

# Convert to PDF 4.0

Guide to Using Printer Profiles

---

**PEERNET Inc.**

Copyright © 2005 - 2015

Updated: 6/17/2015

# Table of Contents

## Creating Convert to PDF Profiles

Introduction.....	1
<b>Creating a Printer Profile.....</b>	<b>2</b>
Configuring the Creation Options .....	2
Saving the Profile to Disk .....	4
Using the Printer Profile from the Convert to PDF Application .....	5
Using the Printer Profile from the Convert to PDF Printer .....	7
<b>Creating Custom Printers with Profiles.....</b>	<b>9</b>
Locating the Printers Folder .....	13
<b>Other Information.....</b>	<b>15</b>
<b>Conclusion.....</b>	<b>16</b>

## Creating Convert to PDF Profiles

---

### Introduction

---

Convert to PDF printer profiles are an easy way to capture snapshots of your PDF creation options. 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 Options tab in the Convert to PDF application 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 application 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 application to create the printer profile on disk.

To access the Convert to PDF application dialog, you need to print to the Convert to PDF 4.0 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.



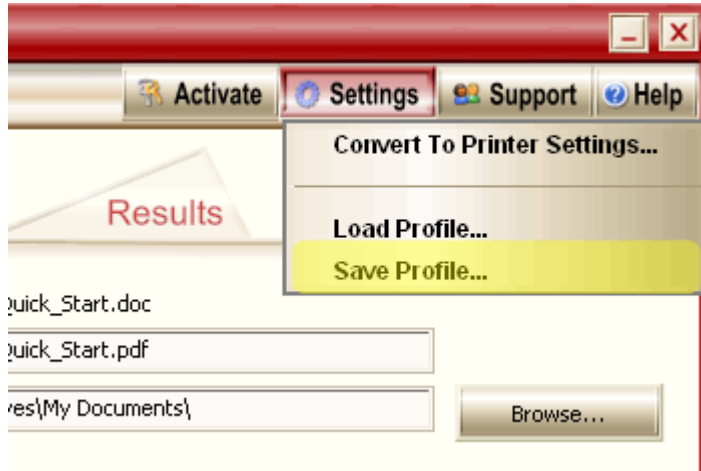
1. Choose the location of your PDF files ①. The **Browse...** button can be used to find and select the folder, or location, of your PDF file.
2. Use the category list ② on the left hand side to select the settings you want to configure.

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 settings dialog open.

