novaPDF

Paperless office solutions

novaPDF User Manual

novaPDF User Manual

for novaPDF Professional version 7

by Softland

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novaPDF

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1.1   Installing novaPDF

1.1.1   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/A Compliance**. Creates PDFs compliant with PDF/A-1b specification for the RGB colorspace.
- **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

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

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

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

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.

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

Desktop, Server or Site licenses?

Server licenses give the possibility to control the usage of novaPDF printer driver, and allow shared network printing, features that are not available for desktop licenses owners.
Site licenses give the possibility to install novaPDF on unlimited servers and share it with unlimited number of clients (within the location restrictions imposed by the license type), whereas server licenses allow you to install novaPDF only on one server and share it with limited number of clients (limited by the number of licenses).

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

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

Site license
- **Description**. By purchasing site licenses you can install unlimited copies of novaPDF Server on your computers and also share it as a printer to be accessed from unlimited client computers (within the location restrictions imposed by the type of site license).
- **Limitation**. There are several types of site licenses, each with its own location restriction. See the Site Licenses section on our website for details.

1.1.2   Feature matrix

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

Feature	Lite	Lite SRV	Std	Std SRV	Pro	Pro SRV
Print from any Windows application	✓	✓	✓	✓	✓	✓

Free updates (for minor versions)	✔	✔	✔	✔	✔	✔
Free technical support	✔	✔	✔	✔	✔	✔
Embedding images	✔	✔	✔	✔	✔	✔
Embedding formulas and tables	✔	✔	✔	✔	✔	✔
novaPDF Add-ins for Microsoft Office	✘	✘	✔	✔	✔	✔
Page - Predefined Sizes	✔	✔	✔	✔	✔	✔
Page - Custom Sizes	✔	✔	✔	✔	✔	✔
Page - Orientation	✔	✔	✔	✔	✔	✔
Page - Resolution (72 to 2400 dpi)	✔	✔	✔	✔	✔	✔
Page - Scaling (1-400%)	✔	✔	✔	✔	✔	✔
Page - Margins (Left, Right, Top and Bottom)	✘	✘	✔	✔	✔	✔
Page - Zoom (1-400%)	✘	✘	✔	✔	✔	✔
Page - Align	✘	✘	✔	✔	✔	✔
Graphics Compression - Text and graphics	✘	✘	✔	✔	✔	✔
Graphics Compression - High color images	✘	✘	✔	✔	✔	✔
Graphics Compression - Indexed/monochrome images	✘	✘	✔	✔	✔	✔
Graphics Downsample - High color images	✘	✘	✔	✔	✔	✔
Graphics Downsample - Indexed/monochrome images	✘	✘	✔	✔	✔	✔
Graphics Convert to grayscale - High color images	✘	✘	✔	✔	✔	✔
Graphics Convert to grayscale - Indexed images	✘	✘	✔	✔	✔	✔
Graphics Convert to grayscale - Text and graphics	✘	✘	✔	✔	✔	✔
Graphics - Optimization of image sequences	✘	✘	✔	✔	✔	✔
Fonts - Embedding	✔	✔	✔	✔	✔	✔
Fonts - Embed subsets	✔	✔	✔	✔	✔	✔
Fonts - Always embed list	✔	✔	✔	✔	✔	✔
Fonts - Never embed list	✔	✔	✔	✔	✔	✔

Document - Set info (Title, Subject, Author, Keywords)	✓	✓	✓	✓	✓	✓
Document - Set start page	✓	✓	✓	✓	✓	✓
Document - Set page layout	✓	✓	✓	✓	✓	✓
Document - Show panels	✓	✓	✓	✓	✓	✓
Document - Magnification	✓	✓	✓	✓	✓	✓
Security - Encryption level (none, 40-bit, 128-bit)	✗	✗	✗	✗	✓	✓
Security - Set document permissions	✗	✗	✗	✗	✓	✓
Security - Password protection (user, owner)	✗	✗	✗	✗	✓	✓
PDF Signatures - Use system certificates	✗	✗	✗	✗	✓	✓
PDF Signatures - Use signature from file	✗	✗	✗	✗	✓	✓
PDF Signatures - Customize PDF signature	✗	✗	✗	✗	✓	✓
PDF Signatures - Set signature position	✗	✗	✗	✗	✓	✓
PDF Signatures - Sign first/last/custom page	✗	✗	✗	✗	✓	✓
Links - Detect visible URLs and local files	✗	✗	✓	✓	✓	✓
Links - Customize appearance	✗	✗	✓	✓	✓	✓
Bookmarks - Multiline, match regardless of level	✗	✗	✓	✓	✓	✓
Bookmarks - Set number of level, open to level	✗	✗	✓	✓	✓	✓
Bookmarks - Multiple definitions	✗	✗	✓	✓	✓	✓
Bookmarks - Detect by font, size, style, color	✗	✗	✓	✓	✓	✓
Bookmarks - Show in different style and color	✗	✗	✓	✓	✓	✓
Watermarks - Display as background	✗	✗	✓	✓	✓	✓
Watermarks - Show on all/odd/even/range pages	✗	✗	✓	✓	✓	✓
Watermarks - Transparent color	✗	✗	✓	✓	✓	✓
Save - Local	✓	✓	✓	✓	✓	✓
Save - Network	✗	✓	✗	✓	✗	✓
Save - Prompt extended Save dialog	✓	✓	✓	✓	✓	✓

Feature	1	2	3	4	5	6
Save - Prompt Save As dialog	✓	✓	✓	✓	✓	✓
Save - Use predefined settings	✓	✓	✓	✓	✓	✓
Save - Append/Insert content in existing PDF files	✓	✓	✓	✓	✓	✓
Save - Advanced settings (e.g. ignore blank pages)	✓	✓	✓	✓	✓	✓
Save - Automatic actions in case of name conflicts	✓	✓	✓	✓	✓	✓
Save - Open PDF or run program after save	✓	✓	✓	✓	✓	✓
Overlay - Enable overlay with existing PDF file	✗	✗	✗	✗	✓	✓
Overlay - Actions in case overlay file is shorter	✗	✗	✗	✗	✓	✓
Overlay - Custom position for the overlayed file	✗	✗	✗	✗	✓	✓
Email - Send as attachment (normal or zipped)	✗	✗	✗	✗	✓	✓
Email - Send using email client or SMTP server	✗	✗	✗	✗	✓	✓
Email - Configure email, multiple recipients	✗	✗	✗	✗	✓	✓
Profiles - Multiple private profiles	✓	✓	✓	✓	✓	✓
Profiles - Multiple public profiles	✗	✓	✗	✓	✗	✓
Profiles - Change PDF version	✓	✓	✓	✓	✓	✓
Profiles - Create PDF/A compliant documents	✓	✓	✓	✓	✓	✓
Profiles - Import/Export profiles	✓	✓	✓	✓	✓	✓
Profiles - Create temporary profile when printing	✓	✓	✓	✓	✓	✓
Profiles - Show Select Profile dialog when printing	✓	✓	✓	✓	✓	✓
Profiles - Propagate public profile on client computers	✗	✓	✗	✓	✗	✓
Language - multiple translations for the interface	✓	✓	✓	✓	✓	✓
Licensing - Single user	✓	✗	✓	✗	✓	✗
Licensing - Multi user	✗	✓	✗	✓	✗	✓
Licensing - Share as network printer	✗	✓	✗	✓	✗	✓
Licensing - Use through Remote Desktop Connection	✗	✓	✗	✓	✗	✓
Licensing - Use with Terminal Services	✗	✓	✗	✓	✗	✓

1.1.3   Installation

Install
To install novaPDF on your computer you need to have administrative rights. The installation process does not take much time. All you need to do is follow the instructions of the "Setup - novaPDF" wizard.

If this is the first time you install, there is no need to reboot at the end of the setup; you can print to novaPDF right after it is installed on your machine. If you have already installed an older version of novaPDF, you can install the new version on top of the older one, without uninstalling it. If it is a minor release your existing printing preferences will be preserved, there's no need to uninstall the older version. If it is a major release it will not overwrite the previous version, you will have to uninstall it yourself. After the installation process finishes, you might be asked to reboot your computer.

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

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

If you will be connecting to novaPDF using Remote Desktop, Terminal Services or Citrix sessions then you do not need to share and install on the client computers anything.

If you are not using Remote Desktop, Terminal Services or Citrix you have to share the novaPDF printer. From any workstation ("client computer") in the network, connect to the shared novaPDF server. You can connect to a shared network printer in several ways. Here are two of them:
- from Windows **Start** menu, **Settings**, open **Printers and Faxes**. Select **Add Printer** and choose the novaPDF server you shared on the "print server".
- in Windows Explorer, go to the "print server", open **Printers and Faxes**, select novaPDF server and from the pop-up menu choose **Connect**

After a connection was made to the novaPDF server, you can see it in your list of printers on the workstation ("client computer"). You can go to any application and print to it.

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

Network uninstall
On the workstations ("client computers") go to the Windows **Start** menu, **Settings**, open **Printers and Faxes**. Select the **novaPDF server** and delete it. On the "print server" go to the novaPDF application group (from the Windows **Start** menu and click **Uninstall novaPDF**). You can also uninstall the application using the **Add/Remove programs** icon from the **Control Panel**.

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

1.1.3.1   Command line

Install novaPDF

/SILENT, /VERYSILENT

Instructs Setup to be silent or very silent. When Setup is silent the wizard and the background window are not displayed but the installation progress window is. When a setup is very silent this installation progress window is not displayed. Everything else is normal, so for example error messages during installation are displayed.
If a restart is necessary and the **/NORESTART** command isn't used (see below) and Setup is silent, it will display a Reboot now? message box. If it's very silent it will reboot without asking.

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

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

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

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

/DIR="x:\dirname"
Overrides the default directory name displayed on the Select Destination Location wizard page. A fully qualified pathname must be specified.

/GROUP="folder name"
Overrides the default folder name displayed on the Select Start Menu Folder wizard page.

/NOICONS
Instructs Setup to initially check the Don't create a Start Menu folder check box on the Select Start Menu Folder wizard page.

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

/Languages="language1-language2-..."
Specifies the languages that will be installed (e.g. **/Languages="en-it-ro"** will install the English, Italian and Romanian language packs). Language codes available in the current version:

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

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

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

/PrinterName="printer name"
Name of the installed printer. By default the name is "novaPDF v7".

/RegisterName="registration name"
novaPDF registration name.

/RegisterKey="license key"
novaPDF registration key.

/Default
Instructs Setup to set the printer as default printer.

/NoInstallIfExists
Instructs setup to check if the same edition of novaPDF is already installed. If found it does not start the installation.

/NoInstallIfVersion="major version.minor version.build no"
Instructs setup to check if novaPDF is already installed. If found it checks what version is installed. If the version installed is older then the given parameter, it proceeds with installation. If the installed version is the same or newer then the given parameter, it does not start the installation.

/ImportProfiles="import profiles file name and path"
All profiles found in the given file will be imported automatically when installing the printer. If the printer is reinstalled over a previous installation, the existing profiles will be deleted.

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

/PropagateActiveProfile
This option works only together with the /ImportProfiles and /ActiveProfile options. When importing the active profile from a file, you can set the option to propagate the active profile to client computers. If this option is set, all users connected to the printer will have the same active profile. This option is used only by the Server edition, and the active profile must be a public profile.

Below is an example of how to call the silent installer:
```
novapp.exe /VERYSILENT /SUPPRESSMSGBOXES /NOCANCEL /NORESTART
/PrinterName="novaPDF v7"
```

Uninstall novaPDF

When installing novaPDF, there will be added a Start Menu folder for the novaPDF. There will be also a menu item for the uninstaller. If you installed with the default folder name, the uninstaller is located at: C:\Program Files\Softland\novaPDF v7\unins000.exe.

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

1.1.4   System requirements

To install novaPDF you need one of the following operating systems:
- Windows 7
- Windows 7 (64-bit)
- Windows 2008 Server
- Windows 2008 Server (64-bit)
- Windows Vista
- Windows Vista (64-bit)
- Windows 2003 Server
- Windows 2003 Server (64-bit)
- Windows XP
- Windows XP (64-bit)
- Windows 2000
- Windows 2000 Server

It needs approximately 20MB of free space.

1.1.5   novaPDF SDK

You can integrate novaPDF in your application and easily generate PDF files.

Installation
novaPDF SDK comes with a separate installation program and can be downloaded from the product website.

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

How to generate PDF file with novaPDF SDK
You have to follow next steps for generating PDF files from your software:
- silent install novaPDF on the client machine by using the silent installer provided in the novaPDF SDK
- customize novaPDF settings using the provided COM interface (for instance set the output file name and folder, document info,...).
- start a print job from your application and write to the printer device context as you wish. All your drawing will be converted to PDF.

- you can also register some windows messages to receive the printing status (page finished, document finished, errors...)

Network use

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

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

Licensing

novaPDF SDK is fully functional with no time limitation. A notice is printed on each PDF page mentioning the novaPDF.
The notice will be removed when you buy and register novaPDF SDK license. novaPDF SDK has a royalty-free license.

1.2   Using novaPDF

1.2.1   Introduction

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

novaPDF Start page

This start page can be opened from the program's start group (go to Start->Programs->novaPDF and click on the executable file). It 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 (via the Printing Preferences window) or create the PDF by printing it directly to the novaPDF printer driver.
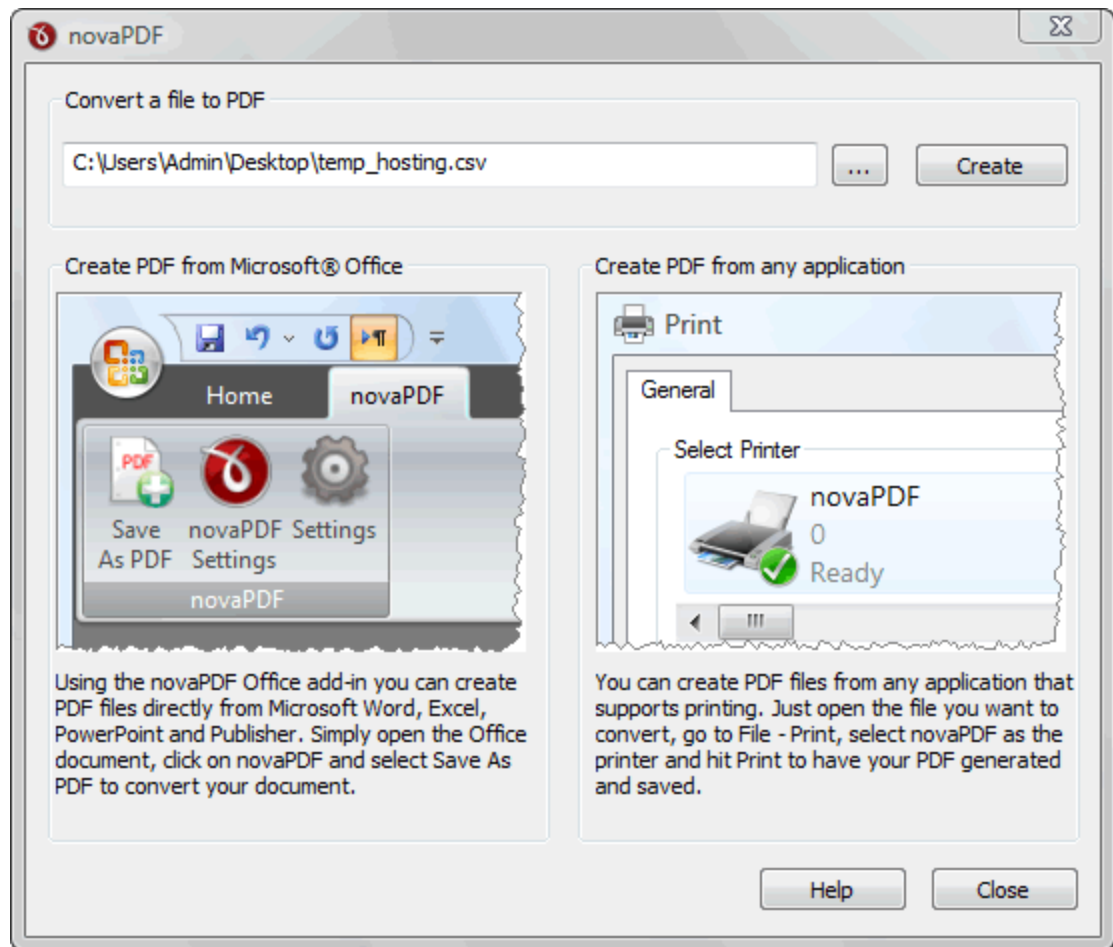
Convert a file to PDF
Enter the path to the document you want converted into PDF or use the Browse button to select
it. Once you selected the document click on the Create button. This will start the application
associated with the document you selected, and will ask you where to save the PDF file (can be
configured to save it automatically via the Printing Preferences->Save tab).

This start page also contains two columns with screenshots and details. 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 click on the Windows button, go to Start->Programs->novaPDF group and click on
  the executable file. 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 from
  the Printing Preferences window.
- **Convert hidden hyperlinks**. It can convert only visible links in the PDF document (i.e.
  www.novapdf.com will be converted, but not novapdf.com), unlike the **novaPDF add-ins
  for Microsoft Office** (which can convert hidden hyperlinks too).

novaPDF Add-ins for Microsoft Office

During installation novaPDF gives the option to install an 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.
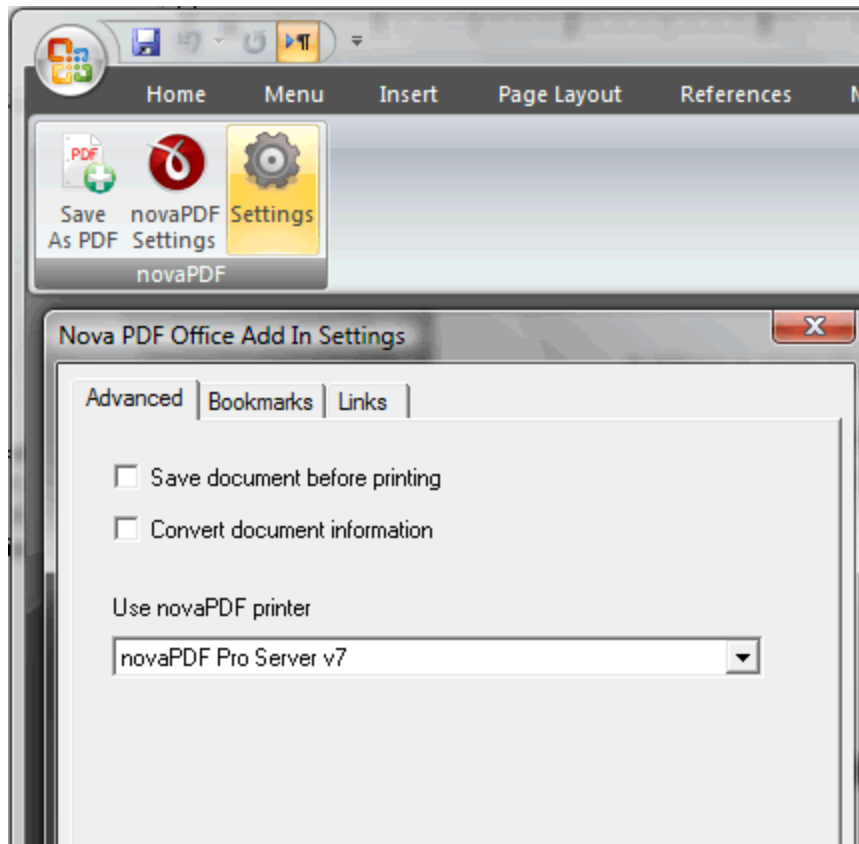
Using **novaPDF add-ins for Microsoft Office** to create PDF files - advantages:
- **Converts hidden hyperlinks**. When the Office document contains a hyperlink (clickable text that points to an external site or file) that can be converted to a clickable active link in the resulting PDF document too. 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 **novaPDF 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 Printer 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**.
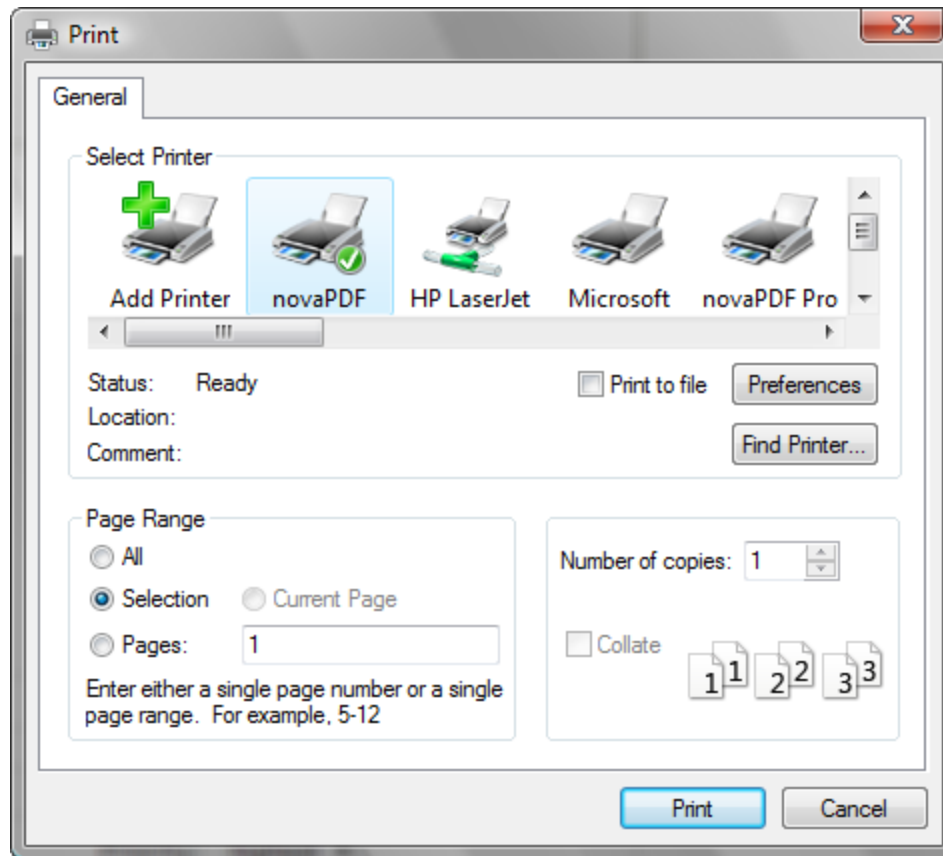
Using novaPDF printer driver - advantages:
  * **Converts to PDF from any applications**. It will let you convert to PDF any type of document that supports printing. The conversion is done in the same way you would print to a regular printer, just that instead of the regular printer you'll have to select 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 will be converted, but not 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 Office applications

1.2.2.1 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 novaPDF Add-in for Microsoft Office:
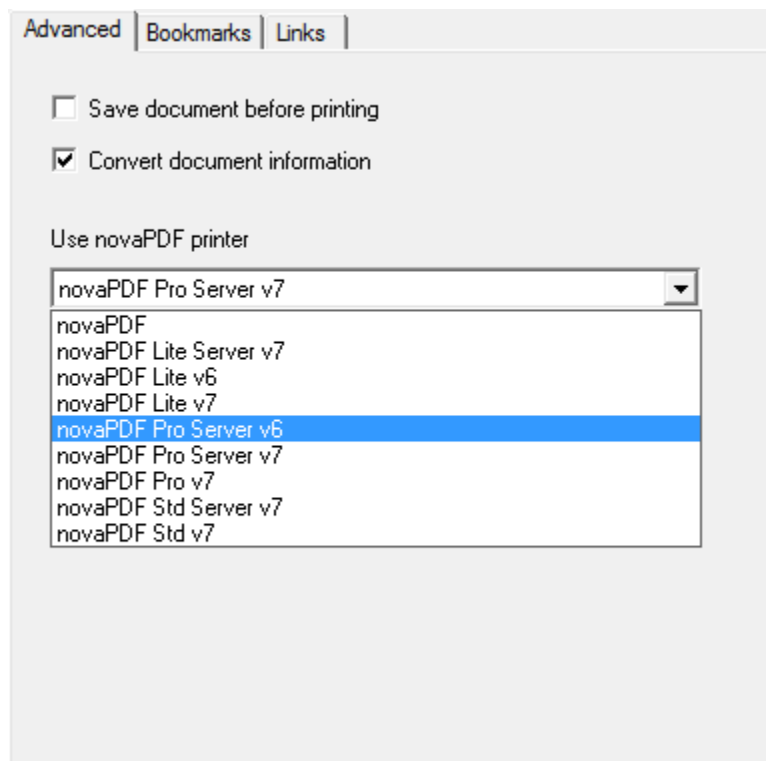 * **Open** the Microsoft Word document you want to convert

- Click on the **novaPDF** menu item
- Optionally you can change the settings of the novaPDF printer, or those of the novaPDF 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 novaPDF 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.

Bookmarks
You can set various options related to detecting and generating PDF bookmarks
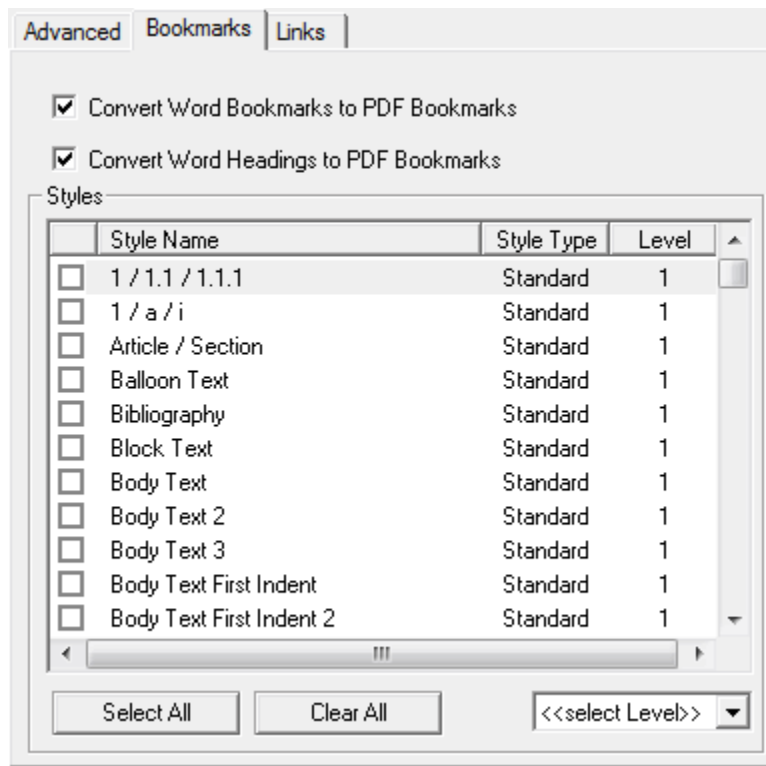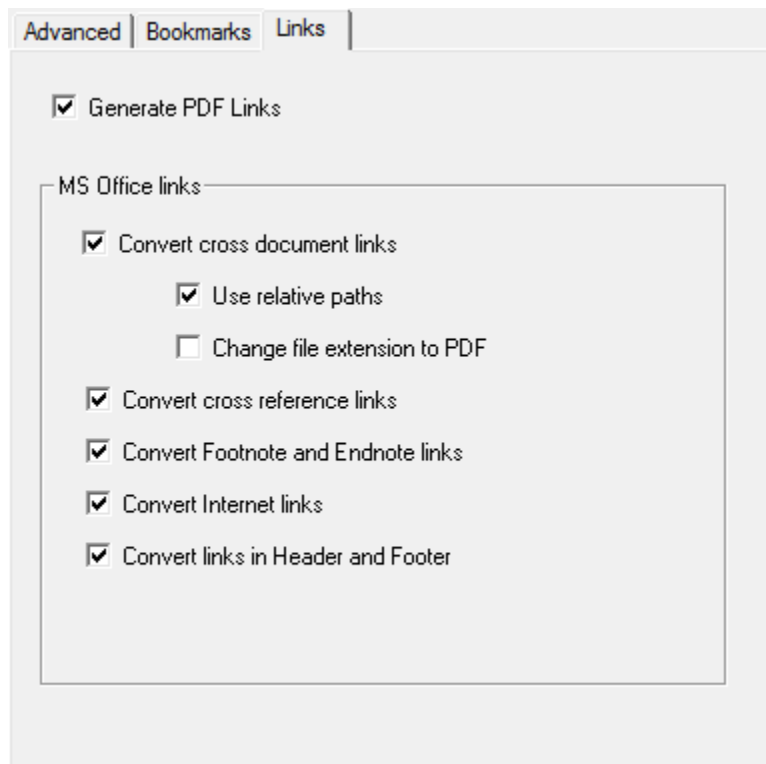
Convert Word Bookmarks to PDF Bookmarks
This is checked by default and will convert any Bookmarks defined already in the current document to bookmarks in the resulting PDF files.

