



**novaPDF**

Paperless office solutions

# **novaPDF User Manual**

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# novaPDF User Manual

for novaPDF version 8

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*by Softland*

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# Table of Contents

<b>Part I</b>	<b>novaPDF</b>	<b>6</b>
1	<b>Installing novaPDF</b>	<b>6</b>
	System requirements	6
	What edition to choose?	6
	Feature matrix	8
	<b>Activate</b>	<b>10</b>
	Free Trial	12
	Online Activation	13
	Manual Activation	14
2	<b>Using novaPDF</b>	<b>17</b>
	<b>Introduction</b>	<b>17</b>
	<b>Create PDF from any application</b>	<b>22</b>
	Select profile	25
	Standard save dialog	26
	Change Document Information	29
	Change Passwords	30
	Change Recipient	30
	Simple save dialog	31
	<b>Create PDF from Office applications</b>	<b>32</b>
	Create PDF from Microsoft Word	32
	Create PDF from Microsoft Excel	36
	Create PDF from Microsoft PowerPoint	39
	Create PDF from Microsoft Publisher	42
	Create PDF from Microsoft Visio	45
	Create/merge multiple documents	48
	Create PDF	49
	<b>About</b>	<b>50</b>
3	<b>Configuring novaPDF</b>	<b>52</b>
	<b>Printing Preferences</b>	<b>52</b>
	Settings	52
	Manage Forms	54
	About	57
	Language	58
	Updates	58
	<b>Printer Manager</b>	<b>60</b>
	Printers	60
	Profiles	61
	Licenses	62
	About	63
	Activate	64
	Free Trial	66
	Online Activation	67
	Manual Activation	68
	Deactivate	71
	<b>Profile Manager</b>	<b>73</b>
	General	76

File saving options	79
After save action	83
Emails	84
Email	85
Recipient	86
Template	87
SMTP Server	89
Document	90
Add document information	91
PDF Viewer options	92
Fonts	94
Fonts embedding	95
Graphics	97
Content compression	99
Convert images	100
Downsample images	102
Bookmarks	103
Bookmarks configuration	104
Security	107
Security options	107
Other	109
Link formatting	110
Advanced	112
Watermarks, overlays, signatures	113
Manage Presets	116
Save	116
After Save	121
Emails	124
Recipients	127
Templates	130
SMTP Servers	133
Document	137
View	139
Fonts	143
Compression	146
Conversion	150
Downsampling	152
Bookmarks	155
Security	160
Links	163
Advanced	166
Image Watermarks	169
Text Watermarks	173
Overlays	177
Signatures	182
Borders	188
About	190
Import Profiles	192

novaPDF

**Part**



# 1 novaPDF

## 1.1 Installing novaPDF

### 1.1.1 System requirements

To install novaPDF you need administrator rights and one of the following operating systems:

- Windows 8/8.1
- Windows 8/8.1 (64-bit)
- Windows 7
- Windows 7 (64-bit)
- Windows Server 2012
- Windows 2008 Server
- Windows 2008 Server (64-bit)
- Windows Vista
- Windows Vista (64-bit)
- Windows 2003 Server
- Windows 2003 Server (64-bit)
- Windows XP SP3 (32-bit)

novaPDF requires .NET framework installed (version 4). If it's not already installed, it will prompt the installation of .NET during the setup. Installation of novaPDF will resume automatically after the framework is installed.

It needs approximately 125MB of free space.

### 1.1.2 What edition to choose?

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

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

Main features:

- **PDF Linearization** - this give you the option to create PDF files optimized for loading on webpages (fast web view).
- **PDF/A Compliance**. Creates PDFs compliant with PDF/A-1a and PDF/A-1b specifications.
- **Merge PDF Files**. Append or insert content to an existing PDF file.
- **Document Information**. Include title, author, keywords in your PDF file.
- **PDF Viewer Options**. You can control how the PDF file will be displayed after it's generated in the default PDF viewer.
- **Custom Save Options**. Configure it to use predefined save settings.
- **After Save Actions**. Custom actions can be defined to be performed after the PDF was successfully generated.
- **Create Private Profiles**. Define different profiles for future use, each with its own printing settings.
- **Import/Export Profiles**. The printing profiles can be exported or imported into different installations.

- **Predefined/Custom Page Sizes.** Choose a default page size (like Letter, Legal, A3, A4, A5, A6, ...) or define your own.
- **Fonts embedding and font subsets embedding** - Fonts (TrueType, OpenType and Type1) can be embedded in the PDF file to ensure perfect portability.
- **Multi-language support** - choose a language for the user interface
- **Network printer sharing** - can be installed on one computer in a network environment and used by any other computer in that network.
- **Save PDF to Server** - can save the PDF from a client computer directly to the server.
- **Public Profiles** - Define profiles on the server computer and they will automatically be propagated to all client computers.
- **Add-ins for Microsoft Office.** novaPDF installs several add-ins for Microsoft® Office applications (Word, Excel, PowerPoint, Publisher, Visio) that allows one-click conversion to PDF.
- **PDF Bookmarks** - it can detect the headings in the printed document and add bookmarks in the generated PDF files. You have to define the text attributes for the document headings (font, size, style, color) and for the generated bookmarks.
- **Create PDF links** - recognizes links to files and formatted URLs (starting with "http://", "www", "mailto:" or "ftp://") visible in the original document, and creates them in the generated PDF file as links, so they can be opened by clicking them in the PDF viewer.

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

- **Graphics options** - You can compress, downsample or convert text and graphics to reduce PDF size.
- **PDF Watermarks** - You can define multiple image watermarks and add them to individual pages or the entire PDF document.
- **Page Left, Right, Top and Bottom Margins** - You can set a margin region that will remain empty when printing.
- **Page zoom (1%-400% zoom factor)** - You can zoom a page if you need advanced settings of how the document should be positioned on the PDF page.
- **Network printer sharing** - can be installed on one computer in a network environment and used by any other computer in that network.
- **Save PDF to Server** - can save the PDF from a client computer directly to the server.
- **Public Profiles** - Define profiles on the server computer and they will automatically be propagated to all client computers.

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

- **Digitally sign PDF files** - you will be able to apply digital signatures to generated PDF files.
- **40 bit/128 bit encryption** - full 40-bit and 128-bit encryption is supported by novaPDF Professional and the user is able to control whether the PDF can be viewed, printed, modified, annotated or if it should permit copying/pasting content from it.
- **Send PDF via email** - once created, the PDF file can be automatically sent via email to different recipients, either using the default email client or directly from the application (using SMTP configuration). Additionally you can choose to zip the PDF and send it as attachment.
- **PDF Overlay** - this allows adding the content of the document currently being printed via novaPDF Professional as the background or foreground of an existing PDF file, with options to customize the position of that added content.

- **Network printer sharing** - can be installed on one computer in a network environment and used by any other computer in that network.
- **Save PDF to Server** - can save the PDF from a client computer directly to the server.
- **Public Profiles** - Define profiles on the server computer and they will automatically be propagated to all client computers.

### 1.1.3 Feature matrix

Detailed feature matrix for novaPDF Lite, Standard and Professional editions. The Professional edition has all the features enabled while the Standard and Lite editions have fewer features.

Feature	novaPDF Lite	novaPDF Standard	novaPDF Professional
Print from any Windows application	✓	✓	✓
Free updates (for minor versions)	✓	✓	✓
Free technical support	✓	✓	✓
novaPDF Add-ins for Microsoft Office	✓	✓	✓
General - PDF/A-1a and PDF/A-1b compliance	✓	✓	✓
General - PDF Linearization (create PDFs optimized for the web)	✓	✓	✓
General - Change PDF version (switch between PDF 1.3, 1.4, 1.5, 1.6 and 1.7)	✓	✓	✓
General - Save PDF to Local or Server	✓	✓	✓
General - Prompt standard Save dialog	✓	✓	✓
General - Prompt simple save dialog	✓	✓	✓
General - After save actions	✓	✓	✓
General - Append/Insert content in existing PDF files (merge PDFs)	✓	✓	✓
General - Automatic actions in case of name conflicts	✓	✓	✓
Emails - Send email after creating PDF (with/without the PDF file attached)	✗	✗	✓
Emails - Add cc/bcc addresses, change zip extension and delete PDF after send	✗	✗	✓
Emails - Create email templates (with custom subject, content, attachments)	✗	✗	✓

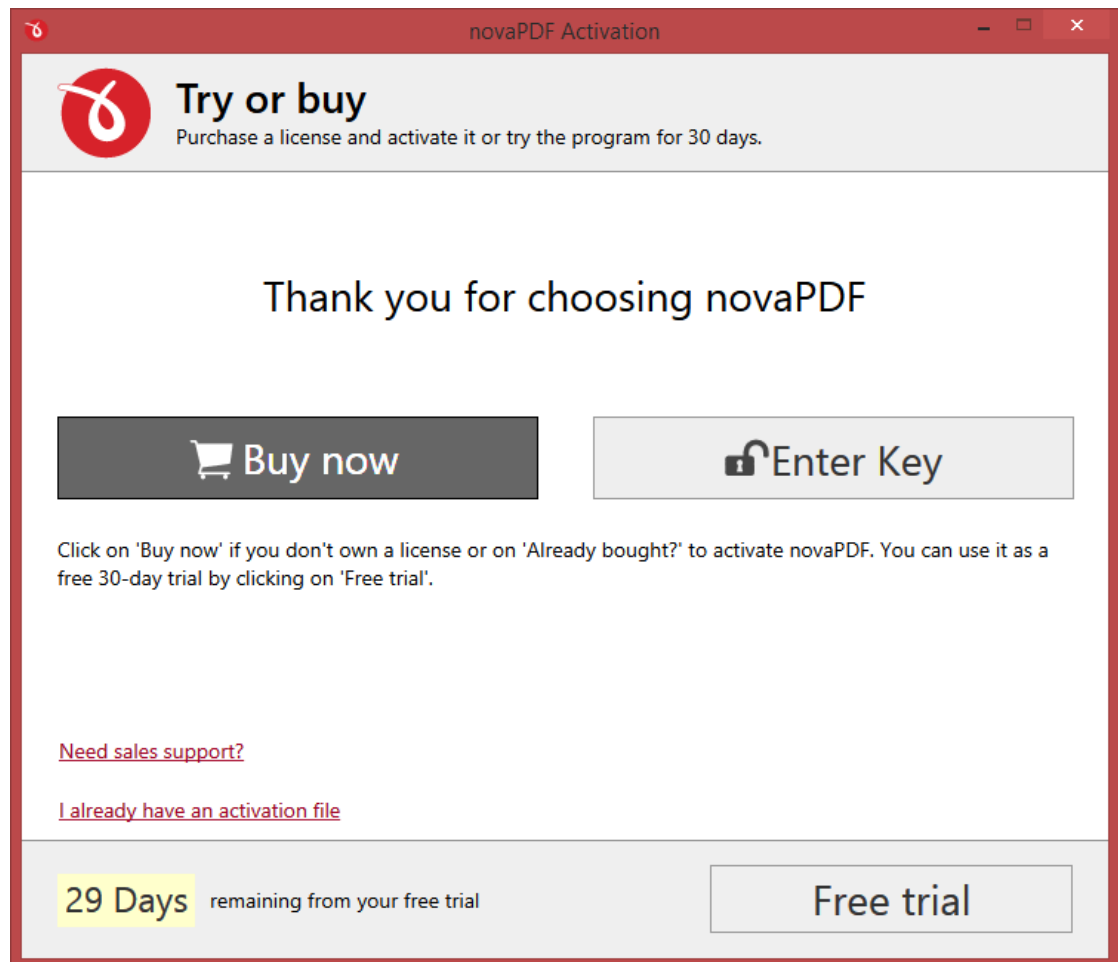


Emails - Add regular/zipped attachments (PDF or other files)	✗	✗	✓
Emails - Send using email client or SMTP server (predefined SMTP settings for popular providers)	✗	✗	✓
Emails - Use SSL/TLS encrypted connection	✗	✗	✓
Document - Set info (Title, Subject, Author, Keywords, Creator)	✓	✓	✓
Document - Manage PDF viewer options	✓	✓	✓
Document - Extended PDF viewer options (transition effects, possibility to hide menubar/toolbars/user interface elements)	✓	✓	✓
Document - Set PDF viewer page layout	✓	✓	✓
Document - Set page scaling and zoom	✓	✓	✓
Document - Set transition effects and direction	✓	✓	✓
Fonts - Embed all used fonts	✓	✓	✓
Fonts - Embed only font subsets	✓	✓	✓
Fonts - Force embedding of protected fonts	✓	✓	✓
Fonts - Always/Never embed list	✓	✓	✓
Graphics - Content compression (text and graphics)	✗	✓	✓
Graphics - Image conversion (convert to grayscale/monochrome)	✗	✓	✓
Graphics - Image downsampling	✗	✓	✓
Bookmarks - Predefined bookmark detection	✓	✓	✓
Bookmarks - Set number of level, open to level	✓	✓	✓
Bookmarks - Multiple headings definitions	✓	✓	✓
Bookmarks - Detect by font, size, style, color	✓	✓	✓
Bookmarks - Show in different style and color	✓	✓	✓
Security - Encryption level (40-bit or 128-bit)	✗	✗	✓
Security - Predefined document permissions	✗	✗	✓
Security - Password protection (user, owner)	✗	✗	✓

PDF Links - Detect visible URLs and local files	✓	✓	✓
PDF Links - Customize appearance	✓	✓	✓
Layout - Use predefined forms or define custom ones in landscape or portrait orientation	✓	✓	✓
Layout - Add image/text PDF watermarks	✗	✓	✓
Layout - Fully customize layout of resulting PDF file (set anchors, margins, size, aspect ratio, transformation tools)	✗	✓	✓
Layout - Predefined watermark templates (confidential, draft, date/time, page index)	✗	✓	✓
Layout - Enable overlay with existing PDF file	✗	✗	✓
Layout - Actions in case overlay file is shorter	✗	✗	✓
Layout - Add PDF Signatures	✗	✗	✓
Layout - Use system/file certificate for PDF signatures	✗	✗	✓
Layout - Customize display options for PDF signatures	✗	✗	✓
Multiple private/public profiles	✓	✓	✓
Show Select Profile dialog when printing	✓	✓	✓
Multiple translations for the interface	✓	✓	✓
License/unlicense single or multi users (with support for NetBIOS or DNS names)	✓	✓	✓
Share as network printer	✓	✓	✓
Use through Remote Desktop Connection	✓	✓	✓
Use with Terminal Services	✓	✓	✓
Driver certification for Windows 7/8	✓	✓	✓

### 1.1.4 Activate

Activation allows verifying that your copy of novaPDF is genuine and that it hasn't been used on more computers than the number of licenses purchased. It prevents this way software counterfeiting (intentional or unintentional).



### Buy Now

If you don't own a product key for novaPDF and want to purchase one click on the Buy Now button. This will open the browser and allow you to buy a license. To test the application before purchasing it, click on the **Free trial** button instead to try it for 30 days without paying.

### Enter Key

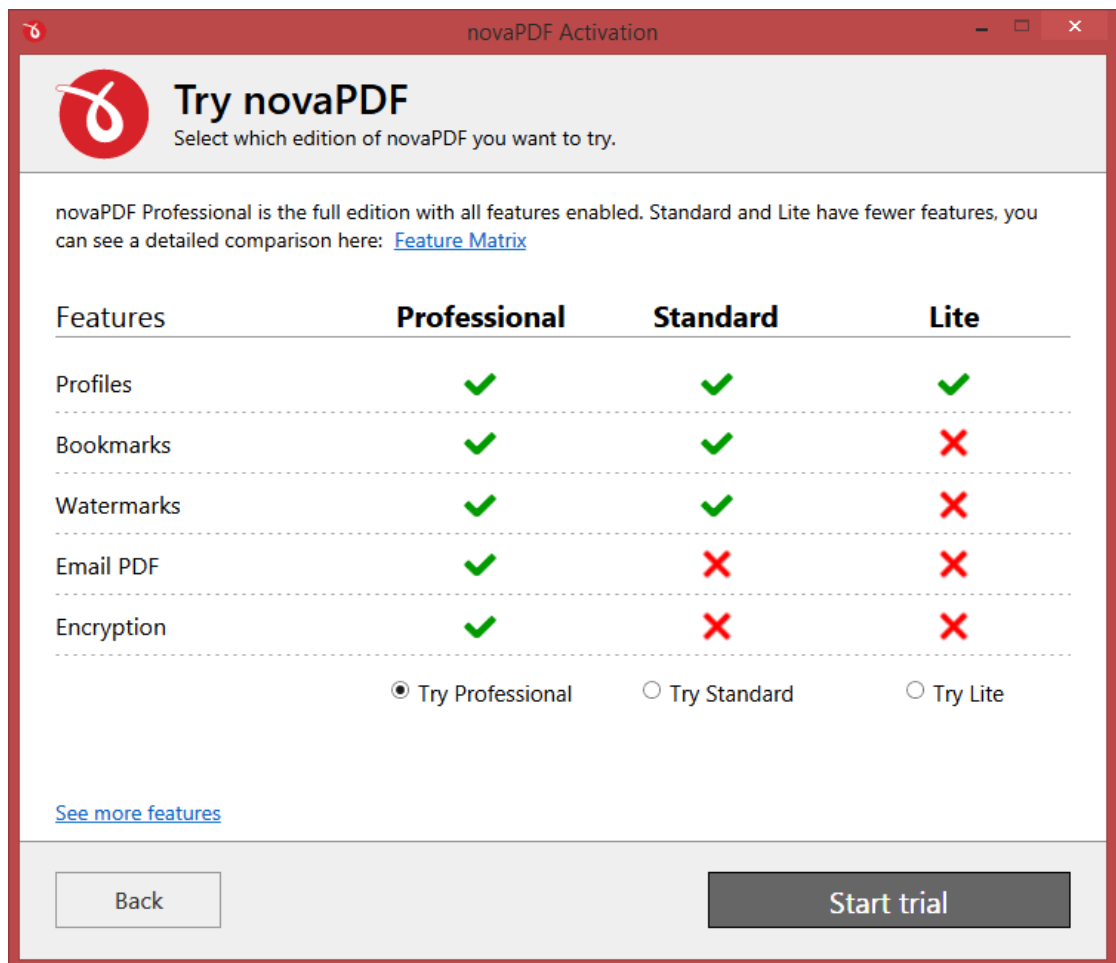
After purchasing a novaPDF license you will receive an email that contains your **Product key**. To start using the application you'll have to validate the registration details by clicking on **Enter Key** and follow the activation steps, where you will be able to activate online or manually.

### Free Trial

Before purchasing a license and activating it online you have the option of running a trial version of novaPDF. The trial version has the same features as the paid version, with the exception that when creating a PDF file with the trial you'll get a notice in the footer of each page of the PDF. This notice will not be included anymore if you pay for and activate the full version. Click on the Free Trial button to continue with the selection of editions.

### 1.1.4.1 Free Trial

You can use novaPDF as a trial before deciding to purchase a license. The trial lasts for 30 days and during this period of time you have the same features as the paid version. However, during the trial, you will see a footer notice on each page of the PDF files created. This notice will not show if the program is paid for and activated.



#### Select Edition

You have the option of choosing one of the three editions available for evaluation: Professional, Standard and Lite. While Professional has all the features enabled, Standard and Lite editions have limitations. To see the differences between each edition visit the Feature Matrix section. Once you click on an edition the trial window will close and you can begin the evaluation. You will see how many days are left from the evaluation on the main activation window or on About.

After the trial period will be over you won't be able to continue using the program unless you purchase a license and activate it. If you purchase a license before the trial expires you can enter it anytime and activate the license without waiting for the trial to finish.

### 1.1.4.2 Online Activation

After purchasing a novaPDF license you will receive an email that contains your registration **Name** and **Product key**. To continue using the program you must activate it online and validate the licensing details.

novaPDF Activation

**Activation**  
Purchase a license and activate it to continue using the program.

Enter your details and click on 'Activate Online' to finalize the process. If no Internet connection is available click on 'Manual Activation'. To keep your current licensing status click 'Cancel Activation'.

**Product key**

**Name** **Quantity**

**Comments:**

WS-17

**Activate**

[What is activation?](#)

Cancel activation

After you receive an email with your registration details open it and then enter the information in the corresponding fields, as indicated below:

- **Product key.** It is a group of characters separated by dashes, included in the email with the licensing details. You have to copy and paste it in here.
- **Name.** You should enter the name you want this copy to be licensed under (i.e. your company name, your own name).
- **Quantity.** If you purchased just a single license leave this field as it is with its default value. However, if you purchased several licenses and want to activate them on the current computer, enter here the amount you want activated (has to be lower than or equal to the quantity you have purchased).
- **Comments.** This is an optional field, you can enter here additional comments regarding this activation. These comments will be shown in the online account so it is a way for you to remember why you activated a license and where you activated it (doesn't affect the

activation in any way no matter what text you enter here).

Once you've added all the required information press the **Activate** button to complete the activation. **An active Internet connection is required to activate online.** If the computer is not connected to the Internet or there's a problem connecting via the Internet (i.e. a firewall that prevents external access) you will receive a notification and the possibility to continue with a **Manual** activation.

If the licensing information is valid, you will get a confirmation message saying the application has been successfully activated. If the information in one of the fields is not correct you'll receive an error and you'll have to retry the activation after correcting it.

After you close the the confirmation message, you can see your licensing details on the **About** page with additional options to *Change registration key, Reactivate, Deactivate application* and *Register online*.

If you lost your product 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.

### 1.1.4.3 Manual Activation

After purchasing a novaPDF license you will receive an email that contains your **Product key**. To continue using the program you must activate it and validate the licensing information. The easiest way is to use the Online Activation option, however if for some reason you don't have Internet access on the computer where you've installed novaPDF you can choose the **Offline/Manual Activation** process.

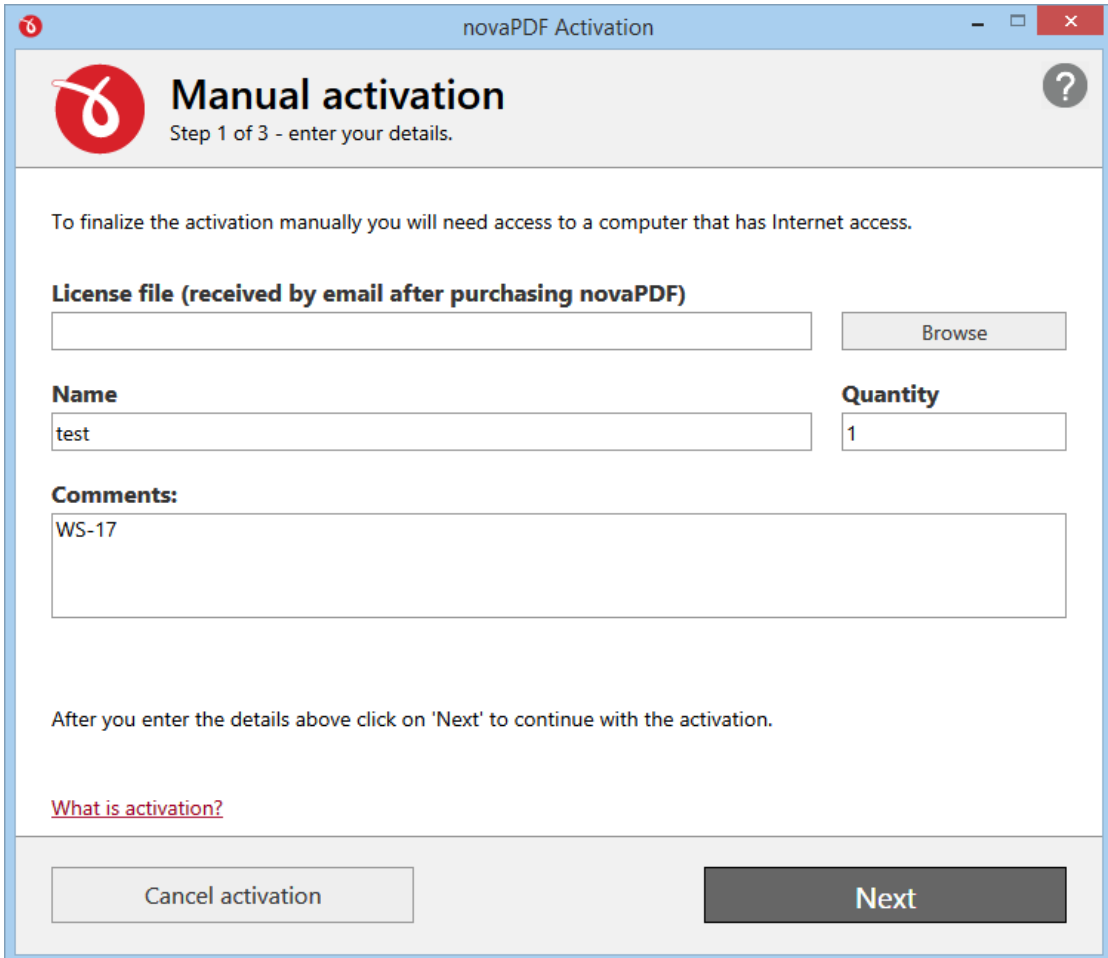
The process to activate the software manually requires that you download a file generated by novaPDF, load it on an USB stick (or any portable device), go to a computer that has internet access and upload the file on our servers, then download the response activation file and use it on the computer where you want to manually activate it.

#### STEP 1

---

The first step allows you to generate and download an activation request file. You will have to enter the following details (based on the licensing email you receive after you purchased the application):

- **License file.** The licensing email has attached a license file called **License.lic** You will need to save it locally then click on the Browse button to locate it.
- **Name.** You should enter the name you want this copy to be licensed under (i.e. your company name, your own name).
- **Quantity.** If you purchased just a single license leave this field as it is with its default value. However if you purchased several licenses and want to activate them on the current computer, enter here the amount you want activated (has to be lower than or equal to the quantity you have purchased).
- **Comments.** This is an optional field, you can enter here additional comments regarding this activation. These comments will be shown in the online account so it is a way for you to remember why you activated a license and where you activated it (doesn't affect the activation in any way no matter what text you enter here).



The screenshot shows a window titled "novaPDF Activation" with a sub-header "Manual activation" and "Step 1 of 3 - enter your details." The window contains the following elements:

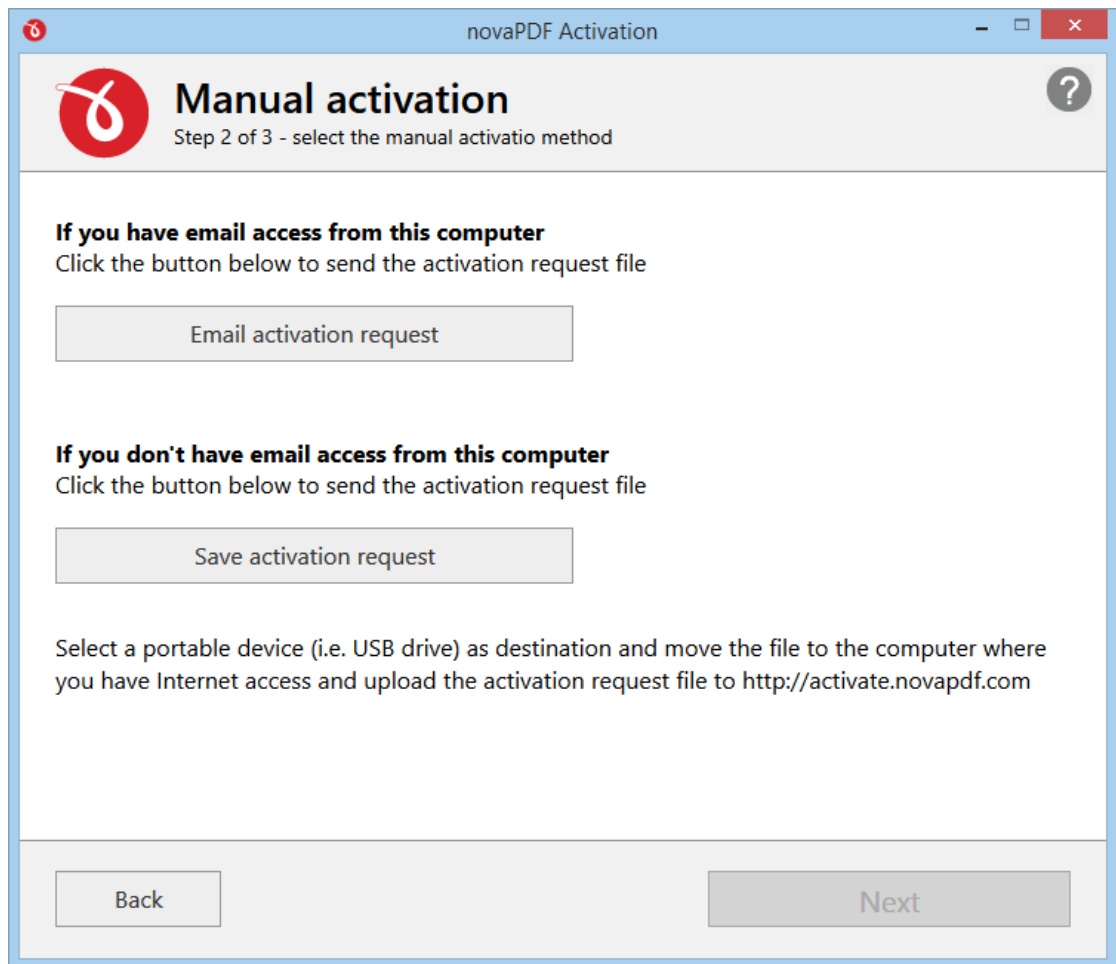
- A red circular logo with a white stylized 'n'.
- Text: "To finalize the activation manually you will need access to a computer that has Internet access."
- A section titled "License file (received by email after purchasing novaPDF)" with an empty text input field and a "Browse" button.
- A table with two columns: "Name" and "Quantity". The "Name" field contains "test" and the "Quantity" field contains "1".
- A section titled "Comments:" with a text area containing "WS-17".
- Text: "After you enter the details above click on 'Next' to continue with the activation."
- A link: "[What is activation?](#)".
- Two buttons at the bottom: "Cancel activation" and "Next".

Click on the **Next** button to continue the manual activation process, or on **Cancel activation** if you want to stop the activation process.

## STEP 2

Click on the **Email activation request** button if you have an internet connection on the current computer, or on the **Save activation request** button if you don't have an internet connection. If you choose the *save the activation request* option, you'll be prompted to save a manual activation request file on your computer. Click **Next** after saving or emailing the request.

You have to move that file to a computer where you have an active internet connection. Write down the url that is mentioned under the *Save activation request* button as that's where you'll need to load the activation file: <http://activate.novapdf.com>

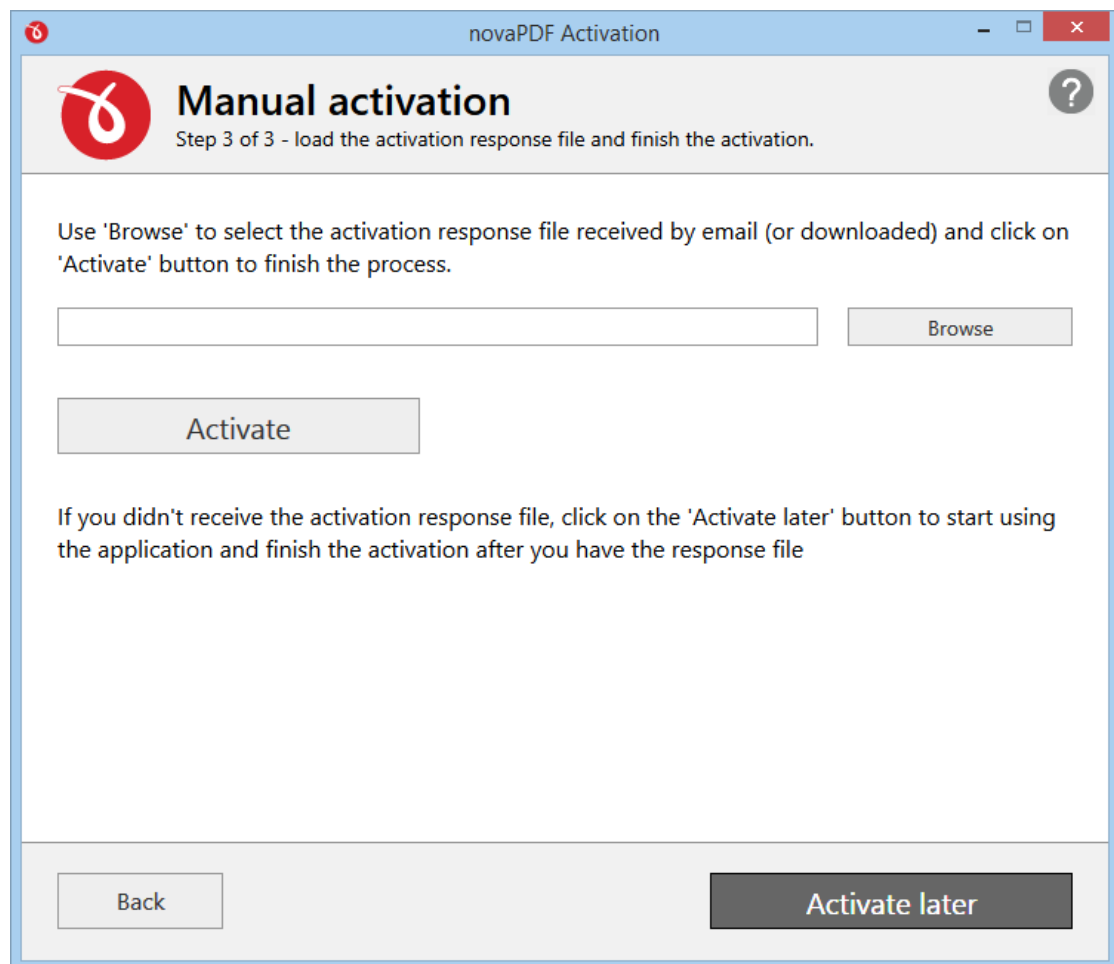


### STEP 3

From the computer where you have an internet connection compose a new email message and attach the activation request file obtained previously or visit the activation url and upload the file on our server. You will receive an email reply (or download one if using the website method) with an activation response file that you need to move to the computer that's being activated manually.

The activation file that you received previously needs to be loaded on the last step of the **Manual Activation** window (if you closed the window in the meantime, just start the application again and from the main activation window click on I already have an activation file link in the lower left corner). Click on the **Browse** button and select the activation response file. Once you've selected this click on **Activate** to finish the process.





## 1.2 Using novaPDF

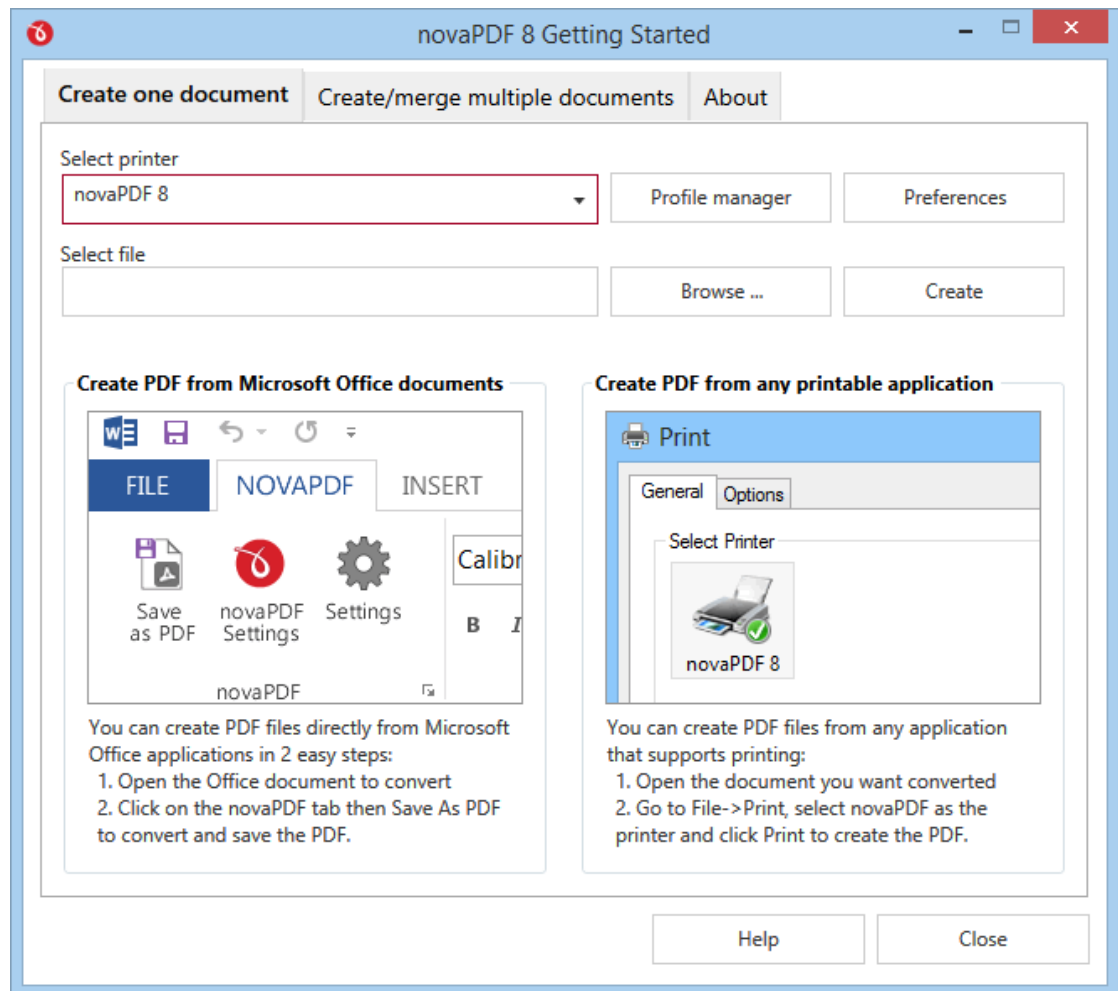
### 1.2.1 Introduction

With novaPDF you can create PDF files in several ways: using the **novaPDF Start page**, the **add-ins for Microsoft Office** or printing directly to the **novaPDF driver**.

#### **NOVAPDF START PAGE**

This start page can be opened from the program's start group. In Windows 8 type *novaPDF* on the *Start* page and click on novaPDF from *Apps* to open it. In Windows 7 or previous go to *Start->Programs->novaPDF* and click on the executable file called novaPDF.

The novaPDF start page will let you quickly convert a document to PDF by selecting the document and clicking on **Create**. However, it will use the default settings of novaPDF to create the PDF file. So, if you need those changed either modify them before creating the PDF or create the PDF by printing it directly to the novaPDF printer driver.



### Create one document

The **Create one document** tab is selected by default when you first open the application. Using the options here you can convert a single document to PDF at a time. If you want to convert or merge multiple documents at once (batch/bulk conversion), click on the **Create/merge multiple documents** tab.

To convert a file to PDF in the *Select file* field enter the path to the document you want converted into PDF or use the **Browse** button to select it. Once you selected the document click on the **Create** button. This will start the application associated with the document you selected and will ask you where to save the PDF file.

Optionally you can click on the *Profile Manager* or *Preferences* buttons to change the default conversion settings for the currently selected printer. Profile Manager allows you to define new PDF conversion profiles (i.e. adding watermarks, bookmarks, signatures) while the Preferences window will allow you to do basic setting changes such as modifying the page size, graphic resolution or choosing a default profile for printing.

This start page also contains some details on how you can create PDF files. These are only informative and offer the user more information about the other options that can be used to create

PDF files.

Using novaPDF start page to create PDF files - advantages:

- **Quick access.** The start page is quickly accessible from the novaPDF start menu group. Simply type for *novaPDF* in Windows 8's *Start* page and click on **novaPDF** from the *Apps* results, or click on the **Windows** button, go to *Start->Programs->novaPDF* group and click on the executable file in Windows 7 or previous. This will launch the start page and let you select a document to convert to PDF.

Using novaPDF start page to create PDF files - disadvantages:

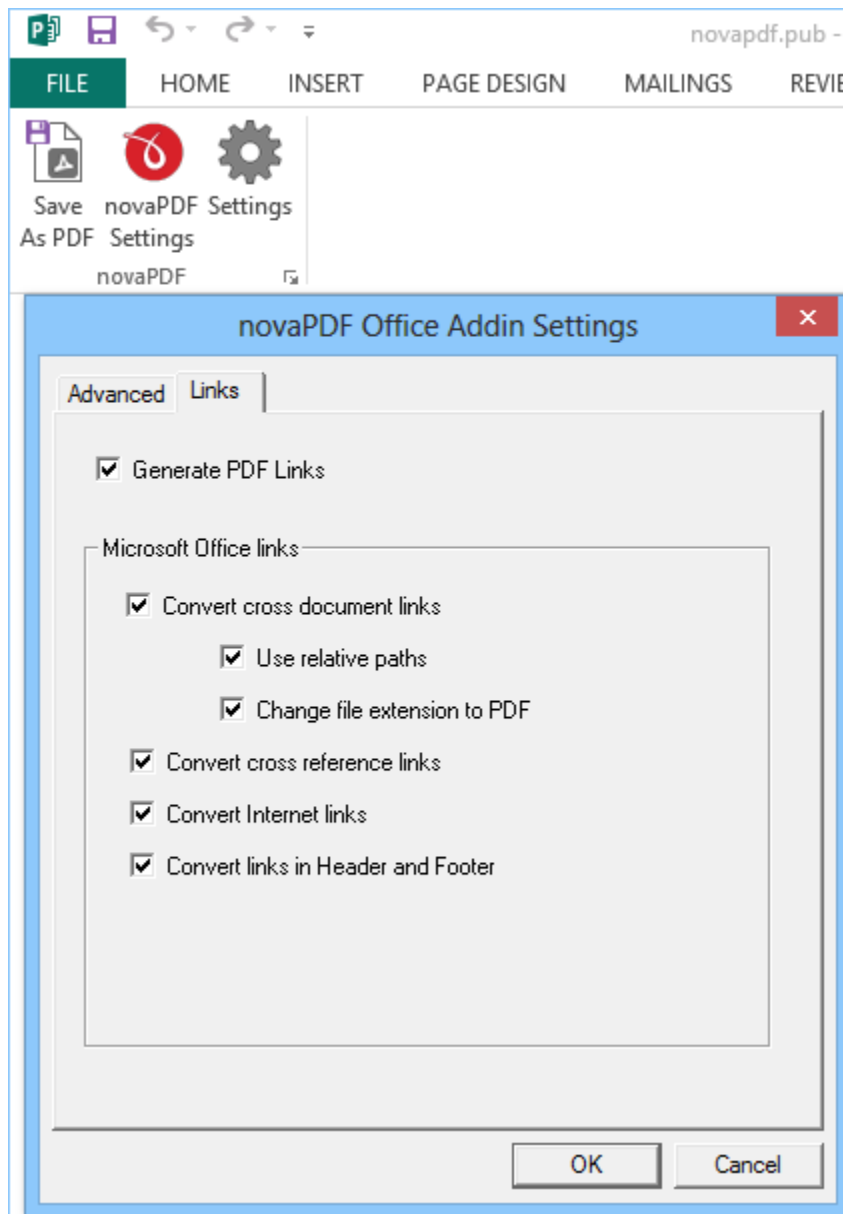
- **Difficult to change preferences.** The start page is meant for quick access to convert a document. Thus it will use the default settings of the novaPDF printer for creating the PDF files. In order to use custom settings, you'll have to change those before the printing.
- **Convert hidden hyperlinks.** It can convert only visible links in the PDF document (i.e. [www.novapdf.com](http://www.novapdf.com) will be converted, but not [novapdf.com](http://novapdf.com)), unlike the **novaPDF add-ins for Microsoft Office** (which can convert hidden hyperlinks too).

### Create/merge multiple documents

The **Create one document** option allows you to convert to PDF only a single document at a time. However you can also batch/bulk convert Office documents to PDF or merge multiple documents from different sources in a single one. All you need to do is click on the **Create/merge multiple documents** tab then add the files you want converted. Once you've added all the files, click on **Create PDF** to generate the PDF file (you can either create an individual PDF for each document, or a single one where all documents are merged). You can read more about the bulk conversion here: [Create/merge multiple documents](#)

### ADD-INS FOR MICROSOFT OFFICE

During installation novaPDF gives the option to install add-ins for Microsoft Office applications. By default is checked and it will add in the supported Microsoft Office applications (for now is available in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher and Microsoft Visio) another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.



Using **add-ins for Microsoft Office** to create PDF files - advantages:

- **Converts hidden hyperlinks.** When the Office document contains a hyperlink (clickable text that points to an external site or file) that can be converted to a clickable active link in the resulting PDF document too. The other two methods for creating PDF files with novaPDF cannot convert hidden hyperlinks (only visible ones).
- **Easier bookmark conversion.** When converting a document created with Microsoft Word to a PDF using the add-in, you have the option to automatically detect bookmarks and add them in the PDF too. This means that you don't have to define any bookmark rules for the conversion, as needed when printing directly to the printer driver.

Using **add-ins for Microsoft Office** to create PDF files - disadvantages:

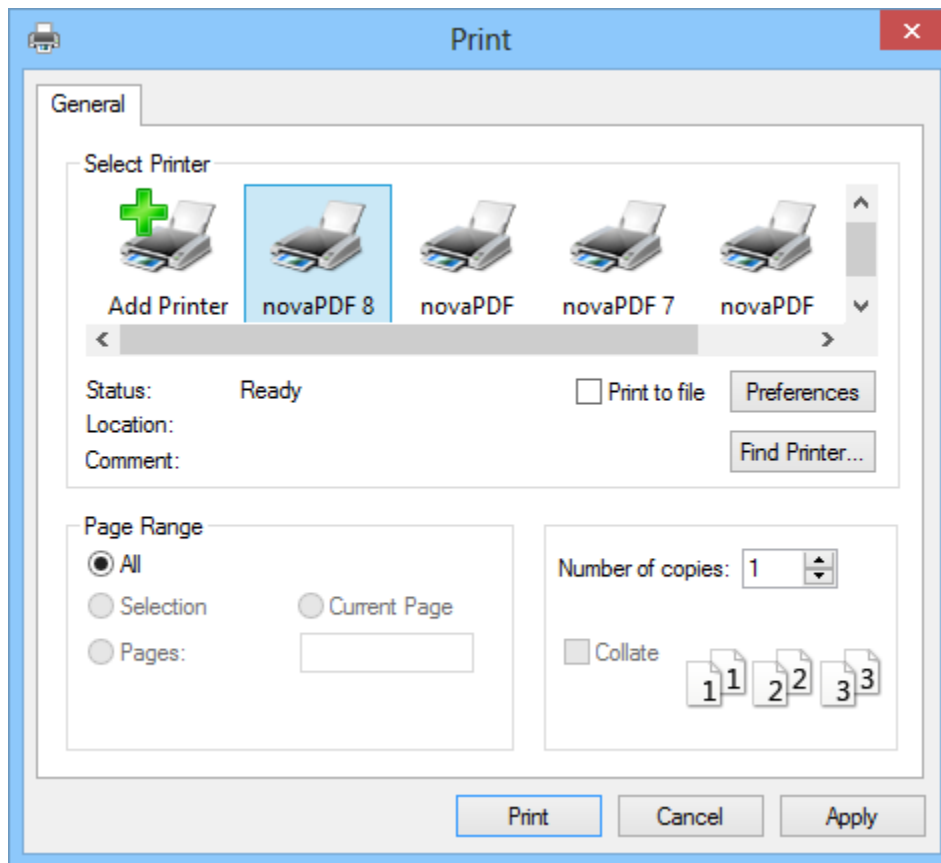
- **Office applications only.** The add-ins work only with Microsoft Office applications, so it cannot be used from other applications.

Read more about novaPDF add-ins for Microsoft Office on the [Create PDF from Microsoft Word](#),

Create PDF from Microsoft Excel, Create PDF from Microsoft PowerPoint, Create PDF from Microsoft Publisher and Create PDF from Microsoft Visio sections.

