

**Version
8**

PDF Creator Plus 8

User Guide

PEERNET Inc.

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Welcome to PDF Creator Plus

Thank you for choosing PDF Creator Plus 8, a powerful application that lets you easily create PDF files, and TIFF, BMP or JPG images from any document. Some of the main features are:

- Quickly preview and create PDF files from any Windows® application that can print
- Combine and merge Adobe® PDF files directly in the PDF Creator Plus builder application
- Easily assemble other documents from different sources into a single Adobe® PDF file
- Annotate pages with notes or special instructions
- Rearrange and rotate pages
- Add cover pages, headers and footers
- Delete unwanted pages
- Save the project for working on later and sharing with others
- Print to any installed printer
- Export to any of the following formats:
 - Searchable and secure Adobe® PDF documents
 - TIFF images
 - JPEG images
 - Windows Bitmaps (BMP)

Legal Notices

PDF Creator Plus 8

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System Requirements

PDF Creator Plus 8 can be installed and run on any of the operating systems listed below. PEERNET Inc. recommends running this application on systems with 512 MB or higher RAM, and an Intel® Pentium® III or higher processor.

Supported Operating Systems

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

- Microsoft® Windows 11
- Microsoft® Windows Server 2022
- Microsoft® Windows Server 2019
- Microsoft® Windows 10
- Microsoft® Windows Server 2016

What's New in Version 8

PDF Creator Plus now includes a modern and easy-to-use **Dashboard**, as well as **PDF Creator Plus's PDF builder application**. The dashboard is the hub for PDF Creator Plus where users can launch the PDF builder application to preview and edit PDF files, manage PDF Creator Plus 8 printer settings, and access licensing tools. In addition, the Dashboard provides quick access to online help and resources.

In addition to these front end changes, PDF Creator Plus 8 includes major driver improvements, to produce clearer text both in the PDF builder application and in the output files.

Perhaps the most significant improvement is that PDF Creator Plus 's PDF builder application now supports opening PDF files directly, instead of having to print the PDF to the application first. The ability to directly work with PDF files has been long requested and we are pleased to be able to include this feature in PDF Creator Plus 8.

Existing PDF Creator Plus users

If you are upgrading from an earlier version of PDF Creator Plus this chapter will help you to understand the new features and changes that have been made to PDF Creator Plus. These changes will make working with PDF Creator Plus more accessible and efficient, but if you need assistance re-creating your printer settings once you upgrade to PDF Creator Plus 8 do not hesitate to reach out to the PEERNET team. We hope you enjoy the new version and we are here to answer any questions about the changes that you may have.

New PDF Creator Plus users

If you are a new PDF Creator Plus user, we recommend getting started with our [Creating an Adobe® PDF file with the PDF Creator Plus Word Add-In](#) or [Creating PDF, TIFF and Other Files From PDF Creator Plus Projects](#) chapters. The tutorials in those chapters will walk you through the basic instructions on how create a PDF file from Word that includes outline and hyperlink information, and how to create PDF files (or other file formats) by combining one or more documents from different sources.

Licensing

New Subscription License

Since our software company began in 1997, PEERNET has been using the same traditional software licensing system for PDF Creator Plus, based on the old world of software distribution. With PDF Creator Plus 8, PEERNET is entering the new world of software sales and will now be offering the software as a service system (Saas).

Much like your music or televisions streaming service subscription, a subscription license of PDF Creator Plus gives your complete access to all features of the software for the period that your subscription is active.

With a subscription license, users can:

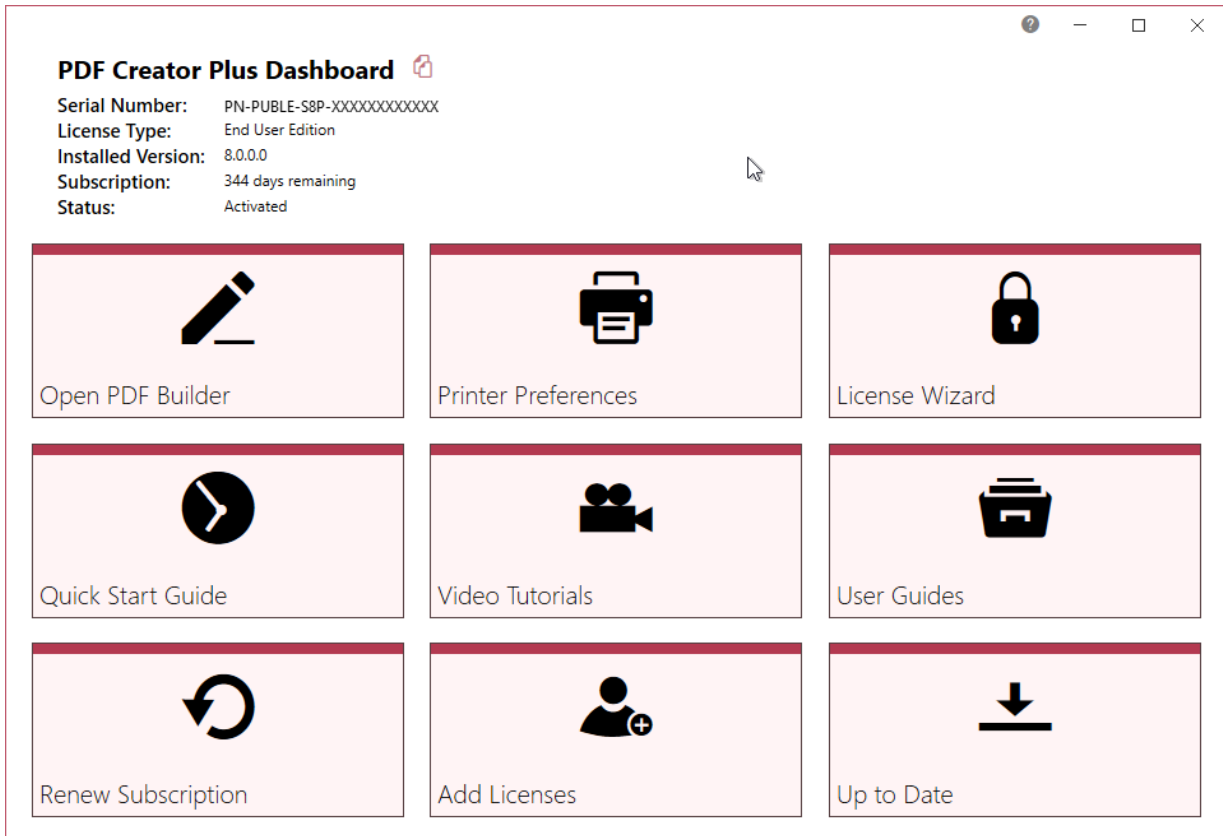
- activate and use PDF Creator Plus up to the limit of number of licenses purchased
- move the software to a new computer or re-load the software after a computer crash or operating system upgrade, either through your PEERNET online account or by contacting PEERNET
- access all updates and upgrades released for PDF Creator Plus free of charge
- rely on priority technical support from the PEERNET team

Existing PDF Creator Plus users

Existing PDF Creator Plus users with an **active On-Going Licensing and Support subscription** will have access to their upgrade to PDF Creator Plus 8 free of charge, and will automatically be switched to a subscription license. As part of this transition, PEERNET will carry over your current On-Going Licensing and Support subscription annual renewal rate to your new PDF Creator Plus 8 license.

Dashboard

The **Dashboard** is a hub for all things PDF Creator Plus with links to open the PDF Creator Plus editing application, set printer setting, activate the product, help resources, and more. The purpose of the **Dashboard** is to bring all tools and resources related to PDF Creator Plus into one place.



The available tools and resources that can be launched from the **Dashboard** are:

- **PDF Builder** - Select "Open PDF Builder" to open the **PDF Creator Plus preview and editing application**. When you print to the PDF Creator Plus 8 printer, the pages are sent to this application. If it is not open when you print to the PDF Creator Plus 8 printer, it is automatically opened. This is where you can preview and build your PDF from multiple file sources before creating your final PDF.
- **Printer Preferences** - Select "Printer Preferences" to open the settings for the printer. This is where you can set the paper size and orientation of the pages, as well as custom layout settings for resolution and hardware margins.

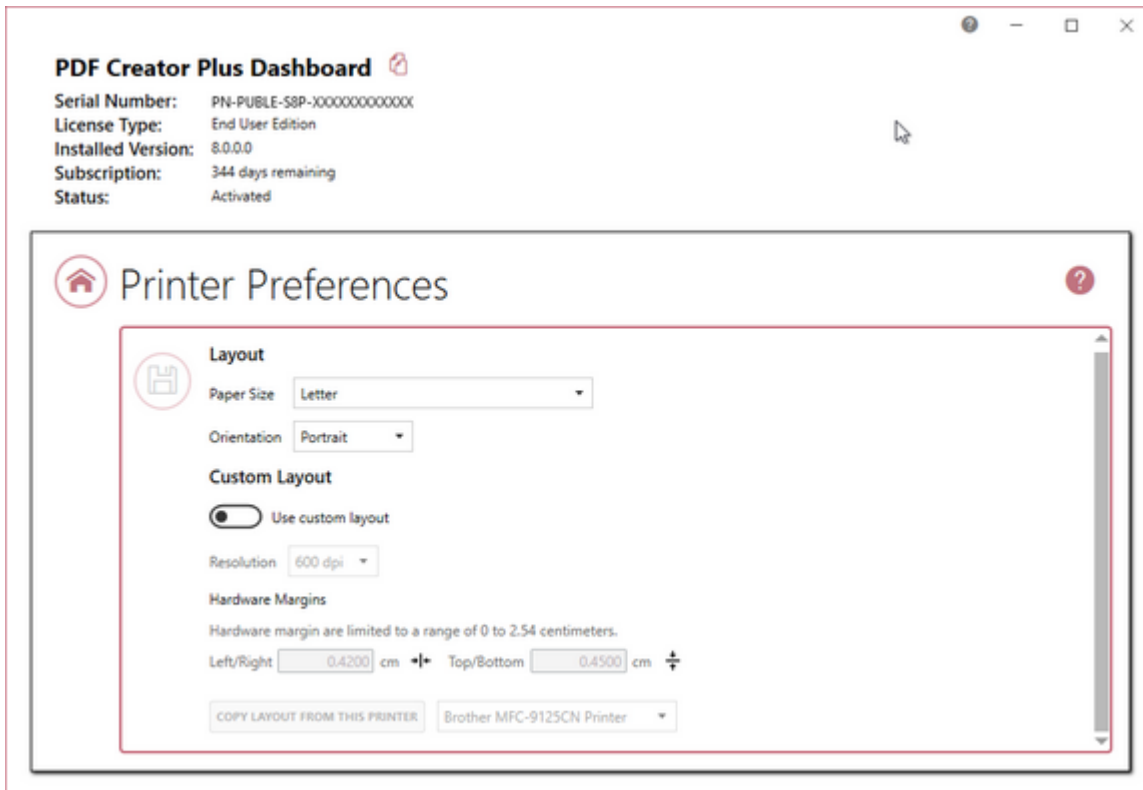
- **License Wizard** - Depending on the Status of your license the text on this tile will vary, but regardless select this tile to launch the **License Wizard**. This is where you can do things like activate your product, change your serial number, or manage your licenses.
- **Quick Start Guide** - Select this tile to launch our PDF Creator Plus quick start guide, which will walk you through your first print to PDF Creator Plus.
- **Video Tutorials** - Select this tile to launch the PDF Creator Plus video tutorial page on the PEERNET website, which offers a range of tutorial videos from basic to advanced on using PDF Creator Plus.
- **User Guides** - Select this tile to launch the PDF Creator Plus user guide.
- **Renew Subscription** - Select this tile to log into your PEERNET online account where you can renew your annual subscription.
- **Add Licenses** - Select this tile to log into your PEERNET online account where you can purchase additional licenses of PDF Creator Plus on the same serial number.
- **Check for Updates/Up to Date** - This tile will notify you when there is an update pending for download and install.

The **Dashboard** is also used to store all the status information about your license. Once you have activated your purchased copy of the software, you will find the following information in the top left-hand corner of the **Dashboard**:

- **Serial Number**
- **License Type** - ex. End User Edition
- **Installed Version**
- **Subscription** - number of days remaining in your current subscription
- **Status** - the status of your license on this computer

Printer Preferences

Printer Preferences is a quick and easy tool to set the printing preferences on the PDF Creator Plus 8 printer without having to go to Devices and Printers in Settings or in the Control Panel. You are now able to change these settings directly through the PDF Creator Plus dashboard.



Emulate Default Printer Changes

Earlier versions of PDF Creator Plus used the concept of always emulating whichever printer was set as the default printer to determine the printing resolution and hardware margins. This allowed us to match the pages in the PDF file to what the pages would look like when printed to your preferred printer. Starting with Windows 10 and up, the default printer behavior has changed. It is now normally set to be whichever printer you used last.

Due to the dynamic state of which printer is the default, PDF Creator Plus now uses its own settings unless **Custom Layout** is enabled. If you want to emulate a particular printer, the **Copy Layout From This Printer** button can be used to populate the Resolution and Hardware Margins from the printer selected in the list below the button. You can also select a resolution and edit the hardware margins manually.

Setting the Preferences

Launch **Printer Preferences** from the **Dashboard** by selecting "Printer Preferences". On launch, **Printer Preferences** will show you the current printer settings for the PDF Creator Plus 8 printer. From this screen you can:

- Change the **paper size**
- Change the page **orientation** between portrait and landscape,
- Enable **Custom Layout** to change the following:
 - The **Resolution**, or print quality of the printed pages
 - Set any **Hardware Margins**, or non-printable margin areas, for the page
 - **Copy Layout Settings** from another printer you have installed.
- **Save** the printer settings

To learn more about the Printing Preferences, see our [PDF Creator Plus 8 Printer Properties](#).

Activating Your Subscription License

PDF Creator Plus 8 licenses are sold as a subscription license. This chapter explains how to:

- [Activate PDF Creator Plus](#)
- [View](#) and [Change](#) your Activation Status
- [Renew your Annual Subscription](#)
- [Edit Activation Details in Your PEERNET Account](#)

What is a subscription license?

A subscription license gives users complete access to all features of PDF Creator Plus 8 for the term that the annual subscription is valid. Much like your music or television streaming service subscription, when your annual subscription is valid, you have complete access to PDF Creator Plus up to the limit of licenses purchased.

With a subscription license, users can:

- activate and use PDF Creator Plus up to the limit of number of licenses purchased
- move the software to a new computer or re-load the software after a computer crash or operating system upgrade, either through your PEERNET online account or by contacting PEERNET
- access all updates and upgrades released for PDF Creator Plus free of charge
- rely on priority technical support from the PEERNET team

Benefits of a subscription license

All of the benefits of a subscription really come down to security and peace of mind.

A subscription license gives you the confidence to switch computers, upgrade your operating system or reformat your computer without worrying about your copy of PDF Creator Plus. Furthermore, a subscription license provides the security that should your computer crash unexpectedly you know that you have not lost access to PDF Creator Plus. In all of these situations, you can simply [edit your activation details](#) through your PEERNET online account or contact PEERNET to adjust your license so that you are able to re-load your license and continue using PDF Creator Plus.

In addition, with a subscription license you can rely on the PEERNET team to release minor updates as required and major upgrades with new features, all of which you can access free of charge. With PDF Creator Plus 8 you will even be notified when a new version is available for

download via PDF Creator Plus Dashboard and Windows notification messages. Lastly, should you run into an issue, a subscription license ensures that you will receive priority technical support from the PEERNET team via email, phone or web meeting depending on what best meets your needs.

Renewing a subscription license

A subscription license is sold for a term of one year, and can subsequently be renewed annually. With a subscription license, the operation of PDF Creator Plus does require an active subscription, therefore you will be required to renew the subscription in year 2 in order to continue using the PDF Creator Plus software. Another benefit of a subscription license is that should you decide not to renew your annual subscription at some point, you can also come back to the subscription should the need arise again in the future and re-instate your subscription license.

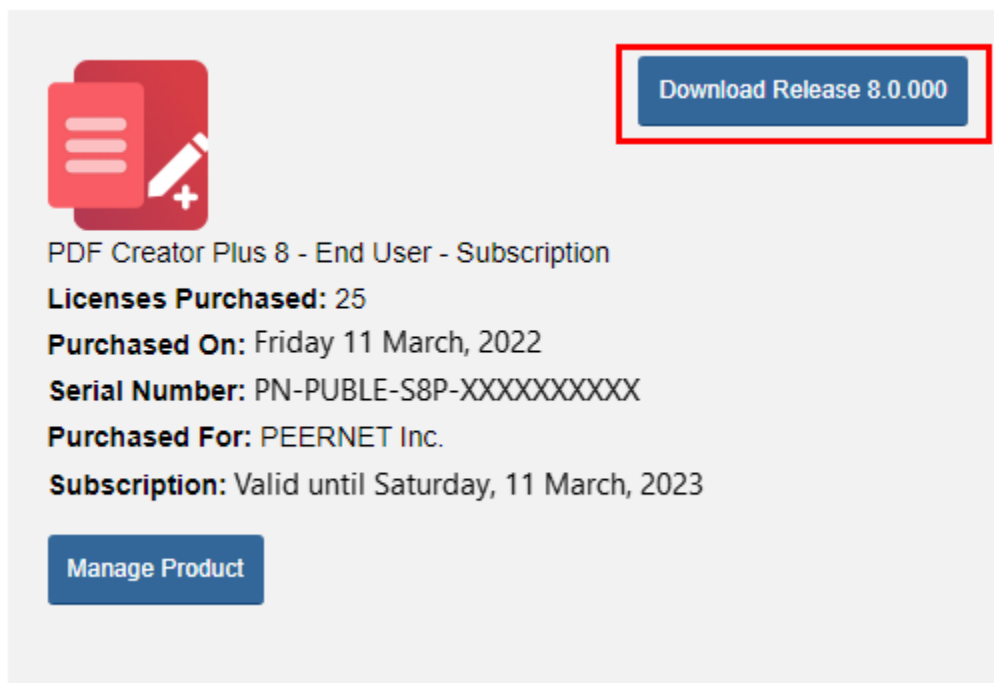
Activating PDF Creator Plus

The first step to activating PDF Creator Plus is installing your purchased copy of the software which is available through your online account.

If you installed the trial version of PDF Creator Plus before purchasing, you still need to install your purchased copy of the software.

Installing PDF Creator Plus:

1. Log into your [PEERNET online account](#).
2. Find the desired software in your **My Products** list, and select the **Download Release** button to download the latest release of the software.



3. In most cases, the EXE file is located in the Downloads folder. Open File Explorer and browse to C:\Users\YOUR USERNAME\Downloads\.
4. Double-click the EXE file to run the PDF Creator Plus install.

If you installed the trial version of PDF Creator Plus before purchasing, when you run the install for the purchased copy, the previously installed trial version will prompt you to uninstall it. Select "Next" to remove the trial version and replace it with your purchased copy.

At the end of the installation process, you are given the option to launch the PDF Creator Plus **Dashboard**. Leave "Open the PDF Creator Plus 8 Dashboard now" checked in order to open the

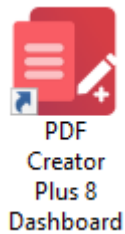
PDF Creator Plus **Dashboard** directly. This is the fastest way to proceed to activating your software.

Launching the License Wizard

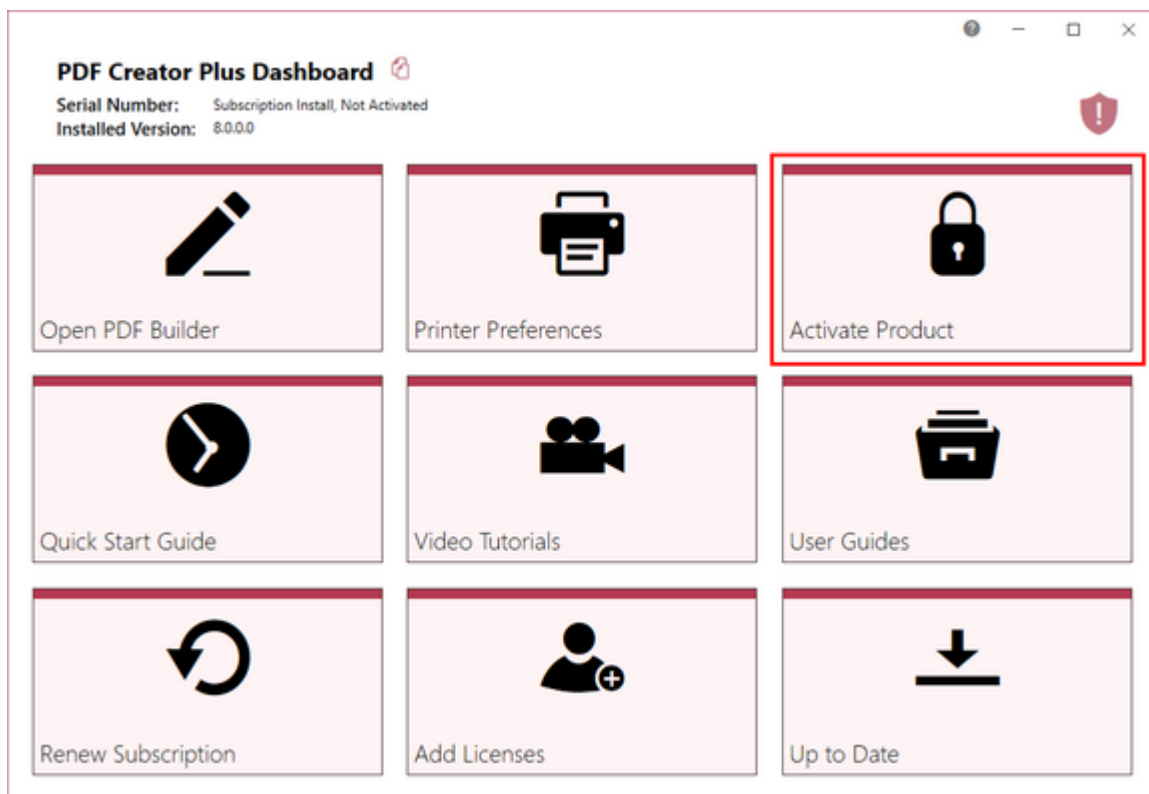
The **License Wizard** is accessible from the PDF Creator Plus **Dashboard**.

To launch the **License Wizard**:

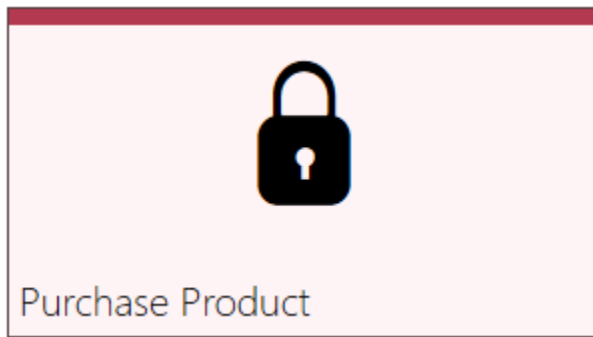
1. Begin by opening the **Dashboard** (double-click the PDF Creator Plus icon on your desktop or select PDF Creator Plus 8 from the Start menu).



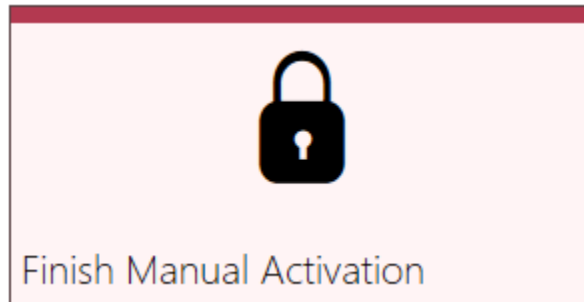
2. Select "Activate Product" to open the **License Wizard**.



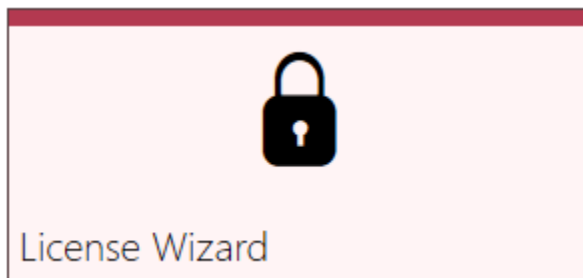
- If you have the trial version of PDF Creator Plus installed instead of your purchased copy, this tile will say "Purchase Product". Please return to [Activating PDF Creator Plus](#) for instruction on installing your purchased copy of the software.



- If you are in the middle of a manual activation process, the tile will say "Finish Manual Activation".



- If the software is already licensed, this tile will say "License Wizard".



Entering Your Serial Number

To activate your product you need to enter in the serial number that was included with your order confirmation email and your user information. You can also find your serial number through your [PEERNET online account](#).

Entering your serial number

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

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).

Entering your user information

If possible, your Name and Company information is automatically picked up from your system settings. The information in these fields can be change if required. Name and email information entered here are only used by PEERNET to identify users during license adjustments. We will never rent or sell our customer's and client's information to third parties.

PDF Creator Plus Dashboard

Serial Number: Subscription Install, Not Activated
Installed Version: 8.0.0.0

License Wizard

Serial Number
PN-PUBLE-S12P-XXXXXXXXXXXX
Your serial number can be found in your order confirmation email or in your online account.

Name
PEERNET

Company
PEERNET

Email
peernet@peernet.com

☐ I don't have an internet connection.

Click Next.

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 checking "**I don't have an internet connection**".

PDF Creator Plus Dashboard

Serial Number: Subscription Install, Not Activated
Installed Version: 8.0.0.0

License Wizard

Serial Number
PN-PUBLE-S12P-XXXXXXXXXXXX
Your serial number can be found in your order confirmation email or in your online account.

Name
PEERNET

Company
PEERNET

Email
peernet@peernet.com

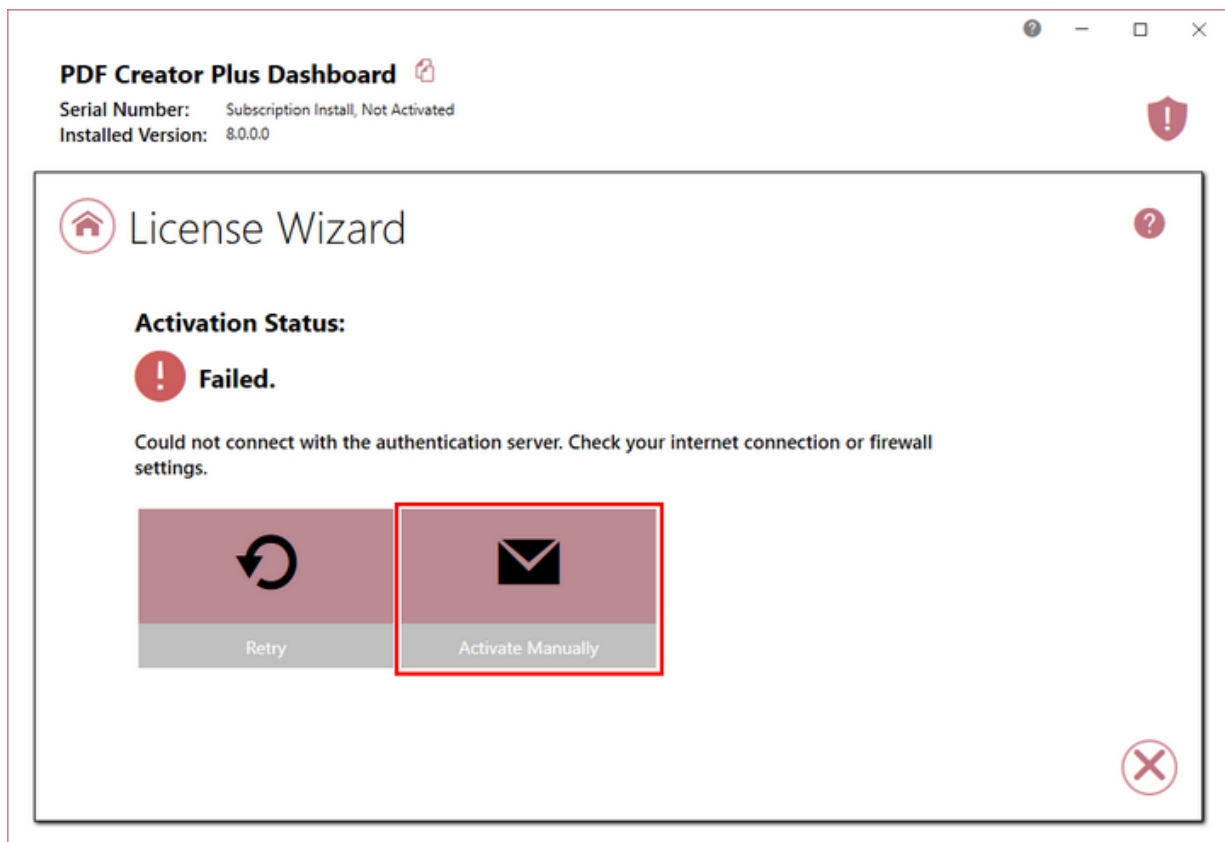
☒ I don't have an internet connection.

Click Next.

→

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 PEERNET for authentication. We will return the authenticated file to you, which you then import using the License 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.

When activating over the internet, the License Wizard will attempt to validate an internet connection, and will prompt with the choice to license manually if it cannot connect. Activating over the internet may also fail if you have a firewall or anti-virus software blocking the connection. Click **Activate Manually** to begin the manual activation process, or click **Retry** to try activating online again.



Manually Activating PDF Creator Plus

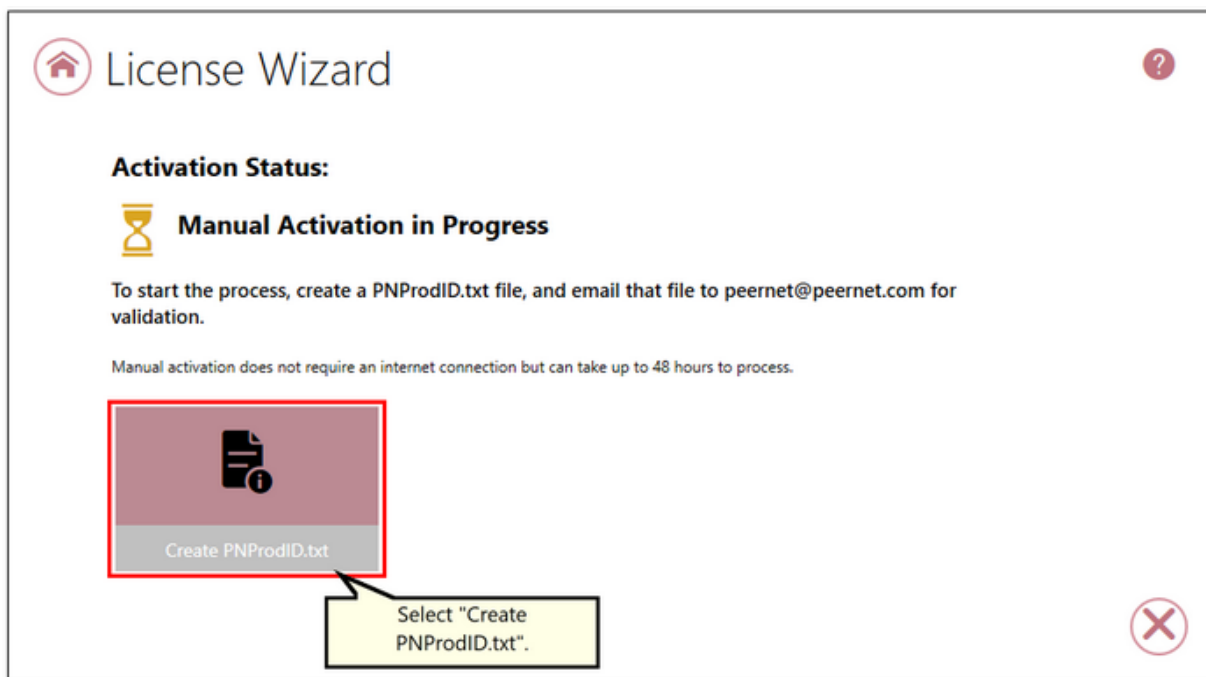
In most cases, you will not have to activate your product manually. This only happens when PDF Creator Plus is installed on a computer that has no access to the internet, or the computer is configured such that the user cannot access the internet. This can also happen if a firewall program or anti-virus 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 only authorized during business hours, which are 09h00 to 17h00, Monday through Friday, Eastern Standard Time (excluding statutory holidays).

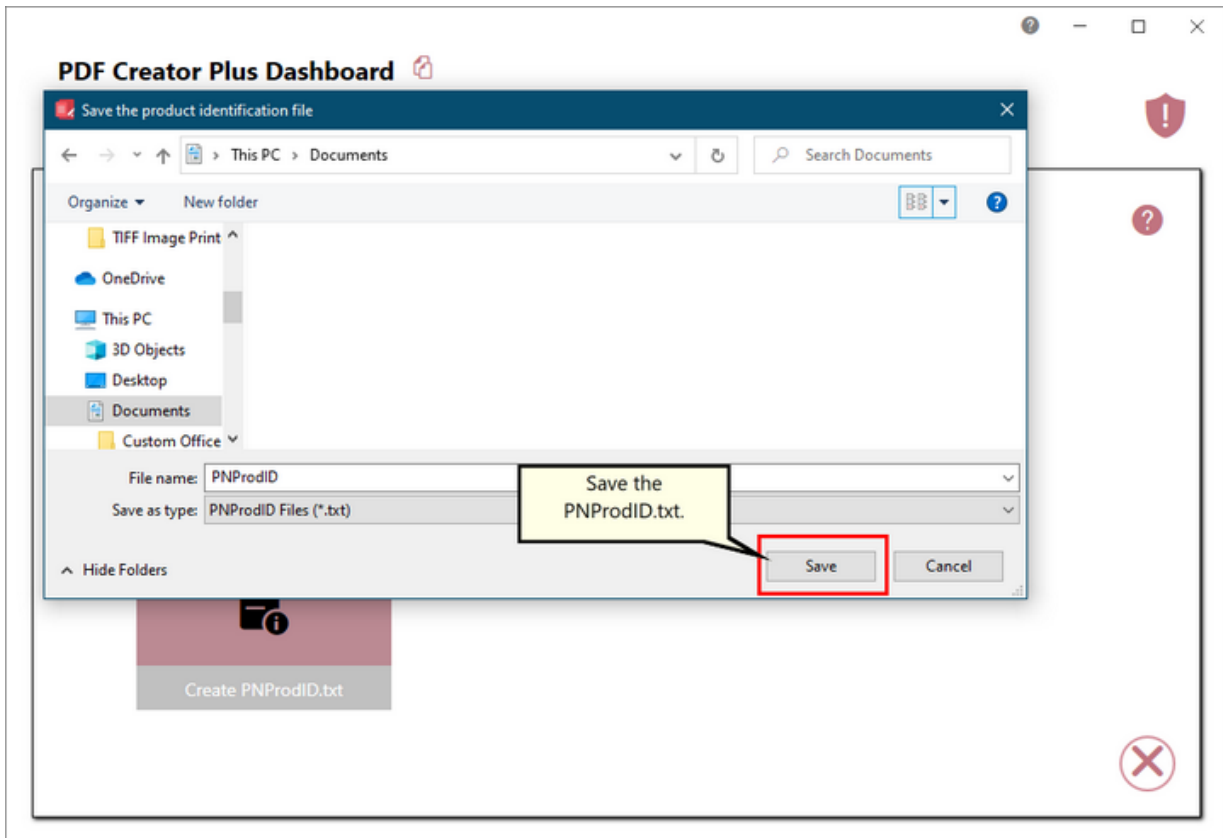
1. Use the **License Wizard** to create the encrypted file, **PNProdID.txt**.
2. Email the file to peernet@peernet.com for manual activation. For computers with no email capability, you can save the file to a shared network drive, or use an external storage device such as a USB flash drive (also known 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 PDF Creator Plus is installed and restart the **License Wizard** to complete the license activation.

Exporting the PNProdID.txt file

To create the file click **Create PNProdID.txt**.



A save dialog box will appear prompting you to choose where to save the **PNProdID.txt** product identification file. This dialog may look slightly different depending on which version of Windows you are running. Save this file in an easy to remember location, like your Desktop or your Documents folder.

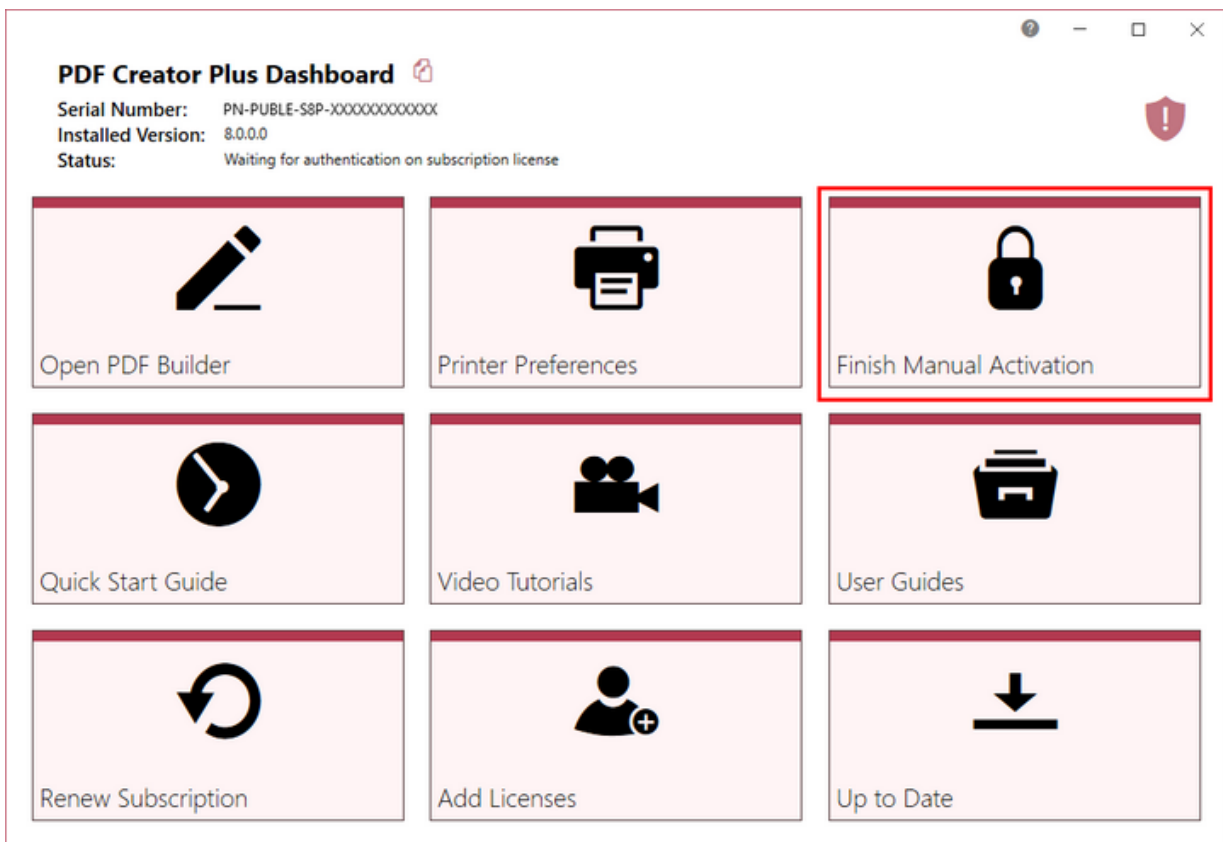


You need to email this file to peernet@peernet.com. For computers with no email capability, you can save the file to a shared network drive, or use an external storage device such as a USB flash drive or a MicroSD storage card to copy the file to another computer.

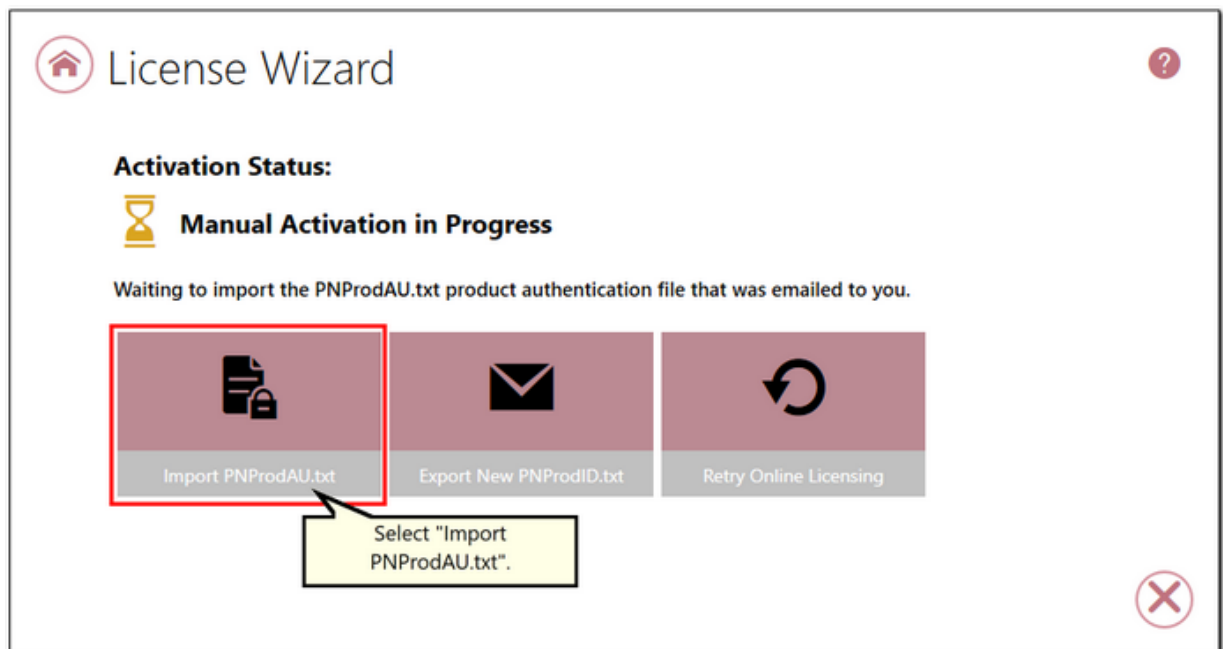
Importing the PNProdAU.txt file

When you have received the product authentication file **PNProdAU.txt** from PEERNET, you will need 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 PDF Creator Plus is installed, do so now.

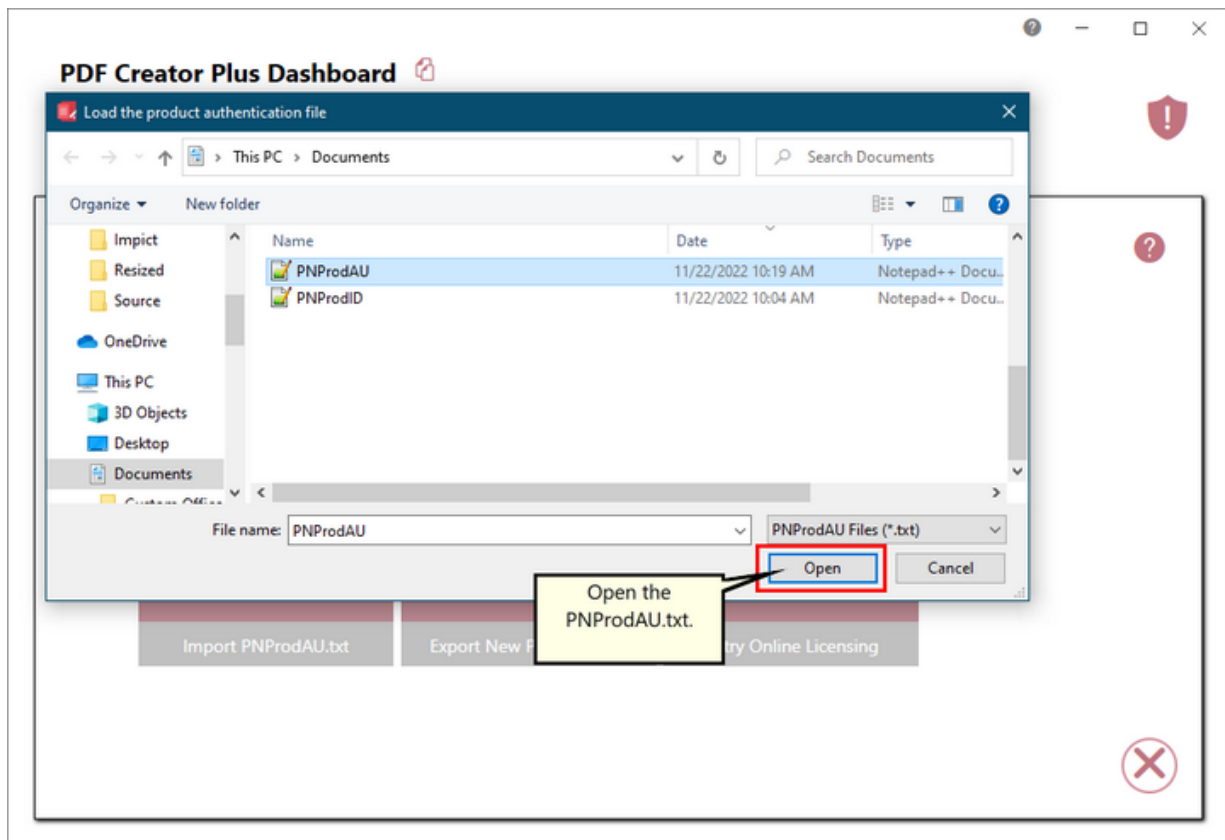
On the computer where PDF Creator Plus is installed, restart the License Wizard by following the steps outlined in [Launching the License Wizard](#). The License Wizard will automatically start at the import screen.



Click **Import PNProdAU.txt**. If you did not receive a PNProdAu.txt file, you can restart the manual licensing process. You also have the option to retry online activation if you now have an internet connection or have resolved an issue with your firewall settings.



A browse dialog box will appear. This dialog may look slightly different depending on which version of Windows you are running. Locate where you saved the **PNProdAU.txt** file you received from PEERNET and click the Open button to import the file.

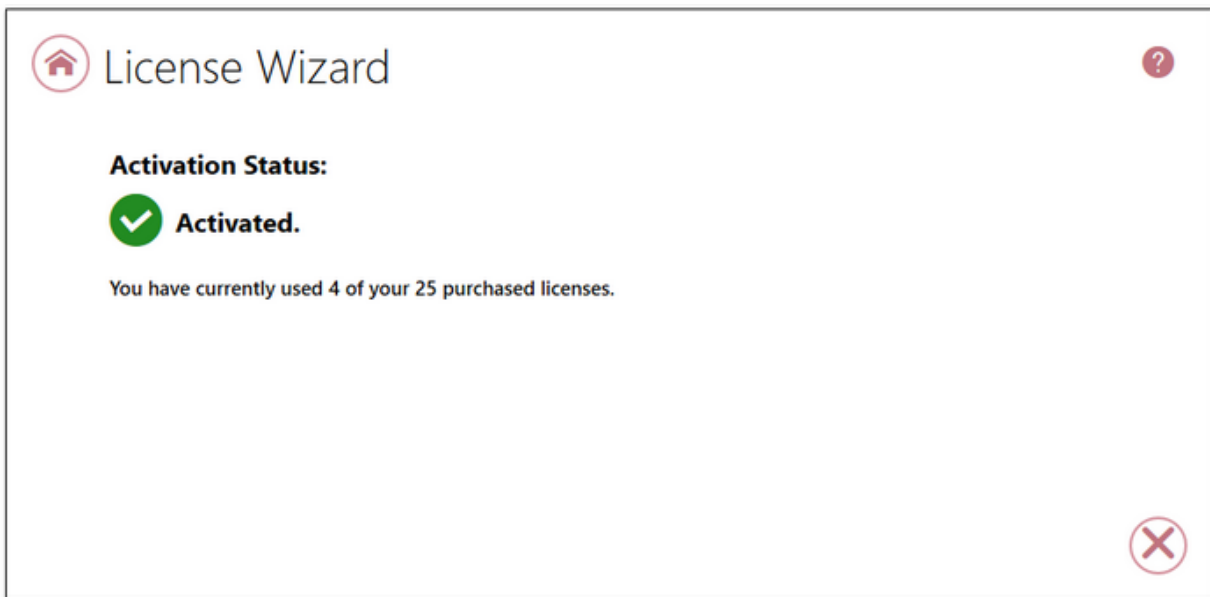


The authentication file is verified and you are automatically moved to the [Activation Status Results](#) screen.

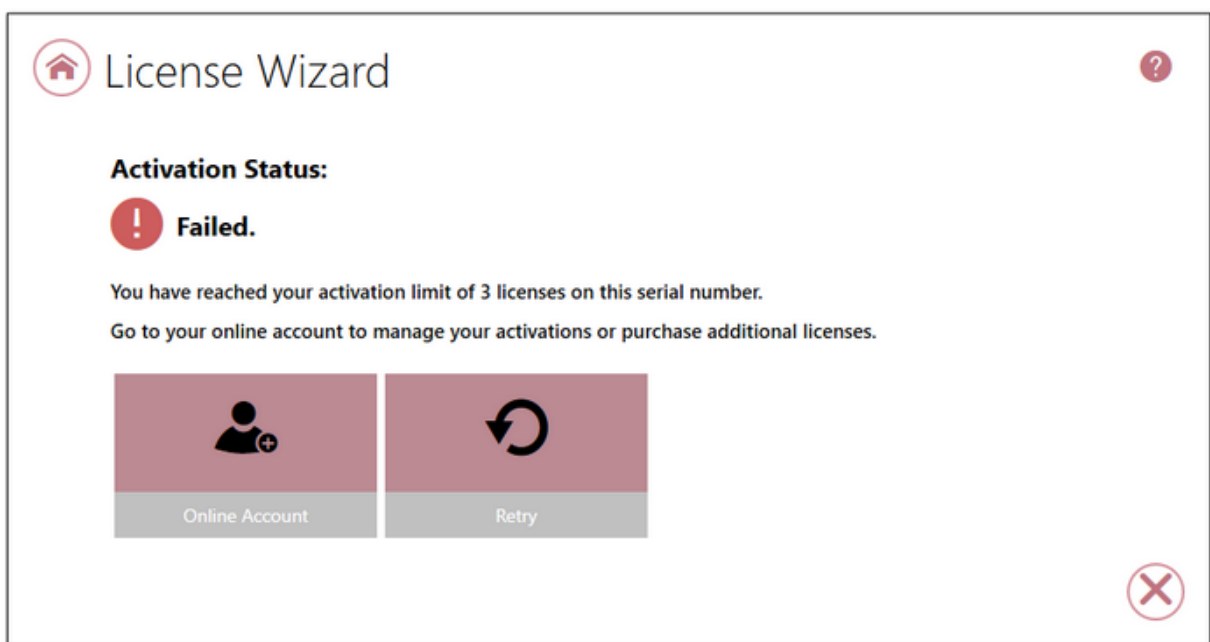
Activation Status Results

This screen displays your activation status.

If the product is successfully activated, the Activation Status will display your status as **Activated**.



If an error occurred during activation, the Activation Status will display your status as **Failed** with an explanation of the error that occurred. The most common error message that occurs is that you have consumed all of your licenses.



When you have used all your licenses, you will not be able to use the product on this computer until:

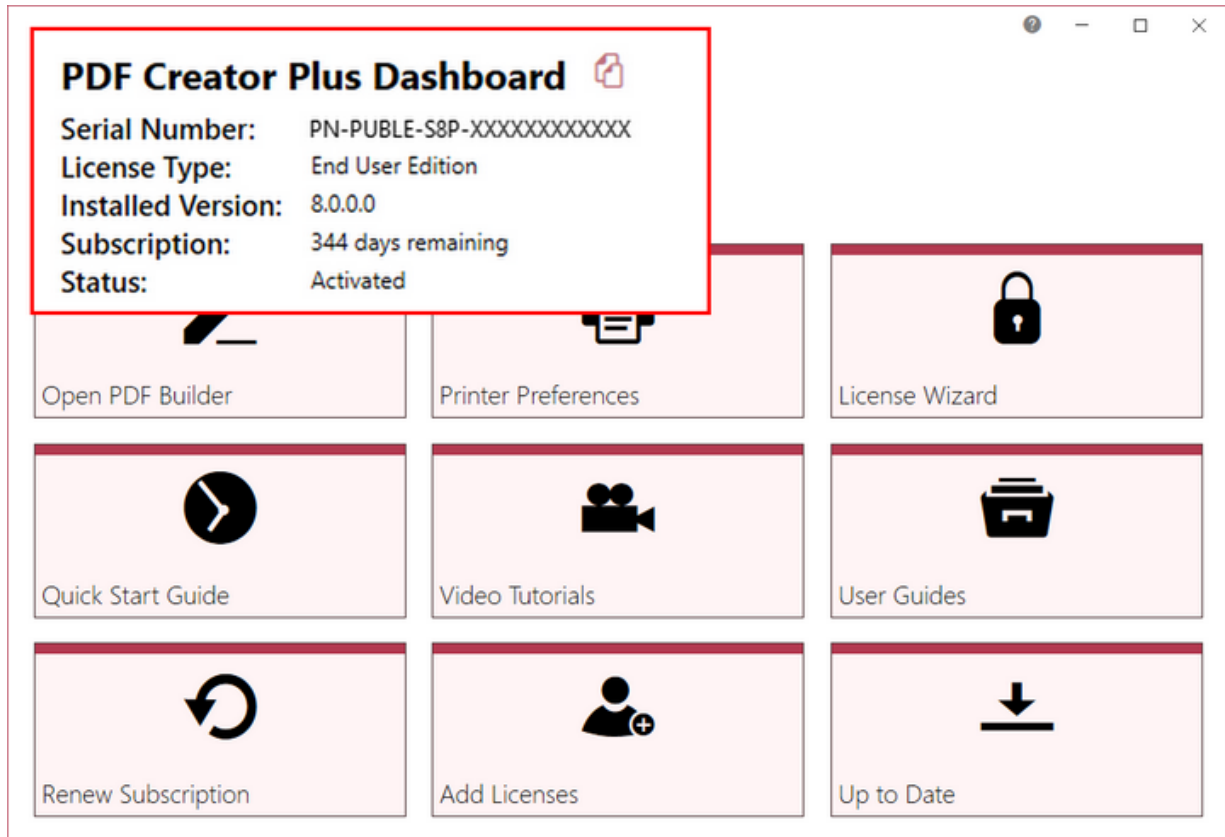
1. you purchase additional licenses, or
2. you adjust your serial number to deactivate a license on an old computer that is no longer in use.

In either case, abort the activation process by clicking the **Close icon** in the bottom right-hand corner. Once you have either purchased additional licenses or deactivated a license that is no longer in use, re-start the activation process by [Launching the License Wizard](#).

For instructions on how to manage your licenses through your [PEERNET online account](#), please see the topic [Edit Activation Details](#).

Viewing Your Activation Status

Your activation status is always readily available in the top left-hand corner of the PDF Creator Plus **Dashboard**.



The **Dashboard** always shows the following information:

1. **Serial Number** - The serial number used to activate PDF Creator Plus on this computer.
2. **Installed Version** - The version number of PDF Creator Plus currently installed on this computer.
3. **Subscription** - The number of days remaining in your current subscription period.
4. **Activation Status** - The status of the product activation on this computer.
 - *Not Activated* - PDF Creator Plus has been installed but had not yet been activated using your serial number.
 - *Activated* - PDF Creator Plus has been activated using your serial number.
 - *Deactivated* - The activation for this computer has been deactivated either by the user by [editing their activation details](#) or by PEERNET at the request of the user.

- *Expired* - Your annual subscription has expired. Once the annual renewal is purchase through your [PEERNET online account](#), the status will automatically switch back to Activated.
- *Error* - An event has occurred that has impacted the validity of your activation status.

Select the **copy icon** to quickly save your license information to your clipboard.

PDF Creator Plus Dashboard



Serial Number:	PN-PUBLE-S8P-365110783040
License Type:	End User Edition
Installed Version:	8.0.0.0
Subscription:	340 days remaining
Status:	Activated

Changing Your Activation Status

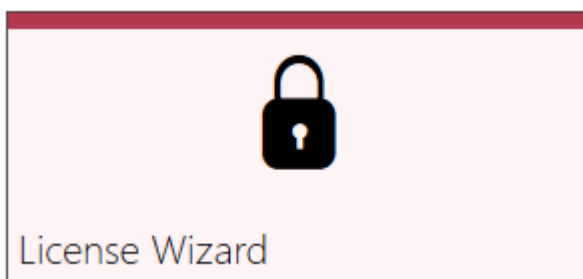
Any changes you need to make to your activation status are available through the **License Wizard**.

To launch the **License Wizard**:

1. Begin by opening the **Dashboard** (double-click the PDF Creator Plus icon on your desktop or select PDF Creator Plus 8 from the Start menu).



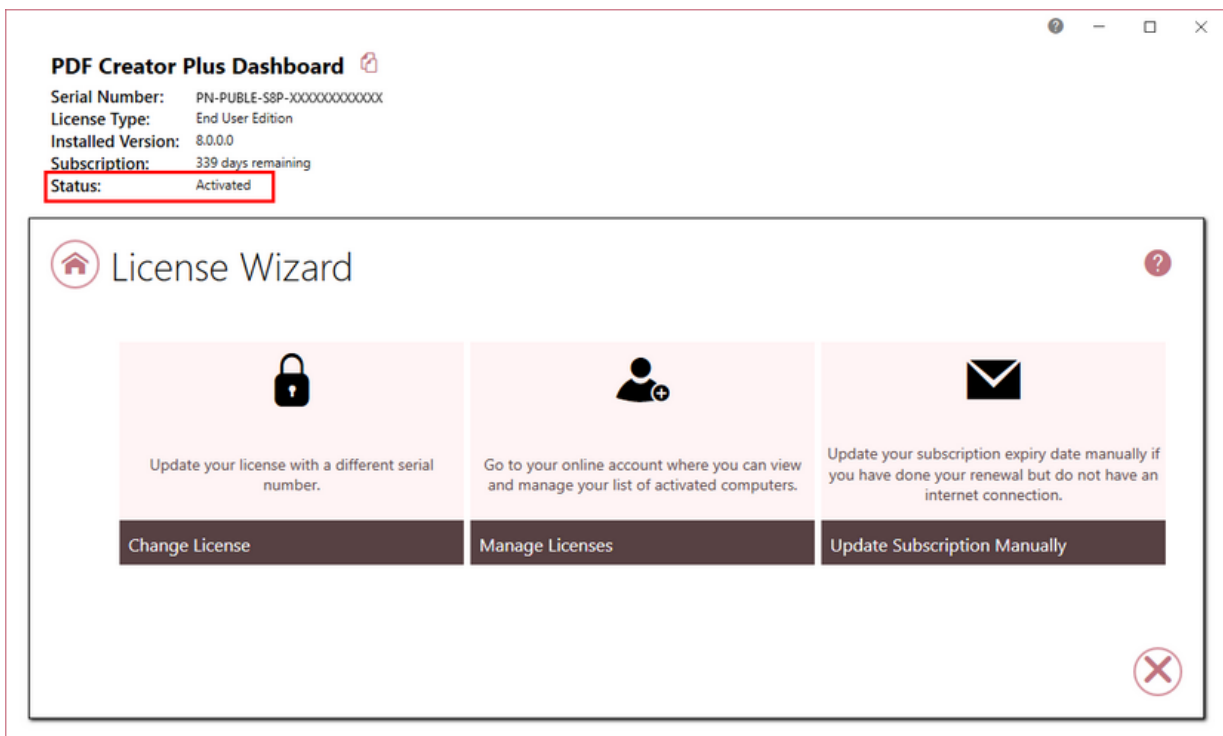
2. Select the "License Wizard" tile on the Dashboard to open the **License Wizard**.



Activated

If your current activation status is Activated, there are three options available for changing your activation status:

1. **Change License** - This will allow you to enter a new serial number. This would be applicable if you have merged multiple serial numbers to one serial number, or if you have upgraded to a higher license level and receive a new serial number.
2. **Manage Licenses** - This will take you to your [PEERNET online account](#) where you can [edit your activation details](#). This would be applicable if you are looking to deactivate a license on an old computer that is no longer in use.
3. **Update Subscription Manually** - **Only applicable to user that do not have an internet connect.* After purchasing your annual renewal, this will allow you to update the expiry date of your subscription manually if you do not have an internet connect. If you have an internet connect, the expiry date will be updated automatically.



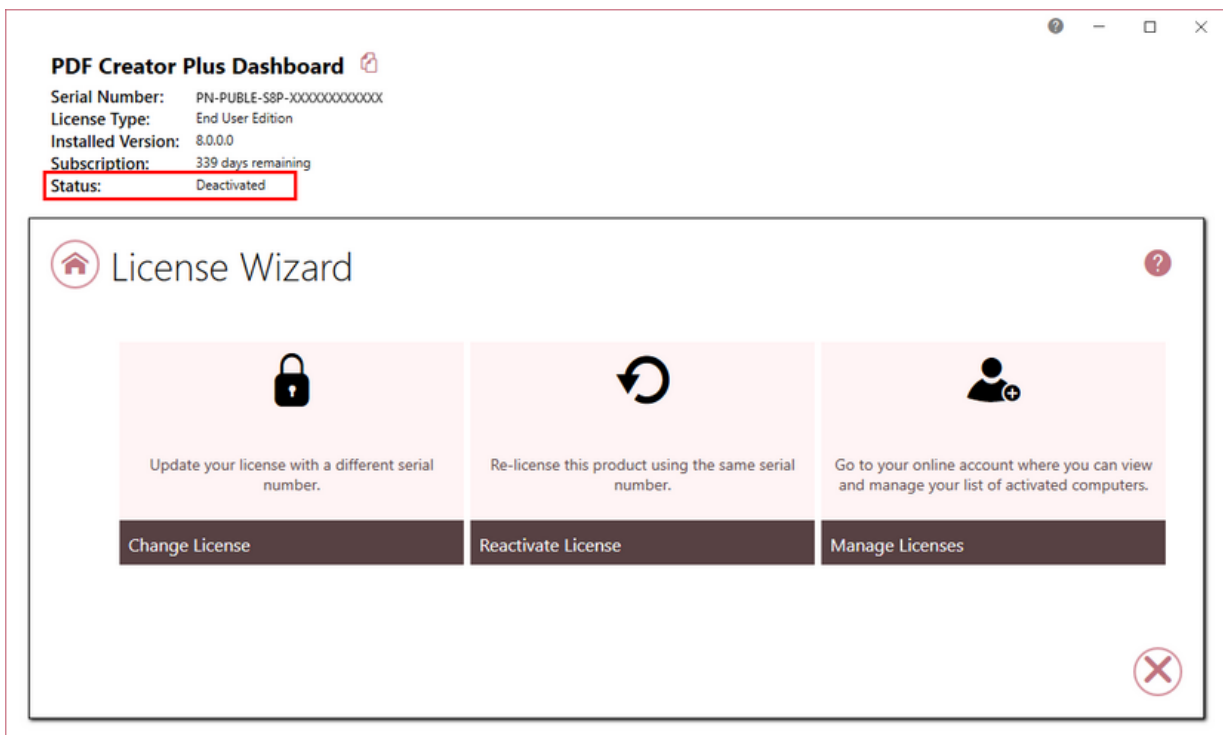
Note: If you are trying to deactivate PDF Creator Plus on a computer so that the activation can be used on a new computer, you can also simply uninstall PDF Creator Plus from the computer that is no longer in use. During the uninstall process, you will be prompted with whether or not you would like to deactivate PDF Creator Plus as well.

Deactivated

Deactivated means that the license for this computer has been deactivated either by the user through the [License Manager](#) or by PEERNET at the request of the user. If your current activation status is Deactivated, there are three options available for changing your activation status:

1. **Change License** - This will allow you to enter a new serial number. This would be applicable if you have merged multiple serial numbers to one serial number, or if you have upgraded to a higher license level and receive a new serial number.
2. **Reactivate License** - This will try to activate PDF Creator Plus again using the same serial number that was previously used to activate the product. This would be applicable if you have [edit your activation details](#) to deactivate a license on an old computer that is no longer in use, or have purchased more licenses.
3. **Manage Licenses** - This will take you to your [PEERNET online account](#) where you can [edit your activation details](#). This would be applicable if you are looking to deactivate a

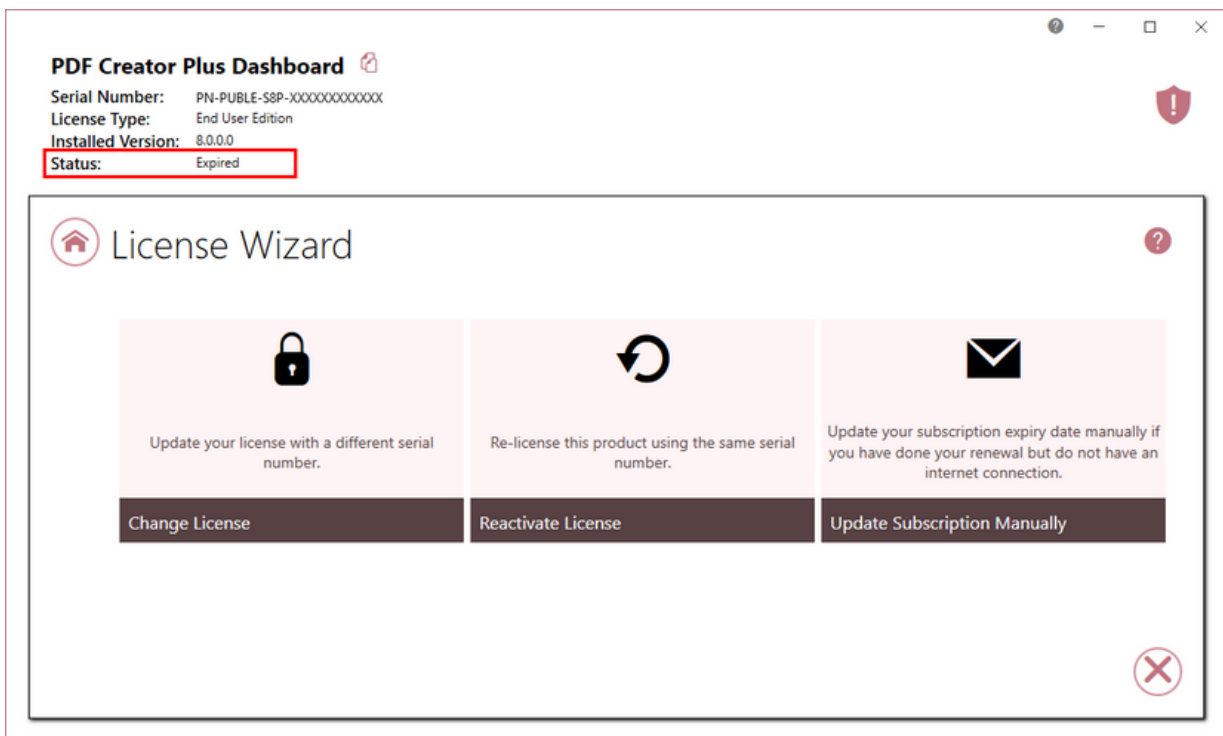
license on an old computer that is no longer in use, so that you can reactivate the deactivated computer.



Expired

Expired means that your annual subscription has expired. If your annual subscription has expired, you need to renew your annual subscription through your [PEERNET online account](#). Once the annual renewal is purchased, the status will automatically switch back to Activated. If your current activation status is Expired, there are two options available for changing your activation status:

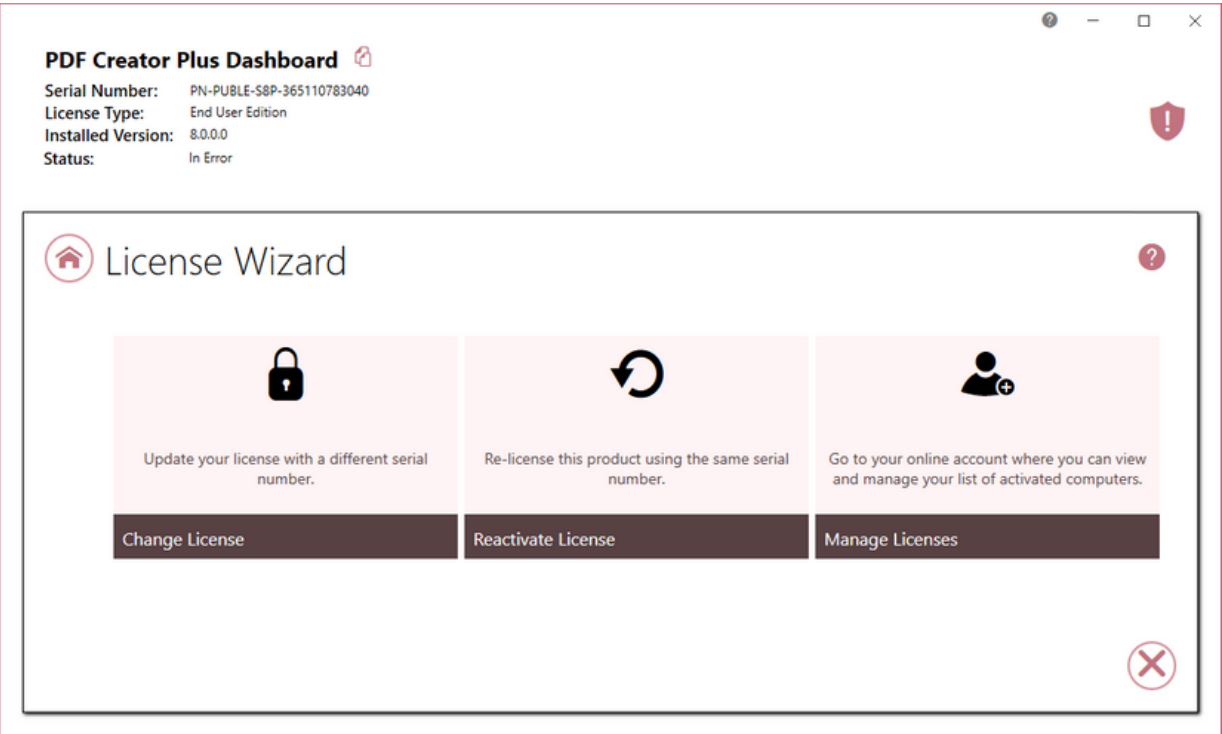
1. **Change License** - This will allow you to enter a new serial number. This would be applicable if you have merged multiple serial numbers to one serial number, or if you have upgraded to a higher license level and receive a new serial number.
2. **Update Subscription Manually** - **Only applicable to user that do not have an internet connection.* After purchasing your annual renewal, this will allow you to update the expiry date of your subscription manually if you do not have an internet connect. If you have an internet connect, the expiry date will be updated automatically.



