novaPDF

Paperless office solutions

novaPDF User Manual

novaPDF User Manual

for novaPDF Lite version 6

by Softland

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Introduction

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I

1   Introduction

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

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

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

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

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

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

To create a PDF file you only need to open a Windows program that supports printing, (like Notepad or Wordpad), and go to File-Print, select novaPDF as the printer and click ok (for a detailed process see the Getting Started section). The PDF will be created and it can be viewed with any PDF reader/viewer (such as the free Adobe Reader®).

novaPDF Printer

Part

II

2   novaPDF Printer

2.1   Introduction

2.1.1   Getting Started

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

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

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

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

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

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

To print a test page in Windows XP or Windows 2003 Server:
1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)
2. In the **Printers and Faxes** window, right-click novaPDF and select **Properties**
3. In the **novaPDF Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.
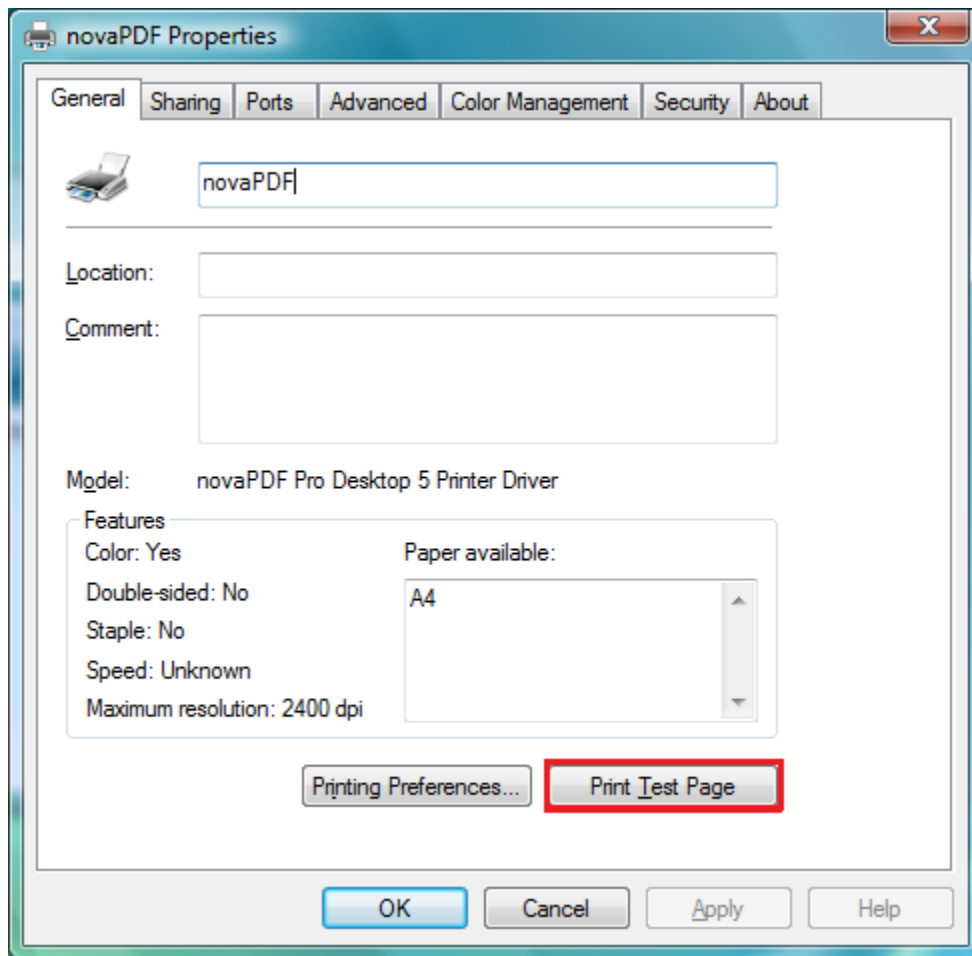
To print a test page in Windows 2000:
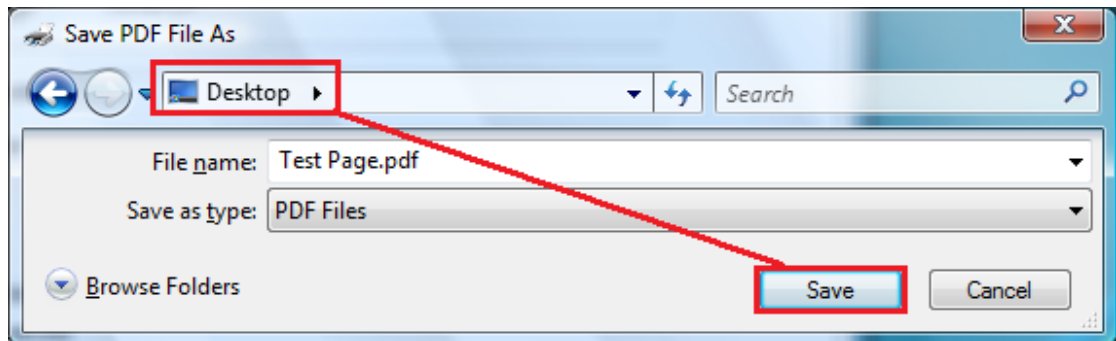1. Go to **Start** and click on **Printers**
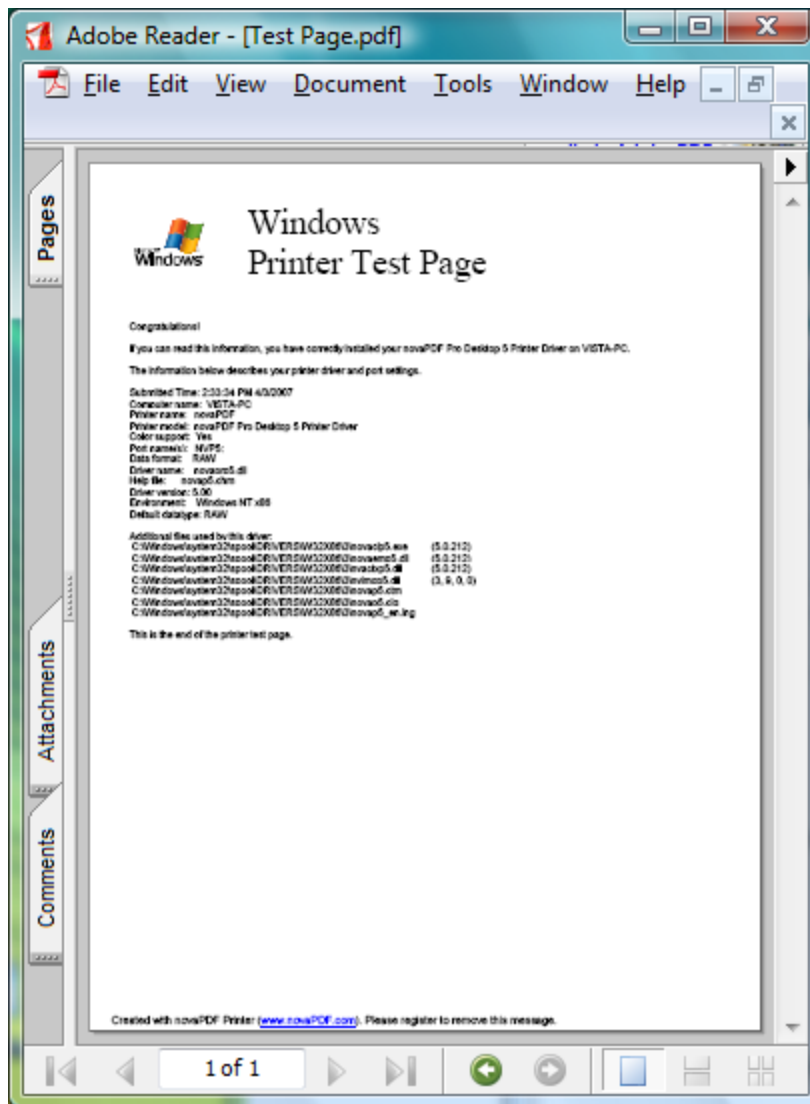2. In the **Printers** window, right-click novaPDF and select **Properties**
3. In the **novaPDF Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.

