



novaPDF

Paperless office solutions

novaPDF User Manual

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novaPDF User Manual

for novaPDF Professional version 5

by Softland

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Table of Contents

Part I	Introduction	6
Part II	novaPDF Printer	8
1	Introduction	8
	System requirements	8
	Installation	8
	Command line	9
	Features summary	11
2	Printing Preferences	13
	Page	13
	Manage Predefined Forms	15
	Margins and Zoom	16
	Graphics	19
	Compression	20
	Downsampling	21
	Conversion	21
	Fonts	22
	Document	24
	Security	25
	Links	27
	Bookmarks	29
	Add/Edit Bookmark	30
	Watermarks	32
	New/Edit Image Watermark	33
	New/Edit Text Watermark	36
	Custom Position	38
	Copy Watermark	40
	Email	40
	Configure SMTP	41
	Configure Email	42
	Profiles	43
	New/Edit Profile	45
	Copy Profile	47
	Import profiles	47
	Export profiles	48
	Language	49
	About	50
	Features	51
	Register	51
	Licenses	52
3	How to	54
	How to manage predefined forms	54
	How to use private profiles	55
	How to use public profiles	55

Index

56

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 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.

2.1.2 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.

2.1.2.1 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:

```
novapp.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
```

2.1.3 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. To better fit the result on paper, there are options to set paper margins and to scale the output.

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.

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.

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.

Reduce size of PDF file

Documents can be compressed using the zip compression method. Images can be compressed using JPEG compression and downsampled or converted to grayscale. For all compression methods, you can choose a compression level.

Font embedding

TrueType and OpenType fonts are supported. The fonts can be embedded in the PDF file to ensure perfect portability. You can choose to embed only font subsets and reduce PDF file size. novaPDF supports any character set, including Eastern-European, Chinese, Japanese and Korean fonts and characters .

Private Profiles

Each user has different settings. Beside this, each user can define different profiles, each with its own settings for page size, resolution, fonts, compression, document info and save settings. Later, you can use one of the defined profiles when printing a document. A default profile is automatically created when you first install the software.

Public Profiles (Server editions)

Using the Server editions you can define public profiles. These profiles are created on the server computer and are automatically propagated to all client computers. You can configure some profiles to save the PDF files in a folder on server and all client computers will generate the PDF files in that folder.

File encryption and password protection

PDF documents can be secured using either 40-bit or 128-bit encryption algorithms. You can control access to PDF files to prevent opening without a password, printing, copying text and graphics or editing PDF files.

PDF Links

novaPDF can parse the printed document text and recognize visible links to files and URLs (starting with "http://", "www", "mailto:" or "ftp://"). It can mark them in the generated PDF file as links, so they can be opened by clicking them in the PDF viewer.

PDF Bookmarks

novaPDF 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.

Watermarks

You can define multiple text or image watermarks and add them to individual pages or the entire PDF document.

Email

You can configure novaPDF to send an email after a PDF file is generated. The PDF will be attached to the email, compressed or not. The email can be sent with SMTP or with your default email client.

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 and access the **Margins and Zoom** 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.

The screenshot shows the 'Page' section of the 'Printing Preferences' dialog box. It is divided into several panels:

- Page size:** Contains a radio button for 'Predefined' (selected) and a dropdown menu showing 'Letter'. Below it is a 'Manage' button. There is also a radio button for 'Customize' with 'Width:' (215.9) and 'Height:' (279.4) input fields.
- Units:** A dropdown menu showing 'Millimeters'.
- Orientation:** Two radio buttons: 'Portrait' (selected) and 'Landscape'.
- Graphic:** 'Resolution:' set to 300 dpi and 'Scale:' set to 100%. A 'Margins and Zoom' button is at the bottom.
- Preview:** A preview window showing a page with a width of 215.9 and a height of 279.4. The page contains horizontal lines and a rectangular box on the right side.

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. You can also access the Margins and Zoom window from this group.

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.

Margins and Zoom

Pressing this button will open the Margins and Zoom window where you can set position, margins, zoom, alignment and origin of the document in the PDF. For more information see the Margins and Zoom section.

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. You can override them if you set the "Profile settings override paper settings from printing applications"

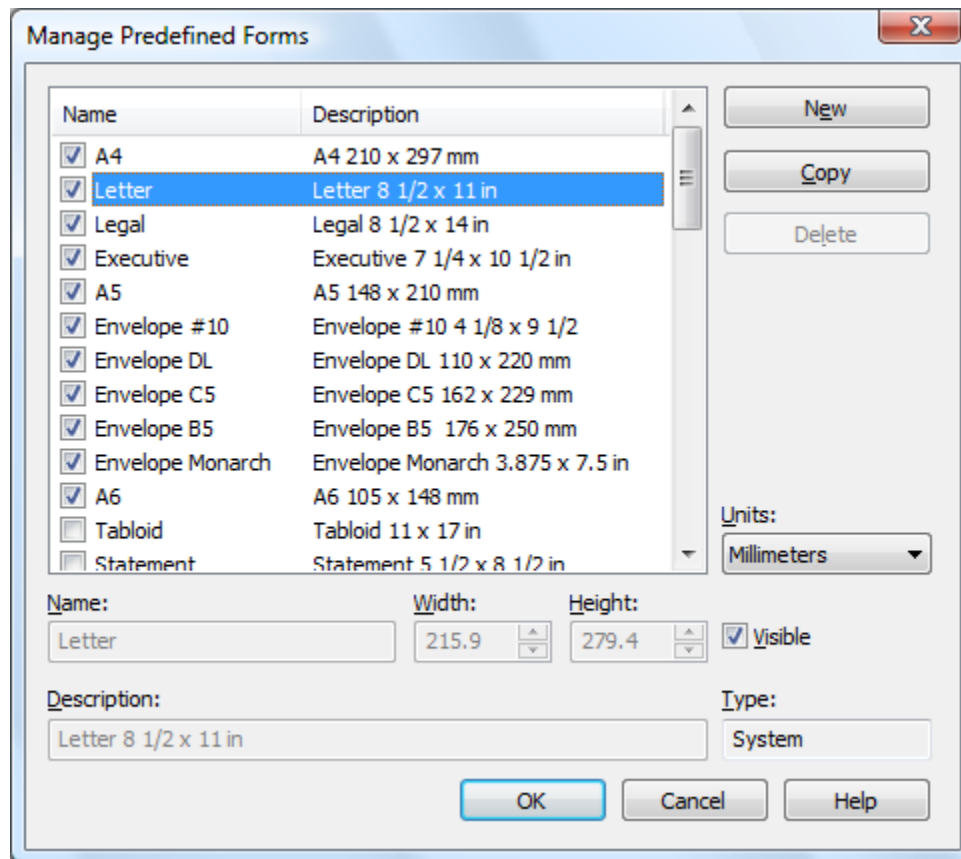
option from the New Profile or Edit Profile window. For more information see the New/Edit Profile section.

Some of the changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section.

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

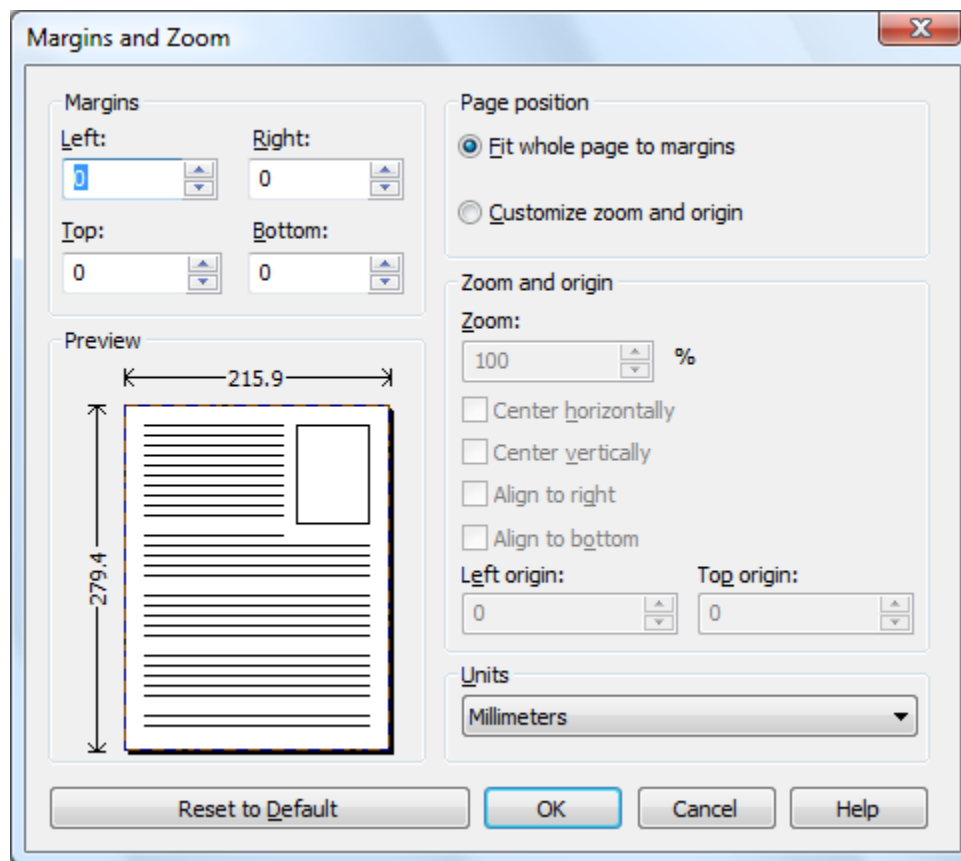
The type of the selected predefined form. Can be System or Custom, it cannot be changed. System forms are standard page sizes that are created when novaPDF is installed. They are usually available in all applications and cannot be modified or removed, only hidden. Custom forms are the forms created by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

2.2.1.2 Margins and Zoom

In the **Margins and Zoom** window you can set the position, margins, zoom, alignment and origin of the document in the PDF and preview your changes.

The window can be opened by pressing the **Margins and Zoom** button placed on the **Page** section of the **Printing Preferences** dialog.



Margins

You can define a region around the document that will remain empty when printing. Margins can be defined for all sides individually. The numbers you enter are expressed in the selected measurement unit.

Left

You can set the left margin of the page by entering a value or pressing the Up and Down arrows. The number you enter is expressed in the selected measurement unit. The sum of the left and right margins cannot exceed 2/3 of the page width. Larger values will be adjusted automatically.

Right

You can set the right margin of the page by entering a value or pressing the Up and Down arrows. The number you enter is expressed in the selected measurement unit. The sum of the left and right margins cannot exceed 2/3 of the page width. Larger values will be adjusted automatically.

Top

You can set the top margin of the page by entering a value or pressing the Up and Down arrows. The sum of the top and bottom margins cannot exceed 2/3 of the page height. Larger values will be adjusted automatically.

Bottom

You can set the bottom margin of the page by entering a value or pressing the Up and Down arrows. The sum of the top and bottom margins cannot exceed 2/3 of the page height. Larger values will be adjusted automatically.

Page Position

You can select a simple adjustment (only by the margins) or a more complex one which involves zooming, aligning and changing the origin of the document content.

Fit whole page to margins

If the "Fit whole page to margins" radio button is selected, the output page will be automatically zoomed so it will fit in the printing region. You can see the automatically calculated zoom percent in the Zoom field. Also the left and top origin are automatically calculated according to the left and top margins.

Customize zoom and origin

The above behavior (when "Fit whole page to margins" is set) is probably sufficient in most of the cases. But if you want to have a more accurate control of the result, you can select the "Customize zoom and origin" radio button and manually enter zoom and page origin.

Zoom and origin

You can set here the zoom, alignment and origin of the document content in the PDF. The controls from this group are active when "Customize zoom and origin" is set.

Zoom

When "Customize zoom and origin" is set you can set the zoom factor of the document from 1% to 400% by entering a value or pressing the Up and Down arrows. When "Fit whole page to margins" is set the zoom factor is calculated automatically.

Center horizontally

If you set this option the contents of the document will be centered horizontally. At the same time the Align to right option will be disabled and the Left origin is calculated automatically.

Center vertically

If you set this option the contents of the document will be centered vertically. At the same time the Align to bottom option will be disabled and the Top origin is calculated automatically.

Align to right

If you set this option the contents of the document will be aligned to the right margin. At the same time the Center horizontally option will be disabled and the Left origin is calculated automatically.