## NOVAPDF DRIVER

The previous two options mentioned for creating PDF files rely on the novaPDF printer driver, as this is the program that actually does the conversion. novaPDF is installed as a virtual printer, so it will be shown as an actual printer in the *Printers* list. This means that you can create PDF files from any application that allows printing if you "print" that document to the novaPDF printer driver. This is done in the same way you would print to a regular printer, meaning you have to open the document, go to *File->Print*, **select novaPDF** as the printer and then click on **Print**.



Using novaPDF printer driver - advantages:

- **Converts to PDF from any applications.** It will let you convert to PDF any type of document that supports printing. The conversion is done in the same way you would print to a regular printer, just that instead of the regular printer you'll have to select the novaPDF printer driver.

Using novaPDF printer driver disadvantages:

- **Convert hidden hyperlinks.** It can convert only visible links in the PDF document (i.e. [www.novapdf.com](http://www.novapdf.com) will be converted, but not [novapdf.com](http://novapdf.com)), unlike the novaPDF add-ins for Microsoft Office (which can convert hidden hyperlinks too).

Read more about novaPDF printer driver on the Create PDF from any application section.

## 1.2.2 Create PDF from any application

### Creating PDF Files

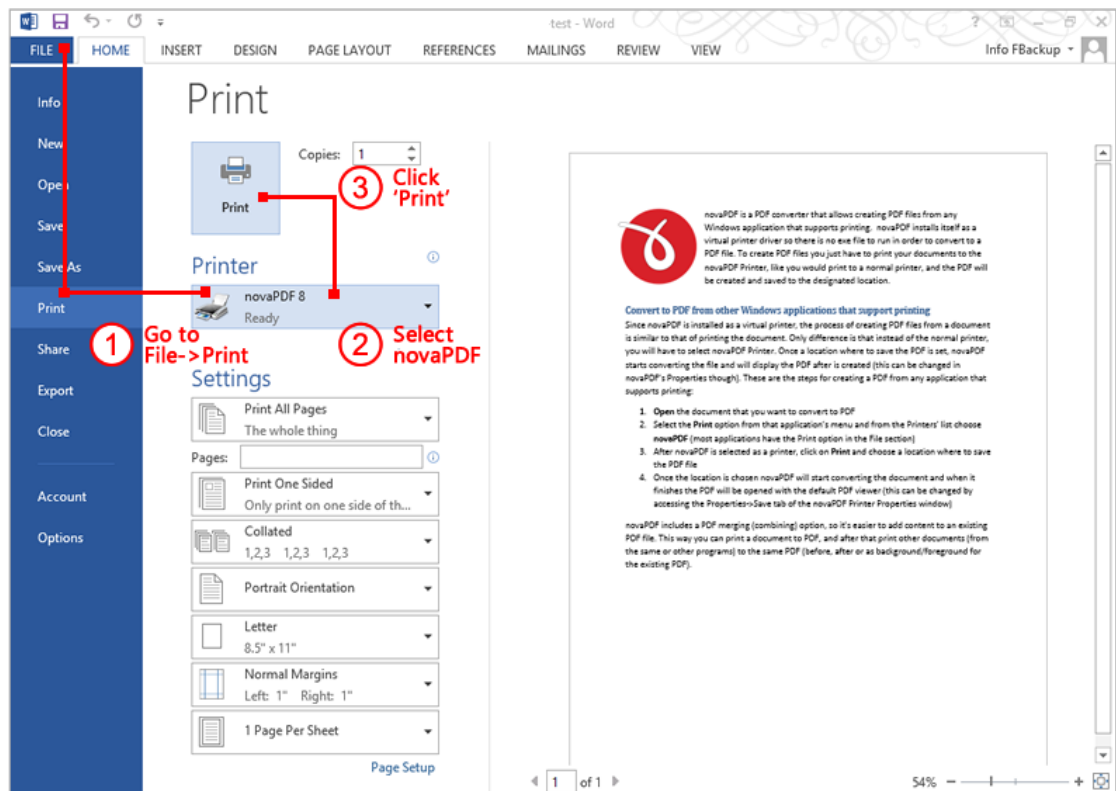
novaPDF installs itself as a virtual printer driver. To create PDF files from any application, you just have to print your documents to the novaPDF like you would print to a normal printer, or you can start the *novaPDF Start page* from the program group, **Browse** for the document you want to convert and press **Create**.

### HOW TO CREATE PDF FILES FROM DOCUMENTS CREATED WITH MICROSOFT WORD

During installation, novaPDF will ask if you want to install an add-in for Microsoft Office. With that add-in installed, you can create PDF files from any Office application without having to go to *File->Print*. You just have to click on the novaPDF tab, and then on the **Save as PDF** button to create the PDF file.

However, if you chose not to install the add-in, you can still create PDF files from all Microsoft Office applications, but in the general form that of printing to it like to a regular printing. To create PDF files from documents created with Microsoft Word (without using the add-in), follow these steps:

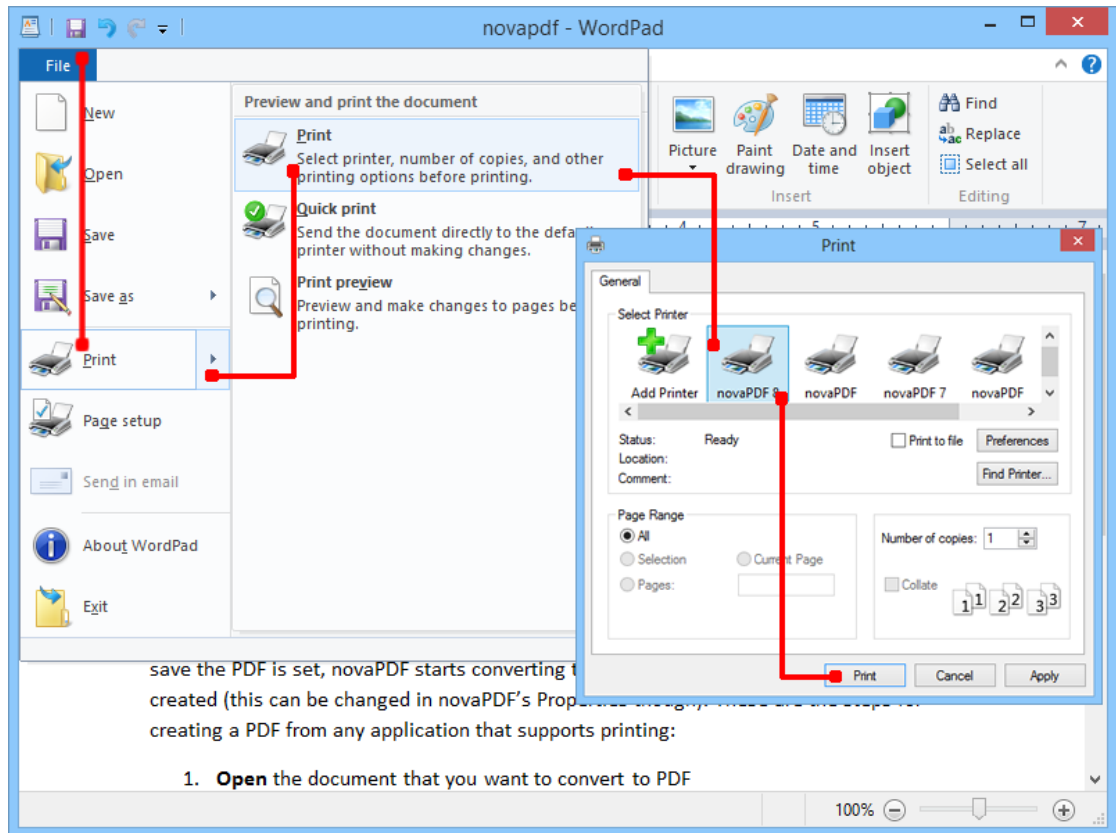
1. **Open** the document that you want to convert to a PDF file
2. Go to *File->Print* and **select novaPDF** from the printers combo-box
3. Click on **Print** and choose a location for your PDF file



### HOW TO CREATE PDF FILES FROM MICROSOFT WORDPAD

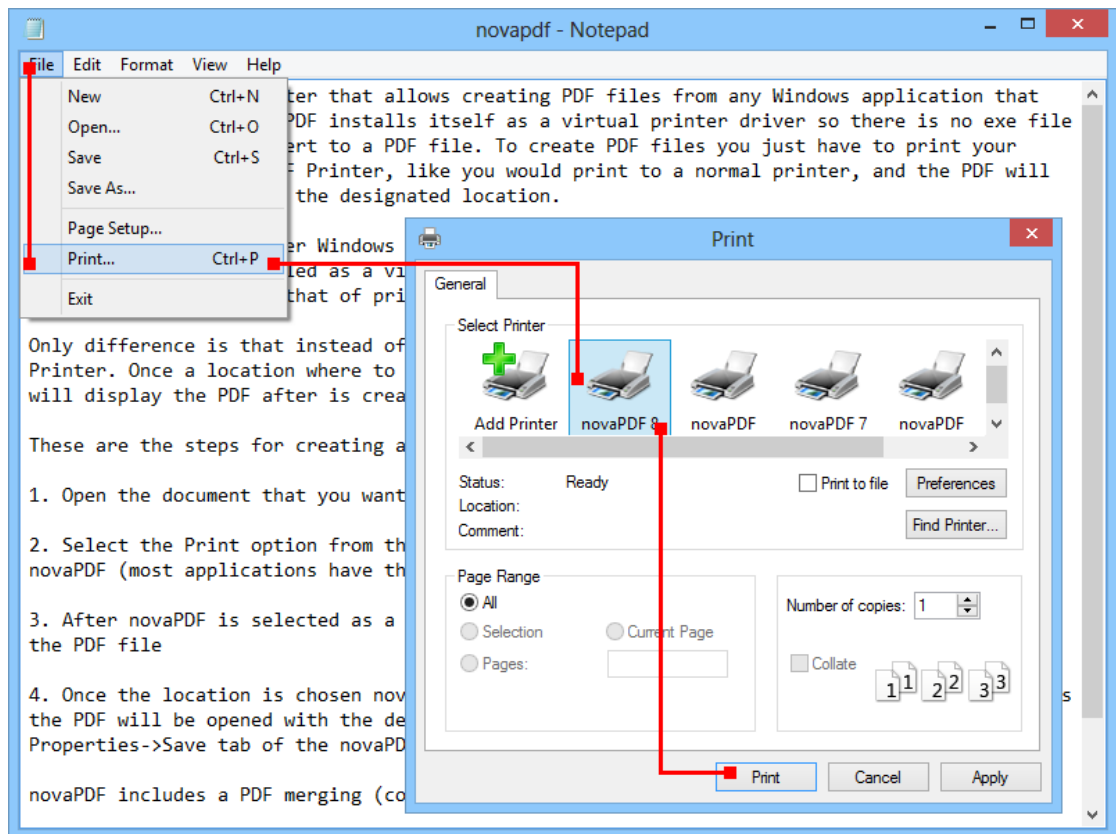
1. **Open** the document that you want to convert to a PDF file

2. Go to *File->Print*, click **Print** and **select novaPDF** from the list of printers
3. Click on **Print** and choose a location for your PDF file



## HOW TO CREATE PDF FILES FROM NOTEPAD

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



## Printing a test page

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

### To print a test page in Windows 8:

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

### To print a test page in Windows 7:

6. Go to **Start** and click on **Devices and Printers**
7. In the **Printers** window, right-click novaPDF and select **Printer Properties**
8. In the **novaPDF Printer Properties** window, click on **Print Test Page**
9. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
10. After the PDF was created and saved, it will open in your default PDF reader and you will see



the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.

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

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

## Accessing the novaPDF Printing Preferences

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

**To access the novaPDF Printing Preferences window in Windows 8:**

1. Go to **Start**, type *printers* and open from the *Settings* results **Devices and Printers**
2. In the **Printers** section, right-click **novaPDF** and select **Printing Preferences**
3. **novaPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available

**To access the novaPDF Printing Preferences window in Windows 7, Vista, XP and Windows 2003 Server:**

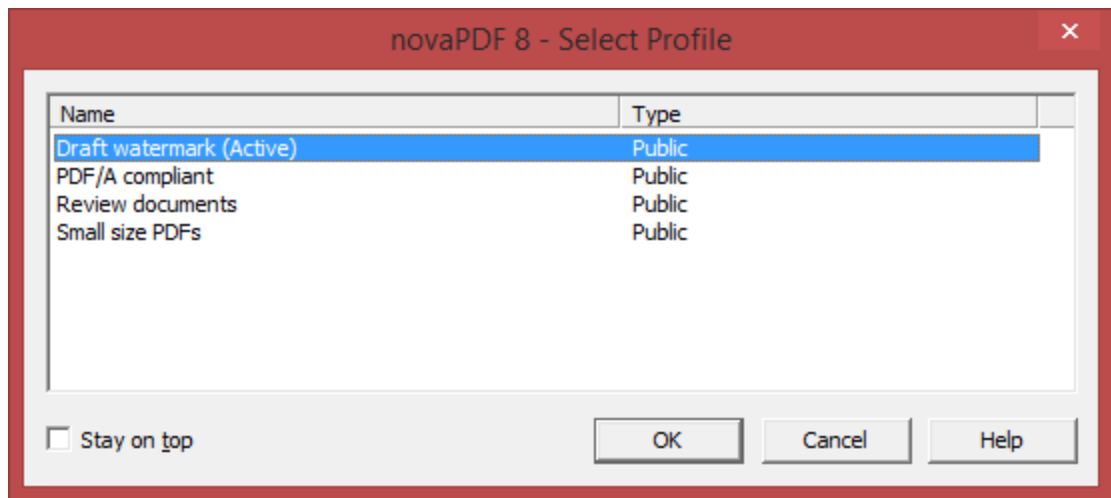
1. Go to **Start** and click on **Printers**
2. In the **Printers** window, right-click **novaPDF** and select **Printing Preferences**
3. **novaPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available

**To access the novaPDF Printing Preferences window in Windows 2000:**

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

### 1.2.2.1 Select profile

The *Select Profile* window is displayed if the *Show Select Profiles dialog* option is checked on the *Printing Preferences* page.



### PROFILES LIST

All the existing defined profiles are shown in the list-view. You have to select an existing profile you want to use for the current print job and click **OK** to continue with the printing process. Besides the *Name* of the profile, you can also see the *Type* of the selected profile, public or private.

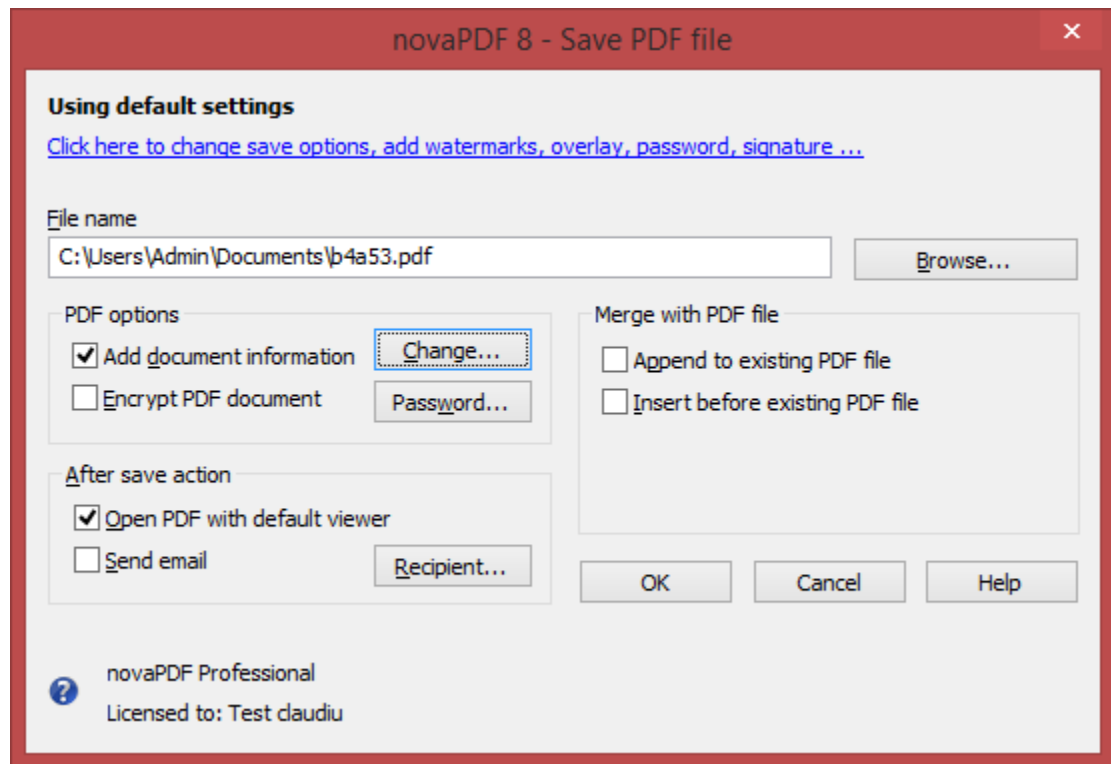
Even if you have a profile set as active in the *Printing Preferences*, what you select in this *Select Profile* dialog is the profile that will be used for the current printing job. This window is shown even if you have the *Use predefined settings* option selected in the *Manage Profile -> General -> File saving options* section, so if you want to disable it you can go to *Printing Preferences* and uncheck *Show Select Profiles* dialog.

#### Stay on top

This is checked by default, and it makes the *Select Profile* window topmost (shown in front of other windows), this way being easily visible when there are many windows opened.

### 1.2.2.2 Standard save dialog

The standard save dialog is shown when the *Prompt standard save dialog* option is selected on the *General* tab (from the *Printing Preferences -> Manage Profiles* window). This allows you to select additional options for the PDF to be saved, such as its filename/location, if you want it merged with another existing PDF file (append/insert) and whether to open the PDF automatically after conversion and/or send it via email.



## FILE NAME

In the file name field you can:

- manually type a name for the generated PDF file without specifying the path, in this case the PDF will be saved in the last used folder
- use the **Browse** button to select a location where the PDF should be saved

If a PDF file with the same name already exists in the destination, the new PDF file will either be merged with it (if you chose to do so in the *Merge with PDF file* section) or you'll be asked to overwrite it.

You can also enter network paths (UNC) in the **File name** field in case the folder where you want to save the PDF is not on the local computer. Only a full path is allowed. For example, suppose `\\PDF_Server\PC1` is mapped on your workstation as *drive X*, then the following paths are both valid and indicate the same folder: `\\PDF_Server\PC1\PDF` or `X:\PDF`.

## PDF OPTIONS

These options allow you to choose if the resulting PDF should be encrypted or not and if document information details should be added.

### Add document information

If you check this option (enabled by default), the resulting PDF file will include the document information that you've set in the *Document* tab (from *Manage Profiles*): Subject, Title, Keywords, Author and Creator. These settings can be modified for the current print job only from the **Standard save dialog** too.

**Encrypt PDF document**

If this option is checked, the PDF file will be encrypted based on what you've set up in the **Security** tab (from *Manage Profiles*). You can also password protect a PDF document directly from the **Standard save dialog** too, but only for the current print job.

**AFTER SAVE ACTION**

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Using the options from this section you can set whether to perform an action or not after the PDF file was generated and saved.

**Open PDF with default viewer**

This is selected by default. The resulting PDF file will be opened in the default PDF viewer once the conversion is finished. Uncheck it if you don't want it automatically opened.

**Send email**

If you check this option, after the PDF file is created it will be sent via email to the recipients specified in the Configure Email section from the **Emails** tab (in the *Manage Profiles* window). If the email properties are not set in the **Emails** tab, you'll get a warning letting you know that you have to configure the email sending options (otherwise you'll have to uncheck the **Send email** option from this page to continue creating the PDF without emailing it). You can also modify the recipients that will receive the email **Standard save dialog** too, but only for the current print job.

**MERGE WITH PDF FILE**

---

Using the options in this group you can select how to merge the current document you're converting with an existing PDF (selected in the File name section) - by inserting it before the existing content, or after it.

**Append to existing PDF file**

If a PDF file with the same name already exists in the selected destination and *Append to existing PDF file* is checked, the current PDF file will be merged with the existing one, adding its pages at the end of the previous existing document.

**Insert before existing PDF file**

If a PDF file with the same name already exists in the selected destination and *Insert before existing PDF file* is checked, the current PDF file will be merged with the existing one, adding its pages at the beginning the content of the previous existing document.

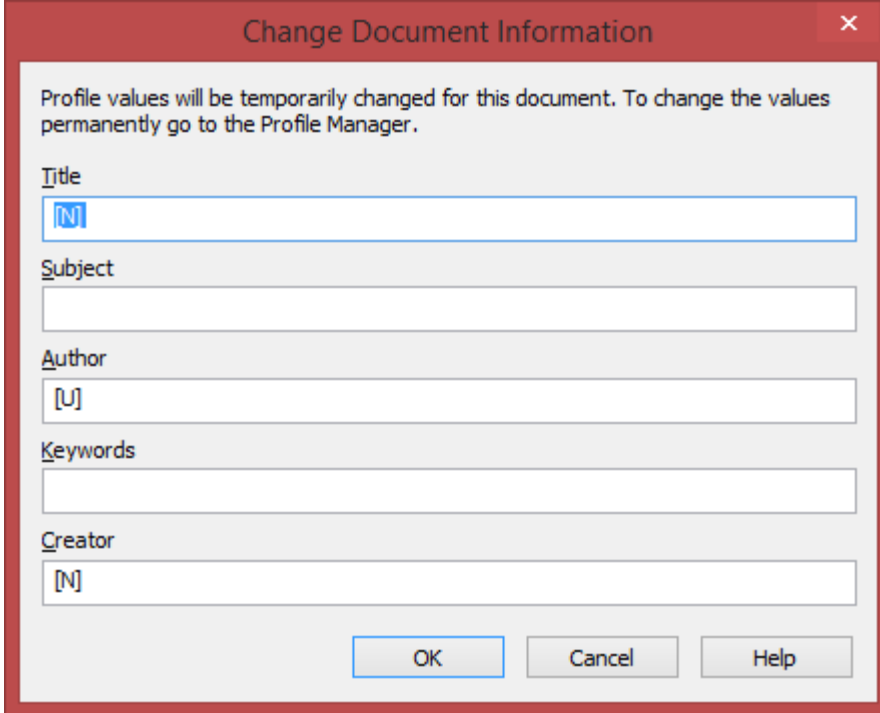
**Not registered...**

If novaPDF is not registered, a message will be shown in the lower left side of this window. You can click on it to open the *Activate window* and copy/paste the registration name and key you received after ordering novaPDF.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.2.2.2.1 Change Document Information

The **Change Document** window contains settings for PDF document information that you can modify for the current print job. Note that these options apply only for the document currently being printed, they are not saved in the current profile. To have changes saved in the profile, you need to create/modify a printing profile via the **Profile Manager**.



Change Document Information

Profile values will be temporarily changed for this document. To change the values permanently go to the Profile Manager.

Title  
[N]

Subject  
[ ]

Author  
[U]

Keywords  
[ ]

Creator  
[N]

OK Cancel Help

#### **Title**

Sets the document title. If you use the <N> 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 <U> tag, the author will be the windows user that started the print job.

#### **Keywords**

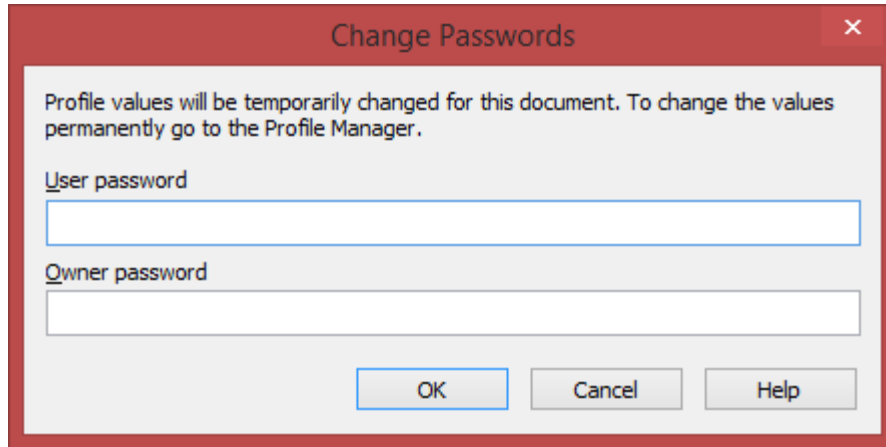
Sets the keywords for the printed document. Default is empty.

#### **Creator**

Information included here will be displayed in the properties of the PDF under Application. By default it will use the document name, but you can add a particular name or macro.

### 1.2.2.2.2 Change Passwords

The **Change Passwords** window allows you to set an user/owner password for the document that will be created in the current print job. Note that these options apply only for the document currently being printed, they are not saved in the current profile. To have changes saved in the profile, you need to create/modify a printing profile via the **Profile Manager**.



#### **USER PASSWORD**

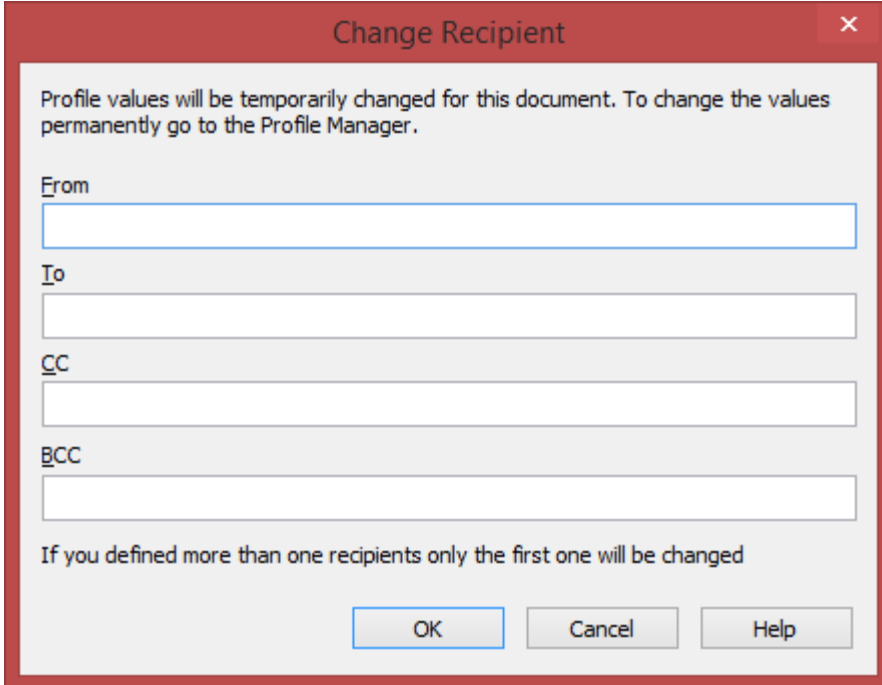
You can setup a user password for opening the PDF document. If you enter a user password, the document cannot be opened without entering user or owner passwords.

#### **OWNER PASSWORD**

If the PDF Document is encrypted, access permissions can be changed only if the document is opened with the owner password.

### 1.2.2.2.3 Change Recipient

The **Change Recipient** window allows you to define a recipient/list of recipients that will receive an email after it is created, if the **Send email** option is set. Note that these options apply only for the document currently being printed, they are not saved in the current profile. To have changes saved in the profile, you need to create/modify a printing profile via the **Profile Manager**.



Change Recipient

Profile values will be temporarily changed for this document. To change the values permanently go to the Profile Manager.

From

To

CC

BCC

If you defined more than one recipients only the first one will be changed

OK Cancel Help

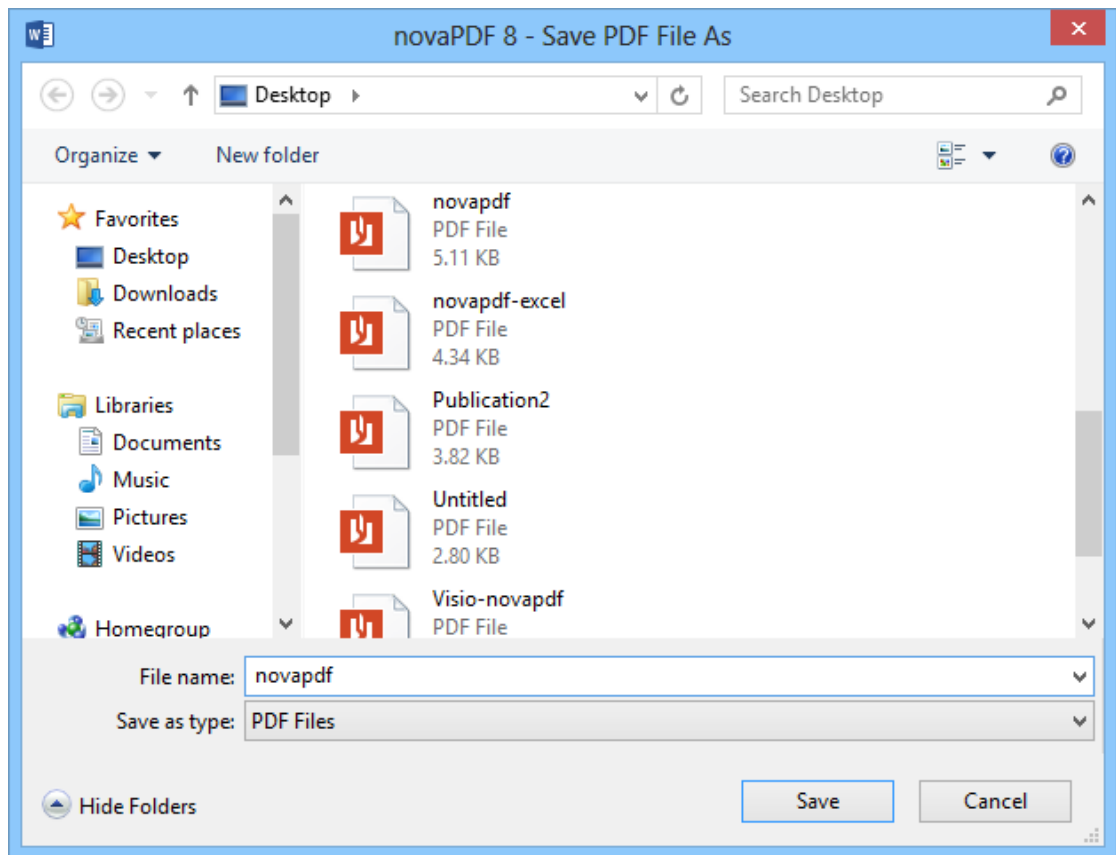
You can configure next email properties:

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

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.

### 1.2.2.3 Simple save dialog

The *Simple Save Dialog* window is shown during printing if the *Prompt simple save dialog* option is selected on the *General* tab (from the *Printing Preferences -> Manage Profiles* window). This allows you to select where the PDF file will be saved and under what filename.



### File name

In the file name field you can:

- manually type a name for the generated PDF file without specifying the path, in this case the PDF will be saved in the last used folder
- browse and select a location where the PDF should be saved

By default, if a PDF file with the same name already exists in the destination you'll be asked to overwrite it. However this can be changed if you go to *Manage Profiles* -> *General* -> *Save options*, click on **Manage** to modify the current save options profile and choose what to do *When file exists* (besides Overwrite there's also the option to Append/Insert the PDF).

If you want to have additional options for the PDF to be saved, such as its filename/location, opening the PDF automatically after conversion and/or send it via email, you can use the *Prompt standard save dialog* under the *Save options* section.

## 1.2.3 Create PDF from Office applications

### 1.2.3.1 Create PDF from Microsoft Word

During installation novaPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Word another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.



### Create PDF files from Microsoft Word using the add-in for Microsoft Office:

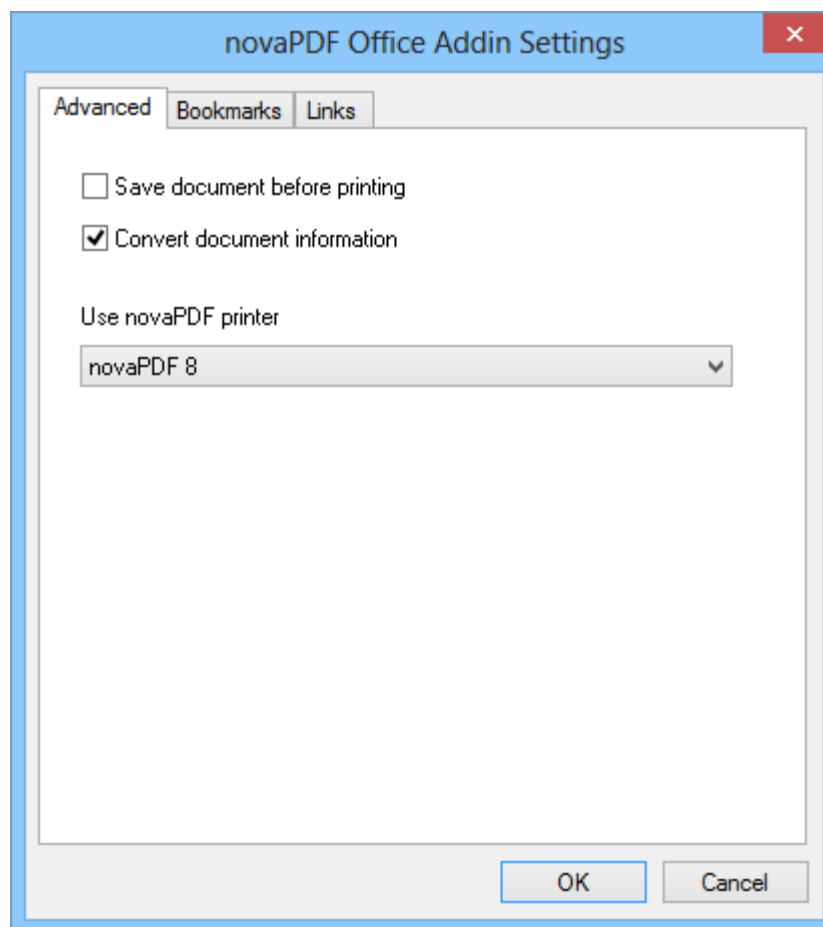
- **Open** the Microsoft Word document you want to convert
- **Click** on the novaPDF menu item
- Optionally you can change the settings of the novaPDF printer, or those of the add-in for Microsoft Office
- Click on **Save As PDF** and you'll be asked for a location where to save the resulting PDF file

### Configure the settings of add-in for Microsoft Office:

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

#### ADVANCED

This lets you select which printer to use and if you want to save the document before converting it (with or without the document information attached).



#### Save document before printing

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

### Convert document information

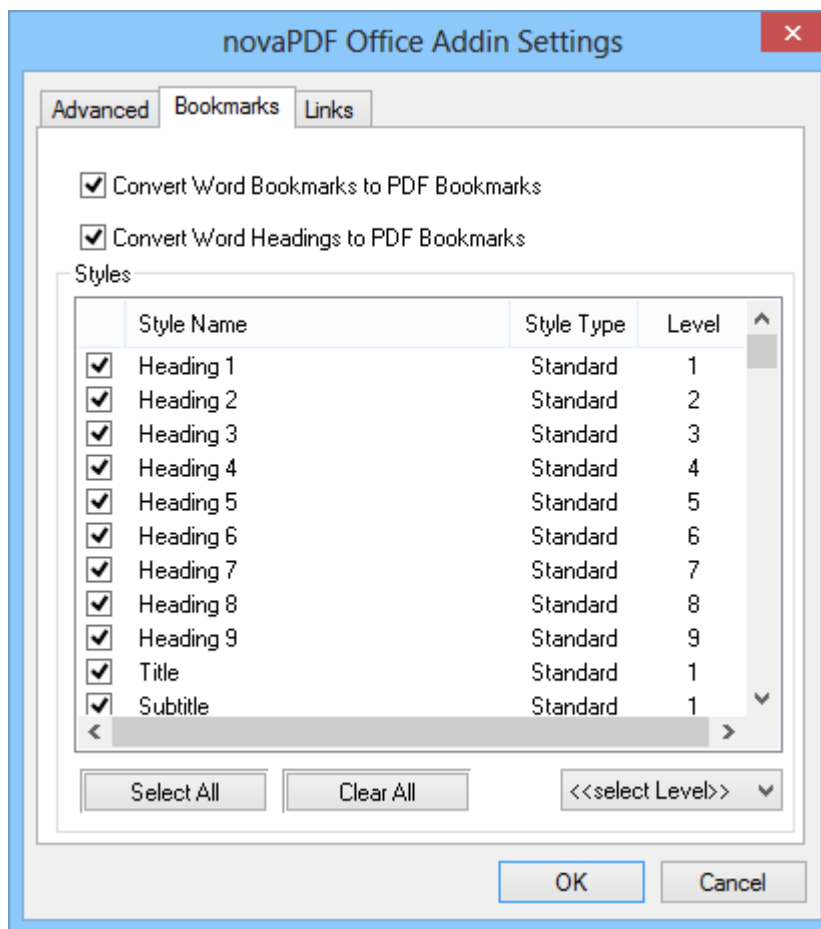
If you have any information added via document properties in Word, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

### Use novaPDF printer

This will detect if you have other editions/versions of novaPDF installed and you'll be able to select which version/edition to use for the current conversion process.

## BOOKMARKS

You can set various options related to detecting and generating PDF bookmarks



### Convert Word Bookmarks to PDF Bookmarks

This is checked by default and will convert any Bookmarks defined already in the current document to bookmarks in the resulting PDF files.

### Convert Word Headings to PDF Bookmarks

If this is checked, the *Styles* list becomes active and you can select which headings from the Word document will be transformed into bookmarks in the resulting PDF files. By default all tags with *Heading (1-9)* will be converted, as well as *Title* and *Subtitle*.

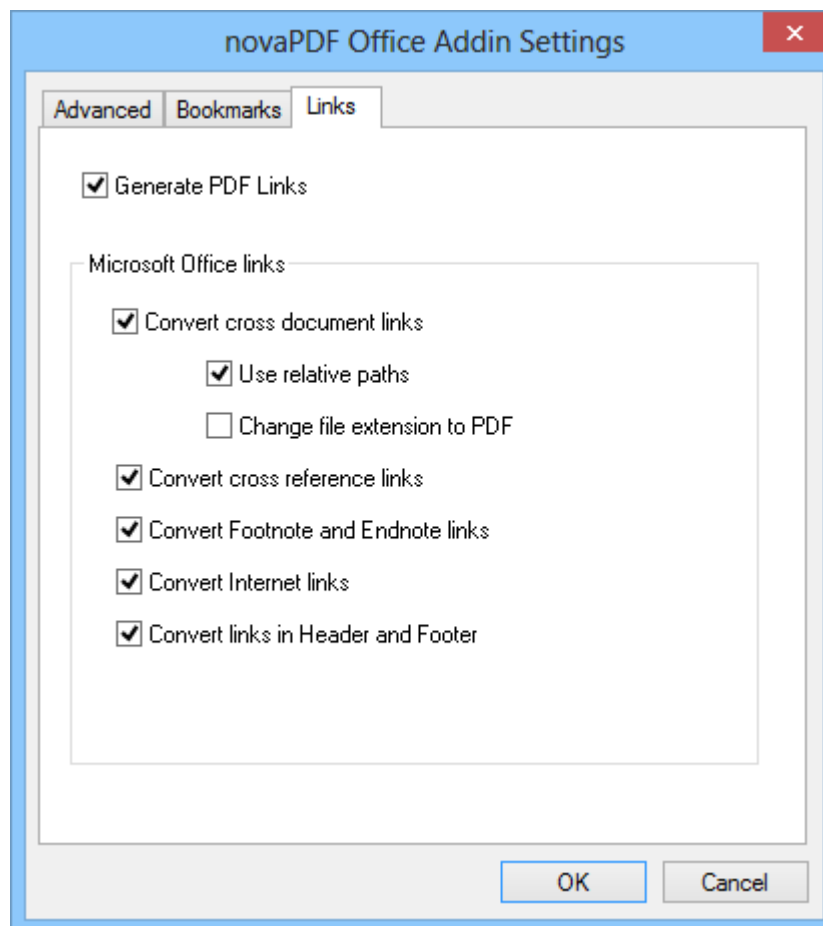
### Select level

PDF bookmarks have numeric levels that place them in a specific hierarchy in the bookmark list. For example, a bookmark at level 1 will contain nested bookmarks at level 2, 3 and so on.

For each selected style name from the *Styles* window you'll be able to select which level to apply to it. By default the Headings (1-9) have an incremental level according to their importance, but you can change those. For instance if you want the Heading 1 to be of level 5 just select it and change its level and this means that it will be nested to level 4 bookmarks.

### LINKS

This section lets you customize how links will be detected and converted in the resulting PDF file.



#### Generate PDF Links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

#### Convert cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extension to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted)

afterwise)

**Convert cross reference links**

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

**Convert Internet links**

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

**Convert Footnote and Endnote links**

Check this to make sure that hyperlinks from Footnotes/Endnotes get converted to active PDF links.

**Convert links in Header and Footer**

As with Footnote/Endnote links, you can choose if you want links in header/footer converted in the resulting PDF file. Default is checked so links will be converted.

### 1.2.3.2 Create PDF from Microsoft Excel

During installation novaPDF gives the option to install add-ins for Microsoft Office (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Excel another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

**Create PDF files from Microsoft Excel using the add-in for Microsoft Office:**

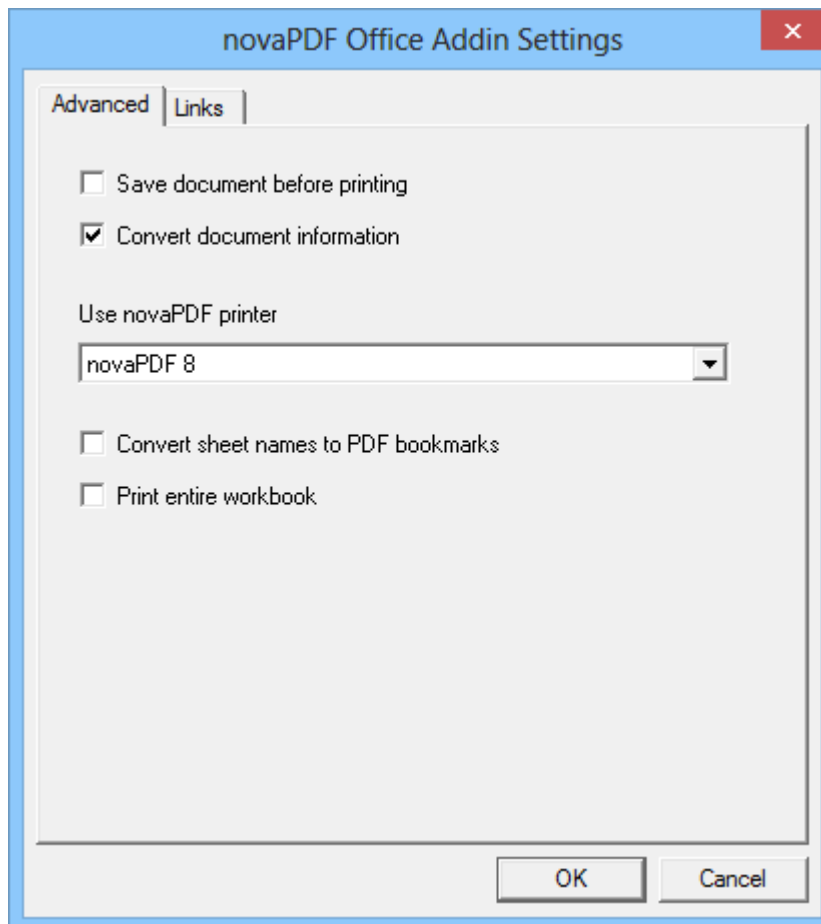
- **Open** the Microsoft Excel workbook you want to convert
- **Click** on the novaPDF menu item
- Optionally you can change the settings of the novaPDF printer, or those of the add-in for Microsoft Office
- Click on **Save As PDF** and you'll be asked for a location where to save the resulting PDF file

**Configure the settings of add-in for Microsoft Office:**

The add-in installs itself with default settings, but those can be modified if you need advanced customization of the resulting PDF.

**ADVANCED**

This lets you select which printer to use, if you want to save the document before converting it or not and convert bookmarks or print the entire workbook.

**Save document before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Convert document information**

If you have any information added via document properties in Word, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Use novaPDF printer**

This will detect if you have other editions/versions of novaPDF installed and you'll be able to select which version/edition to use for the current conversion process.

**Convert sheet names to PDF bookmarks**

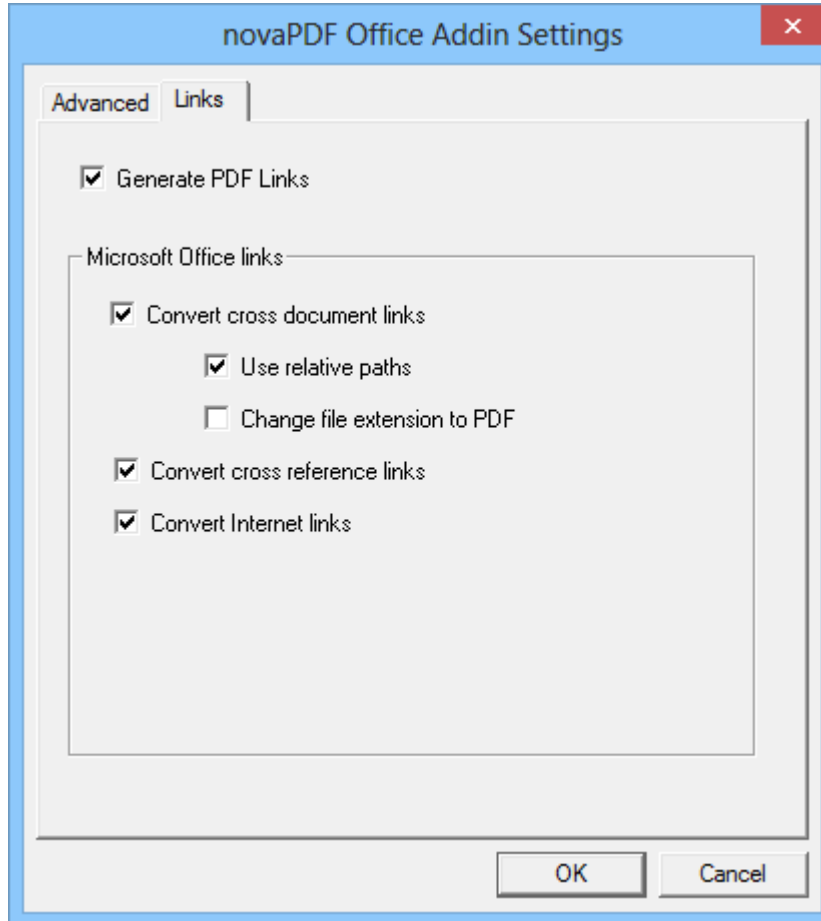
If this is checked, sheet names from the Excel workbook will become bookmarks in the resulting PDF file.

**Print entire workbook**

If you have an workbook with several sheets you can convert it entirely to a single PDF document by checking this box.

