

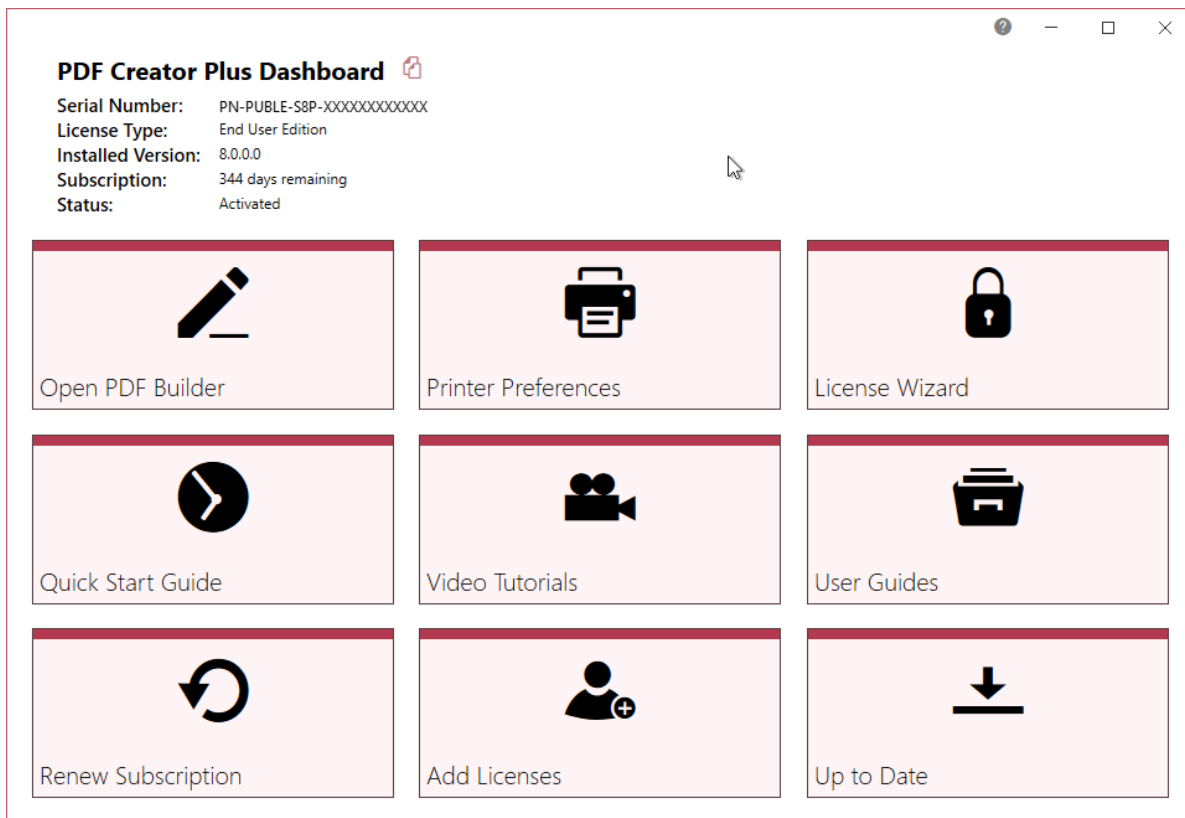
# PDF Creator Plus Quick Start Guide

## Welcome to PDF Creator Plus

This short guide introduces the core features and how to use PDF Creator Plus to create PDF files and images from any document you can print. It also demonstrates how you can combine existing PDF files with printed pages from other documents or other PDF files to merge documents into a single PDF file.

## The Dashboard

The Dashboard is the hub for all things PDF Creator Plus. Open the PDF builder application, set printer preferences, activate the product and access help resources and more all in one place.



The dashboard is your quick access to:

**License Status** - Serial number, license type, and activation and subscription status is shown in the top left. Activate your product, change serial numbers and manage licenses from the License Wizard.

**PDF Builder** - The PDF builder application is used to collect pages sent to the PDF Creator Plus 8 printer and insert existing PDF files and other image formats. The pages can be re-ordered, rotated and annotated with shapes and text.