Align to bottom

If you set this option the contents of the document will be aligned to the bottom margin. At the same time the Center vertically option will be disabled and the Top origin is calculated automatically.

Left origin

The left origin of the document contents. It can be modified by entering a value or pressing the Up and Down arrows if the Center horizontally and Align to right options are not set.

Top origin

The top origin of the document contents. It can be modified by entering a value or pressing the Up and Down arrows if the Center vertically and Align to bottom options are not set.

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 margins and the origins.

Preview

You can preview changes you do on the Margins and Zoom window without actually saving them.

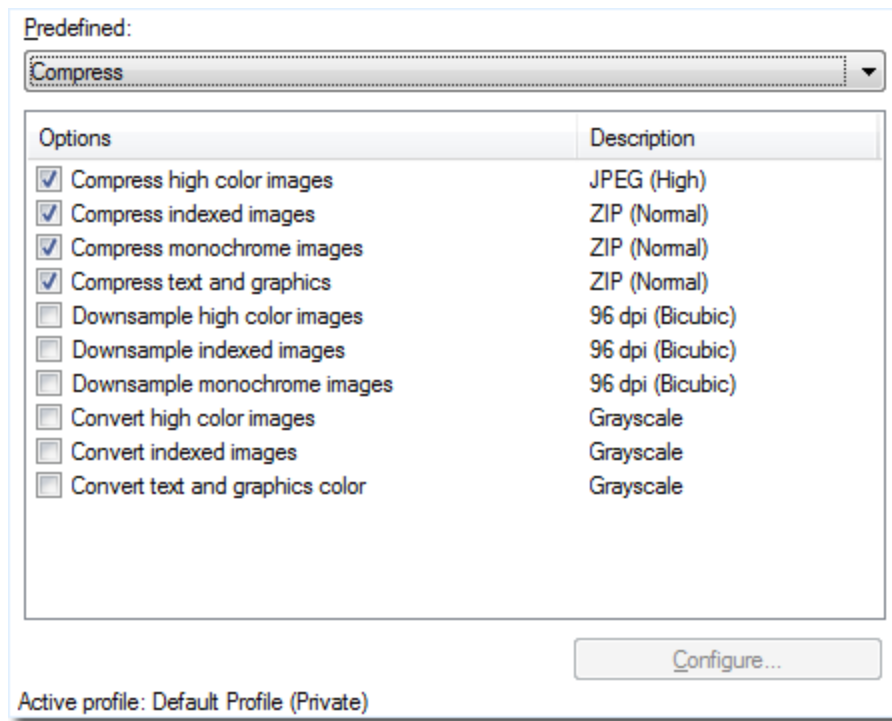
Reset to Default

Set all options to the default values (no margins and Fit whole page to margins option selected).

2.2.2 Graphics

The Graphics page of the **Printing Preferences** window allows you to compress, downsample or convert text and images to reduce the size of the resulting PDF file.

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 **Graphics** 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.



Predefined

The Predefined drop-down list allows you to quickly select a set of settings from the options list-view: **Compress**, **Downsample**, **Convert**, **None** or **Custom**.

Options list

The list contains information for all available graphics options. The **Options** column shows the name of the graphic option while the **Description** column displays information about the option's properties.

Configure

The selected option can be customized by clicking this button. See the Compression, Downsampling and Conversion sections for details about each particular feature.

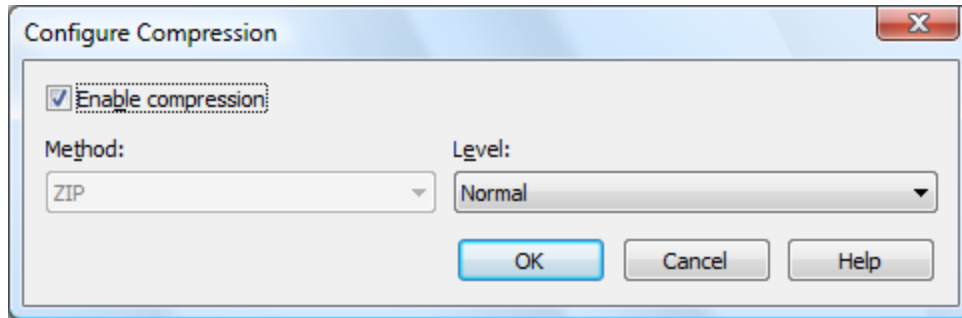
The changes you make on this page are saved in the active profile. For more details on how to

manage profiles consult the Profiles section.

2.2.2.1 Compression

Options on this window are used to configure the compression for text and graphics, monochrome images, indexed images and high color images.

The dialog can be opened by pressing the **Configure** button from the Graphics window in **Printing Preferences**.



Text and graphics

Enable compression

If checked text and graphics will be compressed.

Method

Text and graphics will be compressed using ZIP compression.

Level

Available compression levels are: Fastest, Normal and Maximum. By default, Normal level of compression is used.

High Color Images

Enable compression

If checked high color images will be compressed.

Method

High color images will be compressed using JPEG or ZIP compression.

Level

You can choose ZIP compression level from Fastest, Normal and Maximum, and JPEG compression level from Minimum, Low, Medium, High and Maximum. By default, the high color images will be compressed with the High level of JPEG compression.

Indexed Images

Enable compression

If checked indexed images will be compressed.

Method

Indexed images will be compressed using ZIP compression.

Level

Available compression levels are: Fastest, Normal and Maximum. By default, Normal level of compression is used.

Monochrome Images

Enable compression

If checked monochrome images will be compressed.

Method

Monochrome images will be compressed using ZIP compression.

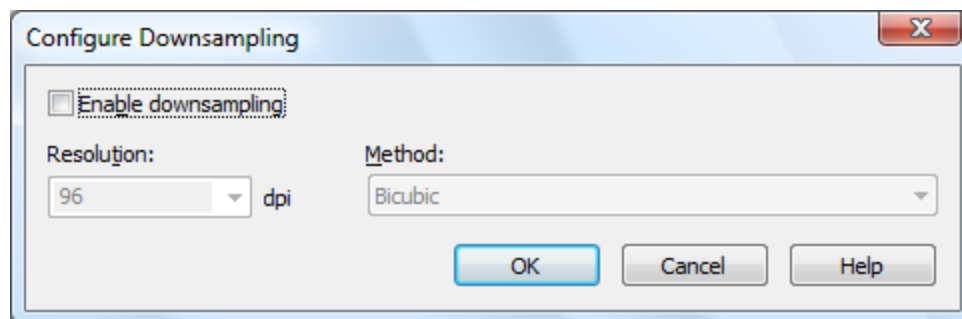
Level

Available compression levels are: Fastest, Normal and Maximum. By default, Normal level of compression is used.

2.2.2.2 Downsampling

Options on this window are used to configure downsampling for monochrome images, indexed images and high color images.

The dialog can be opened by pressing the **Configure** button from the Graphics window in **Printing Preferences**.



Enable downsampling

If checked monochrome, indexed or high color images will be downsampled. That means the images will be added in the PDF file at a different resolution than the one from the original document. Usually, this feature is used to save images at a lower resolution, resulting smaller PDF files.

Resolution

The image resolution can be selected between 72 dpi and 2400 dpi. By default the resolution is 96dpi.

Method

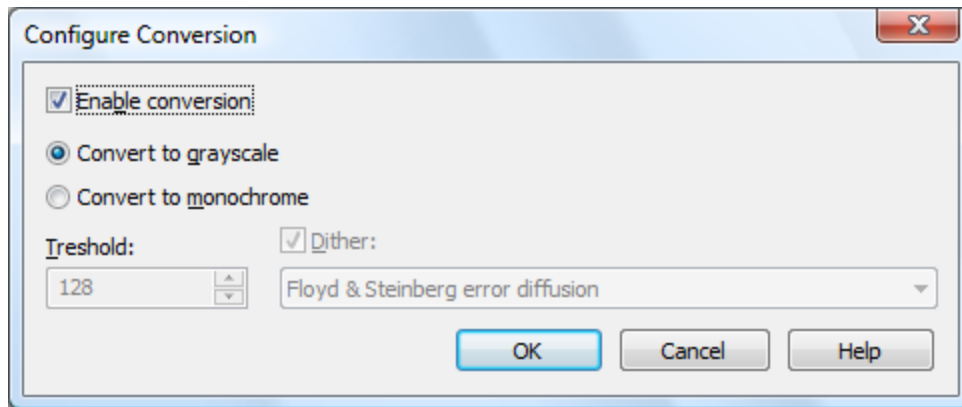
Available downsampling methods are: Box, Bilinear, B-Spline, Bicubic, Catmull-Rom, Lanczos. By default, the Bicubic downsampling method is used to downsample images to the selected resolution.

2.2.2.3 Conversion

Options on this window are used to configure color conversion for text and graphics, indexed images and high color images.

The dialog can be opened by pressing the **Configure** button from the Graphics window in

Printing Preferences.



Enable conversion

If checked colors for text and graphics, indexed images or high color images will be converted. That means the images will be added in the PDF file with converted to grayscale or monochrome (black/white) color.

Convert to grayscale

Each color will be converted to a gray value between 0 and 256. You can convert to grayscale texts and graphics, indexed and high color images.

Convert to monochrome

Each color will be converted to black or white. You can convert to monochrome texts and graphics, indexed and high color images. For images you can select a dithering algorithm for better results.

Threshold

The threshold value is used to convert to monochrome color. It can range between 0 and 256; the default value is 128. All colors less the threshold value will be converted to black and all colors above the threshold value will be converted to white.

Dither

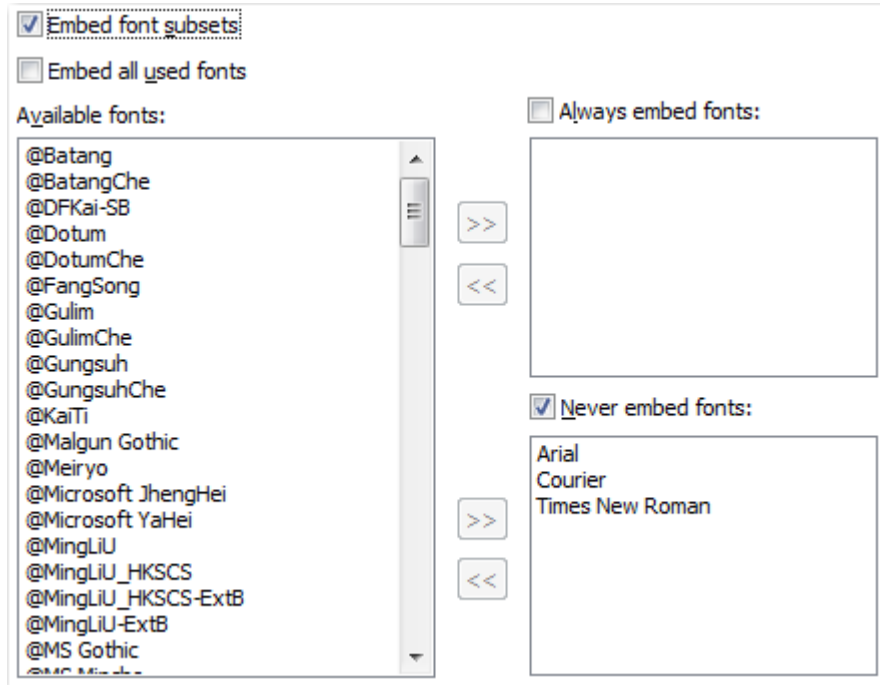
When converting images to monochrome you can choose a dithering algorithm for better results. Available algorithms are: Floyd & Steinberg error diffusion, Bayer ordered dispersed dot 4x4, Bayer ordered dispersed dot 8x8, Ordered clustered dot 6x6, Ordered clustered dot 8x8, Ordered clustered dot 16x16.

By default, the Floyd & Steinberg error diffusion dither method is used to dither monochrome images. Dithering is not available for text and graphics.

2.2.3 Fonts

The **Fonts** page of the **Printing Preferences** window allows you to choose which fonts will be embedded or not in the resulting PDF file.

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 **Fonts** 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.



Embed font subsets

You can choose to embed only subsets of font files by checking the **Embed Font Subsets** check box. This will generate smaller PDF files, so this setting is enabled by default. When using characters that are not in the standard Latin character set (eastern European character set, Japanese, Chinese, Korean or other character sets) the font subset is included in the PDF file, no matter if the font subsets checkbox is set or not, because otherwise these characters will not be included in the generated PDF files.

