

Convert to PDF 4.0

User Guide

PEERNET Inc.

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Welcome to Convert to PDF

Convert to PDF is a simple and easy way to create PDF files from any document that you can print. Using Convert to PDF you can:

- create searchable and secure PDF documents
- easily set up no prompt PDF creation
- fully automate the PDF creation process with a combination of no prompt PDF creation, running a program at the end of the conversion feature, and Windows Service support
- optionally preview your PDF, and do on-the-fly changes to the creation options without having to print your document again.
- control how the PDF is initially viewed
- place a watermark on each page
- configure custom compression and downsampling to reduce the size of the PDF
- save and load your PDF creation options as profiles to re-use later

If you can print it, you can create a PDF!

Legal Notices

Convert to PDF 4.0

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System Requirements

Convert to PDF can be installed and run on any of the operating systems shown below. PEERNET recommends running this application on systems configured with the minimum requirements needed for the operating system you are running.

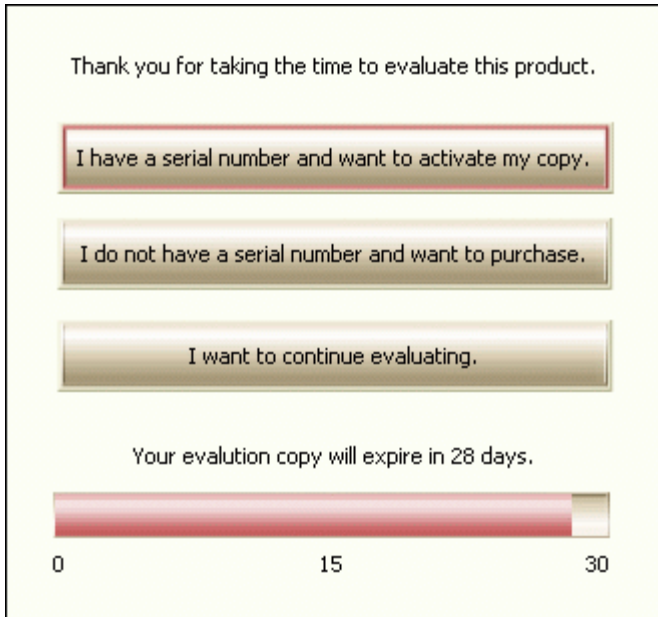
Both 32-bit and 64-bit operating systems are supported where applicable.

- Microsoft® Windows 10
- Microsoft® Windows Server 2016
- Microsoft® Windows 8.1
- Microsoft® Windows Server 2012 R2
- Microsoft® Windows 8
- Microsoft® Windows Server 2012
- Microsoft® Windows 7
- Microsoft® Windows Server 2008 R2
- Microsoft® Vista
- Microsoft® Windows 2008 Server
- Microsoft® Windows 2003 Server
- Microsoft® Windows XP
- Citrix® MetaFrame®

Activating Convert to PDF

Convert to PDF is installed as a 30-day trial by default. When the install is complete, the **Activation Status** dialog is automatically displayed.

You do not need a serial number to evaluate Convert to PDF. Click the button labeled *"I want to continue evaluating"* to activate the trial version of the product for 30 days.



The progress bar at the bottom displays how many days you have left in your trial. While in evaluation mode, the **Activation Status** dialog is displayed each time you print.

At any point in your trial period, you can go directly to our online store by clicking the button labeled *"I do not have a serial number and want to purchase"* to purchase the product. Once you have purchased a copy of Convert to PDF, your serial number can be retrieved from your online store account as soon as your order is completed. It is also included in your order confirmation email.

Upon receipt of your serial number, follow the steps outlined starting with [Launching the Activation Wizard](#) to activate your product.

Launching the Activation Wizard

While in evaluation mode, the **Activation Wizard** is displayed each time you print and Convert to PDF is launched.

You can also open the **Activation Wizard** by going to **All Programs – Convert to PDF 4.0– License...** from the Windows **Start** menu, or by clicking on the **Activate** button on the caption bar in the Convert to PDF application.

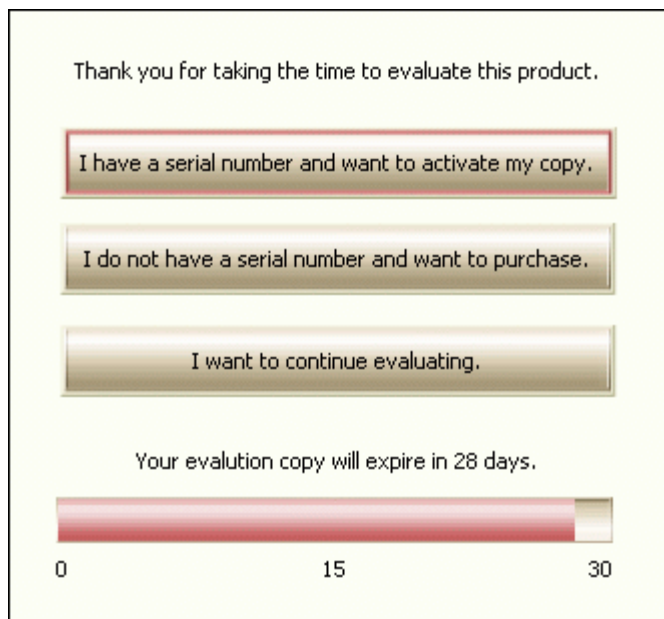
This dialog displays different options based on whether or not you have time remaining in your trial period.

If you have time remaining in your trial...

If you still have time remaining in your trial period, the progress bar at the bottom shows how many days you have left. From here you can

- choose to activate the product with your purchased serial number
- go to our online store to purchase the product
- continue to evaluate the product

To begin the activation process now, select the *"I have a serial number and want to activate my copy"* button. This will launch the **Activation Wizard**, which will guide you step-by-step through the activation process.

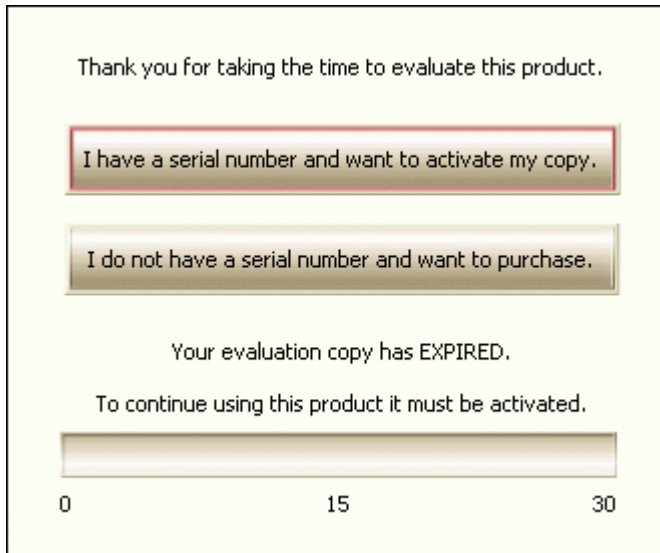


- **I have a serial number and want to activate my copy** - Select this option if you have your serial number and want to activate your product. When the product is activated, the evaluation watermark is no longer placed on created files.
- **I do not have a serial number and want to purchase** - Selecting this option will take you to our online store where the product can be purchased. Once purchased, an order confirmation notification will be sent to you by email. Your serial number can be retrieved from your online store account as soon as your order is completed. It is also included with your order confirmation email.
- **I want to continue evaluating** - Selecting this option allows you to evaluate the product. An evaluation watermark will be placed on all files created.

If your trial period has expired...

If your trial period has expired, you can only activate the product with your purchased serial number or go to our online store to purchase the product.

If you have a serial number, you can select the "*I have a serial number and want to activate my copy*" button to begin the activation process. This will launch the **Activation Wizard**, which will guide you step-by-step through the activation process.



The screenshot shows a dialog box with a light yellow background. At the top, it says "Thank you for taking the time to evaluate this product." Below this are two buttons: "I have a serial number and want to activate my copy." (highlighted with a red border) and "I do not have a serial number and want to purchase." Below the buttons, it says "Your evaluation copy has EXPIRED." and "To continue using this product it must be activated." At the bottom, there is a progress bar with markers at 0, 15, and 30.

- **I have a serial number and want to activate my copy** - Select this option if you have your serial number and want to activate your product. When the product is activated, the evaluation watermark is no longer placed on created files.
- **I do not have a serial number and want to purchase** - Selecting this option will take you to our online store where the product can be purchased. Once purchased, an order confirmation notification will be sent to you by email. Your serial number can be retrieved from your online store account as soon as your order is completed. It is also included with your order confirmation email.

Entering your Serial Number

To activate your product, you need to first enter in your serial number. Your serial number can be retrieved from your online store account as soon as your order is completed. It is also included with your order confirmation email.

Enter the serial number into the box on the screen. If you copy your entire serial number from your online account or from your order confirmation email and then return to this dialog it will automatically be filled into the box.

Select **Next** to continue.

▶ Serial Number	Enter your serial number into the field below to start the on-line activation process.
User Information	Your serial number can be found in your order confirmation e-mail or in your on-line store account.
Validation Process	
Status	<input type="text"/>
	<input type="checkbox"/> I do not have an Internet connection and will activate manually. You need to be connected to the internet to activate on-line. If you do not have an internet connection click here to activate the product manually through e-mail.



Entering Serial Numbers: The serial number is case sensitive and it is important to type the serial number exactly as it is received. Be sure not to leave any spaces before or after the serial number when typing or pasting, and note that the serial number ends with a series of hexadecimal characters (0-9,A-F).

When activating over the internet, the **Activation Wizard** will attempt to validate an internet connection, and will prompt with the choice to manually activate it if it cannot connect.

Click the **Cancel** button to begin the manual activation process, or the **Retry** button to try connecting to the internet again.

Authentication Server could not be contacted from this machine.	
Please connect to the Internet and press Retry to try again.	
Press CANCEL to obtain a license using an email process.	
<input type="button" value="Retry"/>	<input type="button" value="Cancel"/>



Note: If you suspect your firewall or anti-virus software has blocked the connection, adjust your firewall or anti-virus software and click **Retry**.

Activating without an internet connection

If you are having difficulty connecting to the internet, or do not want to activate over the internet, you can choose to manually activate the product by clicking the *"I do not have an Internet connection and will activate manually"* checkbox on this screen.

Manual activation does not require an Internet connection on the computer the software is installed on, but it does require that you have the ability to email an encrypted file to us to authenticate.

We will return the authenticated file to you, which you then import using the **Activation Wizard** to complete the activation process. These files are processed by PEERNET's technical staff from 09h00 to 17h00, Monday to Friday, Eastern Standard Time.

Entering your User Information

The next screen asks for your contact information. If possible, your *Name* and *Organization* information is automatically picked up from your system settings. The information in these fields can be changed if required.

Select **Next** to continue.

 **Serial Number**

Please enter or correct the following information:

 **User Information**

Name:

Validation Process

Organization:

Status

Email Address:

☐ We occasionally notify registered users about special offers, promotions, and other items of interest. If you do not wish to hear about these special offers, please check this box.

< Back

Next >

Cancel

Help

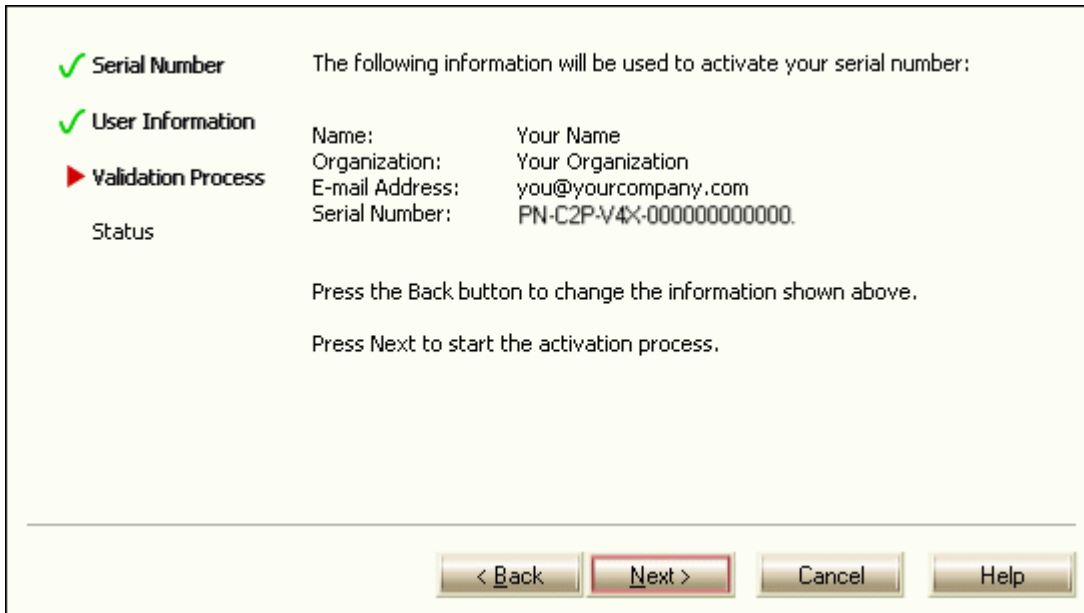


Customer Privacy: You cannot continue if either the Name or the Email Address field is left blank. Email addresses entered here are only used by PEERNET to notify you of updates to your product or other products that may interest you. We will never rent or sell our customer's and client's information to third parties.

Validation Process

This screen summarizes the information entered in the previous screens. The **Back** button can be used to return to the previous screens and change any information if needed.

Select **Next** to continue.



The following information will be used to activate your serial number:

✓ Serial Number		
✓ User Information	Name:	Your Name
▶ Validation Process	Organization:	Your Organization
Status	E-mail Address:	you@yourcompany.com
	Serial Number:	PN-C2P-V4X-000000000000

Press the Back button to change the information shown above.

Press Next to start the activation process.

< Back Next > Cancel Help

If you are activating your product over the internet:

If you are activating over the internet, selecting **Next** will activate the product and take you to the [Activation Status](#) dialog.

If you do not have an internet connection:

If you do not have an internet connection, you will need to activate the product manually. Select **Next** to go to the [manual activation export screen](#) to begin manual activation.

Manually Activating Convert to PDF

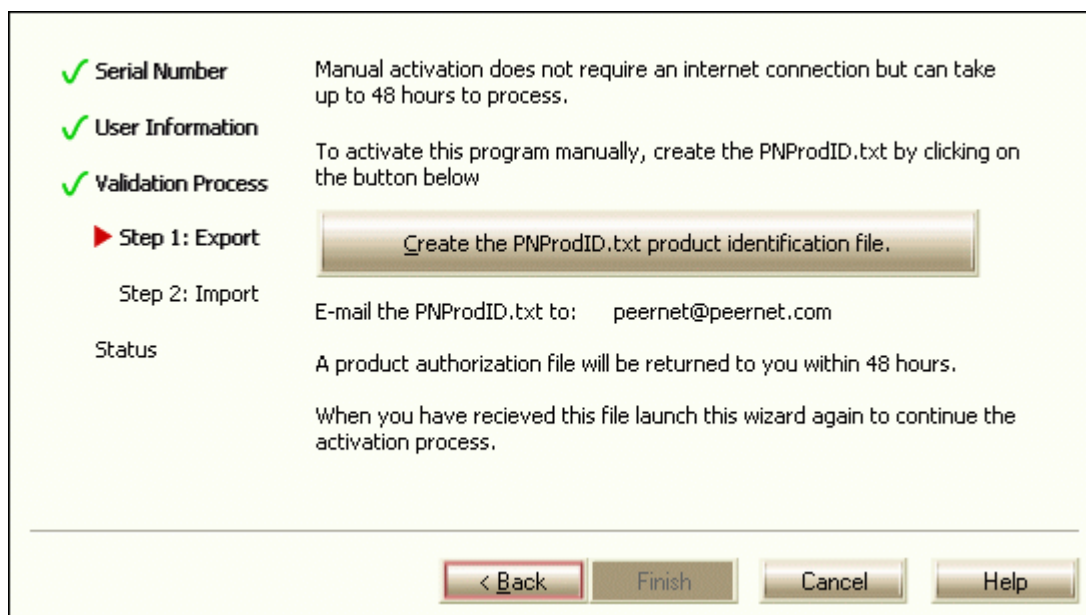
In most cases, you will not have to activate your product manually. This only happens when Convert to PDF is installed on a computer that has no access to the internet, or the computer is configured such that the user cannot access the internet. This can also happen if a firewall program or anti-virus software blocks our attempt to connect with our license server.

If you do have to activate manually, you will need to follow the steps below. Please note that these files (PNProdID files) are authorized during business hours, which are 09h00 to 17h00, Monday through Friday, Eastern Standard Time (excluding statutory holidays).

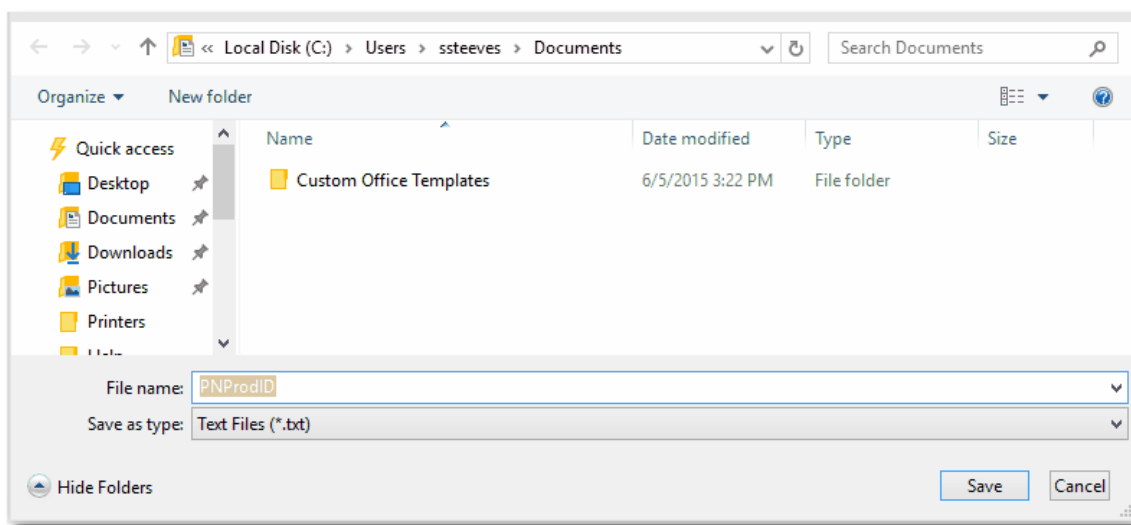
1. Use the **Activation Wizard** to create the encrypted file, **PNProdID.txt**.
2. Email the file to peernet@peernet.com to be activated. For computers with no email capability, you can save the file to a shared network drive, or use an external storage device such as a USB flash drive (also known as thumb drives), or a MicroSD storage card to copy the file to a computer with email capabilities.
3. A file named **PNProdAU.txt** will be emailed back to you. Copy this file back to the computer where Convert to PDF is installed and restart the **Activation Wizard** to complete the license activation.

Exporting the PNProdID.txt file

To create the file click the "Create the PNProdID.txt product identification file" button in the middle of the screen.



A save dialog box will appear prompting you to choose where to save the **PNProdID.txt** product identification file. Save this file in an easy to remember location, such as your My Documents folder or on your desktop.



You need to email this file to peernet@peernet.com. For computers with no email capability, you can save the file to a shared network drive, or use an external storage device such as a USB flash drive or a MicroSD storage card to copy the file to another computer.