Convert Word Headings to PDF Bookmarks
If this is checked, 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.

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

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
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.

1.2.2.2 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 novaPDF 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 novaPDF 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 novaPDF 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 and if you want to save the document before converting it.
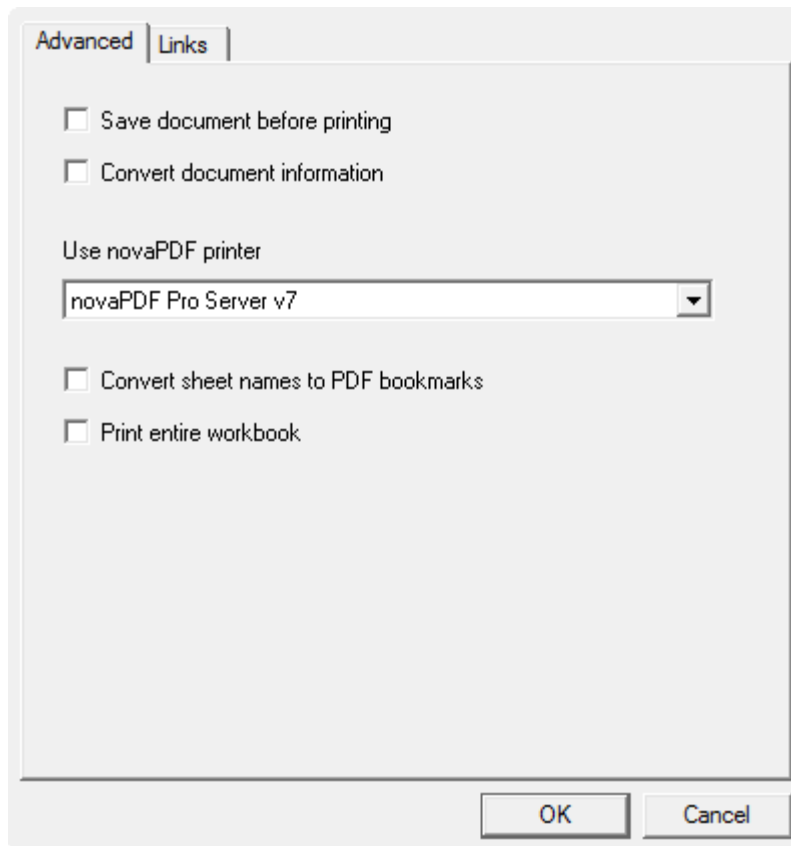
Save document before printing
When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

Convert document information
If you have any information added via document properties in Excel, 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.

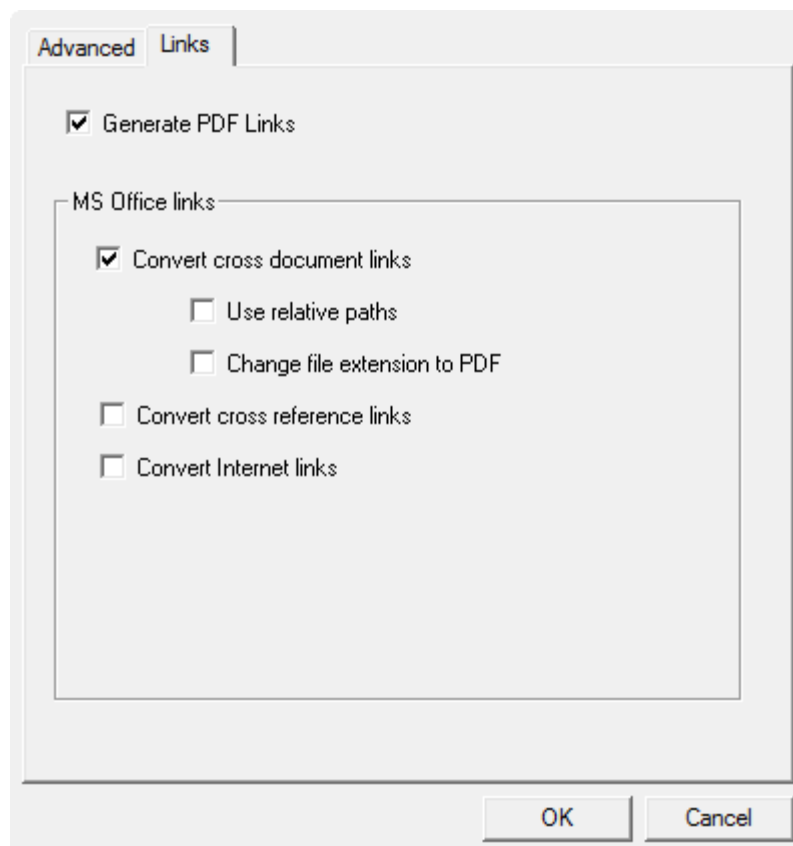**Convert sheet names to PDF bookmarks**
If this is checked, sheet names from the Excel workbook will become bookmarks in the resulting PDF file.

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 afterwise)

Convert cross reference links
If checked this will convert the cross-reference links from Excel (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.

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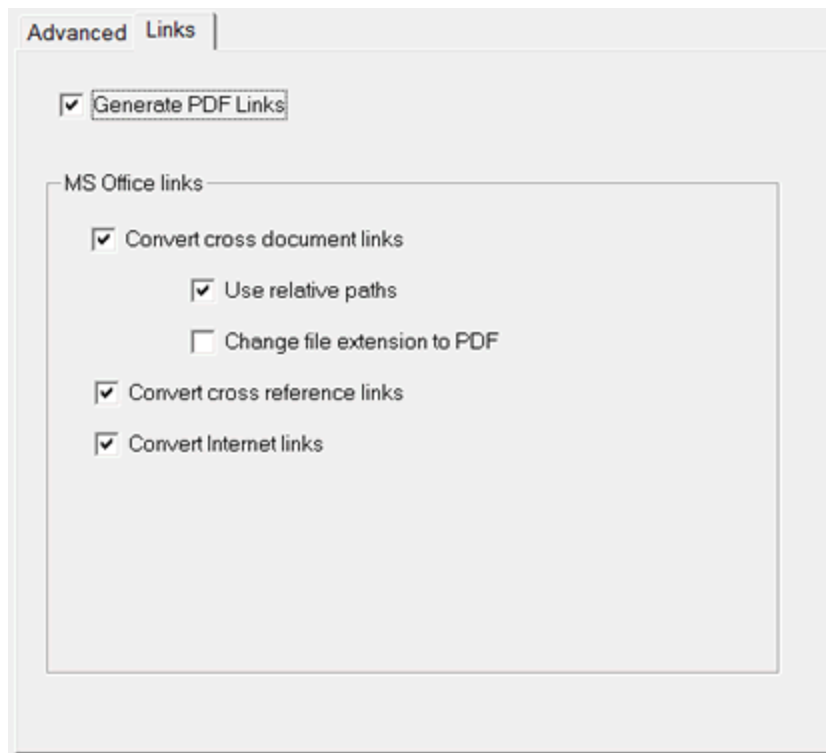
Use novaPDF printer
This will detect if you have other editions/versions of novaPDF installed and you'll be able to select which version/edition to use for the current conversion process.

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 afterwise)

Convert cross reference links
If checked this will convert the cross-reference links from Microsoft PowerPoint (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.

1.2.2.4 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 novaPDF Add-in for Microsoft Office:
- **Open** the presentation created with Microsoft Publisher that you want to convert
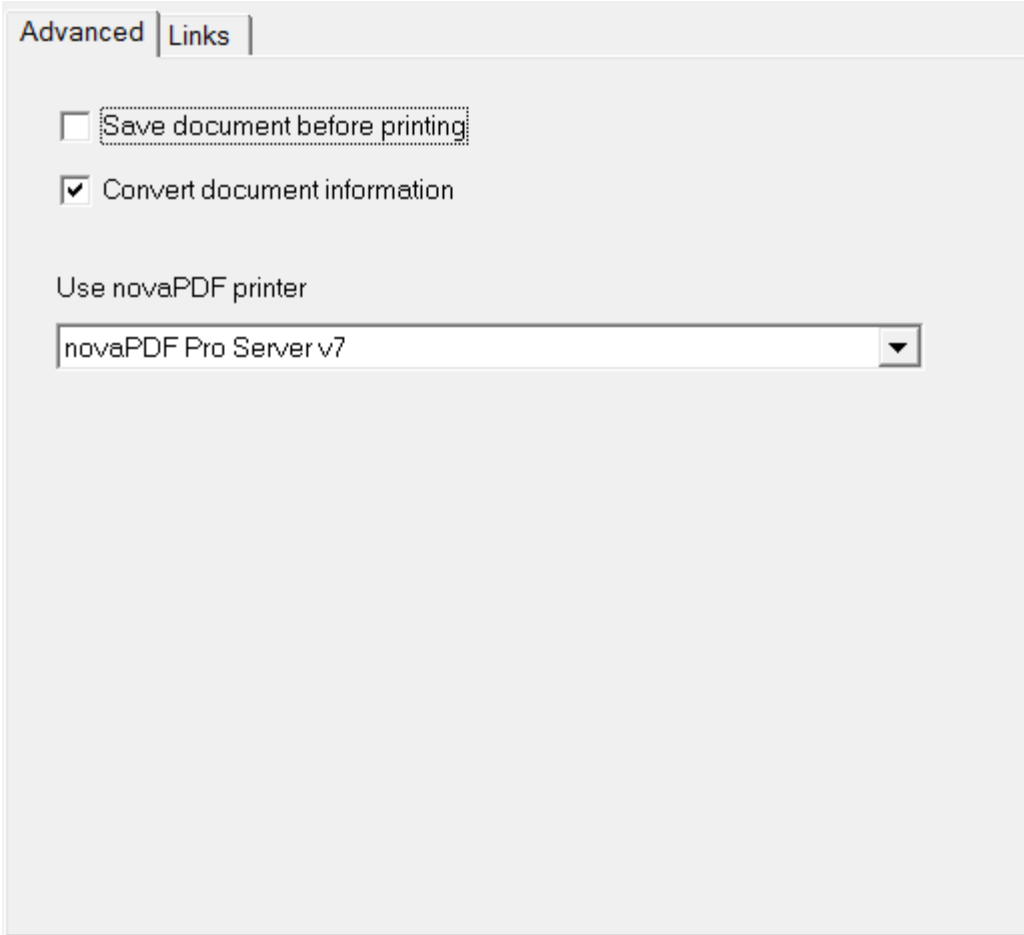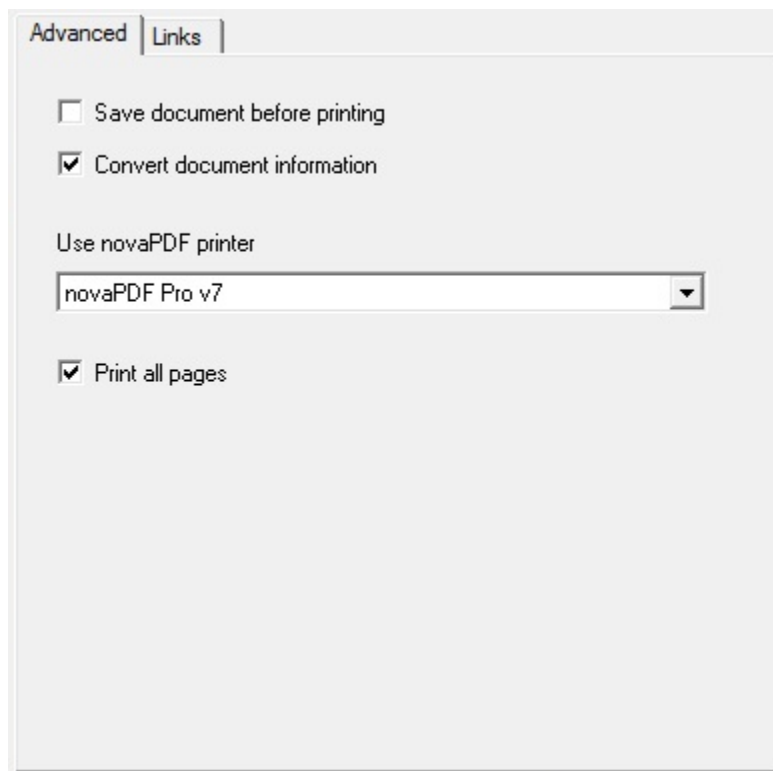- Click on the **novaPDF** menu item

---

- Optionally you can change the settings of the novaPDF printer, or those of the novaPDF 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 novaPDF 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.

```
┌─────────────────────────────────────────────────────┐
│  Advanced │ Links │                                   │
│  ─────────                                            │
│                                                       │
│    ☐  Save document before printing                  │
│                                                       │
│    ☑  Convert document information                   │
│                                                       │
│    Use novaPDF printer                               │
│                                                       │
│    ┌──────────────────────────────────────────┐ ▼   │
│    │ novaPDF Pro Server v7                      │     │
│    └──────────────────────────────────────────┘     │
│                                                       │
│                                                       │
└─────────────────────────────────────────────────────┘
```

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, 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.
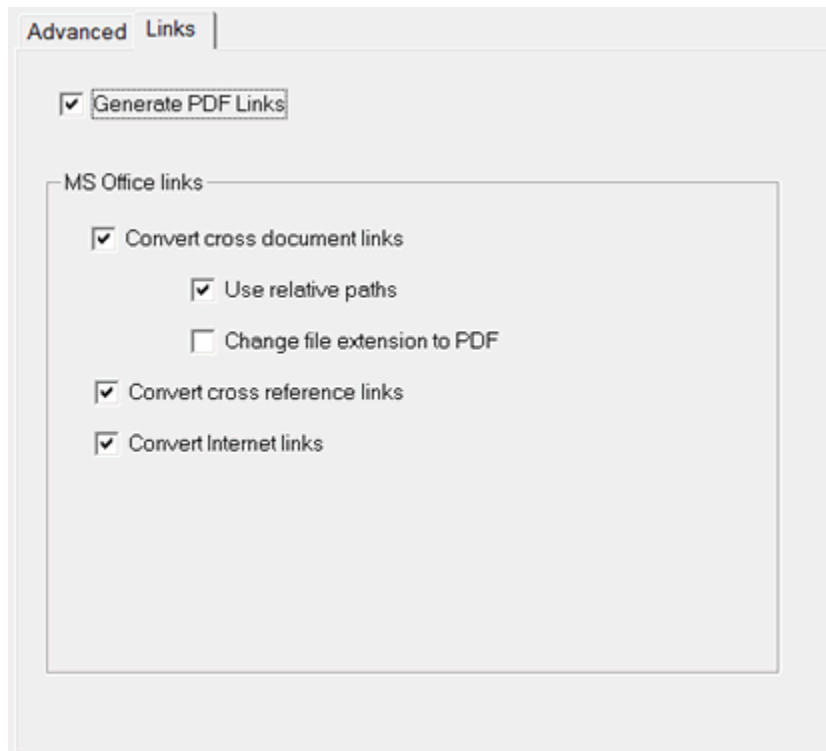
Use novaPDF printer

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 afterwise)

Convert cross reference links
If checked this will convert the cross-reference links from Microsoft Publisher (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

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

1.2.2.5 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 novaPDF 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 novaPDF 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 novaPDF 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, 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 afterwise)

Convert cross reference links
If checked this will convert the cross-reference links from Microsoft Visio (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   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 executable from the program group and choose what document 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 simply have to click on the novaPDF tab, and then on the Save 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 **Ok** and choose a location for your PDF file
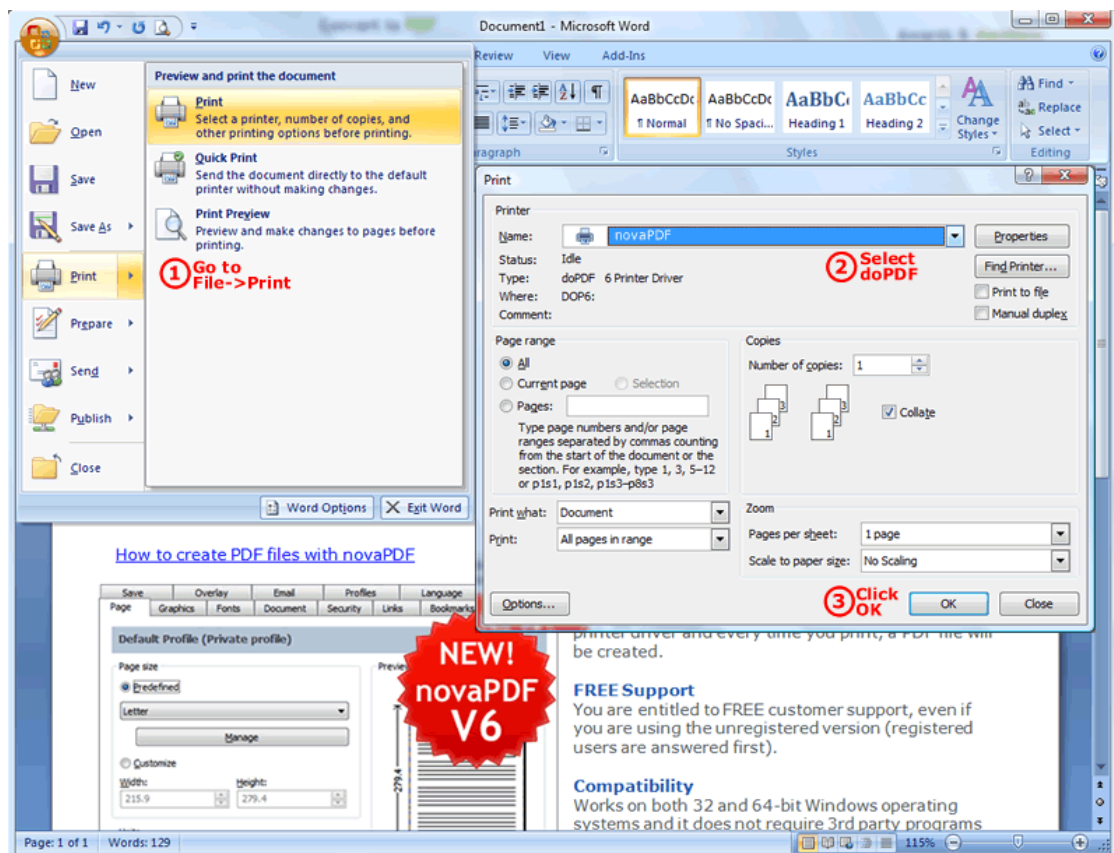
How to create PDF files from Microsoft WordPad
1. Open the document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers'** list
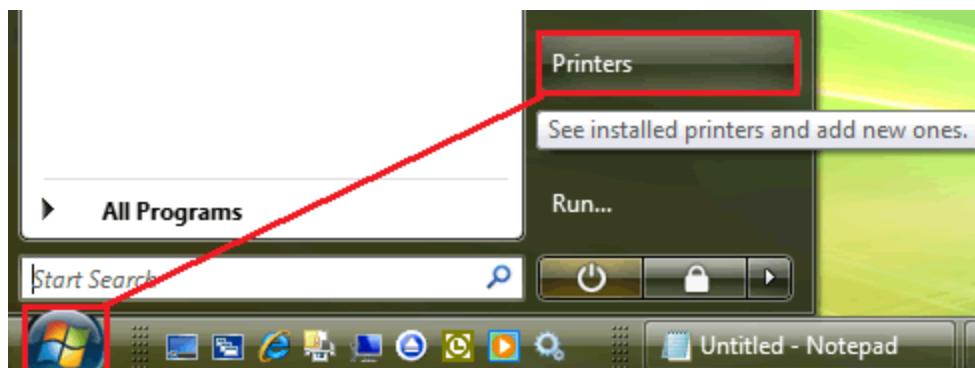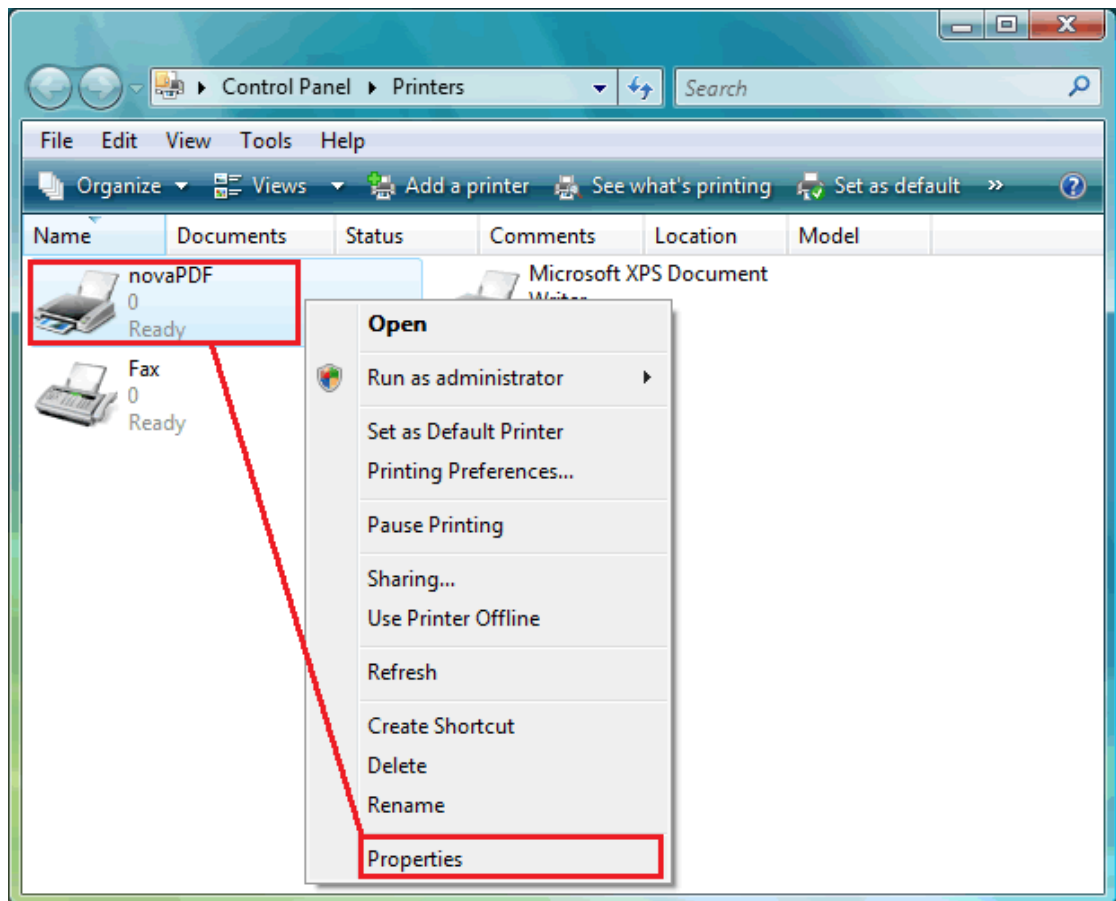3. Click on **Print** and choose a location for your PDF file
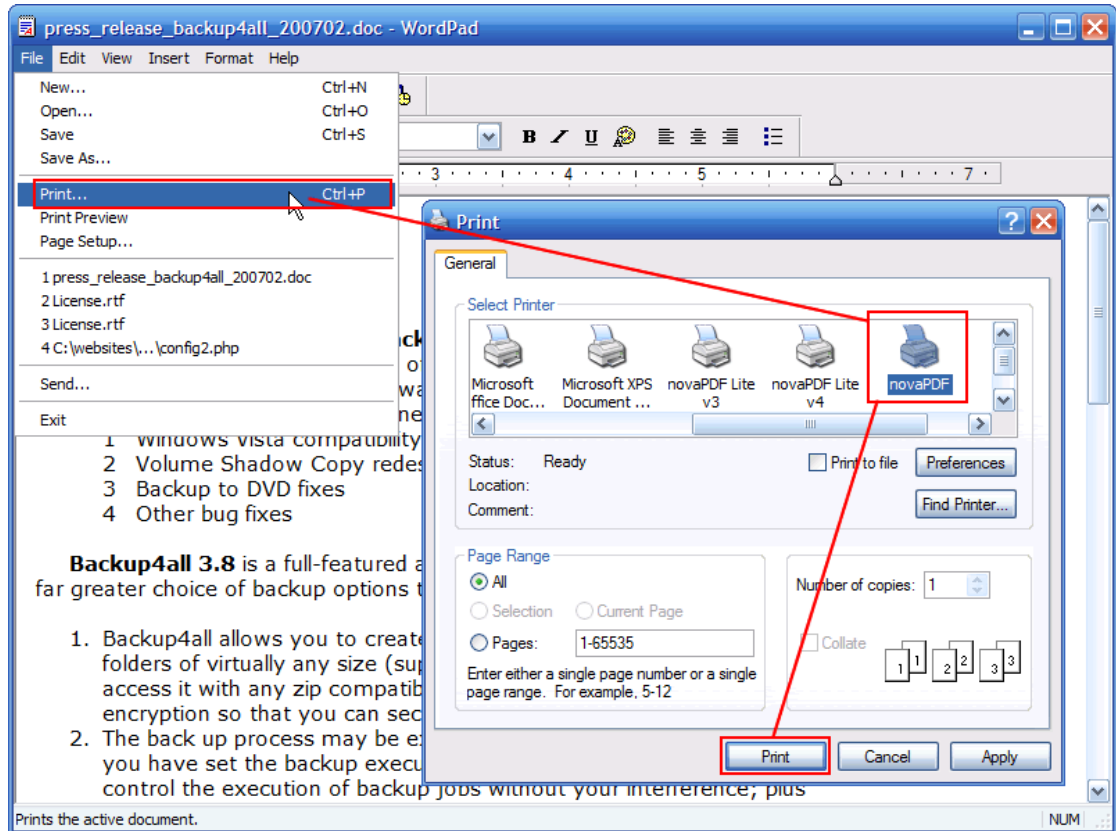
How to create PDF files from NotePad
1. Open the NotePad document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers'** list
3. Click on **Print** and choose a location for your PDF file
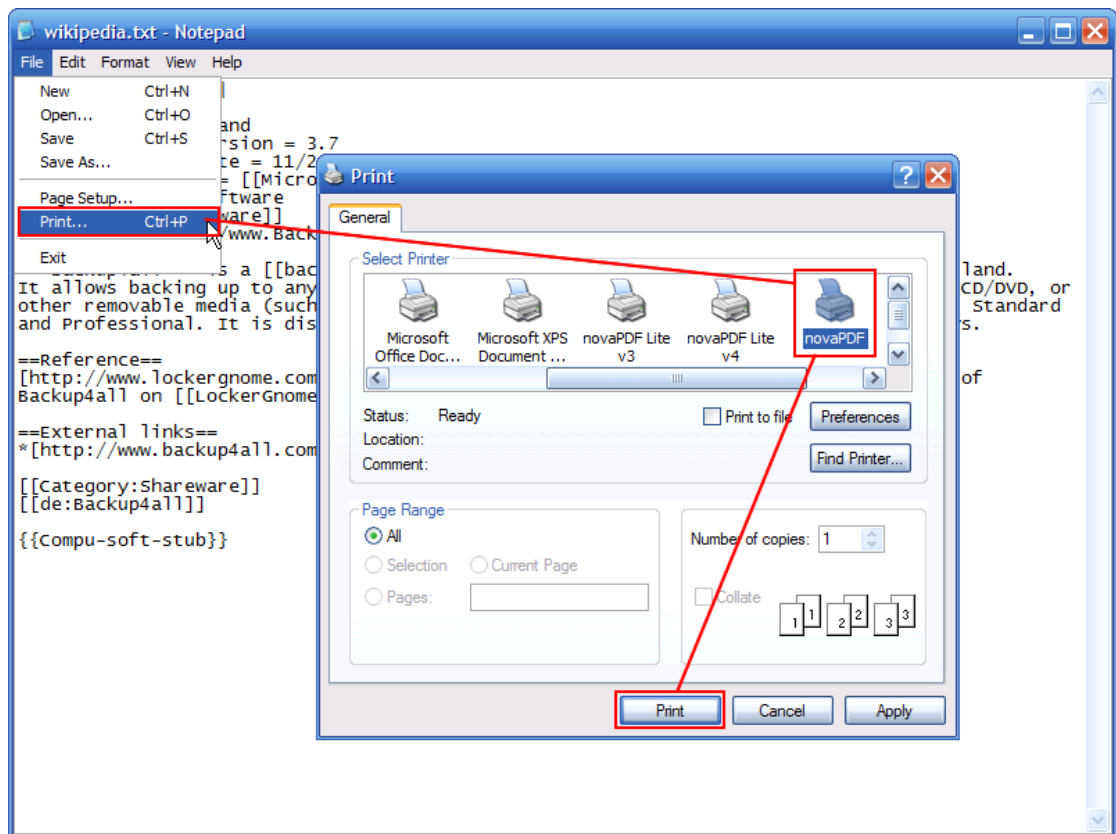
Printing a test page