Embed all used fonts

You can choose to embed all fonts that are used in a PDF file by checking the **Embed All Used Fonts** check box. This will generate bigger PDF files, so this setting is not recommended, unless you have to open the generated PDF files on a computer that does not have all used fonts installed.

Available fonts

The available fonts list shows all TrueType and OpenType fonts installed on your computer that are not already listed in the **Always embed fonts** and **Never embed fonts** lists. You can select multiple items from the list and move them using the right arrow button from the form.

Always embed fonts

Once checked, this option will allow you to embed all fonts from the list below into the PDF file. The list can be filled from the **Available fonts** list using the right arrow button. You can select multiple items from the list and remove them using the left arrow button from the form.

Never embed fonts

Once checked, this option will prevent embedding of the fonts from the list below into the PDF file. The list can be filled from the **Available fonts** list using the right arrow button. You can select multiple items from the list and remove them using the left arrow button from the form. By default, the Arial, Courier and Times New Roman fonts are in the **Never Embed Fonts** list because they are standard fonts in the PDF format and they do not need to be embedded with the PDF file.

Move buttons

The buttons are enabled only if items are selected in the **Available fonts**, **Always embed fonts** and **Never Embed fonts** lists. Pressing these button results in the selected items being removed from the originating list and added to the destination list.

The changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section.

2.2.4 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 dialog box with two sections. The top section, titled "Document information", contains five text input fields: "Title:" with the value "<Default>", "Subject:" (empty), "Author:" with the value "<Default>", "Keywords:" (empty), and "Producer:" with the value "novaPDF Professional Desktop Ver 5.0 Build 214 (Windows Server 2003)". The bottom section, titled "PDF viewer options", contains four dropdown menus: "Start page:" set to "1", "Page layout:" set to "Continuous", "Show:" set to "Page only", and "Magnification:" 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 form 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.

All changes you make on this page, are saved in the active Profile. For more details on how to manage profiles go to Profiles or How to use Profiles topics.

2.2.5 Security

The **Security** page of the **Printing Preferences** window allows you to set a level of encryption protected by a password, that restricts certain document permissions for the resulting PDF file.

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 **Security** 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.

Encryption level:
 High level (128 bits) ▼

Document permissions

- Print document
- Modify document content
- Extract text and graphics
- Modify annotations, fill forms
- Print high resolution
- Assemble the document
- Advanced extract text and graphics
- Advanced fill forms

User password

 Confirm password:

Owner password

 Confirm password:

Encryption level

Available encryption levels are:

- **No encryption** - the PDF file will not be encrypted. PDF document access permissions and user passwords cannot be set in this case (anyone can open the PDF document).
- **Low Level (40 bits)** - for Adobe Reader 3.0 and above. The PDF document will be encrypted with a low level encryption algorithm. You can setup passwords for opening the document and other access permissions for printing, editing or extracting text and graphics.
- **High Level (128 bits)** - for Adobe Reader 5.0 and above. Beside passwords and access permissions that can be setup for low level encryption, you can add some more advance permissions for the PDF document.

Document permissions

You can enable or disable permissions to:

Low level (40 bits):

- **Print document** - if this is unchecked, the resulting PDF file will not allow printing
- **Modify document content**
- **Extract text and graphics** - if this is unchecked, the resulting PDF file will not allow text/graphics extraction, including copying text from the PDF file
- **Modify annotations, fill forms**

High Level (128 bits):

- **Print document** (possibly not at the highest quality level, if **Print High Resolution** is not allowed)
- **Modify document content**
- **Extract text and graphics**
- **Modify annotations, fill forms** (if Modify document content is allowed, create or modify interactive form fields)
- **Print high resolution** (print the document to a representation from which a faithful digital copy of the PDF content could be generated. When this is not allowed, but **Print document**

is allowed, printing is limited to a low level representation of the appearance, possibly of degraded quality (150dpi maximum image quality).

- **Assemble the document** (insert, rotate, or delete pages and create bookmarks or thumbnail images)
- **Advance extract text and graphics** (force allow extract text and graphics in support of accessibility to disabled users or for other purposes)
- **Advance fill forms** (fill in existing interactive form fields, even if **Modify Annotations, Fill Forms** is not allowed)

User password

You can setup a user password for opening the PDF document. If you enter a user password, the document cannot be opened without entering user or owner passwords. Enter the same user password in the **Confirm password** edit field.

Owner password

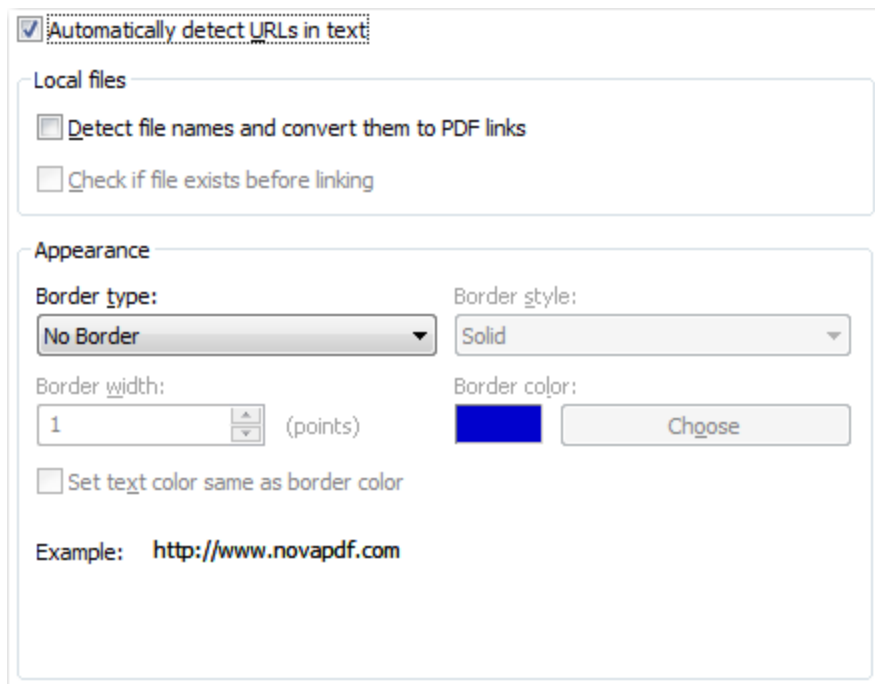
If the PDF Document is encrypted, access permissions can be changed only if the document is opened with the owner password. Enter the same owner password in the **Confirm password** edit field.

All changes you make on this page, are saved in the active Profile. For more details on how to manage profiles go to Profiles or How to use Profiles topics.

2.2.6 Links

The **Links** page of the **Printing Preferences** window allows you to enable automatic detection of visible links in text (both local and remote links) and customize the links' appearance in the resulting PDF file. In order to be detected and converted, the URLs must be visible in the original document and formatted to start with: "http://", "www", "mailto:", "ftp://".

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 **Links** 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.



Local Files

You can enable local link detection and automatically checking detected links for validity.

Detect file names and convert them to PDF links

If this option is enabled, the text in the printed document will be parsed and texts that will match a file name, including its path, will be marked in the PDF as links to file.

Check if file exists before linking

If this option is enabled, there will be a check if the file really exists and the PDF links will be added only if the file is found. Note that the printing and PDF generation is made on the printing server computer, so if linked files are on another computer in the network, you should mention them in the printed document with their UNC path.

Appearance

Using options in this group you can customize the links' appearance in the PDF file.

Border type

- **No border** - resulting links will be displayed normally
- **Underline** - resulting links will be displayed underlined
- **Rectangle** - resulting links will be surrounded by a rectangle

Border appearance

If you choose a border, you can further select its style:

- **Border style** - solid or dashed
- **Border width** - points number, default 1 point
- **Border color** - default is set to blue

Set text color same as border color

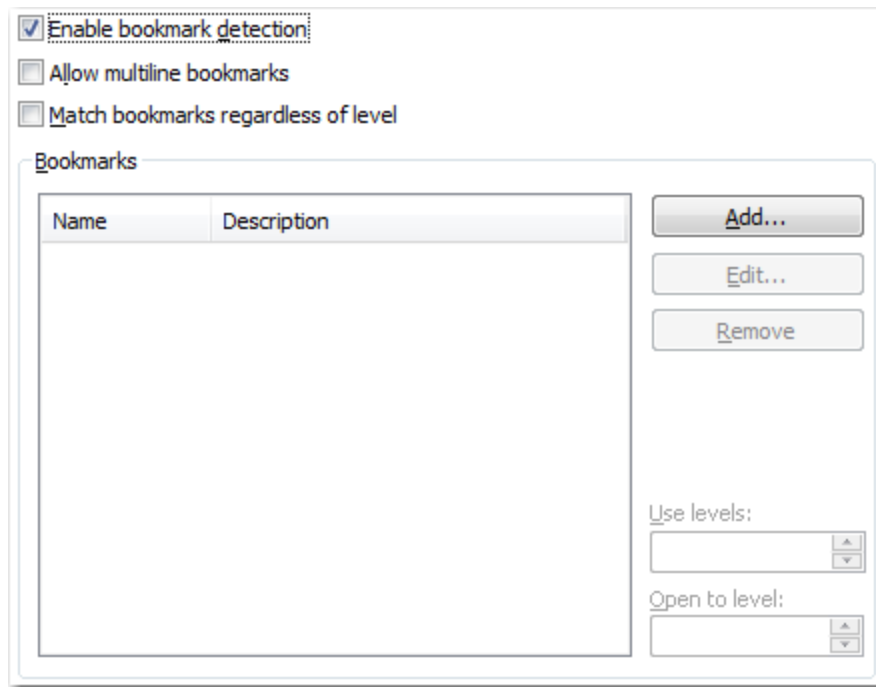
If this is checked, the text color of the link will be set to match the one used for the border. On the bottom of the page you can see an example of how the PDF links will look like.

All changes you make on this page, are saved in the active **Profile**. For more details on how to manage profiles go to Profiles or How to use Profiles topics.

2.2.7 Bookmarks

The **Bookmarks** page of the **Printing Preferences** window allows you to enable and customize the detection of bookmarks in the original document.

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 **Bookmarks** 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.



Enable bookmark detection

You can choose to enable bookmark detection in a PDF file by checking the **Enable bookmark detection** check box. Depending on the number of bookmarks the size of the resulted PDF files will increase.

Allow multiline bookmarks

By checking this option, you can choose to allow the detection of bookmarks placed on consecutive lines in a PDF file. If you leave this check box unchecked, such bookmarks will be detected as different ones.

Match bookmarks regardless of level

By choosing this option, in case two consecutive detected bookmarks don't have consecutive levels, some intermediary "dummy" nodes will be placed between them, in order to keep hierarchy visible.

Bookmarks

The list-view contains information for all predefined bookmarks:

- **Name** - heading name

- **Description** - contains the detection attributes for the bookmark, such as: font, size, style
The bookmarks may have more than one definition, in this case the description contains the number of definitions.

Add...

The **Add...** button opens a new window (see Bookmark Definitions) and adds a new bookmark at the end of the list.

Edit...

The **Edit...** button allows modifying the attributes of a bookmark, such as: enabling or disabling existing definitions, removing existing or adding new definitions.

Remove

The Remove button deletes a bookmark and all its definitions from the list-view.

