

INTRODUCTION

Convert to PDF printer profiles are an easy way to capture snapshots of your PDF creation options settings. Using a printer profile allows you to be certain that every PDF document created will be created with the settings captured in the profile.

Printer profiles are created through the Convert to PDF Options dialog and saved as a file on your computer. These files can be located anywhere on your computer, and can also be moved from computer to computer if needed. By creating multiple printer profile files, you can easily switch between different sets of options without having to manually change your options each time.

This document will show you how to create a printer profile and how to use the printer profiles from both the Convert to PDF Options dialog and the Convert to PDF printer. It also shows how you can create custom copies of the Convert to PDF printer where each printer uses their own profile.

CREATING A PRINTER PROFILE

CONFIGURING THE CREATION OPTIONS

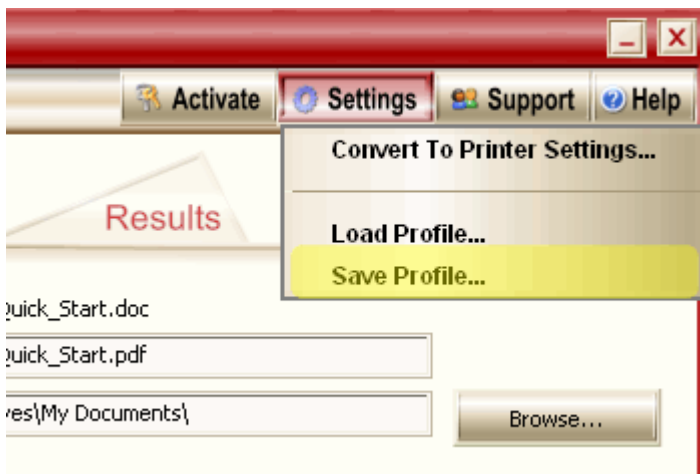
The first step is to use the Convert to PDF Options dialog to create the printer profile on disk. To access the Options dialog, you need to print to the Convert to PDF printer. Pick any document or even open Internet Explorer and print a web page – you won't be creating a PDF from this file so the actual file used does not matter.

1. Choose the location of your PDF files ①. The **Browse...** button can be used to find and select the folder, or location, of your PDF file. Only the location of the PDF file is stored – the name of new file is not part of the printer profile.
2. Use the category list ② on the left hand side to find and change any options ③ on the right hand side that you need to modify.
 - a. If you want the PDF to automatically open in your PDF viewer when it is created, make sure you enable the **View my PDF** button in the **Save** category.
 - b. To minimize prompting, you may also want to set your **File Naming Options** to *Overwrite* or *Create a Copy*.



SAVING THE PROFILE TO DISK

1. Once the options have been configured, the printer profile can be saved. The **Save Profile...** option from the **Settings** caption button allows you to save a printer profile to a file on your computer.

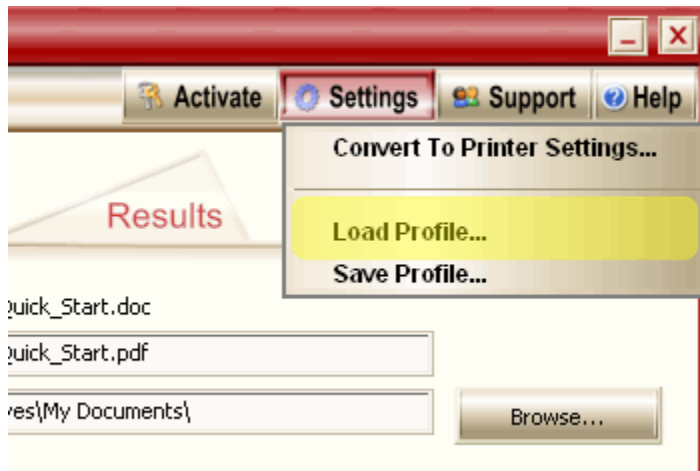


2. A standard windows File Save dialog will display. Choose where to save your printer profile and provide a name for it. Convert to PDF profiles are files with the extension **.ppr**.

USING THE PRINTER PROFILE FROM THE SETTINGS DIALOG

Once saved to disk the printer profile can be used from the Settings dialog to load the PDF creation settings on demand any time you print a document to the Convert to PDF printer.