## LINKS

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Generate PDF Links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Convert cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extension to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted afterwards)

### Convert cross reference links

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

### Convert Internet links

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If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### 1.2.3.3 Create PDF from Microsoft PowerPoint

During installation novaPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft PowerPoint another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

#### **Create PDF files from Microsoft PowerPoint using the add-in for Microsoft Office:**

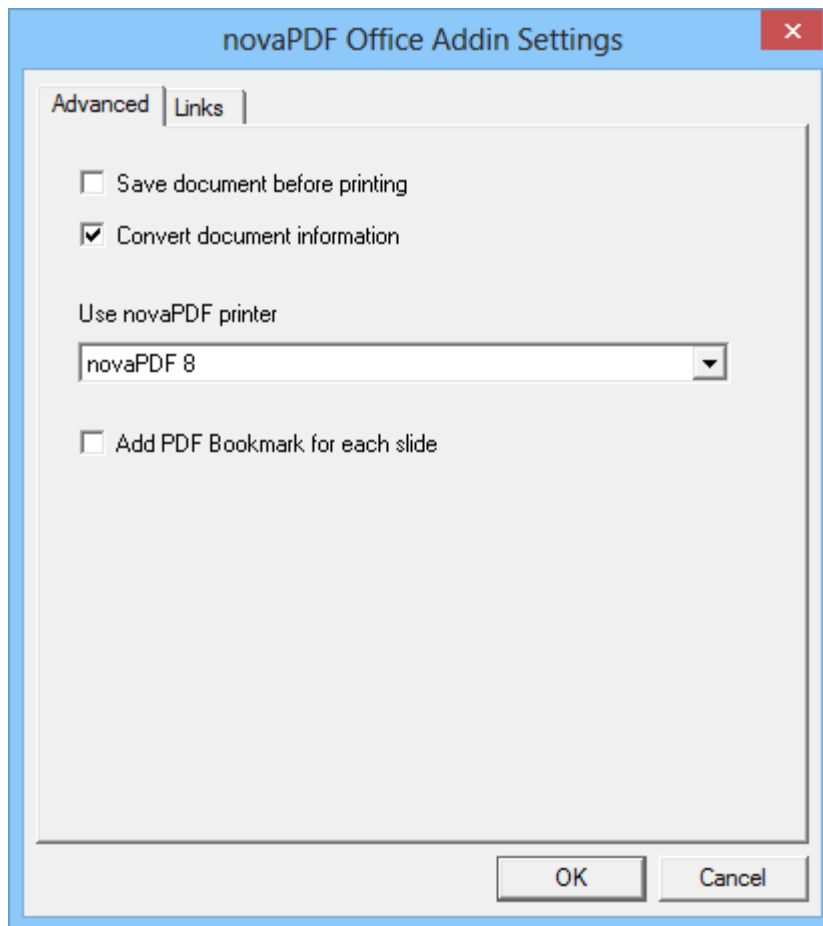
- **Open** the presentation created with Microsoft PowerPoint that you want to convert
- Click on the novaPDF menu item
- Optionally you can change the settings of the novaPDF printer, or those of the add-in for Microsoft Office
- Click on **Save As PDF** and you'll be asked for a location where to save the resulting PDF file

#### **Configure the settings of add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

#### **ADVANCED**

This lets you select which printer to use and if you want to save the document before converting it.

**Save document before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Convert document information**

If you have any information added via document properties in Word, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Use novaPDF printer**

This will detect if you have other editions/versions of novaPDF installed and you'll be able to select which version/edition to use for the current conversion process.

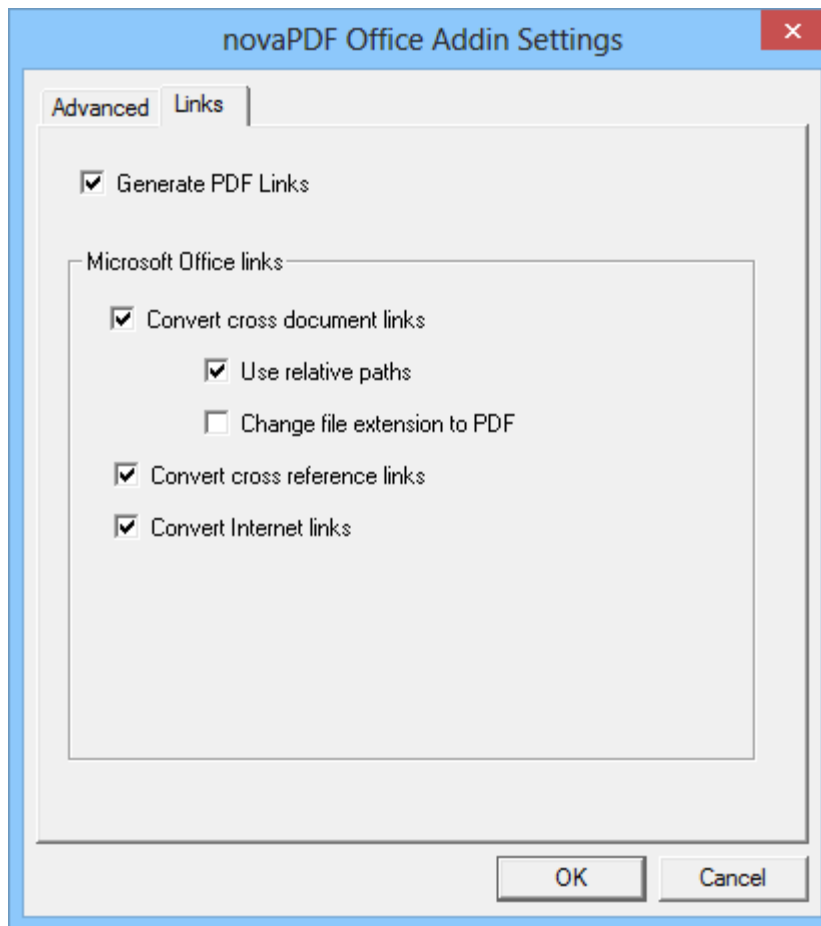
**Add PDF Bookmark for each slide**

If this is checked the resulting PDF file will have as bookmarks each separate slide from the presentation created with Microsoft PowerPoint.

**LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.





### Generate PDF Links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Convert cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extension to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted afterwards)

### Convert cross reference links

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

### Convert Internet links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### 1.2.3.4 Create PDF from Microsoft Publisher

During installation novaPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Publisher another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

#### **Create PDF files from Microsoft Publisher using the add-in for Microsoft Office:**

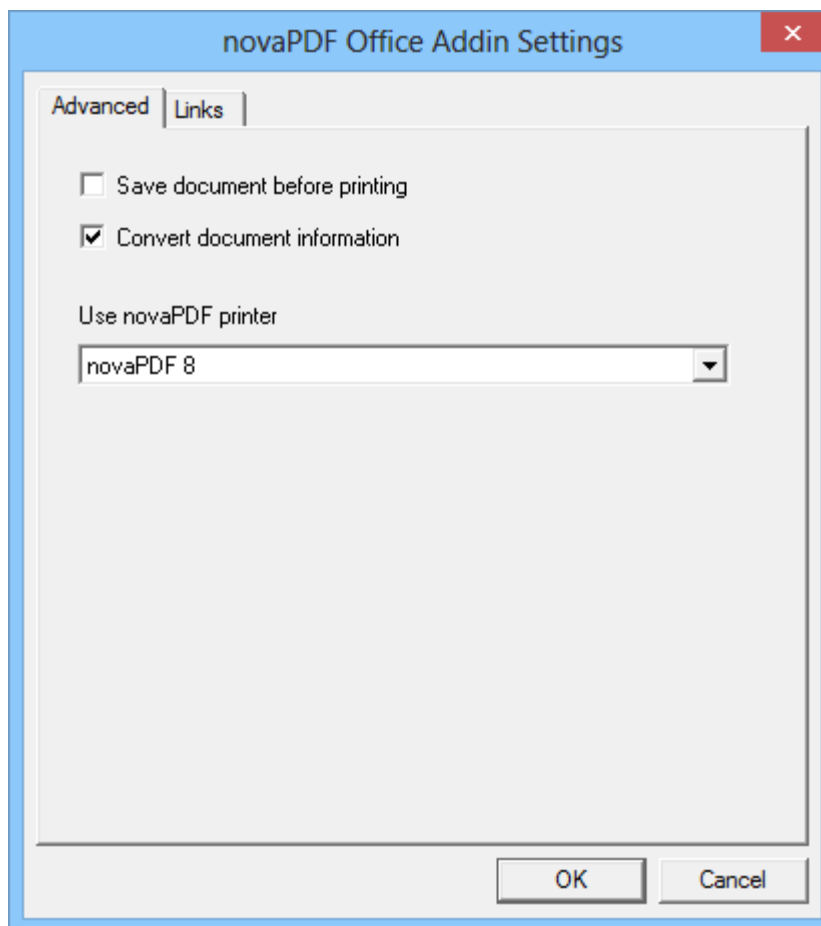
- **Open** the presentation created with Microsoft Publisher that you want to convert
- **Click** on the novaPDF menu item
- Optionally you can change the settings of the novaPDF printer, or those of the add-in for Microsoft Office
- Click on **Save As PDF** and you'll be asked for a location where to save the resulting PDF file

#### **Configure the settings of add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

#### **ADVANCED**

This lets you select which printer to use and if you want to save the document before converting it.

**Save document before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Convert document information**

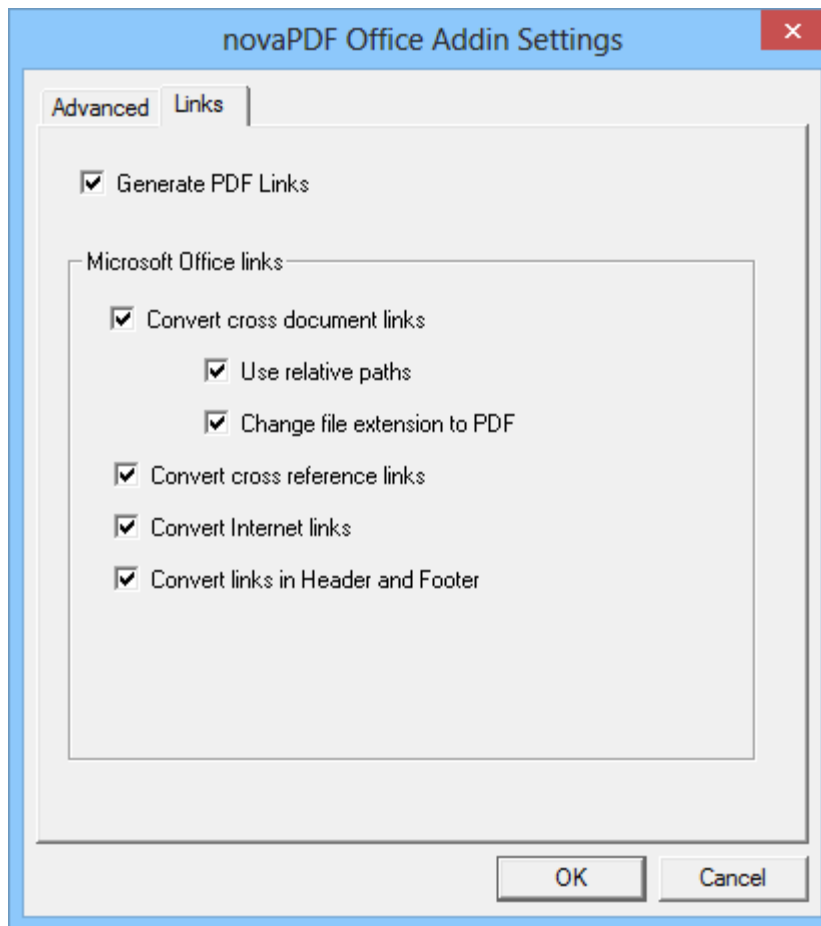
If you have any information added via document properties in Word, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Use novaPDF printer**

This will detect if you have other editions/versions of novaPDF installed and you'll be able to select which version/edition to use for the current conversion process.

**LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.



#### **Generate PDF Links**

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

#### **Convert cross document links**

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extension to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted afterwards)

#### **Convert cross reference links**

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

#### **Convert Internet links**

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

#### **Convert links in Header and Footer**

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If checked this will convert all hyperlinks inserted in the Header/Footer to clickable links in the resulting PDF document.

### 1.2.3.5 Create PDF from Microsoft Visio

During installation novaPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Visio another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

#### **Create PDF files from Microsoft Visio using the add-in for Microsoft Office:**

- **Open** the presentation created with Microsoft Visio that you want to convert
- **Click** on the novaPDF menu item
- Optionally you can change the settings of the novaPDF printer, or those of the add-in for Microsoft Office
- Click on **Save As PDF** and you'll be asked for a location where to save the resulting PDF file

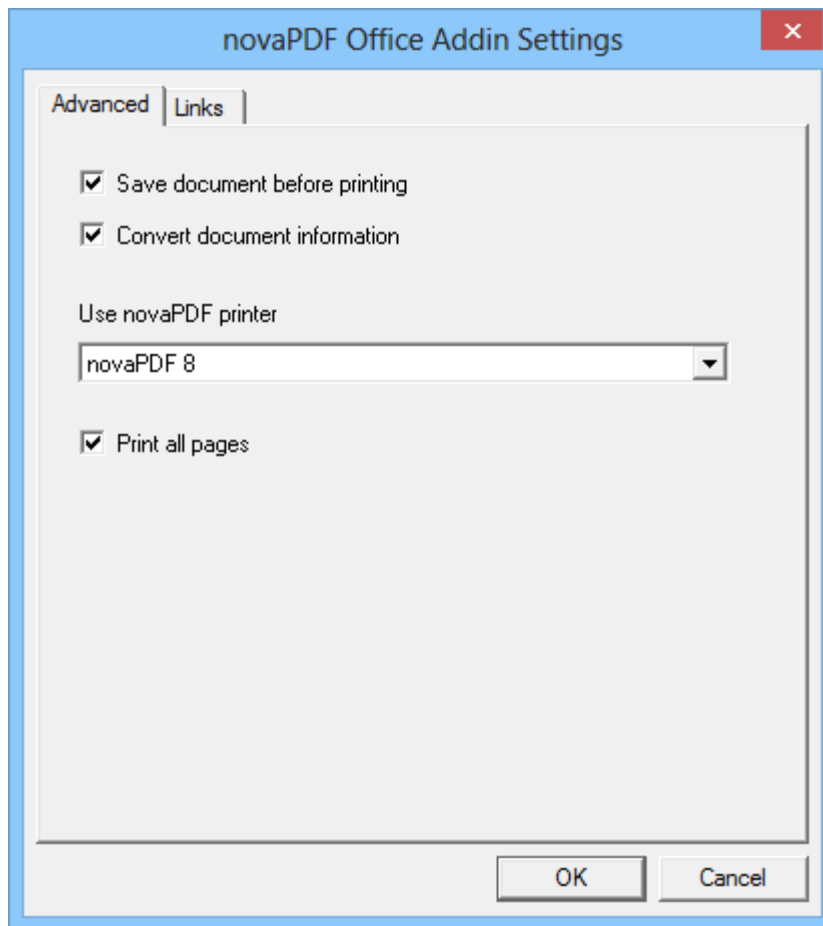
#### **Configure the settings of add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

#### **ADVANCED**

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This lets you select which printer to use and if you want to save the document before converting it.

**Save document before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Convert document information**

If you have any information added via document properties in Word, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Use novaPDF printer**

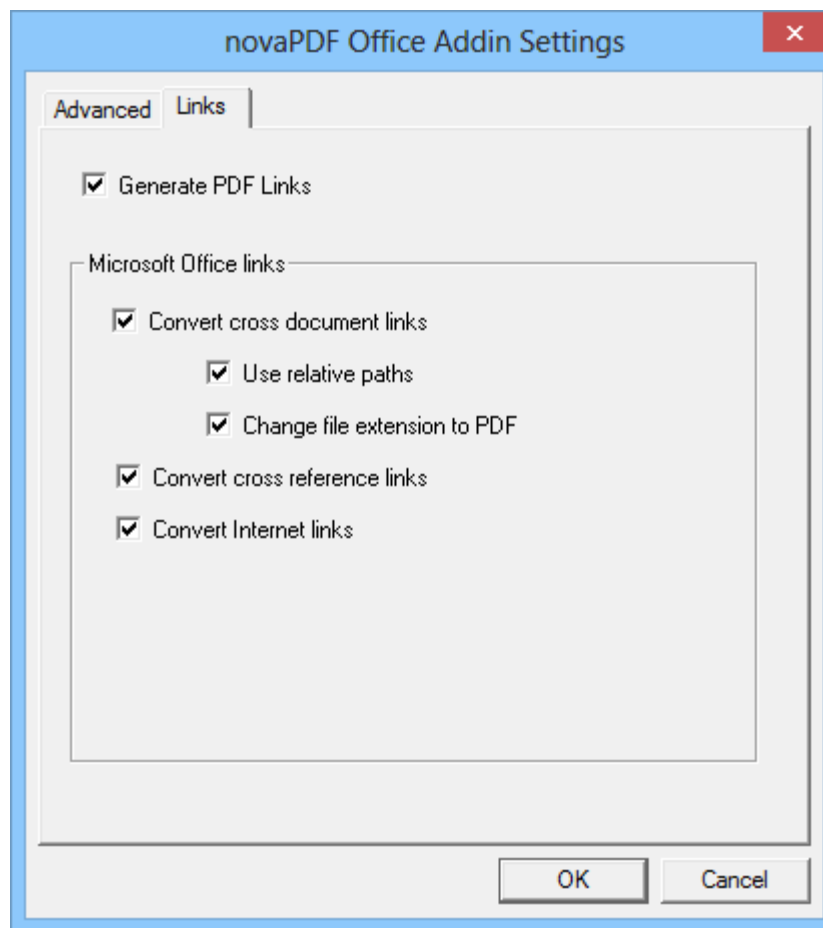
This will detect if you have other editions/versions of novaPDF installed and you'll be able to select which version/edition to use for the current conversion process.

**Print all pages**

If this is checked all the pages in the current Visio document will be converted in a single PDF file.

**LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Generate PDF Links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Convert cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extension to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted afterwards)

### Convert cross reference links

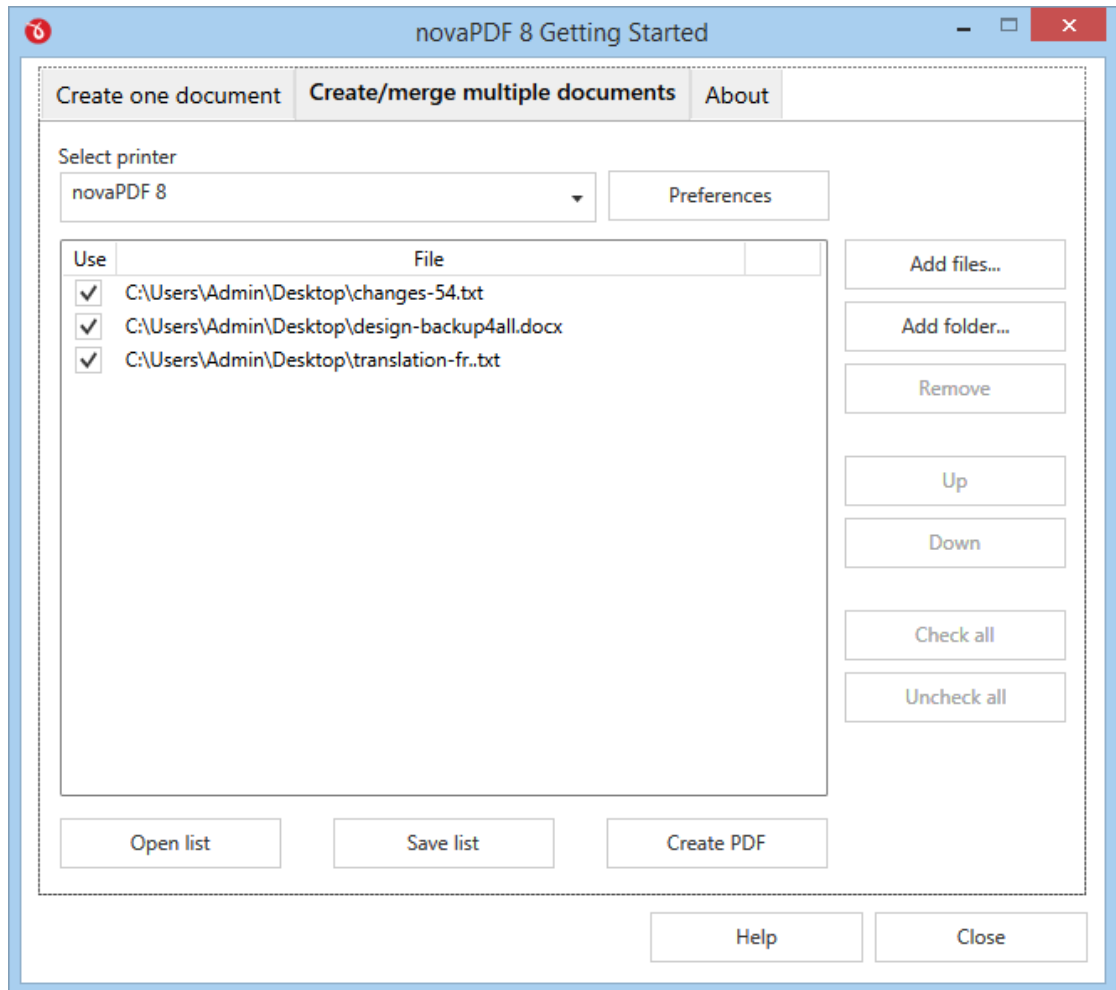
If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

### Convert Internet links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### 1.2.3.6 Create/merge multiple documents

This option allows you to batch/bulk convert Office documents to PDF or merge multiple documents from different sources in a single one. You can either add individual files and convert them, or select entire folders and all recognized file formats will be converted to PDF.



#### Select printer

In this drop-down you will be able to see the list of printers that are installed on the current computer and use the novaPDF driver. Usually only one printer will show up, but if you have multiple ones you can select a different one. Optionally you can click on Preferences to adjust the driver's options.

#### File list

This is the list of files that can be converted individually to PDF or merged in a single PDF file. You can click on **Add files** to add documents for conversion or **Add folder** if you have multiple documents in a folder. If you select a folder, all files that are convertible will be detected and added to the list. Once the list of files is displayed, you can manage those by selecting them and clicking on **Remove** or move **Up/Down** in the list (the order in which the files are displayed is the order in which they will be



inserted in the PDF when you merge the files). If you want to exclude some of the files from the conversion but still keep them in the list, just uncheck the **Use** option for those particular files.

These file formats can be currently converted in bulk:

`*.doc;*.docx;*.docm;*.dotx;*.dotm;*.dot;*.mht;*.htm;*.rtf;*.txt;*.xml;*.odt;*.wps;*.xlsx;*.xslm;*.xlsb;*.xls;*.xltx;*.xltm;*.xlt;*.csv;*.prn;*.dif;*.slk;*.xlam;*.ods;*.pptx;*.pptm;*.ppt;*.potx;*.potm;*.pot;*.thmx;*.ppsx;*.ppsm;*.pps;*.odp;*.vsdx;*.vssx;*.vstx;*.vsdm;*.vssm;*.vstm;*.vsd;*.vdw;*.vss;*.vst;*.svg;*.svgz;*.dwg;*.dxf;*.emz`

### Save/Open list

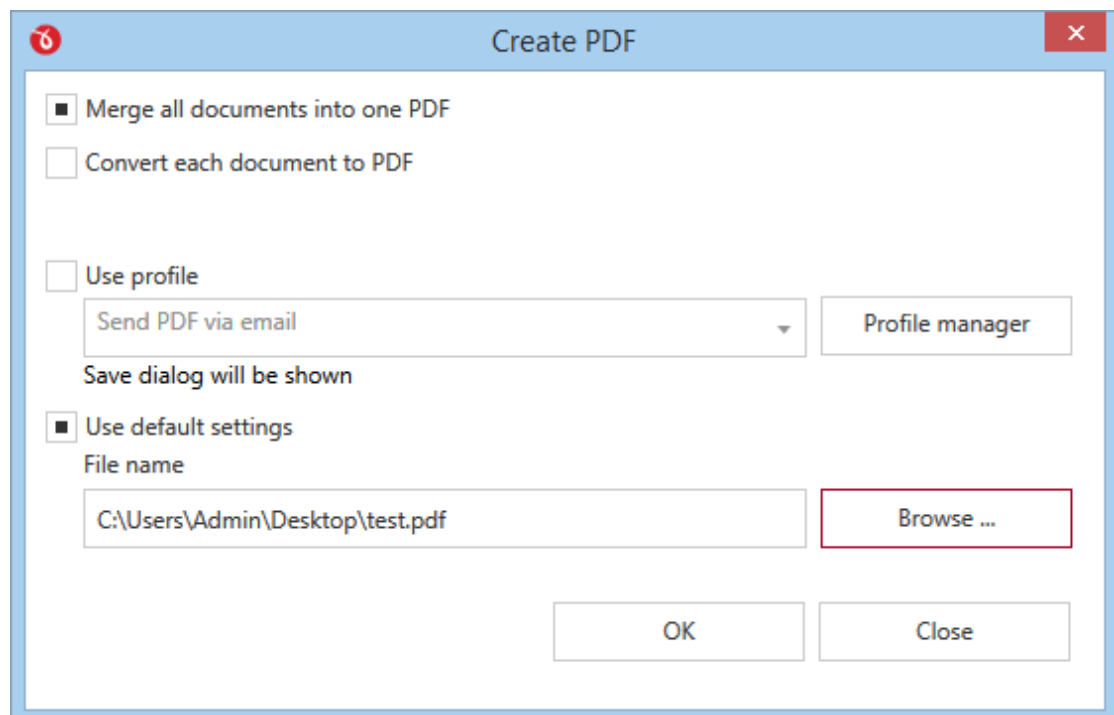
You can save the list of the files that show up by clicking on **Save list**. A text file will be created and you can later use **Open list** to re-load that list of files (using this option will clear the current list of files).

### Create PDF

Once you have added all the files that should be converted in bulk just click on Create PDF. A new window will open and it will allow you to choose whether you want to convert those as individual PDF files or merge them in a single one.

#### 1.2.3.6.1 Create PDF

This window is opened when you click the Create PDF button from the Create/merge multiple documents window. It will allow you to choose if you want to create individual PDF files from the list of documents or to merge them all in a single PDF.



### Merge all documents into one PDF

This option is selected by default and all files selected previously will be converted into a **single PDF**.

This will merge all documents in a single file, in the order that the files were displayed in the list. However, if you **Use default settings** to create the PDF and choose an already existing PDF file, that file will be replaced by the new one, it won't merge the current documents with it.

**Convert each document to PDF**

This option will allow you to create individual PDF files for each of the documents you selected previously. Just select a folder where you want the PDFs to be saved if you **Use default settings**, or choose a printing profile.

**Use profile**

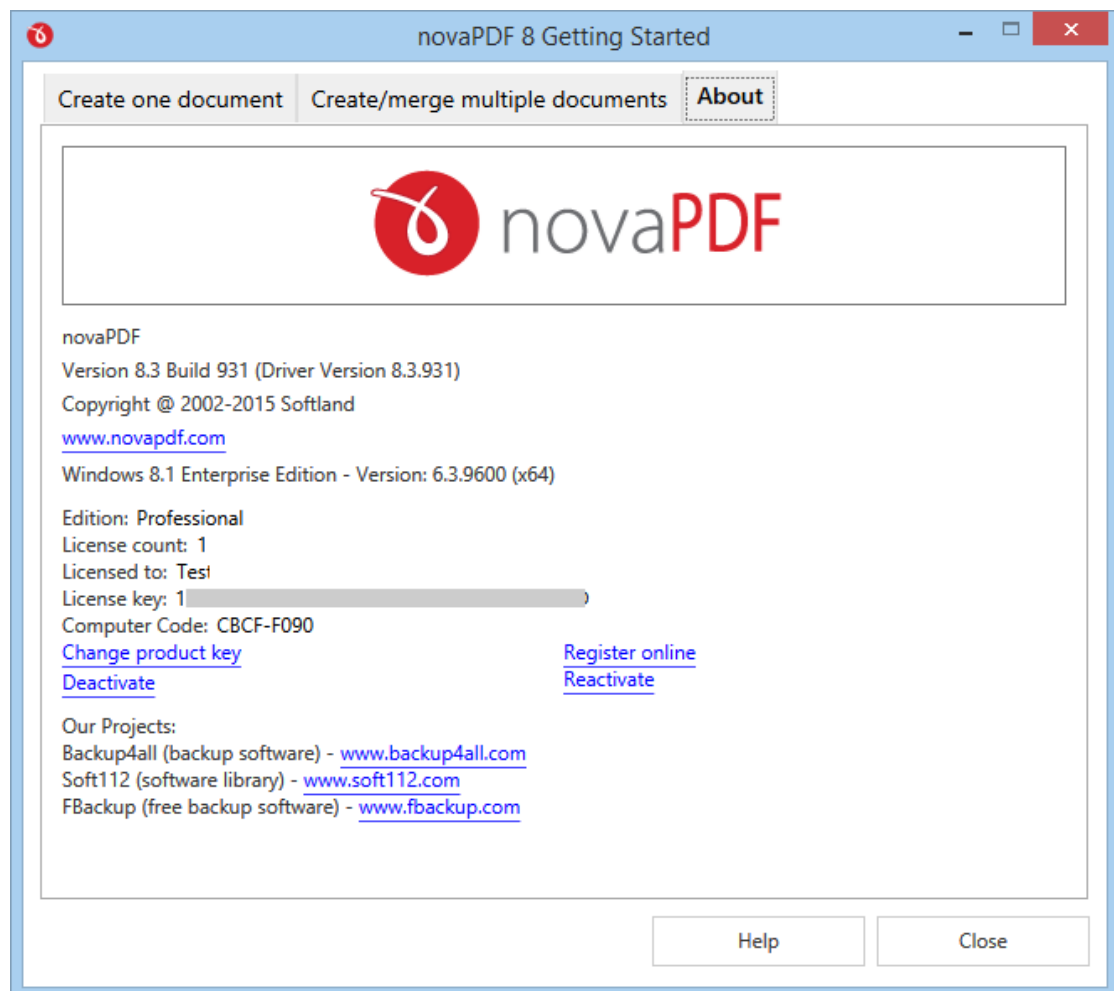
If you've previously defined printing profiles, they will show up in here and you'll be able to select one to be used for the print job as the active profile. If a profile is selected, novaPDF will use the settings defined in it to create the PDF file.

**Use default settings**

When novaPDF is first installed no printing profiles are created. Thus a set of default printing settings are used, so when you check this option the PDF files will be created based on the options that were set by default. You will be able to use the Browse button to select the folder/file where the resulting PDF will be saved.

## 1.2.4 About

The *About* page contains information about the version and edition you have installed plus the option to *Activate/Reactivate/Deactivate* the application, *Change product key* or *Register online* it.



novaPDF is available as a trial version. It is fully functional for 30 days. During the trial version, 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 activate novaPDF. If you've already purchased it you can visit the Activate section to activate the program.

The about window will show the following information:

- Version and build number of the profile manager and printer manager, in parenthesis you'll also see the version of the printer driver used
- Windows version and edition (for support inquiry purposes)
- Edition installed and activated (for trial/extra-trial licenses the number of days until the expiration will be shown too)
- Options to Activate, Reactivate (will re-activate online the current product key), Deactivate, Enter/Change product key and Registering a product key
- Miscellaneous information regarding the other products developed by the company as well as copyright information

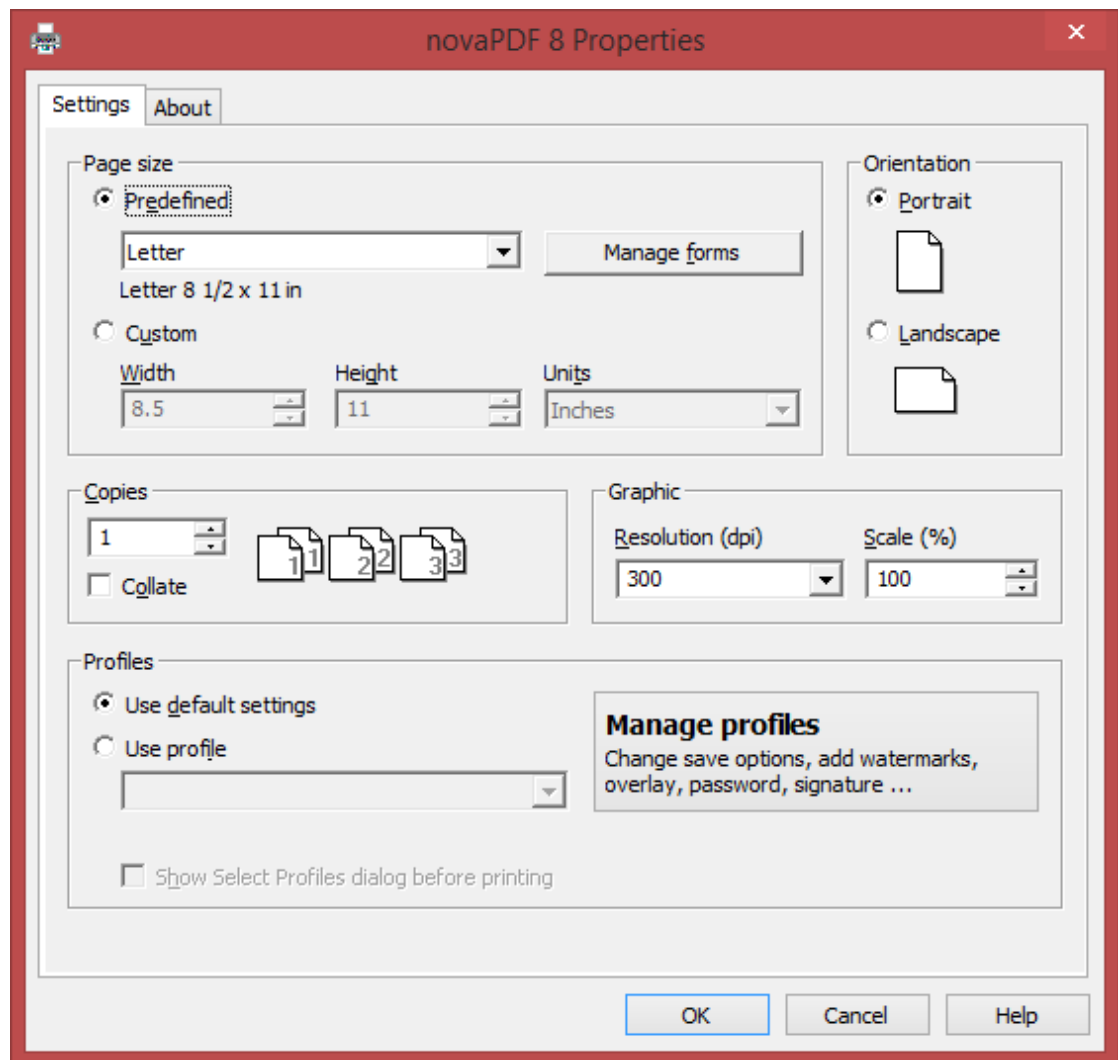
## 1.3 Configuring novaPDF

### 1.3.1 Printing Preferences

#### 1.3.1.1 Settings

The main page of the *Printing Preferences* window allows you to set basic options for the resulting PDF:

- select the page size (i.e. A4, Letter)
- choose a different orientation (portrait, landscape)
- create multiple copies of the same document
- set resolution for images or scale the entire page
- select an active printing profile



#### PAGE SIZE

This group allows you to modify the size of the resulting PDF document. You can select a predefined form from the drop down list. If you cannot find a suitable predefined form you can define one for future use. Press the *Manage Forms* button and create or make visible the necessary form. For more information see the Manage Forms section.

You can also select *Custom* and enter your own *Width*, *Height* and *Unit* for the current conversion.

## 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).

## COPIES

---

Specifies how many copies of the original document you want to include into the PDF and if you want the pages collated.

### Collate

If you need multiple copies of the original document in the PDF you can set here if you want the pages collated (ordered as P1-P2-P3-P1-P2-P3) or grouped (ordered as P1-P1-P2-P2-P3-P3).

## GRAPHIC

---

Specifies the resolution and scale of the document.

### Resolution

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

### Scale

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

## NOTE

Some applications allow you to set page size, orientation, number of copies, 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.

## PROFILES

---

With novaPDF you can define and use printing profiles. A profile records all the settings you can change for a print job.

**Use default settings**

When novaPDF is first installed no printing profiles are created. Thus a set of default printing settings are used, so when you check this option the PDF files will be created based on the options that were set by default. If you want to change more than what's presented on this page, you can select *Use profile* and then click on *Manage Profiles*. This will allow you to see the current settings and define a custom profile if you want them modified.

**Use profile**

If you've previously defined printing profiles, they will show up in here and you'll be able to select one to be used for the print job as the active profile. If a profile is selected, novaPDF will use the settings defined in it to create the PDF file.

**Show Select Profiles dialog**

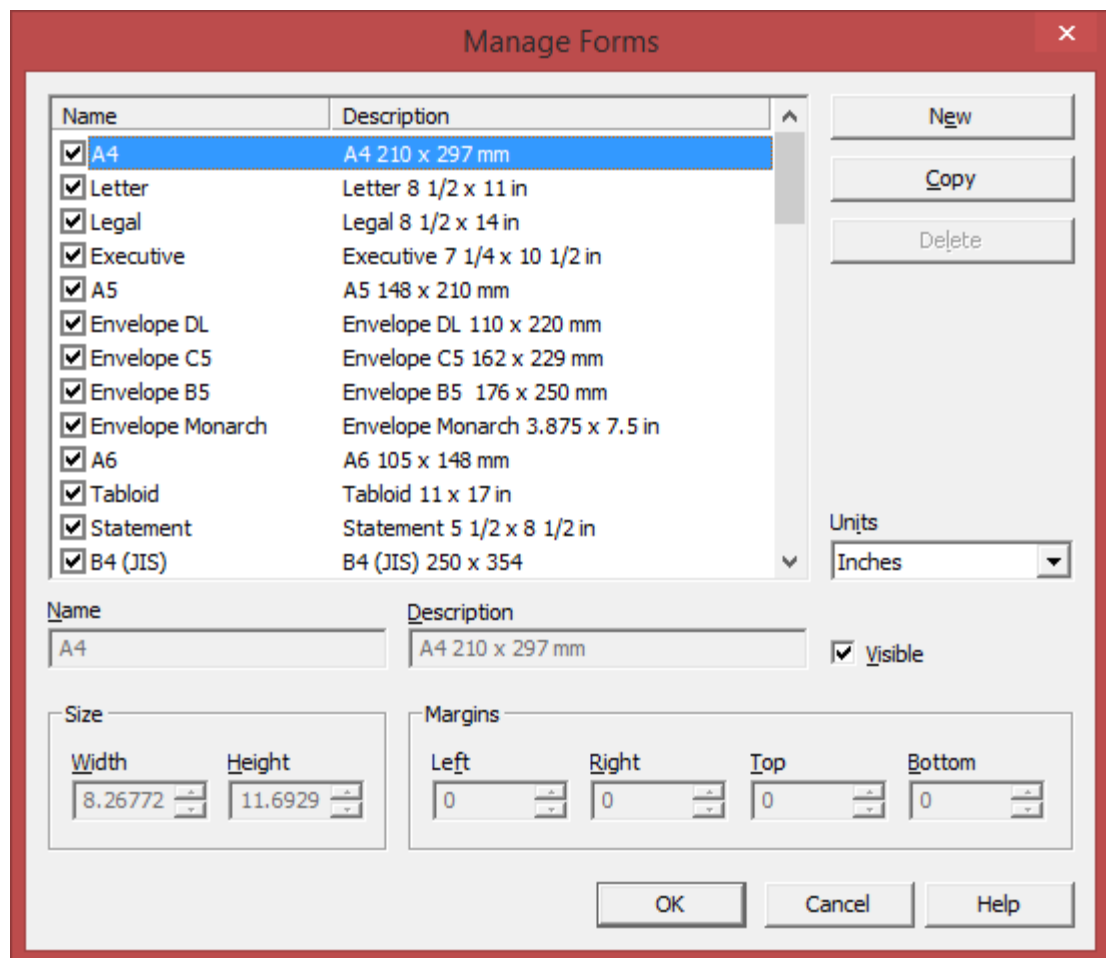
If this is checked, before starting the PDF printing process, but after hitting the *Print* button, you'll get another prompt allowing you to select a profile you want to use for that particular print job. Even if you have a profile set as the active profile, what you select in this *Select Profile* dialog is the profile that will be used for the current printing job.

**Manage Profiles**

You can click this button to edit the settings of the current active profile, define new profiles or manage existing ones (to change save options, add watermarks, bookmarks, overlays and other settings). You can read more about the settings that can be changed on the *Manage Profiles* section. This opens the *Profile Manager* with regular user rights, not with administrator rights. To open this with administrator rights, start the profile manager from the *Printer Manager* window.

**1.3.1.1.1 Manage Forms**

In the *Manage Forms* window you can view, add, copy, update and delete predefined forms (page sizes/formats). The resulting PDF will have the same width and height as the form you use to generate it.



### 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 *Page size* drop down list from the *Printing Preferences* 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 you can enter a form name, description, size, margins and select its visibility.

#### Copy

Pressing the *Copy* button creates a custom predefined form with the same properties as the selected form. You can adjust the size and margins for the copied form.

#### Delete

Pressing the *Delete* button removes the selected predefined form. 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 values for width and height.

**Name**

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

**Description**

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

**Visible**

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

**SIZE**

---

Set the custom width and height for the new predefined form up to a maximum of 3276.7 mm (or 129 inches).

**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 custom.

**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 custom.

**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.

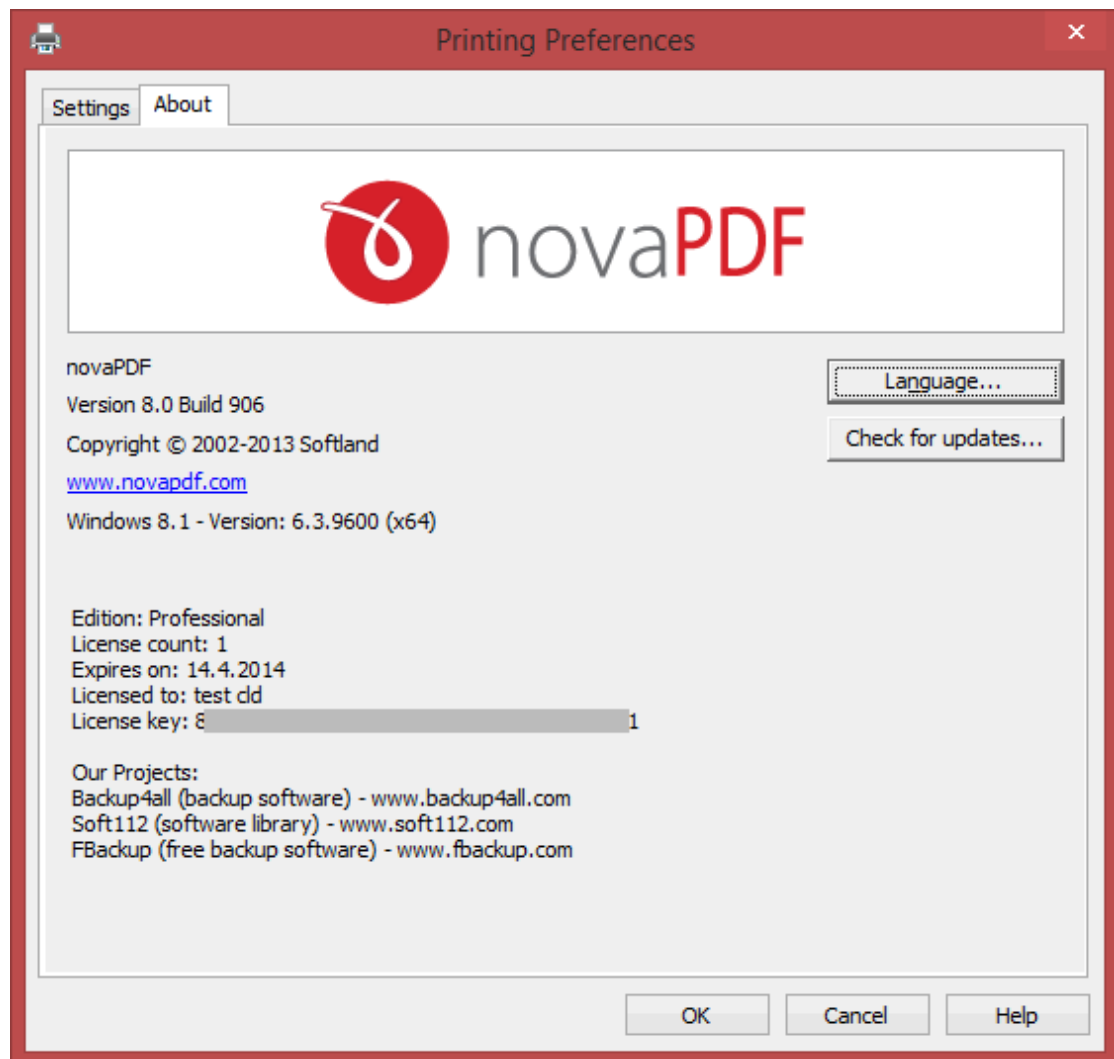


### Bottom

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.

### 1.3.1.2 About

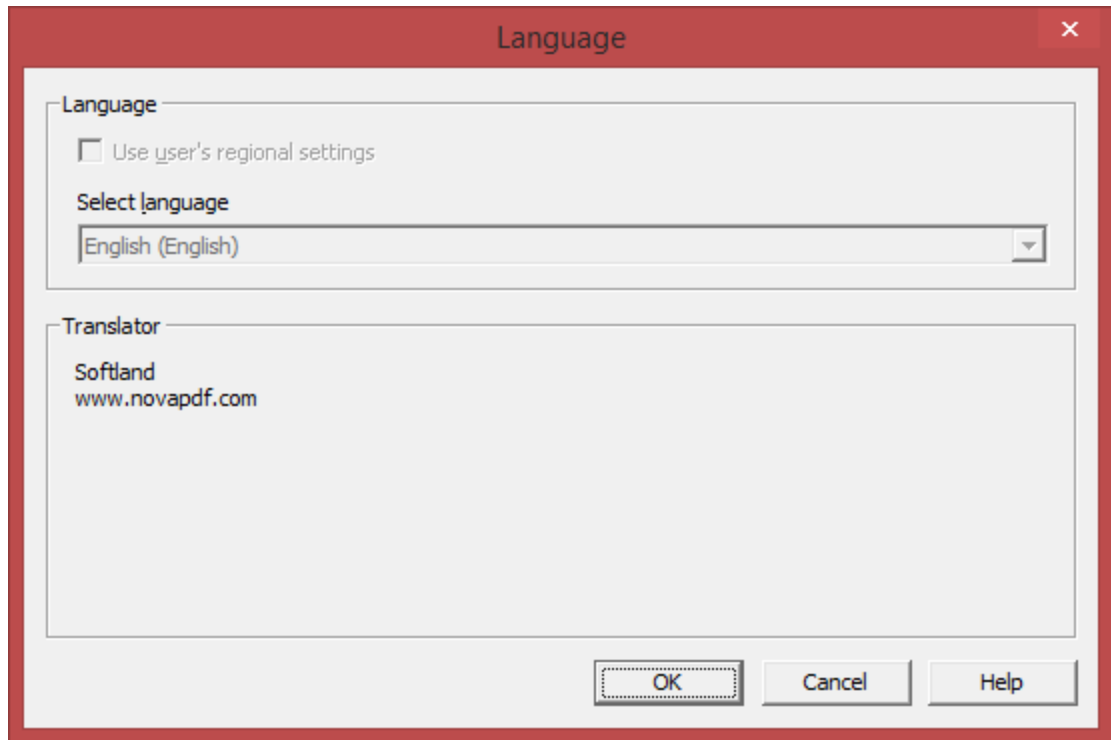
The **About** page contains information about the version and edition you have installed plus the option to change the interface *Language* and *Check for updates*.



novaPDF is available as a trial version. It is fully functional for 30 days. During the trial version, 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 activate novaPDF. If you've already purchased it you can visit the Activate section to activate the program.

### 1.3.1.2.1 Language

The *Language* page allows you to set the language for the interface of the program.