Error

Error means that something on the computer has changed so that PDF Creator Plus believes it is no longer activated correctly. Examples of items that effect the license validity are: change of domain or workgroup, change in the network, change in the computer name, reformatting and reloading the computer, or system has virus. If your current activation status is Error, there are three options available for changing your activation status:

1. **Change License** - This will allow you to enter a new serial number. This would be applicable if you have merged multiple serial numbers to one serial number, or if you have upgraded to a higher license level and receive a new serial number.
2. **Reactivate License** - This will try to activate PDF Creator Plus again using the same serial number that was previously used to activate the product. This would be applicable if you have made no changes to the computer identity and the license file simply needs to be reset, or you have purchased more licenses.
3. **Manage Licenses** - This will take you to your [PEERNET online account](#) where you can [edit your activation details](#). This would be applicable if you have made a change to the computer identity and need to remove the previous activation for the computer, so that you can reactivate the computer successfully.



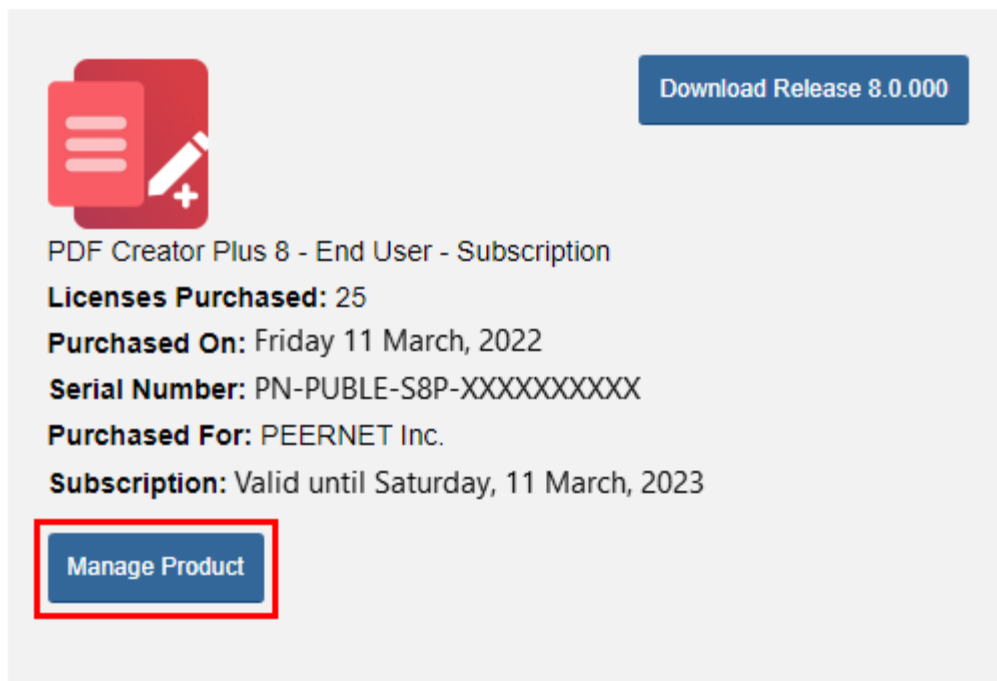
Renewing Your Annual Subscription

A subscription license of PDF Creator Plus must be renewed annually in order to continue using the product. When your annual renewal is approaching, you will begin to receive notifications of the upcoming renewing both via email and via notification messages when you use PDF Creator Plus.

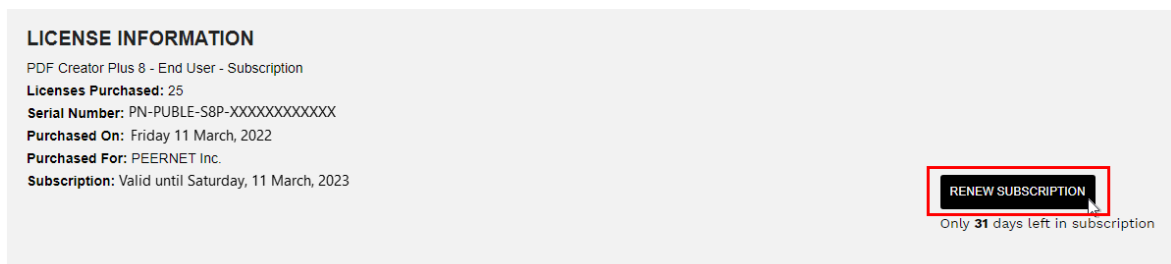
You can always see how many days are remaining in your current subscription through the PDF Creator Plus **Dashboard** and through your [PEERNET online account](#).

Renewing PDF Creator Plus:

1. Log into your [PEERNET online account](#).
2. Find the listing for the relevant serial number in your **My Products** list. Select "Manage Product".



3. Select "Renew Subscription".



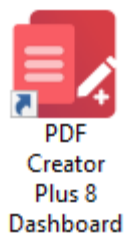
4. Select "Checkout".

As long as the computer(s) activated with the renewed serial number have an internet connection, the annual renewal will be automatically recognized. The PDF Creator Plus **Dashboard** will automatically update to show the new expiry date.

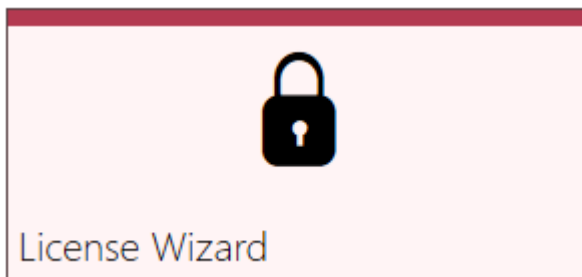
Renewing without an internet connection

If the computer(s) activated with renewed serial number do not have an internet connect, you will need to manually update the expiry date by following the instructions below. These steps must be taken after the annual renewal has been purchased through your [PEERNET online account](#).

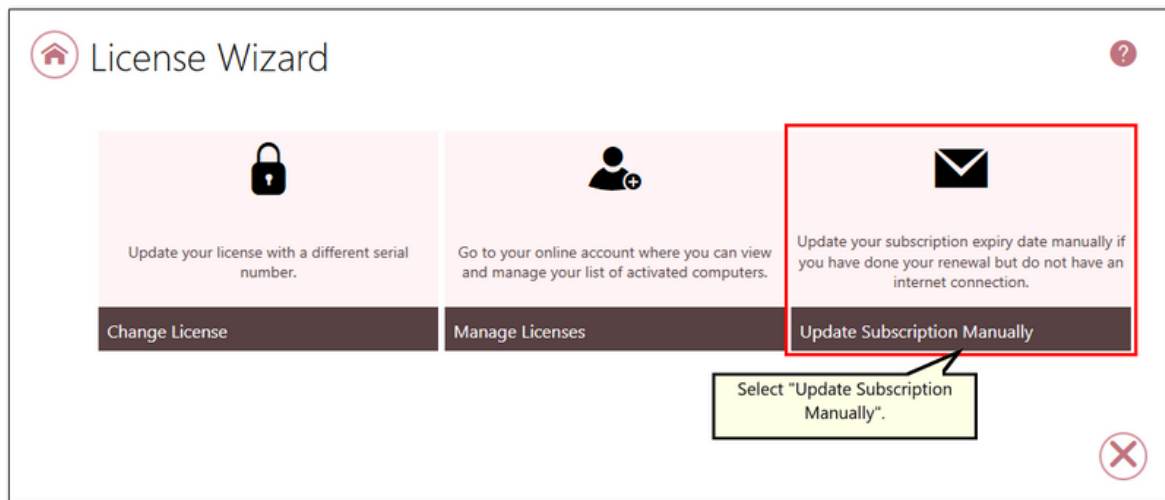
1. Begin by opening the **Dashboard** (double-click the PDF Creator Plus icon on your desktop or select PDF Creator Plus 8 from the Start menu).



2. Select the "License Wizard" tile on the dashboard to open the **License Wizard**.



3. Select **Update Subscription Manually**.



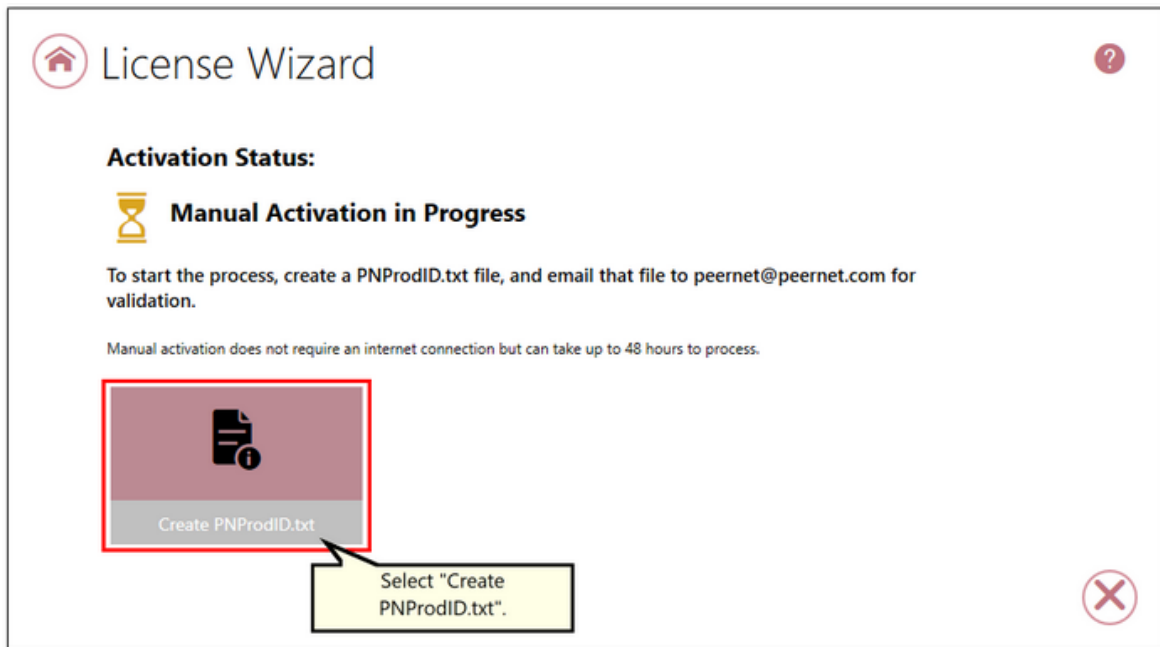
4. The serial number, name, company, and email address entered previously will be automatically populated. Click the next arrow to continue.

The screenshot shows the 'License Wizard' window with the following fields populated:

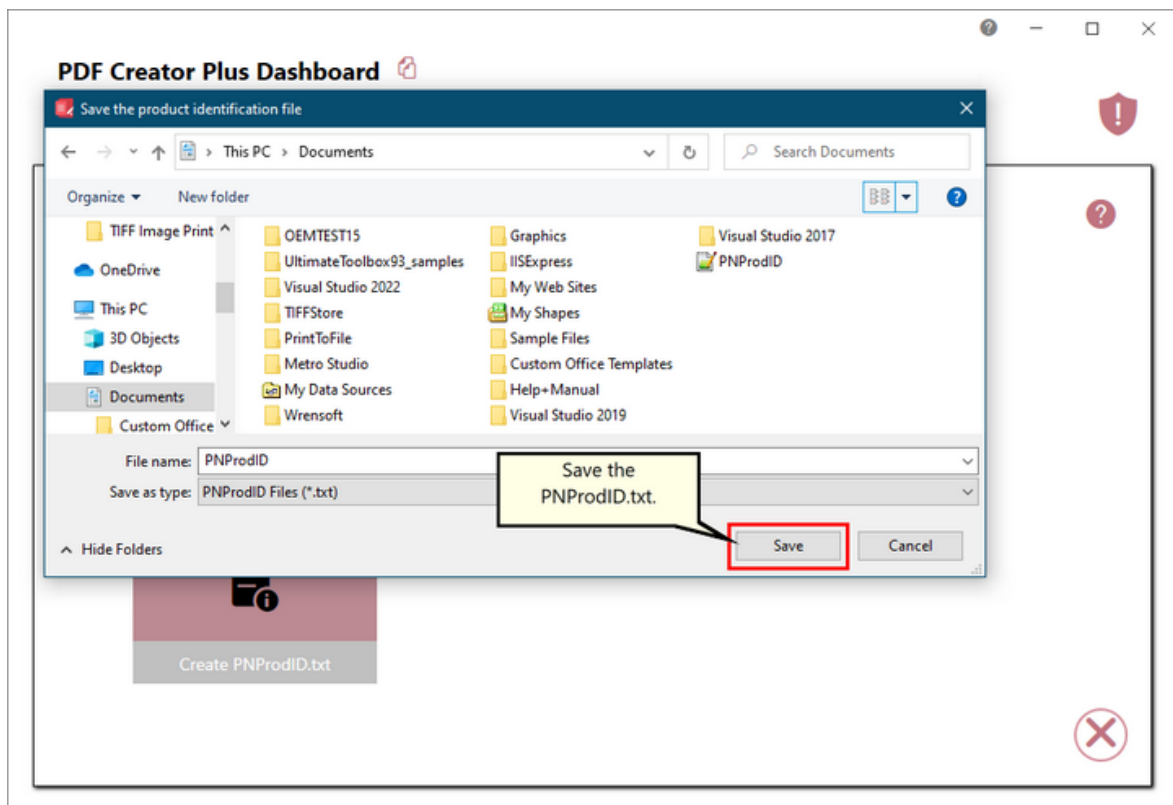
- Serial Number**: PN-PUBLE-S8P-XXXXXXXXXXXX
- Name**: PEERNET
- Company**: PEERNET Inc.
- Email**: peernet@peernet.com

Below the fields is a toggle switch labeled "I don't have an internet connection." which is currently turned off. A callout bubble points to the 'Next' button (a right arrow) with the text: "Click Next.".

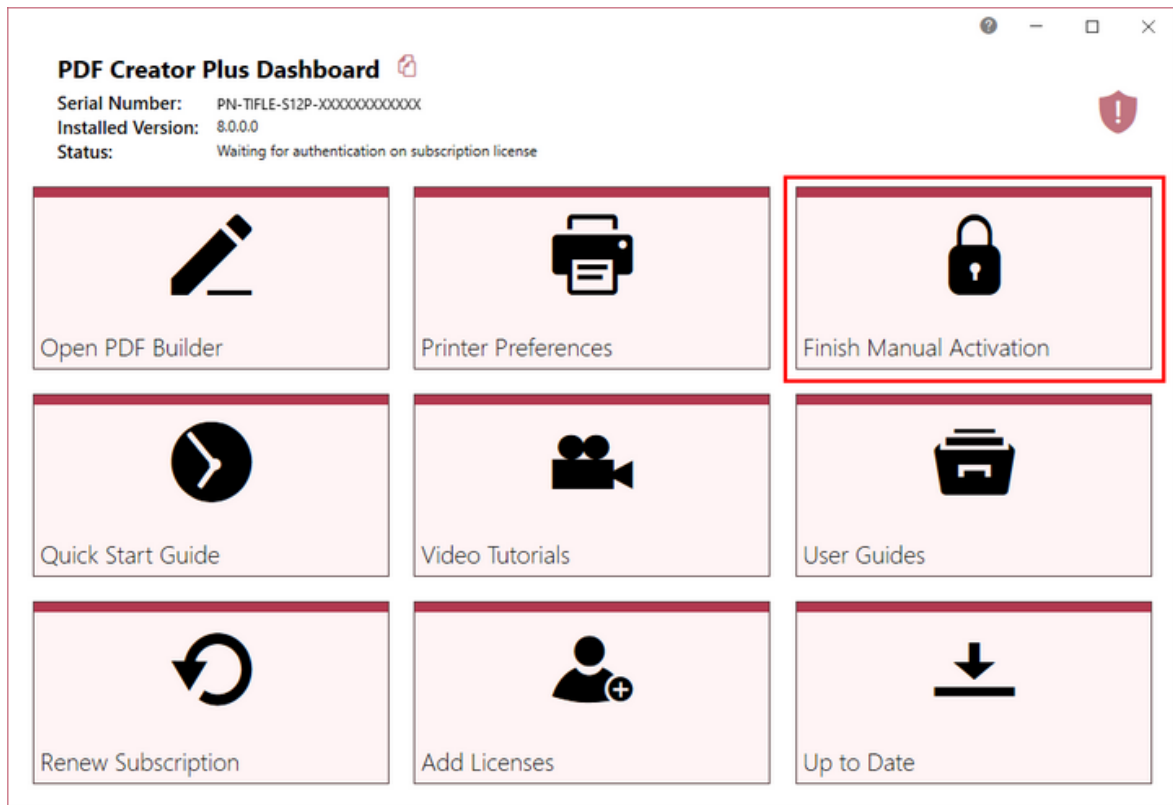
5. Click **Create PNProdID.txt**.



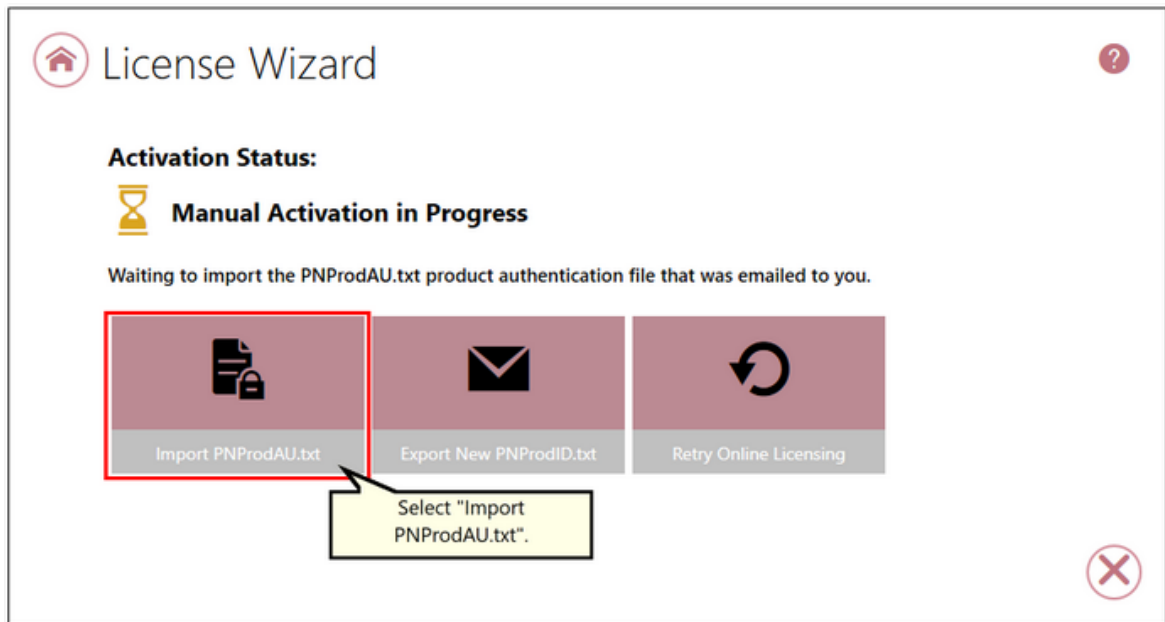
6. Save the **PNProdID.txt** product identification file and email the file to peernet@peernet.com for manual activation. Please note that these files (PNProdID files) are only authorized during business hours, which are 09h00 to 17h00, Monday through Friday, Eastern Standard Time (excluding statutory holidays).



7. When you have received the product authentication file **PNProdAU.txt** from PEERNET, restart the **License Wizard**.



8. Click **Import PNProdAU.txt** and complete the activation.



Edit Activation Details in Your PEERNET Account

With the release of PDF Creator Plus 8 the associated PEERNET online account updates now allow users to view the activation details for their serial number(s) directly through their PEERNET online account. For users of PDF Creator Plus 8 you are also able to edit your activation details directly through your PEERNET online account.

Edit Activation Details:

1. Log into your [PEERNET online account](#).
2. Find the listing for the relevant serial number in your **My Products** list.
3. Select **Manage Product** and scroll down to the **Activation Details** section. Here you will see a list of all computers currently activated with the serial number.
4. If you are no longer using PDF Creator Plus on any of the listed computer, select the **Deactivate** button to deactivate PDF Creator Plus on that computer. This will allow you to activate PDF Creator Plus on a new computer.

The screenshot shows the PEERNET website interface. At the top, there's a navigation bar with links for Blog, Company, Logout, My Account, and Shopping Cart (0). Below this is the Peernet logo and a menu with Products, Purchase, Learn & Support, and Contact. The 'My Products' section is active, showing a table titled 'ACTIVATION DETAILS'.

Activated On	Email	User Name	Computer Name	
Wednesday 18 November, 2020	peernet@peernet.com	Support	WIN10TESTING	Deactivate
Wednesday 18 November, 2020	peernet@peernet.com	Support	WIN10TESTING	Deactivate
Tuesday 17 November, 2020	peernet@peernet.com	Support	WIN10TESTING	Deactivate
Tuesday 10 November, 2020	peernet@peernet.com	Support	WIN10TESTING	Deactivate
Wednesday 21 October, 2020	peernet@peernet.com	Support	WIN10TESTING	Deactivate
Wednesday 22 July, 2020	support@peernet.com	Administrator	WIN10TESTING	

If you are running PDF Creator Plus 8 on a server that is being decommissioned, and need to install and activate your license on a new server prior to the decommissioning date, please contact [PEERNET](#) with your serial number, old computer name(s), and decommissioning date.

Creating PDF, TIFF and Other Files From PDF Creator Plus Projects



Creating PDF and other files

[Adding Files to a PDF Creator Plus Project](#)

[Creating a Searchable Adobe® PDF File](#)

[Creating a TIFF Image](#)

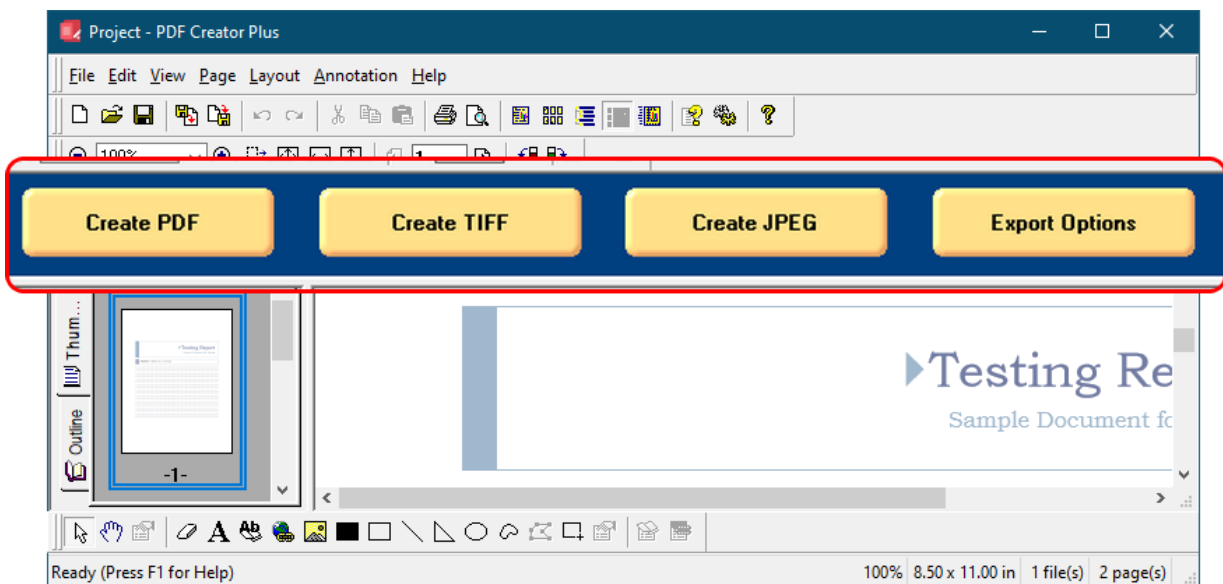
[Creating a JPEG Image](#)

[Creating a PNG Image](#)

[Creating a BMP Image](#)

One of the primary uses of PDF Creator Plus is to create searchable Adobe® PDF documents (with or without security), TIFF image files, JPEG image files, Windows Bitmap image files, and other image formats from a PDF Creator Plus project.

The three most common file formats are readily available from the **Create PDF**, **Create TIFF** and **Create JPEG** buttons in the Task window at the top of PDF Creator Plus's PDF builder application. The last button, **Export Options**, allows changing of the *Compression*, *Downsampling*, and *PDF Security* settings used when creating files.



To create *Windows Bitmap (*.bmp)* or other image formats, select the **Create Other File...**  button on the [Standard toolbar](#), or choose **File – Create Other File...** from the menu.

Adding Files to PDF Creator Plus Projects



Adding Files

[Adding Files to the PDF Builder](#)

[Create a PDF from Multiple Documents](#)

Adding Files to the PDF Builder

The PDF builder application is your sandbox to collect all of the pages from one or more files and documents together to create your final PDF. This *holding area* displays a preview of the pages and allows you to re-order, annotate, rotate and delete any of them. At any point you can save the pages displayed in the builder application as a [PDF Creator Plus project \(*.pnp\)](#) to work on later, or to save common pages for reuse.

Print the Document

You can add any file by printing it to the PDF Creator Plus 8 printer. This collects the pages and opens them in the PDF builder application. If it is not already open, PDF Creator Plus is launched and the pages loaded. When open with pages loaded, you are prompted as to where to add the pages. The default is to append new pages to the end, with options to insert new pages at the beginning or at any point in between existing pages.

Add PDF Files using Drag and Drop

PDF files do not have to be printed to be added to the PDF builder. When the PDF Creator Plus builder application is open, Adobe® PDF files can be added by selecting a PDF, or multiple PDF files, in a File Explorer window and dragging them over the PDF Creator Plus builder application window. Dropped files are always appended to the end of any loaded pages. When dropping a group of files the order in which the files are received is determined by the underlying file system and cannot be guaranteed.

PDF Creator Plus project files (*.pnp) can also be added or opened using this method.

Opening a PDF File Directly

Opening a PDF file from the **File -> Open Project or PDF** menu item opens a new project in the builder application, and prompts to close any open projects. A copy of the pages from the PDF are loaded into the new project. The original PDF file is left untouched. The project name is based on the name of the original PDF.

If a file is damaged or is an Adobe® LiveCycle PDF it cannot be added directly. In the case of a LiveCycle PDF, the pages can only be added by printing the PDF file.

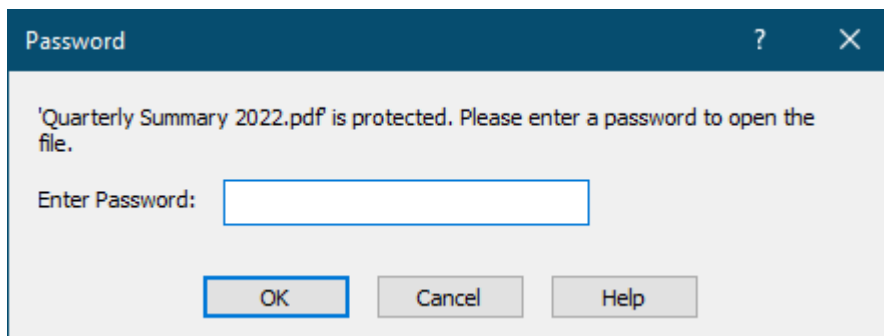
Other Ways to Add PDF Files

A PDF file can be added directly in the following ways in the builder application. Opening a PDF this way adds a copy of the pages in the PDF into the builder application. The original PDF file is left untouched.

- In a File Explorer window, right click a PDF and choose **Open With**, then PDF Creator Plus
- From the application menu, **File -> Import PDF or Other File**
- In the context menu of the **Thumbnails tab** background, use the **Append File...** option to add a PDF to the end of the current collection of pages
- On the context menu for a selected page in the **Thumbnails tab**, use **Import File** to add a PDF **Before** or **After** the selected page, or to **Append** the file to the end of the current collection of pages.

Password Protected PDF Files

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.

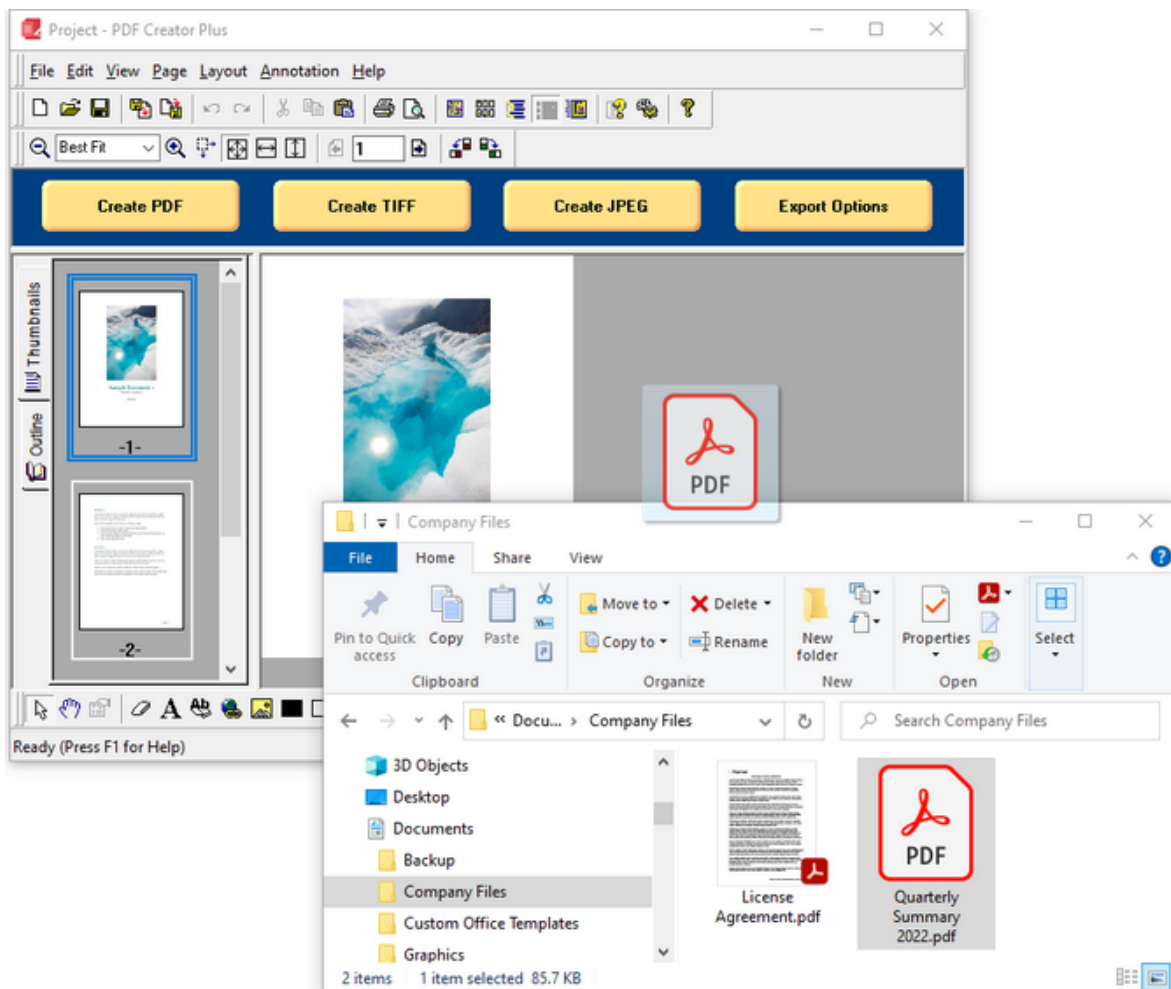


Create a PDF from Multiple Documents

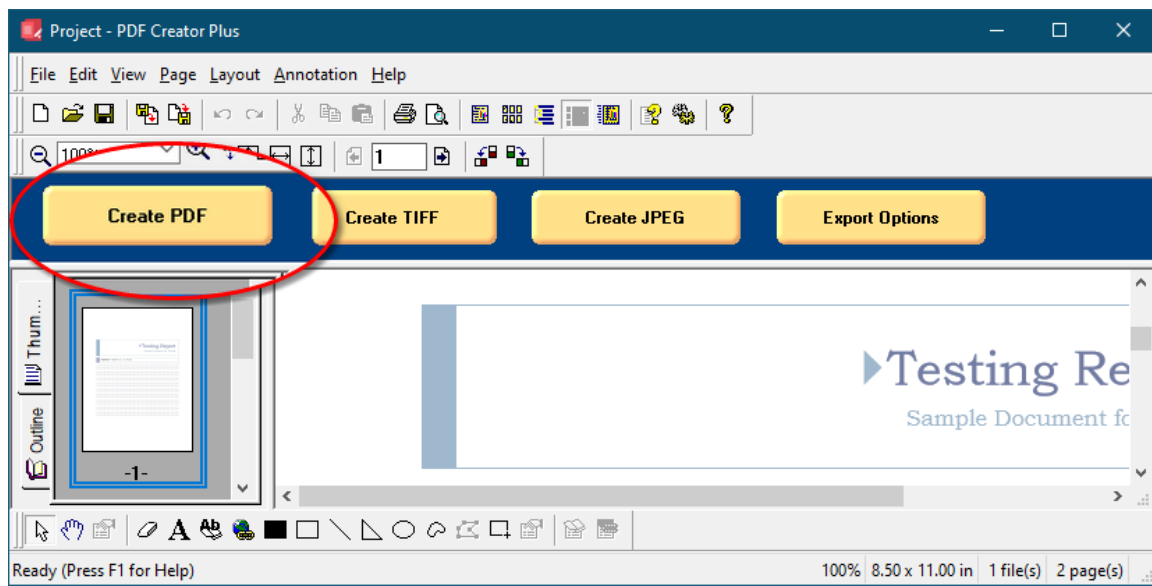
The steps below show how you would print a document such as a Word document, and then add an existing PDF at the end of those pages to create a new PDF file.

1. Open the desired file and print it to the **PDF Creator Plus 8** printer. This sends the pages to the PDF Creator Plus's PDF builder application used to collect the pages. If the PDF Creator Plus builder application is not open, it will open automatically when you print.
2. Now, with the first set of pages added, add the existing PDF to the end of current page collection. To do this, drag the PDF from the File Explorer window onto PDF Creator Plus.

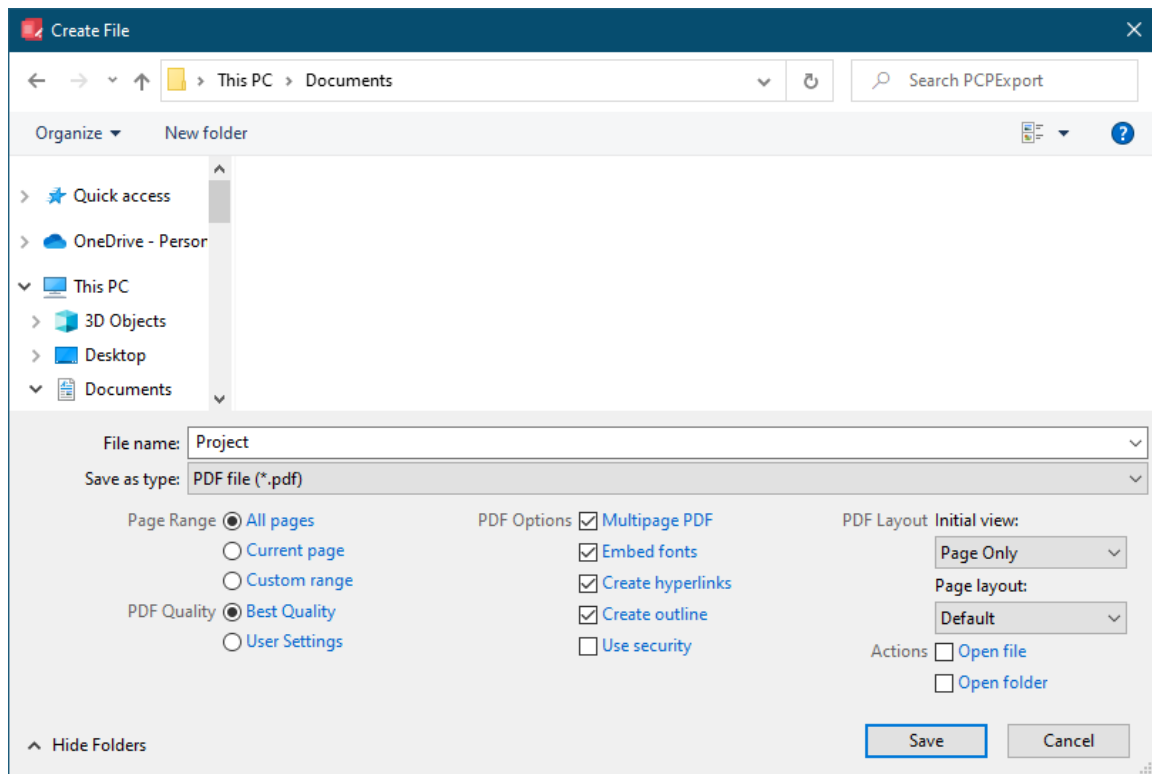
The pages in the PDF file are automatically added to the end. If the file is password protected, you will be prompted to enter a password.



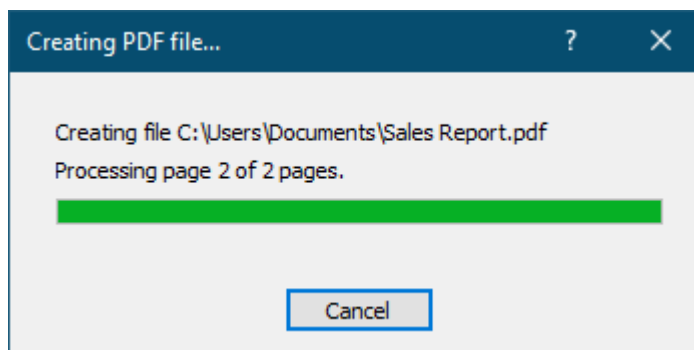
3. You can also add a PDF file through:
 - a. the **File - Import PDF or Other File...** menu item
 - b. Right-clicking in the background of the thumbnails panel and selecting **Append File...**
 - c. Right-clicking on a page in the thumbnails panel and selecting **Import File -> Before, Import File -> After** or **Import File -> Append**.
4. Select the **Create PDF** button from the task window, or select **File - Create PDF...** from the menu.



- The **Create File** dialog will appear. Browse to the location where you wish to save the PDF document and enter the file name for your new PDF document. Other PDF options such as quality, fonts and security are also set on this dialog. See [Creating a Searchable Adobe® PDF File](#) for a full explanation of the PDF options on the Create File dialog.



- Press the **Save** button to create your PDF document. A progress dialog will appear as your document is being created. When the document is created, the progress dialog will close. The new PDF document can now be opened in Adobe® Reader.



Creating a Searchable Adobe® PDF File



PDF File Options

[Creating an Adobe® PDF File](#)

[PDF Quality](#)

[Embedding Fonts in Adobe® PDF Files](#)

[Creating Searchable Adobe® PDF Format with Security](#)

[Including Outline Information](#)

[Including Hyperlink Information](#)

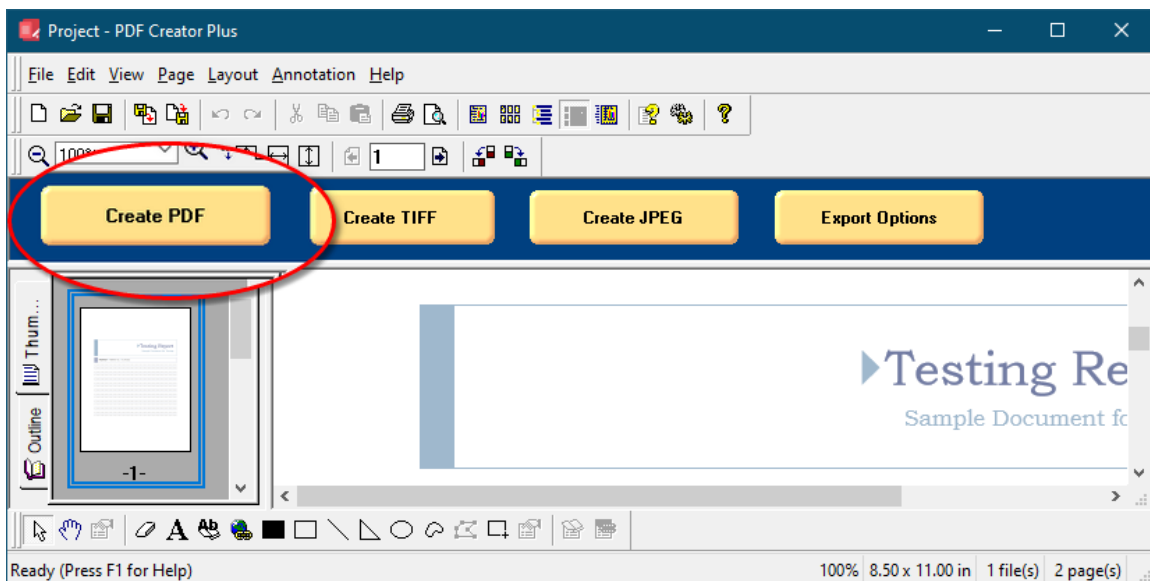
[Setting Initial View and Page Layout](#)

[Controlling PDF Size with Downsampling](#)

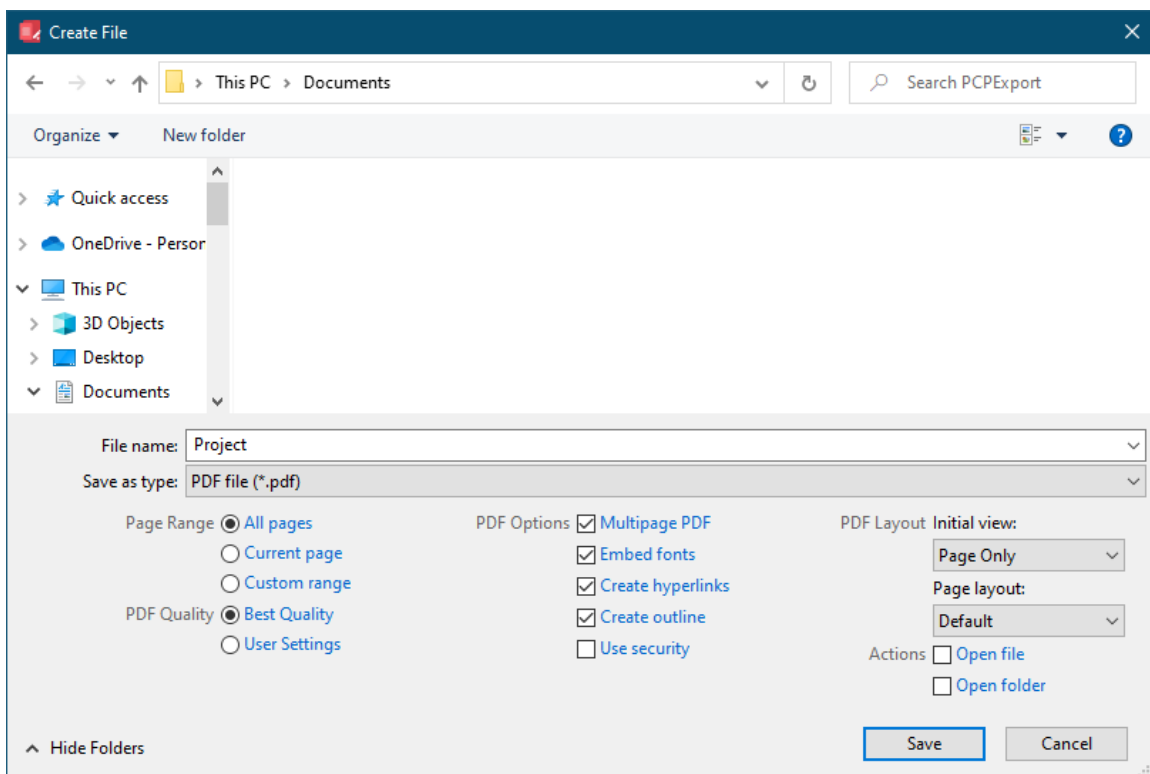
[Compressing Images in the PDF File](#)

Creating an Adobe® PDF File

1. Open the file you want as a PDF and print it to the **PDF Creator Plus 8** printer. This will send the pages to PDF Creator Plus's PDF builder application used to preview the pages, add new pages and annotate the pages. If the PDF Creator Plus builder application is not open, it will open automatically when you print. You can also open an existing PDF Creator Plus project (.pnp file) you have previously saved.
2. Select the **Create PDF** button from the task window, or select **File - Create PDF...** from the menu.

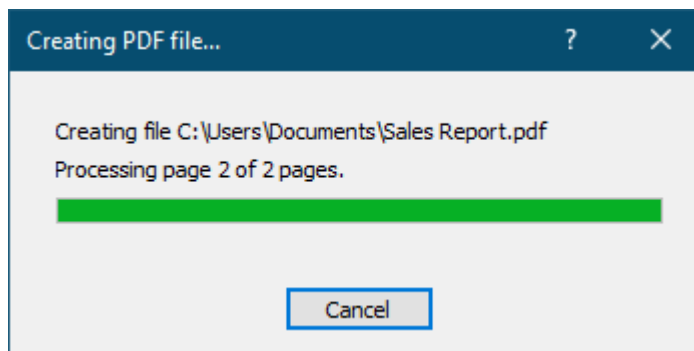


3. The Create File dialog will appear.



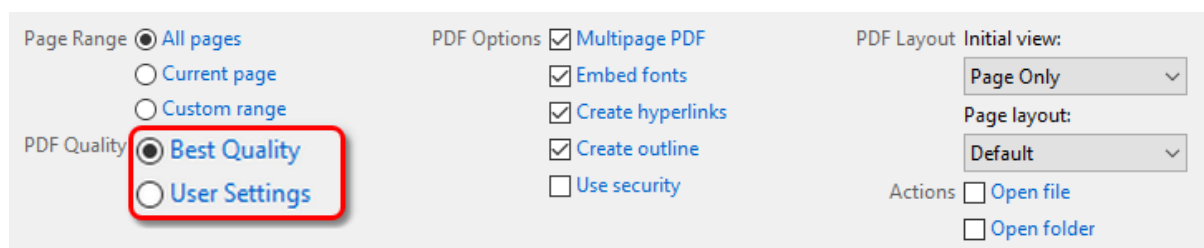
- Browse to the location where you wish to save the PDF document and enter the file name for your new PDF document.
- Make sure the **Save as type** is set to *PDF file (*.pdf)*.

- The **Page Range** options allow you to select a subset of pages that would be converted to the PDF document.
 - In PDF Quality, leave set as *Best Quality* to create a PDF suitable for publishing and printing. To control the PDF size and image quality from the Export Options button, change to *User Settings*.
 - In the **PDF Options** section, check the *Multipage PDF* checkbox to make a PDF document that contains all the pages in one (1) file.
 - The *Embed fonts*, *Create hyperlinks*, *Create outline*, *Use security* options and the **PDF Layout** section are explained in more detail below.
 - Use the **Actions** section to automatically open the created file or the folder where you are saving the file.
4. Press the **Save** button to create your PDF document. A progress dialog will appear as your document is being created. When the document is created, the progress dialog will close. The new PDF document can now be opened in Adobe® Reader.



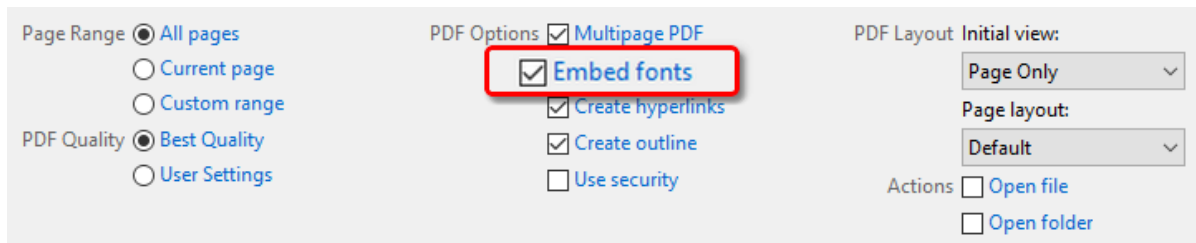
PDF Quality

The default option is to create the PDF using our **Best Quality** setting. This setting gives a good balance between file size and the quality of any images in the PDF. It is well suited for publishing and printing. Switching to the **User Settings** option allows you to control the [compression](#) and [downsampling](#) used in images in the PDF file. This option can be used when you need to fine-tune how images in the PDF are stored to help control the PDF file size.



Embedding Fonts in Adobe® PDF Files

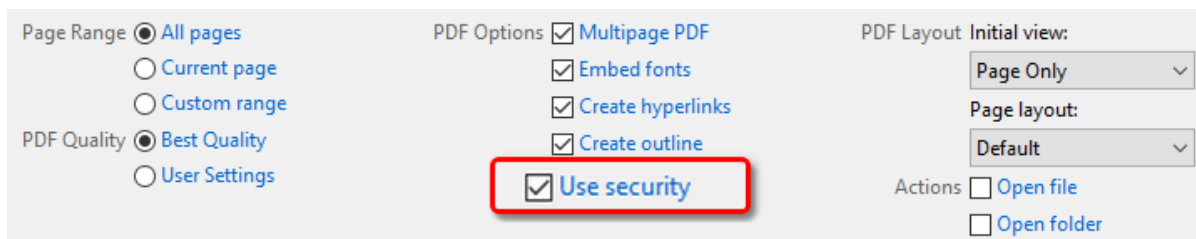
Checking the **Embed fonts** option will create a PDF file that contains all the font information needed to allow your file to display correctly on all target machines. This is especially important if you are using Asian fonts, which may not be installed on all machines. When the fonts are not embedded, Adobe® matches the fonts as close as it can. PDF files created without embedded fonts are smaller in size than those created with embedded fonts.



The screenshot shows the 'PDF Options' section of the PDF Creator Plus 8 options dialog. The 'Embed fonts' checkbox is checked and highlighted with a red rectangle. Other options include 'Multipage PDF' (checked), 'Create hyperlinks' (checked), 'Create outline' (checked), and 'Use security' (unchecked). The 'Page Range' section has 'All pages' selected. The 'PDF Quality' section has 'Best Quality' selected. The 'PDF Layout' section has 'Initial view' set to 'Page Only' and 'Page layout' set to 'Default'. The 'Actions' section has 'Open file' and 'Open folder' both unchecked.

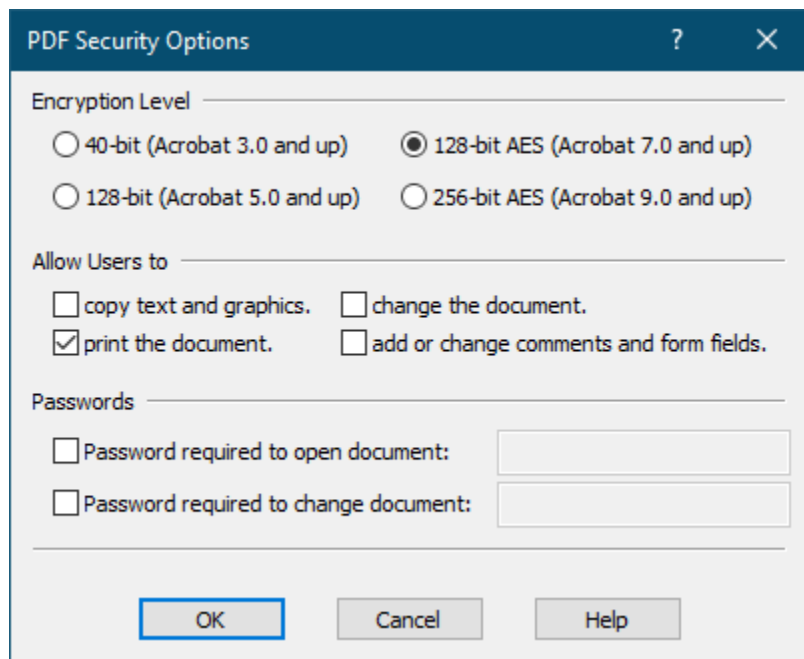
Creating Searchable Adobe® PDF Format with Security

Checking **Use security** will add PDF security to your document as shown below.

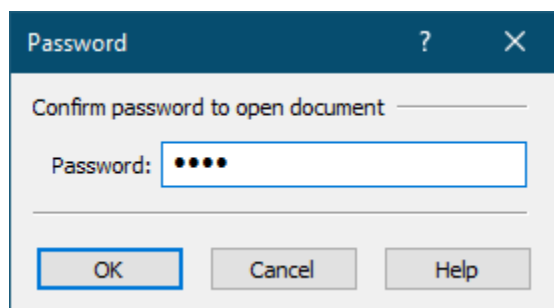


The screenshot shows the 'PDF Options' section of the PDF Creator Plus 8 options dialog. The 'Use security' checkbox is checked and highlighted with a red rectangle. Other options include 'Multipage PDF' (checked), 'Embed fonts' (checked), 'Create hyperlinks' (checked), and 'Create outline' (checked). The 'Page Range' section has 'All pages' selected. The 'PDF Quality' section has 'Best Quality' selected. The 'PDF Layout' section has 'Initial view' set to 'Page Only' and 'Page layout' set to 'Default'. The 'Actions' section has 'Open file' and 'Open folder' both unchecked.

Now when you press the **Save** button, you will be prompted as shown below to select the level of PDF security you desire. See [Setting PDF options preferences](#) for more detailed information about the PDF security options.



If you have enabled any password protection on your PDF document, you will be prompted to confirm the passwords you are using. You will be prompted once for the open document password, if you are using it, and once for the change document password, if you are using it.



Including Outline Information

Any outline information in a PDF Creator Plus project is used to create *bookmarks* in the PDF file. This option is enabled by default. Normally created using the **PEERNET Save as PDF Add-In** from within Microsoft® Word, *headings* and *bookmarks* can also be created manually using the Outline annotation tool. See the section [Creating Projects with Outlines](#) for more information.

To include this information in your PDF document, leave the **Create outline** option checked. Uncheck this option If you do not wish to have bookmark information in your PDF document..

The screenshot shows the 'PDF Options' section of the PDF Creator Plus 8 settings dialog. The 'Create outline' checkbox is checked and highlighted with a red rectangle. Other options include 'Multipage PDF', 'Embed fonts', 'Create hyperlinks', and 'Use security'. The 'Page Range' section has 'All pages' selected. The 'PDF Quality' section has 'Best Quality' selected. The 'PDF Layout' section has 'Initial view' set to 'Page Only' and 'Page layout' set to 'Default'. The 'Actions' section has 'Open file' and 'Open folder' checkboxes.

Including Hyperlink Information

Any hyperlink information in a PDF Creator Plus project is used to create hyperlinks in the PDF file as well. This option is enabled by default. Normally created using the **PEERNET Save as PDF Add-In** from within Microsoft® Word, all annotation objects available in PDF Creator Plus, with the exception of the Line object, can also be a Hyperlink.

There are three styles of hyperlinks available:

- link to a web address
- link to a file
- link to an internal bookmark.

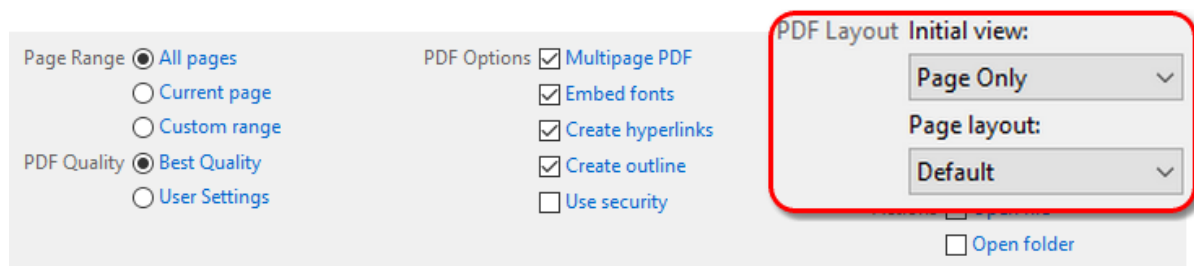
See the section [Adding hyperlink information](#) for more details.

To include this information in your PDF document, leave the **Create hyperlinks** option checked. If you do not wish to have hyperlink information in your document, uncheck this option.

The screenshot shows the 'PDF Options' section of the PDF Creator Plus 8 settings dialog. The 'Create hyperlinks' checkbox is checked and highlighted with a red rectangle. Other options include 'Multipage PDF', 'Embed fonts', 'Create outline', and 'Use security'. The 'Page Range' section has 'All pages' selected. The 'PDF Quality' section has 'Best Quality' selected. The 'PDF Layout' section has 'Initial view' set to 'Page Only' and 'Page layout' set to 'Default'. The 'Actions' section has 'Open file' and 'Open folder' checkboxes.

Setting Initial View and Page Layout

These options determine the **Initial View** and the **Page Layout** of the PDF file when opened in Adobe.



Initial View

The Initial View determined which panes and tabs are visible when the PDF document is viewed. There are three options available for the initial view.

Initial View	Description
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 the page in the document pane.
Pages Panel and Page	Shows the navigation panel set to the Pages tab and the page in the document pane.
Full Screen	Shows the PDF in full screen mode.
Full Screen with Bookmarks Panel	Shows the PDF in full screen mode, exiting from full screen mode shows the pages with the Bookmark tab visible.
Full Screen with Pages Panel	Shows the PDF in full screen mode, exiting from full screen mode shows the pages with the Pages tab visible.

Page Layout


The Page Layout determines the view of the pages in the document pane. There are five options available for the page layout:

Page Layout	Description
Default	Uses the individual user's preferences for page view.
Single Page	Shows a single page at a time.
Continuous Page	Shows all the pages in a single column
Facing	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 pages starts in the right-most column.

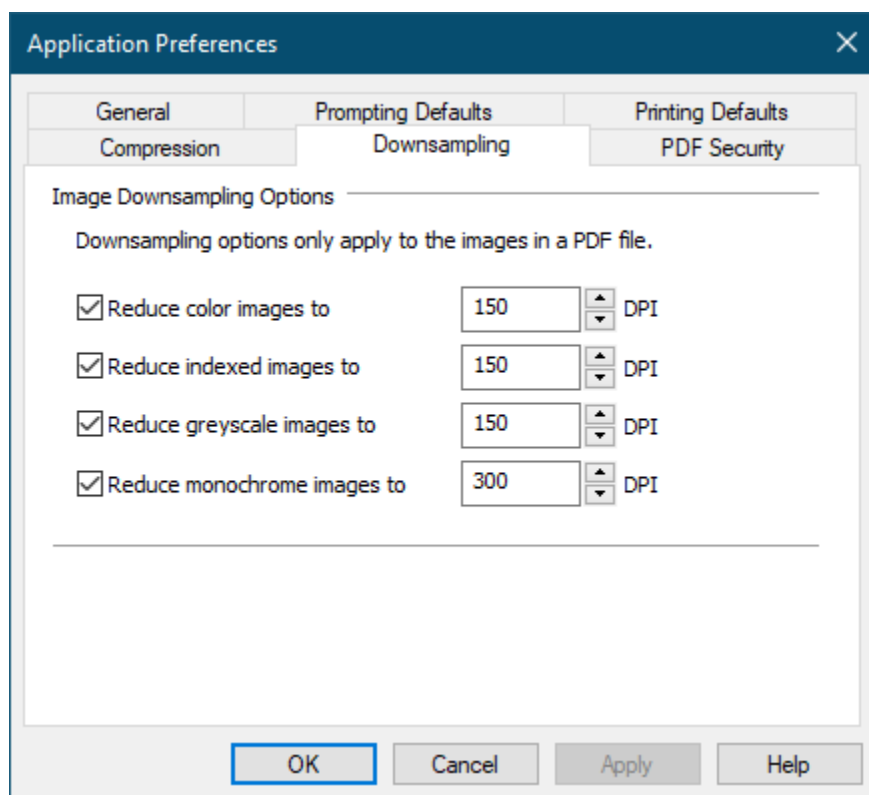
Controlling PDF Size with Downsampling

If there are a lot of images and high quality graphics (such as pictures, screenshots, company logos) in your PDF file, it can often become quite large. Downsampling is a common technique used to reduce the amount of information needed to store each image. This can reduce the overall size of the PDF.

All images are stored at a certain *resolution*, or *dots-per-inch*. The higher the resolution, the more space it takes to store the image. By reducing the resolution of the stored images, or *downsampling the image*, we can also reduce the size of the PDF. The side effect of reducing the resolution, especially from a very high resolution to a very small resolution, can be a loss in quality in the images. Often you will have to balance image quality with file size to find a happy medium between the two.


Downsampling options are controlled through the **Downsampling** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the application menu or the **Applications Preferences** () toolbar button. Any downsampling options set on this tab are used when a PDF file is created. An image will only be downsampled if its DPI is higher than the downsampling DPI chosen for that image color. If the DPI of the image is less than the downsampling DPI the image is not changed.

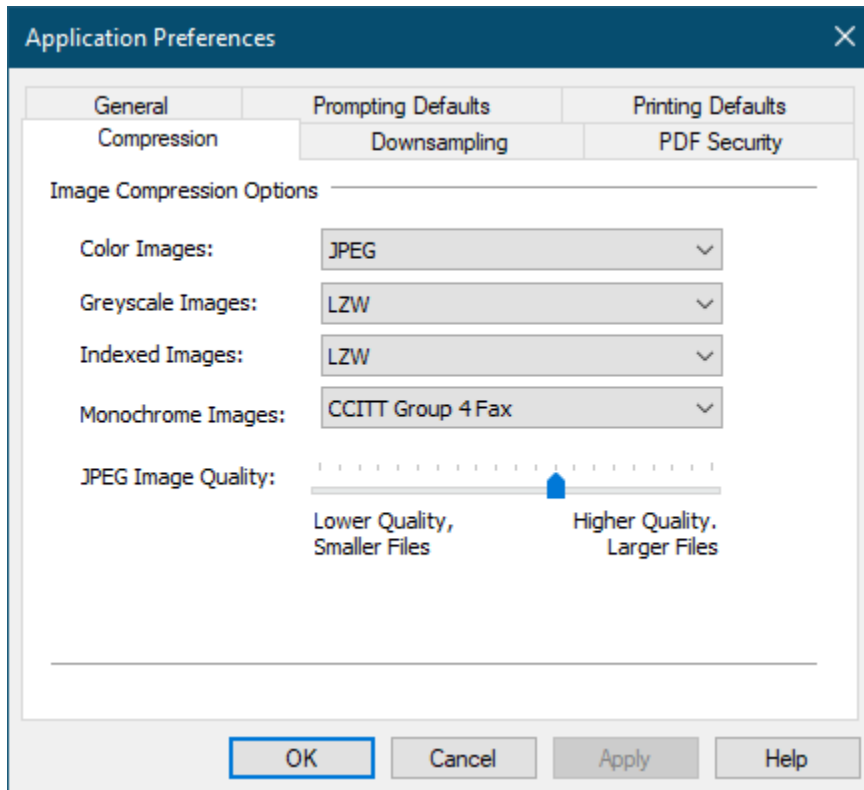
As an example, with the settings below, a color image at 300 DPI will be reduced to 150 DPI but a monochrome image at 200 DPI will not be downsampled as 200 DPI is already less than the chosen monochrome downsampling level of 300 DPI.



Compressing Images in the PDF File

Another way to control the overall size of your PDF file is by compressing the images (such as pictures, screenshots, company logos) in your file. Unlike downsampling, image compression, with the exception of JPG compressed images, will not affect the quality of the images. See [Compression Preferences](#) for more information.

Compression options are controlled through the **Compression** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the application menu or the **Applications Preferences** () toolbar button. Any compression options set on this tab are used when a PDF file is created.



Creating a TIFF Image



TIFF File Options

[Creating a TIFF Image](#)

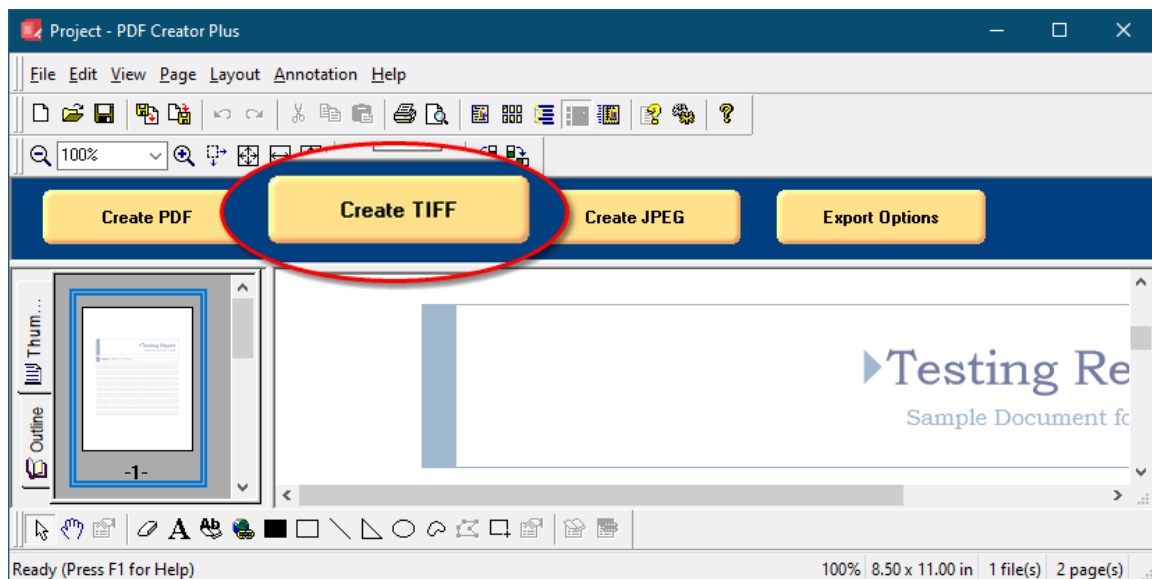
[Changing the TIFF Color Options](#)

[Changing the TIFF Image Resolution](#)

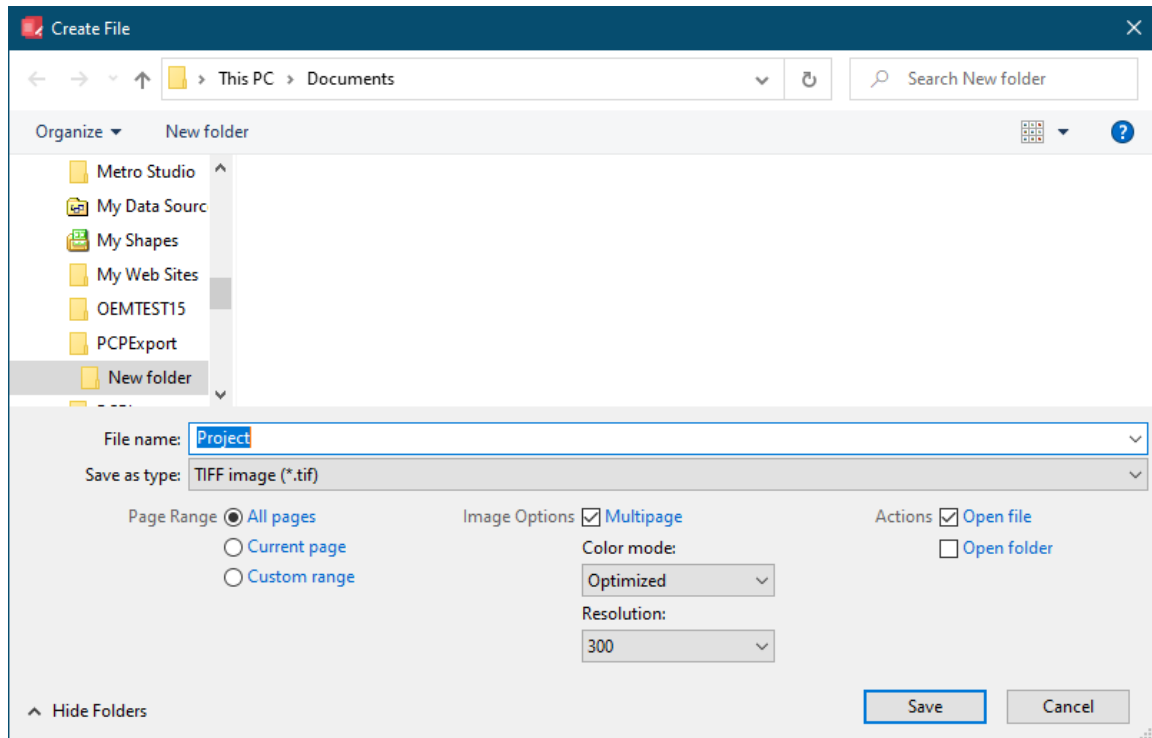
[Changing the TIFF Image Compression](#)

Creating a TIFF Image

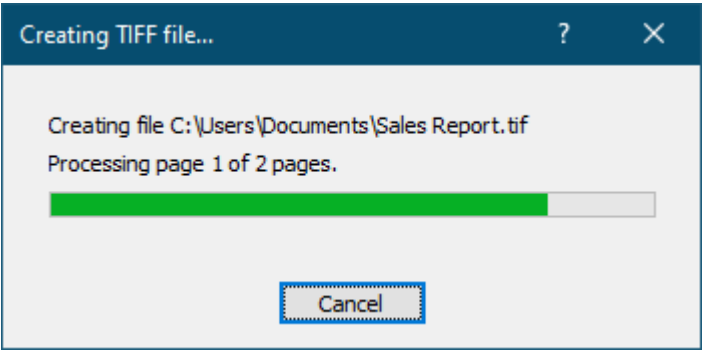
1. Open the file you want as a TIFF image and print it to the **PDF Creator Plus 8** printer. This will send the pages to PDF Creator Plus's PDF builder application which is used to preview the pages, add new pages and annotate the pages. You can also open an existing PDF Creator Plus project (.pnp file) you have previously saved.
2. Select the **Create TIFF** button from the task window, or select **File - Create TIFF...** from the menu.