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

To print a test page in Windows Vista:
1. Go to **Start** and click on **Printers** (if you have the **Classic** menu go to **Start->Settings->Printers**)

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

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

4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
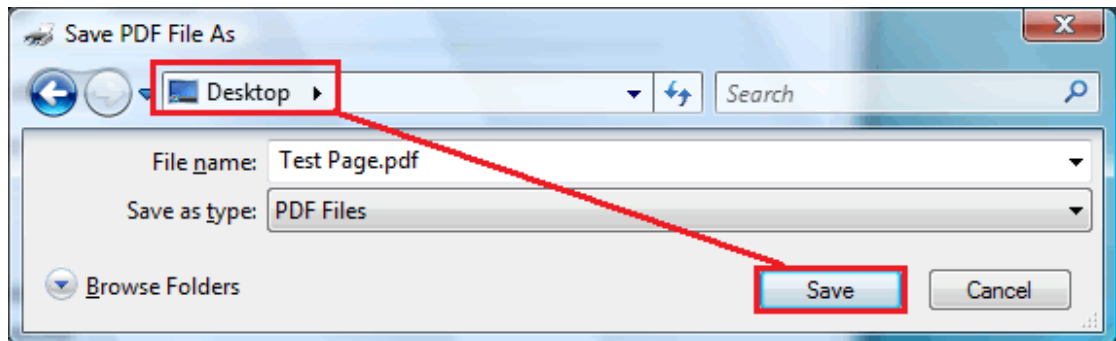
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.

To print a test page in Windows XP or Windows 2003 Server:
1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)
2. In the **Printers and Faxes** window, right-click novaPDF and select **Properties**
3. In the **novaPDF Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.

To print a test page in Windows 2000:
1. Go to **Start** and click on **Printers**
2. In the **Printers** window, right-click novaPDF and select **Properties**
3. In the **novaPDF Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.

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

Accessing the novaPDF Printing Preferences

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

To access the novaPDF Printing Preferences window in Windows Vista:
1. Go to **Start** and click on **Printers** (if you have the **Classic** menu go to **Start->Settings->Printers**)
2. In the **Printers** window, right-click **novaPDF** and select **Printing Preferences**
3. **novaPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available (grouped in tabs)
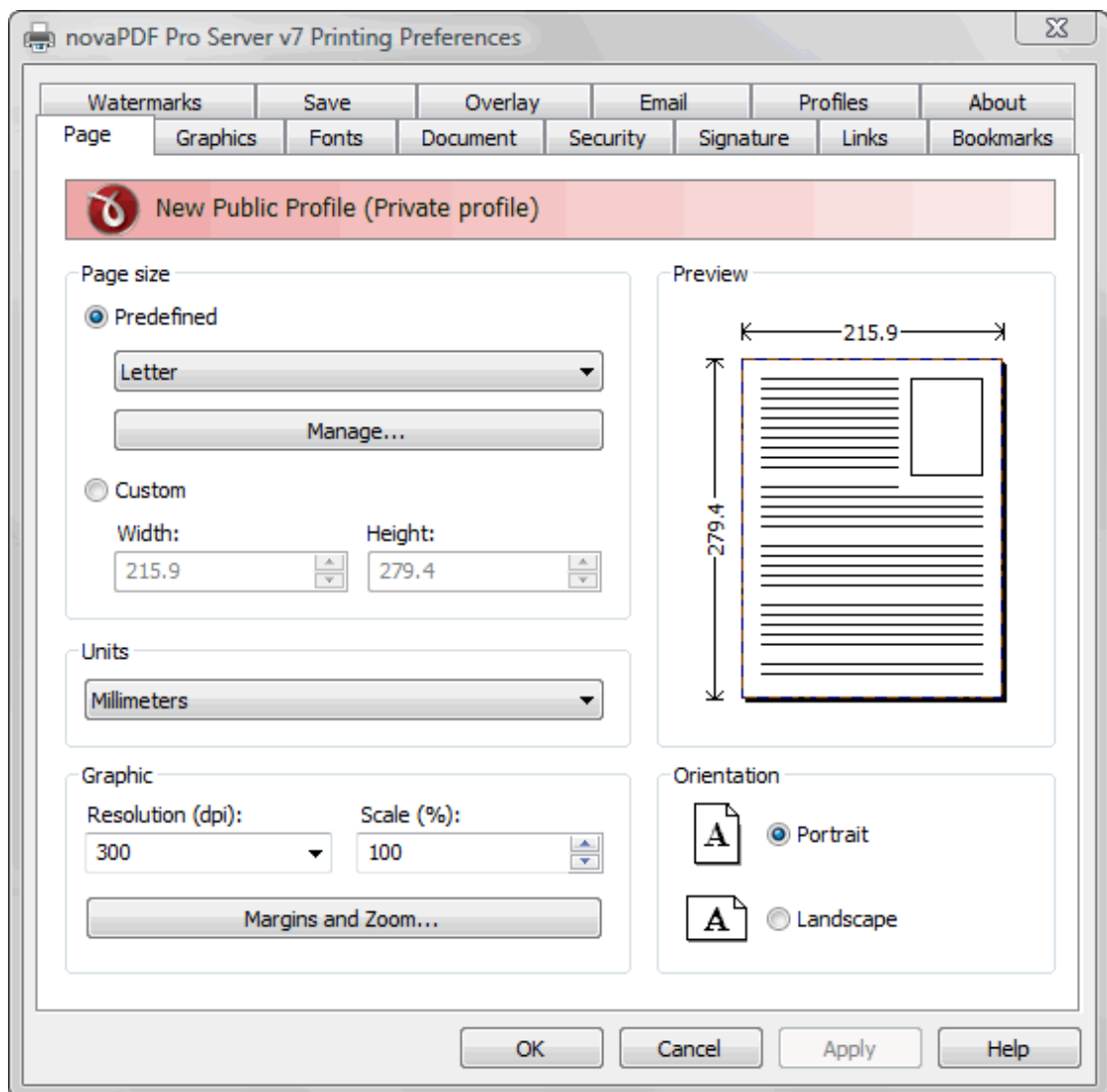
To access the novaPDF Printing Preferences window in Windows XP and Windows 2003 Server:
1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)

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

To access the novaPDF Printing Preferences window in Windows 2000:
   1. Go to Start and click on Printers
   2. In the Printers window, right-click novaPDF and select Printing Preferences
   3. novaPDF Printing Preferences window will be displayed and you will have the option to change the various settings available (grouped in tabs)

1.2.3.1   Select Profile

The Select Profile window is displayed if the **Show Select Profile dialog when printing** option is checked on the Profiles page.
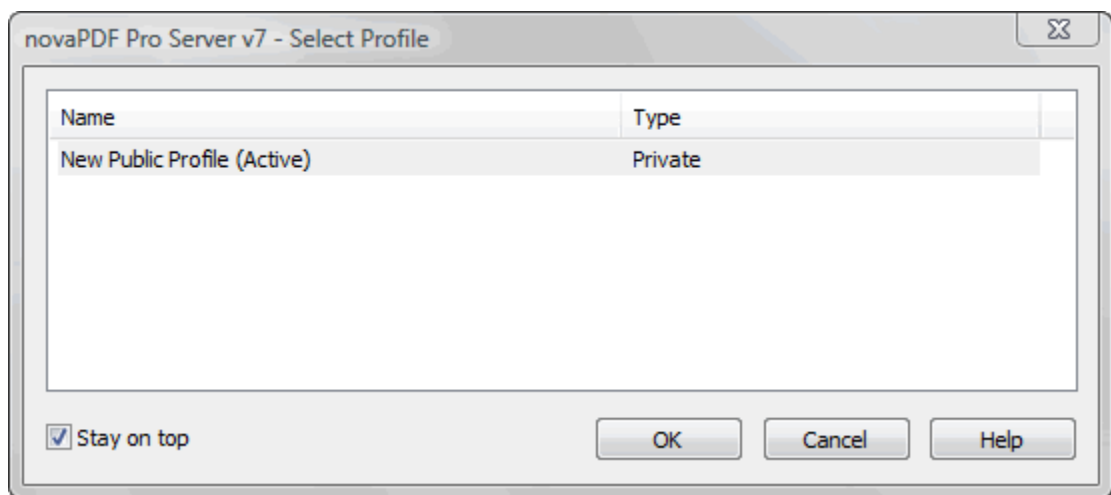
Profiles
All the existing defined profiles are shown in the list-view. You have to select an existing profile you want to use for the current print job and click Ok to continue with the printing process. Besides the **Name** of the profile, you can also see the **Type** of the selected profile, public or private (public profiles are available only in the Server edition).

Even if you have a profile set as default (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 shows even if you have the **Use predefined settings** option selected in the **Save** tab, so if you want to disable it you can go to the **Profiles** tab and uncheck **Show Select Profile dialog when printing**.

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.

1.2.3.2   Extended Save Dialog

The extended save dialog is shown when the **Prompt extended Save dialog** option is selected on the **Save** tab (from the Printing Preferences 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. If the network file requires authentication (different from your user login) you have to click on Connect using a different user name and enter the username/password.

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 the **Append to existing PDF file** option 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 the **Insert before existing PDF file** option is checked, 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 in the **File Name** section 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.

After save action
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 **Email** tab (in the **Printing Preferences** window). If the email properties are not set in the **Email** 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).

PDF/A-1b (RGB)
Check this option if you want to have the resulted PDF file compliant with the ISO standard **PDF/A-1b** for the RGB colorspace.
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 -1b (RGB)** 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. This option can be checked from the Edit Profiles page too.

Change options
Press the Change options button to open the Change Options window, that lets you set different options for the current document only, such as the Document information, Graphics, Configure Email and Security.

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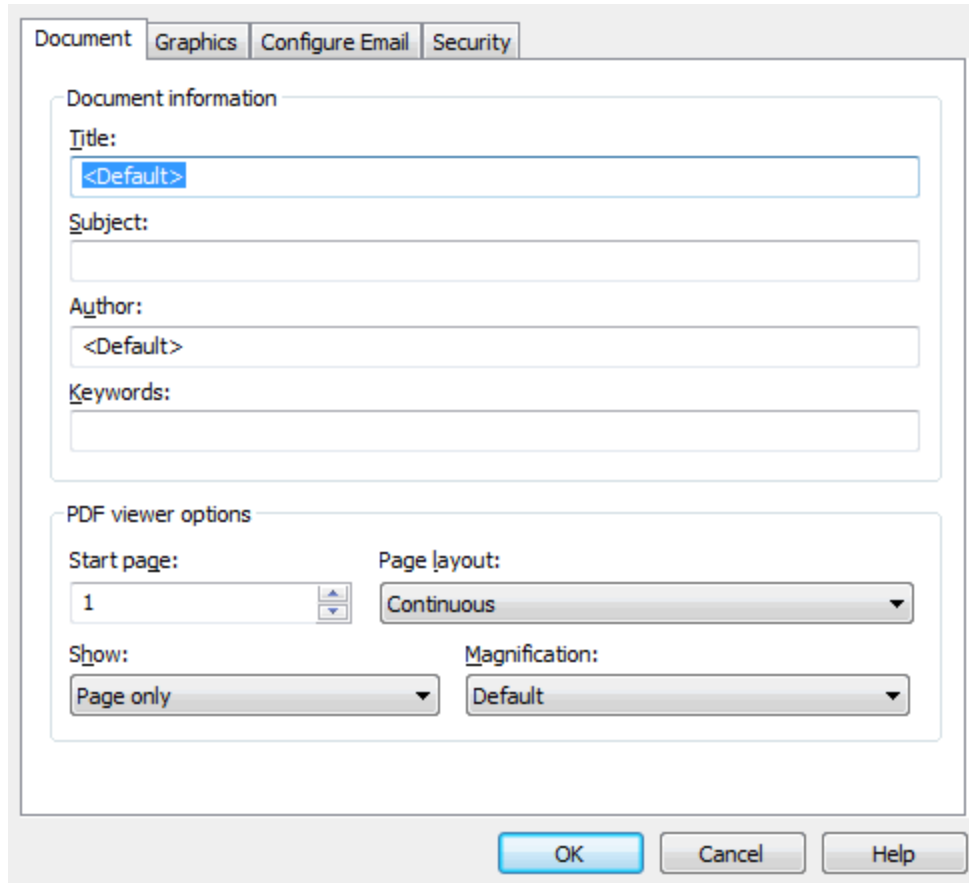
Not registered...
If novaPDF is not registered, a message will be shown in the lower left side of this window. You can click on it to open the Register dialog and copy/paste the registration name and key you received after ordering novaPDF.

1.2.3.2.1 Change options

The Change options window lets you set different options for the current document only, such as: Document information (title, author, subject, keywords), Graphics options (text/image compression, downsampling or conversion), to Configure Email options or to Configure Security

options (such as password-protecting the pdf, disallowing copy/paste, ...). The options set here only apply to the document currently being printed, they are not saved in the profile. To have these options changed globally (in the profile), they need to be set from the Printing Preferences window.

Document
Contains settings for PDF document information and how the PDF document should be opened by the default PDF reader (for the current document only). More info on the Document page.

Graphics
Allows you to compress, downsample or convert text and images to reduce the size of the resulting PDF file (for the current document only). More info on the Graphics page.

Configure Email
Allows you to enable the option to send PDF via email when the PDF is generated, select different delivery methods and configure the email to be sent (for the current document only). More info on the Configure Email page.

Security
Allows you to set a level of encryption protected by a password, that restricts certain document permissions for the resulting PDF file (for the current document only). More info on the Security page.

1.2.3.2.1.1 Document

The **Document** page from the **Change Options** window contains settings for PDF document information and how the PDF document should be opened by the default PDF reader. 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 set them through the **Printing Preferences-Document** window.

Document Information

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

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

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

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

Keywords

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

Creator
By default it shows information about the application that generated the PDF file, however this field can be modified to any custom value. If you leave <DEFAULT> the PDF will show novaPDF version and build number.

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

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

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

Page scaling when printed
You can choose one of two options: **Application default** and **None**. By default the PDF file will be created using the Application 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).
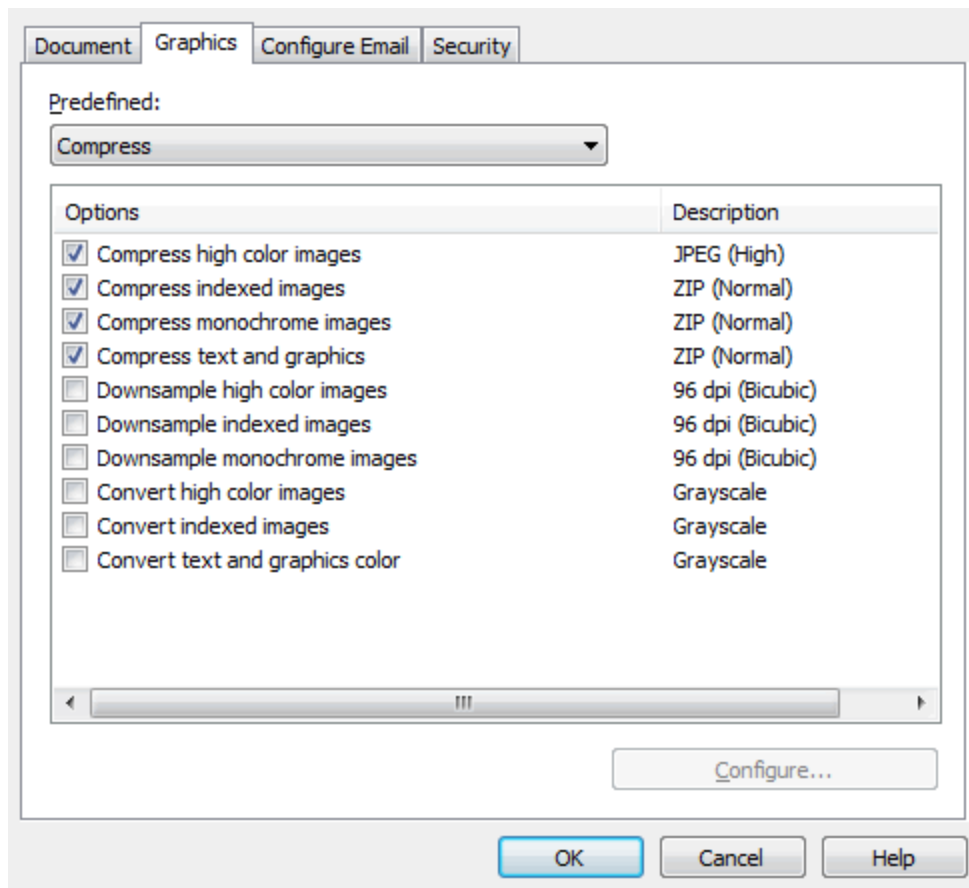
Show
You can choose to show some viewer panels when PDF file is opened: **Pages Panel**, **Bookmarks Panel**, **Layers Panel**, **Attachments Panel**. You can also choose to show the pdf file in the **Full Screen** mode. By default the PDF file will be opened without any panel, show **Page only** mode.

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

1.2.3.2.1.2 Graphics

The **Graphics** page from the **Change Options** window allows you to compress, downsample or convert text and images to reduce the size of the resulting PDF file. Note that these options apply only for the document currently being printed, they are not saved in the profile. To have changes saved in the profile, you need to set them through the **Printing Preferences-Graphics** window.

Predefined
The Predefined drop-down list allows you to quickly select a set of settings from the options list-view: **Compress**, **Downsample**, **Convert**, **None** or **Custom**.
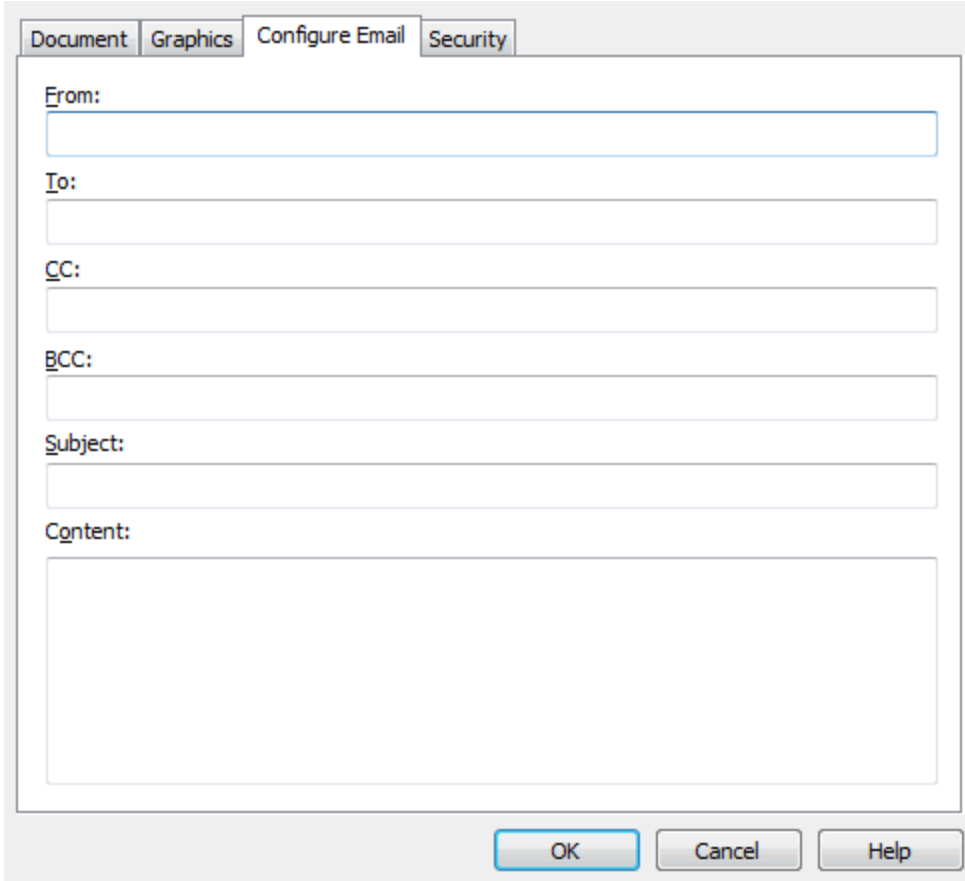
Options list
The list contains information for all available graphics options. The **Options** column shows the name of the graphic option while the **Description** column displays information about the option's properties.

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

1.2.3.2.1.3 Configure Email

The **Configure Email** page from the **Change Options** window allows you to enable the option to send PDF via email when the PDF is generated, select different delivery methods and configure the email to be sent. Note that these options apply only to the document currently being printed, they are not saved in the profile. To have changes saved in the profile, you need to set them through the **Printing Preferences-Email** window.

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

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

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

Send with default email client
In this case the mail will be automatically sent using your default email client (for instance Outlook Express). You cannot change the email information in this case. A copy of your email is saved in your **Sent emails** folder.
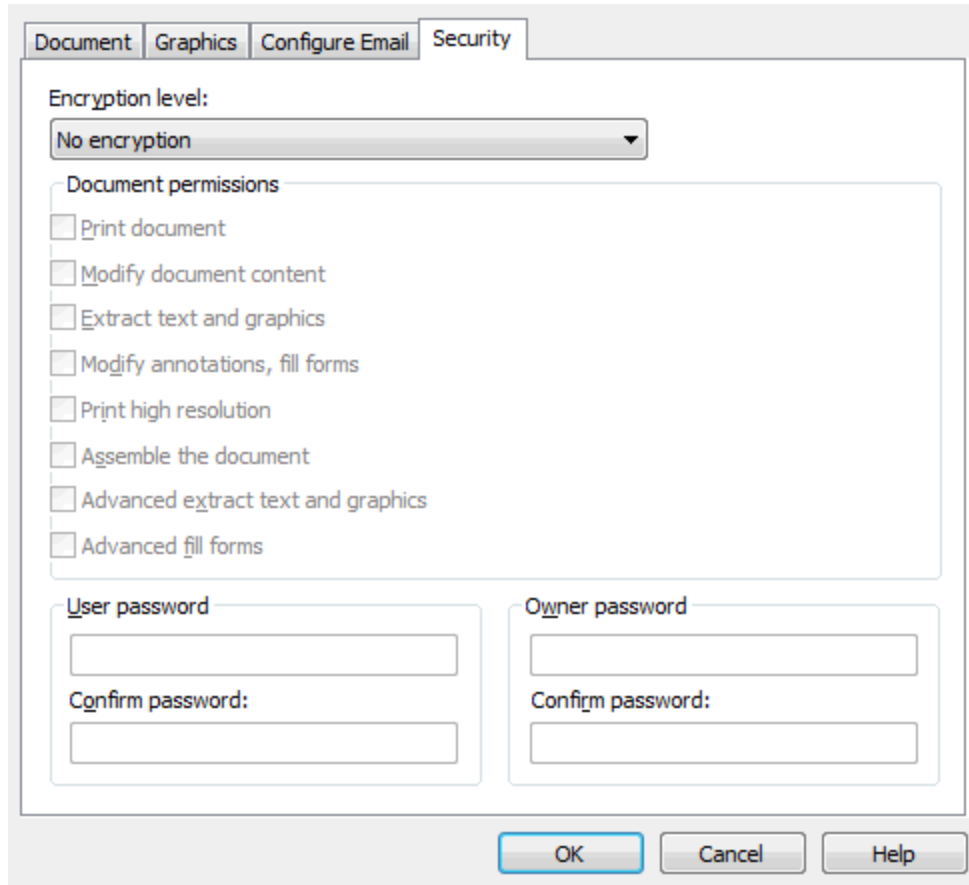
Send with SMTP
In this case the email is sent using a SMTP server. You have to configure your SMTP server in the Configure SMTP dialog. You can open this dialog by pressing the **Configure SMTP** button.

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

1.2.3.2.1.4 Security

The **Security** page from the **Change Options** window allows you to set a level of encryption protected by a password, that restricts certain document permissions for the resulting PDF file. Note that these options apply only for the document currently being printed, they are not saved in the profile. To have changes saved in the profile, you need to set them through the **Printing Preferences-Security** window.

