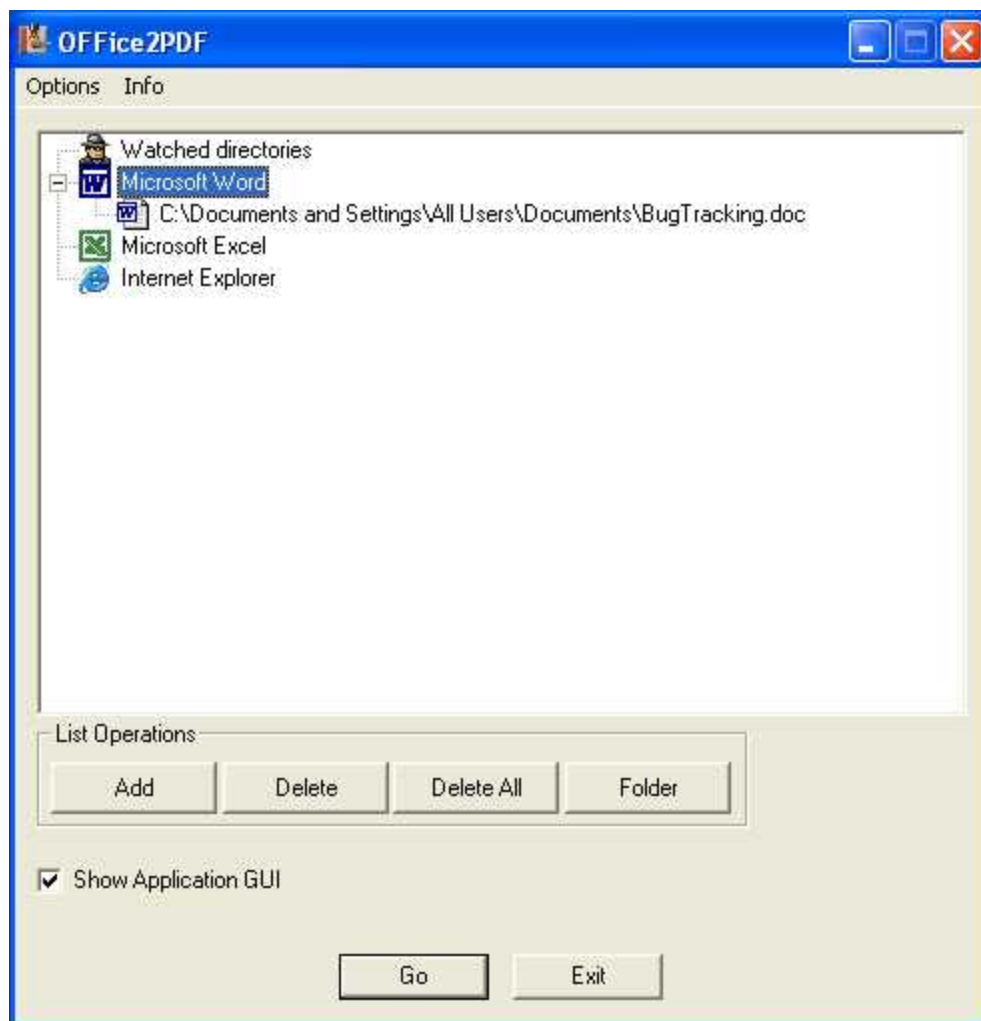
## 4.2 Office2PDF Basics

**We have intentionally kept the main window** of the OFFice2PDF software interface simple and not overcrowded so as to be easy and intuitive to use:



The applications, supported by the OFFice2PDF, are shown in the list. Also there is a branch, called "Watched directories", where you can add entire directories for automatic processing and conversion to PDF.

When adding a document for conversion - it will be shown beneath the application icon to which the format in question belongs, as in the image below which shows a Word document added for conversion.



Adding and removing documents for conversion is a very simple task and may be performed in a the following manner:

1. You may use buttons "**Add**", "**Delete**" and "**Delete All**" for adding/removing the documents for conversion
2. You may simply drag-n-drop documents from Windows Explorer to the main application window - thus adding them to the processing list.
3. You may use "Watched directories" for processing all the files in the watched directory automatically.

Once the required document(s) are added, start the conversion process by selecting the "**Go**" button.

Also, please note that if the check box "**Show application GUI**" is checked - the native application for the file being processed will be opened and shown - if not checked the conversion process will begin without showing the native application (i.e. MS Word in the example given above)

### **Working with Watched Folder's**

Using 'Watched Folders' simply allows you to select default folders to be 'watched' by the OFFice2PDF software and any files for supported file types in those directories will automatically be

converted to the PDF format and saved according to the set parameters (please see the [OFFice2PDF parameters](#) section to learn more).

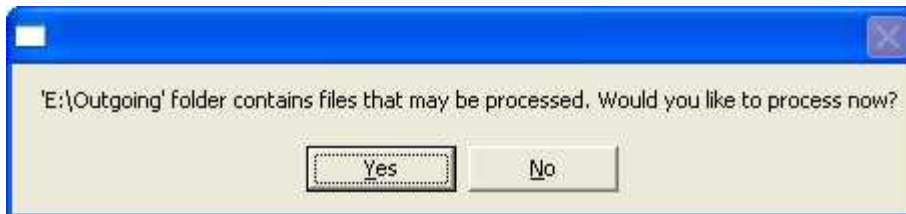
There is more than one way of adding a folder to the list to make it a recognised 'Watched Folder':

1. You may use button "**Folder**" to add directory to the listing.
2. You may simply drag-n-drop directory onto the main window to add it to the watched list.

Once added - the following dialogue will appear awaiting your confirmation (this avoiding adding a folder accidentally):



Once confirmed OFFice2PDF will analyze the content of the folder and if any supported file formats are found the following dialogue will pop up::



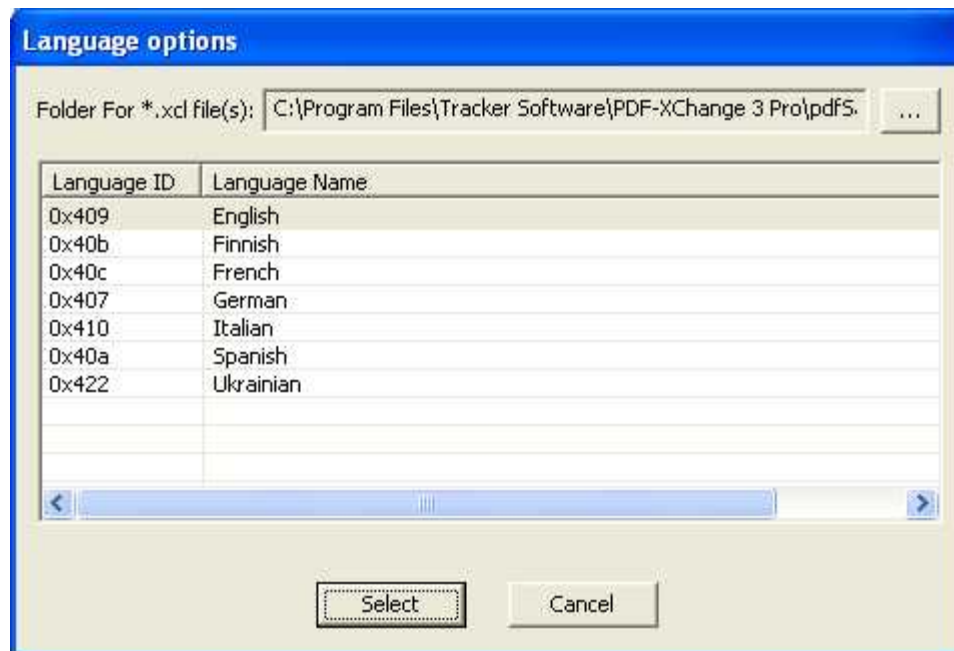
If your response is 'Yes' - The supported files will be immediately processed. If 'No' they will be left unprocessed.

Until you Close OFFice2PDF, any file for the supported format types, saved to the watched folders area, will be immediately converted to the PDF format according to the set parameters (please visit [OFFice2PDF parameters](#) section to learn more).

## 4.3 Office2PDF Languages Support

To access the **Languages options** tab choose **Options->Language** from the main menu.

The **Languages options** tab allows a user to change the interface language for OFFice2PDF from those available - simply 'Select' the required language pack from those listed - we are adding additional language packs all the time - so if you don't see the one you required - please contact us for further information.



Files like \*.xcl contain language packs - there are 3 types, those for OFFice2PDF are prefixed with 'XCB' to differentiate between those for PDF-XChange or PDF-Tools - also available from Tracker Software Products - The path to these files may be changed by user (by selecting the [...] button).