Note:

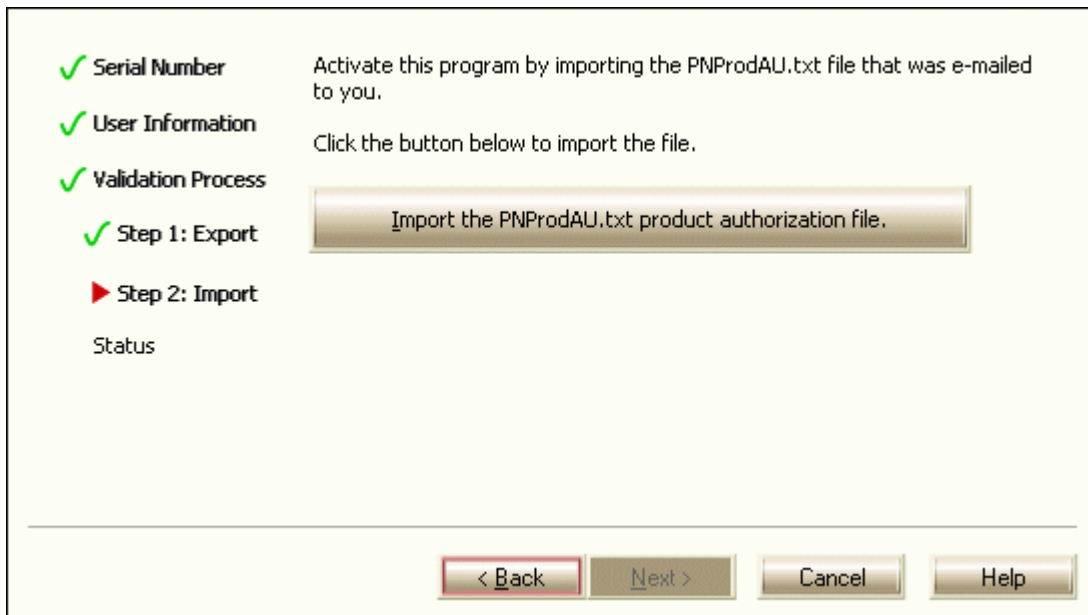
*You can close the Activation Wizard while you are waiting for a response from PEERNET. When you start the Activation Wizard again, it will automatically open at the **Import screen**.*

Importing the PNProdAU.txt file

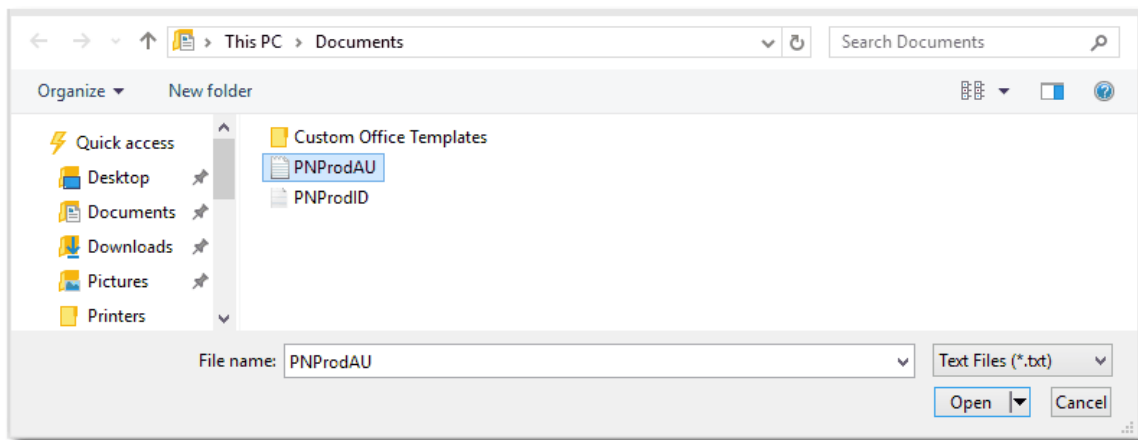
When you have received the product authentication file **PNProdAU.txt** from PEERNET Inc., you will need to save the file in an easy to remember location, like your Desktop or your Documents folder. If you need to move the authentication file back to the computer where Convert to PDF is installed, do so now.

On the computer where Convert to PDF is installed, restart the **Activation Wizard** by following the steps outlined in [Launching the Activation Status](#) dialog. The Activation Wizard will automatically start at the import screen.

Press the "Import the PNProdAU.txt product authentication file" button in the middle of the screen.



A browse dialog box will appear. Use this dialog to locate where you saved the **PNPProdAU.txt** file you received from PEERNET and click the **Open** button to import the file.



The authentication file will be verified and you are automatically moved to the [Activation Status](#) screen.

Activation Status

This screen displays your activation status. Once the product is successfully activated, the *Activation Status* field will display your status as **Activated**.

The screenshot shows a web interface with a sidebar on the left containing four items: 'Serial Number', 'User Information', 'Validation Process', and 'Status'. The first three items are preceded by green checkmarks, while 'Status' is preceded by a brown right-pointing triangle. The main content area is titled 'Activation Status:' and contains a grey box with the following text: 'Activated.', 'For your records, you have currently consumed 15 activations of the 25 activations purchased.', and 'If you need to purchase more activations, please visit your online account at <http://www.peernet.com/store/account.php> and select view registered serial numbers. From there, you can select to purchase additional activations.' Below the grey box, the text 'Thank you for activating this product.' is displayed.

If an error occurred during activation it is displayed in the *Activation Status* field, such as the following error message that occurs if you have exceeded your license activations.

The screenshot shows the same web interface as the previous one, but the 'Activation Status:' field contains a grey box with an error message: 'You have reached your activation limit of 1 times on serial number PN-C2P-V4X-000000000000.' Below this, the same instruction about purchasing more activations is shown: 'If you need to purchase more activations, please visit your online account at <http://www.peernet.com/store/account.php> and select view registered serial numbers. From there, you can select to purchase additional activations.'

Convert to PDF 4.0

If you have used all of your license activations, you will not be able to activate the product on this computer until additional activations have been purchased. Additional activations can be purchased as outlined below.

1. Close the **Activation Wizard** and restart the activation process as explained in the section [Launching the Activation Status dialog](#).
2. Choose "*I do not have a serial number and want to purchase*" to go to our online store where additional licenses can be purchased.



If you are moving your license to a new computer, or if you have had to re-install the software on your computer due to a crash, please contact PEERNET Sales at peernet@peernet.com with your current serial number for assistance.

Viewing Your Activation Status

To view your activation status, launch the **Activation Wizard** by going to **All Programs – Convert to PDF 4.0 – License...** from the Windows Start menu. See [Launching the Activation Wizard](#) for detailed instructions.

If you have activated the product, the *Status* field will display *Activated*, and your serial number, name, organization and email address are also displayed.



The **Change License...** button can be used to change your license. You would use this button when upgrading an *End User License* to an *Windows Service License* **within the same product version**. It cannot be used to upgrade an older version of the software to a new version.

Working with Convert to PDF

This section is designed as a "How-To" guide and describes the most common tasks you will use when working with Convert to PDF. The objective is to familiarize you with the features available and give a brief overview of how each feature works. You can jump directly to the topic for each feature from the table below, or you can refer to the table of contents for a complete list of "How-To" topics and step-by-step instructions.

Easy to Use Interface

Quickly find the options you need to create the type of PDF you want. Our user-oriented interface lets you change your PDF creation options on-the-fly; without having to reprint your file you can test various combinations until you get the PDF you desire.

- [Exploring the User Interface](#)
- [Creating a PDF file from any document](#)

Image Options to Control Size and Quality

Image downsampling and compression options allows fine tune control over how Convert to PDF handles images. Image downsampling is used to control the size and quality of the overall image before compression while image compression controls the compression format (JPEG, Flate, Run-Length, CCITT) used to store the images in the PDF document.

- [Controlling Image Size and Quality with Downsampling](#)
- [Change the Image Compression in the PDF file](#)

Control Document Access with PDF Security

Secure document contents by password protecting your PDF; limit access to document contents by restricting printing, text and graphics copying and document manipulation.

- [Creating a "Read-Only" PDF](#)
- [Password Protecting a PDF file](#)

Control PDF Viewer Options

The General options of Convert to PDF allow you to control how PDF viewers such as Adobe® Reader initially display the PDF documents.

- [Control the PDF Appearance When Opened](#)

Profiles for Saving and Restoring Settings

Convert to PDF settings can be saved to disk as named profiles. These profiles can be reloaded at any time to restore previously used settings or to establish the settings used on every conversion.

- [Creating and Using Printer Profiles](#)
- [Using a Printer Profile for No Prompt PDF Creation](#)

Create PDFs without any Prompts

Convert to PDF can be set up in seconds to automatically create your PDF directly from your application without displaying the user interface (no prompts). For additional information read our [No Prompt PDF Creation Guide](#)

- [Setting up No Prompt PDF Creation](#)

Integrates with existing Business Processes

Convert to PDF can be set up to take the created PDF document and then run a program which integrates the created document with an existing or new business process such as a document management system or a web publishing infrastructure.

- [Automatically Email the PDF](#)

Exploring the User Interface

The **Convert to PDF** application was designed to be easy to use. There are three simple steps to creating a PDF:

1. Print the file to the [Convert to PDF Printer](#).
2. Name your PDF file and set any options needed on the [Options](#) tab in the Convert to PDF application.
3. Create and view your file from the [Results](#) tab.

By default, the created PDF file is automatically viewed in your regular PDF viewer. This can be changed from the [Save Category](#).

The dialog remains on the **Results** tab until you close it. You can also click on either the **Options Tab** or the **Back to Options** button to return to the Options Tab and change any options if you need to – without having to print the file again.

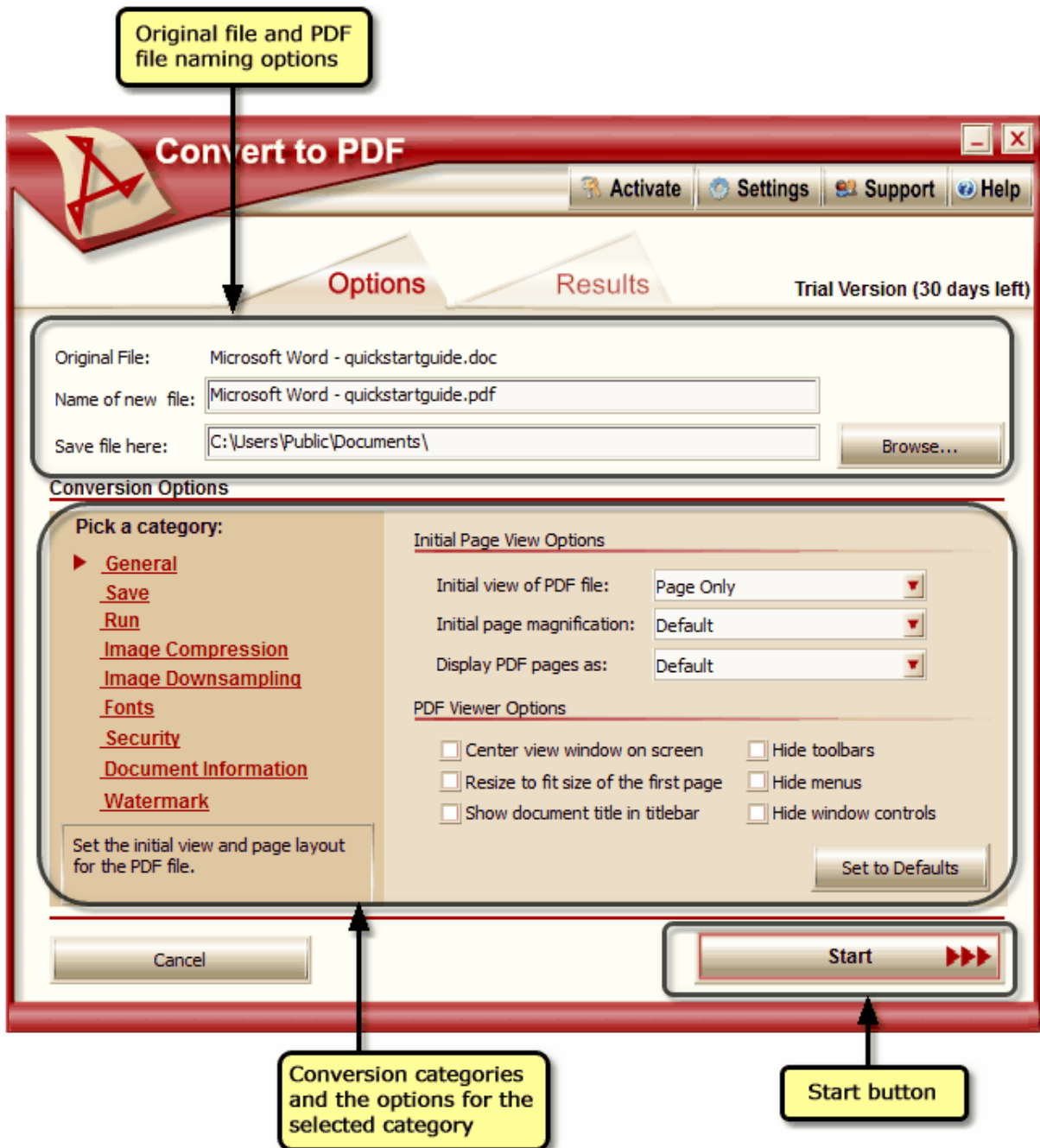


Explore the User Interface

- [Options Tab](#)
- [Results Tab](#)
- [Caption Buttons](#)
- [The Convert to PDF Printer](#)

Options Tab

Each time you print to the Convert to PDF printer the Convert to PDF application will launch showing you the **Options Tab**. The three main sections of this screen are outlined and explained below.



Original File and File Naming Options

This area shows the name of the original document sent to the Convert to PDF printer. From here you can specify the name of the PDF you are creating as well as where you want to save the file. The **Browse...** button can be used to change where the files are saved.

Original File - this is the name of the file that was printed to the Convert to PDF printer.

Name of new file - enter the name of you want to use for your PDF file. The following characters cannot be used as part of a file name: / * ? " < > | : \.

Save file here - this is the location where your PDF file will be saved. Use the **Browse...** button to look for a different folder on your hard drive, or type a new location into the edit field. If the folder does not exist, you will be prompted to confirm that you wish to create it.

Browse - displays the standard *Browse for Folder* dialog allowing you to find a folder on your computer. Use this button to change where you are saving your PDF files.

Conversion Categories and Selected Category Options

This area lists the different categories of PDF creation options that can be configured. The red triangle to the left of the category list indicates which category is displayed in the right-hand side panel. Click on any of the categories to choose it and show its options in the panel to the right.

Start Button

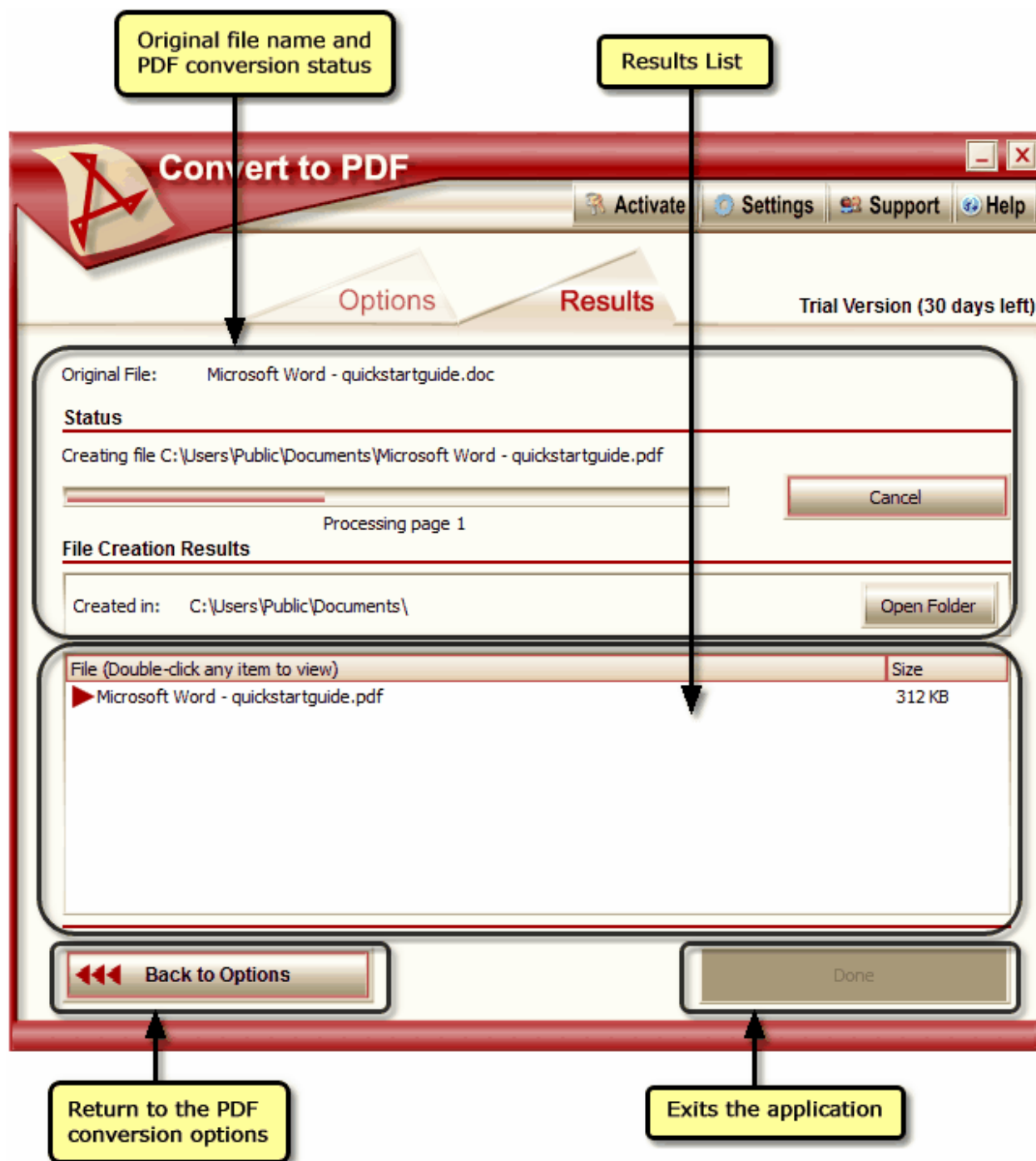
When you have set the file naming and conversion options, click this button to start creating your PDF file. Clicking on the [Results](#) tab will also start creating the PDF file. When Convert to PDF starts to create the PDF file, you will automatically be moved to the Results tab.

Cancel Button

Cancels the PDF creation and closes the Convert to PDF application.

Results Tab

As the PDF is being created, its progress is shown on the **Results** tab. The main sections of this screen are outlined and explained below.



Original File Name and PDF Conversion Status

This area shows the name of the original document and tracks the progress of the PDF file, or files, being created.

- **Original File** - this is the file that was printed to the Convert to PDF printer.
- **Status** - shows the name of the file being created when conversion is in progress. When conversion is complete it shows the results of the conversion.
- **Progress Bar** - displays the progress of each page as it is converted. When conversion is taking place, the page is currently being converted is listed below the progress bar.
- **Cancel** - allows you to cancel the creation of the PDF files. When cancelling, you are given the option to keep or discard any files that have already been created.
- **Created in** - this is the output folder where the new PDF files are created.
- **Open Folder** - opens a window displaying the contents of the output folder where the new PDF files have been created.

Results List

This lists the PDF files as they are created. If you are creating a multipaged PDF file there will only be one file listed. If you are creating serialized PDF files there will be one file listed here for each page in your document.

While the PDF file is being created, a red triangular icon is displayed to the left of the filename in the list. When completed, the icon will change to check mark. When the icon is a check mark, double-clicking the file in the list will open the file using your default PDF viewer.

Back to Options

If you need to change the options you used to create the PDF file, you can click here return to the [Options](#) tab and make your changes. If you are in the middle of creating the PDF, you will be prompted with a cancellation confirmation dialog box before returning to the options. You can also cancel the PDF creation and return to the Options tab by clicking on the Options tab itself.

Done

The Done button in the lower right corner is disabled while the PDF is being created. This button is enabled as soon as the PDF creation is complete, or when it has been canceled. Clicking this button will exit the application.

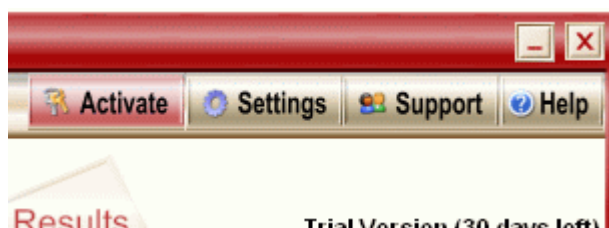
Caption Buttons

This area contains links to activate the product if in trial mode, to modify printer settings, to load and save printer profiles and to easily access PEERNET's Support and Help web pages.



Activate

The **Activate** caption button is only visible when the product is in evaluation mode. If the product is licensed, this button is not shown. Clicking the Activate button will launch the **Activate Wizard**. See [Activating Convert to PDF](#) for activation steps.



Settings

The **Settings** caption button presents a menu with a shortcut to the **Convert to PDF** printing preferences and options for loading and saving [Profiles](#).



The **Convert to Printer Settings...** will display the printing preferences for the [Convert to PDF Printer](#). Printing preferences changed here will not take effect until the next time a document is printed to the printer.

Load Profile and **Save Profile** allow you to save the current PDF creation settings to a file on disk and re-load them from that file when needed. Profiles are saved as a file on your computer with the extension *.ppr*.

Once saved, the profile can be *loaded* when wanted and used to create a PDF file without having to go through and change the [Category](#) settings. The profiles created can also be used through the Convert to PDF printing preferences to set up the printer to always use a particular group of settings. See [Creating and Using Printer Profiles](#) for instructions on how to configure the printer to always use the same settings.

