



novaPDF

Paperless office solutions

novaPDF User Manual

Copyright © 2008 Softland

novaPDF User Manual

for novaPDF Lite version 5

by Softland

This documentation contains proprietary information of Softland. All rights reserved. No part of this documentation shall be reproduced, stored in a retrieval system or transmitted by any means, electronic, mechanical, photocopying, recoding, or otherwise, without permission from Softland. No patent liability is assumed with respect to the use of the information contained herein.

The information in this document is subject to change without notice. Although every precaution has been taken in the preparation of this book, Softland assumes no responsibility for errors and omissions. Nor is any liability assumed for damages resulting from the information contained herein.

Windows ® is a registered trademark of the Microsoft Corporation. All other products or company names in this document are used for identification purposes only, and may be trademarks of their respective owners.

Table of Contents

Part I Introduction	5
Part II novaPDF Printer	7
1 Introduction	7
Getting Started	7
What edition to choose?	14
System requirements	16
Installation	16
Commandline	17
novaPDF SDK	19
Features summary	20
Feature matrix	21
2 Printing Preferences	23
Page	23
Manage Predefined Forms	25
Document	26
Save	28
Configure Save Options	29
Advanced Save Options	31
Language	31
About	32
Features	33
Register	34
Licenses	35
3 How to	36
How to manage predefined forms	36
Index	38

Introduction

Part



1 Introduction

novaPDF Printer is a virtual printer driver for Windows 2000/XP/XP x64/2003 Server/2003 Server x64/Vista/Vista x64. Instead of printing on paper, it creates Adobe compatible PDF files.

What is PDF?

Adobe PDF (Portable Document Format) is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application, hardware and operating system used to create it. PDF files are compact and complete, and can be shared, viewed, and printed by anyone with free Adobe Reader® software (or other third party PDF readers). PDF documents are also independent of the output device on which they are to be displayed or printed.

PDF has become the de facto standard for the electronic exchange of documents. Major corporations, government agencies, and educational institutions streamline their operations by replacing paper-based workflow with electronic exchange of information.

Why use novaPDF Printer?

novaPDF Printer converts any printable file into a PDF file. Its purpose is to enable users to exchange electronic documents easily, independently of the environment in which they were initially created. It also helps companies to publish reports, marketing plans, price lists, contracts, and any other documents in a portable electronic document format.

How to use novaPDF?

All you have to do is to click Print from the application displaying the document and choose the novaPDF to create PDF files. You can generate high-quality and searchable PDF files from any Windows application.

You can choose different options for the output PDF file, including custom paper size, resolution, portrait and landscape orientation, scale, image compression, font embedding, PDF security and document metadata.

To create a PDF file you only need a windows application that can print (like Notepad or Wordpad).

To view PDF files, you need the FREE Adobe Acrobat Reader® (you can download it from www.adobe.com) or any other PDF viewer application.

novaPDF Printer

Part



2 novaPDF Printer

2.1 Introduction

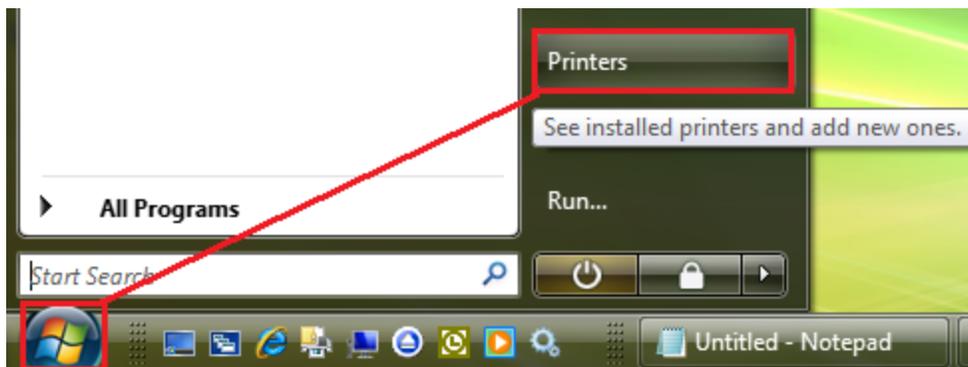
2.1.1 Getting Started

Printing a test page

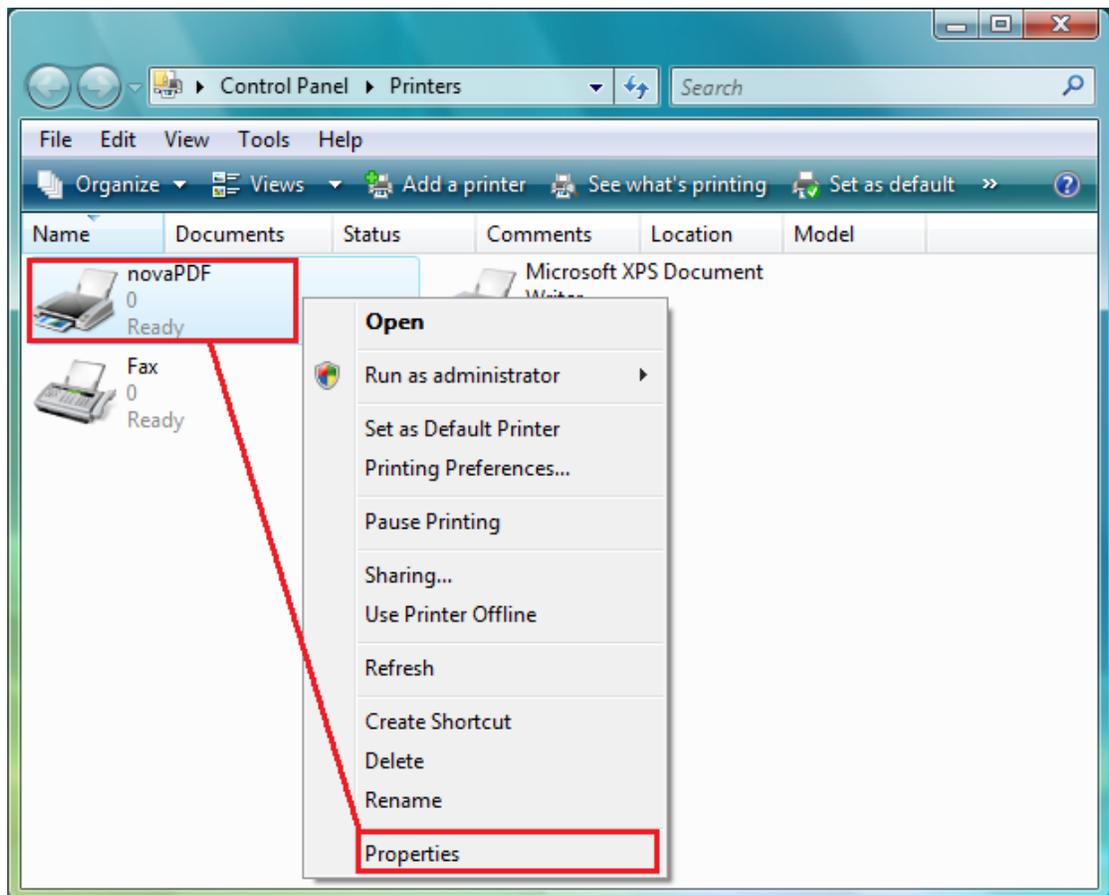
After installation you can test if novaPDF is working properly by printing a test page.

To print a test page in Windows Vista:

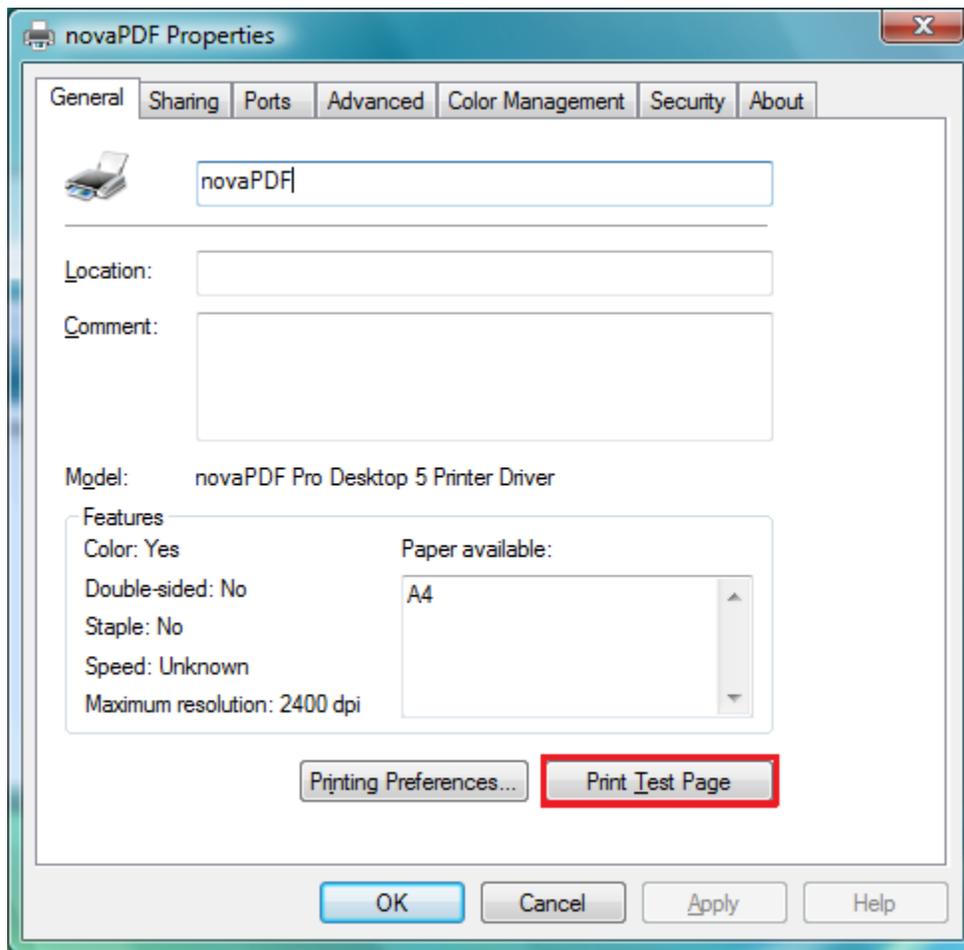
1. Go to **Start** and click on **Printers** (if you have the **Classic** menu go to **Start->Settings->Printers**)