## 4.4 Office2PDF Parameters

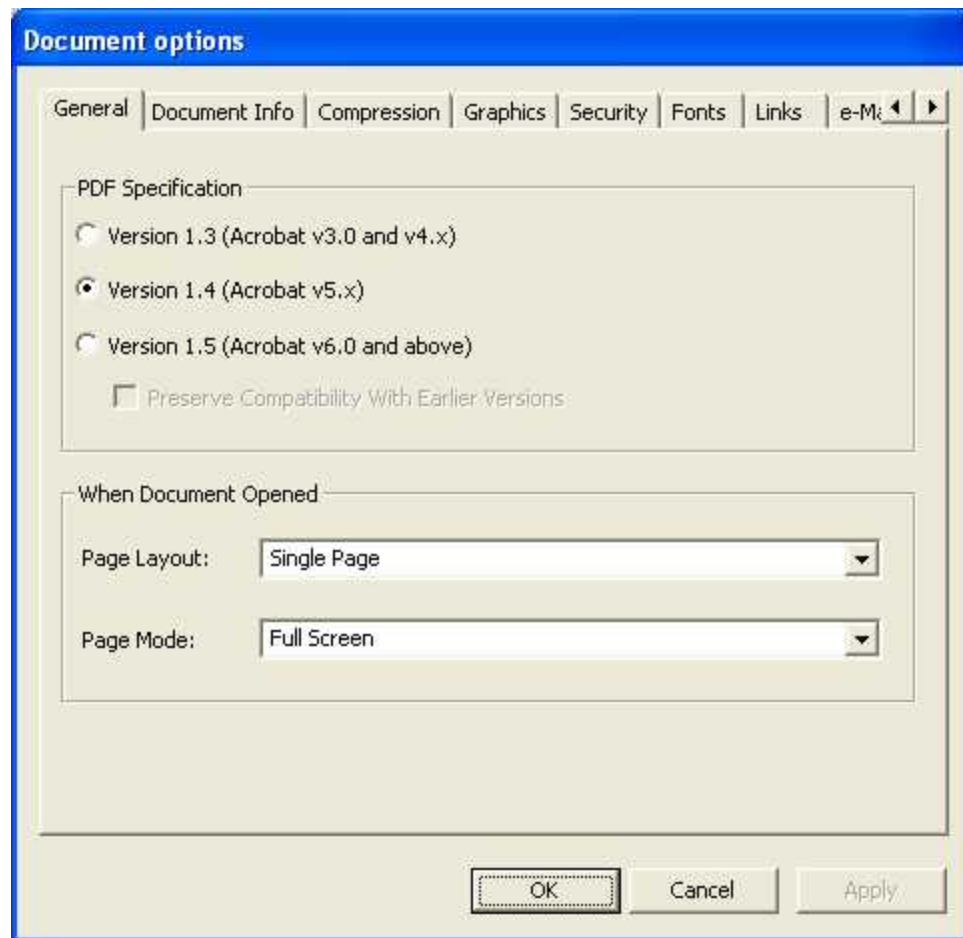
To access the **Document options** tabs choose **Options->Document** from the main menu.

The **Document options** tabs allows a user to change all the parameters and settings related to document conversion to the PDF format.

As the parameters of the OFFice2PDF software are very similar to those used for PDF-XChange 3.x, where applicable please refer to the appropriate help topics of PDF-XChange for more detail.

**General** is the first tab and here a user may choose the desired PDF specification version he would like to convert documents to and also to choose page layout and mode. This tab is very similar to the PDF-XChange 3.x General Settings (Advanced Mode). Please refer to [this section](#) for more information.

Please note at the time of writing many users do not have a suitable viewer for the Adobe PDF format 1.5 - we therefore recommend that unless you are confident all those viewing the PDF files you generate will have Acrobat's free version 6 viewer - you restrict files created to the 1.3 or 1.4 PDF format.



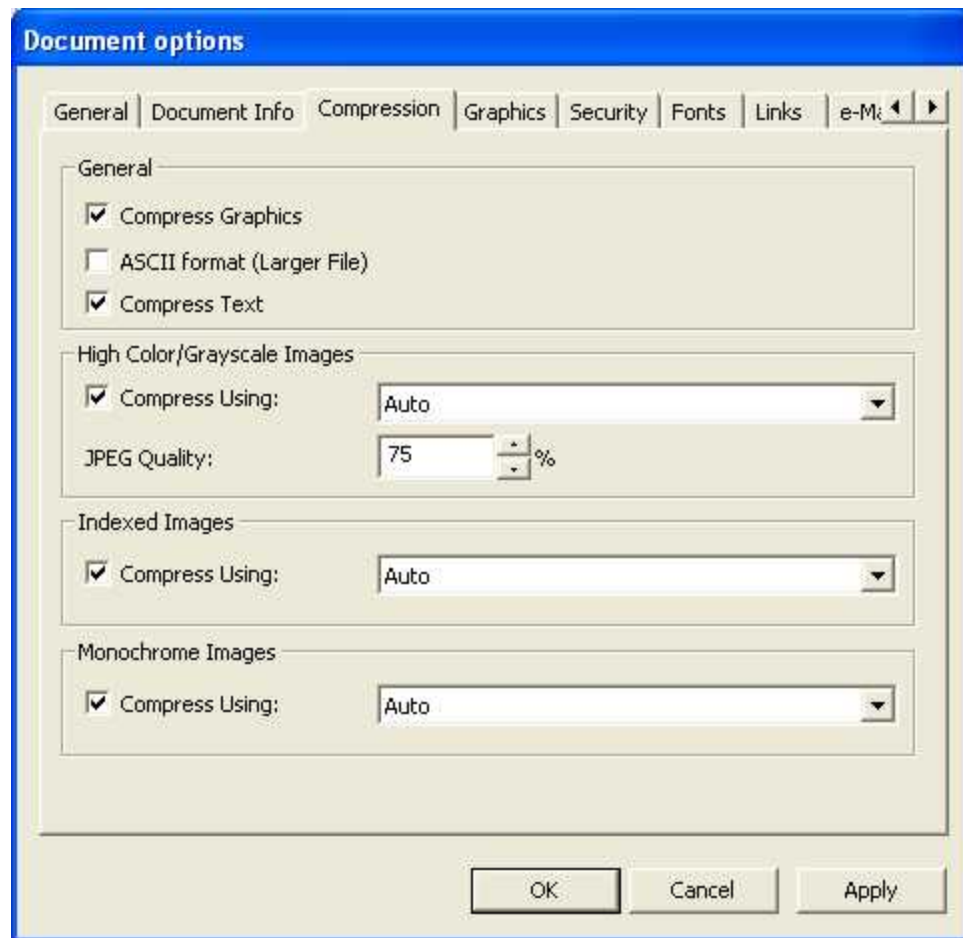
The next tab, **Document Info**, allows the setting of information about the Author, Subject etc for the PDF document to be created.  
Please refer to [this section](#) to learn more.

The screenshot shows a dialog box titled "Document options" with a blue header. Below the header is a tabbed interface with the following tabs: "General", "Document Info", "Compression", "Graphics", "Security", "Fonts", "Links", and "e-Mails". The "Document Info" tab is currently selected. It contains five text input fields:

- Author: Andrew McArthur
- Keywords: (empty)
- Title: Mr
- Subject: (empty)
- Creator: PDF-XChange driver V3.0

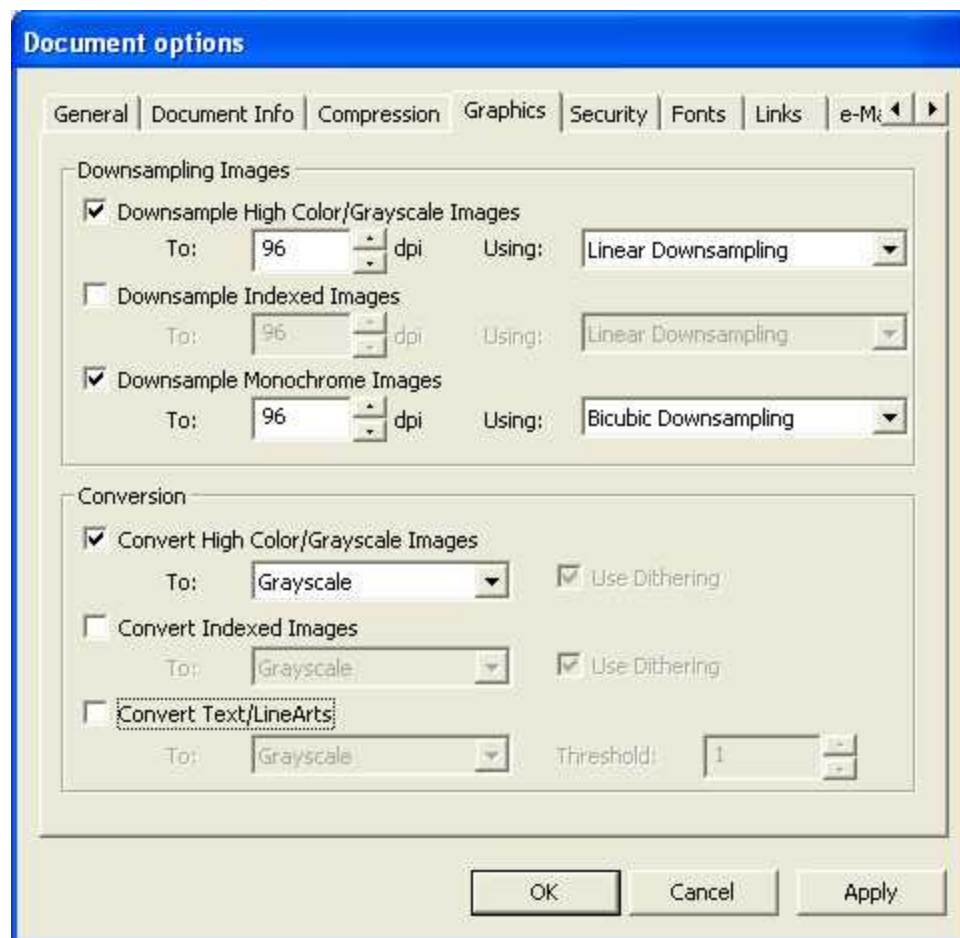
At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

The **Compression** Tab allows for the setting of varying compression options for text, graphics etc - these settings directly affect the size of the file made and the quality of the viewed page . These compression settings will be used when converting the document to the PDF format. The options are similar to those, described for PDF-XChange, Please see [Here](#) for more information.



The **Graphics** tab offers an additional means to compress or optimize file content by converting or re-basing image content within the generated PDF file. To learn more - please see [this page](#), describing graphics settings more widely.