For instance, if you need to routinely create PDF files for both viewing over the web and printing, you can have one profile that creates a smaller PDF file with lower quality graphics for web viewing and another one that creates a PDF with better quality graphics suitable for printing. Once the document has been printed to the Convert to PDF printer, load the profile you wish to use by going to **Settings – Load Profile...** then click **Start** to create the PDF file with the required settings.

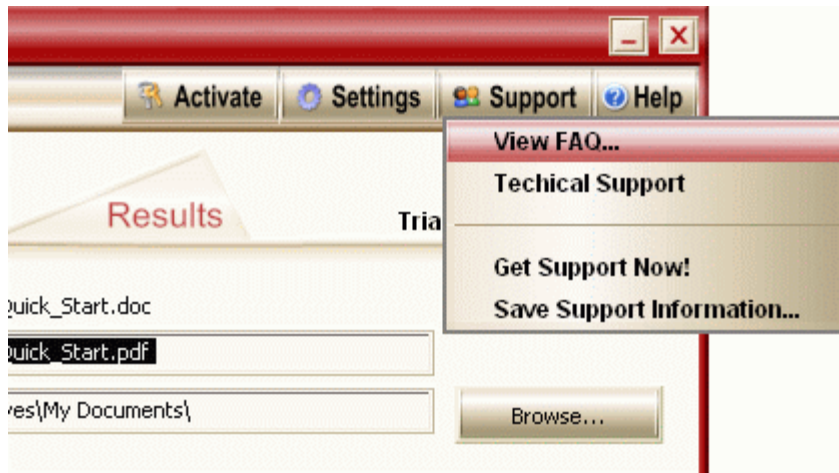


Note: You are not required to use profiles; Convert to PDF automatically saves the last used settings each time you close the application.

Support

The **Support** caption button presents a menu with shortcuts to the online FAQ, the main support page for the product and the online Support Request web form.

Save Support Information... should only be used in the event that you are asked to provide this information by one of our technical support staff to aid them in troubleshooting.



Help

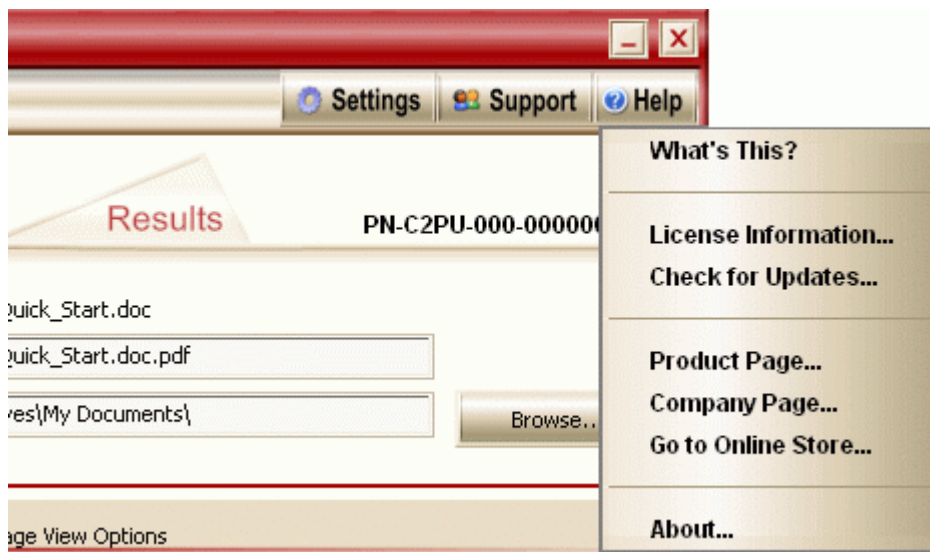
The **Help** caption button displays a menu with options to get help from the application or various online sources.

Selecting **What's This?** allows you to get help for any part of the application simply by clicking on it. When this option is chosen, the mouse cursor changes from the regular arrow cursor to an arrow with a question mark; clicking any control will display the help for that control.

License Information... is only visible once the application is activated. It displays the serial number and contact information used to activate the product, as explained in [Viewing Your Activation Status](#).

The items **Check for Updates...**, **Product Page...**, **Company Page...**, and **Go to Online Store...** all link to online web pages for the product.

About... displays current version information for the product.



The Convert to PDF Printer

There are two components to **Convert to PDF** - the *Convert to PDF printer* and the *Convert to PDF application* that launches each time you print to the Convert to PDF printer.

The Convert to PDF printer is used the same way you would use any other printer. It appears in your *Printers and Faxes* (*Devices and Printers* on Windows 7 or later) folder and is available from any application where you have an option to print a file.

Instead of creating a paper copy of your original document, like a LaserJet or other hardware printer would, Convert to PDF makes an electronic copy of your document. This electronic copy is used to create a PDF file.

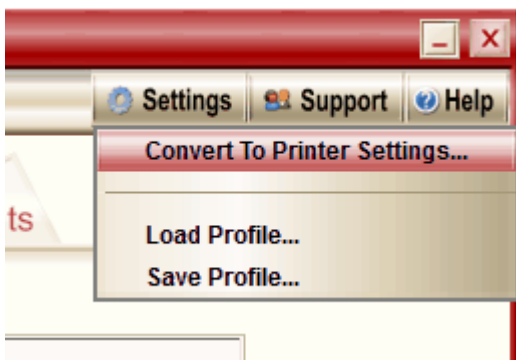


Convert to PDF Printer Options

- [Convert to PDF Printing Preferences](#)
- [Creating and Using Printer Profiles](#)
- [Creating Copies of the Printer](#)
- [Locating the Printers Folder](#)

Convert to PDF Printing Preferences

The **Printing Preferences** dialog can be shown by selecting **Settings - Convert to Printer Settings** from the [Settings caption button](#) in the Convert to PDF application. Settings changed through this menu item will only affect the original Convert to PDF printer.

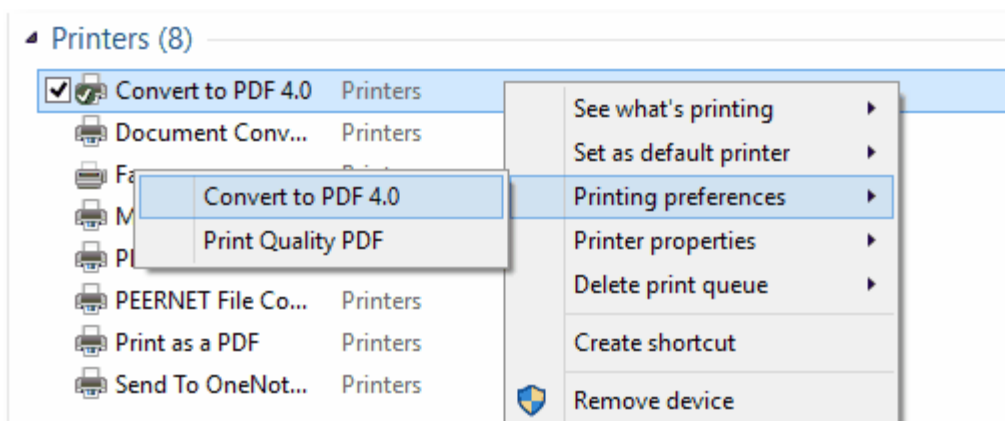


To make changes to any [copies](#) of the Convert to PDF printer you need to go the **Printers** folder on your computer. See [Locating the Printers Folder](#) for information on how to access the **Printers** folder for your version of Windows. The *Printing Preferences* dialog for the Convert to PDF printer and any copies can be accessed from this folder.

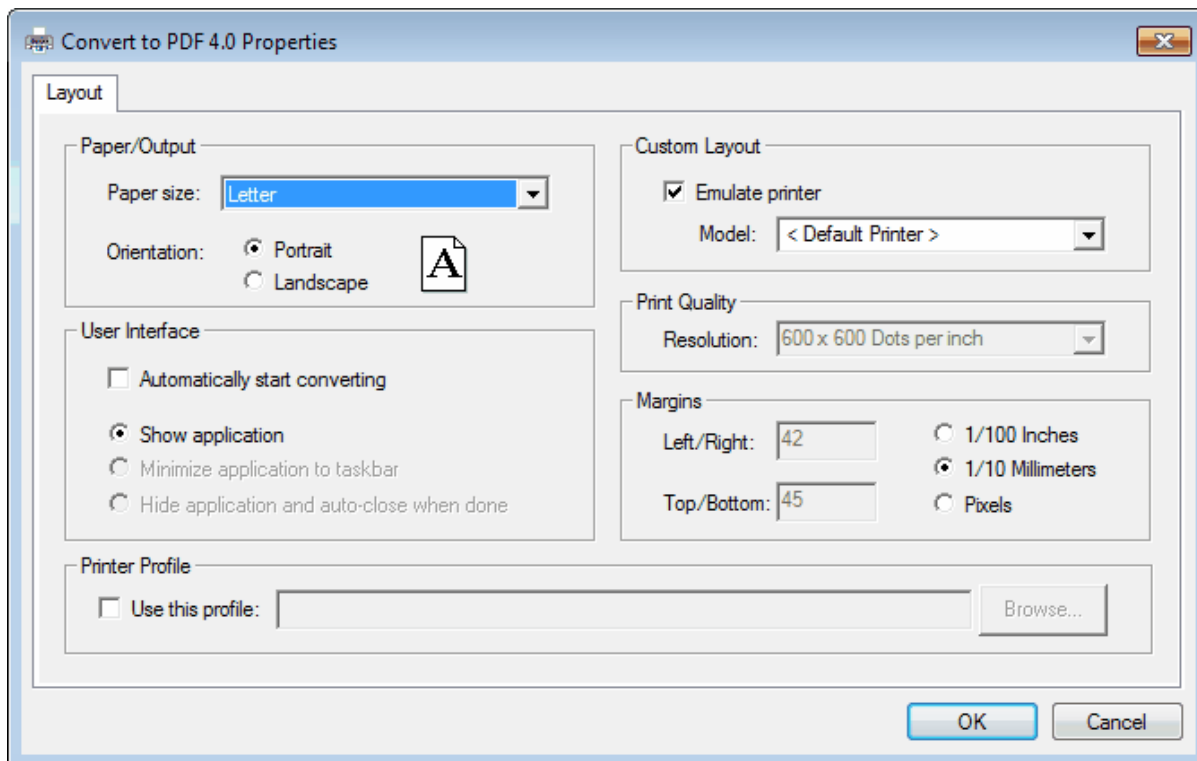
1. Open your **Printers** folder.
2. Right-click the *Convert to PDF 4.0* printer or any named copy and select **Printing Preferences** from the context menu.



Note: If you are running Windows 7 or later and have multiple copies of the Convert to PDF printer you will only see one of your Convert to PDF printers. Right-clicking the printer will show a context menu with each option containing a submenu listing each copy of the printer.



The printing preferences can control the paper size and orientation, as well as margins and print quality. They are also used to customize the behaviour of the application interface, such as launching the application minimized or to automatically start converting any files printed. The Convert to PDF printer can also be customized to always use a specific [printer profile](#) to control the settings used to create the PDF file. Selecting **F1** when in any control on the printing preferences dialog will display help for the dialog.



Paper/Output

This option allows you to choose the **Paper size** and **Orientation** of the pages in the PDF.

Just as you can choose to print on Letter-sized paper or Legal-sized paper with a regular printer, similar options are available for the Convert to PDF printer. As Convert to PDF is a virtual printer it is not bound by hardware constraints such as only having Letter or Legal sized paper trays to choose from there is even more flexibility in the paper size. The paper sizes available are only limited by the paper sizes that are defined on the computer.



Note: Setting paper size does not work from all applications. There are some applications, such as Microsoft Word, where the application can override what the printer has set for the paper size.

User Interface

Normally, the **Convert to PDF** application will launch and wait for you to press the **Start** button to create the PDF file each time you print to the printer. This behaviour can be changed to best suit how you want to work. When **Automatically start converting** is enabled, you can choose between the three display options given.

Display Option	Automatically Start Converting	User Interface Option
Show Application	Off	The application opens showing the Options tab and will wait for you to click the Start button
	On	The PDF conversion is automatically started and application displays the Results tab.
Minimize the application to taskbar	Off	Disabled, cannot be chosen.
	On	The PDF conversion is automatically started. The application launched minimized to the taskbar. Clicking on the taskbar icon will show the Results tab.
Hide application and auto-close when done	Off	Disabled, cannot be chosen.
	On	The PDF conversion is automatically started but is not visible and is automatically closed when the PDF file has been created.



Note: For minimize and hide application modes, the application will be brought to the foreground if a prompt is required to be answered by the user. A common prompt would be if the PDF file being created is about to overwrite an existing file of the same name on disk.

Printer Profile

This option is off by default. Convert to PDF automatically saves the last used settings each time you close the application and these settings are retrieved on the next print.

When you use a printer profile, you are using a snapshot of the PDF creation settings that you have previously saved through **Settings - Save Profile...** from the application's [Caption buttons](#). The printer profile determines what the PDF creation options are initially set to when the application is launched or when **Automatically start converting** is enabled. See [Creating and Using Printer Profiles](#) for more information.

Custom Layout

By default this option is on, and the printer being emulated is the printer you have chosen as your system default printer. You can change this to any printer you have installed.

The Convert to PDF printer will simulate the chosen printer by using its print resolution and margins. By matching the print resolution and margins, the PDF will have the same line and page breaks, thus ensuring that the created file will look the same as the printed output of the original document.



Note: Your current system default printer is shown in your Printers folder with a small circle with a white check mark placed over the printer icon.

Print Quality

If you are emulating another printer, this option is disabled. If you are not emulating another printer, you can choose from print resolutions ranging from 72 DPI to 1200 DPI. The higher the resolution chosen, the longer it will take to print the document.

Margins

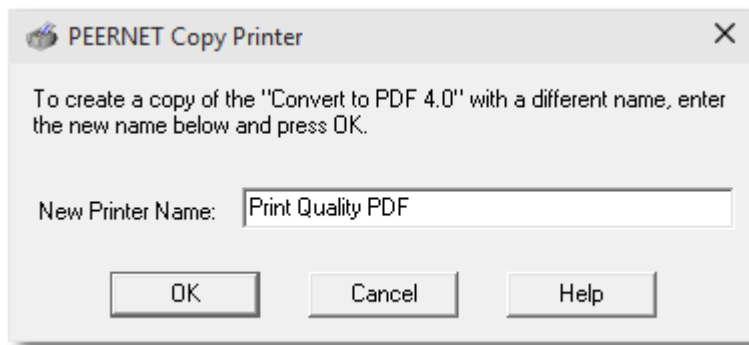
If you are emulating another printer, this option is disabled. If you are not emulating another printer, you can set the printer hardware margins here. The printer hardware margins are combined with the paper's print area margins to properly position the document on the page.

Creating Copies of the Printer

You can add more than one copy of the Convert to PDF printer into your [Printers folder](#). This is useful if you want each printer to use a different printer profile or have different printing preferences. For example, you can have one printer set to use a profile that creates a PDF with high quality images suitable for printing, and another printer set to use a profile that creates smaller PDF files with lower quality images suitable for e-mailing or viewing over the internet.

Creating a Copy of the Printer

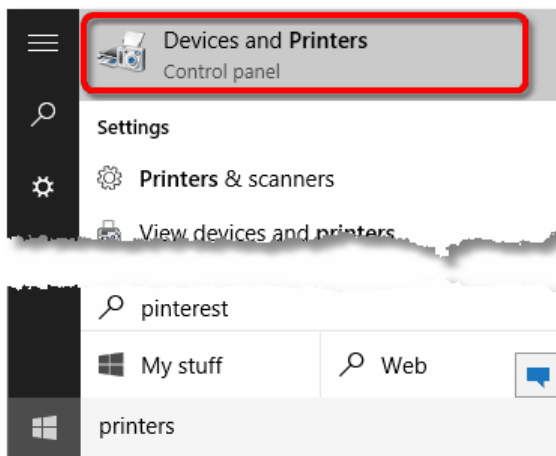
1. From the **Start** menu, go to **All Programs – Convert to PDF 4.0 – Copy Printer...**
2. Enter in the name you want to use for the new printer and press **OK** to create the new printer.



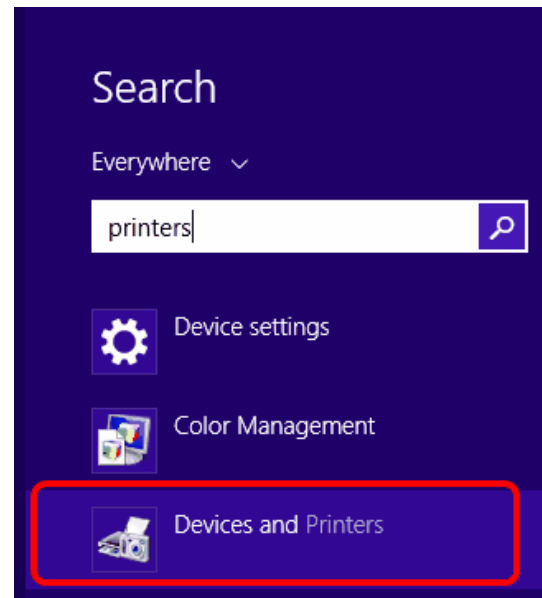
Locating the Printers Folder

You can access the Convert to PDF printer, and any created copies from the Windows **Printers** folder. This is useful for setting the printing preferences for copies of the printer as the *Convert to Printer Settings* menu item from the Convert to PDF application will only affect the original Convert to PDF printer.

- In Windows 10 and Windows 8 and 8.1, click the Windows logo key (⊞) in the bottom left corner, and then start typing "Printers" to automatically search for the *Devices and Printers* folder.

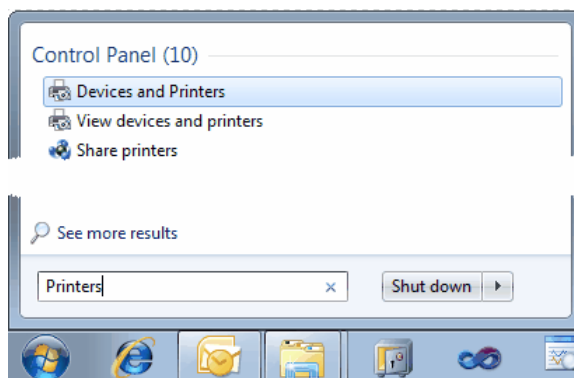


Windows 10 Search

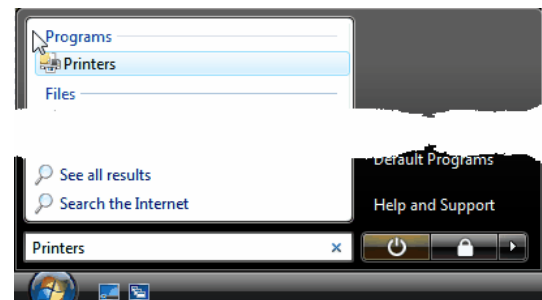


Windows 8, 8.1 Search

- In Windows 7 and Windows Vista, you can type "Printers" into the **Start** menu search box to find your Printers folder. It will be called *Devices and Printers* in Windows 7 and *Printers* in Windows Vista.



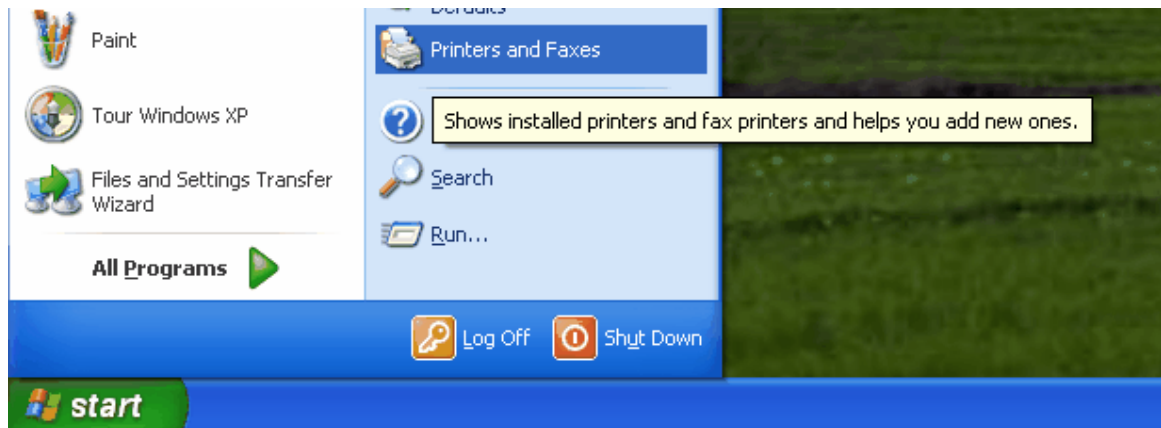
Windows 7 Search



Vista Search

Convert to PDF 4.0

- If you are running Windows XP *Printers and Faxes* can be selected from the **Start** menu.