3. The **Create File** dialog will appear.

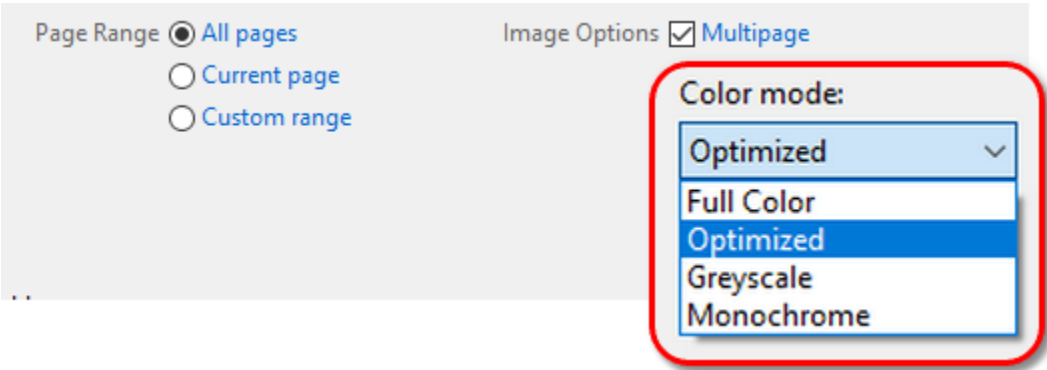


- Browse to the location where you wish to save the TIFF image file and enter the file name for your new TIFF image.
 - Make sure the **Save as type** is set to *TIFF image (*.tif)*.
 - The **Page Range** options allow you to select a subset of pages that would be converted to the TIFF file.
 - In **Image Options** check the the **Multipage** option to make a TIFF image file that contains all the pages in one (1) file, or uncheck this option to create serialized TIFF images where each page is a separate image file.
 - The **Color mode** and **Resolution** options are explained in more detail below.
 - Use the **Actions** section to automatically open the created image or the folder where you are saving the images.
4. Press the **Save** button to create your TIFF file. A progress dialog will appear as your file is being created. The progress dialog will close when the TIFF image file document is created. The new TIFF image can now be opened in your favorite image viewer.



Changing the TIFF Color Options

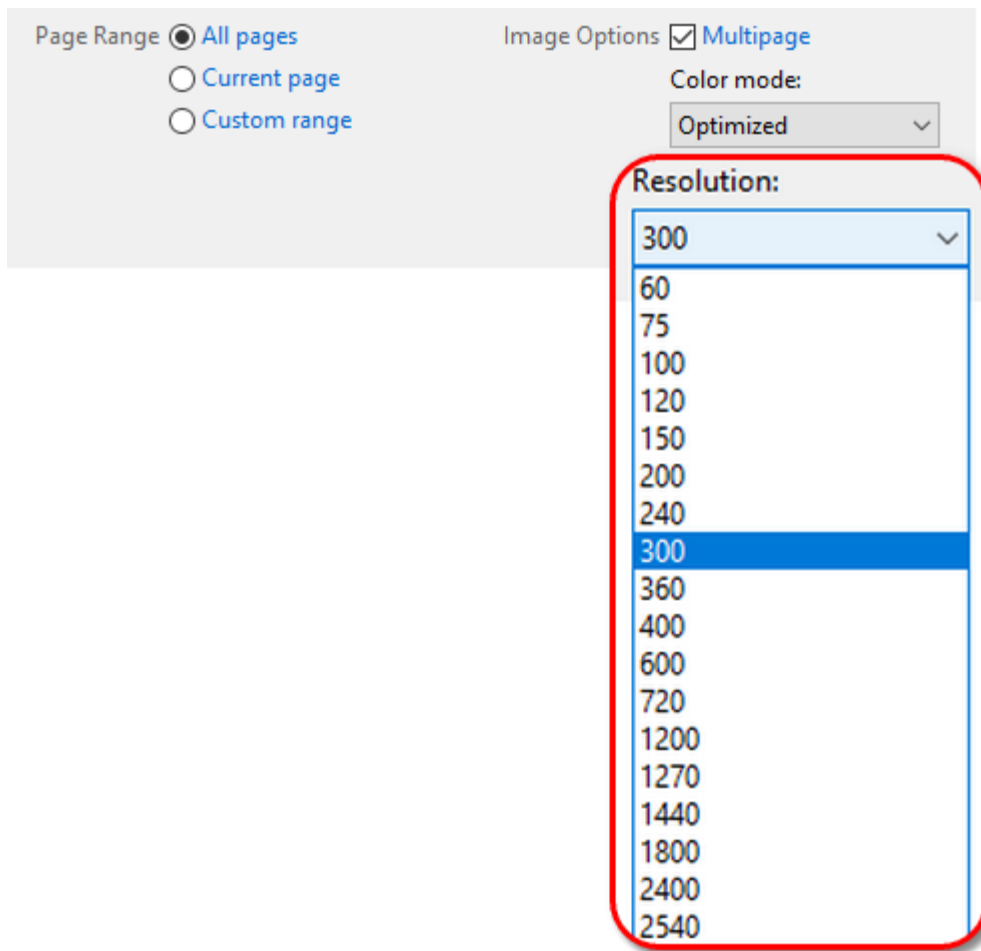
There are four color options for creating TIFF files. They can be changed using the **Color Mode** drop list in the **Output Options** section of the **Create File** dialog.



Color Options	Description
Full Color	Produces true color output using a palette of up to 16 million colors.
Optimized	Automatically reduces each page in your document to the fewest number of colors possible without affecting output quality. Depending on the number of colors in the page, the individual pages will be saved as black and white, 256 colors, or true color.
Greyscale	Creates images using a palette of 256 different shades of grey.
Monochrome	Creates black and white images.


Changing the TIFF Image Resolution

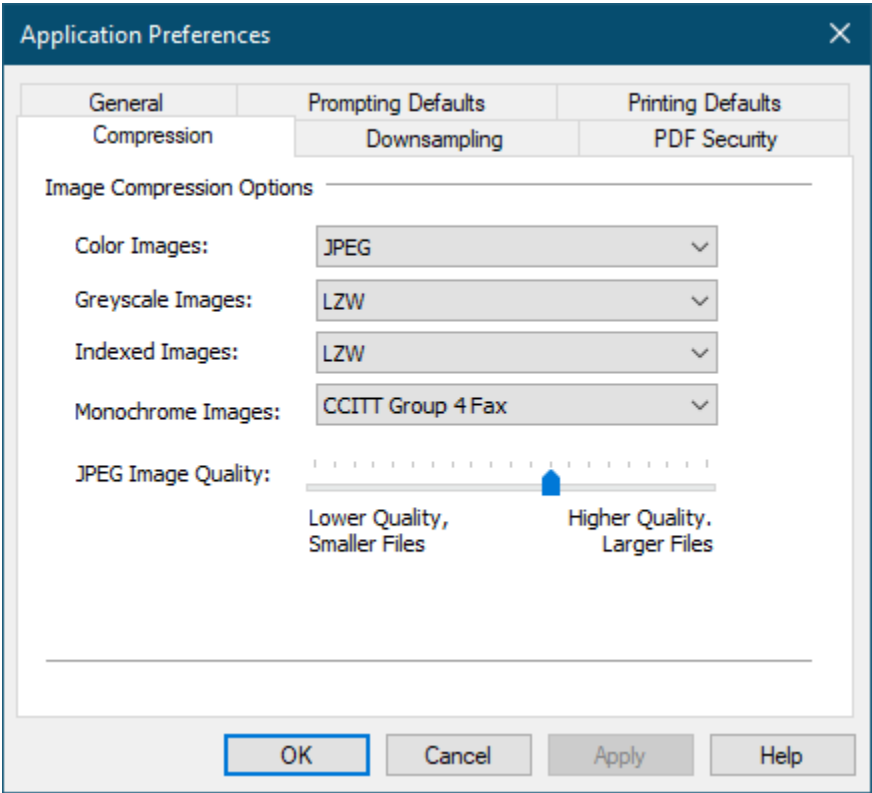
The resolution of the TIFF file can be changed using the **Resolution** drop list. The resolutions available to be chosen range from 60 DPI (dots per inch) to 2540 DPI. A higher resolution will produce a better quality image, but also a larger file.



Changing the TIFF Image Compression

Another way to control the overall size of your TIFF image file is by changing the compression method used to compress the data in the image. Different compression options can be used for color, greyscale, indexed and monochrome images. Not all compression methods are applicable to all color modes; see [Compression Preferences](#) for more information.

Compression options are controlled through the **Compression** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the application menu or the **Applications Preferences** () toolbar button. Any compression options set on this tab are used when a TIFF file is created.



Creating a JPEG Image



JPEG File Options

[Creating a JPEG Image](#)

[Changing the JPEG Color Options](#)

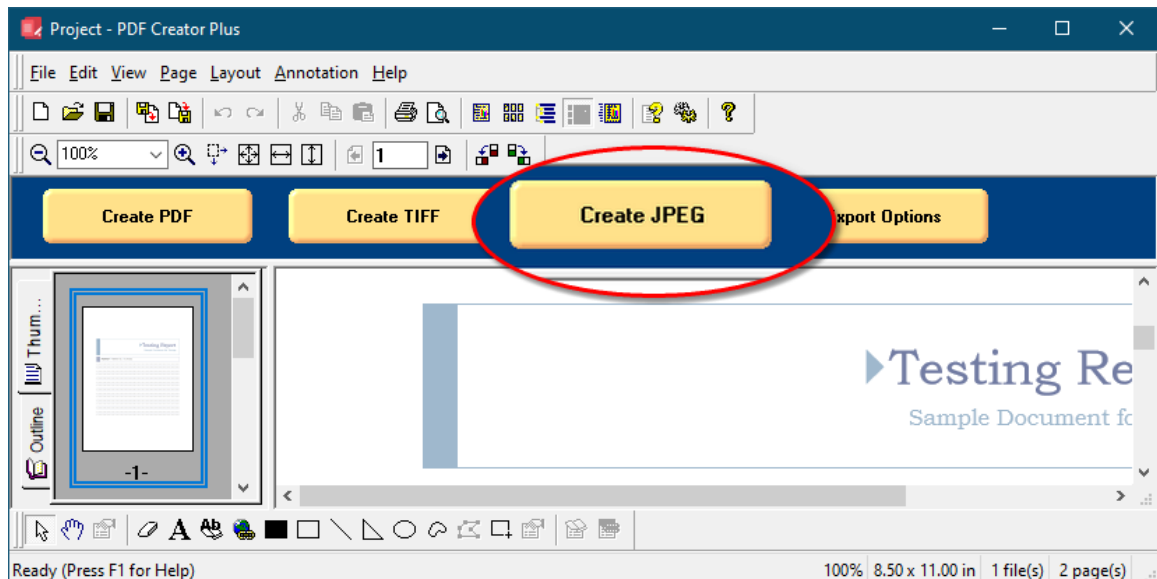
[Changing the JPEG Image Resolution](#)

[Changing the JPEG Image Compression](#)

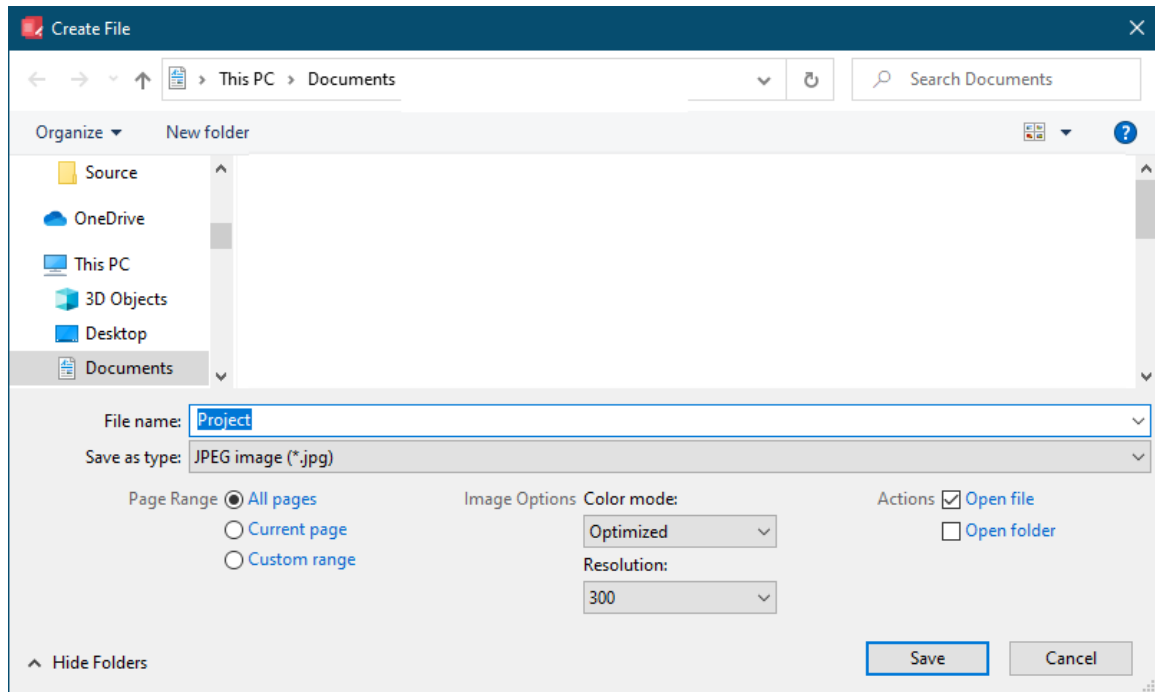
Creating a JPEG Image

JPEG files are a **serialized** file format. A separate JPEG file will be created for each page in the project. The individual file names will be appended with a number corresponding to the project page number. Choosing JPEG output for a two-page project file as *MyJPG* will create two files, *MyJPG_0001.jpg* and *MyJPG_0002.jpg*

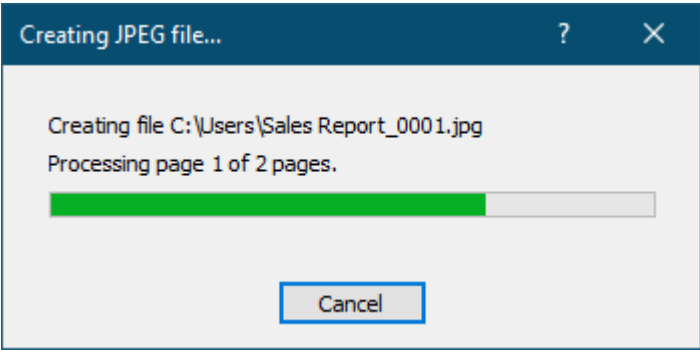
1. Open the file you want as a JPEG image and print it to the **PDF Creator Plus 8** printer. This will send the pages to PDF Creator Plus's PDF builder application which is used to preview the pages, add new pages and annotate the pages. You can also open an existing PDF Creator Plus project (.pnp file) you have previously saved.



2. The **Create File** dialog will appear.

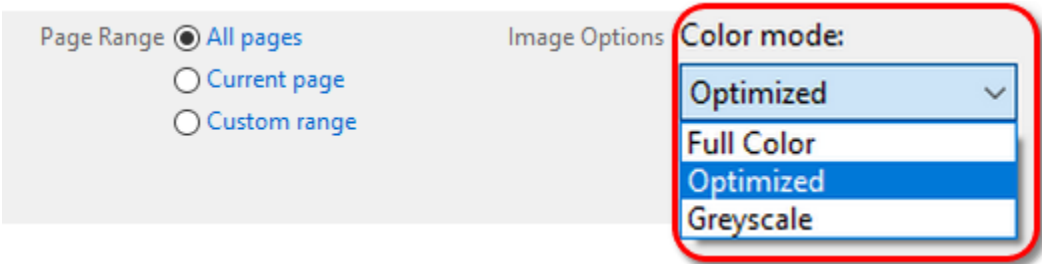


- Browse to the location where you wish to save the JPEG image files and enter the file name for your new JPEG files.
 - Make sure the **Save as type** is set to *JPEG image (*.jpg)*.
 - The **Page Range** options allow you to select a subset of pages that would be converted to JPEG image files.
 - The **Color mode** and **Resolution** options are explained in more detail below.
 - Use the **Actions** section to automatically open the created image or the folder where you are saving the images.
4. Press the **Save** button to create your JPEG files. A progress dialog will appear as the files are being created. The progress dialog will close when all the files are created. The new files can now be opened in your favorite image viewer.



Changing the JPEG Color Options

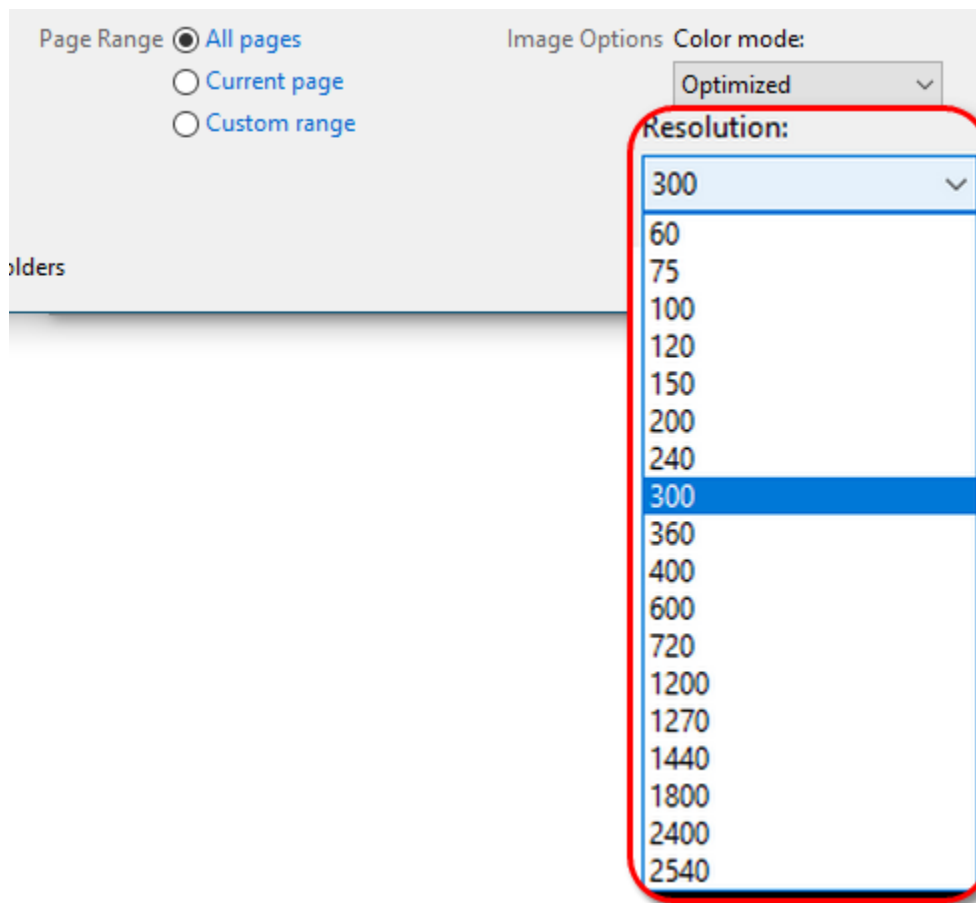
There are three color options for creating JPEG files. They can be changed from the **Color Mode** drop list in the **Output Options** section of the **Create File** dialog.



Color Options	Description
Full Color	Produces true color output using a palette of up to 16 million colors.
Optimized	Automatically reduces each page in your document to the fewest number of colors possible without affecting output quality. Depending on the number of colors in the page, the individual pages will be saved as black and white, 256 colors, or true color.
Greyscale	Creates images using a palette of 256 different shades of grey.

Changing the JPEG Image Resolution


The resolution of the JPEG file can be changed using the **Resolution** drop list. The resolutions available to be chosen range from 60 DPI (dots per inch) to 2540 DPI. A higher resolution will produce a better quality image, but also a larger file.



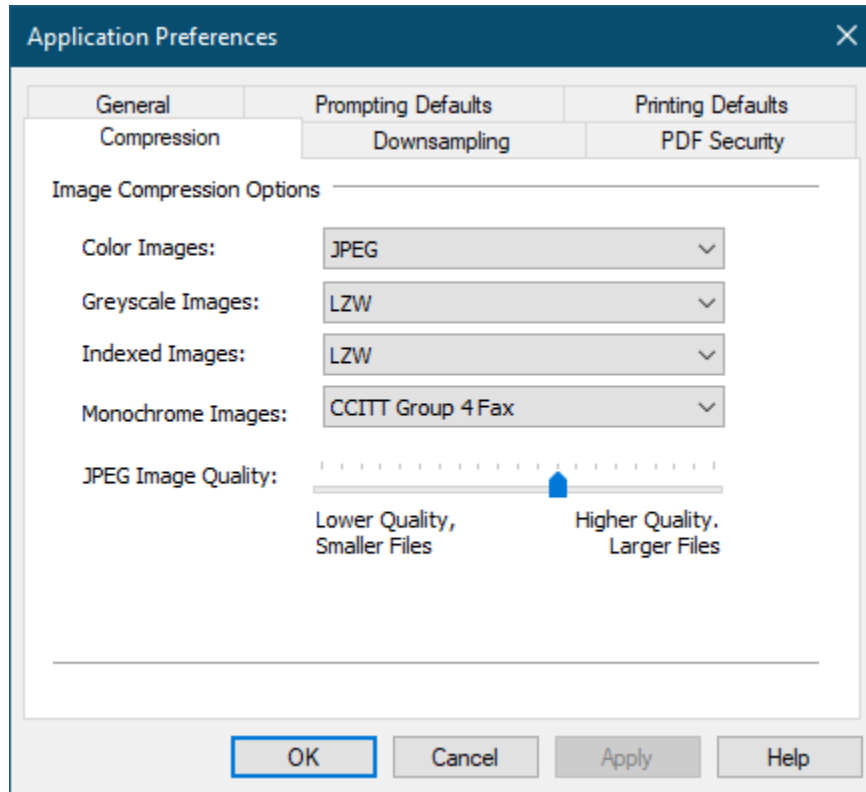
Changing the JPEG Image Compression

A JPEG image can only be compressed using JPEG compression, which is a *lossy* compression algorithm. Designed for use on photographs, it works best on images with lots of colors as the algorithm removes unneeded colors from the image. JPEG compression uses an *image quality factor* to determine how much to compress the file. A higher image quality will create a better looking image but a larger file. Reducing the image quality can degrade the image but also creates a smaller file.

It is the JPEG compression image quality setting that determines what level of compression to use. JPEG compression is a *lossy* compression method, meaning the more compressed the image the lower in quality the image. The compression can be used for color, greyscale, indexed and monochrome images. Not all compression methods are applicable to all color modes; see [Compression Preferences](#) for more information.

Compression options are controlled through the **Compression** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the application menu or the **Applications Preferences** () toolbar button.

The **JPEG Image Quality** slider control at the bottom of the tab controls the image quality factor. Any JPEGs created, or any TIFF images creates using JPEG compression, will use this setting.



Creating a PNG Image



PNG File Options

[Creating a PNG Image](#)


[Changing the PNG Color Options](#)

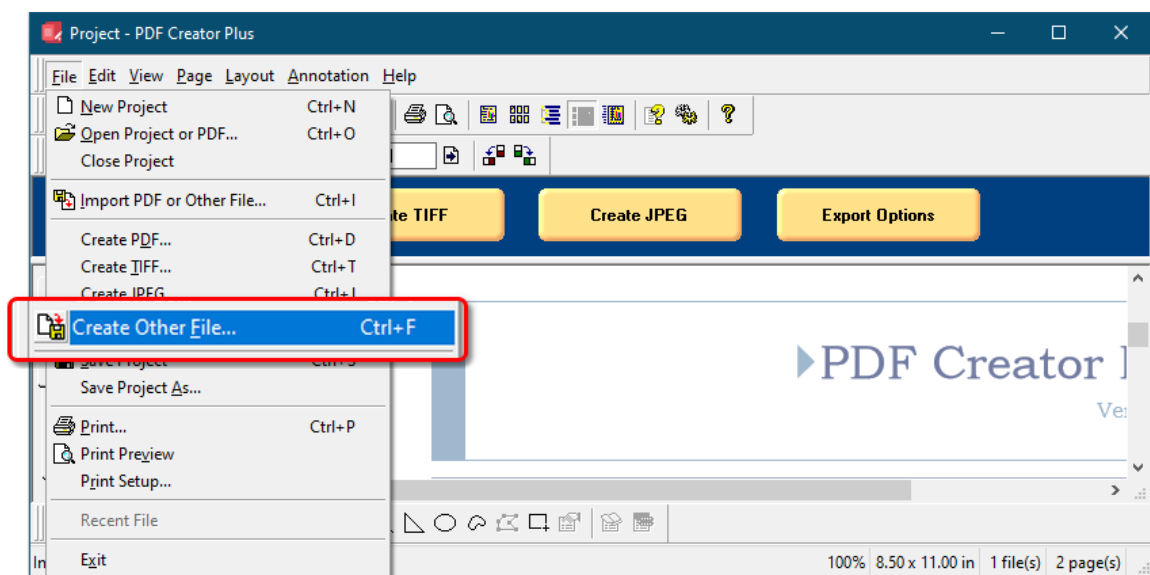
[Changing the PNG Image Resolution](#)

[Changing the PNG Image Compression](#)

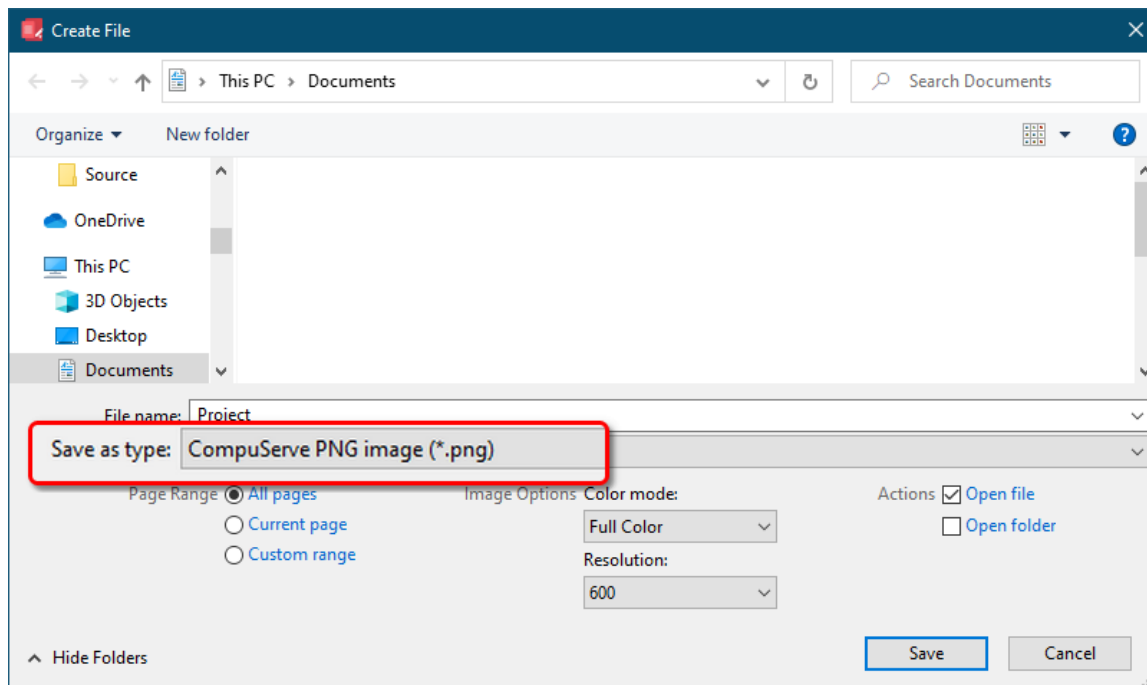
Creating a PNG Image

PNG files are a **serialized** file format. A separate PNG file will be created for each page in the project. The individual file names will be appended with a number corresponding to the project page number. Choosing PNG output for a two-page project file as *MyPNG* will create two files, *MyPNG_0001.png* and *MyPNG_0002.png*.

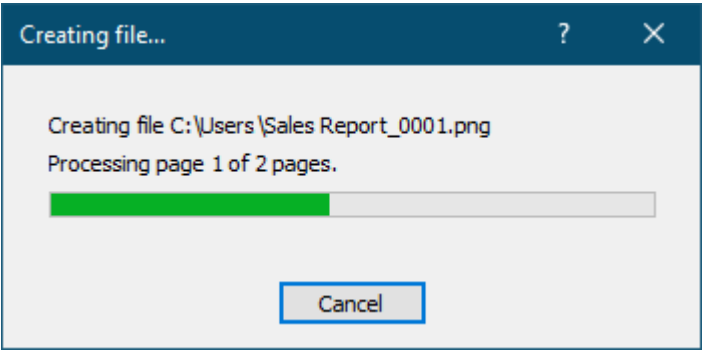
1. Open the file you want as a PNG image and print it to the **PDF Creator Plus 8** printer. This will send the pages to PDF Creator Plus's PDF builder application which is used to preview the pages, add new pages and annotate the pages. You can also open an existing PDF Creator Plus project (.pnp file) you have previously saved.
2. Select **File – Create Other File ...** from the menu. You can also click the **Create Other File**  button on the [Standard toolbar](#).



3. The **Create File** dialog will appear. By default, this dialog is set to create the type of file last created. The default is *PDF* upon installation. Use the **Save as type** combo box to choose *CompuServe PNG image (*.png)*.

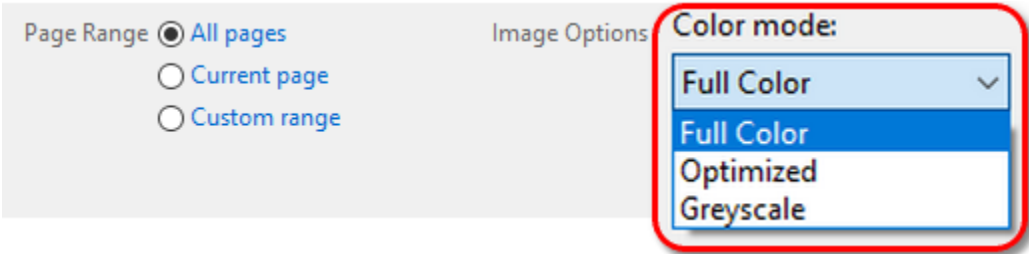


- Browse to the location where you wish to save the PNG image files and enter the file name for your new files.
 - Make sure the **Save as type** is set to *CompuServe PNG image (*.png)*.
 - The **Page Range** options allow you to select a subset of pages that would be converted to PNG image files.
 - The **Color mode** and **Resolution** options are explained in more detail below.
 - Use the **Actions** section to automatically open the created image or the folder where you are saving the images.
4. Press the **Save** button to create your PNG files. A progress dialog will appear as the files are being created. The progress dialog will close when all the files are created. The new files can now be opened in your favorite image viewer.



Changing the PNG Color Options

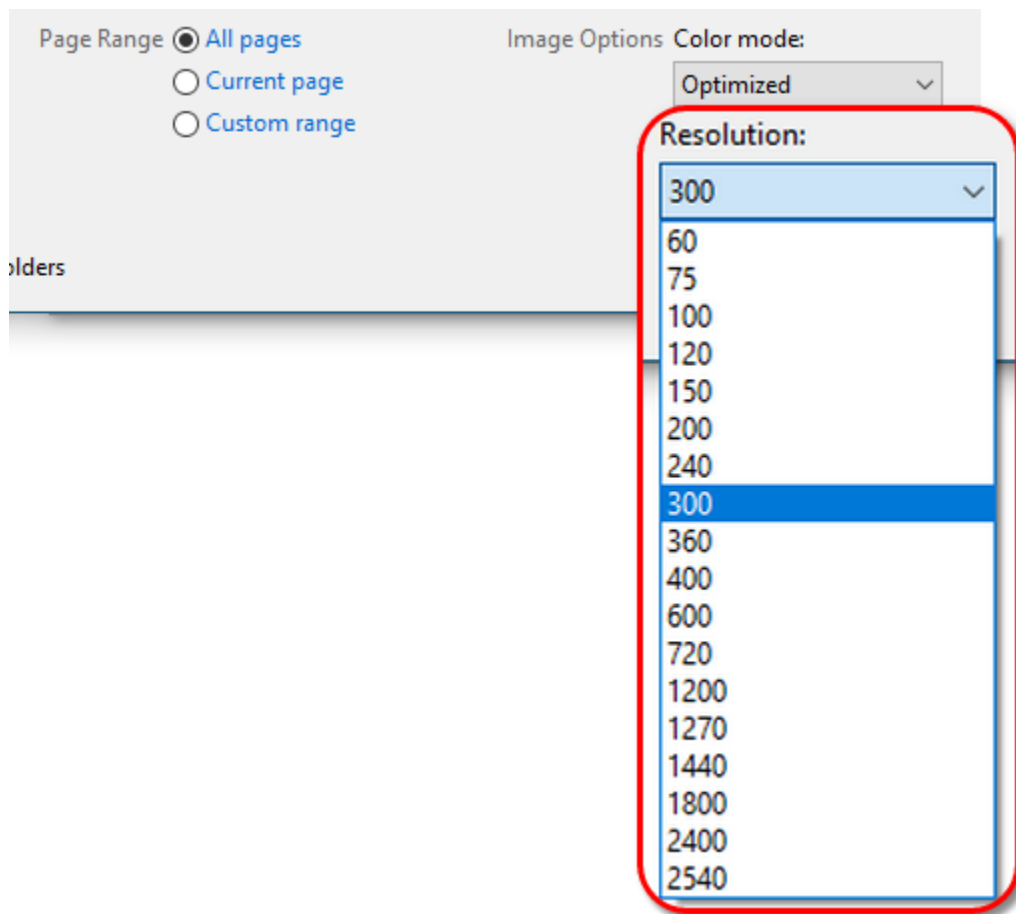
There are three color options for creating PNG files. They can be changed from the **Color Mode** drop list in the **Output Options** section of the **Create File** dialog.



Color Options	Description
Full Color	Produces true color output using a palette of up to 16 million colors.
Optimized	Automatically reduces each page in your document to the fewest number of colors possible without affecting output quality. Depending on the number of colors in the page, the individual pages will be saved as greyscale, 256 colors, or true color.
Grayscale	Creates images using a palette of 256 different shades of gray.


Changing the PNG Image Resolution

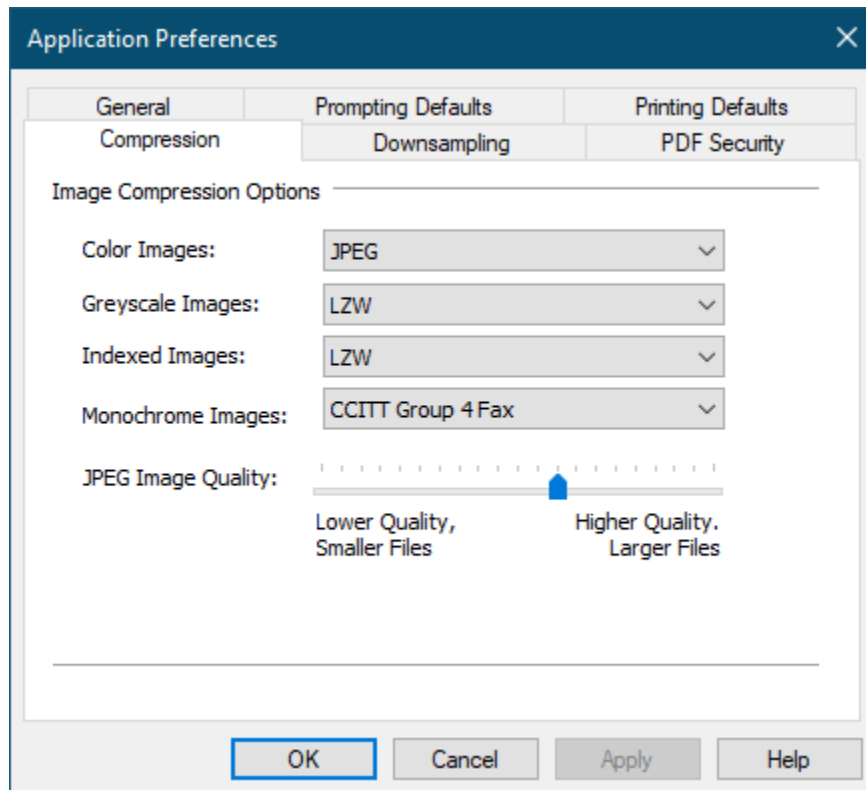
The resolution of the PNG file can be changed using the **Resolution** drop list. The resolutions available to be chosen range from 60 DPI (dots per inch) to 2450 DPI. A higher resolution will produce a better quality image, but also a larger file.



Changing the PNG Image Compression

Another way to control the overall size of your PNG image file is by changing the compression method used to compress the data in the image. Different compression options can be used for color, greyscale, and indexed images. The monochrome compression setting is ignored as PNG does not support monochrome images. Not all compression methods are applicable to all color modes; see [Compression Preferences](#) for more information.

Compression options are controlled through the **Compression** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the application menu or the **Applications Preferences** () toolbar button.



Creating a BMP Image



BMP File Options

[Creating a BMP Image](#)


[Changing the BMP Color Options](#)

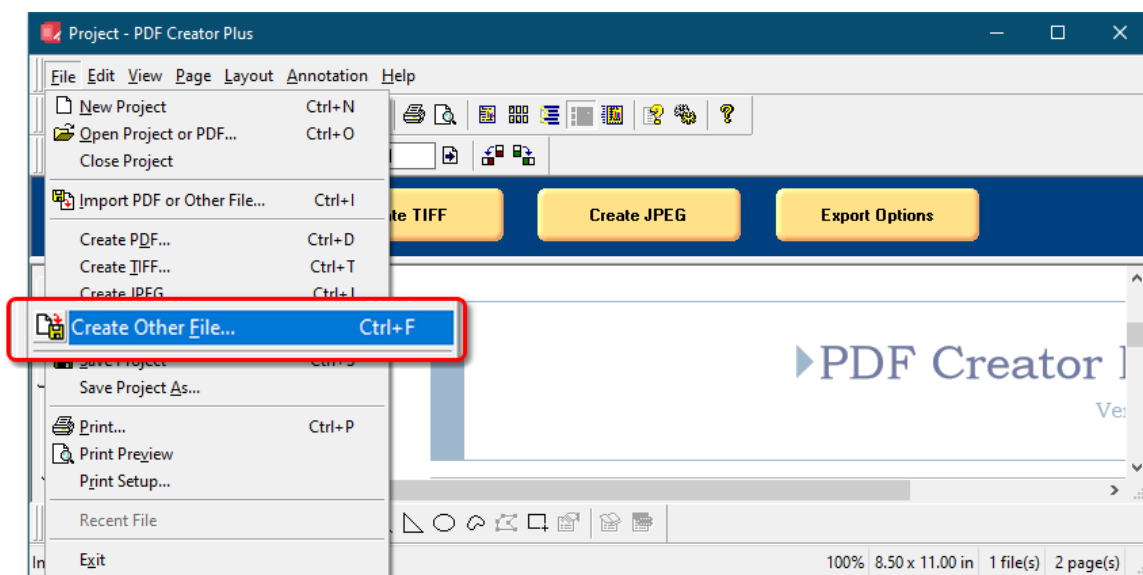
[Changing the BMP Image Resolution](#)

[Changing the BMP Image Compression](#)

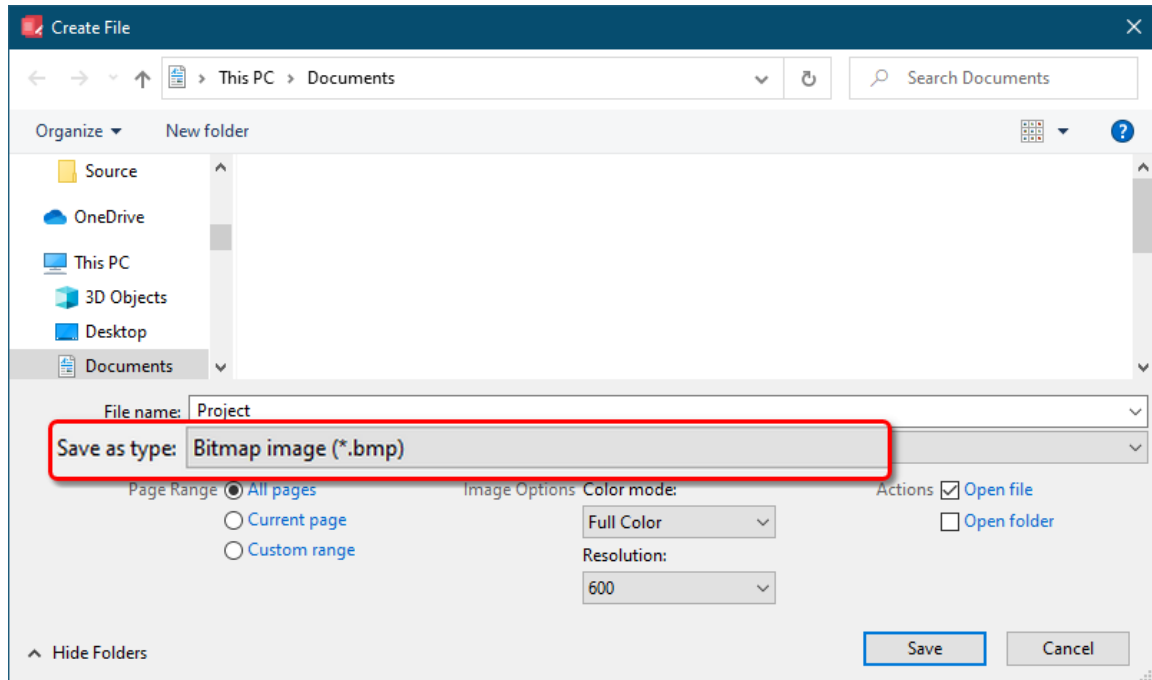
Creating a BMP Image

BMP files are a **serialized** file format. A separate BMP file will be created for each page in the project. The individual file names will be appended with a number corresponding to the project page number. Choosing BMP output for a two-page project file as *MyBMP* will create two files, *MyBMP_0001.bmp* and *MyBMP_0002.bmp*.

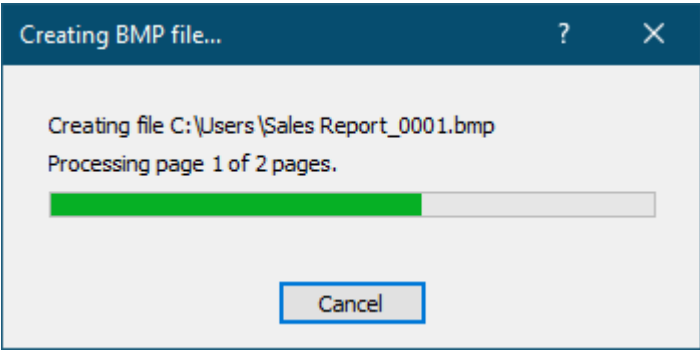
1. Open the file you want as a BMP image and print it to the **PDF Creator Plus 8** printer. This will send the pages to PDF Creator Plus's PDF builder application which is used to preview the pages, add new pages and annotate the pages. You can also open an existing PDF Creator Plus project (.pnp file) you have previously saved.
2. Select **File – Create Other File ...** from the menu. You can also click the **Create Other File**  button on the [Standard toolbar](#).



3. The **Create File** dialog will appear. By default, this dialog is set to create the type of file last created. The default is *PDF* upon installation. Use the **Save as type** combo box to choose *Bitmap Image (*.bmp)*.

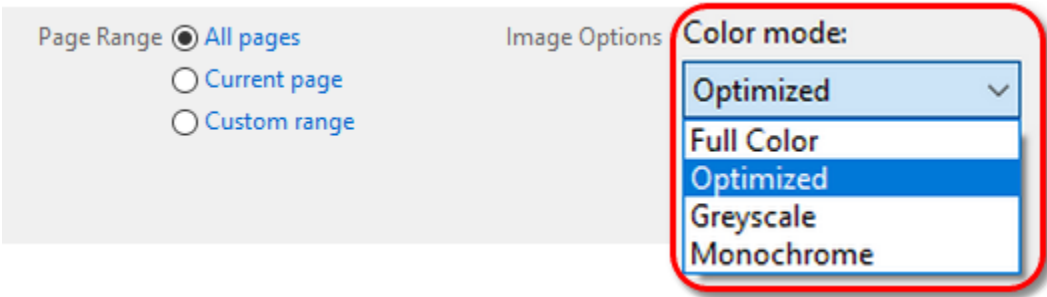


- Browse to the location where you wish to save the BMP image files and enter the file name for your new BMP files.
 - Make sure the **Save as type** is set to *BMP image (*.bmp)*.
 - The **Page Range** options allow you to select a subset of pages that would be converted to BMP image files.
 - The **Color mode** and **Resolution** options are explained in more detail below.
 - Use the **Actions** section to automatically open the created image or the folder where you are saving the images.
4. Press the **Save** button to create your BMP files. A progress dialog will appear as the files are being created. The progress dialog will close when all the files are created. The new files can now be opened in your favorite image viewer.



Changing the BMP Color Options

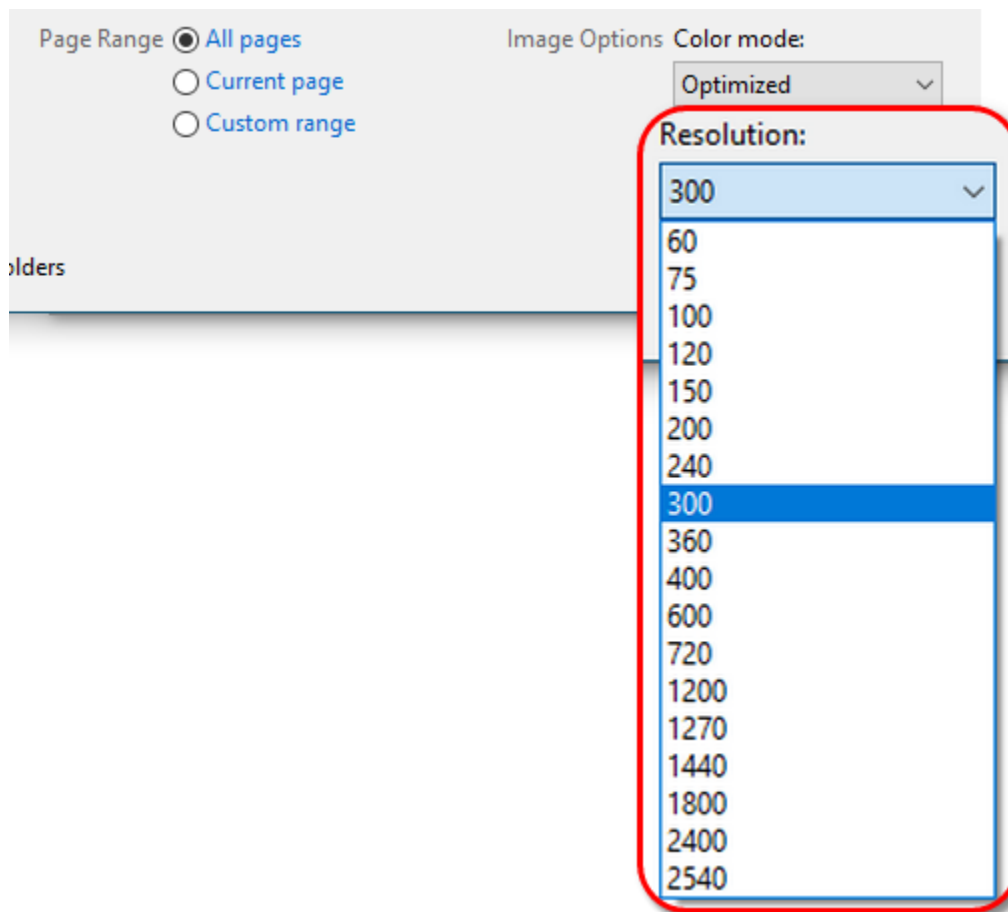
There are four color options for creating BMP files. They can be changed from the **Color Mode** drop list in the **Output Options** section of the **Create File** dialog.



Color Options	Description
Full Color	Produces true color output using a palette of up to 16 million colors.
Optimized	Automatically reduces each page in your document to the fewest number of colors possible without affecting output quality. Depending on the number of colors in the page, the individual pages will be saved as black and white, 256 colors, or true color.
Grayscale	Creates images using a palette of 256 different shades of gray.
Monochrome	Creates black and white images.


Changing the BMP Image Resolution

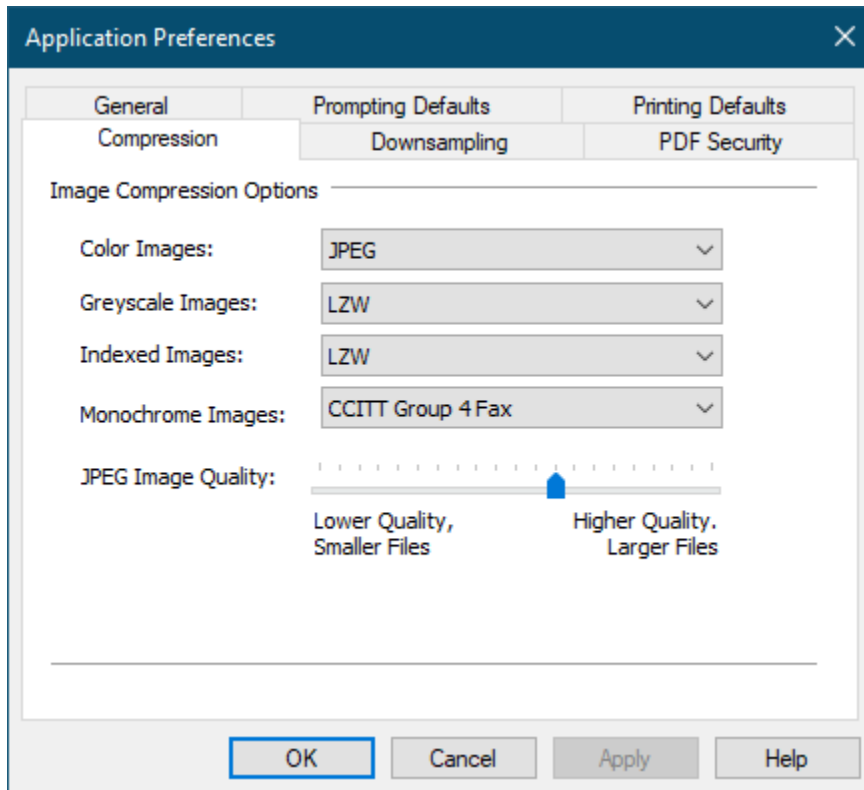
The resolution of the BMP file can be changed using the **Resolution** drop list. The resolutions available to be chosen range from 60 DPI (dots per inch) to 2450 DPI. A higher resolution will produce a better quality image, but also a larger file.



Changing the BMP Image Compression

Another way to control the overall size of your BMP image file is by changing the compression method used to compress the data in the image. Different compression options can be used for color, greyscale, indexed and monochrome images. Not all compression methods are applicable to all color modes; see [Compression Preferences](#) for more information.

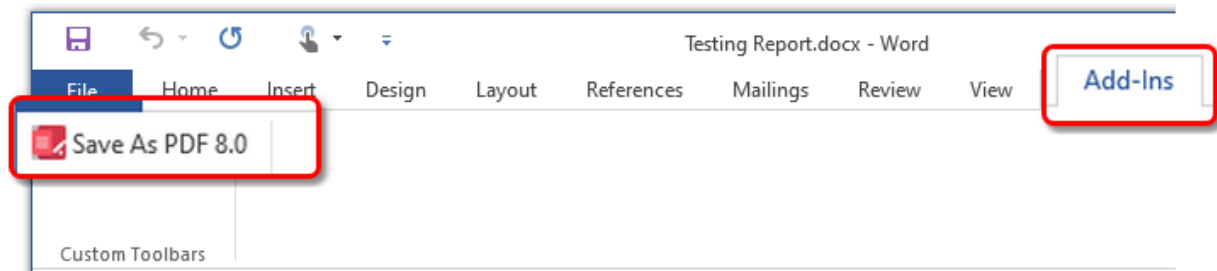
Compression options are controlled through the **Compression** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the application menu or the **Applications Preferences** () toolbar button. Any compression options set on this tab are used when a BMP file is created.



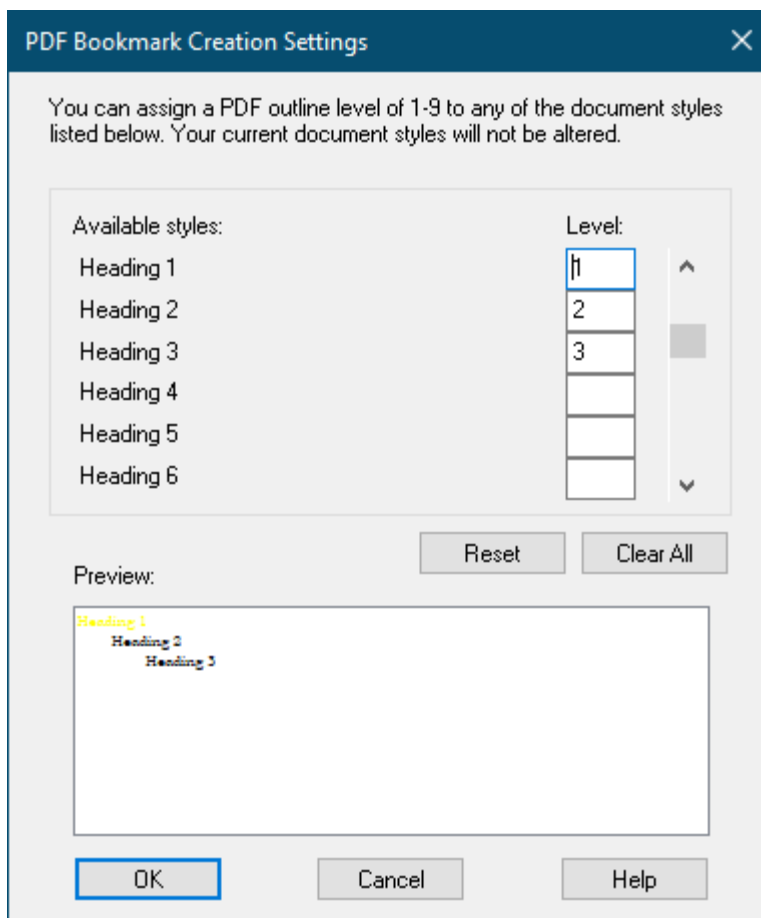
Creating an Adobe® PDF file with the PDF Creator Plus Word Add-In

The PEERNET **Save As PDF 8.0 Microsoft® Word Add-In** enables you to send your Microsoft® Word documents to the PDF Creator Plus 8 application and to preserve any **hyperlinks, styles** and **bookmarks** present in the source document - *all in a single step*.

This tool is available from the **Add-Ins** tab in the ribbon interface.



When creating a PDF file using the **Save As PDF 8.0** add-in, any hyperlinks, styles and bookmarks can also be created in the PDF file.

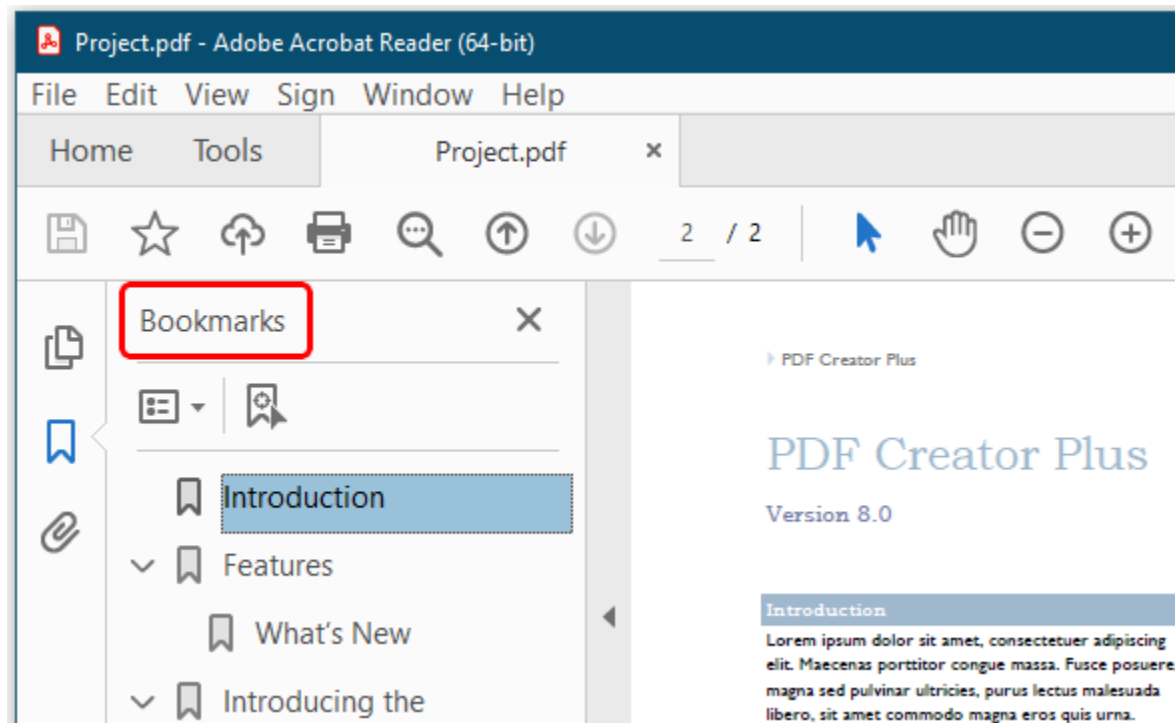


The table below lists the Microsoft® Word element and what it becomes in the PDF file. You can choose to include just styles and bookmarks, just hyperlinks or to include styles, bookmarks and hyperlinks when creating the PDF file using PDF Creator Plus.

Microsoft Word Element	Converts to
Heading Styles	Bookmark
Table of Contents	Links
Links to other documents	Links
Web Addresses (URLS)	WebLinks
Bookmarks (internal cross-reference)	Links

What is a PDF Outline?

A PDF outline is a list of the bookmarks in a PDF document that you can use to quickly navigate to any topic. They are visible in the bookmarks panel as shown below.



Assigning Outline Levels to Heading Styles



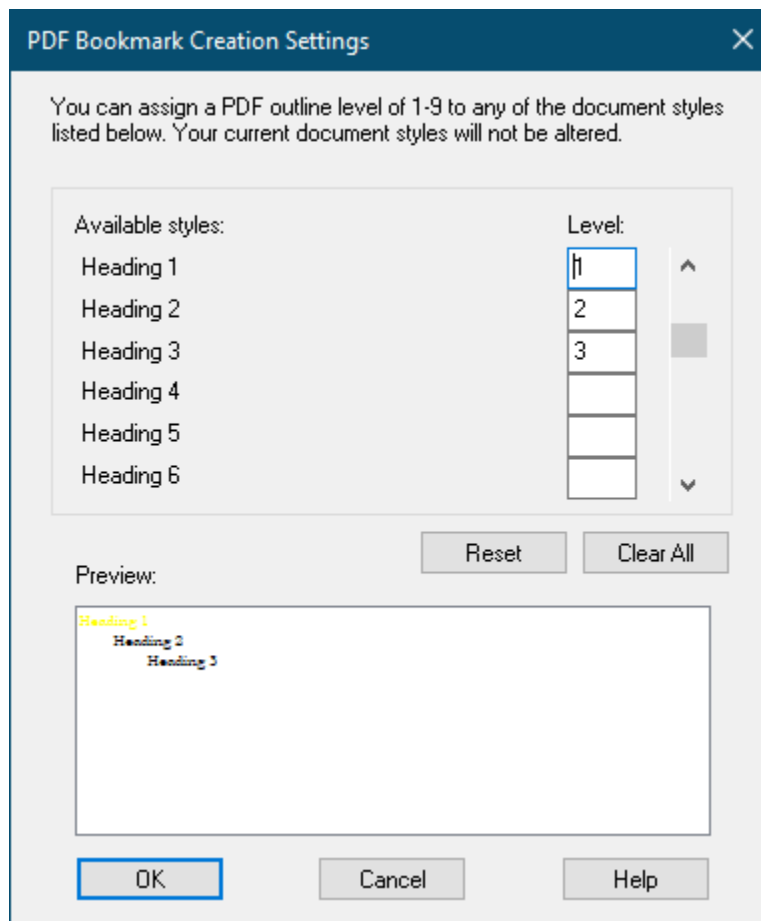
Productivity Tips - PDF Bookmarks and Hyperlinks

If you do not want to create outline or hyperlink information in your PDF Creator Plus project, simply print the Word document to the **PDF Creator Plus 8** printer through the **File – Print** menu item.

When you click the Save As PDF 8.0 [Add-In](#) toolbar button, you are presented with the **PDF Bookmark Creation Settings** dialog. This dialog allows you to assign [PDF outline](#) levels to the styles that appear in your document. You can choose what outline level, from **1** to **9**, to assign each available style in the document. Changes made here are only used during the **Save As PDF 8.0 Add-In** process; they do not affect the current styles and formatting in the document.

Only styles that have an assigned level associated with them will be included in the creation of the outline. A preview of each style that will be included is shown in the **Preview** area at the bottom of the dialog.

When you are satisfied with the settings, click the **OK** button to start the **Save As PDF 8.0 Add-In** [conversion process](#).



Available Styles

Lists the styles in use in the Word document.

Level

Assign an outline level from **1** to **9** here for any style you wish to include in the creation of the outline.

Reset

Resets any changes to the outline levels to settings in the original document.

Clear All

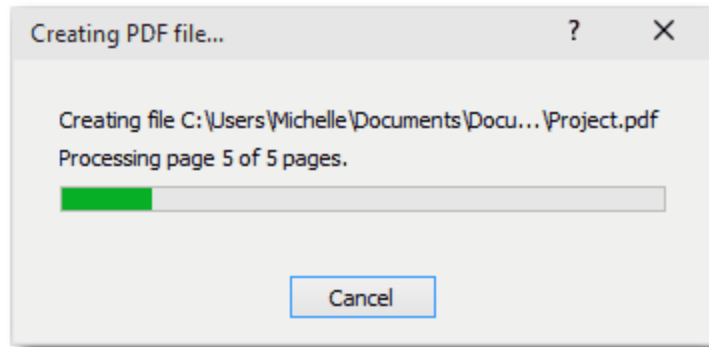
Removes all outline levels.

Preview

Shows a preview of the styles included in the outline.

The Conversion Process

At the start of the conversion process, the progress dialog box is displayed.

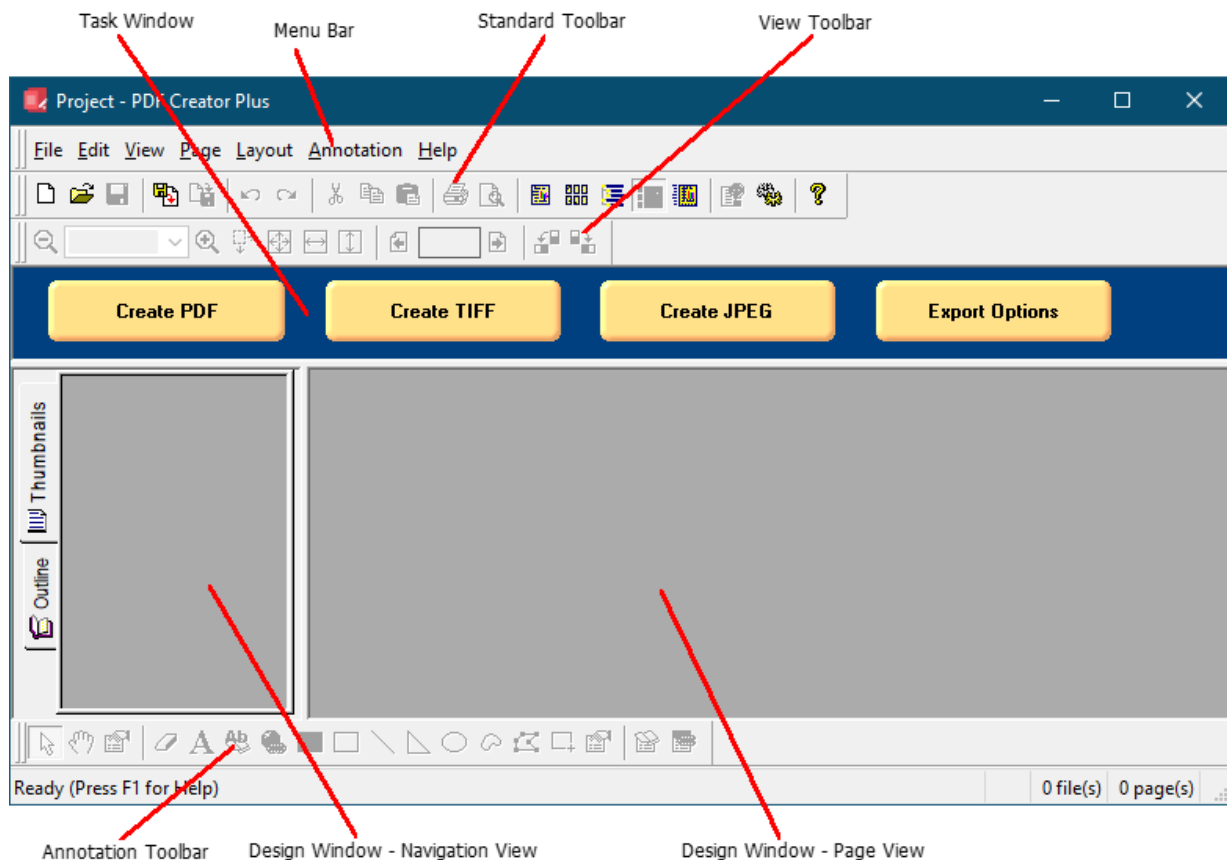


The progress dialog displays feedback on what step of the process is currently being performed.

When the **Save As PDF 8.0 Add-In** is finished, the document is printed to the **PDF Creator Plus 8** printer, and the **PDF Creator Plus** application will launch, if not already open, and display the document as a new project.

Running and Navigating PDF Creator Plus

The PDF Creator Plus user interface consists of a menu bar, four toolbars, a task window, a design window containing a navigation view and a page view, and a status bar. You can customize the locations and appearance of the toolbars, so the interface may not always appear the same.



Explore the User Interface

[Application Menu Bar](#)

[Application Toolbars](#)

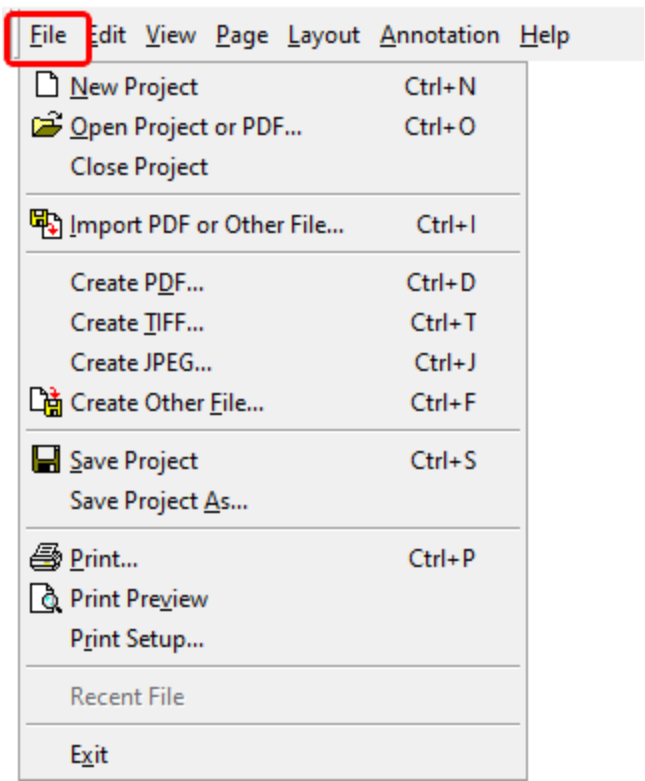
[Design Window](#)

[Application Status Bar](#)

Application Menu Bar

The application menu bar provides access to both standard and application-specific commands.

There are seven application menus: **File**, **Edit**, **View**, **Page**, **Layout**, **Annotation**, and **Help**. Each menu contains commands specific to one area of the application. For example, the File menu contains the following commands:



Each menu contains a listing of commands, the icons for any related toolbar button, plus the key combinations for any available shortcut keys. See the [Command reference](#) section in the appendix for a complete listing of the commands available in the application menu bar.