**Printer Preferences** - a quick and easy tool to set the printing preferences on the PDF Creator Plus 8 printer.

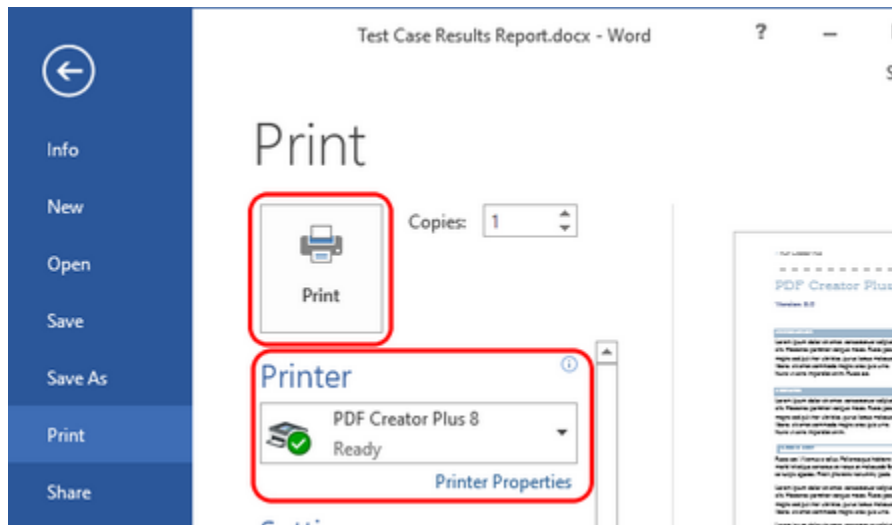
# PDF Creator Plus Quick Start Guide

## Creating a PDF Using PDF Creator Plus

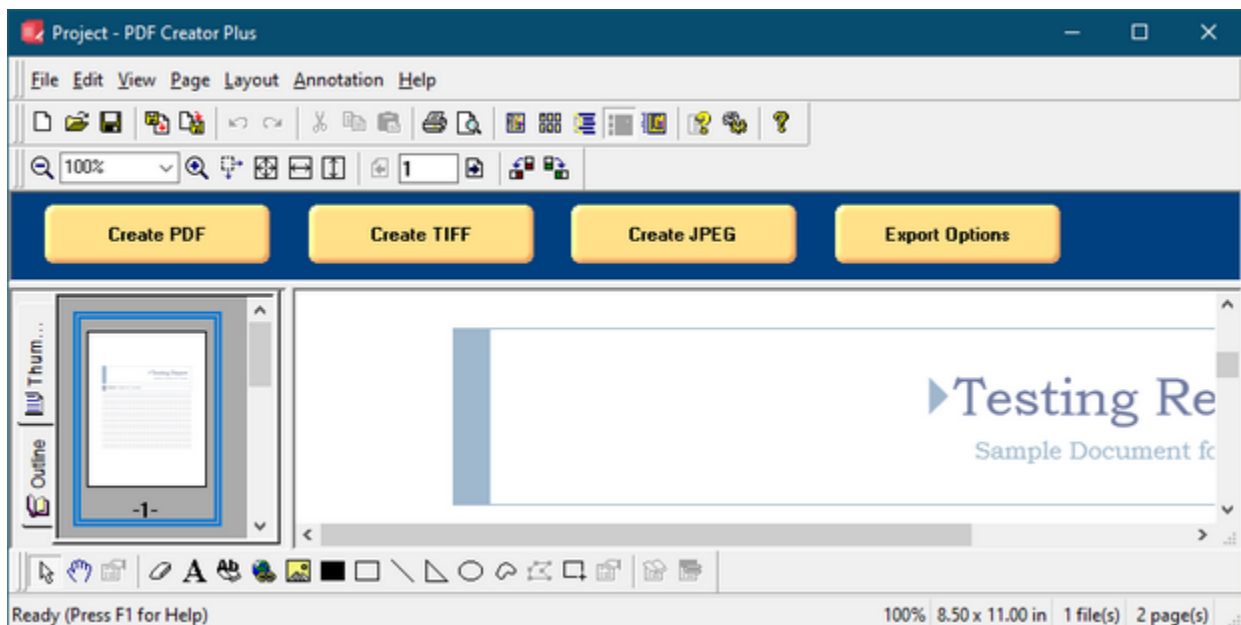
To create a PDF from another file, such as a Word document, or a report printed from a web-based application, you first need to be able to open and **Print** your original document. After that it is a simple, 2-step process - **Preview** your pages, and then **Create your PDF**.

PDF files do not need to be printed and can be opened in PDF Creator Plus directly.

Select **File - Print** from your application, select PDF Creator Plus 8 from the list of printers, then click **Print**.



PDF Creator Plus's PDF builder application will launch and load the pages from the printer.