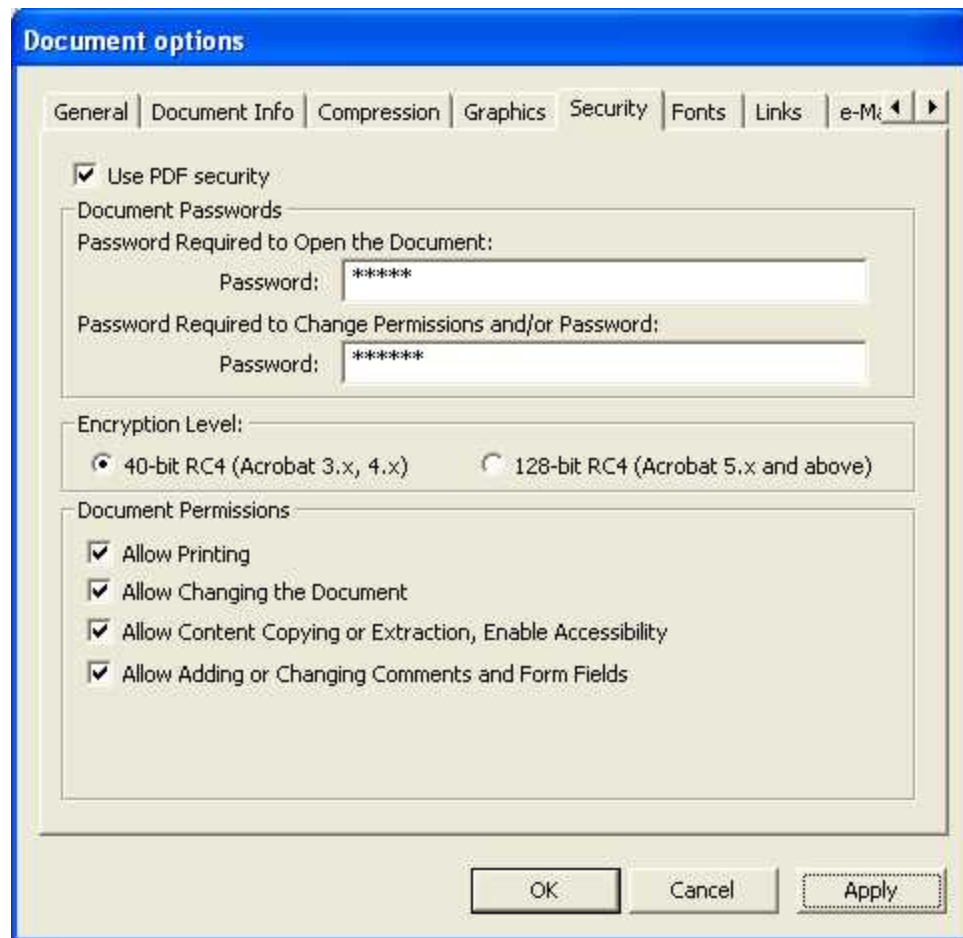


The Adobe PDF format has since PDF format 1.3, allowed document Authors to limit the documents Audience to specific functions such as View, Print, edit etc. The level of protection authors can apply depends on the Acrobat PDF format being used.

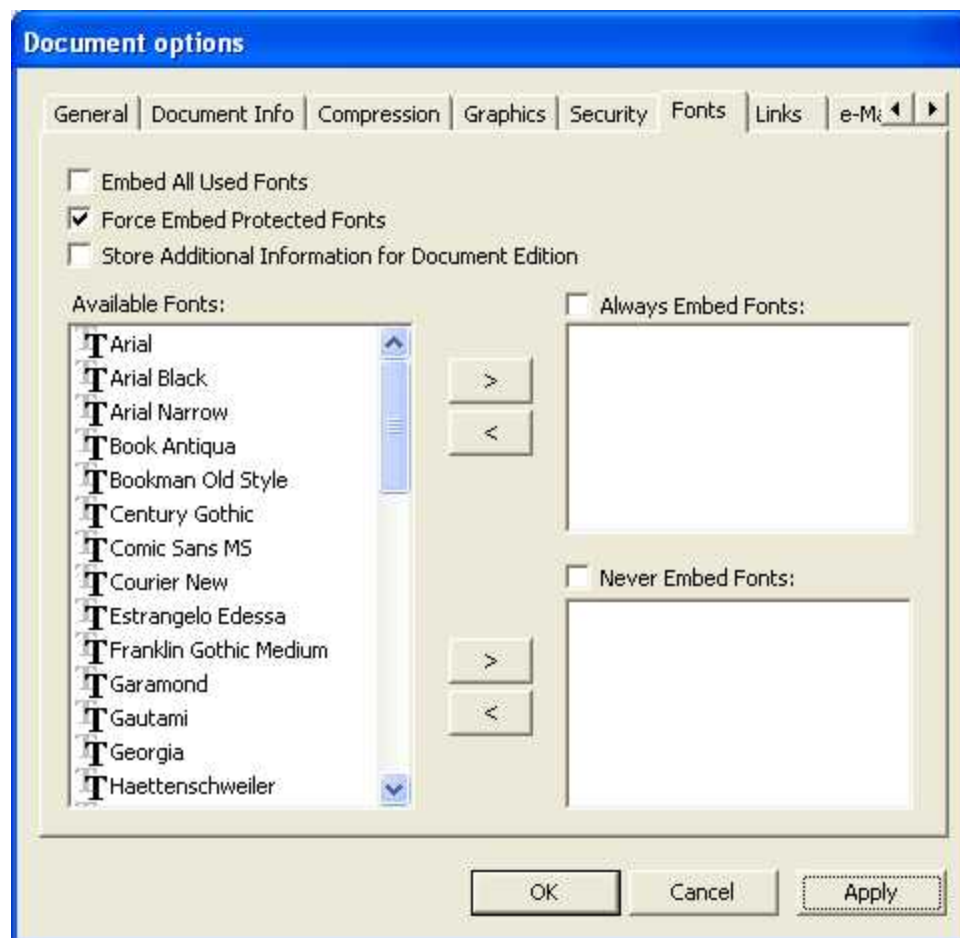
PDF-XChange supports these security features in full and thus OFFice2PDF also inherits such capabilities and makes them very easy to use.

The **Security** tab allows you to enable or disable PDF document security, you can enter a User's and Owner password for the PDF document, set encryption level and specify a users' permission levels for the document in question.

Proceed to the [Security page](#) to learn more about protecting your PDF documents.

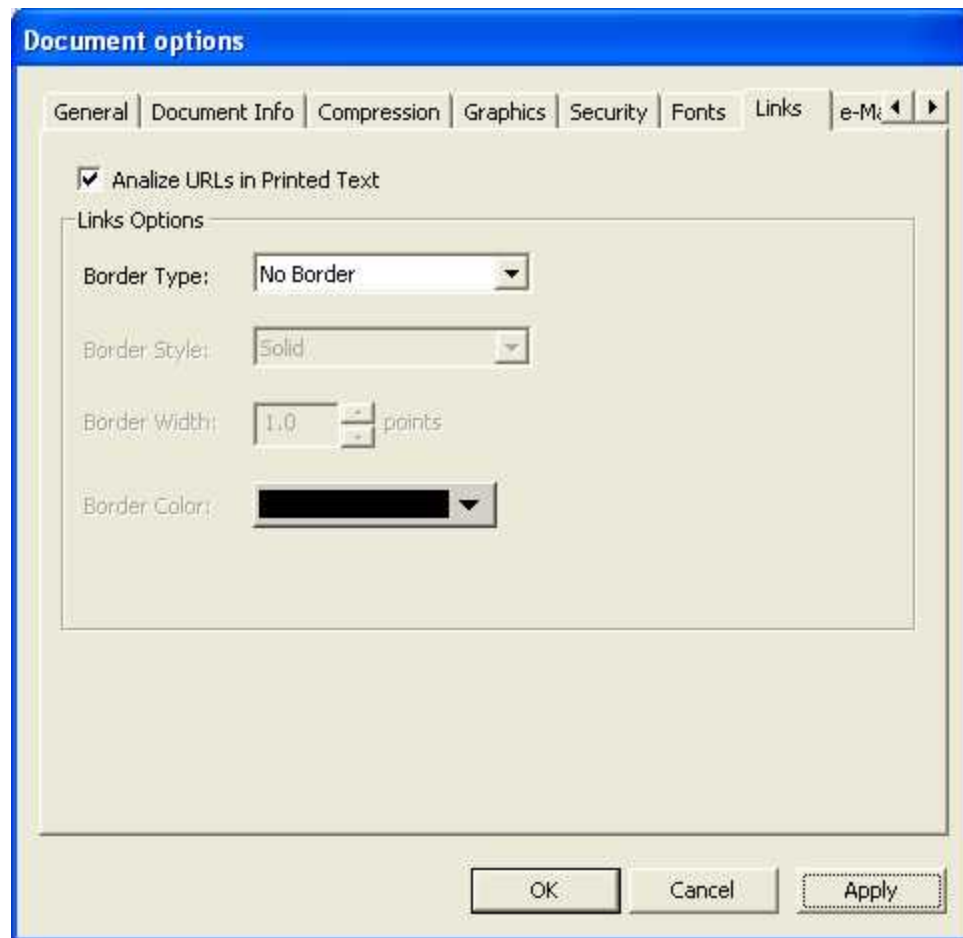


The **Fonts** tab allows you to enable or disable font embedding, you can enter a list of fonts which you prefer to always embed and also those never to embed.  
To learn more - please refer to the [Fonts](#) in the PDF-XChange portion of this help/manual.