#### LANGUAGE

##### Use user's regional settings

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

##### Select Language

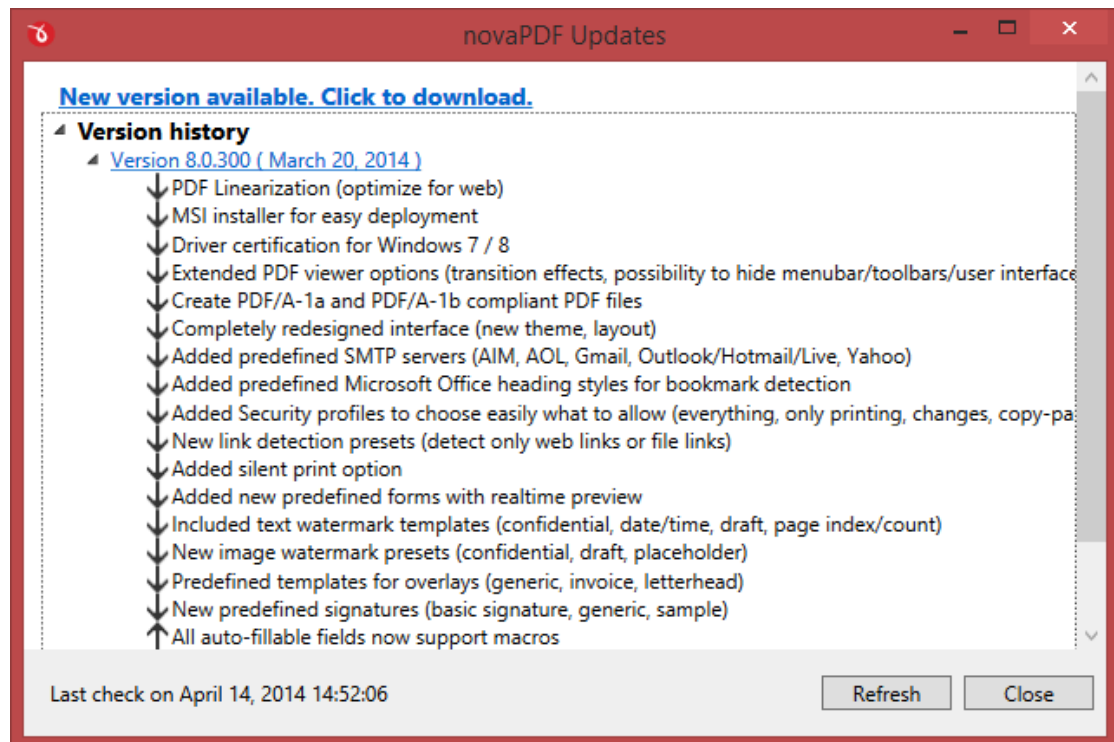
If you want all users to use the same language, select one of the languages available from the *Select language* combo-box.

#### TRANSLATOR

For each language you'll see here details regarding the person/company that translated the interface of novaPDF.

### 1.3.1.2.2 Updates

The *Updates* window allows you to set how often to check for updates and to disable it.



## CHECK FOR UPDATES

### Automatic check for updates

This option is checked by default and will connect to the Internet to see if there are new updates for the application with the defined frequency. If you uncheck this option you won't be notified of new updates until you check manually by clicking on the *Start check for updates* button.

### Frequency

You can choose to check for updates *Daily* (not recommended), *Weekly* (default value) or *Monthly*. When an update is found it will display the *novaPDF Updates* window with details about the update.

## NOVAPDF UPDATES

### Version history

If updates are detected you'll see a list of fixes, updates and new features in the version history section, grouped by version and build number. You can start the download of the new version by accessing the *Click to download* link.

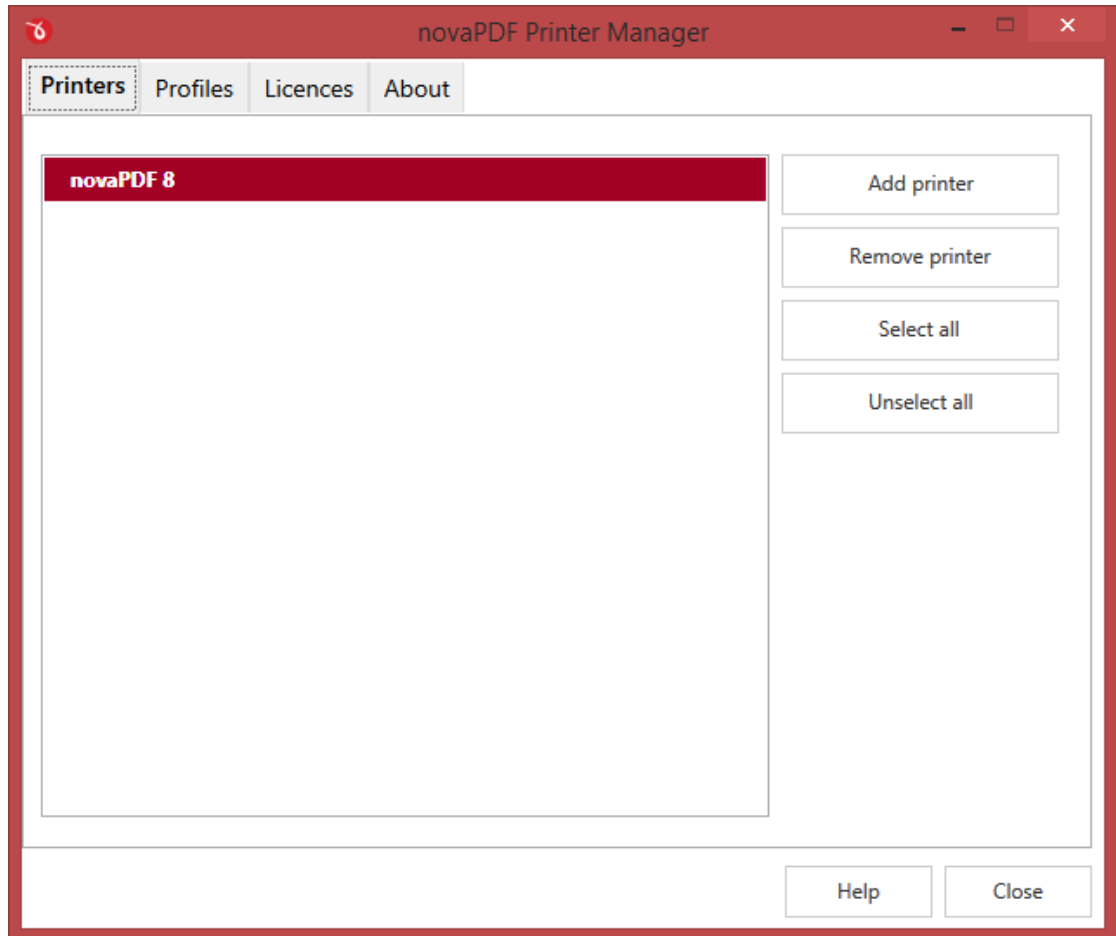
### News

Occasionally we will post news items that will show in the update window. When this window is opened you can re-check for updates by clicking on the *Refresh* button.

## 1.3.2 Printer Manager

### 1.3.2.1 Printers

*Printer Manager* allows administrators to manage the novaPDF printer(s). This way if you use it as a print server you will be able to manage what printers show up under what name for client computers connecting through the print server, manage the profile for these printers and license/unlicense client computers.

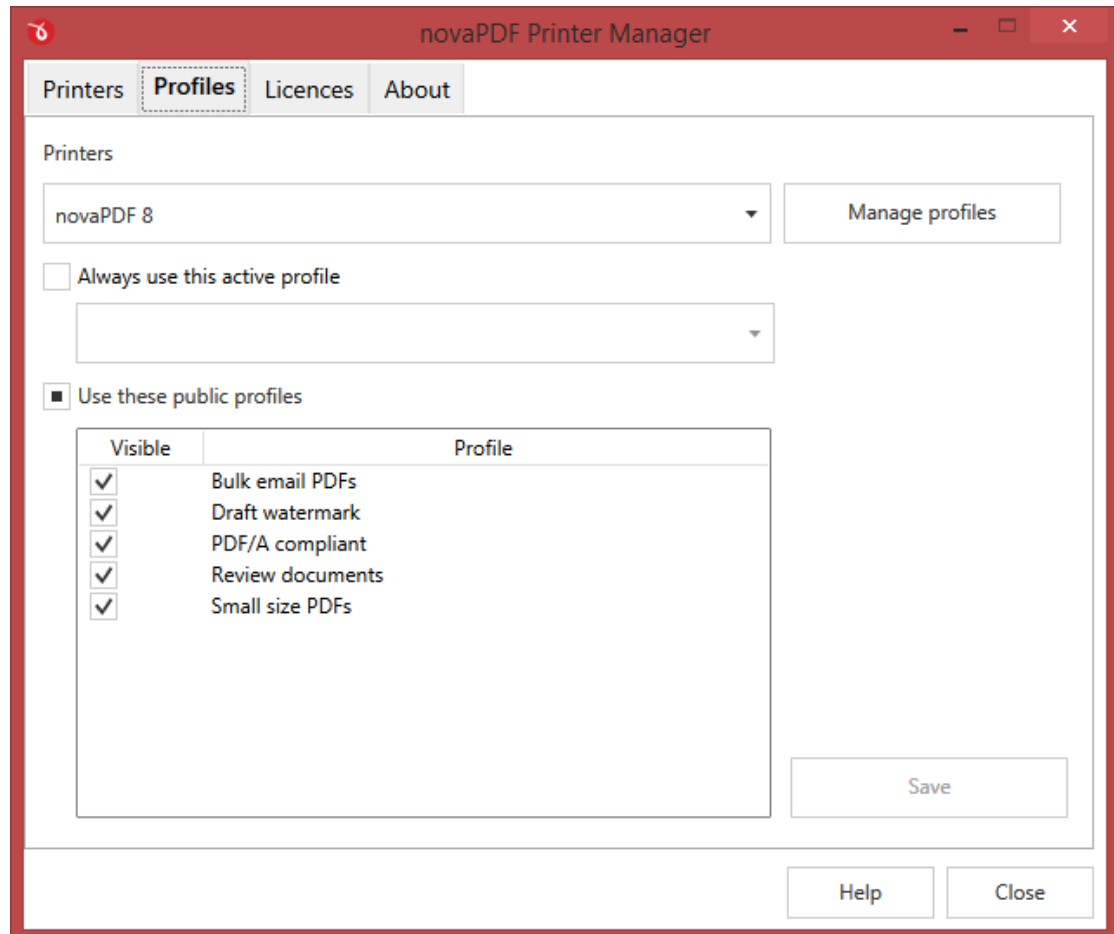


#### PRINTERS

This is a list of printers that are installed on the current computer and use the novaPDF driver. To create a new printer based on the novaPDF driver click on **Add printer** and you'll be prompted to enter a name for the new printer that will be automatically created after you name it. Similarly, you can remove a printer by selecting it and clicking on **Remove printer**. If you have multiple printers that you want to manage at once, you can select/deselect them in batch using the **Select all/Unselect all** buttons (or clicking with your mouse on each printer listing).

### 1.3.2.2 Profiles

The *Profiles* section of the *Printer Manager* allows you to manage existing profiles for a selected printer, set the default active profile that client computers cannot override or allow them to modify a set of public profiles.



#### PRINTERS

You can click on the drop-down to see all the printers based on novaPDF that you can modify/restrict profile options for. After a printer is selected the **Manage profiles** button becomes active and you can click it to start managing profiles for the selected printer. This will start the *Profile Manager* with full administrator rights allowing you to change all options for the profile.

#### Always use this active profile

As an administrator you can choose this option for the selected printer to disallow client computers from showing any profile management options. If you choose this option and select a profile from the drop-down, that profile will be used by default for all clients that create PDFs through this print server. In the *Profile* section of their printer client they will see a notice "The profile options are disabled by your administrator". The list of available profiles to be selected as an active profile will include only public profiles, not private ones. To propagate the active profile to client computers

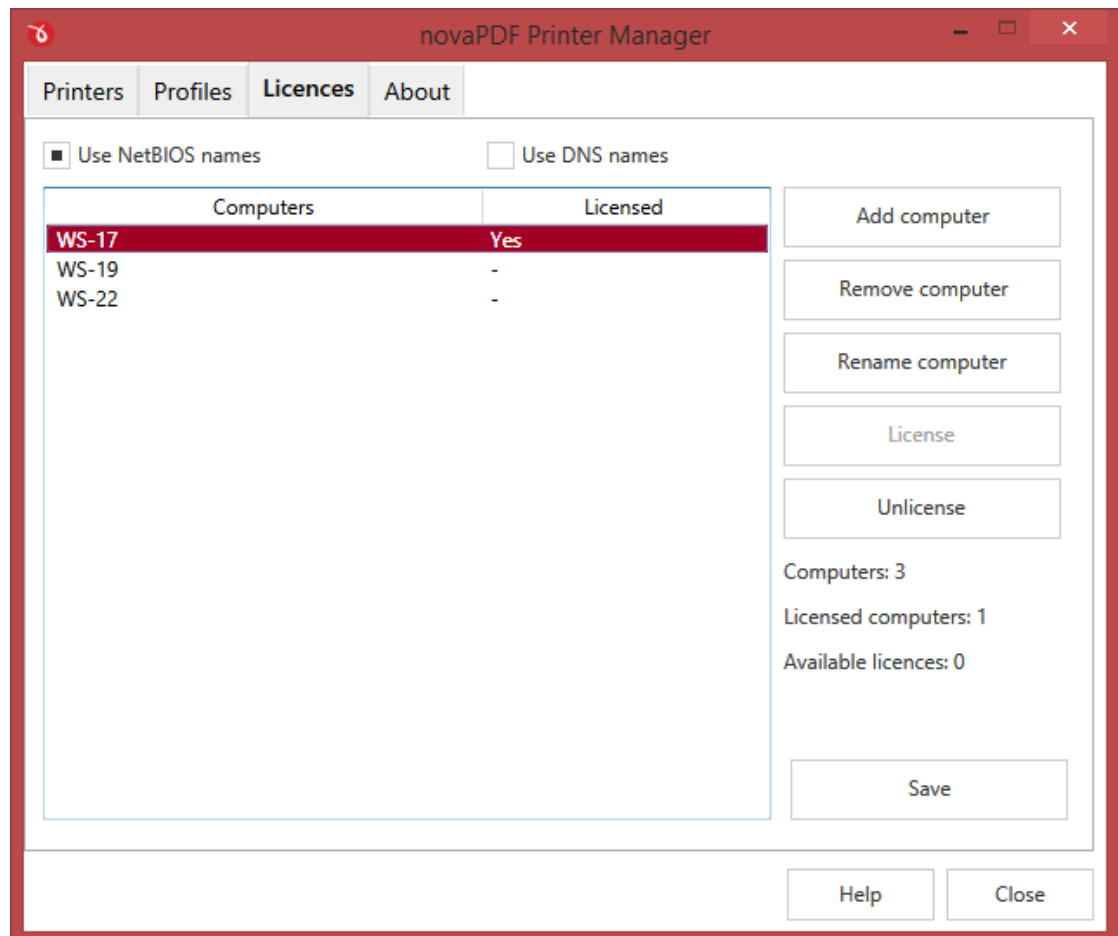
select it and click on **Save**.

### Use these public profiles

If this option is selected you will be able to choose which public profiles will be shown for client computers. From the printing preferences for the client computer printer users will be able to open the *Manage profiles* window and add/delete private profiles. If you want to disable profile management completely for client computers force the active profile using the option above. To propagate these changes for client computers select which public profiles to distribute and click on **Save**.

### 1.3.2.3 Licenses

This will allow you to manage the licenses for the printer currently selected. Managing licenses is useful when using the current printer as a print server to add/remove/license and un-license client computers.



You can share a PDF printer to be accessible via other computers in the same network. If a print job is started from a computer in the network through the print server, the computer name is registered automatically for a license, as long as there are licenses available. So if you bought enough licenses,

you don't have to configure anything, all computers will be automatically licensed when they initiate their first print job to novaPDF on the printer server. As the client computers are being assigned a license, you will see the number of **Available licenses** decreasing, and the licensed status as **Yes** near the name of the licensed computers.

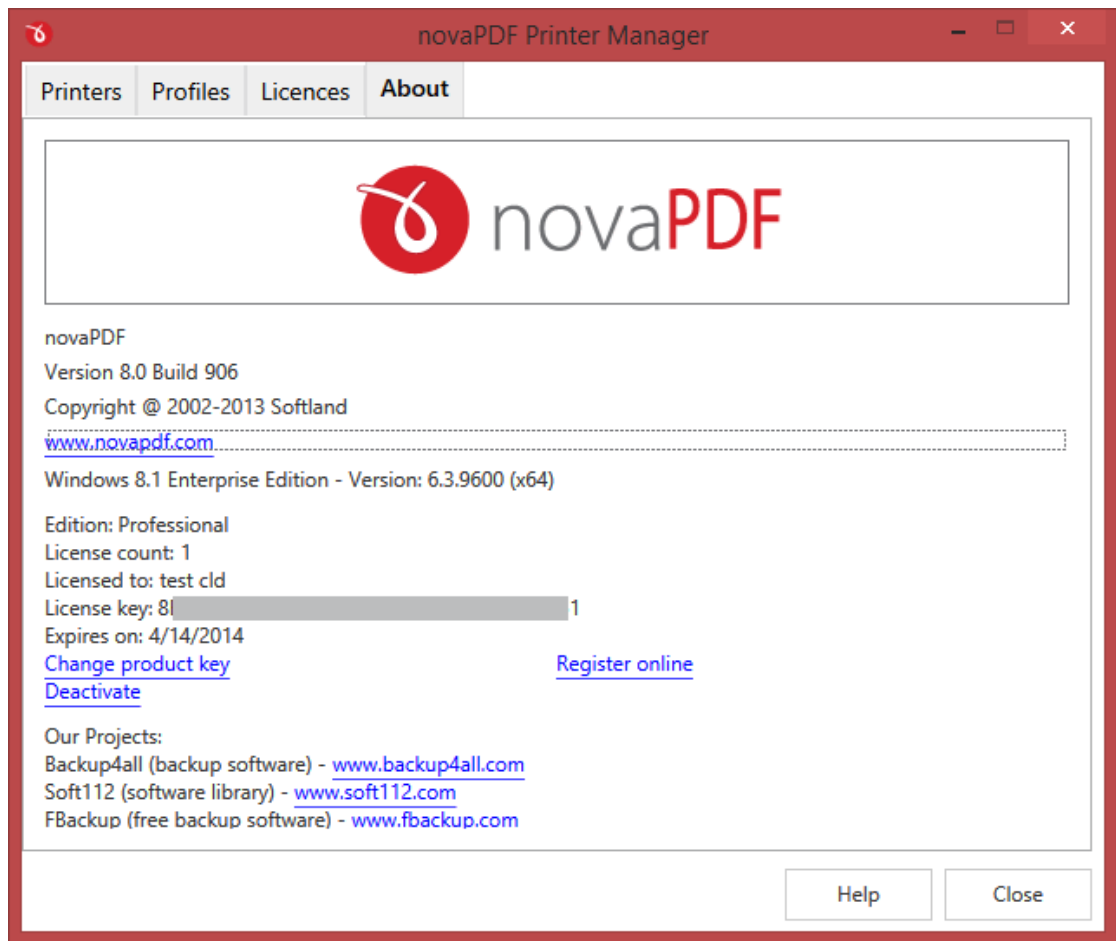
The client computers are automatically added in the computers list even when the server is not licensed. In this case all computers will be listed as unlicensed. When novaPDF is licensed, the computers in the list are also automatically licensed. If you have more computers in the list than the number 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. You can **Add**, **Remove**, or **Rename** licenses for the computers/workstations that connect via the print server. By clicking on a workstation from the *Computers* list you will also be able to **License** or **Unlicense** them (you'll see how the status from the *Licensed* column will change from *Yes* to *No* or vice-versa).

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.

#### 1.3.2.4 About

The *About* page contains information about the version and edition you have installed plus the option to *Activate/Deactivate* the application, *Change the product key* or *Register* it.



novaPDF is available as a trial version. It is fully functional for 30 days. During the trial version, 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 activate novaPDF. If you've already purchased it you can visit the Activate section to activate the program.

The about window will show the following information:

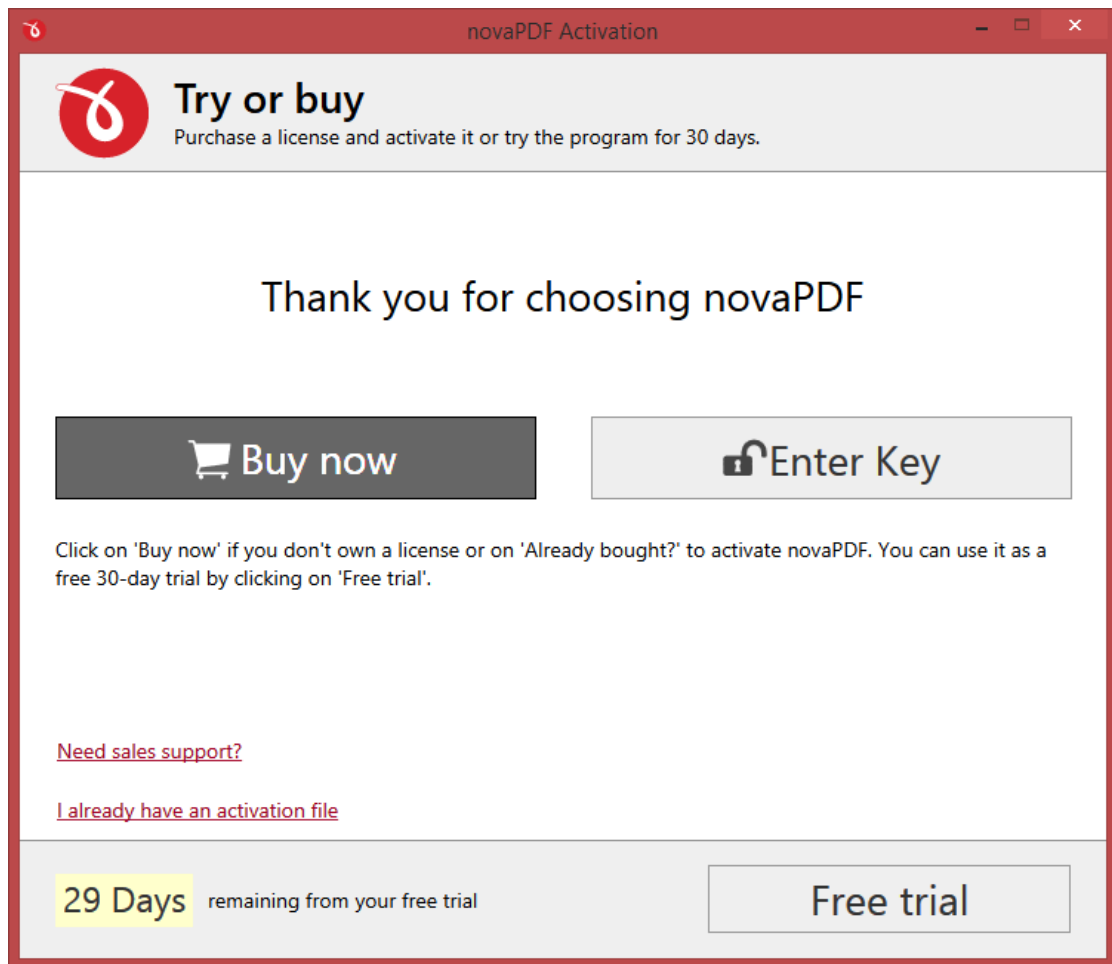
- Version and build number of the profile manager and printer manager, in parenthesis you'll also see the version of the printer driver used
- Windows version and edition (for support inquiry purposes)
- Edition installed and activated (for trial/extra-trial licenses the number of days until the expiration will be shown too)
- Options to Activate, Reactivate (will re-activate online the current product key), Deactivate, Enter/Change product key and Registering a product key
- Miscellaneous information regarding the other products developed by the company as well as copyright information

#### 1.3.2.4.1 Activate

Activation allows verifying that your copy of novaPDF is genuine and that it hasn't been used on more computers than the number of licenses purchased. It prevents this way software counterfeiting



(intentional or unintentional).



### Buy Now

If you don't own a product key for novaPDF and want to purchase one click on the Buy Now button. This will open the browser and allow you to buy a license. To test the application before purchasing it, click on the **Free trial** button instead to try it for 30 days without paying.

### Enter Key

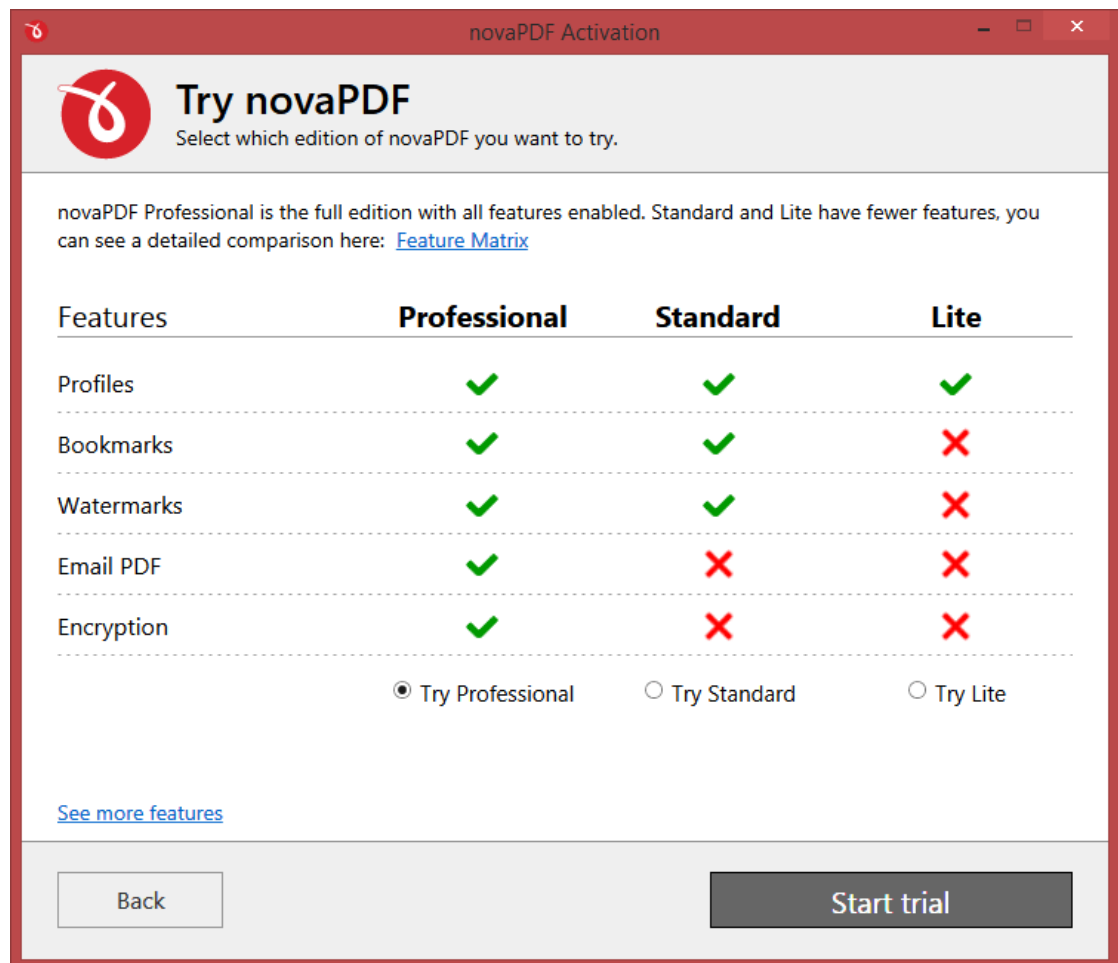
After purchasing a novaPDF license you will receive an email that contains your **Product key**. To start using the application you'll have to validate the registration details by clicking on **Enter Key** and follow the activation steps, where you will be able to activate online or manually.

### Free Trial

Before purchasing a license and activating it online you have the option of running a trial version of novaPDF. The trial version has the same features as the paid version, with the exception that when creating a PDF file with the trial you'll get a notice in the footer of each page of the PDF. This notice will not be included anymore if you pay for and activate the full version. Click on the Free Trial button to continue with the selection of editions.

### 1.3.2.4.1.1 Free Trial

You can use novaPDF as a trial before deciding to purchase a license. The trial lasts for 30 days and during this period of time you have the same features as the paid version. However, during the trial, you will see a footer notice on each page of the PDF files created. This notice will not show if the program is paid for and activated.



#### Select Edition

You have the option of choosing one of the three editions available for evaluation: Professional, Standard and Lite. While Professional has all the features enabled, Standard and Lite editions have limitations. To see the differences between each edition visit the Feature Matrix section. Once you click on an edition the trial window will close and you can begin the evaluation. You will see how many days are left from the evaluation on the main activation window or on About.

After the trial period will be over you won't be able to continue using the program unless you purchase a license and activate it. If you purchase a license before the trial expires you can enter it anytime and activate the license without waiting for the trial to finish.

### 1.3.2.4.1.2 Online Activation

After purchasing a novaPDF license you will receive an email that contains your registration **Name** and **Product key**. To continue using the program you must activate it online and validate the licensing details.

novaPDF Activation

**Activation**  
Purchase a license and activate it to continue using the program.

Enter your details and click on 'Activate Online' to finalize the process. If no Internet connection is available click on 'Manual Activation'. To keep your current licensing status click 'Cancel Activation'.

**Product key**

**Name** **Quantity**

**Comments:**

WS-17

**Activate**

[What is activation?](#)

Cancel activation

After you receive an email with your registration details open it and then enter the information in the corresponding fields, as indicated below:

- **Product key.** It is a group of characters separated by dashes, included in the email with the licensing details. You have to copy and paste it in here.
- **Name.** You should enter the name you want this copy to be licensed under (i.e. your company name, your own name).
- **Quantity.** If you purchased just a single license leave this field as it is with its default value. However, if you purchased several licenses and want to activate them on the current computer, enter here the amount you want activated (has to be lower than or equal to the quantity you have purchased).
- **Comments.** This is an optional field, you can enter here additional comments regarding this activation. These comments will be shown in the online account so it is a way for you to remember why you activated a license and where you activated it (doesn't affect the

activation in any way no matter what text you enter here).

Once you've added all the required information press the **Activate** button to complete the activation. **An active Internet connection is required to activate online.** If the computer is not connected to the Internet or there's a problem connecting via the Internet (i.e. a firewall that prevents external access) you will receive a notification and the possibility to continue with a **Manual** activation.

If the licensing information is valid, you will get a confirmation message saying the application has been successfully activated. If the information in one of the fields is not correct you'll receive an error and you'll have to retry the activation after correcting it.

After you close the the confirmation message, you can see your licensing details on the **About** page with additional options to *Change registration key, Reactivate, Deactivate application* and *Register online*.

If you lost your product 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.

### 1.3.2.4.1.3 Manual Activation

After purchasing a novaPDF license you will receive an email that contains your **Product key**. To continue using the program you must activate it and validate the licensing information. The easiest way is to use the Online Activation option, however if for some reason you don't have Internet access on the computer where you've installed novaPDF you can choose the **Offline/Manual Activation** process.

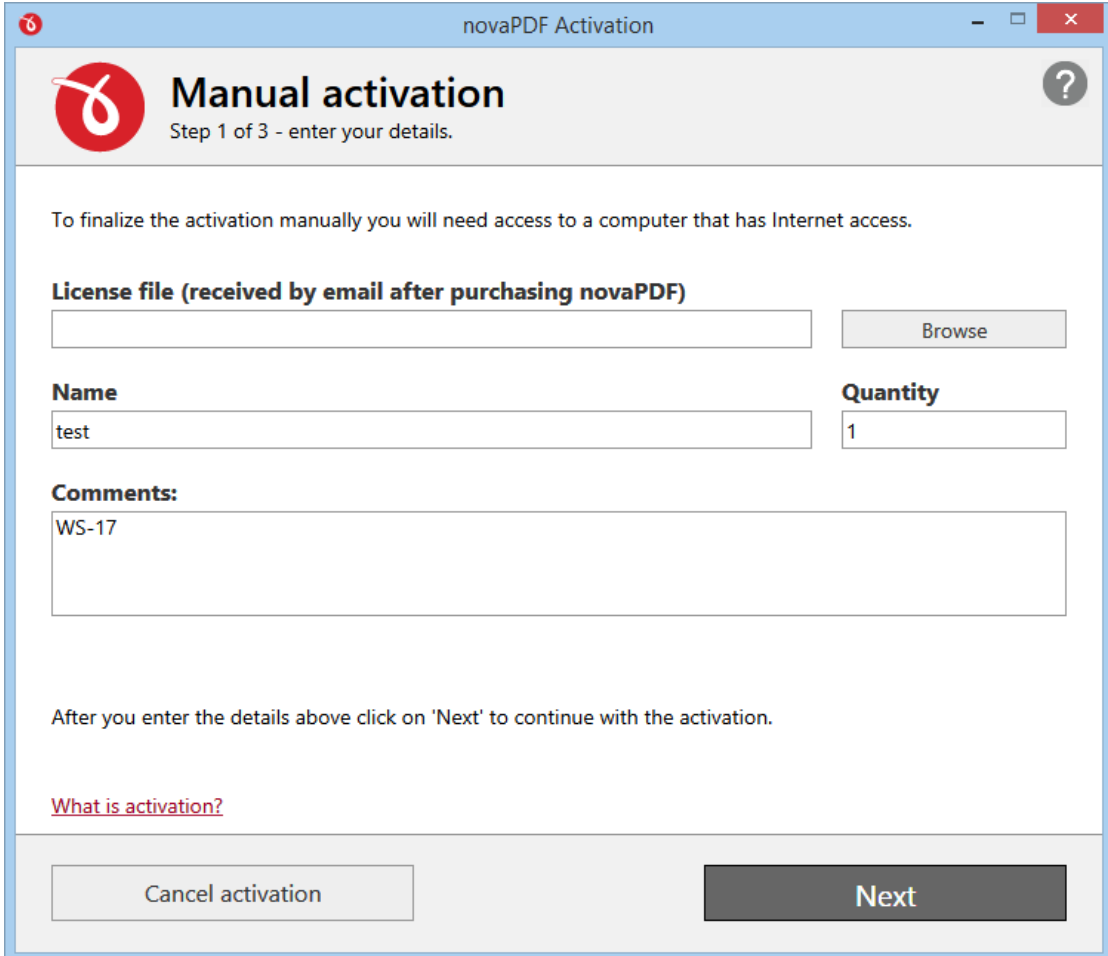
The process to activate the software manually requires that you download a file generated by novaPDF, load it on an USB stick (or any portable device), go to a computer that has internet access and upload the file on our servers, then download the response activation file and use it on the computer where you want to manually activate it.

#### STEP 1

---

The first step allows you to generate and download an activation request file. You will have to enter the following details (based on the licensing email you receive after you purchased the application):

- **License file.** The licensing email has attached a license file called **License.lic** You will need to save it locally then click on the Browse button to locate it.
- **Name.** You should enter the name you want this copy to be licensed under (i.e. your company name, your own name).
- **Quantity.** If you purchased just a single license leave this field as it is with its default value. However if you purchased several licenses and want to activate them on the current computer, enter here the amount you want activated (has to be lower than or equal to the quantity you have purchased).
- **Comments.** This is an optional field, you can enter here additional comments regarding this activation. These comments will be shown in the online account so it is a way for you to remember why you activated a license and where you activated it (doesn't affect the activation in any way no matter what text you enter here).



The screenshot shows a window titled "novaPDF Activation" with a sub-header "Manual activation" and "Step 1 of 3 - enter your details." The window contains the following elements:

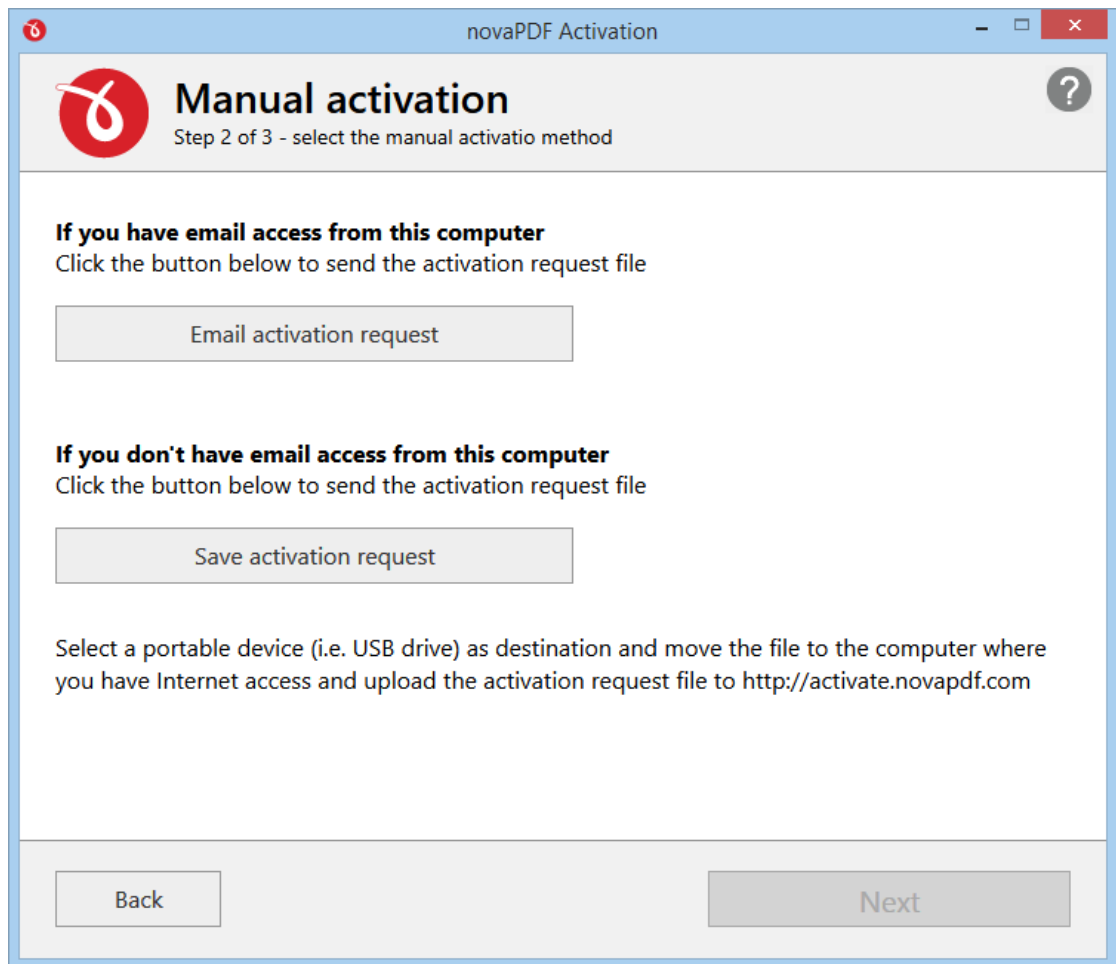
- A red circular logo with a white stylized 'n'.
- Text: "To finalize the activation manually you will need access to a computer that has Internet access."
- Section: "License file (received by email after purchasing novaPDF)" with an empty text input field and a "Browse" button.
- Section: "Name" with an input field containing "test" and "Quantity" with an input field containing "1".
- Section: "Comments:" with a text area containing "WS-17".
- Text: "After you enter the details above click on 'Next' to continue with the activation."
- Text: "[What is activation?](#)"
- Buttons: "Cancel activation" and "Next".

Click on the **Next** button to continue the manual activation process, or on **Cancel activation** if you want to stop the activation process.

## STEP 2

Click on the **Email activation request** button if you have an internet connection on the current computer, or on the **Save activation request** button if you don't have an internet connection. If you choose the *save the activation request* option, you'll be prompted to save a manual activation request file on your computer. Click **Next** after saving or emailing the request.

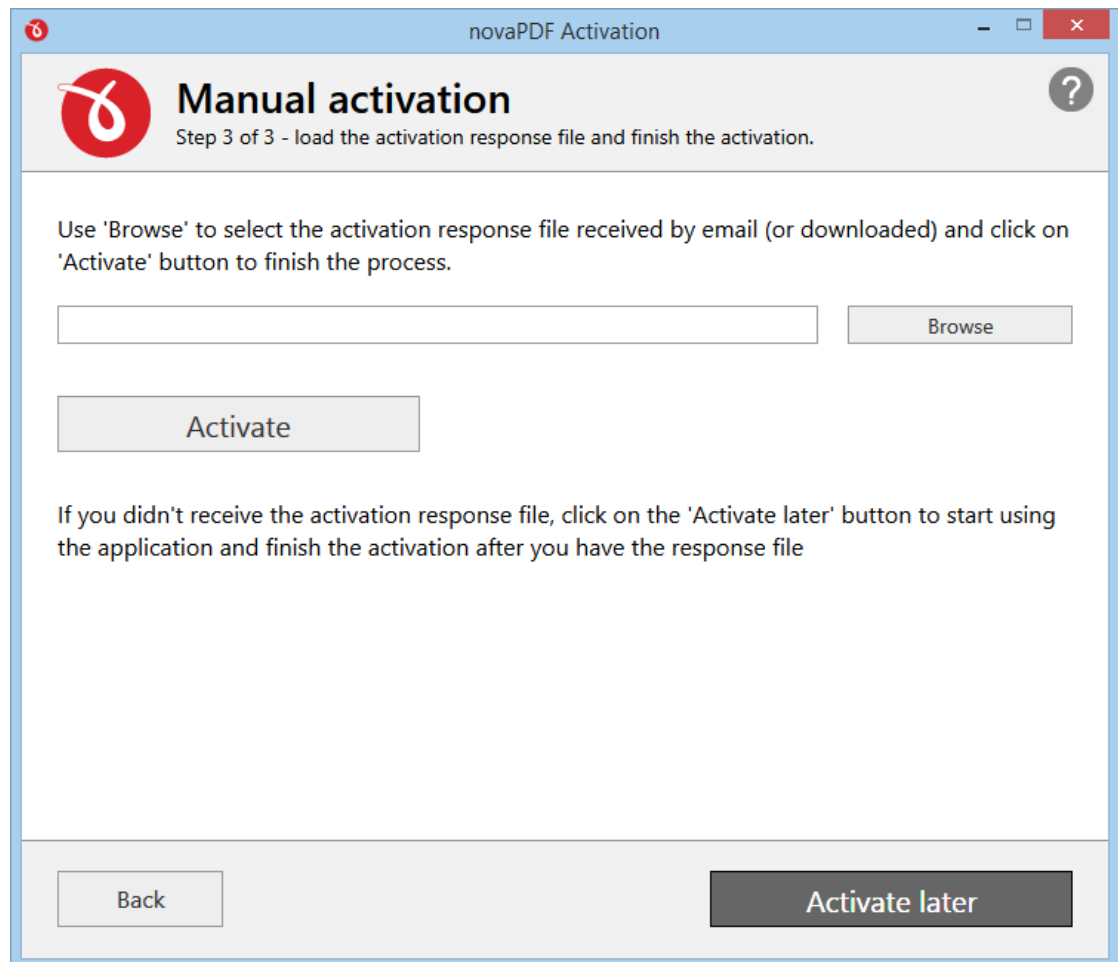
You have to move that file to a computer where you have an active internet connection. Write down the url that is mentioned under the *Save activation request* button as that's where you'll need to load the activation file: <http://activate.novapdf.com>



### STEP 3

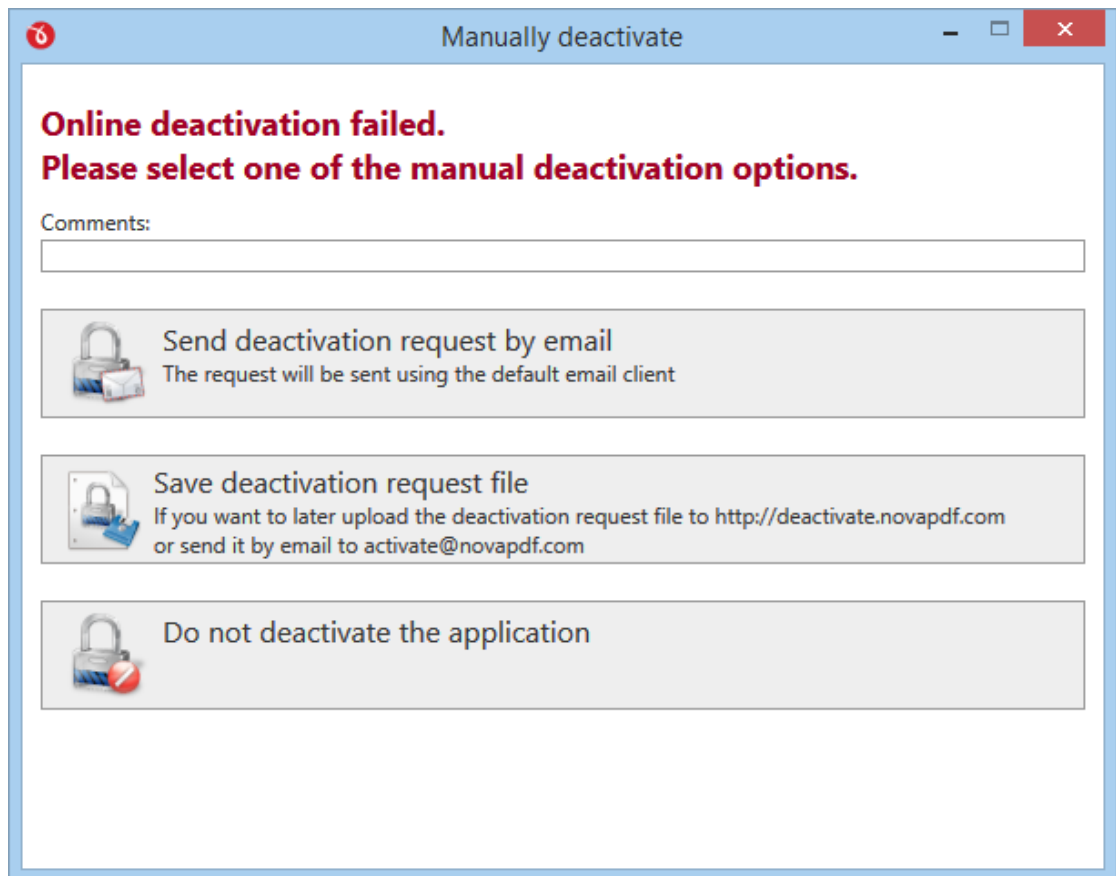
From the computer where you have an internet connection compose a new email message and attach the activation request file obtained previously or visit the activation url and upload the file on our server. You will receive an email reply (or download one if using the website method) with an activation response file that you need to move to the computer that's being activated manually.

The activation file that you received previously needs to be loaded on the last step of the **Manual Activation** window (if you closed the window in the meantime, just start the application again and from the main activation window click on I already have an activation file link in the lower left corner). Click on the **Browse** button and select the activation response file. Once you've selected this click on **Activate** to finish the process.



#### 1.3.2.4.2 Deactivate

You can remove the activation file from the current application by deactivating it. This will revert the program to a trial status, if you have enough evaluation days left, otherwise you'll be shown the activation window everytime you try to use it. Deactivating is useful in case you want to move the program to another computer, thus you're removing the license from the current one to activate it on the new one. Deactivation is done automatic if an internet connection is available, however if the computer is not connected to the internet you'll have to deactivate the program manually.



The program will be deactivated when you click on either the **Send deactivation request by email** or **Save deactivation request file** button. However, you will also need to send that deactivation request to our server so that it will be marked as deactivated in our system as well. If you skip this step the license will remain marked as activated in our system and you won't be able to activate it on another system.

#### Comments

This is an optional field, you can enter here an additional comment on why you deactivated the program. This comment will be shown in the online account so it is a way for you to remember why you requested the deactivation (doesn't affect the deactivation in any way no matter what text you enter here).

