



tracker
SOFTWARE PRODUCTS



PDF-XChange Standard V6 USER MANUAL

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1 Welcome



PDF-XChange Standard V6

PDF-XChange Standard V6 is the latest installment of our best-selling software for the creation and virtual printing of industry-standard PDF files. It's compatible with files from almost all Windows applications such as MS Word, Excel and AutoCAD. We have greatly enhanced our software - it now features an optimized engine that significantly increases the quality of conversion for images and image-based text characters. Converted files are smaller in this version too - allowing for faster uploads/downloads, a reduction in storage space and increased data retention - even at high levels of compression.

The **PDF-XChange Standard V6** package includes MS Office Integration. This provides additional and dynamic functions, such as the preservation of interactive table of contents elements from converted documents and embedded URL support from toolbar/ribbon icons directly within most MS Office applications.

The **OFFice2PDF** batch convertor facilitates the conversion of multiple files to PDF from supported MS Office formats such as .doc, .xls, .rtf, .html and .txt.

We offer several further cutting-edge applications for the manipulation of PDF and image files. Further details are available at the [Tracker Software Products Page](#).

Our goal is to provide software to generate truly optimized PDF files that retain their original format. If any issues arise then please [Contact Us](#) - we aim to respond to all communication within half an hour.

Use the **Table of Contents** on the left to browse the topics of this manual. Click topics to expand them.

Click the icons above the chapter headings to search the following:



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Keyword Index



Topics

A summary of main features is available at the [Features Overview](#).^[10]

Installation instructions are available [here](#).^[13]

A PDF version of this manual is available [here](#).

1.1 Getting Started



Getting Started

The following links provide useful information about their respective subjects:

- [Introduction](#) ^[5]
 - [Features Overview](#) ^[10]
 - [System Requirements](#) ^[12]
 - [Installing from the Internet](#) ^[13]
 - [Switches for MSI Installers](#) ^[16]
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Introduction



Introduction

Thank you for choosing **PDF-XChange Standard V6**.

We have added many features and improved many others from version five, but one thing remains the same: **PDF-XChange Standard** creates highly-optimized PDF files from a wide range of Windows software and is unmatched in its ability to combine high-level compression with quality documentation that retains its original format.

PDF-XChange Standard installs as a virtual printer. These operate in a different manner from standard printers. Instead of printing documents on paper, a virtual printer generates a fully-compatible, industry-standard, native PDF file. When suitable source material is used these documents will feature searchable text, which greatly increases the efficiency of searching, selecting and editing files.

Our software is very simple to use. After installation, simply select files to print virtually and click **Print**. A prompt will appear to determine which printer to use. Select **PDF-XChange Standard** and the file will be printed virtually. There are several further options that determine the parameters of created documents. For example, it is possible for new documents to retain the same name as the document from which they were created. [Macros](#)^[81] have also been included to add dynamics to file names. See [here](#)^[31] for an explanation of all adjustable settings.

PDF-XChange Standard requires no additional 'plug-ins' or software - it's ready to go out of the box. However, we recommend another of our products, **PDF-XChange V6 Editor**, to be used for the viewing and manipulation of files created using **PDF-XChange Standard**. It is completely free and the products designed to work in tandem with each other. A free download of **PDF-XChange V6 Editor** is available at the download page of our website, which is located [here](#).

PDF-XChange Standard V6, **PDF-XChange Editor V6** and **PDF-Tools V6** are trademarks of Tracker Software Products Ltd. **AutoCAD** is a trademark or registered trademark of **Autodesk, Inc.** Windows is a trademark or registered trademark of **Microsoft Inc.** All other trademarks are the property of their respective owners.

If any issues arise then please [Contact Us](#) - we aim to respond to all communication within half an hour.

Features Overview



Features Overview

PDF-XChange Standard is one of the most feature-rich virtual printers available worldwide. It combines high quality conversion with optimized compression to create beautiful documents that are surprisingly small in their file size. The main features of **PDF-XChange Standard** are detailed below:

- **AES Encryption** has been introduced to for additional security options.
 - **Bookmarks** are available for converted files.
 - **Compression Options** provide settings and standards for images and text.
 - **Conversion** of colored images to grayscale or monochrome, which enhances compression and reduces file size.
 - **Digital Signing** of documents for verification.
 - **Document Information** options that support both basic and advanced settings, including the option to add XMP Metadata.
 - **DPI Reduction** to reduce file size. This is particularly useful for online file distribution.
 - **Embedding of Fonts** to ensure viewing consistency. Chinese, Japanese and Korean fonts are now also available.
 - **Enhanced Saving** options that determine where files are saved and how they are named. **Macros** have been introduced to increase workflow efficiency.
 - **Headers and Footers** can be inserted into converted files.
 - **Language** options that support a wide range of languages.
 - **MAPI** and **SMTP** options for emailing files, including ZIP compression.
 - **Overlay** options for utilizing PDF pages as watermarks.
 - **Paper Properties** offer dynamic and wide-ranging options for paper size, resolution, scaling and output.
 - **PDF/A: 1a, 1b+2a, 2b and 2u (RGB)** are supported as conversion options.
 - **Security** options that determine who can view, print, edit and extract files via password protection.
 - **Tool Tips** are visible when the mouse is hovered over functions/properties.
 - **URL** and **Email Links** can be added when files are converted.
 - **Watermarks** can now be added to documents in both text and graphic format.
-

System Requirements



System Requirements

PDF-XChange Standard supports all Windows (32/64 bit) operating systems from Windows XP and later:



Figure 1. Supported Operating Systems

Please note that, although many users have virtualized some of our component products such as the PDF-XChange Viewer and PDF-Tools application using XenApp, we do not support this at this time. Specifically, the printer drivers are not designed to work in a virtualized environment.

Installing from the Internet



Installing from the Internet

Follow these steps to install **PDF-XChange Standard**:

1. Use the link in your purchase confirmation email or click either of the links below to download the evaluation version of **PDF-XChange Standard**:

[PDF-XChange Standard](#), which includes **PDF-XChange Standard**, [MS Office Addin](#)^[90], [Office2PDF](#)^[107] and the free version of the **PDF-XChange Viewer**.
[PDF-XChange Pro](#), which includes a licensed version of **PDF-Tools** and **PDF-XChange Viewer PRO**.

2. When the download is complete, click the **PDFXStd6.zip** file to open the containing folder. ([Winzip](#) and [CnetsDownload.com](#) have free downloads for software to unzip files).

3. **PDFXStd6** is displayed next to an icon. Double click either the text or the icon to open the **Run/Cancel** dialog box.

4. Click **Run** to open the **PDF-XChange Standard** Setup.

5. Click **Next**.

6. Read the license agreement and select the check box to continue.

7. Click **Next**.

8. Select either **Custom** or **Complete** setup type and select the installation location.

9. Click **Next** and follow the instructions to install the software.

Please note that the first time that the installer runs it will prompt for registration number/activation code. We recommend that this information is copied and pasted this from the receipt in order to avoid mistakes.

When an evaluation copy of **PDF-XChange Standard** is being used, all output is generated with two watermark stamps on each page. This signifies that the PDF file was generated with an evaluation version. When a full version is purchased, it is necessary to enter the serial number provided to ensure that all future output is free of the evaluation watermarks. Follow the steps below to register:

1. Install the software using the nine steps outlined above.
2. Move to the **Control Panel** and click **Devices and Printers**.
3. Right-click **PDF X-Change Printer** and click **printing preferences** from the menu.
4. Select the **About** tab in the main toolbar.
5. In the **About** window, click the **Registration** button.
6. Click the **Add New Serial Key** button.
7. Enter the serial key into the text box, or copy and paste it from the clipboard.
8. Click **Continue** to register.

If an evaluation version of **PDF-XChange Standard** is already installed, then there is no need to install it again. Simply follow the steps outlined above to register.

VERY IMPORTANT

The serial key/activation code is unique to you/your company. Tracker Software Products uses an [FTP Automatic Update](#) to ensure that the latest version is always available to our clients. If you have purchased a single copy of the software it will allow only one user to update their copy. Similarly, if you have purchased a multipack license, then an equal amount of users will be able to update their software. Please keep your serial key/activation code safe. Do not share it with other parties, as doing so constitutes an illegal breach of copyright. If we discover evidence of abuse then updates will be disabled for your account. Serial keys/activation codes found on websites offering free and illegal software distribution will be disabled immediately. We monitor such websites on a daily basis. Help us safeguard the integrity of our products to ensure that their future development is made possible. Theft

of our software deprives us of investment that improves our products for the benefit of all clients.

Switches for MSI Installers



Switches for MSI Installers

The MSI Installer Switches detailed below are available with **PDF-XChange Standard**.

The command line for installation is: **msiexec /Option <Required Parameter> [Optional Parameter] [Property=PropertyValue]**

OPTIONS	PARAMETER	DEFINITION
Install Options		
/package or /i	<Product.msi>	Installs or configures a product.
/a	<Product.msi>	Installs a product on the network. This is an administrative install.
/j<u m>	<Product.msi>	Advertises a product - m to all users, u to current user. Additional parameters can be used: [/t <Transform List>] [/g <Language ID>] .
/uninstall /x	<Product>	Uninstalls the product. Parameters can be a .msi file or the product code.
Display Options		

/quiet	N/A	Installs the application in quiet mode.
/passive	N/A	Installs the application in unattended mode.
/q[n b r f]	N/A	Sets the user interface level: /n means there is no UI, /b means there is a basic UI, /r means there is a reduced UI, /f means there is a full UI (which is the default setting).
Restart Options		
/norestart	N/A	Suppresses attempts to restart when installation is complete.
/promptrestart	N/A	Prompts the user about restarts when necessary.
/forcerestart	N/A	Forces a restart after installation.
Logging Options		
/l	<Logfile>	<p>Defines the logging level for installation. Possible modifiers are as follows:</p> <ul style="list-style-type: none"> a - start up of actions. c - initial UI parameters. e - all error messages. i - status messages. m - out of memory or fatal exit information.

		<ul style="list-style-type: none"> o - out of disk space messages. p - terminal properties. r - action-specific records. u - user requests. v - verbose output. w - nonfatal warnings. x - extra debugging information. + - append to existing file. ! - flush each line to the log. * - log all information except for verbose output and extra debugging information.
/log	<LogFile>	Equivalent for /!* <LogFile>
Repair Options		
/f	<Product>	<p>Repairs a product. The following modifiers are available:</p> <ul style="list-style-type: none"> p - only if a file is missing. o - if a file is missing or an older version is installed. This is a default setting. e - if a file is missing or an equal or older version is installed. d - if a file is missing or a different version is installed. c - if a file is missing or checksum does not match the value calculated.

		<p>a - to force the reinstallation of files.</p> <p>u - all required user-specific registry entries. This is a default setting.</p> <p>m - all required computer-specific registry entries. This is a default setting.</p> <p>s - all existing shortcuts. This is a default setting.</p> <p>v - runs from source and reaches local package.</p> <p>Additional options and further explanations are available here.</p>
<p style="text-align: center;">Properties</p> <p>Please note that Public properties defined by PDF-XChange Standard installation can be specified, as well as standard MSI public properties. See here for a complete list of standard public properties. The most useful properties are detailed below:</p>		
<p style="text-align: center;">Standard Properties</p>		
<p>ADDLOCAL</p>	<p><list of features></p>	<p>The value of the ADDLOCAL property is a list of features that are delimited by commas and can be installed locally. If it is not used then all available options will be installed. The PDF-XChange Standard installers define the following features:</p> <ul style="list-style-type: none"> • F_Drivers - components of PDF-XChange driver. • F_Office2PDF - components of Office to PDF. This requires F_Drivers to operate. • F_OfficeAddin - addin for MS Office applications for converting documents to PDF. This requires F_Drivers to operate. • F-Updater - the updater for products of Tracker Software Products. • F_Langs_Drv - the localization files for the software. This requires F-Drivers to operate. • F_IEAddin - addin for MS Internet Explorer that facilitates the conversion of web pages to PDF format.

		<ul style="list-style-type: none"> • F_Help_Drv - the help file for the driver, Office Addin and Office2PDF. This requires F_Drivers to operate.
Product Specific Properties		
INSTALLLOCATION	N/A	Specifies the folder in which products are installed.
PNAME	<name>	Specifies the name of the printer that will be used. The default value is "PDF-XChange Standard V6."
SET_PRINTER_AS_DEFAULT	N/A	When specified with a value of "1" the PDF-XChange printer will be set as the default printer after installation.
DESKTOP_SHORTCUTS	N/A	When not specified, or specified with a value of "1", the installer will place shortcuts on the desktop for installed applications.
PROGRAMSMENU_SHORTCUTS	N/A	When not specified, or specified with a value of "1", the installer will create a program menu group for installed applications and their components.
USERNAME	<username>	Specifies the username for which applications will be registered.
ORGANIZATION	<oname>	Specifies the organization name for which applications will be registered.
USERMAIL	<email>	Specifies the user email.

KEYFILE	<xcvaultfile>	Specifies the UNC location of the license vault file <filename>.xcvault.
KEYDATA	<regkey>	Specifies the registration key.
DDEFLANGID	<id>*	Specifies a language for the print driver. This requires F_Langs_Drv to operate.
NOUPDATER	N/A	Determines whether or not the updater is installed. If unspecified, or specified with a value of "0", then the updater will be installed. If specified with a value of "1" (NOUPDATER=1) then the updater will not be installed.
SCHEDULEUPDATER	N/A	If unspecified, or specified with a value of "1", then the installer will create a Windows Schedule Task to check for updates once a fortnight.

* See [here](#) for a list of languages that should be entered in the place of <id> when specifying a language. Please note that the "Culture Code" must be used. It is in hexadecimal figure and must be converted to decimal for use. E.g. for German use 1031 (1031 is decimal for the hex value 0x0407). A hexadecimal to decimal converter is available [here](#).

Command Line Examples

- Install the software in quiet mode to the folder "C:\Program Files\My PDF Applications":

```
msiexec /i StandardV6.x64.msi /quiet INSTALLLOCATION="C:\Program Files\My PDF Applications"
```

- Install the software in quiet mode to the default folder and specify the user license information:

```
msiexec /i StandardV6.x64.msi /quiet USERNAME="John Doe" USERMAIL="abc@a.b.c" KEYFILE="\UNC\path\to\xcvaultfile"
```

- Install only **PDF-XChange Viewer** and the updater:

```
msiexec /i StandardV6.x64.msi /quiet ADDLOCAL="F_Viewer,F_Updater"
```

- Install the software with all features, German as the UI language and a 'basic' UI. (Please note that **ADDLOCAL** is not being used, therefore all components, including **F_VLangs**, are installed:

```
msiexec /i StandardV6.x64.msi /qb DDEFLANGID=1031
```

Switches for EXE Installers



Switches for EXE Installers

The EXE Installer Switches detailed below are available with **PDF-XChange Standard**.

The command line for installation is **PDFXStd6.exe /Option [Optional Parameter] [PROPERTY=PropertyValue]**

OPTIONS	PARAMETER	DEFINITION
Install Options		
/install	<Product.exe>	Installs or configures the product specified. This is the default setting.
/uninstall	<Product.exe>	Uninstalls the product specified.
/layout	N/A	Creates a complete local copy of the bundle in the directory.
Display Options		
/quiet	N/A	Displays no UI and no prompts.
/passive	N/A	Displays a minimal UI with no prompts.

Restart Options		
/norestart	N/A	Suppresses any attempts to restart by the system. The default setting is for the UI to prompt before restarts take place.
Logging Options		
/log	<Logfile>	Logs to a specific file. The default setting is for a log file to be created in %TEMP%. This is also the case if the path is not specified.
Repair Options		
/repair	N/A	Repairs products. The following modifiers are available:
Product Specific Properties		
USERNAME	<username>	Specifies the username for which applications will be registered.
ORGANIZATION	<oname>	Specifies the organization name for which applications will be registered.
USERMAIL	<email>	Specifies the user email.
	N/A	

DESKTOP_SHORTCUTS		If this property is not specified, or is specified with a value of "1", then the installer will place shortcuts for installed applications on the desktop.
PROGRAMSMENU_SHORTCUTS	N/A	If this property is not specified, or is specified with a value of "1", then the installer will create a program menu group for installed applications and their components.
KEYDATA	<regkey>	Specifies a registration key.
KEYFILE	<xcvault file>	Specifies the UNC location of the license vault file <filename>.xcvault - see here ^[27] for further information.
NOUPDATER	N/A	If this property is not specified, or is specified with a value of "1", then the Tracker Software Updater will be installed. A value of "1" will prevent it from being installed.
SET_AS_DEFAULT	N/A	If not specified, or specified with a value of "1", then PDF-XChange Standard V6 will be set as the default application for PDF files.
SCHEDULEUPDATER	N/A	If not specified, or specified with a value of "1", then the installer will create a Windows Schedule Task to check for updates once a fortnight.

Command Line Examples

- Install the application in quiet mode to the default install folder "C:\Program Files\Tracker Software":

```
PDFXStd.exe / quiet
```


- Install the application in quiet mode to the default folder and specify the user license information and key as a vault file:

```
PDFXStd.exe /quiet USERNAME="John Doe" USERMAIL="abc@a.b.c" KEYFILE="C:\license\V6Pro.xcvault"
```

- Install the application in quiet mode to the default folder. Specify the user license information and key as a string:

```
PDFXStd.exe /quiet USERNAME="John Doe" USERMAIL="abc@a.b.c" KEYDATA="PVP60 - ZJ2J77DN5kdBuQRhj ... dmGZ7VXrd6TkeJoJCz+1i2UTPSA5AvAU14Q="
```

Licensing



Licensing

Since version 5.5 and build 308 **Tracker Software Products** has moved to a new serial key licensing system. The new system offers both the standard serial key method of licensing our applications as well as the option to use a license file. The license file is known as an "XCVault" file, which is a modified .ZIP file. The main benefit of this feature is that there is no longer a need to re-install the software if you are using an evaluation version and intend to upgrade. Follow the steps below to access and activate XCVault files:

1. Login to your account with **Tracker Software Products**.
2. Move to the "**Your products and Serial numbers**" tab.
3. Move to the product for which you would like to download the XCVault file.
4. Click the arrow icon indicated in **(figure 1)**. The window will expand as detailed below:



Figure 1. XCVault File Access Point

5. Click the **Download** button. The XCVault file will then download to the local computer.
6. Click the download icon to launch the XCVault file. All product licenses will then update automatically.

System administrators should note that this information is stored within the Windows Registry. However, the method used to license the application can have an effect on the storage location. When an XCVault file is being used, its information is stored in two locations: **HKCU\Software\Tracker Software\Vault** and **HKLM\SOFTWARE\Tracker Software\Vault**. It should also be noted that license information is stored as a hexadecimal value. Therefore, if a registration key is being used to deploy the license, it is advisable to first license a single machine in order to create the first registration key.

Standard Deployment

Copy and paste serial keys into the installer to implement them during installation. Alternatively, click the personal.xcvault file after installation has taken place.

Silent Deployment

XCVault files can also be used for silent deployment of serial keys after installation has taken place. A windows command line can be used to push the XCVault file to each user that qualifies for a full license. A sample script and associated literal path is detailed below:

```
C:\Program Files\Tracker Software\Vault>XCVault.exe /s with literal path D:  
\Documents\Ref\Personal.xcvault.
```

Activating silent deployment is a two-step process. The first step is to call on the XCVault.exe that will apply the key. The second step is to specify the literal path to the personal.xcvault file. The presence of the script means that users are not notified of serial key deployment.

Installing Products to use Protected Keys from the Command Line

The inclusion of XCVault files since version 5.5 and build 308 means that the command line install option **KEY= <regkey>** no longer passes license details to associated products. There are two methods to resolve this issue:

The first method is to use the option **KEYFILE= <xcvault file>** to specify the UNC location of the license vault file <filename>.xcvault. For example: **KEYFILE="C:\Users\JohnDoe\Desktop\Personal.xcvault"**.

The second method is use the option **KEYDATA=<regkey>** to specify the registration key with a text string. **For example: KEYDATA="PXP50-Y5EN....cFrBqnyKhv6eOw="**.

The first method is recommended over the second as the new keys are very complex and therefore less suited to being passed as strings at the command line.

Installing Multiple Versions



Installing Multiple Versions

There are certain benefits to installing multiple versions of **PDF-XChange Standard**. One of the main benefits is the option of creating multiple profiles. This is more efficient than manually changing the settings each time it is necessary to do so. We have added a command line option that installs multiple versions of **PDF-XChange Standard** with custom names. Follow the steps below to do this:

1. Click the **Windows Start Button**.
2. Enter **cmd.exe** in the text box to launch the **command prompt**.
3. Enter **cd c:** and press **Enter**.
4. Enter **cd "Program Files"** and press **Enter**.
5. Enter **cd "Tracker Software"** and press **Enter**.
6. Enter **cd "PDF-XChange 6"** and press **Enter**.