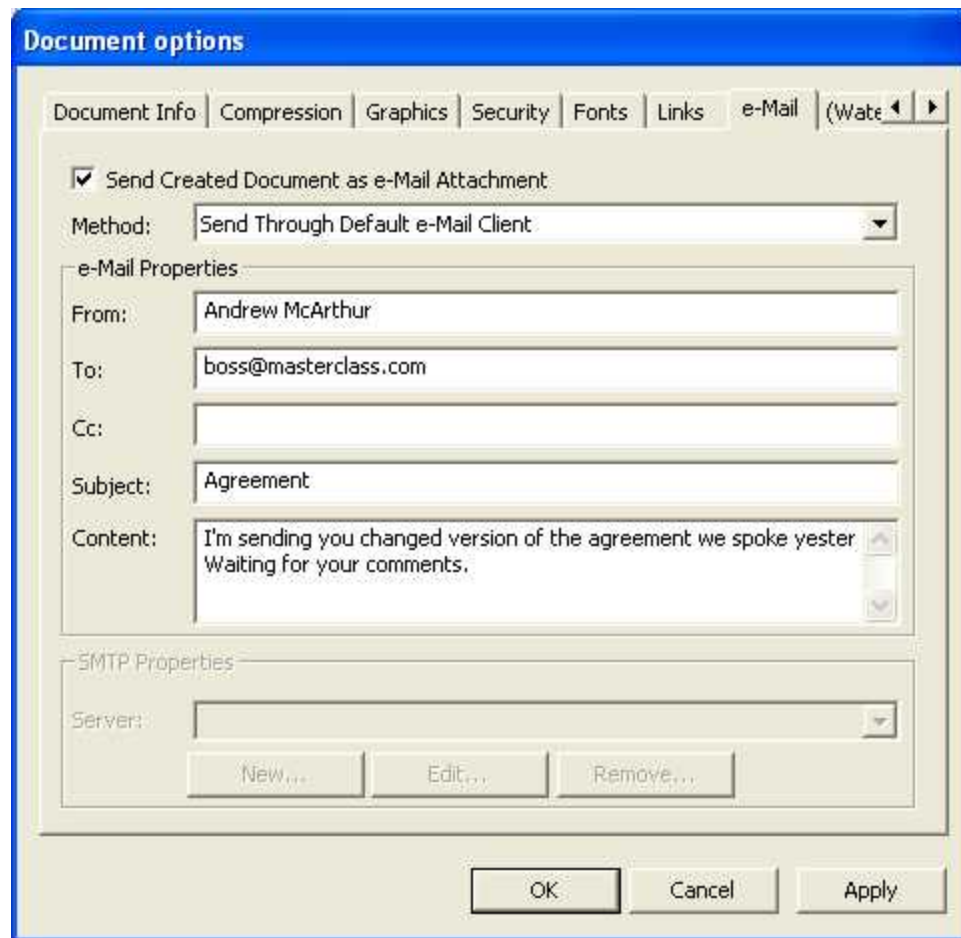
This tab, **Links**, allows you to check whether to analyse any hyperlinks (web page or email links) which may exist within the document, and support the readers ability to 'click' and open a web page or an 'Email' to address.

Proceed to the [Links Options](#) page to learn more about using links.

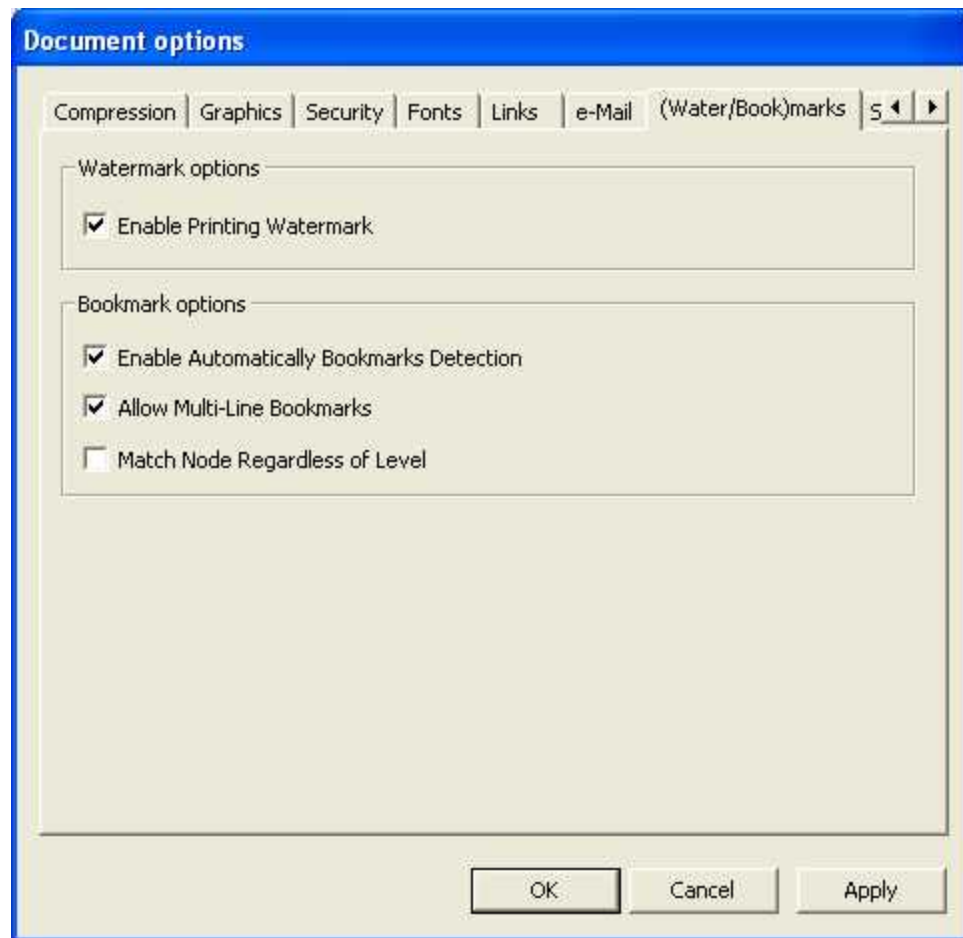


The **e-Mail** tab allows you to choose whether to send your documents via e-mail once created and set appropriate parameters.

The **Send Created Document as e-Mail Attachment** check box controls whether the software will send the resulting documents and enables you to specify the options required. For further info please see this section [Emailing Files](#).



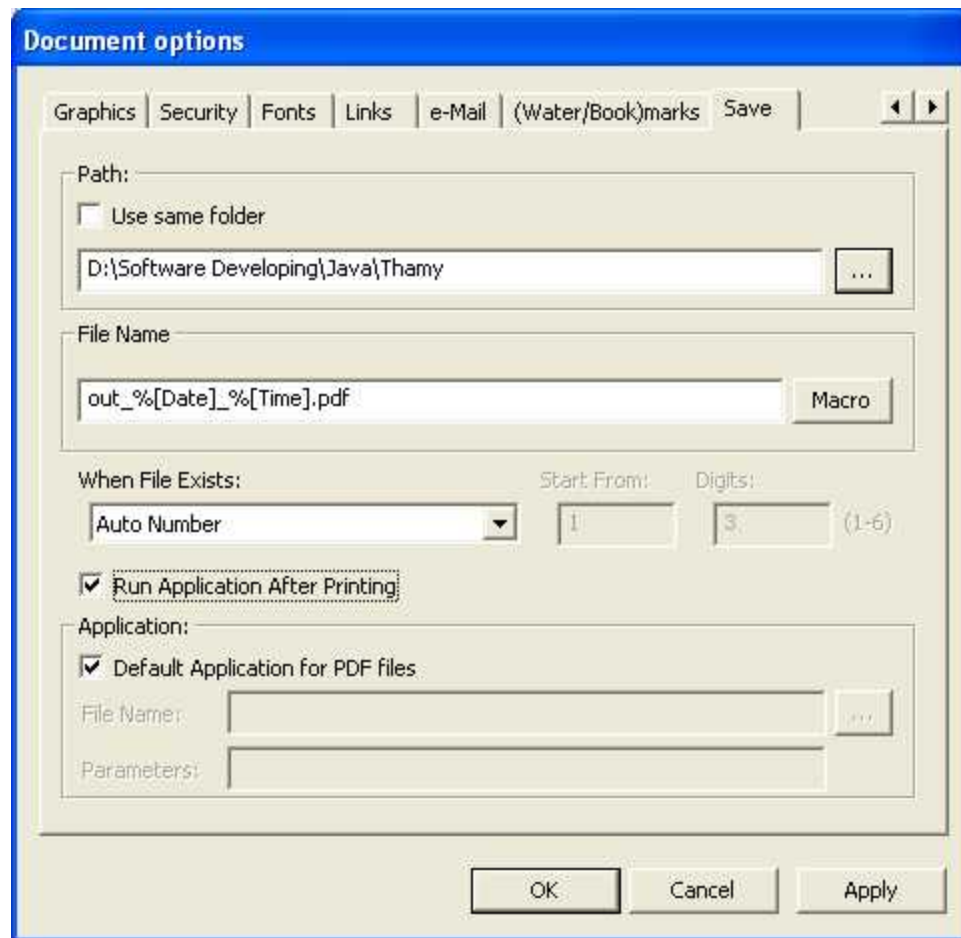
The **(Water/Book)marks** tab gives user the ability to enable Watermarks printing and/or Bookmarks detection and also set parameters for Bookmarks detection. However the specific [Watermark](#) and [Bookmark](#) parameters/contents must be created using the PDF-XChange Printer Preferences prior to use in Office2PDF.



The last, **Save** Tab allows the setting of parameters for saving resulting files in a specific location and with a naming convention as may be required, also whether to warn before over riding an existing file of the same name or append etc.

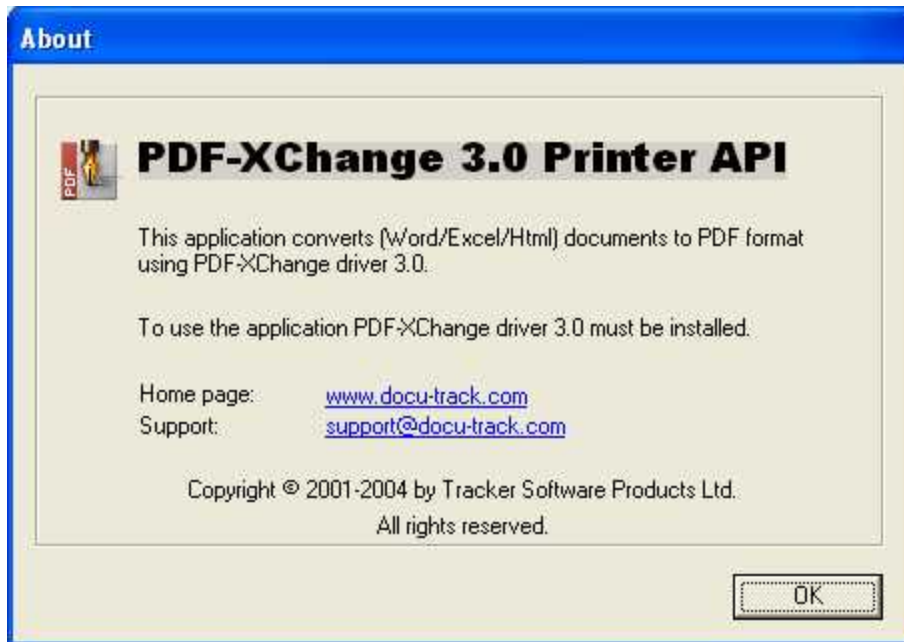
Also it is possible to set parameter's for how to proceed once a file has been created - ie. whether to open Acrobat Viewer and view the file etc.