#### Send deactivation request by email

By clicking on this button an email will be generated and opened with your default email editor. The email contains a deactivation request and has pre-configured the address that it has to be sent to. Copy that email on a system where you have internet access and send it. Your license will be marked as deactivated on our system when the email is received.

#### Save deactivation request file

If you select this option you'll receive a file that you can put on an USB stick (for example) and use it from another computer that has an Internet connection. On the computer where you have an



internet connection compose a new email message and attach the deactivation request file obtained previously or visit the deactivation url and upload the file on our server to finalize this process.

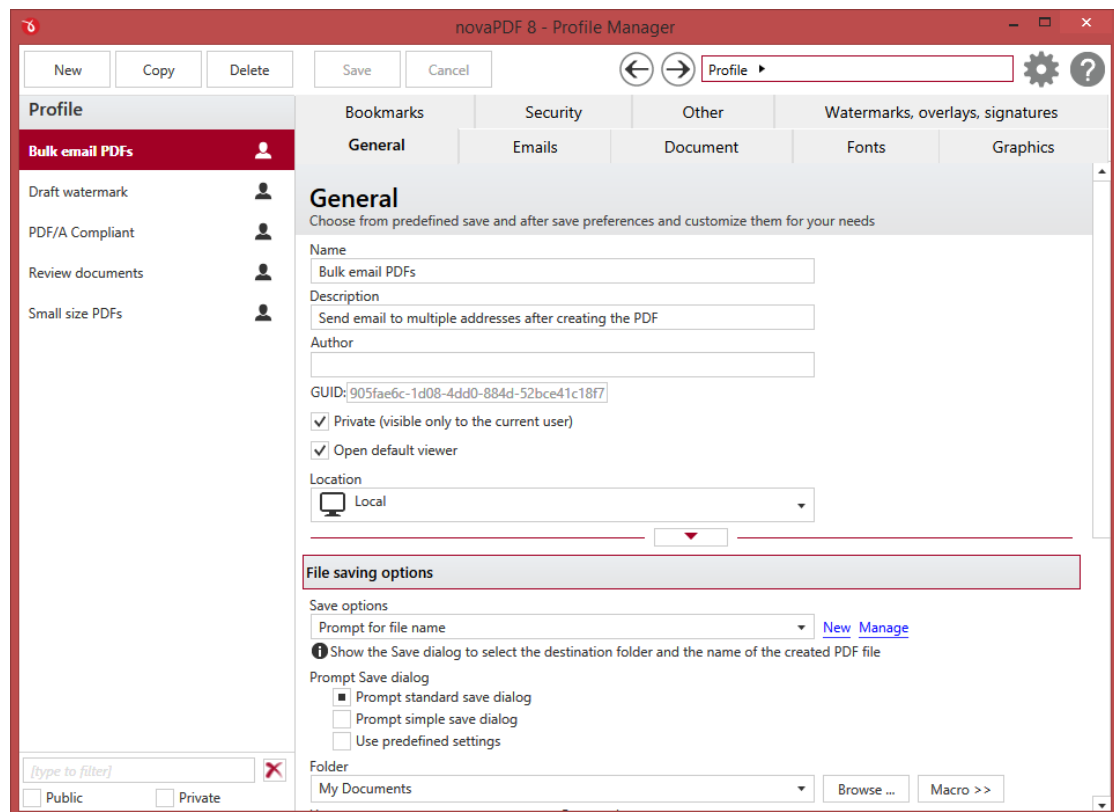
### 1.3.3 Profile Manager

The *Profile Manager* allows you to manage profiles (new, copy, edit, delete), their individual settings and access profile presets. Profiles are a set of configurations that will be used when creating the PDF file. As an example you can create different printing profiles based on what the output should be: a profile that outputs PDF documents intended for distribution, or another one for high quality PDF files printing, PDFs for review, marked confidential, ....

You can open *Profile Manager* as an administrator or as a regular user:

- to open *Profile Manager* as an administrator, open *Printer Manager* (go to *Start* and type "printer manager") then *Profiles->Manage Profiles*. If you set an administrator password, you'll be required to enter it to make changes.
- to open *Profile Manager* as a regular user, open *Devices and Printers* (go to *Start* and type "devices and printers"), right click on novaPDF and select *Printing Preferences*. Click on the **Manager Profiles** button.

Opening *Profile Manager* as an administrator gives you access to more options than when opening it as a regular user.



### PROFILES LIST

When the novaPDF is installed, a default profile is created. This profile uses its own default printing settings to create the PDF files.

However you can change those settings and create a custom profile, that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of profiles, private and public:

1. **Private profiles.** A private profile is visible only to the current user. By default new profiles are created as private and only the users from the computer where it was created will be able to see it and create PDFs using it.
2. **Public profiles.** Public profiles are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public profile will be used, all the settings from that profile will be propagated to the client computers.

This list shows the profiles (both private and public) that were defined. The icon on the right of the profile name shows what type of profile it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## MANAGE PROFILES

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### New

This will create a new profile based on the default one. You can change its settings by clicking on the different tabs available (General, Emails, ...) and use the Save button to record your changes and create the profile. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different profile the current one will be discarded

### Copy

This allows you to duplicate an existing profile. To do so, just select an existing profile and click on *Copy*. Unlike the New option, when you copy an existing profile the duplicate is automatically saved with a different name (original name of the profile plus the word Copy). Removing the original profile doesn't affect in any way the existing copy of it.

### 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.

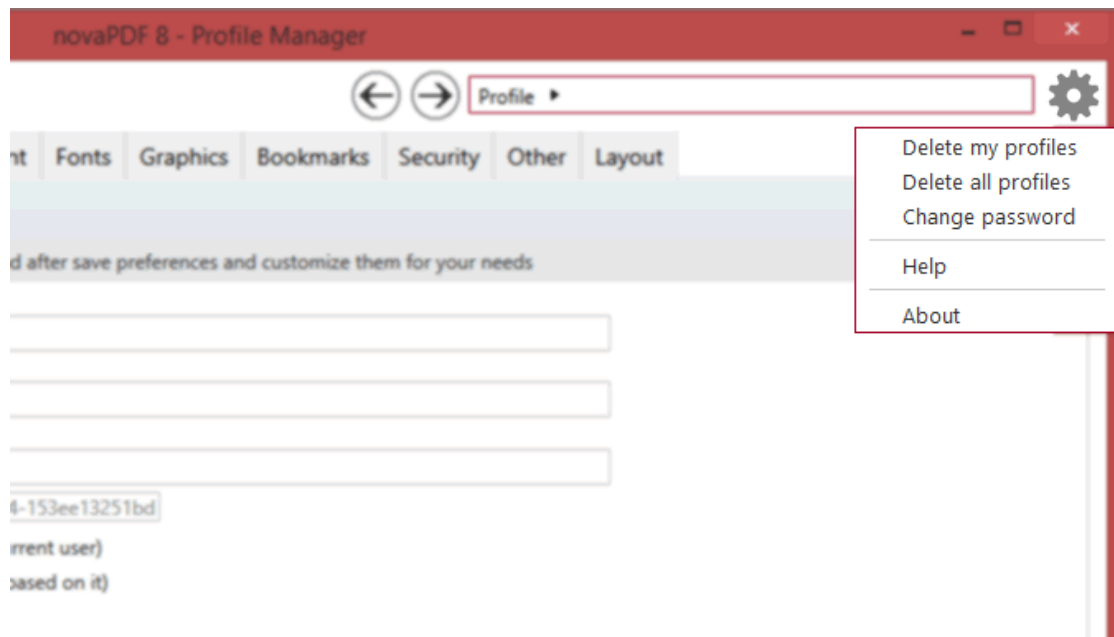
### Filter

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

### Advanced

When you click on the Advanced settings icon (grey gear on the right), you will see additional options:

- *Delete my profiles* - if you click on this you'll get a confirmation window that lets you choose if you want to delete all your defined profiles (the private profiles). Once the profiles are deleted, they cannot be recovered anymore
- *Delete all profiles* - this will prompt a confirmation window to remove all the existing profiles (both private and public).
- *Change password* - you can password-protect the settings for the Profile Manager by entering and confirming a password. This way you prevent unauthorized changes.
- *About/Help* - the About window lets you activate/deactivate/change a product key or register the application.



## PROFILE SETTINGS

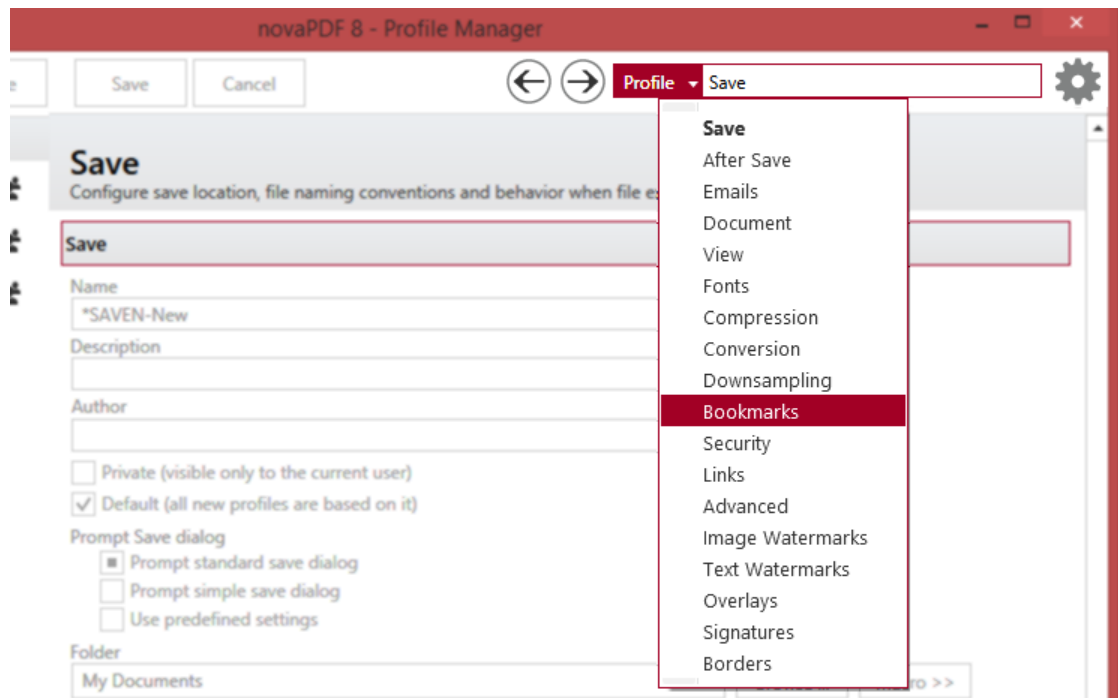
The profile settings group allows you to customize the current profile and change various options such as the possibility to send emails, add watermarks/bookmarks/overlays, protect the PDF, embed fonts and many others. You can visit each tab and change the options for:

1. General - this lets you select the profile type, describe it, set the PDF version, enable PDF linearization, set file saving options and after save actions.
2. Emails - you can opt to send emails after a PDF is created, customize the recipients/email templates and define the SMTP server connections.
3. Document -you can add document information (subject, author, keywords) and set PDF viewer options.
4. Fonts - this lets you embed all fonts, only subsets, protected fonts or disable embedding.
5. Graphics - you can compress the content, convert or downsample images to reduce the size of the resulting PDF.
6. Bookmarks - predefined bookmark configurations can be used or customized.
7. Security - you can password-protect a PDF document to restrict printing, copying or even opening it.
8. Other - this lets you customize the active PDF links in the resulting file and also set advanced options (such as text optimization).
9. Layout - in the Layout section you can choose display options for the resulting PDF. You can use predefined forms (or add a custom ones), page orientation (portrait/landscape), add text/image watermarks, overlays or digitally sign the PDF.

Each of the profile setting changes you modify will be available for the currently selected profile. You have to click on the **Save** button when you finish modifying the settings, or on **Cancel** if you wish to discard them all.

## PROFILE SETTINGS PRESETS

Each of the profile settings tabs uses predefined configurations for certain sections. You can modify those presets either from the profile setting tab or open the separate preset window for each individual set of options. To do so, click on the right arrow next to the Profile text field (top-right corner of the Profile Manager window). This will show a drop-down list of all the profile settings presets that you can modify individually.



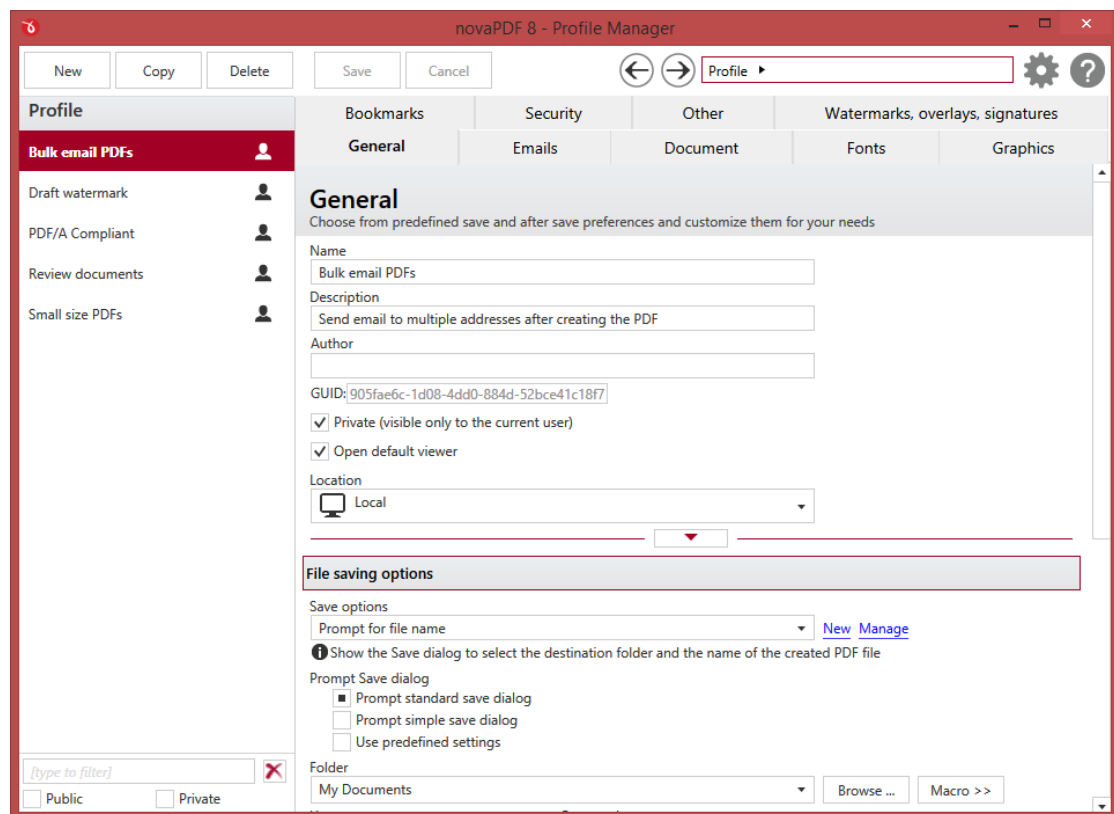
Each preset created for profile settings will show up on the main tab and available as a drop-down option. For example, the presets that you create for the *Save* section, will show up as a drop down in *General* -> *File saving options* -> *Save options*. Each preset section has already defined default preset profiles, which cannot be modified. If you want to create a preset based on the default one, you can use the **Copy** option and **Save** it after you've done the necessary changes.

The navigation arrows (left/right) next to the Profile field allow you to browse between a preset profile window and the main profile settings window. You can read more about the presets in the *Manage Presets* help section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.1 General

The *General* profile manager tab allows you to select the profile type, describe it, set the PDF version, enable PDF linearization, set file saving options and after save actions.



## GENERAL

### Name

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

### Description

Add a description for the current profile.

### Author

Optionally you can set the author for this profile.

### GUID

This is an internal ID created by the application to recognize unique profiles and it cannot be changed. This is displayed only if you open Profile Manager with administrator rights.

### Private/Public

This option is checked by default and all new profiles are created as private (they will be available only to the current user). You can uncheck this option to create a public profile that will be available for all users. This is displayed only if you open Profile Manager with administrator rights.

### Default

If this checkbox is set, any options you modify for the default profile will be used as a basis for new profiles. This is displayed only if you open Profile Manager with administrator rights.

**Open PDF with default viewer**

If this is selected the resulting PDF file will be opened in the default PDF viewer after it is created. If you uncheck this, the PDF won't be showed after it's created using the PDF viewer.

**PDF version**

You can set a PDF version that will be used when creating PDF files: 1.3, 1.4, 1.5, 1.6 or 1.7. A PDF created with a higher PDF version can be opened only using newer versions of PDF viewers:

- **PDF 1.3** - can be opened with Adobe Reader 4 or higher
- **PDF 1.4** - can be opened with Adobe Reader 5 or higher
- **PDF 1.5** - can be opened with Adobe Reader 6 or higher
- **PDF 1.6** - can be opened with Adobe Reader 7 or higher
- **PDF 1.7** - can be opened with Adobe Reader 8 or higher

**Enable PDF/A**

Check this option if you want to have the resulted PDF file compliant with the following ISO standards:

- **PDF/A-1a** - Level A compliance in Part 1. This includes all requirements of PDF/A-1b and additionally requires: document structure to be included, tagged PDF, Unicode character maps and language specifications.
- **PDF/A-1b** - Level B compliance in Part 1. This has as objective ensuring reliable reproduction of the visual appearance of the document.

PDF/A is a PDF file format used for long-term archiving of documents in electronic format. It uses PDF Reference 1.4 (implemented in Adobe Acrobat 5) and complies with the ISO Standard - ISO 19005-1:2005.

When the **PDF/A** option is checked, several options will be set as default ones to ensure the compatibility: the Fonts will be Always embedded, the file links option will be unchecked (if checked previously) and all Security settings will be disabled. When this option is checked, a prompt will show up notifying that PDF 1.4 will be set (a requirement for PDF/A).

**Linear PDF**

If this option is checked, the resulting PDF file will be optimized for loading on webpages (fast web view). PDF linearization (PDF optimization) regroups elements in the resulting PDF file and adds linearization information.

This results in a larger PDF file than a non-linearized one, but it has the advantage that it will show the content in the browser even if the file wasn't fully downloaded. So if you have a PDF with multiple pages, it will start downloading and display the first page even if the file hasn't been fully downloaded. This option is intended for creating PDFs that will be shared on websites.

**Location**

novaPDF can be installed regularly, as a virtual desktop printer or on a print server as a shared network printer. In the first case, the Local/Server location is basically the same thing, as it will let you save the PDF in any folder on a local or network computer (except that in this case Server won't let you choose user-linked folders such as My Documents, Desktop, ...).

However, if novaPDF was installed on a print server and added on client computers, then the Server location refers to the print server:

- **Local folders.** When you set the destination to local, you can choose any folder (either on the

computer where the print starts from or on a network computer) where to save the PDF file.

- **Server folders.** If novaPDF is added on a client computer from a shared network printer, the Server location will save the resulting PDF file on a folder located on the print server (i.e. the computer where novaPDF was installed and shared from).

## FILE SAVING OPTIONS

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You can configure save options for the generated PDF file. For detailed explanation of each option see the File Saving Options section.

## AFTER SAVE ACTION

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Once the PDF is created, you can run a particular application with various options. Set after save actions you have to check the **Run application** option and continue the configuration. For detailed explanation of each after save option see the After Save Action section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.1.1 File saving options

The *File Saving Options* section is embedded in the *General* tab of the *Profile Manager* and allows you to set PDF saving options such as the location where the PDF will be saved, what save dialog to use and what to do when same named PDF files exist (i.e. merging PDF documents).

**File saving options**

Save options  
 [New](#) [Manage](#)

**i** Custom description

Prompt Save dialog  
 Prompt standard save dialog  
 Prompt simple save dialog  
 Use predefined settings

Location

Folder  
 [Browse ...](#) [Macro >>](#)

User name  Password

File  
 [Macro >>](#)

Example: Document Name.pdf

When file exists  
 Overwrite existing file  
 Prompt save dialog  
 Do not save  
 Modify file name  
  
 Merge with existing file by  
  
 PDF password

## SAVE OPTIONS

This group allows you to choose a predefined saving preset or use a custom one. By default there are several predefined save presets defined but you can add new or manage those by clicking on **New/Manage**. You can read more about predefined save presets in the **Manage Presets->Save help** section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### Prompt standard save dialog

If this is selected, each time you will create a PDF file you will be prompted with an extended save dialog where you can manually set the destination folder/file name for the generated PDF file, whether to append or insert the content being printed to an already existing PDF file, what to do once the PDF is created (open it with the default viewer or send it via email) and setting PDF options (encrypt PDF and add document information). This window also provides a shortcut to enter your license if the program is not already activated.

### Prompt simple save dialog

If this is selected, each time you will create a PDF file you will be prompted with a simple **Save As** dialog where you can manually set the destination folder and file name for the generated PDF files.

### Use predefined settings

Select this if you prefer to customize the save settings for the current profile. This option is



automatically checked also if you select **Server** as a location for the resulting PDF. The custom predefined settings only apply to the current profile that is being edited. If you want to define save settings that apply to multiple profiles, you have to create predefined save presets.

### Folder

In the **Folder** field you can set a folder where the files will be saved. If you select a predefined default preset in *Save Options*, the Folder field will automatically be filled. However you can enter any folder path you want either manually or by using the **Browse** button. You can also click on the drop-down arrow next to the **Folder** field to select one of the default preset folders: My Documents, Printing application folder, Last used folder (these work only if Local is selected as a Location for the resulting PDF). The **Macro** button will let you define rules for automatically creating folders using predefined names. You can select any of next macros:

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

You can also enter network paths (UNC) in the **Folder name** field in case you want to save the PDF on another computer in your network. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

### User name

You'll need to enter the username of an user that has access to the remote computer (if your currently logged-in user doesn't have access rights) when using a folder that's located on a password-protected network computer.

### Password

After filling in the username, you need to add the password for that user to save the PDF on a network computer that's password protected.

### File

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

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

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

### WHEN FILE EXISTS

All options in this group are active only when you select **Use predefined setting** (*overwrite existing file* and *merging* are available when selecting *Prompt simple save dialog* too). When a file with the same name already exists in the selected folder, you can choose one of the next actions:

- **Overwrite existing file** - existing file is overwritten with the newly generated file
- **Prompt save dialog** - a "Save as" dialog will be shown so you can change the name of the file or folder manually
- **Do not save** - if a PDF file with the same name already exists in the selected destination, the current PDF file will not be saved
- **Modify file name** - if a PDF file with the same name already exists, you can modify the filename based on one of the following rules:
  - **Auto number new files** - a counter is added to the file name of the new generate pdf file
  - **Append date and time** - the date and time is appended to the generated pdf file name
  - **Auto number existing files** - a counter is added to the file name of the existing pdf file. The new pdf file will have the name set in this dialog
- **Merge with existing file by** - if a PDF file with the same name exists you can merge the new content with the existing one:
  - **Append to the end** - if a PDF file with the same name already exists in the selected destination, the current PDF file will be merged with the existing one, adding its pages at the end of the previous existing document
  - **Insert at the beginning** - if a PDF file with the same name already exists in the selected destination, the current PDF file will be merged with the existing one, adding its pages before the content of the previous existing document
- **PDF Password** - if you selected an already existing PDF file and you want to merge the current document with it, you'll have to enter the password needed to open the existing one (only if it's password protected). If the PDF you want to merge with is not password protected, you must leave this field empty.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.1.2 After save action

The *After save action* section is embedded in the General tab of the Profile Manager and allows you to enable running a 3rd party application after the PDF was created with various options.

Run application

**After save action**

After save action  
 Print to default printer [New](#) [Manage](#)

**i** If you have Adobe Reader installed, the created PDF file will be sent to the default printer

Location

Application  
 Browse ...

User name  Password

Parameters

#### AFTER SAVE ACTION

This group allows you to choose a predefined after save action preset or use a custom one. You can add new predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the *Manage Presets->After Save* help section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

#### Location

This is an informative field that shows you where the location was set for saving the PDF (from the *General* tab), on a local folder or on the server.

#### Application

This field will be already filled by default when an after save action preset is used. To start an application after the PDF is created, enter here the full path to the .exe file for that application or click on the **Browse** button to find and select the application.

You can also enter network paths (UNC) in the **Application** field in case the application you want to launch is not on the local computer. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

#### User name

If the application is located on another network computer that requires authentication, enter the username for that user.

#### Password

If the application is located on another network computer that requires authentication, you'll have to enter the password for that user so that the application will run.

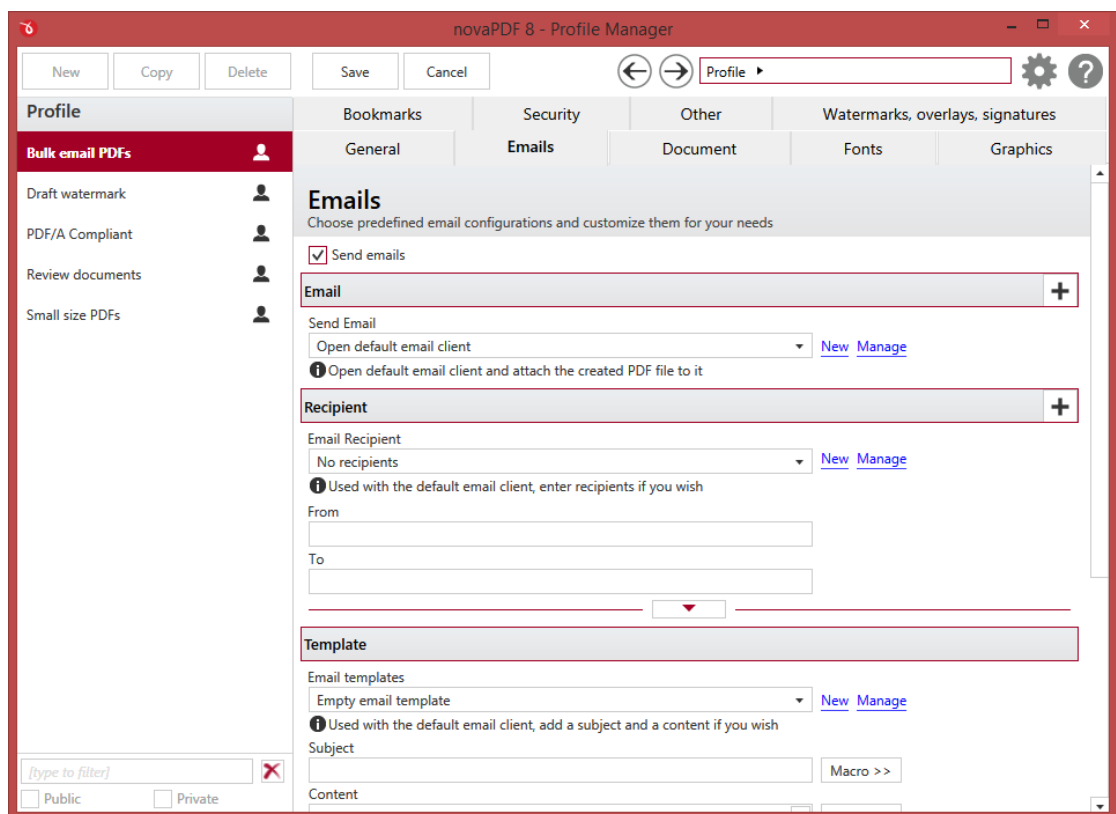
#### Parameters

If the application you want to run after the PDF was created supports parameters, you can add those here and the parameters will be passed on to the application when the request is sent.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.2 Emails

The *Emails* profile manager tab allows you to choose predefined email configurations or customize those to send PDF via email when the PDF is generated, select different delivery methods and configure the email to be sent.



#### Send emails

After the PDF is created, emails can be sent to particular recipients with/without the PDF or other files attached. You can enable this feature by checking the **Send emails** checkbox. If email feature is enabled, the other options become active and need to be configured.

#### EMAIL

This section allows you to configure how many emails will be sent (by default a single one) and what default preset to use for sending the email. If you click on the "+" icon, a new set of email sections will be added at the bottom of the page, allowing you to configure a second email to be sent - you can add multiple emails to be sent this way. For detailed explanation of each option see the

Configure Email section.

## RECIPIENT

For the email(s) to be sent you can add recipients (with cc/bcc optional) and also define different FROM addresses. This section allows you to select a default preset for email recipients and add multiple recipients by clicking on the "+" icon.

For details on of each option see the Recipient section.

## TEMPLATE

You can configure the subject/body of the email to be sent out, either by selecting an already predefined default preset or by adding your own details for the current one. For detailed explanation of each option see the Template section.

### 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 if this option is selected.

## SMTP SERVER

You can use one of the default predefined SMTP presets or configure your own custom server. For detailed explanation of each option see the SMTP Server section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.2.1 Email

The *Email* section is embedded in the Emails tab of the Profile Manager and allows you to define what email to send out after the PDF is created.

Send emails

**Email** + -

Send Email

Open default email client [New](#) [Manage](#)

Open default email client and attach the created PDF file to it

Once the Send emails checkbox is selected, this section becomes active and allows you to define one

or multiple emails to be sent out. By default a single email is sent after the PDF is created. You can configure to how many recipients to send the email, what template to use and how to send it. If you want additional emails to be sent out that need to be separate from the main one, just click on the "+" icon and a whole new Email section will be added at the bottom of the current view (scroll down to see it). Just as simple you can remove one of the additional emails by clicking on the "-" icon (only shows up after you add a second email).

### Send Email

This is a drop-down from where you can choose an existing default email preset. You can manage the default presets for sending emails by clicking on the Manage button, or on New to define a new preset that will affect all linked profiles. To do changes only to this particular profile, just start making changes and this will be set to Custom. You can read more about the default presets for this in the Manage Presets->Emails section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.2 Recipient

The *Recipient* section is embedded in the Emails tab of the Profile Manager and allows you to define where the email will be sent out after it's created.

Recipient
+

Email Recipient  
 [New](#) [Manage](#)

ⓘ Used with the default email client, enter recipients if you wish

From

To

CC

BCC

#### Email Recipient

This group allows you to choose a predefined recipients preset or use a custom one. By default there are several predefined recipient presets defined but you can add new or manage those by clicking on New/Manage. You can read more about predefined recipient presets in the *Manage Presets->Emails->Recipients* help section. A predefined recipient preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

By default an email is sent to a single set of recipients after the PDF is created. You can add multiple sets of recipients by clicking on the "+" icon. This will allow you to send the same email to different sets of recipients, using different CC/BCC addresses or using a different FROM address. You can remove recipients by clicking on the "-" icon (only shows up after you add a second recipient).

You can configure the following email header properties:

- **From** address. This will show as the sender of the email (i.e. it can be your own email address)
- **To** email addresses. This is where the email will be sent out to, you can add multiple email addresses by separating them with semicolons (;).
- **CC** email addresses (use semicolon to add multiple addresses)
- **BCC** email addresses (use semicolon to add multiple addresses)

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.2.3 Template

The *Template* section is embedded in the Emails tab of the Profile Manager and allows you to define the subject/body of the email that will be sent, as well as attachment options.

#### Email templates

This group allows you to choose a predefined template preset or use a custom one. By default there are several predefined template presets defined but you can add new or manage those by clicking on New/Manage. You can read more about predefined template presets in the *Manage Presets->Emails->Template* help section. A predefined template preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

#### Subject

This is the subject of the email to be sent out. You can use macros to add automatically variables based on what PDF is being created. The following macro items can be added:

- [N] - The name of the document being converted

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

### **Content**

This is the body of the email to be sent out. You can use the same macros described above to add automatically variables based on what PDF is being created.

### **Attach PDF**

This option is checked by default and attaches the generated PDF file to the email that it sends out. If unchecked, an email will still be sent out but with content only (eventually with other files attached if using the *Attach other files* option).

### **Attach other files**

Checking this option will let you choose other files to be attached to the email being sent out. You can add files using the **Add Files...** button or by writing directly the path to the file(s) you want attached. If you want to quickly remove multiple files from this field, you can use the **Delete All** button.

### **Zip email attachments**

If this option is selected, the PDF file will be compressed first and the resulting zip file will be attached to the email. If the option to attach other files is selected, then all files (including the generated PDF) will be zipped in a single archive and attached.

### **Change zip extension to**

Some email clients block certain types of attachments, thus if you want to be sure the email is delivered with the attachment you can choose to change the extension of the attached file. Commonly the extension can be changed to .txt, and the recipient will rename it back to zip in order to extract the files. You can choose to change the extension from zip to any other type, by writing a new extension in the combo field near this option (there's no need to add "." before the type of extension, only the extension name).

### **Delete PDF after sending the email**

If this option is selected, the PDF file will be deleted from the local hard-drive after it was sent via



email.

### Lookup email addresses

If this option is selected, any email address you enter in the TO, CC, BCC will be looked up before emailing the PDF in the address book of your default email client (uncheck this option if you want to avoid "Allow this program to access..." type of errors returned by Outlook).

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.2.4 SMTP Server

The *SMTP Server* section is embedded in the Emails tab of the Profile Manager and allows you to use predefined SMTP servers or define your own custom server details.

The screenshot shows the 'SMTP Server' configuration window. At the top, there is a title bar 'SMTP Server'. Below it, a dropdown menu is set to 'Google/Gmail' with 'New' and 'Manage' links to its right. Underneath, there is a section for 'Google/Gmail SMTP' with an information icon. The 'Server' field contains 'smtp.gmail.com' and the 'Port' field is a spinner set to '587'. There is an unchecked checkbox for 'Authentication required'. Below that are 'Account' and 'Password' text input fields. At the bottom, the 'Connection' section has three options: 'Don't use encrypted connection' (unchecked), 'Use SSL encrypted connection' (unchecked), and 'Use TLS encrypted connection' (checked).

### SMTP Servers

This group allows you to choose a predefined SMTP Servers preset or use a custom one. By default there are several predefined SMTP Servers presets defined but you can add new or manage those by clicking on New/Manage. You can read more about predefined SMTP Servers presets in the *Manage Presets->Emails->SMTP Server* help section. A predefined SMTP Servers preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### Server

Enter your SMTP server name or IP address.

### SMTP port

Enter SMTP Port. Usually this is port number 25.

### Authentication required

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

## Connection

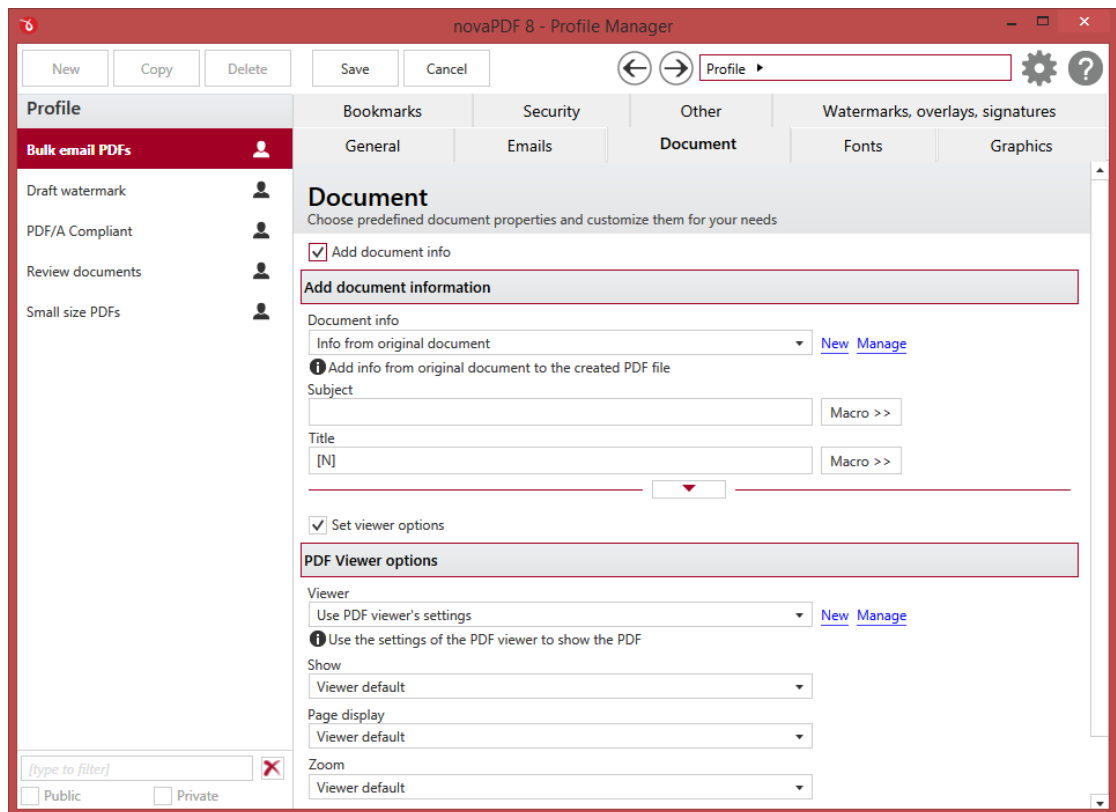
This is where you can set the type of encryption to be used with the SMTP server:

- **Don't use encrypted connection.** If this is selected no type of encryption will be set.
- **Use SSL encrypted connection.** If selected the Secure Socket Layer (SSL) will be used for control channel and data channel connections to the SMTP server.
- **Use TLS encrypted connection.** If selected the Transport Layer Security (TLS) will be used for control channel and data channel connections to the SMTP server.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.3 Document

The *Document* profile manager tab allows you to choose predefined document info configurations or customize those to change what information will be sent as PDF properties and how the PDF document should be opened by the default PDF reader.



#### Add document info

If this option is checked you will be able to customize the metadata information that will be saved in the resulting PDF and show up in its properties. The **Document Information** is specific for each printed document and should be set on each printing job.

## ADD DOCUMENT INFORMATION

Options in this section can be modified only if *Add document info* is checked. This section allows you to configure what document info details will be set in the resulting PDF file. By default a document info preset is selected but you can manage the existing presets if you click on New/Manage. The default preset will use information from the original document when setting the properties of the resulting PDF. For detailed explanation of each option see the Add document information section.

### Set viewer options

If this option is checked you will be able to configure how the resulting PDF file will be opened and viewed with the PDF reader.

## PDF VIEWER OPTIONS

Options in this section can be modified only if *Set viewer options* is enabled. You can choose one of the existing default viewer presets or manage/add new ones by clicking on the New/Manage links. For detailed explanation of each option see the PDF Viewer options section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.3.1 Add document information

The *Add document information* section is embedded in the *Document* tab of the *Profile Manager* and allows you to define what metadata information gets saved in the resulting PDF file (displayed in the properties of the PDF).

**Add document information**

Document info  
Info from original document [New](#) [Manage](#)

**i** Add info from original document to the created PDF file

Subject  Macro >>

Title  Macro >>

Keywords  Macro >>

Author  Macro >>

Creator  Macro >>

### Document info

This group allows you to choose a predefined document info preset or use a custom one. By default there are several predefined document info presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined document info presets in the

Manage Presets->Document help section. A predefined document info preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### **Subject**

Sets the subject for the printed document. Default is empty. You can use macros to set this automatically based on the existing document information:

- [N] - The name of the document being converted
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [W] - Workstation
- [U] - User name

### **Title**

Sets the document title. If you use the default [N] tag, the title will be the name of the document that is printed, as it is sent by the printing application. You can use the same macro elements as for the *Subject* section above.

### **Keywords**

Sets the keywords for the printed document. Default is empty. You can use the same macro elements as for the *Subject* section above.

### **Author**

Sets the author of the printed document. If you use the default [U] tag, the author will be the windows user that started the print job. You can use the same macro elements as for the *Subject* section above.

### **Creator**

By default it shows information about the application that generated the PDF file, however this field can be modified to any custom value. You can use the same macro elements as for the *Subject* section above.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## **1.3.3.3.2 PDF Viewer options**

The *PDF Viewer options* section is embedded in the *Document* tab of the *Profile Manager* and allows you to define how the PDF will be opened and handled by the PDF viewer.

**PDF Viewer options**

Viewer  
 [New](#) [Manage](#)  
*!* Use the settings of the PDF viewer to show the PDF

Show

Page display

Zoom

Page scaling when printed

Resize document window to fit the size of the first page  
 Show title in document window title bar  
 Start Page   
 Hide menubar  
 Hide toolbars  
 Hide the user interface elements of the document window

Transition effect Duration  
   
 Transition direction Duration

On exit from Full screen mode, show

### Viewer

This group allows you to choose a predefined viewer preset or use a custom one. By default there are several predefined viewer presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined viewer presets in the *Manage Presets->Document* help section. A predefined viewer preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### Show

You can choose to open the PDF using the default PDF reader view options or show some viewer panels: **Pages Panel**, **Bookmarks Panel**. You can also choose to show the pdf file in the **Full Screen** mode. If you choose **Show none**, the PDF file will be opened without any panels.

### Page display

This option lets you select how the layout of PDF will be when opened in the viewer. You can choose one of the following page layouts: **Single Page View/Scrolling**, **Two page view left/right** and **Two page scrolling left/right**. By default the PDF file will be opened using the options set in the PDF viewer (*Viewer default*).

### Zoom

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

### Page scaling when printed

You can choose one of two options: **Viewer default** and **None**. By default the PDF file will be created using the Viewer default option, which means that if you open the PDF in a PDF reader (i.e. Adobe Reader) and you print it to a regular printer, the page scaling will be that already set in the PDF reader. However if you change the option to *None*, the PDF file will be forced to no scaling at all when printed via the PDF reader (unless you intentionally modify the scaling in the PDF reader). These other options are applicable for the resulting PDF display in the viewer:

- **Resize document window to fit the size of the first page.** If checked the PDF viewer will open resized based on the dimensions of the first page.
- **Show title in document window title bar.** Checked by default, this option will display the title of the PDF in the PDF viewer window title bar.
- **Start page.** Sets the page that will be first shown when opening the PDF file. By default, the first page will be shown.
- **Hide menubar.** Checking this option will force the PDF viewer to hide its menubar when opening the PDF file.
- **Hide toolbars.** Checking this option will force the PDF viewer to hide its visible toolbars when opening the PDF file.
- **Hide the user interface elements of the document window.** This will hide any visible interface elements of the PDF viewer.

### Transition effect

These let you define the effect when moving from one page to the other in the Full Screen mode. You can also set the duration (in seconds) for these effects.

### Transition direction

You can choose also to have these transition effects apply vertically or horizontally, for the duration set in its specific field.

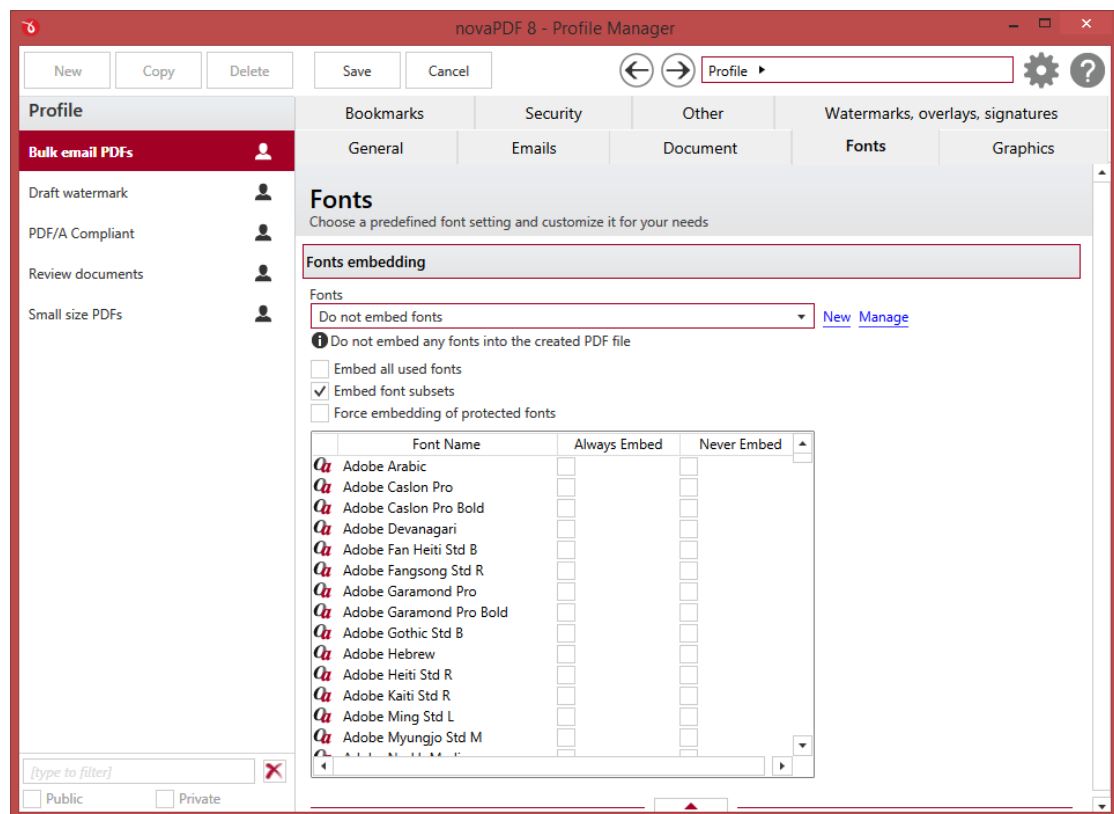
### On exit from Full screen mode, show

Set what panel to show when exiting from the full screen mode view.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## 1.3.3.4 Fonts

The *Fonts* profile manager tab allows you to choose predefined font embedding configurations or customize those to choose which fonts will be embedded or not in the resulting PDF file.



## FONTS EMBEDDING

By embedding fonts you will be sure that the resulting PDF file will look the same on all other systems where it is opened, as the used fonts will be "packed" within the PDF and used when viewing, even if the recipient's system doesn't have them. This however makes the PDF larger in size. By default a font embedding preset is selected but you can manage the existing presets if you click on *New/Manage*. The default preset will not embed the fonts in the PDF. For detailed explanation of each option see the Fonts embedding section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.4.1 Fonts embedding

The *Fonts embedding* section is embedded in the *Fonts* tab of the *Profile Manager* and allows you to choose which fonts will be embedded or not in the resulting PDF file and how will those be embedded.

**Fonts embedding**

Fonts  
 [New](#) [Manage](#)

**i** Do not embed any fonts into the created PDF file

Embed all used fonts

Embed font subsets

Force embedding of protected fonts

Font Name	Always Embed	Never Embed
Adobe Arabic	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Caslon Pro	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Caslon Pro Bold	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Devanagari	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Fan Heiti Std B	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Fangsong Std R	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Garamond Pro	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Garamond Pro Bold	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Gothic Std B	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Hebrew	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Heiti Std R	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Kaiti Std R	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Ming Std L	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Myungjo Std M	<input type="checkbox"/>	<input type="checkbox"/>
Adobe Naskh Medium	<input type="checkbox"/>	<input type="checkbox"/>

## Fonts

This group allows you to choose a predefined fonts embedding preset or use a custom one. By default there are several predefined fonts embedding presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined fonts embedding presets in the *Manage Presets->Fonts* help section. A predefined fonts embedding preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### 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.

### 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.

### Force embedding of protected fonts

You can choose to embed all fonts that are used in a PDF file by checking the **Embed All Used Fonts** check box. However, there are some commercial fonts that have restrictions regarding embedding, so if you have the right to embed and distribute those fonts with your PDF check this option and



those fonts will be embedded, in spite of the restrictions.

#### **Available fonts**

The available fonts list shows all TrueType, OpenType and Type1 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.