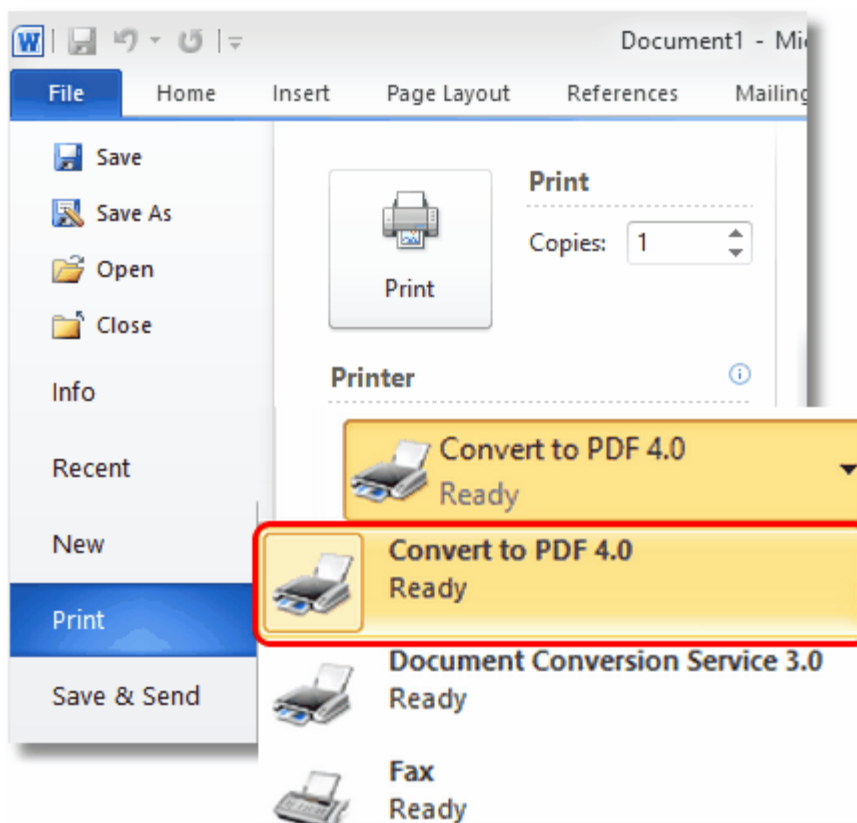
Creating a PDF file from any document

Creating a PDF file can be done in just a few steps from any Windows application that can print.

1. [Print your document](#) to the Convert to PDF printer to display the Convert to PDF application.
2. [Select your PDF options](#) as desired and click the **Start** button.
3. [View the created PDF files](#) from the Results tab.

1. Print the document

- Open the document you would like to use to create a PDF. This is normally whatever application you use to view or edit the original file. Here, we are using a Word document and Microsoft Word.
- From the application's menu, print the document to the Convert to PDF 4.0 printer. For example, in Word you would do the following:
 - In Word 2007 and later, you would select the **Microsoft Office Button** , then click **Print**. If you do not see the Microsoft Office Button, select **File – Print** from the application menu or ribbon.
 - Select the Convert to PDF 4.0 printer from the list of available printers.
 - Click on **OK** to send the document to the printer.



2. Select your PDF options

After the document has been sent to the printer, the Convert to PDF application will be displayed showing the [Options](#) tab. From the Options tab, you can set the name of the PDF file, its location and various options for the type of PDF file you want to create. The different sections of the Options tab are described below.

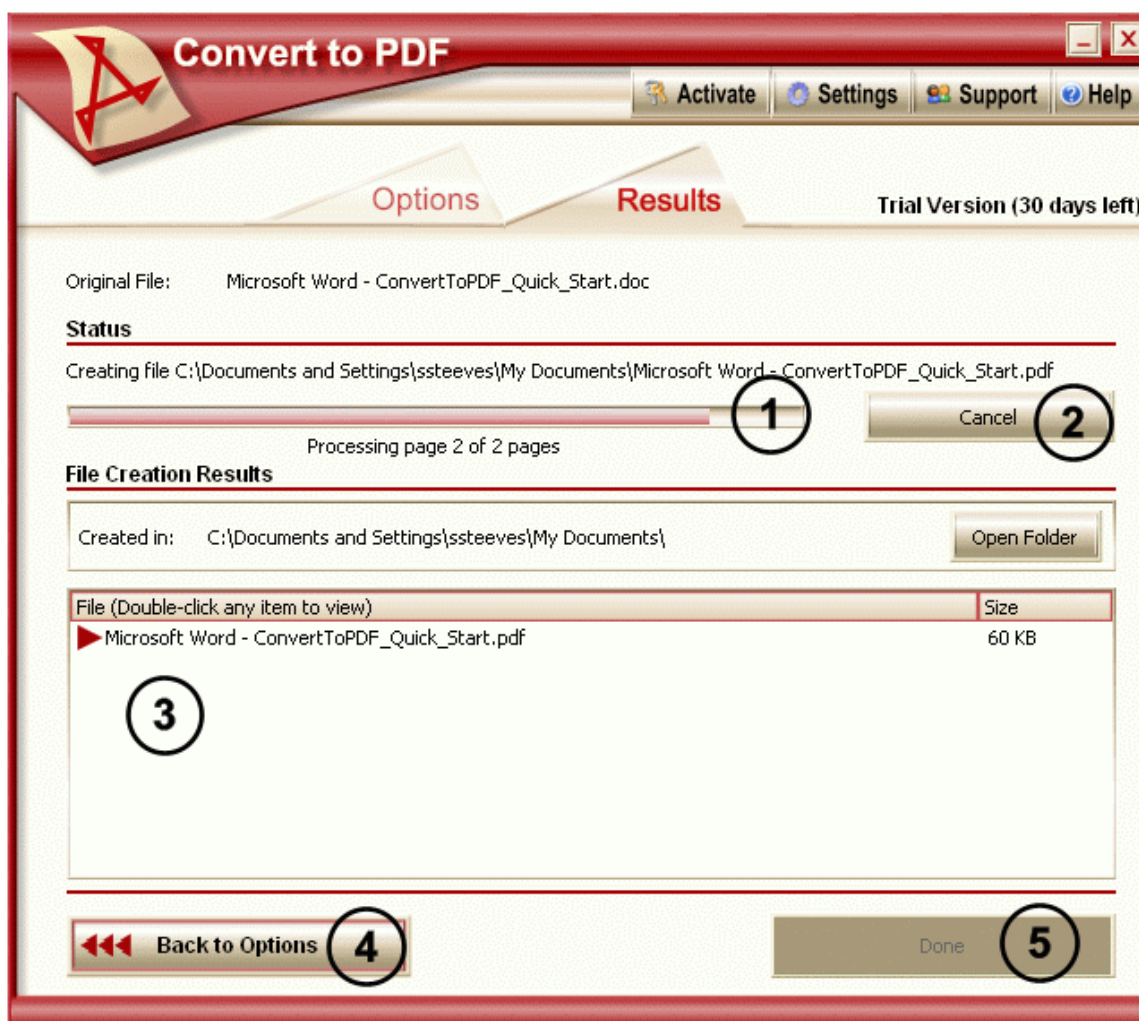


- | | |
|---|---|
| ① | Choose the file name and folder in which to save your new PDF file. The Browse... button can be used to find and select the folder. The name of the document you are converting is also shown. |
| ② | Use the category list on the left hand side to find and change any options that you need to modify. The red arrow designates the currently selected category – its available options are displayed on the panel on to the right. Move to any of the categories by clicking on its category title. |
| ③ | Available options for the selected options category are displayed in this panel. The contents here will change depending on what category is selected. The Set to Defaults... button appears on all panels and will reset the options for that category back to the factory defaults. |
| ④ | Select Start to begin creating your PDF. |

3. View the created files

When the PDF creation has been started, you are automatically moved to the [Results](#) tab. This tab displays the progress of the PDF file creation, gives you the ability to **Cancel** the process if desired and shows the files as they created in the **File Creation Results** list.

From this tab you can click the **Back to Options** button at any point to return to the [Options](#) tab and make changes to the PDF creation settings.



- ① This status bar shows the progress of each page as your document is converted. A summary of the current page being converted and how many pages are left is also shown.
- ② The creation of the PDF file can be stopped if desired using the **Cancel** button.
- ③ As the PDF files are created, they are listed in the **File Creation Results** list. When the red triangle next to the name changes to a red check mark, you can double-click on that file in the list to view it. Created files are automatically viewed in your regular PDF viewer if the auto-view option is selected from the [Save](#) category options.
- ④ Use the **Back to Options** button to return to the [Options](#) tab. This is a convenient way to change settings and re-create the PDF without having to print your original document again.
- ⑤ **Done** is enabled once conversion is complete. This exits the Convert to PDF application. Changes made to the conversion options are saved automatically upon each exit.

Control the PDF Appearance When Opened

Depending on the contents of your PDF file, you may want control over how that file is initially displayed to the user. You can control how the pages are initially displayed and show or hide the bookmark and pages panel. You can also hide and show menu or toolbars, display the PDF full screen and choose initial zoom levels among other options. These display options are supported by Adobe Acrobat and Adobe Reader, and may be recognized by other PDF viewers as well.

As an example, if you are creating a user manual, you may want to create the PDF so that the table of contents displayed in the Bookmark panel when the file is opened. If you are creating a newsletter or brochure, this type of document would look best with the bookmark panel hidden and just the page displayed.

See Also: [Initial Page View Options](#) [PDF Viewer Options](#)

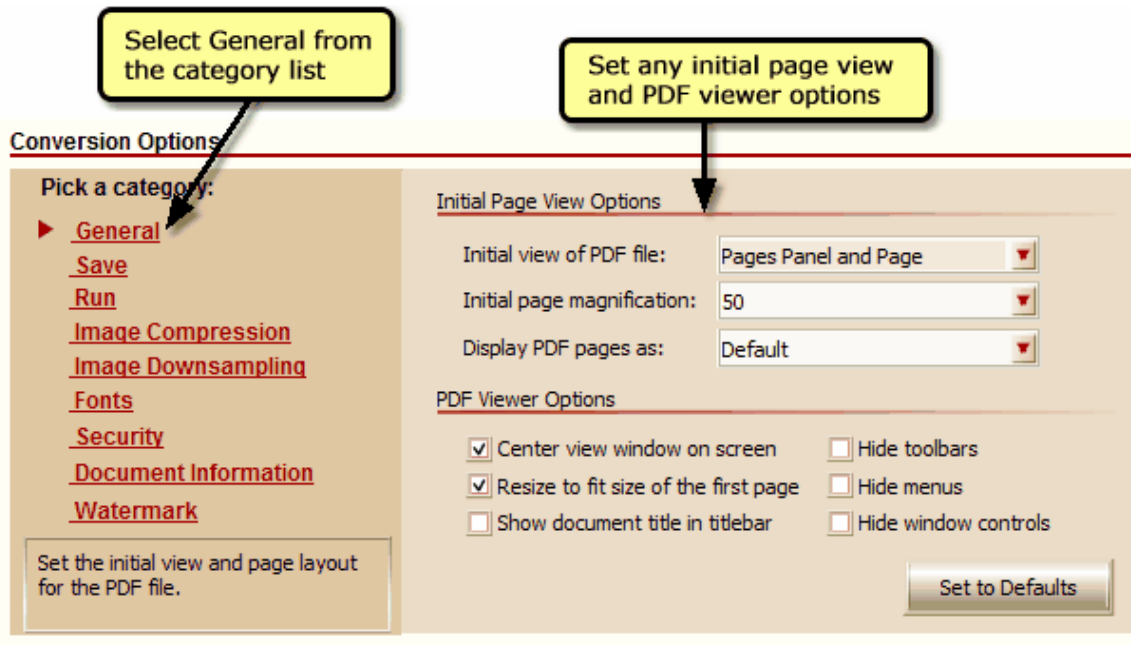
1. Print the document

- Open the document you would like to use to create a PDF. This is normally whatever application you use to view or edit the original file.
- From the application's menu, print the document to the Convert to PDF 4.0 printer.

2. Select General

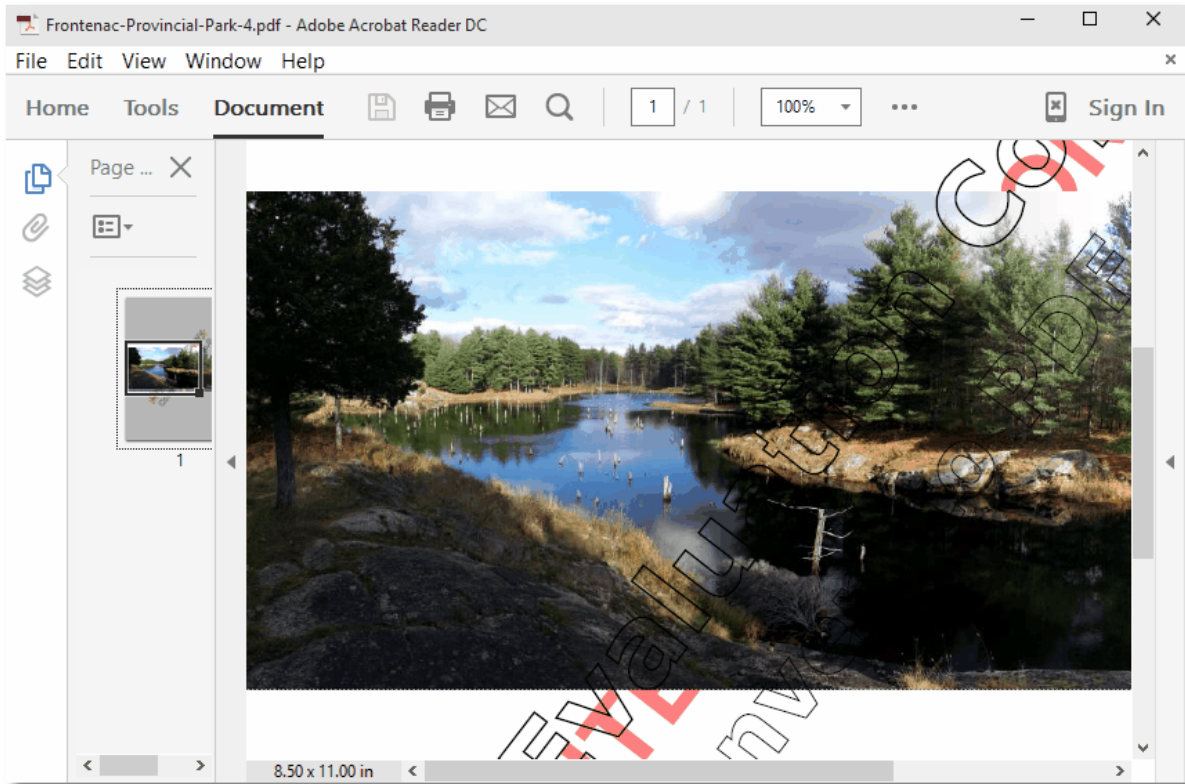
After the document has been sent to the printer, the Convert to PDF application will be displayed showing the [Options](#) tab. We will be configuring the PDF to initially display both the Pages panel and the PDF page, at 50% magnification and centered on the screen to display the entire page.

- The **General** category is selected by default when the application is first opened.
- In the **Initial Page View Options** section on the right, choose the *Pages Panel and Page* as the initial view and set the page magnification to 50%.
- In the **PDF Viewer Options** section, check the options *Center view window on screen* and *Resize to fit size of the first page*.
- Select **Start** to create your PDF



3. Open the File

When opened, the PDF file displays the Pages panel on the left hand side, and the first page of the PDF on the left hand side. The page is displayed at 50% magnification and the PDF viewer is centered on the screen and sized to fit the size of the page.



Creating a "Read-Only" PDF

In many instances you will want to protect the information in the PDF documents you are creating. This is often done by restricting access to the editing and printing features of the PDF file. This in effect will create a "read-only" PDF file.

See Also: [Password Protecting a PDF file](#) [Security](#)

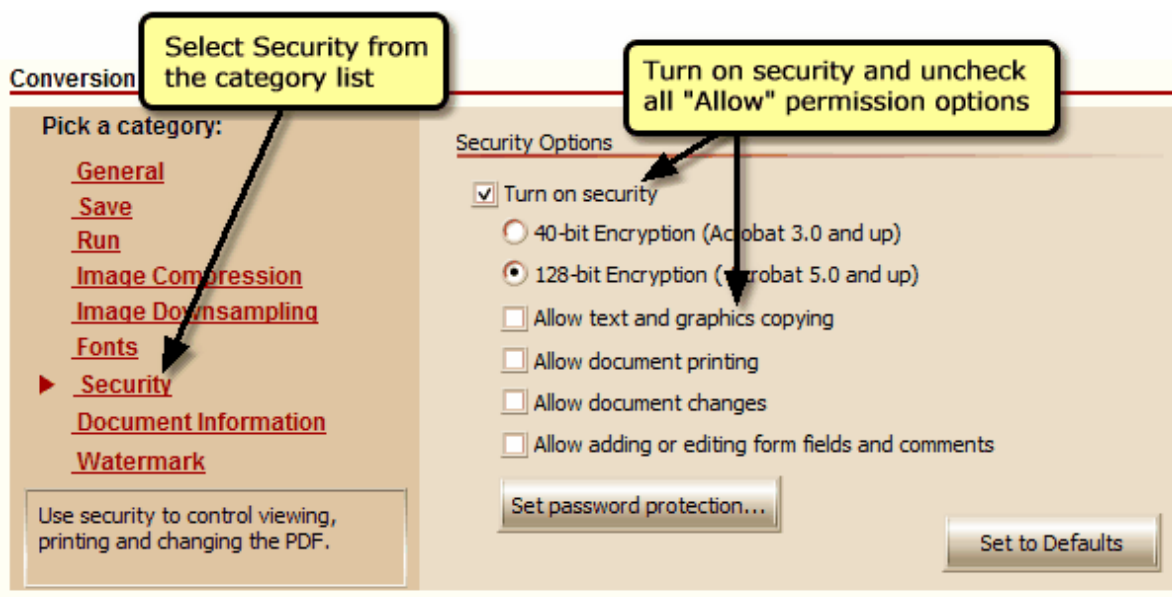
1. Print the document

- Open the document you would like to use to create a PDF. This is normally whatever application you use to view or edit the original file.
- From the application's menu, print the document to the Convert to PDF 4.0 printer.

2. Select Security

After the document has been sent to the printer, the Convert to PDF application will be displayed showing the [Options](#) tab.

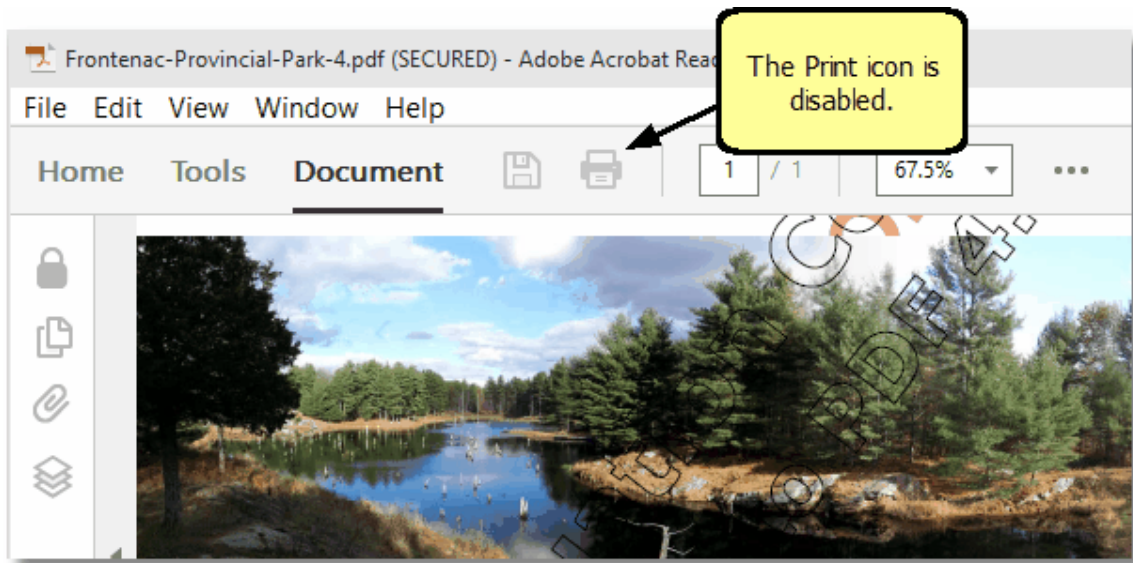
- From the category list on the left hand side, select **Security**.
- In the **Security Options** section on the right, check the *Turn on security* options to enable creating a secure PDF.
- Uncheck all four of the *Allow* permission options: *Allow text and graphics copying*, *Allow document printing*, *Allow document changes*, and *Allow adding or editing form fields and comments*.
- Select **Start** to create your PDF.