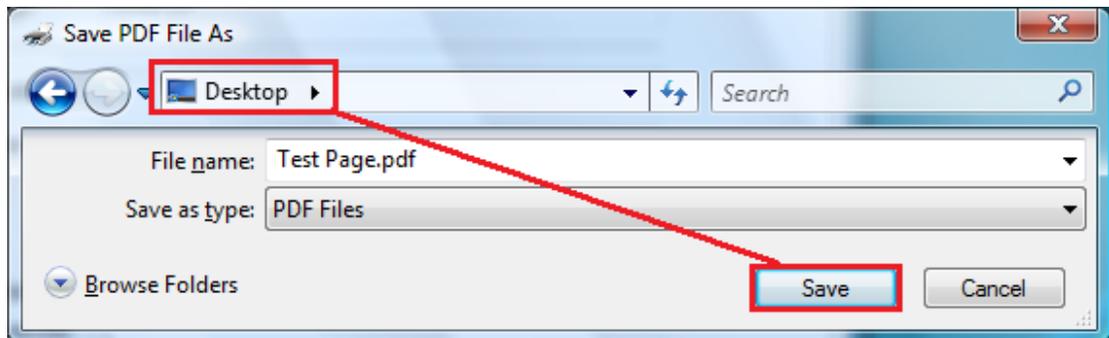
2. In the **Printers** window, right-click novaPDF and select **Properties**



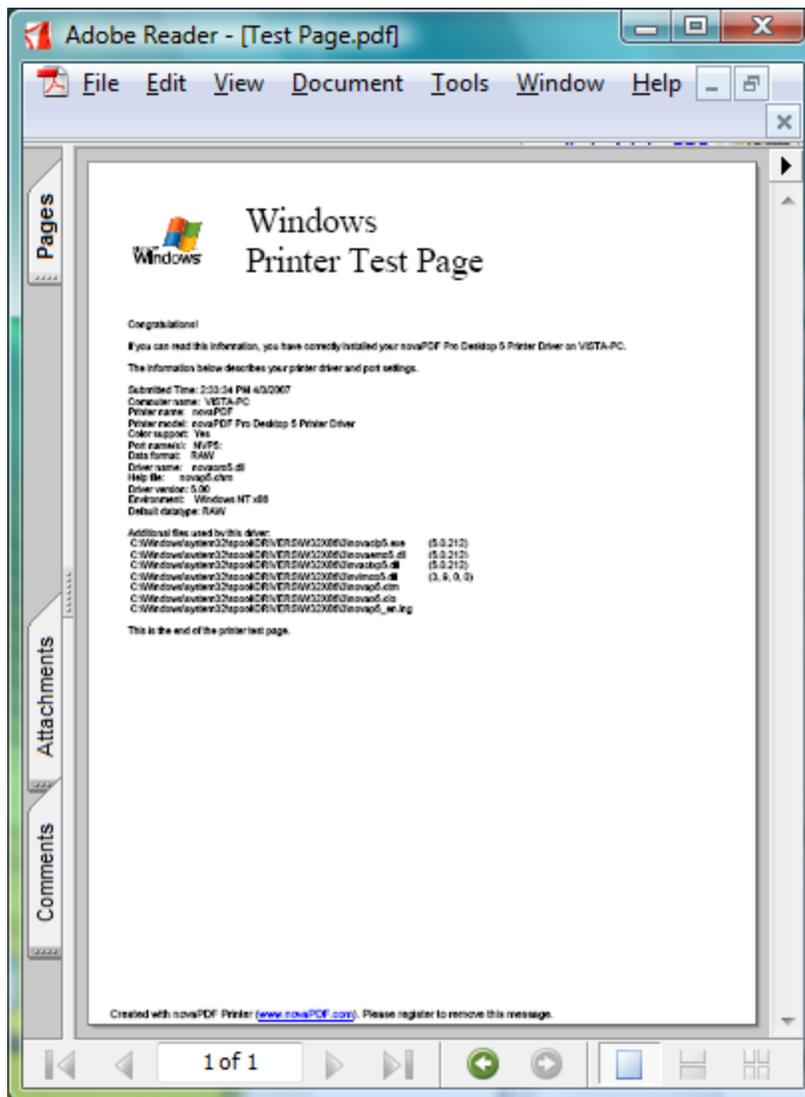
3. In the **novaPDF Properties** window, click on **Print Test Page**



4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.



5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.



To print a test page in Windows XP or Windows 2003 Server:

1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)
2. In the **Printers and Faxes** window, right-click novaPDF and select **Properties**
3. In the **novaPDF Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.

To print a test page in Windows 2000:

1. Go to **Start** and click on **Printers**
2. In the **Printers** window, right-click novaPDF and select **Properties**
3. In the **novaPDF Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.

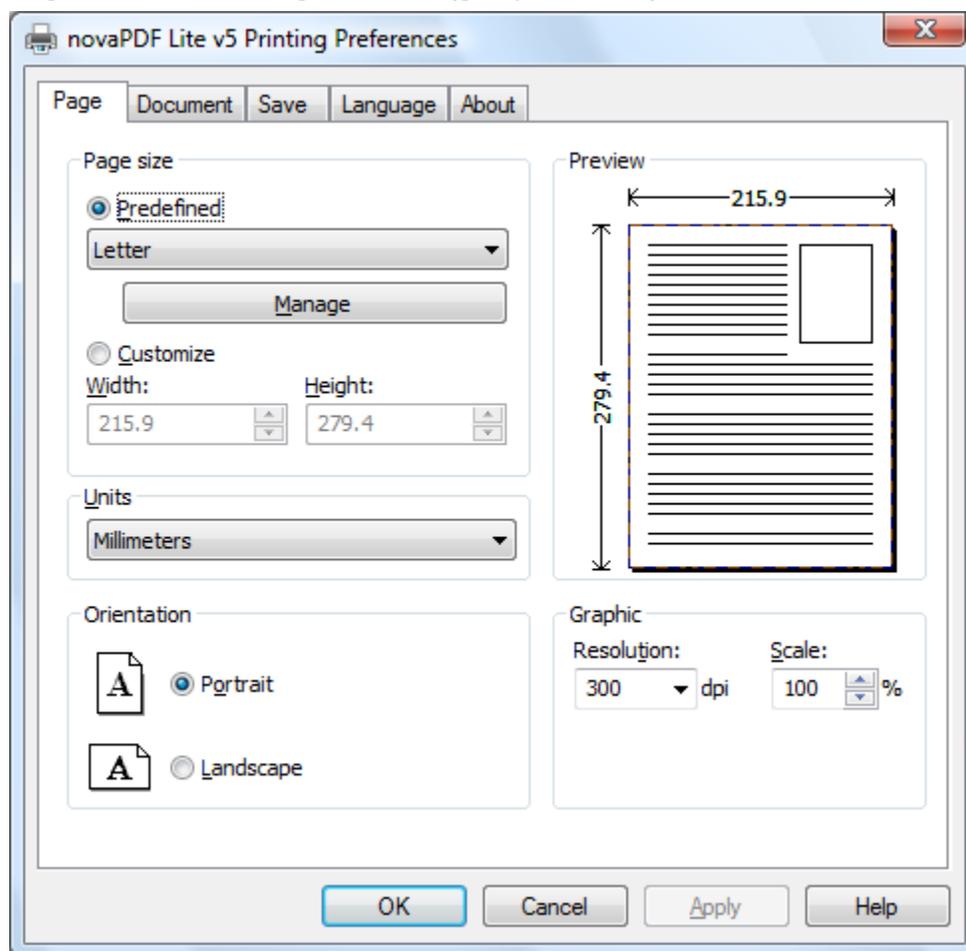
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.

Accessing the novaPDF Printing Preferences

You can access the Printing Preferences window and change the various settings available.

To access the novaPDF Printing Preferences window in Windows Vista:

1. Go to **Start** and click on **Printers** (if you have the **Classic** menu go to **Start->Settings->Printers**)
2. In the **Printers** window, right-click **novaPDF** and select **Printing Preferences**
3. **novaPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available (grouped in tabs)



To access the novaPDF Printing Preferences window in Windows XP and Windows 2003 Server:

1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)
2. In the **Printers and Faxes** window, right-click **novaPDF** and select **Printing Preferences**
3. **novaPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available (grouped in tabs)

To access the novaPDF Printing Preferences window in Windows 2000:

1. Go to Start and click on Printers
2. In the Printers window, right-click novaPDF and select Printing Preferences
3. novaPDF Printing Preferences window will be displayed and you will have the option to change the various settings available (grouped in tabs)

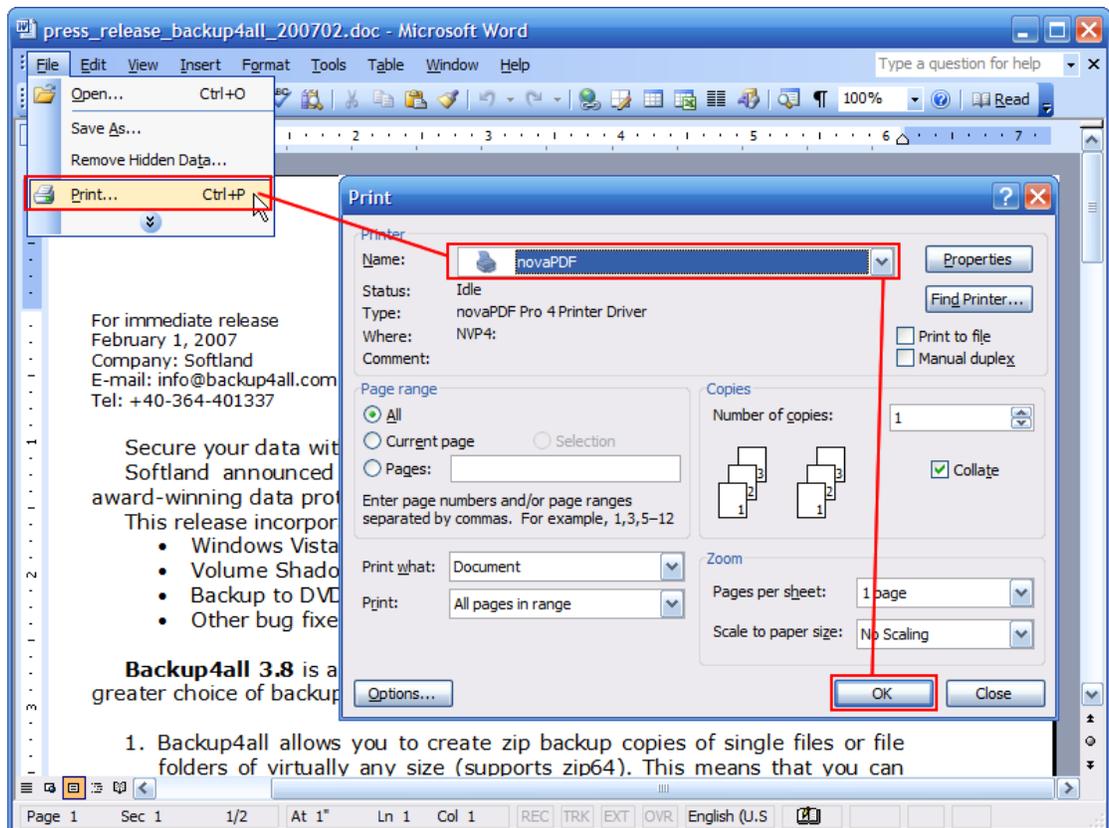
Creating PDF Files

novaPDF installs itself as a virtual printer driver so there is no exe file to run in order to create PDF files.