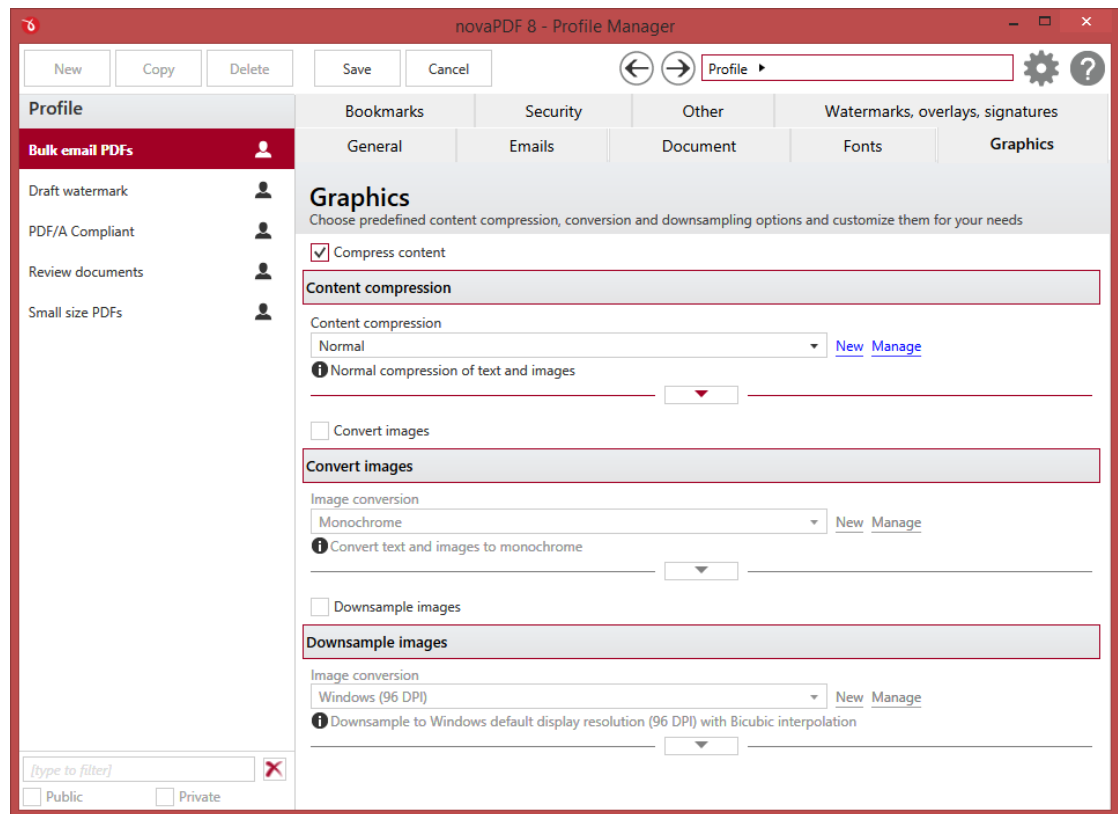
#### **Never embed fonts**

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.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.5 Graphics**

The *Graphics* profile manager tab allows you to choose predefined graphics configurations or customize those to compress, downsample or convert text and images to reduce the size of the resulting PDF file.



### Compress content

You can reduce the size of the resulting PDF file by compressing the content - the downside is that through compression, the quality of the resulting PDF will be lower than without compression. If the *Compress content* option is checked, you will be able to manage the various compression settings. This section allows you to select what default preset to use for the compression or use custom settings. By default a content compression preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each content compression option see the Content compression section.

### Convert images

Colors for text and graphics, indexed images or high color images can be converted in the resulting PDF file to grayscale or monochrome (black/white) color. If the *Convert images* option is checked, you will be able to manage the various conversion settings. This section allows you to select what default preset to use for the conversion or use custom settings. By default a conversion preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each conversion option see the Convert images section.

### Downsample images

Monochrome, indexed or high color images can be downsampled, which means that 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 in smaller PDF files. If the *Downsample images* option is checked, you will be able to manage the various downsampling settings. This section allows you to select what default preset to use for the downsampling or use

custom settings. By default a downsampling preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each downsampling option see the *Downsample images* section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.5.1 Content compression

The *Content compression* section is embedded in the *Graphics* tab of the *Profile Manager* and allows you to set the options for reducing the size of the resulting PDF file by compressing the content.

**Content compression**

Content compression  
Normal [New](#) [Manage](#)

**i** Normal compression of text and images

Compress high color images  
Method: JPEG Level: High

Compress indexed images  
Method: ZIP Level: Medium

Compress monochromes images  
Method: ZIP Level: Medium

Compress text and graphics  
Method: ZIP Level: Medium

## CONTENT COMPRESSION

This group allows you to choose a predefined content compression preset or use a custom one. By default there are several predefined content compression presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined content compression presets in the *Manage Presets->Compression* help section. A predefined content compression preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

## COMPRESS HIGH COLOR IMAGES

### 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.

### **COMPRESS INDEXED IMAGES**

---

#### **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.

### **COMPRESS MONOCHROME IMAGES**

---

#### **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.

### **COMPRESS TEXT AND GRAPHICS**

---

#### **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.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

#### **1.3.3.5.2 Convert images**

The *Convert images* section is embedded in the *Graphics* tab of the *Profile Manager* and allows you to set the options for converting colors of text and graphics, indexed images or high color images to grayscale or monochrome (black/white) color.

**Convert images**

Image conversion  
Monochrome ▼ [New](#) [Manage](#)

**i** Convert text and images to monochrome

Convert high color images

Convert to grayscale

Convert to monochrome

Threshold  Dither

▲ ▼  ▼

Convert indexed images

Convert to grayscale

Convert to monochrome

Threshold  Dither

▲ ▼  ▼

Convert text and graphics

Convert to grayscale

Convert to monochrome

Threshold  ▲ ▼

---

▲

## CONVERT IMAGES

This group allows you to choose a predefined conversion preset or use a custom one. By default there are several predefined conversion presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined conversion presets in the *Manage Presets->Conversion* help section. A predefined conversion preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

During conversion, the colors for text and graphics, indexed images or high color images will be converted to grayscale or monochrome (black/white) colors.

### 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.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.5.3 Downsample images

The *Downsample images* section is embedded in the *Graphics* tab of the *Profile Manager* and allows you to set the options for changing the resolution of the images in the resulting PDF.

**Downsample images**

Image conversion  
 Windows (96 DPI) [New](#) [Manage](#)

**i** Downsample to Windows default display resolution (96 DPI) with Bicubic interpolation

Downsample high color images  
 Resolution(dpi) Method  
 96 Bicubic

Downsample indexed images  
 Resolution(dpi) Method  
 96 Bicubic

Downsample monochrome images  
 Resolution(dpi) Method  
 96 Bicubic

▲

#### IMAGE CONVERSION

This group allows you to choose a predefined downsampling preset or use a custom one. By default there are several predefined downsampling presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined downsampling presets in the *Manage Presets->Conversion* help section. A predefined downsampling preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

Monochrome, indexed or high color images can 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.

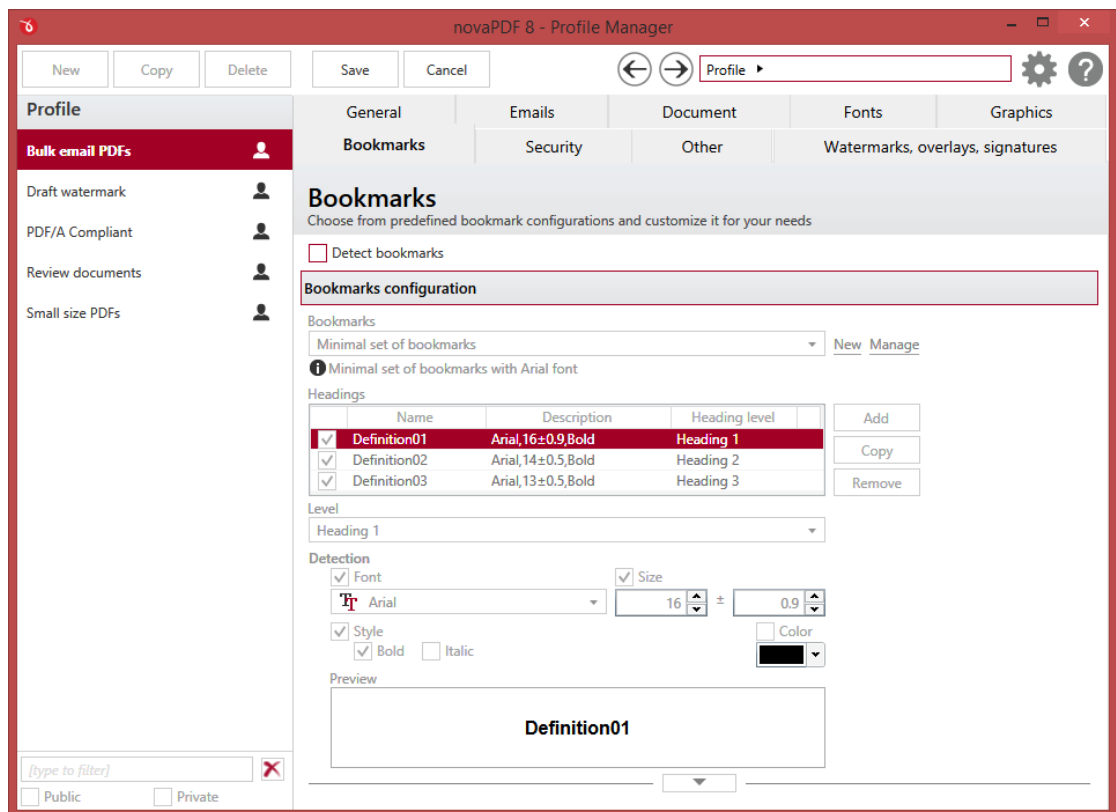
## Method

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.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.6 Bookmarks

The *Bookmarks* profile manager tab allows you to choose predefined bookmark configurations or customize those to decide the detection rules for document bookmarks and style of the resulting PDF bookmarks.



#### Detect bookmarks

If this option is checked, during printing the document will be parsed and if certain text blocks match the formatting defined as a criteria for detection, those will be converted to PDF bookmarks. Depending on the number of bookmarks the size of the resulted PDF files will increase. This section allows you to select what default preset to use for bookmark detection and style or use custom settings. By default a bookmarks preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each bookmarks option see the Bookmarks configuration section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.6.1 Bookmarks configuration

The *Bookmarks configuration* section is embedded in the *Bookmarks* tab of the *Profile Manager* and allows you to set the options for detecting and styling the bookmarks in the resulting PDF file.

#### Bookmarks configuration

**Bookmarks**  
 Minimal set of bookmarks [New](#) [Manage](#)

**i** Minimal set of bookmarks with Arial font

Add root bookmark

Name  
 Macro >>

Example: Title  
 Style Color  
 Bold  Italic [Color swatch]

Allow multiline bookmarks  
 Match bookmarks regardless of level

Use levels

Open to level

Headings

	Name	Description	Heading level	
<input checked="" type="checkbox"/>	Definition01	Arial, 16±0.9, Bold	Heading 1	Add
<input checked="" type="checkbox"/>	Definition02	Arial, 14±0.5, Bold	Heading 2	Copy
<input checked="" type="checkbox"/>	Definition03	Arial, 13±0.5, Bold	Heading 3	Remove

Level

**Detection**

Font  Size  
 Arial [Size: 16 ± 0.9]

Style Color  
 Bold  Italic [Color swatch]

Preview  

Definition01

**Display**  
 Style Color  
 Bold  Italic [Color swatch]

▲

## BOOKMARKS

This group allows you to choose a predefined bookmarks preset or use a custom one. By default



there are several predefined bookmarks presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined bookmarks presets in the *Manage Presets->Bookmarks* help section. A predefined bookmarks preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### ADD ROOT BOOKMARKS

If this option is checked, a root (parent) bookmark level will be added, the rest of the defined bookmarks showing as child entries for this level. This is useful, for instance, when you want to merge several documents in a single PDF file and want to separate the bookmarks for each merged document.

#### Name

You can manually type a name for root bookmark in the **Name** field or use **Macro** to automatically name the bookmark.

In order to automatically assign different names for each root bookmark (when merging several documents in a PDF), you can use macros in the **Name** field (an example of how the macros are converted is shown just below the **Name** field).

You can select any of following macros:

- [N] - The name of the document being converted
- [T] - The title of the document as defined in the *Document* section
- [B] - The subject of the document as defined in the *Document* section
- [A] - The author of the document as defined in the *Document* section
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [W] - Workstation
- [U] - User name

You can also choose from the following display options for root bookmarks:

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

### 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.

### 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.

### Headings

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

- **Enabled** - this option signifies whether the currently selected definition will be taken into consideration
- **Name** - definition name
- **Description** - contains the detection attributes for the currently selected definition, such as: font, size, style
- **Heading level** - this shows the corresponding heading for a particular definition (i.e. what level on the hierarchy it can be)

### Add

The **Add** 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.

### Remove

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

### Detection

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

### Detection preview

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

### Display

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:

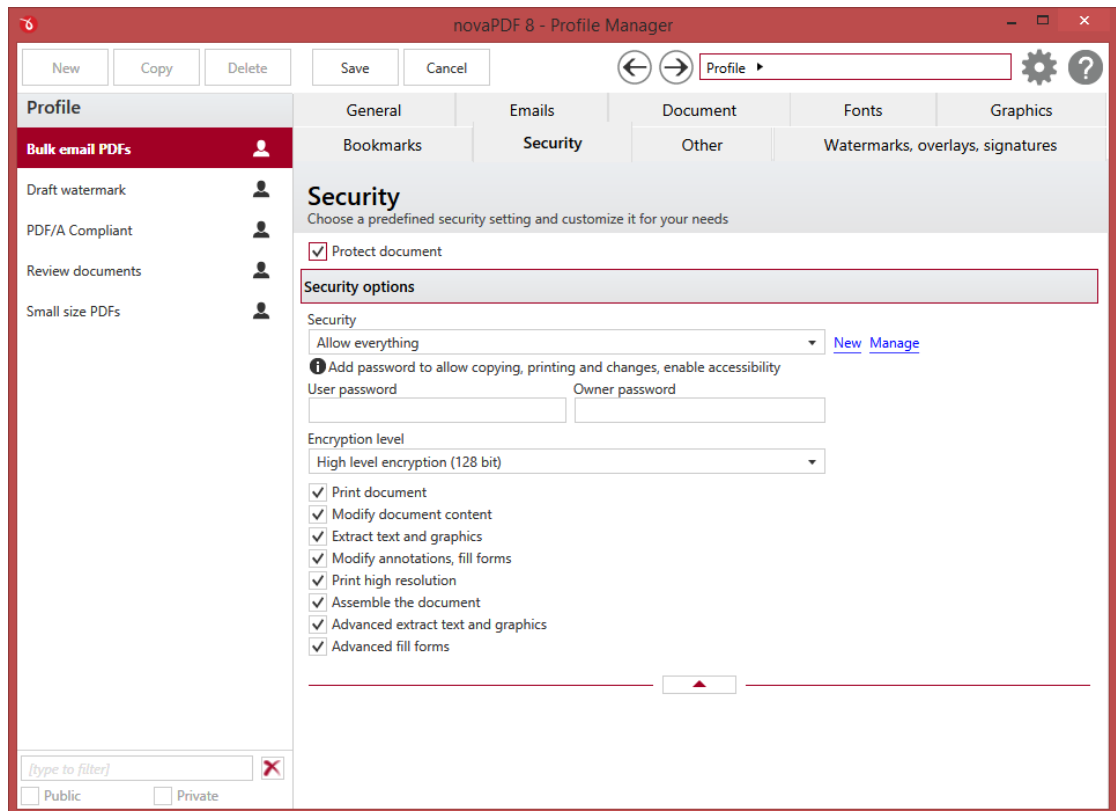
- **Style - Bold and/or Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For

a comparison between editions, please check feature matrix topic.

### 1.3.3.7 Security

The *Security* profile manager tab allows you to choose predefined security configurations or customize those to set a level of encryption protected by a password, that restricts certain document permissions for the resulting PDF file.



#### Protect document

If this option is checked, the resulting PDF document can be protected to prevent certain actions (printing, copying/pasting, assembling, modifying) or even require a password to open it. By default a security preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each security options see the Security options section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

#### 1.3.3.7.1 Security options

The *Security options* section is embedded in the *Security* tab of the *Profile Manager* and allows you to set the options for protecting the resulting PDF file.

**Security options**

Security  
 [New](#) [Manage](#)

**i** Add password to allow copying, printing and changes, enable accessibility

User password       Owner password

Encryption level

- 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

## SECURITY

This group allows you to choose a predefined security preset or use a custom one. By default there are several predefined security presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined security presets in the *Manage Presets->Security* help section. A predefined security preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### 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.

### Owner password

If the PDF Document is encrypted, access permissions can be changed only if the document is opened with the owner password.

### Encryption level

Available encryption levels are:

- **Low Level (40 bit)** - 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 bit)** - 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 (possibly not

at the highest quality level, if **Print High Resolution** is not allowed)

- **Modify document content** - if this is unchecked, the resulting PDF will not allow editing
- **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** - if this is unchecked, the resulting PDF will not allow filling forms or changing annotations (if **Modify document content** is allowed, create or modify interactive form fields)

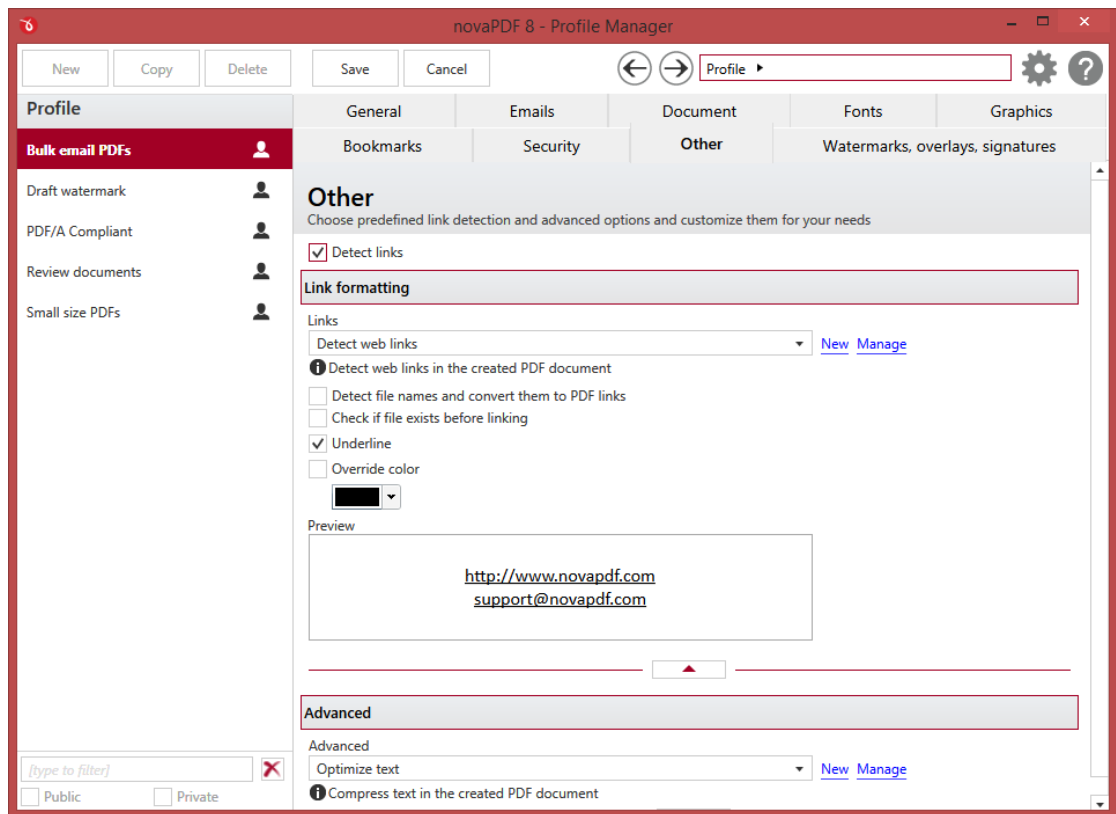
**High Level (128 bits), has all the features of the low level protection plus:**

- **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)

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.8 Other

The *Other* profile manager tab allows you to choose predefined link detection and advanced presets or customize those to enable active PDF links in the resulting PDF file (with various styling options) and do optimizations.



### Detect links

If this option is checked, it will allow 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://" (unless when printing via the add-in for Microsoft Office that is able to detect hidden links too). By default a link detection preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each link detection options see the Link formatting section.

### Advanced

You can set some advanced options regarding how the printed documents will be processed and saved as a PDFs. By default an advanced preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each of the advanced options see the Advanced options section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

#### 1.3.3.8.1 Link formatting

The *Link formatting* section is embedded in the *Other* tab of the *Profile Manager* and 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.

**Link formatting**

Links

Detect web links ▼ [New](#) [Manage](#)

**i** Detect web links in the created PDF document

Detect file names and convert them to PDF links

Check if file exists before linking

Underline

Override color

■ ▼

Preview

<http://www.novapdf.com>  
[support@novapdf.com](mailto:support@novapdf.com)

▲

## LINKS

This group allows you to choose a predefined link detection preset or use a custom one. By default there are several predefined link detection presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined link detection presets in the *Manage Presets->Links* help section. A predefined link detection preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

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://".

### 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.

### Underline

This is checked by default and will add a line beneath the detected link using the color set in *Override color*.

### Preview

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

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.8.2 Advanced

The *Advanced* section is embedded in the *Other* tab of the *Profile Manager* and allows you to set some advanced options regarding how the printed documents will be processed and saved as a PDFs.

#### ADVANCED

This group allows you to choose a predefined advanced preset or use a custom one. By default there are several predefined advanced presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined advanced presets in the *Manage Presets->Advanced* help section. A predefined advanced preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

#### Ignore empty pages

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

#### Silent print

If this option is checked, no prompts will be shown during the print to PDF operation.

#### Optimize text

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

#### Optimize image sequences

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



### Correct fill colors

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

### Correct line width

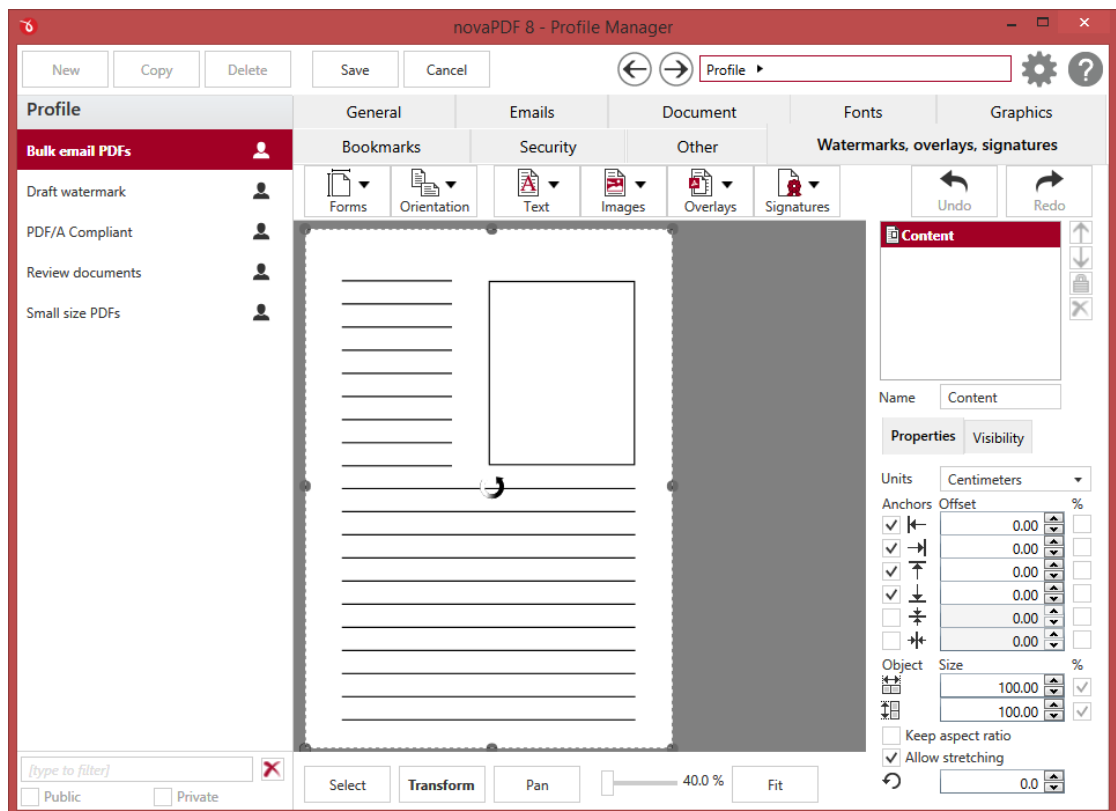
Depending on the application you print from, line widths can be sent in different ways. If lines are printed with a wrong width from a certain application, check this option to correct them.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## 1.3.3.9 Watermarks, overlays, signatures

The *Watermarks, overlays, signatures* profile manager tab allows you to modify the layout of the resulting PDF file, giving access to several features such as:

- choosing a predefined page size form from the list of 40+ available ones
- setting a page orientation (landscape/portrait)
- inserting and customizing the layout of watermarks (text/images)
- inserting and customizing the overlays
- digitally signing the PDF and modifying the layout of the signature



## FORMS

---

This will let you choose one of the predefined page size forms available. After you select a form, you'll see the size of the content layer change in the live preview section. You can manage the forms (i.e. define your own custom form) in *Printing Preferences* as described in the Manage Forms section of the help.

## ORIENTATION

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This lets you specify 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).

## TEXT WATERMARKS

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You can insert text watermarks that will be included in the resulting PDF file. This means that even if in the original document (one being converted to PDF) there is no watermark, it will be added automatically when the conversion is done to the resulting PDF file. Depending on the number of added watermarks the size of the resulted PDF files will increase.

From this drop-down you can choose to insert one of the default text watermark presets. You can add new or manage the existing text watermarks by clicking on *New/Manage*. You can read more about predefined text watermark presets in the *Manage Presets->Text Watermarks* help section.

## IMAGE WATERMARKS

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Just as with text watermarks, you can also insert images to be included as watermarks in the resulting PDF file. Depending on the size and number of image watermarks, the resulting PDF will increase in size. From this drop-down you can choose to insert one of the default image watermark presets. You can add new or manage the existing image watermarks by clicking on *New/Manage*. You can read more about predefined text watermark presets in the *Manage Presets->Image Watermarks* help section.

## OVERLAYS

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PDF documents overlay (could also be called PDF stitching), means that you can insert the content of a PDF file in another PDF document (either in front of the existing content or as the background for the existing one) and create a single PDF file containing the merged information. For example, if you have a PDF template branded with your company information (that shows in the header/footer) and you received other PDF documents that need to use the same template, you can overlay the new document with the existing template and create a single merged branded PDF.

From this drop-down you can choose to insert one of the default overlay presets. You can add new or manage the existing overlays by clicking on *New/Manage*. You can read more about predefined overlay presets in the *Manage Presets->Overlays* help section.

## SIGNATURES

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Using this option you can apply a signature to a created PDF file even if the original document does not have any signatures or copyright protection. The signature will be applied automatically when

the file is converted. All you have to do is to enable and customize it and all the created PDF files will contain the signature applied afterwards. The option can be disabled at any time or a separate Profile containing the option can be created and used when needed.

A digital PDF signature is a code that can be embedded in a portable document (PDF) so that the sender will be uniquely identified. Its main purpose is to attest that the document was indeed created by the individual/organization claiming to be the author. A digital signature contains several encryption techniques to guarantee its security. Digitally signing PDF documents is useful when using it for branding, protecting and copyrighting information in the resulting PDF file.

From this drop-down you can choose to insert one of the default signatures presets. You can add new or manage the existing signatures by clicking on *New/Manage*. You can read more about predefined signatures presets in the *Manage Presets->Signatures* help section.

## LAYOUT PREVIEW AND TOOLS

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### Live preview

You can preview changes you do to the layout of the resulting PDF without actually saving them. Every layout operation you do will show live in the preview section.

### Layer management

Each layout element you add that will be included in the resulting PDF is positioned on a layer. The general layer is Content, meaning the actual content that you have in the original document. All other elements (watermarks, overlays, signatures) are added as layers shown in the *Layer Management* field. Each of the layer has a *Name* that you can modify and you can bring layers forward or send them backwards using the up/down arrows on the right of the field. You can also remove a layer and lock it (locking a layer prevents accidental edits to it, a locked one cannot be modified). Each layer will have an icon in front showing what type is it: content, watermark, overlay or signature.

### 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, origins and object sizes.

### Margins

You can manipulate layers by setting different margins. The **Anchors** will let you choose what edge to use as a landmark when calculating the given margin. The numbers you enter in the **Offset** field are expressed in the selected measurement unit by default, unless you choose to use percentages of the total form width/height (you can do this by checking the box under the % heading):

- **Left.** You can set the left margin of the layer page by entering a value or pressing the up/down arrows. The number you enter is expressed in the selected measurement unit (unless you check the % box to use percentages of the total width).
- **Right.** You can set the right margin of the layer page by entering a value or pressing the up/down arrows. The number you enter is expressed in the selected measurement unit (unless you check the % box to use percentages of the total width).
- **Top.** You can set the top margin of the layer by entering a value or pressing the up/down

arrows.

- **Bottom.** You can set the bottom margin of the layer by entering a value or pressing the up/down arrows.
- **Horizontal center.** If this is checked, the horizontal center of the form will be used as a landmark for the margin you enter in its field.
- **Vertical center.** If this is checked, the vertical center of the form will be used as a landmark for the margin you enter in its field.

### Object

Each element you add can be modified in size by entering a value for it in the **Size** field (or using the up/down arrows to modify it). The size can be in the unit of measurement (by default) or as a percentage of the total form dimensions. You can modify individually the width/height and you can retain the overall aspect of the object by leaving the *Keep aspect ratio* option enabled. If *Allow stretching* is selected instead, the width and height can be adjusted individually without retaining the original aspect of the object.

### Use border

For every element added you can select the *Use border* option to add a border around it. When this option is selected you can choose to have the border drawn **Outside** of the element, in the **Interior** of the element or leave it **Normal**. Borders have their own default presets that can be modified by clicking on the "... " button next to the name of the preset (i.e. Dashed is a default border preset). Border presets can be used by multiple profiles, you can read more about the available options in the *Manage Presets->Borders* help section.

### Show on pages

Each element inserted can be shown on all the pages (the default setting) of the resulting PDF or only on the **First/Last** page, **Odd/Even** pages or a particular page number.

### Select/Transform/Pan/Fit

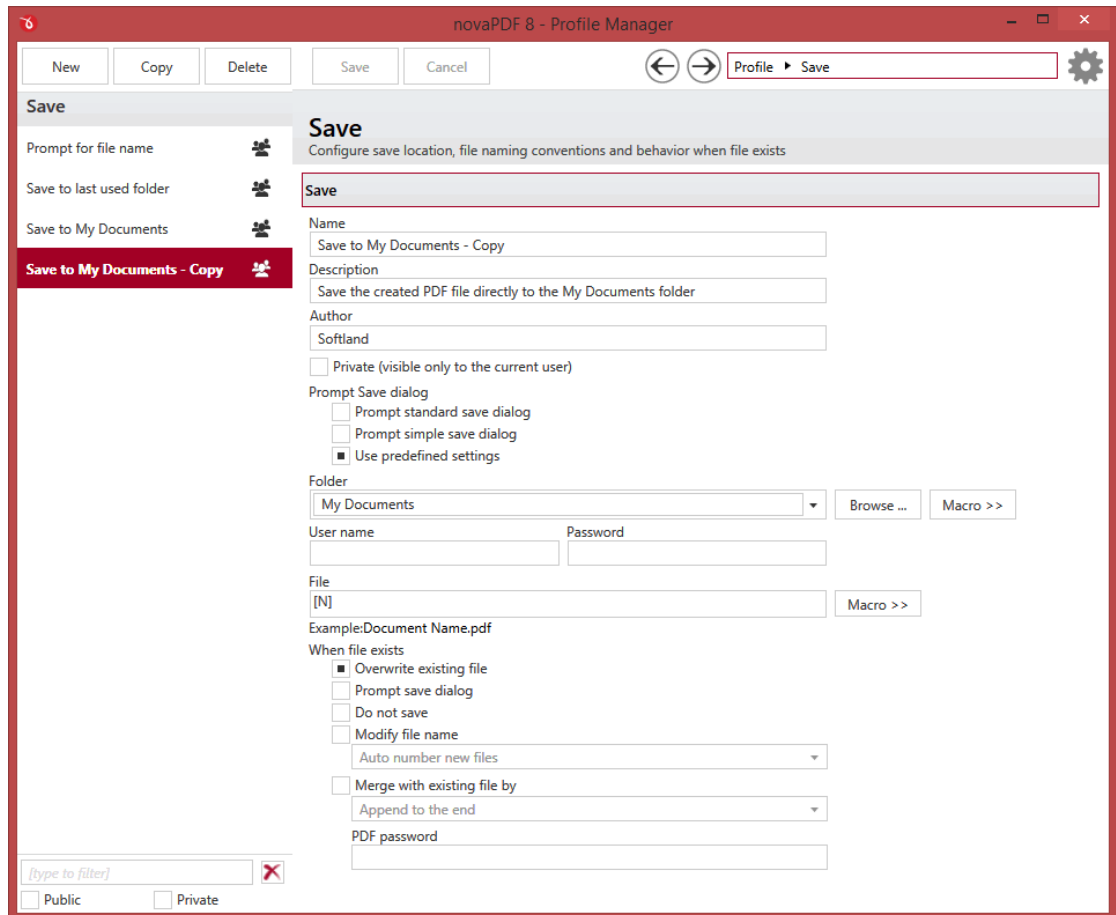
The controls at the bottom of the Live preview window allow you to manipulate the layers easier. You can use the **Select** option to choose a particular layer, the **Transform** option to apply changes to the selected layer, or **Pan** to be able to reposition all the layers in the current view. You also can **Zoom** in/out on the current view by using the slider or the scroll wheel on your mouse and **Fit** the entire design in the current view.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## 1.3.3.10 Manage Presets

### 1.3.3.10.1 Save

The *Save* presets section allows you to manage the existing default presets or add new ones. These presets let you set PDF saving options such as the location where the PDF will be saved, what save dialog to use and what to do when same named PDF files exist (i.e. merging PDF documents). A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

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The default save presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Prompt for file name

This default save preset will show the standard *Save* dialog to select the destination folder and the name of the created PDF file. If you don't change anything on save, it will save your file in the My Documents folder with the name of the original document (and it will overwrite any existing PDF files with the same name).

### Save to last used folder

This default preset will save the created PDF file directly in the folder that was previously used. So if for the previous conversion the PDF was saved on your Desktop, this default preset will save to that location too and it will overwrite any existing PDF files with the same name.

### Save to My Documents

Choosing this default preset will save the created PDF file directly to the *My Documents* folder, using as filename the name of the original document (if a same named file already exists it will overwrite it).

## SAVE

---

### Name

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Prompt standard save dialog**

If this is selected, each time you will create a PDF file you will be prompted with an extended save dialog where you can manually set the destination folder/file name for the generated PDF file, whether to append or insert the content being printed to an already existing PDF file, what to do once the PDF is created (open it with the default viewer or send it via email) and setting PDF options (encrypt PDF and add document information). This window also provides a shortcut to enter your license if the program is not already activated.

**Prompt simple save dialog**

If this is selected, each time you will create a PDF file you will be prompted with a simple **Save As** dialog where you can manually set the destination folder and file name for the generated PDF files.

**Use predefined settings**

Select this if you prefer to customize the save settings for the current profile. This option is automatically checked also if you select **Server** as a location for the resulting PDF. The custom predefined settings only apply to the current profile that is being edited. If you want to define save settings that apply to multiple profiles, you have to create predefined save presets.

**Folder**

In the **Folder** field you can set a folder where the files will be saved. If you select a predefined default preset in *Save Options*, the Folder field will automatically be filled. However you can enter any folder path you want either manually or by using the **Browse** button. You can also click on the drop-down arrow next to the **Folder** field to select one of the default preset folders: My Documents, Printing application folder, Last used folder (these work only if Local is selected as a Location for the resulting PDF). The **Macro** button will let you define rules for automatically creating folders using predefined names. You can select any of next macros:

- [N] - The name of the document being converted
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm

- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Workstation
- [U] - User name

You can also enter network paths (UNC) in the **Folder name** field in case you want to save the PDF on another computer in your network. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

#### **User name**

You'll need to enter the username of an user that has access to the remote computer (if your currently logged-in user doesn't have access rights) when using a folder that's located on a password-protected network computer.

#### **Password**

After filling in the username, you need to add the password for that user to save the PDF on a network computer that's password protected.

#### **File**

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

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

You can select any of next macros:

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

#### **WHEN FILE EXISTS**

All options in this group are active only when you select **Use predefined setting** (*overwrite existing file and merging are available when selecting Prompt simple save dialog too*). When a file with the same name already exists in the selected folder, you can choose one of the next actions:

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

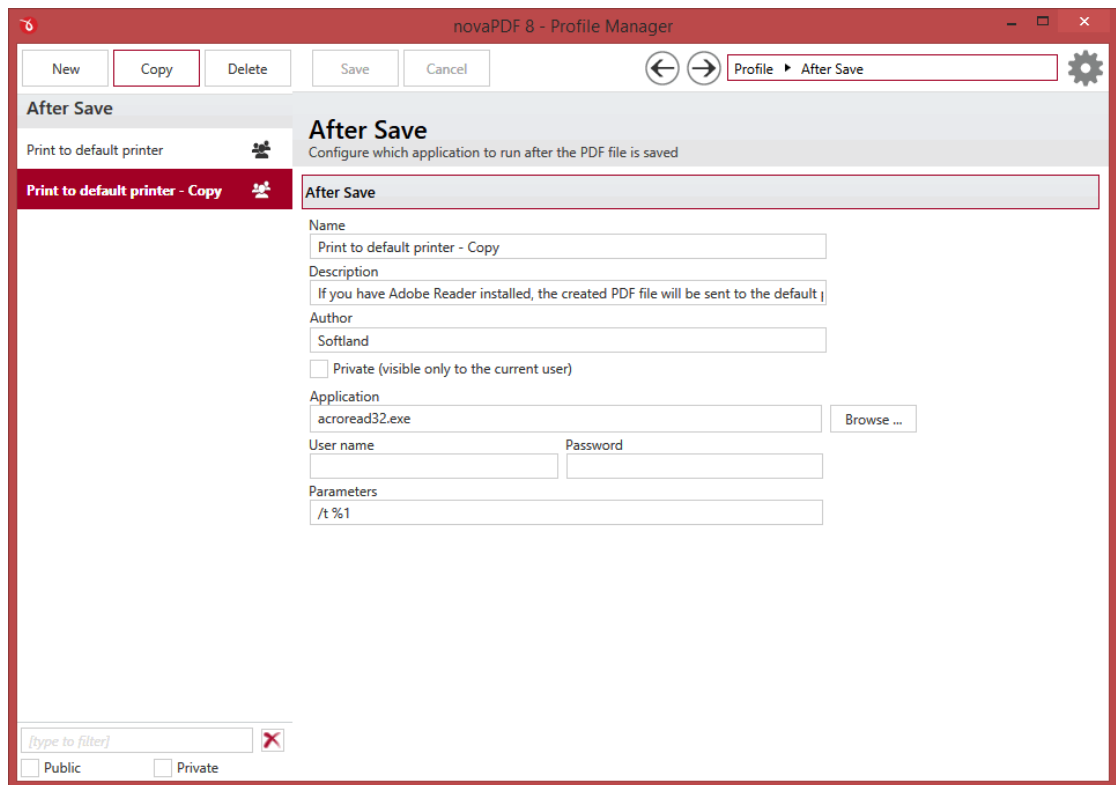


- **Prompt save dialog** - a "Save as" dialog will be shown so you can change the name of the file or folder manually
- **Do not save** - if a PDF file with the same name already exists in the selected destination, the current PDF file will not be saved
- **Modify file name** - if a PDF file with the same name already exists, you can modify the filename based on one of the following rules:
  - **Auto number new files** - a counter is added to the file name of the new generate pdf file
  - **Append date and time** - the date and time is appended to the generated pdf file name
  - **Auto number existing files** - a counter is added to the file name of the existing pdf file. The new pdf file will have the name set in this dialog
- **Merge with existing file by** - if a PDF file with the same name exists you can merge the new content with the existing one:
  - **Append to the end** - if a PDF file with the same name already exists in the selected destination, the current PDF file will be merged with the existing one, adding its pages at the end of the previous existing document
  - **Insert at the beginning** - if a PDF file with the same name already exists in the selected destination, the current PDF file will be merged with the existing one, adding its pages before the content of the previous existing document
- **PDF Password** - if you selected an already existing PDF file and you want to merge the current document with it, you'll have to enter the password needed to open the existing one (only if it's password protected). If the PDF you want to merge with is not password protected, you must leave this field empty.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.2 After Save

The *After Save* presets section allows you to manage the existing default presets or add new ones. These presets let you set custom actions to be performed after the PDF was successfully generated. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the *Profile* text next to the navigational arrows and selecting the preset section you want to read more about.

---

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

---

## DEFAULT PRESETS

The default save presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Print to default printer

If you use this default after save preset, the created PDF file will be sent for printing to the default printer if Adobe Reader is installed. This means that after the PDF is created, it will also be physically printed by your default printer.

---

## AFTER SAVE

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Application

This field will be already filled by default when an after save action preset is used. To start an application after the PDF is created, enter here the full path to the .exe file for that application or

click on the **Browse** button to find and select the application.

You can also enter network paths (UNC) in the **Application** field in case the application you want to launch is not on the local computer. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

#### **User name**

If the application is located on another network computer that requires authentication, enter the username for that user.

#### **Password**

If the application is located on another network computer that requires authentication, you'll have to enter the password for that user so that the application will run.

#### **Parameters**

If the application you want to run after the PDF was created supports parameters, you can add those here and the parameters will be passed on to the application when the request is sent.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.10.3 Emails**

The *Emails* presets section allows you to manage the existing default presets or add new ones. Once created, the PDF file can be automatically sent via email to different recipients, either using the default email client or directly from the application (using SMTP configuration). Additionally you can choose to zip the PDF and send it as attachment. These presets allow you to define custom options for sending emails. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.

The screenshot shows the 'novaPDF 8 - Profile Manager' window. The 'Emails' section is active, showing a list of email profiles. The 'Open default email client - Copy' profile is selected. The 'Recipient' section has 'No recipients' selected. The 'Template' section has 'Empty email template' selected. The 'SMTP Server' section has 'Google/Gmail SMTP' selected. The 'Attach PDF' checkbox is checked. The 'Open with default email client' checkbox is checked. The 'Send with default email client' and 'Send with SMTP' checkboxes are unchecked. The 'Public' checkbox is checked, and the 'Private' checkbox is unchecked.

## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are

included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

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The default emails presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Open default email client**

If you use this default emailing preset, after the PDF is created the application will open the default email client and attach the PDF file to it.

## **EMAILS**

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### **Name**

You can type a name for the default preset you are editing/creating.

### **Description**

Add a description for the default preset you are creating/editing.

### **Author**

Optionally you can set the author for this default preset.

### **Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset,

that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Recipient**

Choose an email recipient preset (by default No recipients is selected) or add from/to/cc/bcc email addresses for the email that will be sent out. You can read more about the presets available here: [Recipient presets](#).

**Template**

Choose an email template preset (by default the Empty email template is selected) or add a subject/content and attachments for the email that will be sent out. You can read more about the presets available here: [Template presets](#).

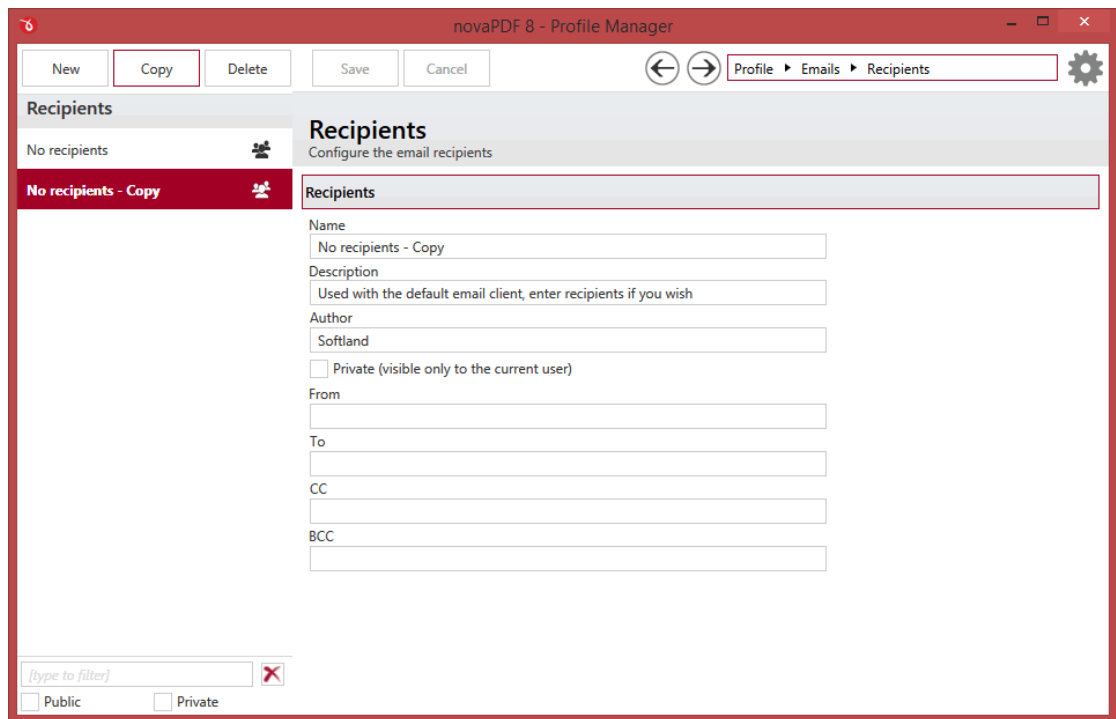
**SMTP Server**

If the *Send with SMTP* option is selected, choose an email SMTP preset (by default Google/Gmail is selected) or add SMTP server information for the email that will be sent out. You can read more about the presets available here: [SMTP Server presets](#).

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check [feature matrix](#) topic.

### 1.3.3.10.3.1 Recipients

The *Recipients* presets section allows you to manage the existing default presets or add new ones. These presets let you define custom from/to/cc/bcc email addresses to be used when sending out emails after a PDF was generated. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the *Profile* text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets.



These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

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The default email recipients presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### No recipients

If you use this default email recipient preset, after the PDF is created the application will open the default email client without entering anything in the from/to/cc/bcc fields. You can create a new recipients preset if you want to add email addresses automatically for every profile where the preset will be used.