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

Document permissions
You can enable or disable permissions to:

Low level (40 bits):
- **Print document -** if this is unchecked, the resulting PDF file will not allow printing
- **Modify document content**

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

High Level (128 bits):
- **Print document** (possibly not at the highest quality level, if **Print High Resolution** is not allowed)
- **Modify document content**
- **Extract text and graphics**
- **Modify annotations, fill forms** (if Modify document content is allowed, create or modify interactive form fields)
- **Print high resolution** (print the document to a representation from which a faithful digital copy of the PDF content could be generated. When this is not allowed, but **Print document** is allowed, printing is limited to a low level representation of the appearance, possibly of degraded quality (150dpi maximum image quality).
- **Assemble the document** (insert, rotate, or delete pages and create bookmarks or thumbnail images)
- **Advance extract text and graphics** (force allow extract text and graphics in support of accessibility to disabled users or for other purposes)
- **Advance fill forms** (fill in existing interactive form fields, even if **Modify Annotations, Fill Forms** is not allowed)

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

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

1.2.3.2.2 Network User

This window is used to add a new username and password when accessing a mapped network resource that requires authorization (and your default logon user doesn't have access permission). It is opened by pressing the **Connect using a different user name** link.
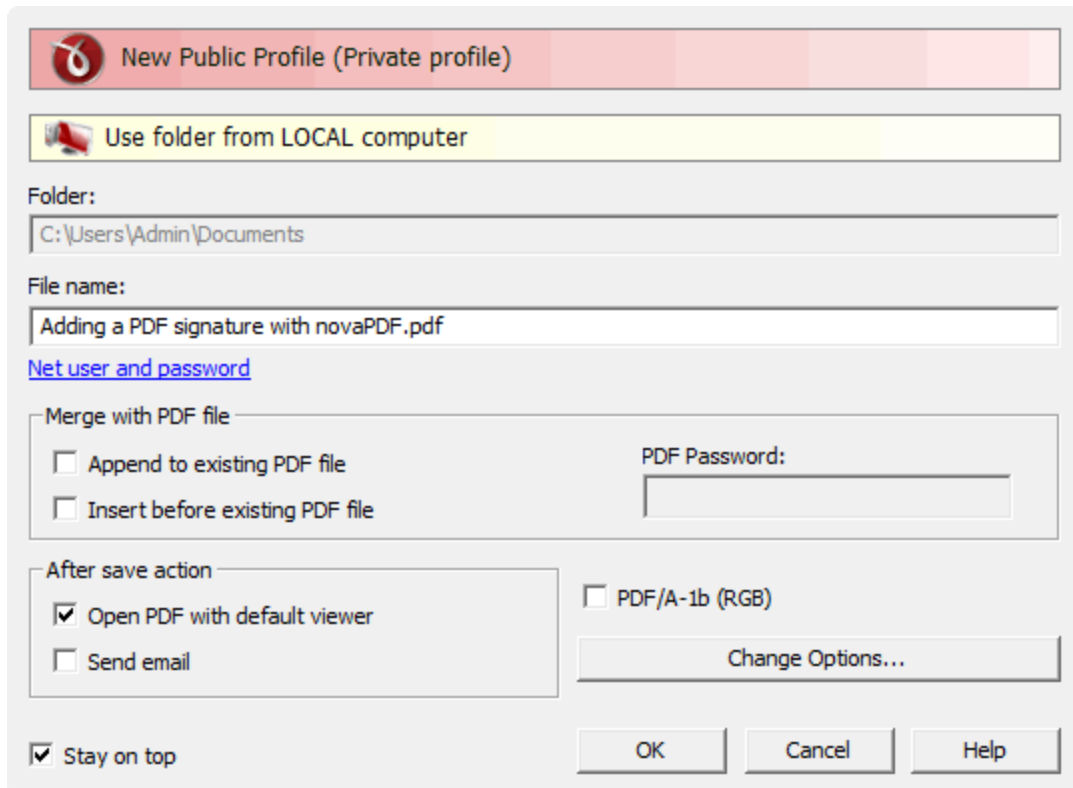

User name

If you need to use as an watermark an image that's located on another computer in your network, you'll need to enter the username and password of a user that has access to that computer (if your currently logged-in user doesn't have access rights). The User name field is for the username.

Password
If you need to use as an watermark an image that's located on another computer in your network, you'll need to enter the username and password of a user that has access to that computer (if your currently logged-in user doesn't have access rights). The Password field is where you have to enter the password.

1.2.3.3 Extended Save Dialog (restricted)

The extended save dialog window is shown when the **Prompt extended Save dialog** option is selected on the **Save** tab. This allows you to select additional options for the PDF to be saved, such as its filename, 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.

Folder
The Folder field is greyed out and you cannot change the folder where the PDF is saved. You can remove this restriction if you go to **Printing Preferences**->**Save**->**Prompt extended Save dialog** and in **Configure Save Options** and check the option **Allow changing folder**.

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 folder that shows in the **Folder** field.

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.

If the folder where the pdf will be saved is stored on a network location, the Connect using a different user name option becomes active. You can use it if the network folder where you want to save the PDF requires authentication (different from your user login). Simply click on it and enter the username/password.

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 the **Append to existing PDF file** option 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 the **Insert before existing PDF file** option is checked, 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 in the **File Name** section 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.

After save action
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 **Email** tab (in the **Printing Preferences** window). If the email properties are not set in the **Email** 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).

PDF/A-1b (RGB)
Check this option if you want to have the resulted PDF file compliant with the ISO standard **PDF/A-1b** for the RGB colorspace.
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 -1b (RGB)** 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. This option can be checked from the Edit Profiles page too.

Change options

Press the Change options button to open the Change Options window, that lets you set different options for the current document only, such as the Document information, Graphics, Configure Email and Security.

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.

1.2.3.3.1 Change options

The Change options window lets you set different options for the current document only, such as: Document information (title, author, subject, keywords), Graphics options (text/image compression, downsampling or conversion), to Configure Email options or to Configure Security options (such as password-protecting the pdf, disallowing copy/paste, ...). The options set here only apply to the document currently being printed, they are not saved in the profile. To have these options changed globally (in the profile), they need to be set from the Printing Preferences window.

Document
Contains settings for PDF document information and how the PDF document should be opened by the default PDF reader (for the current document only). More info on the Document page.

Graphics
Allows you to compress, downsample or convert text and images to reduce the size of the

resulting PDF file (for the current document only). More info on the Graphics page.

Configure Email
Allows you to enable the option to send PDF via email when the PDF is generated, select different delivery methods and configure the email to be sent (for the current document only). More info on the Configure Email page.

Security
Allows you to set a level of encryption protected by a password, that restricts certain document permissions for the resulting PDF file (for the current document only). More info on the Security page.

1.2.3.3.1.1 Document

The **Document** page from the **Change Options** window contains settings for PDF document information and how the PDF document should be opened by the default PDF reader. 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 set them through the **Printing Preferences-Document** window.

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

Title

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

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

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

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

Creator
By default it shows information about the application that generated the PDF file, however this field can be modified to any custom value. If you leave <DEFAULT> the PDF will show novaPDF version and build number.

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

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

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

Page scaling when printed
You can choose one of two options: **Application default** and **None**. By default the PDF file will be created using the Application 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).
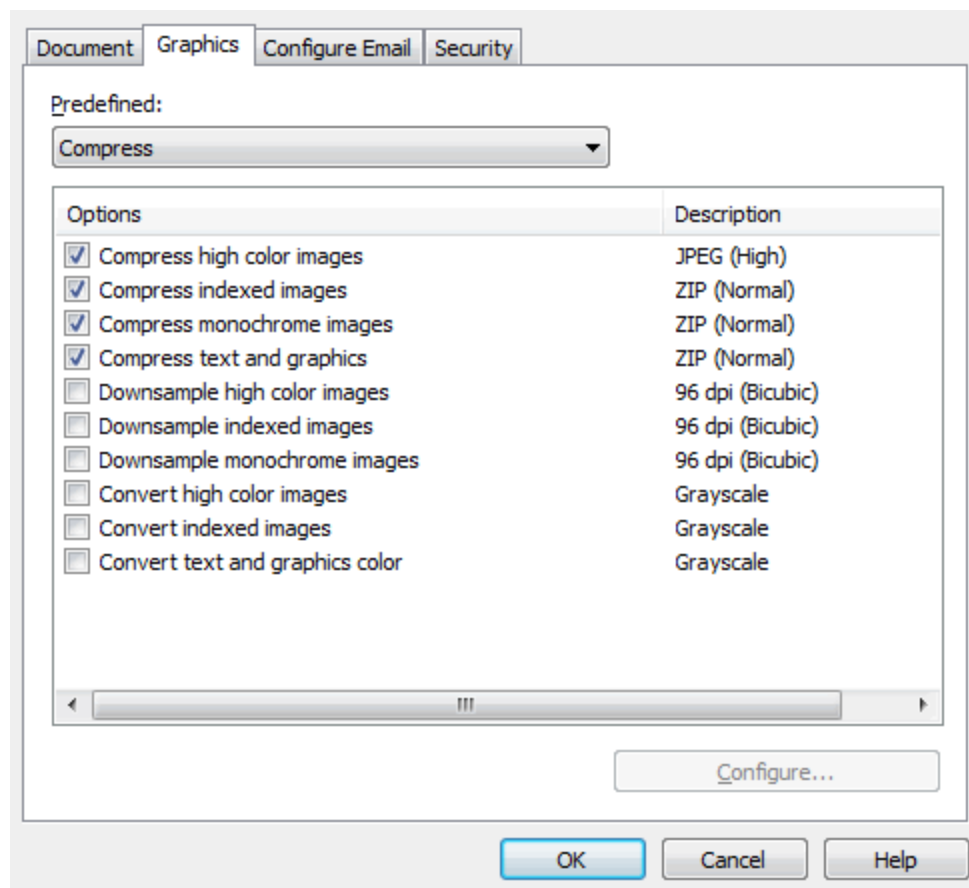
Show
You can choose to show some viewer panels when PDF file is opened: **Pages Panel**, **Bookmarks Panel**, **Layers Panel**, **Attachments Panel**. You can also choose to show the pdf file in the **Full Screen** mode. By default the PDF file will be opened without any panel, show **Page only** mode.

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

1.2.3.3.1.2 Graphics

The **Graphics** page from the **Change Options** window allows you to compress, downsample or convert text and images to reduce the size of the resulting PDF file. Note that these options apply only for the document currently being printed, they are not saved in the profile. To have changes saved in the profile, you need to set them through the **Printing Preferences-Graphics** window.

Predefined
The Predefined drop-down list allows you to quickly select a set of settings from the options list-view: **Compress**, **Downsample**, **Convert**, **None** or **Custom**.
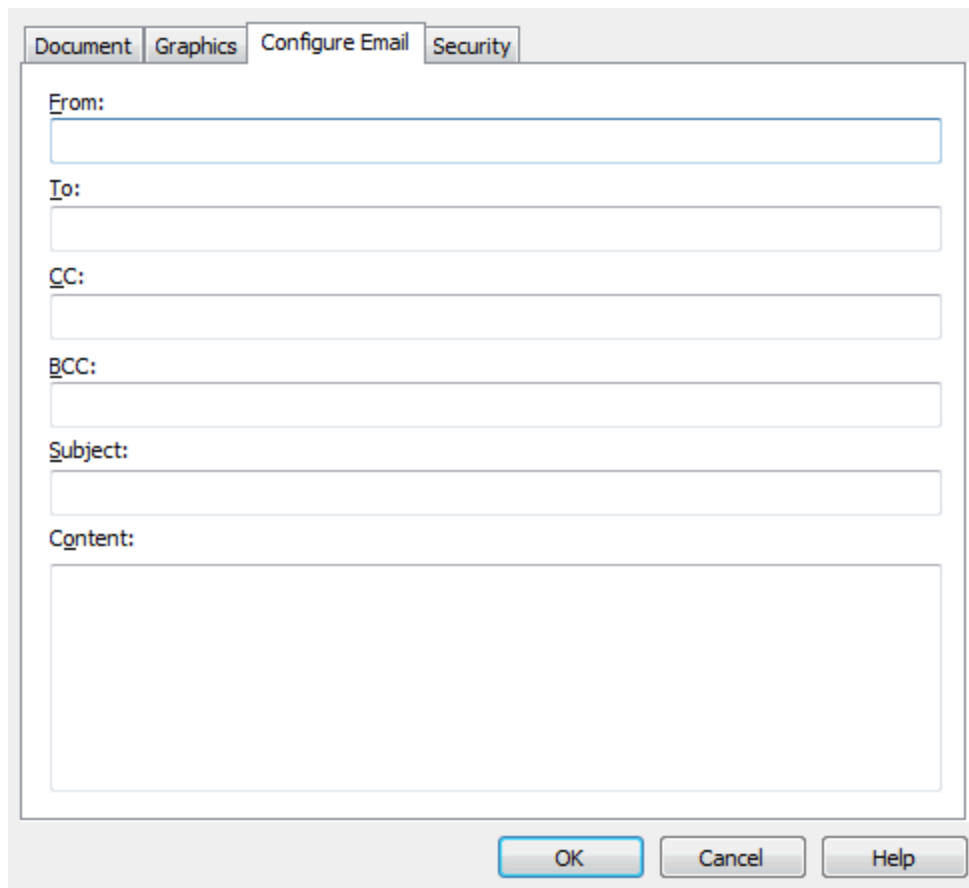
Options list
The list contains information for all available graphics options. The **Options** column shows the name of the graphic option while the **Description** column displays information about the option's properties.

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

1.2.3.3.1.3 Configure Email

The **Configure Email** page from the **Change Options** window allows you to enable the option to send PDF via email when the PDF is generated, select different delivery methods and configure the email to be sent. Note that these options apply only to the document currently being printed, they are not saved in the profile. To have changes saved in the profile, you need to set them through the **Printing Preferences-Email** window.

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

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

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

Send with default email client
In this case the mail will be automatically sent using your default email client (for instance Outlook Express). You cannot change the email information in this case. A copy of your email is saved in your **Sent emails** folder.
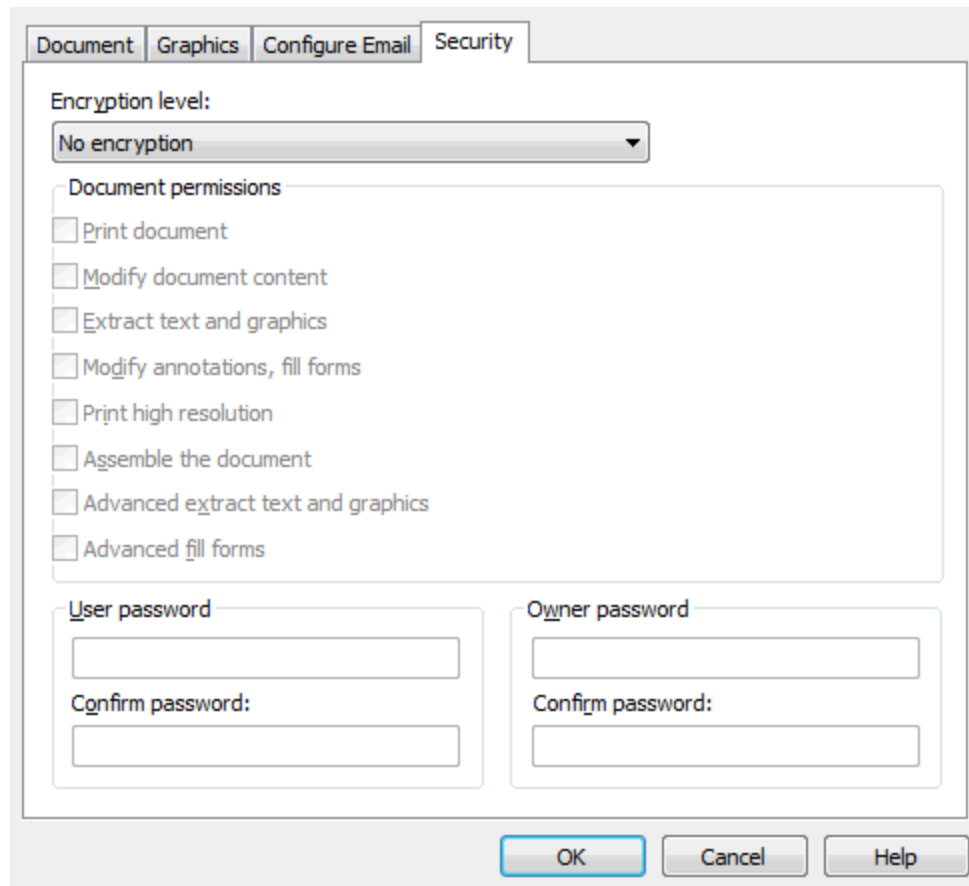
Send with SMTP
In this case the email is sent using a SMTP server. You have to configure your SMTP server in the Configure SMTP dialog. You can open this dialog by pressing the **Configure SMTP** button.

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

1.2.3.3.1.4 Security

The **Security** page from the **Change Options** window allows you to set a level of encryption protected by a password, that restricts certain document permissions for the resulting PDF file. Note that these options apply only for the document currently being printed, they are not saved in the profile. To have changes saved in the profile, you need to set them through the **Printing Preferences-Security** window.

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

Document permissions
You can enable or disable permissions to:

Low level (40 bits):
- **Print document -** if this is unchecked, the resulting PDF file will not allow printing
- **Modify document content**

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

High Level (128 bits):
- **Print document** (possibly not at the highest quality level, if **Print High Resolution** is not allowed)
- **Modify document content**
- **Extract text and graphics**
- **Modify annotations, fill forms** (if Modify document content is allowed, create or modify interactive form fields)
- **Print high resolution** (print the document to a representation from which a faithful digital copy of the PDF content could be generated. When this is not allowed, but **Print document** is allowed, printing is limited to a low level representation of the appearance, possibly of degraded quality (150dpi maximum image quality).
- **Assemble the document** (insert, rotate, or delete pages and create bookmarks or thumbnail images)
- **Advance extract text and graphics** (force allow extract text and graphics in support of accessibility to disabled users or for other purposes)
- **Advance fill forms** (fill in existing interactive form fields, even if **Modify Annotations, Fill Forms** is not allowed)

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

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

1.2.3.4 Save As Dialog

The Save PDF window is shown during printing if the **Prompt standard Save As dialog** option is selected on the **Save** tab (in the Printing Preferences window). This allows you to select where the PDF file will be saved and under what filename.
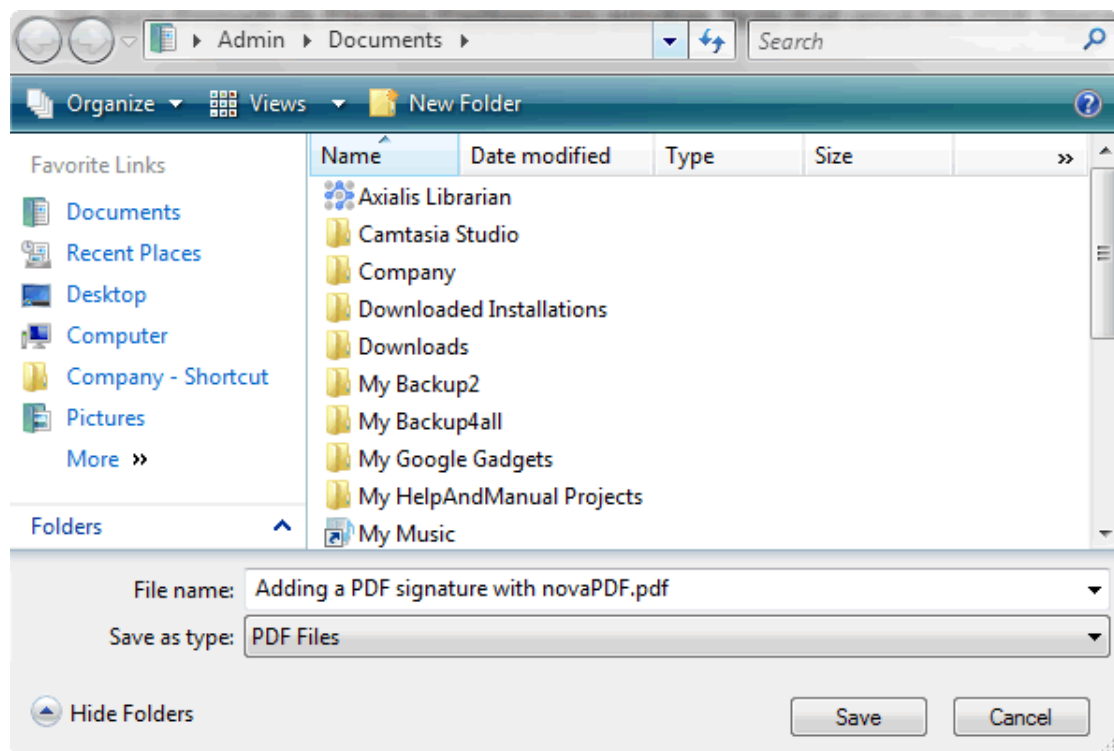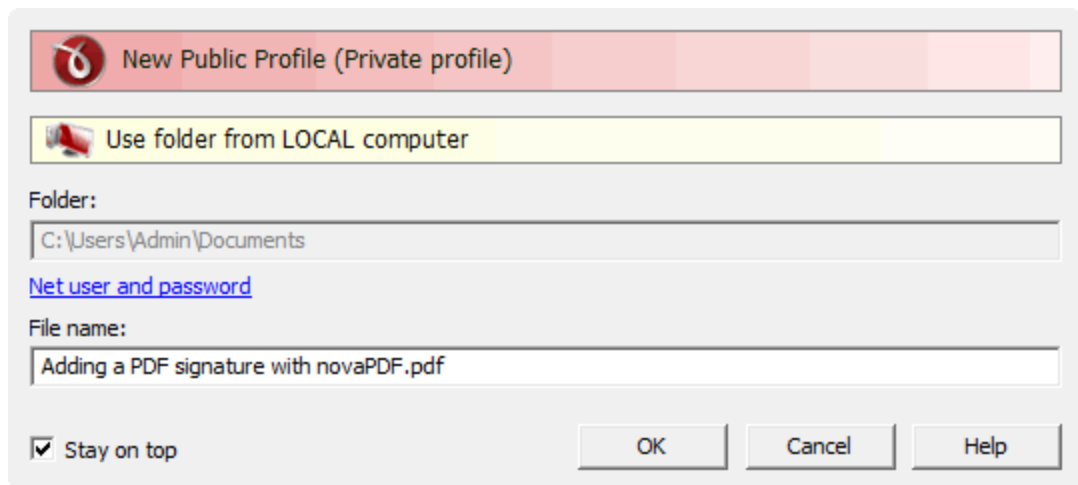
File name
In the file name field you can:
- manually type a name for the generated PDF file without specifying the path, in this case the PDF will be saved in the last used folder
- browse and select a location where the PDF should be saved

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 **Printing Preferences**->**Save**, select **Prompt standard Save As** dialog 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 extended Save dialog** under the **Save** tab.

1.2.3.5 Save As Dialog (restricted)

The Save PDF window is shown during printing if the **Prompt Save As dialog** option is selected on the **Save** tab (in the Printing Preferences window). This allows you to select under what name the PDF file will be saved.

Folder
The Folder field is greyed out and you cannot change the folder where the PDF is saved. You can remove this restriction if you go to **Printing Preferences**->**Save**->**Prompt Save As dialog** and in **Configure Save Options** and check the option **Allow change** folder.

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 folder that shows up in the **Folder** field. If a PDF file with the same name already exists in the destination you'll be asked to overwrite it.

If you want to have additional options for the PDF to be saved, such as its filename/location, merging with another existing PDF file (append/insert), opening the PDF automatically after conversion and/or send it via email, you can use the **Prompt extended save dialog** under the **Save** tab.

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.

1.3   Configuring novaPDF

1.3.1   Page

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

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

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

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

Manage
Pressing this button will open the Manage Predefined Forms window. If you cannot find a suitable predefined form in the list above it and want to define one for future use, you should press the Manage button and create or make visible the necessary form. For more information see the Manage Predefined Forms section.

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

Width
You can set the page width between 10 and 3276 millimeters by entering a value or pressing the Up and Down arrows. The number you enter is expressed in the selected measurement unit. The field defaults to the previously selected predefined form's width.

Height
You can set the page height between 10 and 3276 millimeters by entering a value or pressing the Up and Down arrows. The number you enter is expressed in the selected measurement unit. The

field defaults to the previously selected predefined form's height.

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

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

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

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

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).

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

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

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. You can override them if you set the "Profile settings override paper settings from printing applications" option from the New Profile or Edit Profile window. For more information see the New/Edit Profile section.

Some of the changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.1.1 Manage Predefined Forms

In the **Manage Predefined Forms** window you can view, add, copy, update and delete predefined forms (page sizes/formats).
The window can be opened by pressing the **Manage** button placed on the **Page** section of the **Printing Preferences** window.
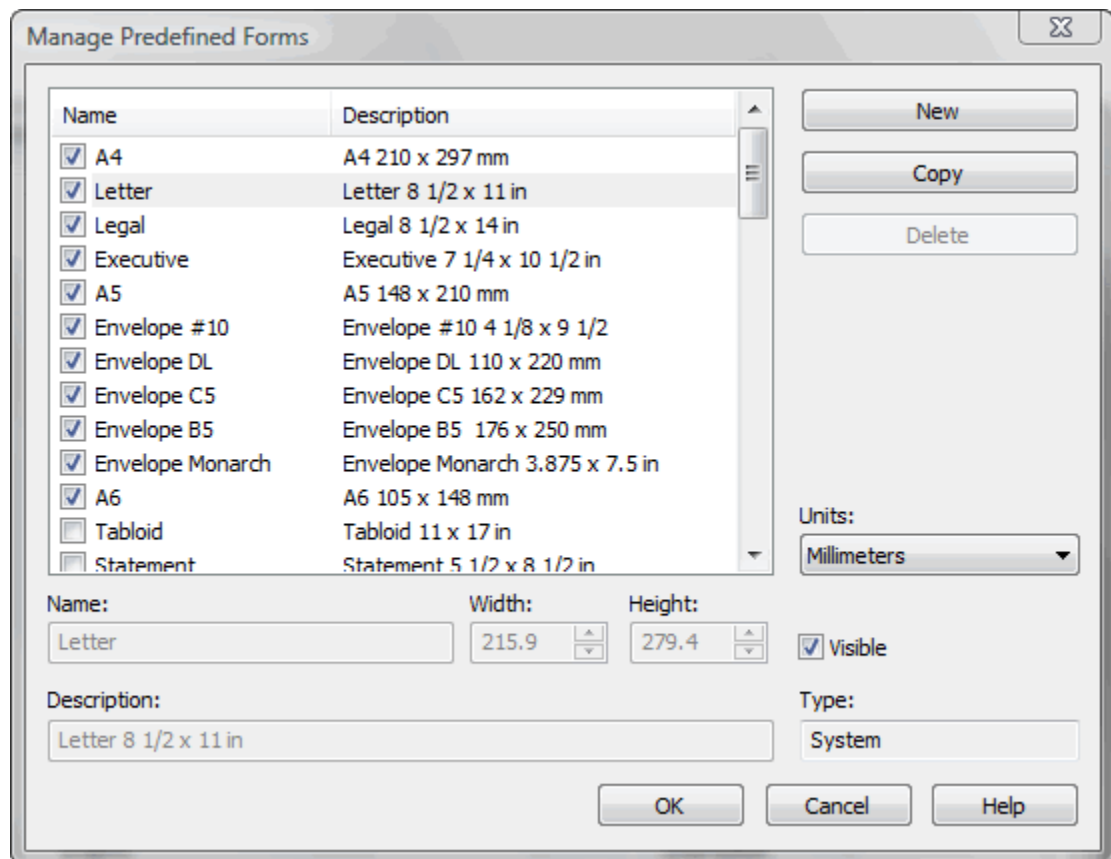
Predefined forms list
The list contains essential information about the existing predefined forms, their visibility, name and description. If the check box in front is checked the predefined from will be visible in the Predefined drop down list from the first page. Selecting a predefined form will show its properties in the fields below the list.