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

Accessing the novaPDF Printing Preferences

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

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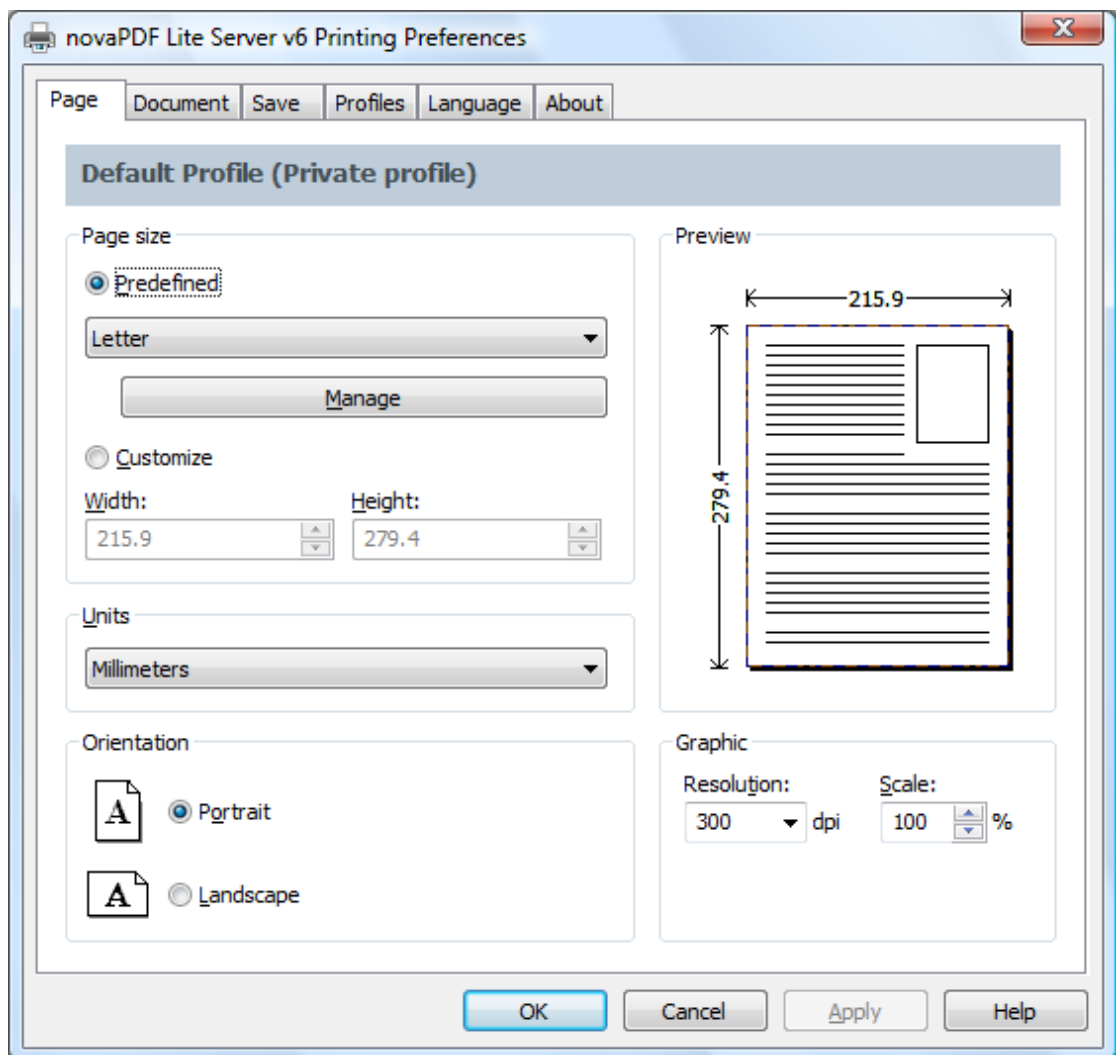
To access the novaPDF Printing Preferences window in Windows XP and Windows 2003 Server:
1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)

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

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

Creating PDF Files

novaPDF installs itself as a virtual printer driver so there is no exe file to run in order to create PDF files.
To create PDF files, you just have to print your documents to the novaPDF Printer, like you would print to a normal printer.

How to create PDF files from Microsoft Word
1. Open the Word document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers** combo-box
3. Click on **Ok** and choose a location for your PDF file
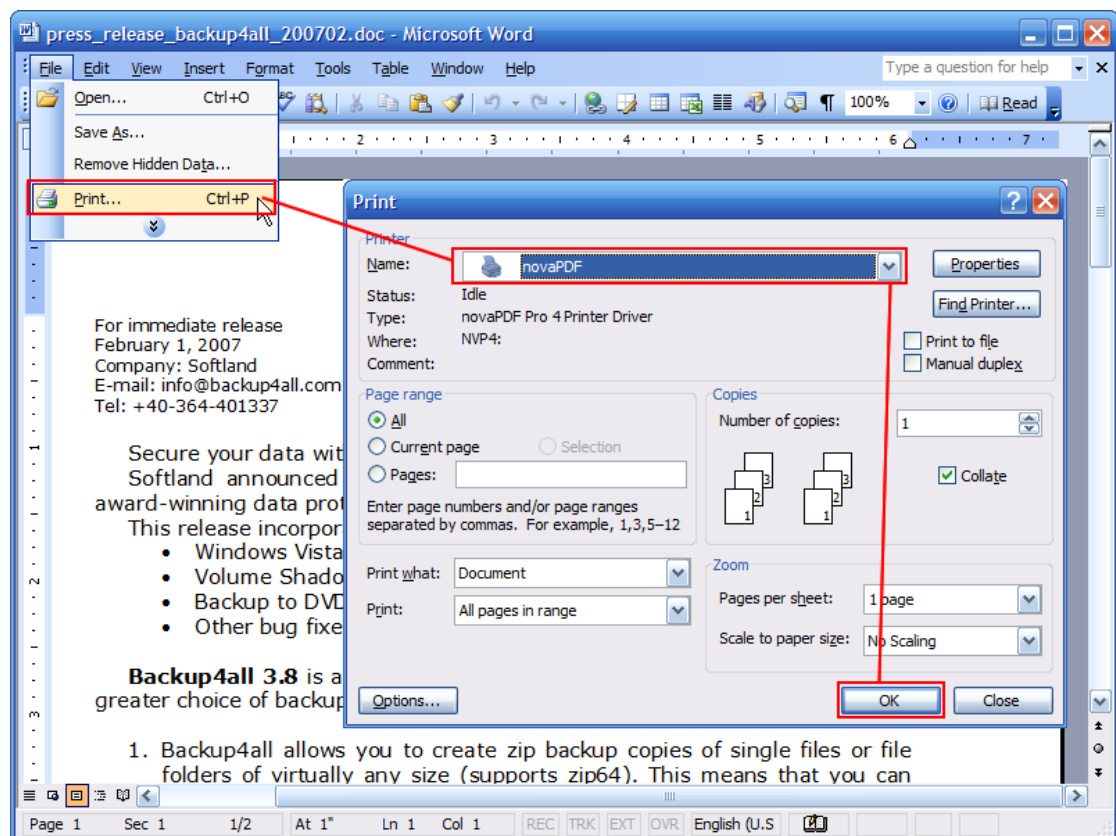
How to create PDF files from Microsoft WordPad
1. Open the document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers'** list
3. Click on **Print** and choose a location for your PDF file
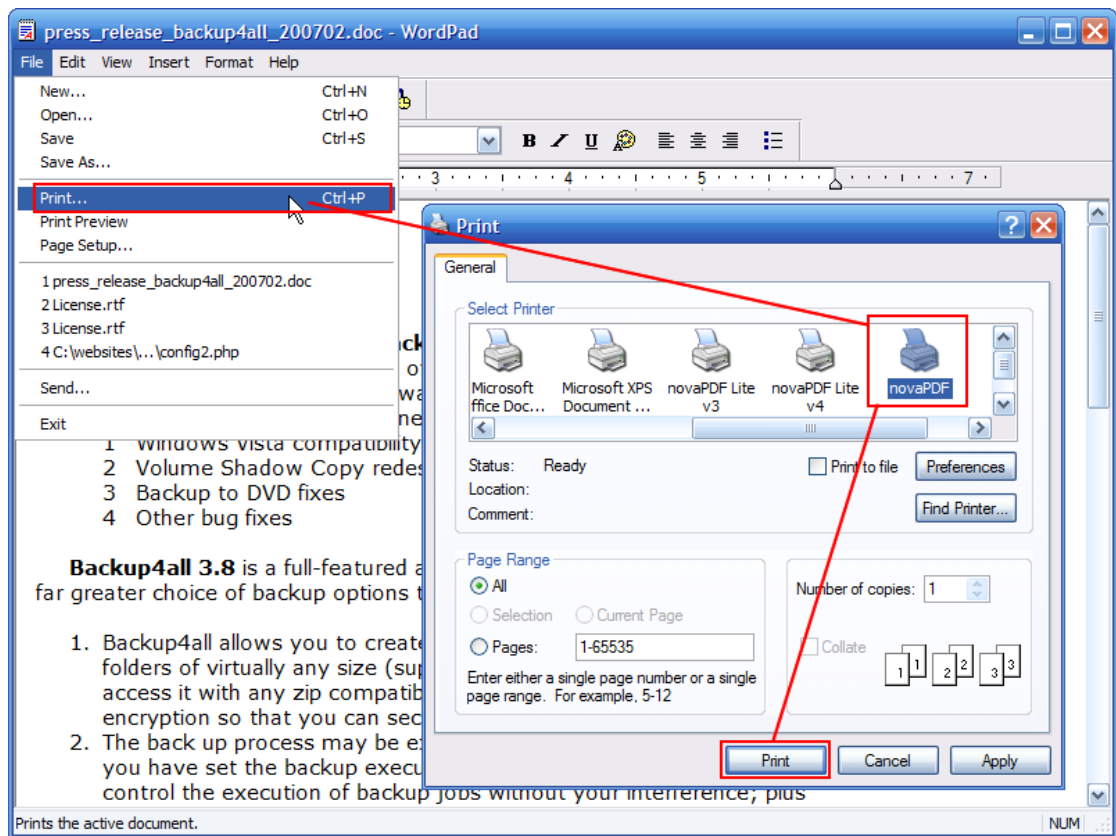
How to create PDF files from NotePad
1. Open the NotePad document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers'** list
3. Click on **Print** and choose a location for your PDF file
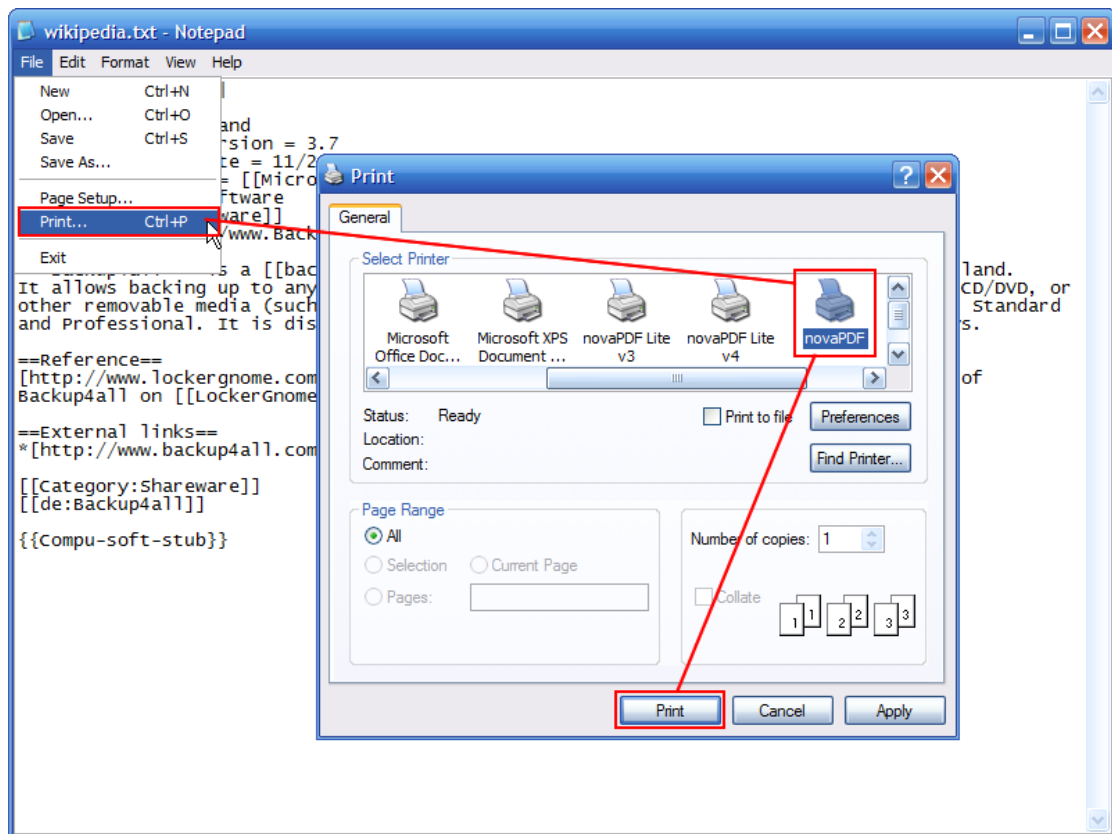
2.1.2   What edition to choose?