3. View the Read-only File

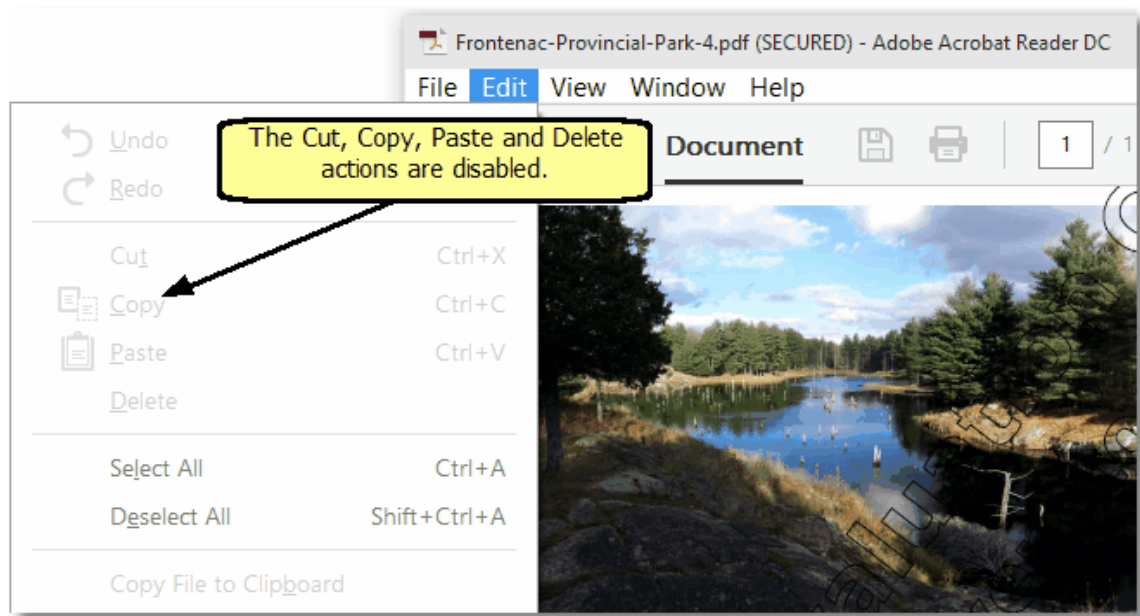
Once created the document can be opened and viewed using any PDF viewer but it cannot be printed, nor can any content, images or text, be copied from the document.

- The PDF viewer's print icon is disabled; the document cannot be printed



Convert to PDF 4.0

- Even though content on the page can be selected, the Cut, Copy, and Paste actions are also disabled.



Password Protecting a PDF file

You can also protect the information in the PDF documents you are creating by applying a password to the PDF file. If you want to be able to control who can open the PDF file and who is allowed to make changes to it, this is the approach to take.

There are two levels of password protection - at the document open level when the PDF file is opened in the viewer, and again when someone tries to modify, or change, the PDF.

See Also: [Creating a "Read-Only" PDF Security](#)

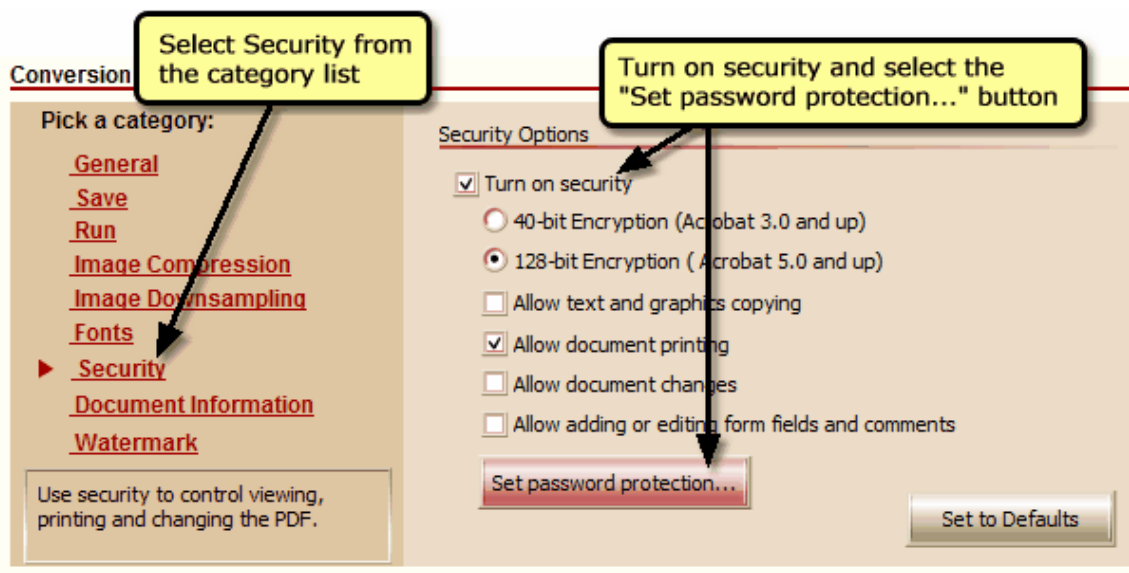
1. Print the document

- Open the document you would like to use to create a PDF. This is normally whatever application you use to view or edit the original file.
- From the application's menu, print the document to the Convert to PDF 4.0 printer.

2. Select Security

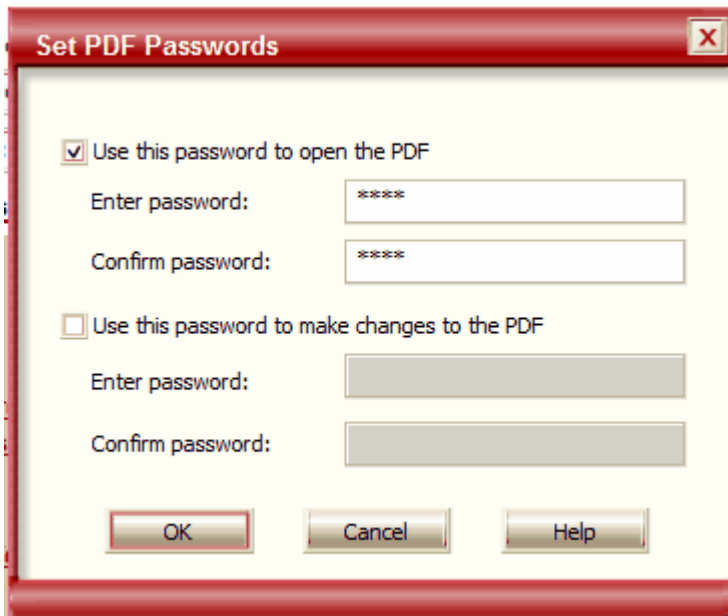
After the document has been sent to the printer, the Convert to PDF application will be displayed showing the [Options](#) tab.

- From the category list on the left hand side, select **Security**.
- In the **Security Options** section on the right, check the *Turn on security* option to enable creating a secure PDF.
- Click the **Set password protection...** button



Convert to PDF 4.0

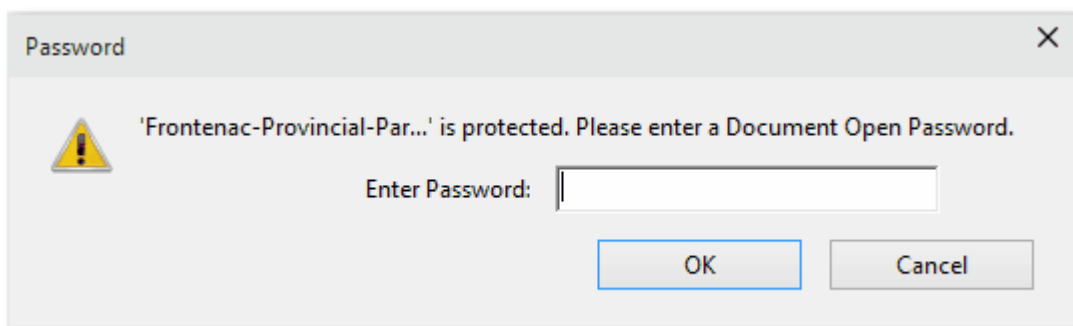
- Check the *Use the password to open the PDF* option to enable password protection on this PDF, and enter and confirm a password.



- Select **Start** to create your PDF.

3. Open the File

When opened, the PDF file will prompt for a password before the file is displayed. If the password is not entered correctly, the document will not open.



Automatically Email the PDF

Convert to PDF can be set up to take the created PDF document and then run a program which integrates the created document with an existing or new business process such as a document management system or a web publishing infrastructure.

Convert to PDF can be configured to take the created PDF file and pass it on to another program for further processing. This allows you to create business processes where the created file is automatically sent to your document management system or uploaded to a web page.

The steps below demonstrate using Microsoft Outlook to create an pre-addressed email message with the PDF file attached and ready to send.

See Also: [Run](#)

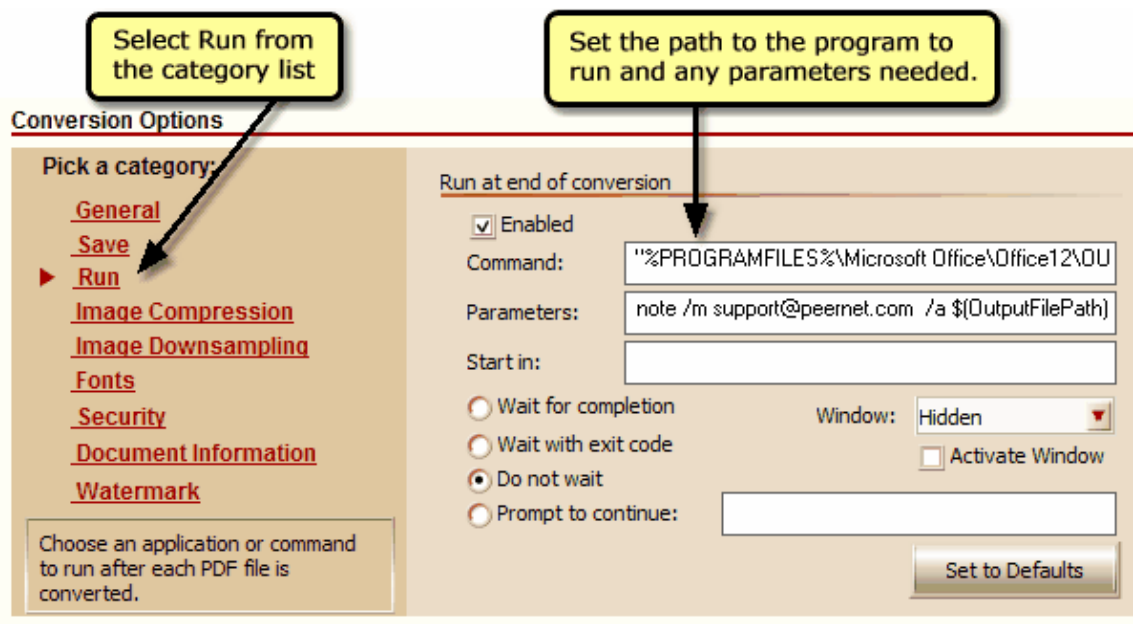
1. Print the document

- Open the document you would like to use to create a PDF. This is normally whatever application you use to view or edit the original file.
- From the application's menu, print the document to the Convert to PDF 4.0 printer.

2. Select Run

After the document has been sent to the printer, the Convert to PDF application will be displayed showing the [Options](#) tab.

- From the category list on the left hand side, select **Run**.
- In the **Run at end of conversion** section on the right, check the *Enabled* option to turn on the run command processing.



- In the **Command** edit field, add the full path to the program you want to run. In our example we are running Microsoft Outlook. Your path may differ slightly from what is shown here depending on your version of Outlook installed and if you are running a 32-bit or 64-bit operating system.

Office Version	Command Line Path to Outlook
Office 2000	32-bit: "%PROGRAMFILES%\Microsoft Office\Office9\OUTLOOK.EXE"
Office XP	32-bit: "%PROGRAMFILES%\Microsoft Office\Office10\OUTLOOK.EXE" 64-bit: "%PROGRAMFILES(x86)%\Microsoft Office\Office10\OUTLOOK.EXE"
Office 2003	32-bit: "%PROGRAMFILES%\Microsoft Office\Office11\OUTLOOK.EXE" 64-bit: "%PROGRAMFILES(x86)%\Microsoft Office\Office11\OUTLOOK.EXE"
Office 2007	32-bit: "%PROGRAMFILES%\Microsoft Office\Office12\OUTLOOK.EXE" 64-bit: "%PROGRAMFILES(x86)%\Microsoft Office\Office12\OUTLOOK.EXE"
Office 2010	32-bit: "%PROGRAMFILES%\Microsoft Office\Office13\OUTLOOK.EXE" 64-bit: "%PROGRAMFILES(x86)%\Microsoft Office\Office13\OUTLOOK.EXE"
Office 2013	32-bit: "%PROGRAMFILES%\Microsoft Office\Office15\OUTLOOK.EXE" 64-bit: "%PROGRAMFILES(x86)%\Microsoft Office\Office15\OUTLOOK.EXE"

- In the **Parameters** edit field, add the parameters to pass to your program. There are [predefined macros](#), such as `$(OutputFilePath)` that can be used to pass information, such as the full path to the created file, from Convert to PDF. The parameters used in the screenshot above are:

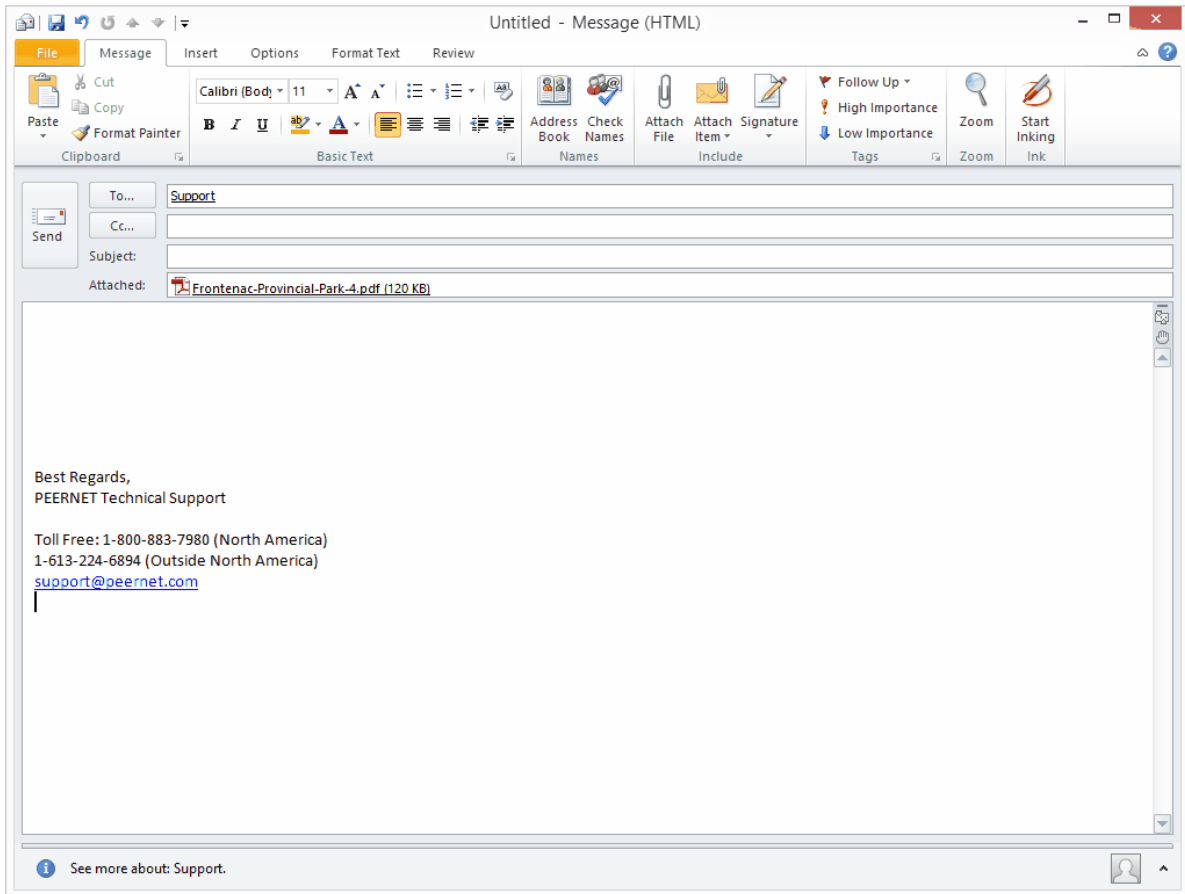
```
/c ipm.note /m support@peernet.com /a $(OutputFilePath)
```

Outlook Command Line Parameter	What it Does
/c ipm.note	Creates a new Outlook email message.
/m <email address>	Optional parameter, adds this email address to the To: field
/a <file>	Attaches the file to the email message. The sample uses the <code>\$(OutputFilePath)</code> macro to pass the full path, with quotes, to Outlook.

- Select **Start** to create your PDF file and automatically open an email with the created file attached.

3. Send the Email

When created, the PDF file is then automatically attached to an email message addressed to the recipient specified in the /m parameter, if used.



Controlling Image Size and Quality with Downsampling

Downsampling can greatly reduce the amount of space it takes to store any images contained in your PDF file by reducing the *dots per inch*, or DPI, of the images. Images are made up of bits called *pixels*, and there are a certain number of pixels, or **dots** per inch. By reducing the number of pixels in the image through downsampling, you reduce the overall size of the file.

The side effect of reducing the number of pixels in the image is a reduction in the quality of the image. How far you can reduce this DPI will depend on the initial quality of the images and the end use of the PDF.

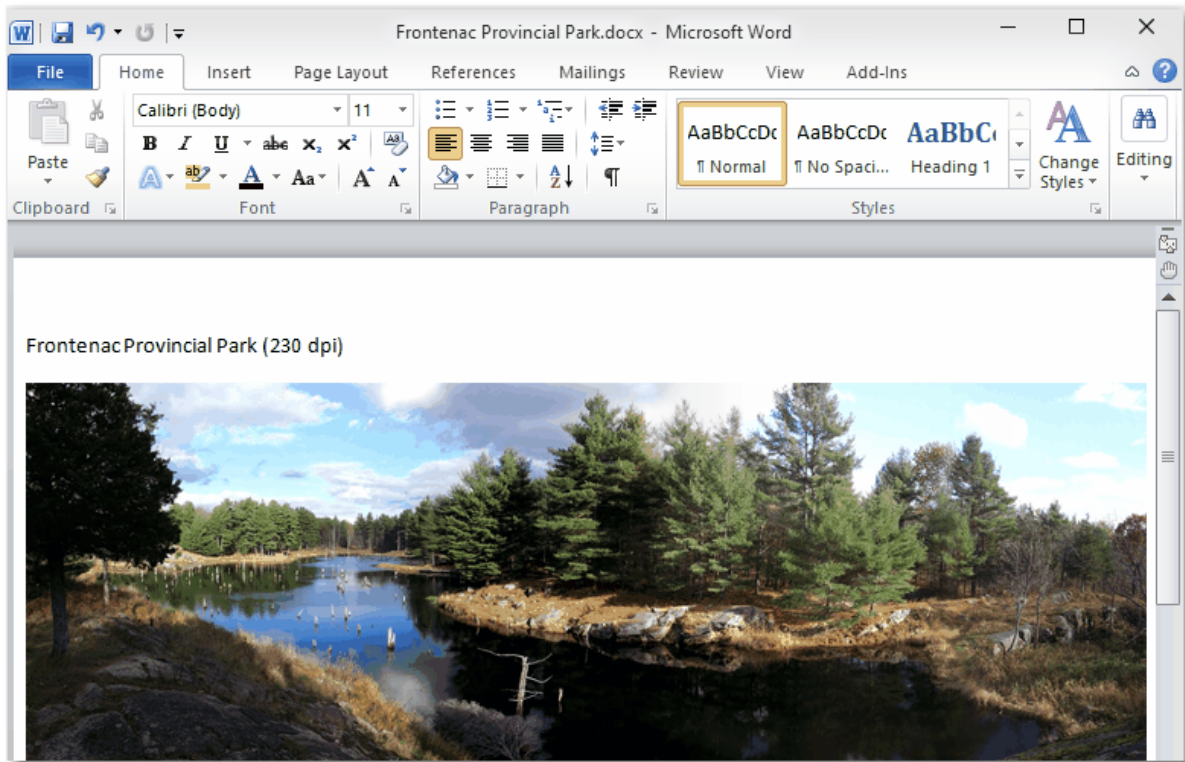
If you are creating PDF files that are meant to be viewed on a computer screen, then a downsampling value of 96 DPI is your best choice. Most computer screens are only capable of displaying at 96 DPI; there is no benefit in including higher resolution graphics in this case.