Then enter the following switch to create new versions of the printer in your printers list:

pdfSaver6.exe /AddPrinter <PrinterName> [/NoNotify]

- **<AddPrinter>** is the parameter that adds a new printer to the printers list.
 - **<PrinterName>** is the name of the new printer.
 - **<NoNotify>** is an optional parameter. It prevents the sending of information about changes in the printers list to other applications.
-

2 Standard Printer Settings



Standard Printer Settings

PDF-XChange Standard features many customizable settings. These are accessible from the printers list. Follow the steps below to adjust the settings:

1. Click the **Windows Start Button**.
2. Click **Control Panel**.
3. In the **Control Panel** dialog box, click **Devices and Printers**.
4. In the **Printers** tab, point to the printer **PDF-XChange Printer** and right-click.
5. Select **Printing Preferences** from the menu options. The **PDF-XChange Standard V6 Printing Preferences** dialog box will open:

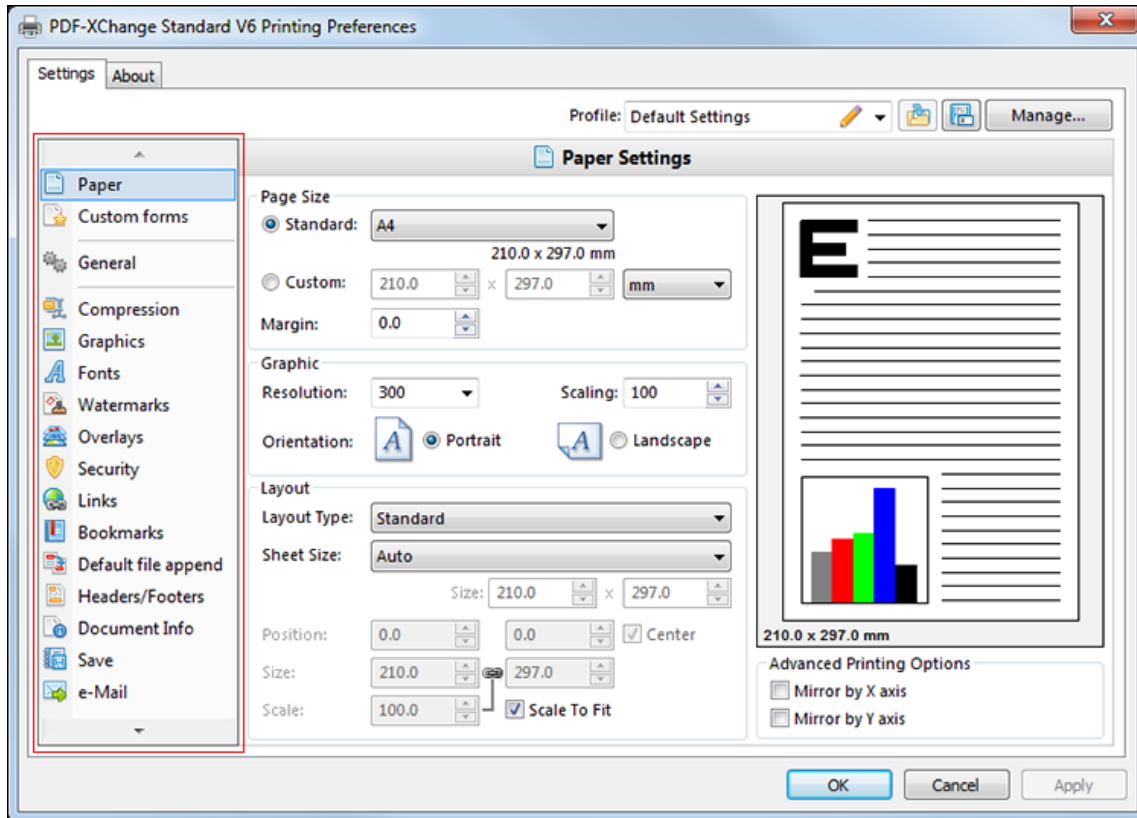


Figure 1. PDF-XChange Standard V6 Printing Preferences Dialog Box. Settings Tab Highlighted

6. Use the **Settings** tab highlighted in (figure 1) to select settings. All settings are listed below. Click them to access further information:

- [Paper](#) ^[34]
- [Custom Forms](#) ^[43]
- [General](#) ^[45]
- [Compression](#) ^[48]
- [Graphics](#) ^[51]
- [Fonts](#) ^[53]
- [Watermarks](#) ^[55]
- [Overlays](#) ^[62]
- [Security](#) ^[64]
- [Links](#) ^[68]
- [Bookmarks](#) ^[70]
- [Default File Append](#) ^[72]
- [Headers and Footers](#) ^[74]
- [Document Info](#) ^[76]
- [Save](#) ^[78]
- [Email](#) ^[84]
- [Optimization](#) ^[86]

- [Languages](#) ⁸⁸
- [pdfsaver](#) ⁹⁶

About

The **About** tab can be used to access further information about the product, view help pages, check for updates and register new serial keys/activation codes.

Profile

When the desired settings have been entered using the options outlined above they can be saved using the **Profile** section in the upper area of the **PDF-XChange Standard V6 Printing Preferences** dialog box. Click the disk icon to open the **Add Profile** dialog box:

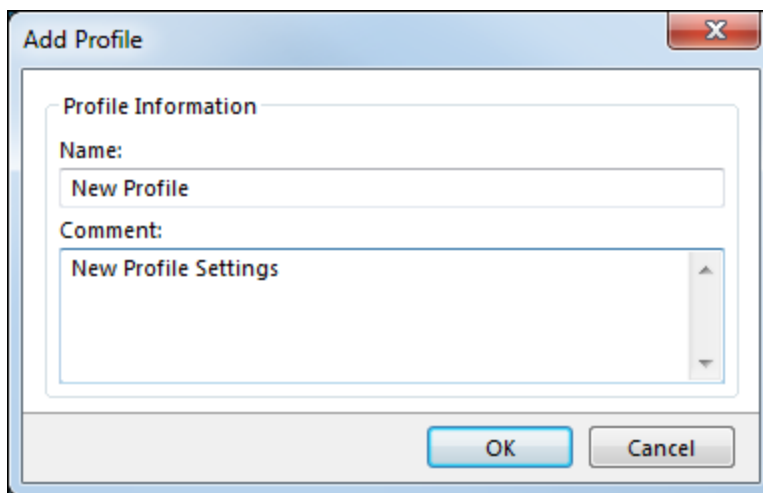


Figure 2. Add Profile Dialog box

- Enter a name for the profile in the **Name** text box.
- Add a description of the profile, if desired, in the **Comment** text box.
- When the desired details have been entered, click **OK** to save the settings. They will then be available in the **Profile** menu.
- Click the **Manage** button to manage saved profiles. They can then be edited, cloned, removed, exported and imported.

2.1 Paper



Paper

The **Paper Settings** determine the properties of printed documents. They can be used to adjust the size, orientation, margin and scaling factor of pages, as well as the DPI resolution of images within the page. There are further settings to mount multiple original pages on a single PDF and change the print order of pages from the document in question.

Please note that certain programs, such as Microsoft Word, override the properties determined in the Paper Settings dialog box. This is because they use values that are determined within their own parameters for these options and give those values priority over other options.

Click **Paper** in the menu on the left of the main window to customize the **Paper Settings**. The following dialog box will launch:

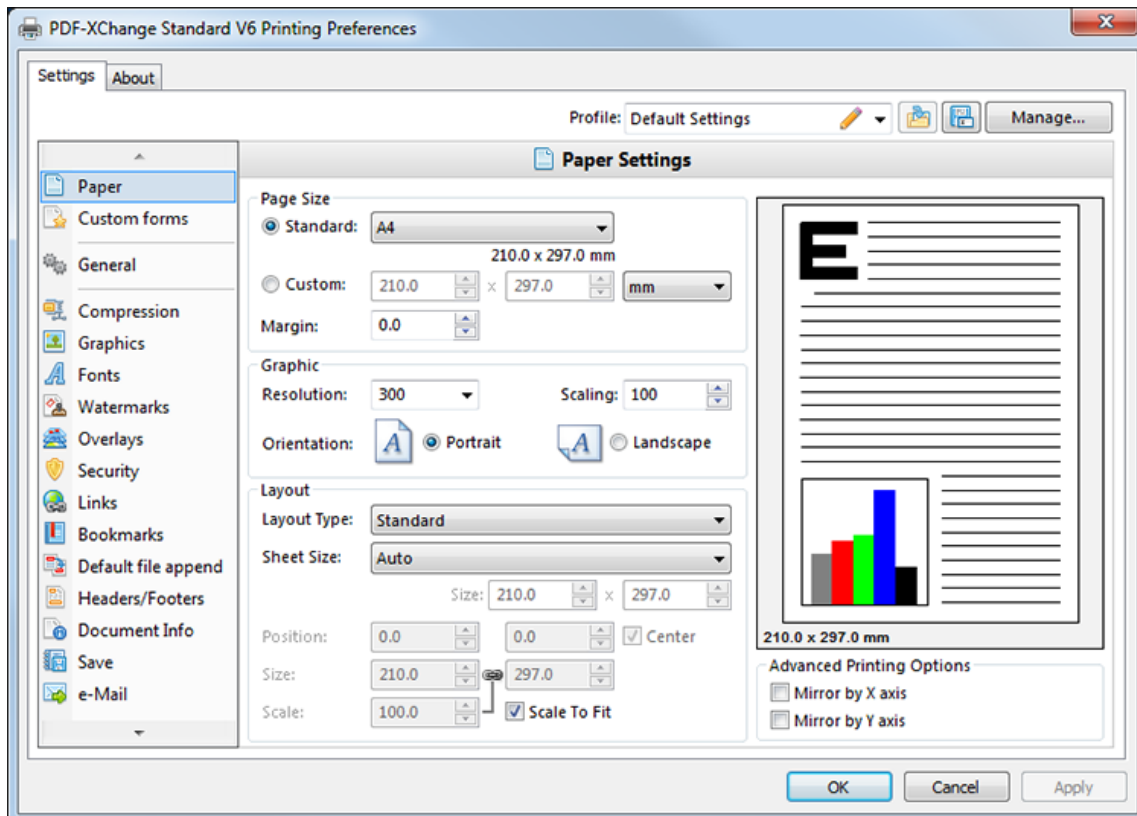


Figure 1. Paper Settings Dialog Box

Page Size

There are four settings that determine the page size:

- **Standard** includes all those that are considered standardized sizes, such as those used by the **ISO** and **ANSI**.
- **Custom** allows the user to enter custom dimensions up to a maximum of two hundred inches.
- **Units** determine the units of measurement used when referring to the custom page size. Millimeter is the default setting. Click the menu for further options.
- **Margins** is used to adjust the margin settings of the page. Values entered will affect all margins. If greater control over margins is desired we recommend formatting documents using alternative software before they are used in conjunction with **PDF-XChange Standard**.

Please note that the AutoCAD software is known for suffering bugs during printing, especially when it plots to virtual print drivers such as PDF-XChange. If problems arise, especially in regard to portions of output exceeding the defined margin/page limits, then we recommend setting a margin of at least 3.2mm.

Graphic

There are three settings that determine the settings for graphics within the page:

- **Resolution** is measured in **DPI** (dots per inch). Enter the desired amount in the **Resolution** menu. (Increasing **DPI** usually decreases the PDF file size).
- **Scaling** is used to adjust the original page size to match those of the converted document. Scale documents up or down in size as required.
- **Orientation** is used to toggle between **Portrait** and **Landscape**.

Page Layout

There are three options that determine the page layout of documents in **PDF-XChange Standard**:

- **Standard** is the default setting of one page per PDF page. See [here](#)^[37] for further options.
- **Booklet** is intended for use with booklets and other similar documents. The page layout facilitates "2-up pages" for booklet binding. See [here](#)^[39] for further options.
- **Multiple Pages Per Sheet** is used when there is more than one document page per PDF page. Permitted values for documents per page are 1,2,4,6,8,9 and 16. Select a

value to see the layout in the preview window on the upper right. See [here](#)^[41] for further information.

Sheet Size

There are three options that determine the sheet size:

- **Auto** means the software sets the sheet size automatically.
- **Custom** allows the user to enter custom dimensions.
- **Standard** options allow the user to select standard dimensions, such as those used by the **ISO** and **ANSI**.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

Standard Layout



Standard Layout

The **Standard** layout in **PDF-XChange Standard** is one document page per PDF page. When it is selected in the **Layout Type** menu the following options are available:

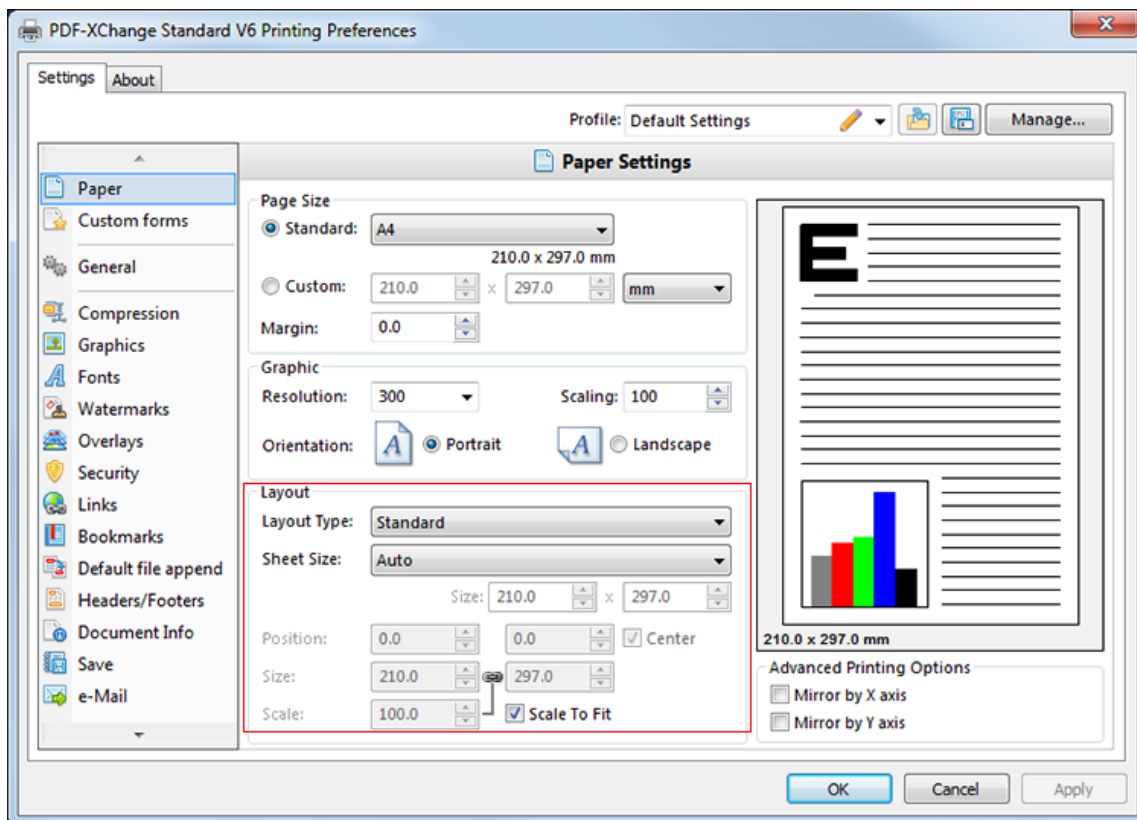


Figure 1. Paper Settings Dialog Box. Standard Options

The layout controls allow the user to determine the page size and positioning of page contents within the document. There are three options in the **Sheet Size** menu:

- **Auto** means the software sets the sheet size automatically. The default size is 210mm x 297mm.
- **Custom** allows the user to enter custom dimensions.

- **Standard** options allow the user to select standard dimensions, such as those used by the **ISO** and **ANSI**.

The **Scale To Fit** box is checked by default. This means that the layout options selected will scale to the page size. Clear the box to disable this option. It is then possible to use the pointer to resize the page.

Custom

This option allows the user to enter custom dimensions to determine the page size. Enter the desired dimensions in the **Size** boxes.

Standard

These options relate to standard sizes. Select the desired size from the menu. The document dimensions will update automatically.

Position

The positioning of the document is centered by default as the **Center** check box is selected. This also means that the document will remain centered when the page size is adjusted manually. Clear the box to enter custom dimensions in the **Position** boxes. The page position can then be set to anywhere within the page dimensions without being centered.

Booklet Layout



Booklet Layout

The booklet option is intended for use when documents are printed to compose a booklet. When it is selected in the **Layout Type** menu the following options are available:

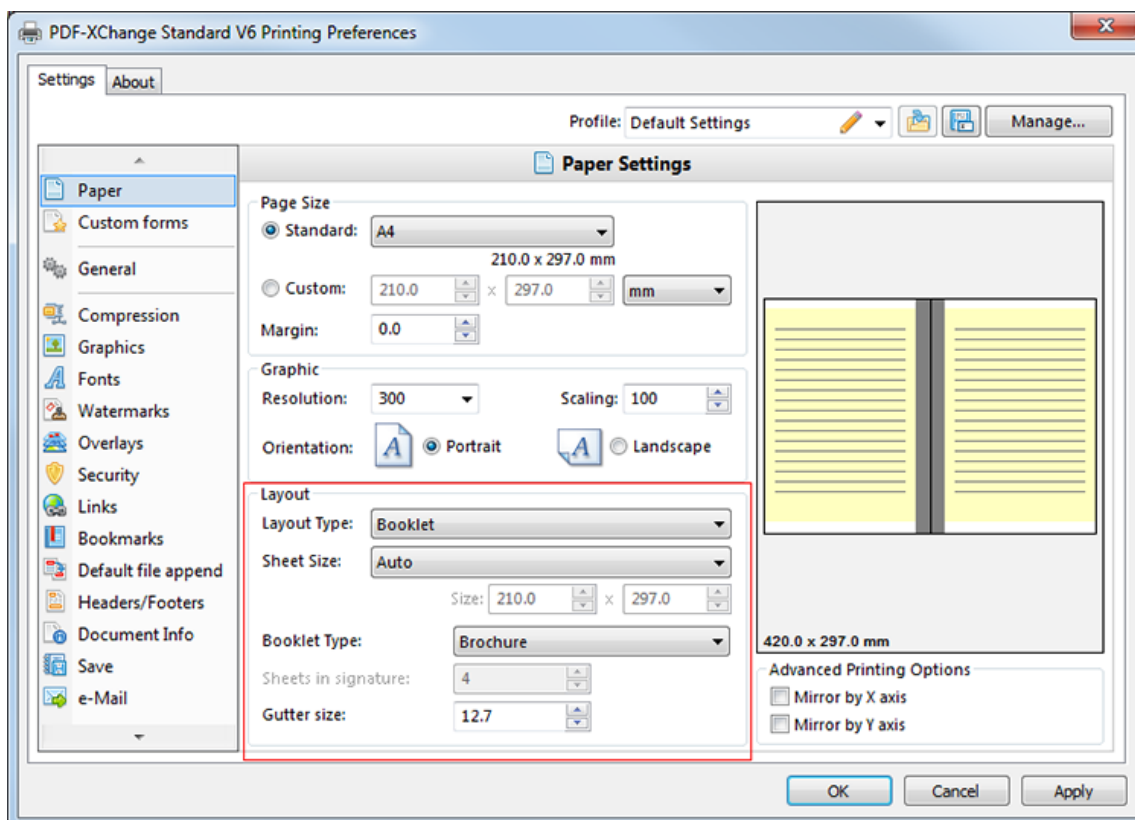


Figure 1. Paper Settings Dialog Box. Booklet Options

- The **Sheet Size** options are **Auto**, **Custom** and **Standard**:
 - **Auto** means the software sets the sheet size automatically. The default size is 210mm x 297mm.
 - **Custom** allows the user to enter custom dimensions.
 - **Standard** options allow the user to select standard dimensions, such as those used by the **ISO** and **ANSI**.

- The **Page Per Sheet** option determines how many pages feature on each sheet. Use the menu to select the desired option. There are seven options that all feature different layouts. When an option is selected the layout will display in the preview window.
- The **Booklet Type** menu determines the format of the booklet. There are two options: **Brochure** and **Book**. Brochures are usually two or four pages in length and fit on a single sheet. Books have significantly more pages than brochures and usually feature double-sided printing. The manner in which sheets are folded to create the book is determined using the **Sheets in signature** option.
- The **Gutter size** option determines the inner margin area between pages where binding takes place. It is represented by the gray area in the preview window pane. The default size is 12.7mm as this is the industry standard for binding.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

Multiple Pages per Sheet



Multiple Pages per Sheet

This option is intended for use when more than one document per PDF page is desired. When it is selected in the **Layout Type** menu the following options are available:

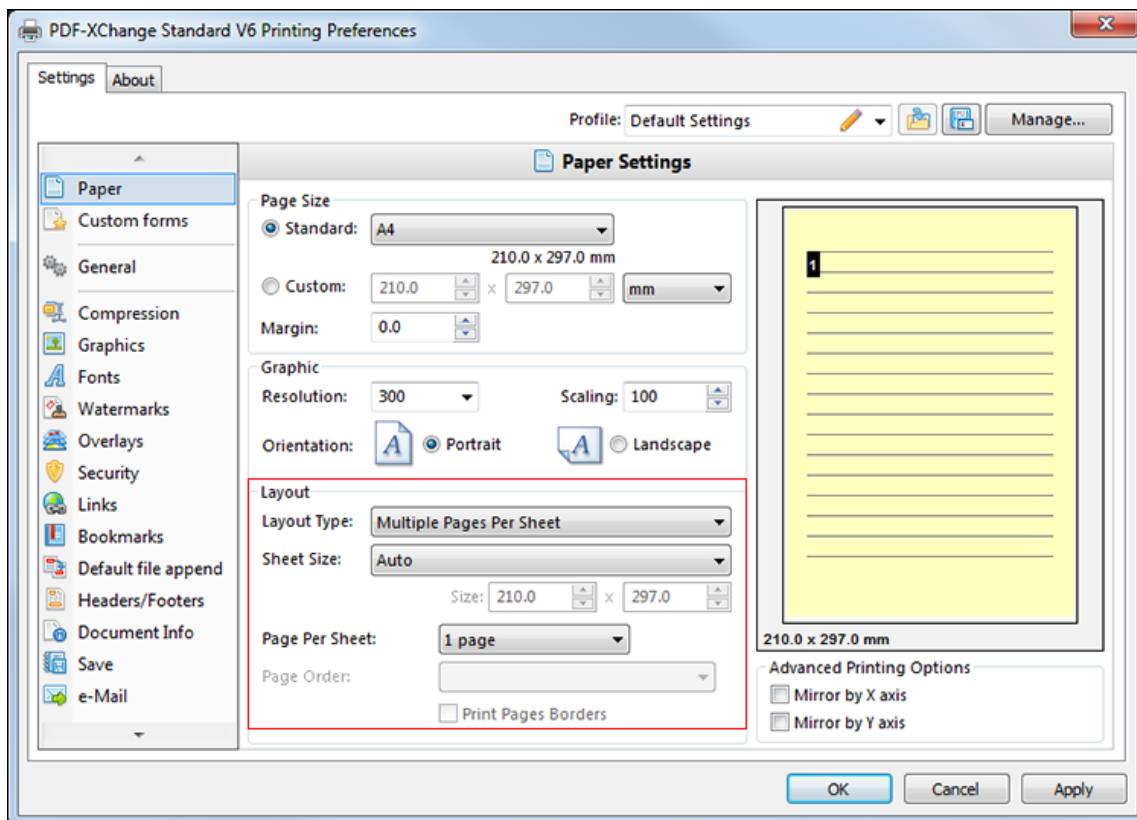


Figure 1. Paper Settings Dialog Box. Multiple Pages Per Sheet Options

- The **Sheet Size** options are **Auto**, **Custom** and **Standard**:
 - **Auto** means the software sets the sheet size automatically. The default size is 210mm x 297mm.
 - **Custom** allows the user to enter custom dimensions.
 - **Standard** options allow the user to select standard dimensions, such as those used by the **ISO** and **ANSI**.