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

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

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

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

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

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

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

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

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

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

1.3.1.2 Margins and Zoom

In the **Margins and Zoom** window you can set the position, margins, zoom, alignment and origin of the document in the PDF and preview your changes.
The window can be opened by pressing the **Margins and Zoom** button placed on the **Page** section of the **Printing Preferences** dialog.
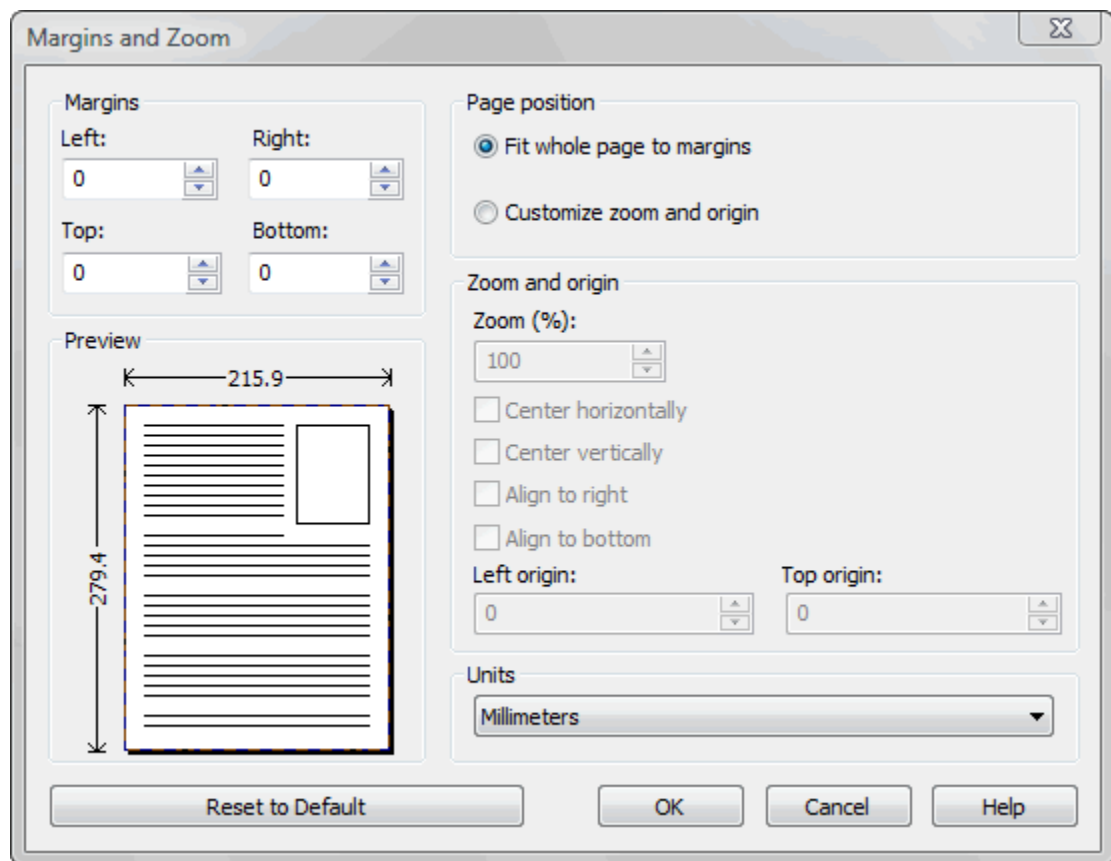
Margins

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

Left

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

Right

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

Top

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

Bottom

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

Page Position

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

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

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

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

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

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

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

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

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

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

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

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

Preview
You can preview changes you do on the Margins and Zoom window without actually saving them.
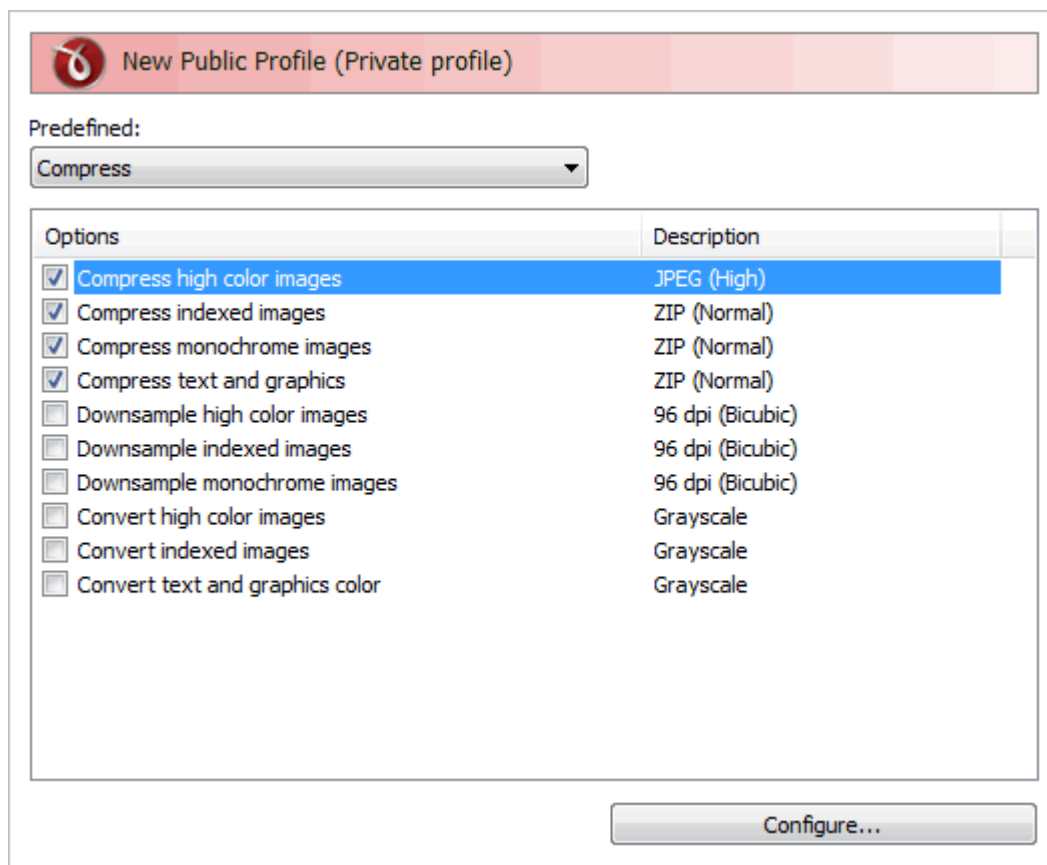
Reset to Default
Set all options to the default values (no margins and Fit whole page to margins option selected).

1.3.2   Graphics

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

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

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

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

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

All changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.2.1 Compression

Options on this window are used to configure the compression for text and graphics, monochrome images, indexed images and high color images. The dialog can be opened by pressing the **Configure** button from the Graphics window in **Printing Preferences**.
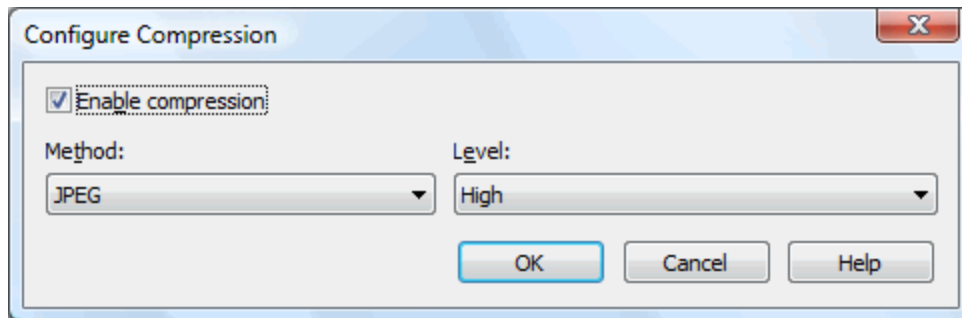
Text and graphics
Enable compression
If checked text and graphics will be compressed.

Method
Text and graphics will be compressed using ZIP compression.

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

High Color Images
Enable compression
If checked high color images will be compressed.

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

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

Indexed Images
Enable compression
If checked indexed images will be compressed.

Method
Indexed images will be compressed using ZIP compression.

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

compression is used.

Monochrome Images
Enable compression
If checked monochrome images will be compressed.

Method
Monochrome images will be compressed using ZIP compression.

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

1.3.2.2   Downsampling

Options on this window are used to configure downsampling for monochrome images, indexed images and high color images.
The dialog can be opened by pressing the **Configure** button from the Graphics window in **Printing Preferences**.
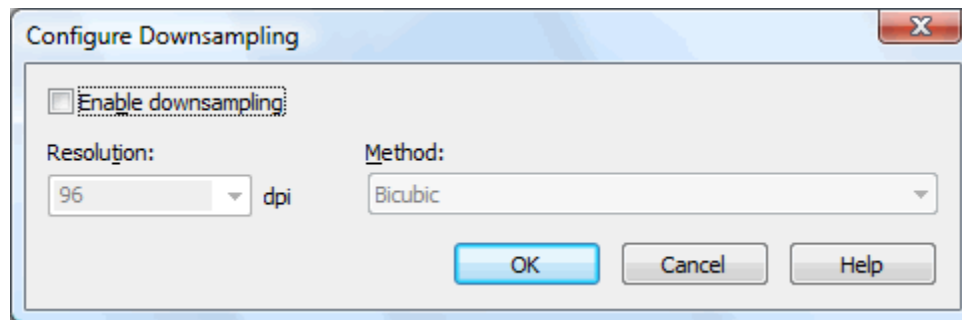
Enable downsampling
If checked monochrome, indexed or high color images will be downsampled. That means the images will be added in the PDF file at a different resolution then the one from the original document. Usually, this feature is used to save images at a lower resolution, resulting smaller PDF 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.

1.3.2.3   Conversion

Options on this window are used to configure color conversion for text and graphics, indexed images and high color images.
The dialog can be opened by pressing the **Configure** button from the Graphics window in **Printing Preferences**.
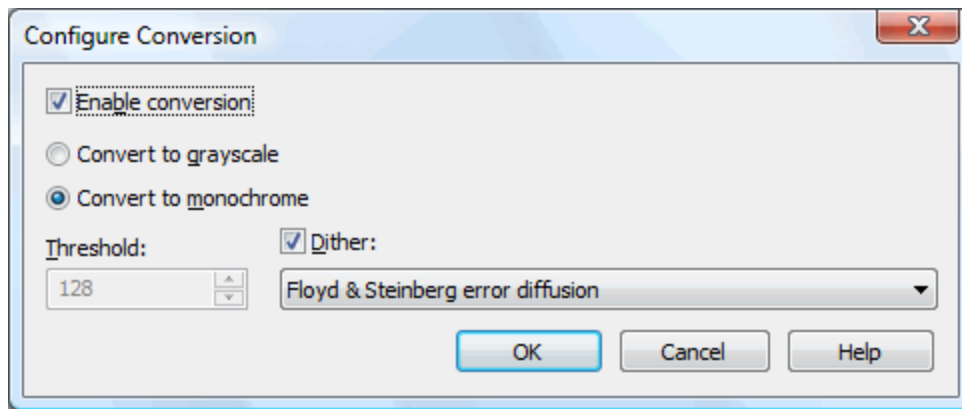
Enable conversion
If checked colors for text and graphics, indexed images or high color images will be converted. That means the images will be added in the PDF file with converted to grayscale or monochrome (black/white) color.

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

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

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

1.3.3   Fonts

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

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Fonts** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected. Embedding fonts ensures that the resulting PDF file has the same look and feel as the original document. novaPDF supports Type1, TrueType and OpenType fonts.
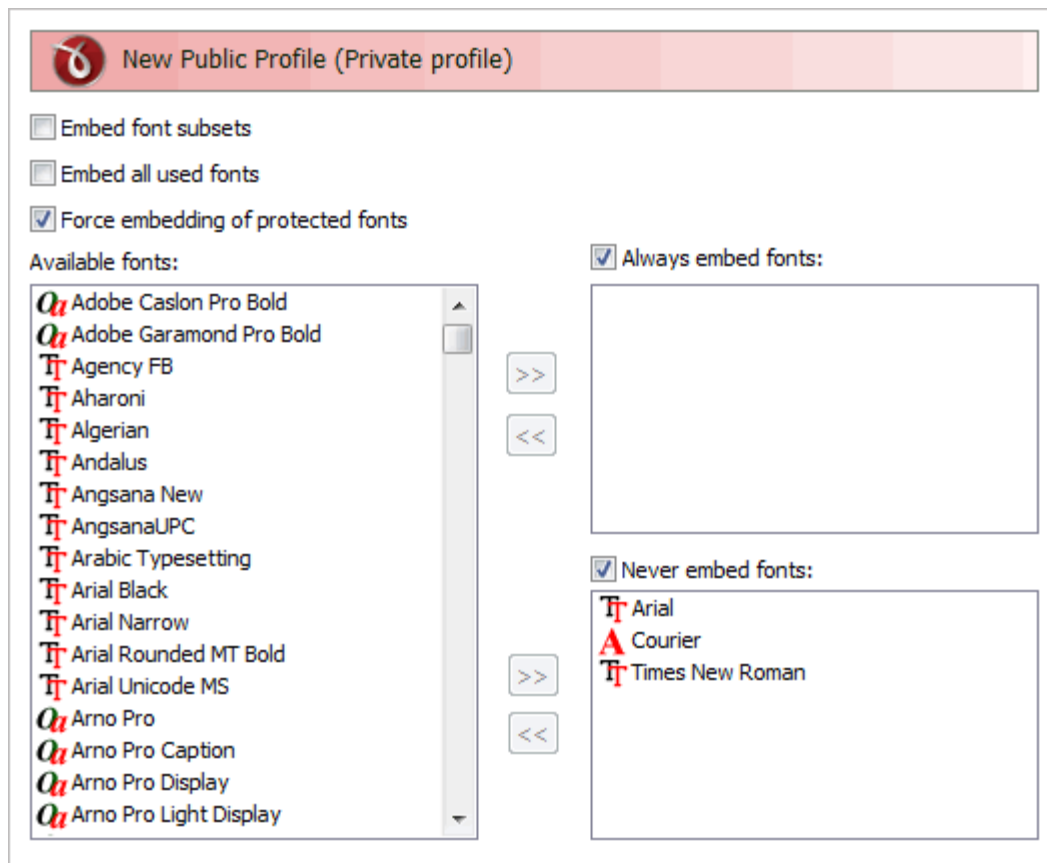
Embed font subsets
You can choose to embed only subsets of font files by checking the **Embed Font Subsets** check box. This will generate smaller PDF files, so this setting is enabled by default. When using characters that are not in the standard Latin character set (eastern European character set, Japanese, Chinese, Korean or other character sets) the font subset is included in the PDF file, no matter if the font subsets checkbox is set or not, because otherwise these characters will not be included in the generated PDF files.

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

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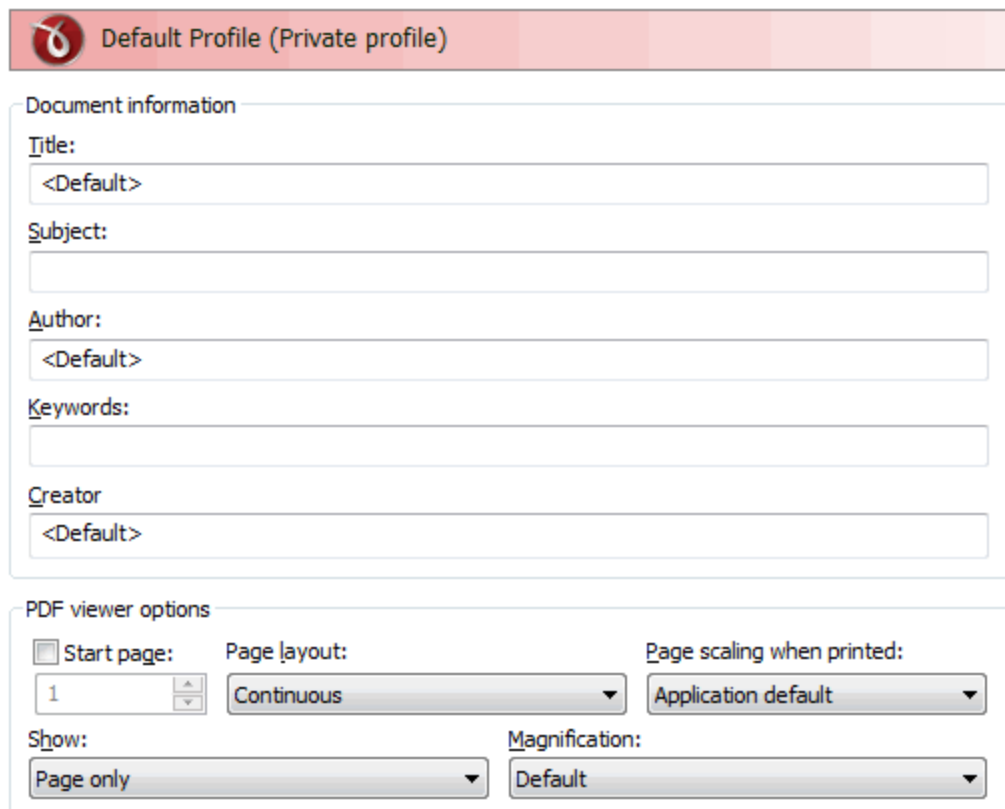
Move buttons
The buttons are enabled only if items are selected in the **Available fonts**, **Always embed fonts** and **Never Embed fonts** lists. Pressing these button results in the selected items being removed from the originating list and added to the destination list.

All changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.4 Document

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

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

Document Information

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

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

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

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

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

Creator
By default it shows information about the application that generated the PDF file, however this field can be modified to any custom value. If you leave <DEFAULT> the PDF will show novaPDF version and build number.

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

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

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

Page scaling when printed
You can choose one of two options: **Application default** and **None**. By default the PDF file will be created using the Application 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).

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

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

All changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.5 Security

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

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

New Public Profile (Private profile)

Encryption level:
High level (128 bits)

Document permissions

☐ Print document

☑ Modify document content

☐ Extract text and graphics

☑ "Modify annotations, fill forms"

☐ Print high resolution

☐ Assemble the document

☐ Advanced extract text and graphics

☐ Advanced fill forms

User password
•••

Confirm password:
•••

Owner password
•••

Confirm password:
•••

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

Document permissions
You can enable or disable permissions to:

Low level (40 bits):
- **Print document -** if this is unchecked, the resulting PDF file will not allow printing
- **Modify document content**
- **Extract text and graphics -** if this is unchecked, the resulting PDF file will not allow text/ graphics extraction, including copying text from the PDF file
- **Modify annotations, fill forms**

High Level (128 bits):
- **Print document** (possibly not at the highest quality level, if **Print High Resolution** is not allowed)
- **Modify document content**

- **Extract text and graphics**
- **Modify annotations, fill forms** (if Modify document content is allowed, create or modify interactive form fields)
- **Print high resolution** (print the document to a representation from which a faithful digital copy of the PDF content could be generated. When this is not allowed, but **Print document** is allowed, printing is limited to a low level representation of the appearance, possibly of degraded quality (150dpi maximum image quality).
- **Assemble the document** (insert, rotate, or delete pages and create bookmarks or thumbnail images)
- **Advance extract text and graphics** (force allow extract text and graphics in support of accessibility to disabled users or for other purposes)
- **Advance fill forms** (fill in existing interactive form fields, even if **Modify Annotations, Fill Forms** is not allowed)

User password

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

Owner password

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

All changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.6   Signature

The **Signature** page of the **Printing Preferences** window allows you to enable and configure the options for digitally signing PDF documents.

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

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.

Enable signatures
You can enable the Signature option by checking **Enable signatures** (default is unchecked). This will allow you to Browse for a system certificate that will be used to sign the PDF, or select it from a file.

Certificate
Information in this section becomes available only if the Enable signatures option is checked.

System certificates
Use the Browse button to select a detected system certificate. By clicking it you'll open the **Select certificate** window that lets you use one of the detected certificates, View, Add or Remove them.

From file
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 Password field. To ensure you're using the correct one, hit the Preview button to see the certificate.

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 click on Connect using a different user name and enter the username/password.

Preview
In the Preview section you'll see an automatically generated view based on the signature selected.

Sign on
Choose what page from the PDF document to sign:
- **First page** - digitally sign only the first page of the PDF document
- **Last page** - apply the signature to the last page from the PDF document
- **Page no.** - digitally sign a specific page in the PDF document

You can use the Customize button to modify the look of the signature, and Position to choose where the signature will be displayed.

All changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.6.1 Select certificate

This window lets you choose which system certificate to use from the available ones, create a personal certificate or export a certificate. It is opened by pressing the **Browse** button from the System Certificates option in the Signature window.
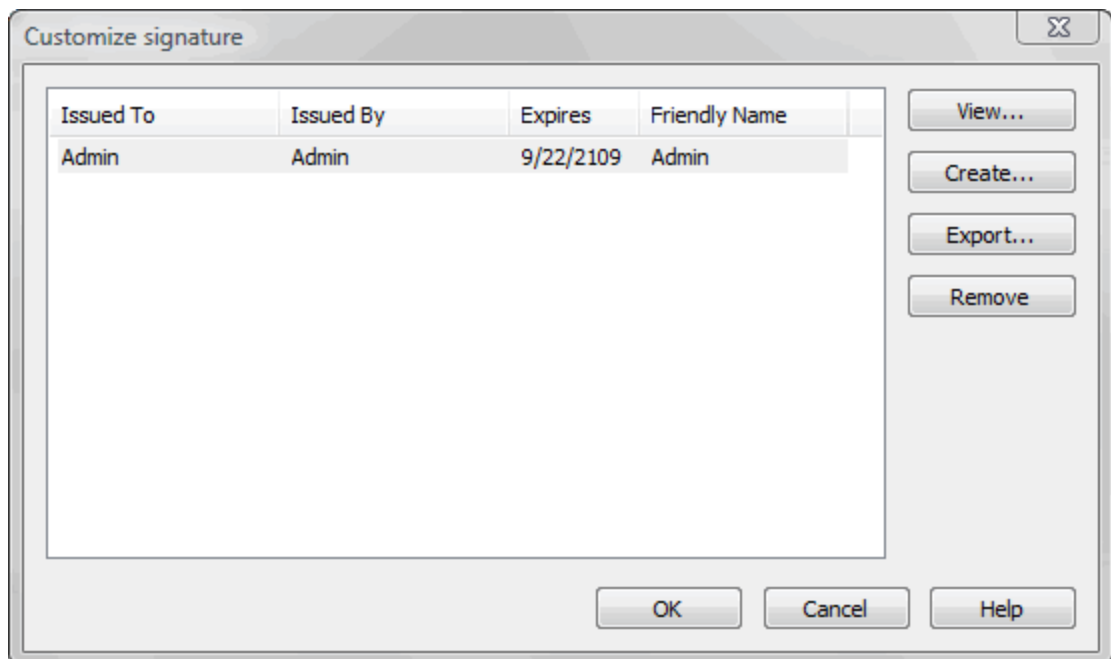
Signatures list
The list contains information about all existing system certificates.
- Issued To - Individual or organization that the certificate was issued to
- Issued By - Individual or organization that the certificate was issued by. If it's a trusted

certificate, then this column will display the top-level authority that vouches for the validity of the signer (i.e. Verisign)
- Expires - Date when the digital signature validity expires
- Friendly Name - Alias for the name of the signature

View
This button opens a new window with details about the currently-selected certificate.

Create
This button opens a new window (see Create certificate) and adds a new certificate at the end of the list.

Export
You can select a certificate from the available ones and after that use the Export button to save the certificate on your disk to be either installed on another computer or for safekeeping. The certificate will be saved as a .cer or .p7b file, if the private key won't be exported, or as a personal information exchange file (.pfx) if the private key is exported too. Note that only personal defined certificates allow exporting the private key.

Remove
The remove button deletes the selected certificate from the list.
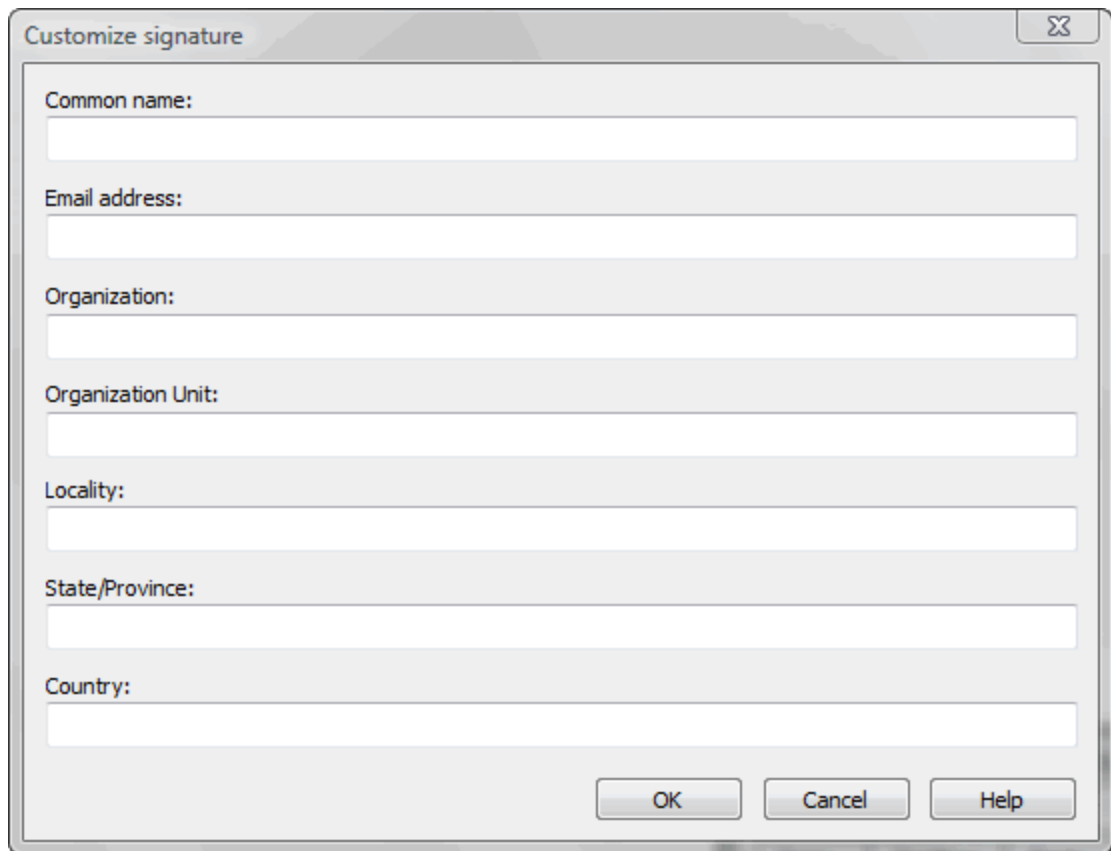
1.3.6.1.1 Create certificate

This window is used to create a personal certificate for signing PDF documents with. It is opened by pressing the **Create...** button from the Select certificate window.
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.