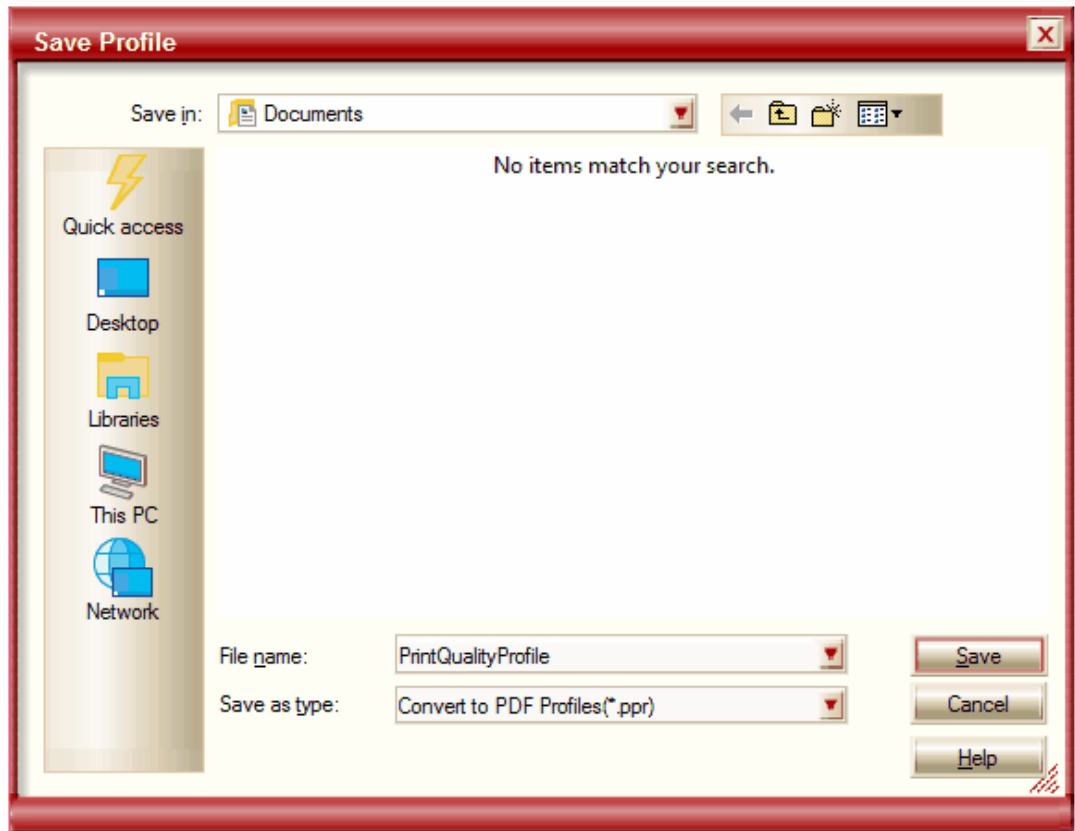
## Saving the Profile to Disk

Once the options have been configured, the printer profile can be saved to your computer to be re-used later.

1. In the Convert to PDF application, click the **Settings** caption button, then choose **Save Profile...** from the menu.



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



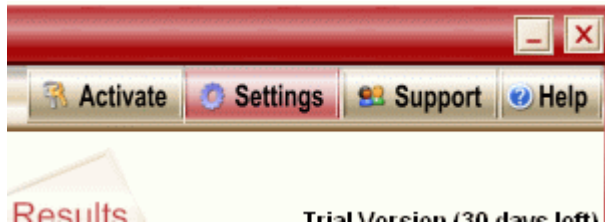
---

## Using the Printer Profile from the Convert to PDF Application

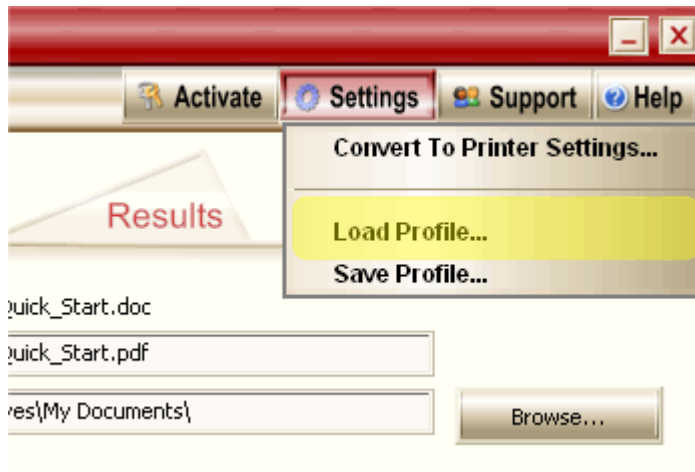
---

Once saved to disk the printer profile can be used from the Convert to PDF application to load the saved 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 4.0 printer.
2. When the Convert to PDF application displays, click on the **Settings** caption bar button.