- The **Page Per Sheet** option determines how many pages feature on each sheet. Use the menu to select the desired option. There are seven options that feature different layouts. When an option is selected the layout displays in the preview window.
- The **Page Order** menu determines the ordering of pages within the PDF document. When there is one page in the document this option is disabled. When there are two pages the options are either **left to right** or **right to left**. When there are four or more pages there are four actions: **Across From Left, Down from Left, Across From Right** and **Down From Right**.
- The **Print Pages Borders** box should be selected in order to print the page borders or cleared to exclude them from printing.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.2 Custom Forms



Custom Forms

The **Custom Forms** settings facilitate the saving of custom form dimensions for subsequent use. Click **Custom Forms** in the menu on the left of the main window to customize the **Custom forms settings**. The following dialog box will launch:

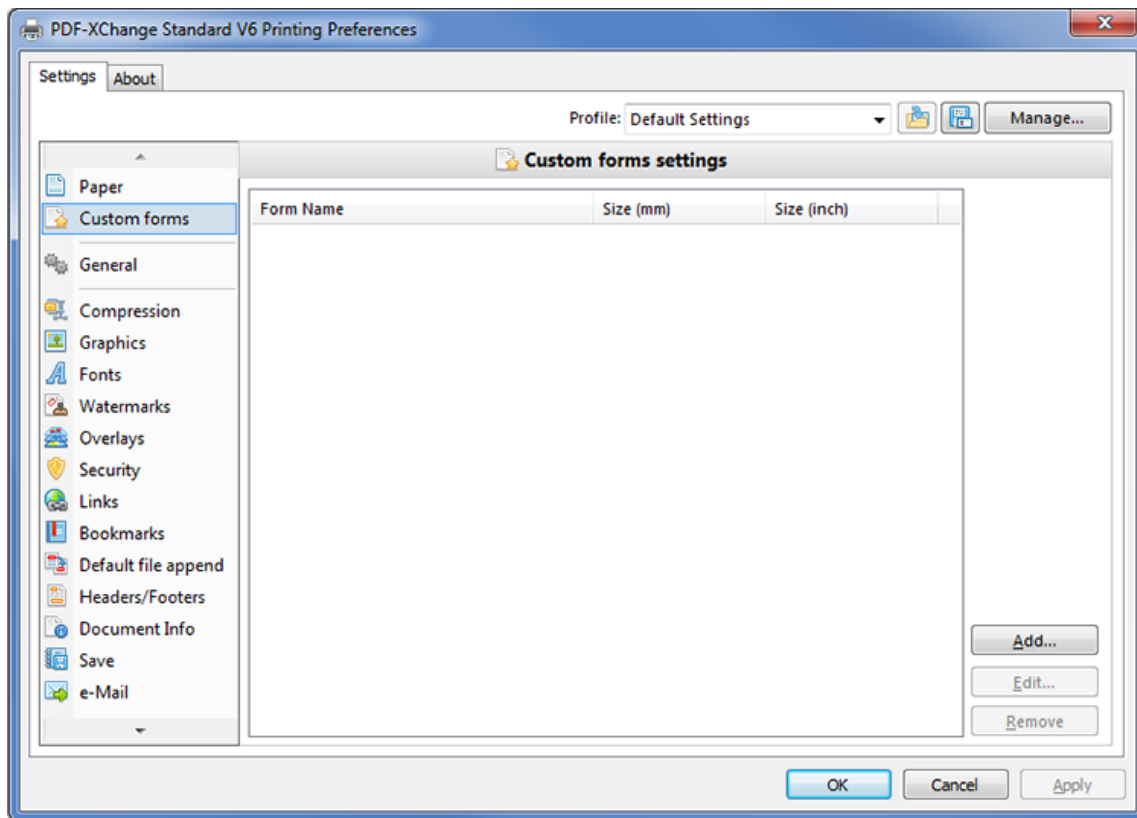


Figure 1. Custom Forms Settings Dialog Box

When custom forms have been created the options to **Edit** and **Remove** them are enabled. Click **Add** to add a new custom form. The **Add/Edit Custom Form** dialog box will open:

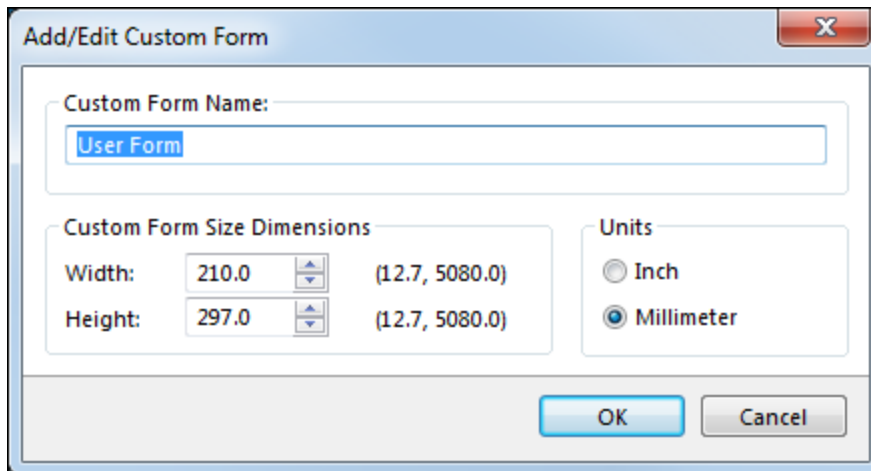


Figure 2. Add/Edit Custom Form Dialog Box

Enter a name into the **Custom Form Name** text box to name the customized dimensions. Enter the desired dimensions into the **Width** and **Height** boxes and select either **Inch** or **Millimeter** as the unit of measurement. When the desired dimensions have been entered, click **OK** to save settings. Click **Cancel** to end the process and close the dialog box.

When multiple custom forms have been created, select the desired custom form from the list and click **OK** to launch it. Click **Cancel** to end the process and close the dialog box.

2.3 General Settings



General Settings

Click **General** in the menu on the left of the main window to customize the **General Settings**. The following dialog box will launch:

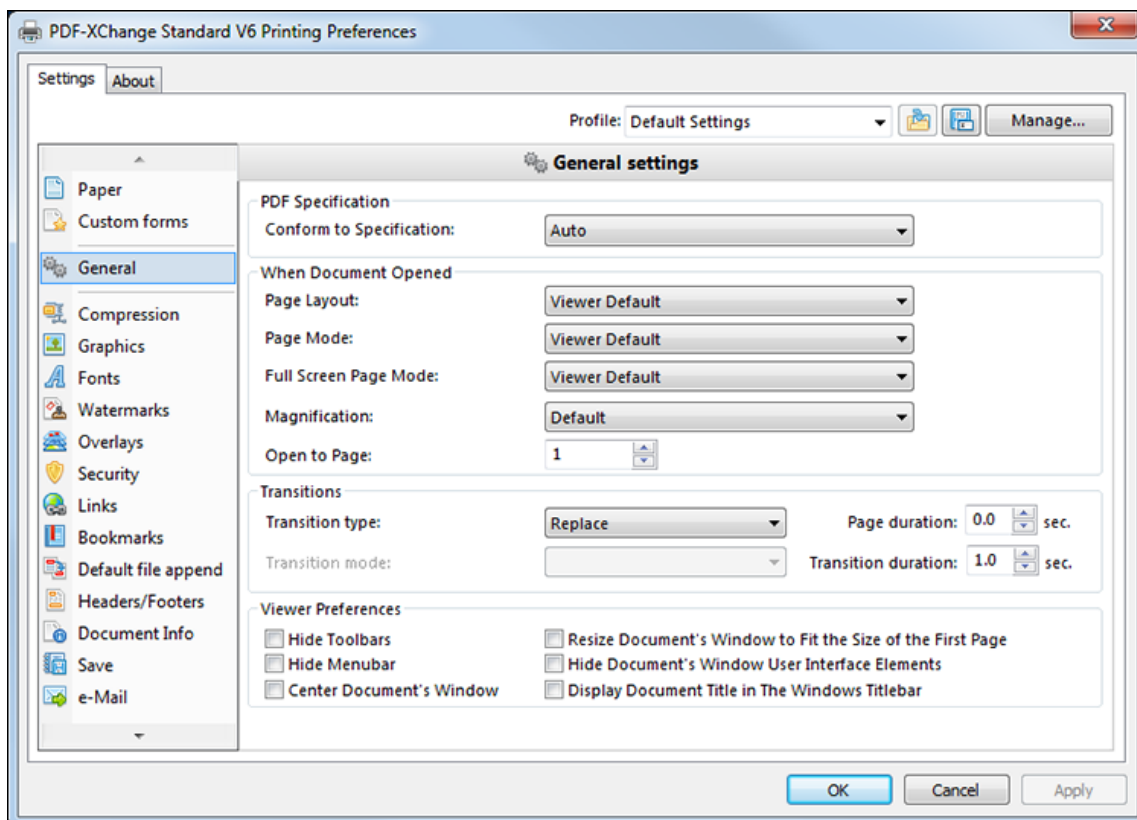


Figure 1. General Settings Dialog Box

Conform to Specification

This setting determines the specifications to which converted files conform. There are three options at this point. The first option is **Auto**, which means the software will select specifications automatically and in accordance with what it recognizes as being optimal. The second option is to select one of the five settings that relate to different versions of Acrobat - from version 1.3 to 1.7. The third option is to select one of the eight settings that

determine the PDF format. These relate to the **ISO's PDF/A - 1b PDF** specifications for the RGB Colorspace. Further information on those is available [here](#).

Page Layout

There are seven options that relate to the page layout when documents are opened. **Viewer Default** is the default setting. The page layout will be the same as the default settings of the viewer used to open the document. The remaining six options are: **Single Page**, **One Column**, **Two Pages (Cover Page)**, **Two Pages, Two Columns (Cover Page)** and **Two Columns**.

Page Mode

These options relate to what is displayed when documents are opened and how they are displayed. **Pages view only** means only the pages themselves are displayed. **Show Bookmarks** means that the bookmarks are also displayed. **Show Thumbnails** means that the thumbnails are also displayed. **Full Screen** opens the document in full screen mode.

Full Screen Page Mode

These options relate to what is displayed when documents are opened in full screen mode. The options are the same as those in **Page Mode** with the additional option of **Show Layers Panel**, which displays the panel for viewing layers within documents when they are opened.

Magnification

These options relate to the magnification options when documents are opened. The options are **Default**, **Actual Size**, **Fit Page**, **Fit Width**, **Fit Height** and **Level**.

Open to Page

This option determines the page at which the document opens.

Transitions

This option defines the manner in which pages are browsed in full screen mode. Select the desired transition from the **Transition type** menu. Then select the desired **Transition mode** from the **Transition mode** menu. Enter the **Page duration** and **Transition duration** values.

Viewer Preferences

These settings relate to the preferences of the viewer used to open documents. Check the boxes to carry out associated preferences.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.4 Compression



Compression

Click **Compression** in the menu on the left of the main window to customize the **Compression Settings**. The following dialog box will launch:

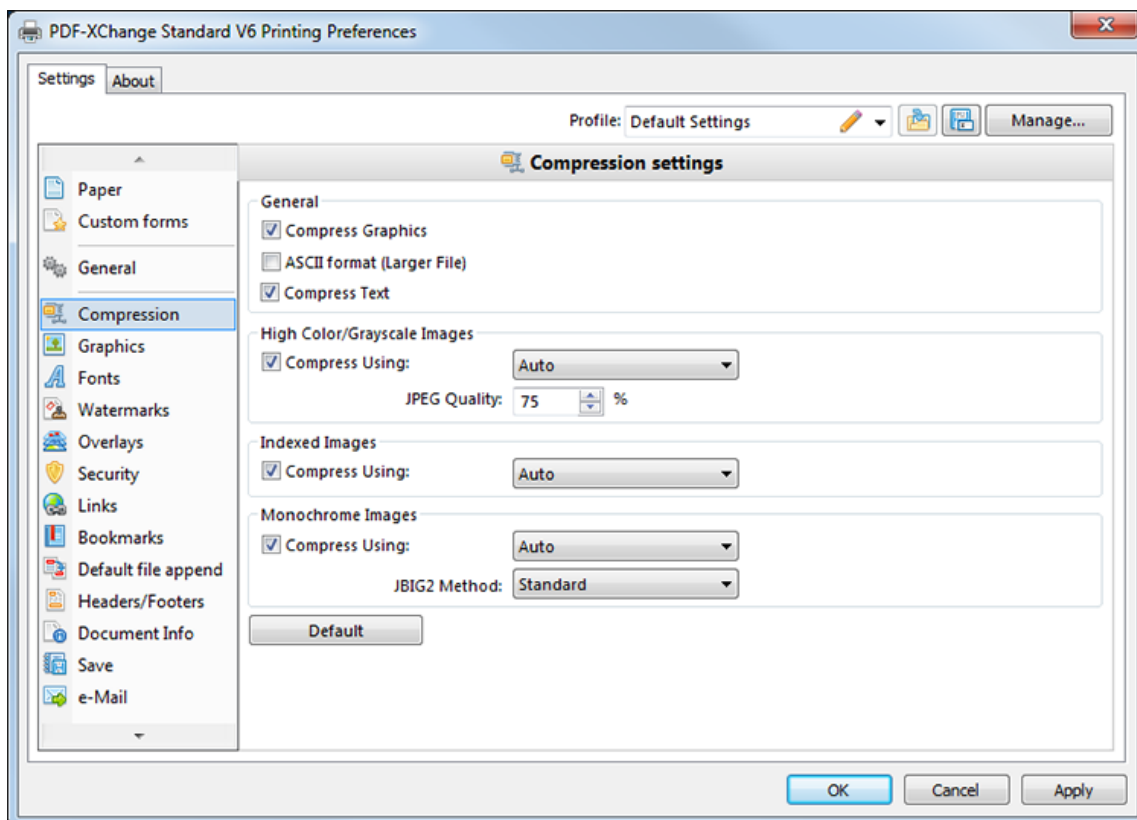


Figure 1. Compression Settings Dialog Box

General

The general settings determine compression values for various elements of documentation. Select the **Compress Graphics** box to compress graphics within documents. When this box is selected the options in the lower section of the window are enabled. Select the **ASCII format (Larger File)** box to create PDF files using only ASCII 7-bit symbols. Select the **Compress Text** box to compress text.

High Colour/Grayscale Images

Select the **Compress Using** box to determine how **High Colour/Grayscale Images** are compressed. The compression options are:

- **Auto** - the software will select the best available compression options and retain image quality as far as possible.
- **JPEG** - the best option for colored images.
- **Flate** - an improved version of LZW compression.
- **JPEG/ZIP** - standard zip file lossless compression.
- **JPEG 2000** - an improved version of JPEG/ZIP that includes the option of lossy compression.
- **JPEG 2000/ZIP** - a combination of the two forms of compression listed above.

Adjust the JPEG Quality as desired. This value is defined as the image content quality divided by the compression. Therefore higher values result in less compression but better quality images and vice versa.

Indexed Images

Select the **Compress Using** box to determine how indexed images are compressed. Indexed images are used when an image is repeated within a document. Selecting the correct setting at this point will save space. The options in the menu are as follows:

- **Auto** - the software will select the best available compression options and retain image quality as far as possible.
- **Run Length** - a simple form of lossless compression.
- **Flate** - an improved version of LZW compression.
- **LZW** - compression via table-based lookup algorithm.

Monochrome Images

Select the **Compress Using** box to determine how monochrome images are compressed. Then select an option from the menu:

- **Auto** - the software will select the best available compression options and retain image quality as far as possible.
- **Flate** - an improved version of LZW compression.

- **CCITT Group 3** - a lossless compressed data format for bi-level images such as grayscale.
- **CCITT Group 4** - an improved version of CCITT Group 3 compression that removes the EOL (end of line) codes.
- **Run Length** - a simple form of lossless compression..
- **JBIG2** - a form of compression for bi-level images that supports both lossy and lossless compression.

When using either the **Auto** or **JBIG2** options select the desired **JBIG2 Method** from the menu. The options are:

- **Standard**
- **Crop Borders**
- **Symbol Compression**

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.5 Graphics



Graphics

The **Graphics** settings provide additional means to compress or optimize file content through the conversion or re-basing of image content within the PDF file generated. Click **Graphics** in the menu on the left of the main window to customize the **Graphics Settings**. The following dialog box will launch:

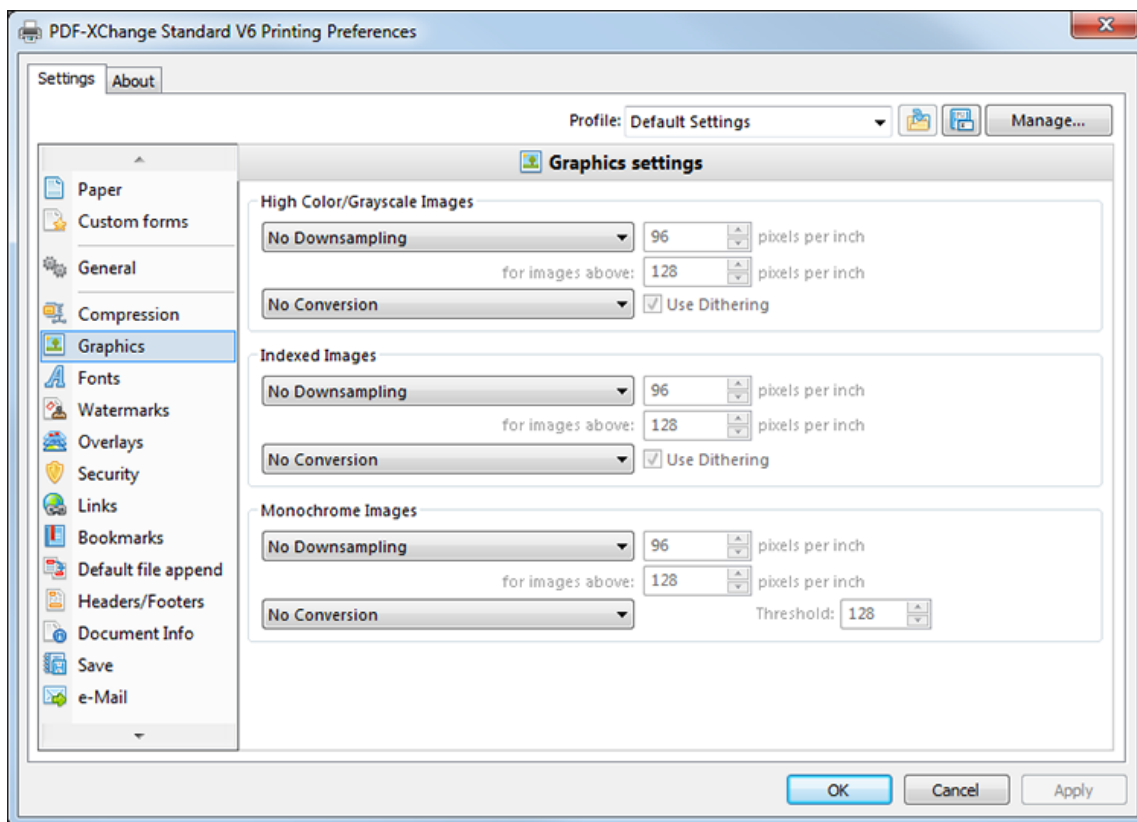


Figure 1. Graphics Settings Dialog Box

The graphics settings are used to reduce the DPI (dots per inch) settings for images or convert them to Grayscale, Monochrome or Black and White. This optimizes files for specific purposes and is achieved through downsampling - I.e. reducing the number of pixels in a file to reduce the file size. Downsampling is the best process for images that are going to be viewed on the internet as such images are less dependent on pixellation for quality (as

opposed to images that are going to be printed). Use the **for images above** box to select the **pixels per inch** above which images are to be downsampled. Enter the new value into the box above.

The following downsampling methods are available for all image formats:

- **Linear downsampling** is the fastest method but may have an impact on quality.
- **Bilinear downsampling** takes longer than linear downsampling but produces a higher-quality result.
- **Bicubic downsampling** achieves results of the highest quality but takes significantly longer than other options, especially when downsampling large files.

All image formats also feature **conversion** options. This allows the user to convert images from one format to another. The intended function of this option is to remove/reduce color from files in order to minimize their file size.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.6 Fonts



The **Fonts** settings are used to edit the options for fonts. Click **Fonts** in the menu on the left of the main window to customize the **Font Embedding Options**. The following dialog box will launch:

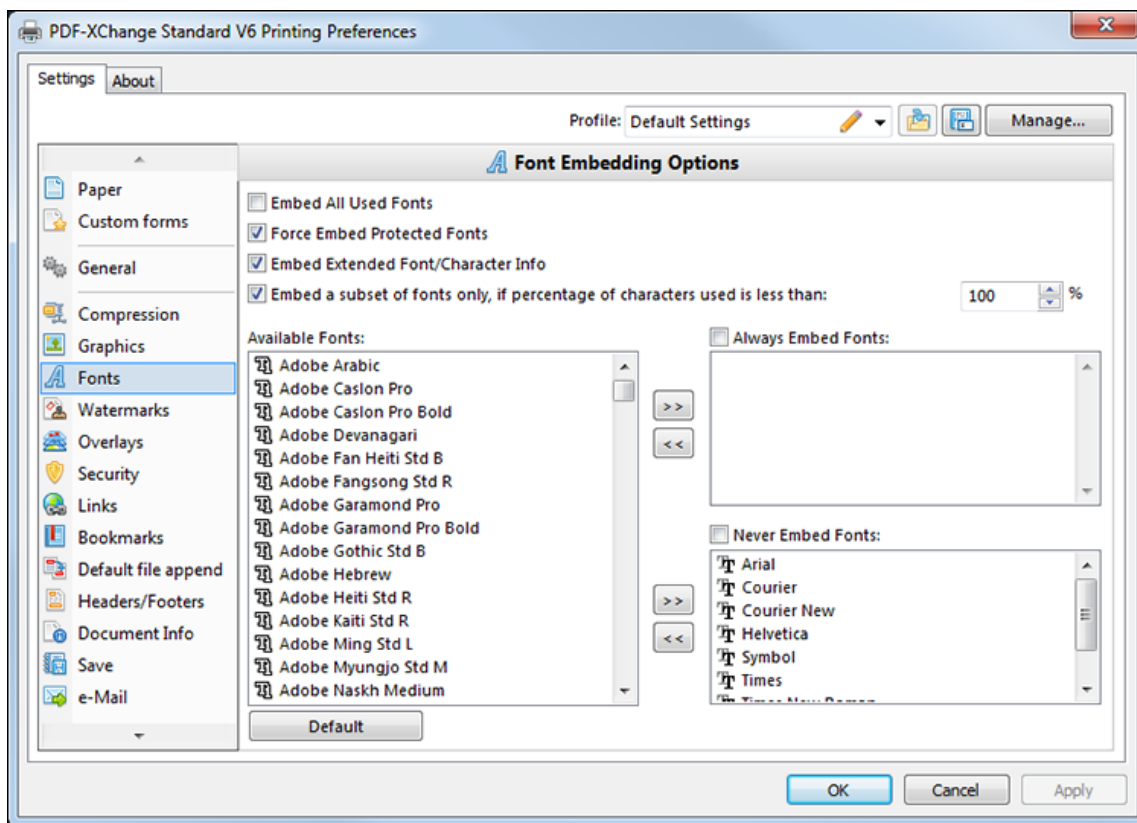


Figure 1. Font Embedding Options

As a general rule, common fonts such as Arial and Courier should not be embedded and uncommon fonts should be embedded. This is because it is likely that end-users will already have common fonts available on their computers and thus their software will be able to reproduce the material without the need to embed fonts, which requires memory and increases the file size. This is not the case with uncommon fonts and that is why they

should be embedded. We recommend using common fonts as far as possible when creating documentation in order to optimize the file size.

- Select the **Embed All Used Fonts** box to embed all fonts. This increases the file size but ensures the documentation can be viewed on any machine.
- Select the **Force Embed Protected Fonts** box to force the inclusion of protected fonts in documents. (Ensure you are licensed to distribute fonts and file content as some fonts are not licensed for widespread distribution).
- Select the **Embed Extended Font/Character Info** box to embed extended fonts and character information.
- Select the **Embed a subset of fonts only, if percentage of characters used is less than** box to embed a subset of fonts when the percentage of the total fonts they represent within the documentation is less than the percentage entered into the adjacent box. This optimizes the file size, where possible, as it results in a subset of fonts being saved with the file as opposed to the entire font character set. This option is best used when the documentation created is intended only to be viewed, as opposed to edited - because the latter case will probably require a complete font character set.

If there is no intention to edit documents created using **PDF-XChange Standard** then we recommend retaining the default settings.