To create PDF files, you just have to print your documents to the novaPDF Printer, like you would print to a normal printer.

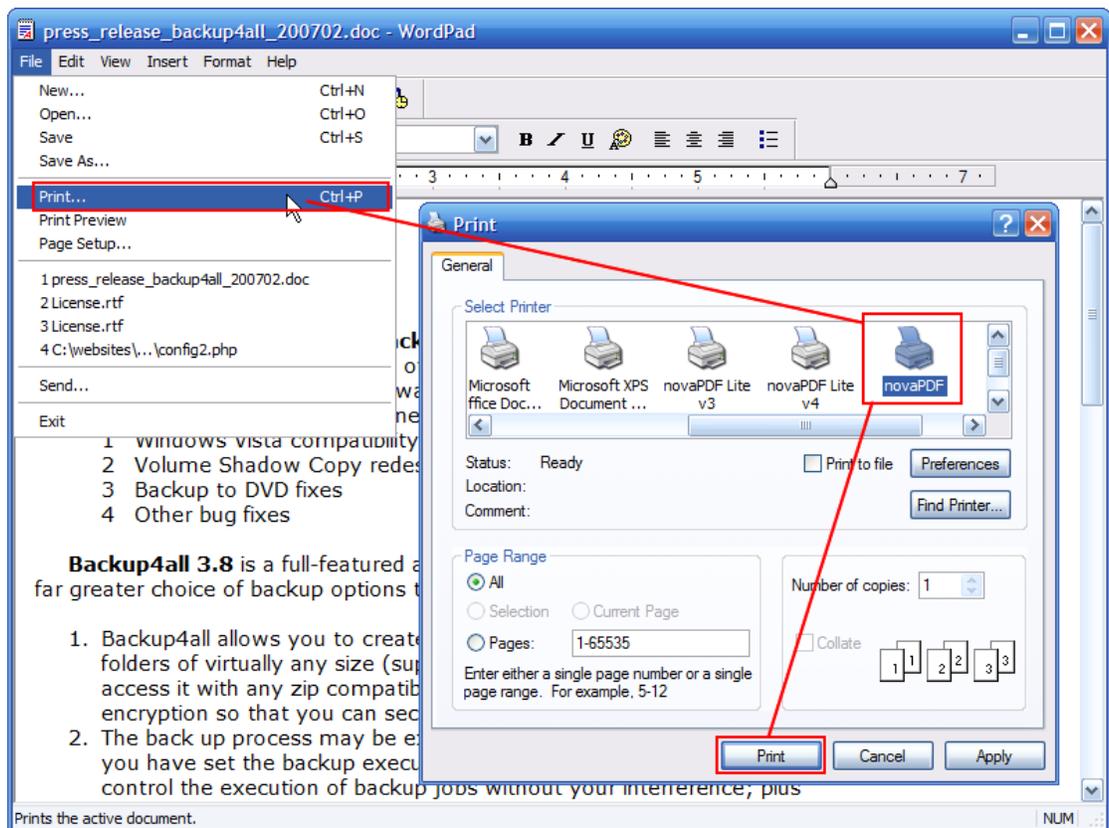
How to create PDF files from Microsoft Word

1. Open the Word document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers** combo-box
3. Click on **Ok** and choose a location for your PDF file



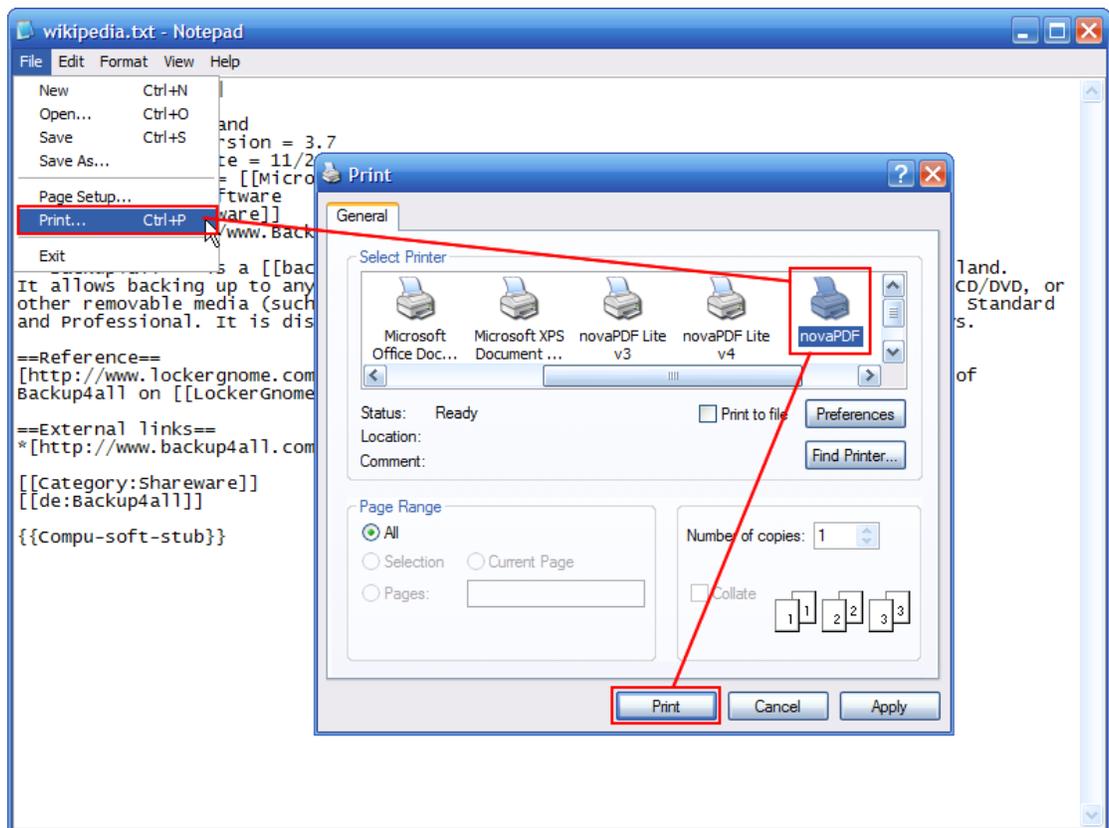
How to create PDF files from Microsoft WordPad

1. Open the document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers'** list
3. Click on **Print** and choose a location for your PDF file



How to create PDF files from NotePad

1. Open the NotePad document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers'** list
3. Click on **Print** and choose a location for your PDF file



2.1.2 What edition to choose?

There are three licensing options for novaPDF: **Lite**, **Standard** and **Professional**.

novaPDF Lite implements the basic functionality of a printer driver, giving users the possibility to create high-quality searchable PDF files from any Windows application. Main features:

- **Customizable resolution** - choose any resolution from 72 dpi to 2400 dpi
- **Predefined/custom page sizes** - choose a default page size (like Letter, Legal, A3, A4, A5, A6, ...) or define your own
- **Document information** - include title, subject, author, keywords in your PDF file
- **Multilanguage support** - choose a language for the user interface

novaPDF Lite Server has all the features of novaPDF Lite plus:

- **Network printer sharing** - can be installed on one computer in a network environment and used by any other computer in that network
- **Save PDF to Server** - can save the PDF from a client computer directly to the server

novaPDF Standard has all the features of **novaPDF Lite** plus:

- **Create private profiles** - Define different profiles for future use, each with its own settings for page size, resolution, fonts, compression, document info and save settings
- **Graphics options** - You can compress, downsample or convert text and graphics to reduce PDF size
- **Fonts embedding and font subsets embedding** - Fonts (TrueType and OpenType) can be embedded in the PDF file to ensure perfect portability
- **PDF Watermarks** - You can define multiple image watermarks and add them to individual

pages or the entire PDF document

- **Page Left, Right, Top and Bottom Margins** - You can set a margin region that will remain empty when printing
- **Page zoom (1%-400% zoom factor)** - You can zoom a page if you need advanced settings of how the document should be positioned on the PDF page

novaPDF Standard Server has all the features of all the features of novaPDF Lite Server and novaPDF Standard plus:

- **Public Profiles** - Define profiles on the server computer and they will automatically be propagated to all client computers

novaPDF Professional has all the features of **novaPDF Standard** plus:

- **40 bit/128 bit encryption** - full 40-bit and 128-bit encryption is supported by novaPDF and the user is able to control whether the PDF can be viewed, printed, modified, copied or annotated
- **create PDF links** - recognizes links to files and formatted URLs (starting with "http://", "www", "mailto:" or "ftp://") visible in the original document, and creates them in the generated PDF file as links, so they can be opened by clicking them in the PDF viewer
- **send PDF via email** - once created, the PDF file can be automatically sent via email to different recipients, either using the default email client or directly from the application (using SMTP configuration).
- **PDF Bookmarks** - it can detect the headings in the printed document and add bookmarks in the generated PDF files. You have to define the text attributes for the document headings (font, size, style, color) and for the generated bookmarks.

novaPDF Professional Server has all the features of novaPDF Standard Server and novaPDF Professional.

Desktop, Server or Site licenses?

Server licenses give the possibility to control the usage of novaPDF printer driver, and allow shared network printing, features that are not available for desktop licenses owners.

Site licenses give the possibility to install novaPDF on unlimited servers and share it with unlimited number of clients (within the location restrictions imposed by the license type), whereas server licenses allow you to install novaPDF only on one server and share it with limited number of clients (limited by the number of licenses).

Desktop license

- **Description.** By purchasing a desktop license you can install one copy of novaPDF Desktop on one of your computers.
- **Limitation.** You cannot share novaPDF Desktop as a printer, use it through Remote Desktop Connections or install it on Terminal Servers - these are available only for server licenses.

Server license

- **Description.** By purchasing server licenses you can install one copy of novaPDF Server on one of your computers, and access it as a shared printer from a number of your computers equal to the number of licenses purchased. You can also use it through Remote Desktop Connections and install it on Terminal Servers.
- **Limitation.** You can install novaPDF Server only on one server and share it with multiple client computers. You cannot install novaPDF Server on multiple servers (for this you would need site licenses).

Site license

- **Description.** By purchasing site licenses you can install unlimited copies of novaPDF Server on your computers and also share it as a printer to be accessed from unlimited client computers (within the location restrictions imposed by the type of site license).