Application Toolbars

The PDF Creator Plus application toolbars provide quick access to frequently used commands. To see a brief description of a toolbar button's purpose, hover over the toolbar button with the mouse until a small popup window appears.

There are four default toolbars:

Standard:



View:



Annotations:



Layout:



Only the **Standard**, **View** and **Annotations** toolbars are visible by default. The **Standard** and **View** toolbars are docked at the top of the application; the **Annotations** toolbar is docked at the bottom just above the status bar.

To display the Layout toolbar, click the **View – Toolbars - Layout** menu item. You can also change the position of the toolbars by dragging them with the mouse around the edges of the application. They can be docked at the top, left, right or bottom sides of the application.

If you hover your mouse pointer over a toolbar button, a tool tip will appear containing the name or function of that button. In addition, the [status bar message area](#) will display a message indicating the function of the toolbar button.

See the [Appendix](#) at the end of this guide for a complete listing of the commands available in the application toolbars, as well as how to customize the toolbars.

Task Window

The task window runs along the top of the application, just below the toolbars. It contains easy to access buttons for creating common files types from within the PDF Creator Plus application. Selecting any of the buttons will launch the **Create File** dialog, allowing you to create a file of that type.

It also has a shortcut button, **Export Options**, that allows changing of the **Compression**, **Downsampling**, and **PDF Security** settings used when creating files.

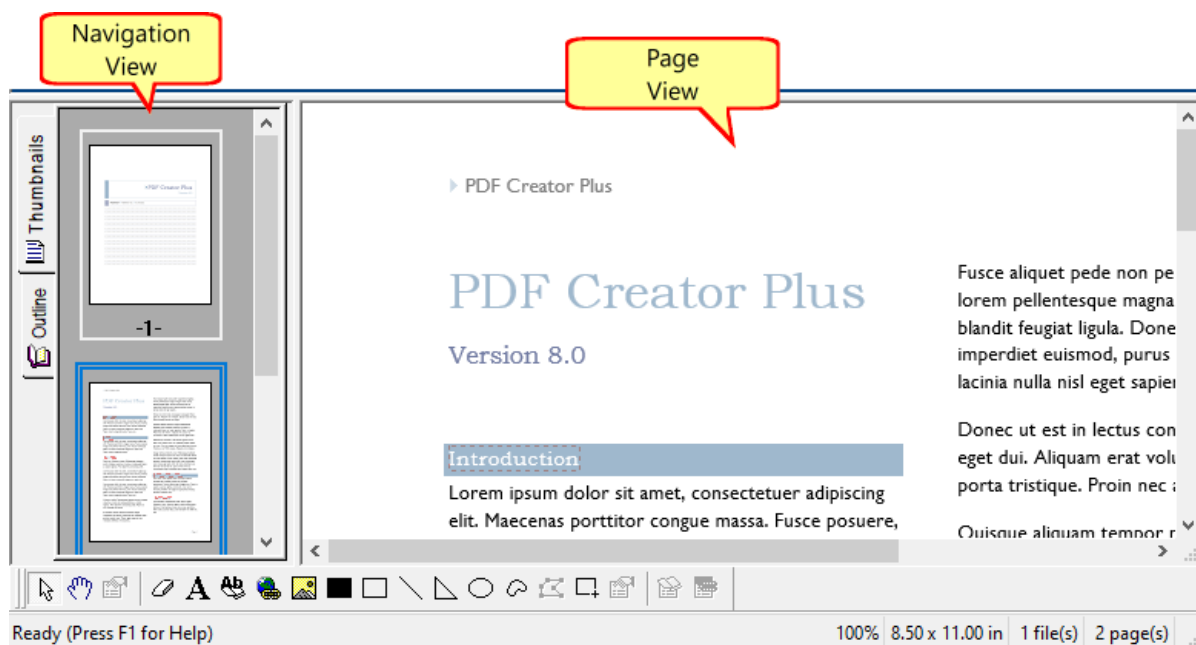


Design Window

The PDF Creator Plus design window is split into two panes.

The left pane, or **Navigation View**, consists of a **Thumbnails** tab that displays a small preview, or thumbnail, of each page in the project and an **Outline** tab that displays any headings and bookmarks contained in the project.

The right pane, or **Page View**, displays the contents of the current page. It is used to annotate the currently selected page using the annotation tools.

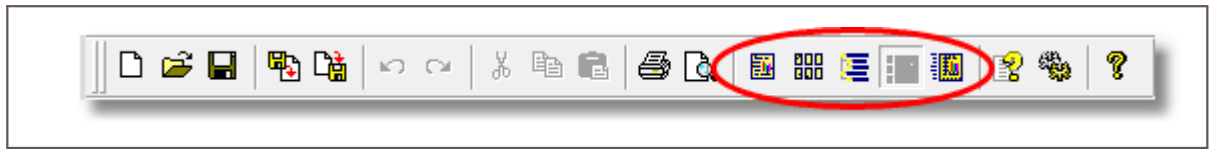


Productivity Tips - Changing Views

You can hide the **Navigation View** by clicking **View – One Page** in the application menu, or the **Page View** by clicking one of **View – Thumbnails** or **View – Outline** in the application menu.

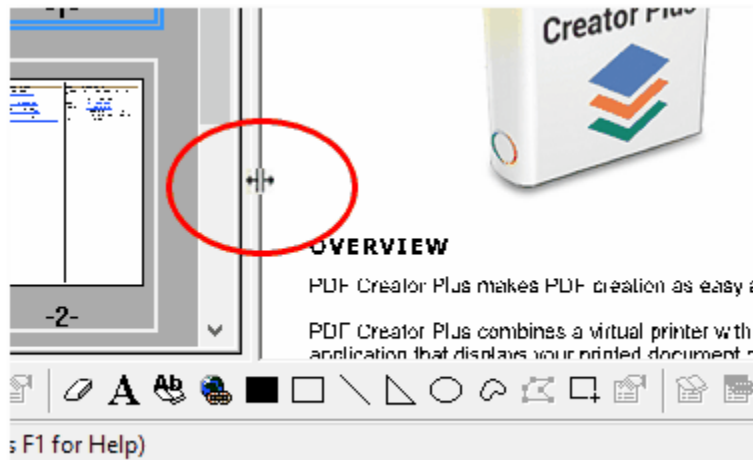
You can return to the dual display of **Page View** and the **Navigation View** by clicking **View – Page and Thumbnails** or **View – Page and Outline** in the application menu.

These options are also available on the **Standard** toolbar. By default, both the **Page View** and the **Navigation View** are visible.



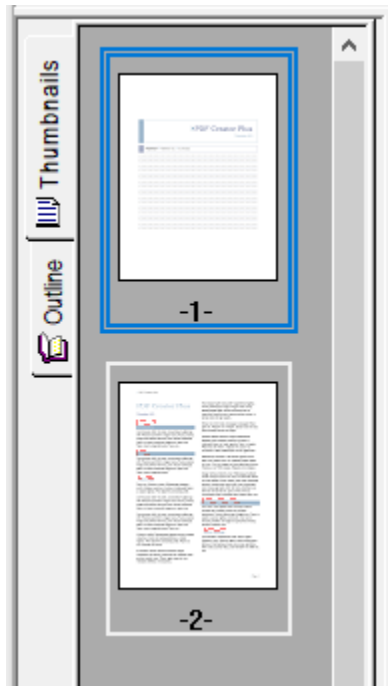
Changing View Size

You can change the size of either of the **Navigation View** or **Page View** by moving the gray divider bar in the middle to the left or right. Position the mouse over the gray bar between the two panes - when the cursor changes as shown below, click and hold the left mouse button to drag the divider bar to the left or right.



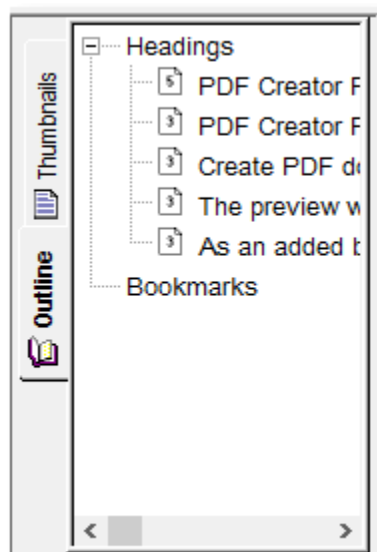
Navigation View

The **Navigation View** is made up of two pages of information – **Thumbnails** and **Outline**. Each page is accessible by clicking the respective tab in the upper left corner of the pane.



Thumbnails Tab

The **Thumbnails** tab contains a thumbnail of each page in the project. You can use this view to easily move between the pages within a project simply by clicking on the thumbnail in the view. It is also used to arrange the pages within the project. The pages may be reordered, deleted, copied or rotated. In addition, new pages may be inserted or imported into the project.



The Outline Tab

The **Outline** tab displays the headings and bookmarks in the project. Headings and bookmarks will normally be created using the **PEERNET Save as PDF** command from within Microsoft Word, but they can also be created manually using the **Bookmark** and the **Hyperlink** annotation tools.

Page View

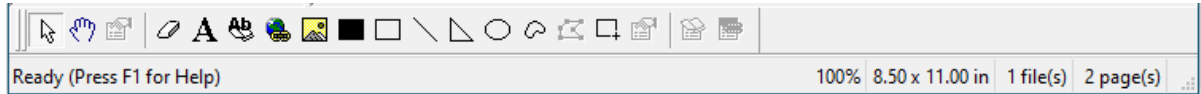
The **Page View** is used to annotate the currently selected page using the *annotation tools* available in the annotation toolbar.

Available annotation tools include a text object, a bookmark object, a hyperlink object and various other shape objects such as lines, ellipses, rectangles and polygons. See [Annotating Pages](#) for more information on adding annotations to your pages.



Application status bar

The PDF Creator Plus status bar at the bottom of the application displays convenient help messages and information about the project and the current page.



You can hide the displayed status bar by clicking **View - Status Bar** in the application menu.

The application status bar shows the following:

- a help message or status message
- a progress bar is shown here when receiving pages from the printer or importing dropped files.
- the zoom level of the Page View
- the size of the page in the Page View or the selected page in the Thumbnail View
- the number of files currently being combined into one PDF Creator Plus project
- the total number of pages currently in the project



Zooming pages

You can select the **zoom**, or magnification level at which the pages are viewed. The zoom level can be set from 1% to 1200%. Several common magnification levels are predefined for you. You can also zoom in on specific areas of your pages using the **Zoom to Selected Area** command.



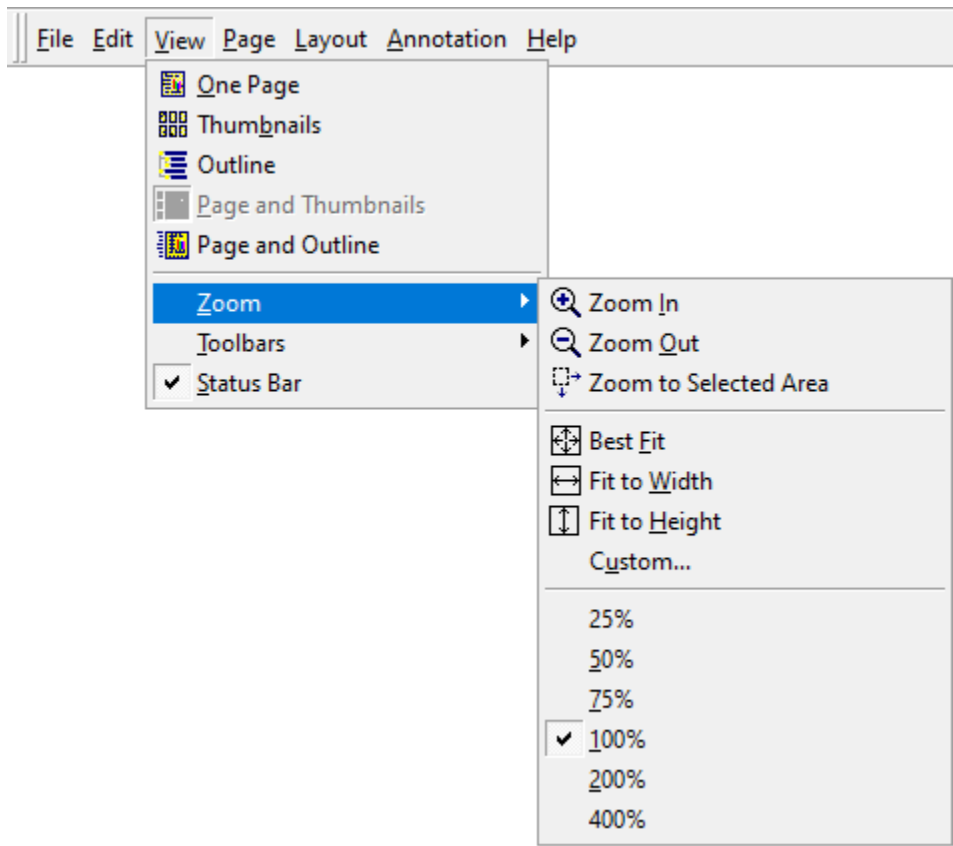
Productivity Tips - Changing Zoom

To quickly change the zoom level, use the **Zoom** control on the **View** toolbar to choose a magnification level, one of the zoom modes or to type in a custom zoom.





Use the **Zoom In**  or **Zoom Out**  toolbar buttons on either side of the **Zoom** control on the **View** toolbar to increase or decrease the zoom level.




You can also change the zoom level from the **View - Zoom** menu and choose from the options in the popup menu.

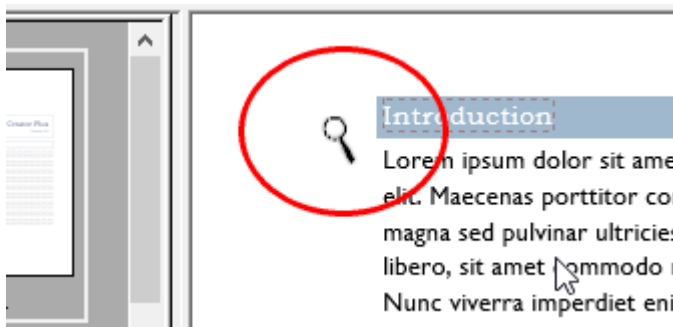


Predefined Zoom Modes

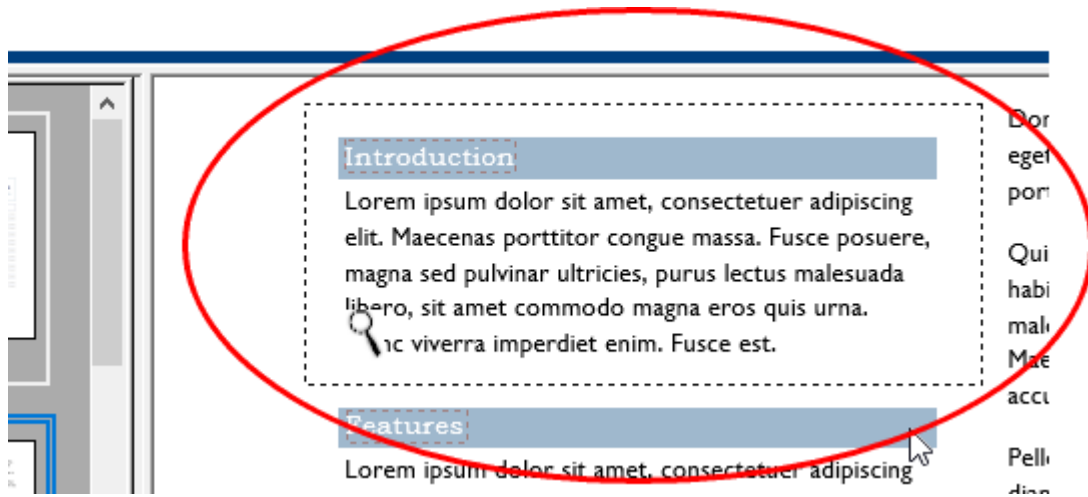
Zoom Mode	Icon	Description
Best Fit		The page is zoomed so that the entire page fits in the right hand pane, or page view window.
Fit to Width		The page is zoomed so that the entire page width is visible in the right hand pane, or page view window
Fit to Height		The page is zoomed so that the entire page height is visible in the right hand pane, or page view window.
Zoom to Selected Area		Allows you to select a specific area of your page to zoom in to.

Zooming into a Selected Area

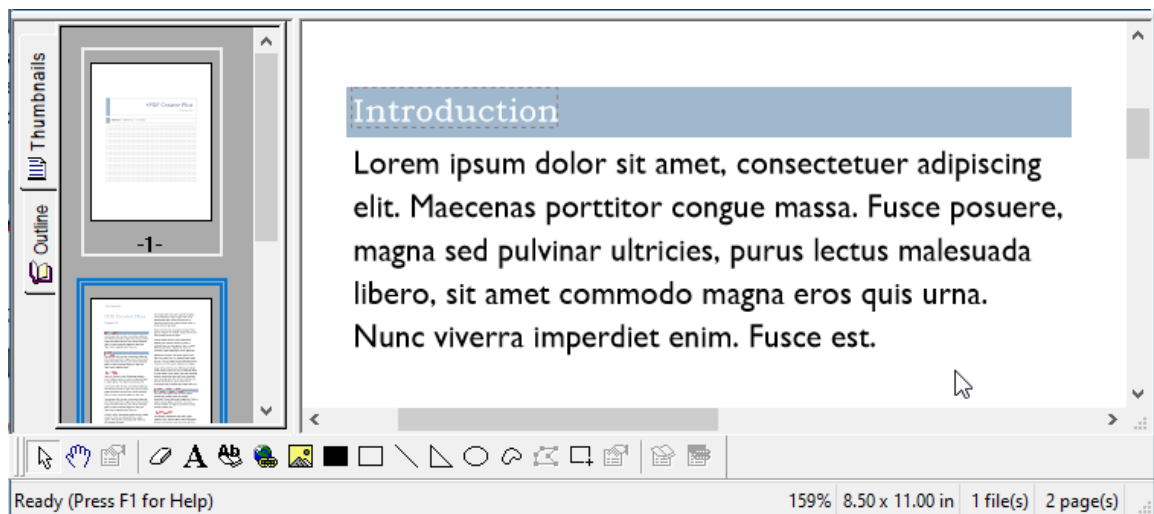
1. To zoom into a selected area, go to the **View** menu, select **Zoom**, then select **Zoom to Selected Area**. You can also select the **Zoom to Selected Area**  button on the **View** toolbar. The cursor will change to a small magnifying glass.



2. Move the magnifying glass cursor over to the area you wish to zoom in to. Click and hold the left mouse button while you drag a rectangle around the area to zoom in to.



3. Release the mouse when you have outlined the area you want. The page will be zoomed to the area you outlined.



The PDF Creator Plus 8 Printer

There are three components to PDF Creator Plus:

- the PDF Creator Plus dashboard
- PDF Creator Plus's PDF builder application
- the PDF Creator Plus 8 printer driver.

You use the PDF Creator Plus 8 printer driver to create PDF Creator Plus projects from within any application that contains a **Print** command. For example, you could open a document in Microsoft® Word, then use the PDF Creator Plus 8 printer driver to send that document to PDF Creator Plus's PDF builder application. The PDF builder application allows you to preview and add pages, re-order them and annotate them before creating the final document.

The PDF Creator Plus 8 printer driver works like any other printer you have installed on your system - it appears in your **Printers** folder and is available anytime you have an option to print a file. The only difference is that instead of creating a paper copy of the file, a digital copy is sent to PDF Creator Plus's PDF builder application.



Using the PDF Creator Plus 8 Printer Driver

[Creating a New Project Using the PDF Creator Plus 8 Printer](#)

[Add Pages to a Project Using the PDF Creator Plus 8 Printer](#)

[PDF Creator Plus 8 Printer Properties](#)

Creating a New Project Using the PDF Creator Plus 8 Printer

With PDF Creator Plus you create PDF files by first printing the desired document to the PDF Creator Plus 8 printer driver from any Windows application.

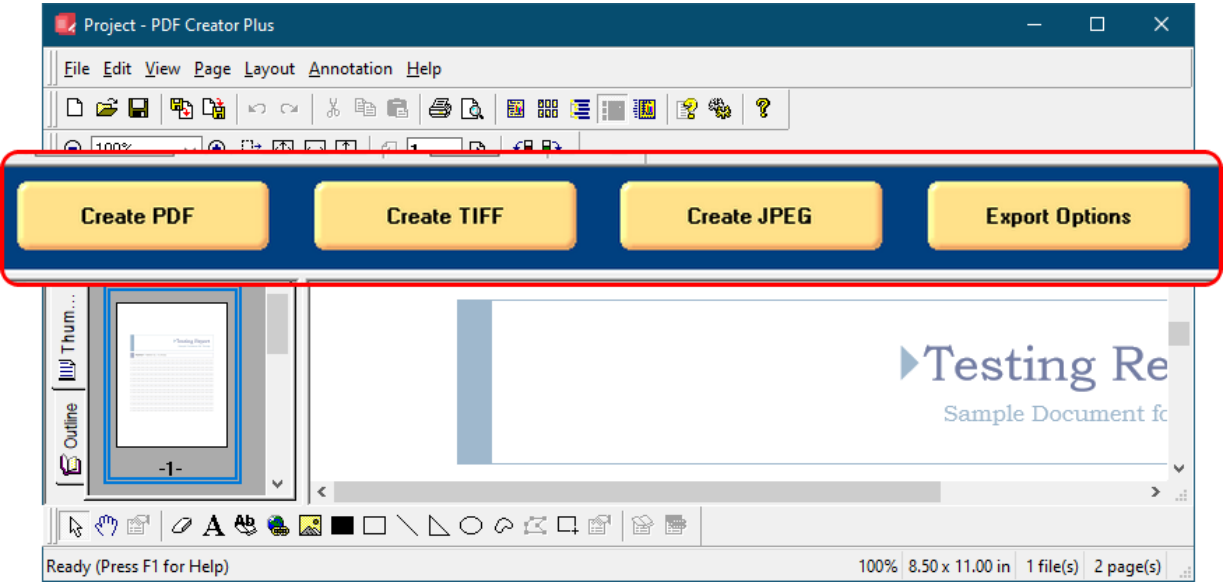
1. Open the file you want to send to PDF Creator Plus. For example, if you want to send a Microsoft® Word document you will need to open the document in Microsoft® Word.
2. Click **File - Print** (or use the application-specific Print command).
3. Select **PDF Creator Plus 8** as the name of your printer.
4. Set any print properties as desired and click **OK** or **Print** to print the document.
5. When the pages have been printed to, PDF Creator Plus's PDF builder application will launch and display the pages of your document.

From here, you can then work with the pages in the PDF builder application. You can *insert*, *delete*, *rearrange*, *rotate*, and *add* annotations to the pages of the file. If you want to add pages from another document follow the steps in [Add Pages to a Project Using the Printer Driver](#).

When you are done, you are ready to create your file. The three most common file formats are readily available from the **Create PDF**, **Create TIFF** and **Create JPEG** buttons in the Task window at the top of the PDF builder application.

- [Creating a Searchable Adobe® PDF File](#)
- [Creating a TIFF Image](#)
- [Creating a JPEG Image](#)

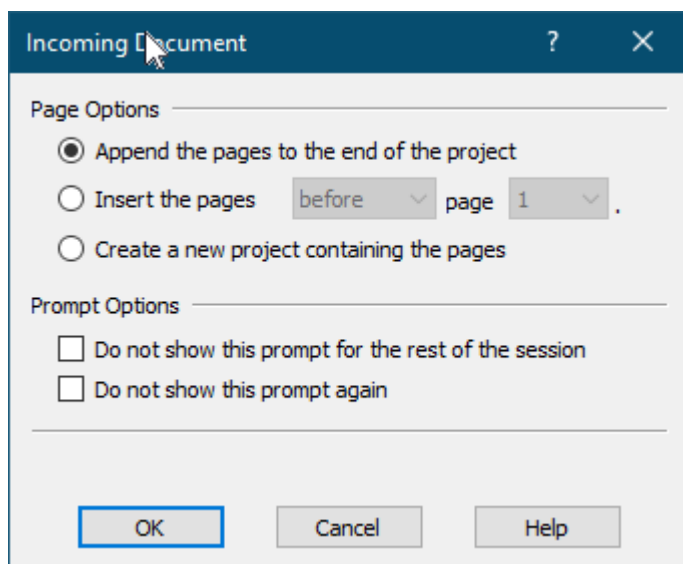
You can also save the file as a PDF Creator Plus *project file*, a *.pnp* file, to work with later if you wish.



Add Pages to a Project Using the PDF Creator Plus 8 Printer

You can also use the PDF Creator Plus print driver to add further content to a currently open project. For example, you could use the PDF Creator Plus 8 printer driver to convert documents in Microsoft® Word, Excel, PowerPoint®, Adobe® PDF and any other applications into one single PDF Creator Plus project.

1. Launch the application whose file you want to send to PDF Creator Plus.
2. Click **File - Print** (or use the application-specific **Print** command).
3. Select **PDF Creator Plus 8** as the name of your printer.
4. Set any print properties as desired.
5. Click **OK**.
6. After you click **OK**, the **Incoming Document** window will open for you to specify where the content should be added to the current project. If you are merging multiple files together into a single PDF file, choose the *Append the pages to the end of the project* option. You can optionally insert the pages anywhere in the current list of pages, or discard any pages you have printed and create an entirely new project.



If you do not want the **Incoming Document** window to display for the rest of the current session (the time period when this instance of PDF Creator Plus application is open), you can enable the *Do not show this prompt for the rest of the session* option.

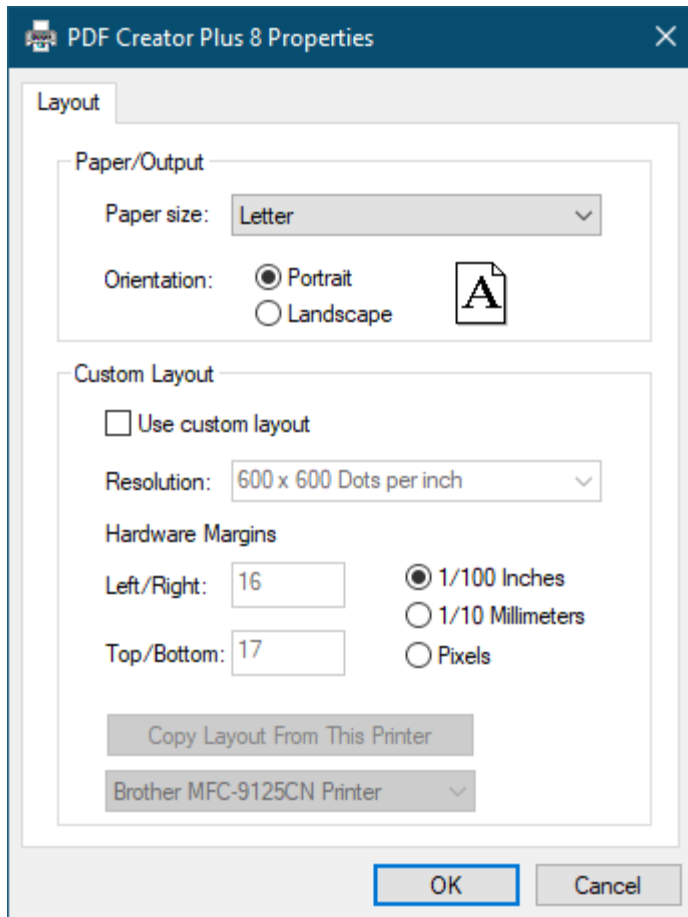
If you do not want the **Incoming Document** window to display again, you can enable the *Do not show this prompt again* option. The next time you add pages to this project, the dialog will not display and the **Page Option** last chosen will be used to determine where to add the pages.

If you have turned off the display of the Incoming Document window, it can be turned back on, or the *Page Options* changed as follows:

- 1) Click **Edit - Application Preferences** in the application menu
- 2) On the **Prompting Defaults** tab
 - a) change the **Page Options** as needed to modify how the pages are added to open projects
 - b) uncheck the *Do not show this prompt again* or *Do not show this prompt for the rest of the session* as needed to enable the dialog display again.

PDF Creator Plus 8 Printer Properties

The PDF Creator Plus 8 Properties dialog is displayed when choosing *Properties* from a Print dialog in an application when printing. The settings shown here are the same as those displayed in the [Printer Preferences](#) screen in the Dashboard.



Paper/Output

Paper size - used to set the size of the pages printed. Depending on your regional settings this normally defaults to Letter (or A4 for Europe and the UK). Click the down arrow to the left will display a list of paper sizes to choose from.

Orientation - Specifies how the document is positioned on the page. *Portrait* orients the paper vertically while *Landscape* rotates the paper 90° clockwise.

Custom Layout

Note:

Earlier versions of PDF Creator Plus used the concept of always emulating whichever printer was set as the default printer to determine the printing resolution and hardware margins. This allowed us to match the pages in the PDF file to what the pages would look like when printed to your preferred printer. Starting with Windows 10 and up, the default printer behavior has changed. It is now normally set to be whichever printer you used last.



Due to the dynamic state of which printer is the default, PDF Creator Plus now uses its own settings unless **Custom Layout** is enabled. If you want to emulate a particular printer, the **Copy Layout From This Printer** button can be used to populate the Resolution and Hardware Margins from the printer selected in the list below the button. You can also select a resolution and edit the hardware margins manually.

Use custom layout - enable this check box to set your own custom resolution and hardware margins to use when printing. When this is disabled pages are printed at 300 DPI (dots per inch) with preset hardware margins.

Resolution - specifies the print resolution, or DPI (dots per inch) of the printed pages. Higher resolutions produce graphic images that are sharper and show finer detail, but are also very large if they are not compressed. Low-resolution images are not of as high a quality, but they take up less disk space.

Hardware Margins - Each printer has left, right, top, and bottom margins that designate the "non-printable" margin area for that printer. These are very narrow margins that account for the edge of the paper used by the paper feed rollers on physical printers to feed the paper through the printer while printing. You can enter in custom hardware margins from 0 inches or cm up to a maximum of 1 inch (2.54cm).

Copy Layout from This Printer - Select an installed printer from the drop list below and use this option to copy the resolution and hardware margins from that printer. Copying a specific printer layout will ensure that the printer driver generates the same line and page breaks as when printing to that chosen printer.

Working with PDF Creator Plus Projects

When PDF Creator Plus's PDF builder application is opened from the dashboard link, it initially contains a project with 0 pages, or an *empty project*.

If PDF Creator Plus's PDF builder application is opened automatically by printing to the PDF Creator Plus 8 printer, the project will contain all the pages from the file that was printed to the PDF Creator Plus 8 printer.

The following sections are designed to familiarize you with the concept of PDF Creator Plus projects and how they are used as a *holding area* (or *preview area*) for the pages you want to include as you build your new PDF. PDF Creator Plus's main feature set is for creating PDF documents but you can also create TIFF, BMP and JPEG images.

Once you have collected all of the pages in the preview area, you are ready to create your file. The collecting of pages can be as simple as printing a single document, or you can combine many different pages from many different documents.



Working with Projects

[Creating and Opening Projects](#)

[Adding Pages to a Project](#)

[Creating Projects With Outline Information and Hyperlinks](#)

[Saving Projects](#)

[Printing PDF Creator Plus Projects](#)


[Closing Project Files](#)

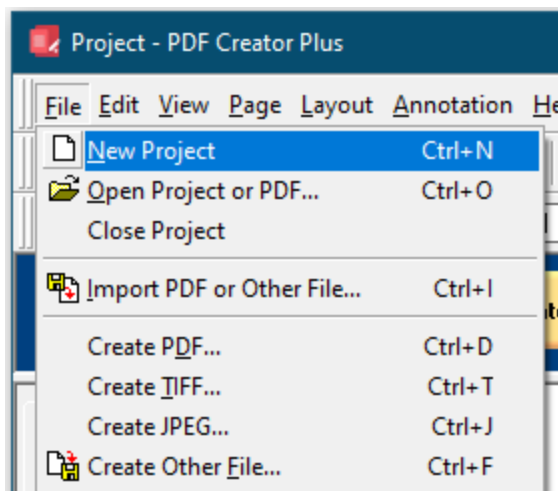
[Exiting the Application](#)

Creating and Opening Projects and PDF Files


Create a new project

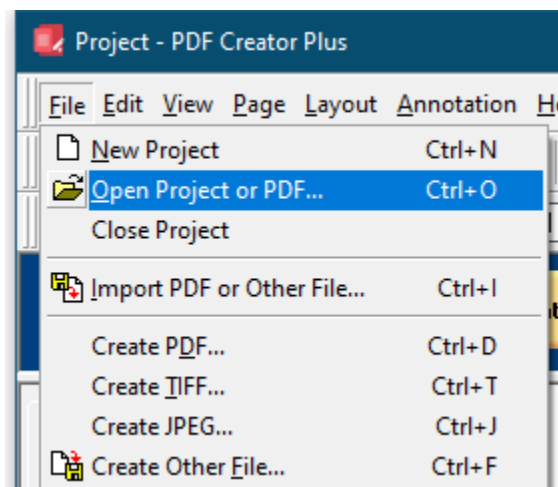
A new project file is an empty file consisting of 0 pages.

1. To create a new project file, go to the **File** menu and click **New Project**. You can also click the New Project  button on the [Standard toolbar](#). This will create a new empty project.

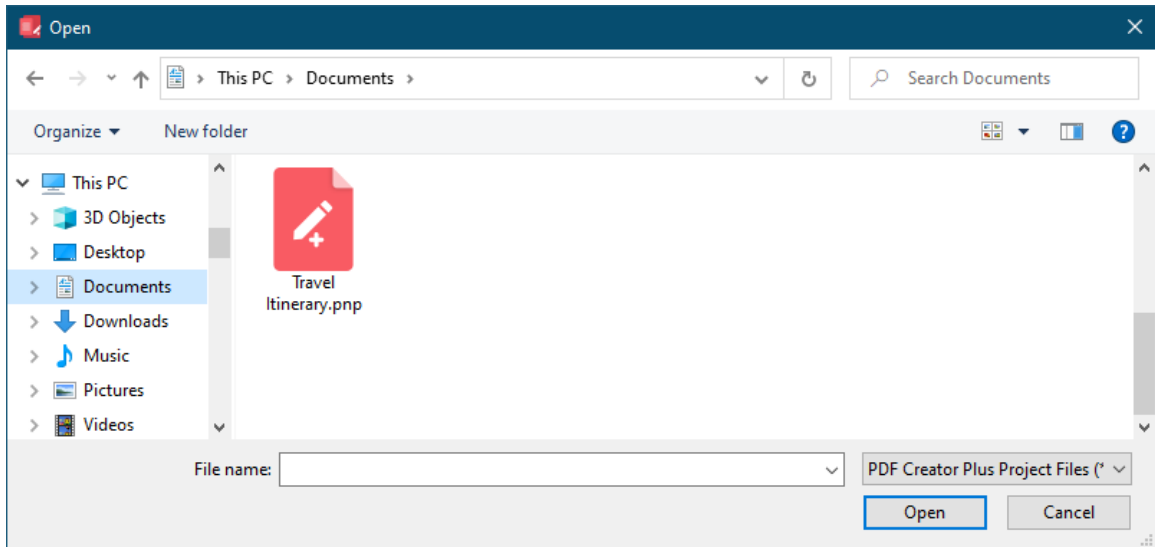


Open an existing project or PDF file

1. To open an existing project file, go to the **File** menu and click **Open Project or PDF**. You can also click the **Open Project**  button on the [Standard toolbar](#) to open a project or a PDF file.

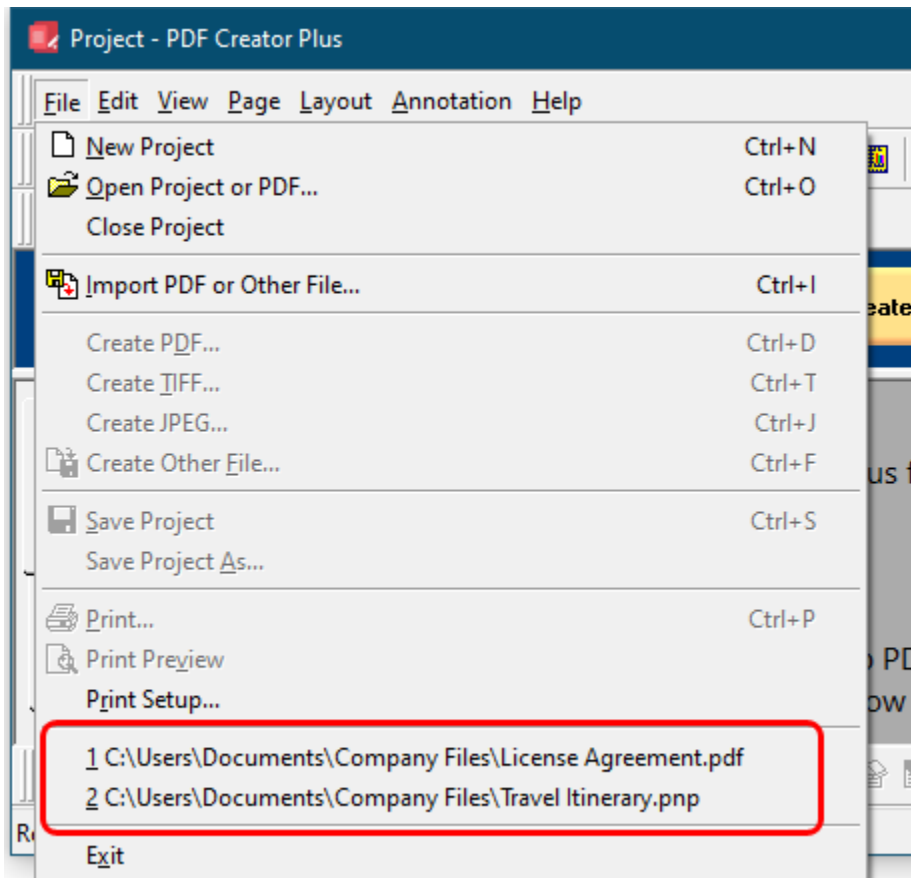


2. In the **Open** dialog that appears, browse to the location where the PDF Creator Plus project file or PDF file has been saved. Select the file and click the **Open** button. You will be prompted to save or discard any open and modified project.



Open a recently accessed project

The four most recently opened files are listed at the bottom of the **File** menu between the **Print Setup...** and the **Exit** menu items.



Adding Pages to a Project

Pages can be added to your PDF Creator Plus projects by printing to the PDF Creator Plus 8 printer from any Windows application, or by importing the pages from an existing PDF Creator Plus project file or Adobe® PDF file.

To add pages from Microsoft® Word documents and to preserve any hyperlinks, styles, and bookmarks present in the document, use the **PEERNET Save As PDF Add-In**. The Add-In is documented in the section [Creating Outline Information from Microsoft Word](#).



Adding Pages to a Project

[Add Pages from Adobe® PDF Files](#)

[Adding Pages From a Windows Application](#)

[Merging Pages from Different Windows Applications](#)

[Adding Pages by Importing Projects](#)

[Appending Blank Pages](#)

Add Pages from Adobe® PDF Files

There are many ways to add Adobe PDF files to a PDF Creator Plus project:

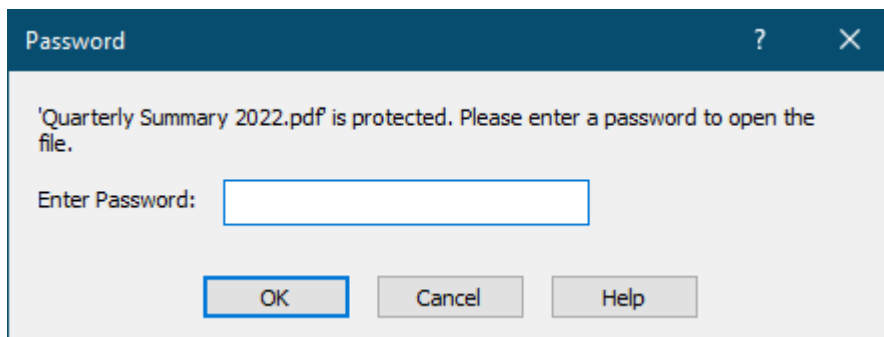
- [Dragging and dropping](#) a PDF onto the builder application.
- From the application menu, [File -> Import PDF or Other File](#)
- In the context menu of the **Thumbnails tab** background, use the [Append File...](#) option to add a PDF to the end of the current collection of pages
- On the context menu for a selected page in the **Thumbnails tab**, use [Import File](#) to add a PDF **Before** or **After** the selected page, or to **Append** the file to the end of the current collection of pages.
- Printed to the [PDF Creator Plus 8 printer](#).

All of these actions add a copy of the pages in the PDF into the builder application. The original file is left untouched.

If the PDF file is an Adobe® LiveCycle PDF it cannot be added directly. In the case of a LiveCycle PDF, the pages can only be added by printing the PDF file.

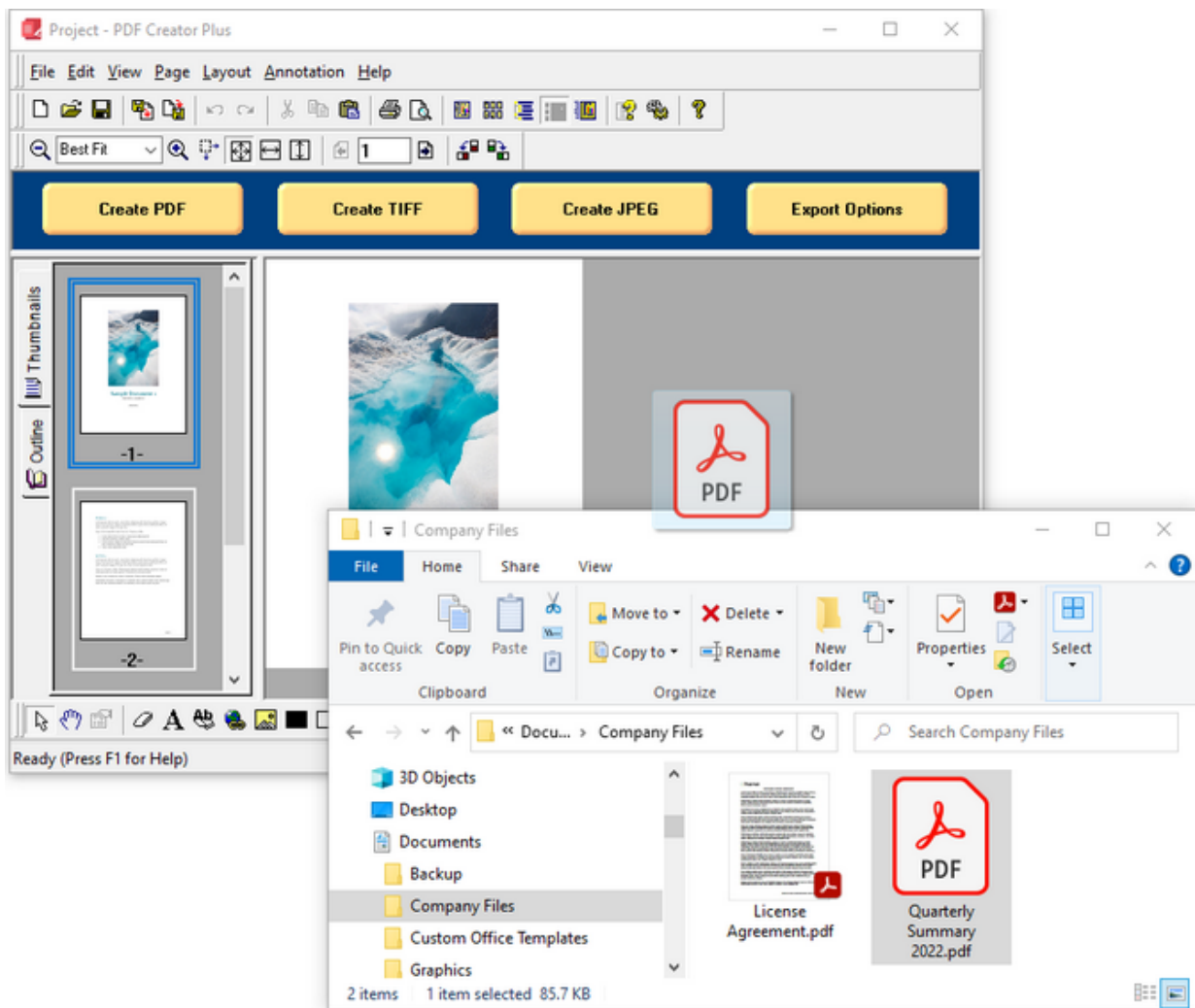
Password protected PDF files

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.



Adding pages using drag and drop

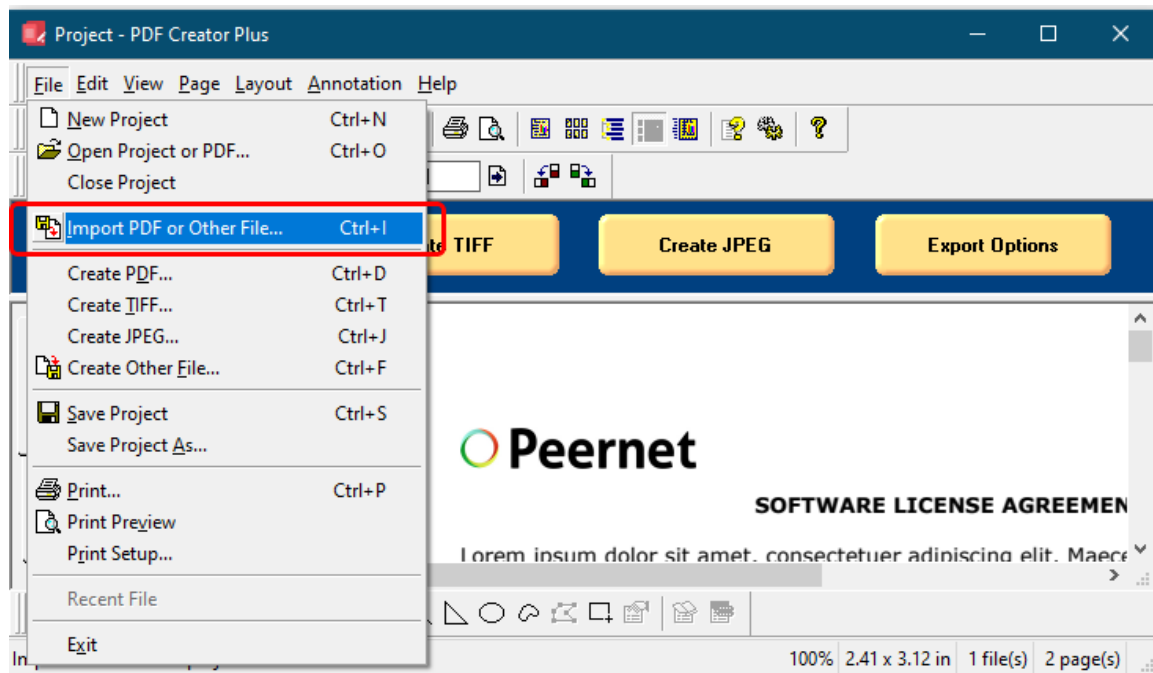
When the PDF Creator Plus build application is open, Adobe® PDF files can be added by selecting a PDF, or multiple PDF files, in a File Explorer window and dragging them over the PDF Creator Plus builder application window. Dropped files are always appended to the end of any loaded pages. When dropping a group of files the order in which the files are received is determined by the underlying file system and cannot be guaranteed.



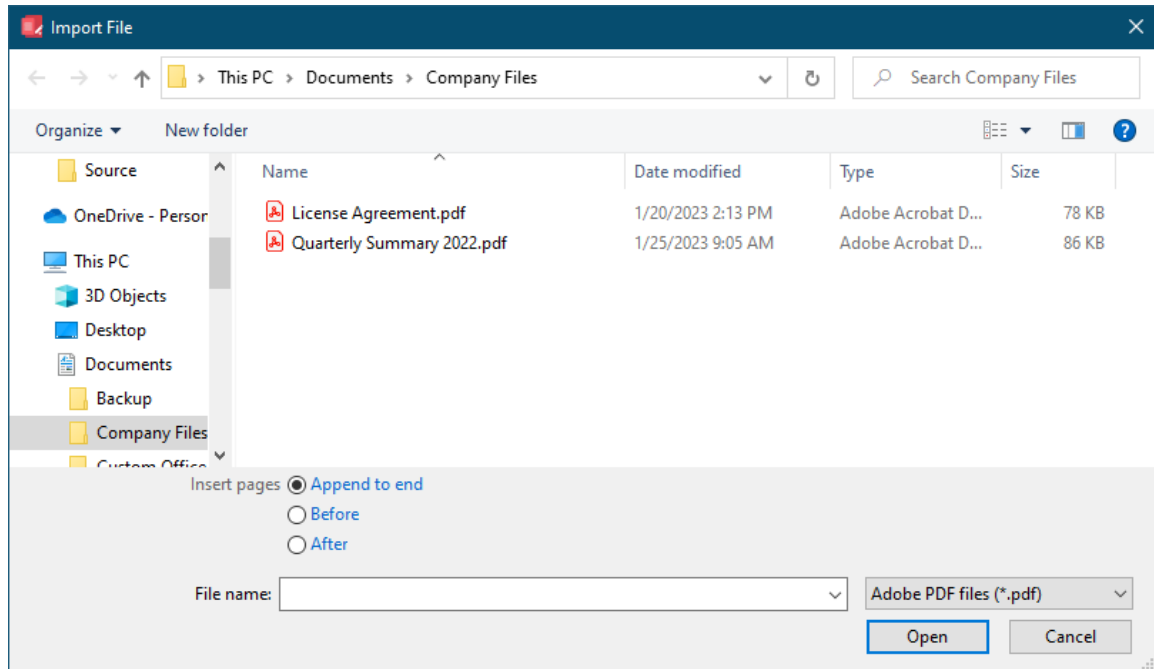
Importing pages

Pages can be added by importing the PDF into an existing PDF Creator Plus project. This brings in a copy of the pages and leaves the original PDF file untouched.

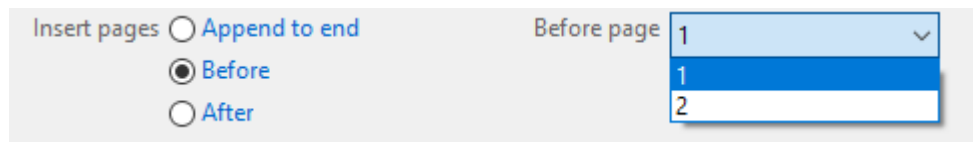
1. From the **File** menu, select the **Import PF or Other File...** menu item, or click the **Import**  button on the [Standard toolbar](#).



2. In the **Import File** dialog that appears, browse to folder that contains the Adobe® PDF file you wish to import. You can use the filter drop down on the right to show just the PDF files for easier selection.



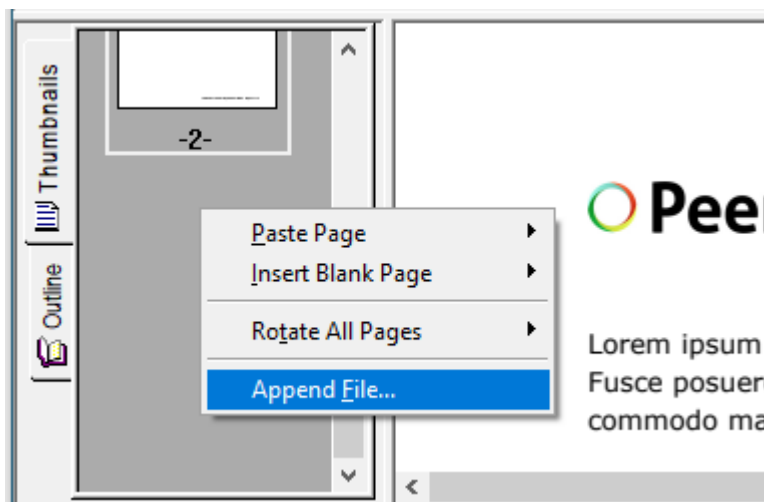
3. The Import dialog also allows you to choose where to insert the pages into your project. The default is to **Append to end**. If there are already pages in the project you can choose to insert the new pages **Before** or **After** a particular page in the project.



4. Once you have chosen your file and where to add the pages, click the **Open** button to import the pages into your current project.

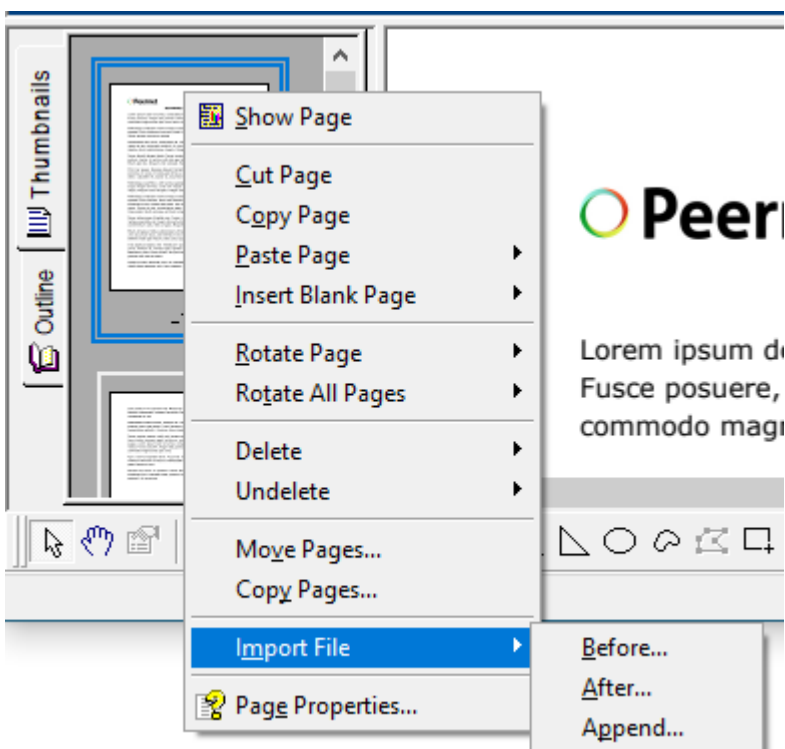
Appending pages from the thumbnail view

Add pages to the end of the project using the **Append File...** option in the Thumbnails tab. The context menu appears when right-clicking on the background area of the thumbnails panel, not on a page.



Inserting pages from the thumbnail view

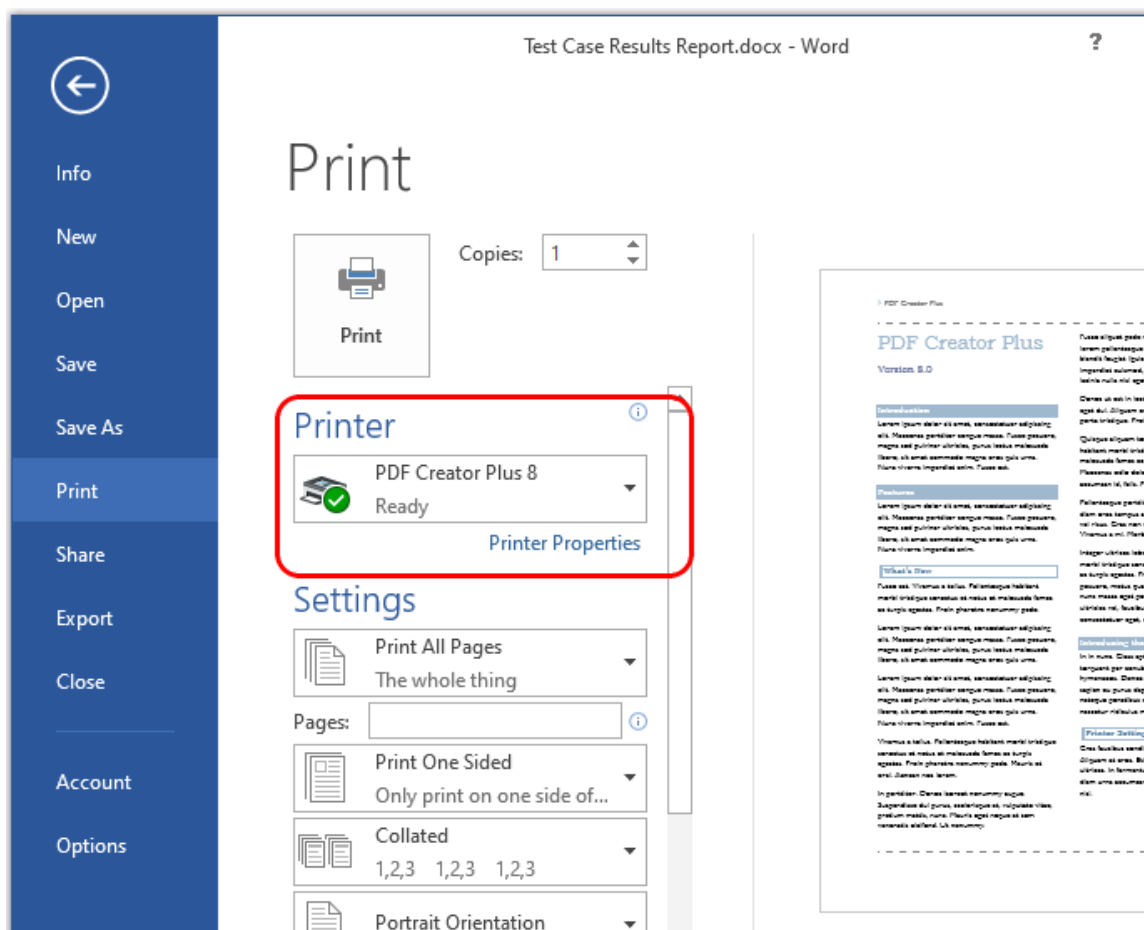
Insert pages before or after the currently selected page using the **Import File -> Before...** and **Import File -> After...** options in the thumbnail page context menu. Pages can be appended to the end of all the pages using the **Import File -> Append...** option. Right-click on the page to show the menu.



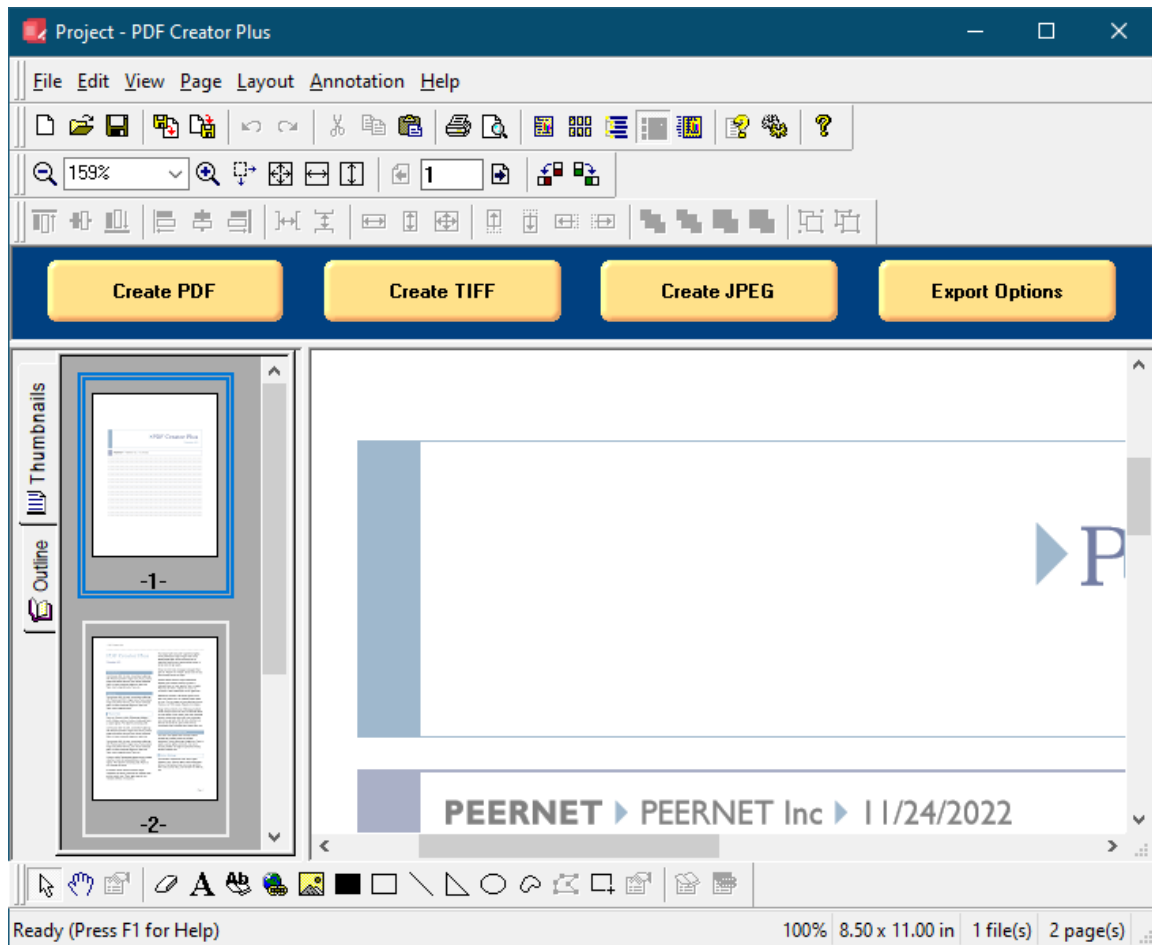
Adding Pages From a Windows Application

You can add pages from any windows application by printing to the **PDF Creator Plus printer** that comes with PDF Creator Plus. The PDF Creator Plus printer converts any printed output created by ANY application to a format that can be inserted into a PDF Creator Plus project. This works for any application that has a print feature, including web-based applications running in a browser.

1. Open ANY document.
2. Print your document to the **PDF Creator Plus 8 printer**. Here we are printing a document from Microsoft® Word.



3. PDF Creator Plus's PDF builder application will then open and a new project containing the pages of your document is created by default.



Merging Pages From Different Windows Applications

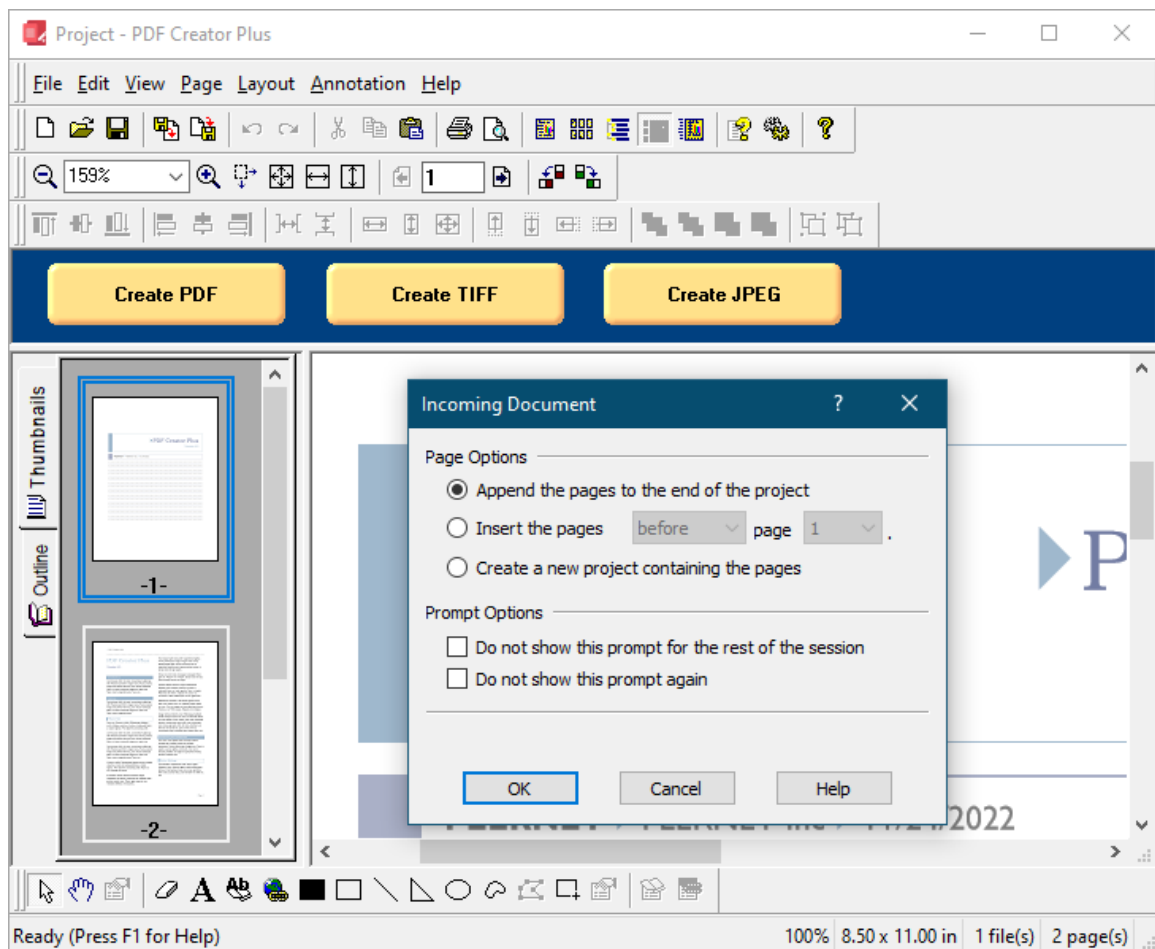
You can easily append documents together, such as adding a Microsoft® PowerPoint® presentation or a Microsoft® Excel spreadsheet to the end of a Microsoft® Word document.

1. Follow the steps in the previous sections, [Add Pages from Adobe® PDF Files](#) or [Adding Pages From a Windows Application](#) for the **first file** you want to be in the PDF file.
2. Then simply **leave the PDF Creator Plus application open.**
3. Continue adding pages by printing or importing until you have collected all of your pages.

Adding pages when printing

When the pages are sent to PDF Creator Plus from the printer, and the application is already open, a dialog prompt is presented to you each time a new file is added.

- **Append the pages to the end of the project** - this will add the pages to the end of all of the pages in the current project.
- **Insert the Pages** - to insert the pages before or after any of the pages in the current project.
- **Create a new project containing the pages** - discards the current collection of pages and starts a new project.



Controlling the incoming document prompt

The prompting dialog can be disabled for the *current session*, meaning you will not be prompted until the next time PDF Creator Plus is opened again. Prompting can also be permanently disabled. When prompting is disabled, the last selected *Page Option* for append, insert or create new project will be used when adding new files. Prompting options can also be set in the [Prompting Defaults](#) tab on the Application Preferences dialog.

Adding Pages by Importing Projects

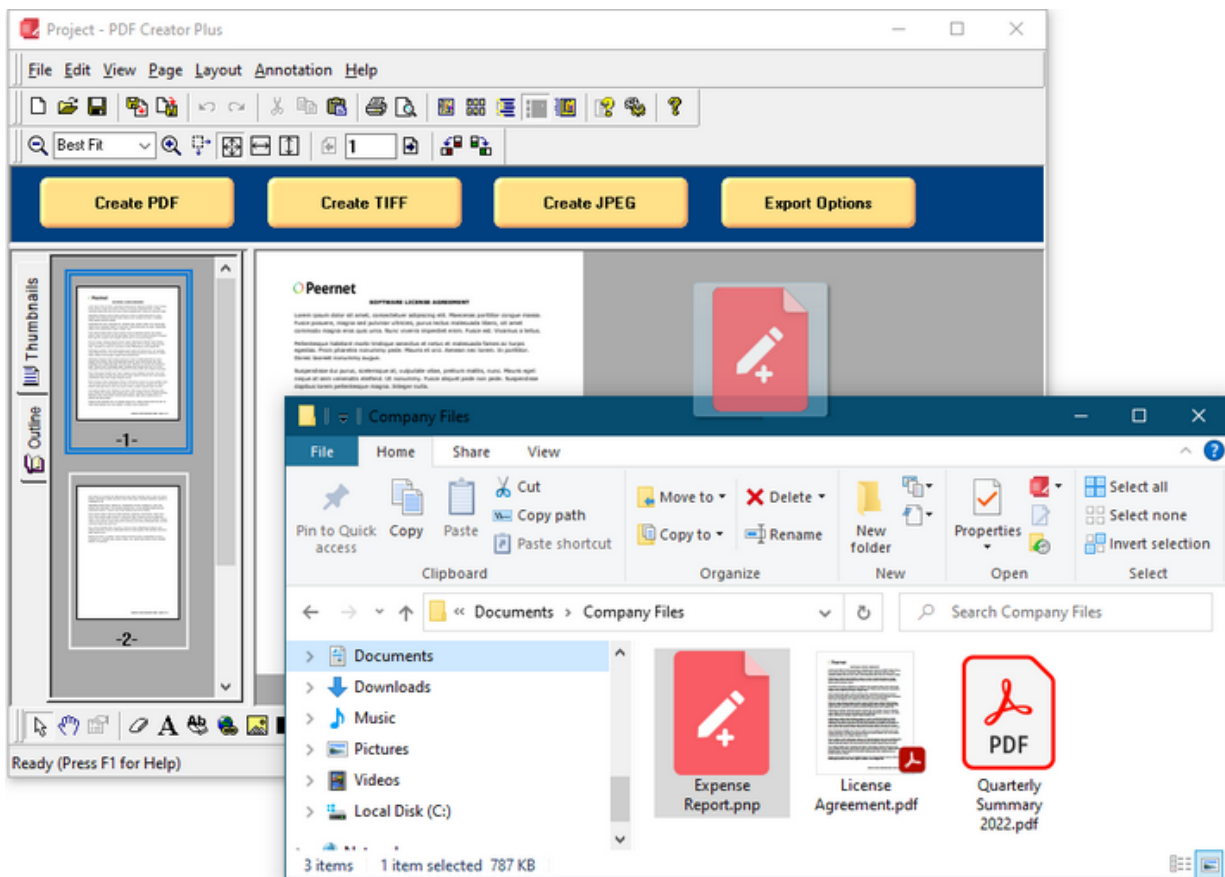
Another way to add pages to a project is by importing existing PDF Creator Plus projects. This is a convenient way to quickly add a set of common pages to the end of a PDF file, such as adding banking or wire transfer information to the end of an invoice.