This is explained in more depth in the PDF-XChange section of this Help [The PDF-XChange Save Options](#)



## 4.5 Office2PDF About

**The About page contains** information about the installed version of OFFice2PDF and copyright information, as well as support and purchase URL's as may be available. Additional information regarding International distributors options may also be located here for international versions.



## 5 MS Office Integration

### MS Office Integration

From Build 3.4065 we have introduced tighter integration for 3 of the MS Office Application's :

MS Word  
MS Excel  
MS PowerPoint

For the above Toolbar buttons will be added to the standard Office options offering

PDF-Creation  
Convert to PDF and Email the file created  
Settings

If you choose to add the 'Office Addin', in initial releases this will not be installed by default to allow users to confirm they wish to install this feature as the integration is available for user's with MS Office 97 or later - or its individually available component parts such as those detailed above.

This help topic will show screen shots and refer specifically to MS Word, however functionality and operations are broadly identical in all the supported MS Office applications.

**Note : One Major benefit of the new MS Office Integration is that we have been able to include the ability when converting compatible Office formats to enable 'Embedded' URL and Email support and TOC (Table of Content) clickable links to other pages and topics.**

Therefore if you wish to include a URL link embedded in the text '[Click Here](http://www.docu-track.com)' with a link to say <http://www.docu-track.com> as we have - this will now function - but not if you print to the driver direct - only via the Toolbar buttons we have added to your MS Office app's.



## 5.1 MS Office Integration

### MS Office Integration

The text and images below refer specifically to MS Word - but Excel and PowerPoint options are broadly identical.

After installation and rebooting your PC as required for the installation (including updating an existing install of PDF-XChange) you will see that 3 buttons have been added to your MS Office Application as the example below shows:



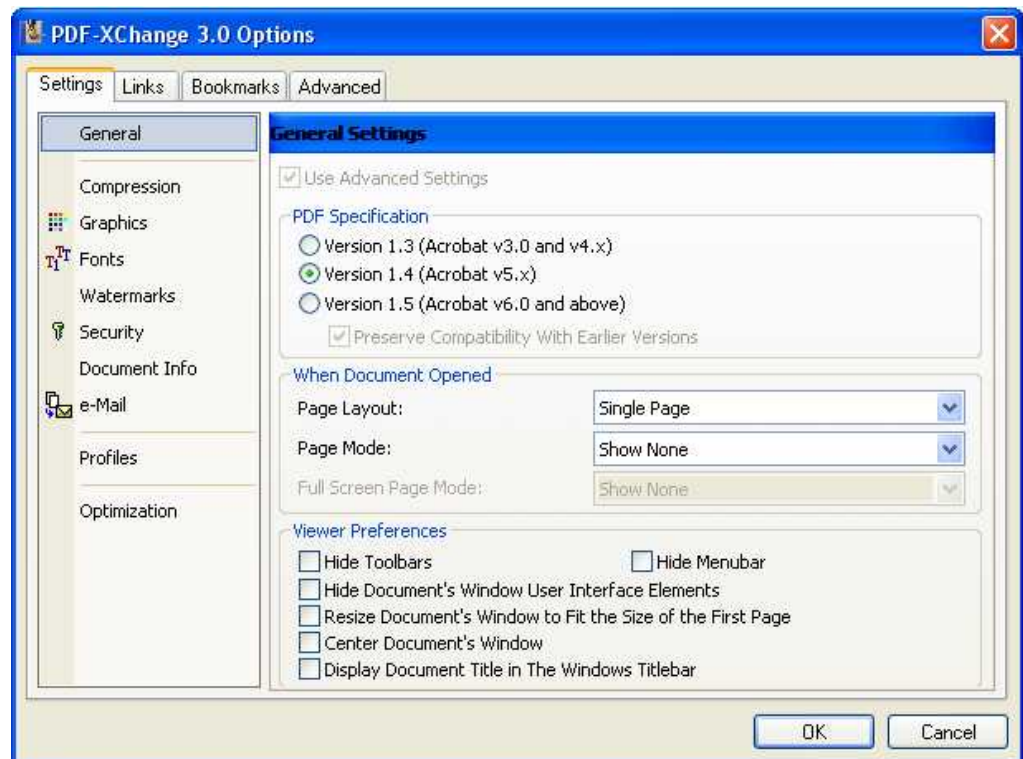
1. The new icons will be added to your MS Office Toolbar as shown in the example above, these look like 3 different colored pen nibs, the first button added to your toolbar is **'Convert to PDF'** then the current document in view will be converted using the current settings to make a PDF file using the PDF-XChange virtual printer also installed.

2. The **'Convert to PDF and Email'** Button does the 'Convert To PDF' button - but additionally will email your generated file - please see the [email topic](#) for a fuller explanation of the email options available by default in PDF-XChange.

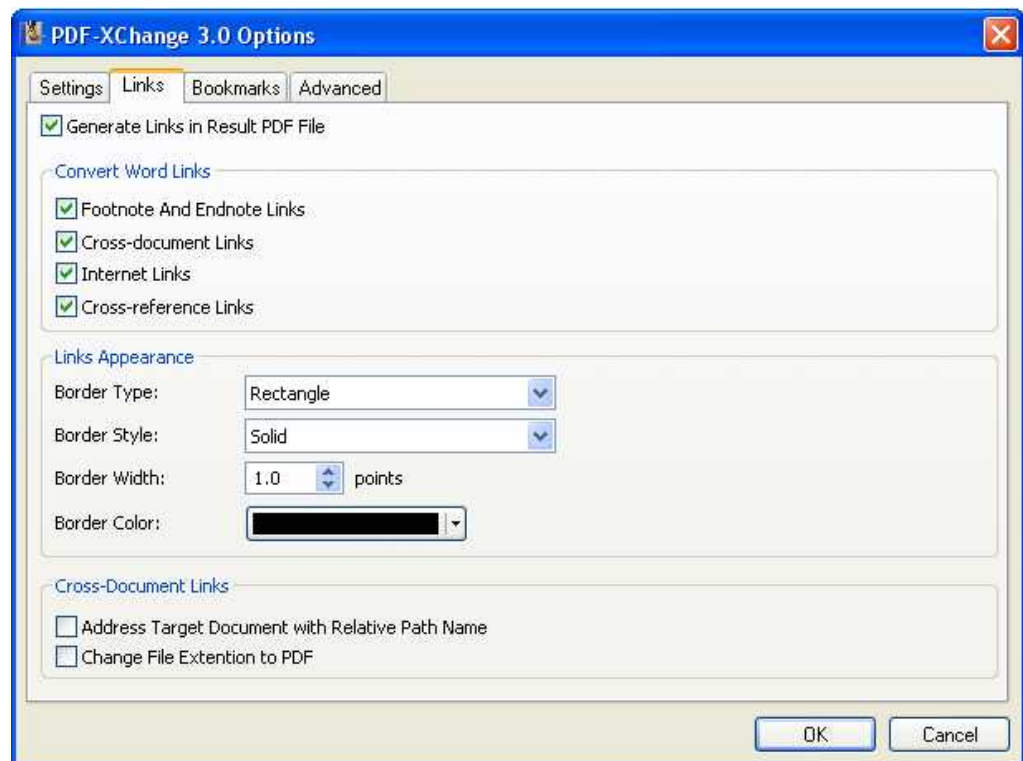
3: The final button added **'Settings'** allows you to set the parameters to use - some of these options are available in the PDF-XChange 'Printer' properties setup and will be familiar to user already - these are duplicated for ease - though only those considered relevant are available.

More importantly additional settings relevant to MS Office applications have been added:

- This first **'General Settings'** window is similar to that use by PDF-XChange with the exception and are discussed in the driver settings topics elsewhere in this help file/manual.



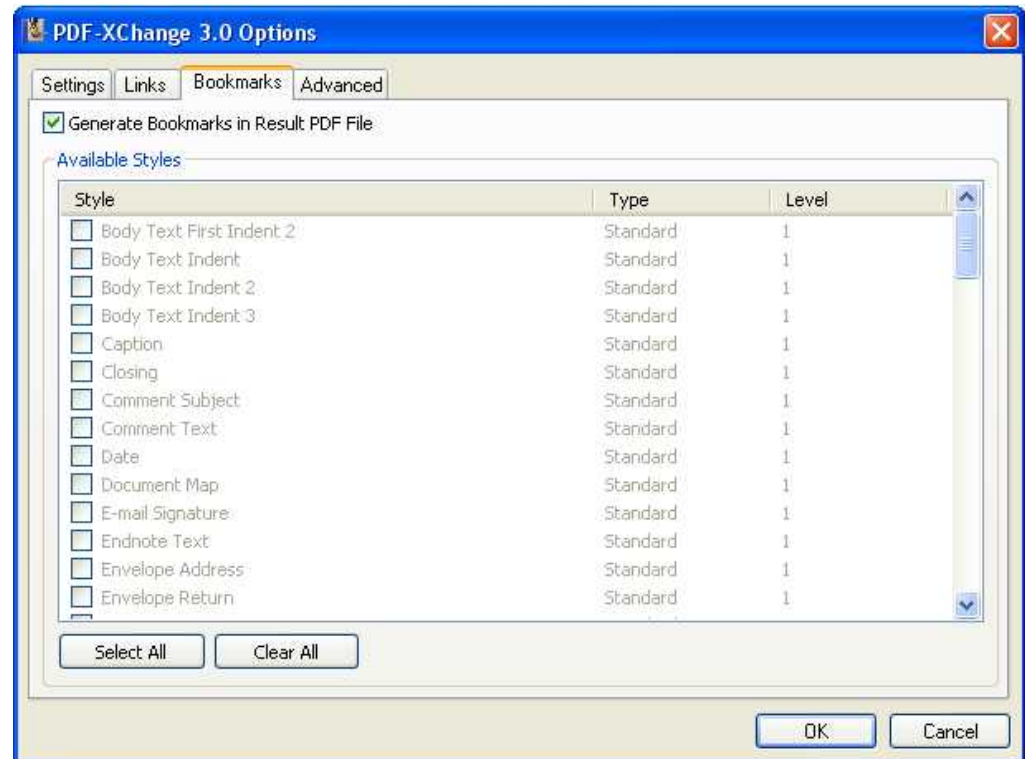
- The **Links Tab** on the settings window above offers these options :



Here you can set the parameters for the way links within your document will be analyzed and created.