- **Limitation.** There are several types of site licenses, each with its own location restriction. See the Site Licenses section on our website for details.

2.1.3 System requirements

To install novaPDF you need Windows 2000/XP/XP x64/2003 Server/2003 Server x64/2008 Server or Windows Vista/Vista x64 and approximately 10 megabytes of free disk space.

2.1.4 Installation

Install

To install novaPDF on your computer you need to have administrative rights. The installation process does not take much time. All you need to do is to follow the instructions of the "Setup - novaPDF" wizard. If this is the first time you install, there is no need to reboot at the end of the setup; you can print to novaPDF right after it is installed on your machine.

If you have already installed an older version of novaPDF, you can install the new version on top of the older one, no need to uninstall it. If it is a minor release your old settings will be preserved. If it is a major release it will not overwrite the previous version. During setup you will have the option to import the profiles from previous versions and later you can uninstall the older version. After the installation process finishes, you might be asked to reboot your computer.

Network install

novaPDF Server edition (Lite, Standard or Professional) can be installed on a central computer and used by any computer in the network. This is what you have to do:

Choose a computer in the network that will be the print server. Install novaPDF Server (Lite, Standard or Professional) on it, as described in the **Install** section.

If you are using Terminal Services then you do not need to share and install on the client computers anything.

If you are not using Terminal Services you have to share the printer installed on your print server. From any workstation in the network, connect to the shared novaPDF Server. You can connect to a network printer in several ways. Here are two of them:

- from Windows **Start** menu, **Settings**, open **Printers and Faxes**. Select **Add Printer** and choose the network shared novaPDF Server on the printer server.
- in Windows Explorer, go to the printer server computer, open **Printers and Faxes**, select novaPDF Server and from the pop-up menu choose **Connect**

After a connection was made to the novaPDF Server, you can see it in your list of printers on the workstations. You can go to any application and print to it.

Uninstall

Go to the novaPDF application group (from the Windows **Start** menu and click **Uninstall novaPDF**). You can also uninstall the application using the **Add/Remove programs** icon from the **Control Panel**.

Network uninstall

On the print server go to the novaPDF application group (from the Windows **Start** menu and click **Uninstall novaPDF**). You can also uninstall the application using the **Add/Remove programs** icon from the **Control Panel**.

On the client computers from the from Windows **Start** menu, **Settings**, open **Printers and Faxes**. Select the **novaPDF Server** and delete it.

Command line

novaPDF setup can be called from command line with several parameters. See the Command line topic for the parameters list.

2.1.4.1 Command line

Install novaPDF

novaPDF Setup has the following command line parameters:

/SILENT, /VERYSILENT

Instructs Setup to be silent or very silent. When Setup is silent the wizard and the background window are not displayed but the installation progress window is. When a setup is very silent this installation progress window is not displayed. Everything else is normal so for example error messages during installation are displayed

If a restart is necessary and the **/NORESTART** command isn't used (see below) and Setup is silent, it will display a Reboot now? message box. If it's very silent it will reboot without asking.

/SUPPRESSMSGBOXES

Instructs Setup to suppress message boxes. Only has an effect when combined with **/SILENT** and **/VERYSILENT**.

/NOCANCEL

Prevents the user from cancelling during the installation process, by disabling the Cancel button and ignoring clicks on the close button. Useful along with **/SILENT** or **/VERYSILENT**.

/NORESTART

Instructs Setup not to reboot even if it's necessary.

/RESTARTEXITCODE=exit code

Specifies the custom exit code that Setup is to return when a restart is needed. Useful along with **/NORESTART**

/DIR="x:\dirname"

Overrides the default directory name displayed on the Select Destination Location wizard page. A fully qualified pathname must be specified.

/GROUP="folder name"

Overrides the default folder name displayed on the Select Start Menu Folder wizard page.

/LANG="language"

Specifies the language to use for the installation. When a valid **/LANG** parameter is used, the Select Language dialog will be suppressed.

/Languages="language1-language2-..."

Specifies the languages that will be installed (e.g. **/Languages="en-it-ro"** will install the English, Italian and Romanian language packs)

Language codes available in the current version:

- ar** - Arabic
- bg** - Bulgarian
- br** - Portuguese Brazilian
- cs** - Czech
- ct** - Chinese Traditional
- de** - German
- en** - English
- es** - Spanish
- fi** - Finnish
- fr** - French
- gr** - Greek
- hu** - Hungarian
- it** - Italian
- ja** - Japanese

kr - Korean
nl - Dutch
no - Norwegian
pl - Polish
pt - Portuguese
ro - Romanian
ru - Russian
sc - Chinese Simplified
si - Slovenian
sr - Serbian
sv - Swedish
tr - Turkish
vi - Vietnamese
uk - Ukrainian

/DefaultLang="language"

Specifies the default language. Use short language codes (exactly as those listed for the /Languages parameter above) or the **REGST** constant for **Use regional settings** option.

/PrinterName="printer name"

Name of the installed printer. By default the name is "novaPDF v5"

/RegisterName="registration name"

novaPDF registration name

/RegisterKey="license key"

novaPDF registration key (not the SDK application license key, but the printer license key)

/Default

Instructs setup to set the printer as default printer.

/NoInstallIfExists

Instructs setup to check if a novaPDF, with the same edition, is already installed. If it is, it does not start the installation.

/NoInstallIfVersion="major version.minor version.build no"

Instructs setup to check if a novaPDF is already installed. If it is, it checks what version is installed. If the version installed is older than the given parameter, it proceeds with installation. If the installed version is the same or newer than the given parameter, it does not start the installation.

/RegisterWin32COM

On x64 Windows system, the installer registers by default the x64 version of the COM interface. If this parameter is added, the installer will register the Win32 version of the COM.

/ImportProfiles="import profiles file name and path"

All profiles found in the given file will be imported automatically when installing the printer. If the printer is reinstalled over a previous installation, the previous existing profiles will be deleted.

/ActiveProfile="profile name"

This option works only together with the /ImportProfiles option. When importing profiles from a file, you can set one of them to be automatically defined as the active profile for the printer.

Here is an example of how to call the silent installer:

```
novapl.exe /VERYSILENT /SUPPRESSMSGBOXES /NOCANCEL /NORESTART  
/PrinterName="novaPDF v5"
```

Uninstall novaPDF

When installing novaPDF, there will be added a Start Menu folder for the novaPDF. There will be also an menu item for the uninstaller.

If you installed with default directory name, the uninstaller is located at: C:\Program Files \Softland\novaPDF v5\unins000.exe.

The uninstaller has also some parameters for silent uninstall (they have the same meaning as for the installer, see above for details):

/SILENT

/VERYSILENT

/SUPPRESSMSGBOXES

/NORESTART

2.1.5 novaPDF SDK

You can integrate novaPDF in your applications and easy generate PDF files.

Installation

novaPDF SDK comes in a separate installation program and can be downloaded from the product site.

novaPDF SDK package

novaPDF SDK includes:

- a COM interface for customizing novaPDF options. Any option that can be configured in the novaPDF Printing Preferences dialog, can be also configured with the COM interface, including profiles management.
- a silent installer for the novaPDF that can be distributed with your software. You can include this silent installer in your installation program and novaPDF will be installed with your customized options, without any user interaction.
- novaPDF SDK documentation
- several samples of how to use novaPDF SDK

How to generate PDF file with novaPDF SDK

You have to follow next steps for generating PDF files from your software:

- silent install novaPDF on the client machine by using the silent installer provided in the novaPDF SDK
- customize novaPDF settings using the provided COM interface (for instance set the output file name and folder, document info,...). If you do not wish to install and use the COM interface, you can write the settings directly in registry. All registry settings are documented in the novaPDF SDK manual.
- start a print job from your application and write to the printer device context as you wish. All your drawing will be converted to PDF.
- you can also register some windows messages to receive the printing status (page finished, document finished, errors...)

Network use

novaPDF Server can be installed on the network as a printer server and novaPDF SDK can be used in softwares that are installed on a single computer in network and used from any other computer in the network.

All you need to do in your software is to check if the novaPDF Server is installed locally and if not to add a connection to the novaPDF Server on the printer server.

Licensing

novaPDF SDK is fully functional with no time limitation. A notice is printed on each PDF page mentioning the novaPDF.

The notice will be removed when you buy and register novaPDF SDK license. novaPDF SDK has a

royalty-free license.

The notice will be also removed if you print from computers where the novaPDF is registered. If you have the novaPDF registered on every computer that uses your software, there is no need to buy the license for novaPDF SDK

2.1.6 Features summary

Create PDF files

You can create fully compatible Adobe PDF files from any Windows application that supports printing.

Easy installation

There is a single installation file that automatically installs novaPDF. Also there is an uninstaller utility that automatically uninstalls novaPDF. You only need Windows 2000/XP/XP x64/2003 Server/2003 Server x64/Vista/Vista x64/2008 Server and approximately 10 megabytes of free disk space.

Easy to use

You don't need to learn a complex program. All you have to do is to click **Print** from any application that supports printing and choose novaPDF to create PDF files.

Convert any document

novaPDF converts any type of printable windows document including DOC, XLS, PPT, HTML and TXT.

Predefined paper sizes

novaPDF supports several predefined paper sizes and also custom user defined paper sizes that can be saved and reused. You can also set printing resolution from 72 to 2400 dpi.

Searchable PDF files

You can search and extract text from the generated PDF files.

Language

During novaPDF setup you can choose what languages to be installed for novaPDF user interface. You can change the language at runtime using the Languages tab.

Document properties

You can set the document properties such as title, subject, author and keywords for each printed document.

Output folder

You can set a default folder to save the files and a default file name. You can also use some macros to define the resulting file name including: original document name, date and time, computer and user name and a file counter. Or you can choose the output folder and file name at each print job.

View PDF files

You can choose to automatically view the PDF files immediately after they were generated in any PDF viewer installed on your computer.

novaPDF SDK

You can integrate novaPDF in your applications and easy generate PDF files. You should download and install novaPDF SDK that includes a COM for customizing novaPDF's options and a silent installer for the driver that can be distributed with your software.

Network auto-install (Server editions)

novaPDF can be installed on one computer and can be used by any computer in the network,

without having to install it on each computer. Just share the printer on the printer server and connect to it from any other computer.

2.1.7 Feature matrix

Detailed feature matrix for novaPDF Lite (Lite), Standard (Std), Professional (Pro), Lite Server (Lite SRV), Standard Server (Std SRV) and Professional Server (Pro SRV) editions.