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

novaPDF Lite implements the basic functionality of a printer driver, giving users the possibility to create high-quality searchable PDF files from any Windows application. Main features:
- **Customizable resolution** - choose any resolution from 72 dpi to 2400 dpi
- **Predefined/custom page sizes** - choose a default page size (like Letter, Legal, A3, A4, A5, A6, ...) or define your own
- **Document information** - include title, subject, author, keywords in your PDF file
- **Multi-language support** - choose a language for the user interface
- **Create private profiles** - Define different profiles for future use, each with its own settings for page size, resolution, fonts, compression, document info and save settings
- **Merge PDF files** - you can append or insert content to an existing PDF file
- **PDF viewer options** - you can control how the PDF file will be displayed after it's generated in the default PDF viewer (show the resulting PDF on the full screen, with or without the bookmarks/attachments/pages panel, magnifying the resulting pdf)
- **Custom Save options** - you can configure it to use some predefined save settings, so that the resulting PDF file could be saved automatically upon creation with a macro generated name
- **After save actions** - custom actions can be defined to be performed after the PDF was successfully generated, such as opening (or not) the PDF file with the default viewer once it's created, or running a custom application with given parameters.
- **Import/Export profiles** - the printing profiles can be exported or imported into different installations, so that you can easily transfer them from one computer to another.

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:
- **Graphics options** - You can compress, downsample or convert text and graphics to reduce PDF size
- **Fonts embedding and font subsets embedding** - Fonts (TrueType and OpenType) can be embedded in the PDF file to ensure perfect portability
- **PDF Watermarks** - You can define multiple image watermarks and add them to individual pages or the entire PDF document
- **Page Left, Right, Top and Bottom Margins** - You can set a margin region that will remain empty when printing
- **Page zoom (1%-400% zoom factor)** - You can zoom a page if you need advanced settings of how the document should be positioned on the PDF page

novaPDF Standard Server has all the features of <u>all the features of novaPDF Lite Server and novaPDF Standard</u>

novaPDF Professional has all the features of **novaPDF Standard** plus:
- **40 bit/128 bit encryption** - full 40-bit and 128-bit encryption is supported by novaPDF 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
- **create PDF links** - recognizes links to files and formatted URLs (starting with "http://", "www", "mailto:" or "ftp://") visible in the original document, and creates them in the generated PDF file as links, so they can be opened by clicking them in the PDF viewer
- **send PDF via email** - once created, the PDF file can be automatically sent via email to different recipients, either using the default email client or directly from the application (using SMTP configuration). Additionally you can choose to zip the PDF and send it as attachment.
- **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.
- **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 <u>all the features of novaPDF Standard Server and novaPDF Professional</u>.

Desktop, Server or Site licenses?

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

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

Server license
- **Description**. By purchasing server licenses you can install one copy of novaPDF Server on

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

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

2.1.3   System requirements

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

2.1.4   Installation

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

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

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

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

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

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

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

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

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

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

2.1.4.1 Command line

Install novaPDF
novaPDF Setup has the following command line parameters:

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

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

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

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

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

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

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

/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 v6"

/RegisterName="registration name"
novaPDF registration name

/RegisterKey="license key"
novaPDF registration key (not the SDK application license key, but the printer license key)

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

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

/NoInstallIfVersion="major version.minor version.build no"
Instructs setup to check if a novaPDF is already installed. If it is, it checks what version is
installed. If the version installed is older 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.

/RegisterWin32COM
On x64 Windows system, the installer registers by default the x64 version of the COM interface. If

this parameter is added, the installer will register the Win32 version of the COM.

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

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

/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.

Here is an example of how to call the silent installer:
```
novapl.exe /VERYSILENT /SUPPRESSMSGBOXES /NOCANCEL /NORESTART
/PrinterName="novaPDF v6"
```

Uninstall novaPDF
When installing novaPDF, there will be added a Start Menu folder for the novaPDF. There will be also an menu item for the uninstaller.
If you installed with default directory name, the uninstaller is located at: C:\Program Files \Softland\novaPDF v6\unins000.exe.

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

2.1.5   novaPDF SDK

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

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

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

How to generate PDF file with novaPDF SDK
You have to follow next steps for generating PDF files from your software:
- silent install novaPDF on the client machine by using the silent installer provided in the novaPDF SDK

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

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

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

Licensing
novaPDF SDK is fully functional with no time limitation. A notice is printed on each PDF page mentioning the novaPDF.
The notice will be removed when you buy and register novaPDF SDK license. novaPDF SDK has a royalty-free license.
The notice will be also removed if you print from computers where the novaPDF is registered. If you have the novaPDF registered on every computer that uses your software, there is no need to buy the license for novaPDF SDK

2.1.6   Features summary

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

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

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

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

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

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

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

Document properties

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

Merge PDF files
You can append or insert the content of the document being converted, to an existing PDF file.

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

After save actions
Custom actions can be defined to be performed after the PDF was successfully generated, such as opening (or not) the PDF file with the default viewer once it's created, or running a custom application with given parameters.

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

Import/Export profiles
The printing profiles can be exported or imported into different installations, so that you can easily transfer them from one computer to another.

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

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

Network auto-install (Server editions)
novaPDF can be installed on one computer and can be used by any computer in the network, without having to install it on each computer. Just share the printer on the printer server and connect to it from any other computer.

2.1.7 Feature matrix

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

Feature	Lite	Lite SRV	Std	Std SRV	Pro	Pro SRV
Print from any Windows application	✓	✓	✓	✓	✓	✓
Free updates (for minor versions)	✓	✓	✓	✓	✓	✓
Free technical support	✓	✓	✓	✓	✓	✓

Embedding images	✓	✓	✓	✓	✓	✓
Embedding formulas and tables	✓	✓	✓	✓	✓	✓
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)	✗	✗	✗	✗	✓	✓
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	✓	✓	✓	✓	✓	✓
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	✗	✓	✗	✓	✗	✓