## RECIPIENTS

---

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

You can configure the following email header properties:

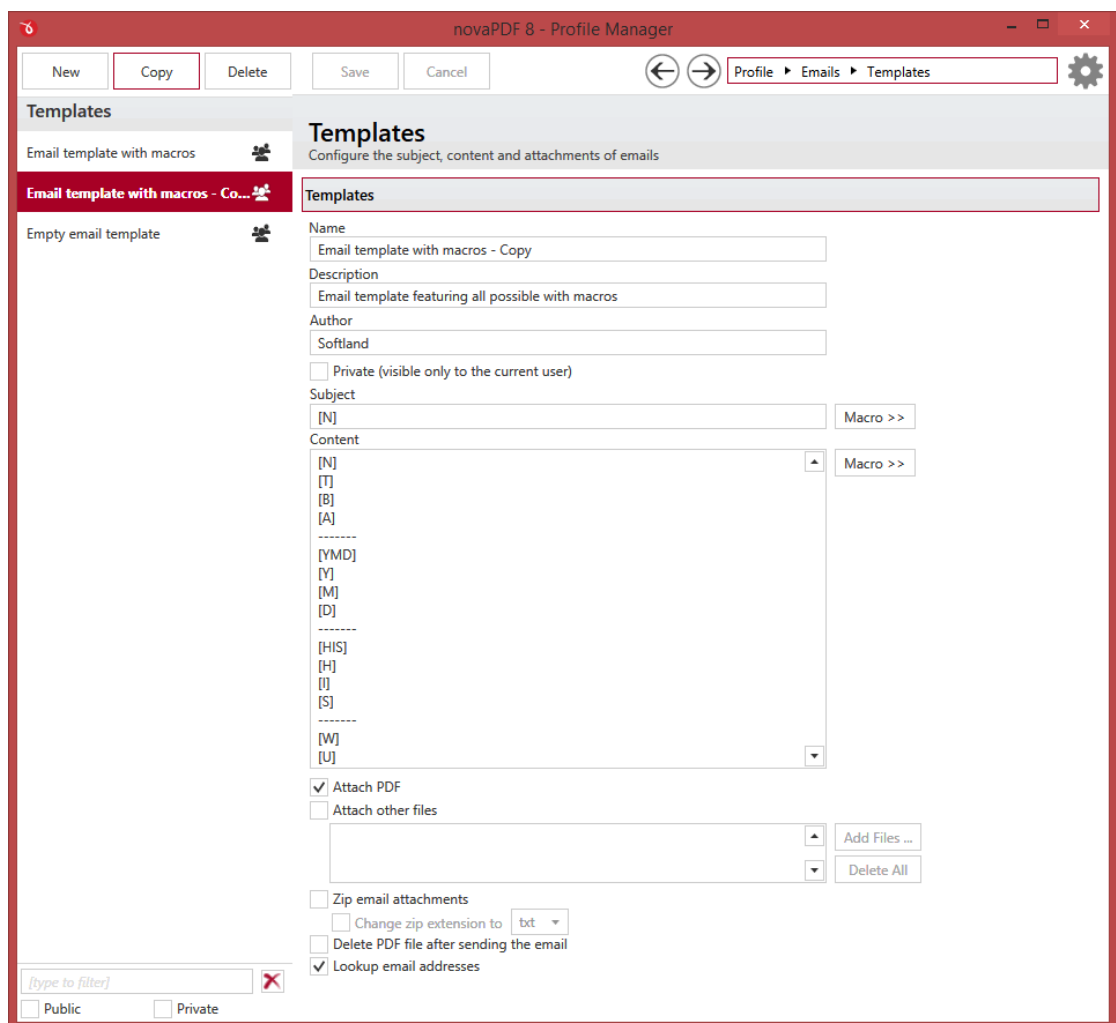
- **From** address. This will show as the sender of the email (i.e. it can be your own email address)
- **To** email addresses. This is where the email will be sent out to, you can add multiple email addresses by separating them with semicolons (;).
- **CC** email addresses (use semicolon to add multiple addresses)

- BCC email addresses (use semicolon to add multiple addresses)

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.3.2 Templates

The *Templates* presets section allows you to manage the existing default presets or add new ones. These presets let you define a custom subject/content for the email as well as setting attachment options. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save*

button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default email template presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Email template with macros

If you use this default email template preset, after the PDF is created the application will open the default email client, for the *Subject* of the email it will use the filename of the PDF and for the *Content* of the email it will use all available macro elements. It will also attach the PDF file to that email and do a lookup of the email addresses before sending.

### Empty email template

If you use this default email template preset, after the PDF is created the application will open the default email client but the *Subject* and *Content* of the email will be empty. It will also attach the PDF file to that email and do a lookup of the email addresses before sending.

## TEMPLATES

---

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Subject

This is the subject of the email to be sent out. You can use macros to add automatically variables based on what PDF is being created. The following macro items can be added:

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

### Content

This is the body of the email to be sent out. You can use the same macros described above to add automatically variables based on what PDF is being created.

### Attach PDF

This option is checked by default and attaches the generated PDF file to the email that it sends out. If unchecked, an email will still be sent out but with content only (eventually with other files attached if using the *Attach other files* option).

#### **Attach other files**

Checking this option will let you choose other files to be attached to the email being sent out. You can add files using the **Add Files...** button or by writing directly the path to the file(s) you want attached. If you want to quickly remove multiple files from this field, you can use the **Delete All** button.

#### **Zip email attachments**

If this option is selected, the PDF file will be compressed first and the resulting zip file will be attached to the email. If the option to attach other files is selected, then all files (including the generated PDF) will be zipped in a single archive and attached.

#### **Change zip extension to**

Some email clients block certain types of attachments, thus if you want to be sure the email is delivered with the attachment you can choose to change the extension of the attached file. Commonly the extension can be changed to .txt, and the recipient will rename it back to zip in order to extract the files. You can choose to change the extension from zip to any other type, by writing a new extension in the combo field near this option (there's no need to add "." before the type of extension, only the extension name).

#### **Delete PDF after sending the email**

If this option is selected, the PDF file will be deleted from the local hard-drive after it was sent via email.

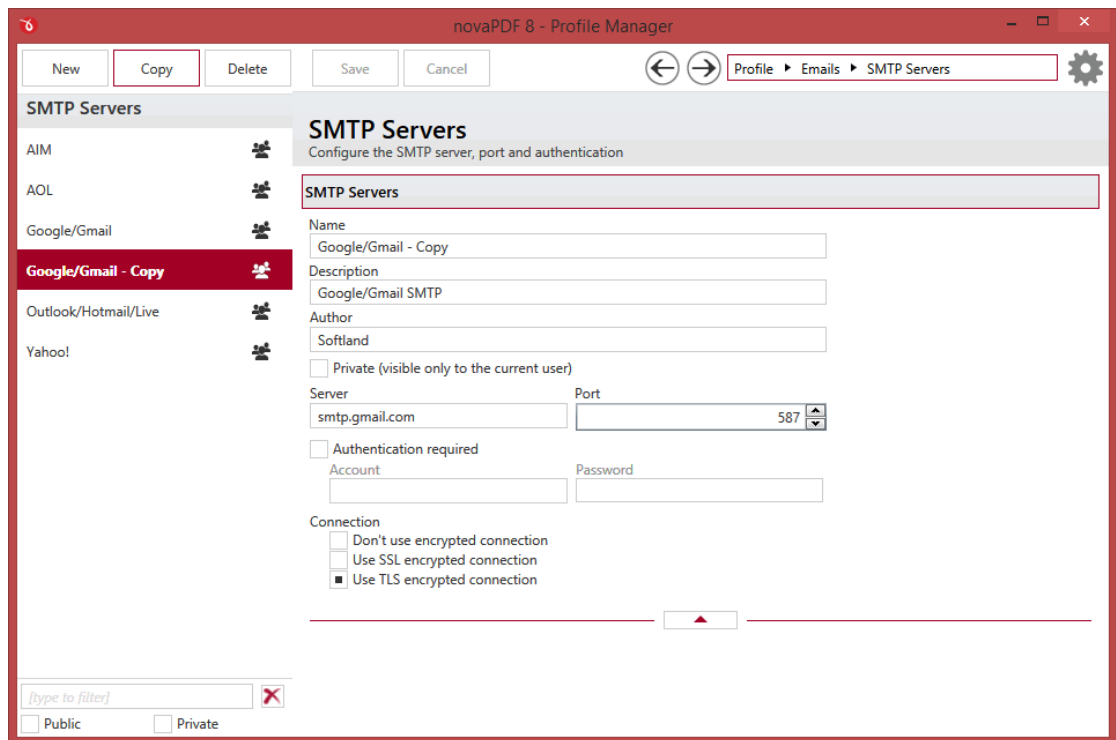
#### **Lookup email addresses**

If this option is selected, any email address you enter in the TO, CC, BCC will be looked up before emailing the PDF in the address book of your default email client (uncheck this option if you want to avoid "Allow this program to access..." type of errors returned by Outlook).

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.10.3.3 SMTP Servers**

The *SMTP Servers* presets section allows you to manage the existing default presets or add new ones. These presets let you define a custom SMTP servers to be used when sending emails, based on defaults created for popular email providers (i.e. Google, AOL, Microsoft, Yahoo). A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the *Profile* text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

The default email template presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### AIM (AOL Instant Messenger)

If you use this default SMTP Servers preset, after the PDF is created the application will send the email using the SMTP server configurations of *AIM (AOL Instant Messenger)*: **smtp.aim.com** (port 587). Please note that you will need to make a copy of this preset and add your username/password for your AIM account (this server requires authentication and the default preset leaves the username/password fields empty). Using this preset, no encryption will be used when sending the email.

### AOL (America Online)

If you use this default SMTP Servers preset, after the PDF is created the application will send the email using the SMTP server configurations of *AOL*: **smtp.aol.com** (port 587). Please note that you will need to make a copy of this preset and add your username/password for your AOL account (this server requires authentication and the default preset leaves the username/password fields empty). Using this preset, no encryption will be used when sending the email.

### Google/Gmail

If you use this default SMTP Servers preset, after the PDF is created the application will send the email using the SMTP server configurations of *Gmail*: **smtp.gmail.com** (port 587). Please note that you will need to make a copy of this preset and add your username/password for your Gmail account (this server requires authentication and the default preset leaves the username/password fields empty). The TLS encryption method will be used when sending the email using this preset.

### Outlook/Hotmail/Live

If you use this default SMTP Servers preset, after the PDF is created the application will send the email using the SMTP server configurations of *Live (Microsoft email service)*: **smtp.live.com** (port 587). Please note that you will need to make a copy of this preset and add your username/password for your AIM account (this server requires authentication and the default preset leaves the

username/password fields empty). The TLS encryption method will be used when sending the email using this preset.

### Yahoo!

If you use this default SMTP Servers preset, after the PDF is created the application will send the email using the SMTP server configurations of *Yahoo! Plus*: **plus.smtp.mail.yahoo.com** (port 465). Please note that you will need to make a copy of this preset and add your username/password for your AIM account (this server requires authentication and the default preset leaves the username/password fields empty). The SSL encryption method will be used when sending the email using this preset.

## SMTP SERVERS

---

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Server

Enter your SMTP server name or IP address.

### SMTP port

Enter SMTP Port. Usually this is port number 25.

### Authentication required

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

### Connection

This is where you can set the type of encryption to be used with the SMTP server:

- **Don't use encrypted connection.** If this is selected no type of encryption will be set.
- **Use SSL encrypted connection.** If selected the Secure Socket Layer (SSL) will be used for control channel and data channel connections to the SMTP server.
- **Use TLS encrypted connection.** If selected the Transport Layer Security (TLS) will be used for control channel and data channel connections to the SMTP server.

Note: Some of the features mentioned on this page might not be available in your edition. The



Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.4 Document

The *Document* presets section allows you to manage the existing default presets or add new ones. These presets let you define the meta-information that will be included in the resulting PDF (subject, title, keywords, author and creator). A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.

The screenshot shows the 'novaPDF 8 - Profile Manager' window with the 'Document' configuration panel active. The panel has a title bar with 'Document' and a subtitle 'Configure the author, subject and other document properties'. Below the title bar, there are two tabs: 'Info from original document' and 'Info from original document - C...'. The main area contains several input fields and checkboxes:

- Name:** Info from original document - Copy
- Description:** Add info from original document to the created PDF file
- Author:** Softland
- Private (visible only to the current user)
- Subject:** [Empty field] with a 'Macro >>' button
- Title:** [N] with a 'Macro >>' button
- Keywords:** [Empty field] with a 'Macro >>' button
- Author:** [U] with a 'Macro >>' button
- Creator:** [N] with a 'Macro >>' button

At the bottom left, there is a search filter '[type to filter]' and a 'Public' checkbox, with a 'Private' checkbox below it.

## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are

included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

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The default document presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Info from original document**

If you use this default document preset, the PDF will be created using information from the original document for meta properties: *Subject* will be empty, *Title* will be the filename, *Keywords* will be left empty, *Author* will be the Windows username, *Creator* will be the filename.

## **DOCUMENT**

---

### **Name**

You can type a name for the default preset you are editing/creating.

### **Description**

Add a description for the default preset you are creating/editing.

### **Author**

Optionally you can set the author for this default preset.

### **Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing

settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Subject

Sets the subject for the printed document. Default is empty. You can use macros to set this automatically based on the existing document information:

- [N] - The name of the document being converted
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [W] - Workstation
- [U] - User name

### Title

Sets the document title. If you use the default [N] tag, the title will be the name of the document that is printed, as it is sent by the printing application. You can use the same macro elements as for the *Subject* section above.

### Keywords

Sets the keywords for the printed document. Default is empty. You can use the same macro elements as for the *Subject* section above.

### Author

Sets the author of the printed document. If you use the default [U] tag, the author will be the windows user that started the print job. You can use the same macro elements as for the *Subject* section above.

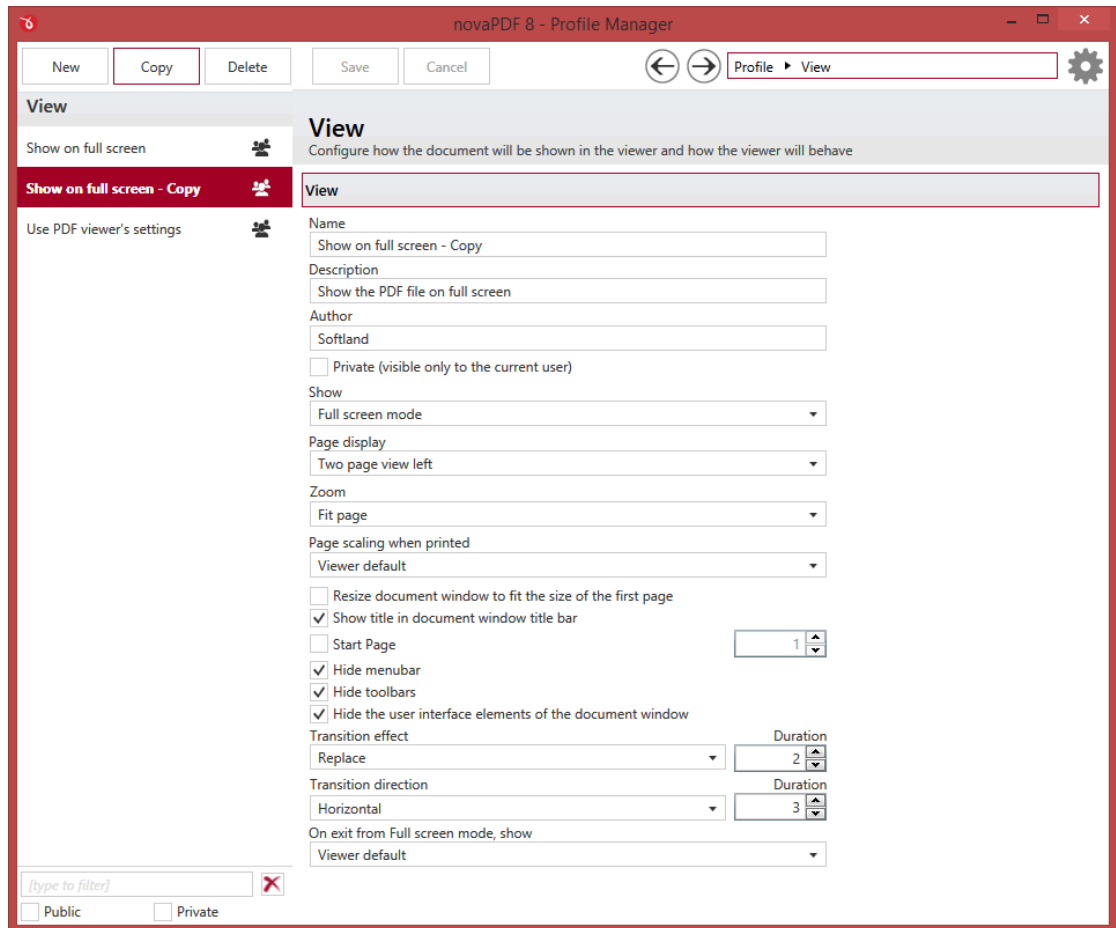
### Creator

By default it shows information about the application that generated the PDF file, however this field can be modified to any custom value. You can use the same macro elements as for the *Subject* section above.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## 1.3.3.10.5 View

The *View* presets section allows you to manage the existing default presets or add new ones. These presets let you define how the PDF will be displayed in the default PDF viewer after it was created. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default view presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Show on full screen

If you use this default PDF viewer preset, after the PDF will be created it will be opened in the PDF reader in full screen mode, with 2 pages displayed at once fitting in the current view, with menubars/toolbars/interface elements hidden. It will also display transition effects when exiting the full screen mode. This default preset is useful when you want to read a PDF file (i.e. an ebook).

### Use PDF viewer's settings

If you use this default PDF viewer preset, after the PDF will be created it will be opened in the PDF reader using its own default viewing options. The title of the PDF will also be displayed in the window title bar.

## VIEW

---

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Show**

You can choose to open the PDF using the default PDF reader view options or show some viewer panels: **Pages Panel**, **Bookmarks Panel**. You can also choose to show the pdf file in the **Full Screen** mode. If you choose **Show none**, the PDF file will be opened without any panels.

**Page display**

This option lets you select how the layout of PDF will be when opened in the viewer. You can choose one of the following page layouts: **Single Page View/Scrolling**, **Two page view left/right** and **Two page scrolling left/right**. By default the PDF file will be opened using the options set in the PDF viewer (*Viewer default*).

**Zoom**

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

**Page scaling when printed**

You can choose one of two options: **Viewer default** and **None**. By default the PDF file will be created using the Viewer default option, which means that if you open the PDF in a PDF reader (i.e. Adobe Reader) and you print it to a regular printer, the page scaling will be that already set in the PDF reader. However if you change the option to *None*, the PDF file will be forced to no scaling at all when printed via the PDF reader (unless you intentionally modify the scaling in the PDF reader). These other options are applicable for the resulting PDF display in the viewer:

- **Resize document window to fit the size of the first page.** If checked the PDF viewer will open resized based on the dimensions of the first page.
- **Show title in document window title bar.** Checked by default, this option will display the title of the PDF in the PDF viewer window title bar.
- **Start page.** Sets the page that will be first shown when opening the PDF file. By default, the first page will be shown.
- **Hide menubar.** Checking this option will force the PDF viewer to hide its menubar when opening the PDF file.
- **Hide toolbars.** Checking this option will force the PDF viewer to hide its visible toolbars when opening the PDF file.
- **Hide the user interface elements of the document window.** This will hide any visible interface elements of the PDF viewer.

**Transition effect**

These let you define the effect when moving from one page to the other in the Full Screen mode. You can also set the duration (in seconds) for these effects.

### Transition direction

You can choose also to have these transition effects apply vertically or horizontally, for the duration set in its specific field.

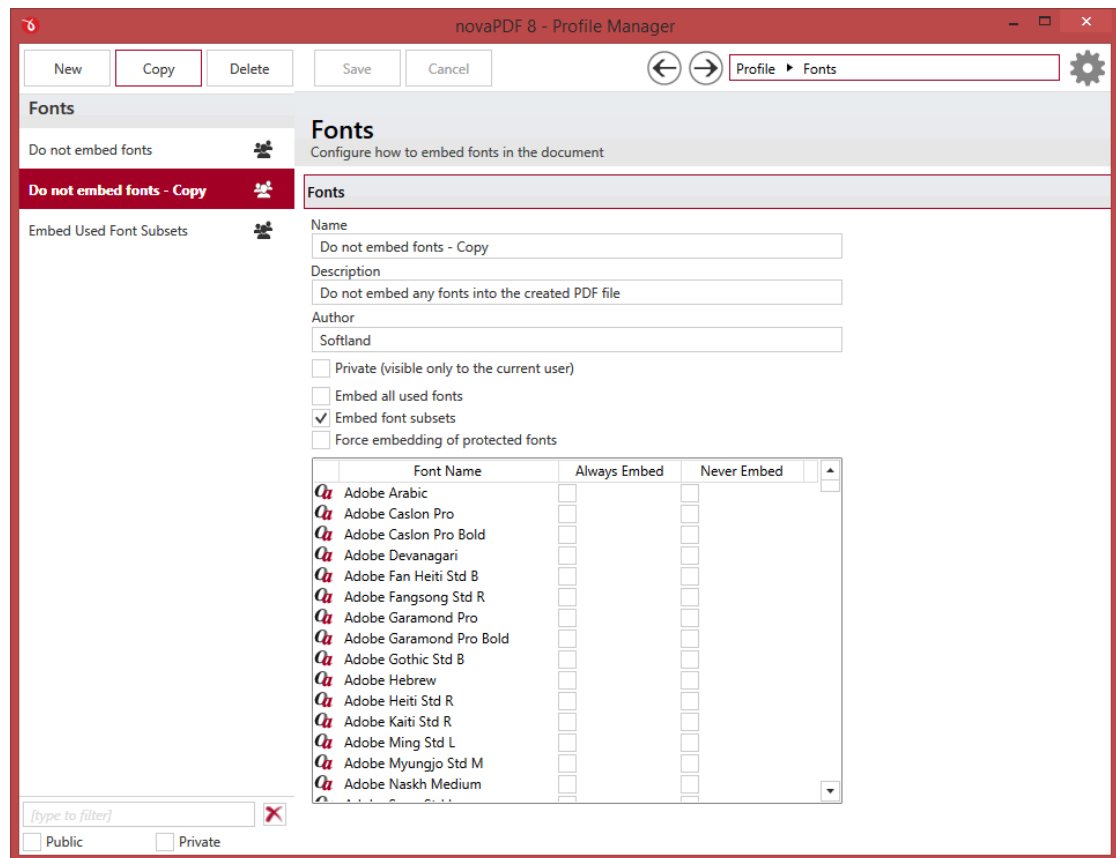
### On exit from Full screen mode, show

Set what panel to show when exiting from the full screen mode view.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.6 Fonts

The *Fonts* presets section allows you to manage the existing default presets or add new ones. These presets let you define how and what fonts should be embedded in the resulting PDF. Embedding fonts ensures that the resulting PDF file has the same look and feel as the original document. This application supports Type1, TrueType and OpenType fonts. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

**New**

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

**Copy**

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

**Delete**

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

**Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

**PRESETS LIST**

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

**DEFAULT PRESETS**

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The default font presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

**Do not embed fonts**

If you use this default font preset, the PDF will be created without embedding any standard Latin fonts in it (but it will embed the subsets of non-standard Latin characters, i.e. Chinese characters). This means that if the recipient of the PDF doesn't have the fonts used in the document on his system, the PDF will be shown using a substitute font. This preset is intended to be used when



sending PDF documents for reviewing or loading them on the web, where a small file size is more important than how the PDF looks on the recipient's system.

### **Embed used font subsets**

If you use this default font preset, the resulting PDF will have all used font subsets embedded in it (even the fonts that are protected). This means that even if the recipient of the PDF doesn't have the fonts used in the document on his system, the PDF will still be shown using the original fonts used when creating it. This preset is intended to be used when sending PDF documents for printing, where how it looks for the recipient is more important than a larger resulting size.

## **FONTS**

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### **Name**

You can type a name for the default preset you are editing/creating.

### **Description**

Add a description for the default preset you are creating/editing.

### **Author**

Optionally you can set the author for this default preset.

### **Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### **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.

### **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.

### **Force embedding of protected fonts**

You can choose to embed all fonts that are used in a PDF file by checking the **Embed All Used Fonts** check box. However, there are some commercial fonts that have restrictions regarding embedding, so if you have the right to embed and distribute those fonts with your PDF check this option and those fonts will be embedded, in spite of the restrictions.

### **Available fonts**

The available fonts list shows all TrueType, OpenType and Type1 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.

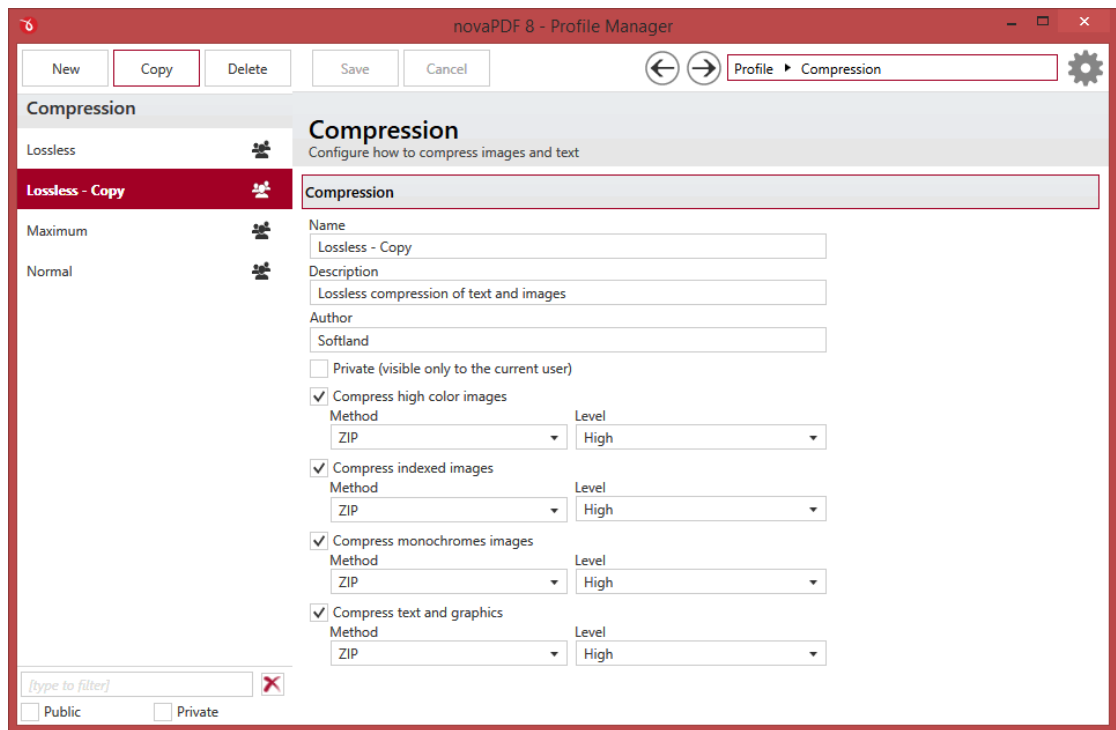
#### **Never embed fonts**

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.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.10.7 Compression**

The *Compression* presets section allows you to manage the existing default presets or add new ones. These presets let you configure the compression for text and graphics, monochrome images, indexed images and high color images. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets.

These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

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The default graphics compression presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Lossless

If you use this default compression preset, the images in the resulting PDF will be compressed but with a minimal loss in quality as only the ZIP compression method will be used. This means that the resulting size of the PDF will be smaller than one with non-compressed images, but without any noticeable image quality losses.

### Maximum

If you use this default compression preset, the images in the resulting PDF will be highly compressed which will result in a smaller PDF but lower quality for the images used in it. The JPEG compression algorithm will be used for images instead of the ZIP one. The resulting size of the PDF will be smaller than one with non-compressed images (or using lossless/normal presets), but with some noticeable image quality losses.

### Normal

This default compression preset uses standard compression algorithms and represents a balance between a small PDF size and the quality of the images in the file.

## COMPRESSION

---

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**COMPRESS HIGH COLOR IMAGES**

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**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.

**COMPRESS INDEXED IMAGES**

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**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.

**COMPRESS MONOCHROME IMAGES**

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**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.

**COMPRESS TEXT AND GRAPHICS**

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**Method**

Text and graphics will be compressed using ZIP compression.

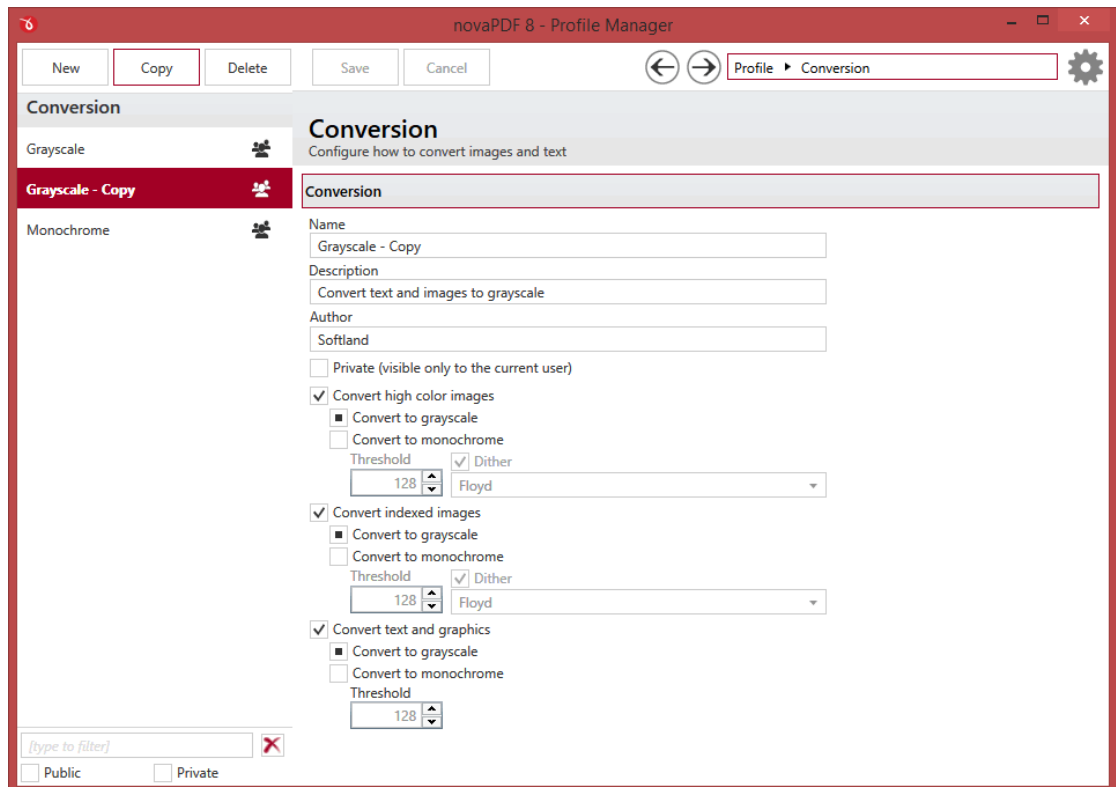
**Level**

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

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.8 Conversion

The *Conversion* presets section allows you to manage the existing default presets or add new ones. These presets let you configure color conversion for text and graphics, indexed images and high color images. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

### **PRESETS LIST**

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

### **DEFAULT PRESETS**

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The default graphics conversion presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

#### **Grayscale**

If you use this default conversion preset, the images in the resulting PDF will be converted from their normal color to grayscale. This is useful for instance when you want to print a PDF on a black & white printer and thus it doesn't justify keeping the images in their full color.

#### **Monochrome**

If you use this default conversion preset, the images in the resulting PDF will be converted from their normal color to monochrome (black or white).

### **CONVERSION**

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#### **Name**

You can type a name for the default preset you are editing/creating.

#### **Description**

Add a description for the default preset you are creating/editing.

#### **Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**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.

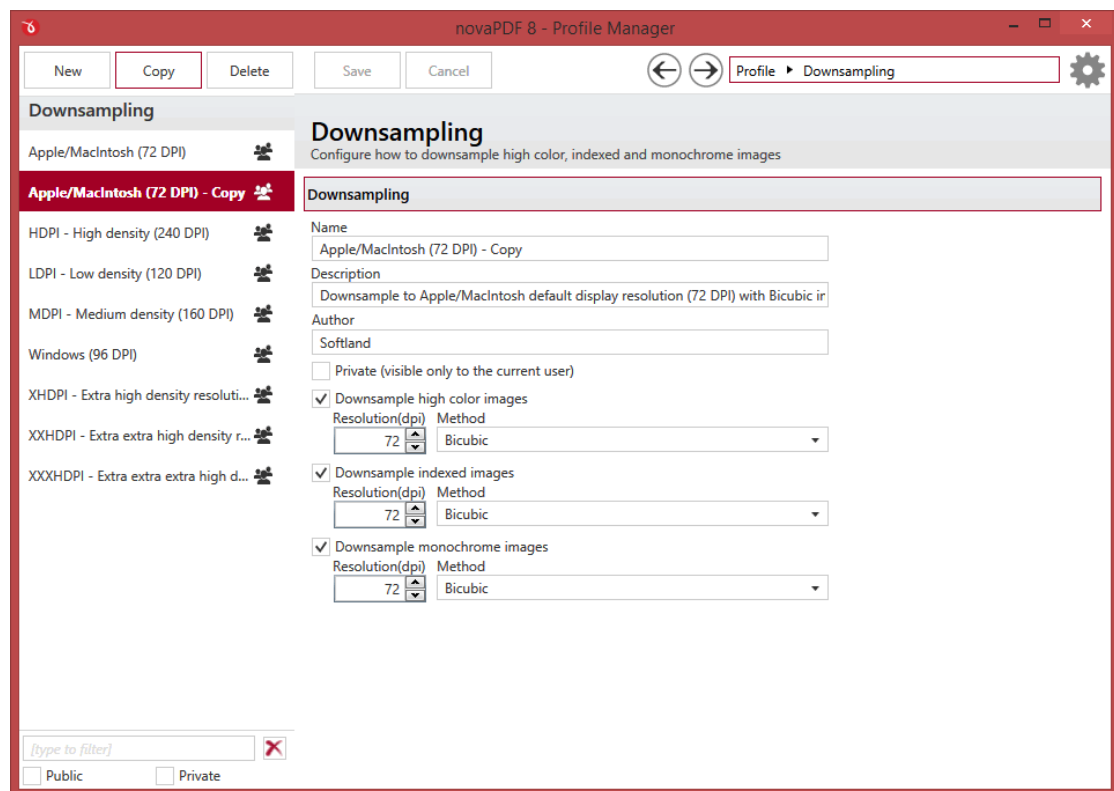
By default, the Floyd & Steinberg error diffusion dither method is used to dither monochrome images. Dithering is not available for text and graphics.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

**1.3.3.10.9 Downsampling**

The *Downsampling* presets section allows you to manage the existing default presets or add new ones. These presets let you configure how images will be added in the PDF file at a different resolution than the one from the original document. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.





## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the *Profile* text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

The default graphics downsampling presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

Downsampling is used to modify the resolution of the images in the final PDF file. Low-dpi images will have a reduced quality but the size of the PDF will be smaller too, while high-dpi images will look better but result in a larger PDF. These presets are available for downsampling:

- **Apple/Macintosh (72 DPI).** Downsample to Apple/Macintosh default display resolution (72 DPI) with Bicubic interpolation
- **HDPI - High density (240 DPI).** Downsample to high density (240 DPI) with Bicubic interpolation
- **LDPI - Low density (120 DPI).** Downsample to low density resolution (120 DPI) with Bicubic interpolation
- **MDPI - Medium density (160 DPI).** Downsample to medium density resolution (160 DPI) with Bicubic interpolation
- **Windows (96 DPI).** Downsample to Windows default display resolution (96 DPI) with Bicubic interpolation
- **XHDPI - Extra high density resolution (320 DPI).** Downsample to extra high density (320 DPI) with Bicubic interpolation
- **XXHDPI - Extra extra high density resolution (480 DPI).** Downsample to extra extra high density (480 DPI) with Bicubic interpolation
- **XXXHDPI - Extra extra extra high density resolution (640 DPI).** Downsample to extra extra extra high density (640 DPI) with Bicubic interpolation

## DOWNSAMPLING

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Name

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Resolution**

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

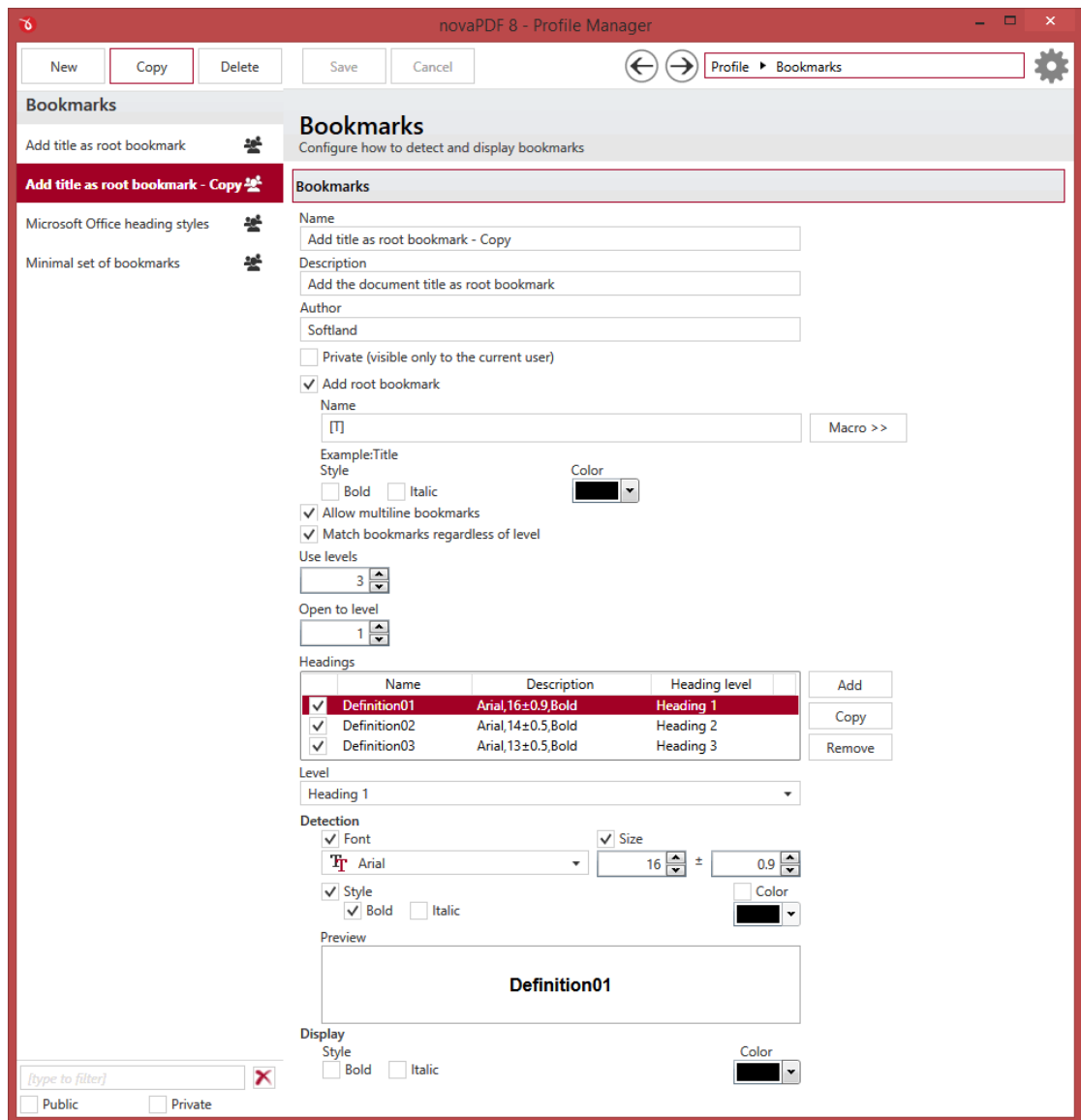
**Method**

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.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.10 Bookmarks

The *Bookmarks* presets section allows you to manage the existing default presets or add new ones. These presets let you configure how bookmarks will be detected and included in the resulting PDF file. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

**Delete**

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

**Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

**PRESETS LIST**

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

**DEFAULT PRESETS**

---

The default bookmark presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

**Add title as root bookmark**

When this preset is used, the title of the document will be added as a root bookmark. A root bookmark is a parent level, which means that the rest of the defined bookmarks will be showing as child entries for this level. This is useful, for instance, when you want to merge several documents in a single PDF file and want to separate the bookmarks for each merged document.

**Microsoft Office heading styles**

If this default preset is used, the application will generate the same heading styles for the PDF bookmarks as those defined in Microsoft Office.

**Minimal set of bookmarks**

This default preset will detect and generate only three levels of bookmarks (heading 1 - 3), based on the Arial font.

**BOOKMARKS**

---

**Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**ADD ROOT BOOKMARKS**

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If this option is checked, a root (parent) bookmark level will be added, the rest of the defined bookmarks showing as child entries for this level. This is useful, for instance, when you want to merge several documents in a single PDF file and want to separate the bookmarks for each merged document.

**Name**

You can manually type a name for root bookmark in the **Name** field or use **Macro** to automatically name the bookmark.

In order to automatically assign different names for each root bookmark (when merging several documents in a PDF), you can use macros in the **Name** field (an example of how the macros are converted is shown just below the **Name** field).

You can select any of following macros:

- [N] - The name of the document being converted
- [T] - The title of the document as defined in the *Document* section
- [B] - The subject of the document as defined in the *Document* section
- [A] - The author of the document as defined in the *Document* section
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [W] - Workstation
- [U] - User name

You can also choose from the following display options for root bookmarks:

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

**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.

### **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.

### **Headings**

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

- **Enabled** - this option signifies whether the currently selected definition will be taken into consideration
- **Name** - definition name
- **Description** - contains the detection attributes for the currently selected definition, such as: font, size, style
- **Heading level** - this shows the corresponding heading for a particular definition (i.e. what level on the hierarchy it can be)

### **Add**

The **Add** 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.

### **Remove**

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

### **Detection**

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

### **Detection preview**

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

## Display

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

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.11 Security

The *Security* presets section allows you to manage the existing default presets or add new ones. These presets let you configure the security options for the resulting PDF file (setting a level of encryption protected by a password, that restricts certain document permissions for the resulting PDF file). A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.

## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save*



button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default security presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Allow changes

When this preset is used, the resulting PDF will allow editing, commenting and form-fill authoring. Printing and extracting text/graphics will be disallowed. To enforce this preset you need to make a copy and add an user password for it.

### Allow copying, enable accessibility

When this preset is used, the resulting PDF will allow content copying and extraction and enable content access for the visually impaired. Printing, editing and form filling will be disallowed. To

enforce this preset you need to make a copy and add an user password for it.

**Allow everything**

When this preset is used, the resulting PDF will allow all operations such as copying, printing and editing, enable accessibility.

**Allow printing**

When this preset is used, the resulting PDF will allow only printing. Editing, commenting, form-filling, copying and annotating will be disallowed. To enforce this preset you need to make a copy and add an user password for it.

**SECURITY**

---

**Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**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.

**Owner password**

If the PDF Document is encrypted, access permissions can be changed only if the document is opened with the owner password.

**Encryption level**

Available encryption levels are:

- **Low Level (40 bit)** - 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 bit)** - 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**

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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 (possibly not at the highest quality level, if **Print High Resolution** is not allowed)
- **Modify document content** - if this is unchecked, the resulting PDF will not allow editing
- **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** - if this is unchecked, the resulting PDF will not allow filling forms or changing annotations (if **Modify document content** is allowed, create or modify interactive form fields)

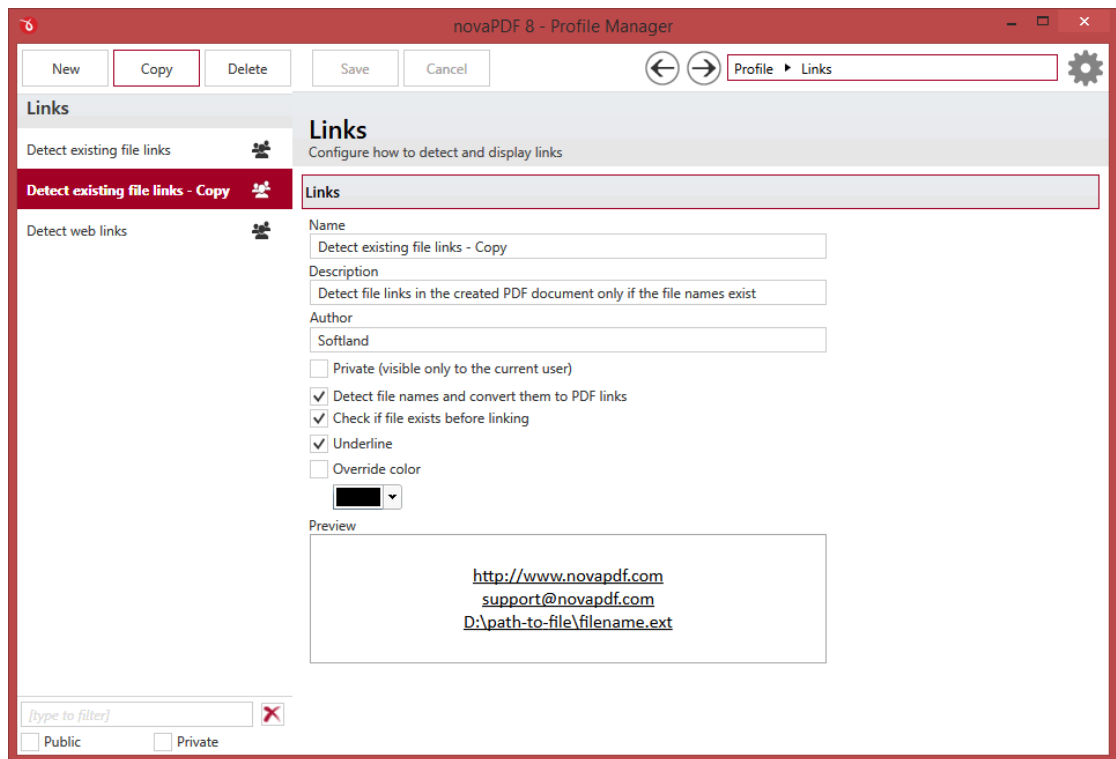
**High Level (128 bits), has all the features of the low level protection plus:**

- **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)

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.12 Links

The *Links* presets section allows you to manage the existing default presets or add new ones. These presets let you configure how links will be detected from the original document and converted into active PDF links in the resulting file. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the *Profile* text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

---

## DEFAULT PRESETS

The default link presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Detect existing file links

When this preset is used, the application will detect file links in the original document only if the file name already exists and if it does it will create it as an active PDF link (underlined with a black color) in the resulting file.

### Detect web links

When this preset is used, the application will detect web links in the original document and will re-create those as active PDF links (underlined) in the resulting file.

---

## LINKS

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### 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.

**Underline**

This is checked by default and will add a line beneath the detected link using the color set in *Override color*.

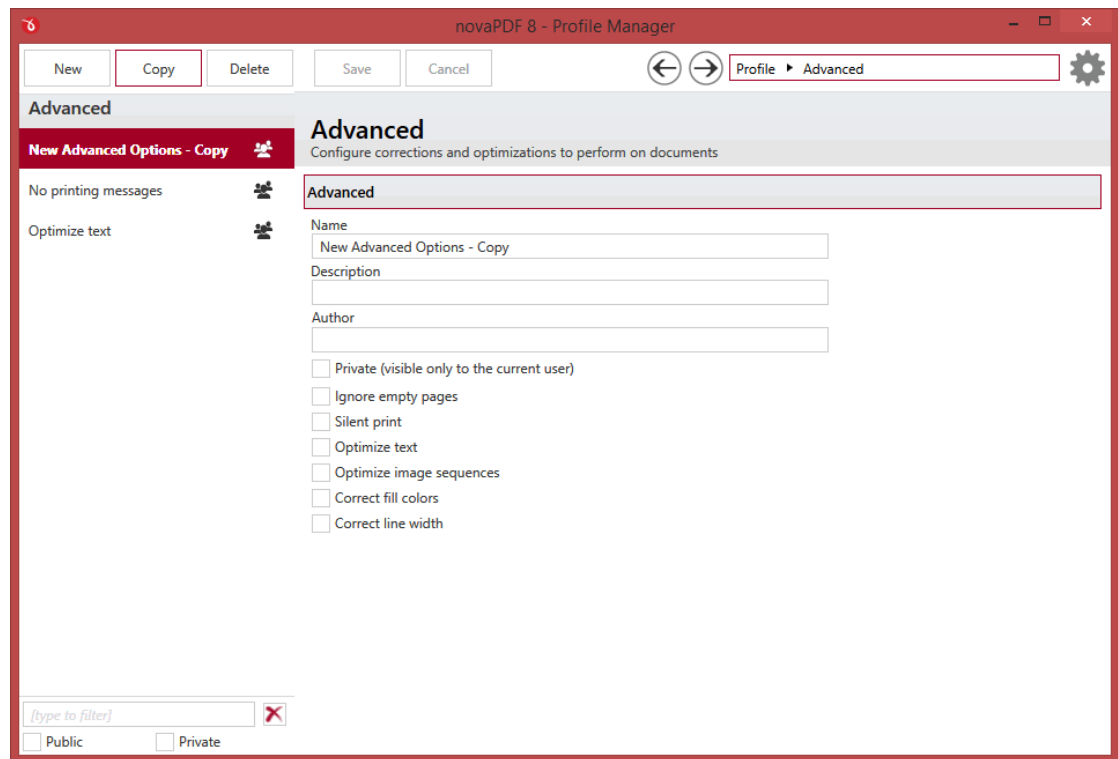
**Preview**

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

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

**1.3.3.10.13 Advanced**

The *Advanced* presets section allows you to manage the existing default presets or add new ones. These presets let you set some advanced options regarding how the printed documents will be processed and saved as PDFs. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

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The default advanced presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### No printing messages

When this preset is used, the application will not show any messages during the PDF conversion and the text will be compressed to result in a smaller PDF file.