Available Fonts

The **Available Fonts** window displays all fonts available for embedding. Select fonts and use the arrow icons to add them to either the **Always Embed Fonts** or **Never Embed Fonts** windows. The most common fonts are included in the latter window by default.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.7 Watermarks



Watermarks

The **Watermarks** settings are used to add watermarks to document pages. Watermarks are used predominantly to discourage counterfeiting. Watermarks can be in either text or image format and added to the background or foreground of pages. Click **Watermarks** in the menu on the left of the main window to customize the **Watermarks Settings**. The following dialog box will launch:

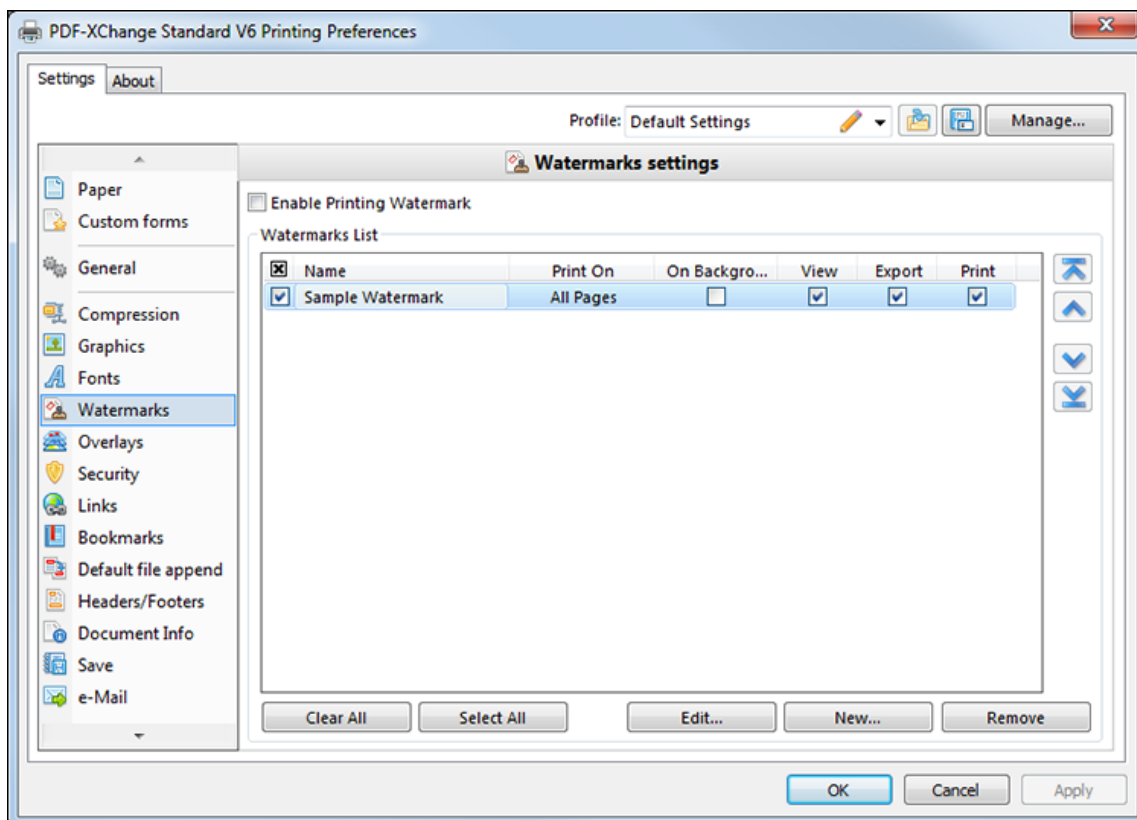


Figure 1. Watermarks Settings Dialog Box

- Select the **Enable Printing Watermark** box to enable the printing of watermarks with documents. Watermarks selected in the watermarks list will be included when documents are printed.

- Select the **On Background** box to place watermarks in the background of documents. If this box is cleared then watermarks will appear in the foreground.
- The **View**, **Export** and **Print** boxes are selected by default. This means that watermarks will be visible in documents, exported to created image files and printed.
- Click **Clear All** or **Select All** to clear/select all watermarks in the watermarks list.
- Click **Edit/Remove** to edit/remove the selected watermark.
- When the desired watermarks have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.
- Click **New** to create a new watermark. The **Add/Edit Watermark** dialog box will open:

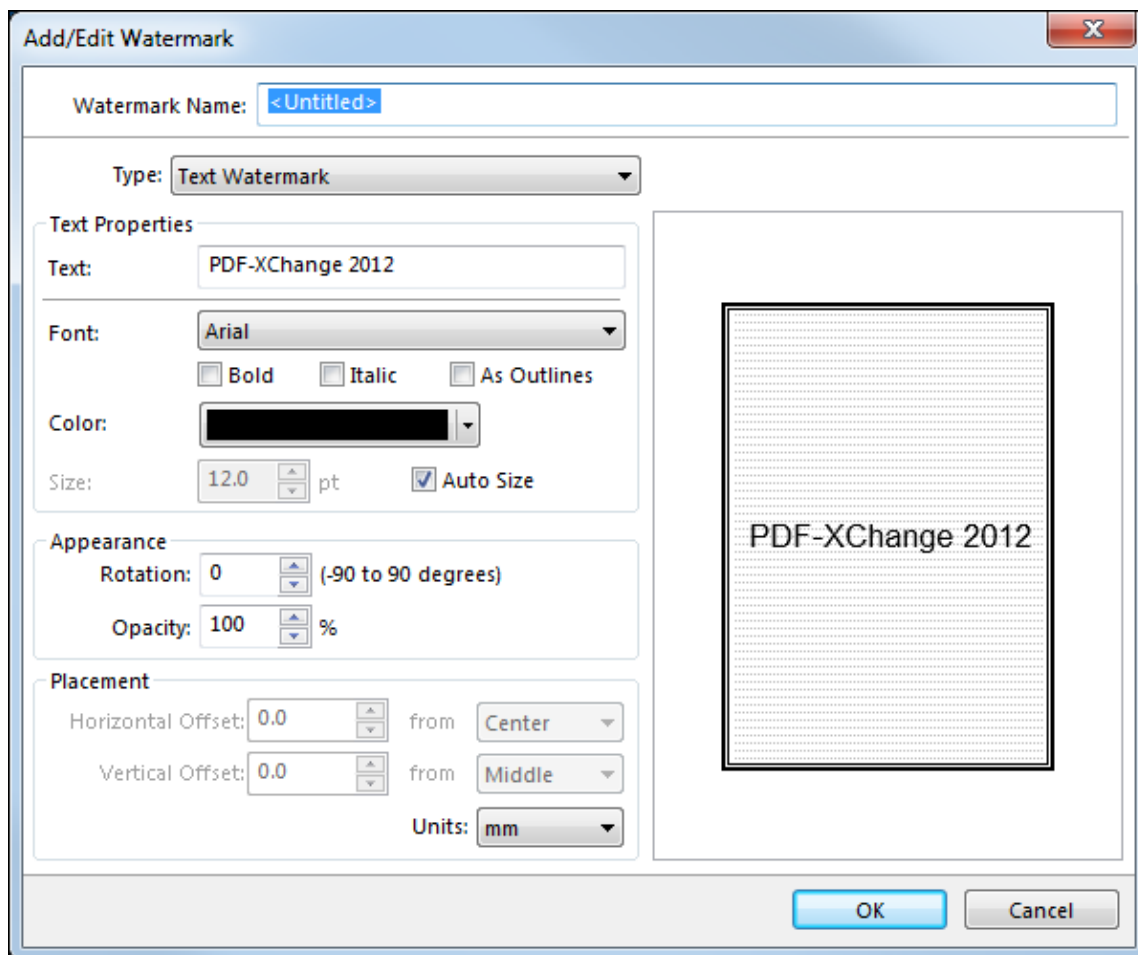


Figure 2. Add/Edit Watermark Dialog Box

- Enter a name into the **Watermark Name** text box.
- On the **Type** menu select either **Text Watermark** or **Image Watermark**.
- Click **OK** to save the watermark. Click **Cancel** to cancel the process and close the dialog box.

Text Watermark

The text watermark options are detailed below:

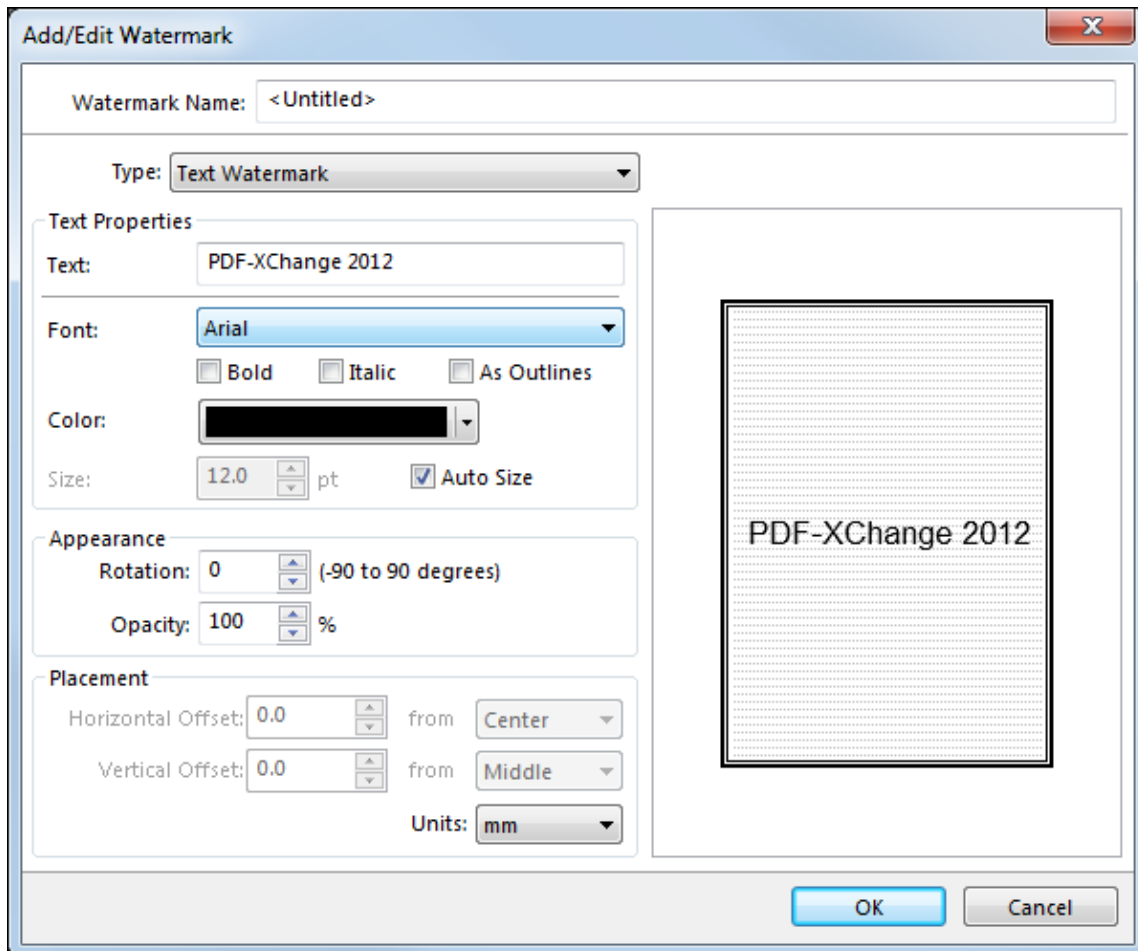


Figure 3. Add/Edit Watermark Dialog Box. Text Watermark Options

- Enter the details of the watermark in the **Text** box. The entered text becomes the watermark.
- Select the desired font from the **Font** menu and check the **Bold**, **Italic** and **As Outlines** boxes as required.
- Select a color for the watermark.
- The **Auto Size** box is checked by default. Clear the box to select a size from the **Size** box.
- Enter the desired rotation of the watermark in the **Rotation** box.
- Enter the desired opacity of the watermark in the **Opacity** box. This determines the transparency of the watermark.
- Select the desired values for **Horizontal** and **Vertical Offset**. Use the **from** boxes to determine the page location of the watermark.

- Select the units of measurement using the **Units** menu.
- Click **OK** to save the watermark. Click **Cancel** to cancel the process and close the dialog box.

Image Watermark

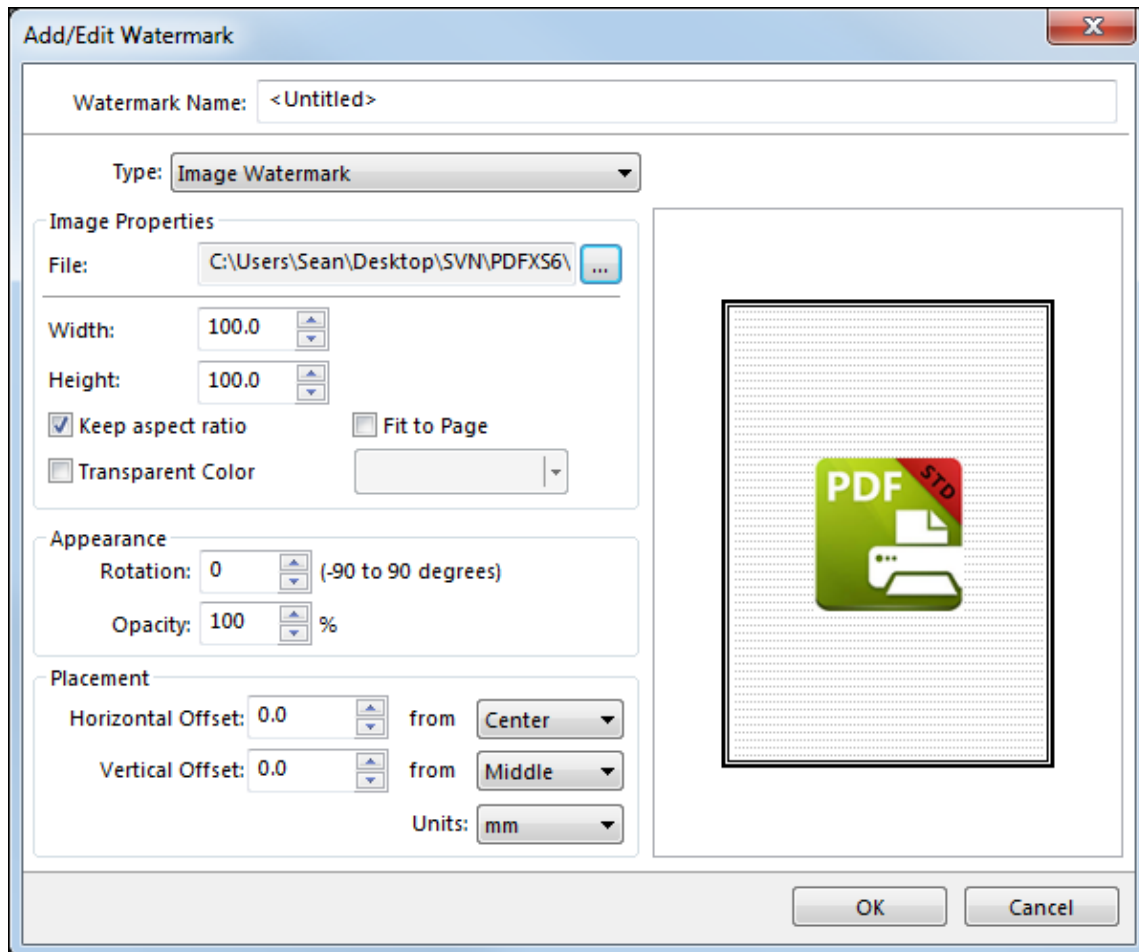


Figure 4. Add/Edit Watermark Dialog Box. Image Watermark Options

The options for image-based watermarks are the same as those for text-based watermarks with the following exceptions:

- The **File** text box is used to enter the image file for the watermark. The ellipsis icon can be used to select files from the local computer.
- The **Width** and **Height** boxes are used to determine the dimensions of the watermark.
- The **Keep aspect ratio** box is selected by default. This means the original proportions of the image are retained. Clear the box to enter proportions manually.

- Select the **Fit to Page** box to fit the watermark to the margins of the page in which it is contained.
 - The **Transparent Color** box is cleared by default. This means that the color of the watermark is transparent. Select the box to choose a color for the watermark.
 - Click **OK** to save the watermark. Click **Cancel** to cancel the process and close the dialog box.
-

2.8 Application-Specific Options



Application-Specific Options

When settings are accessed through the [MS Office Toolbar Add-in V6](#)^[90] there is an application-specific tab in the options menu on the immediate right of the **Links** tab. The options for **Excel** are displayed below:

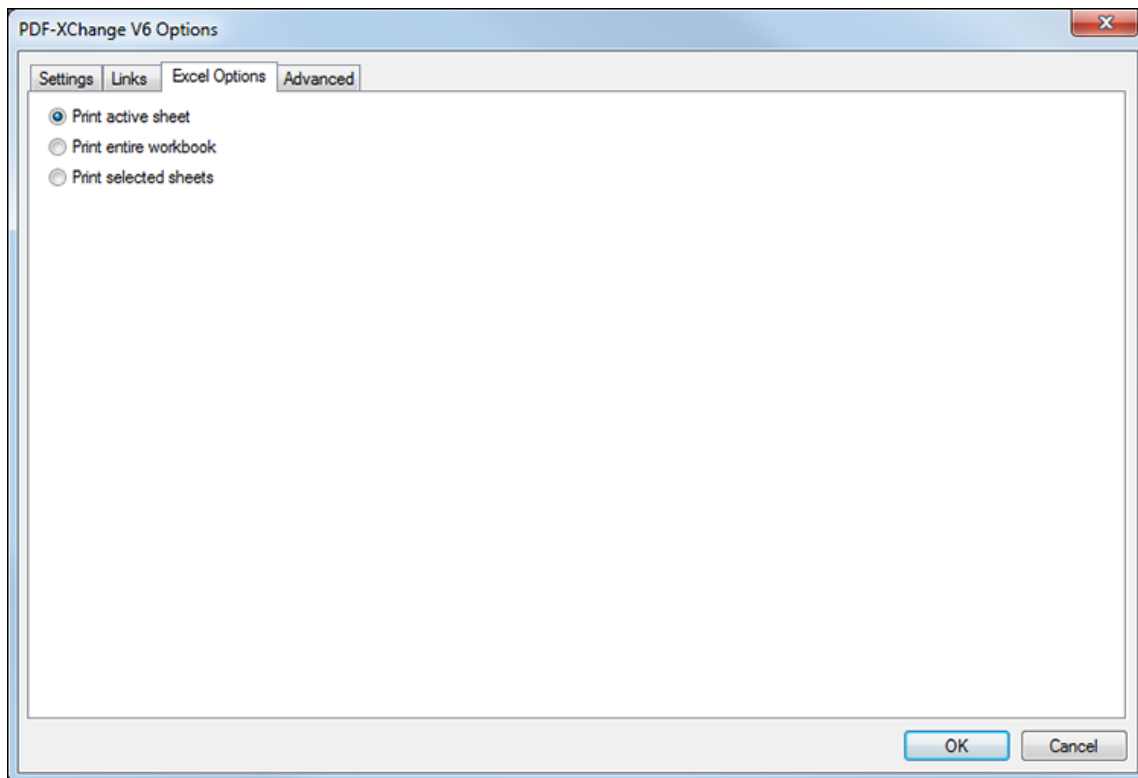


Figure 1. PDF-XChange V6 Options Dialog Box. Excel Options Selected

Excel

There are three application-specific options in **Excel**. Select the option buttons to activate the following functions:

- **Print active sheet** to print the current sheet.

- **Print entire workbook** to print the current workbook.
- **Print selected sheets** to print the sheets currently selected.

Powerpoint

There are two application-specific options in **Powerpoint**. Select the option buttons to activate the following functions:

- **Place each slide as bookmark** to create a bookmark from each slide in the project.
- **Convert slide transition** to convert the transition of slides in created PDF files.

Word

There are two application-specific options in **Word**. Select the option buttons to activate the following functions:

- **Convert Web Forms** to convert web forms in created PDF files.
- **Convert Revision Markups** to convert the markups of revision in created PDF files.

Click **OK** to implement changes and close the dialog box. Click **Cancel** to revert to previous settings and close the dialog box.

2.9 Overlays



Overlays

The **Overlays** settings facilitate the use of PDF files as a watermarks/overlays. This allows the preparation of documents featuring company letterhead and similar features without having to physically print the documentation before it is sent. Overlays can also be used in conjunction with pre-prepared forms to overlay text from word processors, spread sheets, databases and similar media. Click **Overlays** in the menu on the left of the main window to customize the **Overlays Settings**. The following dialog box will launch::

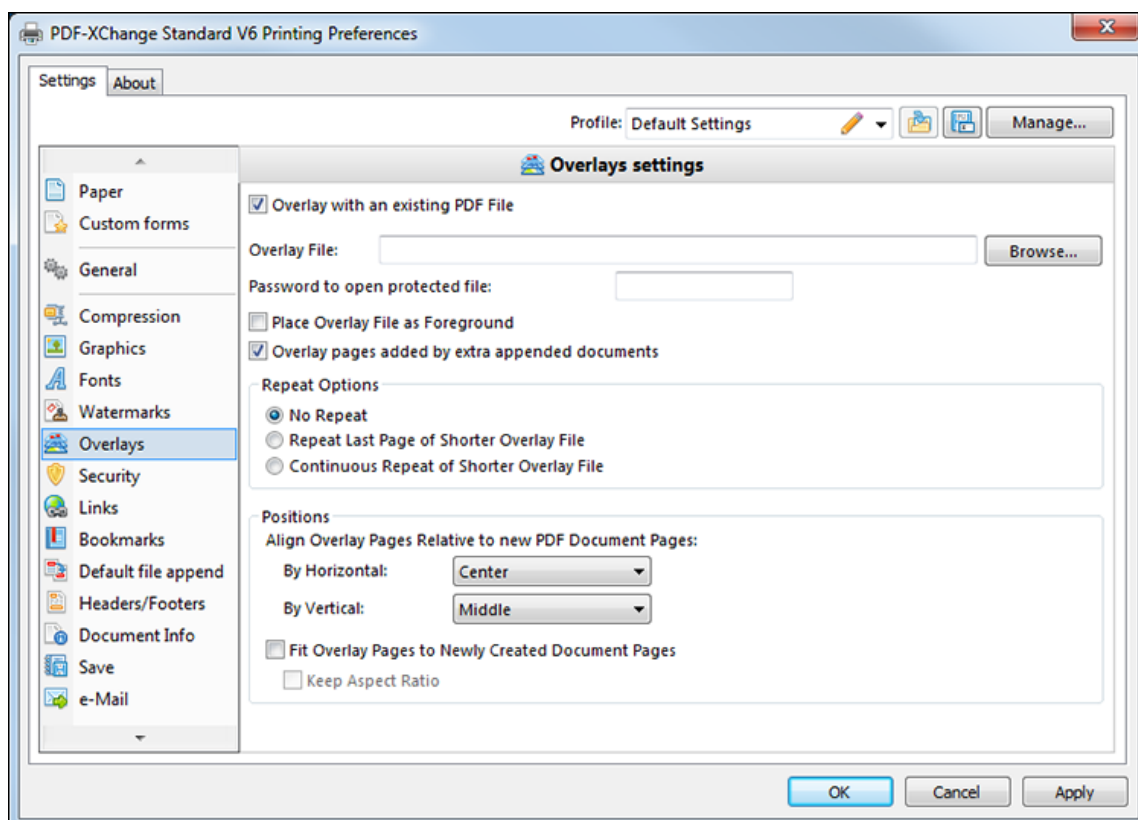


Figure 1. Overlays Settings Dialog Box

- Select the **Overlay with an existing PDF File** box to enter the details for a new overlay.