Feature	Lite	Lite SRV	Std	Std SRV	Pro	Pro SRV
Print from any Windows application	Yes	Yes	Yes	Yes	Yes	Yes
Embedding images	Yes	Yes	Yes	Yes	Yes	Yes
Embedding formulas and tables	Yes	Yes	Yes	Yes	Yes	Yes
Page - Predefined Sizes	Yes	Yes	Yes	Yes	Yes	Yes
Page - Custom Sizes	Yes	Yes	Yes	Yes	Yes	Yes
Page - Orientation	Yes	Yes	Yes	Yes	Yes	Yes
Page - Resolution (72 to 2400 dpi)	Yes	Yes	Yes	Yes	Yes	Yes
Page - Scaling (1-400%)	Yes	Yes	Yes	Yes	Yes	Yes
Page - Margins (Left, Right, Top and Bottom)	-	-	Yes	Yes	Yes	Yes
Page - Zoom (1-400%)	-	-	Yes	Yes	Yes	Yes
Page - Align	-	-	Yes	Yes	Yes	Yes
Graphics Compression - Text and graphics	-	-	Yes	Yes	Yes	Yes
Graphics Compression - High color images	-	-	Yes	Yes	Yes	Yes
Graphics Compression - Indexed/monochrome images	-	-	Yes	Yes	Yes	Yes
Graphics Downsample - High color images	-	-	Yes	Yes	Yes	Yes
Graphics Downsample - Indexed/monochrome images	-	-	Yes	Yes	Yes	Yes
Graphics Convert to grayscale - High color images	-	-	Yes	Yes	Yes	Yes
Graphics Convert to grayscale - Indexed images	-	-	Yes	Yes	Yes	Yes
Graphics Convert to grayscale - Text and graphics	-	-	Yes	Yes	Yes	Yes
Graphics - Optimization of image sequences	-	-	Yes	Yes	Yes	Yes
Graphics - Correct line widths	-	-	Yes	Yes	Yes	Yes
Fonts - Embedding	-	-	Yes	Yes	Yes	Yes
Fonts - Embed subsets	-	-	Yes	Yes	Yes	Yes
Fonts - Always embed list	-	-	Yes	Yes	Yes	Yes
Fonts - Never embed list	-	-	Yes	Yes	Yes	Yes
Document - Set info (Title, Subject, Author, Keywords)	Yes	Yes	Yes	Yes	Yes	Yes
Document - Set start page	Yes	Yes	Yes	Yes	Yes	Yes
Document - Set page layout	Yes	Yes	Yes	Yes	Yes	Yes
Document - Show panels	Yes	Yes	Yes	Yes	Yes	Yes

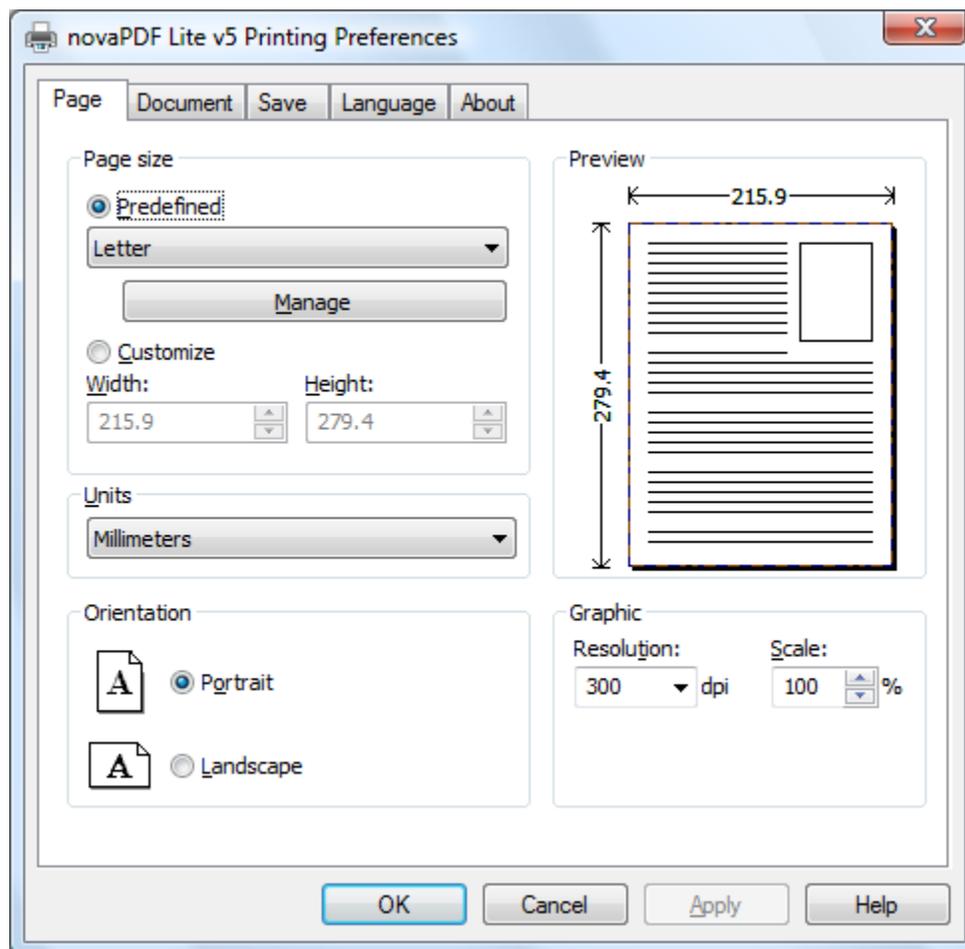
Security - Encryption level (none, 40-bit, 128-bit)	-	-	-	-	Yes	Yes
Security - Set document permissions	-	-	-	-	Yes	Yes
Security - Password protection (user, owner)	-	-	-	-	Yes	Yes
Links - Detect visible URLs and local files	-	-	-	-	Yes	Yes
Links - Customize appearance	-	-	-	-	Yes	Yes
Bookmarks - multiline, match regardless of level	-	-	-	-	Yes	Yes
Bookmarks - set number of level, open to level	-	-	-	-	Yes	Yes
Bookmarks - multiple definitions	-	-	-	-	Yes	Yes
Bookmarks - detect by font, size, style, color	-	-	-	-	Yes	Yes
Bookmarks - show in different style and color	-	-	-	-	Yes	Yes
Watermarks - display as background	-	-	Yes	Yes	Yes	Yes
Watermarks - show on all/odd/even/range pages	-	-	Yes	Yes	Yes	Yes
Watermarks - transparent color	-	-	Yes	Yes	Yes	Yes
Save - Local	Yes	Yes	Yes	Yes	Yes	Yes
Save - Network	-	Yes	-	Yes	-	Yes
Save - Prompt dialog or use predefined settings	Yes	Yes	Yes	Yes	Yes	Yes
Save - Automatic actions in case of name conflicts	Yes	Yes	Yes	Yes	Yes	Yes
Save - Open PDF or execute action after save	Yes	Yes	Yes	Yes	Yes	Yes
Email - send as attachment (normal or zipped)	-	-	-	-	Yes	Yes
Email - send using email client or SMTP server	-	-	-	-	Yes	Yes
Email - multiple definitions	-	-	-	-	Yes	Yes
Profiles - multiple private profiles	-	-	Yes	Yes	Yes	Yes
Profiles - multiple public profiles	-	-	-	Yes	-	Yes
Profiles - Change PDF version	-	-	Yes	Yes	Yes	Yes
Language - multiple translations for the interface	Yes	Yes	Yes	Yes	Yes	Yes
Licensing - single user	Yes	-	Yes	-	Yes	-
Licensing - multi user	-	Yes	-	Yes	-	Yes
Licensing - Share as network printer	-	Yes	-	Yes	-	Yes
Licensing - Use through Remote Desktop Connection	-	Yes	-	Yes	-	Yes
Licensing - Use with Terminal Services	-	Yes	-	Yes	-	Yes

2.2 Printing Preferences

2.2.1 Page

The main page of the **Printing Preferences** window allows you to select a predefined page size, define a custom page size, change the page orientation, preview your selection, set the resolution, scale, access the **Manage Predefined Forms** window.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window. It is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.



Page size

This group allows you to select one of the predefined page sizes or enter a custom page size.

Predefined

You can select a predefined form from the drop down list when this option is selected. The width and height of the selected form are shown in the fields below.

Manage

Pressing this button will open the Manage Predefined Forms window. If you cannot find a suitable

predefined form in the list above it and want to define one for future use, you should press the Manage button and create or make visible the necessary form. For more information see the Manage Predefined Forms section.

Customize

If you want to print to a custom page size only once and don't need the same size in the future, you can select the Customize radio button and type the desired page width and height. The values will not be preserved for future use.

Width

You can set the page width between 10 and 10000 millimeters by entering a value or pressing the Up and Down arrows. The number you enter is expressed in the selected measurement unit. The field defaults to the previously selected predefined form's width.

Height

You can set the page height between 10 and 10000 millimeters by entering a value or pressing the Up and Down arrows. The number you enter is expressed in the selected measurement unit. The field defaults to the previously selected predefined form's height.

Units

You can change the measurement units from the Units drop down list. The available values are millimeters, inches and points. Changing the units will recalculate the Width and Height values.

Orientation

Specifies how the page is positioned. Available options are Portrait and Landscape. The orientation can also be set from the printing application.

Portrait

Portrait orients the print vertically (longest edge of the page is vertical).

Landscape

Landscape orients the print horizontally (longest edge of the page is horizontal).

Preview

Shows a graphic representation of the PDF page highlighting important settings like page size, margins and zoom.

Graphic

Specifies the resolution and scale of the document.

Resolution

You can set the printing resolution between 72 and 2400 dpi by selecting the default values from the drop down list or entering a different value. A smaller resolution results in smaller PDF file, but lower image quality, while a higher resolution means better image quality, but bigger PDF file. The default value is 300 dpi. The resolution can also be set from the printing application.