2.2 Printing Preferences

2.2.1 Page

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

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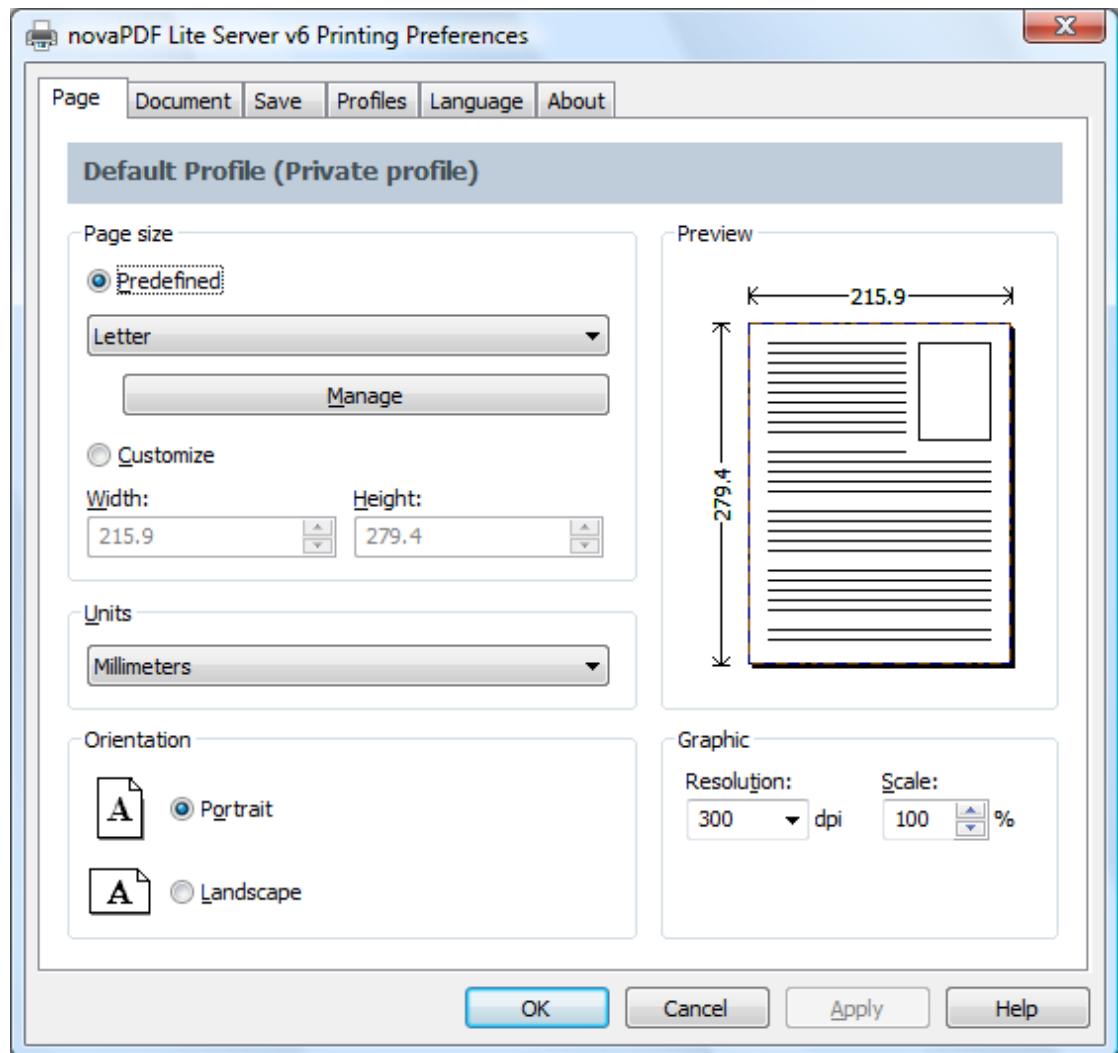
Page size

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.

Customize

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

Width

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

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

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

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

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

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

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

Graphic
Specifies the resolution and scale of the document.

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

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

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

2.2.1.1 Manage Predefined Forms

In the **Manage Predefined Forms** window you can view, add, copy, update and delete predefined forms (page sizes/formats).
The window can be opened by pressing the **Manage** button placed on the **Page** section of the **Printing Preferences** window.
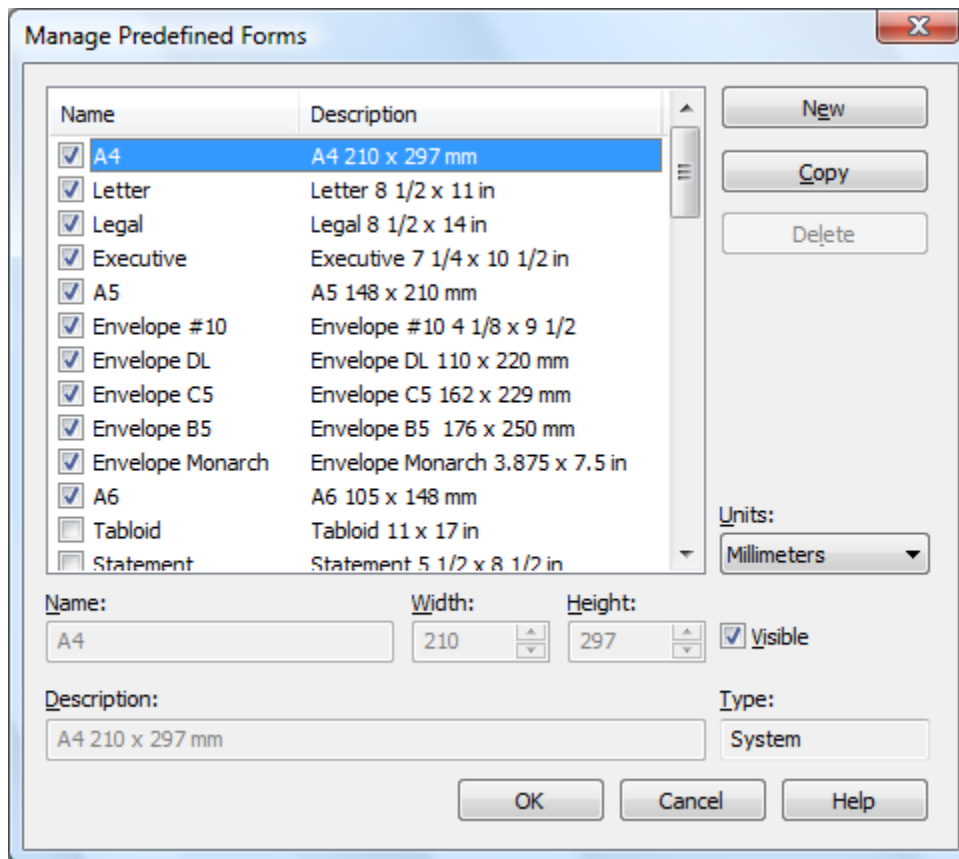
Predefined forms list
The list contains essential information about the existing predefined forms, their visibility, name and description. If the check box in front is checked the predefined from will be visible in the Predefined drop down list from the first page. Selecting a predefined form will show 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.
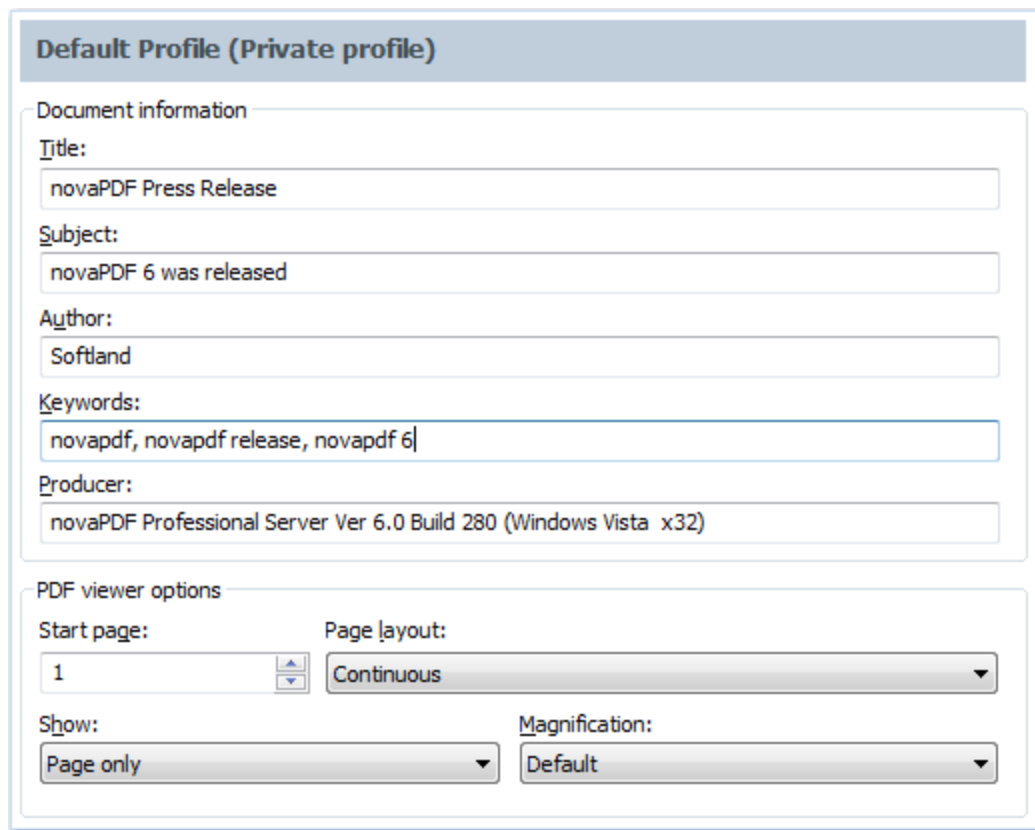
Type
The type of of the selected predefined form. Can be System or Custom, it cannot be changed. System forms are standard page sizes that are created when novaPDF is installed. They are usually available in all applications and cannot be modified or removed, only hidden. Custom forms are the forms created by the user. Unlike system forms, their properties can be modified by the user at any time and they can be removed.

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

2.2.2   Document

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

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

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

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

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

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

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

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

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

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

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

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

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

2.2.3 Save

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

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

Destination

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

Local

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

Network

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

Save options

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

Prompt 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 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.