- Enter the filename into the **Overlay File** text box or click the **Browse** button to select a file from the local computer.
- If the file requires a password to be opened then enter the password in the **Password to open protected file** text box.
- The **Place Overlay File as Foreground** box is cleared by default. This means that the overlay will be placed in the background. Select the box to place it in the foreground.
- The **Repeat Options** determine what happens when the pages of the overlay document do not match numerically with the pages of the PDF file. For example, if the overlay document is three pages long and the PDF file is six pages long then the overlay document will match only the first three pages of the PDF file if the **No Repeat** button is selected - the remaining three pages will not feature an overlay. If the **Repeat Last Page of Shorter Overlay File** button is selected then the final page of the overlay document will be repeated on all pages of the PDF file that exceed the number of pages in the overlay document. If the **Continuous Repeat of Shorter Overlay File** button is selected then all pages of the overlay document will be repeated from the beginning when the number of pages in the PDF file exceeds the number of pages in the overlay document.
- The **Positions** options determine the positioning of the overlay relative to the PDF document. **By Horizontal** determines the horizontal position and has the options **Left, Center** and **Right**. **By Vertical** determines the vertical position on the page and has the options **Top, Middle** and **Bottom**.
- Select the **Fit Overlay Pages to Newly Created Document Pages** box to size the overlay to fit the new PDF file. This may distort images/text if the sizes are significantly different.
- Select the **Keep Aspect Ratio** box to retain the aspect ratio of the overlay.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.10 Security



The **Security** settings offer increased document security using passwords and document permission settings. Click **Security** in the menu on the left of the main window to customize **Document Security**. The following dialog box will launch:

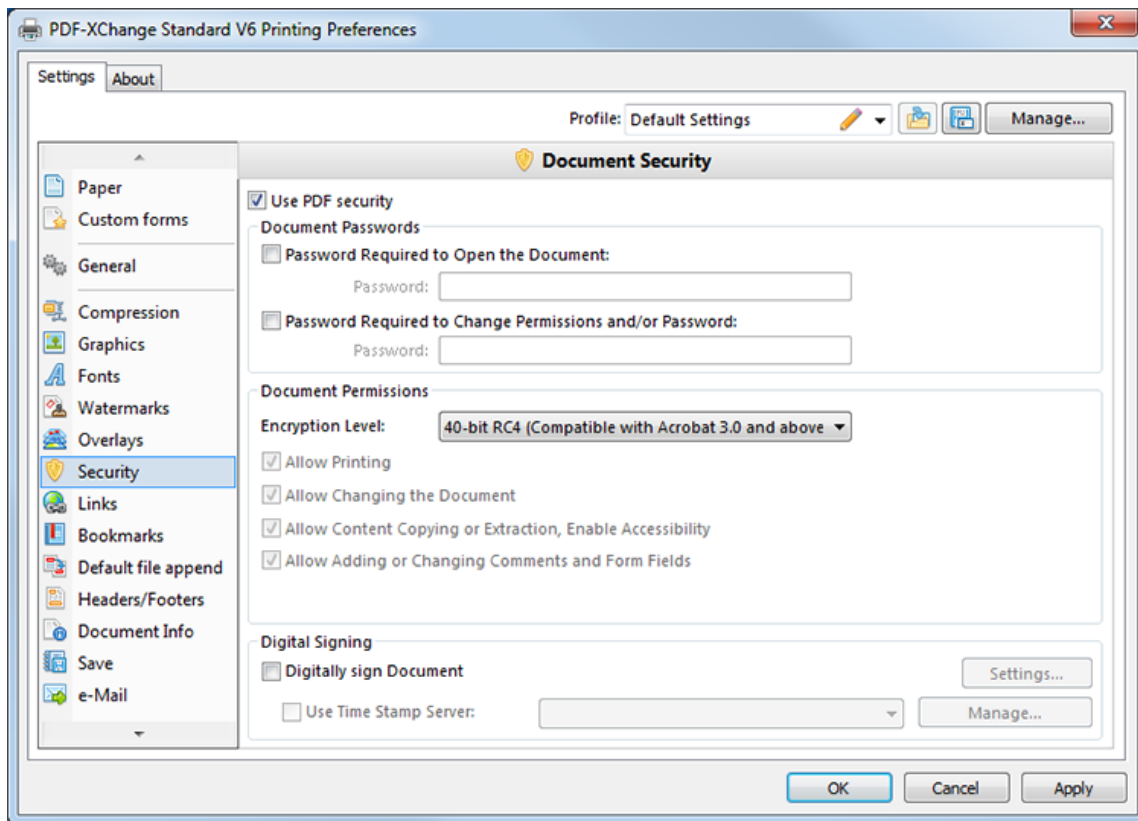


Figure 1. Document Security Dialog Box

Document Passwords

- Select the **Use PDF security** box to enable further options.
- Select the **Password Required to Open the Document** box to select a password to open the document. Enter the password in the **Password** text box.

- Select the **Password Required to Change Permissions and/or Password** box to select a password to change permissions and/or the password of the document. Enter the password in the **Password** text box.

Document Permissions

The options in **Document Permissions** determine the features that users of the document have when they use the passwords defined in the **Document Passwords** section.

- Use the **Encryption Level** menu to select the encryption level of the document.
- When using **40-bit RCA** encryption it becomes possible to select/clear the four check boxes beneath the **Encryption Level**.
- When using **128-bit** and **256-bit** encryption, select/clear the two check boxes beneath the **Encryption Level** menu as desired. Additionally, select the desired options from the **Changes Allowed** and **Printing the Document** menus.
- Select the **Encrypt Document Metadata** box as desired. (This option is available only in Acrobat 6.0 and subsequent versions).

Digital Signing

- Select the **Digitally sign Document** box to add a digital signature to documents. Click **Settings** to customize further options, which are explained [here](#)⁶⁶.
- Select the **Use Time Stamp Server** box to use a time stamp server for the signature. Click **Manage** to add time stamp servers.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

Digital Signatures



Digital Signatures

Digital signatures are used to verify the authenticity of electronic documents. They ensure that documents have not been altered since the signature was created. PDF files support two types of digital signatures: approval signatures and certification signatures.

The **Digital Signature** settings are available in the **Security** option of the main window. Click **Settings** in the **Digital Signing** section to open the **Digital Signature** dialog box:

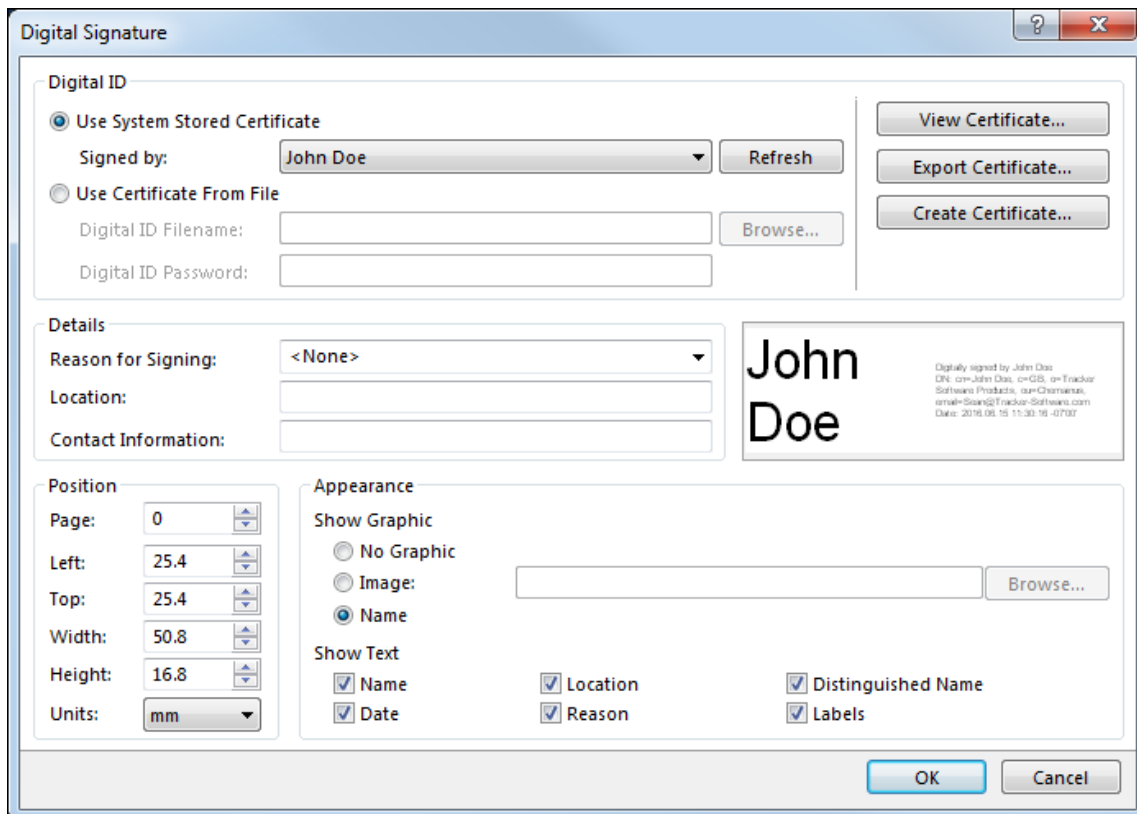


Figure 1. Digital Signature Dialog Box

- Select the **Use System Stored Certificate** option button to select a system-stored certificate. When a digital signature is selected the **View Certificate** and **Export**

- Certificate** buttons can be used to view/export the associated certificate. Click **Create Certificate** to create a new certificate and follow the on-screen instructions.
- Select the **Use Certificate From File** option button to select a certificate from file. Enter the filename and password into the relevant text boxes or click **Browse** to select the certificate from the files on the local computer.
 - Use the **Details** section to select a reason for the digital signature from the **Reason for Signing** menu.
 - Enter **Location** and **Contact Information** details.
 - A preview of the signature can be seen in the preview pane on the right of the **Digital Signature** dialog box.
 - Use the **Position** section to enter the desired values for the page on which the digital signature will appear. Use the four margin options to determine the location of the digital signature.
 - Use the option buttons in the **Appearance** section to determine if a name/graphic is used (and, in the latter case, enter the file details into the text box or use the **Browse** button to select a file).
 - Select/clear the boxes in the **Show Text** section to determine the text elements that display with the signature.

When the desired settings have been selected, click **OK** to save them. Click **Cancel** to cancel the process and close the dialog box.

2.11 Links



Links provide a convenient way to link to/email external sources from within PDF documents. Click **Links** in the menu on the left of the main window to customize the **Links Settings**. The following dialog box will launch:

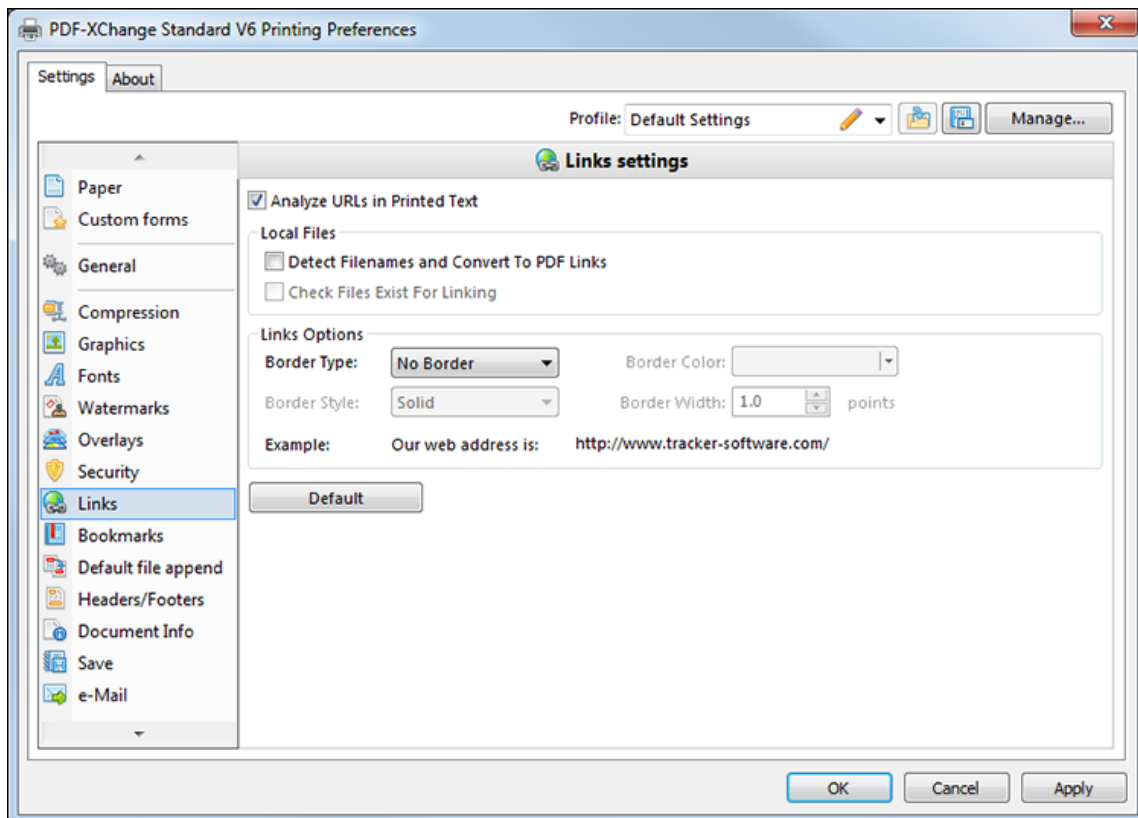


Figure 1. Links Settings Dialog Box

- Select the **Analyze URLs in Printed Text** box to enable further options within the dialog box.
- Select the **Detect Filenames and Convert to PDF Links** box to convert filenames into links. When this box is selected the **Check Files Exist For Linking** box is enabled - select it to activate this feature.

- The **Links Options** section determines the appearance of the link itself. Select the desired options for **Border Type, Color, Style** and **Width**.
- Click the **Default** button to revert to default settings.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.12 Bookmarks



Bookmarks

PDF-XChange Standard can be used to generate bookmarks within windows applications. Click **Bookmarks** in the menu on the left of the main window to customize the **Bookmarks Settings**. The following dialog box will launch:

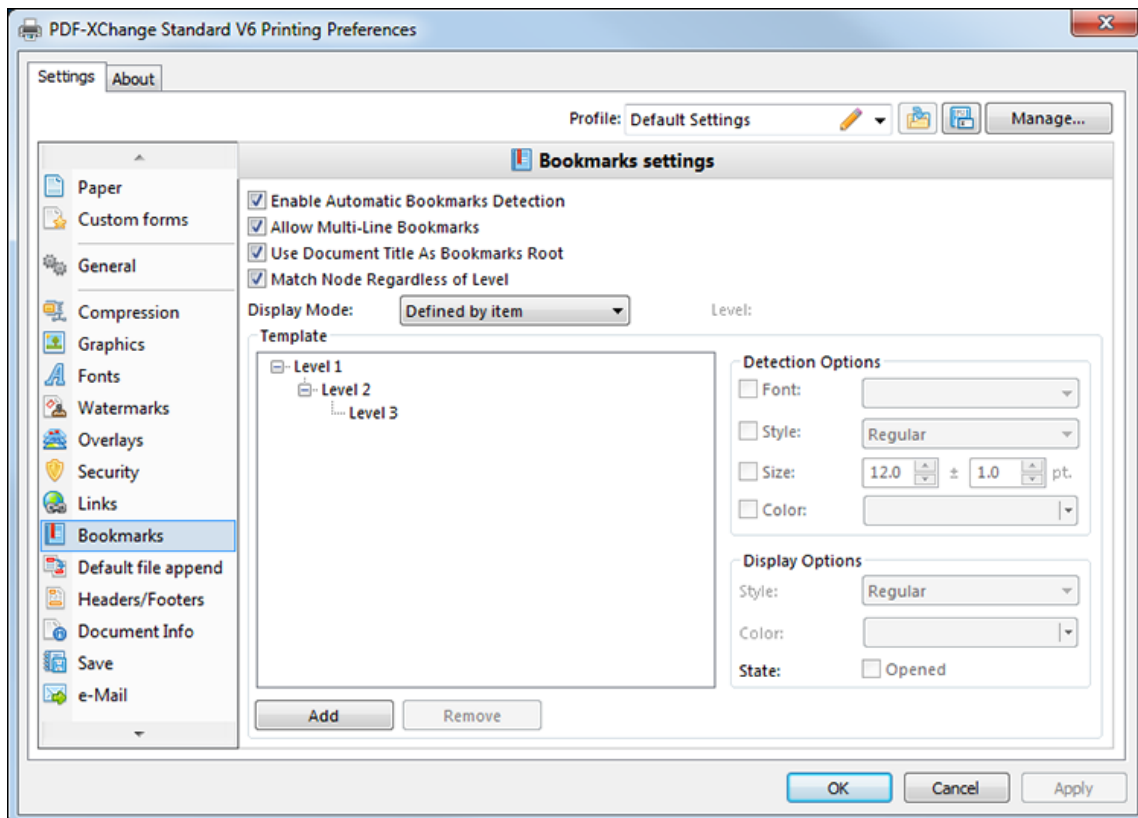


Figure 1. Bookmarks Settings Dialog Box

- Select the **Enable Automatic Bookmarks Detection** box to enable further options.
- Select the **Allow Multi-Line Bookmarks** box to allow bookmarks longer than a single line to be recognized. This is intended for use when the bookmark style matches the standard text style of the document in question.
- Select the **Use Document Title As Bookmarks Root** box to use the document title as the bookmarks root, which will create a better quality bookmarks tree.

- Select the **Match Node Regardless of Level** box to link bookmarks irrespective of where they are located in the bookmarks tree. If this box is cleared then certain bookmarks may not be recognized by the software.
- Use the **Display Mode** menu to select the appearance of bookmark levels within PDF documents. The options are as follows:
 - **All opened** means the bookmark and all associated child levels are displayed.
 - **All closed** means only the bookmark itself is displayed.
 - **Defined by item** refers to the **State** check box in the **Display Options** section. Select the box to open the bookmark tree or clear the box to close it when the document is viewed.
 - **Open to Node level** opens the bookmark to the level entered in the adjacent **Level** box. (This becomes visible when **Open to Node level** is selected).
- The **Template** window displays the bookmark tree. Click **Add/Remove** to add/remove levels.
- **Detection Options** should be set for each level. When the level is selected enter the desired values for **Font, Style, Size** and **Colour**. Any text in the PDF that matches the values here will automatically become a bookmark.
- **Display Options** determine how bookmarks are displayed. Select settings using the **Style** and **Color** menus.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.13 Default File Append



Default File Append

The **Default File Append** options facilitate the appending/prepending of printed PDFs to an existing PDF on the local computer. Click **Default File Append** in the menu on the left of the main window to customize the **Additional File Append/Insert Options**. The following dialog box will launch:

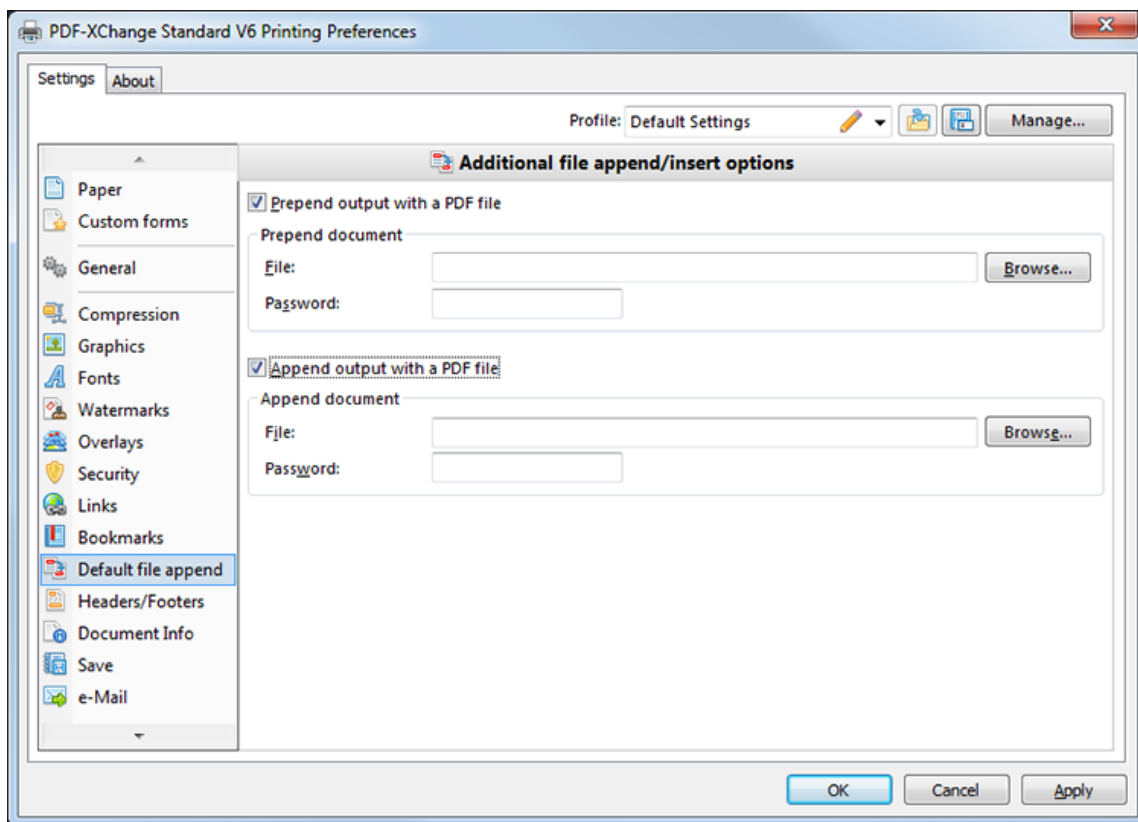


Figure 1. Additional File Append/Insert Options Dialog Box

- Select the **Prepend output with a PDF file** option to merge output PDF pages to the beginning of an existing PDF document.
- Enter the filename of the PDF to prepend into the **File** text box or click **Browse** to manually select the file.