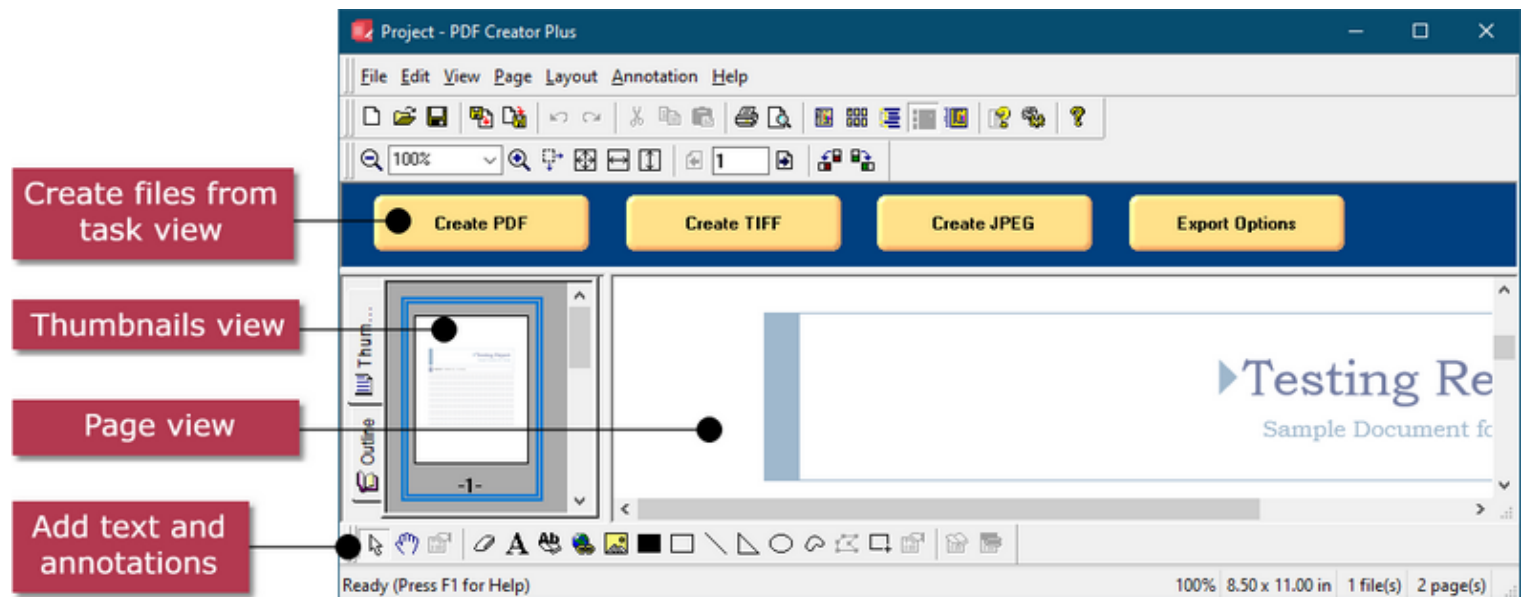


# PDF Creator Plus Quick Start Guide

A **thumbnail** view of all pages is shown on the left hand side. Click on the thumbnails to move between the pages, or drag them around in the view to re-arrange the order of your pages.

The currently selected page is displayed in the **Page** view. At the bottom is the **annotation toolbar** used to add text boxes, hyperlinks, and shape objects such as images, lines or circles to the current page.

The **Task** view gives quick access to creating the most common file formats and setting options used when exporting to these files.



To combine more than one document into a PDF file, leave PDF Creator Plus open and continue printing your other files, or adding any PDF files you wish to have in your final PDF document.

When you are ready, click the **Create PDF** button in the Task view to create your PDF file.

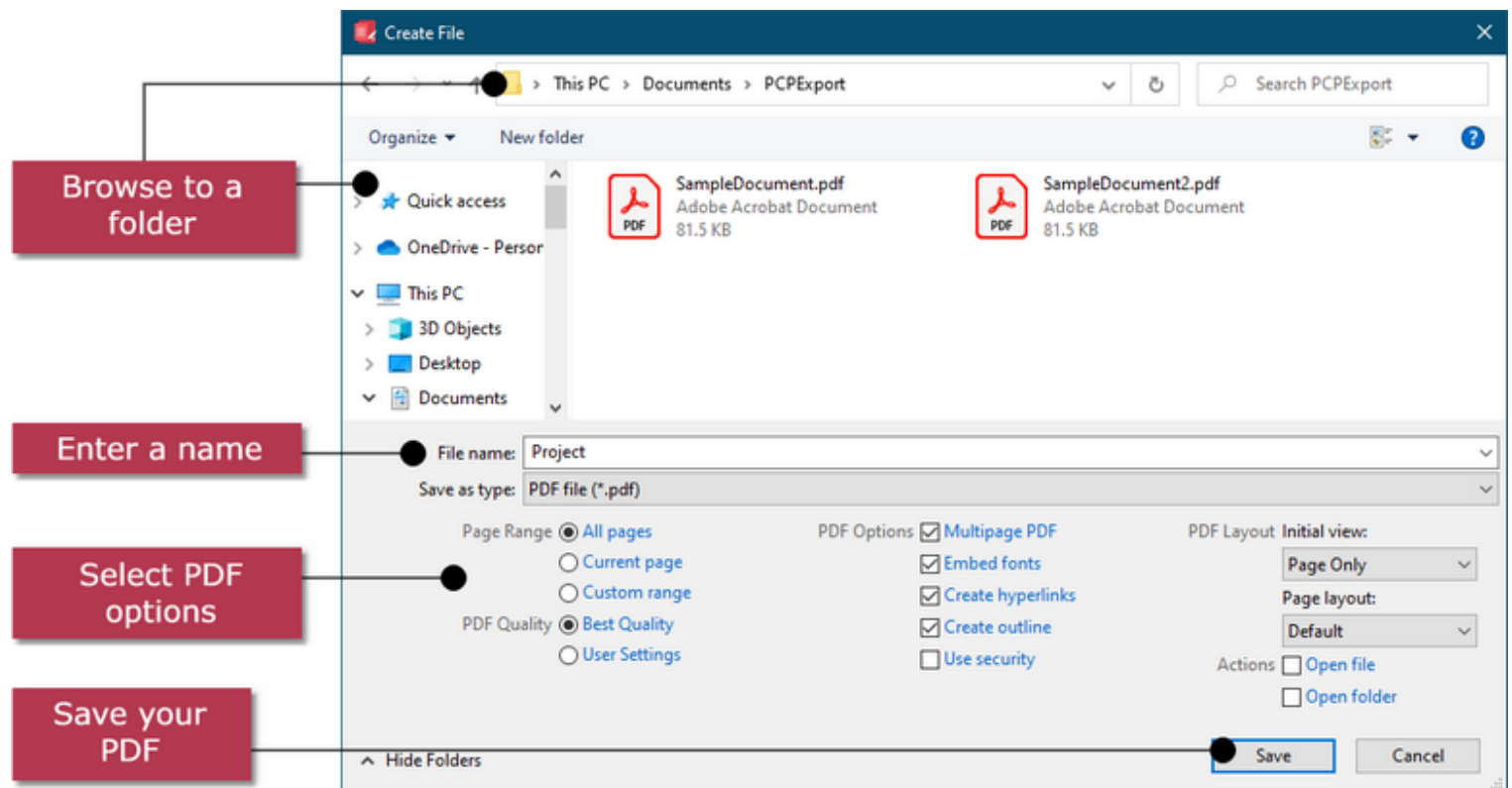
# PDF Creator Plus Quick Start Guide

In the **Create File** dialog enter a name for your new PDF files and choose where on your computer to save it.