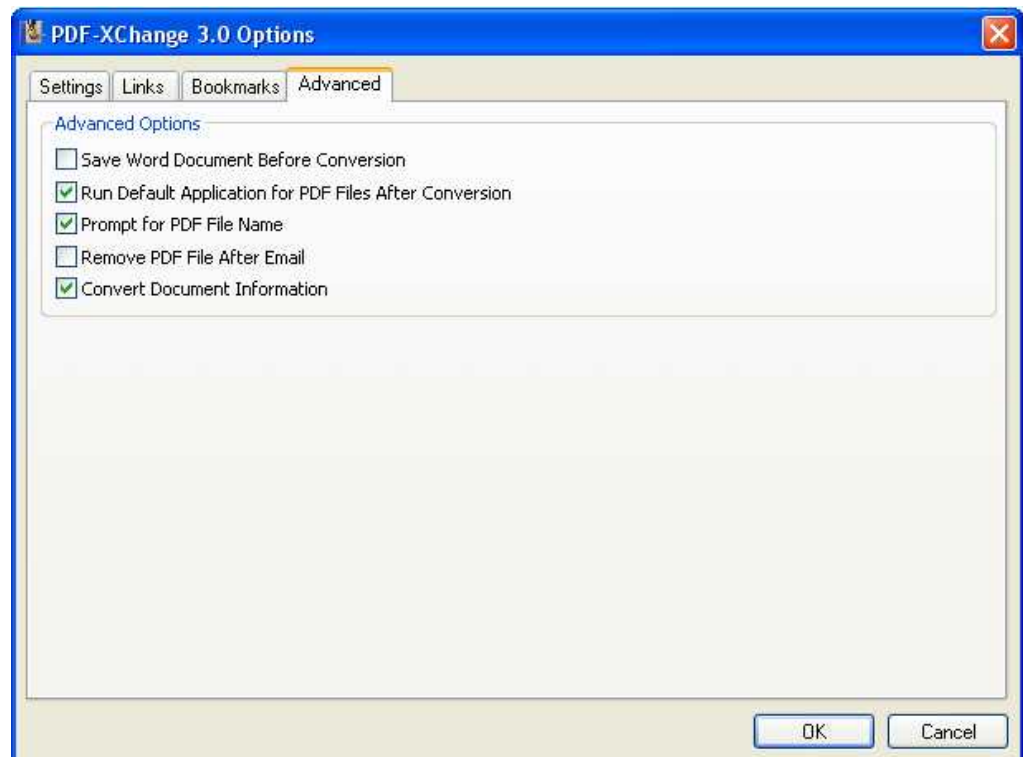
These settings will be discussed in your Office manual and the properties defined, inherited within your PDF file once created.

- The Bookmarks Tab on the settings Windows allows you to define and generate Bookmarks based on your Office file much more flexibly and with a higher degree of automation than is available from the PDF-XChange Virtual Printer directly using your existing MS Office Styles.



Select the Styles you wish to be analyzed and Bookmarks created - as you would expect, the more styles we have to analyze for bookmarks - the longer it will take for your PDF file to be generated, so please be aware that this can slow the process to some degree.

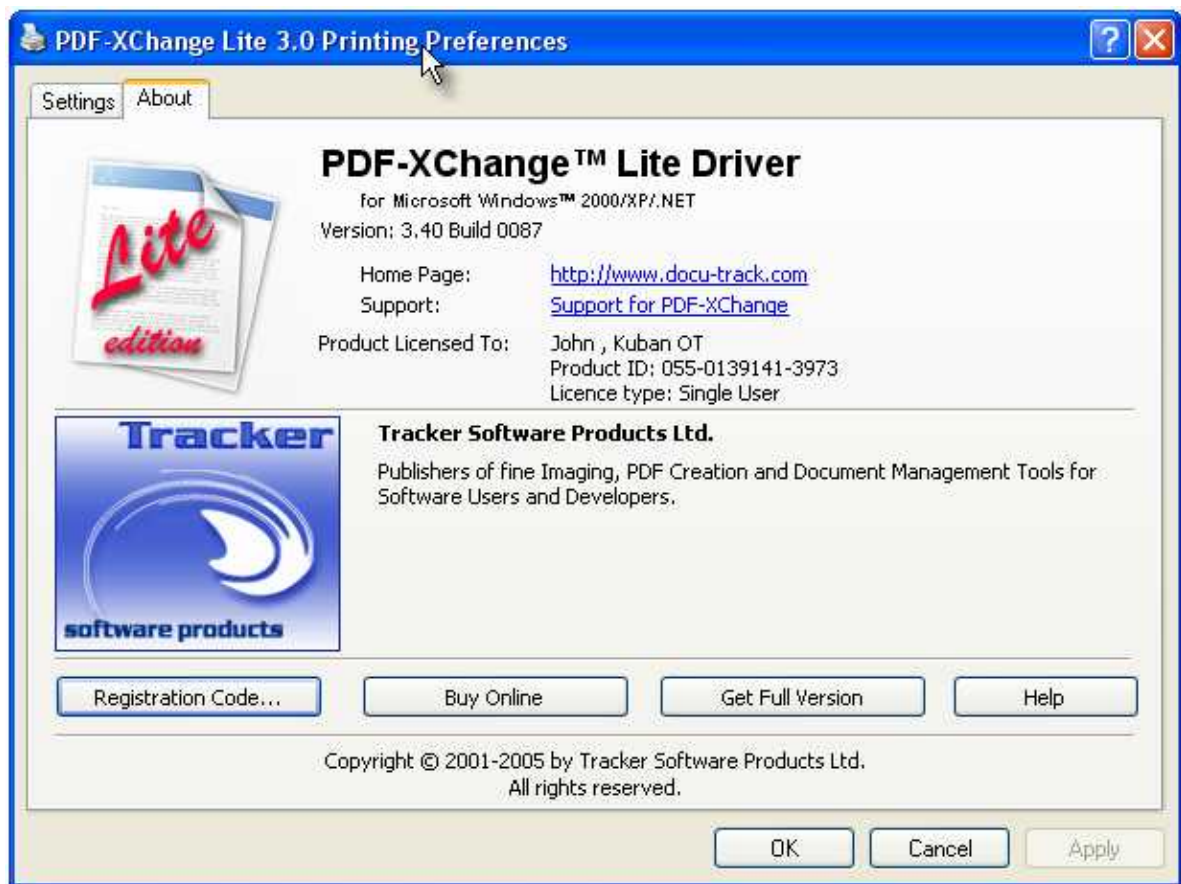
- The 'Advanced' Tab allows you set additional options :



All of the options detailed are self explanatory with the exception of the 'Convert Document Information' and this simply takes the information which may also be embedded as a property of your MS Office file and includes this similarly in your PDF file information - for example - 'Author', 'Subject' etc as is available on the 'Advanced Tab of your MS Office file.

## 6 PDF-XChange 'Lite'

PDF-XChange 'Lite' is a slimmed down version of our full PDF-XChange product.



## 6.1 PDF-XChange 'Lite'

**PDF-XChange 'Lite'** is a slimmed down version of our full PDF-XChange product.

Intended for Home or SoHo use primarily it is priced and featured for simple and uncomplicated use - but retains the core functionality of the full PDF-XChange PDF conversion engine.

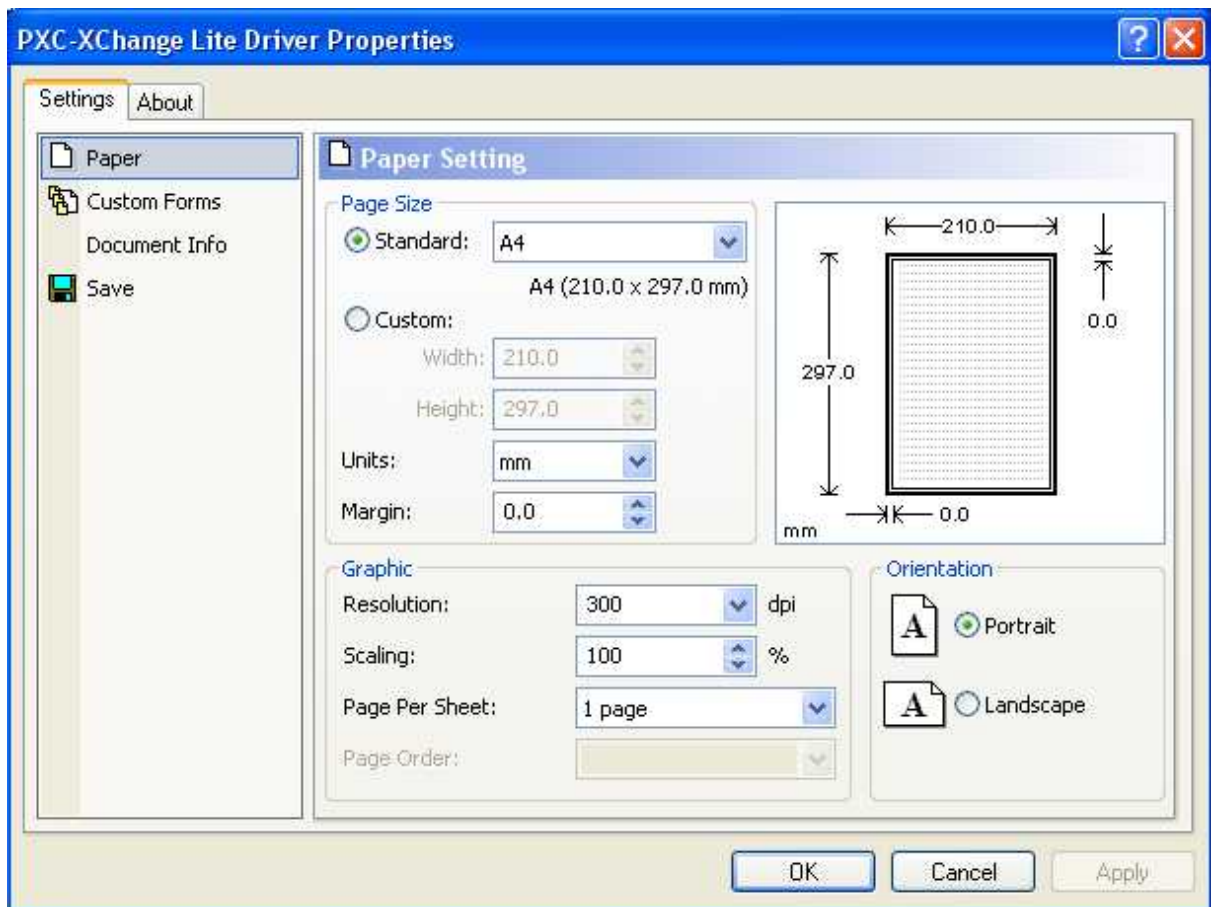
This means that despite the fact that much of the enhanced functionality has been removed - users can still be sure that the automated compression selected will create a highly optimised faithful representation of a document even after conversion to PDF.