- Enter the password required for the PDF file, if applicable, into the **Password** text box.
- The options for appending files are identical to those outlined above with the difference that files will be merged to the end of an existing document instead.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.14 Headers and Footers



Headers and Footers

The **Headers and Footers** settings are used to add headers and footers to documents. Headers and footers are used in multiple-page documents to display descriptive information such as page numbers, document name, date/time of document creation and the revision number of the document. Click **Headers/Footers** in the menu on the left of the main window to customize the **Headers and Footers Settings**. The following dialog box will launch:

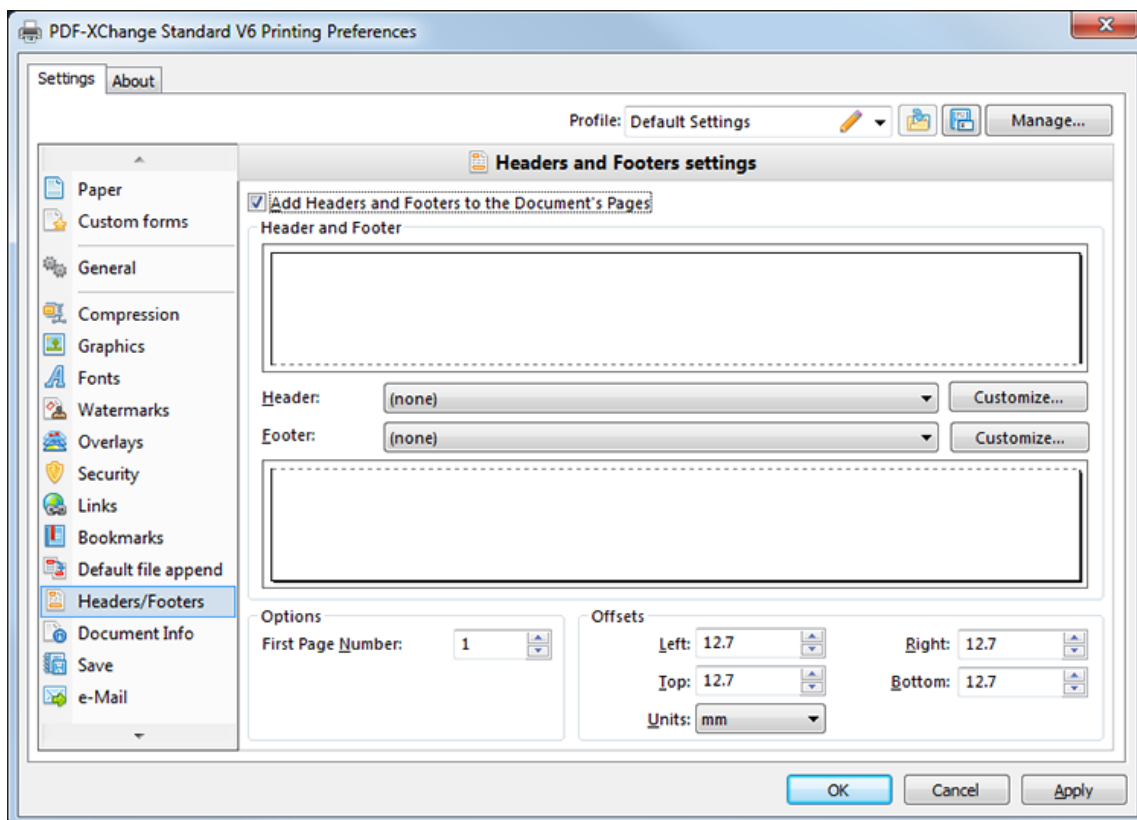


Figure 1. Headers and Footers settings

- Select the **Add Headers and Footers to the Document's Pages** box to enable further options.
- Click the **Header** or **Footer** menus to select a preset option.

- Previews are displayed in the preview pane. Headers are displayed in the upper pane and footers are displayed in the lower pane.
- Click the **Customize** buttons to further customize headers and footers. Select the location of headers/footers using the **Left Section**, **Center Section** and **Right Section** windows. Select the desired **Font**, **Color** and [Macro](#)⁸¹ options as desired.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.15 Document Info



Document Info

The **Document Info** settings are used to determine whether or not PDF information is included with documents created in **PDF-XChange Standard**. Click **Document Info** in the menu on the left of the main window to customize **Document Information**. The following dialog box will launch:

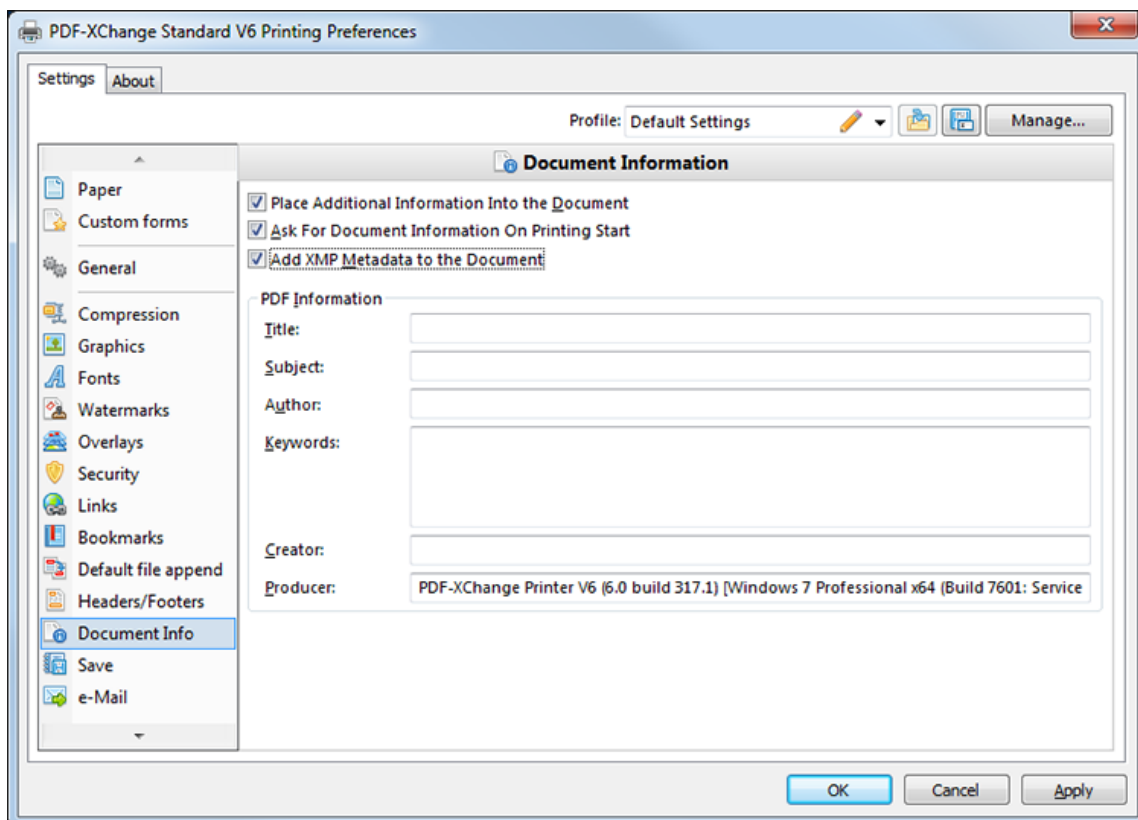


Figure 1. Document Information Settings

- Select the **Place Additional Information Into the Document** box to enable further options.
- Select the **Ask For Document Information on Printing Start** box to launch a dialog box when PDFs are printed. Specified information can then be entered into the relevant fields.

- Select the **Add XMP Metadata to the Document** to add the (XMP) extension to documents. The (XMP) extension is explained [here](#).
- Enter the PDF information to include in the **PDF Information** fields: **Title, Subject, Author, Keywords, Creator** and **Producer**.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.16 Save



The **Save** settings in **PDF-XChange Standard** allow the user to specify the method through which the software names and saves created files. Click **Save** in the menu on the left of the main window to customize the **Save Settings**. The following dialog box will launch:

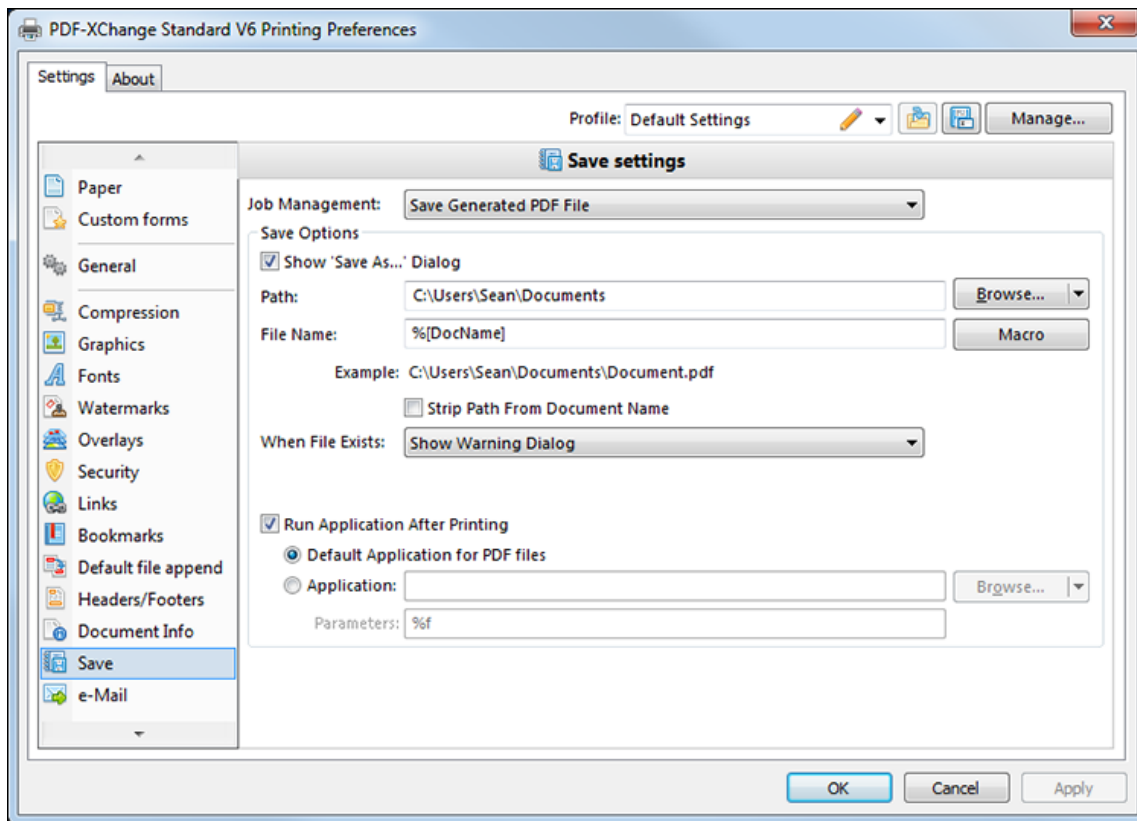


Figure 1. Save Settings Dialog Box

Job Management

There are four options in the **Job Management** menu:

- **Use pdfSaver™ for job management** utilizes the **PDF-XChange Standard** feature **pdfsaver**, which manages projects automatically.
- **Append Current Job to the Last Active Job** appends the current project to the most recent one.
- **Generate PDF, Email then Delete** does exactly what the description says. The email settings are available [here](#).^[84]
- **Save Generated PDF File** enables the other features in the **Save Settings** dialog box, which are detailed below.

Save Options

- Select the **Show 'Save As...' Dialog** box to view the **Save As** dialog box when documents are saved.
- Enter the desired path into the **Path** text box or click the **Browse** button to select a folder manually.
- Enter the desired filename into the **File Name** text box. The default name is the document name. It is possible to add [macros](#).^[81] at this point.
- Select the **Strip Path From Document Name** box to strip the path from the document name.
- There are six options in the **When File Already Exists** menu. These options determine what happens when a file already exists with the same name as the file currently being saved.
 - **Show Warning Dialog** displays a warning message and prompts the user for action to take.
 - **Always Overwrite** means the new file overwrites the old file.
 - **Auto Number** saves the new file with the same name as the old file but appends it with a number.
 - **Merge with Existing (Append To)** appends the new file to the end of the old file.
 - **Merge with Existing (Insert Before)** inserts the new file as the beginning of the old file.
 - **Ask for new file name** prompts the user to enter a new file name.
- Select the **Run Application After Printing** box to view printed PDFs using an application:
 - Select the **Default Application for PDF files** option button to use the default program for viewing PDFs.
 - Select the **Application** option button to enter an application name into the text box or use the **Browse** button to select an application manually.
 - Enter a value in the **Parameters** text box.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

Document Macros



Document Macros

Macros are used in several of the settings within **PDF-XChange Standard**. 'Macro' is an abbreviation of 'macroinstruction' - a term in computer science for a rule or pattern that specifies how an input sequence of characters should be mapped to a corresponding output sequence. This means that complicated components of the output process can be reduced in the input process, making the work involved both less intensive and less error-prone.

The macros available in **PDF-XChange Standard** are used when saving files. They are added in square brackets after the file name that the user enters. All macros are detailed below. Unless otherwise specified, macros add the same details as the macro name to the file name:

- **Application Name**
- **Document Name** - see [here](#)^[82] for further options.
- **Document Path**
- **Date** - see [here](#)^[82] for further options.
- **Year**
- **Month**
- **Day**
- **Time**
- **Hour**
- **Minute**
- **Seconds**
- **Pages Count**
- **Computer Name**
- **User Name**
- **Environment Variable**

See [here](#) for a technical explanation of how macros function.

%[Docname], %[Date] and %[Time]



%[Docname], %[Date] and %[Time]

These macros have further options and require a more in-depth explanation:

%[Docname]

At first glance this macro appears simple - it should retain the document name as part of the name used when files are saved. However, Microsoft defines the document name in a complex manner, which makes the process complicated. The **titrules.js** javascript is included in the software to solve this problem. This gives the software priority over other applications when documents are being saved. The **%[Docname]** macro is determined by the **getDocumentName** function in **titrules.js**, which takes the name used at the time of printing.

Please note that modifying the **titrules.js** javascript is a complicated process and only experienced javascript programmers should do it. If issues arise then [Contact Us](#) - we aim to respond to all communication within half an hour.

%[Date]

The **%[Date]** macro can be expanded to include a date formatting string: **%[Date:<date formatting string>]**. This can be used to further customize the manner in which the date is formatted. Available options are detailed below:

- **dd** - the day of the month displayed in digits. Single-digit dates feature a zero followed by the date.
- **ddd** - the day of the week displayed as a three-letter abbreviation.
- **dddd** - the day of the week displayed in full.

- **M** - the month displayed in digits.
- **MM** - the month displayed in digits (as above, but single-digit months feature a zero followed by the month).
- **MMM** - the month displayed as a three-letter abbreviation.

- **MMMM** - the month displayed in full.
- **yy** - the year displayed as the last two digits. Single-digit years feature a zero followed by the year.
- **yyyy** - the year displayed in full.

For example, the macro **%[Date:<ddd, MMM, dd, yy>]** creates the date formatting string: **"Wed, Aug 31, 94"**.

%[Time]

The **%[Time]** macro can be expanded to include a time formatting string: **%[Time:<time formatting string>]**. This can be used to further customize the manner in which the time is formatted. Available options are detailed below:

- **h** - hours displayed in digits with a 12-hour clock.
- **hh** - hours displayed in digits with a 12-hour clock. Single-digit hours feature a zero followed by the hour.
- **H** - hours displayed in digits with a 24-hour clock.
- **HH** - hours displayed in digits with a 24-hour clock. Single-digit hours feature a zero followed by the hour.

- **m** - minutes displayed in digits.
- **mm** - minutes displayed in digits. Single-digit minutes feature a zero followed by the minute.

- **s** - seconds displayed in digits.
- **ss** - seconds displayed in digits. Single-digit seconds feature a zero followed by the second.

- **t** - displays a single time marker string, such as **A** or **P** (to represent **a.m.** and **p.m.**).
- **tt** - displays a double time marker string, such as **a.m.** or **p.m.**

For example, the macro **%[Time:<"hh,mm, ss, tt">]** creates the time formatting string: **"11_29_40 PM"**.

2.17 e-Mail



The **e-Mail Settings** facilitate the immediate sending of created documents via email. Click **e-Mail** in the menu on the left of the main window to customize the **e-Mail Settings**. The following dialog box will launch:

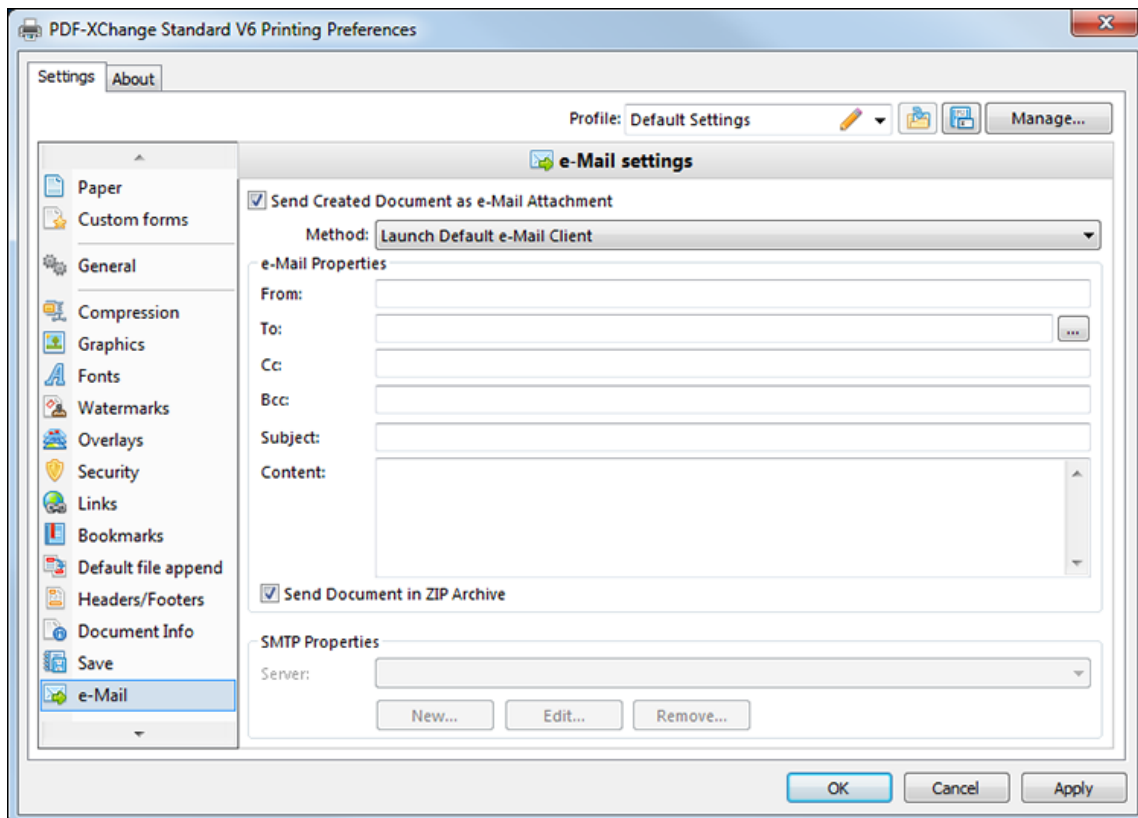


Figure 1. Email Settings Dialog Box

- Select the **Send Created Document as e-Mail Attachment** box to activate this feature and enable further options.
- Select the manner in which the email will be sent using the **Method** menu. There are three options:

- **Launch Default Email Client** launches the default email client application on the local computer. The values entered in the **e-Mail Properties** section feature in the email. These details can be edited before the email is sent.
- **Send Through Default Email** sends the email as in **Launch Default Email Client** but does not provide the option to edit the content.
- **Send Directly Through SMTP Server** sends the email via the default values stored in in the SMTP options within **PDF-XChange Standard**. Select the desired server using the **Server** menu in the **SMTP Properties** section, which is located at the bottom of the dialog box. Use the **New**, **Edit** and **Remove** buttons to create, edit and delete servers.

e-Mail Properties

These properties determine the details of the email:

- **From** determines the address from which the email is sent. Enter the desired email address in the text box.
- **To** determines the address to which the email is sent. Enter the email address of the desired recipient.
- **Cc** and **Bcc** determines additional recipients.
- **Subject** determines the subject line of the email.
- **Content** determines the message contained within the email.
- **Select** the **Send Document in ZIP Archive** box to send the file in ZIP format. This reduces the file size and provides additional security against viruses.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.18 Optimization



Optimization

PDF-XChange Standard features several optimization settings to optimize documents in terms of file size and performance when used in conjunction with other applications. Click **Optimization** in the menu on the left of the main window to customize the **Optimization Settings**. The following dialog box will launch:

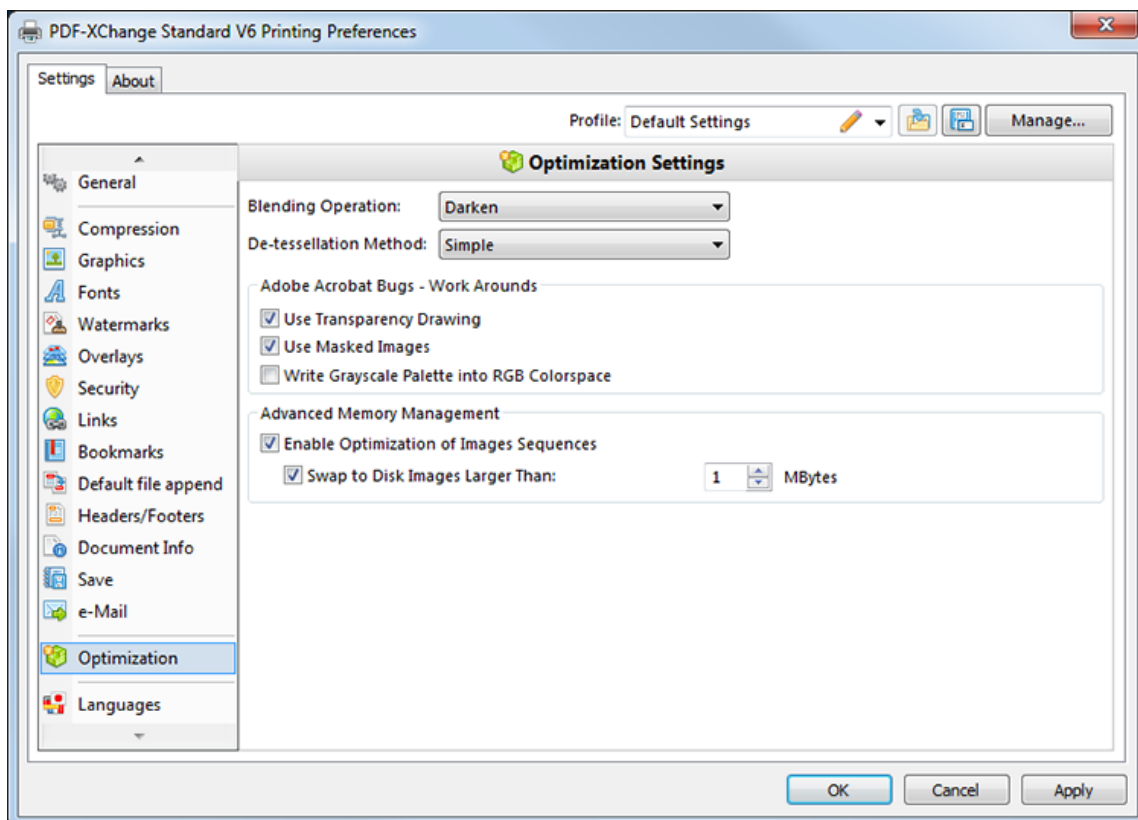


Figure 1. Optimization Settings Dialog Box

- Select an option from the **Blending Operation** menu to determine how documents are blended.
- Select an option from the **De-tessellation Method** menu to determine if complex objects are de-tessellated. This process will reduce the file size and optimize viewing speeds where possible.