PDF Creator Plus project files end with the file extension 'PNP'. You can add these file to an open PDF Creator Plus project by:

- [Dragging and dropping](#) the PNP file onto the builder application.
- From the application menu, [File -> Import PDF or Other File](#)
- In the context menu of the **Thumbnails tab** background, use the [Append File...](#) option to add a PNP to the end of the current collection of pages
- On the context menu for a selected page in the **Thumbnails tab**, use [Import File](#) to add a PNP **Before** or **After** the selected page, or to **Append** the file to the end of the current collection of pages.

Adding a PNP using drag and drop

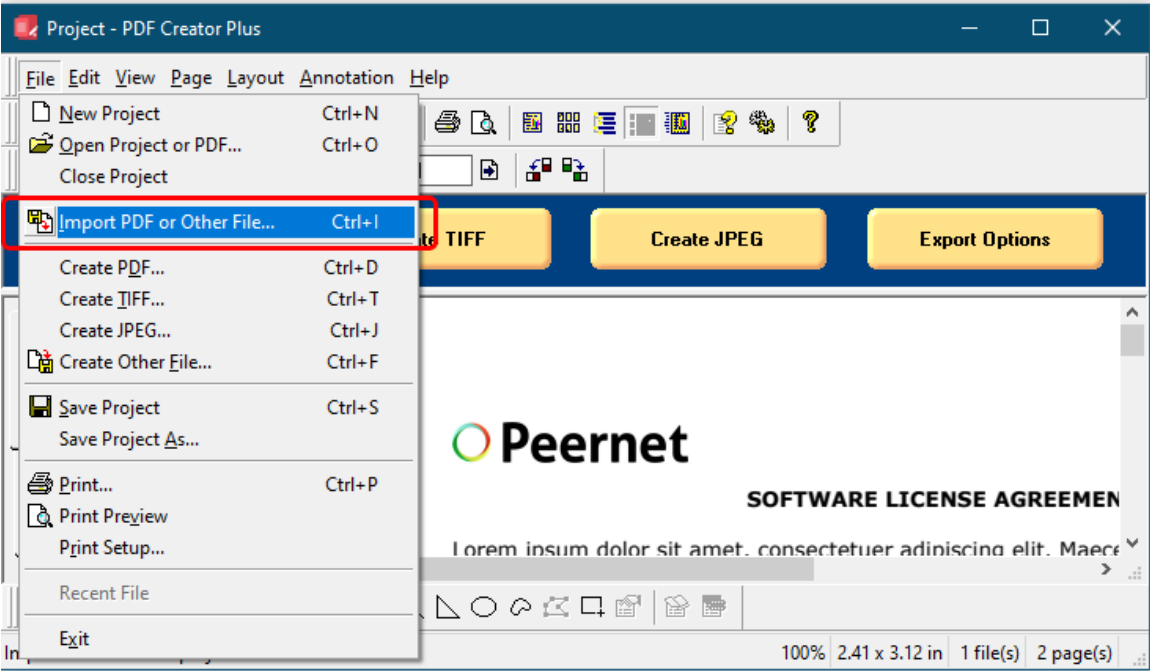
When the PDF Creator Plus build application is open, PDF Creator Plus project files can be added by selecting a PNP, or multiple PNP files, in a File Explorer window and dragging them over the PDF Creator Plus builder application window. Dropped project files are always appended to the end of pages in the current open project. When dropping a group of files the order in which the files are received is determined by the underlying file system and cannot be guaranteed.



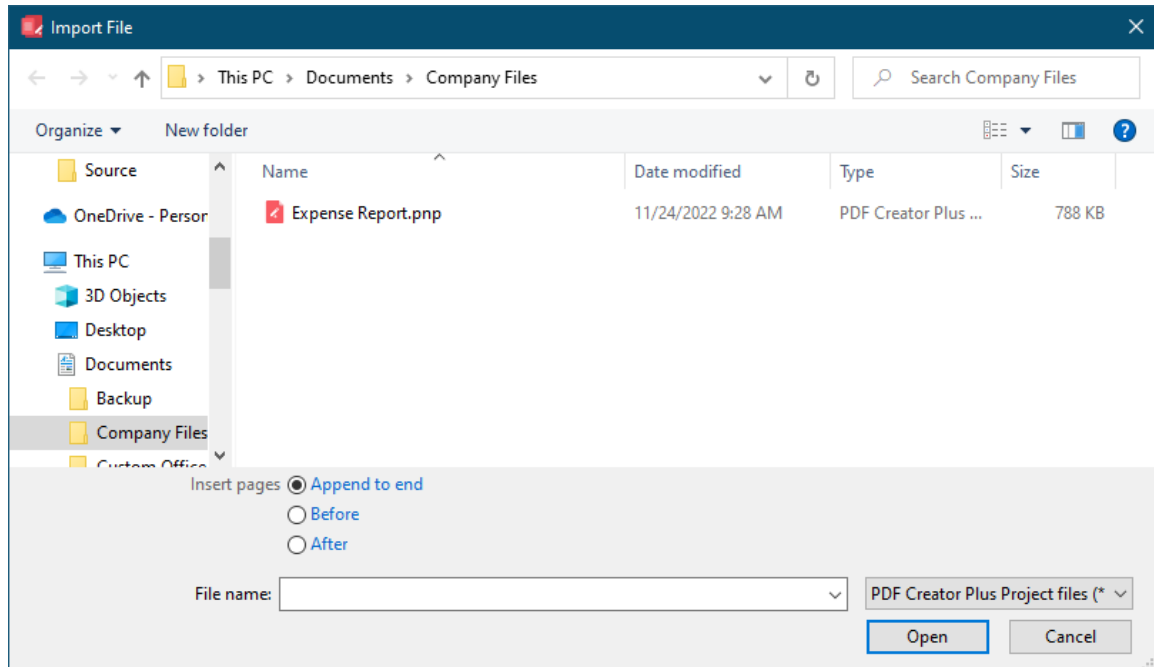
Importing pages

Pages can be added by importing a PNP into an existing PDF Creator Plus project.

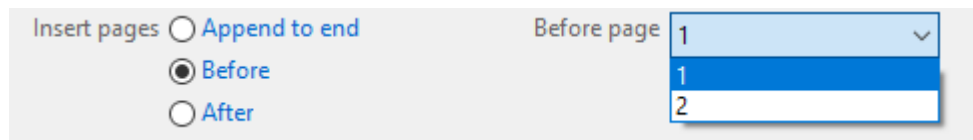
1. From the **File** menu, select the **Import PF or Other File...** menu item, or click the **Import**  button on the [Standard toolbar](#).



2. In the **Import File** dialog that appears, browse to folder that contains the PDF Creator Plus project file you wish to import. You can use the filter drop down on the right to show just the PNP files for easier selection.



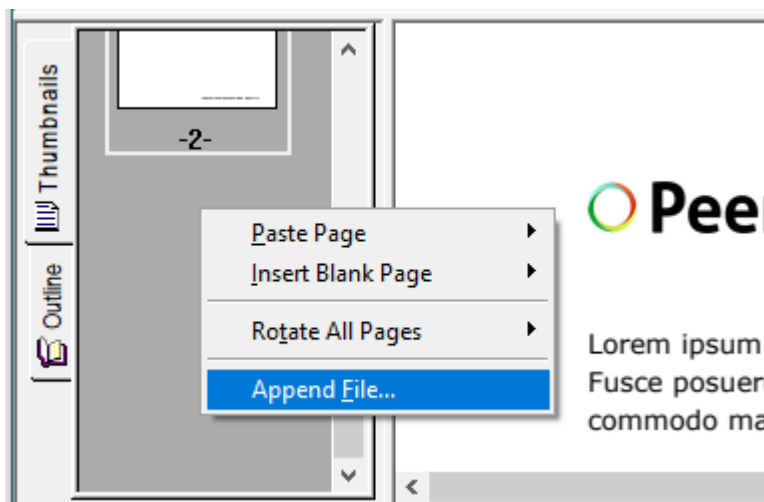
3. The Import dialog also allows you to choose where to insert the pages into your project. The default is to **Append to end**. If there are already pages in the project you can choose to insert the new pages **Before** or **After** a particular page in the project.



4. Once you have chosen your file and where to add the pages, click the **Open** button to import the pages into your current project.

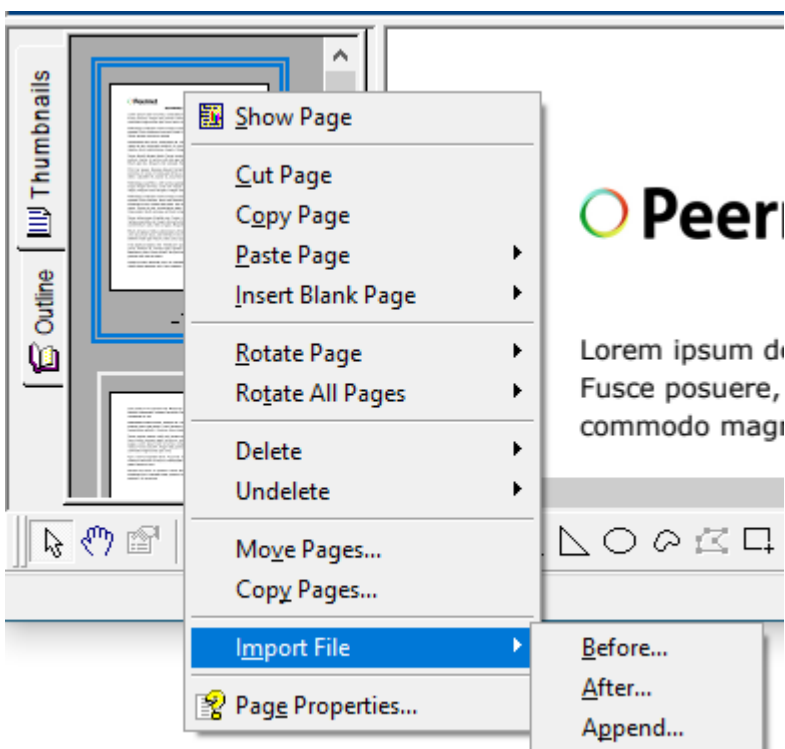
Appending pages from the thumbnail view

Add pages to the end of the project using the **Append File...** option in the Thumbnails tab. The context menu appears when right-clicking on the background area of the thumbnails panel, not on a page.



Inserting pages from the thumbnail view

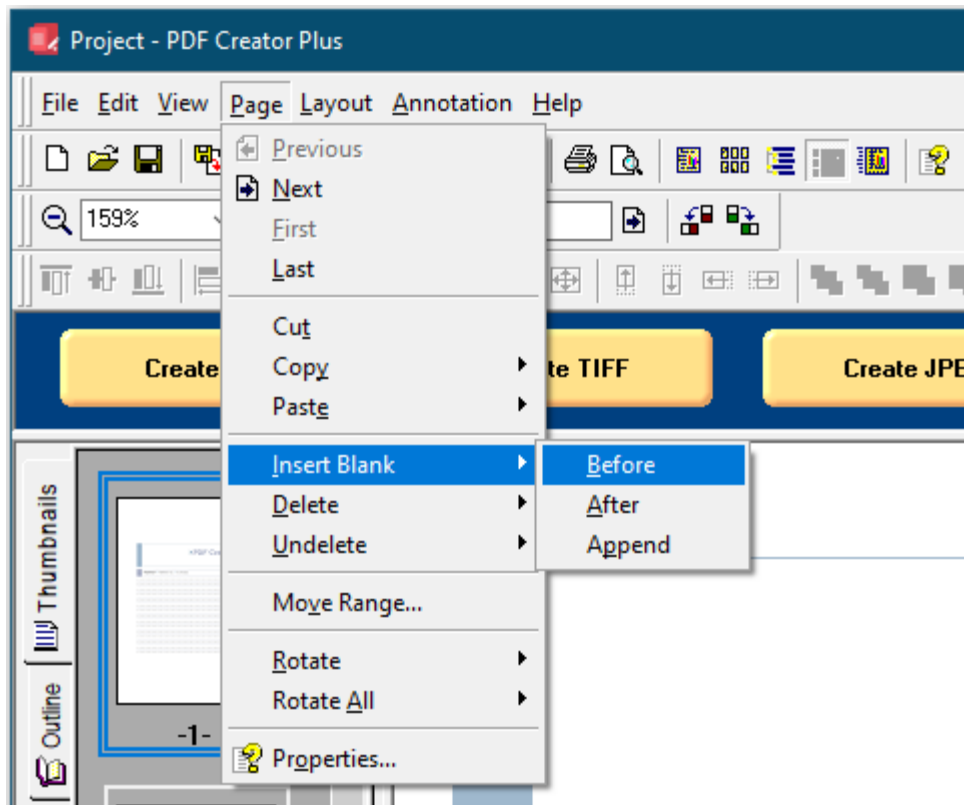
Insert pages before or after the currently selected page using the **Import File -> Before...** and **Import File -> After...** options in the thumbnail page context menu. Pages can be appended to the end of all the pages using the **Import File -> Append...** option. Right-click on the page to show the menu.



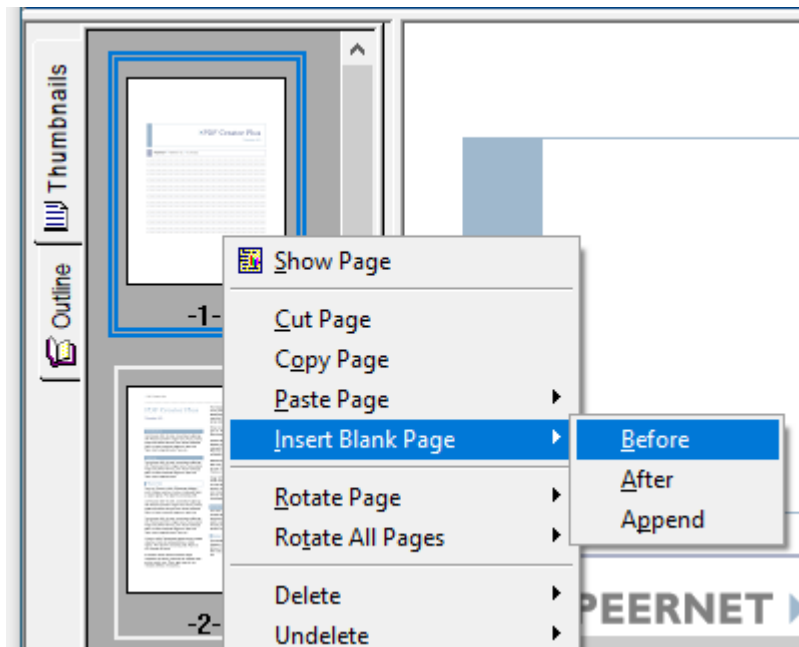
Inserting Blank Pages

New blank, or empty pages can be added at any point in the project. These pages are perfect for cover pages, or to separate different sources of information within a project.

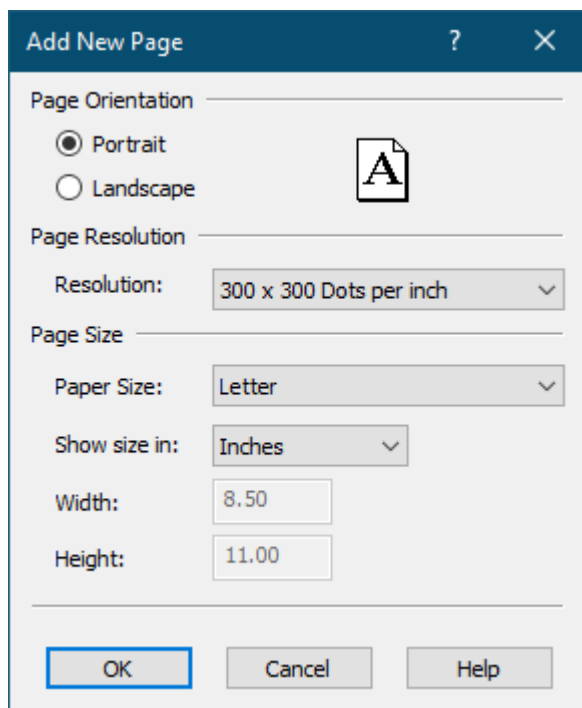
1. To insert a new page, go to the **Page** menu and select **Insert Blank** menu item.
2. You can insert the page **Before** or **After** the current page, or to **Append** the page to the end of the project.



- The thumbnail view context menu also has the **Insert Blank** menu item with the same options.



- In the **Add New Page** dialog that appears, you can choose the **Orientation**, **Page Resolution**, and **Page Size** of your new page.



Creating Projects With Outline Information and Hyperlinks

PDF Creator Plus projects can contain outline information and hyperlinks. Outline information is divided into two categories, **Headings** and **Bookmarks**. This information is similar to the table of contents in a Microsoft® Word document, or the Bookmarks tab in Adobe® Acrobat. Hyperlinks in PDF Creator Plus are similar to hyperlinks in Microsoft® Word or Adobe® Acrobat.



Creating Projects with Outlines

[What are Headings and Bookmarks?](#)

[Creating Outline Information from Microsoft® Word](#)

[Creating Outline Information Manually](#)

[Adding Heading Objects](#)

[Adding Bookmark Objects](#)

[Adding Hyperlink Information](#)

What are Headings and Bookmarks?



Productivity Tips - PDF Bookmarks

The outline information, or the **headings**, in PDF Creator Plus are used to create the **Bookmarks** tab in Adobe Acrobat when creating PDF files.

Headings

Headings in PDF Creator Plus are like the headings in Microsoft® Word that make up the Table of Contents. Like Microsoft Word, PDF Creator Plus headings also have a level specification from one to nine. All headings in the project are listed under the **Headings** section of the [Outline tab](#) in the Navigation view. Headings can be set with a magnification option which allows you to set what zoom level of the page to use when the heading is brought into view.

Bookmarks

A bookmark can be thought of as a named location. It is used to jump to a specific location in the document by referencing it by name from another location, usually a hyperlink within the document. Bookmarks are listed under the **Bookmarks** section of the [Outline tab](#) in the Navigation view. Like headings, bookmarks can also be set with a magnification option which allows you to set what zoom level of the page to use when the bookmark is brought into view.

Hyperlinks

Hyperlinks are links to external files, web pages, or to named locations within the document such as a heading or bookmark. When a PDF file is created from the project, clicking within the area will perform the hyperlink action. You can make almost every PDF Creator Plus annotation tool into a hyperlink area.

Creating Outline Information

Outline information can be created in two ways:

- manually using the **Bookmark** annotation tool, and hyperlink information created with the **Hyperlink** annotation tool.
- automatically generated from a Microsoft® Word Document using the **PEERNET Save As PDF 8.0 Add-In**. PDF Creator Plus projects created using the add-in preserve hyperlinks, styles, and bookmarks present in the original Word document.

Headings are shown outlined with a red dotted rectangle, bookmarks with a green one and hyperlinks with blue. These rectangles are only visible on the screen to make it easier to see where the headings, bookmarks and hyperlinks are; they are not included when the page is printed or used to create a PDF, TIFF or other type of file.

Creating Outline Information from Microsoft® Word

A **Save As PDF 8.0 Add-In** is added to Microsoft® Word when the PDF Creator Plus application is installed. This Add-in allows the creation of PDF Creator Plus projects with outline information from Microsoft® Word documents that use heading styles, as well as maintaining any hyperlink information from the document. You can then use this project to create PDF files, TIFF images or other output types supported by PDF Creator Plus.

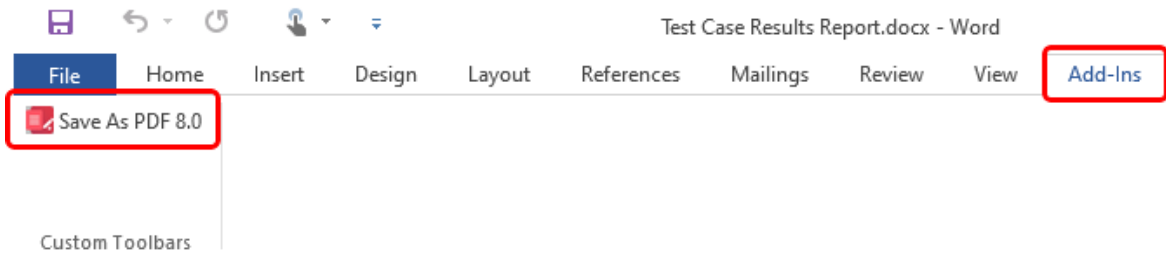


Productivity Tips - PDF Bookmarks

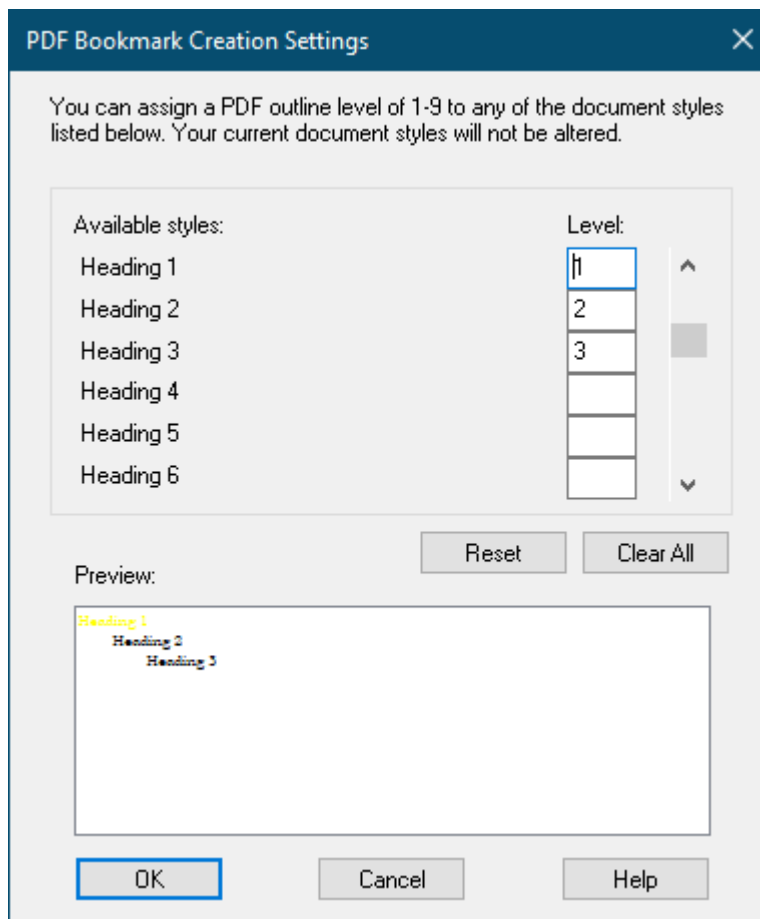
If you do not want to create outline or hyperlink information in your PDF Creator Plus project, simply print the Word document to the PDF Creator Plus printer through the **File – Print** menu item.

Using the Save As PDF 8.0 Add-In

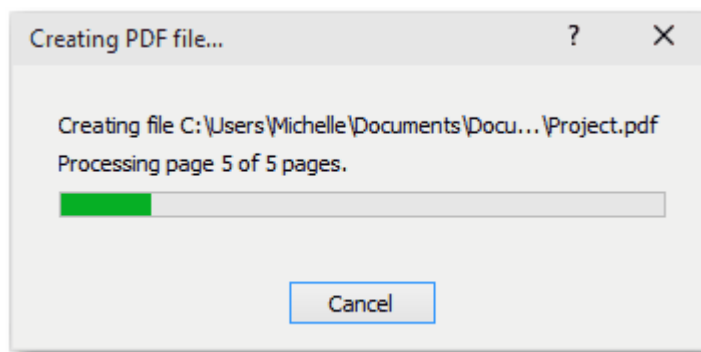
To convert a Word document to an PDF Creator Plus project with outline and hyperlink information intact, use the Save As PDF 8.0 Add-In available on the Add-Ins tab on the ribbon interface.



When you click on the Save As PDF 8.0 Add-In, the **PDF Bookmark Creation Settings** dialog will display. From this dialog you can choose what outline level, from 1 to 9, to assign each available style in the document.

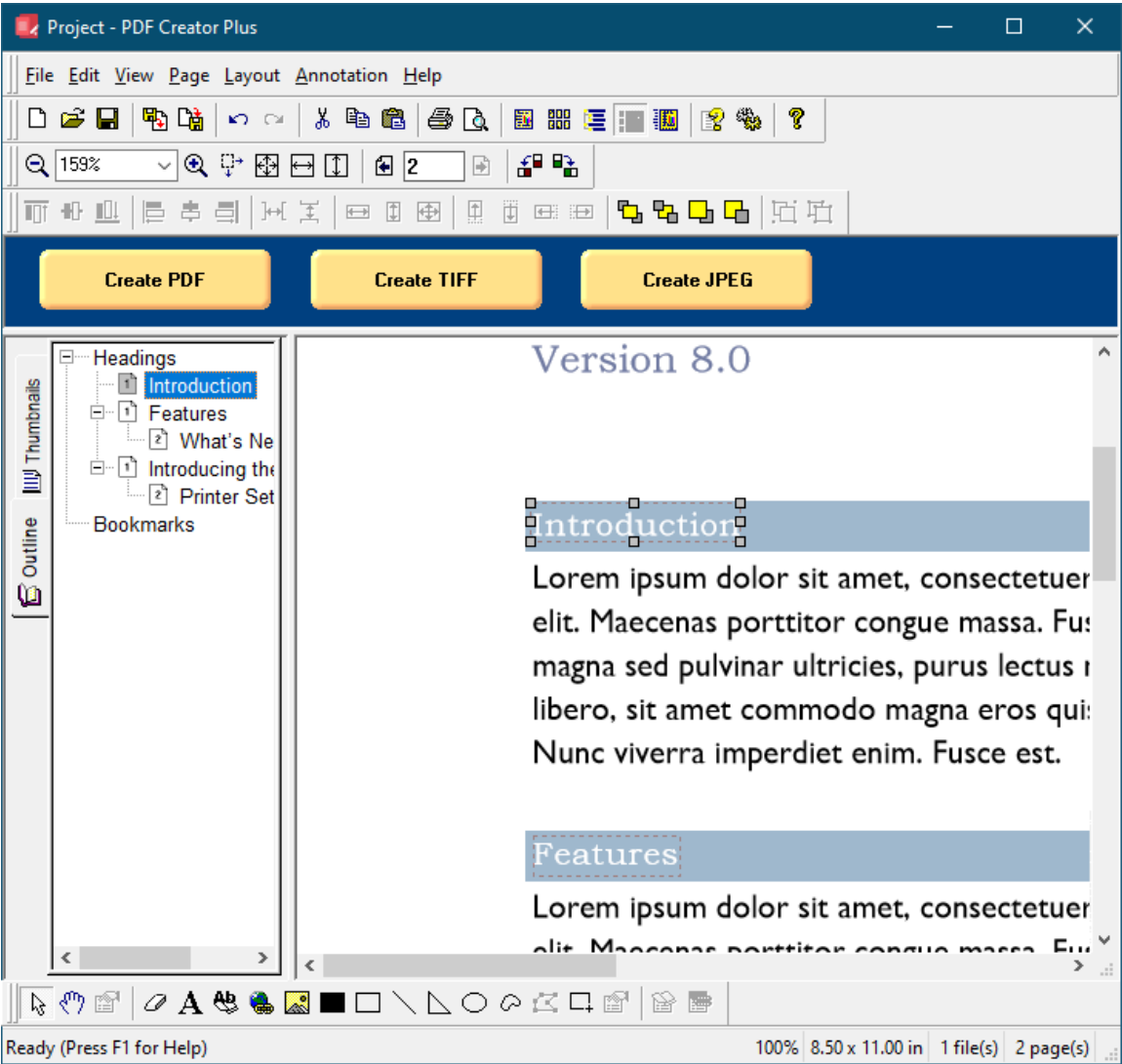


When you are satisfied with the settings, click the **OK** button to start the Save As PDF 8.0 Add-In conversion process and launch the progress dialog box.



When the process is complete, the document is automatically printed to the PDF Creator Plus 8 printer and the PDF Creator Plus application will open with Word document as a new project.

Document styles that were assigned outline levels are displayed in the Outline view of the Navigation tab. If you cannot see the Outline view, click on the Outline tab in the Navigation view to bring the tab forward.



Creating Outline Information Manually

If the pages in your projects are coming from different sources, you may want or need to add additional outline information manually. Both headings and bookmarks can be added using the Outline tool on the [Annotation toolbar](#).



Manual Outline Tools

[Adding Heading Objects](#)

[Adding Bookmark Objects](#)

[Adding Hyperlink Information](#)

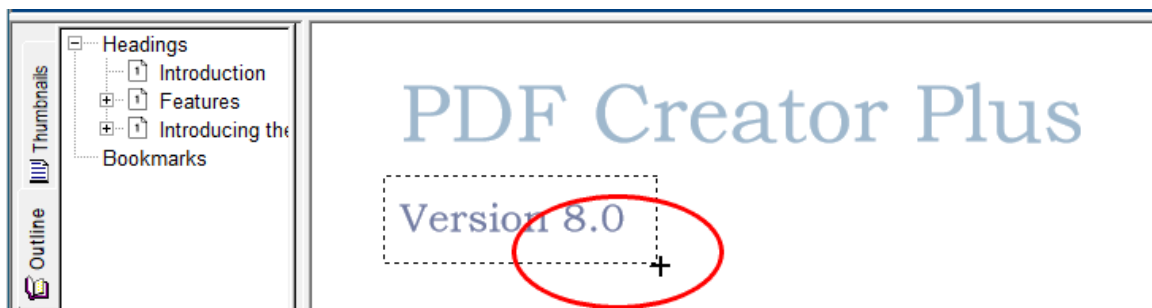
Adding Heading Objects

Heading objects are the same as *bookmarks* in a PDF document. Adding heading items can be thought of as building your *table of contents*.

1. Go to the page in the project that you want to be the target of the heading. Select the **Outline** annotation tool.

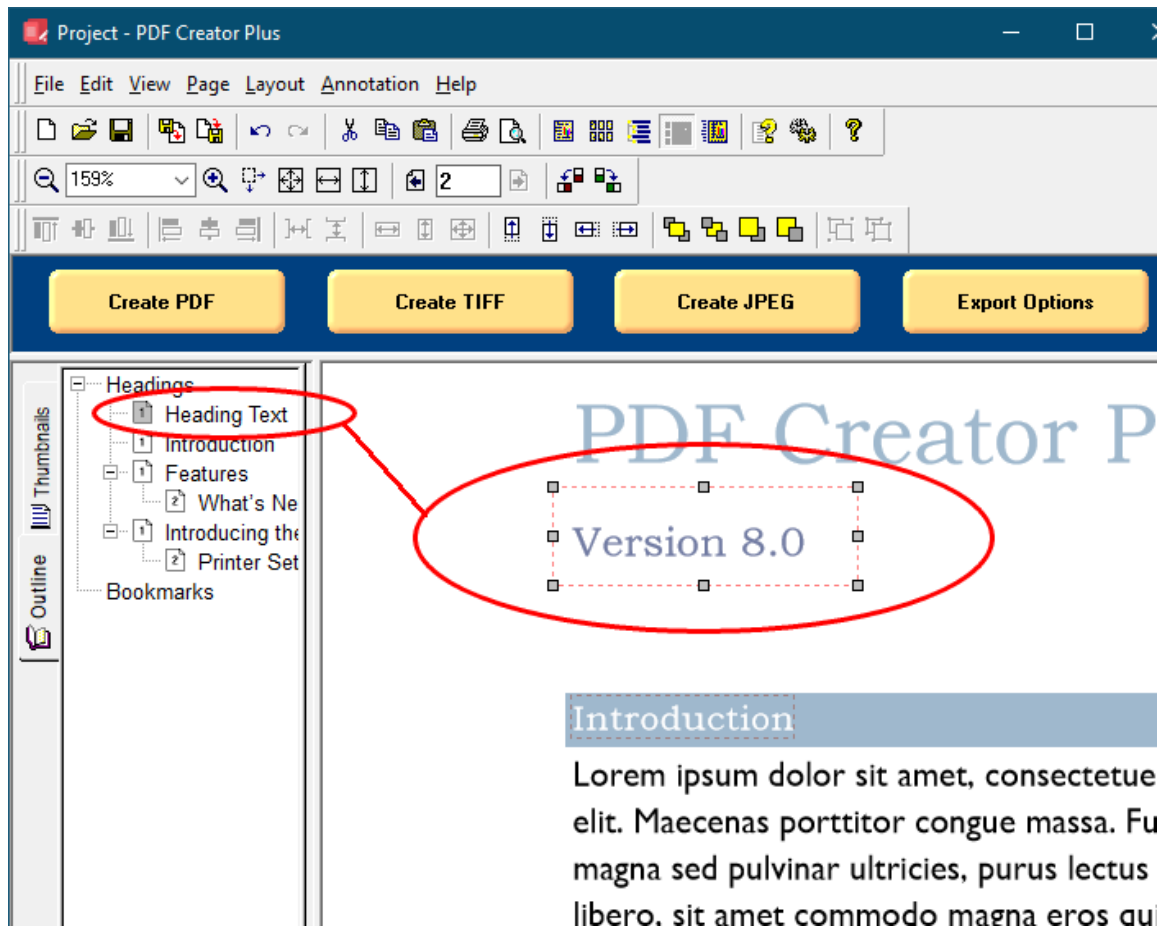


2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle around the area on the page that you want to represent the heading. Heading objects are normally, but not limited to, a line of text on your page. Here we are creating a heading object that encompasses the graphic at the top of the page.



3. Release the mouse button when you are done. The outline object creates a heading object by default. The size and position of the rectangle can be adjusted as required. Headings are shown outlined with a *red dotted rectangle*. This rectangle is shown only on the screen to make seeing the heading annotation easier; it is not included when the page is printed or used to create a PDF, TIFF or any other type of file.

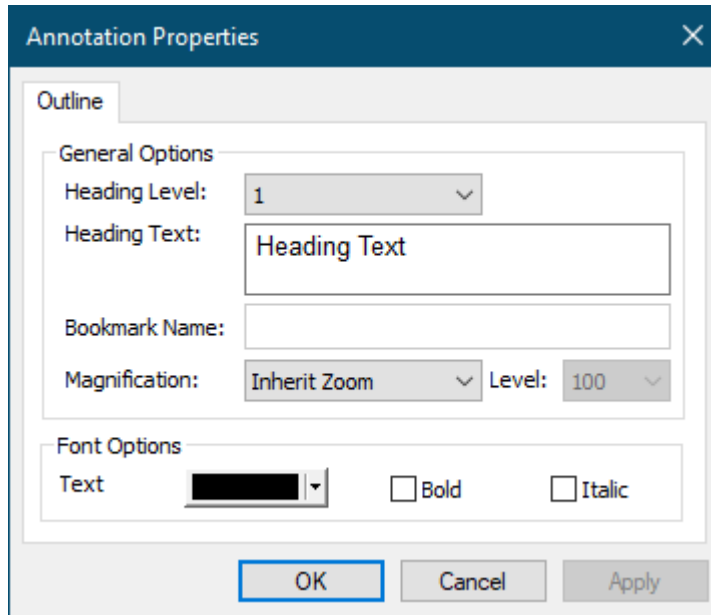
The new heading annotation has also been added under the **Headings** section in the **Outline** view. If you cannot see the Outline view, click on the Outline tab, the tab with the book icon, in the [Navigation view](#) to bring the tab forward.



4. You can change the properties of the **Heading** through the **Outline properties** dialog, accessible from the **Annotation Properties** or the **Edit Outline** toolbar button.



5. From the **Annotation Properties** dialog, you can change the text displayed for the heading, the heading level, its magnification settings and its font options. See [Outline Properties](#) for a full description of this dialog box and its options.



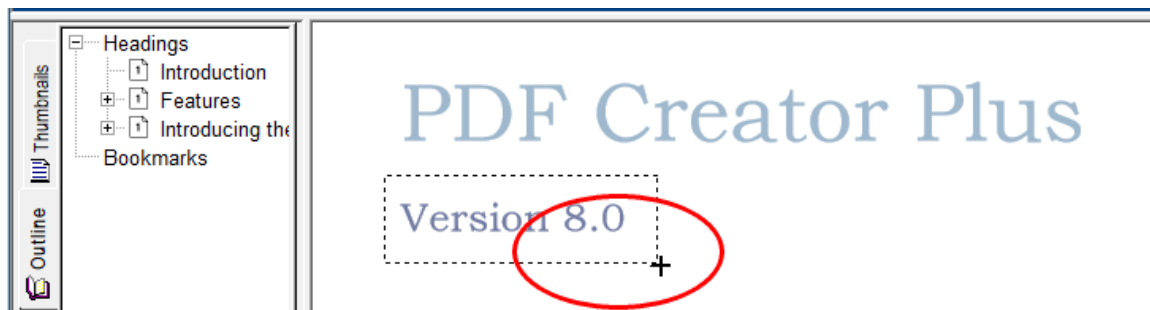
Adding Bookmark Objects

A bookmark is a named destination that can be jumped to from a hyperlink. This is the same concept as a bookmark in Microsoft® Word but different from a bookmark in Adobe. The steps below will walk you through how to create a bookmark that can then be *jumped* to from any hyperlink anywhere in the document.

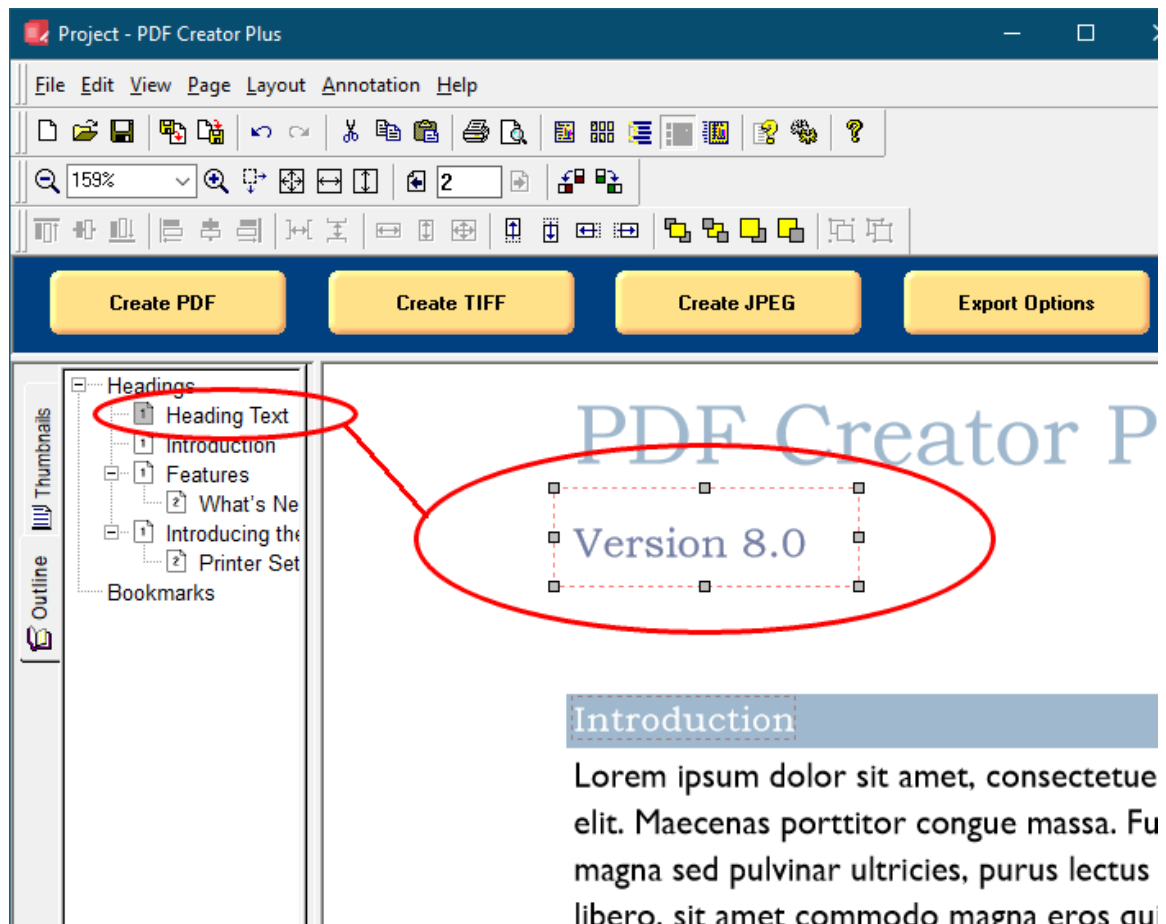
1. Go to the page in the project that you want to be the destination of the jump. Select the **Outline** annotation tool.



2. The cursor will change from the mouse pointer to a small cross hair (+). Click and hold the left mouse button while you drag to create a rectangle around the area on the page that you want to represent the bookmark.



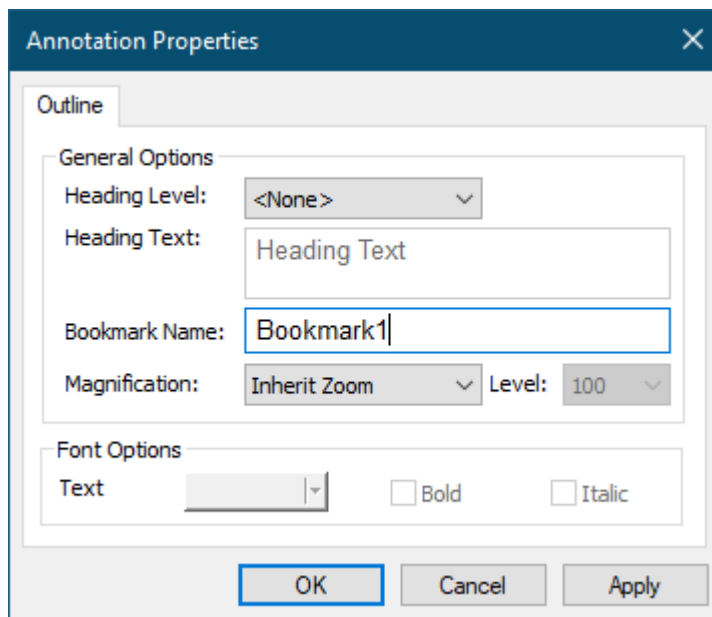
3. Release the mouse button when you are done. The **Outline** annotation tool creates a *heading annotation* by default. To create a bookmark, the heading annotation properties have to be changed.



4. You can change the *heading annotation* to a *bookmark annotation* through the **Annotation Properties** dialog, accessible from the **Annotation Properties** or the **Edit Outline** toolbar button.

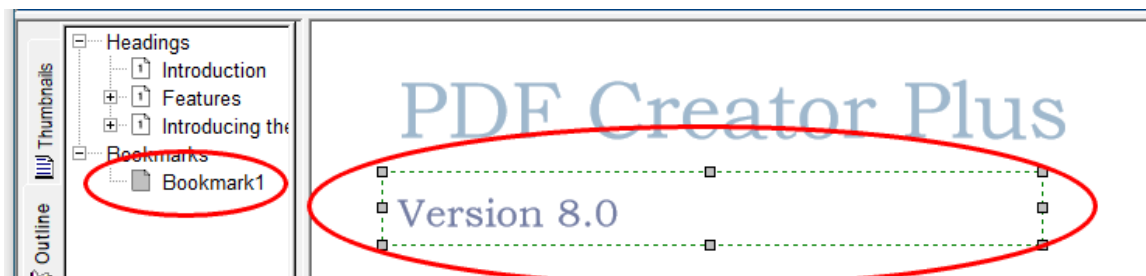


5. In the **Annotation Properties** dialog, change the **Heading Level** to <None> and type a name for the bookmark in the **Bookmark Name** field. This changes the heading annotation to a bookmark annotation. Click the **Apply** button to save the changes. See [Outline Properties](#) for a full description of this dialog box and its options.



6. The bookmark outline, as shown above, is now displayed with a *green dotted rectangle*. This rectangle is shown only on the screen to make seeing the bookmark area easier; it is not included when the page is printed or used to create a PDF, TIFF or any other type of file.

The new bookmark annotation has also been added under the **Bookmarks** section in the **Outline** view. If you cannot see the Outline view, click on the Outline tab, the tab with the book icon, in the [Navigation view](#) to bring the tab forward.



Adding Hyperlink Information

The hyperlink annotation allows you to create jump points in the project. A hyperlink can jump to a web address, a file on disk, or to a location, called a *bookmark*, inside the project. When a PDF file is created from this project, these links are maintained inside the PDF document.

1. Go to the page in the project where you want to place a hyperlink. Select the **Hyperlink** annotation tool.



2. The cursor will change from the mouse pointer to a small cross hair (+). Click and hold the left mouse button while you drag to create a rectangle around the area on the page that you want to represent the hyperlink.



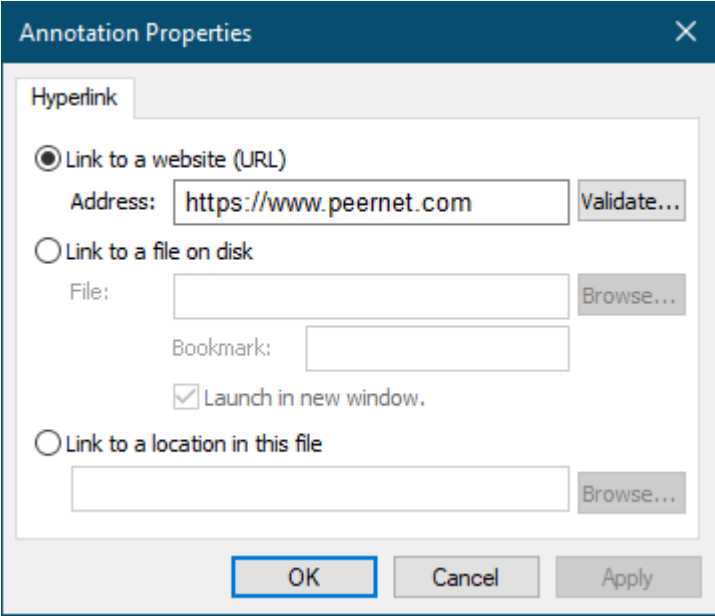
3. Release the mouse button when you are done. Hyperlinks are shown outlined with a *blue dotted rectangle*. This rectangle is shown only on the screen to make seeing the hyperlink annotation area easier; it is not included when the page is printed or used to create a PDF, TIFF or any other type of file.



4. You can change the properties of the Hyperlink through the Hyperlink properties dialog, accessible from the **Annotation Properties** or the **Edit Hyperlink** toolbar button. See the section [Hyperlink Properties](#) for a full description of this dialog box and its options.

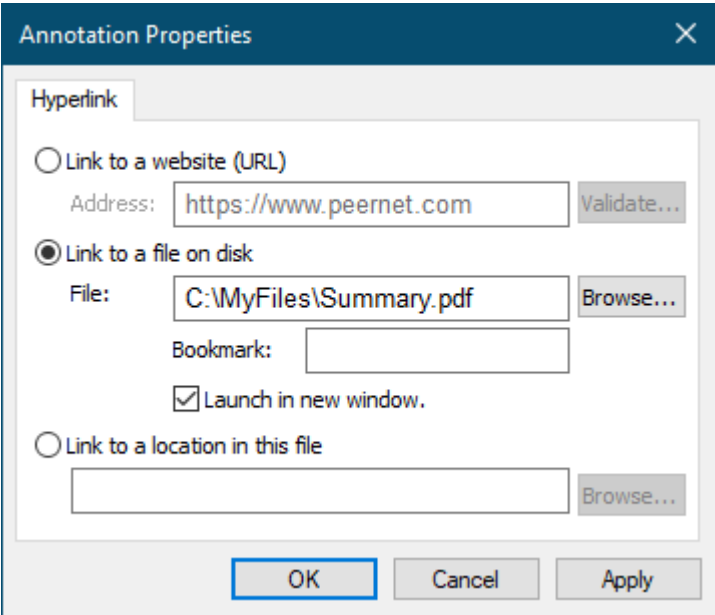


5. To set the hyperlink to link to a web address, choose **Link to a website (URL)** and enter the desired web address.



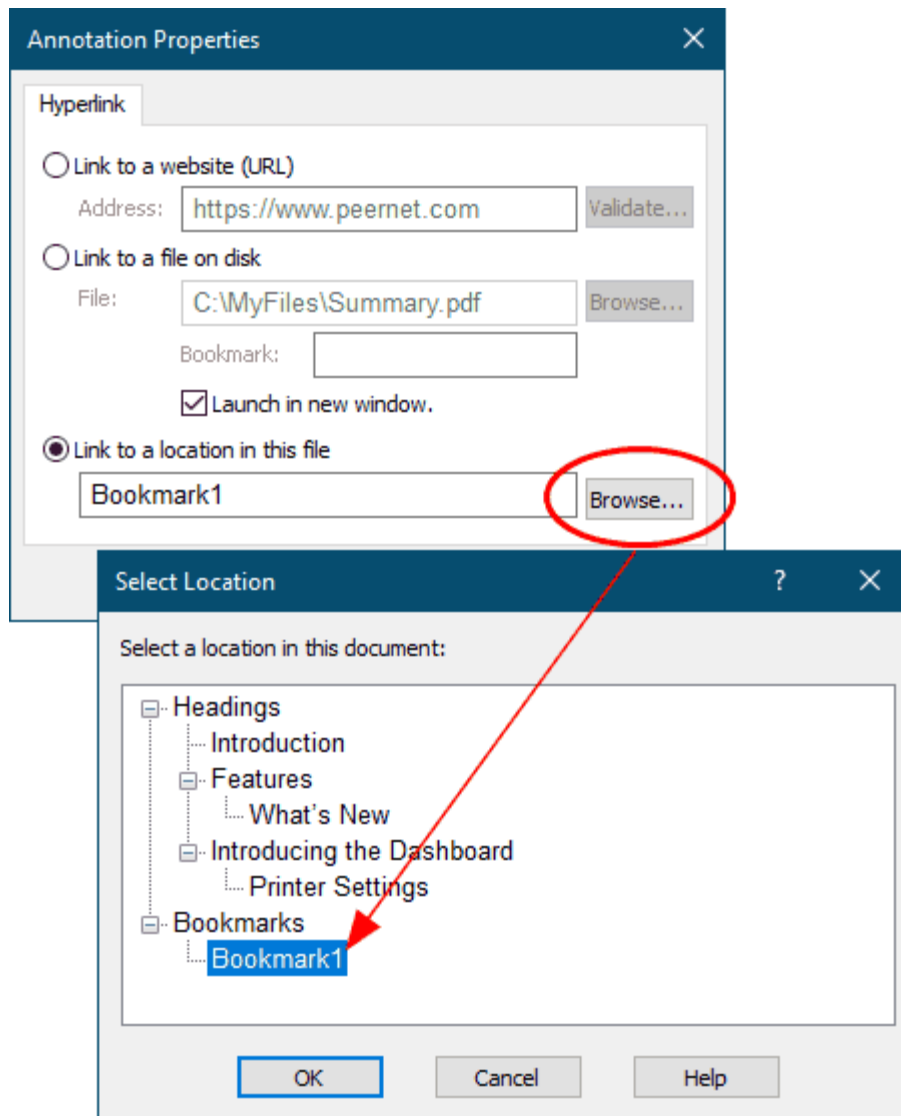
The screenshot shows the 'Annotation Properties' dialog box with the 'Hyperlink' tab selected. The 'Link to a website (URL)' radio button is selected. The 'Address' field contains 'https://www.peernet.com'. The 'Validate...' button is to the right of the address field. The 'Link to a file on disk' and 'Link to a location in this file' options are unselected. The 'File' field is empty, and the 'Bookmark' field is also empty. The 'Launch in new window' checkbox is checked. The 'OK', 'Cancel', and 'Apply' buttons are at the bottom.

6. To set the hyperlink to link to an external file, choose **Link to a file on disk** and type in the filename. The **Browse** button can be used to quickly navigate to the file on disk. If you are linking to a PDF file, you can even specify a named bookmark within the PDF file to jump to when the document is opened.




The screenshot shows the 'Annotation Properties' dialog box with the 'Hyperlink' tab selected. The 'Link to a file on disk' radio button is selected. The 'Address' field contains 'https://www.peernet.com'. The 'File' field contains 'C:\MyFiles\Summary.pdf'. The 'Bookmark' field is empty. The 'Launch in new window' checkbox is checked. The 'OK', 'Cancel', and 'Apply' buttons are at the bottom.

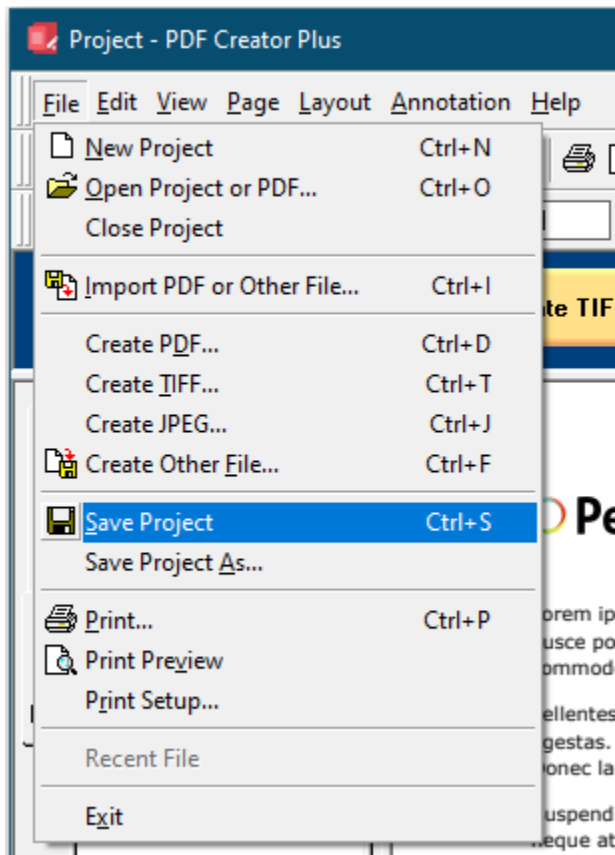
7. To set the hyperlink to link to an internal location within the current PDF Creator Plus project, choose **Link to a location in this file**. Click the **Browse** button to launch the **Select Location** dialog to choose from the headings and bookmarks available in the project.



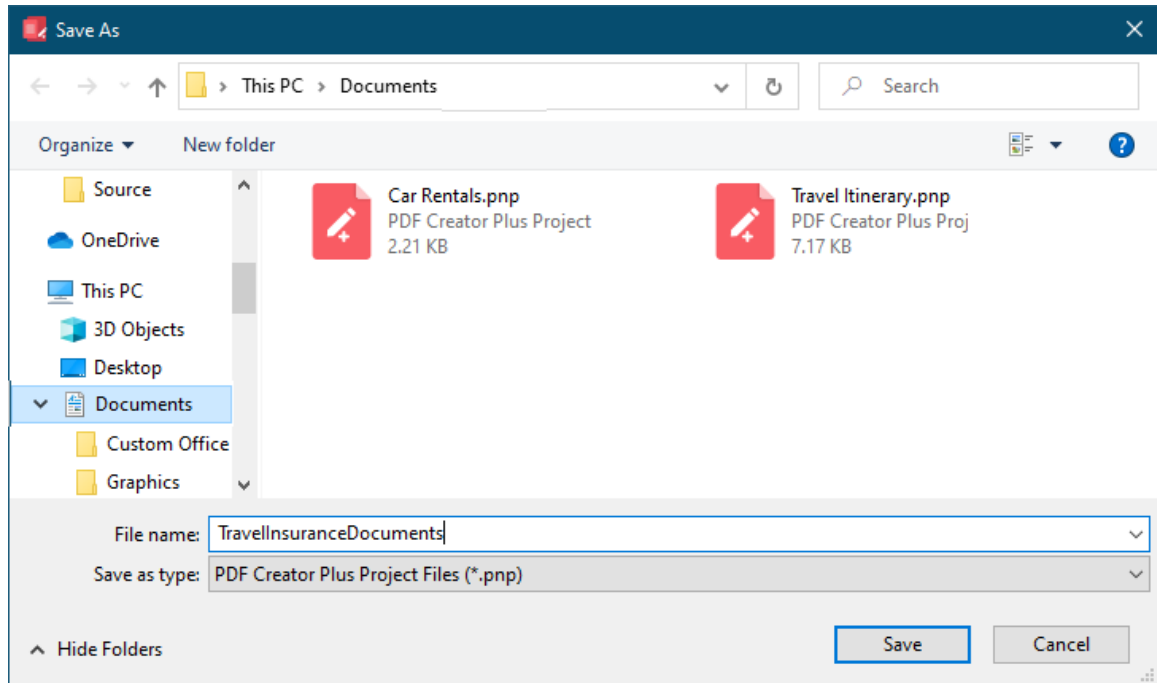
Saving Projects

To save a new project file


1. To save a project file for the first time, go to the **File** menu and click **Save Project**. You can also click the **Save Project**  button on the [Standard toolbar](#).



2. In the **Save As** dialog that appears, browse to the location where you want to save the project. Select a name for your project file and click the **Save** button.

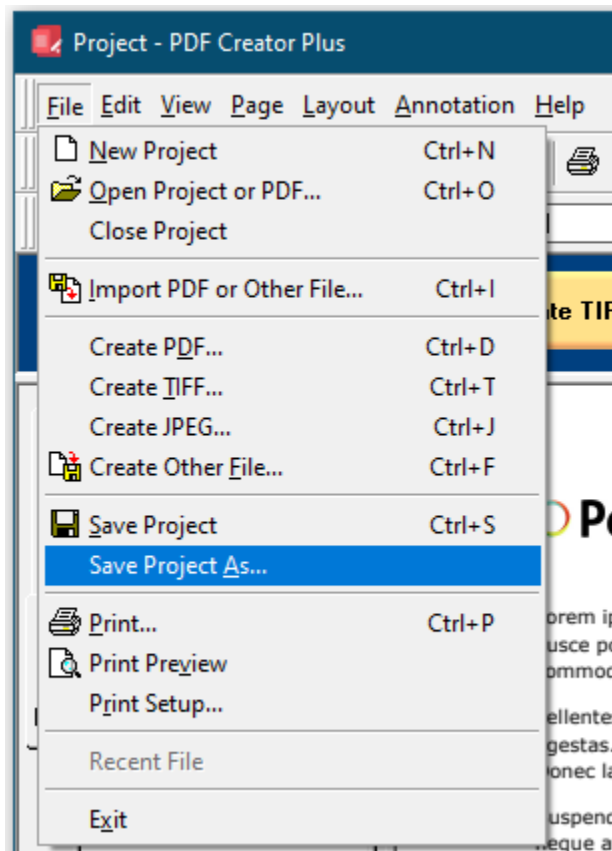


To save a project file you have modified

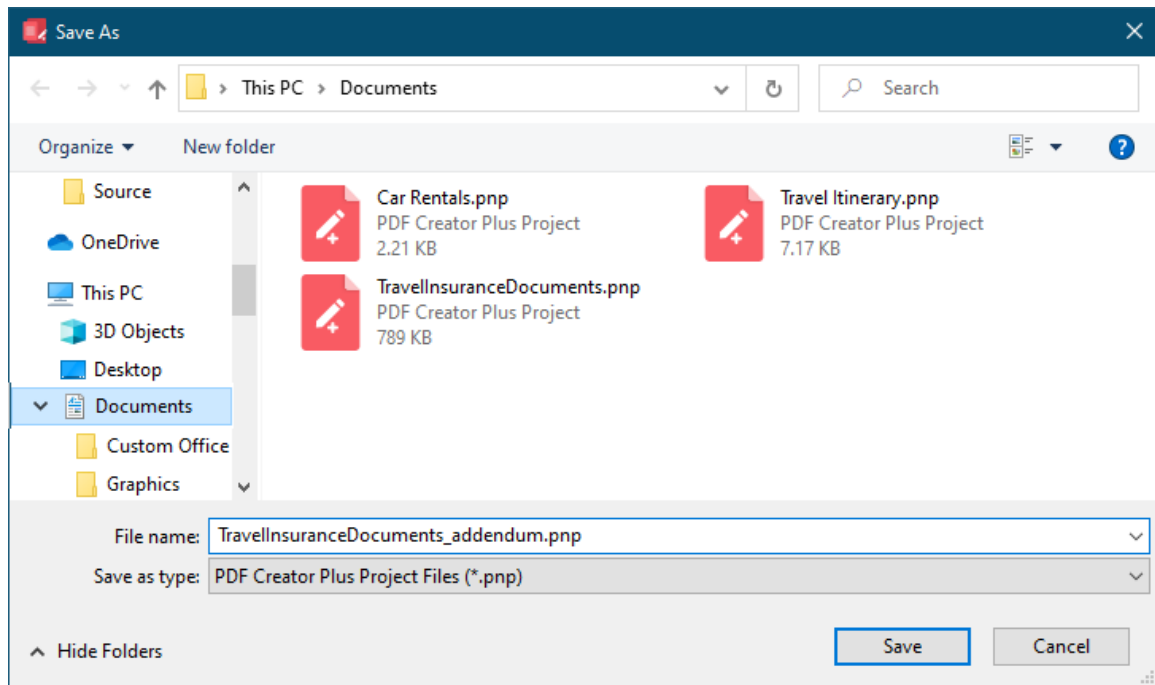
To save a project file that you have modified, go to the **File** menu and click **Save Project**. You can also click the **Save Project**  button on the [Standard toolbar](#).

To save a project file with a different name

1. To save a project file under a different name, go to the **File** menu and click **Save Project As...**



2. In the **Save As** dialog that appears, browse to the location where you want to save the project. Select a new name for your project file and click the **Save** button.



Printing PDF Creator Plus Projects

PDF Creator Plus offers advanced print and print preview functionality that allows you to see what your project will look like when printed to the selected printer, before actually printing the document.



Printing PDF Creator Plus Projects

[Setting Printer Defaults](#)

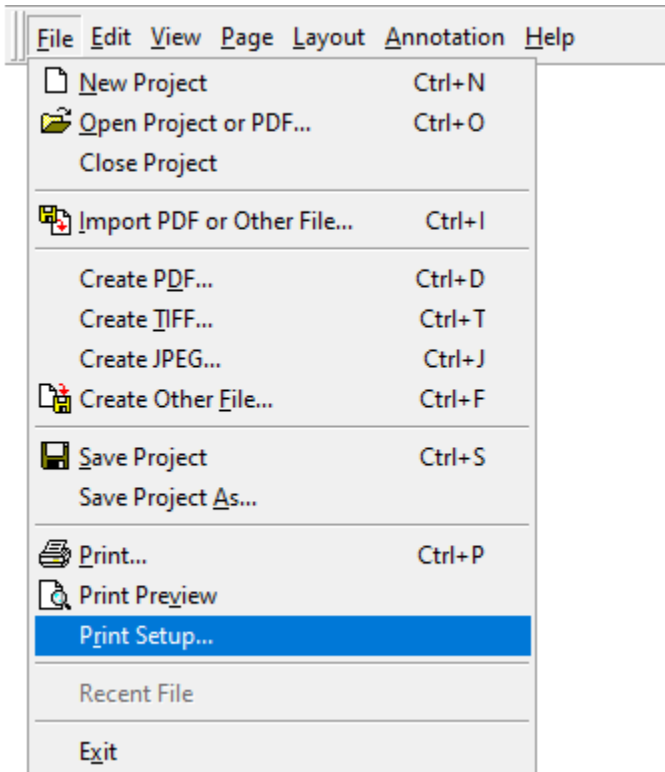
[Previewing Project Files](#)

[Printing Project Files](#)

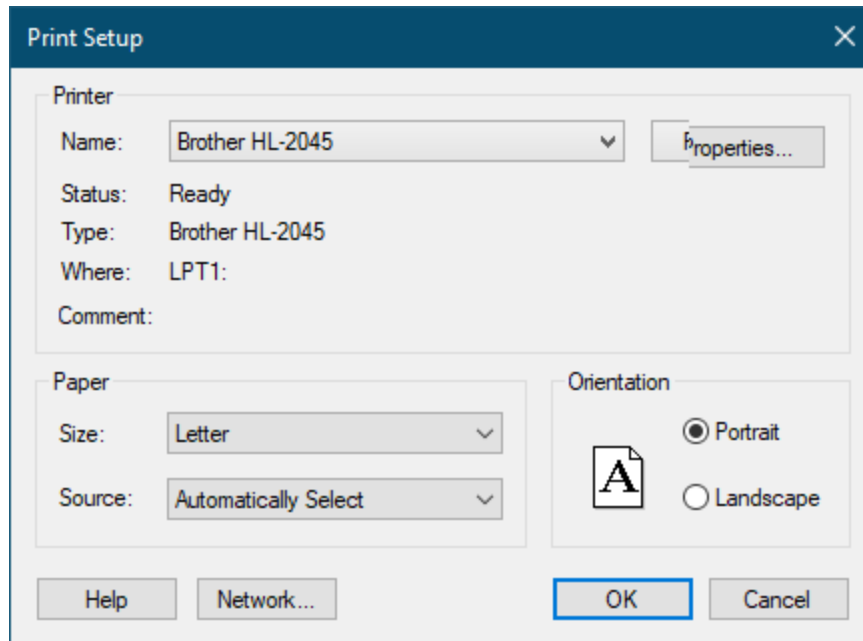
[PDF Creator Plus Printing Options](#)

Setting Printer Defaults

The system default printer is automatically chosen as the selected printer when the application starts. To change this to another printer, or to change any of the options for that printer, go to the **File** menu and click **Print Setup**.



From the **Print Setup** dialog that appears, you can change the following:




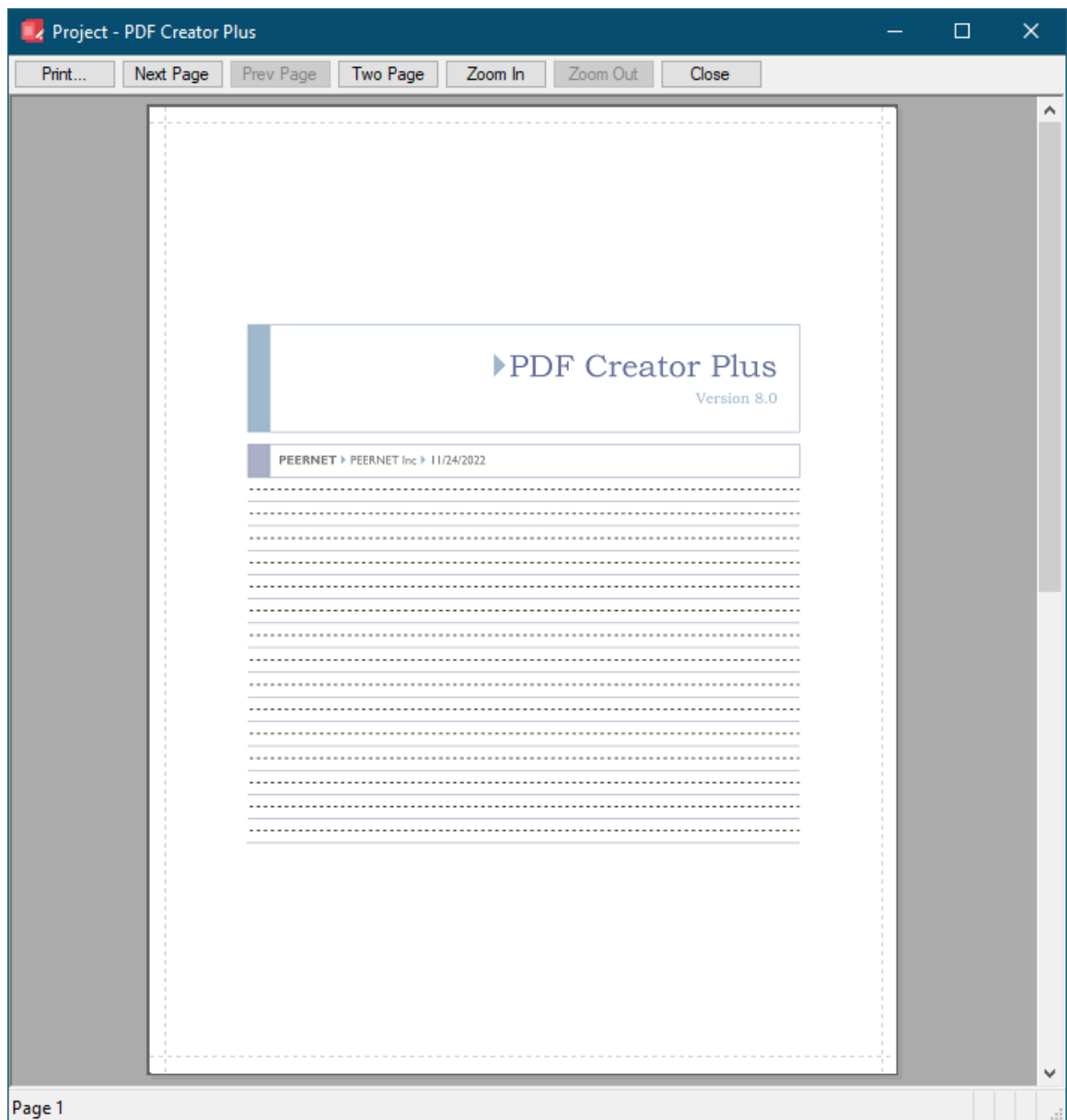
- use the **Name** drop list to choose another printer
- modify the properties of the chosen printer by clicking on the **Properties...** button.
- change the **Paper Size** and **Orientation** of the printed page.