Use levels

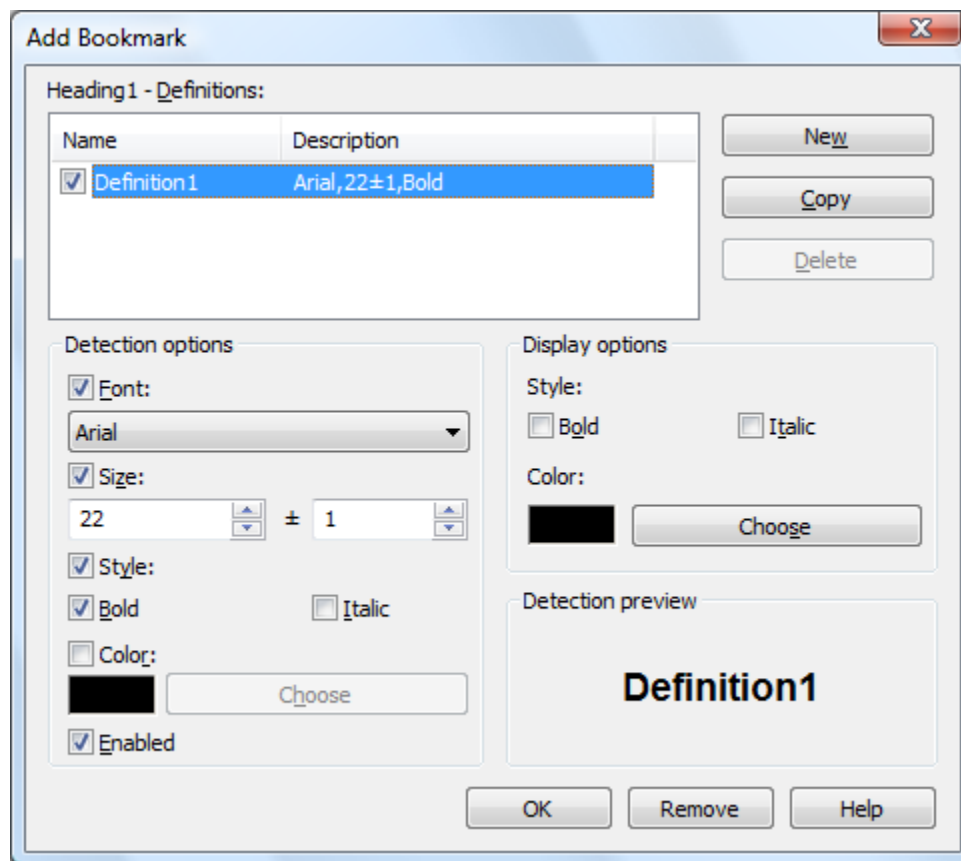
This value signifies the number of defined bookmarks which will be taken into consideration when generating the PDF file.

Open to level

This value signifies the number of opened bookmarks in the bookmark layout of the generated PDF file.

2.2.7.1 Add/Edit Bookmark

This dialog is used to add, update or remove definitions for the currently selected bookmark. The dialog is opened by pressing the **Add...** or **Edit...** button placed on the Bookmarks window, from the **Printing Preferences** dialog.



Definitions list

The list-view contains information for all the definitions of the current bookmark:

- **Name** - definition name
- **Description** - contains the detection attributes for the currently selected definition, such as: font, size, style

New

The **New** button adds a new definition, with default detection options values, at the end of the list.

Copy

The **Copy** button provides a copy of the currently selected definition, and places it at the end of the list.

Delete

The **Delete** button removes the currently selected definition from the list-view.

Detection options

This group allows you to set formatting rules that will be used to detect the bookmarks. You can choose one or more of the next detection options:

- **Font**
- **Size** and **Size margin**
- **Style** - **Bold** and/or **Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button
- **Enabled** - this option signifies whether the currently selected definition will be taken into

consideration

Display options

This group allows you to set how the detected bookmarks will be formatted and displayed in the PDF.

You can choose from the following display options:

- **Style** - **Bold** and/or **Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button

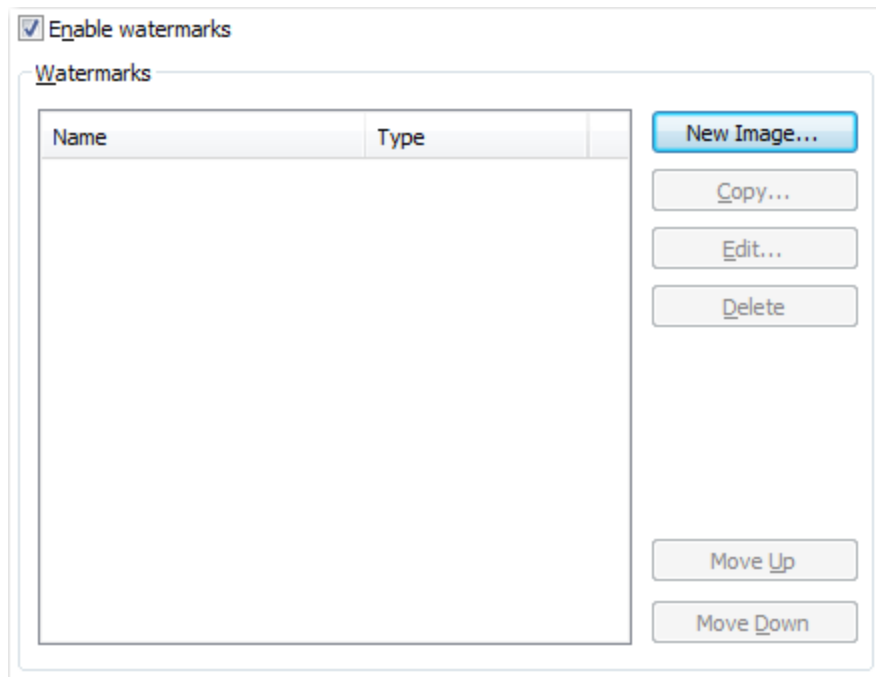
Detection preview

This section illustrates the appearance of the current definition, accordingly to the detection options that are enabled.

2.2.8 Watermarks

The **Watermarks** page of the **Printing Preferences** window allows you to add image watermarks on the generated PDF pages.

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 **Watermarks** 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.



Enable watermarks

You can choose to enable watermarks by checking this option. Depending on the number of added watermarks the size of the resulted PDF files will increase.

Watermarks

You can define, copy, edit and delete watermarks and change their order in this group.

Watermarks list

The list contains information about all watermarks. The **Name** column holds the watermark's name, the **Type** column shows the type (text or image)

New Image

This button opens a new window (see New/Edit Image Watermark) and adds a new watermark at the end of the list.

Copy

This button adds a new watermark with the same attributes as the selected one in the list-view. A new window is opened and you can change the attributes of the new watermark.

Edit

This button opens a new window (see New/Edit Image Watermark) where you can modify the attributes of a watermark, such as enabling or disabling the watermark, image file, transparency and position.

Delete

The delete button remove the selected watermark from the list.

Move Up

The watermarks are added on the PDF pages in the order they are defined in the list. If you want to bring forward one of them use the Move Up button.

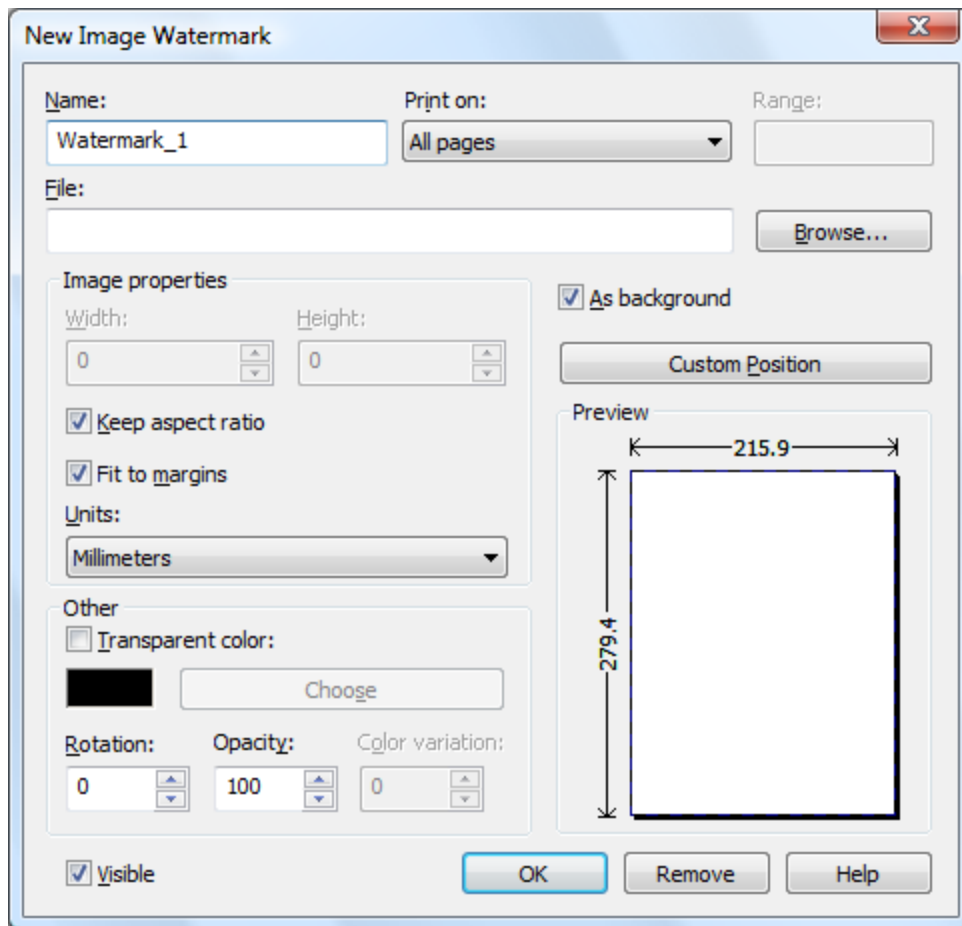
Move Down

The watermarks are added on the PDF pages in the order they are defined in the list. If you want to send to back one of them use the Move Down button.

The changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section.

2.2.8.1 New/Edit Image Watermark

This window is used to customize attributes for a new created or an existing image watermark. It is opened by pressing the **New Image...** , **Copy...** or **Edit...** buttons placed on the Watermarks window, from the **Printing Preferences** dialog.

**Name**

Unique watermark name.

Print On

You can select on which PDF pages to print the watermark. Available options are: All pages, Even pages, First page, Odd pages, Range.

Range

If you selected Range from the Print On drop-down list, you can enter the page range in the next format: "2, 3, 5" or "2 - 5"

File

Enter an image file. The following file formats are supported:

- Windows or OS/2 Bitmap File (*.BMP)
- DirectDraw Surface (*.DDS)
- Graphics Interchange Format (*.GIF)
- Windows Icon (*.ICO)
- Independent JPEG Group (*.JPG, *.JIF, *.JPEG, *.JPE)
- Portable Bitmap (BINARY) (*.PBM)
- Zsoft Paintbrush PCX bitmap format (*.PCX)
- Portable Network Graphics (*.PNG)
- Portable Pixmap (BINARY) (*.PPM)
- Adobe Photoshop (*.PSD)
- Truevision Targa files (*.TGA, *.TARGA)

- Tagged Image File Format (*.TIF, *.TIFF)
- X11 Bitmap Format (*.XBM)

Browse

You can also browse for an image pressing this button.

Image Properties

You can set different options here for the image, like width, height, fit, units.

Width

Width of the image expressed in the measurement unit selected from the Units drop-down list. If the Fit to margins checkbox is not checked, you can enter a value.

Height

Width of the image expressed in the measurement unit selected from the Units drop-down list. If the Fit to margins checkbox is not checked, you can enter a value.

Keep aspect ratio

If this option is checked, the image will be printed with the same aspect ratio as in the original image file. If the Keep aspect ratio is not checked, the image is scaled to fit the entire page. You can see how the watermark image will be printed in the Preview control. By default this option is checked.

Fit to margins

You can choose to draw the watermark image on the entire PDF page by checking the Fit to margins checkbox. By default this option is checked.

Units

You can select the measurement units for the width and height in the Units from this drop-down list.

Other

This group deals with color, color variation, rotation and opacity.

Transparent color

You can choose a color to be considered transparent color when drawing the image on the PDF page. By default, there is no transparent color.

Rotation

You can choose a rotation angle for the image watermark. By default, there is no rotation.

Opacity

You can select an opacity percentage for the image watermark. By default, the image watermark is drawn with maximum opacity, 100%. If you decrease the opacity value, the image will be drawn with lighter colors.

Color variation

When you choose a transparent color you can set a slight variation that will be considered also as transparent.

Visible

You can enable or disable the image watermark by checking/unchecking this checkbox.

As background

If this checkbox is checked, the image watermark will be drawn on the PDF page first, under the texts and images of the printed document. If the As background checkbox is not checked, the

image watermark will be drawn on the PDF page at the end, above the texts and images of the printed document. By default, the As background checkbox is checked.