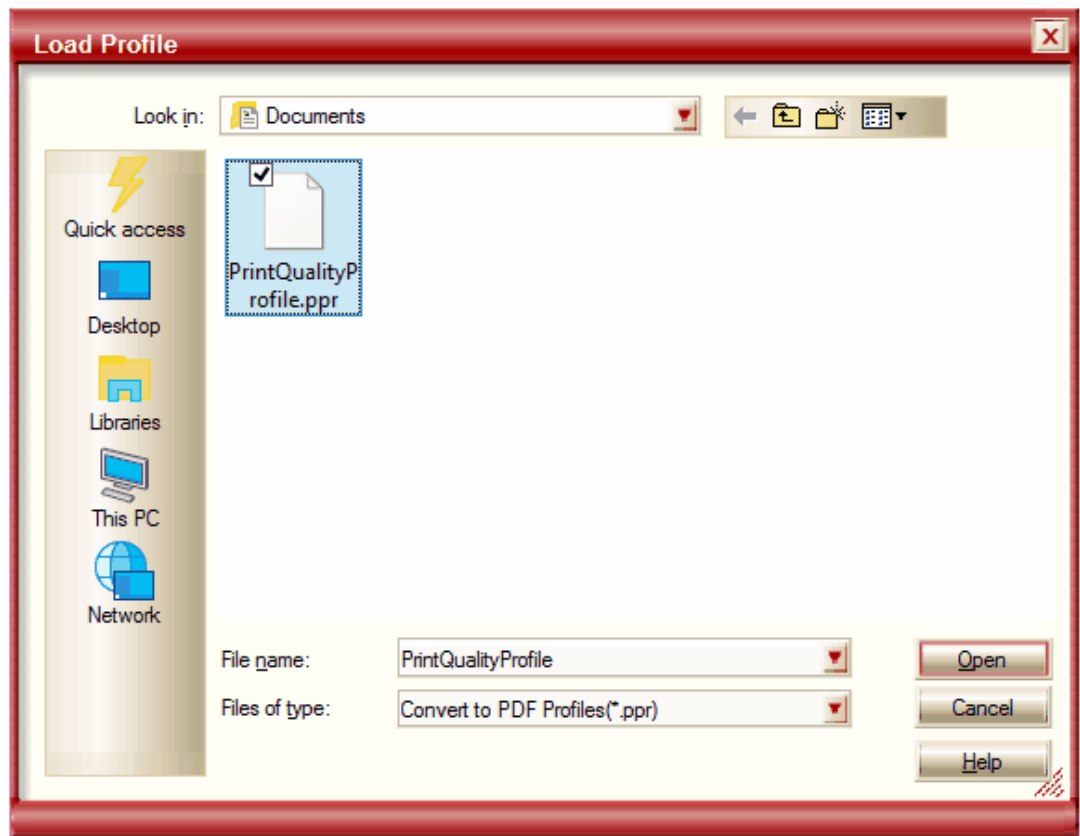
3. Use the **Load Profile...** menu item from the **Settings** caption button to load a profile you have previously saved on your computer.



## Convert to PDF 4.0

---

- An *Open* dialog will display allowing you to browse your computer for any Convert to PDF profiles (any files with the **.ppr** extension).



- 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.