The default option is to create the PDF using our **Best Quality** setting. This provides a good balance between file size and the quality of any images in the PDF and is suited for publishing and printing. Switching to **User Settings** allows control over the compression and downsampling used in images in the PDF file for fine-tune control over the PDF file size.

PDF options such as *Embedded Fonts*, *Include Hyperlinks*, *Security*, *Initial View* and *Page Layout* can also be configured.

Click the **Save** button to create the final PDF.



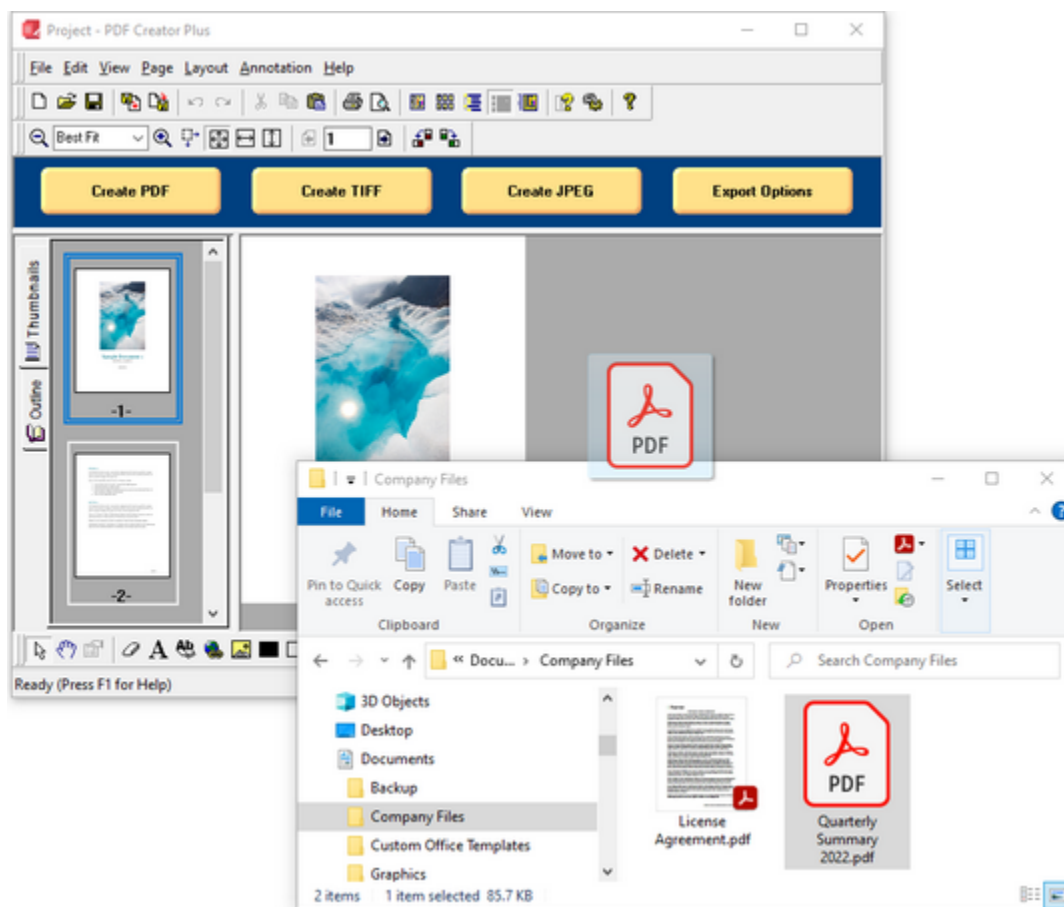
# PDF Creator Plus Quick Start Guide

## Working with Adobe® PDF Files in PDF Creator Plus

PDF files do not have to be printed to be added to PDF Creator Plus. There are many ways to add the pages in a PDF to a new or current collection of pages. All of these actions create a copy of the pages from the PDF and adds them into PDF Creator Plus for you to work with. The original file is left untouched.

### Drag and Drop PDF Files

PDF files can be dragged from a File Explorer window to the PDF Creator Plus application. This always adds the pages in the dropped PDF file to the end of any pages in your collection. If you have no pages, it simply adds them. You can add multiple PDF files at a time by dragging and dropping them, making it easy to combine PDF files together.



### Open the PDF from File Explorer

From File Explorer, right-click and use the **Open With** menu to open a PDF. If PDF Creator Plus is not running, it will be started and the pages loaded. If it is open, the pages are added to the current collection.

