

Convert to PDF 4.0

No Prompt PDF Creation Guide

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No Prompt PDF Conversion Guide

Introduction

In the course of your day, you may need to create one, ten or even a hundred PDF documents. The faster and easier it is to create these documents, the sooner you can move on to other tasks that require your attention.

You need consistent, high-quality PDF creation and you need it fast. This document will show you how to configure Convert to PDF to create a PDF document from any Windows application with a single click of the Print button.

PDF Document Creation

Convert to PDF displays the Convert to PDF application each time a document is printed to the Convert to PDF 4.0 printer. The application then waits for a **Start** button to be pushed before creating the PDF document. When the application window is closed, the settings, and any changes made to them are saved.

This is fine if you are only creating a few PDF documents at a time or you know you will need to change the settings depending on the document you are printing. The extra mouse-clicks quickly become tedious when there is nothing you need to change.

With a few simple steps, you can automate your PDF document creation, eliminate extra mouse-clicks and ensure that all PDF documents are created in the same location with the same settings.

Setting up No Prompt PDF Creation

Configuring the Creation Options

The first step is to configure your PDF creation settings to create the type of PDF file you want and to save it where you want the file to be saved. This is done through Options tab in the Convert to PDF application.

To access the Options tab, you need to first print to the Convert to PDF 4.0 printer so that the printer will launch the Convert to PDF application. Pick any document or even open your web browser and print a web page – you won't be creating a PDF from this file so the actual file used does not matter. The PDF creation options set here are saved in the registry when the application is closed and will be used the next time the application is opened.



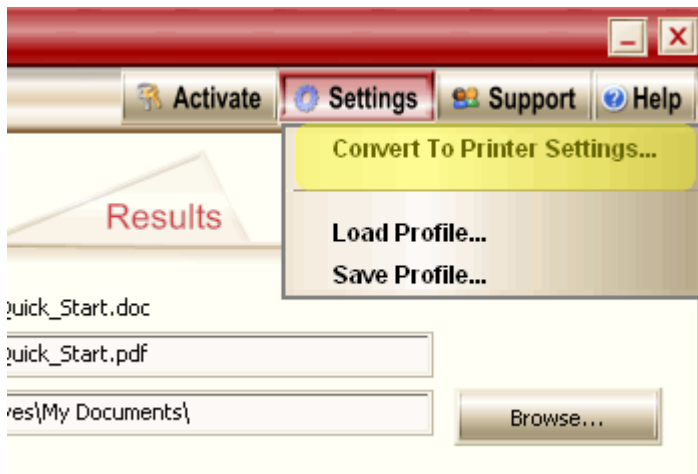
1. Choose the location of your PDF files ①. The **Browse...** button can be used to find and select the folder, or location, of your PDF file.
2. Use the category list ② on the left hand side to select the settings you want to configure.

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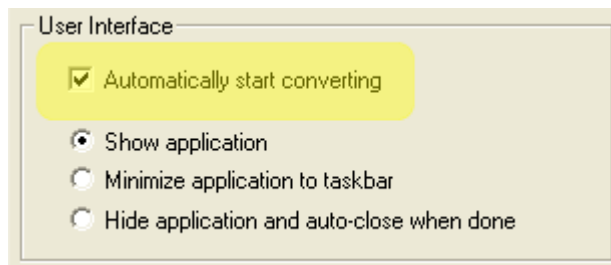
3. On the right hand side of each category, find and change any options ③ that you need to modify.
 - a. If you want the PDF to automatically open in your PDF viewer when it is created, make sure you enable the *View my PDF* button in the **Save** category.
 - b. To minimize prompting set your *File Naming Options* to *Overwrite* or *Create a Copy* in the **Save** category.
4. Leave the Convert to PDF application open.