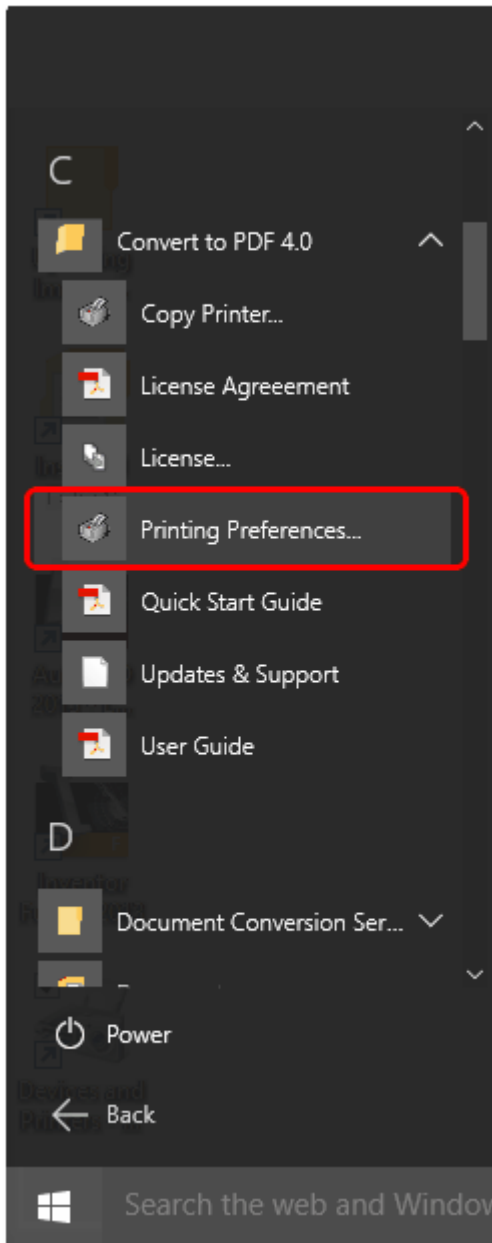
---

## 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 Convert to PDF application each time you print.

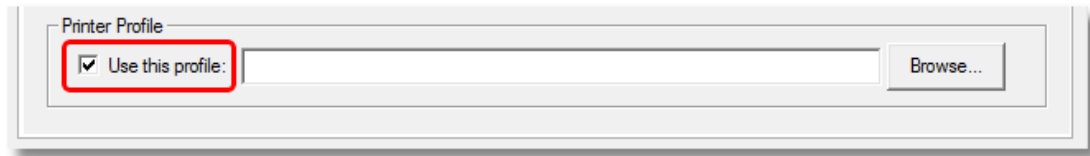
The printing preferences of the Convert to PDF printer can be accessed from the **Start** menu by going to **All Programs – Convert to PDF 4.0 – Printing Preferences....**



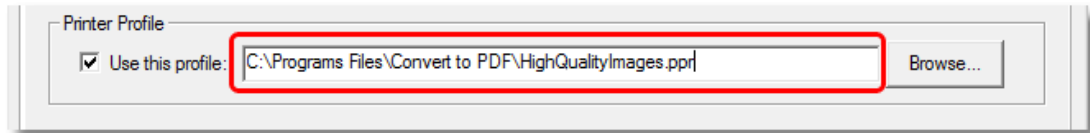
## Convert to PDF 4.0

---

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 4.0 printer the settings stored in the profile will now be automatically loaded by the application.

---

## Creating Custom Printers with Profiles

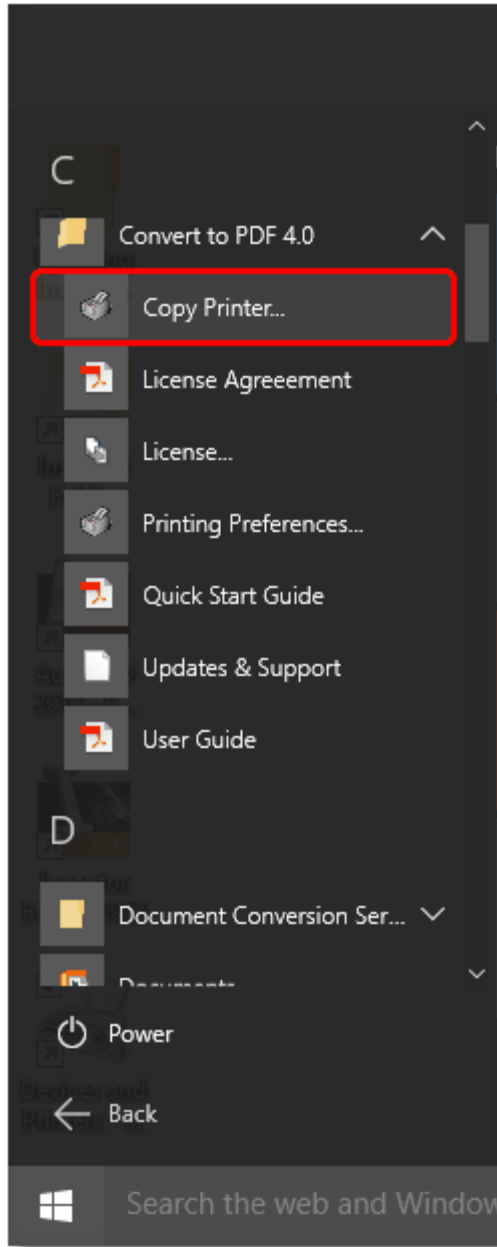
---

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.