After Save Action

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

2.2.3.1 Configure Save Options

Configure Save Options is available when clicking the same named button from the **Save** window after selecting the **Prompt 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.
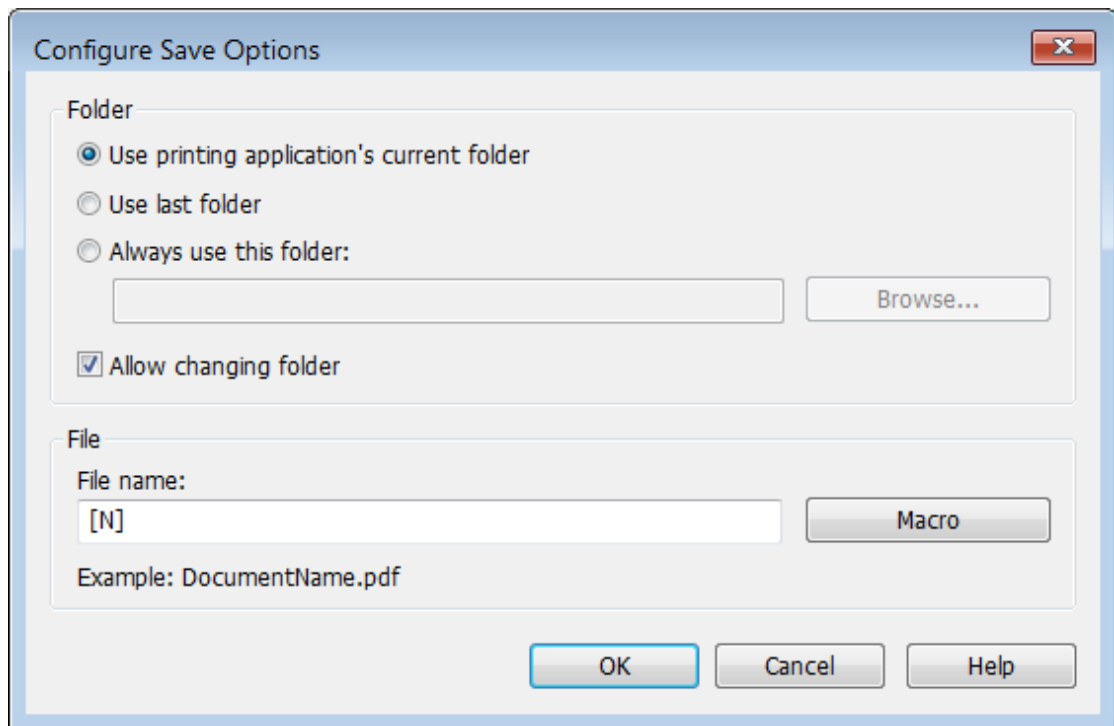
Folder

Use 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.

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]

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

2.2.3.2 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.
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. You have to enter an user name (Net User) and password (Net Password) to access the network destination if it requires authentication.

Net User
If you need to save the PDF file on another computer in your network, you'll need to enter the username and password of a user that has access to that computer. The Net User field is for the username.

Net Password
If you need to save the PDF file on another computer in your network, you'll need to enter the username and password of a user that has access to that computer. The Net Password field is where you have to enter the 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]

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

When file exists
This option is only displayed when you select **Use predefined setting** from the **Save** window and is not shown for the **Prompt Save As dialog** option. When a file with the same name already exists in the selected folder, you can choose one of the next actions:
- **Prompt 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, <u>adding its pages at the end</u> 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, <u>adding its pages before</u> 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. This field is writable only if in the **When file exists** section you select to Append or Insert.

2.2.3.3 Extended Save Dialog

The extended save dialog 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/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.
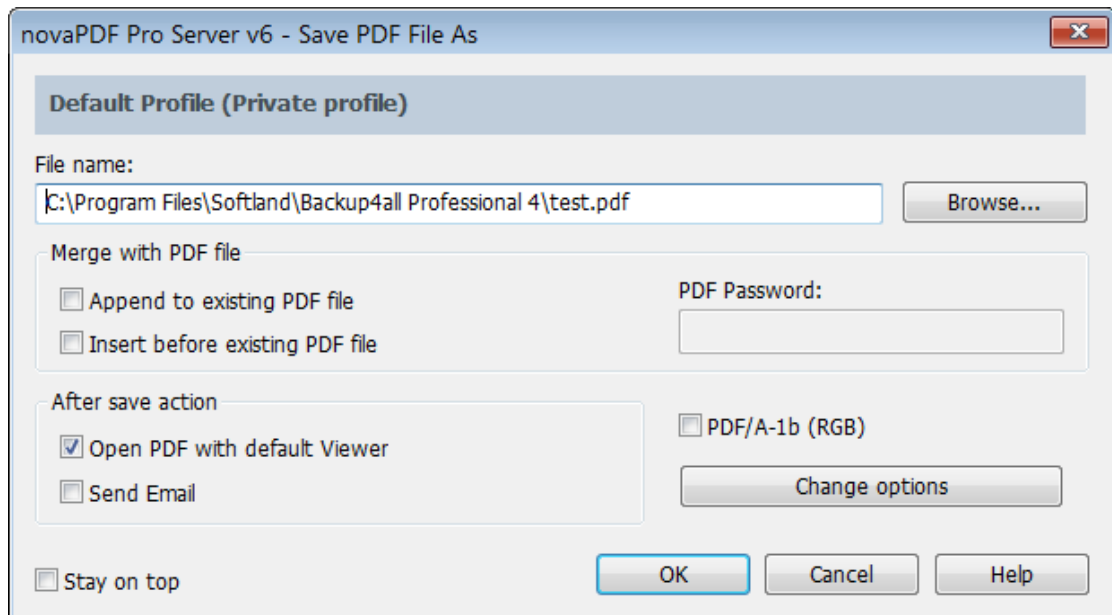
File name
In the file name field you can:
- manually type a name for the generated PDF file without specifying the path, in this case the PDF will be saved in the last used folder
- use the Browse button to select a location where the PDF should be saved

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.

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.

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.

2.2.3.3.1 Change options

The Change options window lets you set different options for the current document only, such as: Document information (title, author, subject, keywords). 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.

2.2.3.3.1.1 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.

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

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

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

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

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

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

2.2.3.4 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.
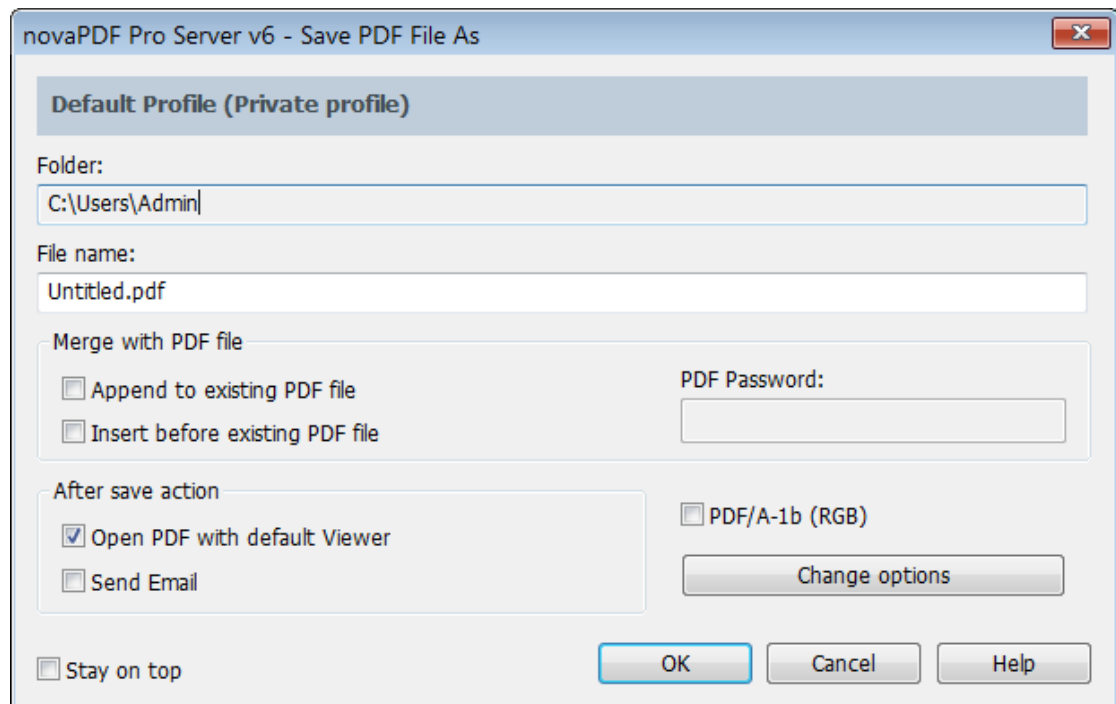
Folder
The Folder field is greyed out and you cannot change the folder where the PDF is saved. You can remove this restriction if you go to **Printing Preferences**-**Save**-**Prompt extended save dialog** and in **Configure Save Options** and check the option **Allow change** folder.

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 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.

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.

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.

2.2.3.4.1 Change options

The Change options window lets you set different options for the current document only, such as: Document information (title, author, subject, keywords). 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.

2.2.3.4.1.1 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.