Custom position

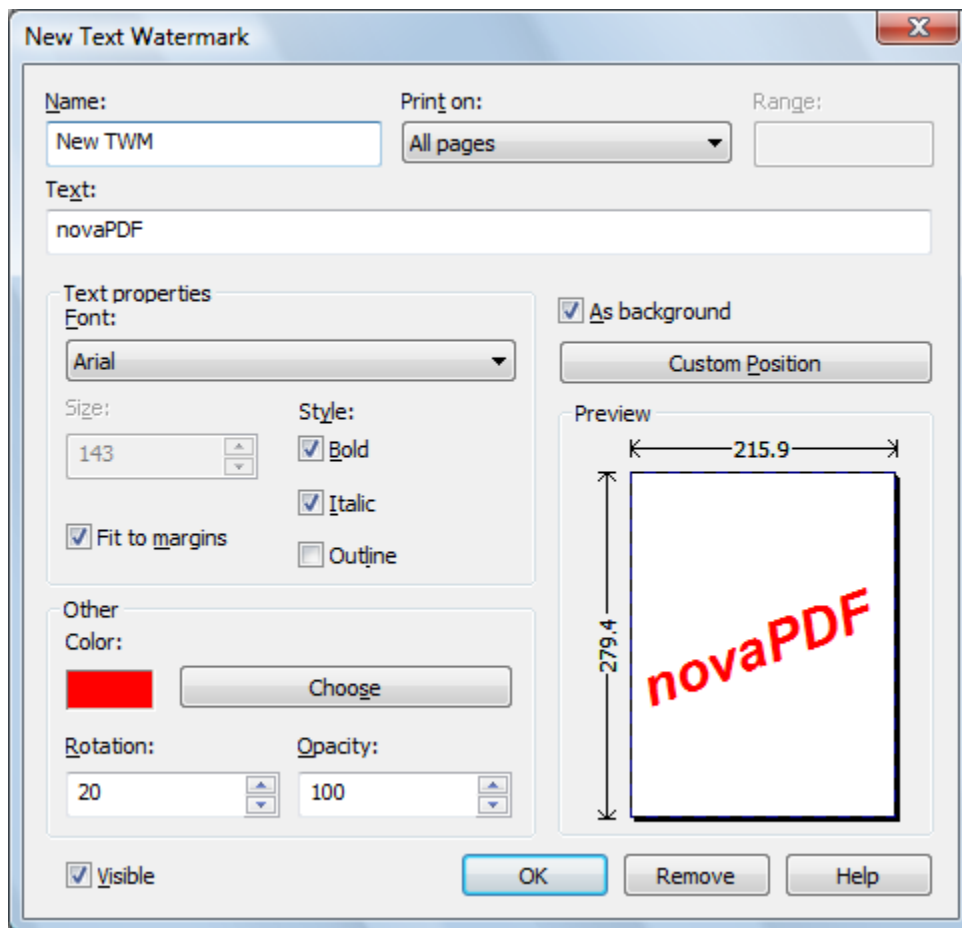
By pressing the Custom position button a new window is opened for customizing the position where the image watermark will be drawn (see Custom Position).

Preview

The selected image file is drawn exactly as it will be drawn on the PDF page. The image is updated automatically when changing image watermarks attributes.

2.2.8.2 New/Edit Text Watermark

This window is used to customize attributes for a new created or an existing text watermark. It is opened by pressing the **New Text...**, **Copy...** or **Edit...** buttons placed on the Watermarks window, from the **Printing Preferences** dialog.



Name

Unique watermark name.

Print On

You can select on which PDF pages to print the watermark. Available options are: All pages, Even pages, First page, Odd pages, Range.

Range

If you selected Range from the Print On drop-down list, you can enter the page range in the next format: "2, 3, 5" or "2 - 5"

Text

Enter the text that will be written as watermark on the PDF pages.

Text Properties

You can set different options here for the text, like font name and style, height, fit.

Font

Select a font from the list of the TrueType and OpenType fonts installed on your computer .

Size

Select text height. If the Fit to margins checkbox is not checked, you can enter a value. If the Fit to margins checkbox is checked, the size is calculated automatically so the text fits the PDF page.

Style - Bold, Italic, Outline

Select the Font style by checking corresponding check boxes. You can see in the Preview how the text will look like.

Fit to margins

You can choose to draw the watermark text on the entire PDF page by checking the Fit to margins checkbox. By default this option is checked.

Other

This group deals with color, rotation and opacity.

Color

You can choose the text color. By default, the color is black.

Rotation

You can choose a rotation angle for the text watermark. By default, there is no rotation.

Opacity

You can select an opacity percentage for the text watermark. By default, the text watermark is drawn with maximum opacity, 100%. If you decrease the opacity value, the text will be drawn with lighter colors.

Visible

You can enable or disable the text watermark by checking/unchecking this checkbox.

As background

If this checkbox is checked, the text watermark will be drawn on the PDF page first, under the texts and images of the printed document. If the As background checkbox is not checked, the text watermark will be drawn on the PDF page at the end, above the texts and images of the printed document. By default, the As background checkbox is checked.

Custom position

By pressing the Custom position button a new window is opened for customizing the position where the text watermark will be drawn (see Custom Position).

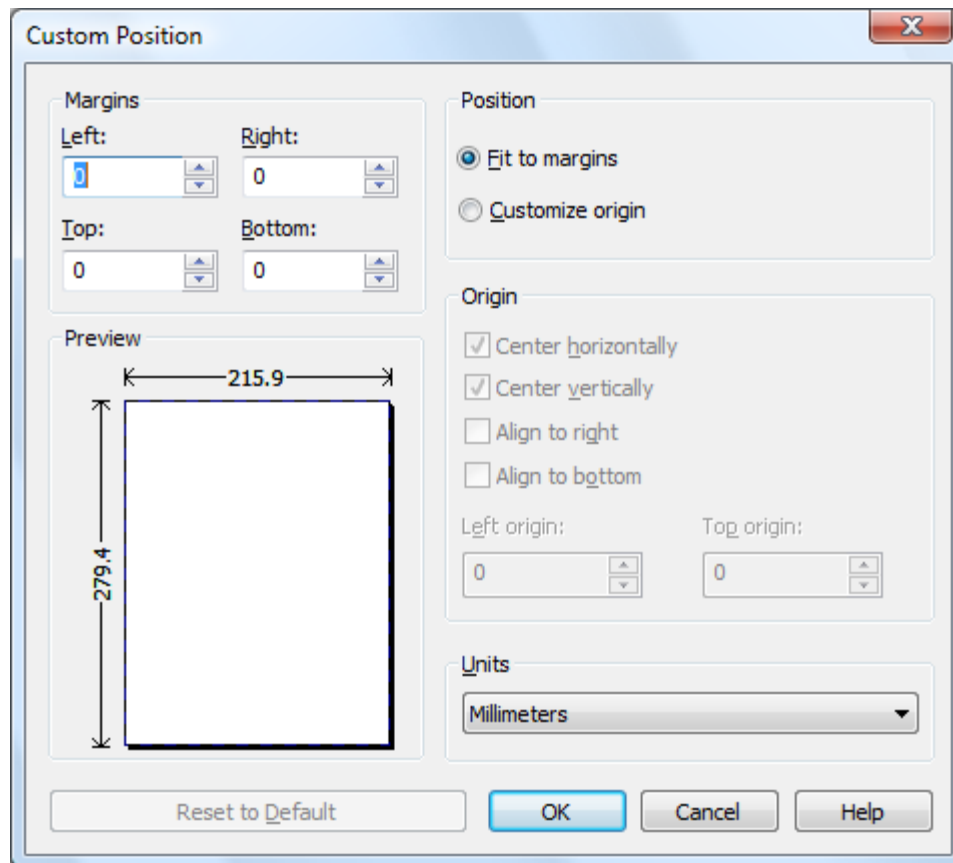
Preview

The watermark text is drawn as it will be drawn on the PDF page. The image is updated automatically when changing text watermarks attributes.

2.2.8.3 Custom Position

In the **Custom Position** window you can set the position, margins, zoom, alignment and origin of the watermark and preview your changes.

The window can be opened by pressing the **Custom Position** button placed on the **New/Edit Image Watermark** dialog.



Margins

You can define a region around the watermark that will remain empty when printing. Margins can be defined for all sides individually. The numbers you enter are expressed in the selected measurement unit.

Left

You can set the left margin of the page by entering a value or pressing the Up and Down arrows. The number you enter is expressed in the selected measurement unit. The sum of the left and right margins cannot exceed 2/3 of the page width. Larger values will be adjusted automatically.

Right

You can set the right margin of the page by entering a value or pressing the Up and Down arrows. The number you enter is expressed in the selected measurement unit. The sum of the left and right margins cannot exceed 2/3 of the page width. Larger values will be adjusted automatically.

Top

You can set the top margin of the page by entering a value or pressing the Up and Down arrows. The sum of the top and bottom margins cannot exceed 2/3 of the page height. Larger values will

be adjusted automatically.

Bottom

You can set the bottom margin of the page by entering a value or pressing the Up and Down arrows. The sum of the top and bottom margins cannot exceed 2/3 of the page height. Larger values will be adjusted automatically.

Position

You can select a simple adjustment (only by the margins) or a more complex one which involves aligning and changing the origin of the watermark.

Fit to margins

If the "Fit to margins" radio button is selected, the watermark will be automatically zoomed so it will fit in the printing region.

Customize origin

The above behavior (when "Fit to margins" is set) is probably sufficient in most of the cases. But if you want to have a more accurate control of the result, you can select the "Customize origin" radio button and manually enter alignment and origin for the watermark.

Origin

You can set here the alignment and origin of the watermark in the PDF. The controls from this group are active when "Customize origin" is set.

Center horizontally

If you set this option the watermark will be centered horizontally. At the same time the Align to right option will be disabled and the Left origin is calculated automatically.

Center vertically

If you set this option the watermark will be centered vertically. At the same time the Align to bottom option will be disabled and the Top origin is calculated automatically.

Align to right

If you set this option the watermark will be aligned to the right margin. At the same time the Center horizontally option will be disabled and the Left origin is calculated automatically.

Align to bottom

If you set this option the watermark will be aligned to the bottom margin. At the same time the Center vertically option will be disabled and the Top origin is calculated automatically.

Left origin

The left origin of the document contents. It can be modified by entering a value or pressing the Up and Down arrows if the Center horizontally and Align to right options are not set.

Top origin

The top origin of the document contents. It can be modified by entering a value or pressing the Up and Down arrows if the Center vertically and Align to bottom options are not set.

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 margins and the origins.

Preview

You can preview changes you do on the Custom Position window without actually saving them.

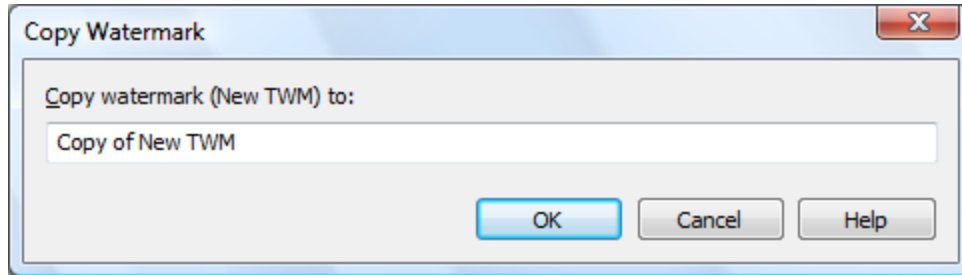
Reset to default

Set all options to the default values (no margins and Fit to margin option selected).

2.2.8.4 Copy Watermark

This dialog is displayed when copying a text or image watermark and allows naming the new watermark.

The dialog can be opened by selecting an existing watermark and pressing the **Copy** button from the **Watermarks** window in **Printing Preferences**.

**Copy Watermark**

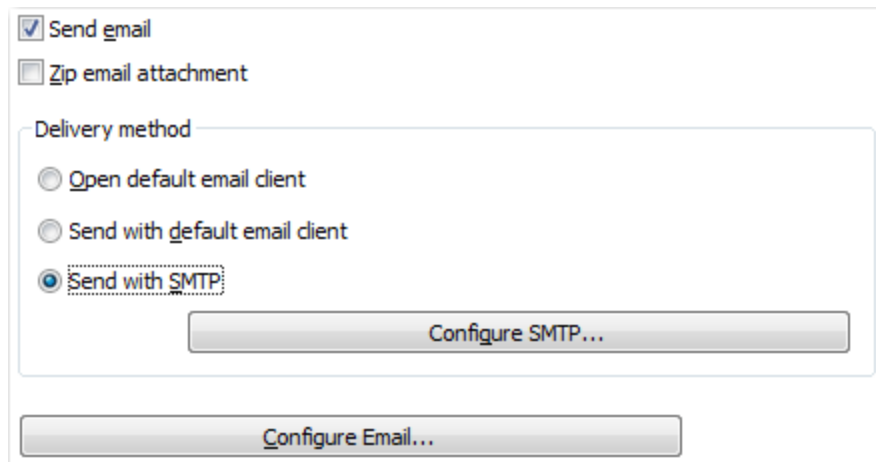
This will create a copy of the selected text or image watermark from the watermarks' list-view of the **Watermarks** window. You can type a new name for this watermark and when you press **OK** the new watermark will be added to the watermarks' list-view. This watermark will have the exact settings as the original one.