### Optimize text

When this preset is used, the application will only compress the text so that the resulting PDF will be smaller in size.

## ADVANCED

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### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Ignore empty pages

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



**Silent print**

If this option is checked, no prompts will be shown during the print to PDF operation.

**Optimize text**

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

**Optimize image sequences**

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

**Correct fill colors**

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

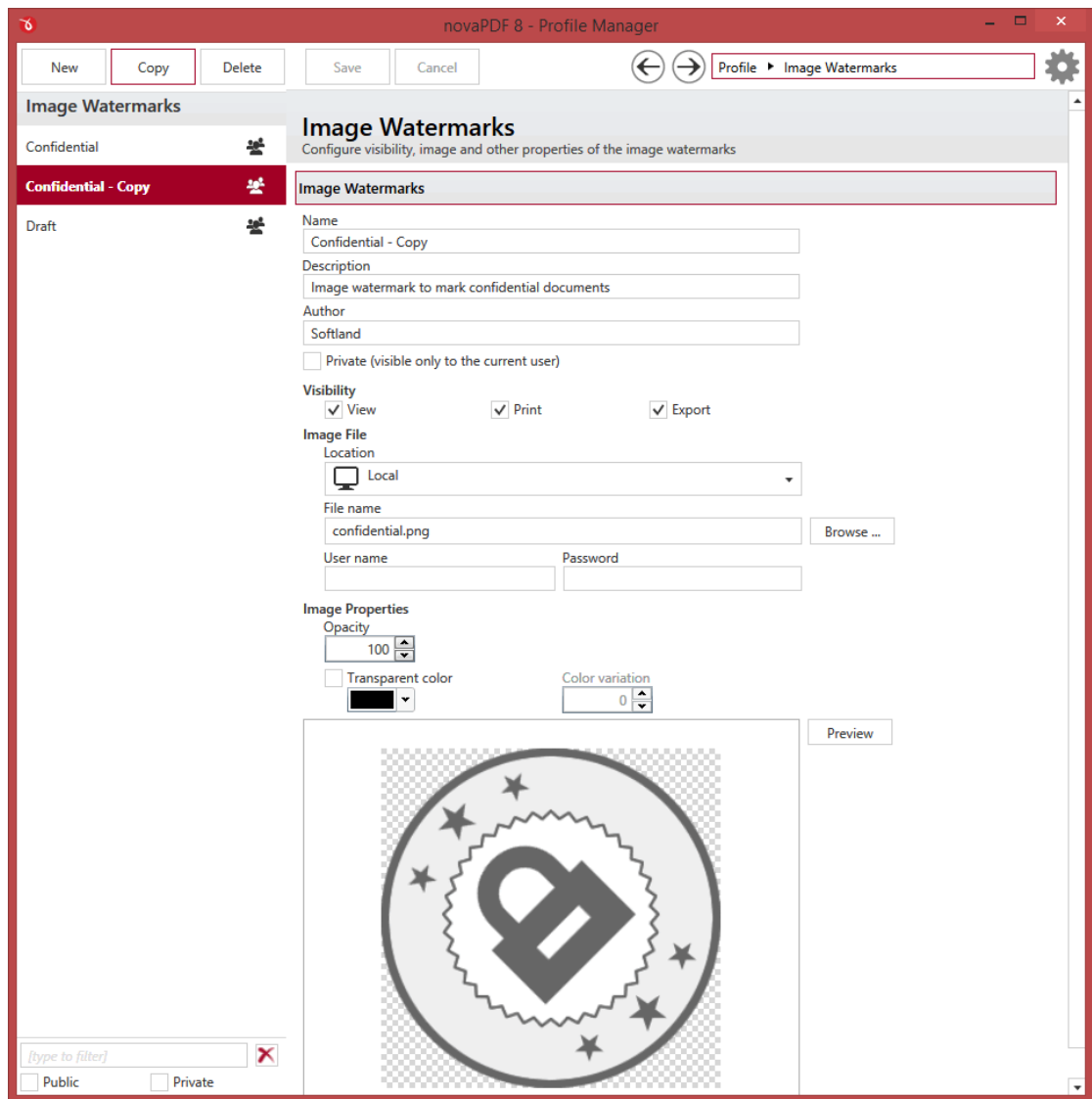
**Correct line width**

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

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.14 Image Watermarks

The *Image Watermarks* presets section allows you to manage the existing default presets or add new ones. These presets let you define an image watermark to be included in the resulting PDF file. Adding an image watermark means that even if in the original document (one being converted to PDF) there is no watermark, it will be added automatically when the conversion is done to the resulting PDF file. Depending on the number of added watermarks the size of the resulted PDF files will increase. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

---

The default image watermark presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Confidential**

When this preset is used, the application will add a *confidential* image watermark to the resulting PDF file. The watermark will show up in the PDF when viewing it, printing or exporting it and will have a 100% opacity. The layout of this watermark can be modified from the *Profile Manager -> Layout* section.

### **Draft**

When this preset is used, the application will add a *draft* image watermark to the resulting PDF file. The watermark will show up in the PDF when viewing it, printing or exporting it and will have a 100% opacity. The layout of this watermark can be modified from the *Profile Manager -> Layout* section.

## **ADVANCED**

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### **Name**

You can type a name for the default preset you are editing/creating.

### **Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**VISIBILITY**

---

You can enable or disable in which situations the image watermark will be shown by checking/unchecking the checkboxes:

- **View** - if this option is checked the watermark will show up when the PDF file is viewed (to hide it from viewing uncheck it)
- **Print** - if this option is checked the watermark will show up when the PDF file is printed from the PDF reader/viewer (to hide it from being printed uncheck it)
- **Export** - if this option is checked the watermark will show up when the PDF file is exported from the PDF editor (to hide it from being exported uncheck it)

You can do combinations of the visibility checkboxes (i.e. showing a watermark only when the PDF is printed, not when is viewed).

**IMAGE FILE**

---

**File name**

Enter the path to an image file you want used as watermark, or use the Browse button to locate it.

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 Pixelmap (BINARY) (\*.PPM)
- Adobe Photoshop (\*.PSD)
- Truevision Targa files (\*.TGA, \*.TARGA)
- Tagged Image File Format (\*.TIF, \*.TIFF)
- X11 Bitmap Format (\*.XBM)

You can also enter network paths (UNC) in the *File name* field in case the image you want to use is not on the local computer. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to and enter the username/password.

## IMAGE PROPERTIES

---

You can set different options here for the image to be used as a watermark such as opacity, transparency and color variation.

### 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.

### 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.

### Color variation

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

## PREVIEW

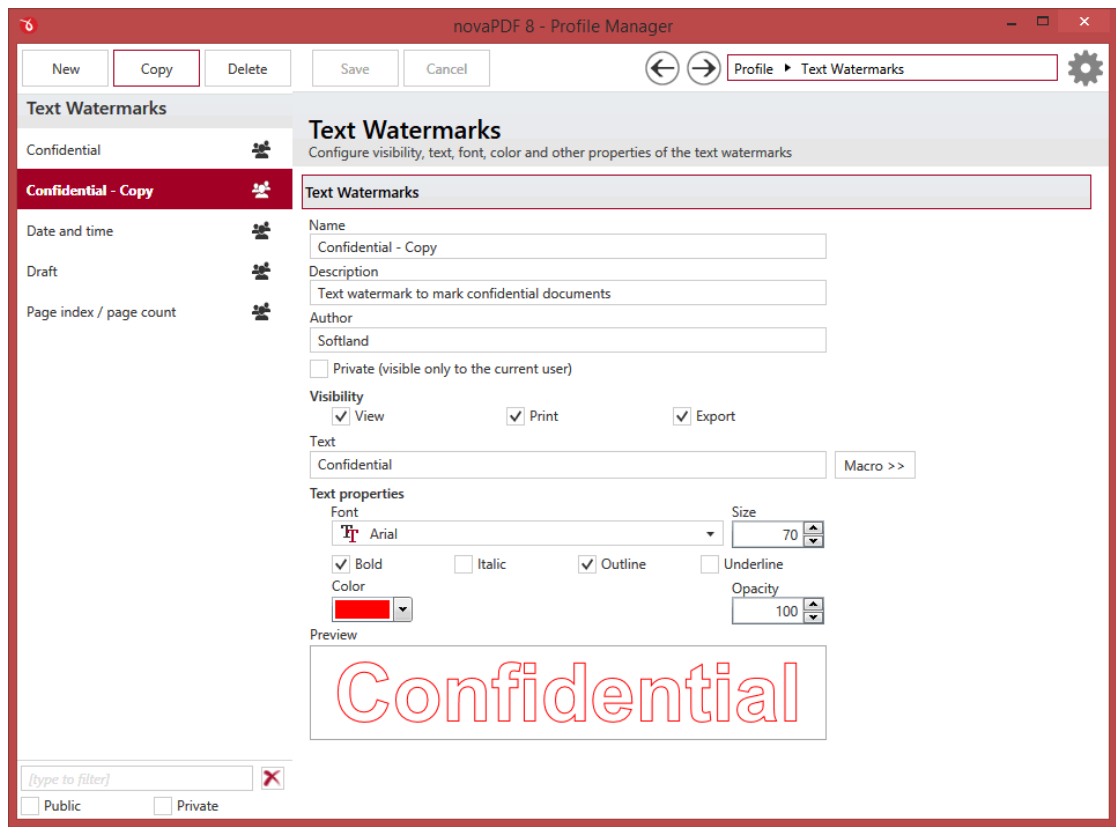
---

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.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.15 Text Watermarks

The *Text Watermarks* presets section allows you to manage the existing default presets or add new ones. These presets let you define text watermarks to be included in the resulting PDF file. Adding text watermarks means that even if in the original document (one being converted to PDF) there is no watermark, it will be added automatically when the conversion is done to the resulting PDF file. Depending on the number of added watermarks the size of the resulted PDF files will increase. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

The default text watermark presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Confidential

When this preset is used, the application will add a *confidential* text watermark to the resulting PDF file. The watermark will show up in the PDF when viewing it, printing or exporting it and the font used will be Arial (70px, red). The layout of this watermark can be modified from the *Profile Manager* -> *Layout* section.

### Draft

When this preset is used, the application will add a *draft* text watermark to the resulting PDF file. The watermark will show up in the PDF when viewing it, printing or exporting it and the font used will be Arial (150px, black). The layout of this watermark can be modified from the *Profile Manager* -> *Layout* section.

### Date and time

When this time stamping preset is used, the application will add the date and time when the PDF was created as a text watermark. The watermark will show up in the PDF when viewing it, printing or exporting it and the font used will be Arial (10px, black). The layout of this watermark can be modified from the *Profile Manager* -> *Layout* section.

### Page index / page count

When this preset is used, the application will add the page number and total on each of the pages in the resulting PDF (i.e. page 1/3, 2/3, 3/3 for a 3 page document). The watermark will show up in the PDF when viewing it, printing or exporting it and the font used will be Arial (10px, black). The layout of this watermark can be modified from the *Profile Manager* -> *Layout* section.

## ADVANCED

**Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**VISIBILITY**

---

You can enable or disable in which situations the watermark will be shown by checking/unchecking the checkboxes:

- **View** - if this option is checked the watermark will show up when the PDF file is viewed (to hide it from viewing uncheck it)
- **Print** - if this option is checked the watermark will show up when the PDF file is printed from the PDF reader/viewer (to hide it from being printed uncheck it)
- **Export** - if this option is checked the watermark will show up when the PDF file is exported from the PDF editor (to hide it from being exported uncheck it)

You can do combinations of the visibility checkboxes (i.e. showing a watermark only when the PDF is printed, not when is viewed).

**TEXT**

---

The text displayed here will be used in the watermark. You can type in your own custom text or use a predefined one. This fields supports the use of macros so if you want the text to be followed by a document variable click on *Macro* and select one:

- [X] - Page index
- [Y] - Page count
- [B] - Document subject
- [A] - Document author
- [N] - The name of the document being converted
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a



file with the same name exists in the save folder)

- [W] - Workstation
- [U] - User name

An example of how the macros are converted is shown in the watermark *Preview*.

## TEXT PROPERTIES

---

You can set different options here for the text to be used as a watermark such as the font type, size and properties.

### Font

Select a font from the list of the TrueType and OpenType fonts installed on your computer (by default Arial is used).

### Size

Select the height of the text to be used as a watermark (default is 14px).

### Style - Bold, Italic, Outline, Underline

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

### Color

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

### 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.

## PREVIEW

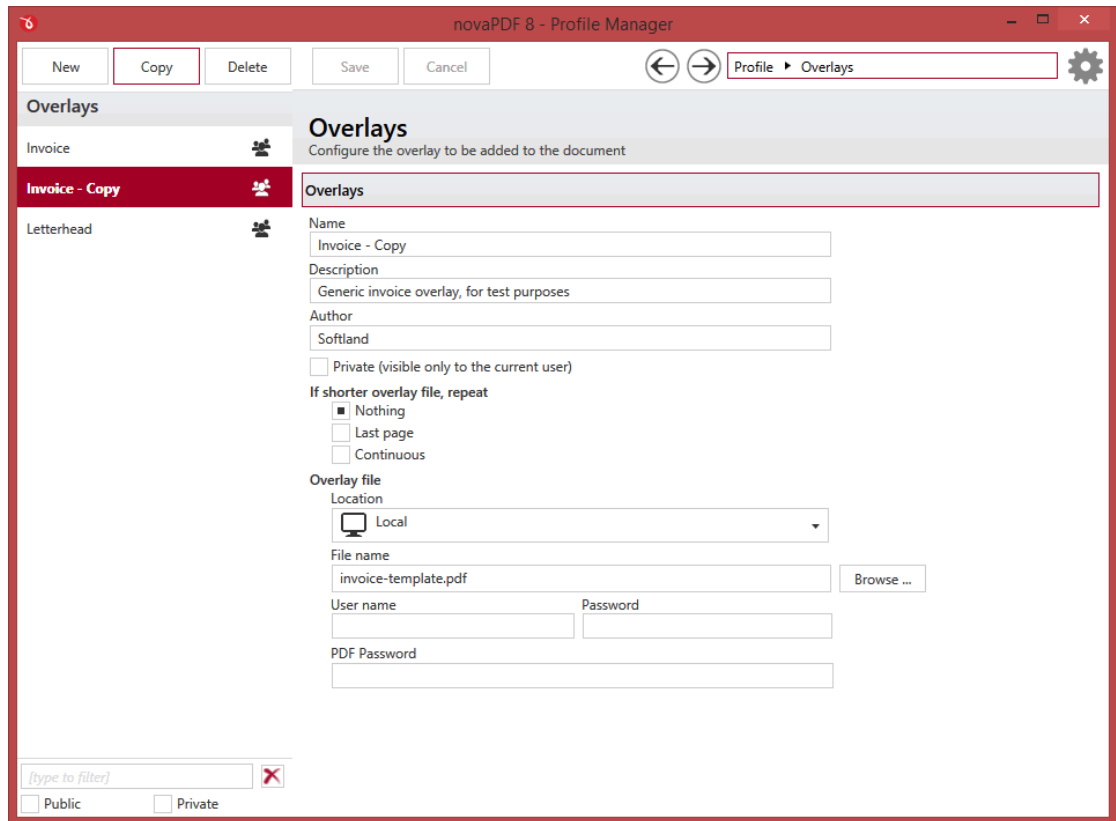
---

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

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.16 Overlays

The *Overlays* presets section allows you to manage the existing default presets or add new ones. PDF documents overlay (could also be called PDF stitching), means that you can insert the content of a PDF file in another PDF document (either in front of the existing content or as the background for the existing one) and create a single PDF file containing the merged information. For example, if you have a PDF template branded with your company information (that shows in the header/footer) and you received other PDF documents that need to use the same template, you can overlay the new document with the existing template and create a single merged branded PDF. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the *Profile* text next to the navigational arrows and selecting the preset section you want

to read more about.

## PRESETS LIST

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default overlays presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Invoice

When this preset is used, the content from the original document will be overlaid with a generic invoice PDF. This is meant for test purposes to see how this feature could be used, as the invoice details cannot be changed in the default preset. The layout of the overlay can be modified from the *Profile Manager -> Layout* section.

### Letterhead

When this preset is used, the content from the original document will be overlaid with a generic letterhead PDF. This is meant for test purposes to see how this feature could be used to brand the PDFs, as the letterhead details cannot be changed in the default preset. The layout of the overlay can be modified from the *Profile Manager -> Layout* section.

## OVERLAYS

---

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing

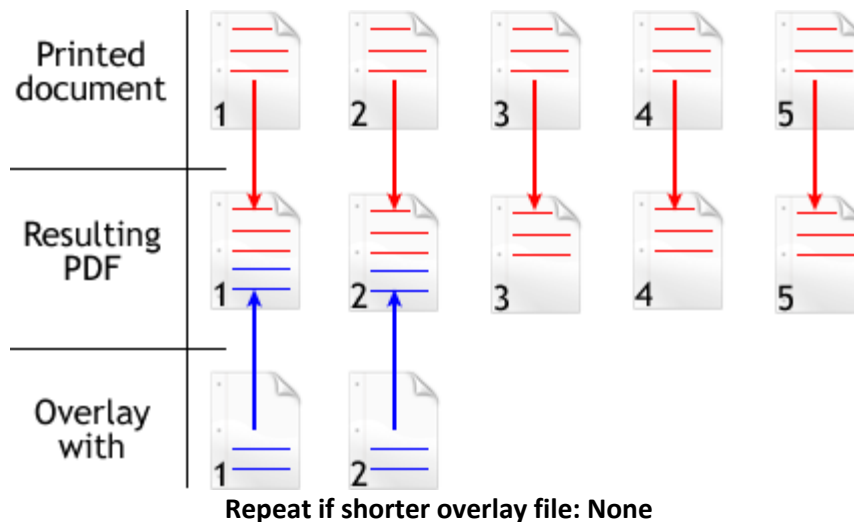
settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### IF SHORTER OVERLAY FILE, REPEAT

If the PDF file you selected to overlay with has less pages than the file you are printing, you have the option to choose how the content of the resulting PDF will look like.

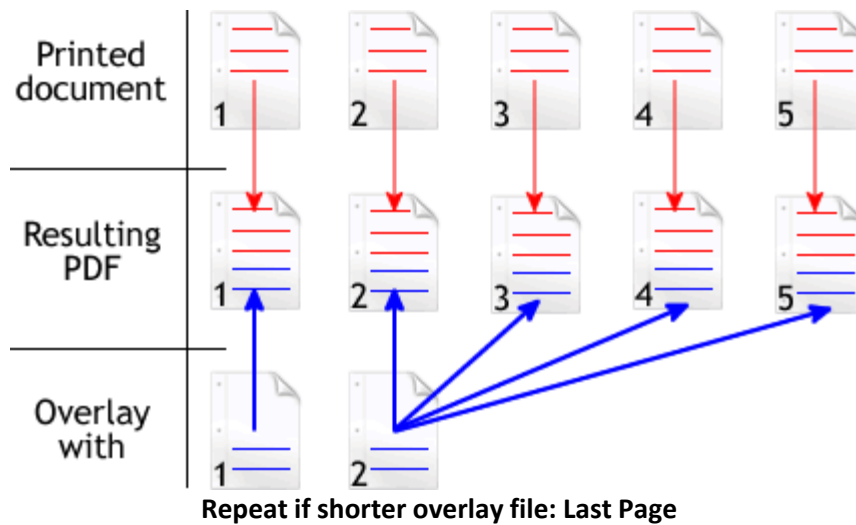
#### Nothing

This is the default selection. If the PDF file you selected to overlay with has less pages than the file you are printing and **None** is selected, the resulting PDF file will use as background/foreground the content of the overlaid PDF until it reaches the last page of the overlaid PDF, after that continuing without adding content from the overlaid PDF. *Example: you have a document that has 5 pages and you want to overlay it with a PDF document that has 2 pages (called let's say overlay.pdf). The resulting PDF file will have 5 pages, and on the first two the content of the overlay.pdf document will be included, on the last 3 pages the content of overlay.pdf not being included at all.*



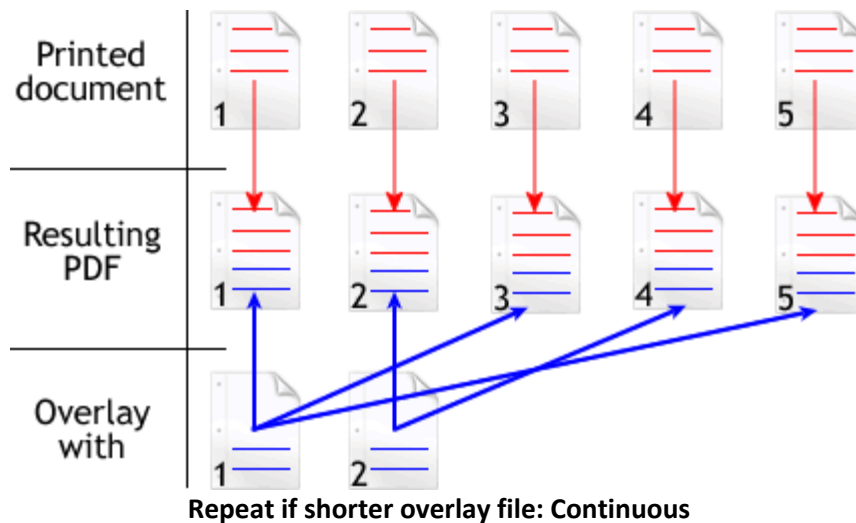
#### Last page

If the PDF file you selected to overlay with has less pages than the file you are printing and **Last Page** is selected, the resulting PDF file will use as background/foreground the content of the overlaid PDF until it reaches the last page of the overlaid PDF, after that continuing to add the content from the last page of the overlaid PDF only. *Example: you have a document that has 5 pages and you want to overlay it with a PDF document that has 2 pages (called let's say overlay.pdf). The resulting PDF file will have 5 pages. On the first page, it will include the content of page 1 from overlay.pdf, on the second page it will include the content of page 2 from overlay.pdf and for the last 3 pages it will continue to include the content from page 2 of overlay.pdf (because it is the last page).*



### Continuous

If the PDF file you selected to overlay with has less pages than the file you are printing and **Continuous** is selected, the resulting PDF file will add continuously as background/foreground the content of the overlaid PDF until it reaches the end of the resulting pdf. *Example: you have a document that has 5 pages and you want to overlay it with a PDF document that has 2 pages (called overlay.pdf). The resulting PDF file will have 5 pages. On the first page, it will include the content of page 1 from overlay.pdf, on the second page it will include the content of page 2 from overlay.pdf, on the third page it will include the content of page 1 from overlay.pdf, on the fourth page it will include page 2 from overlay.pdf and on the last page it will include page 1 from overlay.pdf (overlay.pdf is added continuously always starting with the first page).*



## OVERLAY FILE

### File Name

Use the **Browse** button to find and select an existing PDF document. This document will be used to overlay its content with the content of other documents you'll print to PDF from. This information is

mandatory if Overlay is enabled (and you can only select PDF files to overlay with).

You can also enter network paths (UNC) in the **File Name** field in case the PDF you want to use is not on the local computer. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

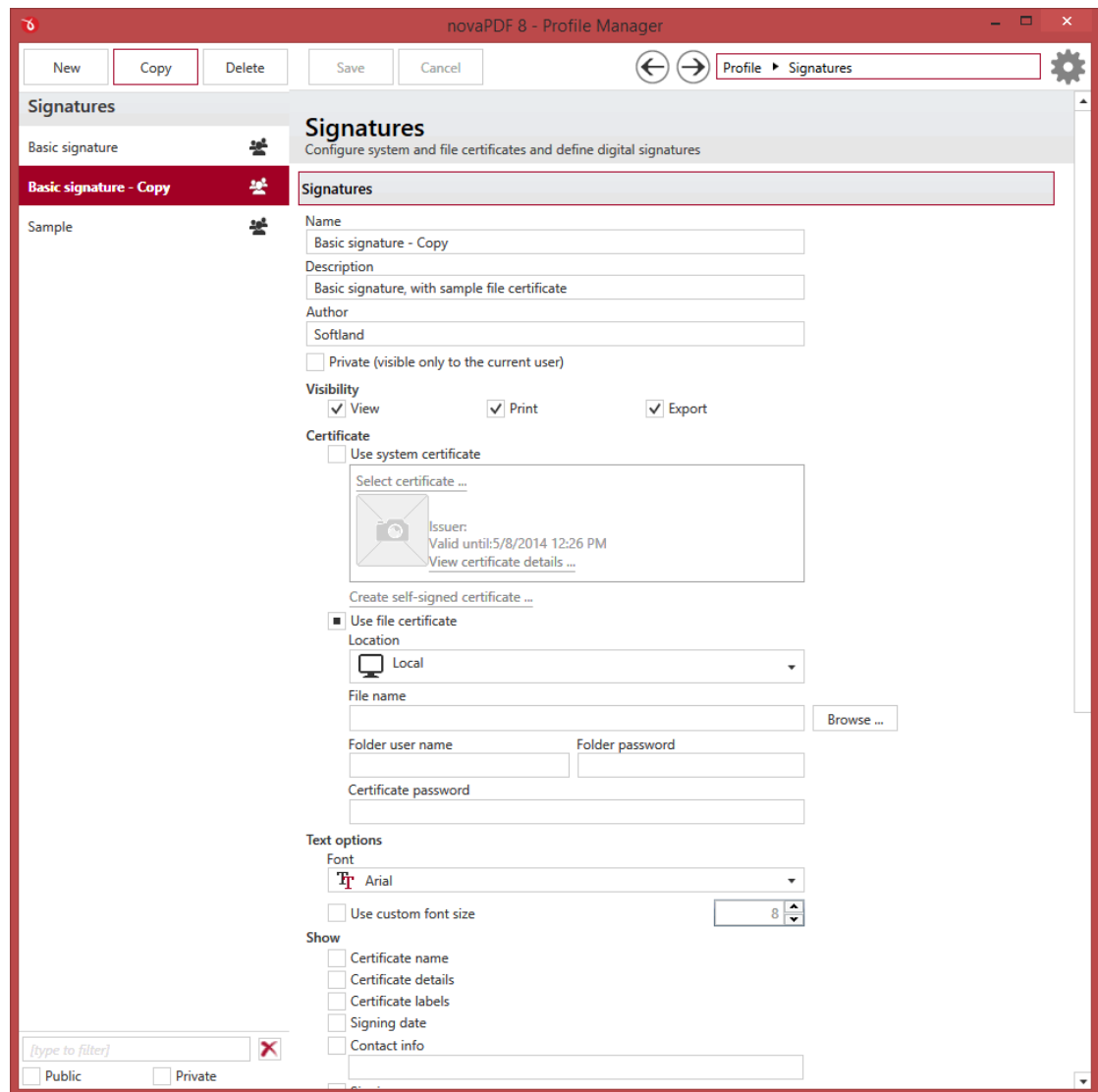
#### **PDF Password**

If the PDF document you selected in the *File Name* section to overlay with is password protected, you will need to add in here the password needed to open that document. If the PDF you want to overlay with is not password protected, you can leave this field empty.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.10.17 Signatures**

The *Signatures* presets section allows you to manage the existing default presets or add new ones. Using this option you can apply a signature to a created PDF file even if the original document does not have any signatures or copyright protection. The signature will be applied automatically when the file is converted. All you have to do is to enable and customize it and all the created PDF files will contain the signature applied afterwards. The option can be disabled at any time or a separate Profile containing the option can be created and used when needed. A digital PDF signature is a code that can be embedded in a portable document (PDF) so that the sender will be uniquely identified. Its main purpose is to attest that the document was indeed created by the individual/organization claiming to be the author. A digital signature contains several encryption techniques to guarantee its security. Digitally signing PDF documents is useful when using it for branding, protecting and copyrighting information in the resulting PDF file. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

---

The default signatures presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Basic signature**

When this preset is used, the resulting PDF will be signed with a sample file certificate. This is meant for test purposes to see how this feature could be used. The layout of the overlay can be modified from the *Profile Manager -> Layout* section.

### **Sample**

This is a demonstrative sample file certificate that should be used only for test purposes (as the signature won't be valid). The layout of the overlay can be modified from the *Profile Manager -> Layout* section.

## **SIGNATURES**

---

### **Name**

You can type a name for the default preset you are editing/creating.

### **Description**

Add a description for the default preset you are creating/editing.



## Author

Optionally you can set the author for this default preset.

## Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

## VISIBILITY

You can enable or disable in which situations the signature will be shown by checking/unchecking the checkboxes:

- **View** - if this option is checked the signature will show up when the PDF file is viewed (to hide it from viewing uncheck it)
- **Print** - if this option is checked the signature will show up when the PDF file is printed from the PDF reader/viewer (to hide it from being printed uncheck it)
- **Export** - if this option is checked the signature will show up when the PDF file is exported from the PDF editor (to hide it from being exported uncheck it)

You can do combinations of the visibility checkboxes (i.e. showing a watermark only when the PDF is printed, not when is viewed).

## CERTIFICATE

### Use system certificate

You can use an existing system certificate or create a self-signed one:

- **Select certificate.** By clicking it you'll open the *Select certificate* window that lets you use one of the detected certificates and notifies you if none exist.
- **Create self-signed certificate.** By clicking it you'll open the *Create self-signed certificate* window that lets you define a certificate. A personal certificate defined this way is different from a trusted system certificate in terms of signature validity. When a recipient opens the PDF document signed with a personal certificate, if they don't have your private key imported as a Trusted certificate, they'll receive a notice at the top of the PDF that the signature has problems. A trusted system certificate, if the signature didn't expire, will display a valid certificate message. Using personal certificates is useful when you want to share a document within the same company, as you'll let your colleagues know that you are the author of the PDF document. All the information entered here will be viewable by the recipient of the signed document, so accuracy is important. Once the certificate is created, it cannot be edited. To modify some of the entered information would require deleting the current defined certificate and creating a new one. These options are available for the self-signed certificate:
  - **Common name.** You can enter the name of the issuer, and this is also the name that will be used for the certificate. When someone will open your signed PDF, it will show them that it was Signed by: <Common name>.
  - **Email address.** You can add an email address to be displayed in the signature.
  - **Organization.** Enter the name of the company your system is part of (if applicable).
  - **Organization Unit.** Enter additional information about the unit (if applicable).
  - **Locality.** Enter the city name your organization is located in.

- **State/Province.** Enter the state/province your organization is located in.
- **Country.** Enter the country your organization is located in.

### Use file certificate

If selected you have to use the *File name* field to point to a certificate stored on your local computer (or in your network). Personal Information Exchange (\*.pfx, \*.p12) certificates are supported.

### File name

Use the **Browse** button to find and select an existing certificate. This certificate will be used to sign further created PDF files. If the file where the certificate will be used from is password protected, enter it in the user name / password field. If the certificate is password protected, enter the password in the *Certificate Password* field. To ensure you're using the correct one, verify how it looks in the *Preview* section.

You can also enter network paths (UNC) in the **File Name** field in case the file containing the signature you want to use is not on the local computer. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

## TEXT OPTIONS

---

You can set different properties for the text to be used in the certificate.

### Font

Select a font from the list of the TrueType and OpenType fonts installed on your computer (by default Arial is used).

### Use custom font size

Select the height of the text to be used in the signature if you want to change the default (8px).

## SHOW

---

Options in this section will let you customize the main details about the PDF signature.

### Certificate name

If checked, inserts the Name of the certificate in the details section.

### Certificate details

If checked it will display in the signature details about the certificate, such as: name of signer, email address, organization, location, .... Since many of these can be displayed by enabling them in the Show section, using them checked in combination with the Certificate details option will be redundant.

### Certificate labels

This option will display in the certificate details section the labels for the information it contains.

Example:

- CN - Common name (the name that will show up as the Signed by)
- D - Date/time the document was created and signed

- L - Location
- R - Reason
- CI - Contact info
- DTLS - Certificate details
- E - Email address
- OU - Organization unit
- O - Organization
- L - Locality
- S - State
- C - Country

### Signing date

You can add the current date to the certificate (in the PDF it will add the date/time when the signed PDF was generated).

### Contact info

When checked, it will add in the certificate details the information entered in the *Contact info* field (you can add any information you consider useful in case the recipient of the digitally signed PDF wants to contact you - i.e. the email address).

### Signing reason

If checked, the reason field will become enabled, and you can enter a reason for digitally signing the PDF file, so that the recipient has a better understanding of why this operation was needed. Example of reasons you could use:

- I created this document
- I have reviewed and approve this document
- This is the original document
- By adding my signature I agree with the terms and conditions presented in this document

### Signing location

When checked, it will add in the certificate details the location entered in the *Location info* field.

### Graphic name

If checked this will show as an enlarged image in the left part of the certificate, the name of the certificate (Common Name). In the *Graphic name* section you can also select a color for the text and its opacity.

### Graphic image

If this is checked you have the option to select an image to be used as a background for the signature. You can check the option *Keep aspect ratio* to ensure the image won't be disproportionate. When this is checked, options under the *Graphic image* section will be enabled. Enter a path to the image in the *File name* field (or use its browse button) as well as the username/password if the image is located on a protected network folder.

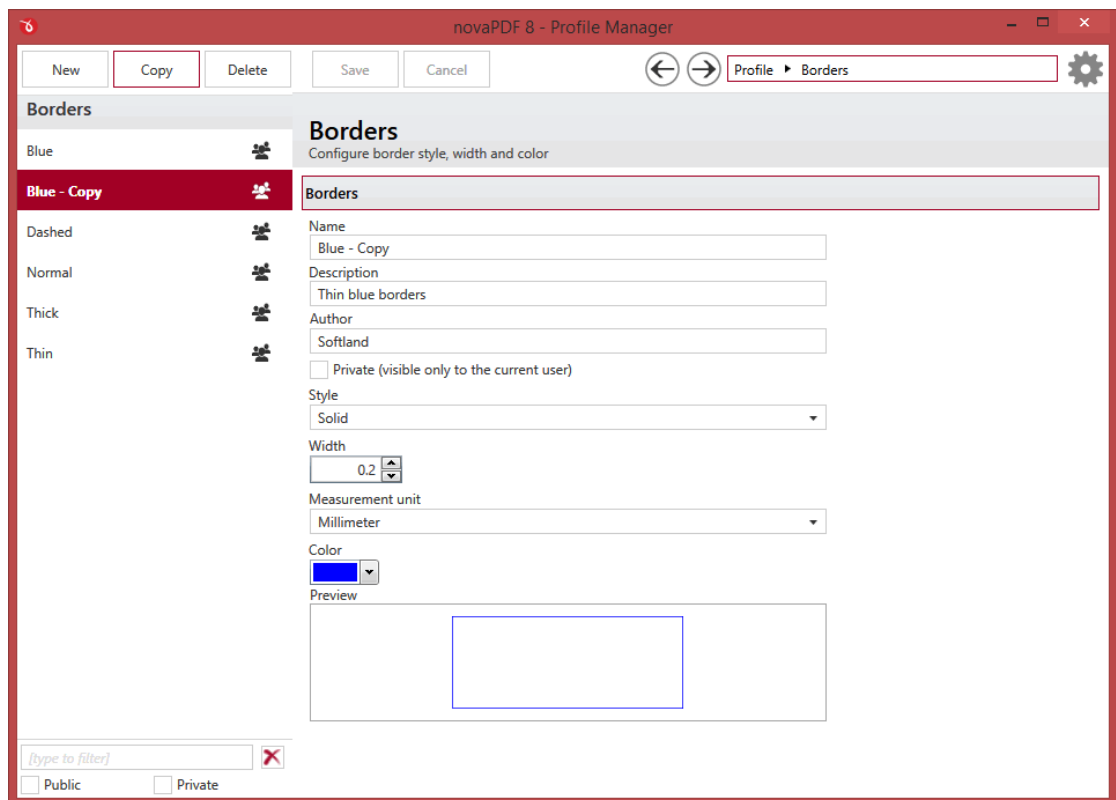
### Preview

In the Preview section you'll see an automatically generated view based on the signature selected.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.18 Borders

The *Borders* presets section allows you to manage the existing default presets or add new ones. These presets let you define the border styles to be used with various objects added in the *Layout* section. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset

doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default borders presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Blue

When this preset is used, the object for which *Use borders* was enabled from the *Layout* window will be surrounded by a thin blue border (solid style, blue color, width of 0.2).

### Dashed

When this preset is used, the object for which *Use borders* was enabled from the *Layout* window will be surrounded by a dashed dark border (dashed style, black color, width of 0.2).

### Normal

When this preset is used, the object for which *Use borders* was enabled from the *Layout* window will be surrounded by a regular solid dark border (solid style, black color, width of 0.5).

### Thick

When this preset is used, the object for which *Use borders* was enabled from the *Layout* window will

be surrounded by a solid thick dark border (solid style, black color, width of 1).

**Thin**

When this preset is used, the object for which *Use borders* was enabled from the *Layout* window will be surrounded by a solid thin dark border (solid style, black color, width of 0.2).

**LINKS**

---

**Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Style**

This lets you select a solid or a dashed border.

**Width**

This is the thickness of border using the defined measurement unit.

**Measurement unit**

Set here the measurement unit to be used with borders: millimeters (default), centimeters or inches.

**Color**

The color of the border can be changed, default is blue.

**Preview**

All changes done to the border appearance and type will be shown realtime in the Preview section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.11 About

The *About* page contains information about the version and edition you have installed plus the option to *Activate/Deactivate* the application, *Change the product key* or *Register* it. It can be accessed by clicking on the *Help* icon in the top-right corner of the *Profile Manager* window.



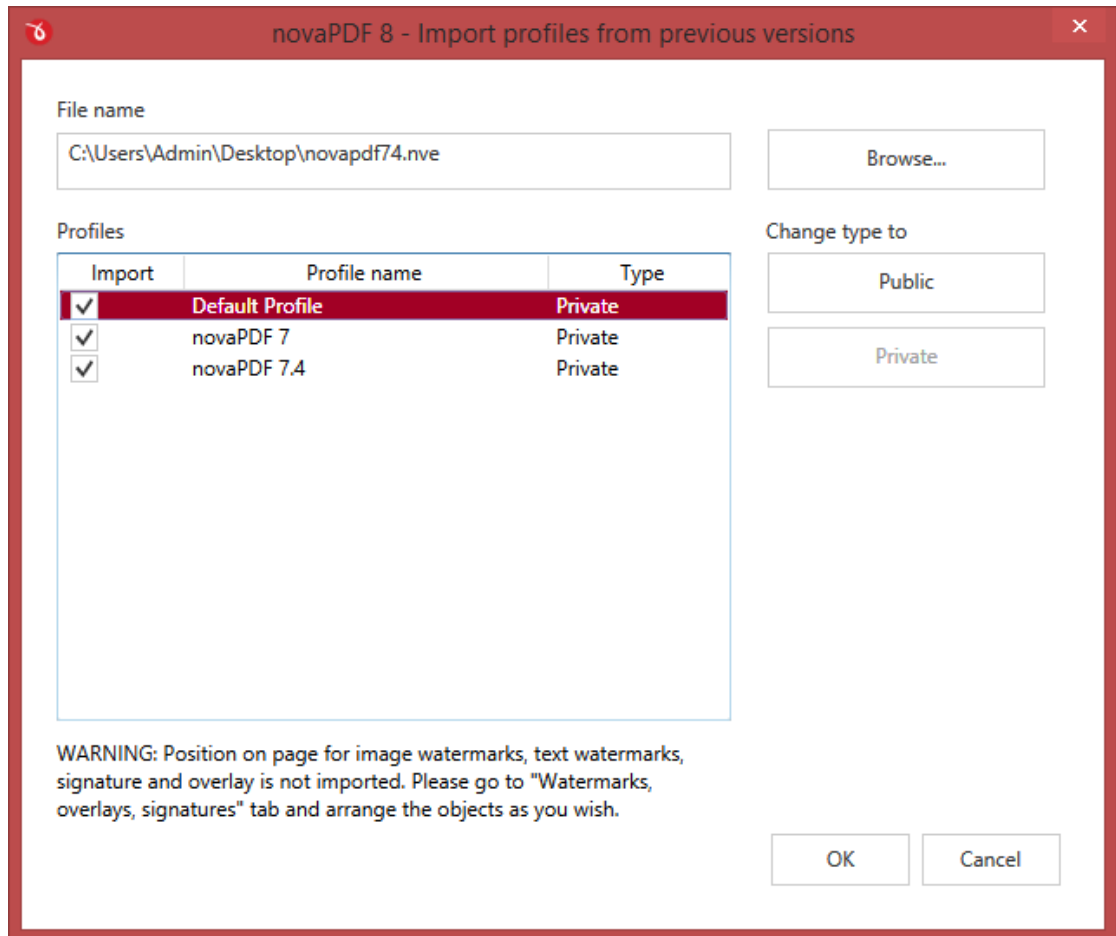
novaPDF is available as a trial version. It is fully functional for 30 days. During the trial version, a notice is printed on each PDF page mentioning the novaPDF. The notice will be removed from further created PDF files when you buy and activate novaPDF. If you've already purchased it you can visit the Activate section to activate the program.

The about window will show the following information:

- Version and build number of the profile manager and printer manager, in parenthesis you'll also see the version of the printer driver used
- Windows version and edition (for support inquiry purposes)
- Edition installed and activated (for trial/extra-trial licenses the number of days until the expiration will be shown too)
- Options to Activate, Reactivate (will re-activate online the current product key), Deactivate, Enter/Change product key and Registering a product key
- Miscellaneous information regarding the other products developed by the company as well as copyright information

### 1.3.3.12 Import Profiles

The *Import Profiles* page allows you to import printing profiles from previous versions of novaPDF (7.x or previous). It can be accessed by clicking on the *Gear* icon in the top-right corner of the *Profile Manager* window.



#### 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. Tick 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).



**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.

Private profiles are visible only on the computer where they were created. Public profiles are visible from all client computers.

# Index

- . -

.NET 6

## - A -

About 57, 190  
 About printer 63  
 Access permission 107  
 Activate 10, 64  
 Active PDF links 110  
 Advanced 109, 112  
 Advanced presets 166  
 After save  
   Application 83  
   Parameters 83  
   Print to default printer 121

## - B -

batch convert 48  
 Bookmark presets 155  
 Bookmarks  
   Add 103  
   Detect 103  
   Edit 103  
   Open to level 103  
   Remove 103  
   Use levels 103  
 Border presets 188  
 bulk convert 48

## - C -

Choose edition 6  
 Compare editions 6  
 Compress images 99  
 Compress text 99  
 Compression 99  
 Compression presets 146  
 Configure bookmarks 104  
 Conversion presets 150

Convert images 100  
 Copies 52  
 create PDF 22  
 Custom forms 54

## - D -

Deactivate 71  
 Detect links 110  
 Digital signature presets  
   Certificate 182  
   PDF security 182  
   PDF signature 182  
   System certificate 182  
 DNS 62  
 Document information  
   Author 91  
   Creator 91  
   Document info 90  
   Keywords 91  
   PDF Viewer options 90  
   Subject 91  
   Title 91  
 Document presets 137  
 Downsample 102  
 Downsampling presets 152

## - E -

Email presets 124  
 Emails 85  
   Recipient 84  
   SMTP Server 84  
   Template 84  
 Embed fonts 95  
 Embed subsets 95  
 Encryption  
   128 bits 107  
   40 bits 107  
   High level 107  
   Low level 107  
 excel 36  
 excel to pdf 36

## - F -

Feature matrix

Feature matrix  
  novaPDF Lite 8  
  novaPDF Professional 8  
  novaPDF Standard 8

Font presets 143

Fonts

  Embed fonts 94

  Subsets 94

Force embedding 95

## - G -

General

  After save actions 76

  Save options 76

Graphic

  Resolution 52

  Scale 52

Graphics

  Compression 97

  Conversion 97

  Downsampling 97

## - H -

How to create PDFs 17

## - I -

Image watermark presets 169

Import profiles 192

## - L -

Language 58

Languages

  Select 58

Layout

  Bookmarks 113

  Forms 113

  Orientation 113

  Overlay 113

  Signature 113

  Watermarks 113

Licenses 62

Linear PDF 76

Link presets 163

Links 109

## - M -

Manage forms 52

Manage licenses 62

Manage printers 60

Manage profiles 61

Manual activation 14, 68

Match bookmark 103

Metadata 91

Multiline bookmarks 103

## - N -

NetBIOS 62

novaPDF Lite 6

novaPDF Professional 6

novaPDF Standard 6

## - O -

Online activation 13, 67

Optimization 97

Optimize text 112

Orientation

  Landscape 52

  Portrait 52

Overlay presets 177

## - P -

Page settings 52

Page size

  A2 52

  A3 52

  A4 52

  Letter 52

Password protect 107

PDF linearization 76

PDF links 110

PDF version 76

PDF viewer

  Full screen 92

  Layout 92

  Magnification 92

  Scaling 92

PDF viewer  
     Transition 92  
     Zoom 92  
 PDF/A 76  
 Permissions 107  
 powerpoint 39  
 powerpoint to pdf 39  
 Predefined forms  
     A3 54  
     A4 54  
     A5 54  
     A6 54  
     B4 54  
     B5 54  
     Envelope 54  
     Executive 54  
     Folio 54  
     Legal 54  
     Letter 54  
     Note 54  
     Quarto 54  
     Statement 54  
     Tabloid 54  
 Printers 60  
 Profile manager  
     Bookmarks 73  
     Document 73  
     Emails 73  
     Fonts 73  
     General 73  
     Graphics 73  
     Layout 73  
     Other 73  
     Security 73  
 Profiles 52, 61  
 publisher 42  
 publisher to pdf 42

## - R -

Recipient  
     BCC 86  
     CC 86  
     From 86  
     To 86  
 Recipient presets 127  
 Reduce size 97  
 Regional settings 58

Requirements 6

## - S -

Save options  
     Macro 79  
     Merge PDF 79  
     Simple save dialog 79  
     Standard save dialog 79  
 Save presets  
     Prompt file name 116  
     Save to last used folder 116  
 Security 107  
 Security presets 160  
 Security settings 107  
 Select profile 25  
 Send emails 84  
 Simple save dialog 31  
 SMTP Server  
     Authentication 89  
     Encryption 89  
     Port 89  
 SMTP Server presets  
     AIM 133  
     AOL 133  
     Gmail 133  
     Google 133  
     Hotmail 133  
     Live 133  
     Outlook 133  
     Yahoo 133  
 Standard save dialog 26  
 System requirements 6

## - T -

Template  
     Attach PDF 87  
     Change zip extension 87  
     Delete PDF after email 87  
     Email body 87  
     Email subject 87  
     Lookup emails 87  
     Zip attachments 87  
 Template presets  
     Email template macros 130  
     Empty email 130

---

Terminal server 6  
Text watermark presets 173  
Translator 58  
Trial 12, 66

## - U -

Updates  
    Check for Updates 58  
Use profile 61

## - V -

View presets 139  
visio 45  
visio to pdf 45

## - W -

word 32  
word to pdf 32