If the PDF will be printed, you may want to increase the downsampling DPI until you find a good balance between the size of the PDF and the quality of the graphics when printed.

See Also: [Change the Image Compression in the PDF file](#)

1. Print the document

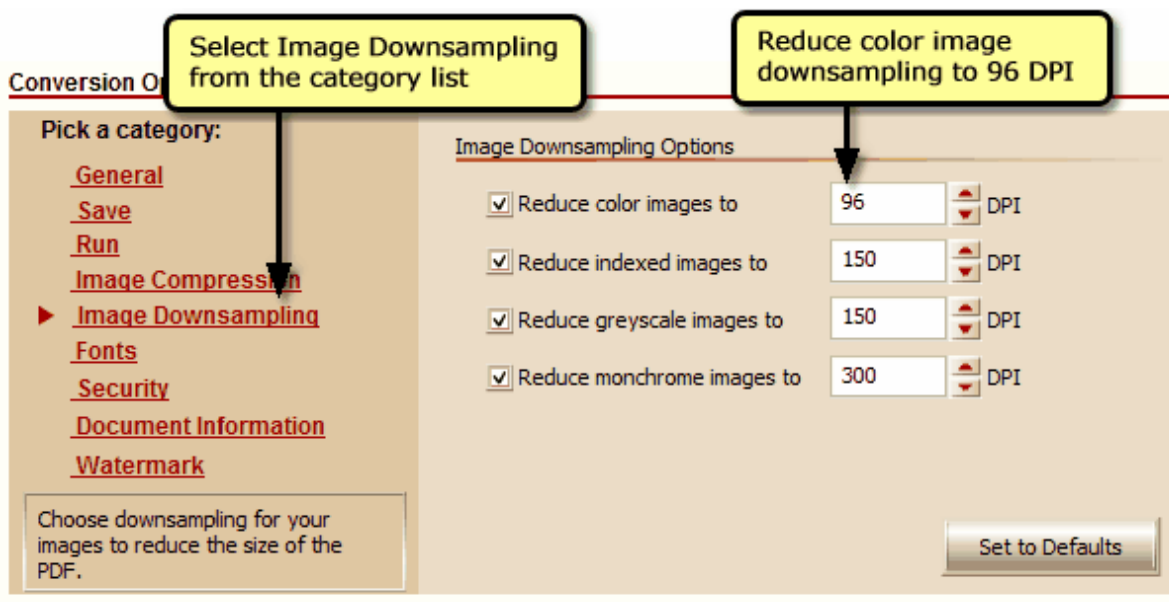
- Open the document you would like to use to create a PDF. This is normally whatever application you use to view or edit the original file. Here, we are using a Word document with a vacation picture from a camera inserted to demonstrate image downsampling on color images. The steps below also apply to indexed, greyscale and monochrome images.
- From the application's menu, print the document to Convert to PDF 4.0 printer.



2. Select Image Downsampling

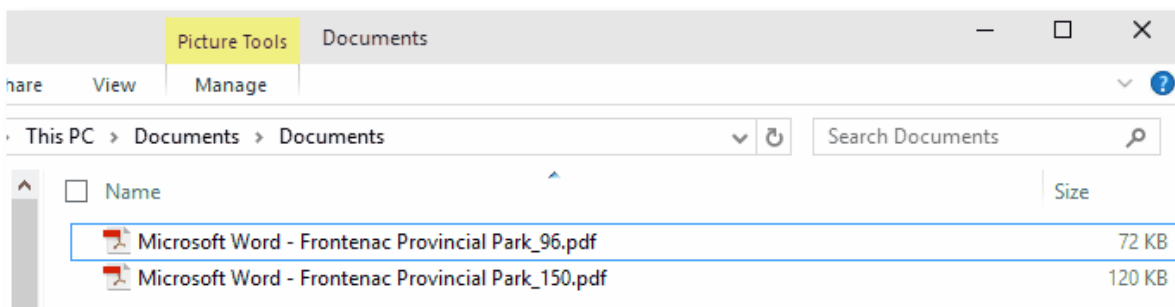
After the document has been sent to the printer, the Convert to PDF application will be displayed showing the [Options](#) tab.

- From the category list on the left hand side, select **Image Downsampling**.
- In the **Image Downsampling Options** section on the right, change the *Reduce color images* option to 96 DPI.
- Select **Start** to create your PDF.



3. Compare File Sizes

Using our sample file with color image downsampling set to 96 DPI results in a PDF file of 72KB. Also shown is the same file created with color image downsampling set to 150 DPI, to demonstrate the difference downsampling can make in the size of the file.



Change the Image Compression in the PDF file

Compressing any images (such as pictures, screenshots, company logos) in your PDF files will in most cases result in a smaller file.

Compression methods, with the exception of JPEG compression, do not affect the image quality. You may need to experiment with the compression methods available as well as the [Downsampling](#) options to find the best balance between the size of the PDF file and the quality of the images in the file. These options have no effect on documents such as a text file that do not have images.

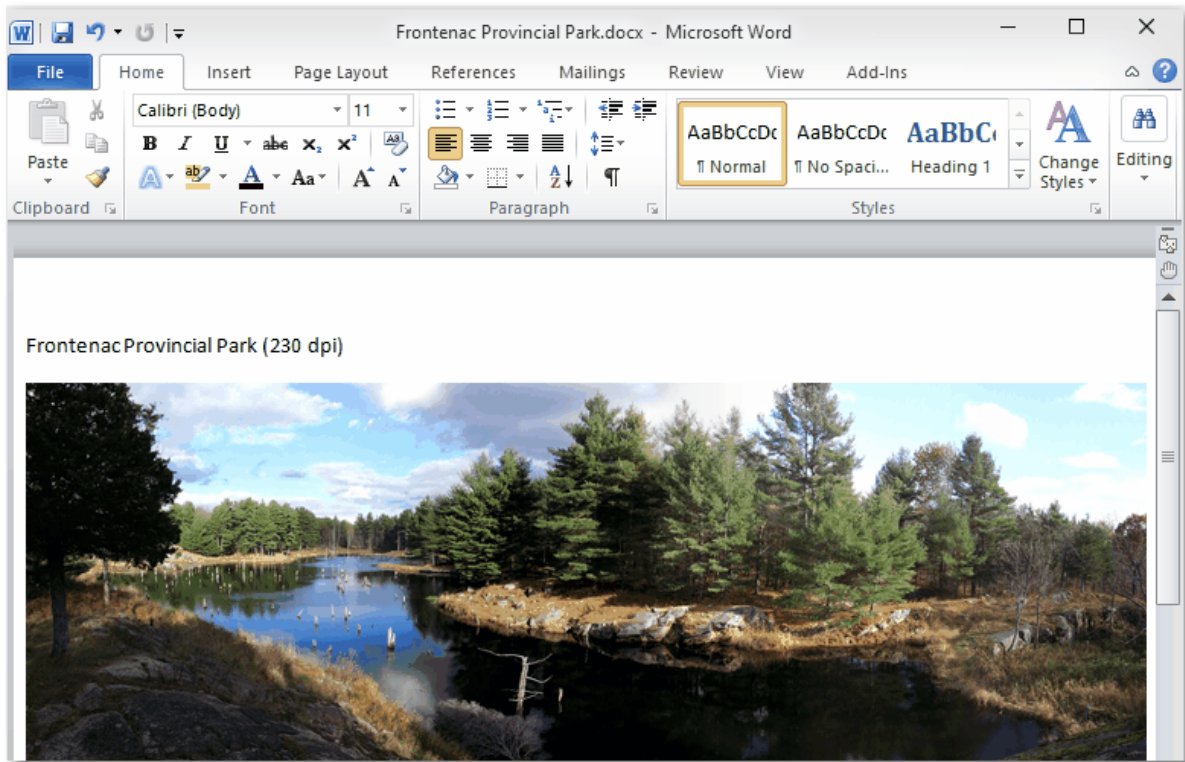
Which compression method to use often depends on the type of images in your document. The table below is a guideline to help you decide which compression methods to use based on the type of images in your document.

Document Type	Compression Type
Document contains photographic quality images, such as pictures from a digital camera.	JPEG compression; the higher the JPEG Image Quality factor, the larger file will be. A higher Image Quality factor will produce a better quality image.
Document contains images containing few colors or large solid areas of color, such as images of graphs and pie charts.	LZW, Packbits or ZIP compression
Document contains screen shots of dialogs and computer application windows.	ZIP compression
Document is text only.	Compression methods do not apply, they only affect images.

See Also: [Controlling Image Size and Quality with Downsampling](#)

1. Print the document

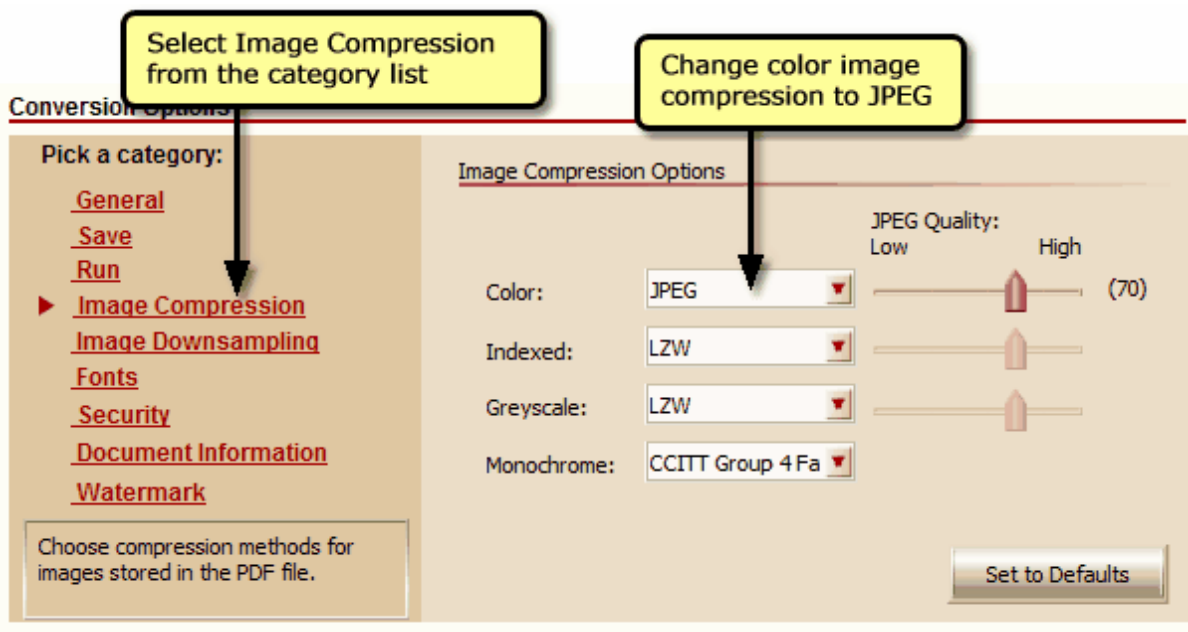
- Open the document you would like to use to create a PDF. This is normally whatever application you use to view or edit the original file. Here, we are using a Word document with a vacation picture from a camera inserted to demonstrate compression on color images. The steps below also apply to indexed, greyscale and monochrome images.
- From the application's menu, print the document to Convert to PDF 4.0 printer.



2. Select Image Compression

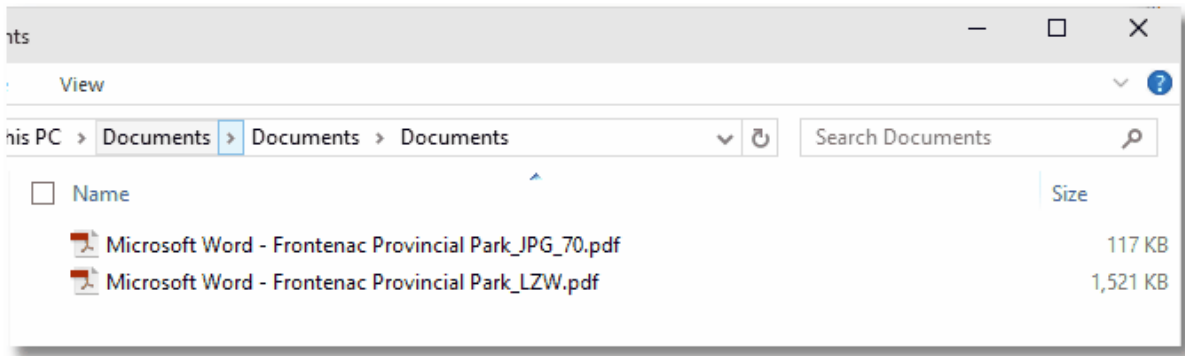
After the document has been sent to the printer, the Convert to PDF application will be displayed showing the [Options](#) tab.

- From the category list on the left hand side, select **Image Compression**.
- In the **Image Compression Options** section on the right, change the *Color* compression option to JPEG and set the JPEG quality slider at 70 if it is not already there.
- Select **Start** to create your PDF.



3. Compare File Sizes

Using our sample file with JPEG color image compression results in a PDF file of 117KB. Also shown is the same file created with LZW color image compression; the file size is much larger.



One of the reasons for this is the image we used is a picture, and JPEG compression works best with pictures. Other images, such as computer screenshots would not compress as well using JPEG compression.

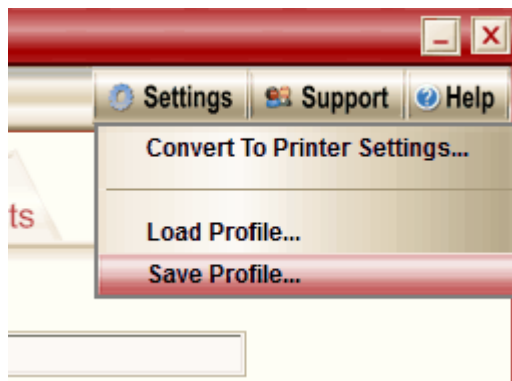
Creating and Using Printer Profiles

Printer profiles are snapshots of the PDF creation settings. They are created through the Convert to PDF application and saved as a file on your computer with the extension **.ppr**. Using a printer profile ensures that every PDF you create will have the same settings. If you have more than one printer profile created, this lets you quickly switch between different sets of options without having to go through and change each of the Category panels in the Options tab.

1. Creating a Printer Profile

Creating and a printer profile can be done in just a few steps.

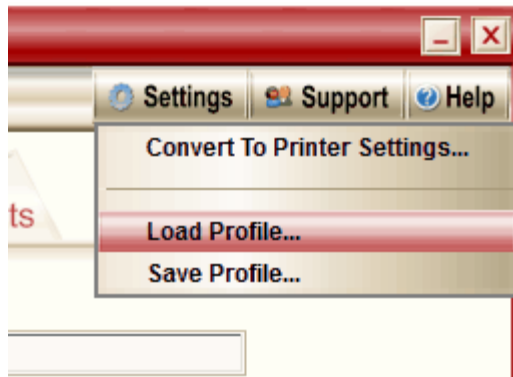
- Print to the Convert to PDF printer to display the Convert to PDF application.
- Make any changes to the PDF creation settings as needed.
- Click the **Settings** button in the upper right corner and choose **Save Profile...** to store your settings to disk.



2. Using a Saved Printer Profile

You can load a saved profile after printing to the Convert to PDF printer to temporarily use the settings in the profile when creating your PDF.

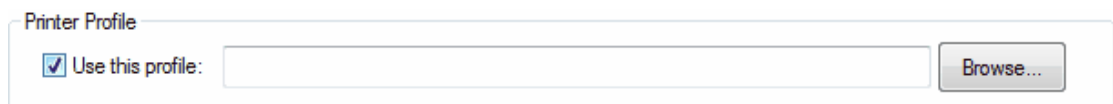
- Print to the Convert to PDF printer to display the Convert to PDF application.
- Click the **Settings** button in the upper right corner and choose **Load Profile...** to load the saved settings.



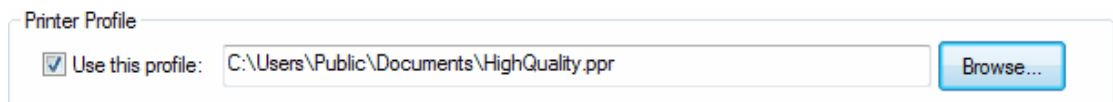
3. Always Using the Same Printer Profile

You can also set the Convert to PDF printer to always use a saved printer profile each time you print.

- With the Convert to PDF application open, click the **Settings** button and choose **Convert to Printer Settings....** Alternatively, you can also access the preferences through the *Printer* folder as outlined in [Convert to PDF Printing Preferences](#).
- In the **Printer Profile** section, enable printer profiles by checking to the *Use this profile* checkbox.

A screenshot of the 'Printer Profile' section in the application's settings. It features a label 'Printer Profile' at the top. Below it is a checkbox labeled 'Use this profile:' which is checked. To the right of the checkbox is a text input field. To the right of the input field is a 'Browse...' button.

- Then use the **Browse...** button to find and select the desired profile, or type the path to the .ppr into the edit field.

A screenshot of the 'Printer Profile' section in the application's settings. It features a label 'Printer Profile' at the top. Below it is a checkbox labeled 'Use this profile:' which is checked. To the right of the checkbox is a text input field containing the path 'C:\Users\Public\Documents\HighQuality.ppr'. To the right of the input field is a 'Browse...' button.

- Click **Apply** and/or **OK** to save the changes.

Setting up No Prompt PDF Creation

If you don't need to change your settings each time, Convert to PDF can be configured to create a PDF file without any interaction required from you at all.

This can be done by presetting the conversion options in the Convert to PDF application and having the application automatically start converting the document instead of displaying the [Options](#) tab and waiting for the **Start** button to be clicked.

You can also set the Convert to PDF printer to use a [printer profile](#), which will override the application's settings, to control the conversion options. The advantage of printer profiles is that you can have [multiple copies of the Convert to PDF printer](#) with each printer set to use different conversion options.



No Prompt PDF Creation

- [Presetting the Convert to PDF Application](#)
- [Using a Printer Profile for No Prompt PDF Creation](#)

Presetting the Convert to PDF Application

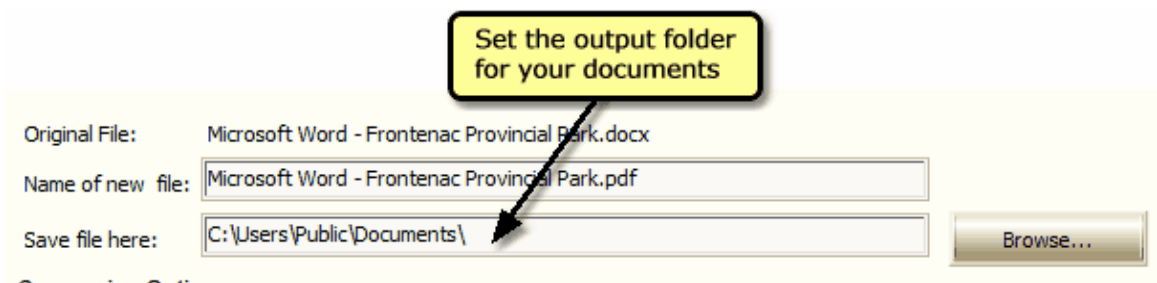
To preset the application for prompt-free PDF creation, follow the steps below. These steps will configure Convert to PDF to launch hidden and automatically start creating the PDF file using the application settings you previously saved. When the file is created the application will then close.

1. Print any document

- Print any document to the Convert to PDF 4.0 printer to launch the Convert to PDF application to configure the settings.