Adobe Acrobat Bugs - Workarounds

These options are included as solutions to bugs.

- The **Use Transparency Drawing** box is selected by default. This means transparency drawing is used to restore document transparency during printing when it otherwise would not be. It is advisable to clear this box when using Adobe Acrobat Reader as it is not always compatible with transparency drawing.
- The **Use Masked Images** box is also selected by default. This means that masked images are used, where appropriate, to simplify the process of drawing images. However, this sometimes results in bugs - if that is the case then this box should be cleared.
- The **Write Grayscale Palette into RGB Colorspace** box is cleared by default. Select the box to include the grayscale palette in the RGB colorspace. This may solve bugs experienced in relation to the grayscale palette/colorspace.

Advanced Memory Management

These options relate to advanced settings with regard to memory.

- The **Enable Optimization of Images Sequences** box is selected by default. The allows the software to optimize images sequences. Clear the box to disable this feature.
- The **Swap to Disk Images Larger Than** box is selected by default. This means that images larger than the size selected in the adjacent number box are swapped to disk. Adjust the value in the box to determine the size at which images are swapped to disk or clear the box to disable this function.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

2.19 Languages



Languages

The **Languages** settings determine the language of the user interface in **PDF-XChange Standard**. Click **Languages** in the menu on the left of the main window to change the language of the interface. The following dialog box will launch:

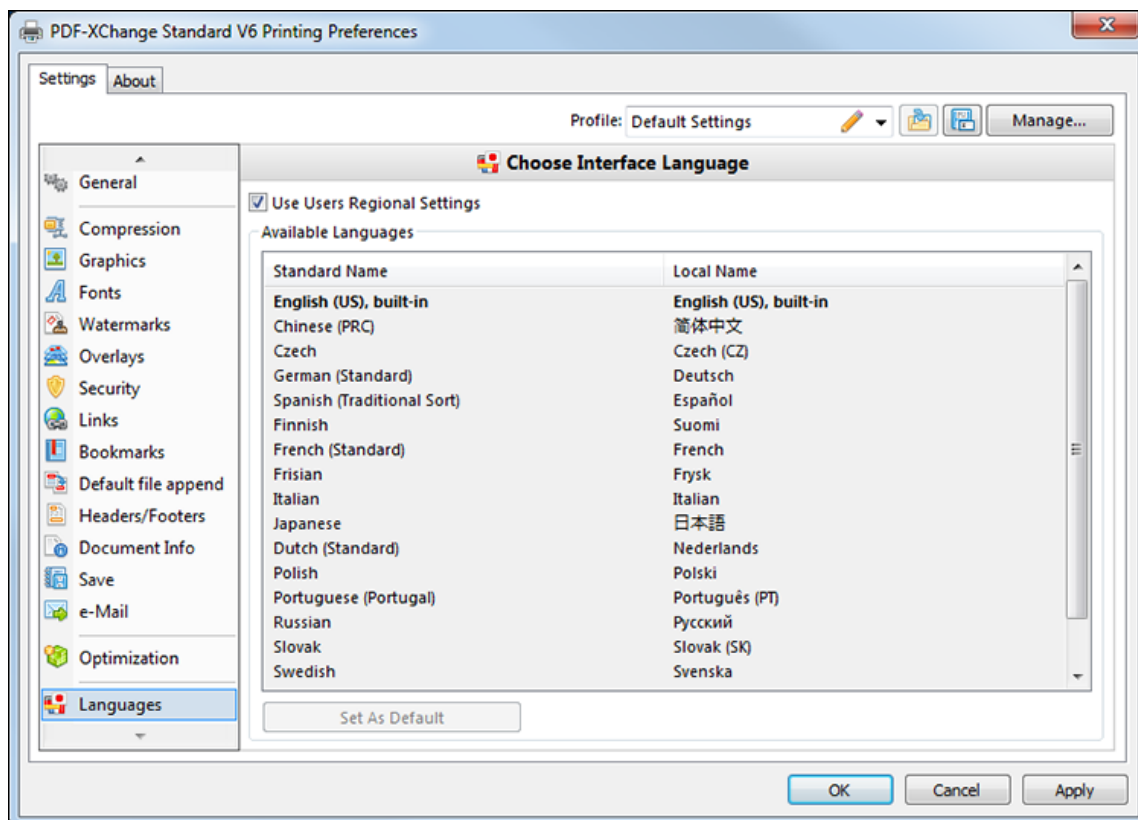


Figure 1. Choose Interface Language Dialog Box

The **Use Users Regional Settings** box is selected by default. This means that the language of the regional setting is selected. Clear the box to select a different language from the options displayed in the **Available Languages** window. Click the desired language to select it, then click the **Set As Default** button to set the selected language as the default language.

When the desired settings have been selected, click **Apply** to apply changes. Click **OK** to close the dialog box and return to the main window. Click **Cancel** to close the dialog box and revert to previous settings.

MSOffice Toolbar Add-in V6



MSOffice Toolbar Add-in V6

The **MSOffice Toolbar Add-in V6** installs automatically with **PDF-XChange Standard**. This mean the toolbars for **MS Word, Excel** and **Powerpoint** feature a **PDF-XChange V6** tab:

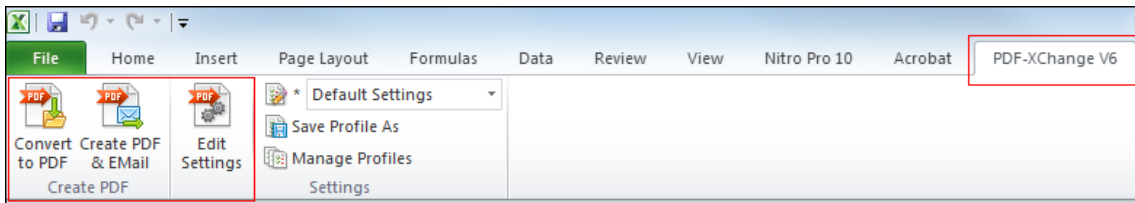


Figure 1. MSOffice Toolbar Add-in Options. PDF-XChange V6 Tab Highlighted

There are three options that relate to **PDF-XChange Standard**. Click them to perform the following functions:

- **Convert to PDF** converts the current document to PDF format using the **PDF-XChange Standard** virtual printer.
 - **Create PDF & Email** converts the current document to PDF format and emails the generated file according to the settings determined in [e-Mail](#)^[84] settings.
 - **Settings** opens the **PDF-XChange Standard** settings window in order to adjust the settings of the program. These are explained [here](#).^[31] There are additional parameters when the settings options are opened using the tab from **Word, Excel** or **Powerpoint**. These are explained [here](#).^[60]
-

Links



The **Links** options are available when the **Settings** window is accessed through the [MSOffice Toolbar Add-in V6](#)⁹⁰ when using **Word, Excel** or **Powerpoint**. The following options are displayed in the main toolbar:

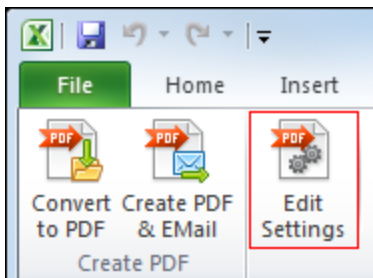


Figure 1. Edit Settings

Click **Edit Settings** text/icon to open the **PDF-XChange Standard V6 Options** dialog box displayed in (**figure 1**) below. Then click the **Links** tab in the main toolbar to open the links settings:

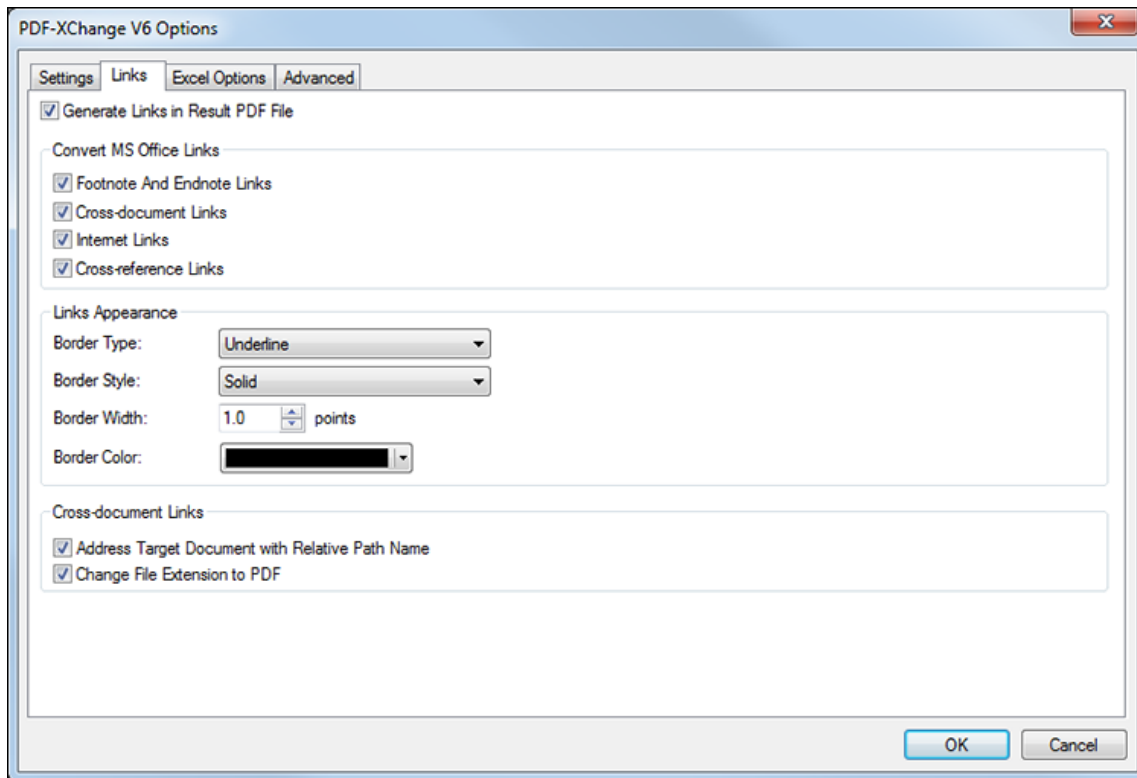


Figure 1. PDF-XChange V6 Options. Links Tab Selected

Select the **Generate Links in Result PDF File** box to enable further options.

Convert MS Office Links

These options determine the **MS Office** links that are converted when PDF documents are created. Select the desired check boxes from the list.

Links Appearance

These options determine the appearance of links in created PDF documents. Use the menus to select **Border Type**, **Style**, **Width** and **Color** options.

Cross-document Links

- Select the **Address Target Document with Relative Path Name** box to change fully-qualified path name links to path names relative to the current document. This is a useful feature if documents are maintained in a folder hierarchy.

- Select the **Change File Extension to PDF** box to change the existing file extension to *.pdf. This is a useful feature if the current document points to other documents that will also be converted to PDF format.

Further Options

There are three further options in the toolbar:

- **Settings** are explained [here](#).^[31]
- **Excel Options**, and the options for other supported applications, are explained [here](#).^[60]
- **Advanced** options are explained [here](#).^[94]

Click **OK** to implement changes and close the dialog box. Click **Cancel** to revert to previous settings and close the dialog box.

Advanced Options



Advanced Options

When settings are accessed through the [MS Office Toolbar Add-in V6](#)^[90] there is an **Advanced** options tab in the main toolbar:

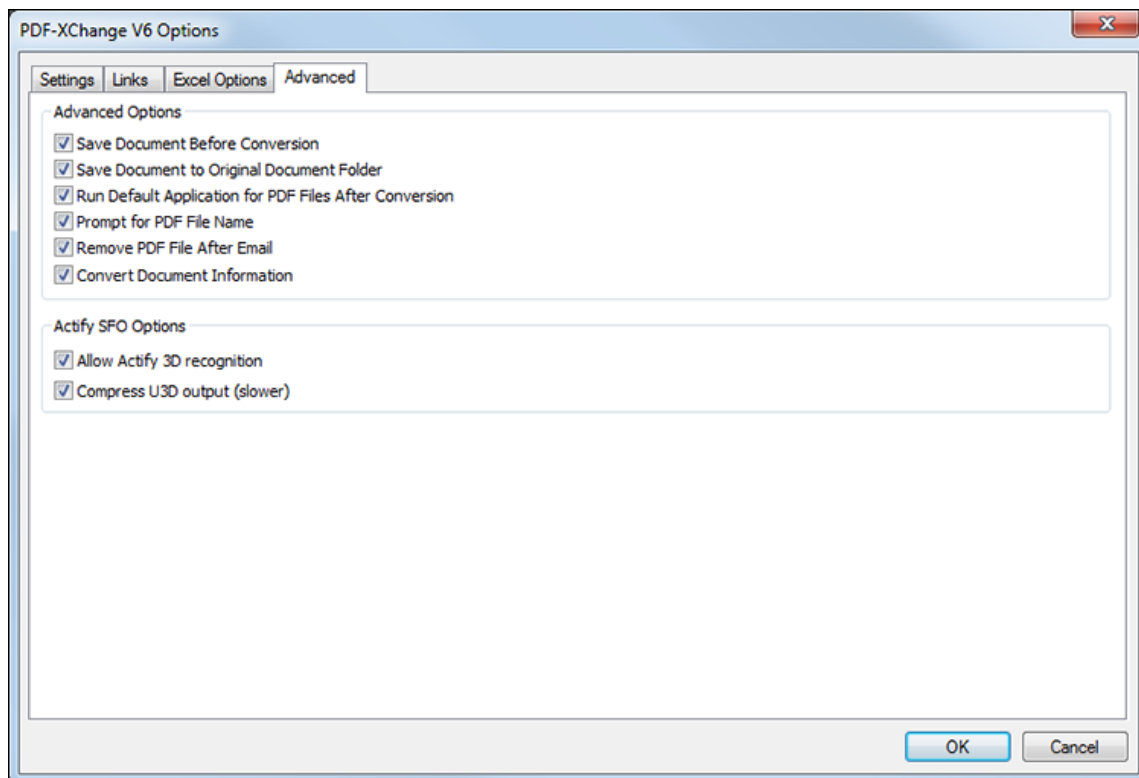


Figure 1. PDF-XChange V6 Options. Advanced Options Selected

The **Advanced Options** are as follows:

- Select the **Save Document Before Conversion** box to save documents before they are converted.
- Select the **Save Documents to Original Document Folder** box to save new documents in the same folder from which the source material came.
- Select the **Run Default Application for PDF Files After Conversion** box to launch the default PDF viewer to view files immediately after they have been created.

- Select the **Prompt for PDF File Name** box to launch the save file dialog box to specify save details at the moment of document creation.
- Select the **Remove PDF File after Email** box to remove created PDF files after they have been created and emailed using the [Emails](#)^[84] feature.
- Select the **Convert Document Information** box to insert the document properties from the source file into the created file.

The **Actify SFO Options** are as follows:

- Select the **Allow Actify 3D Recognition** box to allow **PDF-XChange Standard** to recognize and encode **Actify-based 3D graphics**.
- Select the **Compress U3D output** box to compress universal 3D files. This reduces the file size but increases generation time.

Click **OK** to implement changes and close the dialog box. Click **Cancel** to revert to previous settings and close the dialog box.

3 PDF Saver



PDF Saver

The **PDF Saver** is a unique feature of **PDF-XChange Standard**. It facilitates the combination of multiple print jobs into a single PDF document. This has the additional benefit of making faster the initial temporary file generation, which allows the user to continue to queue new jobs prior to the final file assembly and generation.

Click **Save** in the menu on the left of the main window to open the **Save Settings** dialog box. The **PDF Saver** option is available in the **Job Management** menu:

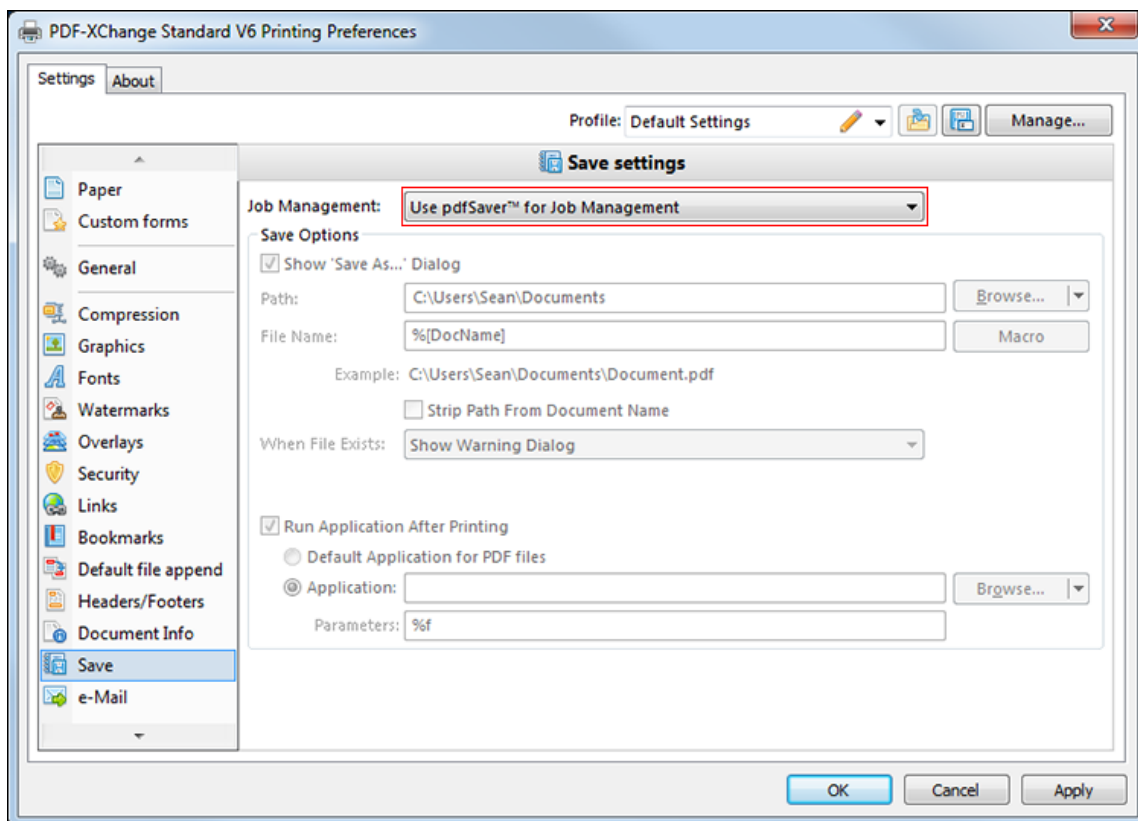



Figure 1. Save Settings Dialog Box. Use PDFSaver for Job Management Highlighted

The settings for the **PDF Saver** can be accessed using the windows start icon:

- Click the windows start icon  in the lower toolbar of the desktop explorer.
- Enter "pdfsaver" in the search bar. Under the **Programs** search results, click **PDF-XChange Standard V6 pdfSaver** to open the following dialog box:

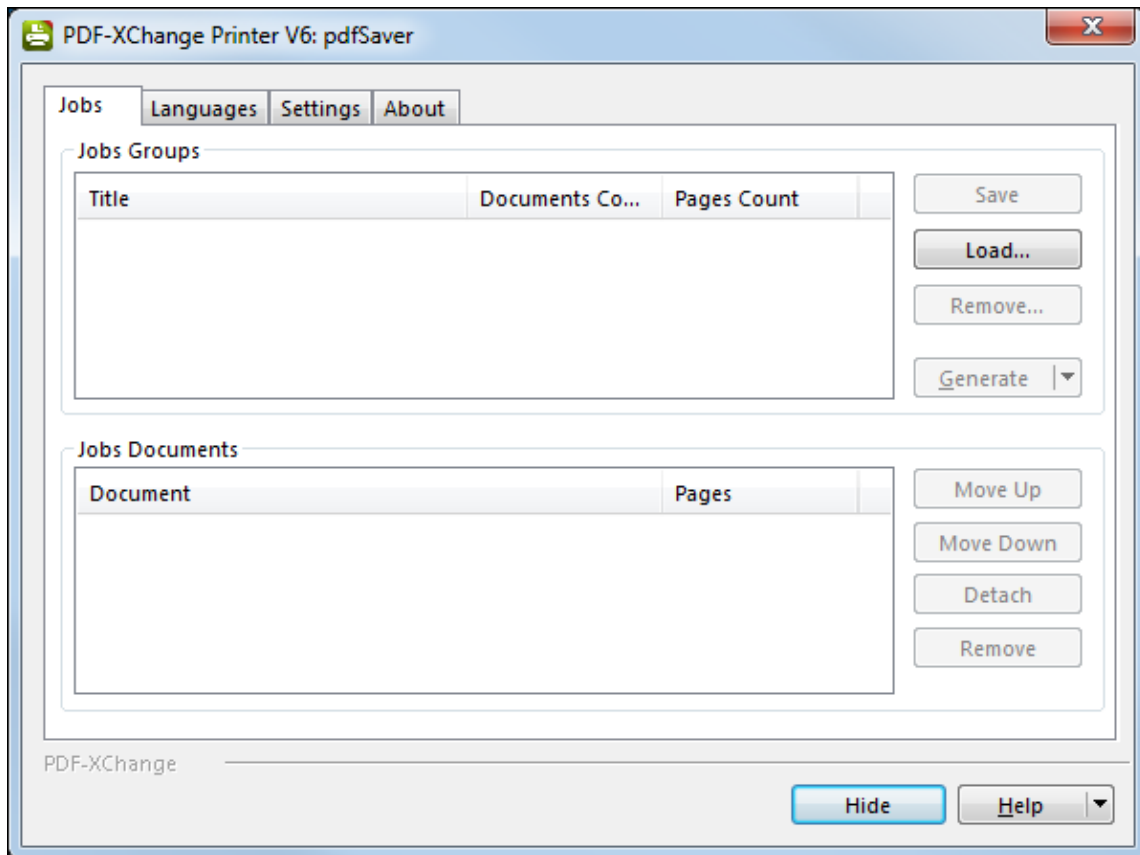


Figure 2. PDF-XChange Printer V6: pdfSaver Dialog Box. Jobs Tab Selected

Jobs

The **Jobs** tab is divided into two sections: **Jobs Groups** and **Jobs Documents**:

Jobs Groups

- A jobs group is created every time a document is sent to the **PDF-XChange** Printer. Drag documents into an existing group to add them to the group.
- Jobs groups can be imported or exported from the list, which is convenient when working in a multi-user environment.
- Use the relevant buttons to **Save**, **Load**, **Remove** and **Generate** Jobs Groups.

Jobs Documents

- When a **Jobs Group** is selected the documents that it contains are displayed in the **Jobs Documents** list.
- The order of documents within the list can be adjusted using the **Move Up** and **Move Down** buttons. The **Detach** and **Remove** buttons can be used to detach and remove documents from lists.