1. Print your document to the Convert to PDF printer.
2. When the Options dialog displays, use the **Load Profile...** menu item from the **Settings** caption button to load a profile you have previously saved on your computer. The standard File Open dialog will display allowing you to browse your computer for any Convert to PDF profiles (any files with the **.ppr** extension).

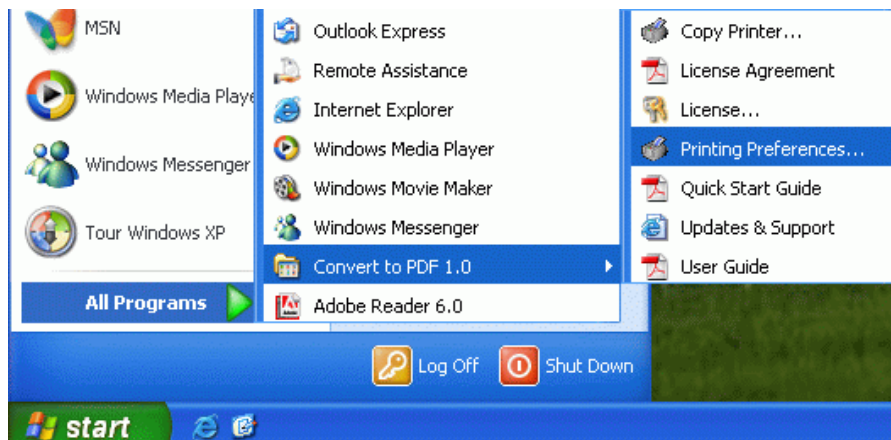


3. Once you have chosen and loaded the profile, the settings stored in that profile will be used when you click **Start** to create your PDF document.

USING THE PRINTER PROFILE FROM THE CONVERT TO PDF PRINTER

Another use for profiles is to customize the Convert to PDF printer. By setting the profile as part of the printer preferences the creation options stored in the profile will automatically be loaded by the Options dialog each time you print.

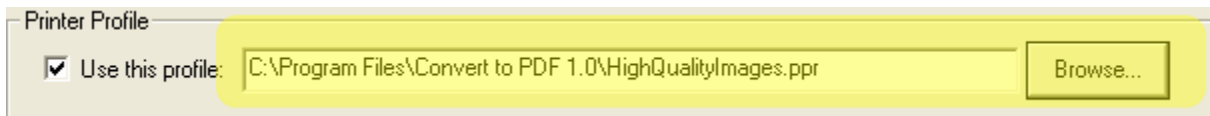
The printing preferences of the Convert to PDF printer can be accessed from the **Start** menu under the Convert to PDF program folder.



1. In the Printing Preferences dialog that displays, enable the “**Use this profile**” checkbox in the Printer Profile section.



2. Use the **Browse** button to find the profile on disk, or type the path and profile name in directly.



3. Select **OK** to apply the changes to the Convert to PDF printer and close the Printing Preferences dialog. The next time you print to the Convert to PDF printer the settings stored in the profile will now be automatically loaded by the Options dialog.

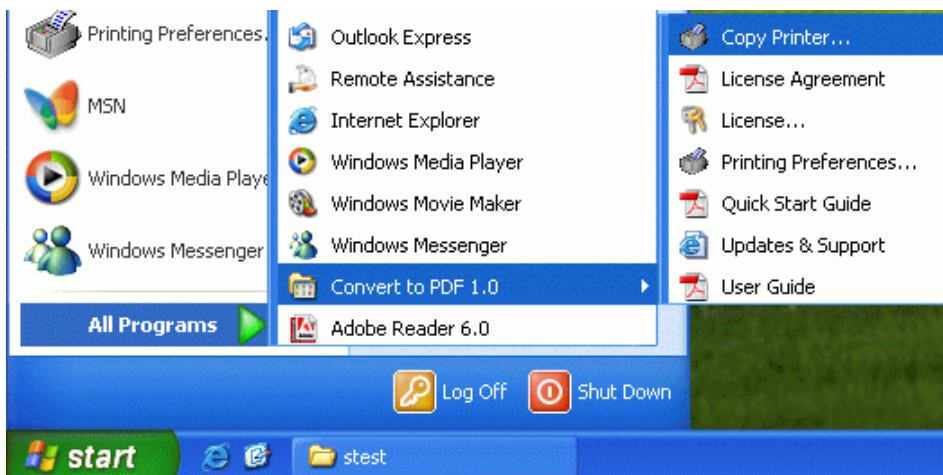
CREATING CUSTOM PRINTERS WITH PROFILES

The real strength of printer profiles comes when you combine them with custom copies of the Convert to PDF printer. You can create as many copies of the Convert to PDF printer as you like with each copy using its own printer profile.