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

PDF Viewer options

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

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

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

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

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

2.2.3.5 Save As Dialog

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 where the PDF file will be saved and under what filename.
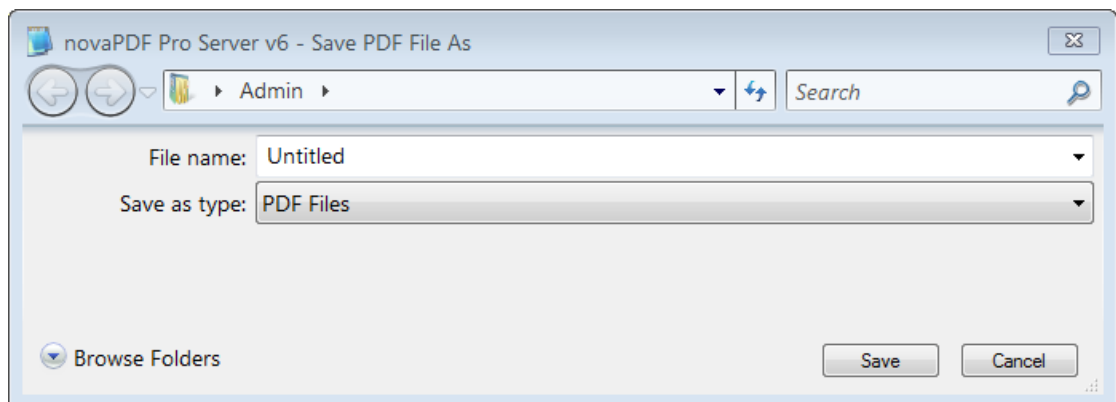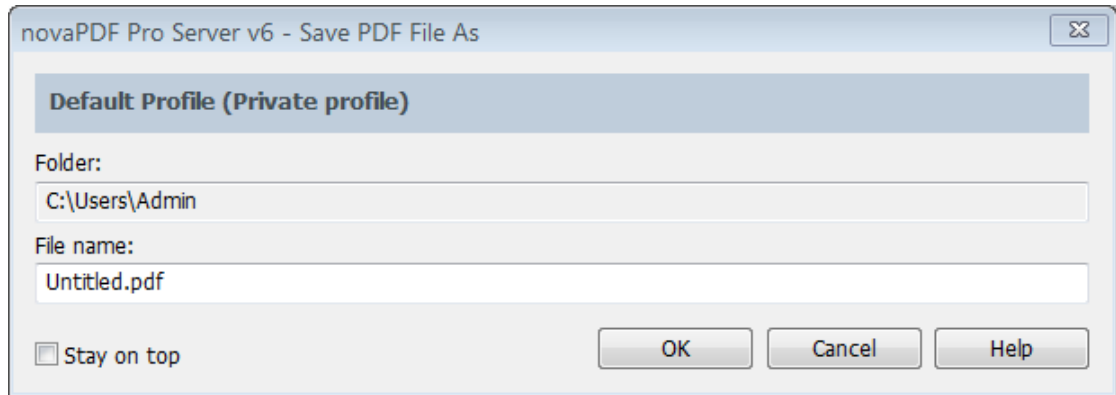

File name
In the file name field you can:
  * manually type a name for the generated PDF file without specifying the path, in this case the PDF will be saved in the last used folder
  * browse and select a location where the PDF should be saved

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.

2.2.3.6 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.

2.2.4   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.
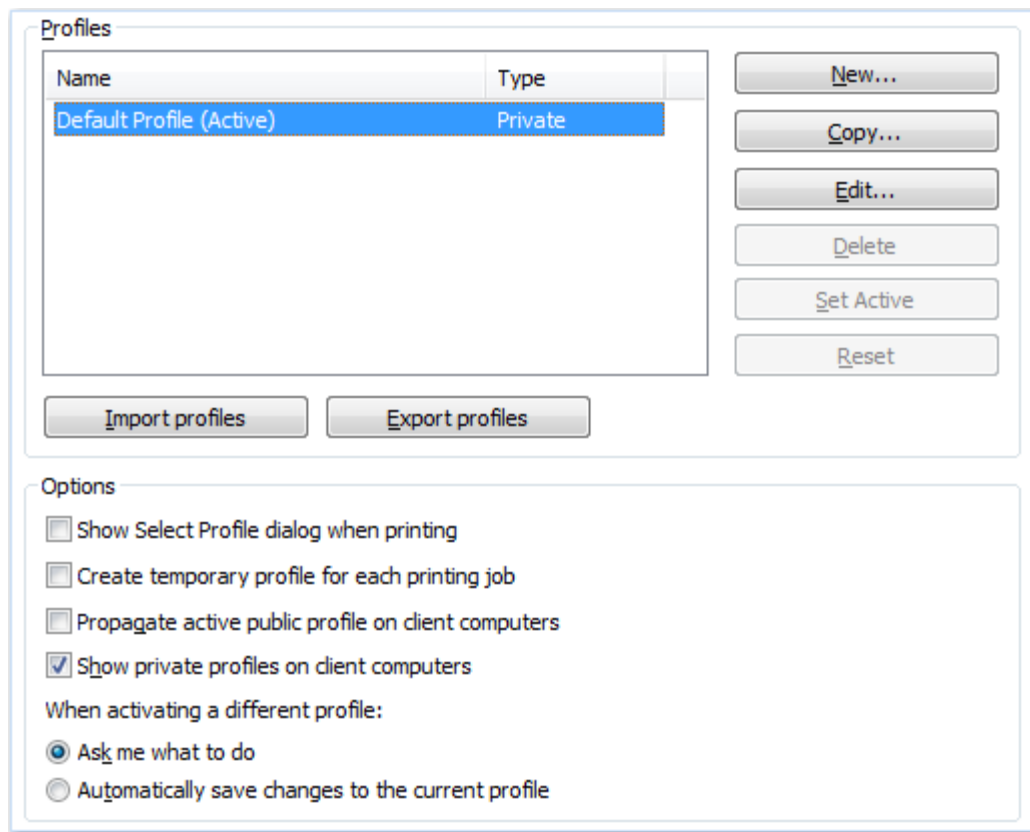
Profiles

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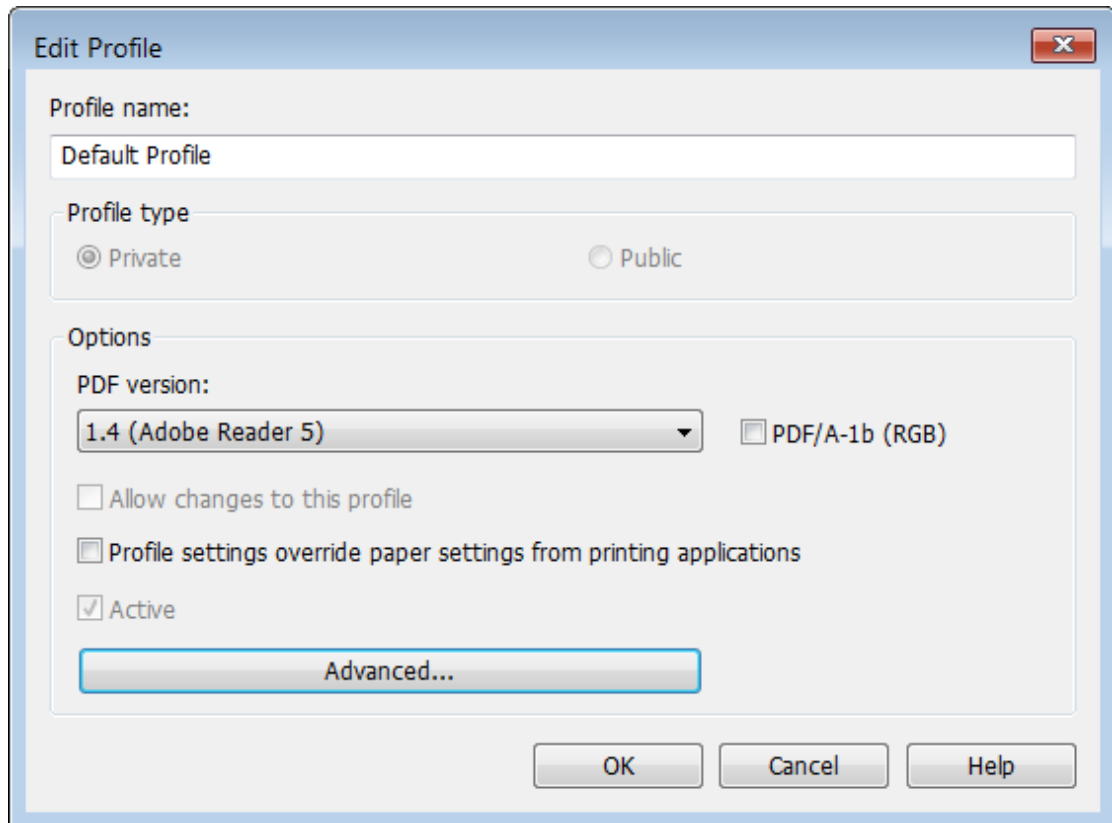
For more details on how to use profiles go to How to use Profiles topic.

2.2.4.1 New/Edit Profile

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

Printing Preferences.

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

Profile type

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

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

Options

PDF version
You can set a PDF version that will be used when creating PDF files: 1.3, 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.

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

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

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

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).