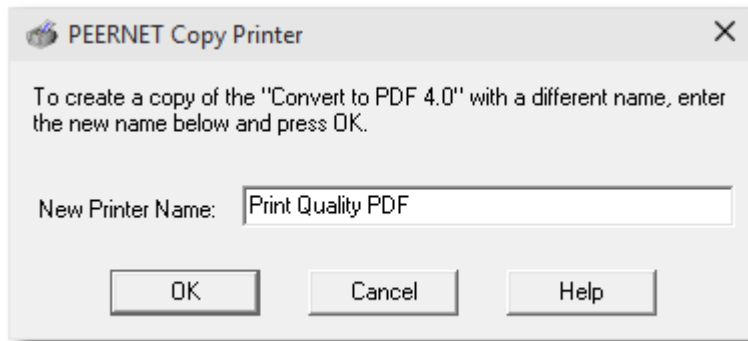
This allows you to have one printer set to use a profile that creates a PDF with high quality images suitable for printing, and another printer set to use a profile that creates smaller PDF files with lower quality images suitable for e-mailing or viewing over the internet.

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 in *Portrait* orientation while the pages from the other will be *Legal*-sized in *Landscape* orientation.

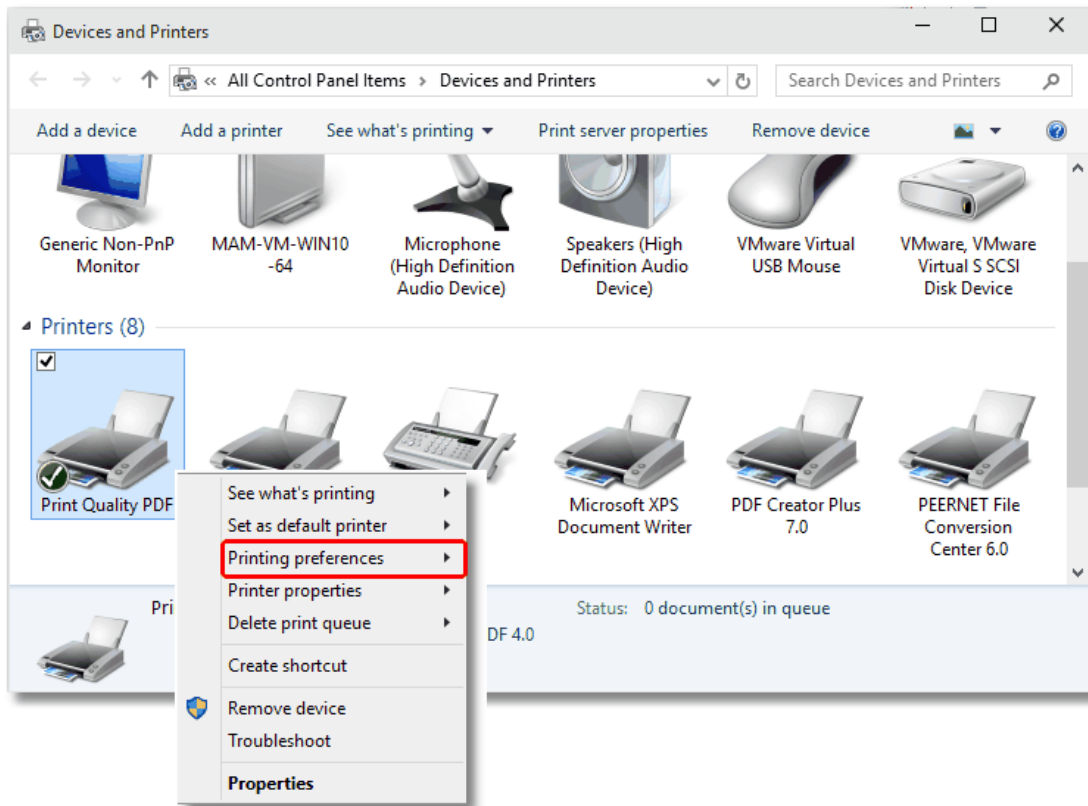
1. Assuming that a printer profile with the settings needed has already been created, the next step is to create a copy of the Convert to PDF printer. The Convert to PDF **Copy Printer** utility is available from the **Start** menu by going to **All Programs – Convert to PDF 4.0 – Copy Printer...**



- 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.