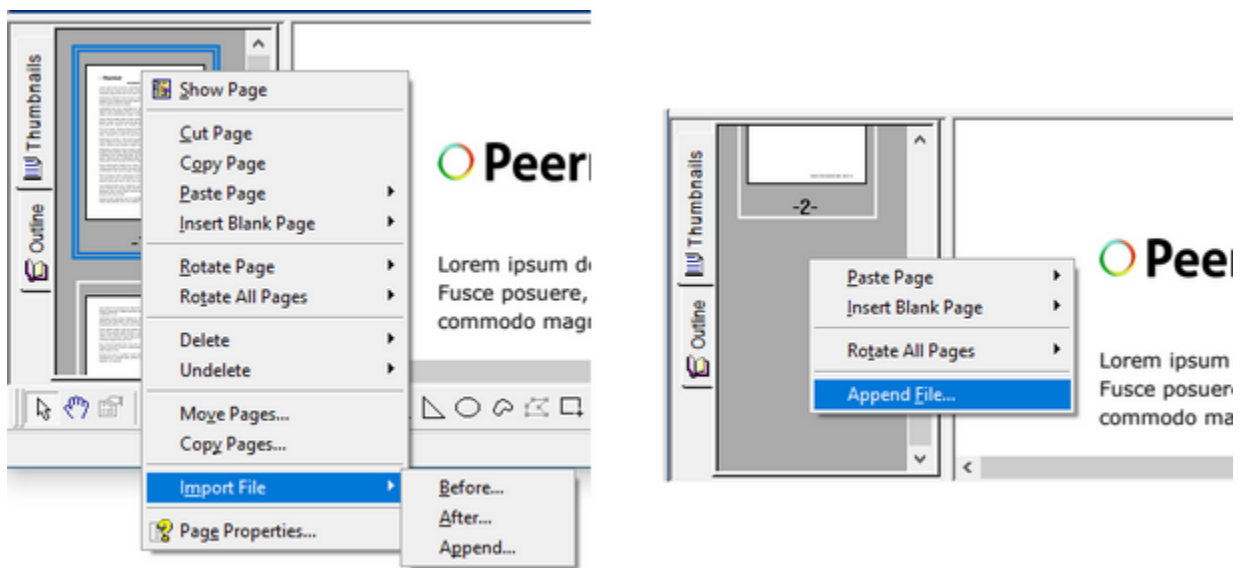
# PDF Creator Plus Quick Start Guide

## Open the PDF from PDF Creator Plus

From within the builder application, a PDF file can be opened from the File menu. This starts a new project with a new collection of pages containing the pages from the PDF file. Any current open project is prompted to be saved before the new project is created. The original PDF is left untouched.

## Importing and Appending

Using the Thumbnail view, PDF files can be imported or appended to the collection. Right click on a page or the space between pages, and from the menu, select Import File or Append File.

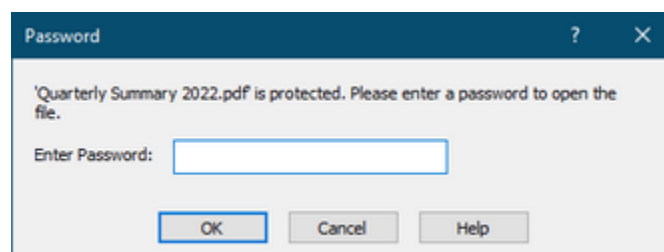


## Printing

Like all other documents, you can also add pages by printing your PDF files to the PDF Creator Plus 8 printer. In most cases you will want to add the PDF directly instead of printing but for some formats of PDF files, such as Adobe® LiveCycle PDF, they cannot be added directly. In these cases you can still get the page content printing the PDF file.

## Password Protected PDF

If a PDF File is password protected, you will be prompted to supply the password in order to open the file to add the pages.