Please also note that the OFFice2PDF, PDF-Tools and MS Office Macro buttons and integration are not included in PDF-XChange 'Lite'

As you can see from the Screen shots below the interface is simple and the options intentionally few.

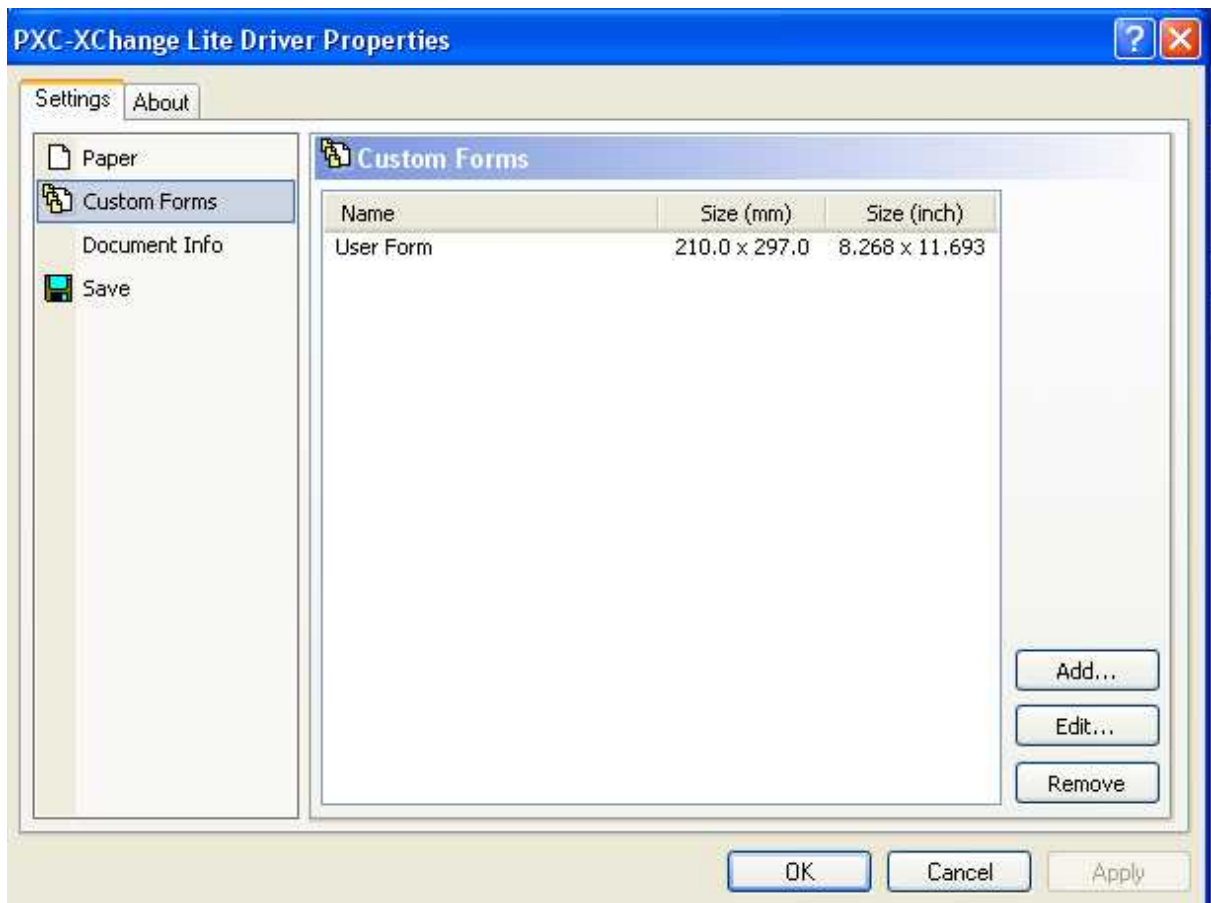
Rather than duplicate the explanation of functionality on this page we have included links to the complete page explanations given for each function and preference within the main help file or manual.

The opening PDF-XChange preferences page offers the following options - not all the options available on some pages in the 'FULL' (non 'Lite') version will be available in the Lite version - those that are viewable in the following screen shots.



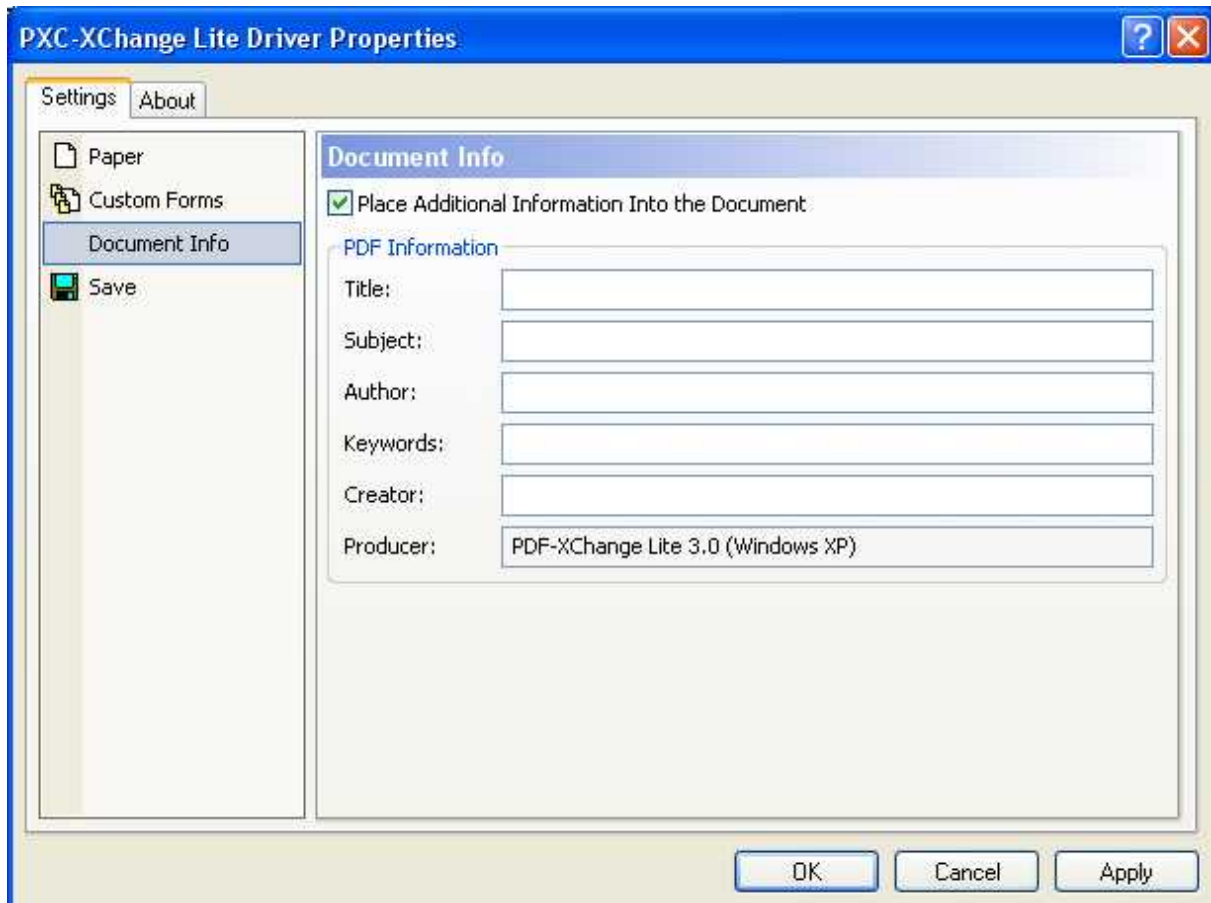
For more detail see the topic under the main PDF-XChange settings detail [Paper](#)

**Custom Forms Options Screen shot:**



For more detail see the topic under the main PDF-XChange settings detail [Custom Forms](#)