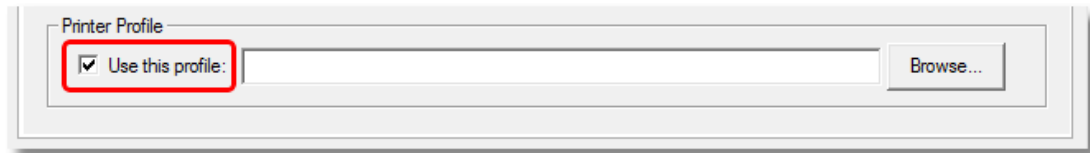
- The new printer is now listed in your **Printers** folder. See [Locating the Printers Folder](#) for information on how to access the Printers folder for your version of Windows.
- In the **Printers** folder, locate the new printer that was just created. Right-click on the printer and select **Printing Preferences**.



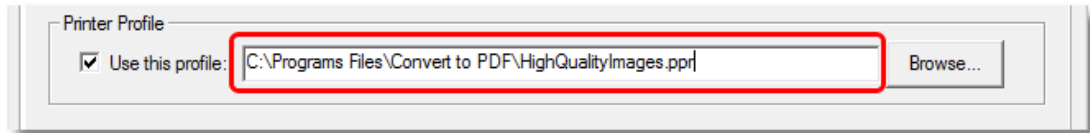
## Convert to PDF 4.0

---

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



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

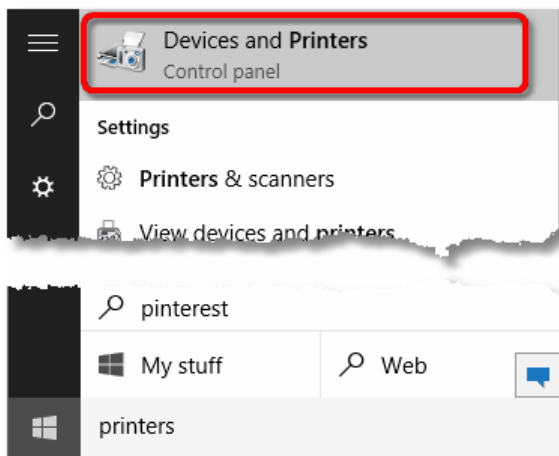


7. Select **OK** to apply the changes to the custom printer and close the Printing Preferences dialog. The next time you print to your custom printer, the settings stored in the chosen profile will now be automatically loaded by the Convert to PDF application.

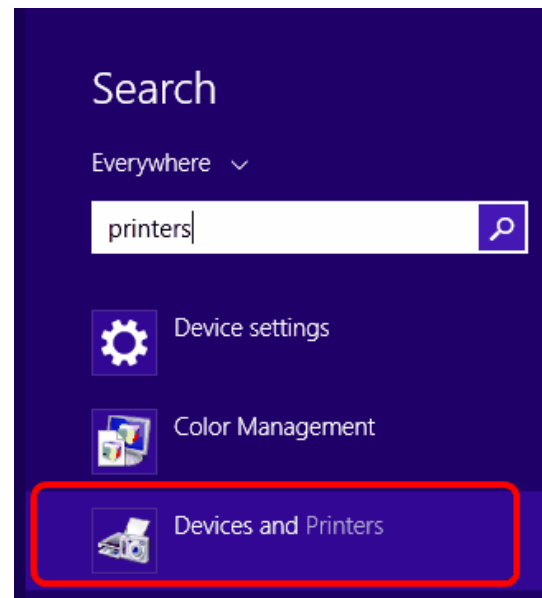
## Locating the Printers Folder

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.