Scale

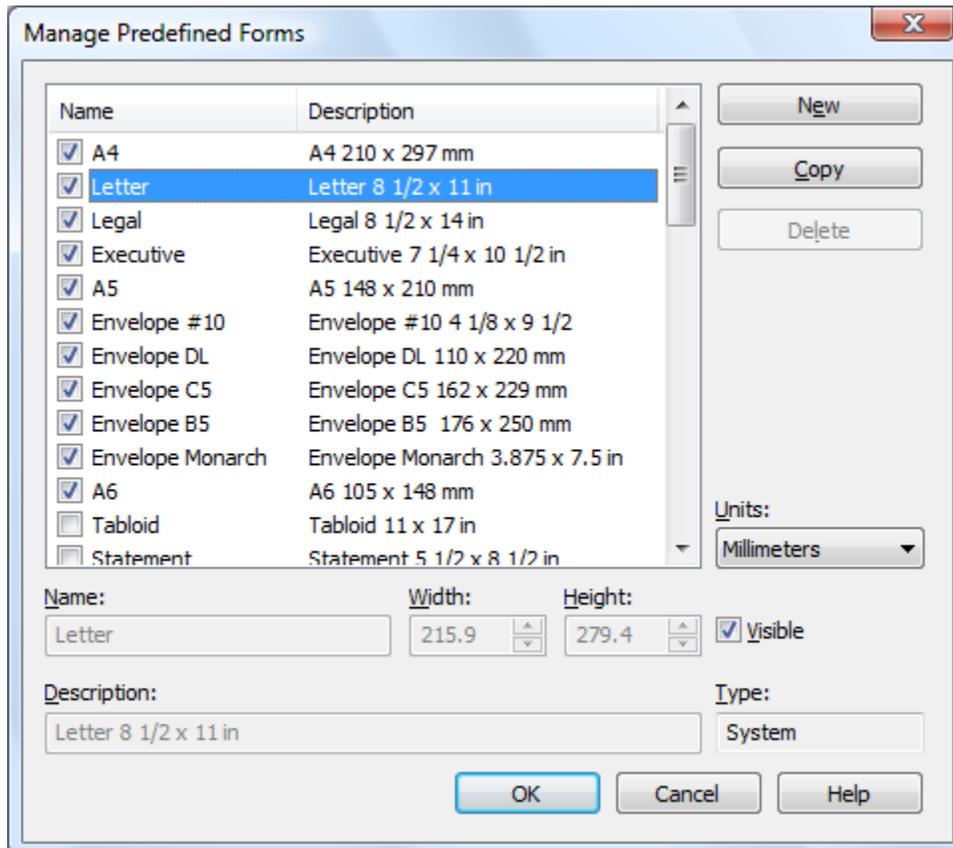
You can set the scale of the document from 1% to 400% by entering a value or pressing the Up and Down arrows. The scale factor can also be set from the printing application.

NOTE

Some applications allow you to set page size, orientation, scale and resolution from their own printing dialogs. If you open the novaPDF Printing Preferences dialog from the printing application, you will see these settings are automatically updated on the first page.

2.2.1.1 Manage Predefined Forms

In the **Manage Predefined Forms** window you can view, add, copy, update and delete predefined forms (page sizes/formats). The window can be opened by pressing the **Manage** button placed on the **Page** section of the **Printing Preferences** window.



Predefined forms list

The list contains essential information about the existing predefined forms, their visibility, name and description. If the check box in front is checked the predefined form will be visible in the Predefined drop down list from the first page. Selecting a predefined form will show its properties in the fields below the list.

New

Pressing the New button creates a custom predefined form. The fields below the list become enabled and the user can enter a form name, width, height, description and select the visibility.

Copy

Pressing the Copy button creates a custom predefined form with the same properties as the selected form. The fields below the list become enabled and the user can change the name, width, height, description and select the visibility.

Delete

Pressing the Delete button deletes the selected predefined form from the list. Only custom forms can be deleted, so the button is not enabled for system forms.

Units

Select the measurement units for the predefined form's width and height. The available values are millimeters, inches and points. Changing the units will recalculate the Width and Height values.

Name

Short name of the selected predefined form. You can modify it if the selected predefined form is of custom type.

Width

The width of the selected predefined form. You can modify it by entering a value or pressing the Up and Down arrows if the selected predefined form is of custom type.

Height

The height of the selected predefined form. You can modify it by entering a value or pressing the Up and Down arrows if the selected predefined form is of custom type.

Visible

The visibility flag for the selected predefined form. You can show/hide both system and custom predefined forms.

Description

A longer description of the selected predefined form. You can modify it if the selected predefined form is of custom type.

Type

The type of the selected predefined form. Can be System or Custom, it cannot be changed. System forms are standard page sizes that are created when novaPDF is installed. They are usually available in all applications and cannot be modified or removed, only hidden. Custom forms are the forms created by the user. Unlike system forms, their properties can be modified by the user at any time and they can be removed.

For more information on how to manage custom forms go to the How to manage predefined forms topic.

2.2.2 Document

The **Document** page of the **Printing Preferences** window contains settings for PDF document information and how the PDF document should be opened by the default PDF reader.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Document** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

The screenshot shows a settings dialog box for novaPDF Printer. It is divided into two main sections: 'Document information' and 'PDF viewer options'.
The 'Document information' section contains five text input fields:

- Title:** contains the text '<Default>'
- Subject:** is empty
- Author:** contains the text '<Default>'
- Keywords:** is empty
- Producer:** contains the text 'novaPDF Professional Desktop Ver 5.0 Build 214 (Windows Server 2003)'

The 'PDF viewer options' section contains four controls:

- Start page:** a numeric spinner box set to '1'
- Page layout:** a dropdown menu set to 'Continuous'
- Show:** a dropdown menu set to 'Page only'
- Magnification:** a dropdown menu set to 'Default'

Document Information

The **Document Information** is specific for each printed document and should be set on each printing job. If you wish, you can use some <Default> tags that will fill automatically the fields with information from the printing job.

Title

Sets the document title. If you use the <Default> tag, the title will be the name of the document that is printed, as it is sent by the printing application.

Subject

Sets the subject for the printed document. Default is empty.

Author

Sets the author of the printed document. If you use the <Default> tag, the author will be the windows user that started the print job.

Keywords

Sets the keywords for the printed document. Default is empty.

Producer

Shows information about the application that generated the PDF file. This field is read only and cannot be changed. It will describe novaPDF version and build number.

PDF Viewer options

These options will be used by the default PDF Viewer when opening the PDF file.

Start page

Sets the page that will be first shown when opening the PDF file. By default, the first page will be shown.

Page layout

You can choose from next page layouts: **Single Page**, **Continuous**, **Facing** and **Continuous - Facing**. By default the PDF file will be opened with the **Continuous** page layout.

Show

You can choose to show some viewer panels when PDF file is opened: **Pages Panel**, **Bookmarks Panel**, **Layers Panel**, **Attachments Panel**. You can also choose to show the pdf file in the **Full Screen** mode. By default the PDF file will be opened without any panel, show **Page only** mode.

Magnification

You can choose the magnification when opening the PDF file in the PDF viewer: **Fit Width**, **Fit Height**, **Fit Page** or a percent between 25% and 400%. If you choose **Default** for magnification, the PDF viewer will use its default settings.

2.2.3 Save

The **Save** page of the **Printing Preferences** window allows you to configure save options for the generated PDF file and add after-save actions.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Save** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

The screenshot shows the 'Save' tab of the Printing Preferences dialog. It is divided into three sections:

- Destination:** Two radio buttons are present: 'Local' (selected) and 'Network'.
- Save options:** Two radio buttons: 'Prompt Save As dialog' (selected) and 'Use predefined settings'. Below these are two buttons: 'Configure Save Options...' and 'Advanced...'.
- After save action:** Three radio buttons: 'None', 'Open with default viewer' (selected), and 'Run application'. Below these are two text input fields: 'Application:' (with a 'Browse...' button to its right) and 'Parameters:' (containing the text '%1').

Destination

When you have a public profile on a **novaPDF Server Edition**, you can choose where to save the generated PDF file. For private profiles, the destination is always **Local** and the options are grayed out.

Local

If the destination is set to local, the file will be saved on the computer from where the print job was started.

Network

If the destination is set to network, the file will be saved on the printer server computer.

Save options

This group allows you to choose if the PDF will be automatically saved to a location or a dialog will be displayed each time.

Prompt Save As Dialog

If this is selected, each time you will create a PDF file you will be prompted with the **Save As** dialog where you can manually set the destination folder and file name for the generated PDF files. Using the **Configure Save Options** window you can add a default path to be remembered for each time you create a PDF file, as well as to automatically assign a name for the PDF file. This way when the **Save As** dialog will prompt, the default path will be opened and the name auto-generated. The **Advanced** window also gives additional optimization and correction options that can be done before saving the pdf.

Use predefined settings

Select this if you prefer to automatically save and name all generated PDF files in the same folder that can be defined in the **Configure Save Options** window.

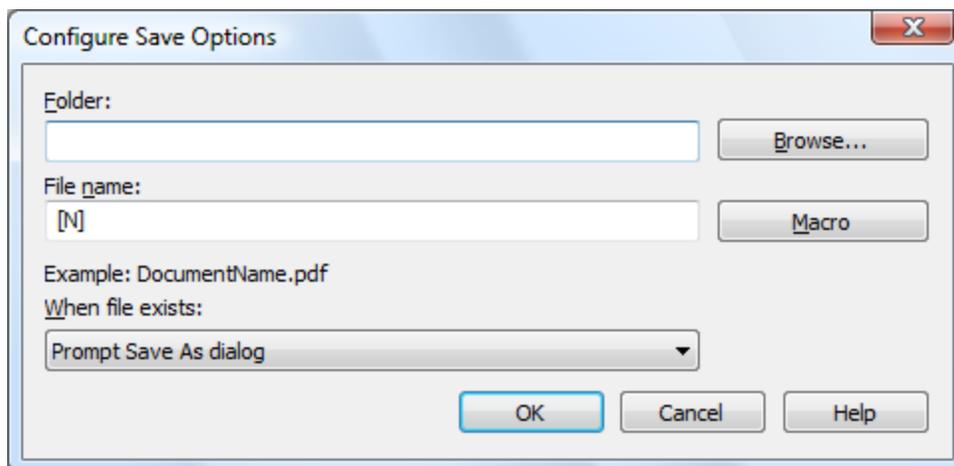
After Save Action

You can set whether to perform an action or not after the PDF file was generated and saved:

- **None**: no action will be performed
- **Open with default viewer**: if this is selected the resulting PDF file will be opened in the default viewer
- **Run application**: if this is selected, you can choose an application to run after the PDF if saved. You can also add some parameters that will be passed to the application when started.

2.2.3.1 Configure Save Options

Configure Save Options is available when clicking the same named button from the **Save** window . You can set the folder where the PDF files will be saved after generation and also add file-naming macros to automatically name the generated PDF.



Folder

In the **Folder** field you can set a folder where the files will be saved. The path will be remembered for the next save operation even if you have selected the **Prompt Save As dialog** in the **Save** window.

File name

You can manually type a name for the generated PDF file in the **File name** field or use **Macro** to automatically name the PDF file created.

In order to use different file names for each generated PDF files, you can use some macros in the **File name** field (an example of how the macros are converted is shown just below the **File name** field).