Note that you have to use a different name for the watermark, because if you're entering the same name you'll get a prompt saying that there is a watermark with the same name.

2.2.9 Email

The **Email** page of the **Printing Preferences** allows you to enable the option to send PDF via email when the PDF is generated, select different delivery methods and configure the email to be sent.

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 **Email** 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.



Send Email

You can enable or disable the email feature by checking or unchecking this checkbox. If email feature is enabled, you should configure email properties.

Zip email attachment

If this option is selected, the PDF file will be first compressed with zip and the zip file will be attached to the email.

Delivery method

This group allows choosing an option to open or send an email using the default email client or a custom configured SMTP server.

Open default email client

In this case an email dialog will be opened in the default email (for instance Outlook Express) and the email details will be filled in. You can make changes to the email and the email will be sent only if you press the **Send** button.

Send with default email client

In this case the mail will be automatically sent using your default email client (for instance Outlook Express). You cannot change the email information in this case. A copy of your email is saved in your **Sent emails** folder.

Send with SMTP

In this case the email is sent using a SMTP server. You have to configure your SMTP server in the Configure SMTP dialog. You can open this dialog by pressing the **Configure SMTP** button.

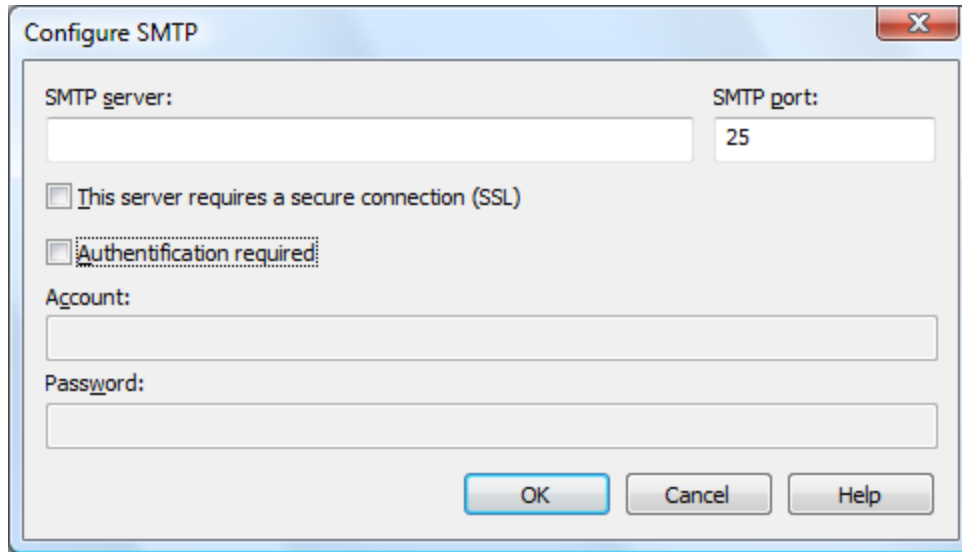
Configure email

You can configure email properties, like Subject, Content, email addresses in the Configure email dialog. You can open this dialog by pressing the **Configure Email** button.

All changes you make on this page, are saved in the active Profile. For more details on how to manage profiles go to Profiles or How to use Profiles topics.

2.2.9.1 Configure SMTP

Options on this window are used to configure the SMTP server that will be used to send the email. The dialog can be opened by pressing the **Configure SMTP** button from the Email window in **Printing Preferences**.

**SMTP server**

Enter your SMTP server name or IP.

SMTP port

Enter SMTP Port. Usually this is port number 25.

This server requires a secure connection (SSL)

Set the checkbox **This server requires a secure connection (SSL)** if your SMTP server requires SSL connection.

Authentication required

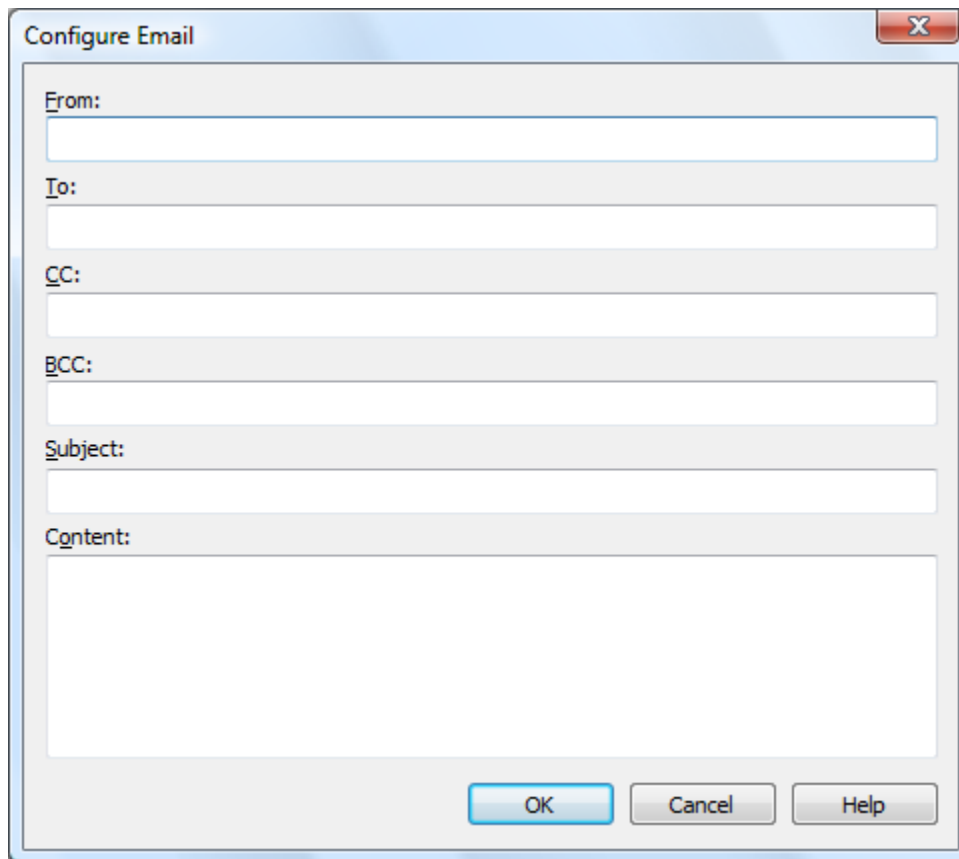
If your SMTP server requires authentication, check the **Authentication required** checkbox and enter the **Account** name and **Password**.

All changes you make on this page, are saved in the active Profile. For more details on how to manage profiles go to Profiles or How to use Profiles topics.

2.2.9.2 Configure Email

Options on this window are used to customize the email that will be sent.

The dialog can be opened by pressing the **Configure Email** button from the Email window in **Printing Preferences**.



The image shows a 'Configure Email' dialog box with the following fields and buttons:

- From:** Text input field
- To:** Text input field
- CC:** Text input field
- BCC:** Text input field
- Subject:** Text input field
- Content:** Large text area
- Buttons:** OK, Cancel, Help

Configure Email

You can configure next email properties:

- **From** address (the sender of the email, enter your address)
- **To** email addresses
- **CC** email addresses
- **BCC** email addresses
- **Subject** of the email
- **Content** of the email

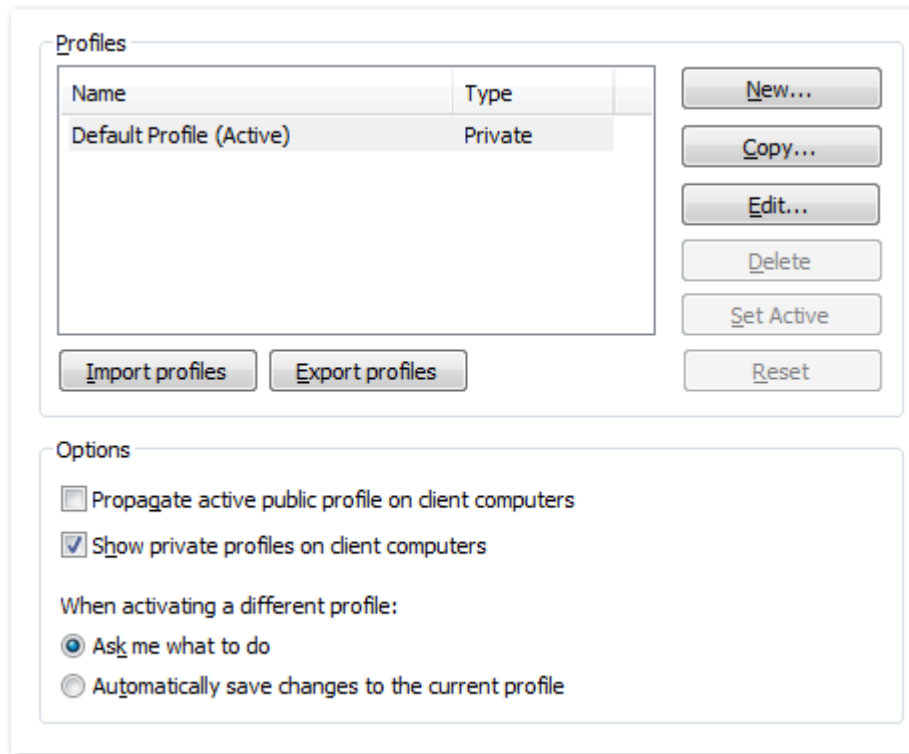
The **From** address is used only when sending the email with SMTP. When sending the email with the default email client, the from address will be the default address configured in your email client. You can enter multiple addresses for TO, CC and BCC.

All changes you make on this page, are saved in the active Profile. For more details on how to manage profiles go to Profiles or How to use Profiles topics.

2.2.10 Profiles

The **Profiles** page of the **Printing Preferences** allows you to add new profiles or manage existing ones (copy, edit, delete, reset), set the active profile and other options when activating a private or public profile.

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 **Profiles** 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.



Profiles

When the novaPDF is installed, a **Default Profile** is automatically created. This profile is the only profile in the beginning and its settings will be used for all novaPDF print jobs. You can later define some other profiles and choose one of them as the active profile. All defined profiles are shown in the **Profiles** list-view.

If you have a novaPDF Server Edition, you can create private or public profiles. Public profiles are visible from all client computers. You are only allowed to create public profiles on the printer server computer. Private profiles are visible only on the computer where they were created.

Import profiles

The Import profiles dialog window will open allowing you to import private or public profiles (public only if you are using the Server editions) from a previously exported novaPDF printing profiles list file (*.nve).

Export profiles

The Export profiles dialog window will open allowing you to export profiles (as private or public ones) so that they could be used on another novaPDF installation after importing them.

New

The New Profile dialog window will open allowing you to create a new profile. The new profile will have default settings on all **Printing Preferences** dialogs.

Copy

The Copy Profile dialog window will open allowing you to create a new profile by copying the settings from the profile selected in the profiles list.

Edit

The Edit Profile dialog window will open allowing you to rename the profile currently selected in

the Profiles list-view.

Delete

Deletes the profile selected in the profiles list. You cannot delete the current active profile. You have to set another profile as active profile first. There will always be at least one profile.

Set Active

Set the profile selected in the profiles list as current active profile. The active profile settings will be used in the subsequent printing jobs.

Reset

This button is enabled only for public profiles, that can be changed on client computers. On the client computer, if you changed a public profile, you can press this button to reset the options to the values from the server computer.

Options

This group allows setting options for public profiles (available only in Server editions) and for profile activation.

Propagate active public profile on client computers

If this is checked, once a profile becomes active on the print server, it will be automatically propagated as active profile to all client computers.

Show private profiles on client computer

Check this to allow private profiles to be defined on client computers (unchecking this will show only the public profiles on the client computers).