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.

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.

1.3.6.2 Customize signature

This window is used to customize attributes for a newly added PDF signature. It is opened by pressing the **Customize...** button placed on the Signature window, from the **Printing Preferences** dialog.
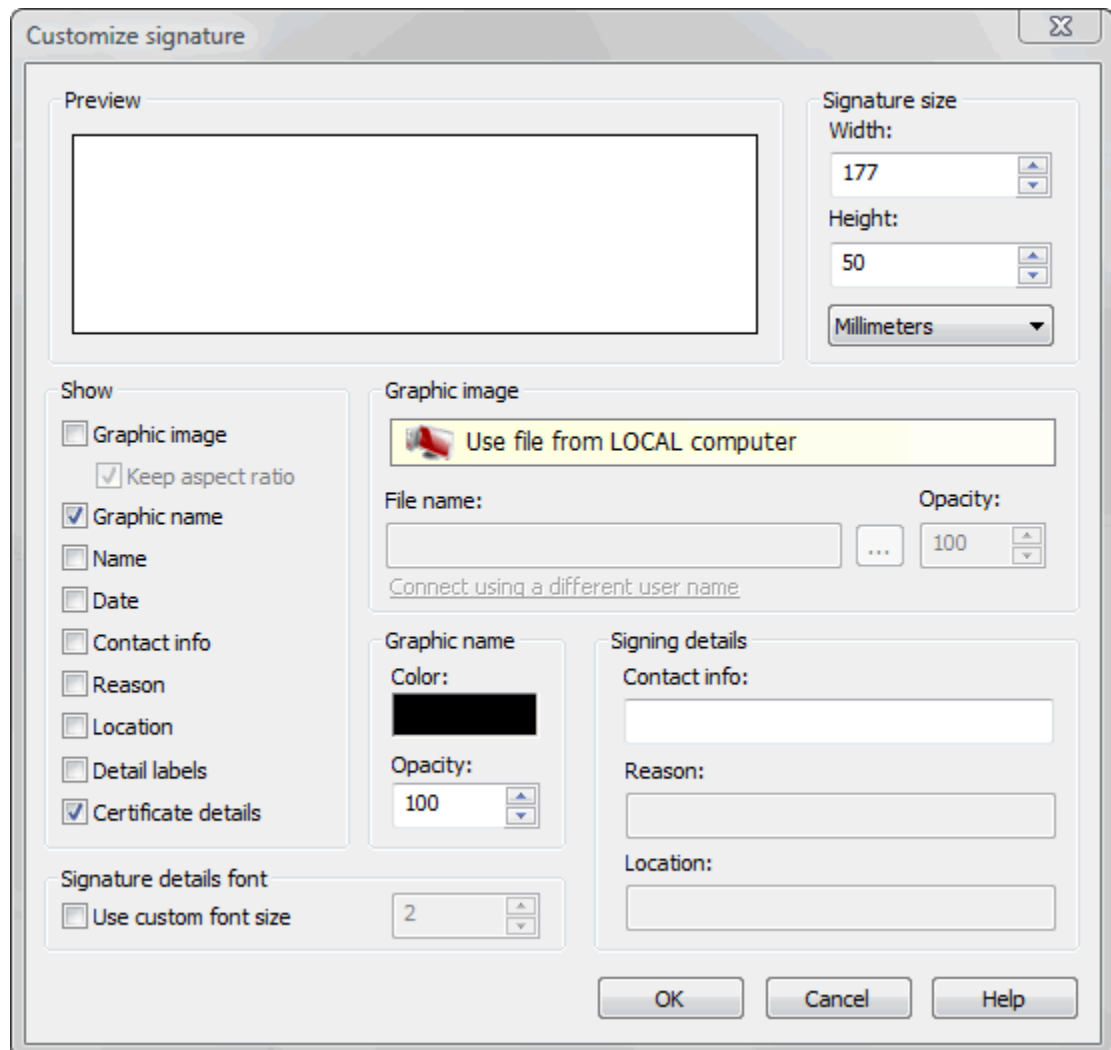
Preview
This will show you in realtime how the signature will look.

Signature size
This will let you modify the width and height of the signature (in millimeters, inches or point depending on your selection) if you don't want to leave the default dimensions in place.

Show

Options in this section will let you customize the main details about the pdf signature.

Graphic image
If this is checked you have the option to select an image to be used as a background for the signature. The image will be resized automatically to fit in that section, so by default Keep aspect ratio is checked 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 opacity of the image.

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.

Name
If checked, inserts the Name of the certificate in the details section.

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).

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

Location
When checked, it will add in the certificate details the location entered in the Location info field.

Detail 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

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.
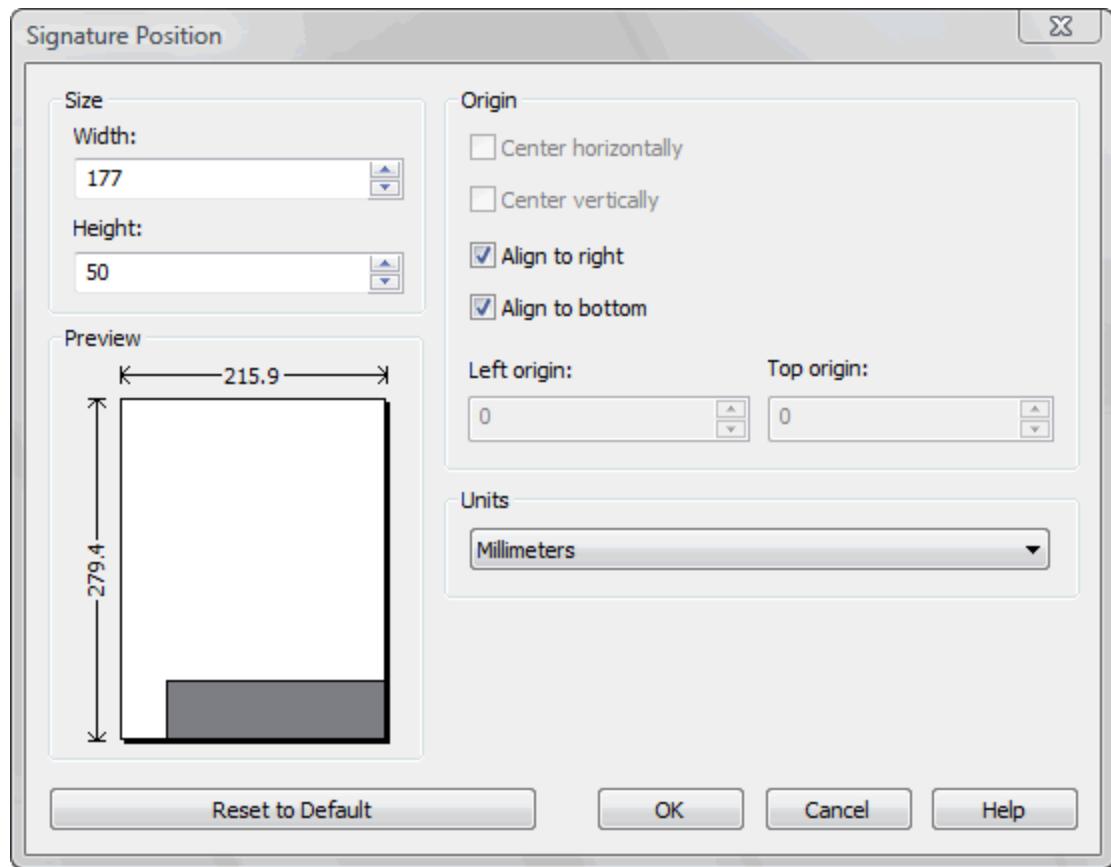
Signature details font

Use custom font size

Check to override the default font size for the information displayed in the certificate details section.

1.3.6.3 Signature position

This window is used to customize the position of a digital signature in the final PDF document. It is opened by pressing the **Position...** button from the Signature window.

Size
You can enter custom dimensions for the digital signature in the Width and Height fields.

Origin
You can set here the alignment and origin of the signature to be stamped on the PDF.

Center horizontally
If you set this option, the content of the signature to be inserted will be centered horizontally. At the same time the Align to right option will be disabled and the Left origin is calculated automatically.

Center vertically
If you set this option, the content of the signature to be inserted will be centered vertically. At the same time the Align to bottom option will be disabled and the Top origin is calculated automatically.

Align to right

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

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

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

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

Units

You can change the measurement units from the **Units** drop down list. The available values are millimeters, inches and points. Changing the units will recalculate the dimensions entered on the Custom Position page.

Preview

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

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

1.3.7   Links

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

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

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

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

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

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

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

Border appearance
If you choose a border, you can further select its style:
- **Border style** - solid or dashed
- **Border width** - points number, default 1 point

- **Border color** - default is set to blue

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

All changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.8   Bookmarks

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

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

Enable bookmark detection

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

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

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

Add root bookmark
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. The root bookmark level can be customized by pressing the Configure button.

Bookmarks
The list-view contains information for all predefined bookmarks:
  * **Name -** heading name
  * **Description -** contains the detection attributes for the bookmark, such as: font, size, style

The bookmarks may have more than one definition, in this case the description contains the number of definitions.

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

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

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

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

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

All changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.8.1 Add/Edit Bookmark

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

from the **Printing Preferences** dialog.
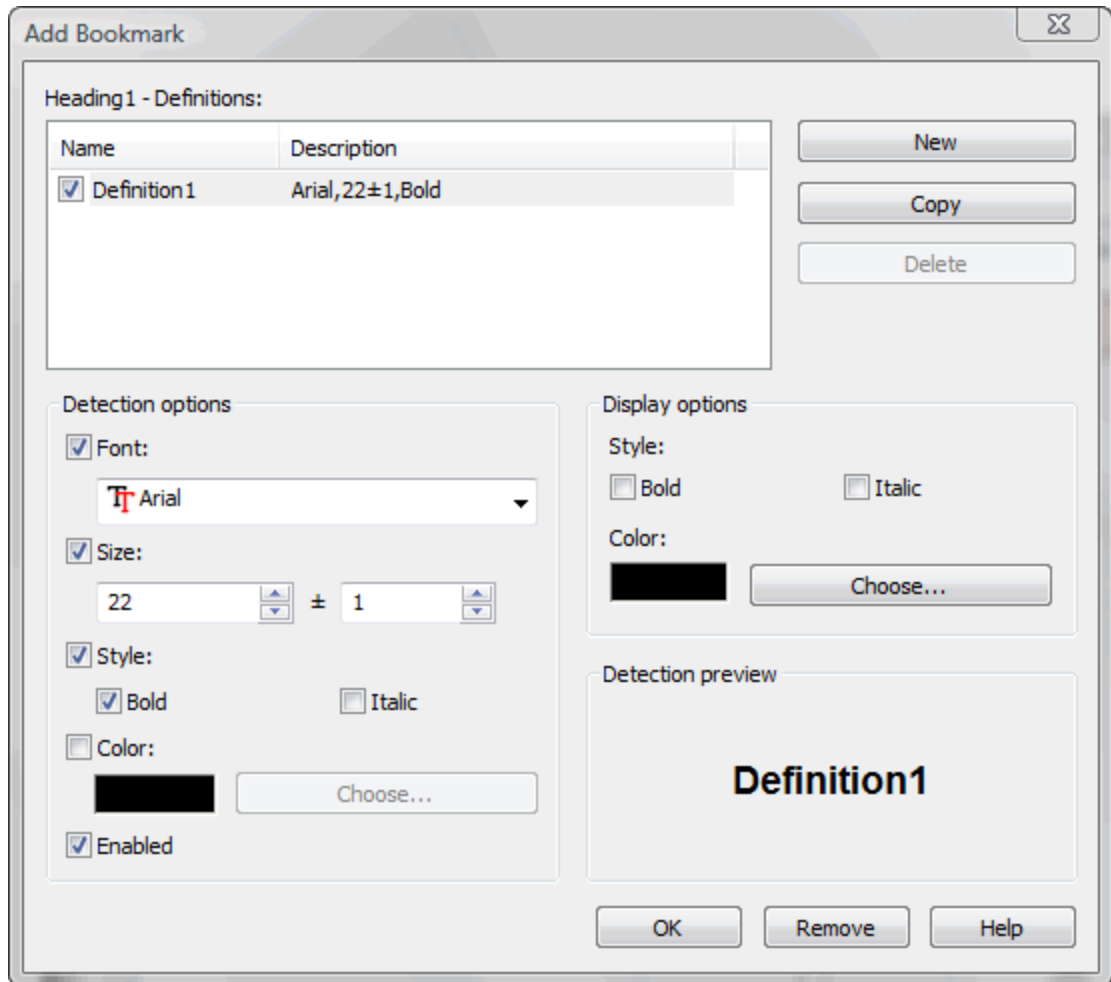
Definitions list
The list-view contains information for all the definitions of the current bookmark:
- **Name** - definition name
- **Description -** contains the detection attributes for the currently selected definition, such as: font, size, style

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

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

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

Detection options
This group allows you to set formatting rules that will be used to detect the bookmarks.

You can choose one or more of the next detection options:
- **Font**
- **Size** and **Size margin**
- **Style** - **Bold** and/or **Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button
- **Enabled** - this option signifies whether the currently selected definition will be taken into consideration

Display options
This group allows you to set how the detected bookmarks will be formatted and displayed in the PDF.
You can choose from the following display options:
- **Style** - **Bold** and/or **Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button

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

1.3.8.2   Configure Root Bookmark

The options on this page let you configure how the root bookmark will look like. You can set what name to use for the root bookmark (can be fixed or using values from a macro) and various display options (font style, colors).

The Configure Root Bookmark window is opened by pressing the **Configure...** button from the Bookmarks window (when Enable Bookmark Detection is checked).
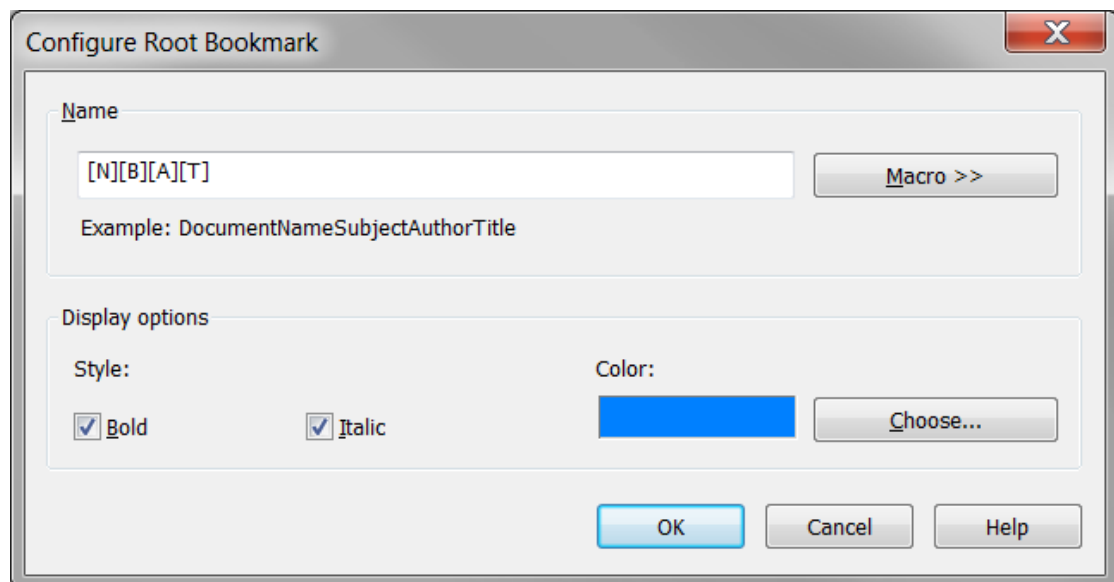
Name
You can manually type a name for root bookmark in the **Name** field or use **Macro** to automatically name the bookmark.
In order to automatically assign different names for each root bookmark (when merging several documents in a PDF), you can use macros in the **Name** field (an example of how the macros are converted is shown just below the **Name** field).

You can select any of following macros:
- **[N]** - Document name
- **[T]** - Document title
- **[B]** - Document subject
- **[A]** - Document author
- **[P]** - Profile name
- **[YMD]** - Date in the format YYYYMMDD (year, month, day)
- **[Y]** - Year in the format YYYY
- **[M]** - Month in the format MM
- **[D]** - Day in the format DD
- **[HIS]** - time in the format hhmmss (hour, minute, second)
- **[H]** - Hour in the format hh
- **[I]** - Minute in the format mm
- **[S]** - Second in the format ss
- **[W]** - Computer name
- **[U]** - User name

Display options

This group allows you to set how the root bookmark 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

1.3.9   Watermarks

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

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Watermarks** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.
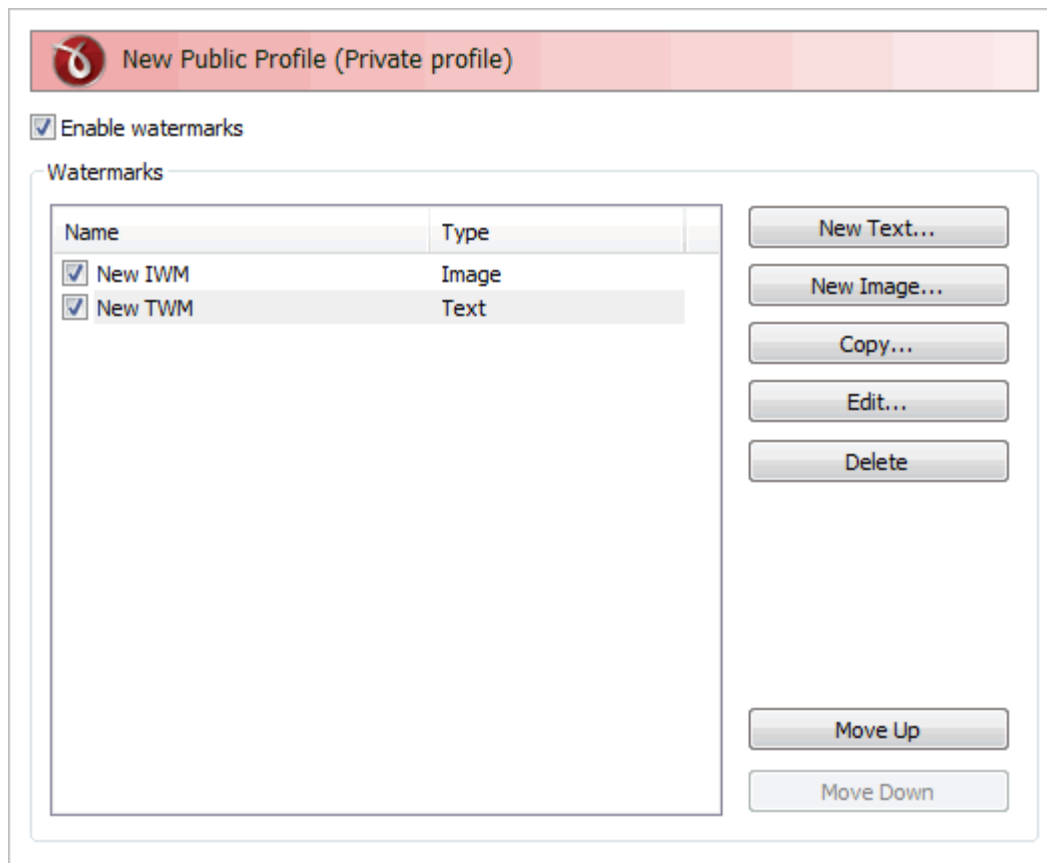
Enable watermarks
You can choose to enable watermarks by checking this option. Depending on the number of added watermarks the size of the resulted PDF files will increase.

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

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

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

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

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

Edit
This button opens a new window (edit text/image watermark) where you can modify the attributes of a text or image watermark, such as enabling or disabling the watermark, image file,

transparency and position.

Delete
The delete button remove the selected watermark from the list.

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

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

All changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.9.1   New/Edit Image Watermark

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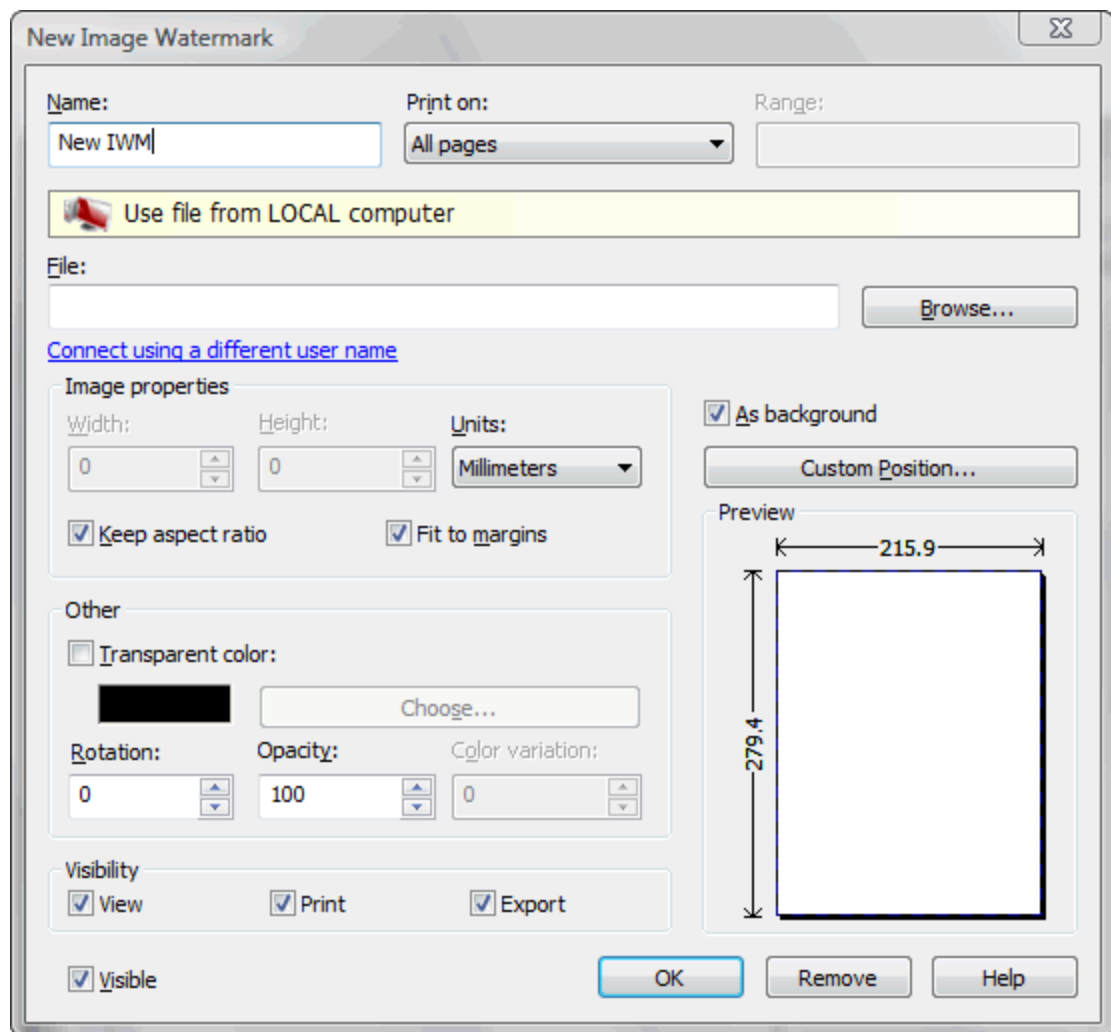
Name
Unique watermark name.

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

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

File
Enter 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)

Browse
Use this button to browse for an image that will be used as watermark.

You can also enter network paths (UNC) in the **File** 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 click on Connect using a different user name and enter the username/password.

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

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

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

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

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

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

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

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

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

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

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

Visibility
You can enable or disable in which situations the text watermark will be shown by checking/unchecking the checkboxes:
- **View** - if this option is checked the text watermark will show up when the PDF file is viewed (to hide it from viewing uncheck it)
- **Print** - if this option is checked the text 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 text watermark will show up when the PDF file is exported from the PDF editor (to hide it from being exported uncheck it)

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

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

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

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

1.3.9.2   New/Edit Text Watermark

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

Name
Unique watermark name.

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

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

Text
Enter the text that will be written as watermark on the PDF pages. You can manually type the watermark text in the **Text** field or use **Macro** to automatically add macros in the text. An example of how the macros are converted is shown in the watermark **Preview**.

You can select any of following macros:
- **[X]** - Page index
- **[Z]** - Page Count
- **[N]** - Document name
- **[T]** - Document title
- **[B]** - Document subject
- **[A]** - Document author
- **[P]** - Profile name

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

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

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

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

Style - Bold, Italic, Outline
Select the Font style by checking corresponding check boxes. You can see in the Preview how the text will look like.

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

Other
This group deals with color, rotation and opacity.

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

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

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

Visibility
You can enable or disable in which situations the text watermark will be shown by checking/unchecking the checkboxes:
- **View** - if this option is checked the text watermark will show up when the PDF file is viewed (to hide it from viewing uncheck it)
- **Print** - if this option is checked the text 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 text watermark will show up when the PDF file is exported from the PDF editor (to hide it from being exported uncheck it)

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

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

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

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

NOTE
Page Count macro ([Z]) might not work correct when the Print Spooler is configured to start processing print jobs immediately. If you use this macro, set the "Spool print documents so program finishes printing faster"option to "Start printing after last page is spooled" in the Printer Properties dialog for novaPDF printer, Advanced options.