# PDF Creator Plus Quick Start Guide

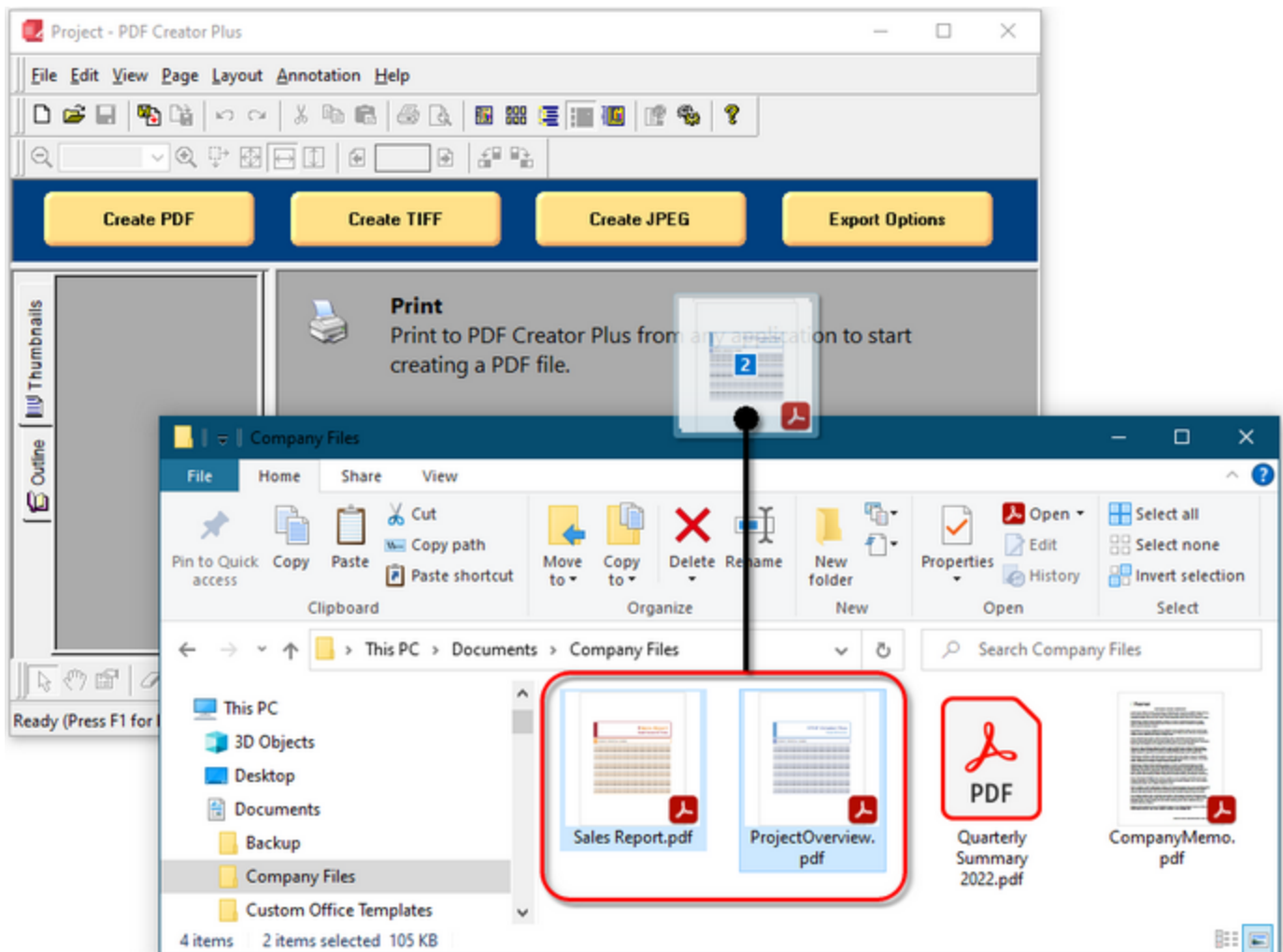
## Merging PDF and Other Documents

PDF Creator Plus can easily append multiple PDF files or a mix of PDF and other documents together into a single PDF. PDF files can be dragged onto the PDF Creator Plus builder application to add them to the new PDF. To add Microsoft® Word, Excel or other documents, print them to the PDF Creator Plus 8 printer.

Open the PDF Creator Plus builder application from the Dashboard.



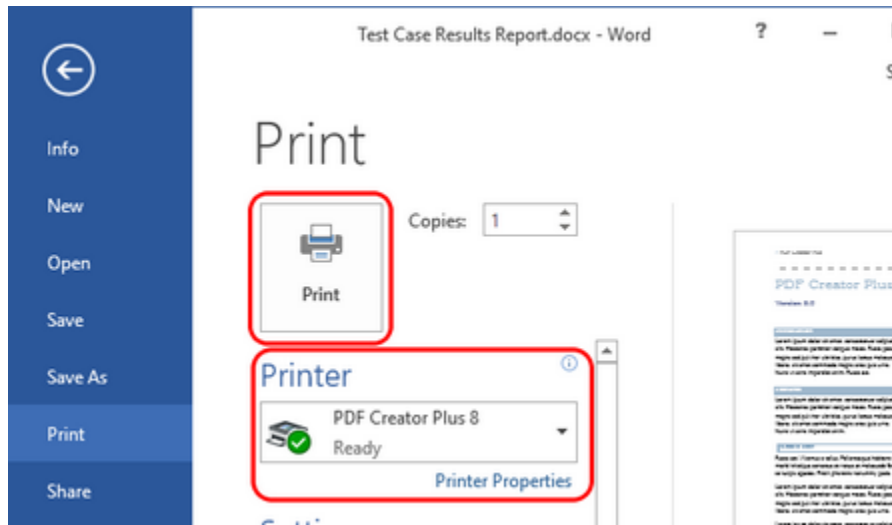
Drag and drop your PDF files onto the builder application to add their pages to your new PDF.