Setting the Printer Options

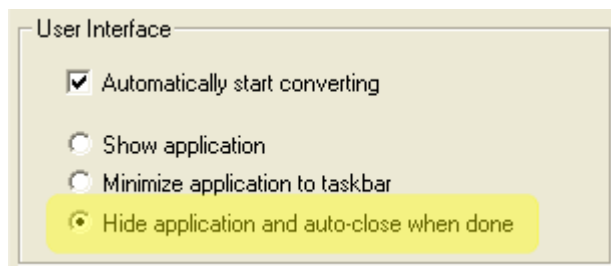
The second step is to configure Convert to PDF to automatically start the PDF creation process and to hide the user interface. This is done through the printing preferences for the Convert to PDF 4.0 printer component. The **Convert to Printer Settings...** can be accessed from the **Settings** caption button in the upper right corner of the Convert to PDF application.



1. Enable the **“Automatically start converting”** checkbox in the User Interface section.



2. Turn off the display of the Options tab by selecting **“Hide application and auto-close when done”**.



3. Select **OK** to apply the changes to the Convert to PDF printer and close the Printing Preferences dialog.
4. Select **Cancel** on the Convert to PDF application; it is not necessary to create a PDF at this point. The PDF creation settings are saved to the registry when the application closed. The next time you print to the Convert to PDF 4.0 printer, those settings will be used to create the PDF document.

Testing Your Creation Settings

You can test the steps outlined above. Open any document and print it to the Convert to PDF 4.0 printer. The PDF document will be converted in the location you chose, with the settings you want, all without the user interface ever displaying.

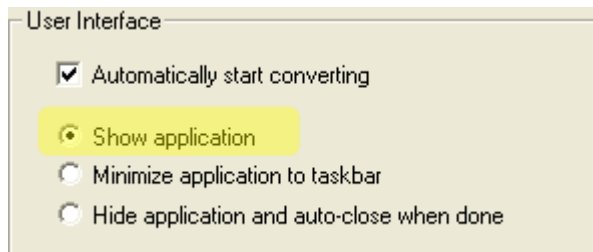
Turning Off No Prompt PDF Creation

Once *No Prompt PDF creation* is set up, there may be times when you need to modify your PDF creation options, or even turn on prompting for testing purposes.

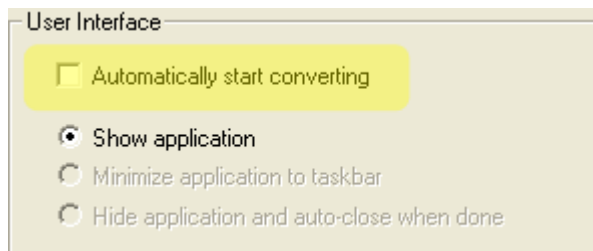
To change your creation settings you will need to turn off no prompt PDF creation temporarily, make your changes and then turn it back on.

No Prompt PDF creation is controlled through the printing preferences for the Convert to PDF 4.0 printer component. The printing preferences can be accessed from a shortcut from the **Start** menu; this is the same dialog that is displayed from the **Convert to Printer Settings...** menu item in the Convert to PDF application.

1. To open the printing preferences, go to **Start – All Programs – Convert to PDF 4.0– Printing Preferences...**
2. Select the **“Show Application”** option.



3. Uncheck the **“Automatically start converting”** checkbox in the User Interface section.



4. Select **OK** to apply the changes to the Convert to PDF printer and close the Printing Preferences dialog.

Now when you print to the Convert to PDF printer, the Settings dialog will be displayed. You can make your required changes to the creation options as outlined in [Configuring the Creation Options](#), and then follow the steps in [Setting the Printer Options](#) to turn no prompt PDF creation back on if desired.

Other Information

See the following for other guides on using Convert to PDF 4.0.

[Guide to Using Printer Profiles](#) – explains how to create printer profiles and how they can be used, as well as how to create and use custom copies of the Convert to PDF printer.

Conclusion

In our fast-paced electronic world time is always in short supply. The faster you can do your day to day tasks, the more productive you can be. With PDF documents currently being the predominantly standard way to share documents through e-mail and over the internet, the ability to quickly and consistently create high-quality PDF documents is a must.

Good tools can help. Convert to PDFs *no prompt printing* capabilities can eliminate extra steps and mouse clicks by hiding the interface and auto-converting your document to PDF, as well as preventing accidental changes to the options that can lead to having to regenerate the documents again.

Get it right the first time - the few minutes spent doing the steps above can save hours in the end.