Previewing Projects

Previewing the project allows you to see what the pages will look like before you print them. You can also change the Page Scaling options through Application Preferences to see how the page would look when printed using the different page scaling options.

Preview the Project

1. Create a new PDF Creator Plus project or open an existing one.
2. From the **File** menu, select the **Print Preview** menu item. You can also click the **Print Preview**  button on the [Standard toolbar](#).



3. The first page of your project is displayed as it would look if it was printed to the printer selected in [Setting Printer Defaults](#).

Use **Next Page** and **Prev Page** to move between the pages of your document, if desired.

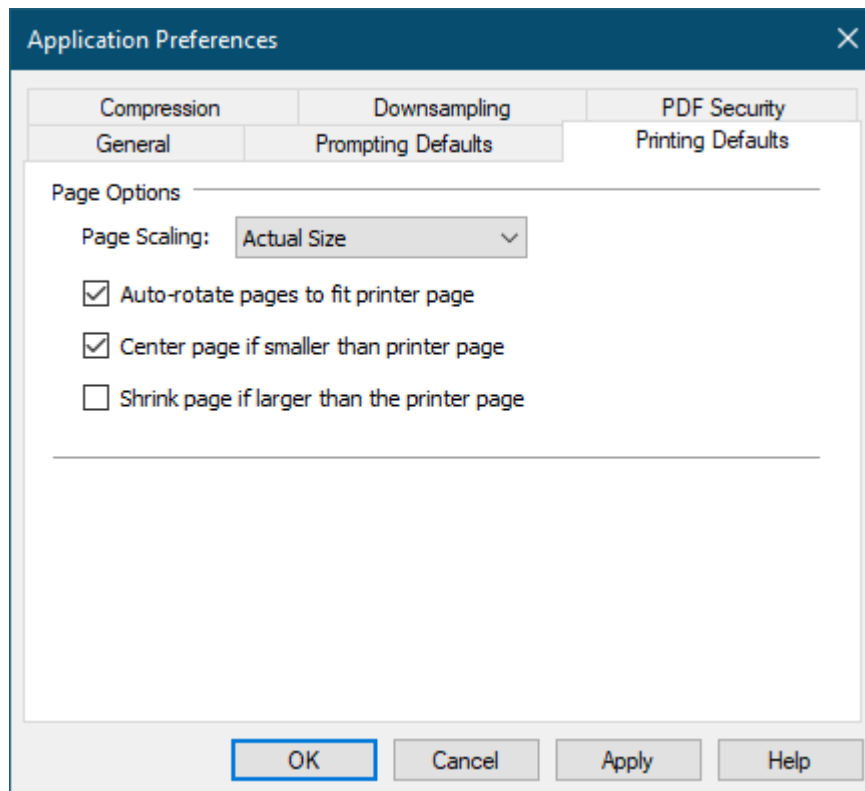
You can change the zoom level using the **Zoom In** button, or switch between a single page preview to booklet preview using the **Two Page** button. To go back to a single page use the **One Page** button.

Use the **Close** button to close the preview and return to the application.

Change the Page Scaling

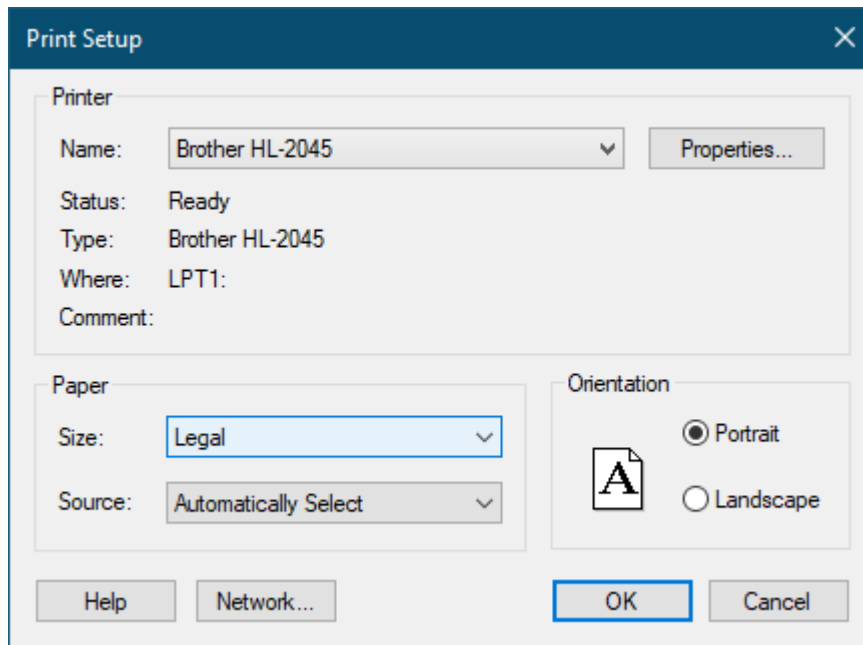
The default printing option for **Page Scaling** is *Fit to Paper*. To preview changes to the page scaling options, change the page scaling defaults through the **Printing Defaults** tab in the **Application Preferences** dialog.

1. From the **Edit** menu, click the **Application Preferences** menu item. You can also click the **Preferences**  button on the [Standard toolbar](#).

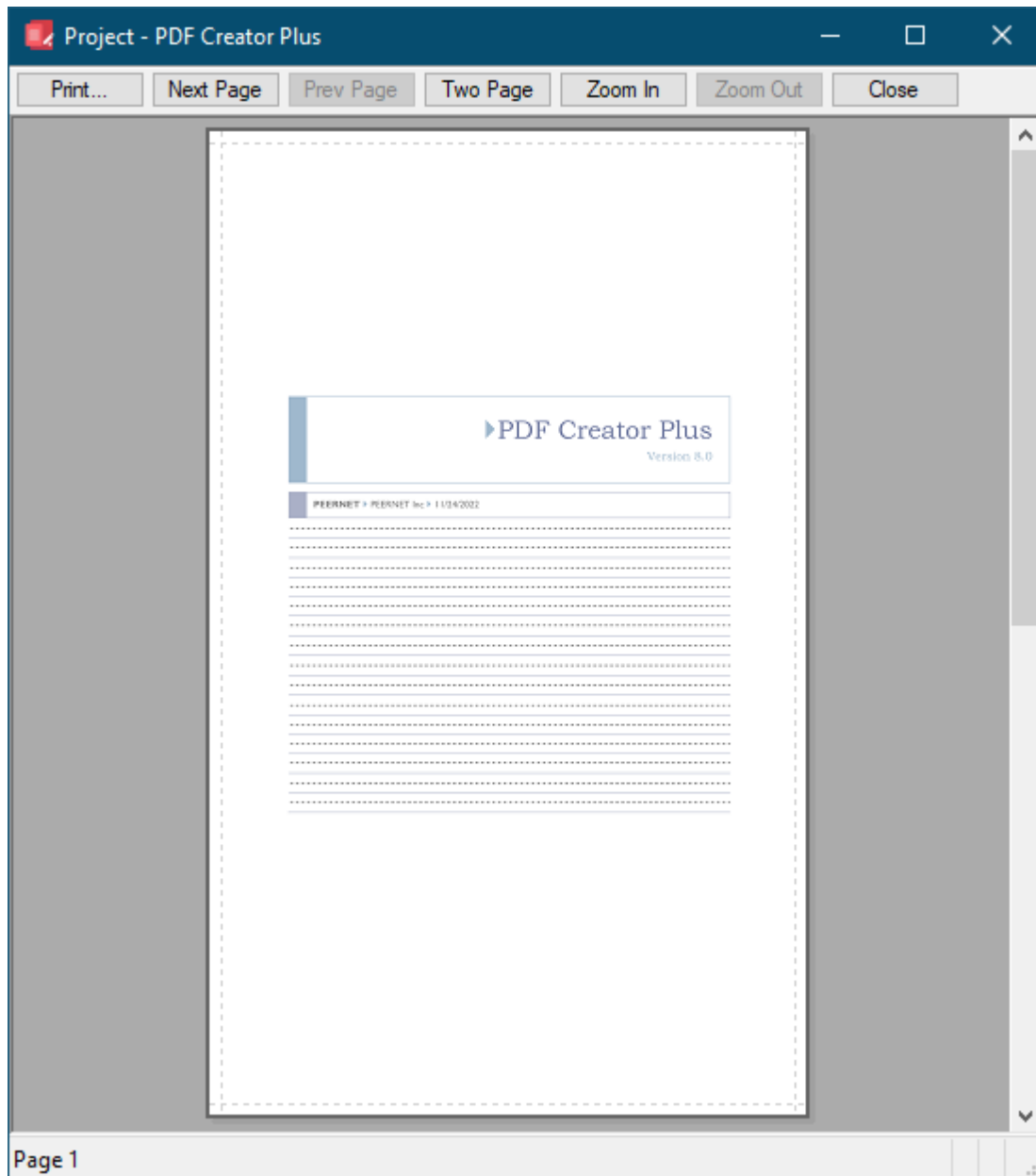


- Changes made on this tab will be seen when you preview or print the project. Here the page is set to be scaled *Actual Size*, with *Auto-rotate* and *Center page* turned on.


2. The page scaling option set in step 1 above is more readily seen if we also change the **Paper Size** to *Legal* in the [Print Setup dialog](#) as shown below.

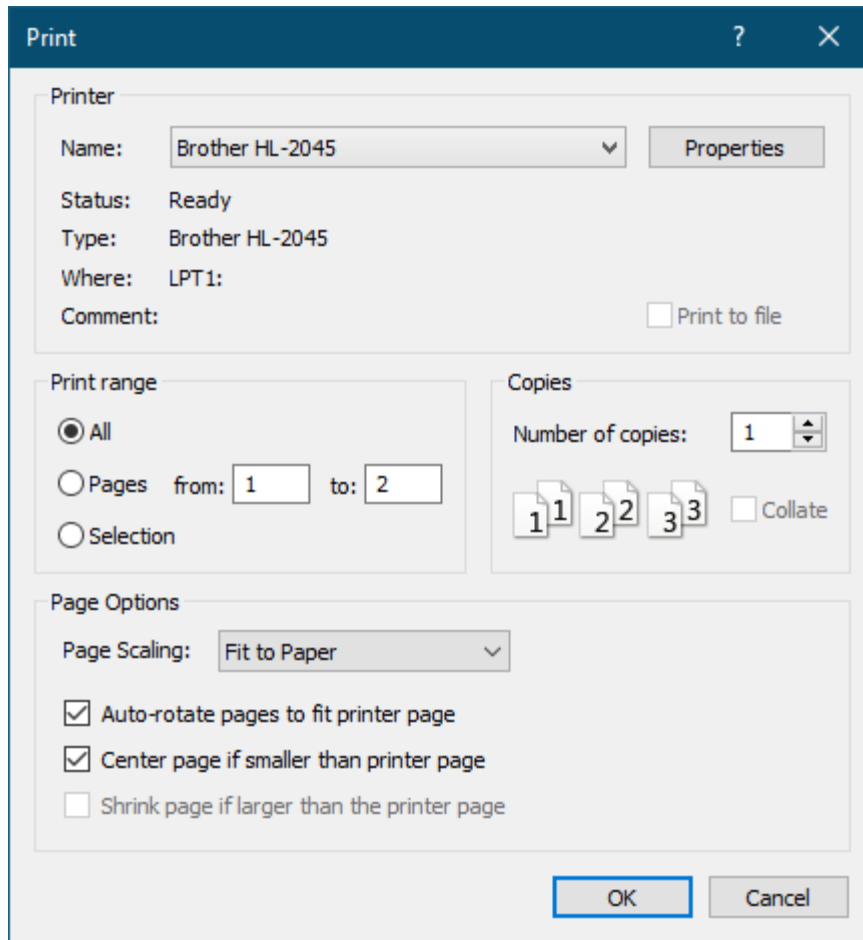


3. Now in the print preview we see the original page has retained its *actual* size of **Letter** paper but now it is *centered* on **Legal**-sized paper.



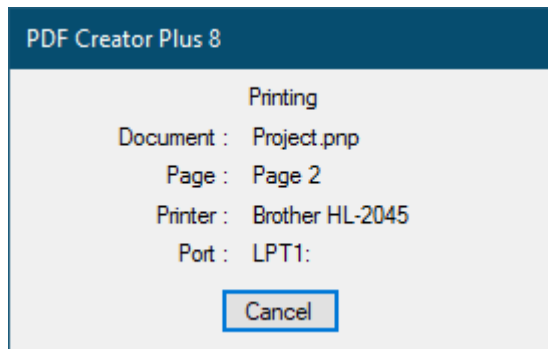
Printing Projects

1. Create a new PDF Creator Plus project or open an existing one.
2. From the **File** menu, select the **Print** menu item. You can also click the **Print**  button on the [Standard toolbar](#).



- From the **Print** dialog that appears, select a printer from the Name drop list.
- The **Print Range** section allows you choose what pages of the project to send to the printer.
- The **Page Options** section controls the Page Scaling and positioning options. These are the same options as the [Printing Defaults](#) tab in the [Application Preferences](#). Any changes made in one dialog are reflected in the other dialog.
 - Choose *Fit to Printer* or *Actual Size* for the page scaling.
 - Enable or disable *auto-rotate*, *center page*, or *shrink page* to position the page as required.

3. To print your project, click the **OK** button. A progress dialog will appear as your project is being printed.



PDF Creator Plus Printing Options

How your project is printed is determined by the **Page Options** settings on the **Print** dialog. The same options also appear on the **Application Preferences – Printing Defaults** tab.

Page Options

The page scaling printing option determines how each page in the project is scaled to the paper when printed. There are two scaling options:

Fit to Paper	Enlarges or reduces the page to fit the size of the currently selected paper.
Actual Size	Makes no attempt to scale the page; any part of the page that does not fit in the printable area of the currently selected printer is cropped.

Page Auto-rotation

The **Auto-rotate pages to fit printer page** option adjusts the pages orientation to maximize the amount of page printed. If this option is on, the page will be rotated if rotating the page allows more of the page to fit in the printable area of the currently selected paper.

Page Centering

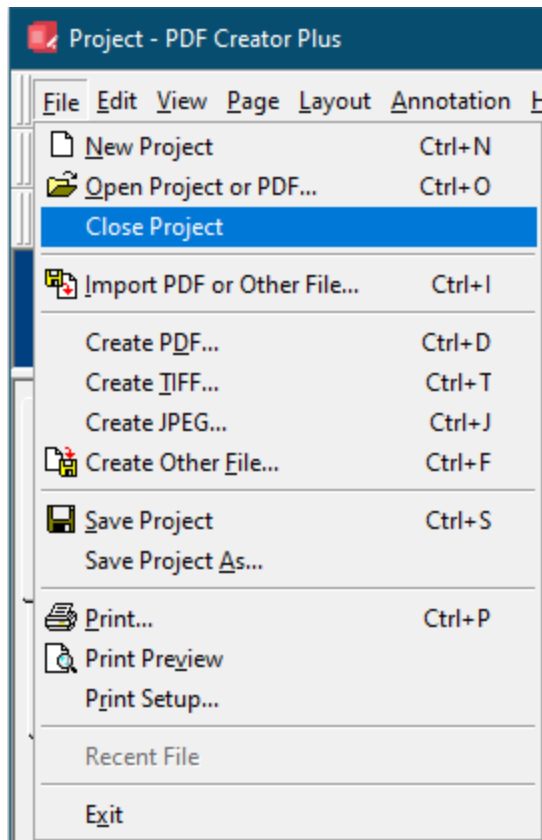
The **Center Page if smaller than printer page** option centers the contents of the page if the page is smaller than the printable area of the currently selected paper. This will not affect pages that are larger than the printable area.

Page Shrinking

The **Shrink page if larger than the printer page** option shrinks the contents of the page to fit if the page is larger than the printable area of the currently selected paper. This gives the same result as Fit to Paper for larger pages. This does not affect pages that are smaller than the printable area and only applies when the **page scaling** is set to print *Actual Size*.

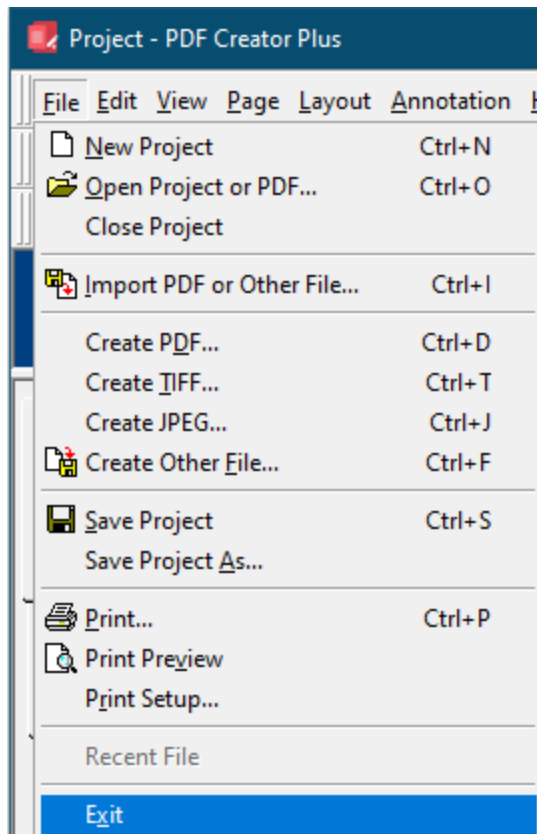
Closing Projects

To close a project file, go to the **File** menu and click the **Close Project** menu item.



Exiting the Application

To exit the application, go to the **File** menu and click the **Exit** menu item.



Working with Pages

You can quickly and easily move from page to page, and customize the order and appearance of your pages using the [Thumbnail View](#) on the left hand side of the [Design window](#). The Thumbnail view shows the current list of pages in the project as small thumbnail pictures. Under each thumbnail picture is the page number of the page within the project.

Right-clicking any thumbnail picture brings up a context-sensitive menu that provides page specific operations such as **Rotate**, **Move** or **Copy** Pages. These same operations are also available from the applications menu bar under the **Page** menu.



Working with Pages

[Navigating Between Pages](#)

[Moving Pages](#)

[Copying Pages](#)

[Inserting Pages](#)

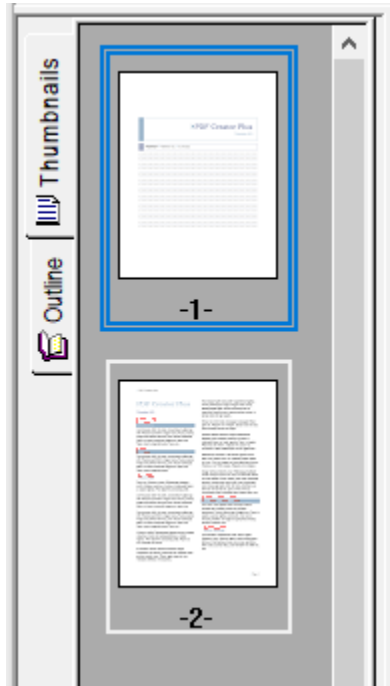
[Deleting Pages](#)

[Rotating Pages](#)

[Viewing Page Properties](#)

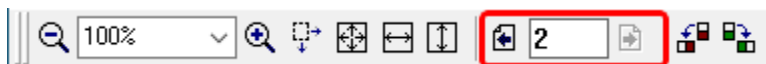
Navigating Between Pages

You can navigate through your pages using the thumbnail view in the left pane of the application. The currently selected page is shown with a double rectangle around it.

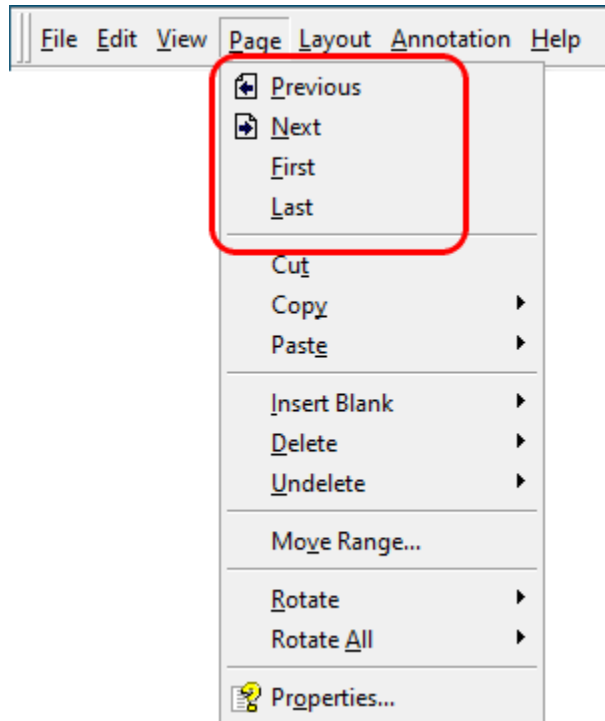


To move the selection to another page left click on the desired page in the thumbnail view, or use the keyboard arrow keys to move the selection rectangle to another page.

You can also use the **View** toolbar's *current page control* to move the selected page by clicking the left arrow to go back one page and the right arrow to go forward one page.



The **Page** menu commands, **Previous**, **Next**, **First**, and **Last** also allow you to navigate through the pages.



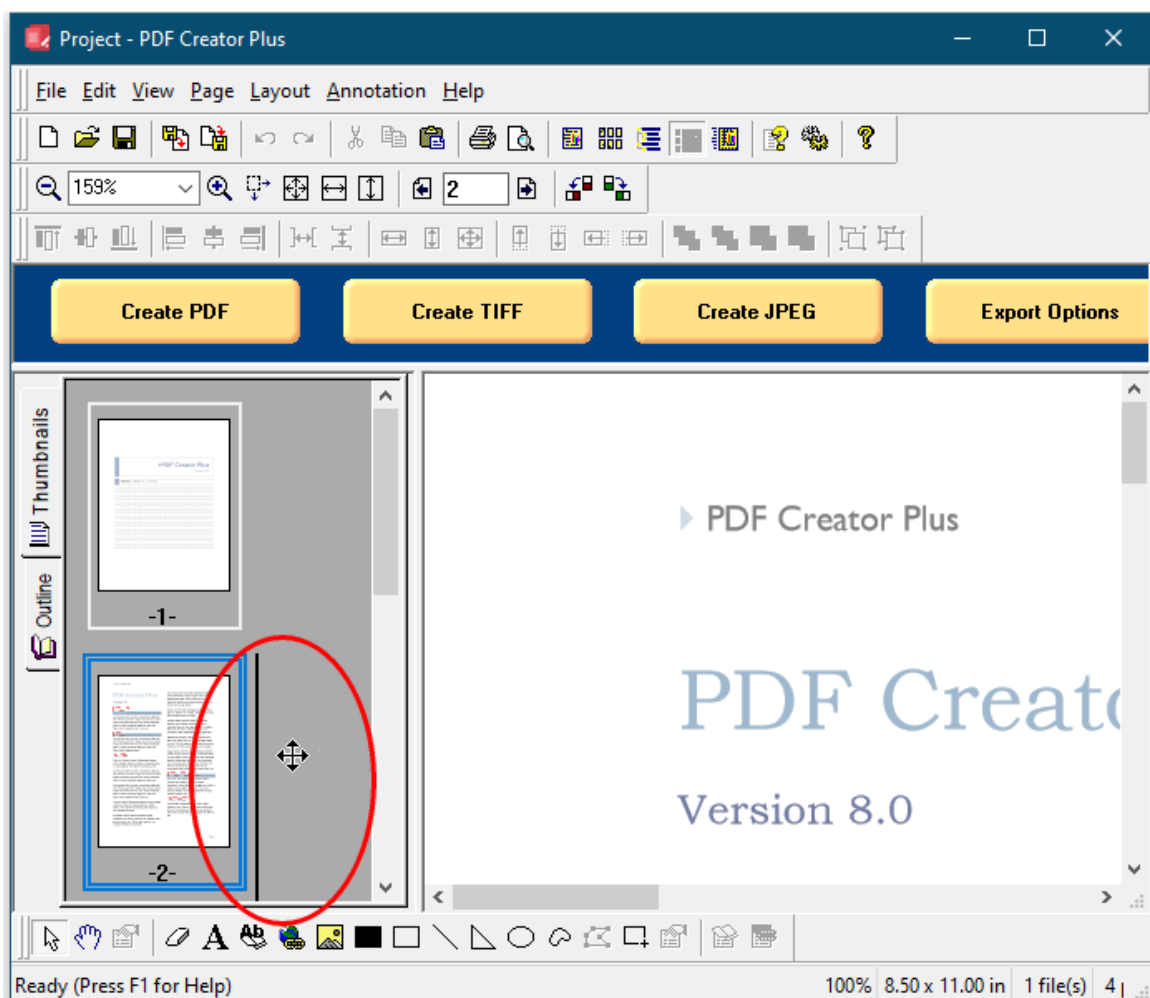
Moving Pages

You can move, or reorder, the pages in your PDF Creator Plus project using the pages in the **thumbnail** view.

When you are moving a page, the mouse cursor will change to a pointed cross hair cursor (⬆⬆⬆⬆) and a straight line will appear between the pages to show you where the page will be inserted.

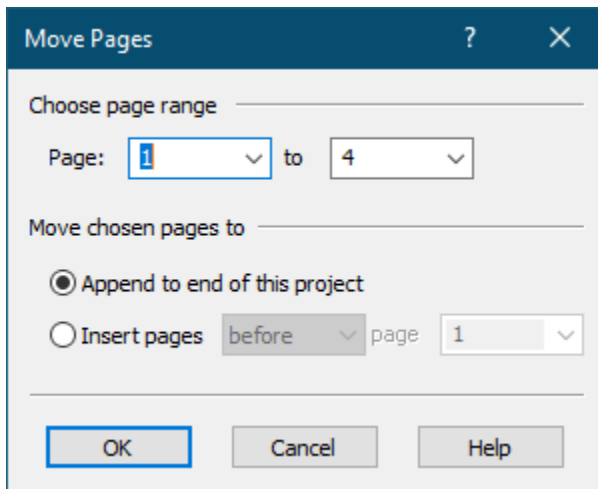
Moving a Single Page

1. Left-click the page you wish to move and without releasing the left mouse button, drag the page to its new location.




Moving a Range of Pages

1. To move a range of pages, go to the **Page** menu and select **Move Range...** or right-click on a page in the thumbnail view and choose **Move Pages** from the context menu.
2. In the **Move Pages** dialog that appears, enter in the page range to move, and select the position to move them to in the project.



Copying Pages

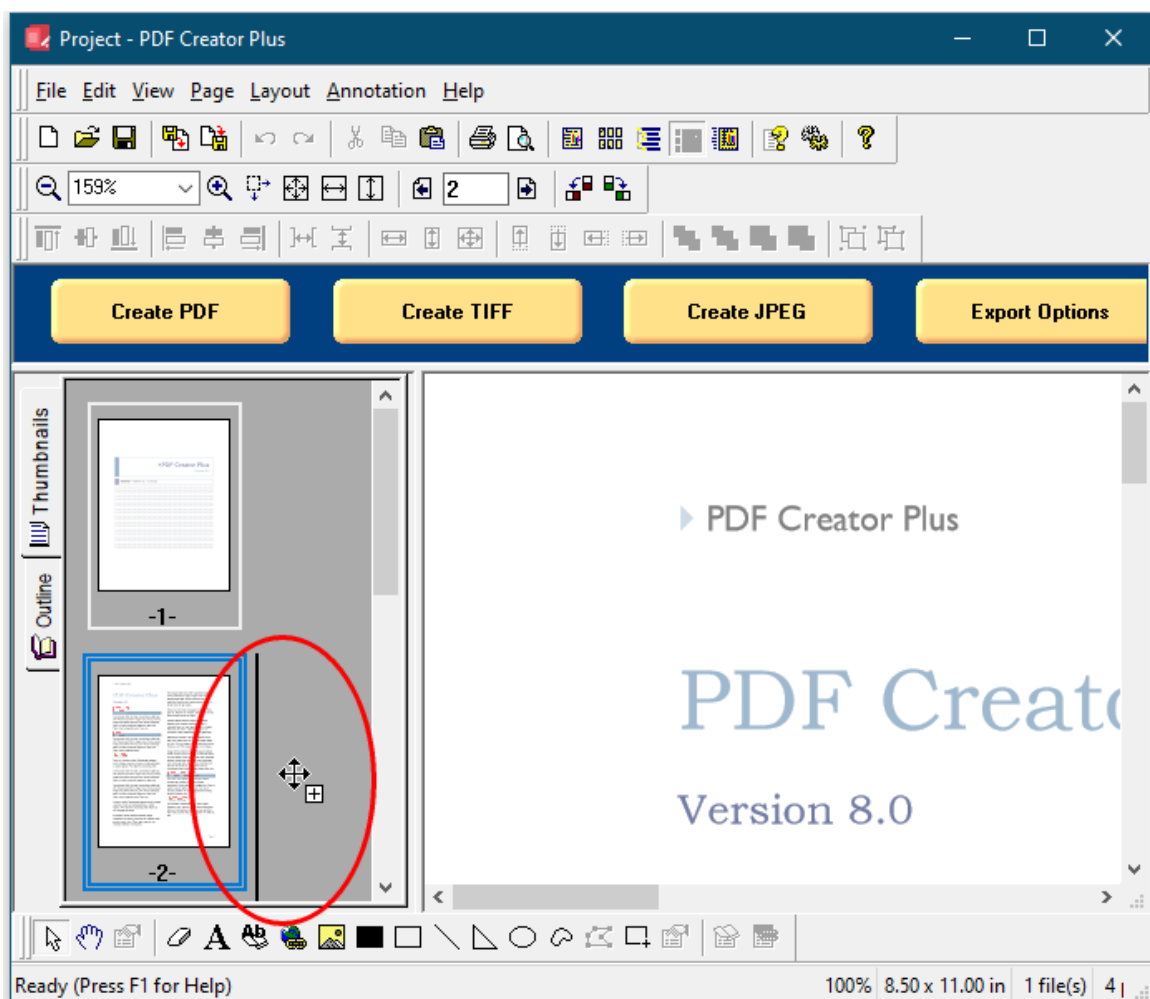
You can copy the pages in your PDF Creator Plus project using the pages in the thumbnail view.

When you are copying a page, the mouse cursor will change to a pointed cross hair cursor () with a small plus symbol to designate that this is a copy and not a move. A straight line will appear between the pages to show you where the new pages will be inserted.

Copy pages using the thumbnail view

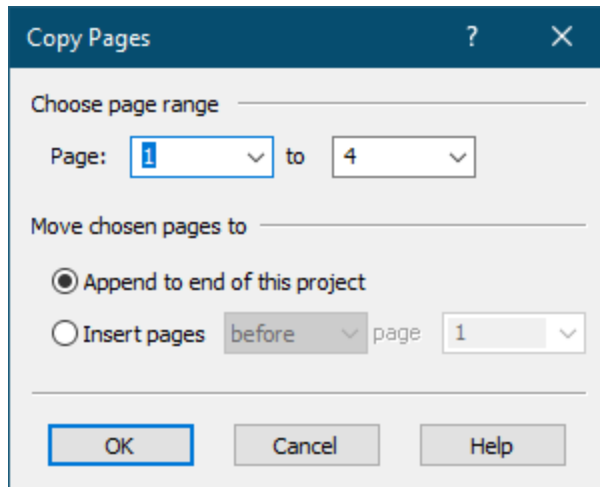
Copying pages is done the same manner as [moving pages](#), except that you also hold down the **CTRL** key before clicking and dragging the page you want to copy.

1. Press and hold the CTRL key on the keyboard and left-click the page you wish to move.
2. Without releasing the left mouse button or the CTRL key, drag the page to its new location.



Copying a range of pages

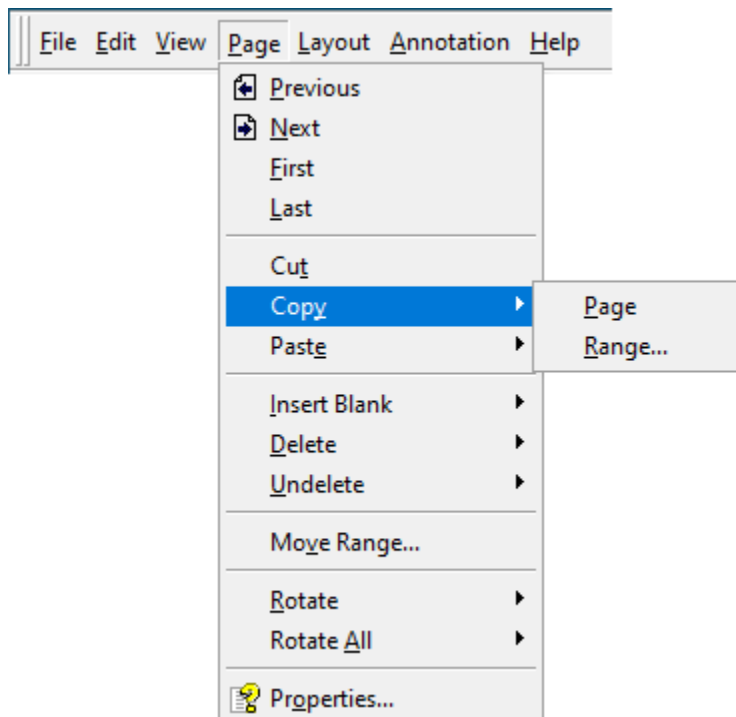
1. To copy a range of page, go to the **Page** menu and select **Copy**, and then **Range...**
2. In the **Copy Pages** dialog that appears, enter in the page range to copy, and select the position to move the new pages to in the project.



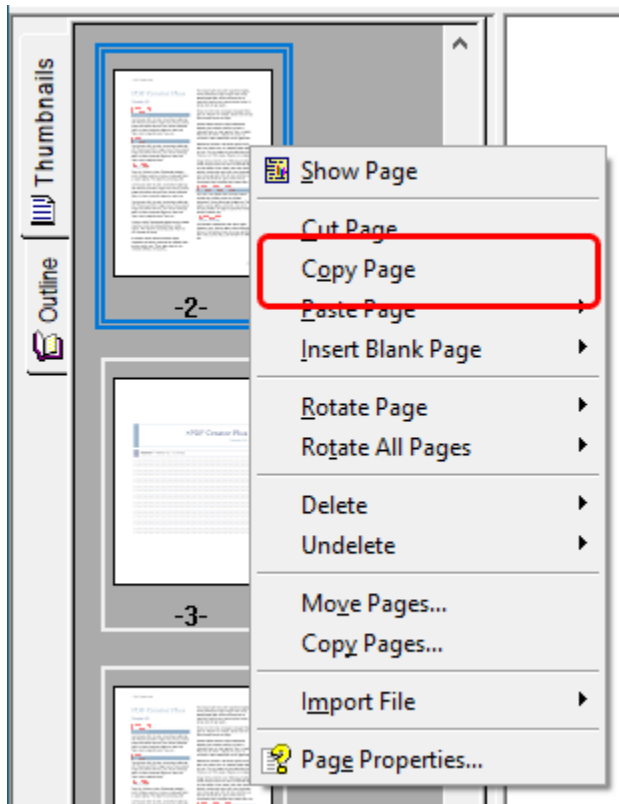
Copying pages to the clipboard

The pages can be copied to the clipboard to later paste into another location in the PDF Creator Plus project, or to paste them into another PDF Creator Plus project.

1. Select the desired page in the thumbnail view
2. Go to the application's **Page** menu, select the **Copy** menu item, then select the **Page** menu item.



You can also right click on the page in the thumbnail view and select **Copy Page** from the context menu.



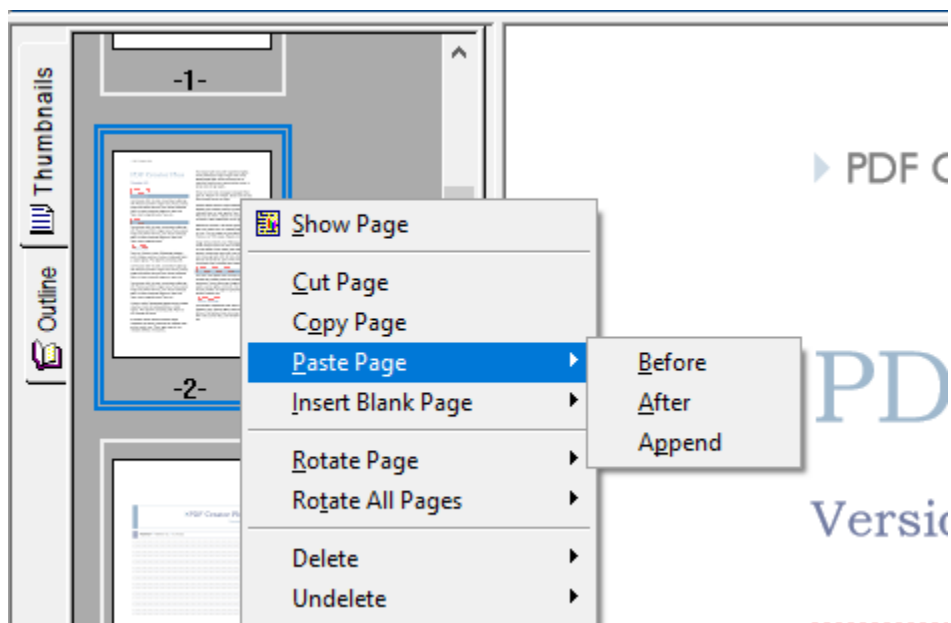
Inserting Pages

New blank pages can be inserted into the project at any point, and any existing pages copied to the clipboard can be pasted into the project. See the section [Adding Pages to a Project](#) to learn how to add pages from PDF files directly, and how to add pages by printing from other applications.

Inserting pages from the clipboard

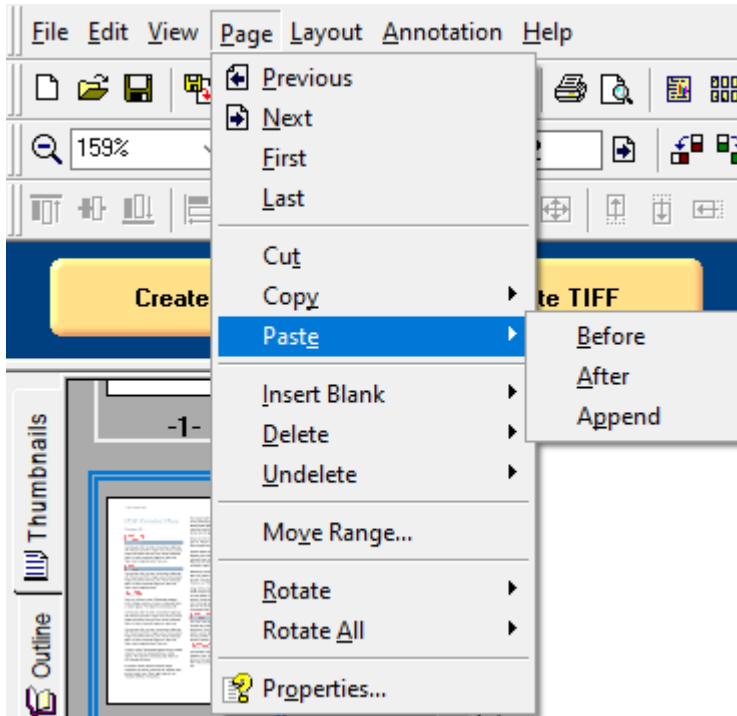
Pages that have been copied to the clipboard can be pasted into the project using the context menu in the thumbnail view.

1. Right-click on the page thumbnail and choose **Paste Page - Before**, **Paste Page - After** or **Paste Page - Append** to paste the page before or after the currently selected page, or to append the page to the end of the project. Right-clicking the background of the thumbnail view will only allow you to Append the page to the end of the project.



You can also paste pages from the clipboard using the **Page** menu

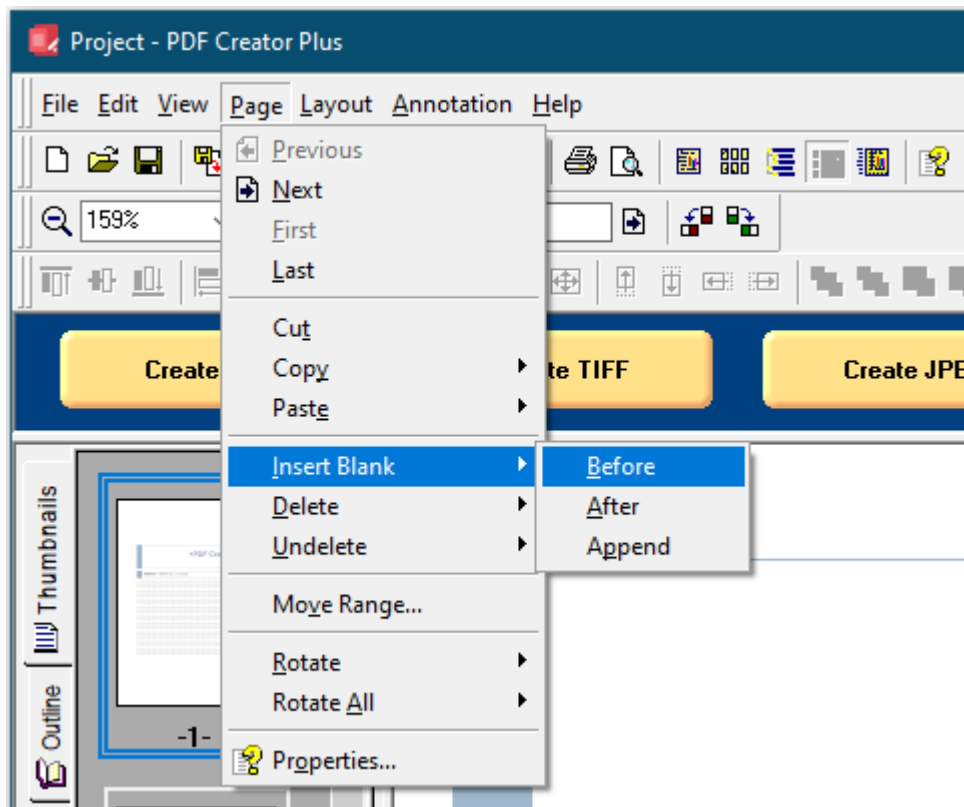
1. Go to the **Page** menu, select **Paste** and then select to paste the page **Before** or **After** the current page, or to Append the page to the end of the project.



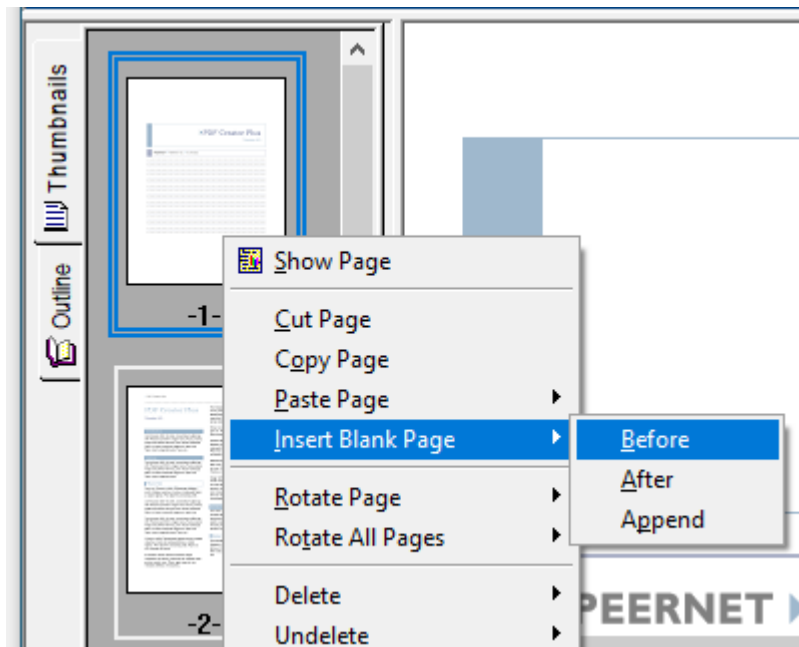
Inserting new pages

New blank, or empty pages can be added at any point in the project. These pages are perfect for cover pages, or to separate different sources of information within a project.

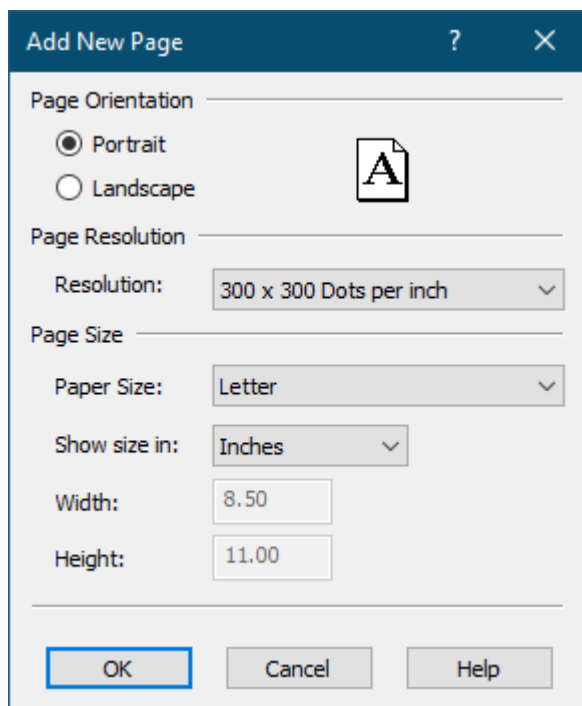
1. To insert a new page, go to the **Page** menu and select **Insert Blank** menu item.
2. You can insert the page **Before** or **After** the current page, or to **Append** the page to the end of the project.



- The thumbnail view context menu also has the **Insert Blank** menu item with the same options.



- In the **Add New Page** dialog that appears, you can choose the **Orientation**, **Page Resolution**, and **Page Size** of your new page.



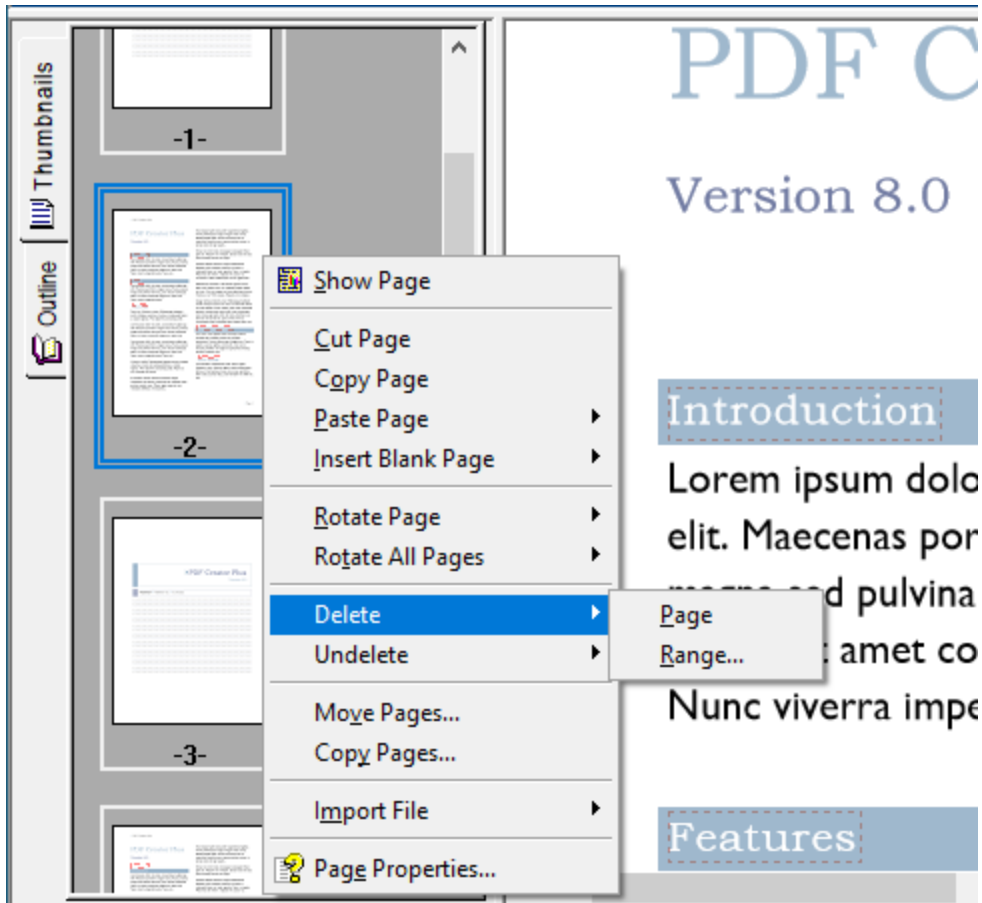
Deleting Pages

Pages in the project can be marked for deletion. The pages are not actually deleted until the project is saved to disk. This allows the pages to be unmarked, or undeleted, if you mark the wrong page or change your mind. Pages marked for deletion have a red X through them in the thumbnail view.



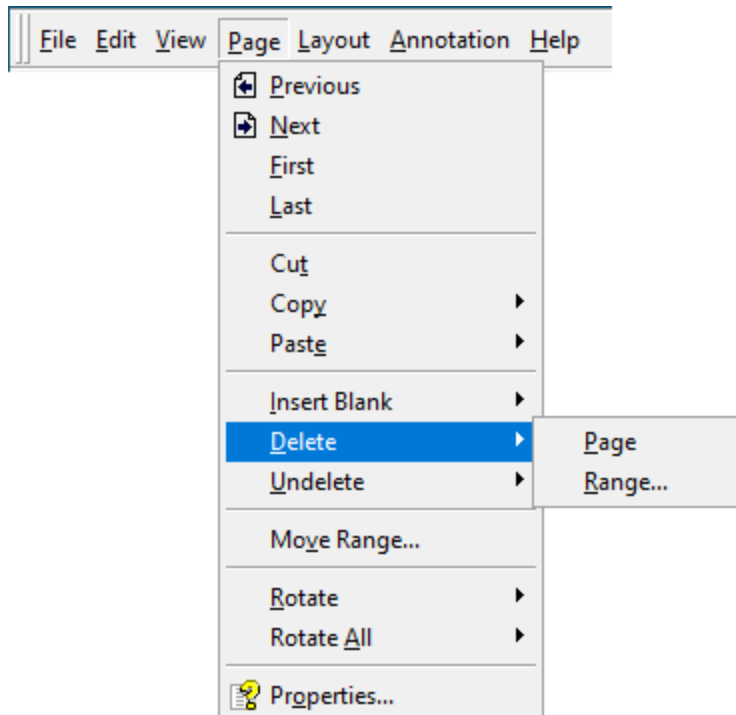
Mark a page deleted using the thumbnail view

1. Right-click to select the page and bring up the context menu. From the menu, select the **Delete** menu item, then select **Page** from the submenu. You can also mark a single page for deletion by left-clicking on the page in the thumbnail view to select it, then using the **Delete** key on the keyboard. Pressing Delete again will remove the deleted status for the page.



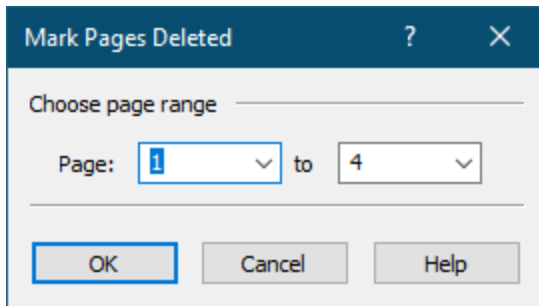
Mark a page deleted using the menu

1. Left-click on the page to be deleted in the thumbnail view.
2. Go to the application's **Page** menu , select the **Delete** menu item, then select **Page** from the submenu.



Mark a range of pages deleted

1. Go to the **Page** menu and select **Delete**, and then **Range...**
2. In the **Mark Pages Deleted** dialog that appears, enter in the page range to delete and click the **OK** button.

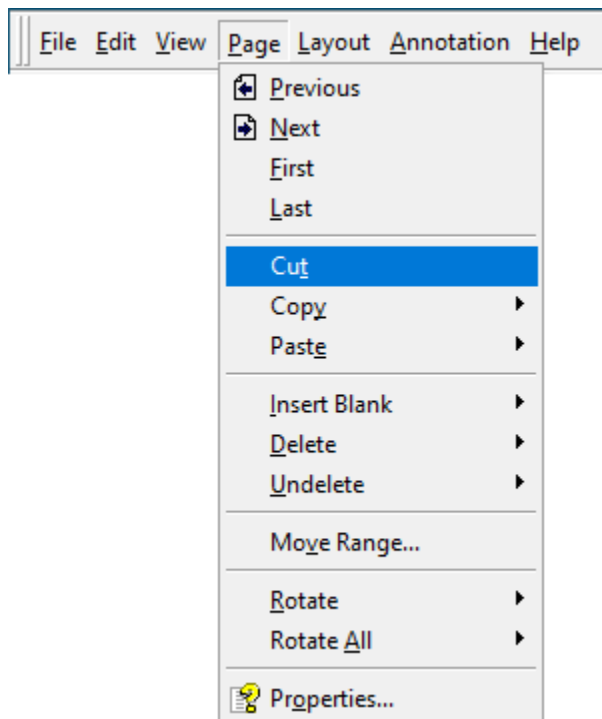


You can also right-click on any undeleted page in the thumbnail view and select **Delete** and then **Range...** from the context menu.

Cut a page using the clipboard

Cutting a page to the clipboard copies the page to clipboard and marks that page to be deleted.

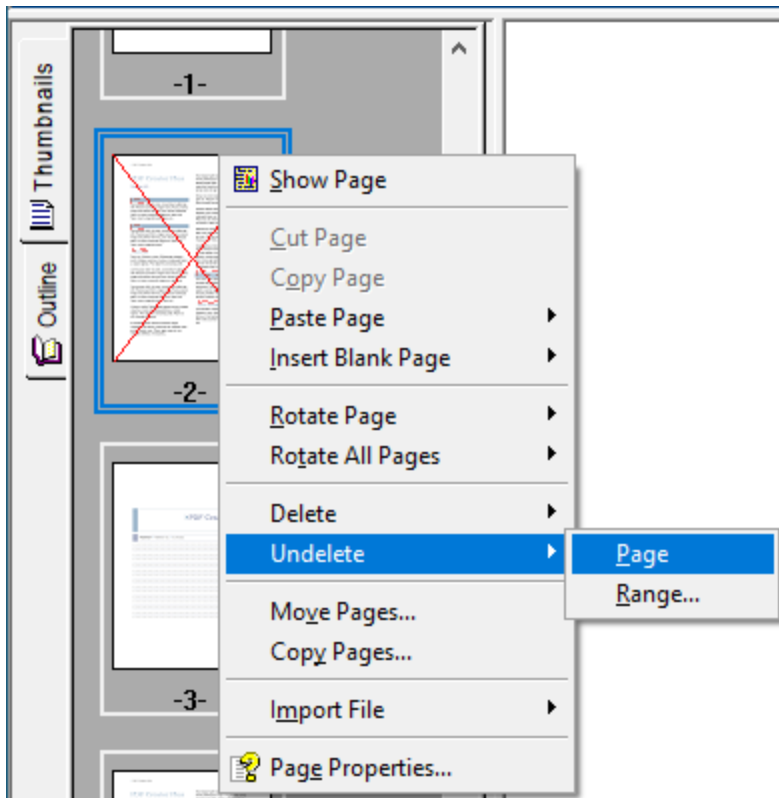
1. Left-click the desired page in the thumbnail view to select it.
2. From the application's **Page** menu select the **Cut** menu item.



You can also right-click on the page in the thumbnail view and select **Cut Page** from the context menu.

Remove deletion mark using the thumbnail view

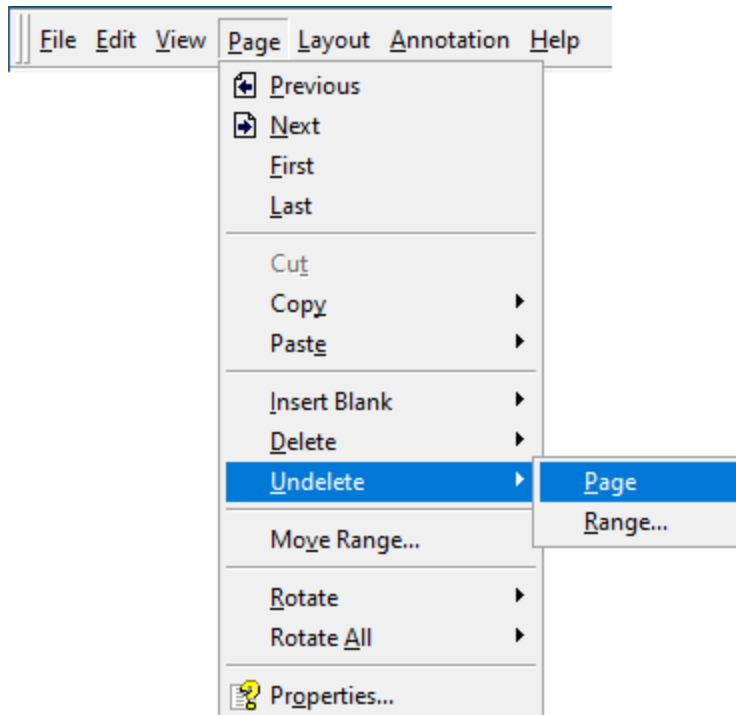
1. Left-click on the page in the thumbnail view to select it.
2. Right-click the page to bring up the context menu, select the **Undelete** menu item, then select **Page** from the submenu.



You can also remove a deletion mark from a single page by clicking on the thumbnail view and using the **Delete** key on the keyboard.

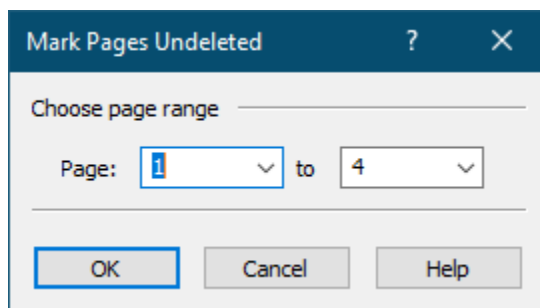
Remove deletion mark using the menu

1. Left-click the page in the thumbnail view to select it.
2. Go to the application's **Page** menu, select the **Undelete** menu item, then select **Page** from the submenu.



Remove deletion mark from a range of pages

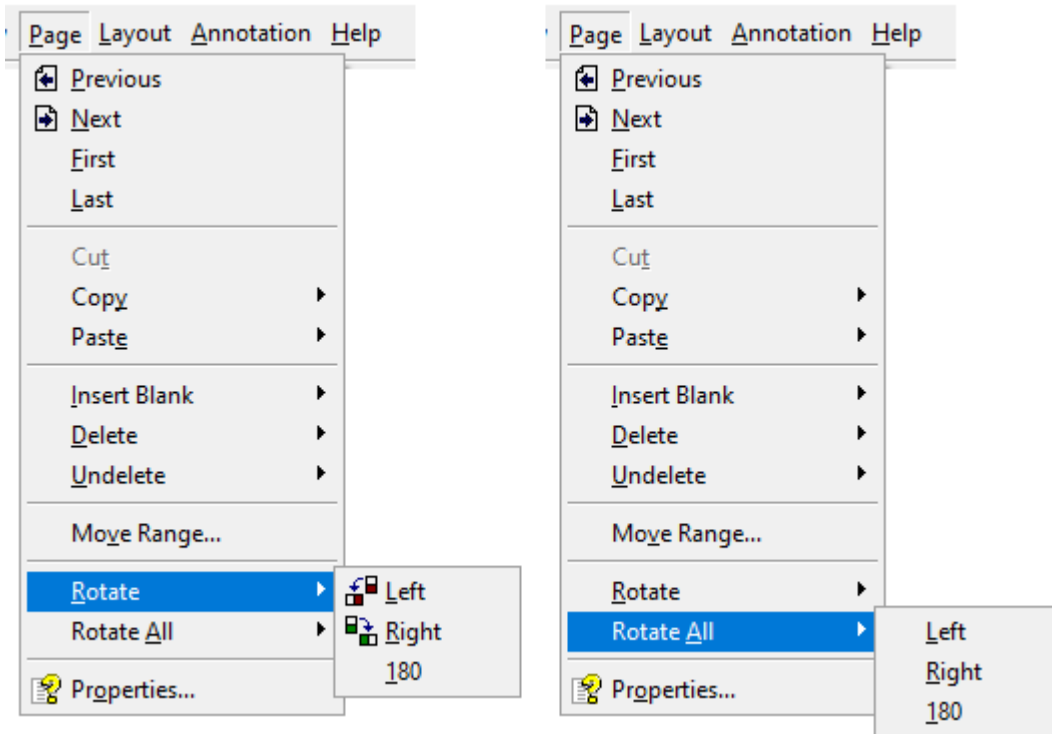
1. Go to the application's **Page** menu and select **Undelete**, then **Range...**
2. In the **Mark Pages Undeleted** dialog that appears, enter in the page range to remove the deletion mark from and click the **OK** button.



You can also right click on any deleted page in the thumbnail view, select **Undelete**, and then **Range...** from the context menu.

Rotating Pages

Pages in the project can be rotated 180° or left or right 90°. These operations are available from the **Page** menu from the **Rotate** and **Rotate All** menu items,

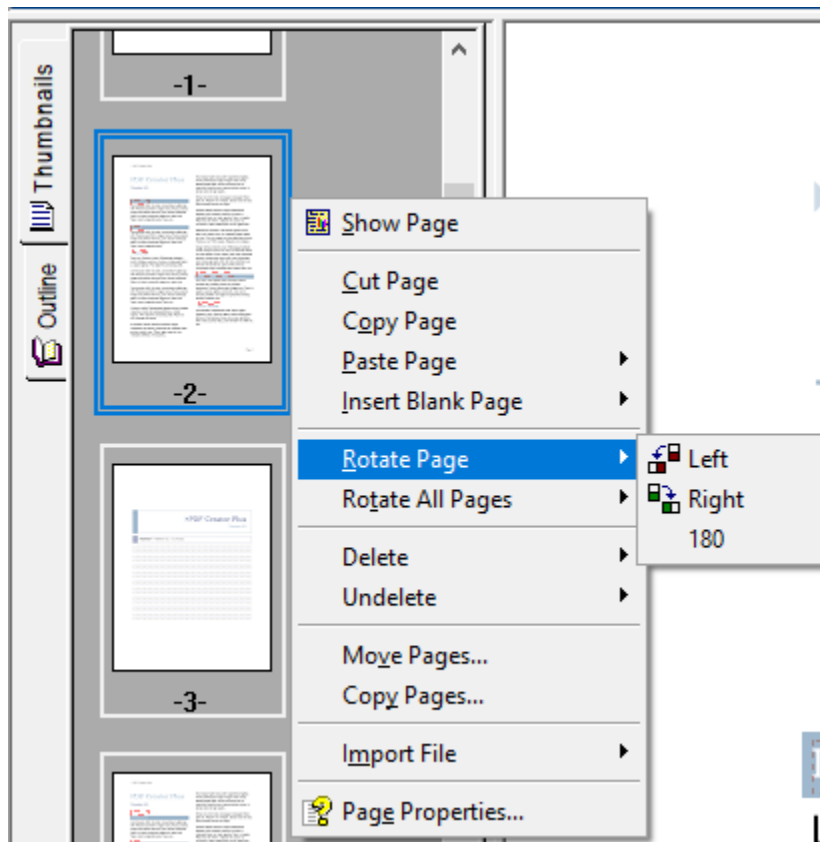


They are also available from the View toolbar.



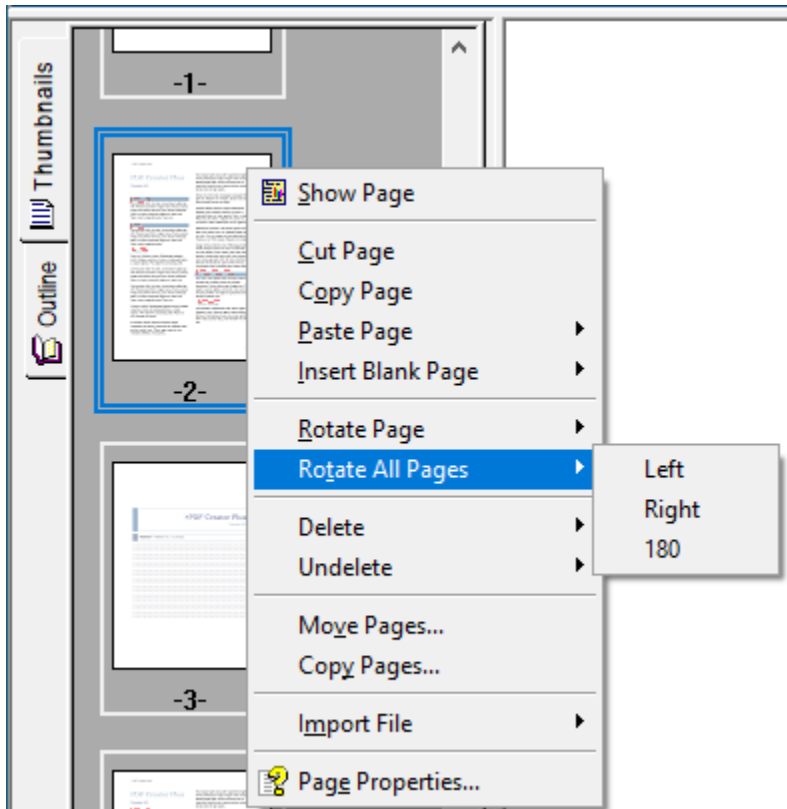
Rotating a single page

1. Left-click on the page to be rotated in the thumbnail view to select it.
2. Right-click the page to bring up the context menu, select the **Rotate Page** menu item, then choose **Left**, **Right** or **180** from the submenu. **Left** or **Right** rotates the page 90° in that direction, **180** will rotate the page a full 180°.




Rotating all pages

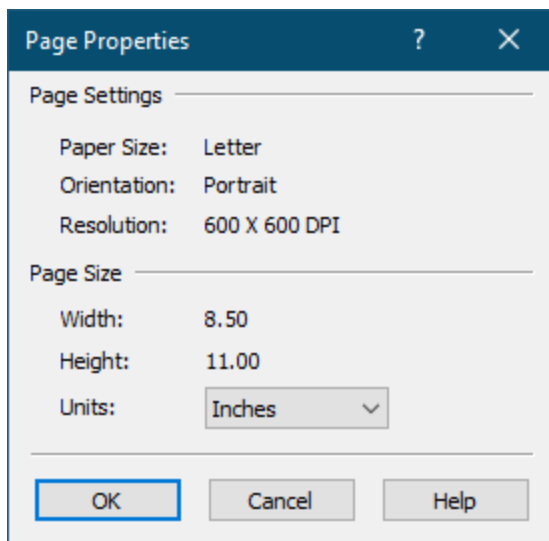
1. To rotate all the pages in the project, right-click anywhere in the thumbnail view to bring up the context menu.
2. Select the **Rotate All Pages** menu item, then select **Left**, **Right** or **180** from the submenu. **Left** or **Right** rotates the page 90° in that direction, **180** will rotate the page a full 180°.



Viewing Page Properties

Viewing the properties of the page will show the page dimensions and resolution of the selected page. These properties depend on the PDF Creator Plus printer settings at the time when the page was printed or the options chosen on the **Add New Page** dialog box if the page was [added manually](#).

From the **Page** menu, click the **Properties...** menu item, or click the Properties  button on the [Standard toolbar](#).



Page Settings

Shows the *paper size*, *page orientation* and *resolution* of the page.

Page Size

Displays the actual physical page size of the page. The size can be displayed at *Inches*, *Millimeters*, *Centimeters* and *Pixels*.

Annotating Pages

You can add annotations to any page. Available annotation tools include text, filled and hollow rectangles, lines, and shapes, among others. They are accessible from both the application menu and the annotation toolbar. You can also edit individual annotation properties and set default properties for the annotation tools themselves.



Annotating Pages

[Adding Annotations](#)

[Selecting Annotations](#)

[Copying Annotations](#)

[Deleting Annotations](#)

[Editing Annotation Properties](#)

[Arranging Annotations](#)

Adding Annotations


Annotations consist of text notes, filled and hollow shapes such as rectangles, circles and polygons, an eraser and a selection mode for copying parts of the page. Also available are special heading, bookmark and hyperlink annotations specific to PDF creation.