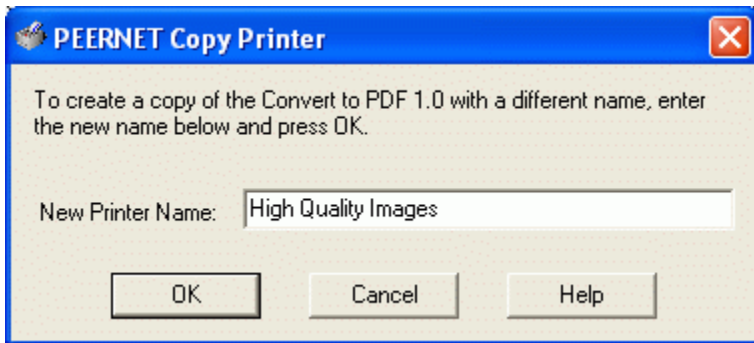
This allows you to have one printer set to use a profile that creates a PDF with high quality images suitable for printing, and another printer set to use a profile that creates smaller PDF files with lower quality images suitable for e-mailing or viewing over the internet.

You can even have two printers using the same profile. This is an easy way to use the same creation settings but have the PDF output be different page sizes and orientation. For example, you can have one printer set to Portrait Letter for Word documents and another set to print Legal Landscape for Excel spreadsheets. PDF documents created from both printers will use the same creation settings but the pages in one PDF will be Letter-sized while the pages from the other will be Legal pages in Landscape orientation.

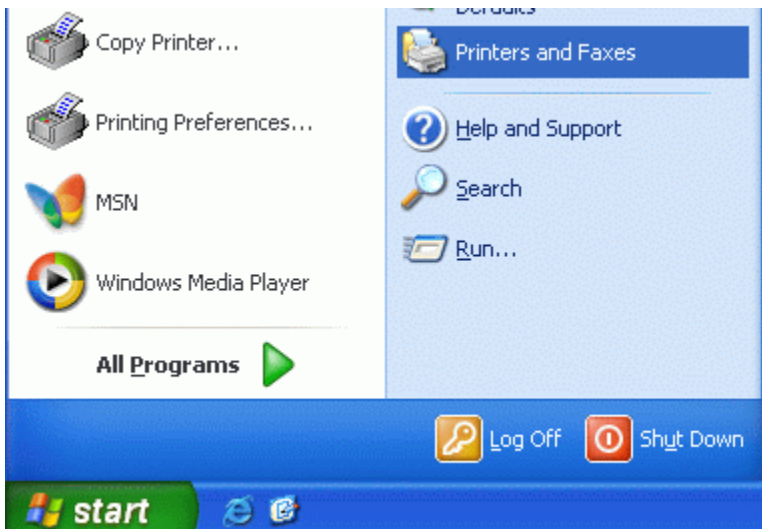
1. Assuming that a printer profile with the settings needed has already been created, the next step is to create a copy of the Convert to PDF printer. The PEERNET Copy Printer utility is available from the **Start** menu by going to **All Programs – Convert to PDF – Copy Printer...**