When activating a different profile

When activating a different profile you may lose some changes you made to the previous active profile, if you made some changes in the **Printing Preferences** property sheet pages and you did not press the **Apply** or **OK** buttons.

You have two options:

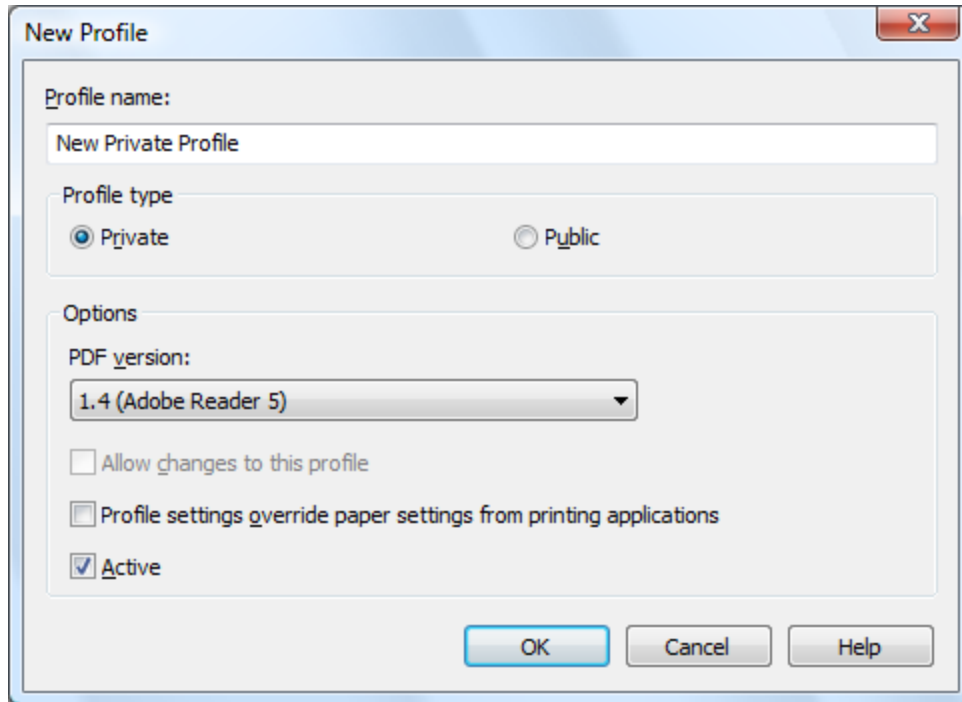
- **Ask me what to do** - let the system ask you if you want to save the changes to the previous active profile or not
- **Automatically save changes to the current profile** - let the system automatically save the changes to the previous active profile

For more details on how to use profiles go to How to use Profiles topic.

2.2.10.1 New/Edit Profile

This dialog allows choosing a type of profile and naming/renaming it.

The dialog can be opened by pressing the **New** or **Edit** button from the **Profiles** window in **Printing Preferences**.



Profile name

You can type a name for the profile you're defining.

Profile type

Private

A private profile is visible only on the computer where it's created. Note that unless you have one of the Server editions, all profiles will be created as private, since only the Server editions support shared network printing.

Public

If you have a novaPDF Server Edition, you can create private or public profiles. Public profiles are visible from all client computers. You are only allowed to create public profiles on the printer server computer. When a public profile will be used, all the settings from that profile will be propagated to the client computers.

Options

PDF version

You can set a PDF version that will be used when creating PDF files: 1.4, 1.5 or 1.6. Note that a PDF created with a higher PDF version can be opened only using newer versions of PDF viewers.

Allow changes to this profile

If this checkbox is checked, the settings in the public profiles can be overwritten on client computers. If this flag is not set, the public profiles cannot be modified on client computers (all Printing Preferences pages are disabled).

Profile Settings Override Paper Settings From Printing Applications

Some settings regarding page size, page orientation and resolution (see Page settings topic) can be selected also from the printing dialogs of the application you are printing from. If you open the

novaPDF Printing Preferences property sheet from the printing application, you will see the same settings automatically selected here too. But you can change them, and the changes will be taken in account when printing.

If you do not want this behavior, and you prefer to make page size selection only in novaPDF Printing Preferences property sheet, and you also want the settings you make to be remembered and used on the next printing jobs, you should check the **Profile Settings Override Paper Settings From Printing Applications** check box.

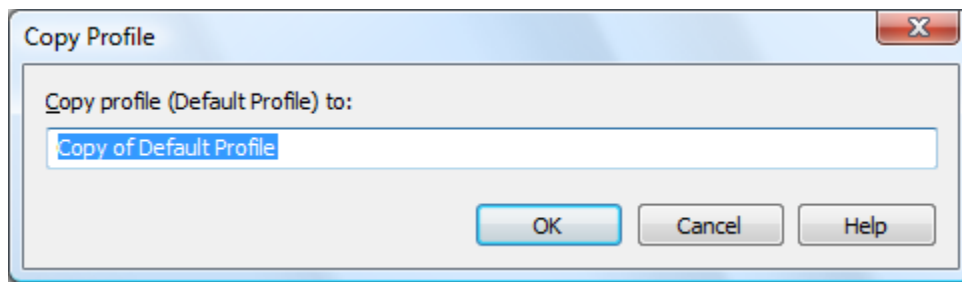
Active

This is checked by default and it will set the newly defined profile (or the edited profile) as the active one.

2.2.10.2 Copy Profile

This dialog is displayed when copying a profile (public or private) and allows naming the new profile.

The dialog can be opened by selecting an existing profile and pressing the **Copy** button from the **Profiles** window in **Printing Preferences**.



Copy Profile

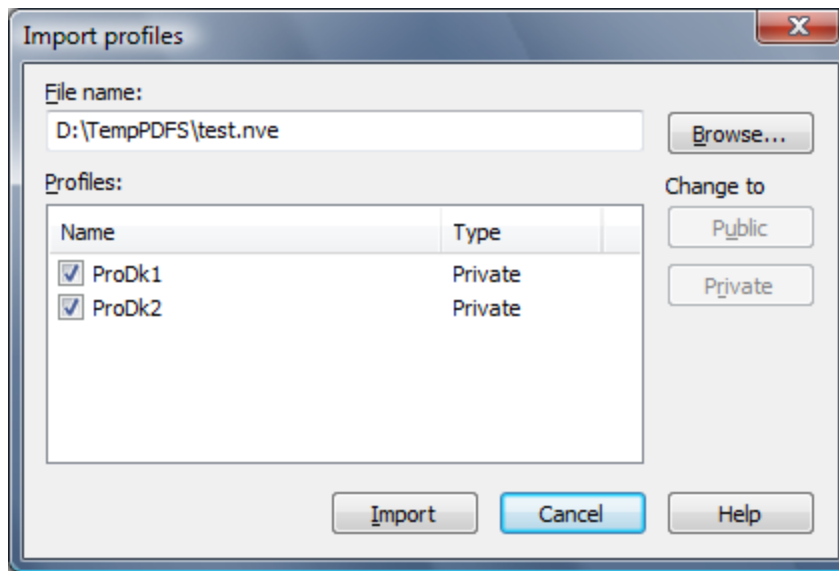
This will create a copy of the selected profile from the profiles list-view of the **Profiles** window. You can type a new name for this profile and when you press **OK** the new profile will be added to the profiles list-view. This profile will have the exact settings as the original one.

Note that you have to use a different name for the profile, because if you're entering the same name you'll get a prompt saying that there is a profile with the same name.

2.2.10.3 Import profiles

The Import profiles window allows importing printing profiles in novaPDF (from a previously exported file).

This window can be opened by pressing the **Import profiles** from the **Profiles** window in **Printing Preferences**.



File name

Use the **Browse** button to select the file that contains profiles you want to import. You can only import .nve files that were previously exported from novaPDF.

Profiles

After you have used the Browse button to select the file that contains printing profiles you want to import, a list of recognized printing profiles will be displayed in the Profiles list-view. Thicken the checkbox in front of the profiles you want imported, and click on the **Import** button to add them as printing profiles. If a profile with the same name already exists, you'll be asked if you want to overwrite the existing profile with the imported one (you will have to rename an existing profile if you want to import one named the same without overwriting).

Public profiles can be imported only if you are using novaPDF Server Edition.

Change type to

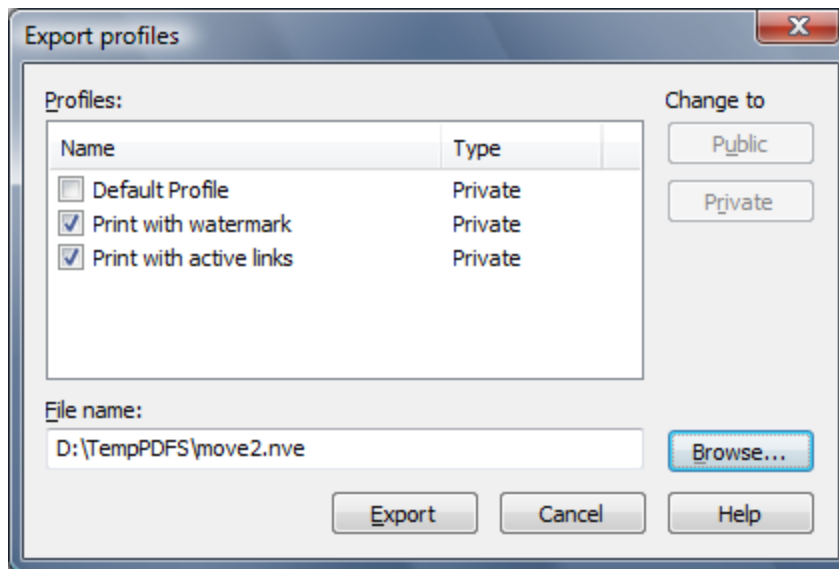
After the detected profiles have been listed in the Profiles list-view, you have the option of changing the type of each detected profile to Public or Private. To do so, select the profile you want to change the type to and click on the **Public/Private** button. The type of the profile will be changed and shown in the Type column. Public profiles can be imported only in the Server editions (trying to import a public profile in the Desktop edition will display a warning).

Private profiles are visible only on the computer where they were created. Public profiles are visible from all client computers but can be used only with the Server editions.

2.2.10.4 Export profiles

The **Export profiles** window allows exporting printing profiles from novaPDF to a .nve file (that can be later imported in a different installation of novaPDF).

This window can be opened by pressing the **Export profiles** from the **Profiles** window in **Printing Preferences**.



File name

Use the **Browse** button to add a name and select the path where the profiles file will be saved. You can only export to .nve files, a proprietary format recognized by novaPDF.

Profiles

The Profiles list-view shows all the Profiles that were detected for this installation of novaPDF. Thicken the checkbox in front of the profiles you want to export, and click on the **Export** button to save the selected profiles in a .nve file. Furthermore, if you already have some profiles exported in a file, you can select in the **File name** section the same file and add more profiles to it as novaPDF will recognize its format and what profiles already exist (if a profile with the same name already exists in the output file, you'll be asked if you want to overwrite the existing profile with the newly exported one).

Change type to

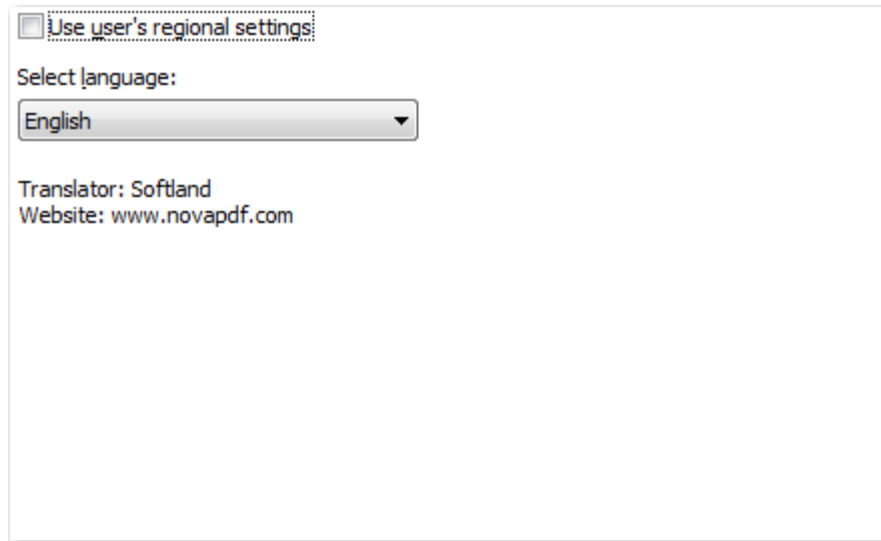
After the detected profiles have been listed in the Profiles list-view, you have the option of changing the type of each detected profile to Public or Private. To do so, select the profile you want to change the type to and click on the **Public/Private** button. The type of the profile will be changed and shown in the Type column. You can export profiles as private or public no matter if you have the Server or Desktop edition, but you will not be able to import Public profiles in the Desktop editions (only in the Server ones).