Document Name [N]
Date [YMD]
Year [Y]
Month [M]
Day [D]
Time [HIS]
Hour [H]
Minute [I]
Second [S]
Counter [C]
Workstation [W]
User Name [U]

You can select any of next macros:

- **[N]** - Document name
- **[YMD]** - Date in the format YYYYMMDD (year, month, day)
- **[Y]** - Year in the format YYYY
- **[M]** - Month in the format MM
- **[D]** - Day in the format DD
- **[HIS]** - time in the format hhmmss (hour, minute, second)
- **[H]** - Hour in the format hh
- **[I]** - Minute in the format mm
- **[S]** - Second in the format ss
- **[C]** - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- **[W]** - Computer name
- **[U]** - User name

If you selected the **Use predefined setting** radio button on the **Save** window but you did not enter a folder or a file name, you will be prompted with the **Save As dialog** when printing to the novaPDF. If you choose a folder that does not exist, it will be automatically created.

When file exists

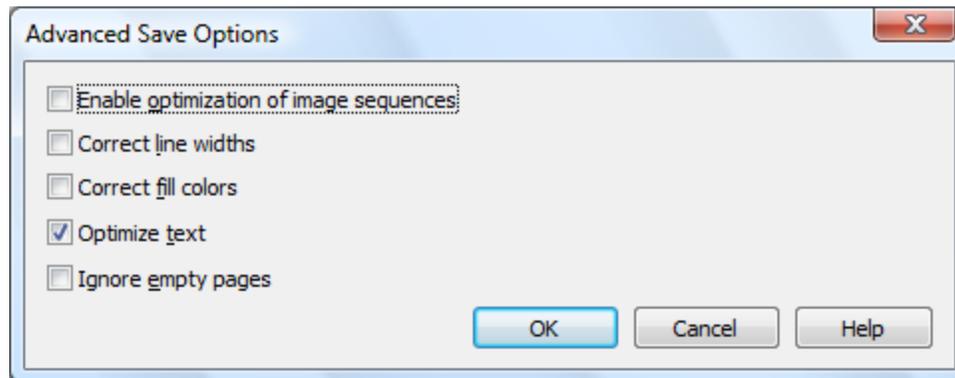
This option is only displayed when you select **Use predefined setting** from the **Save** window and is not shown for the **Prompt Save As dialog** option. When a file with the same name already exists in the selected folder, you can choose one of the next actions:

- **Prompt Query Dialog** - a "Save as" dialog will be shown so you can change the name of the file or folder manually
- **Auto number new** - a counter is added to the file name of the new generate pdf file
- **Auto number existing** - a counter is added to the file name of the existing pdf file. The new pdf file will have the name set in this dialog
- **Append Date/Time** - the date and time is appended to the generated pdf file name

- **Overwrite** - existing file is overwritten with the new generated file

2.2.3.2 Advanced Save Options

Advanced Save Options is available when clicking the "Advanced..." button from the **Save** window . You can set some advanced options regarding how the printed documents will be processed and saved as a PDFs.



Enable optimization of image sequences

When this option is enabled, small image sequences are combined in one big image. The process time will be slightly increased but the resulting PDF file will be smaller. You should enable this option if you have many sequences of small monochrome images and your resulting PDF file is very large. By default, this option is not enabled.

Correct line widths

Depending on the application you print from, line widths can be sent in different ways. If lines are printed with a wrong width from a certain application, check this option to correct them.

Correct fill colors

Depending on the application you print from, fill colors can be inverted or not. If colors are inverted in the resulted PDF when printing from a certain application, check this option to correct them.

Optimize text

By default, novaPDF optimizes PDF size by compressing texts as much as possible. However, some fonts are not correctly defined in their font files and when applying this optimization the text may not be correct in the PDF file. Uncheck this option if the text is not correct in your PDF files. By default, this option is checked.

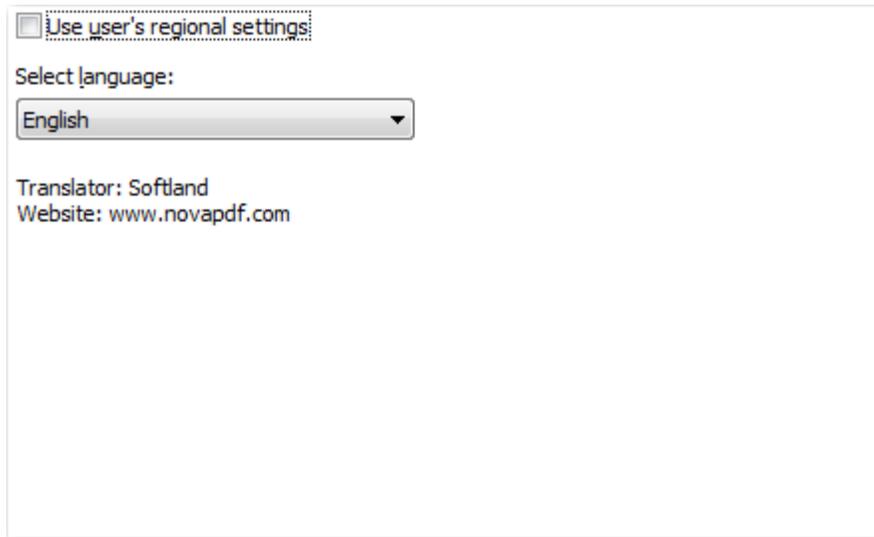
Ignore empty pages

If this option is checked, the empty pages from your original document will not be added to the PDF document. But the pages have to have no information at all (no page number, no header,...)

2.2.4 Language

The **Language** page of the **Printing Preferences** allows you to set the language for the **Printing Preferences** page.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Language** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

**Use user's regional settings**

If you check this option, the language will be automatically selected depending on each user regional setting. If the user language is not available in novaPDF, the default language is chosen (English).

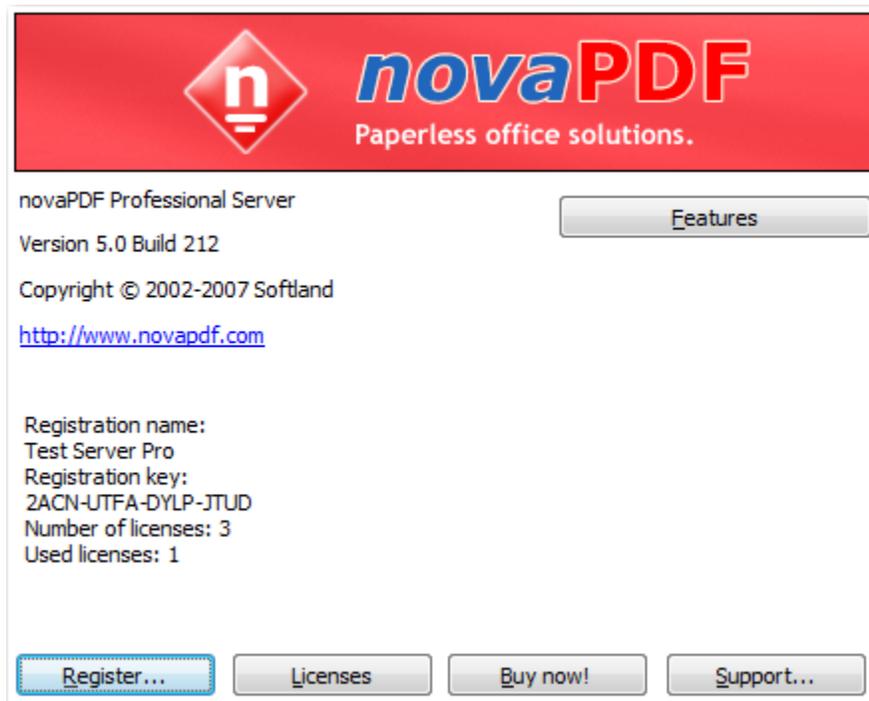
Select Language

If you want all users to use the same language, select one of the languages in the Select language combo-box.

2.2.5 About

The **About** page of the **Printing Preferences** contains information about the version and edition you have installed, features of the installed edition and options to register, purchase or contact the support team.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **About** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.



novaPDF is available as Shareware - another way of saying "Try before you buy". It is fully functional with no time limitation. A notice is printed on each PDF page mentioning the novaPDF. The notice will be removed from further created PDF files when you buy and register novaPDF.

To start the order process, go to the **About** page in the **Printing Preferences** dialog and click on **Buy now!** button. It will open the online web page where you can purchase novaPDF. After completing the purchase, a registration key will be delivered to you by email. This key is required to register the program. It is recommended that you make a backup copy of this email (e.g. print out a hard copy).

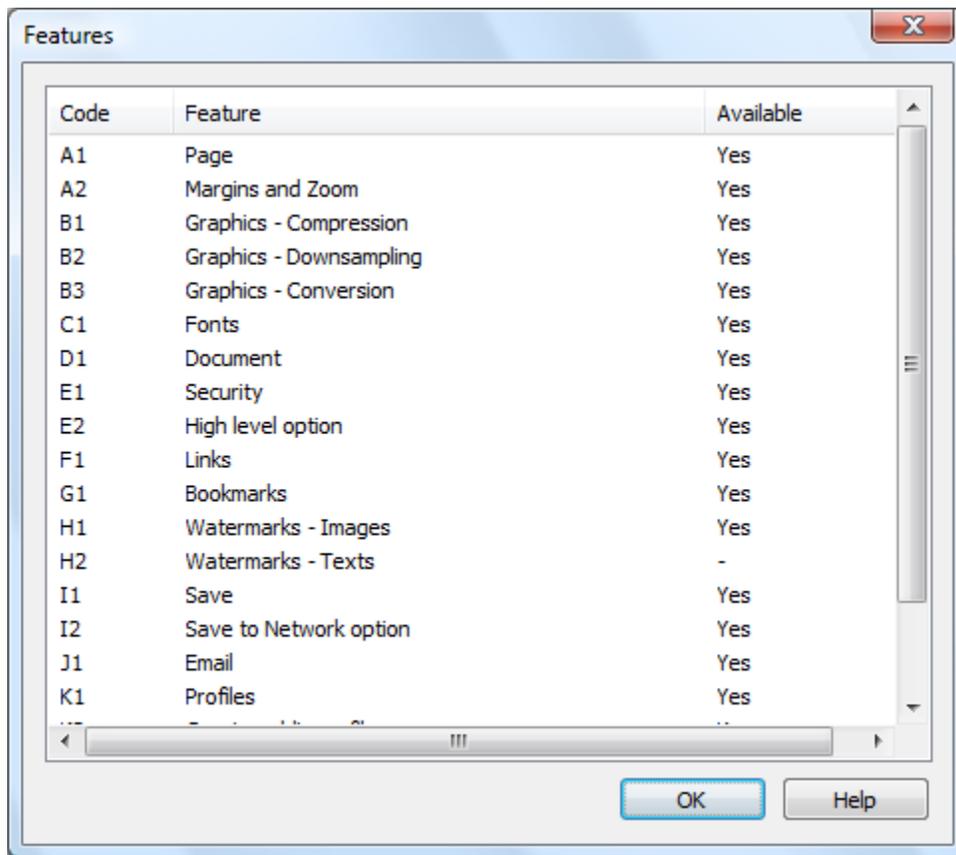
To register the program, click on the Register button and enter the registration information received via email.