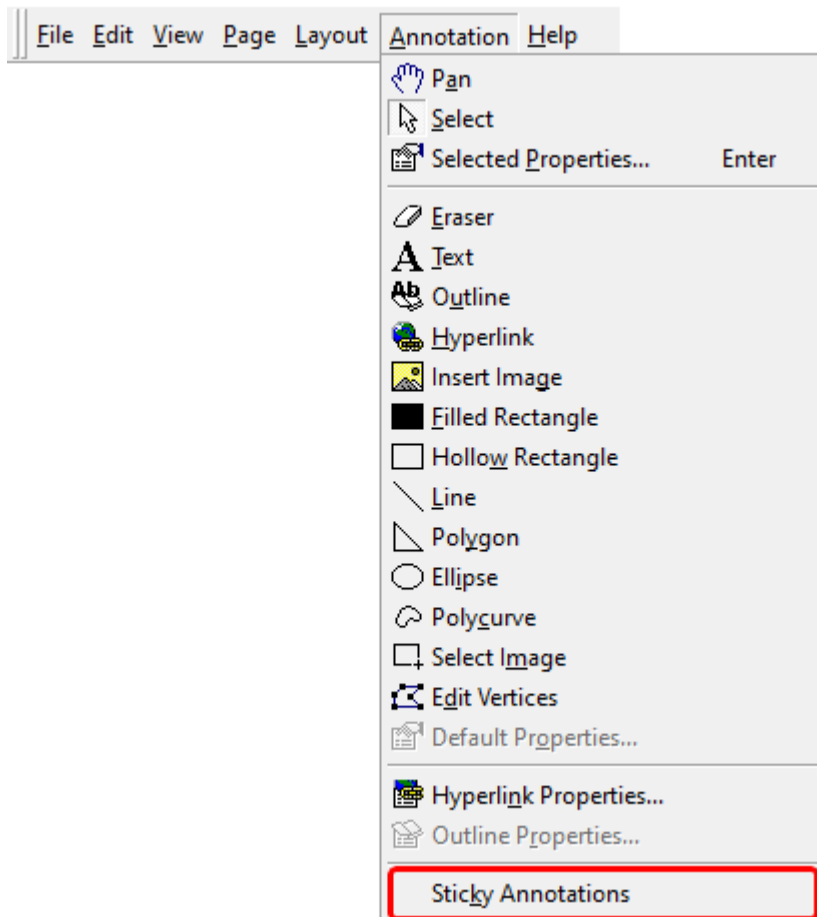
Annotating Pages

[Adding a Text Box](#)[Adding a Line](#)[Adding a Heading](#)[Adding a Polygon](#)[Adding a Bookmark](#)[Adding a Closed Curve](#)[Adding a Hyperlink](#)[Erasing a Selected Area](#)[Adding an Image](#)[Copying and Pasting Images](#)[Adding a Rectangle](#)[Editing Annotation Vertices](#)[Adding an Ellipse](#)

Sticky Annotations

Sticky Annotations mode is useful when adding multiple annotations of the same type to a page. When Sticky Annotations turned on, the selected annotation tool remains chosen until you click the Select  tool again, allowing you to place multiple annotations on the page. When this mode is off, the Select tool becomes active after you place a single instance of the chosen annotation on the page.

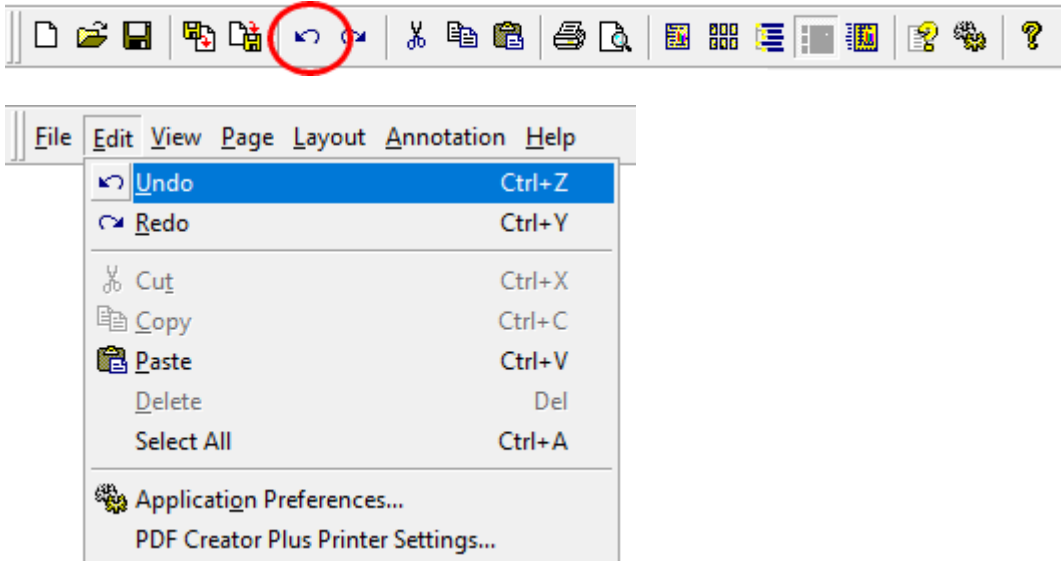
You can change the sticky mode through the Annotation menu by checking or un-checking the Sticky Annotations menu item. By default Sticky Annotations is turned off.



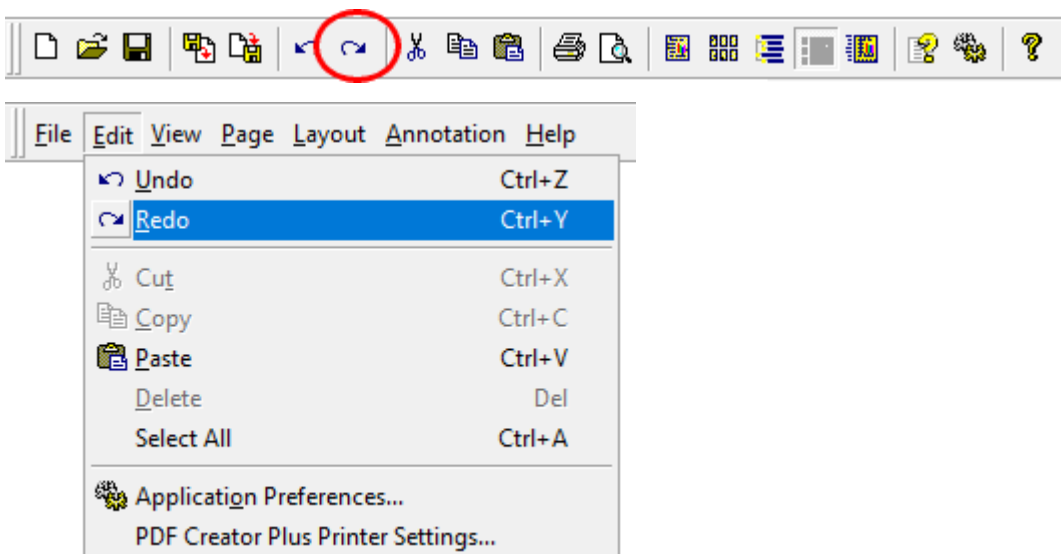
Undo and Redo on Annotations

Each page maintains its own undo/redo list for annotations. This allows you to easily back out changes, or redo changes again. Almost any action on an annotation, such as move, size, align, add, delete, even changing the font of text annotation, are all tracked in the undo/redo list.

You can *undo* any annotation operation by clicking the **Undo** button on the [Standard toolbar](#) or through the **Undo** menu item on the **Edit** menu



You can *redo* any annotation operation by clicking the **Redo** button on the [Standard toolbar](#) or through the **Redo** menu item on the **Edit** menu.

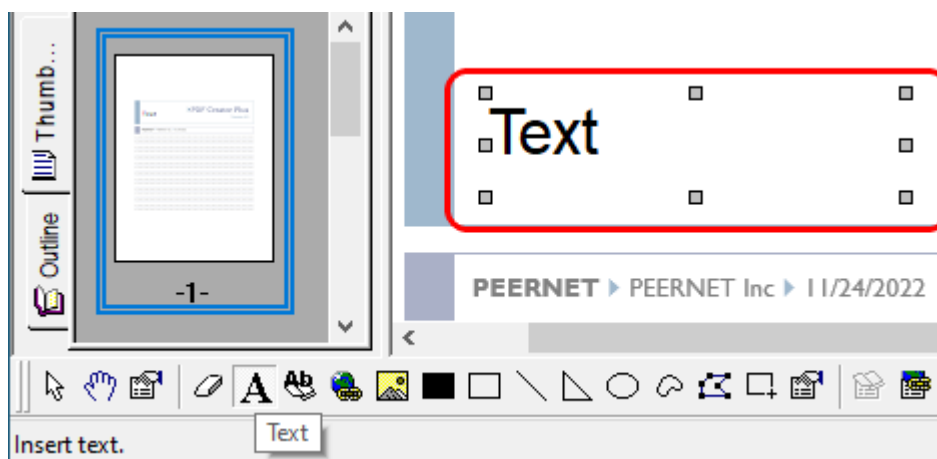



Adding a Text Box

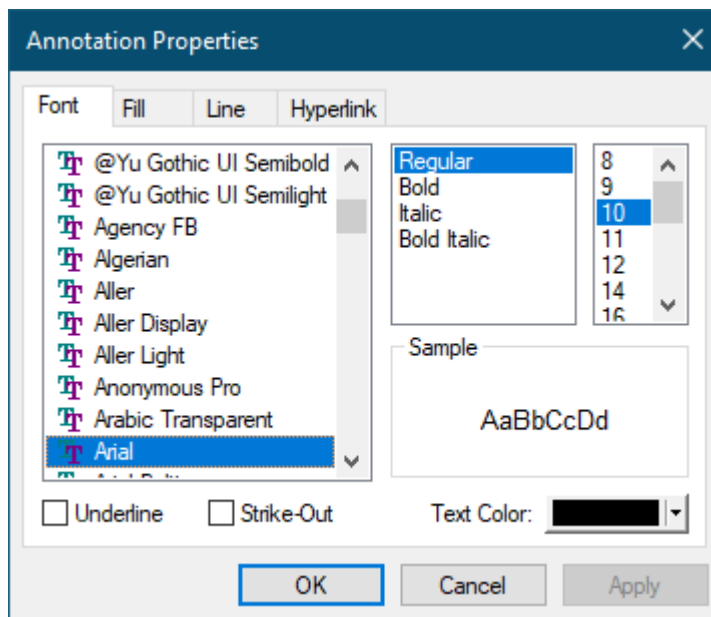
1. Select the **Text** annotation tool  from the **Annotations** toolbar.



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline on the page. Release the mouse button when the rectangle is the size you want the text box annotation to be.
3. When the mouse button is released, the text box will automatically go into edit mode to allow you to type your text. Click outside the text box to accept the typed text and stop editing.

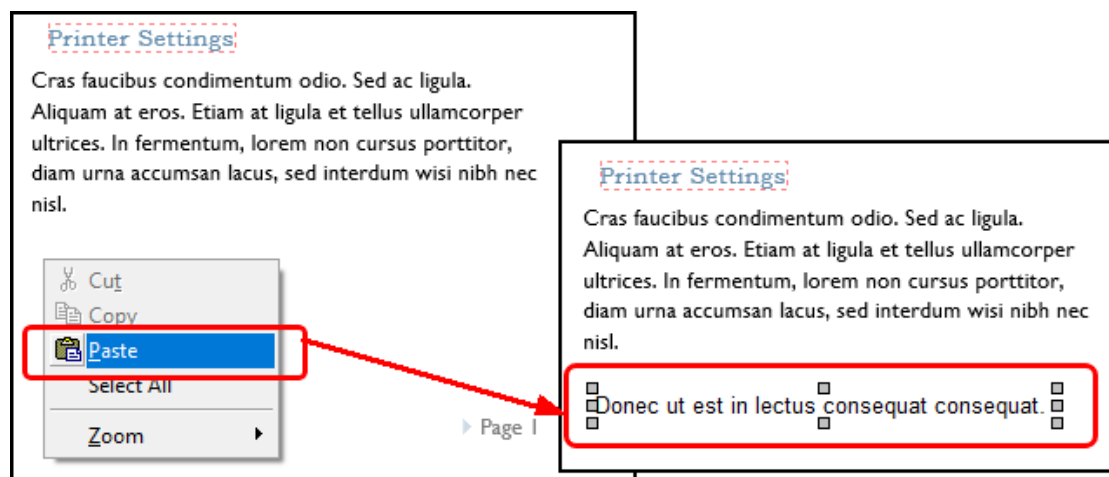


4. A text box defaults to transparent fill with no border and used 10 point Arial font for the text. With the text box annotation selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit the properties of the text box.
5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the text box. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



Productivity Tips - Adding a text box from the clipboard

You can create a Text box annotation from text that you have placed in the clipboard from another application. Right-click on the page and select **Paste** from the context menu.

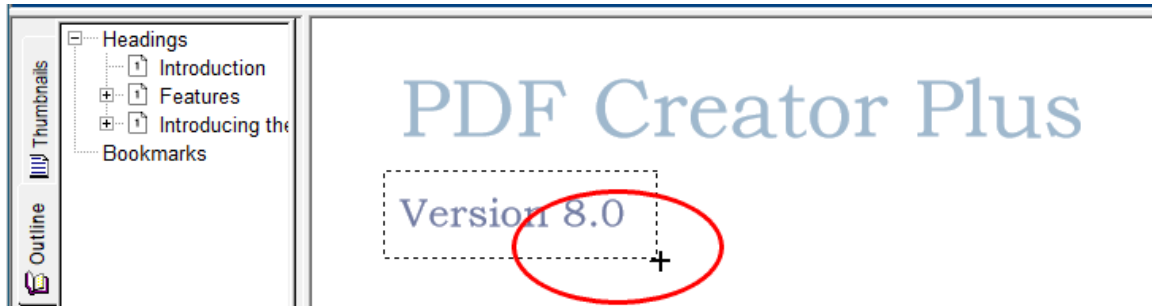


Adding a Heading

1. Select the **Outline** tool  from the **Annotations** toolbar.

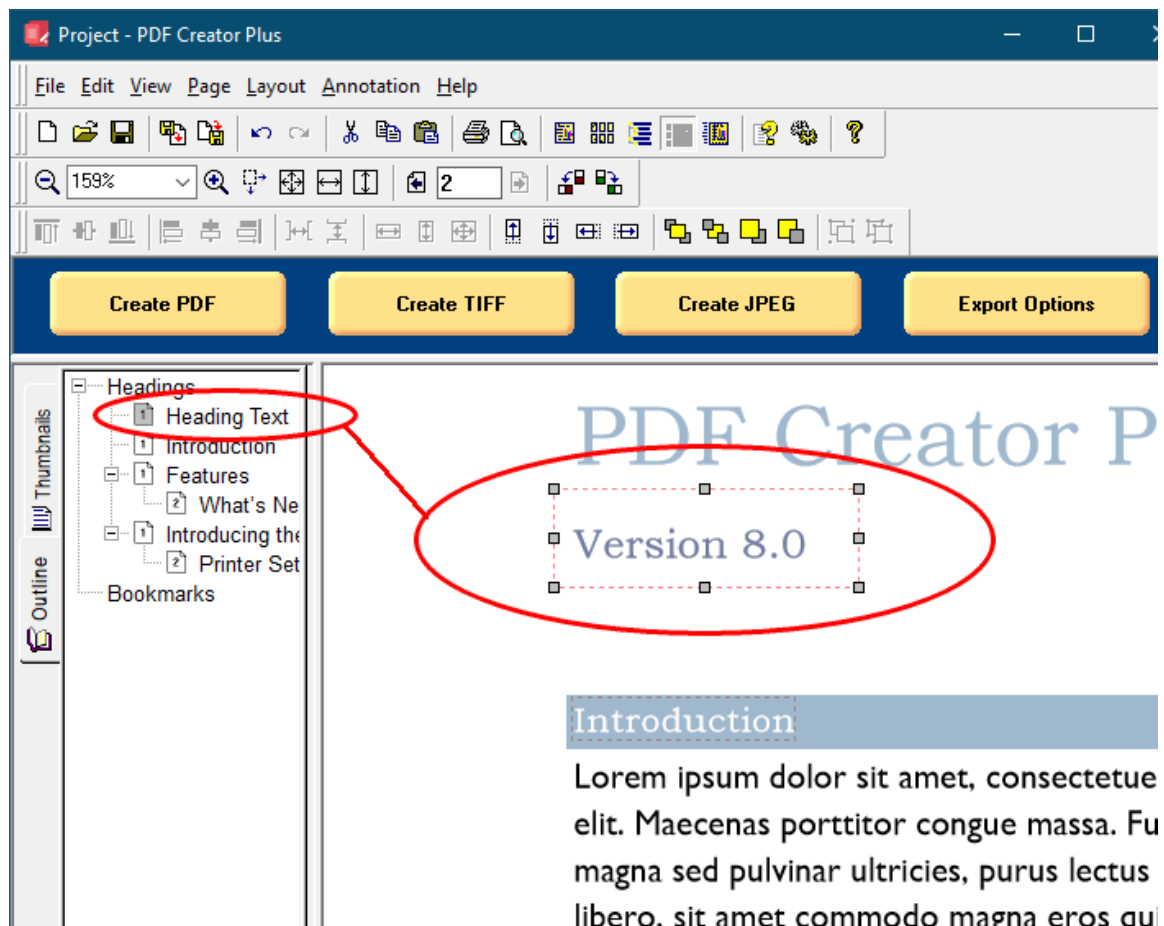



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline around the area on the page where you want the heading to be.



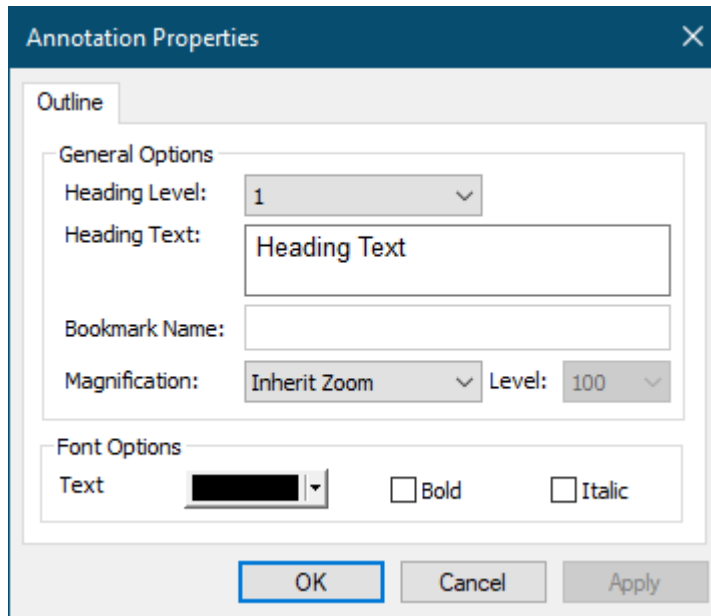
3. Release the mouse button when you are done. The heading will be shown outlined with a *red dotted rectangle*. This rectangle is shown only on the screen to make seeing the heading annotation easier; it is not included when the page is printed or used to create a PDF, TIFF or other type of file.

The new heading annotation has also been added under the **Headings** section in the **Outline** view. If you cannot see the Outline view, click on the Outline tab, the tab with the book icon, in the [Navigation view](#) to bring the tab forward.



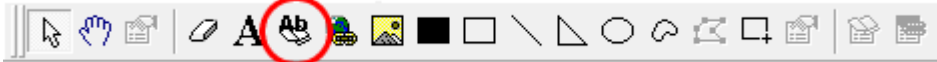
4. The heading annotation defaults to **Heading Level 1** and **Heading Text** as *Heading Text*. With the annotation selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit its properties.

5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the heading. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.

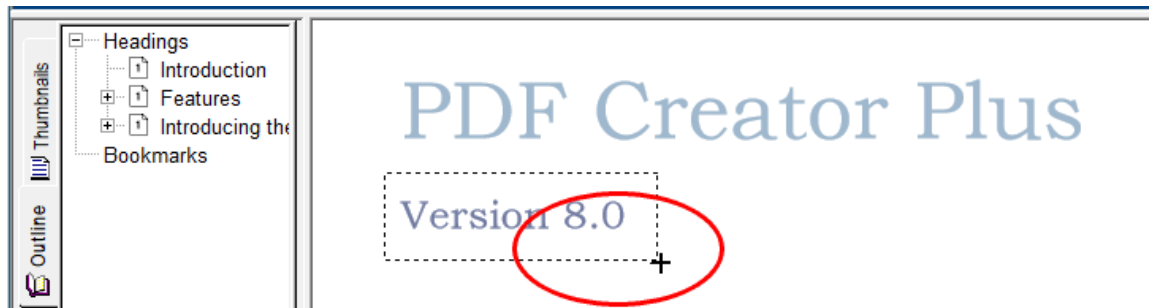


Adding a Bookmark

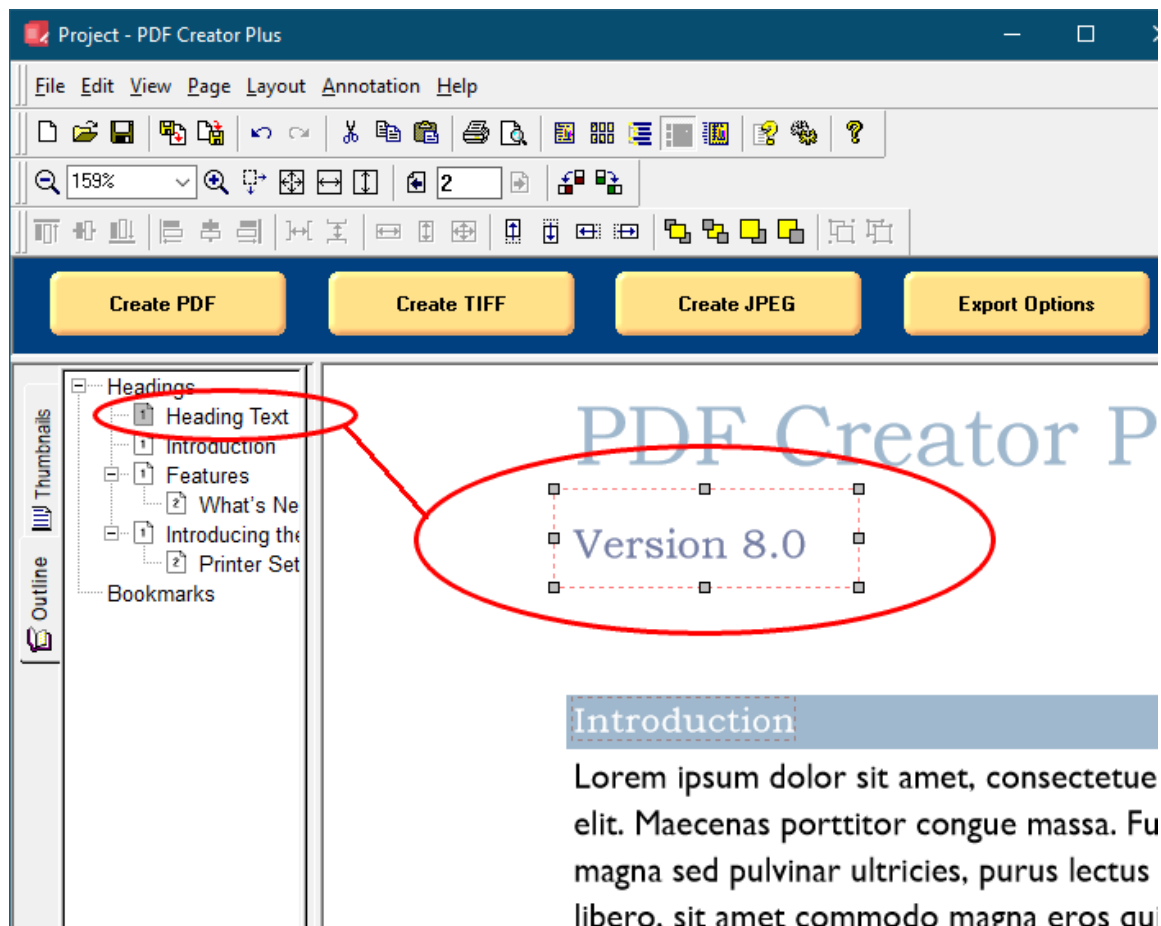
1. Select the **Outline** tool  from the **Annotations** toolbar.



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline around the area on the page where you want the bookmark to be.



3. Release the mouse button when you are done. The **Outline** annotation tool creates a *heading annotation* by default. To create a bookmark, the heading annotation properties have to be changed.



4. The heading annotation is changed to a *bookmark annotation* through the **Annotation Properties** dialog, accessible from the **Annotation Properties** (📄), the **Edit Outline** (📄) toolbar button, or by pressing the **Enter** key with the bookmark annotation selected.



5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the bookmark. Change the **Heading Level** to *<None>* and enter in a name for your bookmark in the **Bookmark Name** field. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.

Annotation Properties

Outline

General Options

Heading Level: <None>

Heading Text: Heading Text

Bookmark Name: Bookmark1

Magnification: Inherit Zoom Level: 100

Font Options

Text

☐ Bold

☐ Italic

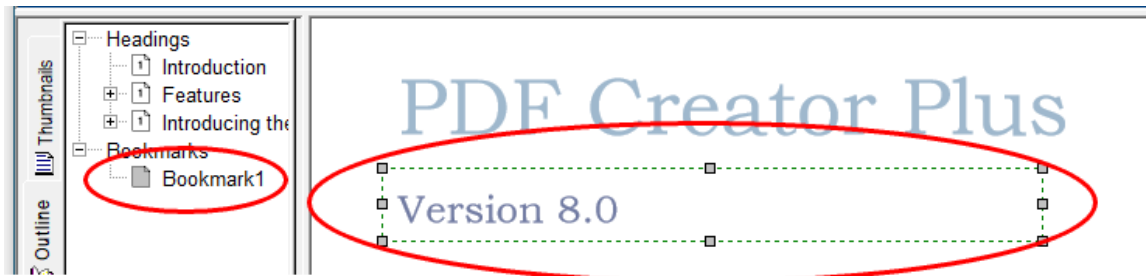
OK

Cancel

Apply

6. The bookmark will be shown outlined with a *green dotted rectangle*. This rectangle is shown only on the screen to make seeing the bookmark annotation easier; it is not included when the page is printed or used to create a PDF, TIFF or other type of file.

The new bookmark annotation has also been added under the **Bookmarks** section in the **Outline** view. If you cannot see the Outline view, click on the Outline tab, the tab with the book icon, in the [Navigation view](#) to bring the tab forward.



Adding a Hyperlink

1. Select the **Hyperlink** tool () from the **Annotations** toolbar.




2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline around the area on the page where you want the hyperlink to be.



3. Release the mouse button when you are done. The hyperlink will be shown outlined with a *blue dotted rectangle*. This rectangle is shown only on the screen to make seeing the hyperlink annotation easier; it is not included when the page is printed or used to create a PDF, TIFF or other type of file.

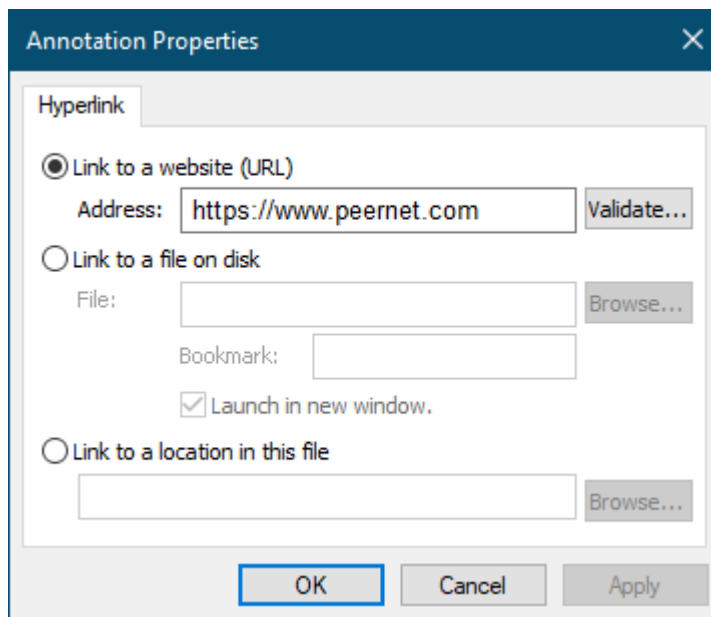


4. A hyperlink annotation does not contain a link to a file, website or bookmark location by default. With the annotation selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit the properties of the hyperlink.



5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the hyperlink. A hyperlink can be a link to a website, a file on disk or to an internal bookmark location within the current PDF Creator Plus project.

If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



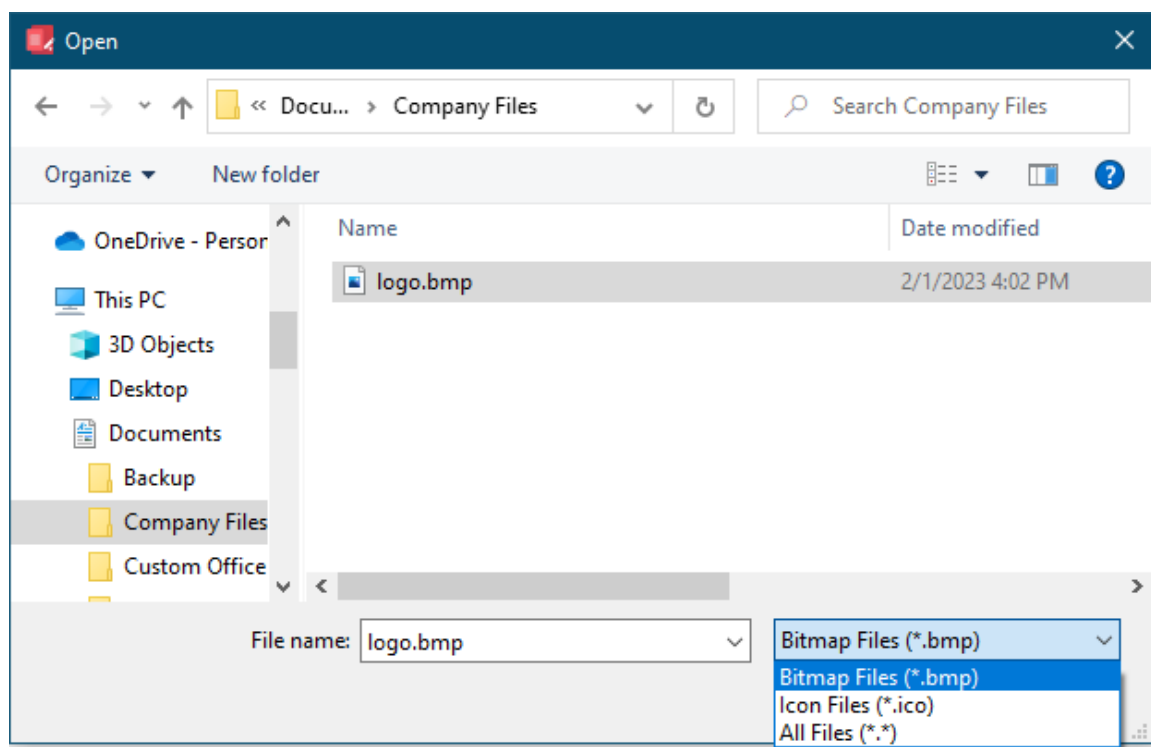
Adding an Image


A image can be placed anywhere on a page. Supported image types are bitmap images (*.bmp) and icon (*.ico) files. Other image formats can be added by copying them to the clipboard and pasting them on the page. Images can have a frame, or outline, of varying thicknesses, as well as a hyperlink property.

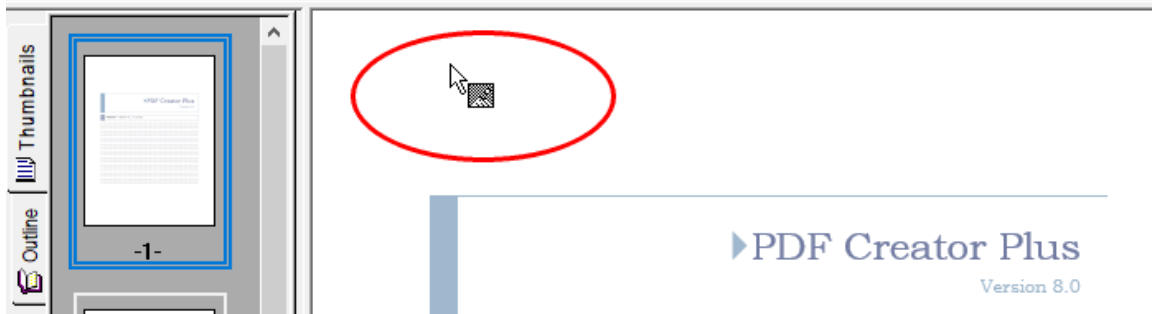
1. Select the **Image** tool  from the **Annotations** toolbar.



2. An **Open** prompt will appear to choose the image you want to place on the page.




3. The cursor will change from the normal mouse pointer to a mouse cursor with a small image icon. (). If the image cursor does not appear, check that the image you are using is a supported image type and is not damaged or corrupt.

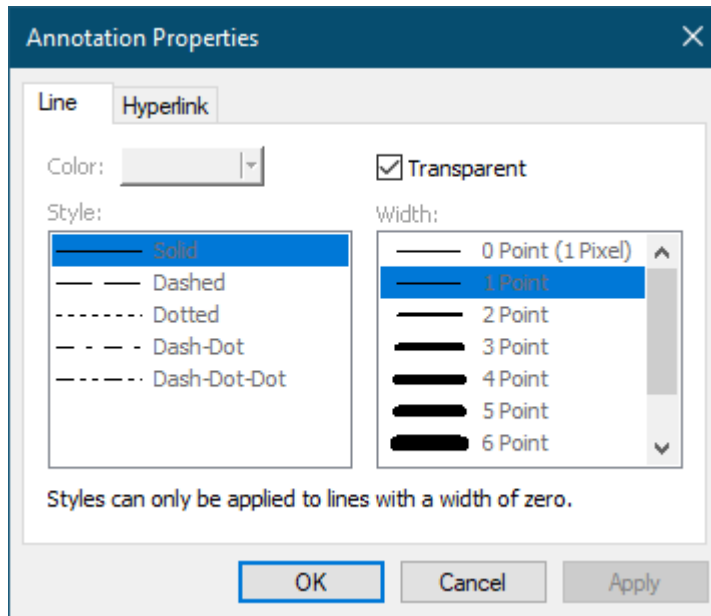


4. Click on the page where you want the image placed and release the mouse button when you are done. The selected image will be added to the page.



5. The image annotation defaults to no outline and no hyperlink information. To change this, select the annotation and press the **Enter** key or select the **Annotation Properties** () toolbar button to edit its properties.

6. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for an image. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



Adding a Rectangle


A basic shape, rectangles can be solid and [filled](#) with a color or a pattern. They can also be transparent, or [hollow](#). A frame, or outline, of varying thicknesses can also be set.



Productivity Tips - Adding a Filled or Hollow Square

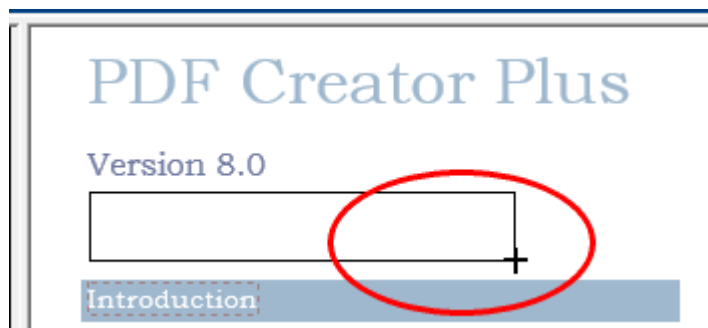
To draw a square, use the **Filled Rectangle** or **Hollow Rectangle** tool and hold down the **Shift** key on the keyboard while you drag the mouse.

Adding a Filled Rectangle

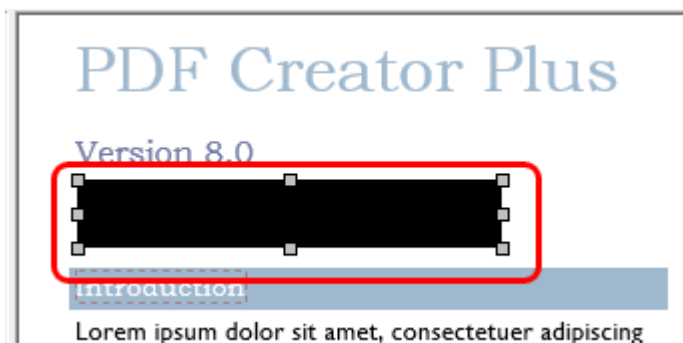
1. Select the **Filled Rectangle** tool () from the **Annotations** toolbar.




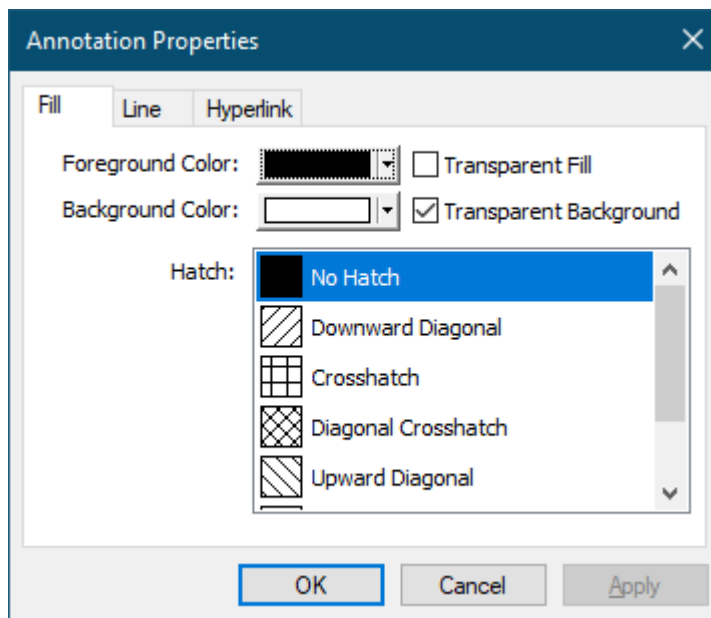
2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline on the page.




3. Release the mouse button when the rectangle is the size you want. You can also use the gray sizing handles on the sides and corners of the annotation to change the size later.



4. The rectangle fill color defaults to black. With the annotation selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit the properties of the annotation.
5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the filled rectangle tool. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.

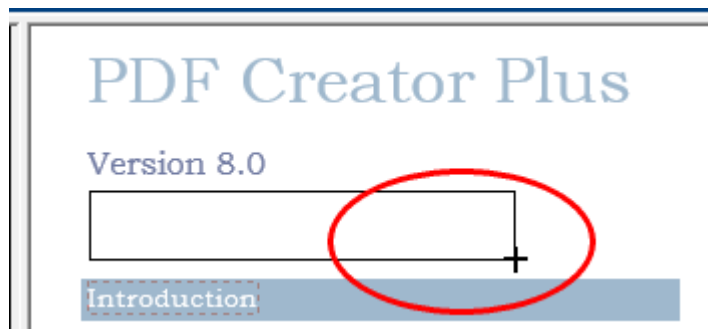


Adding a hollow rectangle

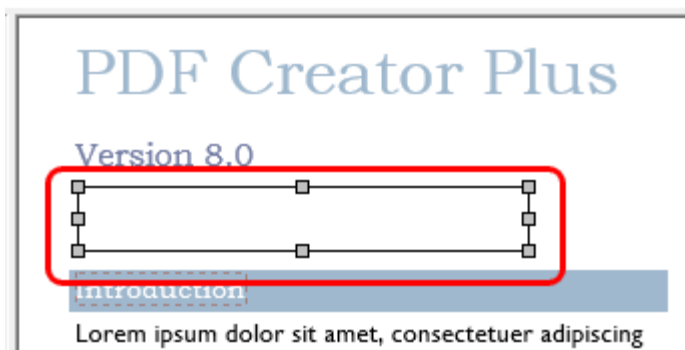
1. Select the **Hollow Rectangle** tool () from the **Annotations** toolbar.




2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline on the page.

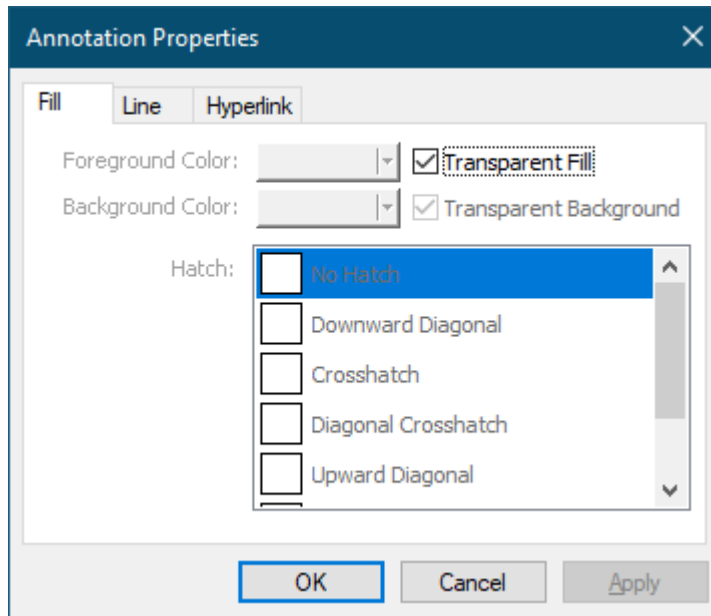


3. Release the mouse button when the rectangle is the size you want. You can also use the gray sizing handles on the sides and corners of the annotation to change the size later.



4. The hollow rectangle defaults to transparent with a black border. With the annotation selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit the properties of the annotation.

5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the hollow rectangle tool. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.




Adding an Ellipse



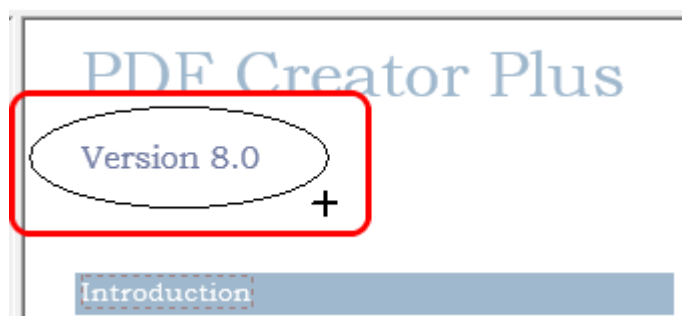
Productivity Tips - Adding a Circle

To draw a circle, use the **Ellipse** tool and hold down the **Shift** key on the keyboard while you drag the mouse.

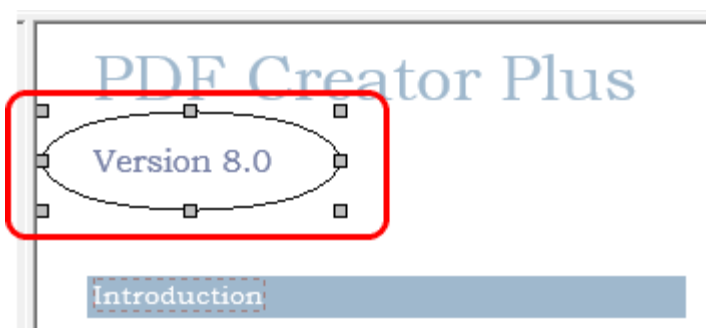
1. Select the **Ellipse** tool () from the **Annotations** toolbar.




2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create an ellipse outline on the page.

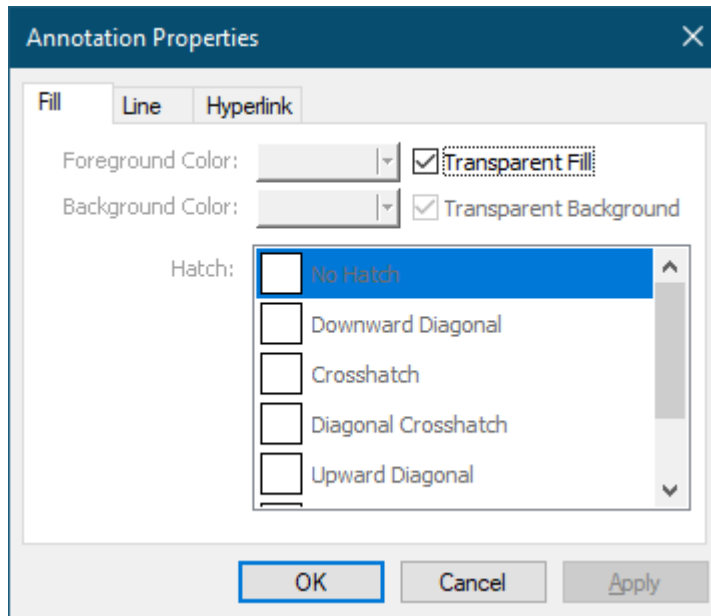


3. Release the mouse button when the ellipse is the size you want. You can also use the gray sizing handles on the sides and corners of the annotation to change the size later.



4. The ellipse defaults to transparent fill with a black border. With the annotation selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit the properties of the annotation.

5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the ellipse. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



Adding a Line



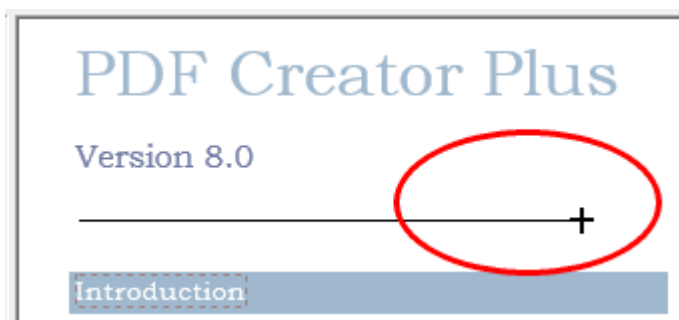
Productivity Tips - Creating a Straight Line

To draw a horizontal or vertical straight line the **Line** tool hold down the **Shift** key on the keyboard while you drag the mouse left to right or up and down.

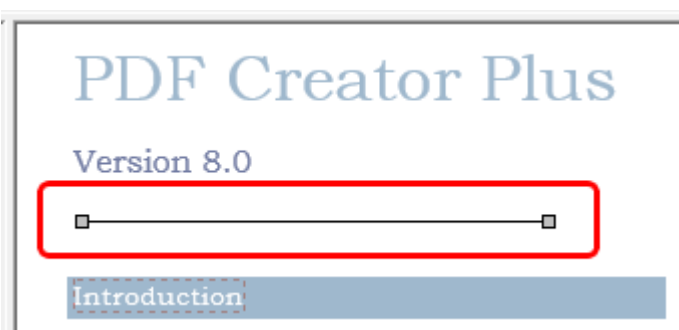
1. Select the **Line** tool () from the **Annotations** toolbar.




2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a line on the page.

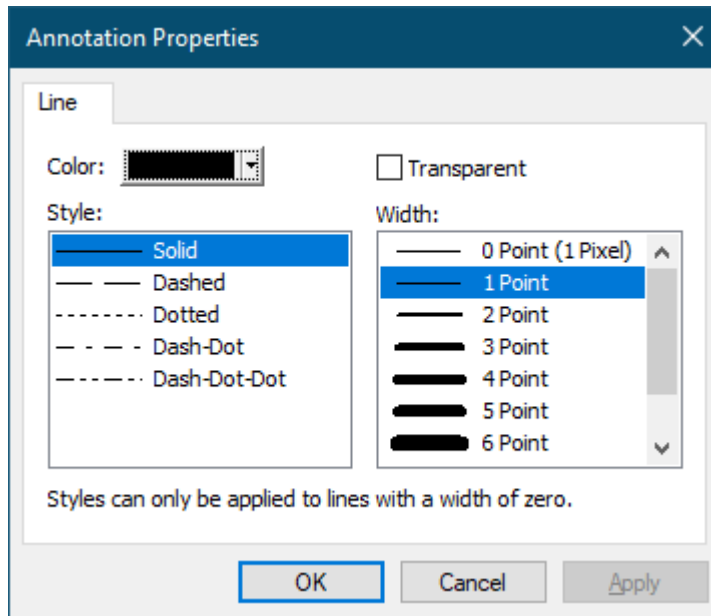


3. Release the mouse button when the line is the length you want. You can also use the gray sizing handles on the ends of the line annotation to change the size later.



4. A line defaults to a black solid line with a width of one pixel. With the line selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit the properties of the line.

5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for a line. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.




Adding a Polygon



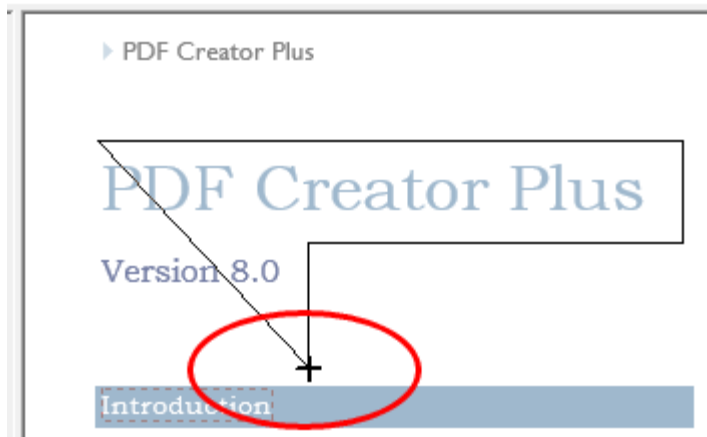
Productivity Tips - Creating Straight Lines in a Polygon

To draw a horizontal or vertical straight line with the **Polygon** tool hold down the **Shift** key on the keyboard while you drag and click the mouse.

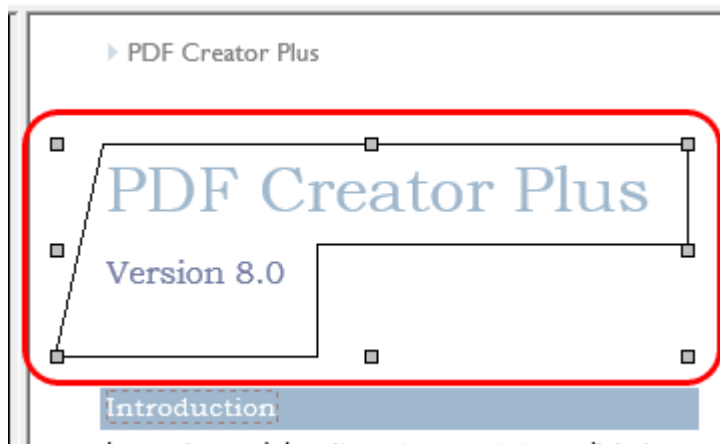
1. Select the **Polygon** tool () from the **Annotations** toolbar.




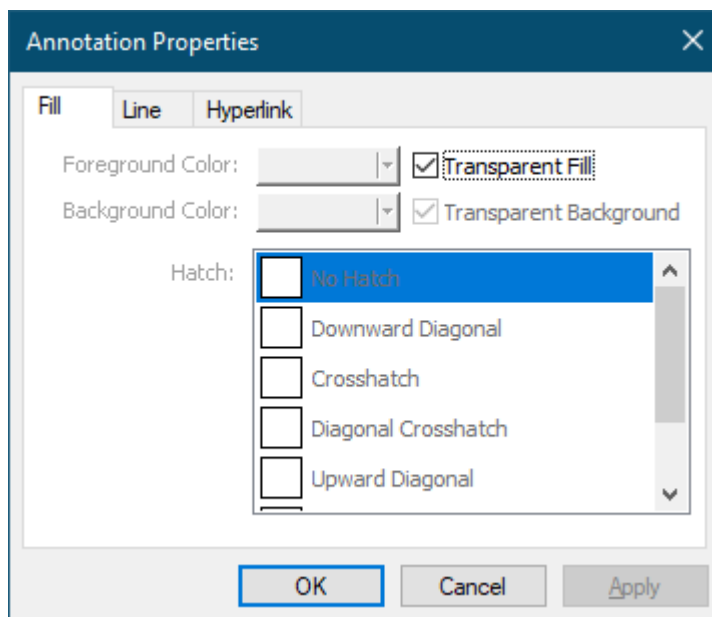
2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create the first line segment of the polygon. Release the left mouse button when the first line segment is the length you want. Move to the next location and left-click once to add a new line segment.



3. Repeat adding segments until you have your desired polygon shape. Double-click the left mouse button to finish the polygon. You can also use the gray sizing handles on the sides and corners of the annotation to change polygon later.



4. A polygon defaults to a transparent fill with a solid black border. With the polygon selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit the properties of the polygon.
5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for a polygon. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.

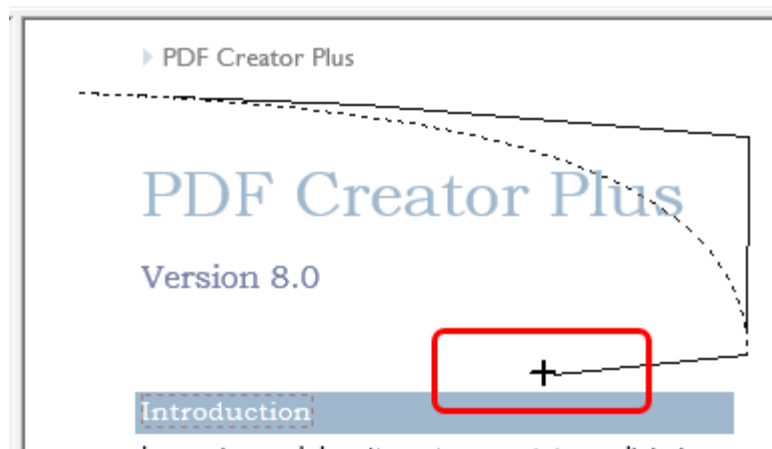


Adding a Closed Curve

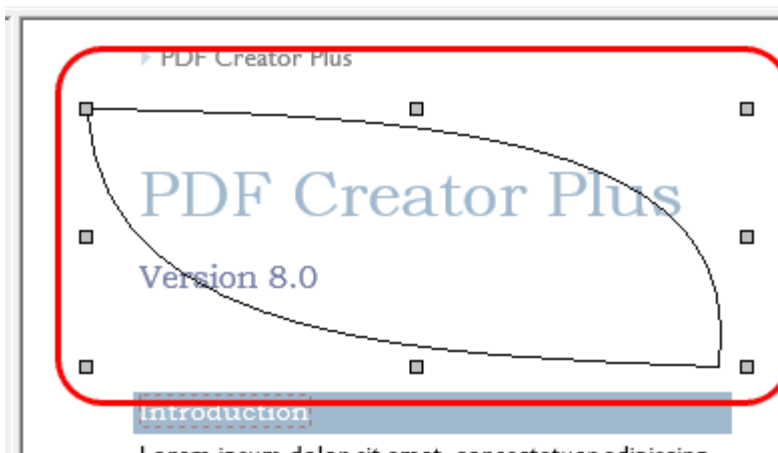
1. Select the **Closed Curve** tool () from the **Annotations** toolbar.




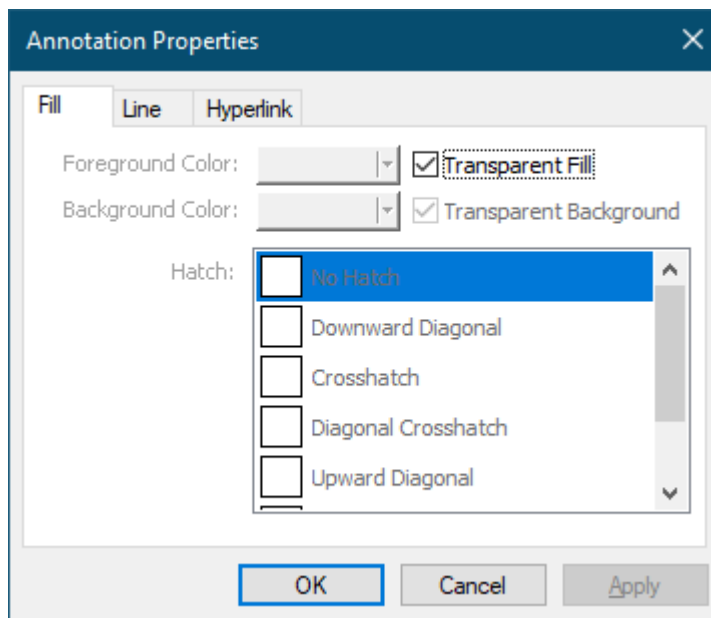
2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create the first line segment of the closed curve area. Release the left mouse button when the first line segment is the length you want. Move to the next location and left click once to create a new line segment. When you have three segments or more, you will see a dotted line that represents what the curve will look like.




3. Repeat adding segments until you have your desired closed curve shape. Double-click the left mouse button to finish the closed curve shape. You can also use the gray sizing handles on the sides and corners of the line annotation to change the size later.



4. A closed curve to a transparent fill with a solid black border. With the closed curve selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit its properties.
5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for a closed curve. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.

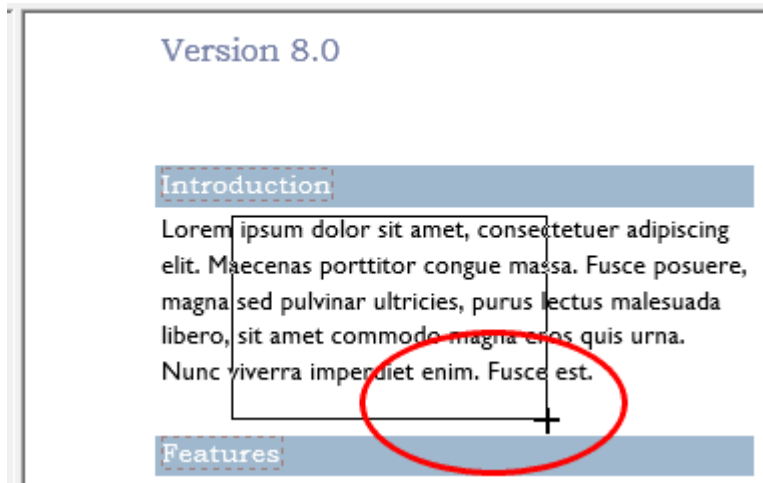


Erasing a Selected Area

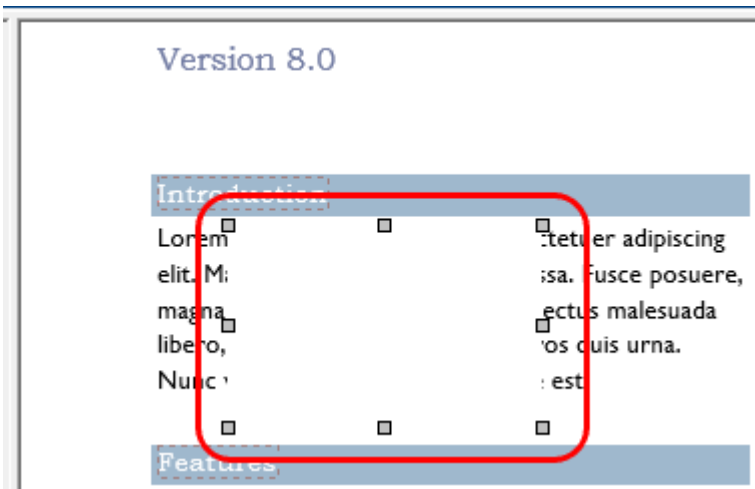
1. Select the **Eraser** tool () from the Annotations toolbar. An erased area is simply a white filled rectangle with no border that covers the text and images underneath.



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline around the area on the page you want to erase.



3. Release the left mouse button when the rectangle is the size you want.



Copying and Pasting Images

Copy an Area as An Image

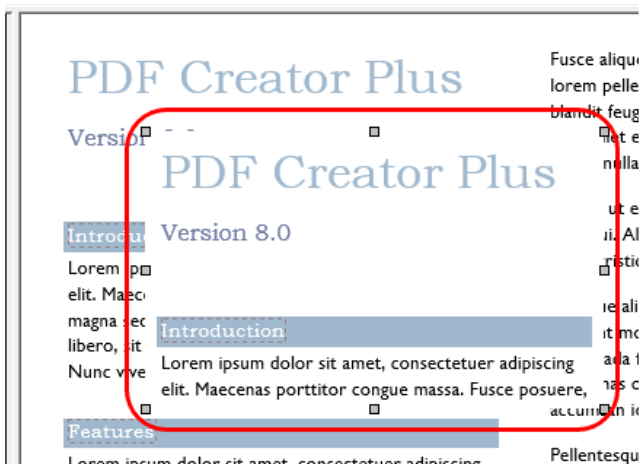
1. Select the **Select Image** tool () from the **Annotations** toolbar.



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline around the area on the page you want to copy.



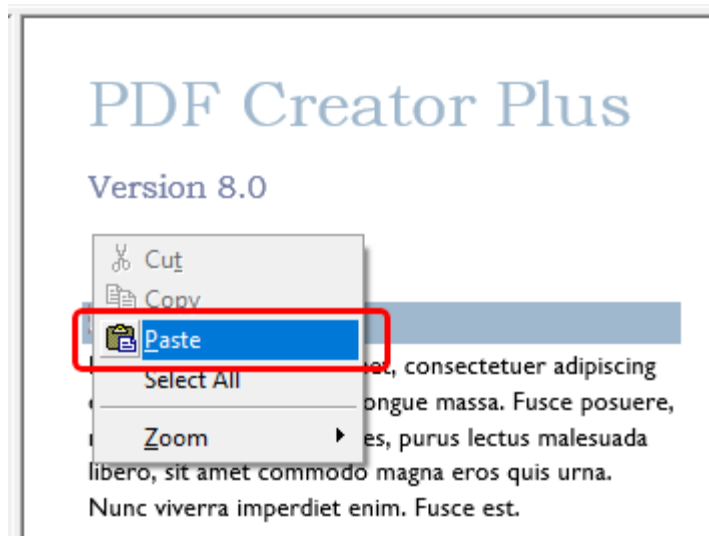
3. Release the mouse button when the rectangle is the size you want. The copied area is placed on the page in the exact same position as the original area. Left-click with the mouse to select the copied image and drag the new image to the desired location.



Paste an Image From the Clipboard


You can create an **Image** annotation from an image that you have copied into the clipboard from another application.

1. Right click the page to get the context menu and select **Paste** from the menu.




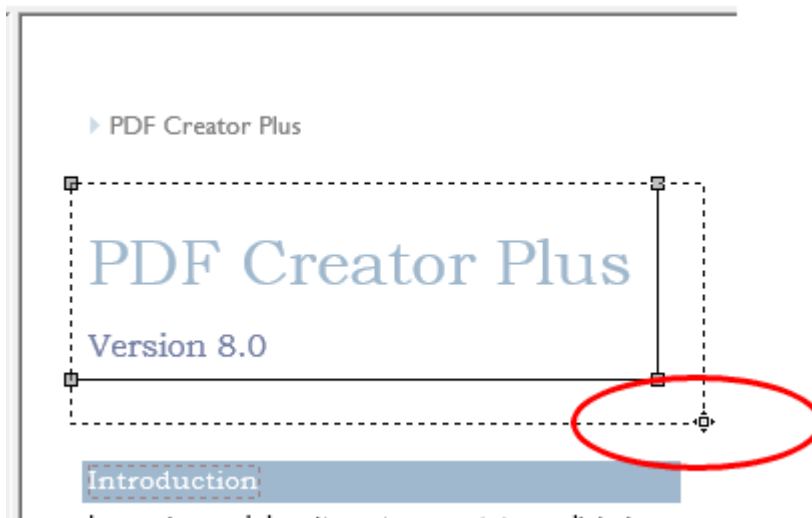
2. A new image annotation will be created from the clipboard contents.

Editing Annotation Vertices

1. Select the annotation whose vertices you want to change, then select the **Edit Vertices** tool () from the **Annotations** toolbar.




2. The cursor will change from the mouse pointer to a small square with arrows () when you mouse over a vertex on the selected annotation. Click and hold the left mouse button while you drag to move the vertex to a new location. A dotted rectangle will show the new shape.




3. Release the mouse button when you are done.



Selecting Annotations

Panning to Reveal Hidden Areas

If you are viewing your page at a large zoom, or magnification level, only a portion of your entire page may fit inside the window, and scroll bars are included to allow navigation around the page. To change the part of your page that can be seen, the **Pan** tool () is used to move the page displayed in the window.


1. Select the **Pan** tool () from the **Annotations** toolbar.




2. The cursor will change from the mouse pointer to an open hand  when you mouse over the page.
3. Click and hold the left mouse button while you drag to move page in the desired direction. While you are panning, the cursor will change to a grabbing hand .
4. Release the left mouse button to stop panning the page.

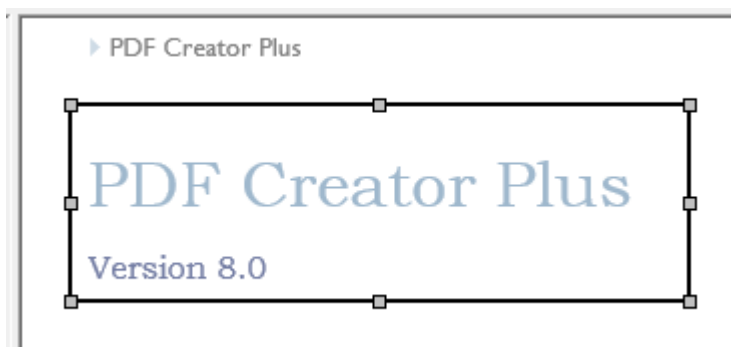
Selecting an Annotation

To edit, move or delete an annotation, it first has to be selected.


1. Select the **Select** () tool from the **Annotations** toolbar.

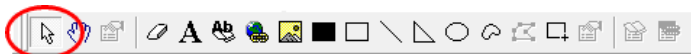



2. When in selection mode, the cursor will be the normal mouse pointer .
3. Mouse over and click the annotation you want to select. The annotation will be shown with gray handles on its perimeter.

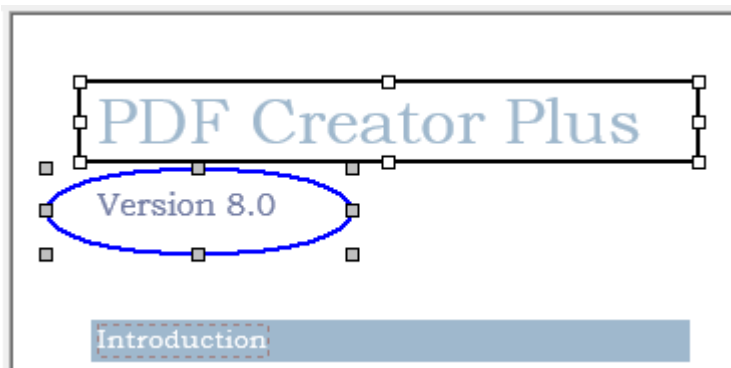


Selecting a Group of Annotations

1. To select a group of annotations, select the **Select** () tool from the **Annotations** toolbar.




2. When in selection mode, the cursor will be the normal mouse pointer .
3. Mouse over and click the first annotation you want to select. The annotation will be shown with gray handles on its perimeter.
4. To select additional annotations, press and hold the **CTRL** key while you left-click with the mouse on each of the other annotations you want to select.

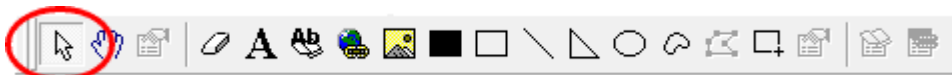


5. The last annotation selected is the primary annotation used to determine the size and alignment standards when using any [alignment commands](#). This annotation is identified with gray handles on its perimeter while the other annotations have white handles.

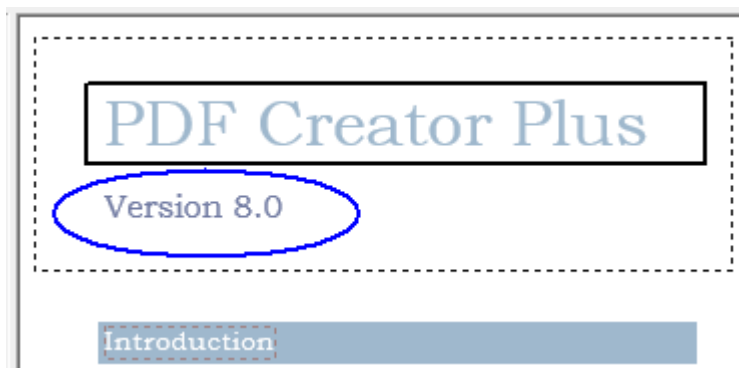
Selecting Annotations With the Selection Rectangle

You can also select a single annotation or a group of annotations by dragging a **selection rectangle** around them.

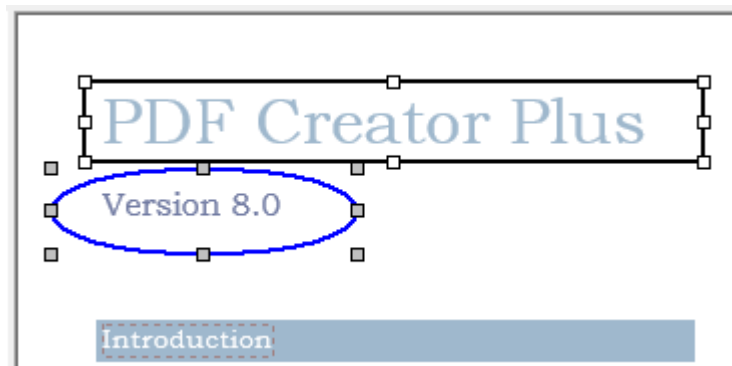
1. To select a group of annotations, select the **Select** () tool from the **Annotations** toolbar.



2. Click and hold the left mouse button while you drag to create a rectangle around all the annotations you want to select.



3. Release the mouse button to select all annotations inside the dotted rectangle. The bottom, rightmost annotation inside the rectangle will become the primary annotation using any [sizing and alignment commands](#).



Deselect an Annotation From a Group

To remove a single annotation from a selected group, hold down the **Shift** key and left-click with the mouse on the annotation you want to deselect.