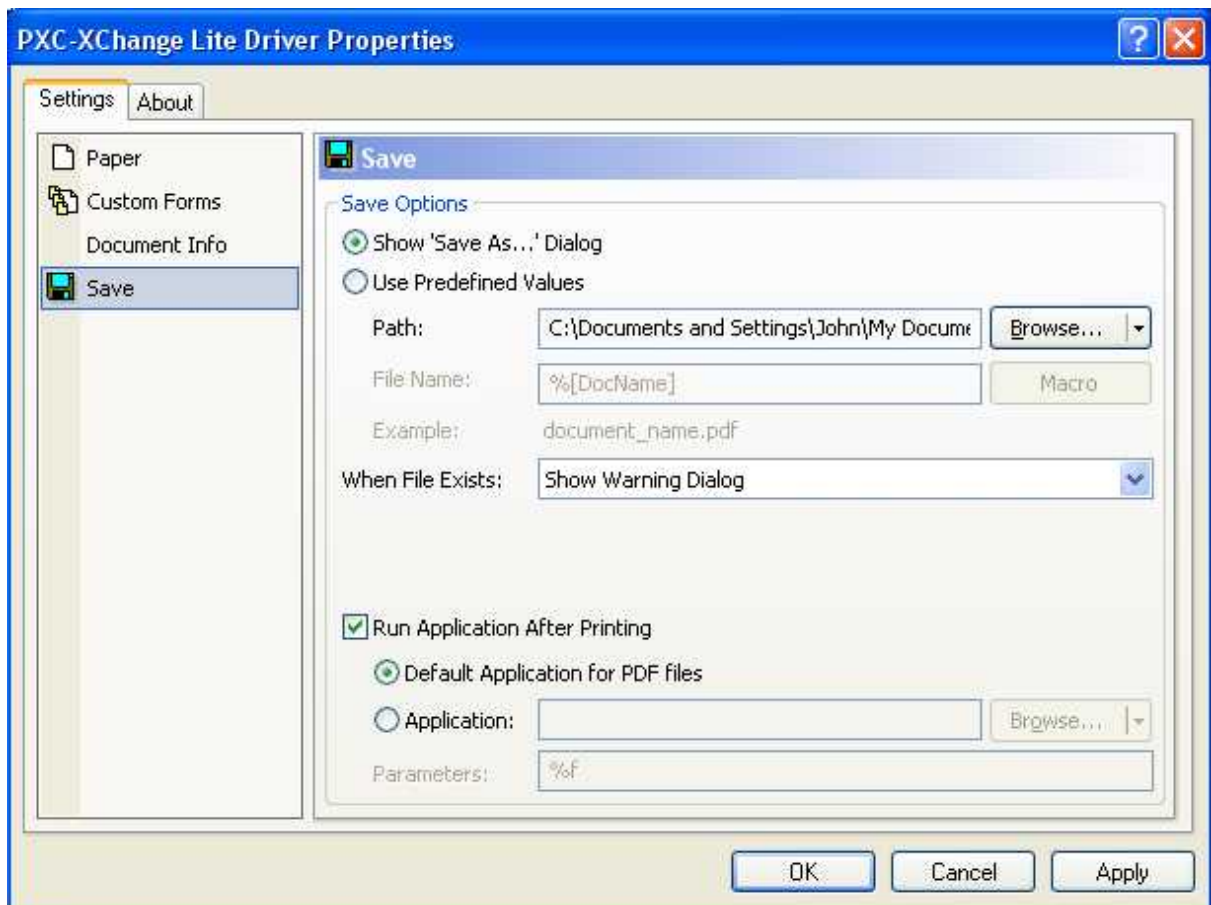
***Document Info Options Screen shot:***



For more detail see the topic under the main PDF-XChange settings detail [Document Info](#)

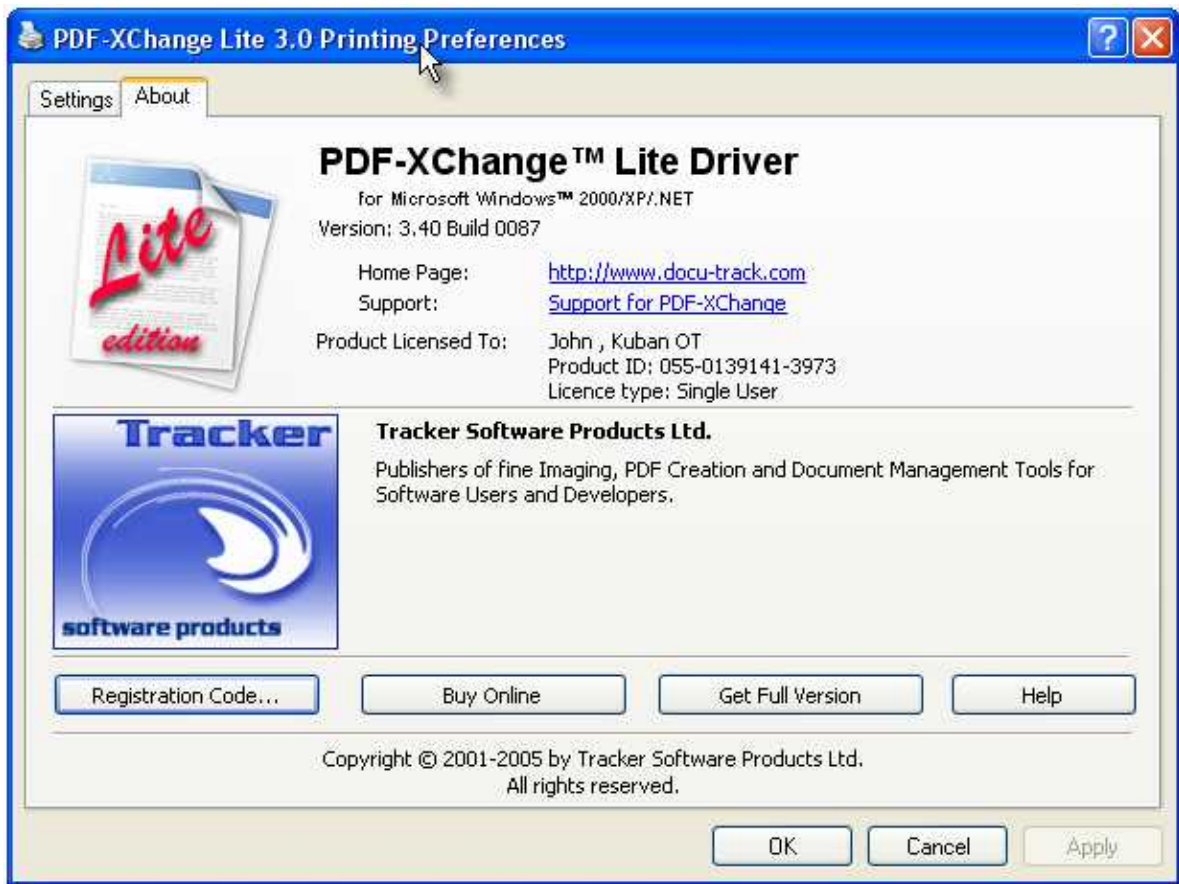
***Save Preferences Options Screen shot***





For more detail see the topic under the main PDF-XChange settings detail [Save Preferences](#)

***The PDF-XChange Lite 'About' Window - Screen shot***



For more detail see the topic under the main PDF-XChange settings detail ['About Window'](#)

## 7 Tracker Software Products

### Who are we and what do we do ?

We at Tracker Software Products take great pride in the software products we create and distribute. We sell our products directly, via Distributors, Resellers and OEM partners - in some cases with our products and larger partners these products are sold under different labels and names than those we sell directly, this is to allow our partners to build a following for their own brand and protect their future.

However - no matter how our products reach you, we want you to experience the best results possible - please do contact us if for any reason you are dissatisfied or have a suggestion how we can improve our product offerings.

You may also be interested in related products available from us - in the following brief topics you will find details of how to contact us, request support and summary details of the products available from us for both 'End Users' and Software Development tools for other Software developers to utilise in their product offerings.

Please do [contact us](#) if you cannot find the information you require within this manual/help file.

## 7.1 Contacts Us

### How to Contact Us ...

#### Head Office

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Tel:+44(0)1342-719150 Sales/Administration

**(pls do not use for support issue's)**

Fax:+44(0)1342-718060

**Our Web Site :** <http://www.docu-track.com>

We also have offices and representatives in several other locations including : United States, France, Germany and Ukraine - in some instances after an initial contact with our UK office you may be referred to one of these locations if appropriate.

#### To contact us for support related issues:

Please see this [FAQ page](#) before contacting our support department - it may save you the task !

We recommend you use our Web Based [User Support Forums](#) and scan the existing library of questions and answers, if you don't find a suitable response then feel free to post your own - all questions receive an answer within 1 business day at worst!

If for any reason you have difficulty linking to the forum or feel it is inappropriate for your needs then please email [sales@docu-track.com](mailto:sales@docu-track.com) , we regret we cannot answer support requests via telephone without a valid support contract. The number above is answered by administration staff who are not trained to assist with technical problems.

#### To Contact us for Sales/Administration related issues:

[sales@docu-track.com](mailto:sales@docu-track.com) End User, Developer and OEM.

[admin@docu-track.com](mailto:admin@docu-track.com)

All this information and a good deal more is available via [our web site](#) and the links provided.

#### Magazine reviews and press requests.

We are keen to assist in any way possible - please contact our [sales department](#) for any information or help you may require

## 7.2 Products

**Products Offered By Tracker Software Products Updates Can be downloaded from our [Update's page](#) at our [Web site](#).**

Users of our PDF-XChange and Tools with a current version serial number may download the trial

version and using their serial number achieve a live installation of the latest 'Gold' release.

Passwords and serial numbers are changed from time to time in an attempt to thwart unauthorized use of pirated software and passwords.

### **End User/Retail Products**

**You can [Purchase Direct](#) from our web site and be using any of our products the same day!**

[PDF-XChange](#) - Create fully native Adobe compatible PDF Files from virtually any Windows 32 Bit software application  
[PDF-Tools](#) - Create and manipulate Adobe PDF Files and batch Convert Images to PDF Files and more ...  
[TIFF-XChange](#) - Create industry standard TIFF files in CCIT Grp 3/4 and unpacked formats from virtually any Windows 32 Bit software application.

**Software Developers SDK's and other Products - all SDK's offer Royalty Free Distribution of the 'End User' components.**

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[PDF-Tools](#) - Create and manipulate Adobe PDF Files and batch Convert Images to PDF Files and more ...  
[TIFF-XChange](#) - Create industry standard TIFF files in CCIT Grp 3/4 and unpacked formats from your application output. Image-XChange SDK - Print, Convert, Scan and View Imaging formats!

Licensing restrictions apply to SDK's, the essential limitations being that you may not create products for Developer Tools for use by others, distribute any SDK components not essential to end user use or provide functionality that is not in keeping with our licensing terms.

### **Trial Versions**

All of our products are available as fully functional evaluation downloads for you to try before you buy - usually printing a demo watermark/stamp to differentiate between output created with the evaluation or licensed versions. We recommend that all users test the product they wish to buy first - thus ensuring you only buy once you are 100% happy the product meets your needs

Trial versions are available from our web site :

For more details visit our [web site](#) or contact us by [email](#).

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