To contact the support team, click on the **Support** button. This will open an email (using the default email client) having information about your operating system and version/edition of novaPDF.

The **Licenses** button is available only in the **Server** editions and allows license management.

2.2.5.1 Features

The **Features** window can be opened from the **About** page and displays a list of features available in novaPDF.

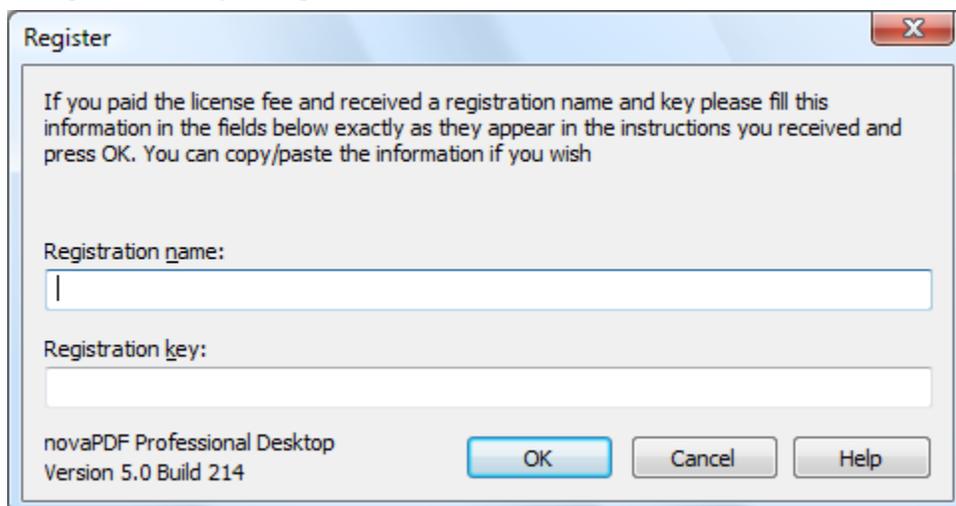


Features

The **Code** column contains a two character codification of the feature. The **Feature** column lists the available features in novaPDF, while the **Enabled** column shows if the feature is present in this edition of the software that you have installed or not.

2.2.5.2 Register

The **Register** window can be opened from the **About** page and allows entering a registration name and registration key to register novaPDF.



Register

After purchasing a novaPDF license you will receive an email that contains your **Registration name** and **Registration key**. Copy and paste the exact values you received by email in the available fields. Press the **OK** button when you are ready.

If the registration information is valid, you will get a confirmation message saying the application has been successfully registered. After the confirmation message, you can see the registration details on the **About** page.

If you lost your registration key, please send us your purchase information (purchase number and approximate date), specify the name (company name) and email address you used to buy your copy of novaPDF. We will send to you the registration key again.

If you have questions or you experience problems related to the registration process, you can use the **Support** button from the **About** page to contact us. We will be happy to assist you with the registration.

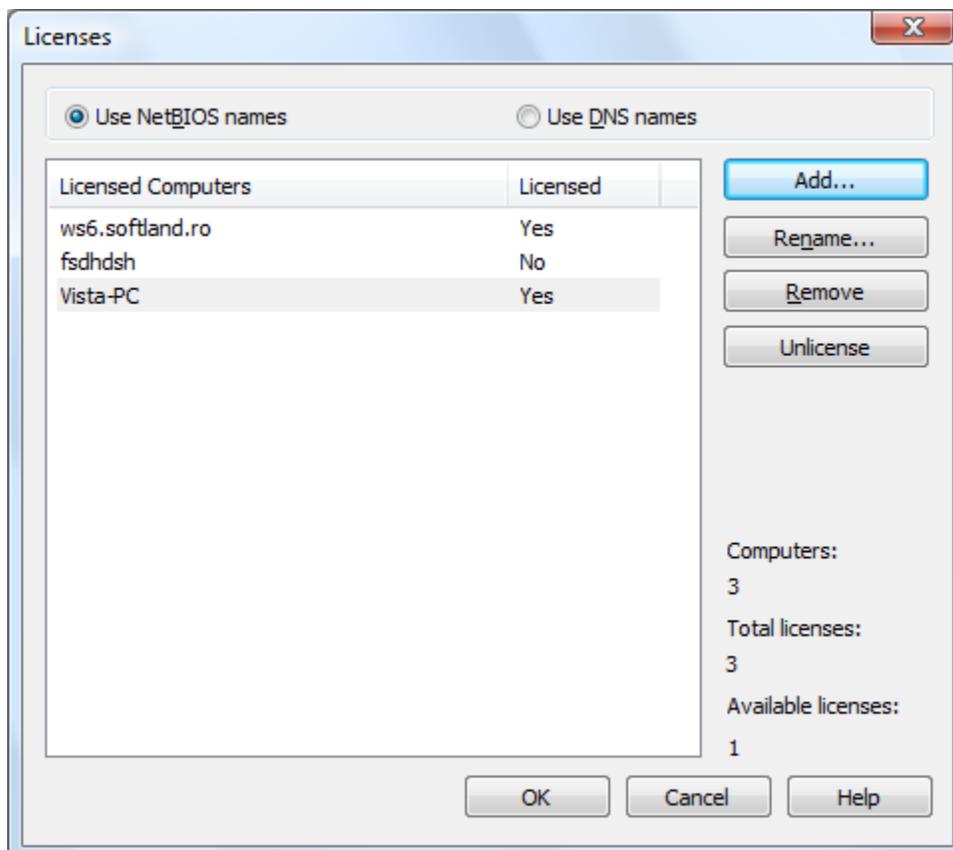
2.2.5.3 Licenses

Network license

If you want to use novaPDF as a printer server, you will need a novaPDF Server license with the number of users you wish to connect to the printer server. The license should be registered on the printer server computer.

Manage network licenses

You can manage network licenses only from the printer server computer using the **Licenses** dialog that is opened from the **About** page, **Licenses** button.



If a print job is started from a computer in the network, the computer name is registered automatically for a license, as long as there are licenses available. So if you bought enough licenses for your network, you don't have to configure anything, all computers will be automatically registered when they initiate their first print job to the novaPDF on the printer server. As the client computers are being assigned a license, you will see the number of Available licenses decreasing, and an **Yes** status will be displayed near the name of the **Licensed Computers**.

The client computers are automatically added in the computers list even when the server is not licensed. In this case all computers will be listed as unlicensed. When a license key is registered, the computers in the list are automatically licensed. If you have more computers in the list than the number of licenses, the computers at the end of the list will remain unlicensed.

You can see a status of the current available licenses in the lower right-hand part under the **Available licenses** text. If you wish, you can manage the licensed workstations manually in the **Licenses** dialog. You can **Add**, **Remove**, **Rename** or **Unlicense** workstations in the **Licensed Computers** list.

Depending on your network configuration, you can choose what machine names to use for licensing: **NetBIOS names** or **DNS names**. You can switch at any time between NetBIOS and DNS names. Just remember that if you already have machines licensed with one name they will not be recognized with the other name. You will have to change the names manually or you can remove all machines from the licensed list and let novaPDF license them with the new name at the moment of the first print job.

2.3 How to...

2.3.1 How to manage predefined forms

Predefined forms have system and custom predefined page sizes. Beside the system predefined forms (like "Letter", "A4", etc.), you can define custom ones that you often use when printing.

Predefined forms are managed from the **Printing Preferences** window that can be opened by choosing the **Printing Preferences** menu item for the novaPDF in **Control Panel**, **Printers and Faxes** window. Also, it usually can be opened from the printing Windows application, in the **Print** dialog, **Properties** or **Preferences** button.

Custom predefined forms can be added, modified and removed from the **Predefined Forms** dialog.

How to add a Custom Predefined Form

To add a custom predefined form you should make next steps:

- go to the Page settings window
- select **Predefined page size** radio button
- press the **Manage** button next to the predefined forms combo box
- press the **Add** button on the **Manage Predefined Forms** dialog
- fill the form name, description, width and height
- set the form visible
- press the **OK** button and return in the **Page** settings page
- choose the new added form in the predefined combobox

How to modify a Custom Predefined Form

To modify a custom predefined form you should make next steps:

- go to the Page settings window
- select **Predefined page size** radio button
- press the **Manage** button next to the predefined forms combo box

- select the form in the list-view
- change the form name, description, width and height in the controls below
- press the **OK** button and return in the **Page** settings page

How to remove a Custom Predefined Form

To remove a custom predefined form you should make next steps:

- go to the Page settings window
- select **Predefined page size** radio button
- press the **Manage** button next to the predefined forms combo box
- select the form in the list-view
- press the **Remove** button
- press the **OK** button and return in the **Page** settings page

How to select the visibility for the Predefined Forms

To select what predefined forms should be visible in the predefined combobox in the Page settings page, you should make next steps:

- go to the Page settings window
- select **Predefined page size** radio button
- press the **Manage** button next to the predefined forms combo box
- select the form in the list-view
- change **Visible** checkbox
- press the **OK** button and return in the **Page** settings page

Index

- A -

Author 26

- C -

Choose edition 14
Command line
 Install 17
 Parameters 17
 Silent install 17
 Uninstall 17
Configure save 29
Custom forms 25

- D -

Default viewer 28
Desktop edition 14
Destination
 Local 28
 Network 28
Document Information 26

- F -

Feature matrix 21
Features summary 20

- G -

Graphic
 Resolution 23
 Scale 23

- I -

Install
 Command line 16
 Network 16
Introduction 5

- K -

Keywords 26

- L -

Language 31
Languages
 Select 31

- M -

Macro 29
Macros 28
Metadata 26

- N -

novaPDF Lite 14
novaPDF Professional 14
novaPDF Standard 14

- O -

Orientation
 Landscape 23
 Portrait 23

- P -

Page settings 23
Page size
 Customize 23
 Height 23
 Manage 23
 Predefined 23
 Width 23
PDF SDK 19
PDF viewer
 Layout 26
 Magnification 26
Predefined 28
Predefined forms
 A3 25
 A4 25

Predefined forms

A5	25
A6	25
B4	25
B5	25
Envelope	25
Executive	25
Folio	25
Legal	25
Letter	25
Note	25
Quarto	25
Statement	25
Tabloid	25
Preview	23
Producer	26
Prompt Save As	28

- R -

Regional settings	31
Requirements	16
Run application	28

- S -

Save settings	28
Server edition	14
Subject	26

- T -

Terminal server	14
Terminal services	16
Title	26
Translator	31

- U -

Uninstall	16
Units	23

- V -

View PDF	28
----------	----