1.3.9.3 Custom Position

In the **Custom Position** window you can set the position, margins, zoom, alignment and origin of the watermark and preview your changes.
The window can be opened by pressing the **Custom Position** button placed on the **New/Edit Image Watermark** dialog.
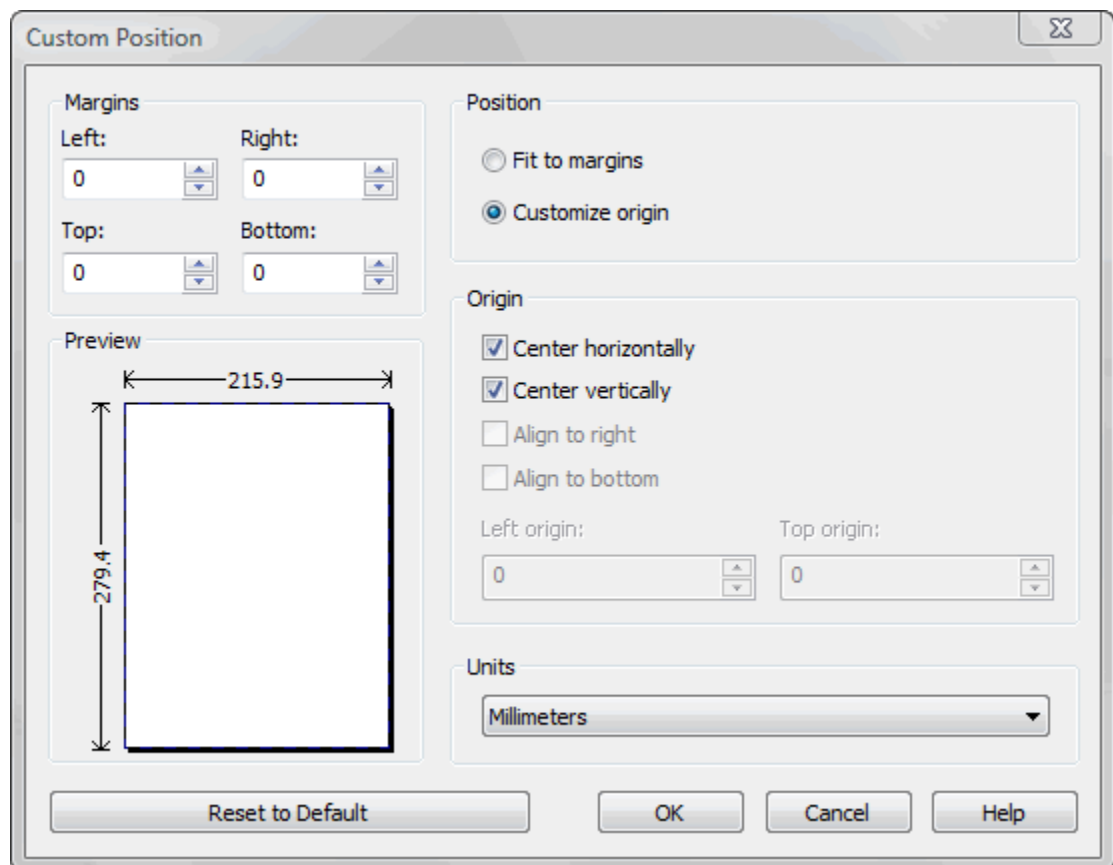
Margins

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

Left

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

Right

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

Top

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

Bottom

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

Position

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

Fit to margins

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

Customize origin

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

Origin

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

Center horizontally

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

Center vertically

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

Align to right

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

Align to bottom

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

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

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

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

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

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

1.3.9.4   Copy Watermark

This dialog is displayed when copying a text or image watermark and allows naming the new watermark.
The dialog can be opened by selecting an existing watermark and pressing the **Copy** button from the **Watermarks** window in **Printing Preferences**.
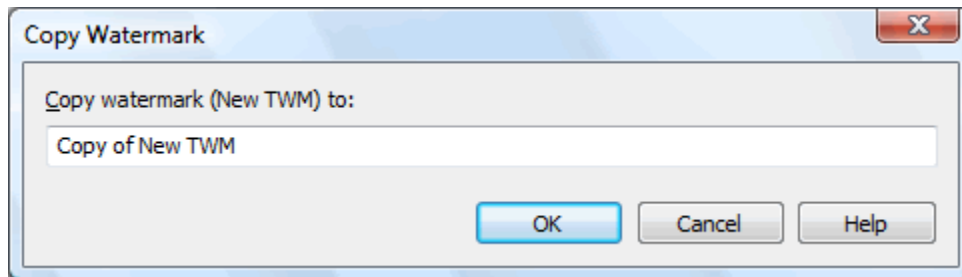
Copy Watermark
This will create a copy of the selected text or image watermark from the watermarks' list-view of the **Watermarks** window. You can type a new name for this watermark and when you press **OK** the new watermark will be added to the watermarks' list-view. This watermark will have the exact settings as the original one.
Note that you have to use a different name for the watermark, because if you're entering the same name you'll get a prompt saying that there is a watermark with the same name.

1.3.10   Save

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

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

Save options

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

Prompt extended 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 and file name for the generated PDF file, whether to append or insert the content being printed to an already existing PDF file, and what to do once the PDF is created (open it with the default viewer or send it via email). Using the **Configure Save Options** window you can add a default path to be remembered for each time you create a PDF file, as well as to automatically assign a name for the PDF file (using macros). This way when this extended save dialog will prompt, the default path will be opened and the name auto-generated.

Prompt standard Save As dialog
If this is selected, each time you will create a PDF file you will be prompted with the **Save As** dialog where you can manually set the destination folder and file name for the generated PDF files. Using the **Configure Save Options** window you can add a default path to be remembered for each time you create a PDF file, as well as to automatically assign a name for the PDF file. This way when the **Save As** dialog will prompt, the default path will be opened and the name auto-generated.

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

When file exists
This option is only displayed when you select **Use predefined setting** from the **Save** window. When a file with the same name already exists in the selected folder, you can choose one of the next actions:
- **Prompt Save As dialog** - a "Save as" dialog will be shown so you can change the name of the file or folder manually
- **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
- **Overwrite** - existing file is overwritten with the new generated file
- **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
- **Append to existing PDF file** - 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 before into existing PDF file** - 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
- **Do not save PDF** - if a PDF file with the same name already exists in the selected destination, the current PDF file will not be saved

PDF Password
If you selected in the **File Name** section 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.

After Save Action
You can set whether to perform an action or not after the PDF file was generated and saved:
- **None**: no action will be performed
- **Open with default viewer**: if this is selected the resulting PDF file will be opened in the default viewer
- **Run application**: if this is selected, you can choose an application to run after the PDF is saved. You can also add some parameters that will be passed to the application when started.

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. It the network file requires authentication (different from your user login) you have to click on Connect using a different user name and enter the username/password.

All changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.10.1 Configure Save Options

Configure Save Options is available when clicking the same named button from the **Save** window after selecting the **Prompt standard Save As dialog** or **Prompt extended Save dialog** option. You can set the folder where the PDF files will be saved after generation and add file-naming macros to automatically name the generated PDF.
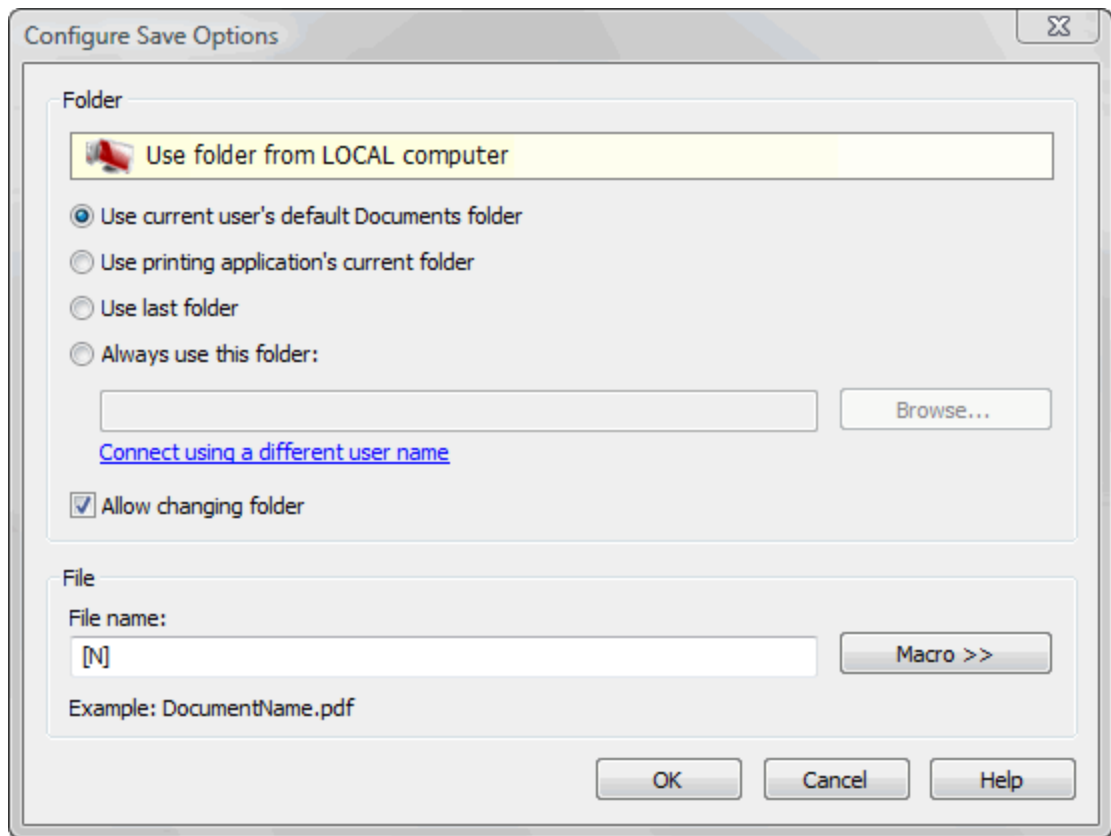
Folder

Use current user's default Documents folder
When this option is selected, the Save As dialog for the PDF file will be opened with the Documents folder selected (for the current logged in user).

Use printing application's current folder
When this option is selected, the Save As dialog for the PDF file will be opened with the printing application's current folder selected. Use this option when you usually want to save the PDF file in the same folder as the original document that you are printing.

Use last folder
When this option is selected, the Save As dialog for the PDF file will be opened with the last used folder selected. Use this option if you wish to save several PDF files in the same folder, or if you want to append new generated PDF files to the previous generated PDF file.

Always use this folder
In the **Folder** field you can set a folder where the files will be saved. The path you enter here will be shown on the Save As dialog when printing.

You can also enter network paths (UNC) in the **Always use this folder** 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. If the network file requires authentication (different from your user login) you have to click on Connect using a different user name and enter the username/password.

Allow changing folder
If this option is unchecked, when you print from a program and **Prompt Save As dialog** or **Prompt extended save dialog** is selected, you will not be able to change the folder where the PDF is saved from that dialog, but only the filename. If you want to be able to change the folder where the PDF is saved from that save as dialog, leave this option checked.

File

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

```
Document Name [N]
Profile Name [P]

Date [YMD]
Year [Y]
Month [M]
Day [D]

Time [HIS]
Hour [H]
Minute [I]
Second [S]

Counter [C]

Workstation [W]
User Name [U]
```

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

1.3.10.2 Configure Save Options (predefined)

Configure Save Options is available when clicking the same named button from the **Save** window after selecting the **Use predefined settings window**. You can set the folder where the PDF files will be saved after generation, add file-naming macros to automatically name the generated PDF and choose what to do if a PDF file with the same name already exists in the destination (for instance merging the PDF files).
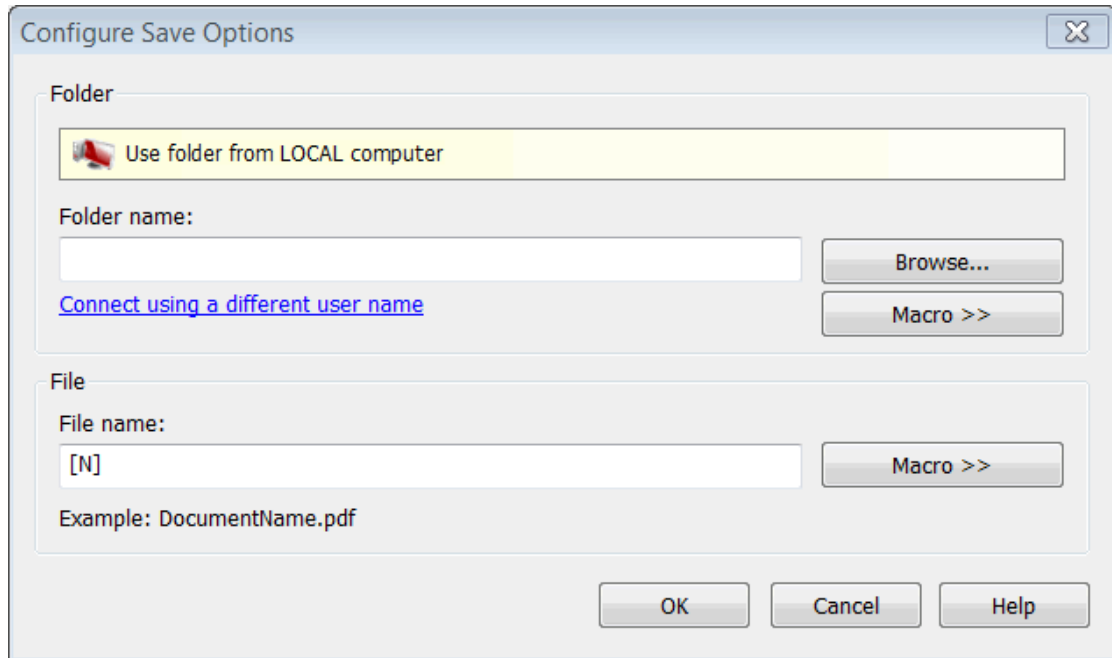
Folder
In the **Folder** field you can set a folder where the files will be saved. The pdf files will be automatically saved in this folder without manual intervention. The Macro button will let you define rules for automatically creating folders using predefined names. You can select any of next macros:
- **[N]** - The name of the document being converted
- **[P]** - Name of the profile currently loaded
- **[YMD]** - Date in the format YYYYMMDD (year, month, day)
- **[Y]** - Year in the format YYYY
- **[M]** - Month in the format MM
- **[D]** - Day in the format DD
- **[HIS]** - time in the format hhmmss (hour, minute, second)
- **[H]** - Hour in the format hh
- **[I]** - Minute in the format mm
- **[S]** - Second in the format ss
- **[C]** - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- **[W]** - Computer name
- **[U]** - User name

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 click on Connect using a different user name and enter the username/password.

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

```
Document Name [N]
Profile Name [P]

Date [YMD]
Year [Y]
Month [M]
Day [D]

Time [HIS]
Hour [H]
Minute [I]
Second [S]

Counter [C]

Workstation [W]
User Name [U]
```

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

1.3.11 Overlay

The **Overlay** page of the **Printing Preferences** window allows you to enable and configure the options for inserting/overlaying a PDF document onto an existing one.

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

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.

Enable overlay
You can enable the Overlay option by checking **Enable Overlay** (default is unchecked). This will allow you to Browse for a PDF file that will be overlayed with the future PDF documents you'll create.

Overlay with
Information in this section becomes available only if the Enable Overlay option is checked.

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 click on Connect using a different user name and 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.

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 chose 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 overlayed PDF until it reaches the last page of the overlayed PDF, after that continuing without adding content from the overlayed 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*.

Repeat if shorter overlay file: None
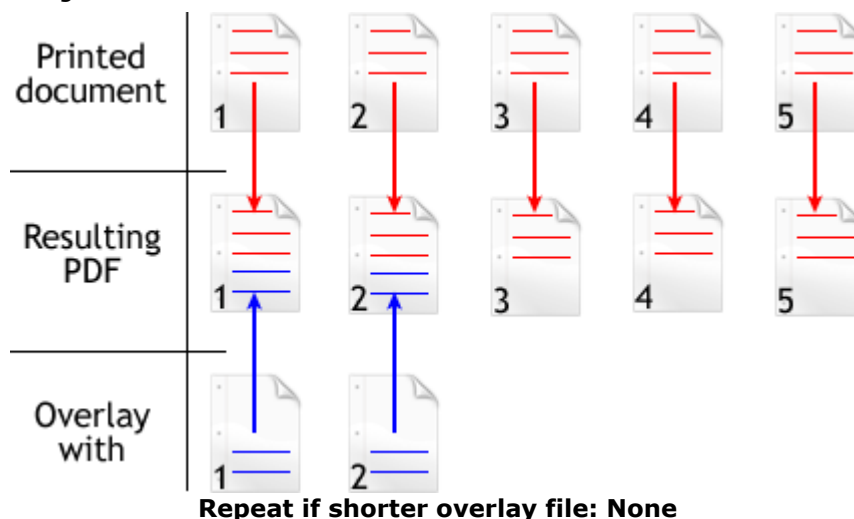
Last page
If the PDF file you selected to overlay with has less pages than the file you are printing and **Last Page** is selected, the resulting PDF file will use as background/foreground the content of the overlayed PDF until it reaches the last page of the overlayed PDF, after that continuing to add the content from the last page of the overlayed 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).*

Repeat if shorter overlay file: Last Page
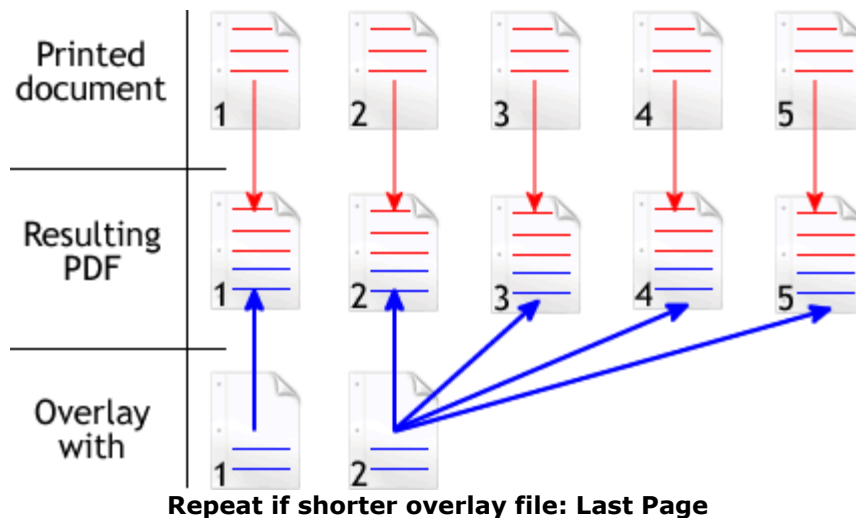
Continuous
If the PDF file you selected to overlay with has less pages than the file you are printing and **Continuous** is selected, the resulting PDF file will add continuously as background/foreground the content of the overlayed PDF until it reaches the end of the resulting pdf. *Example: you have 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).*

Repeat if shorter overlay file: Continuous
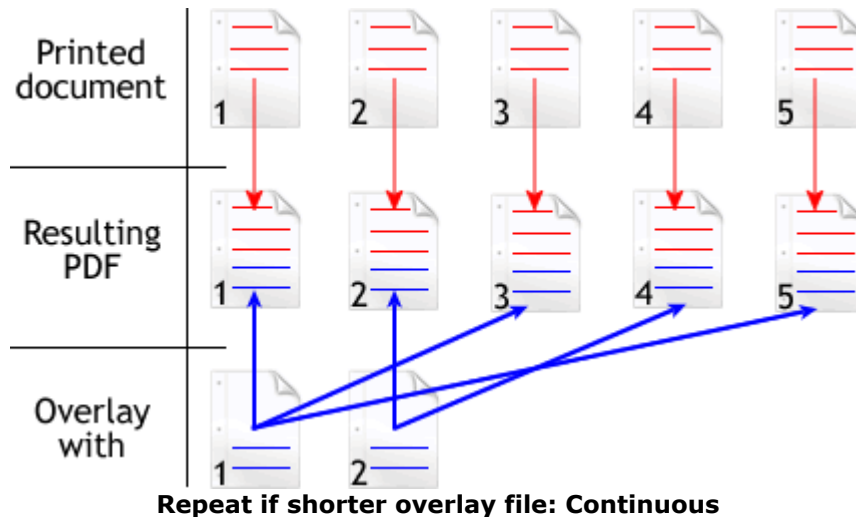
As background
If this option is checked, the content from the overlayed file (the one selected in the Overlay With field) will be used as the background for the resulting PDF file.

Custom Position
By pressing the Custom position button a new window is opened for customizing the position where the content of the overlayed file will be drawn (see Custom Position).

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

manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.11.1 Custom Position

In the **Custom Position - Overlay** window you can set the page position, margins, zoom, alignment and origin of the document to be overlayed in the PDF and preview your changes. The window can be opened by pressing the **Custom Position** button placed on the **Overlay** section of the **Printing Preferences** dialog. The options you set here are only for the content that will be inserted (overlayed), they will not modify the position/margins/zoom/origin of the existing content.
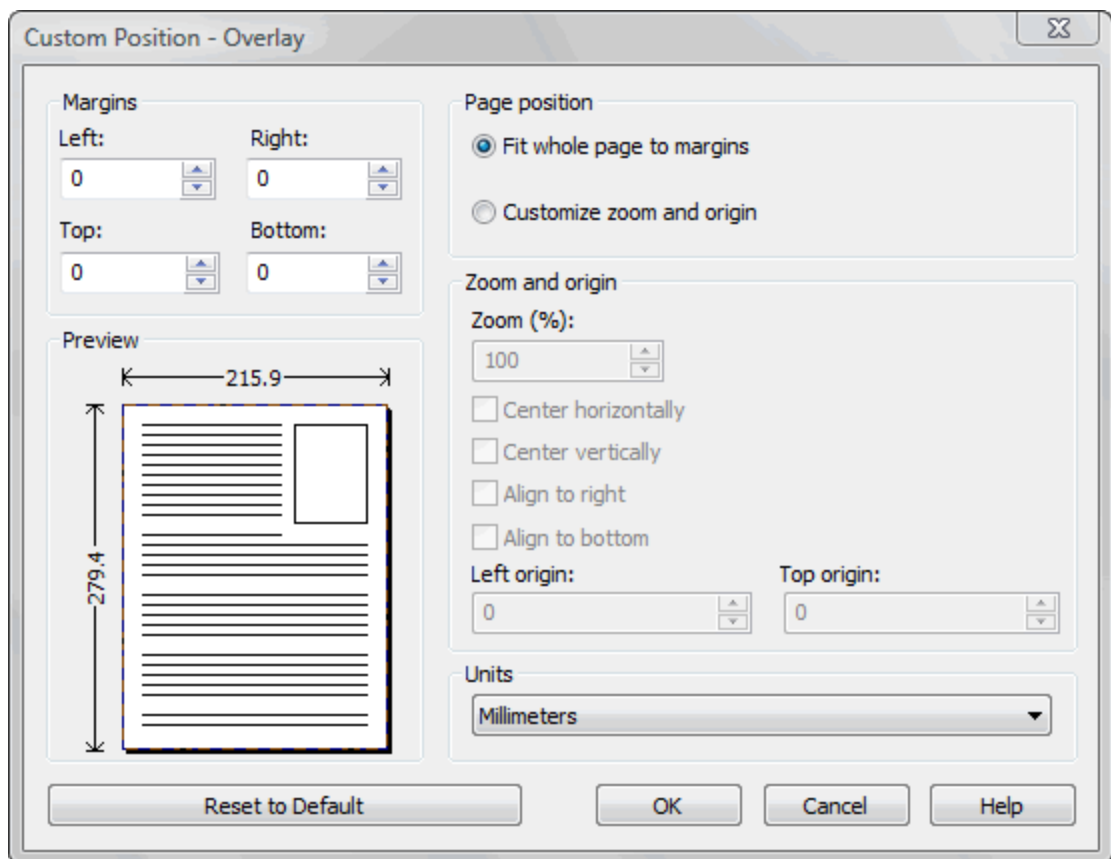
Margins
You can define a region around the PDF document to be overlayed that will show only what's already in the existing PDF when printing (if the existing PDF information does not have any information in that region, it will remain blank). Margins can be defined for all sides individually. The numbers you enter are expressed in the selected measurement unit.

Left
You can set a left margin for the PDF to be overlayed (inserted) 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 automatically adjusted.

Right
You can set a right margin for the PDF to be overlayed (inserted) 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 automatically adjusted.

Top
You can set a top margin for the PDF to be overlayed (inserted) 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 automatically adjusted.

Bottom
You can set a bottom margin for the PDF to be overlayed (inserted) 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 automatically adjusted.

Page Position
You can select a simple adjustment for the position of the overlayed document (only involving margins) or a more complex one which involves zooming, aligning and changing the origin of the document content.

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

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

Zoom and origin
You can set here the zoom, alignment and origin of the document to be overlayed in the existing PDF. The controls from this group are active when "Customize zoom and origin" is selected.

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

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

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

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

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

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

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

Units

You can change the measurement units from the **Units** drop down list. The available values are millimeters, inches and points. Changing the units will recalculate the dimensions entered on the Custom Position page.

Preview

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

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

1.3.12 Email

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

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

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

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

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

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

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

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

All changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

1.3.12.1   Configure SMTP

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

SMTP server
Enter your SMTP server name or IP.

SMTP port
Enter SMTP Port. Usually this is port number 25.

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

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

1.3.12.2   Configure Email

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

Configure Email
You can configure next email properties:
- **From** address (the sender of the email, enter your address)
- **To** email addresses
- **CC** email addresses
- **BCC** email addresses
- **Subject** of the email
- **Content** of the email

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

Attach the created PDF file
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**).

Delete PDF file after 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).

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 one-by-one using the **Add...** 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).

1.3.13 Profiles

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

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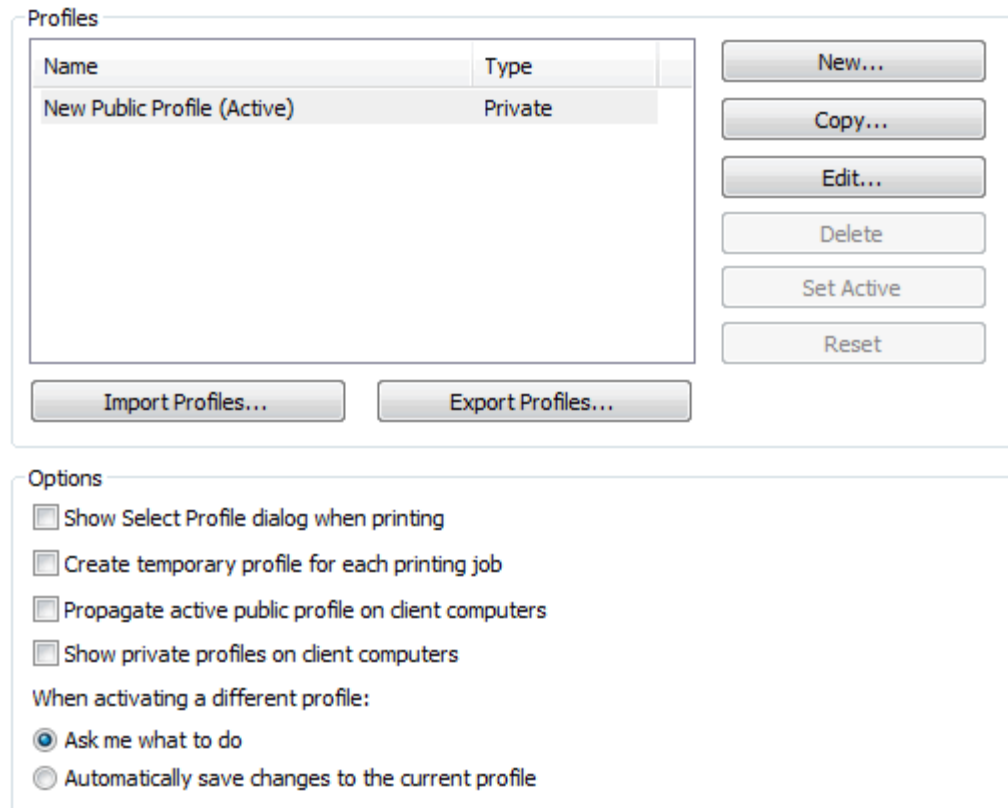
Profiles

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

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

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

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

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

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

Edit
The Edit Profile dialog window will open allowing you to rename the profile currently selected in the Profiles list-view, change the PDF version (PDF 1.x or PDF/A -1b compliancy) and other options.