2.2.4.1.1 Advanced Save 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.
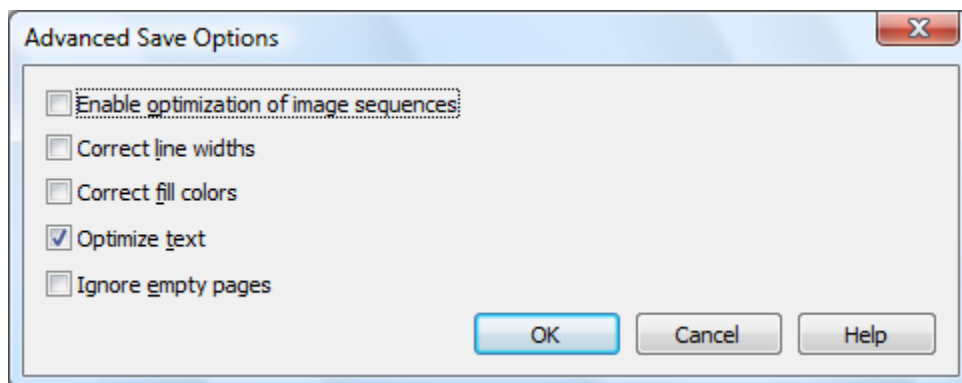
Enable optimization of image sequences
When this option is enabled, small image sequences are combined in one big image. The process

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,...)

2.2.4.2 Copy Profile

This dialog is displayed when copying a profile (public or private) and allows naming the new profile.
The dialog can be opened by selecting an existing profile and pressing the **Copy** button from the **Profiles** window in **Printing Preferences**.
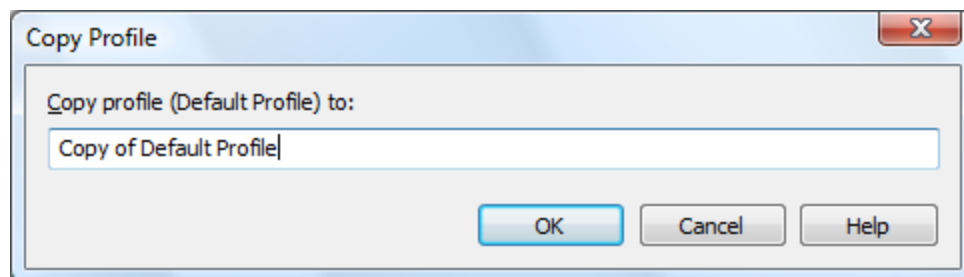

Copy Profile
This will create a copy of the selected profile from the profiles list-view of the **Profiles** window. You can type a new name for this profile and when you press **OK** the new profile will be added to the profiles list-view. This profile will have the exact settings as the original one.
Note that you have to use a different name for the profile, because if you're entering the same name you'll get a prompt saying that there is a profile with the same name.

2.2.4.3 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**.
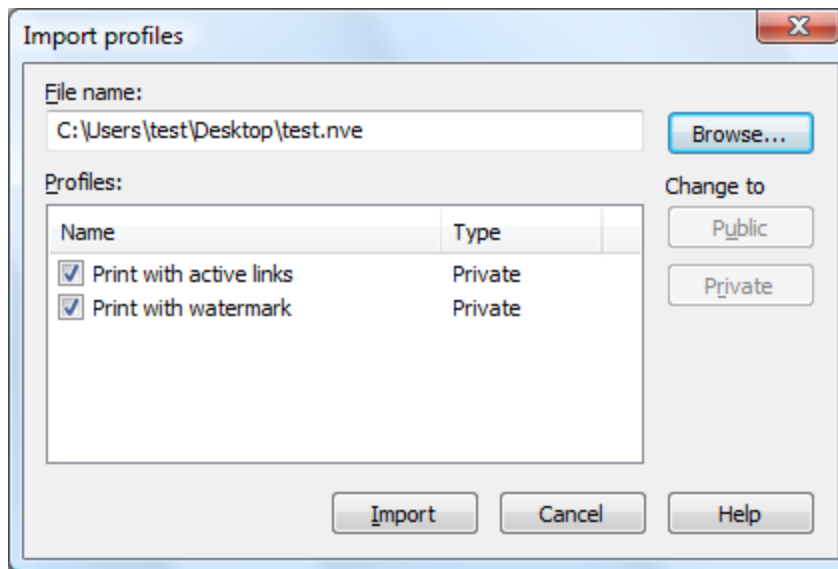
File name
Use the **Browse** button to select the file that contains profiles you want to import. You can only import .nve files that were previously exported from novaPDF.

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.

2.2.4.4 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**.
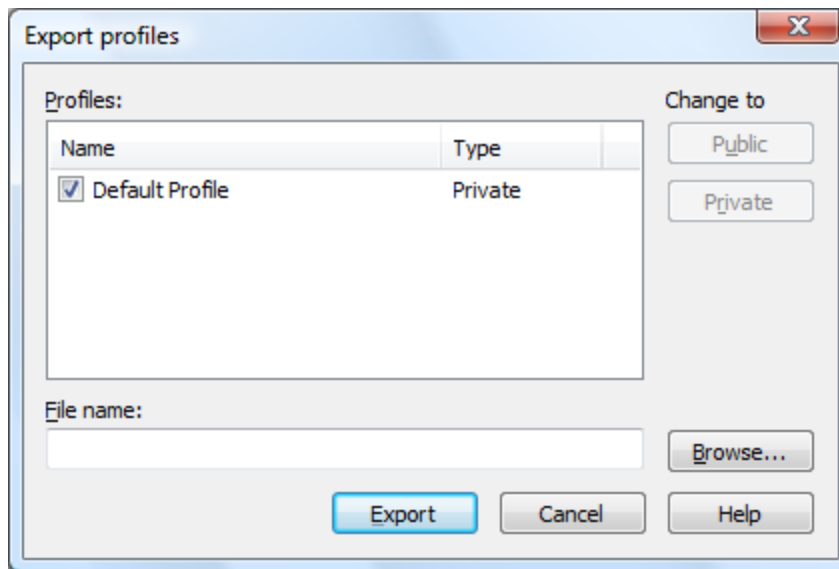
File name
Use the **Browse** button to add a name and select the path where the profiles file will be saved.
You can only export to .nve files, a proprietary format recognized by novaPDF.

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.

2.2.4.5 Select Profile

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

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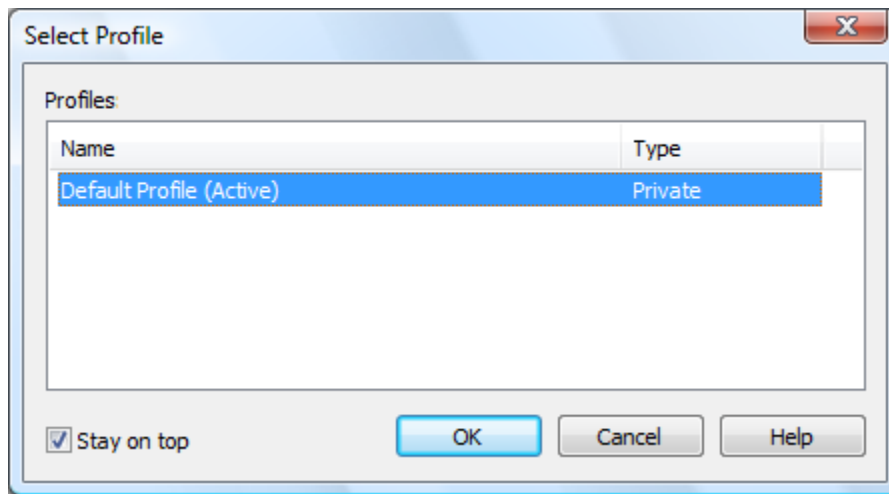
Profiles
All the existing defined profiles are shown in the list-view. You have to select an existing profile you want to use for the current print job and click Ok to continue with the printing process. Besides the **Name** of the profile, you can also see the **Type** of the selected profile, public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

2.2.5   Language

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

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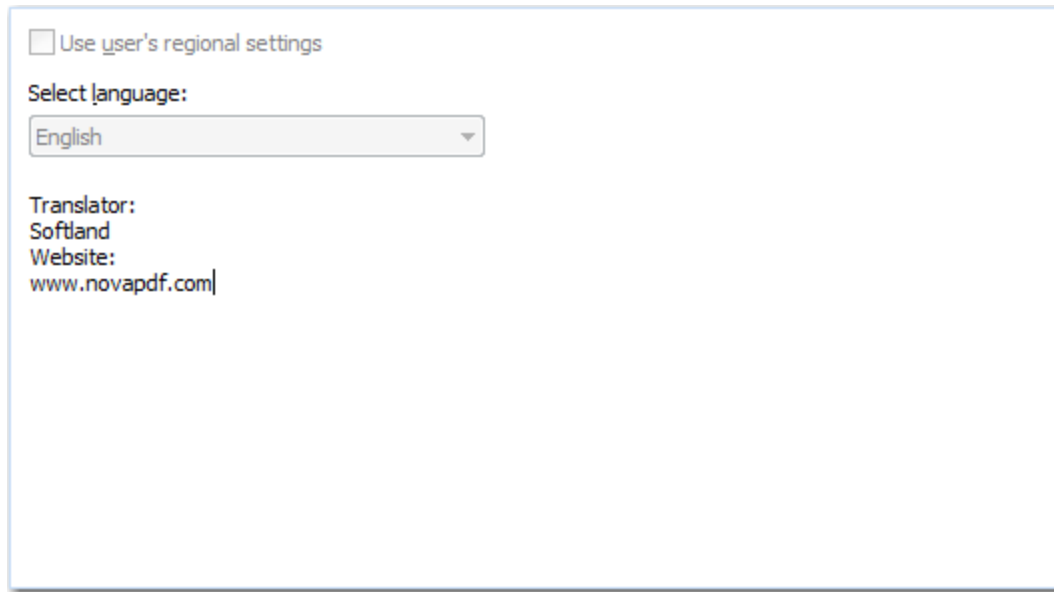
Use user's regional settings
If you check this option, the language will be automatically selected depending on each user regional setting. If the user language is not available in novaPDF, the default language is chosen (English).