2. Set File Save Location

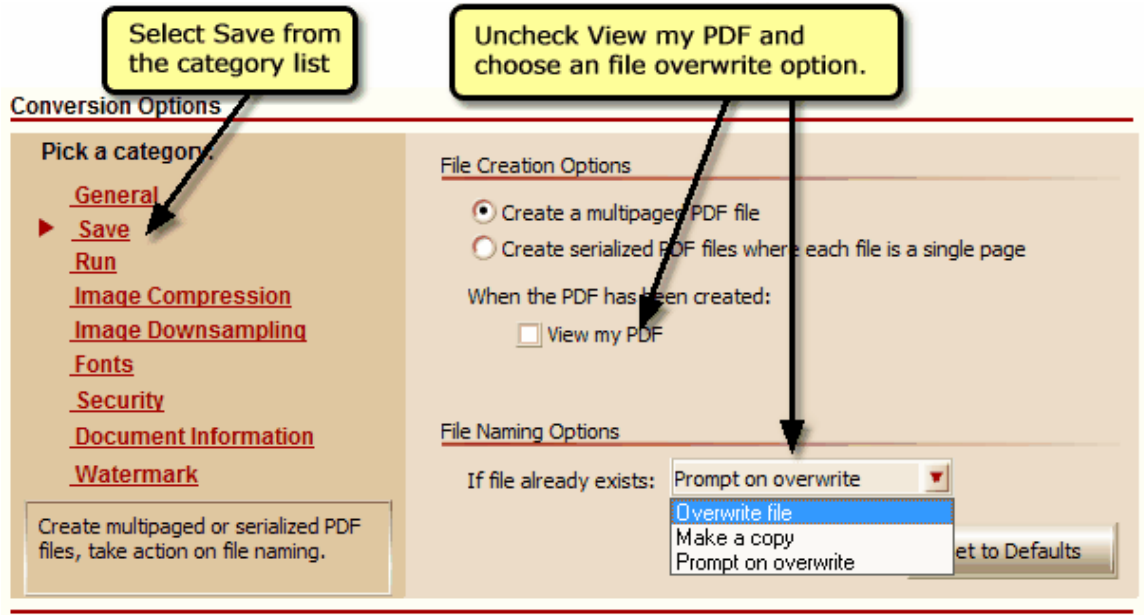
- In the edit field next to **Save file here**, set the output folder in which to save the PDF files. The name of the file will be automatically generated from the print job when the file is created.



3. Turn off Prompting

In order to print without prompting, we need to turn off anything in the application that would cause a prompt.

- Select **Save** from the category list on the left hand side.
- In the **File Creation Options** section, uncheck the *View my PDF* option.
- In the **File Naming Options** section, select either *Overwrite file* or *Make as copy* as the action to take when the PDF file you are trying to create already exists.



4. Set Other PDF Settings

Change any other settings in the different categories to create the type of PDF you want.

5. Save Application Settings

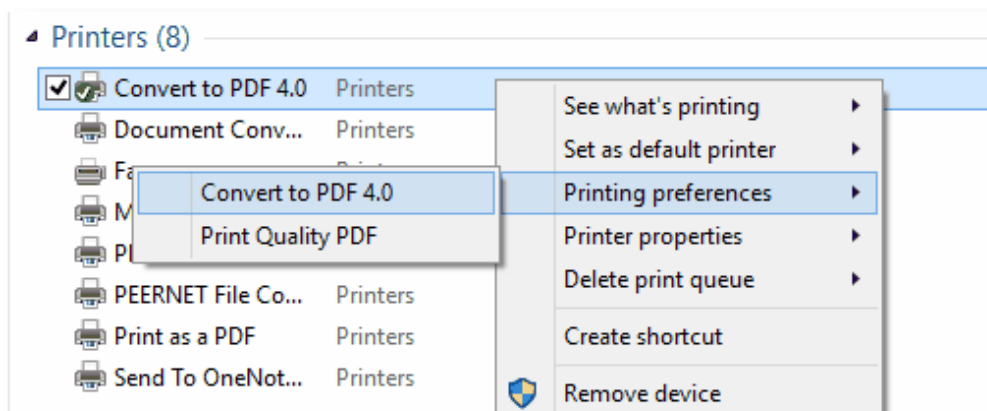
- Select the Cancel button. You do not have to create a PDF at this point; all we are doing in this step is configuring the settings in the application. The settings are always saved on program exit.

6. Set Automatic Conversion Options in the Printer

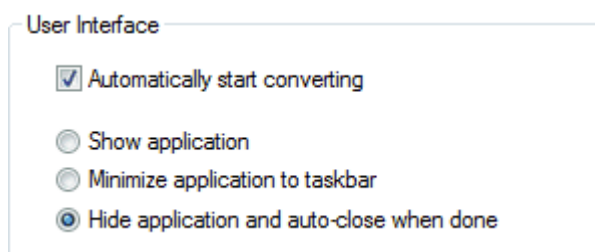
- Go to your **Printers** folder. See [Locating the Printers Folder](#) for information on how to access the Printers folder for your version of Windows.
- Right-click the Convert to PDF 4.0 printer in the folder and select **Printing Preferences** from the context menu.



Note: If you are running Windows 7 or later and have multiple copies of the Convert to PDF printer you will only see one of your Convert to PDF printers. Right-clicking the printer will show a context menu with each option containing a submenu listing each copy of the printer.



- In the **User Interface** section, enable the *Automatically start converting* option, then select *Hide application and auto-close when done*.



Using a Printer Profile for No Prompt PDF Creation

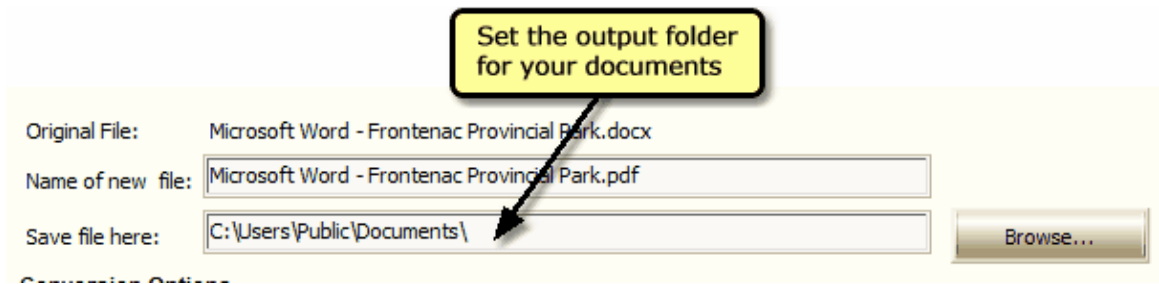
Instead of relying on the application's last used settings for prompt-free printing, you can also configure the printer to use a profile instead. The steps below will configure Convert to PDF to launch hidden and automatically start creating the PDF file using the application settings saved in a printer profile. When the file is created the application will then close.

1. Print any document

- Print any document to the Convert to PDF 4.0 printer to launch the Convert to PDF application to configure the settings.

2. Set File Save Location

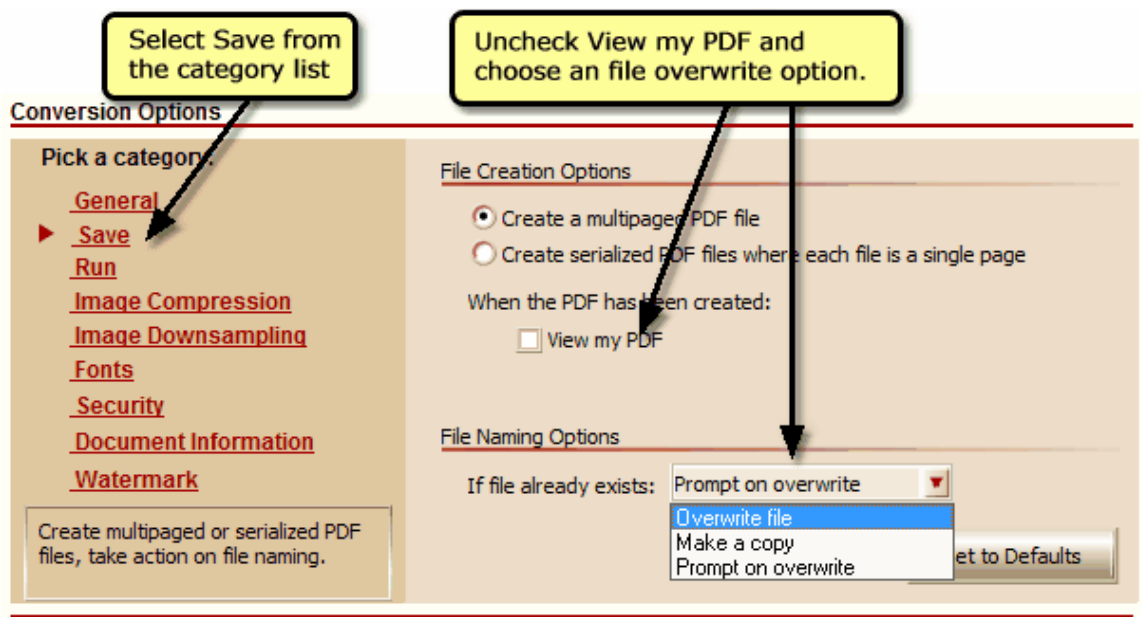
- In the edit field next to **Save file here**, set the output folder in which to save the PDF files. The name of the file will be automatically generated from the print job when the file is created.



3. Turn off Prompting

In order to print without prompting, we need to turn off anything in the application that would cause a prompt.

- Select **Save** from the category list on the left hand side.
- In the **File Creation Options** section, uncheck the *View my PDF* option.
- In the **File Naming Options** section, select either *Overwrite file* or *Make as copy* as the action to take when the PDF file you are trying to create already exists.

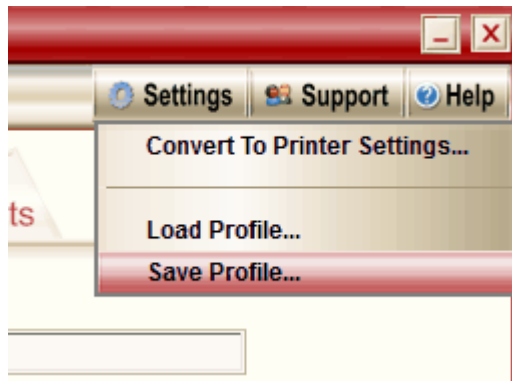


4. Set Other PDF Settings

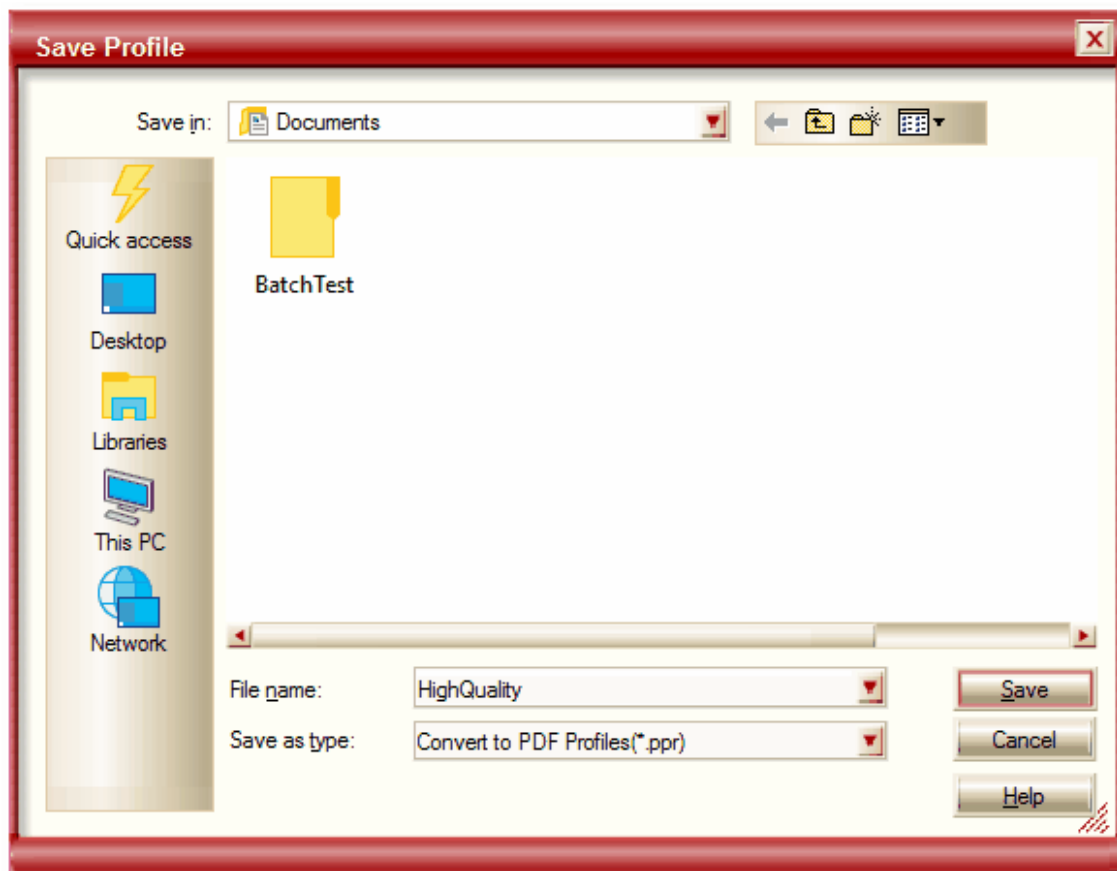
Change any other settings in the different categories to create the type of PDF you want.

5. Create the Profile

- Click the **Settings** button in the upper right corner of the application and choose **Save Profile...** to store your settings to disk.



- In the **Save Profile** dialog, choose a location and name for your printer profile.

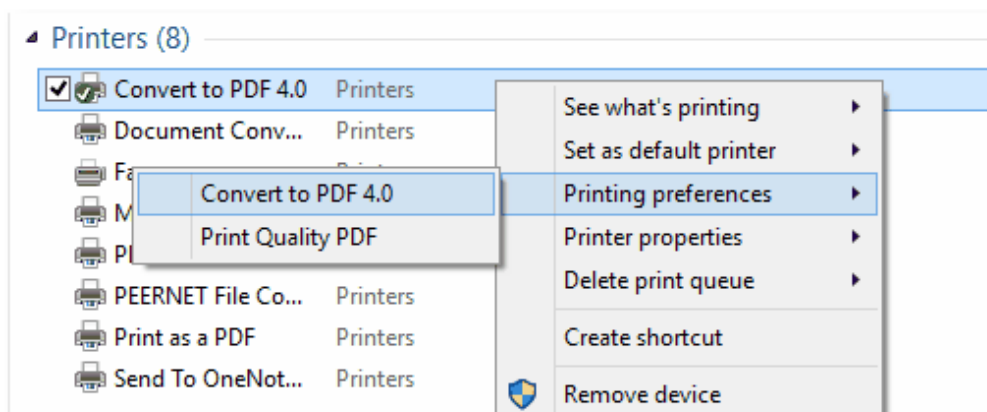


6. Set Automatic Conversion Options in the Printer

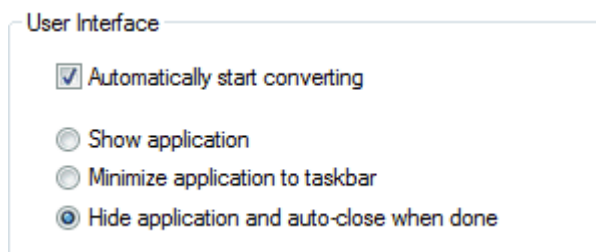
- Go to your **Printers** folder. See [Locating the Printers Folder](#) for information on how to access the Printers folder for your version of Windows.
- Right-click the Convert to PDF 4.0 printer in the folder and select **Printing Preferences** from the context menu.



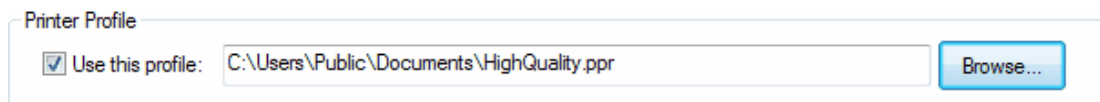
Note: If you are running Windows 7 or later and have multiple copies of the Convert to PDF printer you will only see one of your Convert to PDF printers. Right-clicking the printer will show a context menu with each option containing a submenu listing each copy of the printer.



- In the **User Interface** section, enable the *Automatically start converting* option, then select *Hide application and auto-close when done*.



- In the **Printer Profile** section enable printer profiles by checking to the *Use this profile* checkbox and use the *Browse...* button to find and select the desired profile.



Convert to PDF Option Categories

Conversion Options

Pick a category:

- [General](#)
- [Save](#)
- [Run](#)
- [Image Compression](#)
- [Image Downsampling](#)
- [Fonts](#)
- [Security](#)
- [Document Information](#)
- [Watermark](#)

Set the initial view and page layout for the PDF file.

Initial Page View Options

Initial view of PDF file:

Initial page magnification:

Display PDF pages as:

PDF Viewer Options

☐ Center view window on screen ☐ Hide toolbars


☐ Resize to fit size of the first page ☐ Hide menus

☐ Show document title in titlebar ☐ Hide window controls

Set to Defaults

The left hand side of the Options tab lists all the categories of options for configuring how the PDF is created. Selecting a category title in the list on the left will show the options available for that category in the panel to the right.

Click the links below for detailed information on each of the option categories.



Convert to PDF Categories

- [General](#)
- [Save](#)
- [Run](#)
- [Image Compression](#)
- [Image Downsampling](#)
- [Fonts](#)
- [Security](#)
- [Document Information](#)
- [Watermark](#)

General

These options allow you to determine how your PDF file is shown when it is viewed in Adobe Acrobat or Adobe Reader. Some third-party viewers may also recognize these display options.

For example, from here you can configure your PDF to display only the pages and to hide the bookmark and thumbnail panel, or set the page magnification the pages are initially viewed at.

The **Set to Defaults** button in the lower right will reset the currently displayed options back to factory defaults.

Conversion Options

Pick a category:

- [General](#)
- [Save](#)
- [Run](#)
- [Image Compression](#)
- [Image Downsampling](#)
- [Fonts](#)
- [Security](#)
- [Document Information](#)
- [Watermark](#)

Set the initial view and page layout for the PDF file.

Initial Page View Options

Initial view of PDF file: Page Only

Initial page magnification: Default

Display PDF pages as: Default

PDF Viewer Options

☐ Center view window on screen ☐ Hide toolbars

☐ Resize to fit size of the first page ☐ Hide menus

☐ Show document title in titlebar ☐ Hide window controls

Set to Defaults

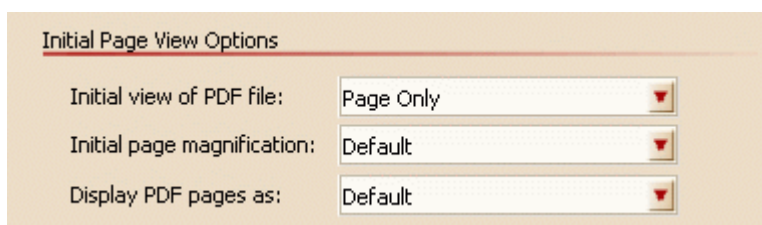


General Options

- [Initial Page View Options](#)
- [PDF Viewer Options](#)

Initial Page View Options

These options are used to set the initial view and page layout of the PDF file when it is opened in a PDF viewer such as Adobe Reader.



Initial View of PDF File

The **Initial view of PDF file** option determines which panes and tabs are visible when the PDF document is viewed. There are six options available for the initial view:

- **Page Only** - hides the navigation panel and its tabs and shows only the page in the document pane.
- **Bookmarks Panel and Page** - shows the navigation panel set to the Bookmarks tab, and shows the page in the document pane.
- **Pages Panel and Page** - shows the navigation panel set to the Pages tab, and shows the page in the document pane.
- **Full Screen** - displays the PDF in full screen mode.
- **Full Screen with Bookmark Panel** - displays the PDF in full screen mode with a popup window displaying the bookmarks tab.
- **Full Screen with Pages Panel** - displays the PDF in full screen mode with a popup window displaying the pages tab.



Note: To return to windows mode from full screen mode when viewing a PDF file in Adobe Reader, press the ESC key.

Initial Page Magnification

The **Initial page magnification** option sets the magnification, or zoom level, used when the document is first opened. This option can be overridden by the PDF viewer.

- **Default** - uses the viewing applications default page magnification setting.
- **Fit Visible** - The page is shown with the magnification adjusted so that the text and images on the page fit the width of the PDF viewer's document window.
- **Fit Height** - The page is shown with the magnification adjusted so that the entire page will fit the PDF viewer's document window vertically.
- **Fit Width** - The page is shown with the magnification adjusted so that the entire page will fit the PDF viewer's document window horizontally. In this mode parts of the page may be out of view.

Convert to PDF 4.0

- **Fit Page** - The page is shown with the magnification adjusted so that the entire page fits the width of the PDF viewer's document window.
- **Actual Size** - The page is displayed at 100% magnification.
- **Magnification Levels** - set the initial page magnification to a preset level ranging from 50% up to 6400%.

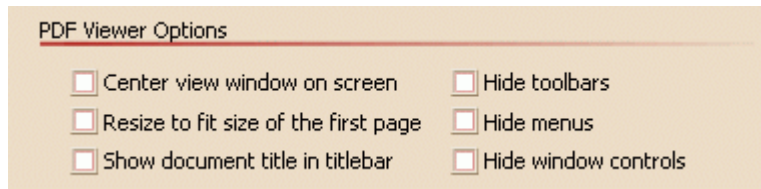
Display PDF Pages As

The **Display PDF pages as** option determines the view of the pages in the document pane. There are five options available for the page layout:

- **Default** - uses the individual user's preferences for page view as set in the PDF viewer.
- **Single Page** - shows a single page at a time.
- **Continuous** - shows all the pages in a single column.
- **Facing** - shows the pages in two columns, two pages at a time, starting with the first page in the right-most column.
- **Continuous** - Facing shows all the pages in two columns. The first page starts in the right-most column.