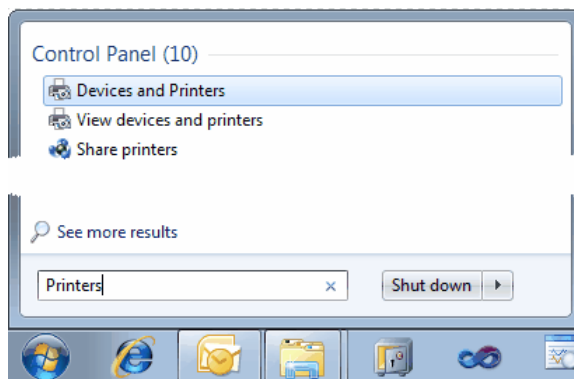


Windows 10 Search

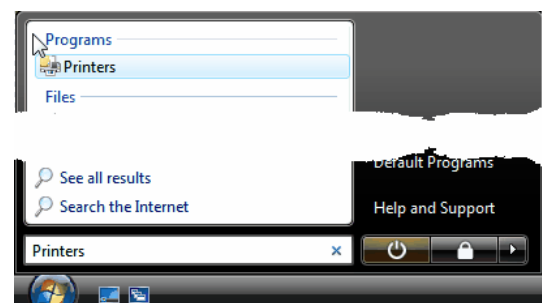


Windows 8, 8.1 Search

- 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.



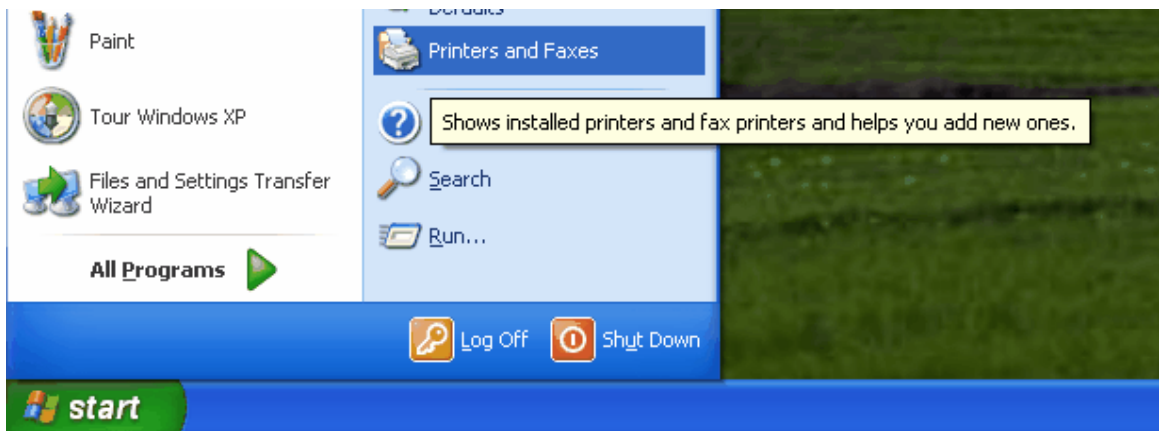
Windows 7 Search



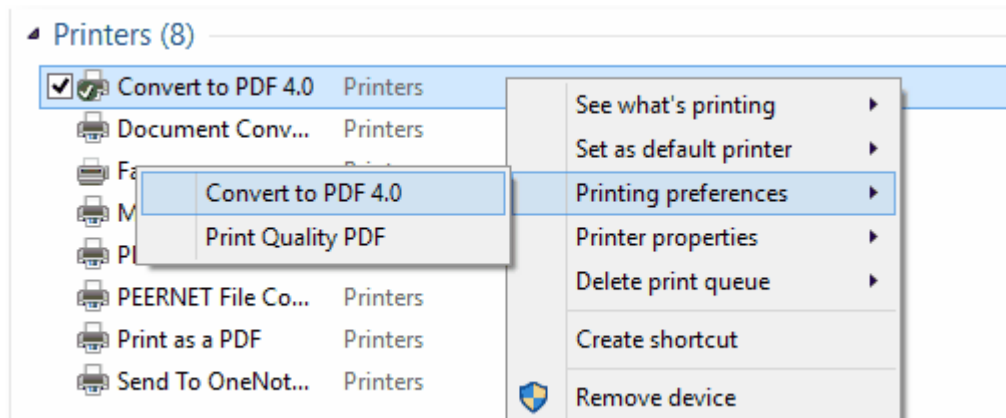
Vista Search

## Convert to PDF 4.0

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



**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.





## Other Information

---

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

[No Prompt PDF Creation Guide](#) – shows how to configure Convert to PDF to create a PDF document from any Windows application with a single click of the Print button.

### 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 application, assigning a profile to the Convert to PDF printer, or combining printer profiles with custom copies of the Convert to PDF printer, Convert to PDFs customization options can be tailored to suit your work environment.