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

2.2.6   About

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

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

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

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

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

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

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

2.2.6.1 Features

The **Features** window can be opened from the **About** page and displays a list of features available in novaPDF.
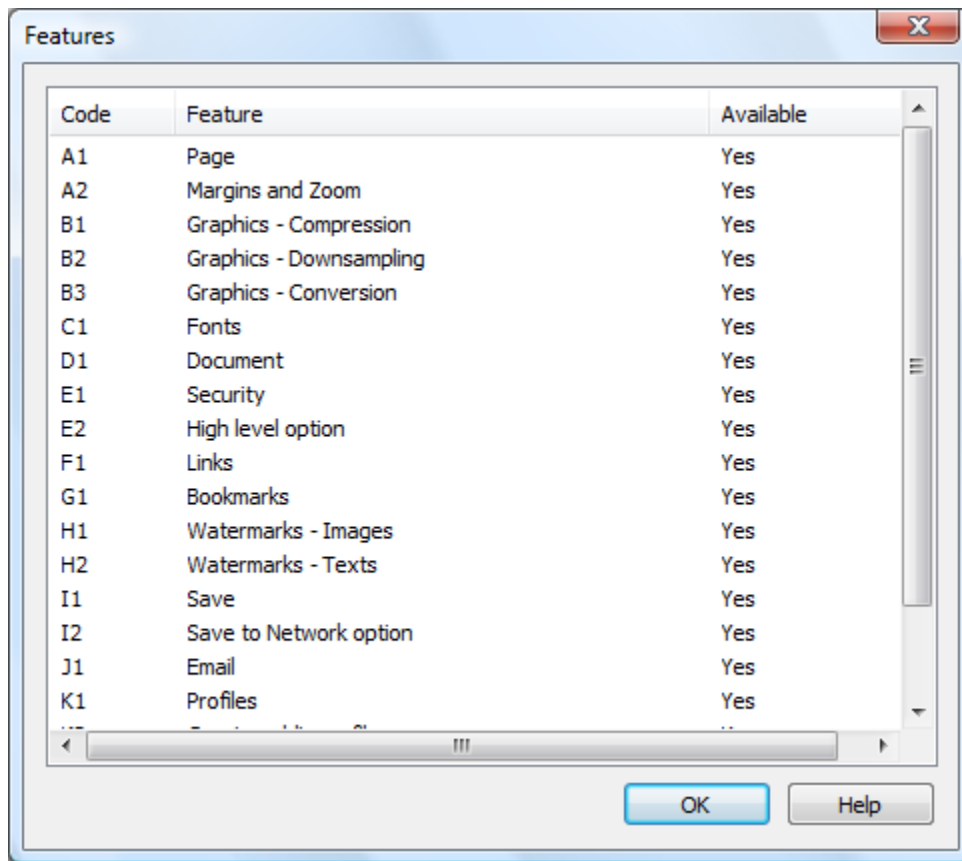
Features
The **Code** column contains a two character codification of the feature. The **Feature** column lists the available features in novaPDF, while the **Enabled** column shows if the feature is present in this edition of the software that you have installed or not.

2.2.6.2   Register

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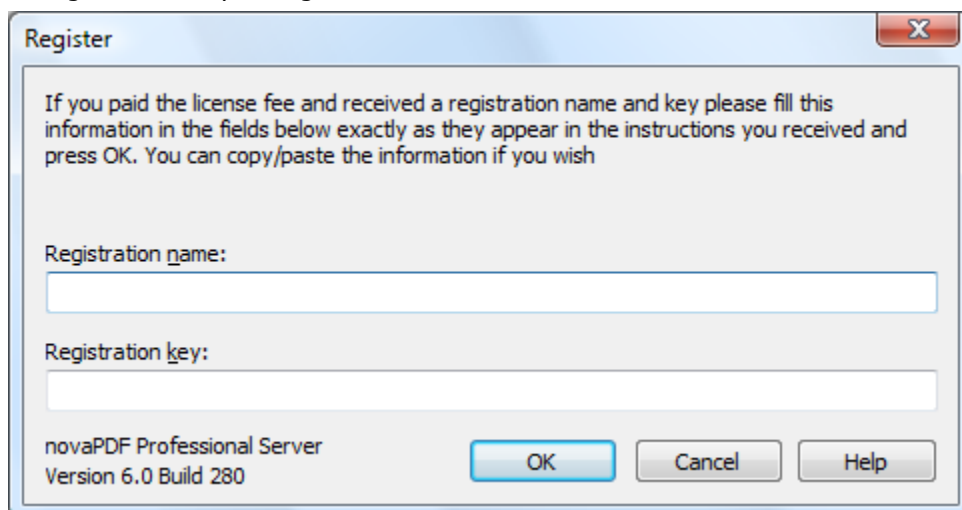
Register

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

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

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

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

2.2.6.3   Licenses

Network license

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

Manage network licenses

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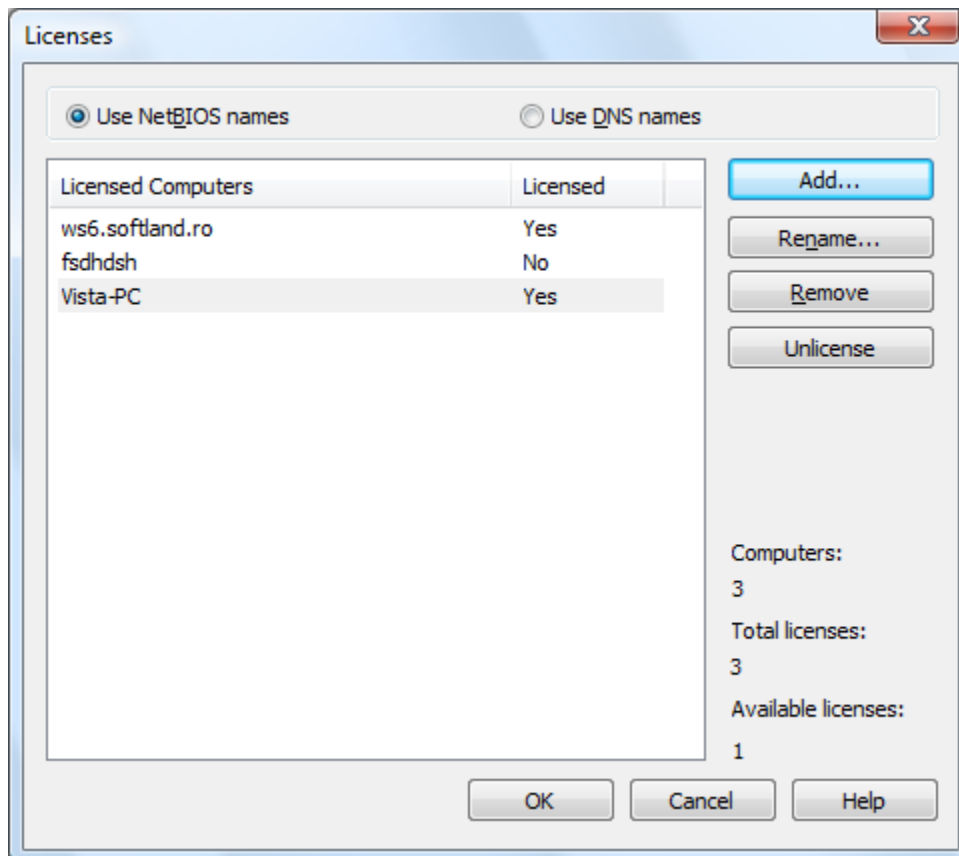
If a print job is started from a computer in the network, the computer name is registered automatically for a license, as long as there are licenses available. So if you bought enough licenses for your network, you don't have to configure anything, all computers will be automatically registered when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

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

2.3   How to...

2.3.1   How to manage predefined forms

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

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

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

How to add a Custom Predefined Form
To add a custom predefined form you should make next steps:
- go to the Page settings window
- select **Predefined page size** radio button
- press the **Manage** button next to the predefined forms combo box
- press the **Add** button on the **Manage Predefined Forms** dialog
- fill the form name, description, width and height
- set the form visible
- press the **OK** button and return in the **Page** settings page
- choose the new added form in the predefined combobox

How to modify a Custom Predefined Form
To modify a custom predefined form you should make next steps:
- go to the Page settings window
- select **Predefined page size** radio button
- press the **Manage** button next to the predefined forms combo box
- select the form in the list-view

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

How to remove a Custom Predefined Form
To remove a custom predefined form you should make next steps:
- go to the Page settings window
- select **Predefined page size** radio button
- press the **Manage** button next to the predefined forms combo box
- select the form in the list-view
- press the **Remove** button
- press the **OK** button and return in the **Page** settings page

How to select the visibility for the Predefined Forms
To select what predefined forms should be visible in the predefined combobox in the Page settings page, you should make next steps:
- go to the Page settings window
- select **Predefined page size** radio button
- press the **Manage** button next to the predefined forms combo box
- select the form in the list-view
- change **Visible** checkbox
- press the **OK** button and return in the **Page** settings page

2.3.2   How to use private profiles

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

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

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

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

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

2.3.3   How to use public profiles

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

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

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

client the PDF file name or the PDF page sizes.

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