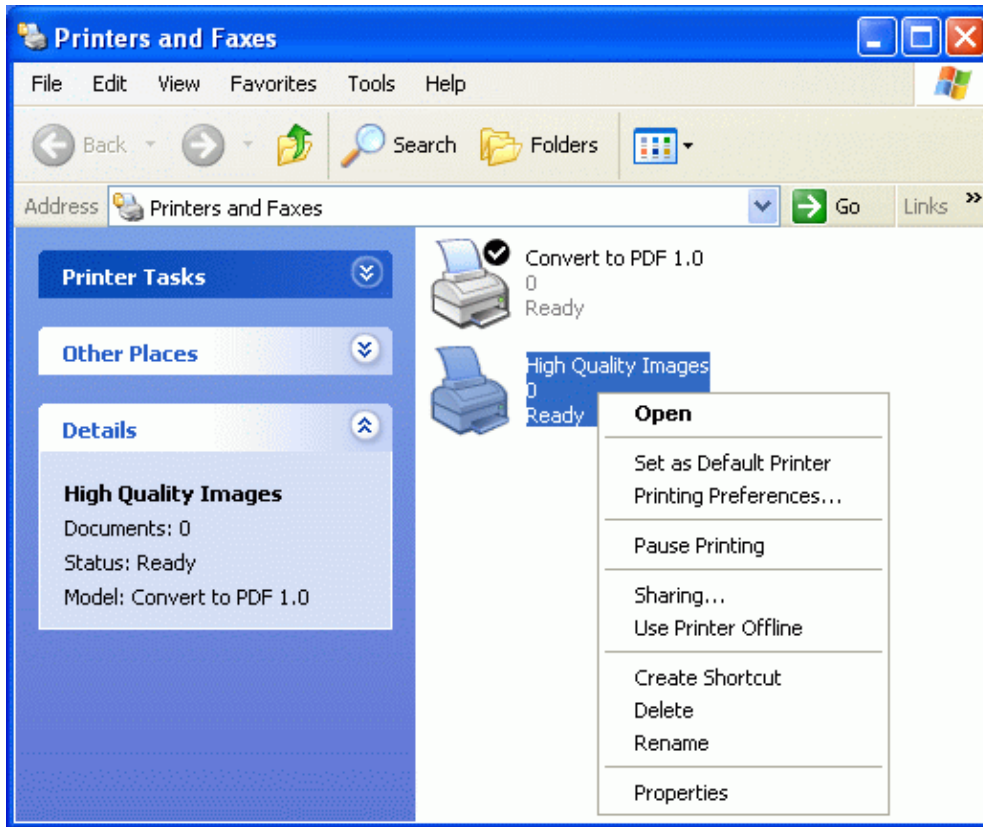
- The PEERNET Copy Printer dialog will display. Enter in the name you want to use for the new printer and press **OK** to create the new printer.



- The new printer is now listed in your **Printers and Faxes** folder. This folder can be accessed from the **Start** menu by going to **All Programs – Printers and Faxes** (if you are running Vista, select **Control Panel – Hardware and Sound – Printers** from the **Start** menu).



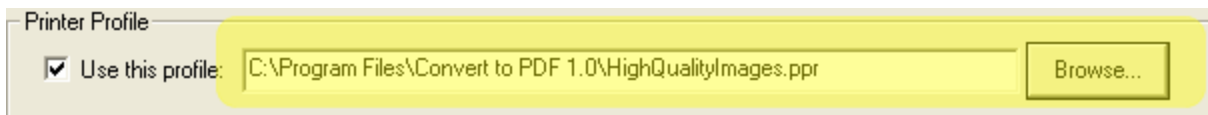
- Now that the new printer is created, it needs to be configured to use the printer profile that you want it to use. To access the Printing Preferences for your new printer, right-click on the printer in the **Printers and Faxes** folder and select **Printing Preferences** from the context menu.



- In the Printing Preferences dialog that displays, enable the **“Use this profile”** checkbox in the Printer Profile section.



- Use the **Browse** button to find the profile on disk, or type the path and profile name in directly.



- Select **OK** to apply the changes to the custom printer and close the Printing Preferences dialog. The next time you print to your custom printer, the settings stored in the chosen profile will now be automatically loaded by the Options dialog.

OTHER INFORMATION

See the following links for other guides on using the Convert to PDF 1.0.

[Guide to 1-Click PDF Creation](#) – shows how to configure Convert to PDF to create a PDF document from any Windows application with a single click of the Print button.

[Automation Demo Guide](#) – uses the [AutomationPrintDemo.zip](#) sample code to demonstrate how Convert to PDF 1.0 can be used to programmatically automate the conversion of Word documents to PDF documents.

CONCLUSION

Printer profiles and custom printers can simplify your daily tasks and reduce the amount of time spent configuring printer options and PDF creation settings. With a choice of using printer profiles directly from the Convert to PDF Options dialog, assigning a profile to the Convert to PDF printer, or combining printer profiles with custom copies of the Convert to PDF printer, Convert to PDF's customization options can be tailored to suit your work environment.