Private profiles are visible only on the computer where they were created. Public profiles are visible from all client computers but can be used only with the Server editions.

2.2.11 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.

2.2.12 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).

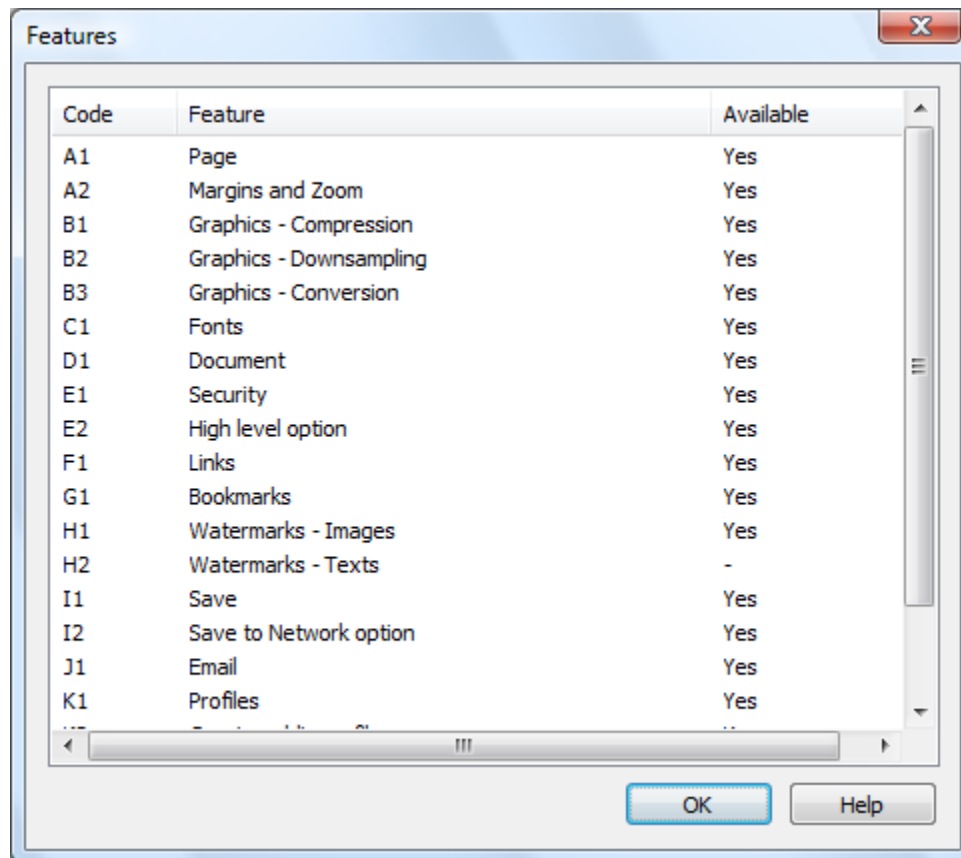
To register the program, click on the Register button and enter the registration information received via email.

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.

2.2.12.1 Features

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

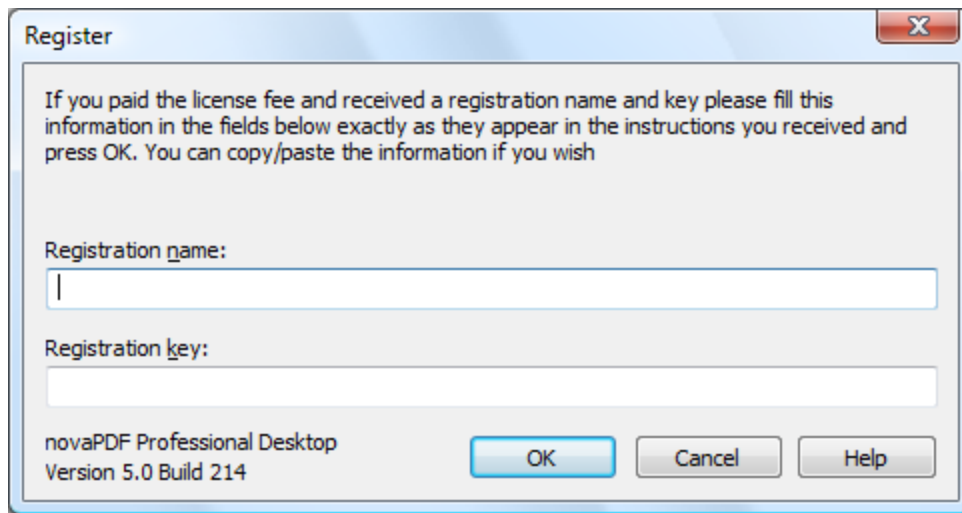


Features

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.

2.2.12.2 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.

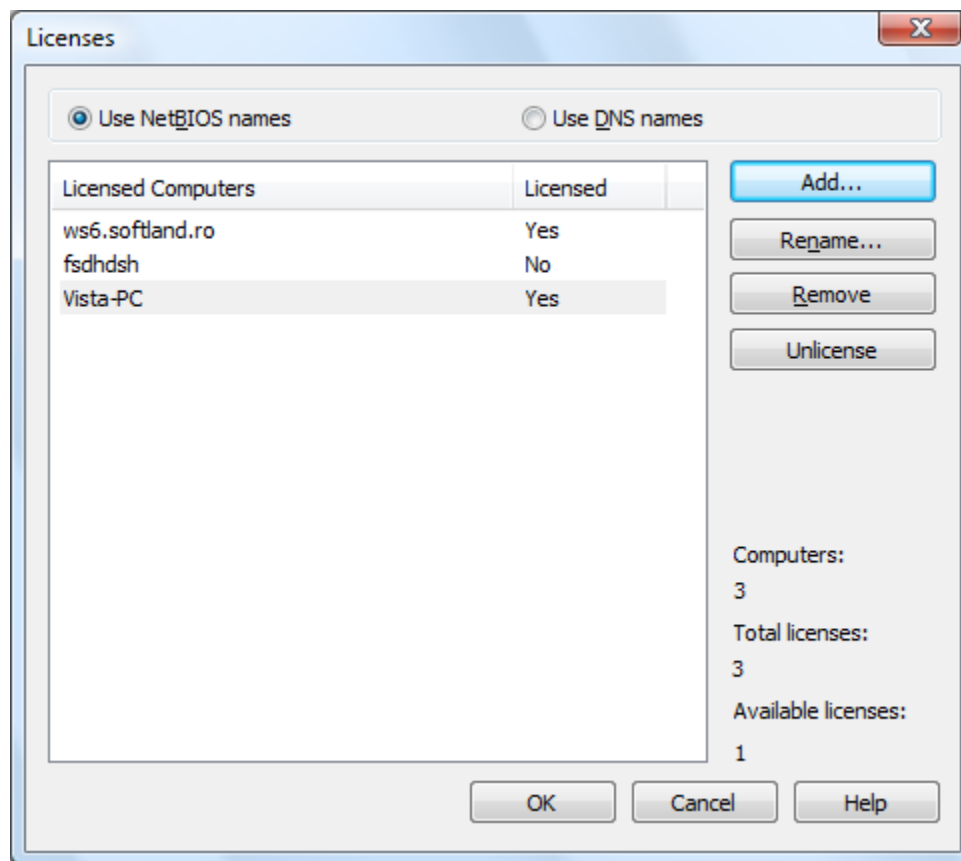
2.2.12.3 Licenses

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

2.3.2 How to use private profiles

Private profiles are available both with the desktop and with the server licensing. They are visible only on the computer where they were created and they are kept in the registry. With private profiles, the generated PDF files are always sent back to the computer that initiated the print job.

You can create different private profiles, each with its own settings for page size, resolution, fonts, compression, document info, save settings and other. You can later use them to quickly change the desired print settings, simply by selecting the active profile.

The profiles are distinct for each computer user, they are saved individually for users.

You might define different profiles depending on the application you are printing from. For instance you might define a profile for printing text documents, a different profile for images, and a different profile for printing drawings.

A default private profile is automatically created when you first install the software. Afterwards, you can add new profiles, modify existing ones and also delete profiles from the Profiles page of the Printing Preferences window.

2.3.3 How to use public profiles

Public profiles are available with the server licensing. They are visible from all client computers. You are only allowed to create public profiles on the printer server. The public profiles are updated on from the printer server when an application prints to the printer client or when the Printing Preferences window of the printer client is opened.

You should use public profiles if you want to configure printing options that can be used by all computers in your network. For instance, you can configure a common folder where all client computers will save the PDF files.

Public profiles have a flag called **Allow changes on client computers**. If this flag is set, the settings in the public profile can be overwritten on client computers. You can keep for instance all changes regarding security, bookmarks, compression from the public profile and override on the client the PDF file name or the PDF page sizes.

Index

- A -

- Access permission 25
- Active profile 45, 55
- Add profile
 - Private profile 45
 - Public profile 45
- Allow changes 43
- Author 24

- B -

- Bookmarks
 - Add 29
 - Detect 29
 - Edit 29
 - Open to level 29
 - Remove 29
 - Use levels 29
- Border
 - None 27
 - Rectangle 27
 - Underline 27

- C -

- Command line
 - Install 9
 - Parameters 9
 - Silent install 9
 - Uninstall 9
- Compression 19
- Configure email 40
 - BCC 42
 - CC 42
 - From 42
 - To 42
- Conversion 19
- Copy profile 47
- Current user 55
- Custom forms 15

- D -

- Default email client 40
- Definitions list 30
- Detect
 - File name 27
 - Link 27
 - URL 27
- Detection options
 - Color 30
 - Font 30
 - Size 30
 - Style 30
- Display options 30
- Document Information 24
- Downsampling 19

- E -

- Edit bookmark 30
- Email
 - Send 40
 - Zip attachment 40
- Embed fonts 22
- Encryption
 - 128 bits 25
 - 40 bits 25
 - High level 25
 - Low level 25
- Export profiles 48

- F -

- Features summary 11
- Fonts 22

- G -

- Graphic
 - Resolution 13
 - Scale 13
- Graphics 19

- I -

- Import profiles 47
- Install
 - Command line 8
 - Network 8
- Introduction 6

- J -

- JPEG 19

- K -

- Keywords 24

- L -

- Language 49
- Languages
 - Select 49
- Links 27
- Local files 27

- M -

- Margins
 - Bottom 16
 - Left 16
 - Right 16
 - Top 16
- Match bookmark 29
- Metadata 24
- Multiline bookmarks 29

- N -

- Network printing 55

- O -

- Optimization 19
- Orientation
 - Landscape 13

- Portrait 13
- Override 43, 55

- P -

- Page settings 13
- Page size
 - Customize 13
 - Height 13
 - Manage 13
 - Predefined 13
 - Width 13
- Password protect 25
- PDF viewer
 - Layout 24
 - Magnification 24
- Permissions 25
- Predefined forms
 - A3 15
 - A4 15
 - A5 15
 - A6 15
 - B4 15
 - B5 15
 - Envelope 15
 - Executive 15
 - Folio 15
 - Legal 15
 - Letter 15
 - Note 15
 - Quarto 15
 - Statement 15
 - Tabloid 15
- Preview 13
- Printer server 55
- Private profiles 43, 55
- Producer 24
- Profiles
 - Copy 43
 - Delete 43
 - New 43
 - Rename 43
 - Reset 43
- Public profiles 43, 55

- Q -

Quality

Image 19

Text 19

- R -

Reduce size 19

Regional settings 49

Registry 55

Requirements 8

- S -

Secure connection 41

Security settings 25

Set active 43

Shared settings 55

SMTP 42

SMTP server

Authentication 41

Port 41

SSL 41

Subject 24

Subsets 22

- T -

Terminal services 8

Title 24

Translator 49

- U -

Uninstall 8

Units 13, 16

URL 27

- Z -

ZIP 19

Zoom

Align 16

Center 16