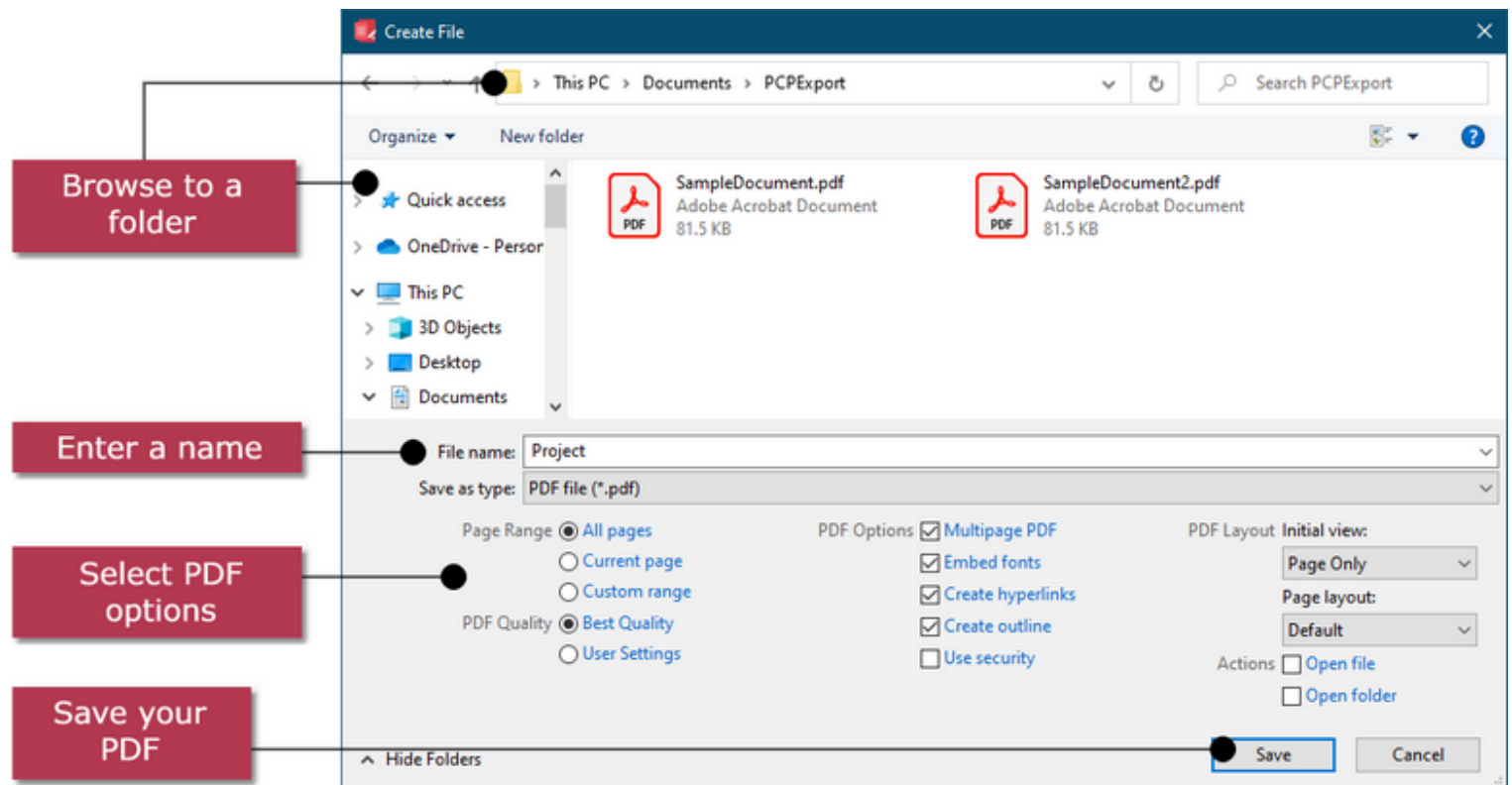


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For other file types, print the file to PDF Creator Plus.



When you have collected all of the documents you want in your PDF file, click the **Create PDF** button to create your PDF file.



Choose the name and where on your computer to save your PDF file, as well as PDF options for *Quality*, *Embedded Fonts*, *Include Hyperlinks*, *Security*, *Initial View* and *Page Layout*. When done, click **Save** to create the PDF file.



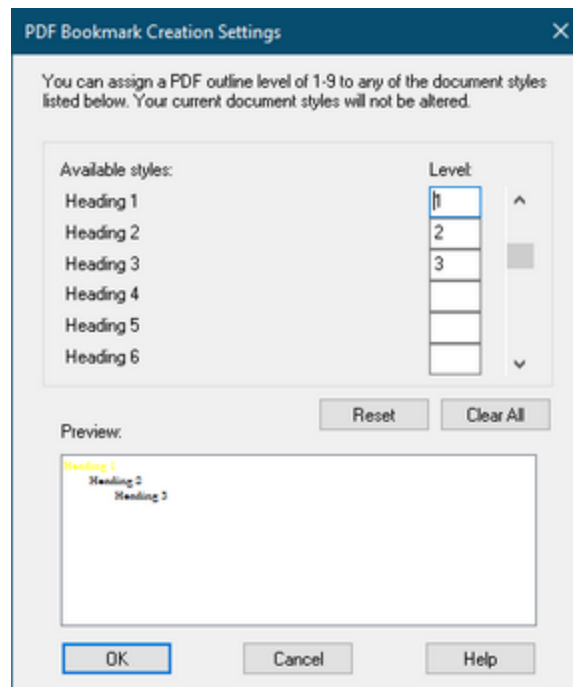
# PDF Creator Plus Quick Start Guide

## Creating a PDF with Hyperlinks from Microsoft® Word

PDF Creator Plus includes a Microsoft® Word Add-In that allows you to create PDF documents from Microsoft® Word and keep the hyperlinks, bookmarks and any table of contents information. The **Save As PDF 8.0 Add-In** is located on the Add-Ins tab of the ribbon toolbar.