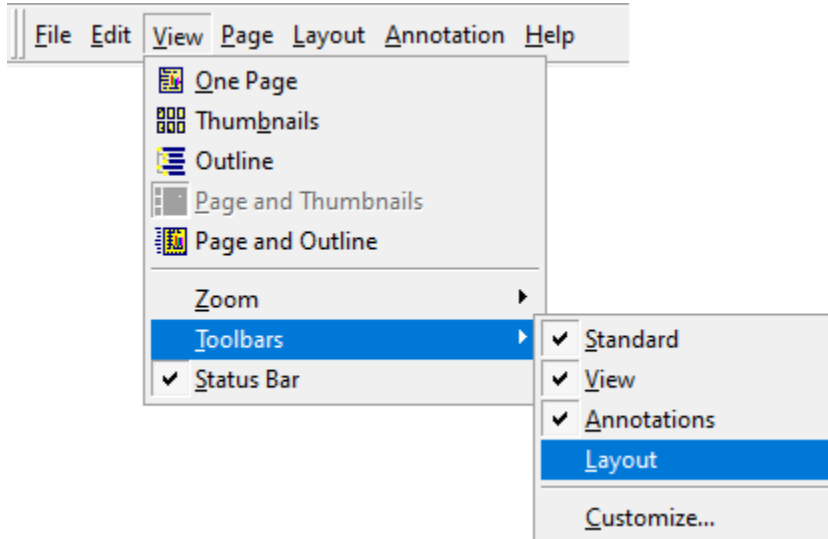
Changing the Primary Annotation

If you have multiple annotations selected, you can change which annotation is the primary annotation by holding down the **CTRL** key and left clicking with the mouse on the annotation you want to designate as the primary annotation. The primary annotation is used to determine the size and alignment standards when using any [alignment commands](#)

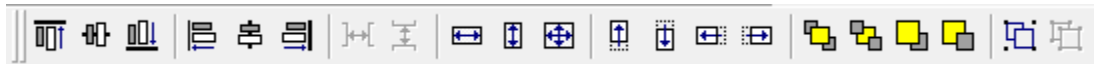
Arranging Annotations

You can set alignment, spacing, and sizing options for your annotations. You can nudge annotations to a precise location, change their order on the page, and group them together for ease of editing.


If the **Layout** toolbar is not visible, go to the **View** menu, select **Toolbars** and then select the **Layout** menu item to toggle the toolbar on.

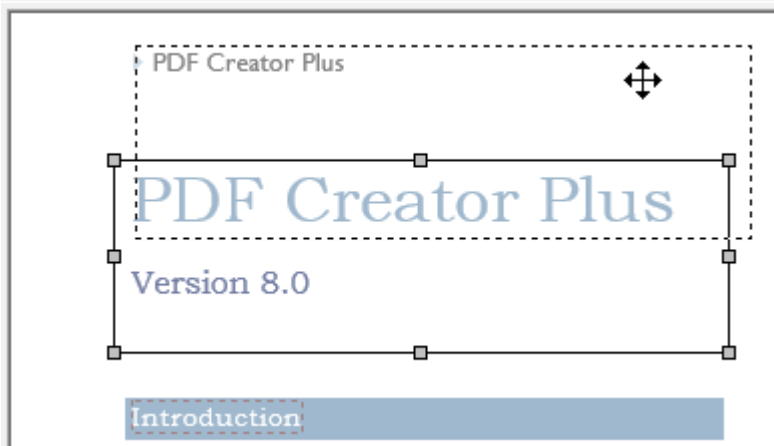


The Layout toolbar has alignment, spacing, sizing and ordering (layering) features.



Move annotations using the mouse

1. Select the annotation you want to move. When the mouse is over the selected annotation the cursor will change from the mouse pointer to the move crosshair 
2. Click and hold the left mouse button while you drag to move the annotation to the desired location.



- 3. Release the mouse button when you have placed the annotation where you want it.

Move annotations using the keyboard

- 1. Select the annotation you want to move.
- 2. Move the annotation using the **Left**, **Right**, **Up** and **Down** arrow keys. Each key press nudges the annotation up one pixel. Holding the **Shift** key down along with the arrow keys will move the annotation in larger increments.

Aligning annotations

To align annotations, you have to select at least two annotations. The last annotation you select is the **primary** annotation, indicated by the gray handles. The other annotations will have white handles. The alignment is always performed relative to the primary annotation. See [Selecting Annotations](#) for details on selecting groups of annotations.

- 1. Select the annotations you want to align together. Always select the annotation you are aligning the other annotations to last.
- 2. From the **Layout** toolbar, select one of the **Align** toolbar buttons.
- 3. All selected annotations will be aligned accordingly to the *primary* annotation.



	Align Top		Align Left
	Align Middle		Align Center

	Align Bottom		Align Right
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Spacing annotations evenly across or down

To evenly space annotations, you have to select at least three annotations. The last annotation you select is the **primary** annotation, indicated by the gray handles. The other annotations will have white handles. See [Selecting Annotations](#) for details on selecting groups of annotations.

When spacing annotations across, the annotations will be spaced evenly between the **leftmost** selected annotation and the **rightmost**. When spacing annotations down, the annotations will be spaced evenly between the **topmost** selected annotation and the **bottommost**.

1. Select the annotations you want to align together.
2. From the **Layout** toolbar, select either **Space Across** or **Space Down** operations.




	Space Across
	Space Down



Making annotations the same width, height, or size

To make annotations the same height, you have to select at least two annotations. The last annotation you select is the **primary** annotation, indicated by the gray handles. The other annotations will have white handles. The **height**, **width** or **size** adjustment is always performed relative to the primary annotation. See [Selecting Annotations](#) for details on selecting groups of annotations.

1. Select the annotations you want to adjust the size of, and then lastly, select the annotation you are want the others to match.
2. From the **Layout** toolbar, select one of the **Sizing** toolbar buttons. All selected annotations will be sized accordingly to the primary annotation.




	Same Width
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
	Same Height
	Same Size

Nudging annotations to a new position

You can nudge a single annotation or a group of annotations. The annotations can be nudged (moved) using the **Left**, **Right**, **Up** and **Down** arrow keys on the keyboard. Each key press nudges the annotation up one pixel. See [Selecting Annotations](#) for details on selecting groups of annotations.

1. Select the annotations you want to nudge.
2. From the **Layout** toolbar, select one of the **Nudge** toolbar buttons.



	Nudge Up		Nudge Down
	Nudge Left		Nudge Right

Grouping and ungrouping annotations

To group annotations, you have to select at least two annotations. When annotations are grouped together, they cannot be individually selected. Selecting any one annotation of a group selects the whole group, and they are treated as a single annotation. Grouped annotations can be moved, ordered or copied to the clipboard. They cannot be aligned, nudged or sized to one another in the group, but a grouping can be aligned, nudged or sized with another annotation or group. See [Selecting Annotations](#) for details on selecting groups of annotations.

To ungroup annotations, you have to select a set of grouped annotations. Once annotations are ungrouped, they can be individually selected, moved, sized, and nudged again. All layout options are applicable again.

1. Select the annotations you want to group or ungroup.
2. From the **Layout** toolbar, select the **Group** toolbar button to group the selected annotations, or **Ungroup** to ungroup a set of grouped annotations.



	Group		Ungroup
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Ordering a group of annotations

Annotations can be ordered, or layered. Ordering annotations dictates which annotation is drawn first, which next and so on. This is useful if you want your text annotation to be above your filled rectangle. You can set the order of a single selected annotation, or a group of group selected annotations. See [Selecting Annotations](#) for details on selecting groups of annotations.

- 1. Select the annotation(s) that you want to change the ordering of.
- 2. From the **Layout** toolbar, select one of the **Ordering** toolbar buttons.




	Bring to Front		Send to Back
	Bring Forward		Send Backward

Copying Annotations

Copying Annotations to the Clipboard

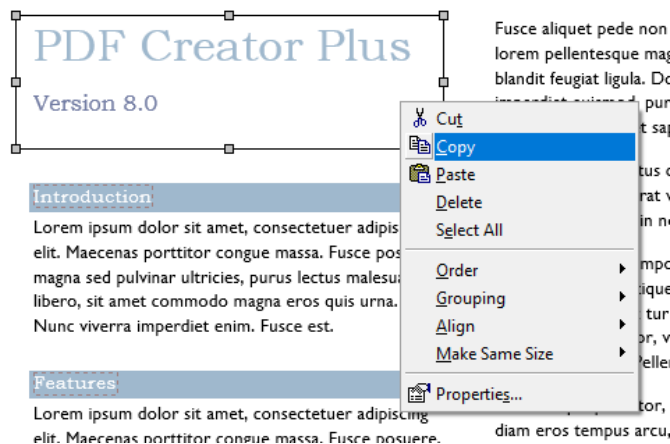
Any annotation or group of annotations can be copied to the clipboard, making it easy to copy annotations from page to page.

1. Select the annotation(s) you want to copy
2. Click on the Copy () button on the Standard toolbar to copy the annotation to the clipboard,




You can also copy annotation(s) to the clipboard using the context menu.

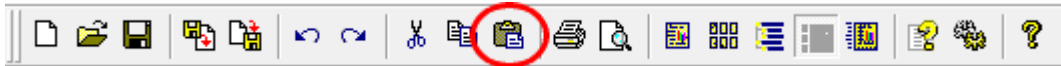
1. Select the annotation(s) you want to copy.
2. Right- click inside one of the selected annotation(s) to bring up the context menu.
3. From the context menu, select the Copy menu item.



Pasting annotations from the clipboard

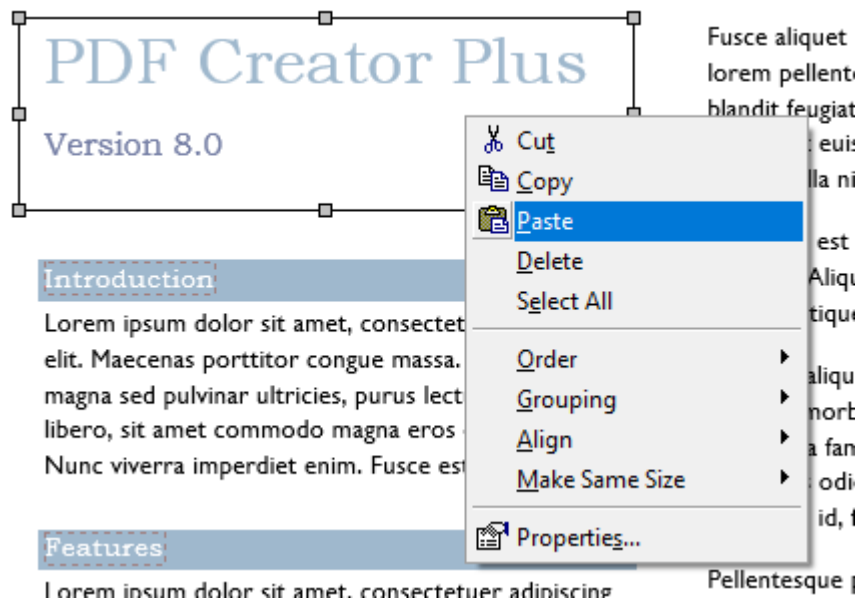
Once an annotation or group of annotations is copied to the clipboard, they can be copied to any page in the project.

1. Go to the page where you want to paste the annotations.
2. Click the Paste () button on the Standard toolbar.



You can also copy annotation(s) to any page in the project using the context menu.

1. Go to the page where you want to paste the annotations.
2. Right-click on the page to bring up the context menu.
3. From the context menu, select the Paste menu item.

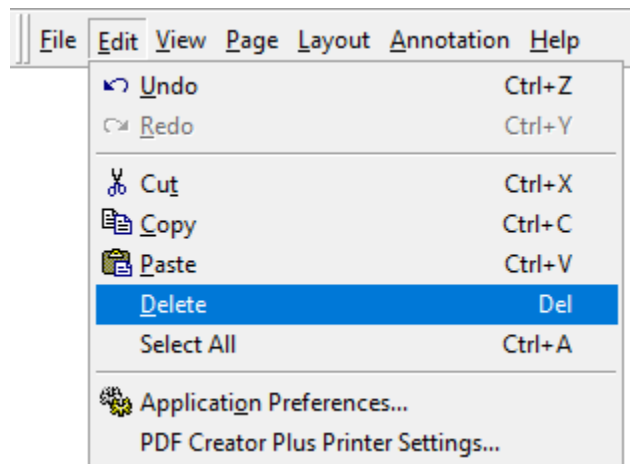


Deleting Annotations

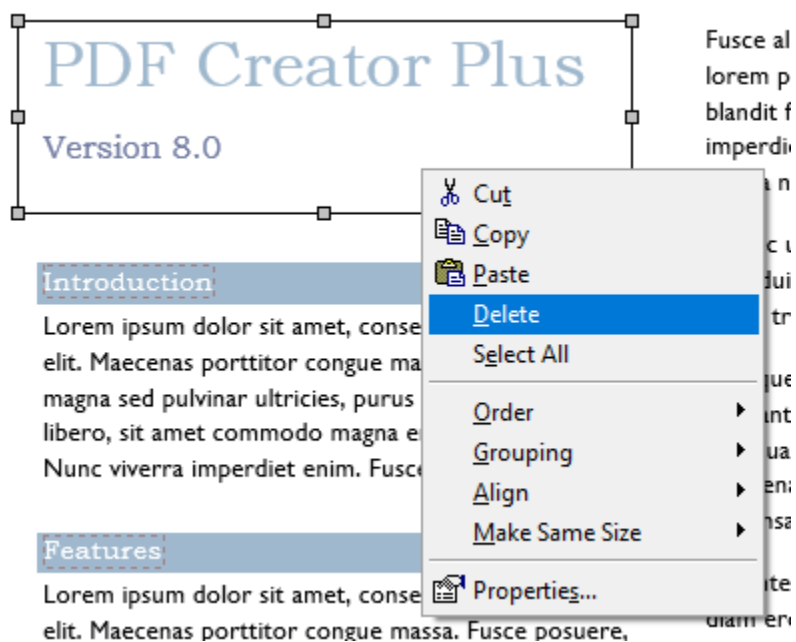
Deleting a Single Annotation or a Group of Annotations

To delete a single annotation, select that annotation and delete it using the **Delete** key on the keyboard. Alternatively, you can delete an annotation through the **Delete** menu item from the **Edit** menu.

To delete a group of annotations, select the annotations you want to delete, and follow the same steps as above.




You can also delete a single annotation or a group of selected annotations using the context menu.



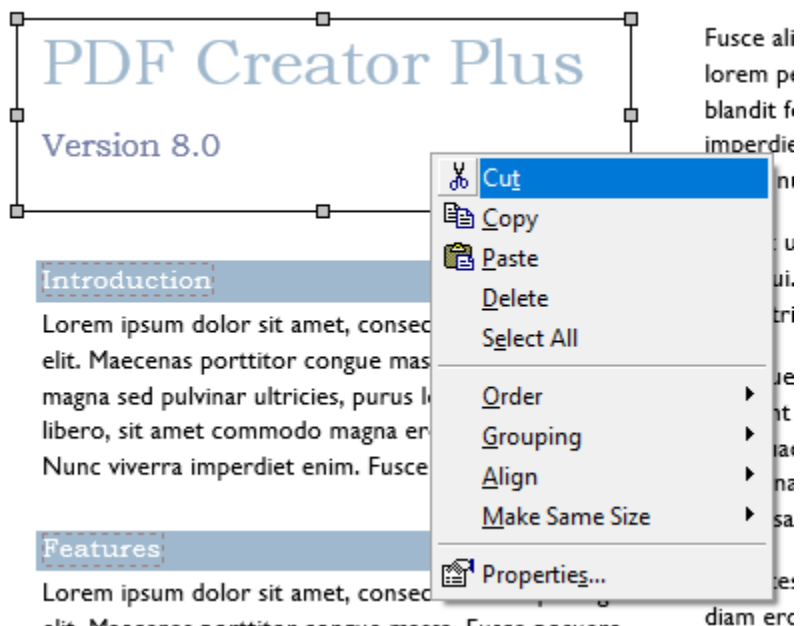
Cut an annotation or group of annotations to the clipboard

Cutting annotation(s) will copy them to the clipboard and delete them from the page as well.

To cut an annotation to the clipboard, select that annotation then click on the Cut () button on the Standard toolbar.



You can also cut annotations using the context menu by selecting the annotation and right-clicking inside one of selected annotation(s) to bring up the context menu. From the context menu, select the Cut menu item.



Editing Annotation Properties

You can edit the properties of selected annotations, as well as the default properties of the annotation tools themselves. Most annotations support editing line, fill and hyperlink properties. Text annotations also allow you to modify font properties while outline annotations such as headings bookmarks also have outline properties.



Annotation Properties

[Font Properties](#)

[Fill Properties](#)

[Line Properties](#)

[Hyperlink Properties](#)

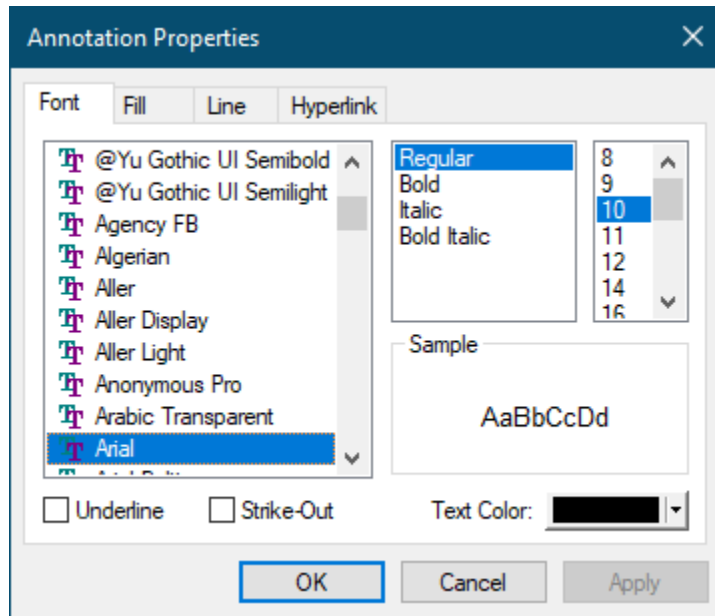
[Outline Properties](#)

[Annotation Tool Default Properties](#)

[Editing Annotation Properties](#)

Font Properties

Font properties only apply to text annotations.



Font List

The list on the left displays all the fonts on your system. Select a font from this list to apply to the text in the text annotation.

Font Styles

You can apply *Regular*, *Bold*, *Italic* and *Bold Italic* formatting to the text from the middle list. The formatting options here depend on the font selected.

Font Size

The last list shows all available font sizes for the selected font.


Font Effects

Check or uncheck the *Underline* or *Strike-Out* check boxes to apply or remove this effect on your text.

Text Color

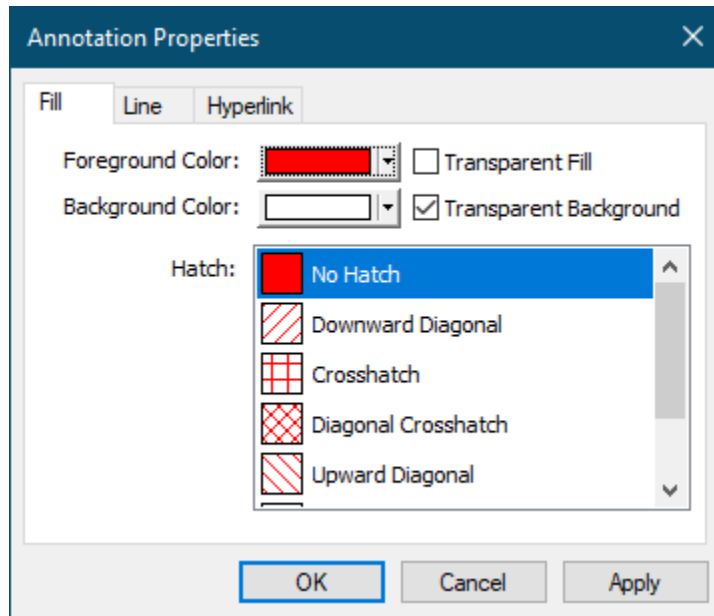
Set the color of the text in the annotation.



The text color can be changed by clicking on the down arrow on the right of the **Color** button  to pop up the color control. Select a color by clicking on one of the color boxes, or click the **Other...** button to choose a custom color.

Fill Properties


Fill properties apply to the inside area of all annotations except Outline annotations.



Foreground Color

This is the main color of the annotation when *No Hatch* is selected. If a **Hatch** pattern is selected, this color is used to draw the hatches (lines) of the pattern. This color is only used if **Transparent Fill** is turned off.




The fill color can be changed by clicking on the down arrow on the right of the **Color** button  to pop up the color control. Select a color by clicking on one of the color boxes, or click the **Other...** button to choose a custom color.

Background Color

This is the alternate color of the annotation when a **Hatch** pattern other than *No Hatch* is selected. This color is used to fill in between the hatches (lines) of the pattern. This color is only used if **Transparent Background** is turned off.



The background color can be changed by clicking on the down arrow on the right of the **Color** button  to pop up the color control. Select a color by clicking on one of the color boxes, or click the **Other...** button to choose a custom color.

Transparent Fill

Transparent (or see through) fill applies to the inside area of the annotation. If this is checked on, no color is used to fill the shape. If this is not checked then the selected foreground and background colors (as applicable) are used to fill in the shape.

Transparent Background

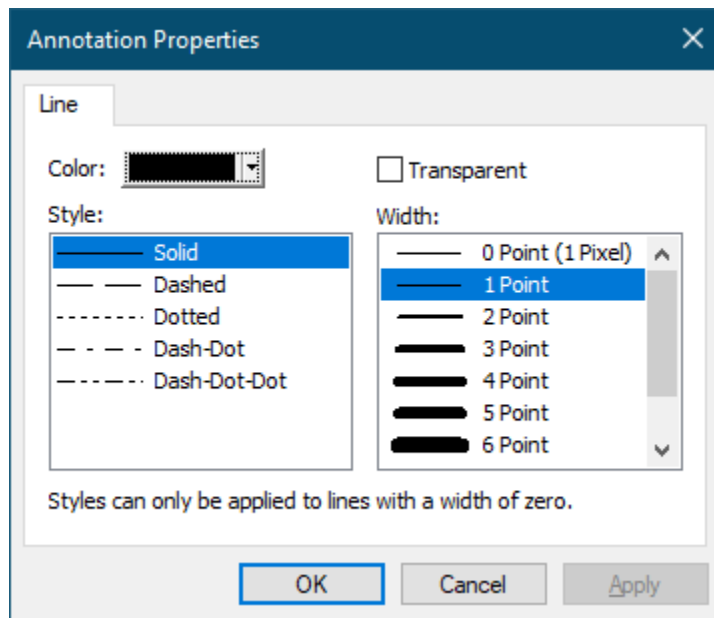
Transparent (or see through) background applies to all **Hatch** patterns other than *No Hatch*. If this is not checked the **Background Color** is used to fill in between the hatches (lines) of the pattern.

Hatch

This lists several patterns that can be used to fill in a annotation. The colors of the patterns are taken from the **Foreground Color** and **Background Color** options.

Line Properties


Line properties apply to the outside area, or border of all annotations except the Outline annotation.



Color

This is the main color of the annotation outline. This color is only used if the **Transparent** option is not checked.



The line color can be changed by clicking on the down arrow on the right of the **Color** button  to pop up the color control. Select a color by clicking on one of the color boxes, or click the **Other...** button to choose a custom color.

Transparent

If this is checked on, no border is drawn around the annotation. If this is checked off, then the selected color is used to draw a border of the chosen width.

Style

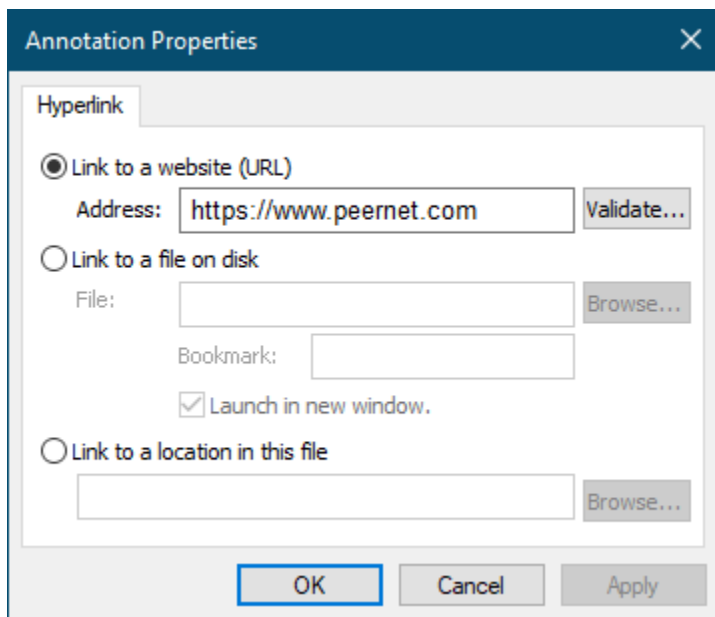
Set the style of the line, or border, drawn around the annotation. Styles other than *Solid* only apply to lines with a *Width* of zero.

Width

This determines the width of the line, or border, drawn around the annotation. If a width greater than zero is chosen, only the *Solid* style of line can be drawn.

Hyperlink Properties

Hyperlink properties apply to all annotations except Lines, Bookmarks and Headings. The hyperlink properties determine the behavior of the hyperlink when a PDF is created from the project. Hyperlink information has no effect when creating TIFF, BMP, JPG or EMF files.



Link to a website (URL)

This is the most common use of a hyperlink. Enter a *web address*, or URL, to have the user directed to the specified website. The address can be validated using the **Validate** button to the right. To link to a bookmark on a web page, add a *#bookmark* name to end of the address specification.



Link to a file on disk

Select this option to have the user directed to another file. If you are linking to an Adobe® PDF document, you can have the file opened at a particular location by supplying the name of a bookmark within that file. When linking to another PDF document, you also have the option of opening the document in a new window, or in the existing application window.

☒ Link to a file on disk

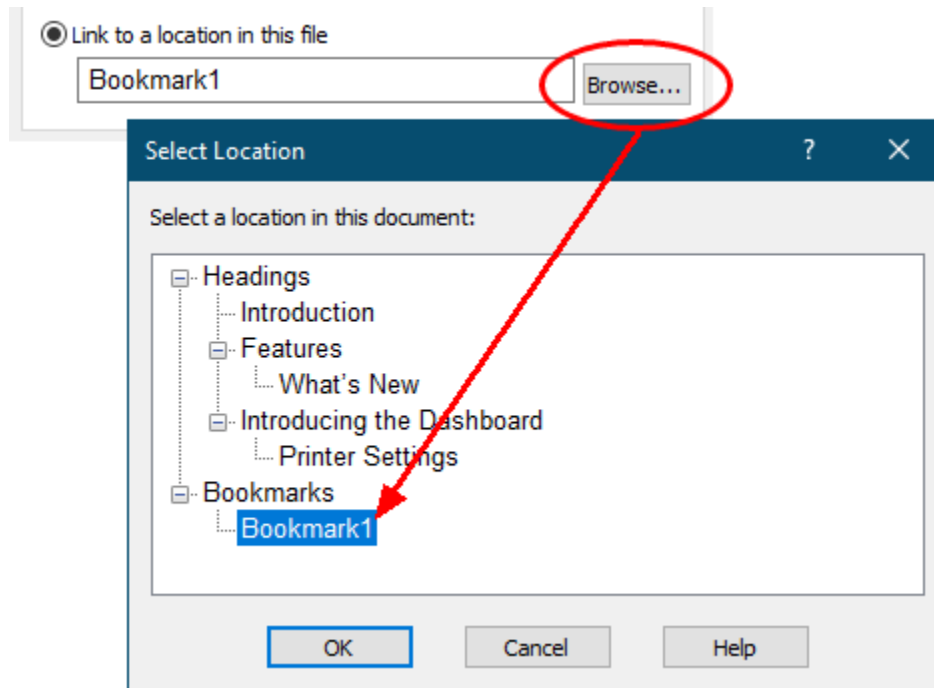
File:

Bookmark:

☒ Launch in new window.

Link to a location in this file

Use this option to link to an existing heading or bookmark area in this project. To select a heading or bookmark, click on the **Browse** button on the right to display the **Select Location** dialog allowing you to choose from the project's heading and bookmarks.



The **Select Location** dialog displays a tree listing all of the current headings and bookmarks in the project. The current target of the hyperlink, if any, will be highlighted in the tree. Choose the desired heading or bookmark and click **OK** to have the hyperlink use the new heading or bookmark.

Outline Properties

Outline properties apply only to outline annotations. Outline annotations can be either **headings** or **bookmarks**. An outline annotation is considered a heading if it has a heading level between one and nine. Headings are displayed in the Headings section of the [Outline tab](#) in the Navigation view.

An outline annotation with a heading level of *<None>* is a bookmark. Bookmarks are displayed in the Bookmarks section of the [Outline tab](#) in the Navigation view

The screenshot shows the 'Annotation Properties' dialog box with the 'Outline' tab selected. The 'General Options' section contains the following fields: 'Heading Level' is a dropdown menu set to '1'; 'Heading Text' is a text box containing 'Heading Text'; 'Bookmark Name' is an empty text box; 'Magnification' is a dropdown menu set to 'Inherit Zoom'; and 'Level' is a dropdown menu set to '100'. The 'Font Options' section contains a 'Text' color picker set to black, and checkboxes for 'Bold' and 'Italic', both of which are unchecked. At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

Heading Level

A heading level between 1 and 9 can be assigned to a heading object. Changing the heading level to *<None>* changes the object from a heading annotation to a bookmark annotation.

Heading Text

The text to be displayed for this heading can be changed here. This is the text that will appear in the Bookmark panel in Adobe® Acrobat and Adobe® Reader.

Bookmark Name

This field only applies only to bookmark annotations. It is disabled for heading annotations. To enable this field, change the heading level to *<None>* to change the heading annotation into a bookmark annotation.

Magnification


Set the page magnification of the destination of the header annotation. The option chosen here applies to Adobe's Bookmarks tab when a PDF is created from the project. This option determines how the page is displayed in Adobe when the header is selected in Adobe's Bookmarks tab.

Magnification	Description
Fixed	This option enables the Level drop down combo box. The level chosen from the drop down is used to display the page.
Fit Page	The page is scaled to fit within the window
Fit Width	The page is scaled so that the entire width is displayed in the window.
Inherit Zoom	The page is shown at the current magnification level.

Text Color, Italic and Bold


Set the color of the heading text when viewed in Adobe's Bookmarks tab, as well as in PDF Creator Plus' Outline view tab. The text can also be changed to italic or bold font.

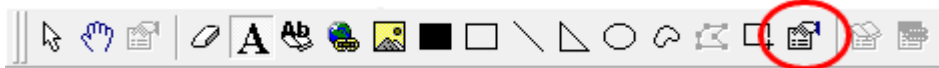


The color of the text in the heading can be changed by clicking on the down arrow on the right of the **Color** button  to pop up the color control. Select a color by clicking on one of the color boxes, or click the **Other...** button to choose a custom color.

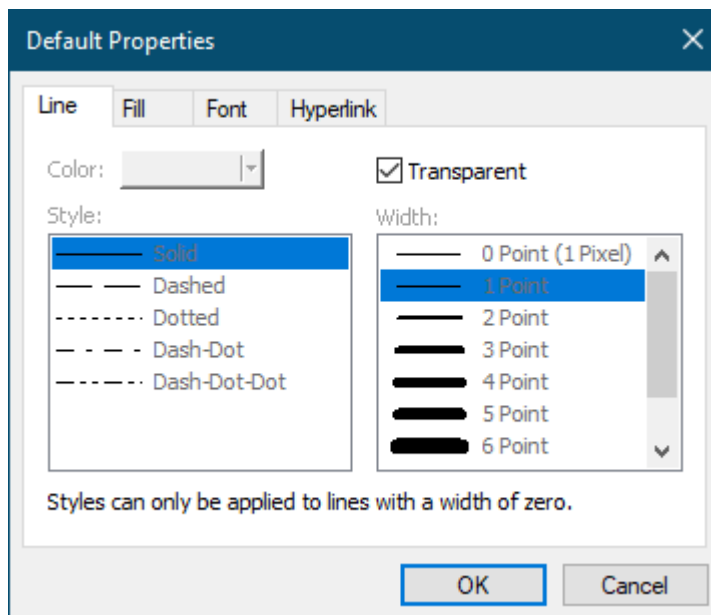
Annotation Tool Default Properties

Editing the default properties of an annotation tool affects subsequent annotations added using the tool. It does not change the properties of existing annotations.

1. From the **Annotation** toolbar, select the tool you want to customize, and then select the **Default Properties** () toolbar button. If the toolbar button is grayed out, then that annotation does not have default properties to set.



2. A **Default Properties** dialog will appear showing the properties that are available to be edited for that tool. Shown below is the **Default Properties** dialog for the *text* annotation. It is the only annotation that has *Font* properties in addition to *Line* and *Fill* properties.




3. Change the any desired properties and click the **OK** button to set the defaults.

Editing Annotation Properties



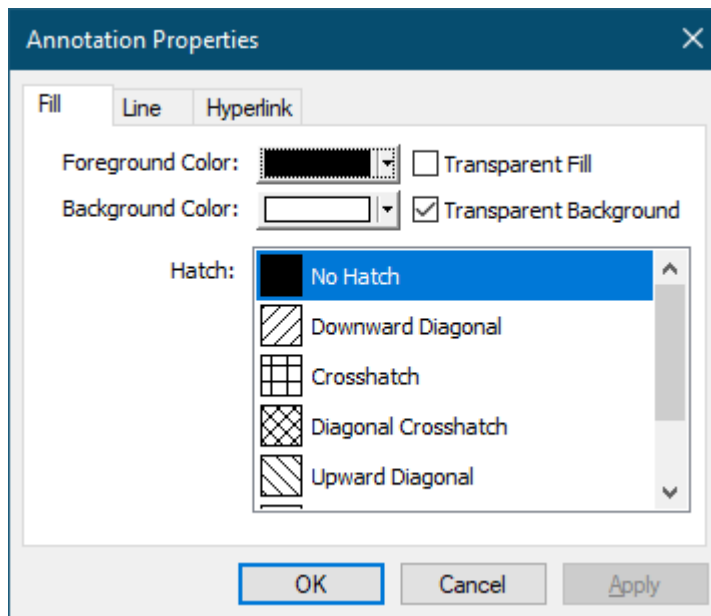
Productivity Tips - Annotation Properties

Use the **Enter** key to quickly display the properties for the selected annotation.

1. Select the annotation whose properties you want to change.
2. Select the **Annotation Properties** () toolbar button from the **Annotation** toolbar.



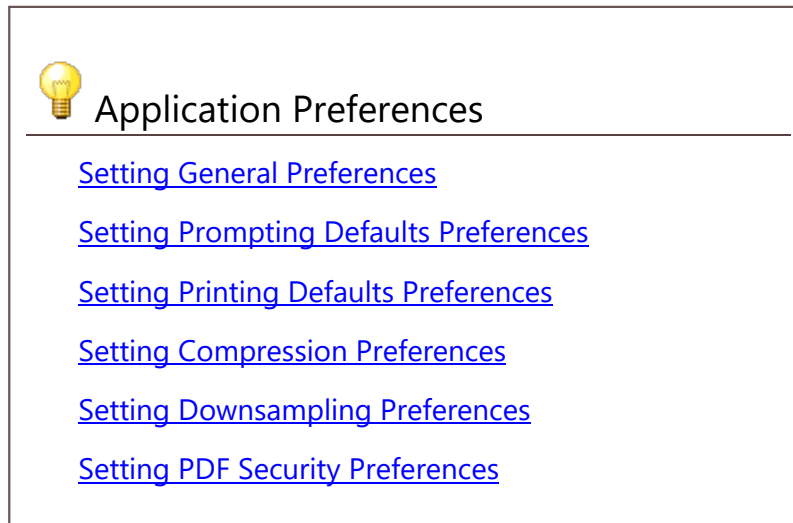
3. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for that tool. The tabs shown will depend on the annotation selected. For example, a text annotation will have a *Font* tab, but a filled rectangle will not.



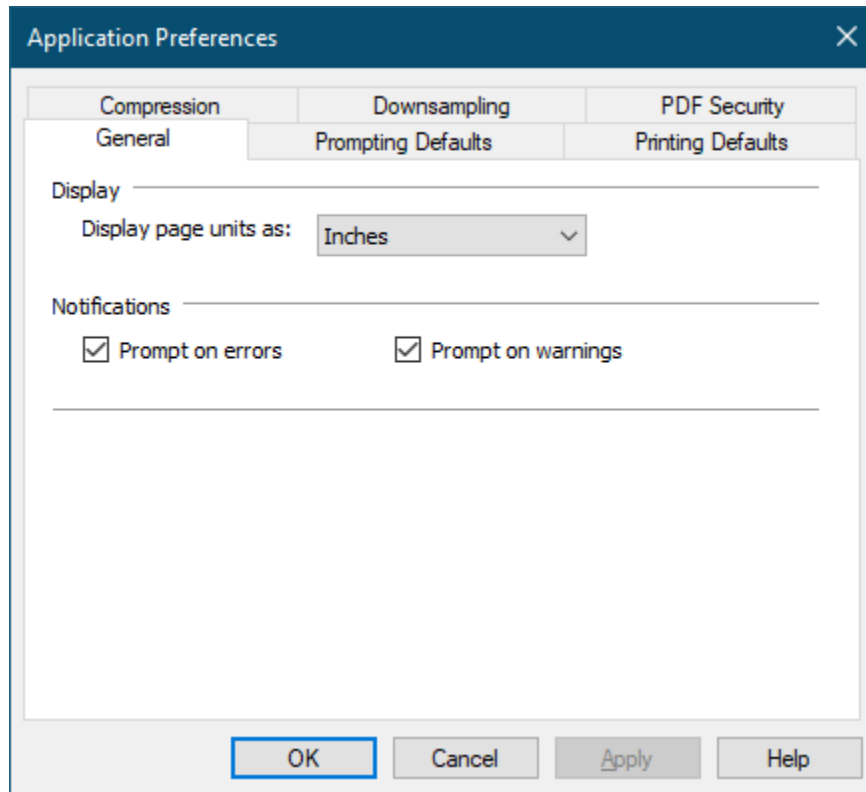
4. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.

Application Preferences

This dialog box contains the settings for configuring how PDF Creator Plus itself works. These settings are saved with the program and will apply to all projects. You can set General, Prompting Defaults, Printing Defaults and PDF Security preferences for PDF Creator Plus by clicking **Edit – Application Preferences** in the application menu.



General Preferences



Display

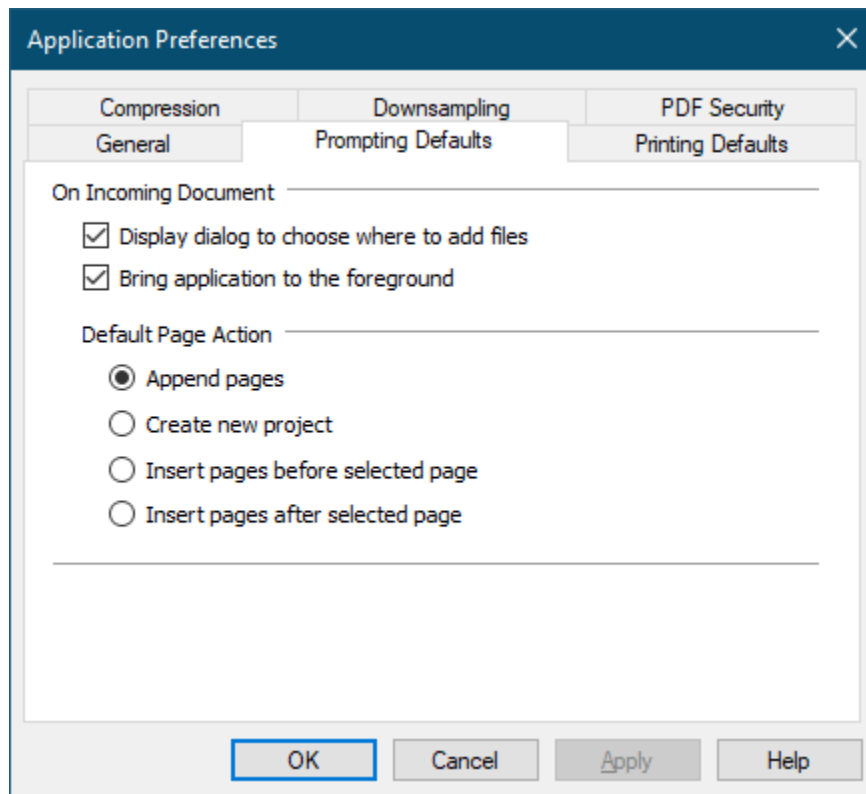
Display page unit as - allows you to specify the units, one of *Millimeters*, *Inches*, *Centimeters* or *Pixels*, to use to display the page size in the application status bar.

Notifications

Prompt on errors - allows you to have the application optionally prompt when an error is returned.

Prompt on warnings - allows you to have the application optionally prompt you when a warning is returned.

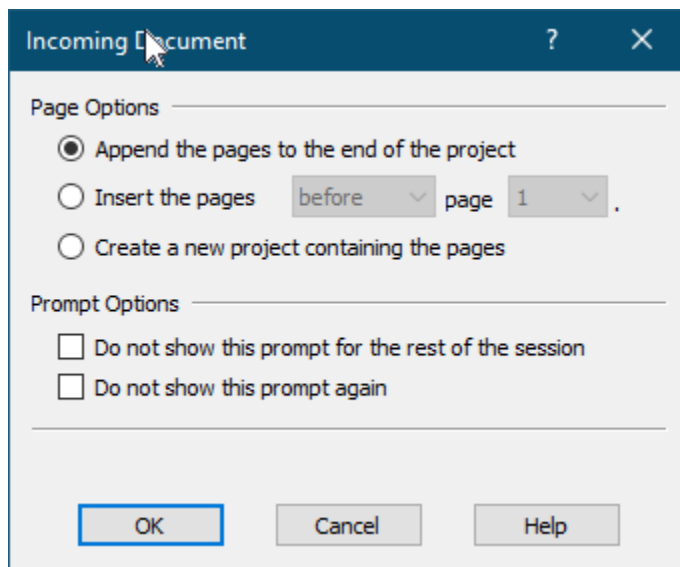
Prompting Defaults Preferences



On Incoming Document

Allows you to choose what will happen when a print job is run using the PDF Creator Plus print driver.

Display dialog to choose where to add files - allows you to optionally display the dialog for choosing where to append or insert the new pages or to create new document when new pages are available from the PDF Creator Plus print driver.



Bring application to the foreground - allows you to specify whether or not bring the PDF Creator Plus application to the foreground when new pages are available from the PDF Creator Plus print driver.

Default Page Action

Set the default action you would like to do each time new pages are available from the PDF Creator Plus print driver.

Append pages – append the pages to the end of the current page collection.

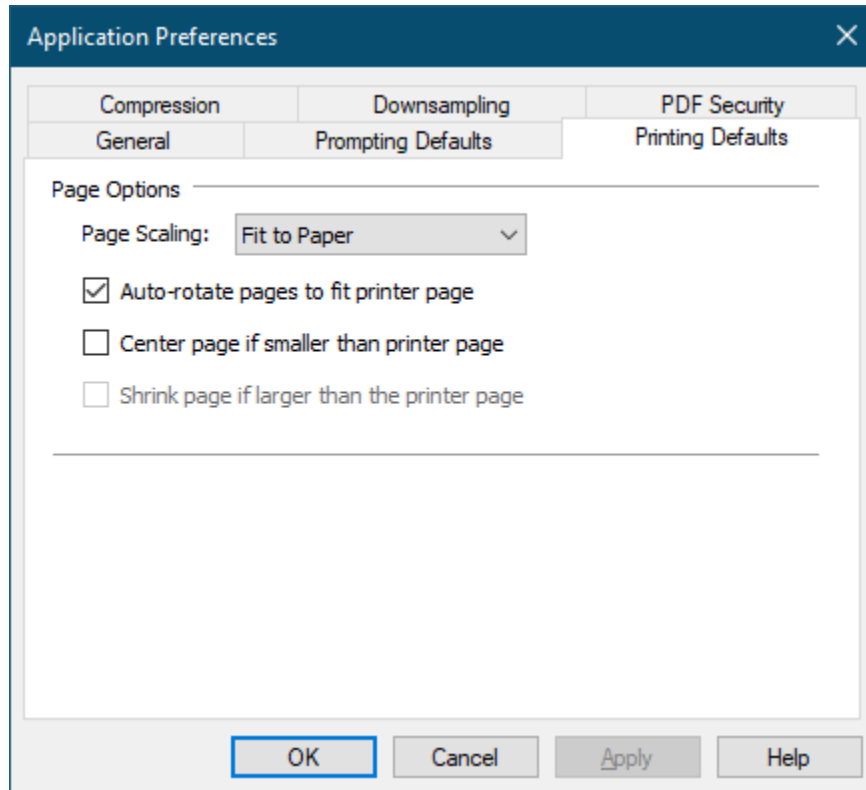
Create new document – discard any current pages and create a new page collection.

Insert pages before selected page – insert any new pages before the selected page in the current page collection.

Insert pages after selected page – insert any new pages after the selected page in the current page collection.

Printing Defaults Preferences

The options set here are the same options displayed on the **Print** dialog when a PDF Creator Plus project is printed.



Page Scaling

Determines how each page is scaling when printed to the selected printer.

Fit to Paper - enlarges or reduces the page to fit the size of the currently selected paper size.

Actual Size - does not scale the page. Any part of the page that does not fit in the printable area of the currently selected paper size is cropped.

Auto-rotate pages to fit printer page as required

Adjusts the pages orientation to maximize the amount of page printed. If this option is on, the page will be rotated if rotating the page allows more of the page to fit in the printable area of the currently selected paper size.

Center page if smaller than printer page

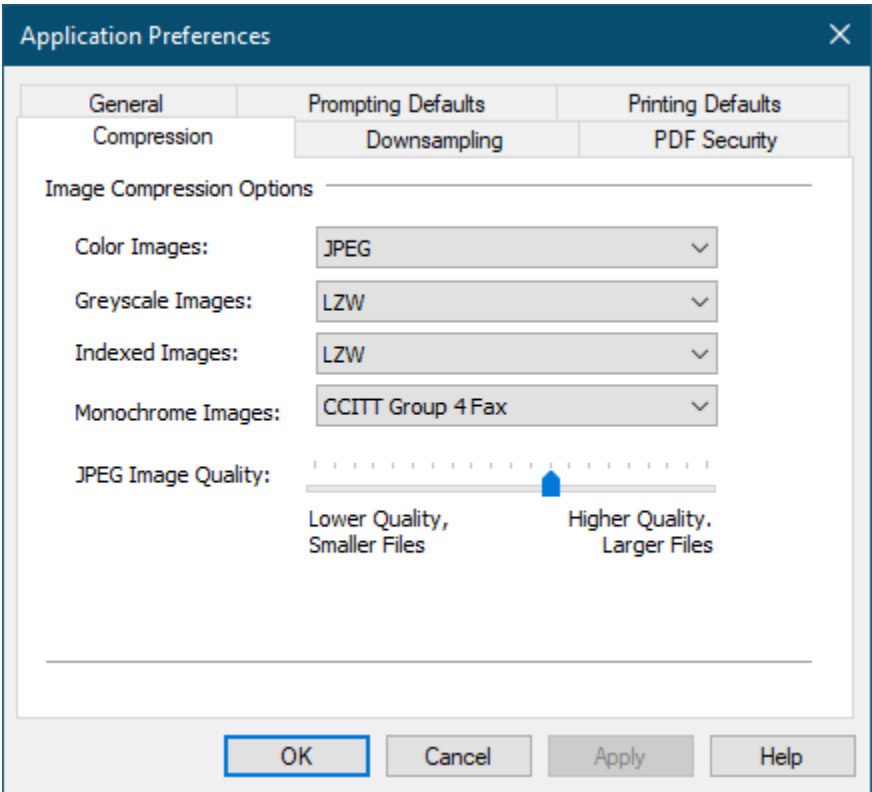
If the page is smaller than the printable area of the currently selected paper size, the contents of the page will be centered. This will not affect pages that are larger than the printable area.

Shrink page if larger than the printer page

If the page is larger than the printable area of the currently selected paper size, the contents of the page will be scaled to fit. This gives the same result as Fit to Paper for larger pages. This does not affect pages that are smaller than the printable area. This option only applies when printing **Actual Size**.

Compression Preferences

The compression method used to storing any images (such as pictures, screenshots, company logos) will affect the final size of your files. Compression methods, with the exception of JPEG compression, do not affect the image quality.



If you are creating PDF files you may need to experiment with the compression methods as well as the [Downsampling Preferences](#) options to find the best balance between the size of your file and the quality of the images. Downsampling options are only used in PDF files creation.

If you are creating image files such as *TIFF*, *JPEG* or *BMP* files, the compression options will be applied as applicable for the output file type. Not all of the compression methods available are valid for all of the output image formats supported. The following table lists the valid formats for each image type.

If the selected compression method is not valid for the image format chosen, the method shown in **bold** is used instead.

Output Format	Color	Greyscale	Indexed	Monochrome
TIFF Images	LZW JPEG Packbits	LZW JPEG Packbits	LZW JPEG Packbits	CCITT Group 4 CCITT Group 3 2D CCITT Group 3 1D CCITT Modified Huffman LZW Packbits
JPEG Images	JPEG	JPEG	JPEG	N/A
BMP Images	Uncompressed	Packbits	Packbits	Uncompressed

Image Compression Options

Color Images - allows you to choose the compression method to use to compress **color** images. Available compression methods are **LZW**, **JPEG**, **Packbits**, and **ZIP**.

Greyscale Images - allows you to choose the compression method to use to compress **greyscale** images. Available compression methods are **LZW**, **JPEG**, **Packbits**, and **ZIP**.

Indexed Images - allows you to choose the compression method to use to compress **indexed** images. Available compression methods are **LZW**, **JPEG**, **Packbits**, and **ZIP**.

Monochrome Images - allows you to choose the compression method to use to compress **monochrome** (black and white) images. Available compression methods are **CCITT Group 4**, **CCITT Group 3 2D**, **CCITT Group 3 1D**, **CCITT Modified Huffman**, **LZW**, and **Packbits**.

JPEG Image Quality - the slider allows you to set the *JPEG compression factor* used when compressing images using the JPEG compression setting. The JPEG compression factor is a number from *lowest quality* (0) to *highest quality* (100). A higher quality compression factor will produce a larger file with a better quality picture, while a lower quality compression factor will produce a smaller file but can degrade the quality of any pictures.

Downsampling Preferences

Downsampling is only applied to PDF files and can greatly reduce the amount of space it takes to store the image information in your file. It does this by reducing the *dots per inch (DPI)* of the image. Images are made up of bits called pixels and by reducing the number of pixels in the image through downsampling you reduce the overall size of the file.

Unlike most of the [Compression Preferences](#) options, downsampling does have an effect on the quality of the images in your file. The downsampling DPI can be set anywhere between 50 and 600 DPI. An image will only be downsampled if its DPI is higher than the downsampling DPI. If the DPI of the image is less than the downsampling DPI the image is not changed.

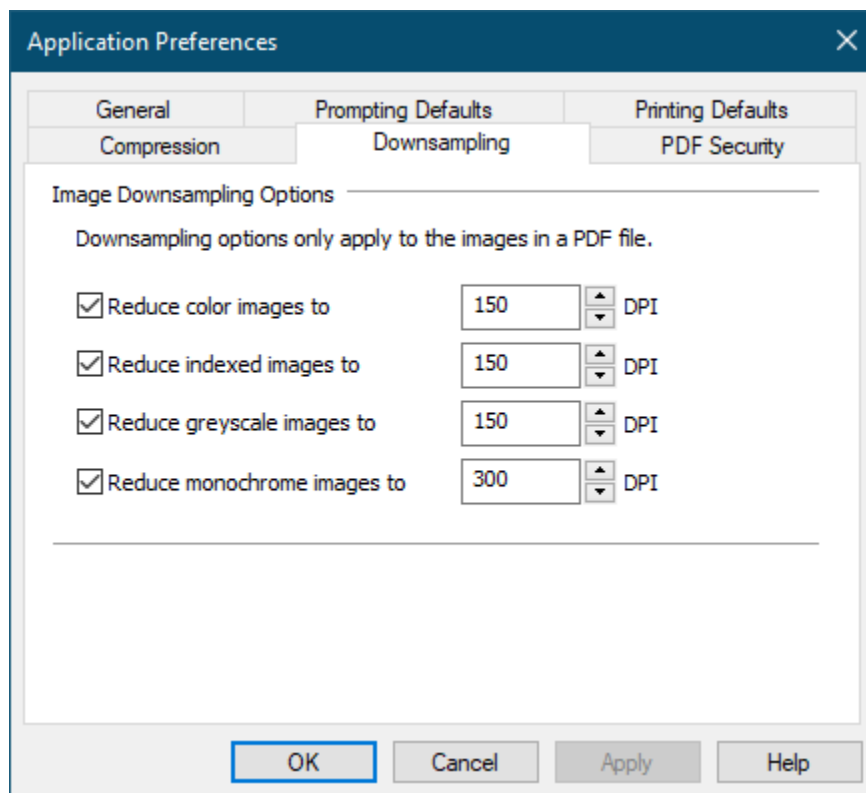


Image Downsampling Options

Reduce color images to - allows you to optionally choose to downsample color images to the dots per inch selected.

Reduce indexed images to - allows you to optionally choose to downsample indexed images to the dots per inch selected.

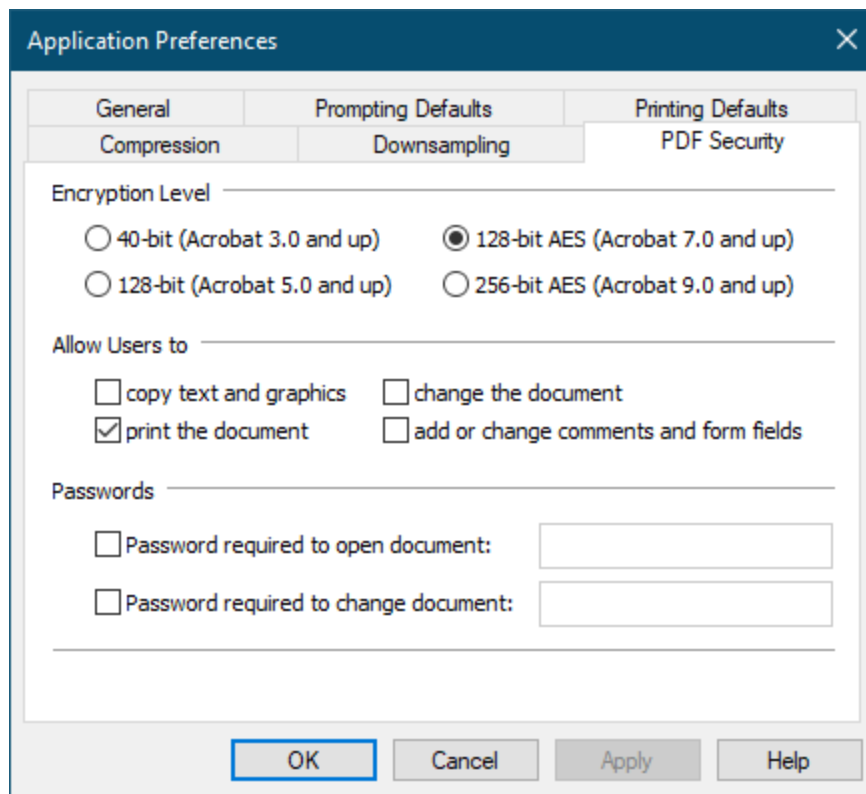
Reduce greyscale images to - allows you to optionally choose to downsample greyscale images to the dots per inch selected.

Reduce monochrome images to - allows you to optionally choose to downsample monochrome (black and white) images to the dots per inch selected.

For all of the above options, the dots per inch can be set anywhere between 50 and 600 DPI by typing the desired level into the edit field, or using the spinbox up/down arrows to the right of each edit field.

PDF Security Preferences

Sets the default security options used to create secure PDF files.



Encryption Level

Sets the encryption level for Adobe® PDF output.

40-bit - RC4 encryption which can be opened in Acrobat 3.0 and higher

128-bit - RC4 encryption which can be opened in Acrobat 5.0 and higher. 128-bit provides stronger encryption, so your PDF file is more secure.

128-bit AES - can be opened in Acrobat 7.0 and higher, AES encryption is more secure than RC4.

256-bit AES - can be opened in Acrobat 9.0 and higher, 256 AES encryption is more secure against brute force attacks.

Allow Users to

Copy text and graphics – text and graphics from the PDF file can be copied to the clipboard and used in other applications.

Change the document – pages can be added or deleted from the PDF file.

Print the document – the PDF document can be printed.

Add or change comments and form fields – annotations and form fields in the PDF file can be added, deleted or modified.

Passwords

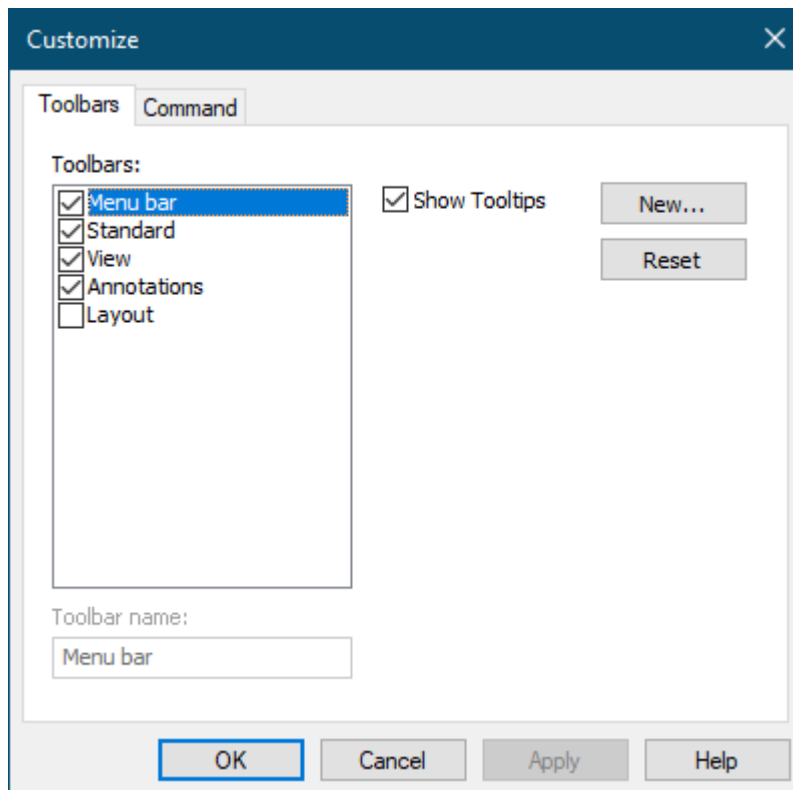
Password required to open document – allows you to set password for users to open the Adobe PDF output.

Password required to change document – allows you to set password for users to modify the Adobe PDF output.

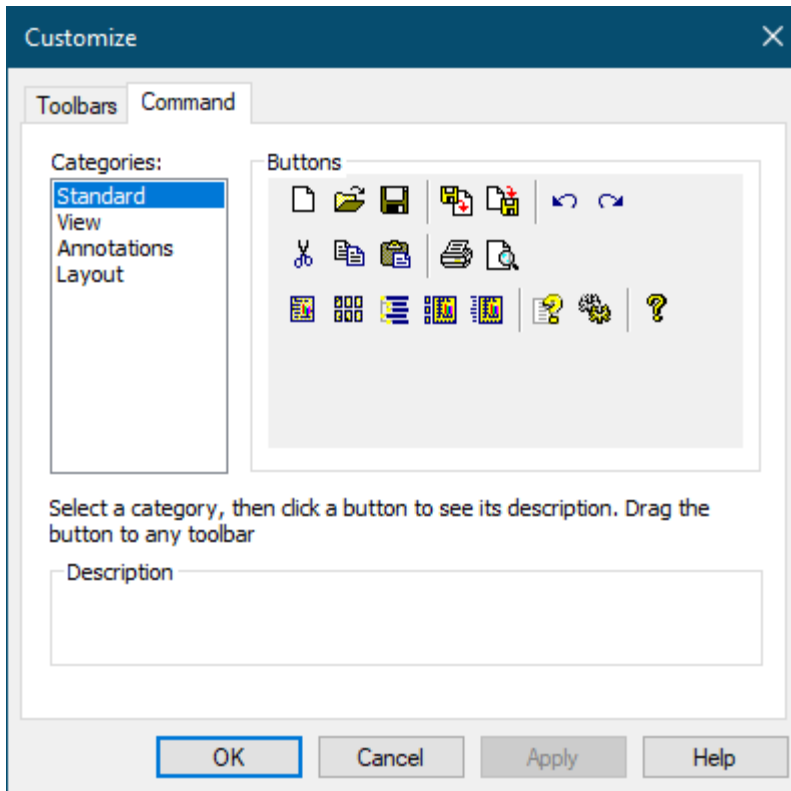
Appendix

Customizing Application Toolbars

1. Click the **View – Toolbars – Customize** menu item.
2. From the **Toolbars** tab on this dialog, you can hide and display the toolbars, turn tooltips on or off and create new or delete existing toolbars.



3. From the **Command** tab, you can drag buttons onto toolbars.



4. When this dialog is open, you can:
 - customize toolbars by dragging buttons to new locations on other toolbars
 - remove a button from a toolbar by clicking and dragging it off the toolbar
 - add buttons back using the Command tab to access the individual toolbar buttons
 - reset the toolbar to its original state by clicking the Reset button

Hiding and showing a toolbar

1. Click the **View – Toolbars – desired toolbar** menu item.
- or -
1. Click **View – Toolbars – Customize**.
2. Enable the checkbox beside the toolbar.

Creating a new toolbar

1. Click **View – Toolbars – Customize**.
2. Select **New...**
3. Enter a name for the toolbar.
4. Left - click and drag buttons from the existing toolbars onto your new toolbar, or use the **Command** tab to build your toolbar.

Moving toolbar buttons

1. Click **View – Toolbars – Customize**.
2. Left - click and drag the toolbar button to the desired location.

Removing toolbar buttons

1. Click **View – Toolbars – Customize**.
2. Left - click and drag the toolbar button off the toolbar.

Adding toolbar buttons

1. Click **View – Toolbars – Customize**.
2. Click the **Command** tab.
3. Select the **Category** that has the desired button. Left - click and drag the button from the **Buttons** section onto the toolbar.

Command Reference






The tables below provide descriptions for the various menu, keyboard, and toolbar commands found within PDF Creator Plus.





Command Reference







- [File Menu Commands](#)
- [Edit Menu Commands](#)
- [View Menu Commands](#)
- [Page Menu Commands](#)
- [Layout Menu Commands](#)
- [Annotation Menu Commands](#)
- [Help Menu Commands](#)

File Menu Commands

Menu Item	Toolbar Icon	Keyboard Shortcut	Description
New Project		CTRL + N	Create an new empty PDF Creator Plus project.
Open Project or PDF		CTRL + O	Open an PDF Creator Plus project.
Close Project			Close the currently open PDF Creator Plus project.
Import PDF or Other File		CTRL + I	Import a file into the current PDF Creator Plus project
Create PDF		Ctrl + D	Create a PDF file from your current PDF Creator Plus project.
Create TIFF		CTRL + T	Create a TIFF file from your current PDF Creator Plus project.
Create JPEG		CTRL + J	Create a JPEG file from your current PDF Creator Plus project.
Create Other File		CTRL + F	Create other types of files such as BMP and EMF, as well as PDF, TIFF and JPEG files from your current PDF Creator Plus project.
Save Project		CTRL + S	Save the currently open PDF Creator Plus project.
Save Project As			Save the currently open PDF Creator


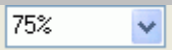
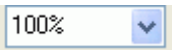

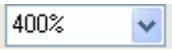
			Plus project with a new name.
Print		CTRL + P	Prints the PDF Creator Plus project.
Print Preview			Preview the project before printing.
Print Setup			Set the printer properties for the project.
Recent Files List			Lists recently opened PDF Creator Plus projects.
Exit			Exit the application.

Edit Menu Commands



Menu Item	Toolbar Icon	Keyboard Shortcut	Description
Undo		CTRL + Z	Undo the previous annotation action.
Redo		CTRL + Y	Redo the previously-undone annotation action.
Cut		CTRL + X	Cuts the currently selected annotations to the clipboard.
Copy		CTRL + C	Copies the currently selected annotations to the clipboard.
Paste		CTRL + V	Pastes back the contents of the clipboard onto the page.
Delete		DELETE	Deletes the current selection. This can be a page or an annotation on a page.
Select All		CTRL + A	Selects all annotations on the page.
Application Preferences			Change application preferences
PDF Creator Plus Printer Settings			Allows you to modify PDF Creator Plus Printer Settings




View Menu Commands

Menu Item	Toolbar Icon	Keyboard Shortcut	Description
One Page			View only the current page.
Thumbnails			View only the thumbnails.
Outline			View only the outline.
Page and Thumbnails			View both the current page and the thumbnail.
Page and Outline			View both the current page and the outline
Zoom - Zoom In			Increases the zoom level
Zoom - Zoom Out			Decreases the zoom level
Zoom - Zoom to Selected Area			Select an area on the page with the mouse and zoom into that area
Zoom - Best Fit			Sets the zoom level to the best fit
Zoom - Fit to Width			Sets the zoom level to fit the width of the page
Zoom - Fit to Height			Sets the zoom level to fit the height of the page
Zoom - Custom			Allows you to set a custom zoom level
Zoom - 25%			Sets the zoom level to 25%

Zoom - 50%		Sets the zoom level to 50%
Zoom - 75%		Sets the zoom level to 75%
Zoom - 100%		Sets the zoom level to 100%
Zoom - 200%		Sets the zoom level to 200%
Zoom - 400%		Sets the zoom level to 400%
Toolbars – Standard		Show or hide the Standard toolbar
Toolbars – View		Show or hide the View toolbar
Toolbars - Annotations		Show or hide the Annotations toolbar
Toolbars - Layout		Show or hide the Layout toolbar
Toolbars - Customize		Customize the toolbars
Status Bar		Show or hide the status bar


Page Menu Commands

Menu Item	Toolbar Icon	Keyboard Shortcut	Description
Previous			Takes you back to the previous page
Next			Takes you forward to the next page
First			Takes you directly to the first page
Last			Takes you directly to the last page
Cut			Cuts an entire page to the clipboard
Copy - Page			Copies an entire page to the clipboard
Copy - Range			Allows you to copy a range of pages to a specified position
Paste - Page - Before			Pastes an entire page from the clipboard before the current page
Paste - Page - After			Pastes an entire page from the clipboard after the current page
Paste - Page - Append			Pastes an entire page from the clipboard to the end of the document
Insert Blank - Before			Allows you to insert a blank page before the current page
Insert Blank - After			Allows you to insert a blank page after the current page


















Insert Blank - Append		Allows you to append a blank page at the end of the document
Delete - Page		Allows you to mark a page for deletion
Delete - Range		Allows you to mark a range of pages for deletion
Undelete - Page		Allows you to unmark a page for deletion
Undelete - Range		Allows you to unmark a range of pages for deletion
Move Range		Allows you to move a range of pages to a specified position
Rotate - Left		Rotates selected page left 90 degrees
Rotate - Right		Rotates selected page right 90 degrees
Rotate - 180		Rotates selected page 180 degrees
Rotate All - Left		Rotates all pages left 90 degrees
Rotate All - Right		Rotates all pages right 90 degrees
Rotate All - 180		Rotates all pages 180 degrees
Page Properties		Allows you to view the properties of the current page



Layout menu commands

Menu Item	Toolbar	Keyboard	Description
Align – Align Top			Allows you to align selections vertically at the top
Align – Align Middle			Allows you to align selections vertically in the middle
Align – Align Bottom			Allows you to align selections vertically at the bottom
Align – Align Left			Allows you to align selections horizontally at the left
Align – Align Center			Allows you to align selections horizontally in the center
Align – Align Right			Allows you to align selections horizontally at the right
Space Evenly - Across			Allows you to space selections evenly across the page
Space Evenly - Down			Allows you to space selections evenly down the page
Make Same Size - Width			Allows you to make selections the same width
Make Same Size - Height			Allows you to make selections the same height
Make Same Size - Both			Allows you to make selections the same


		width and height
Nudge - Up		Allows you to nudge selections up
Nudge - Down		Allows you to nudge selections down
Nudge - Left		Allows you to nudge selections left
Nudge - Right		Allows you to nudge selections right
Order – Bring to Front		Allows you to move a selection to the front of the order
Order – Send to Back		Allows you to move a selection to the back of the order
Order – Bring Forward		Allows you to move a selection forward in the order
Order – Send Backward		Allows you to move a selection backward in the order
Grouping - Group		Allows you to bind together selections for editing as a group
Grouping - Ungroup		Allows you to ungroup grouped selections

Annotation menu commands

Menu Item	Toolbar	Keyboard	Description
Pan			Drag the page to reveal hidden areas
Select			Make selections on the page
Selected Properties		ENTER	Edit the properties of the selected annotation
Eraser			Erase a selected area
Text			Add a text box annotation
Outline			Add a heading or bookmark area
Hyperlink			Add a hyperlink area
Image			Add an image annotation
Filled Rectangle			Draw a filled rectangle
Hollow Rectangle			Draw a hollow rectangle
Line			Draw a line
Polygon			Draw a polygon
Ellipse			Draw an ellipse
Polycurve			Draw a polycurve
Select Image			Clone a selected area
Edit Vertices			Edit the vertices of the selected annotation
Default Properties			Edit the default properties of the selected annotation tool

Outline Properties		Edit the outline properties of the selected annotation
Hyperlink Properties		Edit the URL properties of the selected annotation
Sticky Annotations		Keeps annotation tool chosen until Selection tool is chosen again

Help menu commands

Menu Item	Toolbar	Keyboard	Description
Help Topics		F1	View Help topics
User Guide			View the User Guide
Updates & Support			View support and update information
License			Show license information
About PDF Creator Plus			View application information

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