PDF Viewer Options

These options can be used to control how the PDF viewer application looks when the PDF file is opened. These options are recognized by Adobe Acrobat and Adobe Reader. They may or may not be recognized by a third-party PDF viewer.

A screenshot of a dialog box titled "PDF Viewer Options". The dialog box has a light beige background and a thin red border. It contains six options, each with a small square checkbox to its left. The options are arranged in two columns. The first column contains: "Center view window on screen", "Resize to fit size of the first page", and "Show document title in titlebar". The second column contains: "Hide toolbars", "Hide menus", and "Hide window controls".

PDF Viewer Options	
<input type="checkbox"/> Center view window on screen	<input type="checkbox"/> Hide toolbars
<input type="checkbox"/> Resize to fit size of the first page	<input type="checkbox"/> Hide menus
<input type="checkbox"/> Show document title in titlebar	<input type="checkbox"/> Hide window controls

Save

The **Save** options are used to customize the file creation. This section allows you to control creation of multipaged or serialized PDF files, optionally view the created file upon creation and what to do when the file already exists.

The **Set to Defaults** button in the lower right will reset the currently displayed options back to factory defaults.

Conversion Options

Pick a category:

- [General](#)
- [Save](#)**
- [Run](#)
- [Image Compression](#)
- [Image Downsampling](#)
- [Fonts](#)
- [Security](#)
- [Document Information](#)
- [Watermark](#)

Create multipaged or serialized PDF files, take action on file naming.

File Creation Options

☒ Create a multipaged PDF file

☐ Create serialized PDF files where each file is a single page

When the PDF has been created:

☒ View my PDF

File Naming Options

If file already exists:

Prompt on overwrite ▼

Set to Defaults

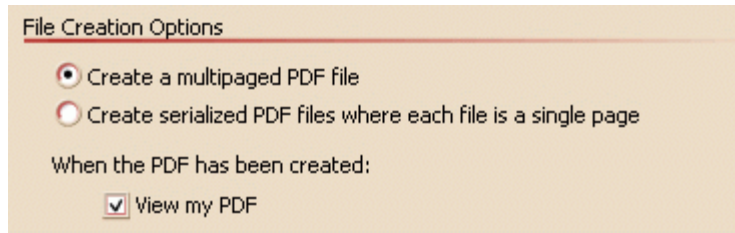


Save Options

- [File Creation Options](#)
- [File Naming Options](#)

File Creation Options

Use these options to create multipaged or serialized PDF files, and to turn on or off the automatic PDF viewing upon creation.



The screenshot shows a dialog box titled "File Creation Options". It contains two radio button options: "Create a multipaged PDF file" (which is selected) and "Create serialized PDF files where each file is a single page". Below these options, there is a section titled "When the PDF has been created:" followed by a checked checkbox labeled "View my PDF".

Create a multipaged PDF file option

Creates a single file that contains all the pages of your document. For example, printing a 10 page document will create a 10 page PDF file. This is the most common use.

Create serialized PDF files

Creates a separate PDF file for each page in your document. The individual file names will be created using the output name and a number corresponding to the page number of the page being converted. Creating a PDF file from a two-page file with the output name as *NewFile* will create two files, *NewFile_0001.pdf* and *NewFile_0002.pdf*.

View my PDF

Automatically opens the PDF file in your default PDF viewer when the file has been created.

File Naming Options

These options determine what will happen when you try to save a PDF and there is already a PDF file with the same name in the folder you using.



If file already exists

- **Overwrite file** - will replace the existing PDF file with the new file you are about to create.
- **Make a copy** - creates a new file with the same name and the text "*Copy of*" pre-pended to the name. If a copy already exists, the text "*Copy (#) of*" will be pre-pended to the name (e.g. Copy(2) of, Copy(3) of, etc.).
- **Prompt on overwrite** - will display a prompt asking you to overwrite, or to return and change the output file name. This is the default setting.

Run

The run option allows you to specify a command or program that will be *run*, or executed, when your PDF file is created. This feature can be used to pass the PDF file on to another program or utility.

This command can be as simple as an MS-DOS batch file that copies the created file to another folder, or as complicated as passing the name of the created file as input to a document archival system.

Several *macros* are pre-defined for the **Parameters** options that provide values at the end of conversion, such as the full name of the created PDF file, or the path to the output directory.

The **Set to Defaults** button in the lower right will reset the currently displayed options back to factory defaults.

Conversion Options

Pick a category:

- [General](#)
- [Save](#)
- [Run](#)**
- [Image Compression](#)
- [Image Downsampling](#)
- [Fonts](#)
- [Security](#)
- [Document Information](#)
- [Watermark](#)

Choose an application or command to run after each PDF file is converted.

Run at end of conversion

☒ Enabled

Command:

Parameters:

Start in:

☒ Wait for completion

☐ Wait with exit code

☐ Do not wait

☐ Prompt to continue:

Window:

☒ Activate Window

Set to Defaults

Run at end of conversion

Place a check mark in the **Enabled** checkbox to turn on this feature.

Command

Enter the full path to the command, normally an executable (*.exe) or an MS-DOS batch file (*.bat).

It can also be the special macro variable `$(OutputFilePath)`, which is replaced at runtime with the file path of the PDF being created. In this case the application associated with the PDF file will open and display the file.



Note: If Run at end of conversion is enabled and the macro `$(OutputFilePath)` is the command to be executed, this will do the same as having the [View my PDF](#) option enabled in the Save category.

Parameters

Enter here any parameters you need to send to the command or application you are running. When entering parameters:

- Use blank spaces to separate parameters
- Enclose parameters that contain spaces in double quotation marks.

The following *macros* can also be used. These macros will be replaced by their respective runtime values before being passed to your application.

Macro Name	Runtime Substitution
\$(JobStatus)	The status of the job, 1 if the file was created successfully, 0 otherwise.
\$(OutputDir)	Output directory
\$(OutputDirNoQuotes)	Same as \$(OutputDir) without quotation marks
\$(OutputFileName)	Base output filename without directory
\$(OutputFileNameNoQuotes)	Same as \$(OutputFileName) without quotation marks
\$(OutputFilePath)	Final output file path
\$(OutputFilePathNoQuotes)	Same as \$(OutputFilePath) without quotation marks

Start in

You can specify a default working directory for your command or application. Take note that some applications do not allow their default working directories to be overridden

Wait Modes:

When launching your command or application, choose one of the following wait modes.

- **Wait for completion** - select this option if you want to wait until the command terminates.
- **Wait with exit code** - select this option if you want to wait until the command terminates either successfully or with an error
- **Do not wait** - select this option if you do NOT want to wait until the command terminates.
- **Prompt to continue** - select this option if you want a message prompt to be displayed once the command has executed. The default message prompt is "Do you want to continue?" but this prompt can be customized using the field to the right of this option.



Note: If the command is not an executable, such as \$(OutputFilePath) instead, and there is already an instance of the opening application running, the Wait for completion and Wait with exit code options will be replaced by the Prompt to continue option.

Window Modes

Use this drop-down list to specify the window setting for your command or application. Take note that some applications do not allow their default window settings to be overridden.

- **Normal** - the application is displayed in its normal state. If the window is already open and minimized or maximized, its original size is restored.
- **Maximized** - the application is displayed as a maximized window.
- **Minimized** - the application is displayed as a minimized window; its icon is visible on the task bar.
- **Hidden** - the application is launched hidden from the user.

Activate window

Enable this check box if you want the window in which your command or application runs to be brought to the foreground, or *activated*.

Image Compression

Compressing any images in your PDF file often results in a smaller file. Unlike [downsampling](#), compression methods do not affect the image quality. The only exception to this is JPEG compression.

Image compression applies only to images in the PDF and will not affect text-only PDF files.

Conversion Options

Pick a category:

- [General](#)
- [Save](#)
- [Run](#)
- [Image Compression](#)**
- [Image Downsampling](#)
- [Fonts](#)
- [Security](#)
- [Document Information](#)
- [Watermark](#)

Choose compression methods for images stored in the PDF file.

Image Compression Options

Color: LZW [Slider: JPEG Quality: Low to High]

Indexed: LZW [Slider: JPEG Quality: Low to High]

Grayscale: LZW [Slider: JPEG Quality: Low to High]

Monochrome: CCITT Group 4 Fa [Slider: JPEG Quality: Low to High]

Set to Defaults

Different compression methods are available for the different color types of images:

Color Images	Indexed Images	Grayscale Images	Monochrome Images
Uncompressed	Uncompressed	Uncompressed	CCITT Group 4 Fax
LZW	LZW	LZW	CCITT Group 3 2D Fax
Packbits	Packbits	Packbits	CCITT Group 3 1D Fax
JPEG	JPEG	JPEG	CCITT Modified Huffman
ZIP	ZIP	ZIP	LZW
			Packbits
			ZIP
			Uncompressed

When JPEG is chosen as the compression method for color, indexed or grayscale images, the JPEG Quality slider control can be used to adjust the quality of the image. A lower quality image will take less disk space to store.

The **Set to Defaults** button in the lower right will reset the currently displayed options back to factory defaults.

See Also: [Image Downsampling](#) [Change the Image Compression in the PDF file](#)

Image Downsampling

Image downsampling is used to control the size and quality of any images (such as pictures, screenshots, company logos) in the PDF file, which can help reduce the final size of the PDF.

Conversion Options

Pick a category:

- [General](#)
- [Save](#)
- [Run](#)
- [Image Compression](#)
- [Image Downsampling](#)
- [Fonts](#)
- [Security](#)
- [Document Information](#)
- [Watermark](#)

Choose downsampling for your images to reduce the size of the PDF.

Image Downsampling Options

<input checked="" type="checkbox"/> Reduce color images to	150	▲ ▼	DPI
<input checked="" type="checkbox"/> Reduce indexed images to	150	▲ ▼	DPI
<input checked="" type="checkbox"/> Reduce greyscale images to	150	▲ ▼	DPI
<input checked="" type="checkbox"/> Reduce monochrome images to	300	▲ ▼	DPI

Set to Defaults

Downsampling can be enabled or disabled and different levels set for color, indexed, greyscale and monochrome (or black and white) images.

The downsampling DPI can be set anywhere between 50 DPI and 2400 DPI by typing the desired level into the edit field, or using the spinbox up/down arrows to the right of each edit field to set the value.

Images will only be downsampled if the DPI of the image is greater than the requested DPI. If the DPI of the image is already less than the downsampling DPI, the image is not changed.

The **Set to Defaults** button in the lower right will reset the currently displayed options back to factory defaults.

See Also: [Image Compression](#), [Controlling Image Size and Quality with Downsampling](#)

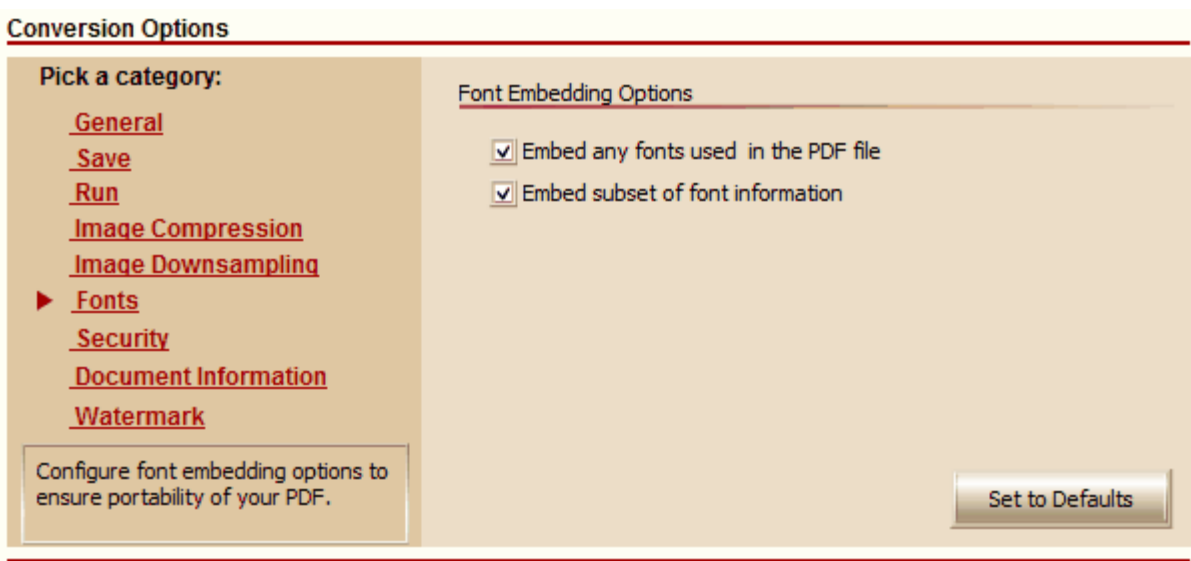
Fonts

Embedding fonts in the PDF file will make the file larger but also will make sure that when someone views your PDF they will see exactly what you see.

You can turn off font embedding if your document only uses common Windows fonts such as Arial or Courier that you can expect to be installed on computer. If you are using fonts that you have downloaded from the internet or that were installed on your computer by another application then font embedding should be enabled to make sure that the PDF file is displayed correctly.

If you do choose not to embed the fonts, and a particular font is not available, the PDF viewer generally will try to substitute the font with one that matches as close as possible. While this can work in a lot of cases, it can also sometime render the PDF unreadable.

The **Set to Defaults** button in the lower right will reset the currently displayed options back to factory defaults.



Embed any fonts used in the PDF file

When checked, any fonts used in the PDF file will be embedded into the document. Embedding fonts will ensure that the PDF document will always display properly but has the side effect of increasing the size of the document. The size increase will depend on the fonts used in the document.

Embed subset of font information

Embedding a subset of the font information allows you to include only the font information for the characters and symbols actually used in the document.

Security

PDF files can be created with or without security. Creating a secure PDF allows you to restrict what can be done with the contents of the file. For instance, you can allow people to read and print the file but not be able to copy any of the text or images out of the file.

Supported security options consist of two different levels of encryption, the ability to control what the viewer can do with PDF file, and two levels of password protection.

The **Set to Defaults** button in the lower right will reset the currently displayed options back to factory defaults.

Turn on security

Enable this checkbox to create secure PDF files.

40-bit and 128 bit Encryption

There are two encryption options available that determine what version of Acrobat is needed to view the file.

If you need to open the PDF in...	Use this encryption option
Acrobat 3.0 and later versions	40-bit encryption
Acrobat 5.0 and later versions	128-bit encryption

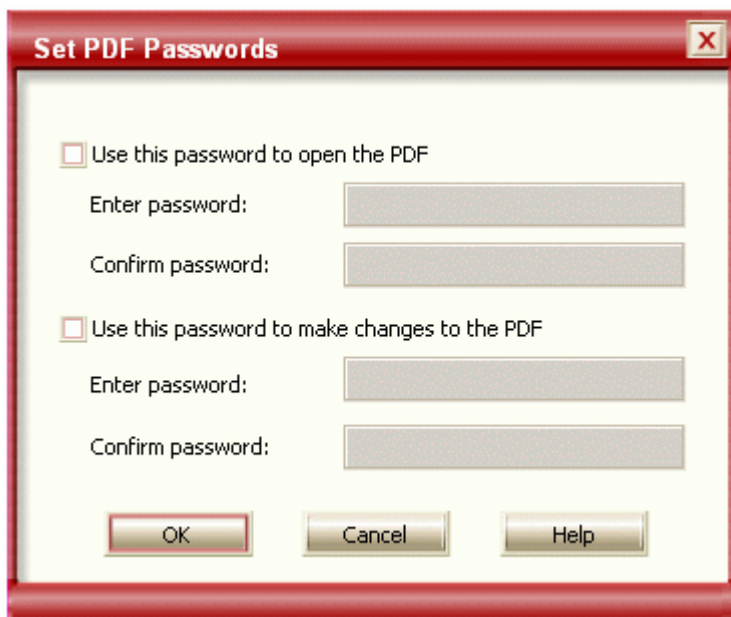
Permission Options

Depending on what you want viewers to be able to do with the PDF file you create, different permissions can be set to restrict what can and cannot be done.

If you want to your viewers to be able to...	Check this permission option
Select and copy the contents, such as text and images	Allow text and graphics copying
Print the PDF	Allow document printing
Change the PDF, including inserting, deleting and rotating pages, adding or editing form fields, and document signing	Allow document changes
Add and edit form fields and comments only; pages cannot be added or removed.	Allow adding or editing form fields and comments.

Set Password Protection

Clicking this button will display the **Set PDF Passwords** dialog. PDF documents can be password-protected to control who can open the PDF document (also known as the document open password) and who can change the PDF document (also called the permissions password).



The image shows a Windows-style dialog box titled "Set PDF Passwords" with a red border and a close button (X) in the top right corner. The dialog contains two sections, each with a checkbox and two text input fields. The first section is for opening the PDF, with the checkbox "Use this password to open the PDF" and input fields for "Enter password:" and "Confirm password:". The second section is for making changes to the PDF, with the checkbox "Use this password to make changes to the PDF" and input fields for "Enter password:" and "Confirm password:". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Use this password to open the PDF

This is the *document open* password. When this password level is set, anyone opening the PDF will have to type in the password you specify before they can view the document.

Use this password to make changes to the PDF

This is the *permissions* password. When this password level is set, anyone wanting to change the security settings or to modify permissions on the document, such as whether content copying or form field editing is allowed, will have to supply this password before the changes can be made.

If both passwords are set, either password will open the PDF file, but only the permissions password will allow you to change the permissions on the PDF.



Note: *There is no way to recover a password from a PDF document. Store your passwords in a safe place, or keep a non-password protected copy of the file as back-up in case you forget the passwords.*

Document Information

This is where you can enter in basic descriptive information about the PDF you are creating. This information can later be viewed in most PDF viewers. These descriptions are used by Adobe's search engine and also by many search engines to describe the document in their results list.

The **Set to Defaults** button in the lower right will reset the currently displayed options back to factory defaults.

Conversion Options

The screenshot shows a dialog box titled "Conversion Options" with a tabbed interface. The "Document Creation Information" tab is selected. On the left, under "Pick a category:", there are links for General, Save, Run, Image Compression, Image Downsampling, Fonts, Security, Document Information (which is highlighted with a red arrow), and Watermark. Below these links is a text box that says "Set Title, Author and other document information properties." On the right, under the "Document Creation Information" tab, there are five text input fields labeled Title, Subject, Author, Creator, and Keywords. At the bottom right of the dialog is a button labeled "Set to Defaults".

In Adobe Reader and Acrobat this information is displayed on the Document Properties **Description** tab. The **Title**, **Subject**, **Author** and **Keywords** fields can later be edited with PDF editing software provided the file has been saved with [security settings](#) that allow changes.

- **Title** - this is the title of the document. All documents created will have this title.
- **Subject** - this is the subject of the document. All documents created will have this subject.
- **Author** - the document author.
- **Creator** - the creator of the document. This is often the same as the author.
- **Keywords** - enter in keywords for the PDF document. There is no specific format to what can be entered here. The section can be used to enhance search returns.

Watermark

Watermark text is displayed beneath the text and images (pictures) in your PDF files. Watermarks are often used to mark documents as drafts before being completed. They can also be used to copyright your pages.

The **Set to Defaults** button in the lower right will reset the currently displayed options back to factory defaults.

Conversion Options

Pick a category:

- [General](#)
- [Save](#)
- [Run](#)
- [Image Compression](#)
- [Image Downsampling](#)
- [Fonts](#)
- [Security](#)
- [Document Information](#)
- [Watermark](#)

Place a watermark text on each page of the PDF.

Watermark Options

☒ Use watermark ☐ Place on first page only

☒ Watermark text: DRAFT

☐ Custom Text:

Font: Arial Size: 48

Color: Black Position: Diagonal

☐ Bold ☐ Outline Text

☐ Italic ☐ Semi-transparent

Set to Defaults

Use Watermark

Turn watermarking on or off.

Place on first page only

Place the selected watermark text only on the first page of the PDF file created from your document.

Watermark Text

Select this to choose your watermark text from a list of commonly used phrases, or select **Custom Text** to enter in your own custom string.

Font Options

Choose the **Font**, **Size** and **Color** of your watermark text. Other font options are:

- **Position** - select ***Horizontal*** to place the watermark text horizontally across the center of the page, or **Diagonal** to place the watermark text diagonally across the page from the lower left corner to the upper right corner.
- **Bold** - the watermark text is drawn darker than normal.
- **Outline** - just the outline of the letters is used to draw the watermark text.
- **Italic** - the watermark text is drawn slanted to the right.
- **Semi-transparent** - the watermark text is washed-out, or lighter in appearance. When not checked, the watermark text is a solid color.