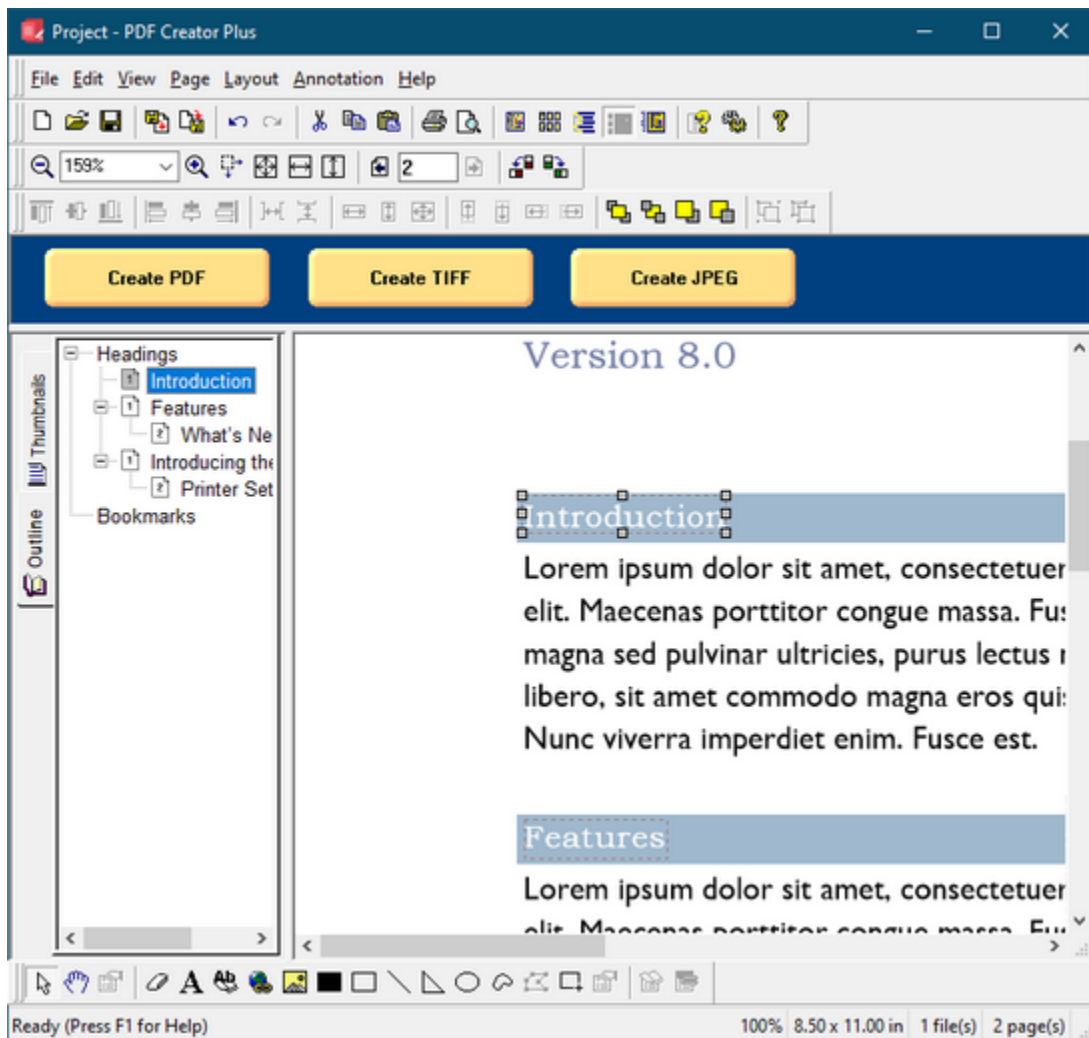
The Add-In will process your Word document and transfer all hyperlink, bookmark and table of contents information when it sends the document to the PDF Creator Plus 8 printer. The **PDF Bookmark Creation Settings** dialog allows you to customize which outline levels and heading styles are used to create the outline shown in the Bookmarks tab in Adobe.



Document styles Heading 1, Heading 2 and Heading 3, if they are used in the document, are already assigned as Outline Levels 1, 2 and 3. You can change what outline levels, from 1 to 9, are assigned to which heading or other document style. Any text in the document with a style that has an assigned outline level will be included as a bookmark in the PDF when it is created.

# PDF Creator Plus Quick Start Guide

When you are satisfied with the settings, click the **OK** button to start the Save As PDF 8.0 Add-In process and send the document to the PDF Creator Plus builder application. The pages are loaded and document styles that were assigned an outline level are displayed in the Outline tab of the Navigation view.



Click the **Create PDF** button in the Task view to create your PDF file.

From the **Create File** dialog you choose the name and where on your computer to save your PDF file. Options such as *Quality*, *Embedded Fonts*, *Include Hyperlinks*, *Security*, *Initial View* and *Page Layout* can also be configured here.

Make sure to leave the **Include Outline** and **Include Hyperlinks** options checked to create hyperlink information in your PDF file. Click the **Save** button to create the final PDF.

# PDF Creator Plus Quick Start Guide

## Additional Online Help Resources

Access help resources directly from the Dashboard by clicking on the **Quick Start Guide** tile to launch this guide, the **Video Tutorials** tile to visit our PDF Creator Plus tutorials web page, or the **User Guide** tile to visit our PDF Creator Plus guides web page.



Quick Start Guide



Video Tutorials



User Guides