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

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

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

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

Show Select Profile dialog when printing
If this is checked, before starting the PDF printing process (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. So even if you have a profile set as default in the Printing Preferences, what you select in this Select Profile dialog is the profile that will be used for the current printing job.

Create temporary profile for each printing job
If checked, novaPDF will attach to each PDF printing job a temporary profile. This is a safety measure, so that if you send a job for printing and you modify the profile before the printing is processed, your sent printing job will be using the profile that it had when the printing was initiated.

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

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

When activating a different profile
When activating a different profile you may loose some changes you made to the previous active profile, if you made some changes in the **Printing Preferences** property sheet pages and you did not press the **Apply** or **OK** buttons.
You have two options:
- **Ask me what to do** - let the system ask you if you want to save the changes to the previous active profile or not
- **Automatically save changes to the current profile** - let the system automatically save the changes to the previous active profile

1.3.13.1 New/Edit Profile

This dialog allows choosing a type of profile and naming/renaming it.
The dialog can be opened by pressing the **New** or **Edit** button from the **Profiles** window in

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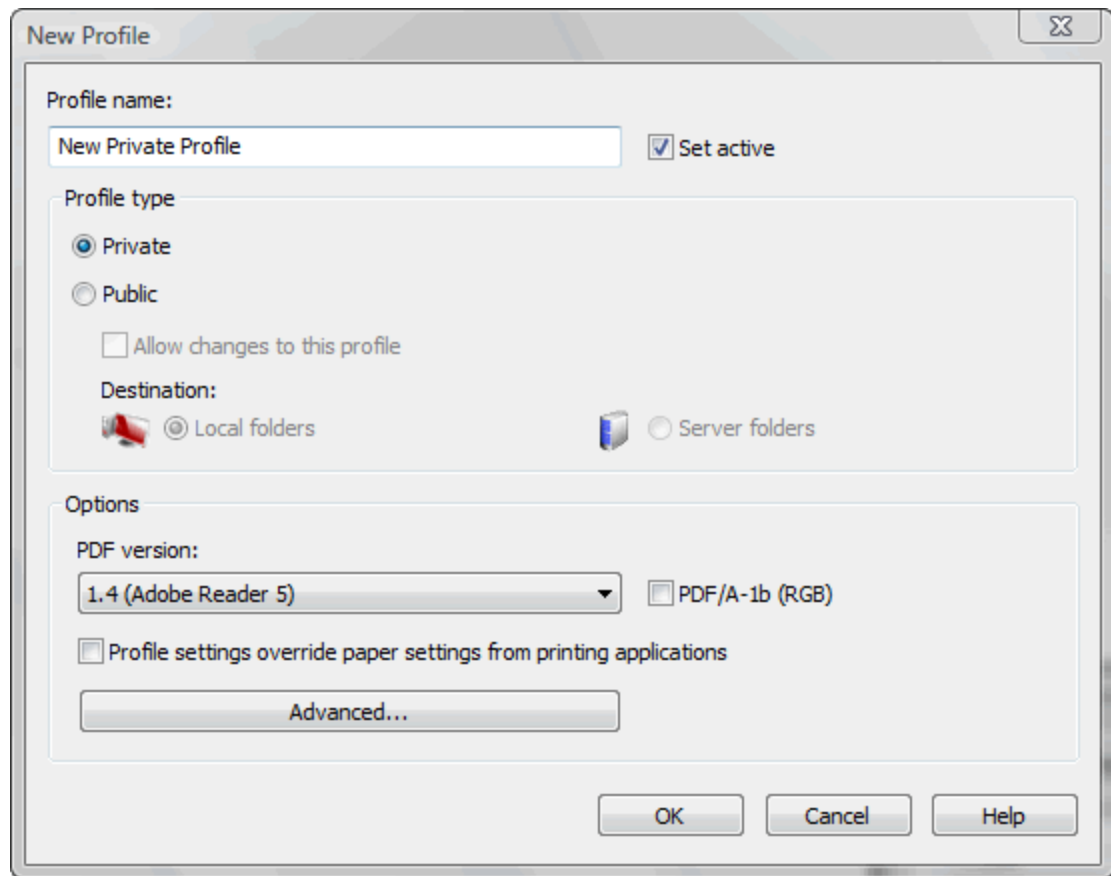
Profile name
You can type a name for the profile you're defining.

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

Profile type

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

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

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

Destination
When you have a public profile on a **novaPDF Server Edition**, you can choose where to save the generated PDF file. For private profiles, the destination is always **Local** and the options are grayed out, but they become active when **Public** profiles are selected.
- **Local folders**. If the destination is set to local, the file will be saved on the computer from where the print job was started.
- **Server folders.** If the destination is set to network, the file will be saved on the printer server computer.

Options

PDF version
You can set a PDF version that will be used when creating PDF files: 1.3, 1.4, 1.5 or 1.6. Note that a PDF created with a higher PDF version can be opened only using newer versions of PDF viewers:
- **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/A-1b (RGB)
Check this option if you want to have the resulted PDF file compliant with the ISO standard **PDF/A-1b** for the RGB colorspace.
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 -1b (RGB)** 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.

Profile settings override paper settings from printing applications
Some settings regarding page size, page orientation and resolution (see Page settings topic) can be selected also from the printing dialogs of the application you are printing from. If you open the novaPDF Printing Preferences property sheet from the printing application, you will see the same settings automatically selected here too. But you can change them, and the changes will be taken in account when printing.
If you do not want this behavior, and you prefer to make page size selection only in novaPDF Printing Preferences property sheet, and you also want the settings you make to be remembered and used on the next printing jobs, you should check the **Profile Settings Override Paper Settings From Printing Applications** check box.

Advanced
This opens the **Advanced** window that gives additional optimization and correction options that can be done before saving the pdf file (such as ignoring empty pages).

1.3.13.1.1 Advanced Options

Advanced Options is available when clicking the "Advanced..." button from the **Edit Profile** window . You can set some advanced options regarding how the printed documents will be processed and saved as a PDFs.
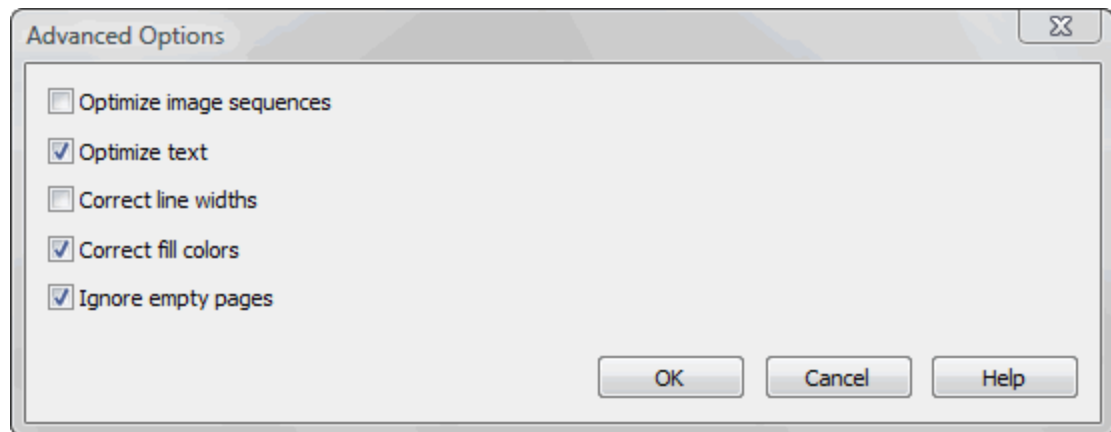
Enable optimization of image sequences
When this option is enabled, small image sequences are combined in one big image. The process time will be slightly increased but the resulting PDF file will be smaller. You should enable this option if you have many sequences of small monochrome images and your resulting PDF file is very large. By default, this option is not enabled.

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

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

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

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

1.3.13.2   Copy Profile

This dialog is displayed when copying a profile (public or private) and allows naming the new profile.
The dialog can be opened by selecting an existing profile and pressing the **Copy** button from the **Profiles** window in **Printing Preferences**.
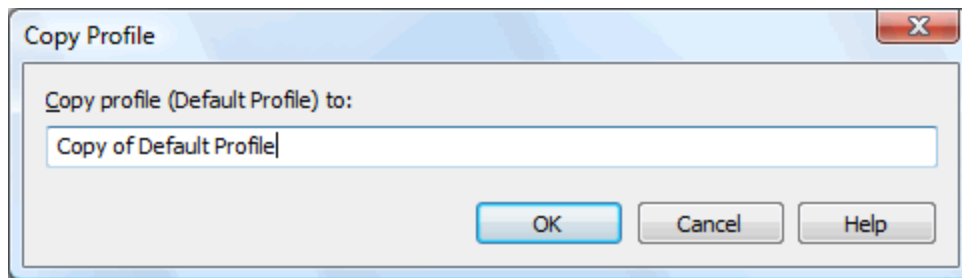
Copy Profile
This will create a copy of the selected profile from the profiles list-view of the **Profiles** window. You can type a new name for this profile and when you press **OK** the new profile will be added to the profiles list-view. This profile will have the exact settings as the original one.
Note that you have to use a different name for the profile, because if you're entering the same name you'll get a prompt saying that there is a profile with the same name.

1.3.13.3   Import profiles

The Import profiles window allows importing printing profiles in novaPDF (from a previously exported file).
This window can be opened by pressing the **Import profiles** from the **Profiles** window in **Printing Preferences**.
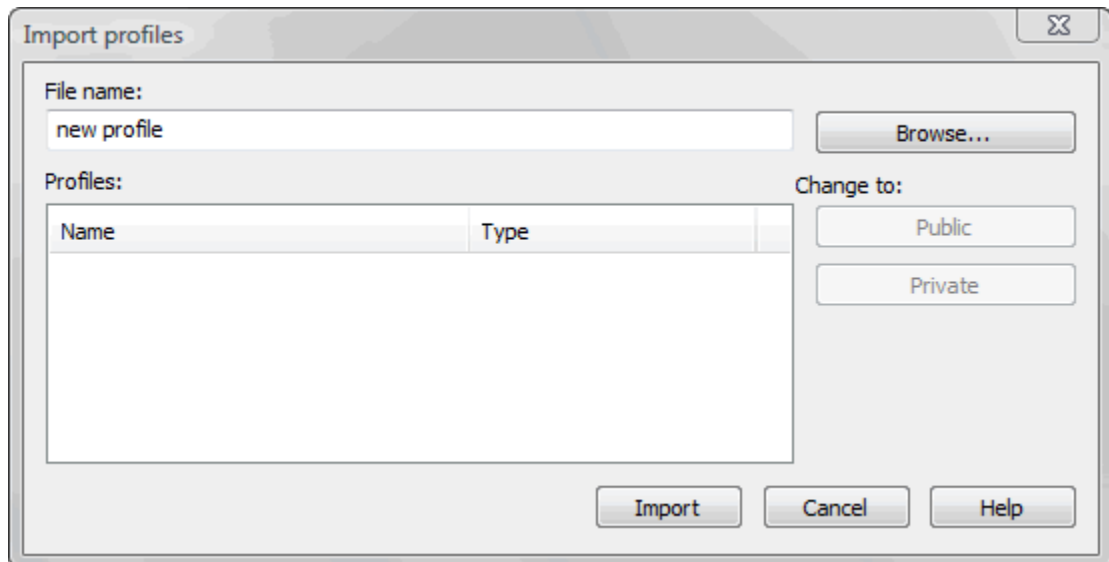
File name
Use the **Browse** button to select the file that contains profiles you want to import. You can only import .nve files that were previously exported from novaPDF.

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

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

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

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

1.3.13.4 Export profiles

The **Export profiles** window allows exporting printing profiles from novaPDF to a .nve file (that can be later imported in a different installation of novaPDF).
This window can be opened by pressing the **Export profiles** from the **Profiles** window in **Printing Preferences**.
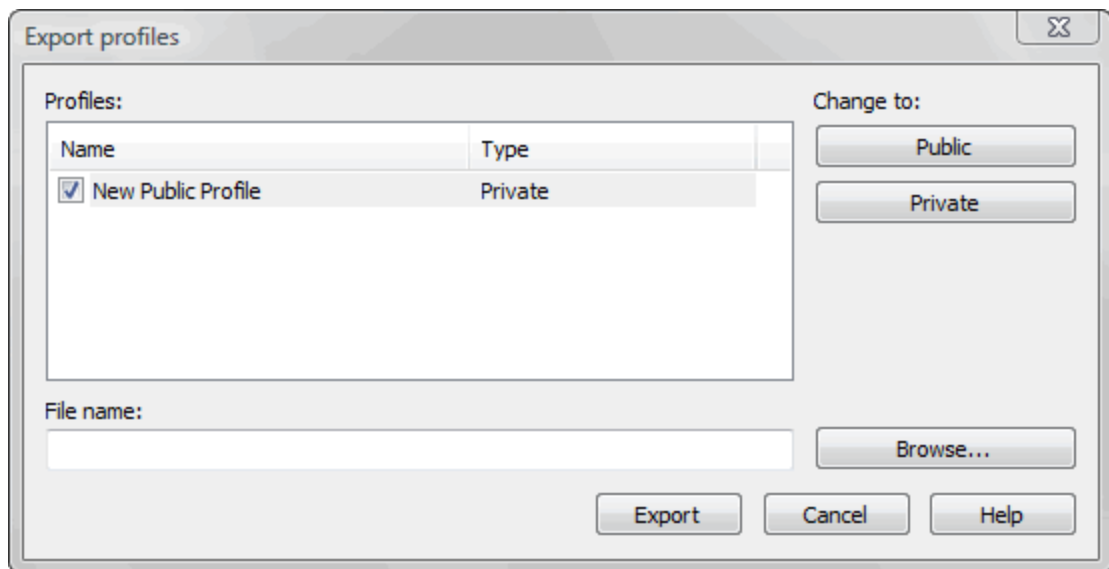
File name
Use the **Browse** button to add a name and select the path where the profiles file will be saved. You can only export to .nve files, a proprietary format recognized by novaPDF.

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

Change type to
After the detected profiles have been listed in the Profiles list-view, you have the option of changing the type of each detected profile to Public or Private. To do so, select the profile you want to change the type to and click on the **Public/Private** button. The type of the profile will be changed and shown in the Type column. You can export profiles as private or public no matter if

you have the Server or Desktop edition, but you will not be able to import Public profiles in the Desktop editions (only in the Server ones).

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

1.3.14 About

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

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **About** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.
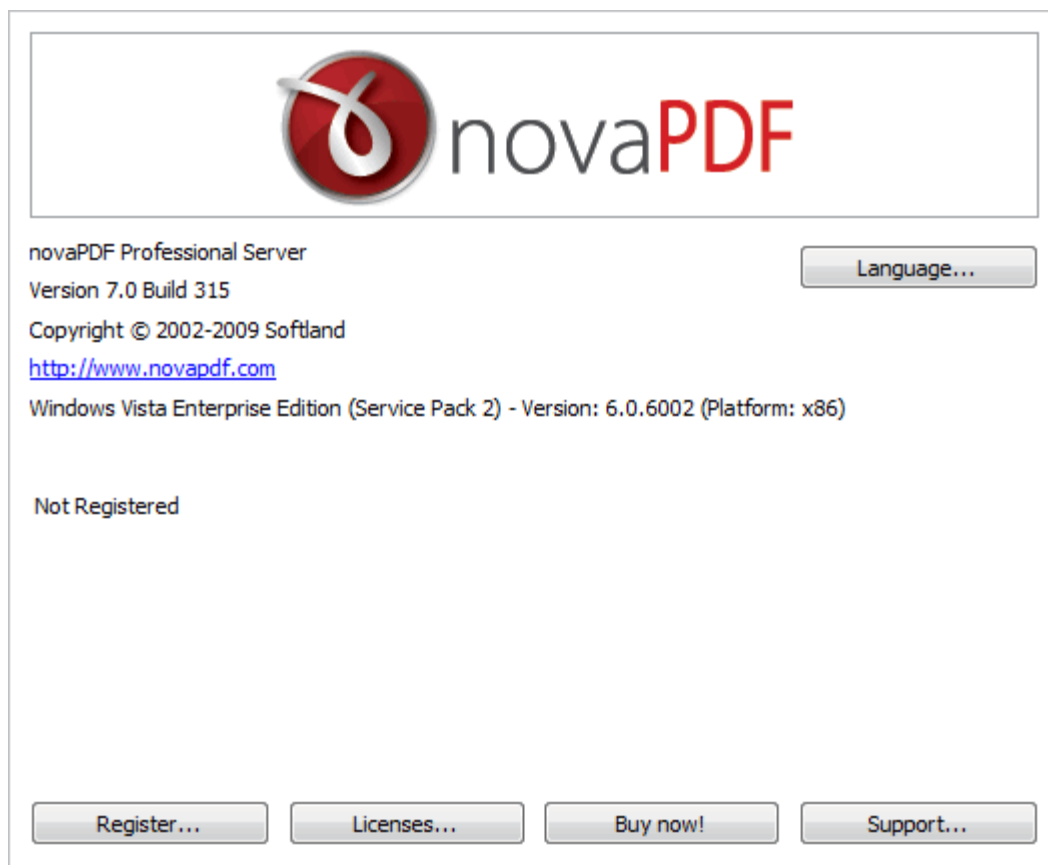
novaPDF is available as Shareware - another way of saying "Try before you buy". It is fully functional with no time limitation. A notice is printed on each PDF page mentioning the novaPDF. The notice will be removed from further created PDF files when you buy and register novaPDF.

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

If you want to change the user interface language click on the Language button and select the one you want to switch to.

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

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

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

1.3.14.1   Language

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

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Language** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.
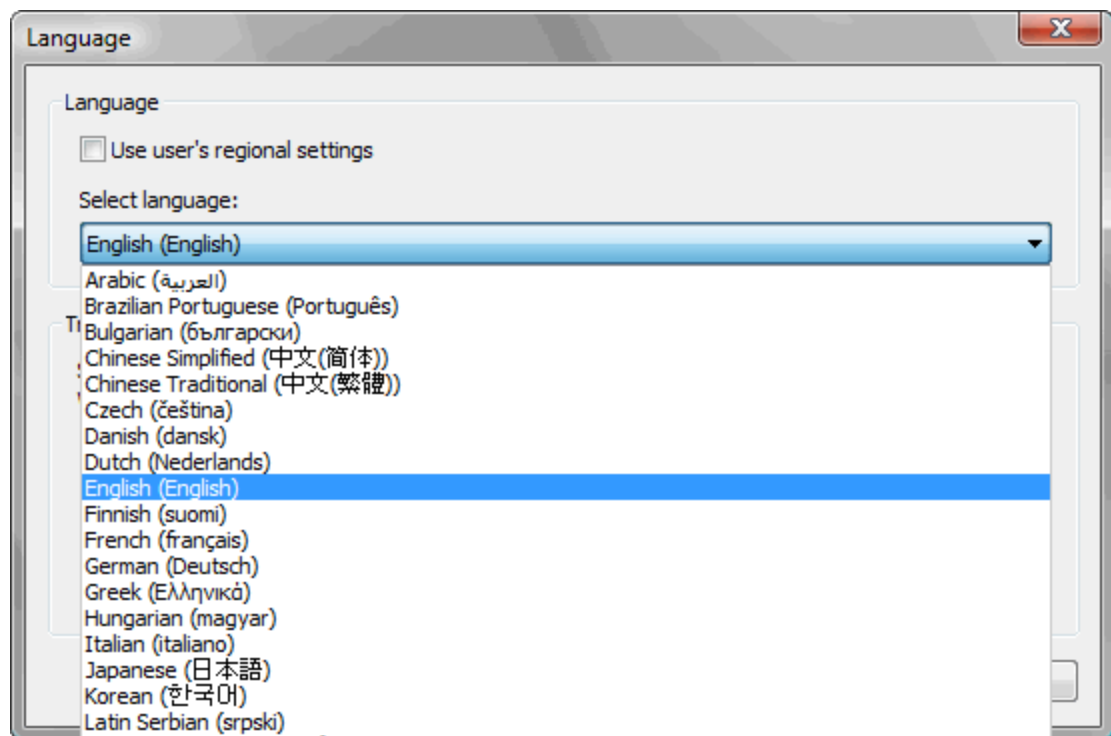
Use user's regional settings
If you check this option, the language will be automatically selected depending on each user regional setting. If the user language is not available in novaPDF, the default language is chosen (English).
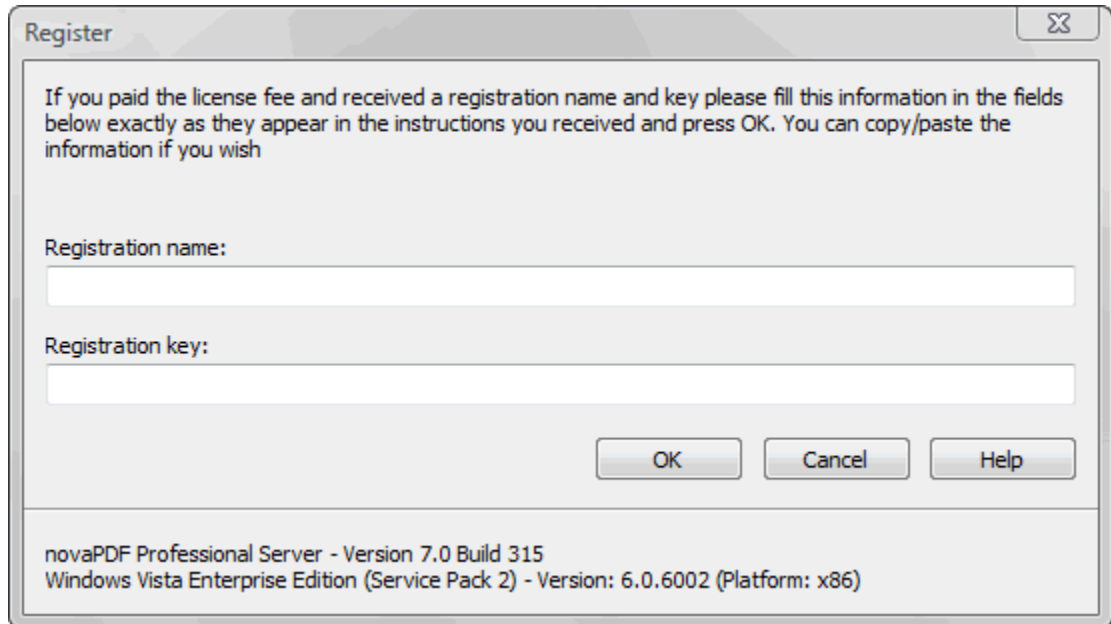
Select Language
If you want all users to use the same language, select one of the languages in the Select language combo-box.

1.3.14.2 Register

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

Register

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

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

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

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

1.3.14.3 Licenses

Network license

If you want to use novaPDF as a printer server, you will need a novaPDF server license with the number of computers that connect to the "print server". The license should be registered on the "print server".

Manage network licenses

You can manage network licenses only from the printer server using the **Licenses** window accessible from the **About** page if you press **Licenses** button.
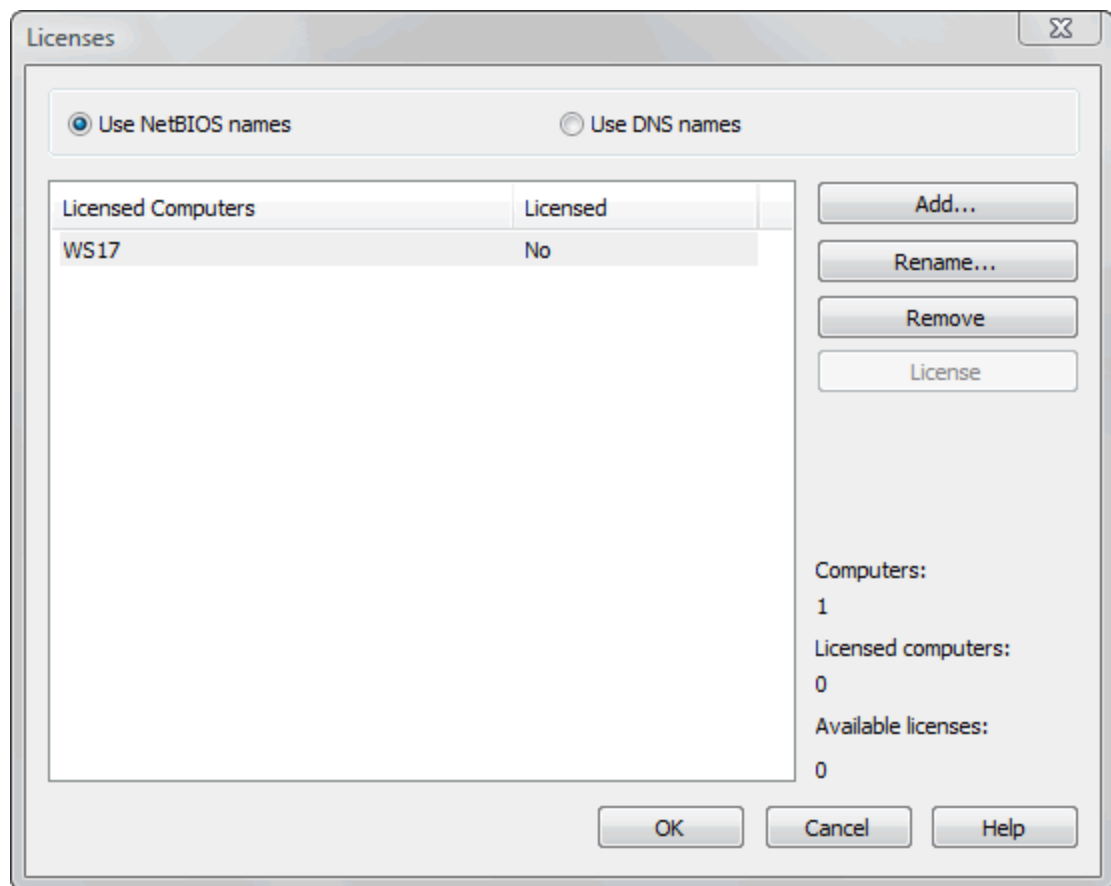
If a print job is started from a computer in the network, the computer name is registered automatically for a license, as long as there are licenses available. So if you bought enough licenses for your network, you don't have to configure anything, all computers will be automatically registered when they initiate their first print job to the novaPDF on the printer server. As the client computers are being assigned a license, you will see the number of **Available licenses** decreasing, and 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 registered, the computers in the list are automatically licensed. If you have more computers in the list then the number of licenses, the computers at the end of the list will remain unlicensed.

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

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

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