Languages

The languages tab is used to determine the language settings of **PDF Saver**. When it is selected the following dialog box is launched:

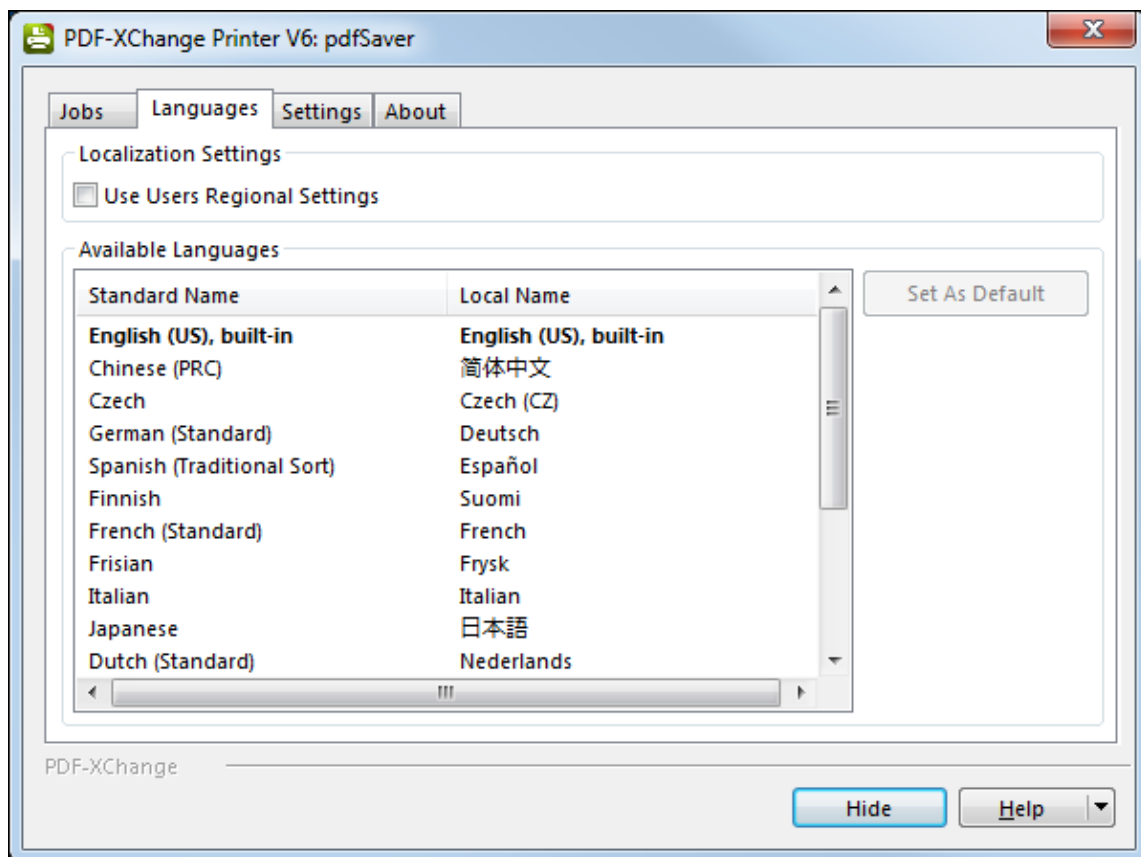


Figure 3. PDF-XChange Printer V6: pdfSaver Dialog Box. Languages Tab Selected

Select the **Use Users Regional Settings** box to set the language of the current region as the language for **PDF Saver**. Clear the box to select a language from the options displayed in the **Available Languages** window. Click the desired language to select it, then click the **Set As Default** button to set the selected language as the default language.

Settings

The **Settings** tab is used to determine the settings for **PDF Saver**. When it is selected the following dialog box is launched:

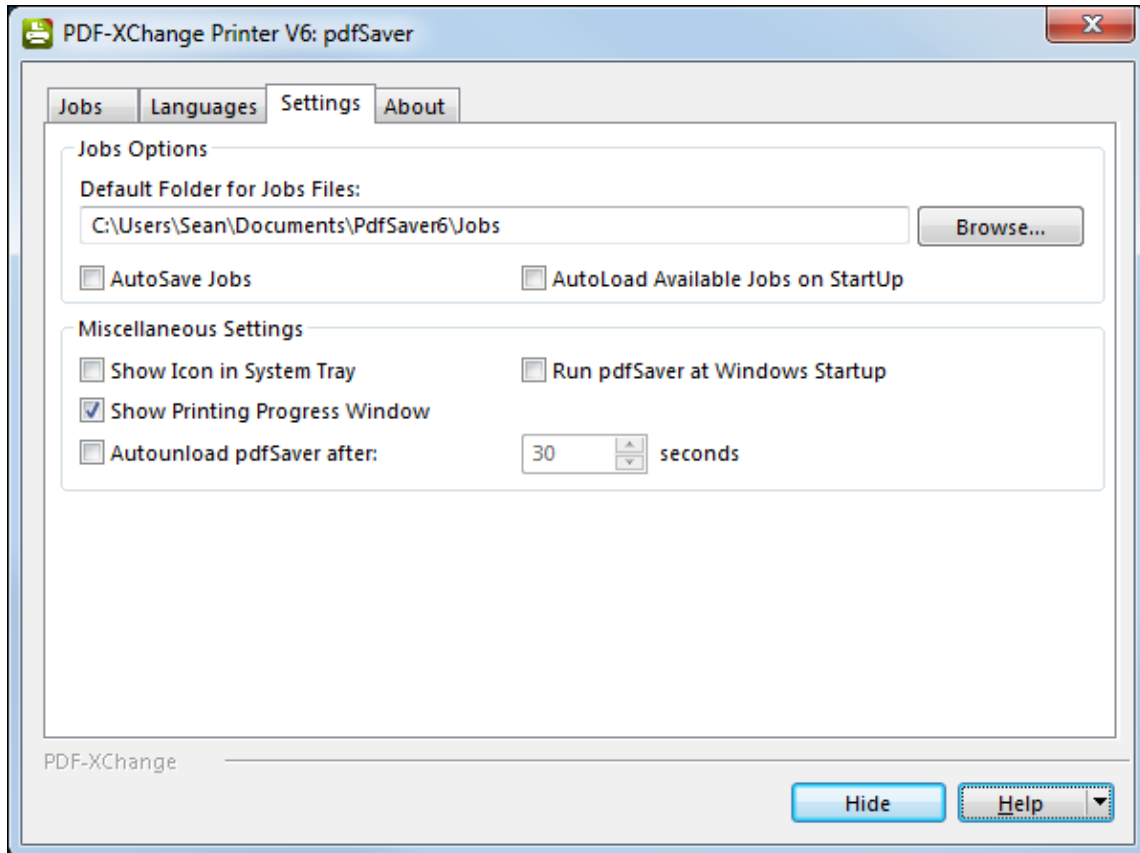


Figure 4. PDF-XChange Printer V6: pdfSaver Dialog Box. Settings Tab Selected

- Use the **Default Folder for Jobs Files** text box to enter the default folder for jobs. Alternatively, use the **Browse** button to select a folder from the local computer.
- Select the **AutoSave Jobs** box to save jobs automatically when the software is closed.
- Select the **AutoLoad Available Jobs on Startup** box to load available jobs automatically when the software is launched.
- Select the **Show Icon in System Tray** box to display an icon in the taskbar when **PDF Saver** is open.
- Select the **Show Printing Progress Window** box to view the printing progress window when documents are printed virtually.
- Select the **Don't Remove Temporary Files** box to retain temporary files after printing documents.
- Select the **Autounload pdfSaver after** box to close the program after the amount of seconds entered in the adjacent number box. This optimizes the use of memory, especially on networks.

- Select the **Run pdfSaver at Windows Startup** to run **PDF Saver** when Windows launches.
- Enter a value for the **Progress Window Opacity** - this determines the transparency of the progress window.

About

The **About** tab provides further information about **PDF Saver**.

Command Line Options for PDF Saver

Please note the following:

- Unless the path to **pdfsaver6.exe** is added to the system %path%, then the full path to **pdfsaver6.exe** must be explicitly specified.
- If a profile is specified then changes will be made to that profile. If a profile is not specified then the changes will be made to the current printer's settings.
- If any value has spaces, backslashes or forwardslashes then the option that contains it should be enclosed in double quotation marks. Similarly, if there are spaces within the optionslistfile, it should also be enclosed in double quotation marks.
- The most useful command line options are detailed in the table below:

COMMAND LINE OPTIONS	
COMMAND LINE	DEFINITION
pdfSaver6.exe /RemovePrinter <PrinterName> [/NoNotify]	Remove instances of PDF-XChange Printer.
pdfSaver6.exe /SetAsDefault <PrinterName>	Sets a specified printer as default.
	Changes printer options.

<pre>pdfSaver6.exe /SetOptions optionname1=value1[;optionn ame2=value2] /Printer <PrinterName> [/Profile <ProfileName>] [/NoNotify] or pdfSaver6.exe /SetOptions @optionslistfile /Printer <PrinterName> [/Profile <ProfileName>] [/NoNotify]</pre>	
<pre>pdfSaver6.exe /DumpOptions [<dest_file_name>] /Printer <PrinterName> [/Profile <ProfileName>]</pre>	<p>Lists all settings of the printer specified. If <dest_file_name> is not specified then settings will be listed in the console window.</p>

Please note that if any value has spaces, backslashes or forwardslashes then the option that contains it should be enclosed in double quotation marks. Similarly, if there are spaces within the optionslistfile, it should also be enclosed in double quotation marks.

If a profile is specified then changes will be made to that profile. If a profile is not specified then the changes will be made to the current printer's settings.

Command Line Examples:

- Set the letter paper size:

```
pdfSaver6.exe /SetOptions "DevMode.PaperSize=1" /Printer "PDF-XChange V6"
```

- Specify the generation of "PDF/A-2b" PDFs and not run the PDF Viewer after file generation:

```
pdfSaver6.exe /SetOptions "General.Specification=PDFA-2b;Save.RunApp=false"
/Printer "PDF-XChange V6"
```

- to dump all printer settings to the console:

```
pdfSaver6.exe /DumpOptions /Printer "PDF-XChange V6"
```

- Specify the use of an options file:

```
pdfSaver6.exe /SetOptions @c:\documents\opt.lst /Printer "PDF-XChange V6"
```

An options file is a text file (supported text files in Unicode with BOM, UTF-8 with BOM and UTF-8 w/o BOM formats) where each line has one option and value, such as:

```
General.Specification=PDF/A-2b
```

```
Save.RunApp=false
```

A complete list of available command line options for the PDF Saver is available [here](#).

4 MS Outlook Add-in



MS Outlook Add-in

The **PDF-XChange MS Outlook Add-in** provides a convenient user interface to convert email items to PDF. It is especially useful when archiving emails as it bypasses the need for an email client. Its main features are as follows:

- Conversion of emails into PDF documents, which features a wide range of standard/customized page format sizes.
- Preservation of hyperlinks and bookmarks from existing documentation into created PDF files, including the option to make them explicit.
- Protection of documents through the use of authentication passwords, encryption algorithms and permission settings.
- Compression of documents and multiple specification settings that are compatible with all industry-standard formats.
- Quick-launch options that utilize the default PDF viewer on the user's computer.
- Digital signing of documents with digital certificates from the Windows Certificate Store/local file, including the customization of signatures and placement options.
- Creation of self-signed digital IDs for use when third-party validation is not required.
- Management of Time Stamp Authority Server configurations.

When MS Outlook is opened, the **PDF-XChange Standard** add-in is displayed in the main toolbar:

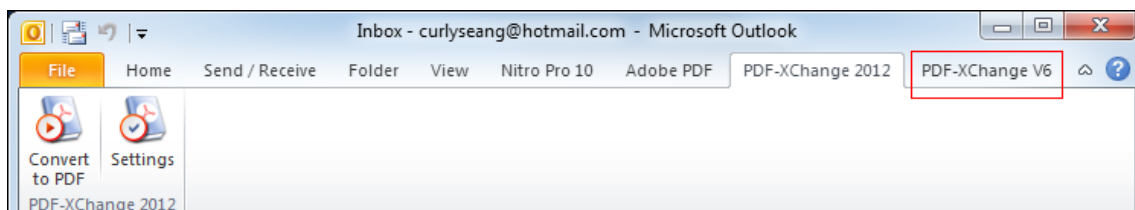


Figure 1. Outlook Toolbar. PDF-XChange V6 Tab Selected

There are two options:

- **Convert to PDF** is used to convert emails to PDF format. Select emails in the inbox and click the **Convert to PDF** button to convert them. The **Save As** dialog box will open. Select a name and location for the new file. Click **Save** to save the new PDF file or **Cancel** to cancel the process and close the **Save As** dialog box. If the file name already exists the software will prompt for action to take. There are four options on the menu:
- **Direct Overwrite** replaces the old file with the new file.
- **Auto Number** adds a number to the end of the new file name.
- **Cancel Job Operation and Leave the Job** cancels the current conversion process.
- **Select Another File** allows the user to select a different file for conversion.

Select an options and click **OK** to activate it. Click **Cancel** to cancel the process.

- **Settings** is used to configure the **PDF-XChange Standard** Options. Click the **Settings** button to open the following dialog box:

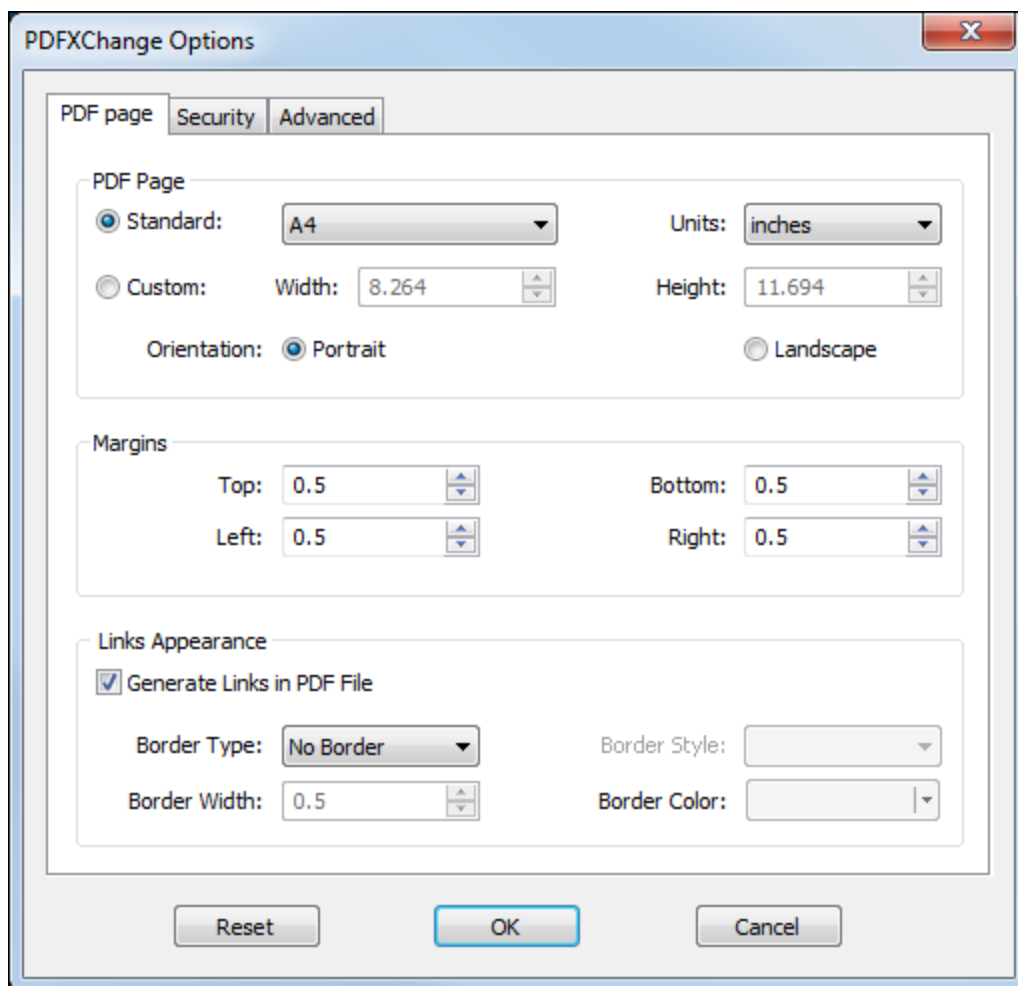


Figure 1. PDFXChange Options Dialog Box

Click the tabs in the top section of the window to customize the **PDF Page**, **Security** and **Advanced** Settings:

PDF Page Settings

- Click the **Standard** option button to select one of the standard sizes for the PDF page dimensions. Select an option from the menu. The document dimensions will update automatically. Use the adjacent **Units** menu to select the units of measurement for the page dimensions.
- Alternatively, select the **Custom** option button to enter dimensions manually.
- Use the **Margins** number boxes to determine the size of the margins.
- Select the **Generate Links in PDF File** box to generate links when the PDF is created.
- The default setting is **No Border** for links. Select **Rectangle** in the **Border Type** menu to add a rectangular border to links. Options then become available for **Border Width**, **Border Style** and **Border Color** options. These settings can be determined using the corresponding menus.

When the desired values have been entered, click **OK** to save them. Click **Cancel** to revert to previous settings and close the window. Click **Reset** to reset the options to their default values.

Security

- Select the **Use PDF Security** box to enable further security options.
- Select the **Passwords Required to Open the Document** box to set a password to open documents. Enter the desired password in the adjacent **Password** box.
- Select the **Passwords Required to Change Permissions and/or password** box to set a password to change permissions and passwords. Enter the desired password in the adjacent **Password** box.
- Select an encryption level from the **Encryption Level** menu.
- 40 bit encryption provides four options. Select the adjacent boxes to allow **Printing**, **Changing the Document**, **Content Copying or Extraction**, **Enable Accessibility** and/or **Adding or Changing Comments and Form Fields**.
- 128 bit and higher encryption provides three options. Select the adjacent boxes to:
 - **Enable Content Access for the Visually Impaired**
 - **Allow Content Copying and Extraction**. Then use the menus to select the settings for **Changes Allowed** and **Printing Document**.
 - **Encrypt Document Metadata**, which is compatible with Acrobat 6.0 and later.

When the desired values have been entered, click **OK** to save them. Click **Cancel** to revert to previous settings and close the window. Click **Reset** to reset the options to their default values.

Advanced

- Select the **Run Default application for PDF files after conversion** to launch the default PDF viewer and view files immediately after they have been converted.
- Use the **Compression Level** menu to select the level of compression in converted files.
- Use the **Conform to Specification** menu to select the specification to which converted files will conform. The default setting is **Auto**, which means the software selects the most appropriate specification. The remaining options relate to specific versions of Acrobat and PDF/A files.
- Select the **Digitally sign Document** box to enable the digital signing of documents.
- Click the **Settings** button to determine the settings for digital signatures. The options are the same as those outlined in [Digital Signatures](#)^[66] with the exception that the option to export certificates is not available.
- Select the **Use Time Stamp Server** box to use a time stamp server when digitally signing documents. Select a time stamp server from the menu. Click the **Manage** button to **Add, Edit** or **Remove** time stamp servers.

When the desired values have been entered, click **OK** to save them. Click **Cancel** to revert to previous settings and close the window. Click **Reset** to reset the options to their default values.

5 OFFice2PDF V6




Office2PDF V6

OFFice2PDF is a specialized feature of **PDF-XChange Standard** that allows the batch conversion of all supported Microsoft Office document formats for MS Word, Excel and HTML document types into PDF format. The **PDF-XChange Standard** printer is required for **OFFice2PDF** to function as it uses the virtual print driver to perform the PDF conversion.

The settings for **Office2PDF** can be accessed using the windows start icon:



- Click the windows start icon  in the taskbar.
- Enter "**Office2PDF**" in the search bar. Under the **Programs** search results, click **PDF-XChange Office2PDF** to open the following dialog box:

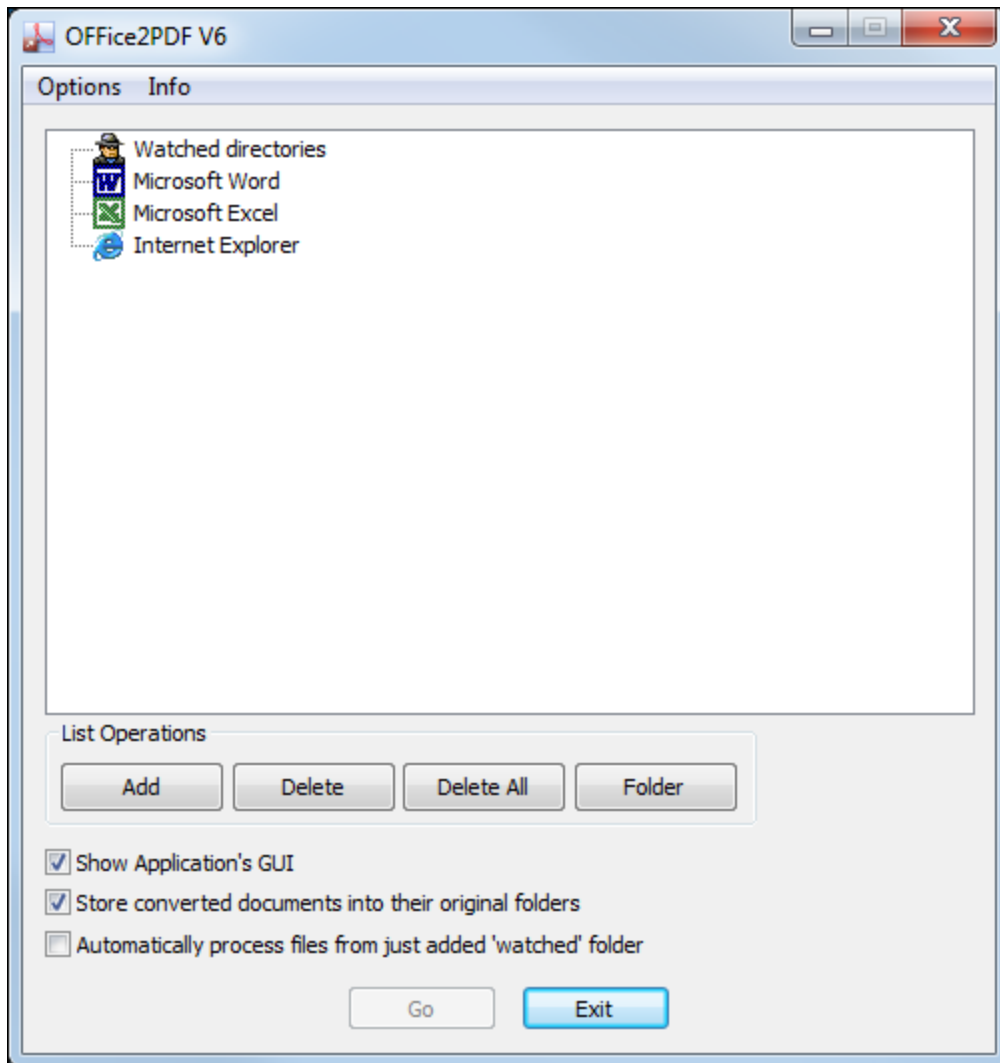


Figure 1. Office2PDF V6 Dialog Box

- Click **Options** in the toolbar to configure the settings for **Office2PDF V6**. These determine the parameters when files are converted to PDF format. They are identical to the settings in **PDFX-Change**, which are detailed [here](#).^[31]
- Click **Info** in the toolbar to access the **Help** and **About** pages.
- **Watched Directories** displays the list of applications/folders that are supported for use with **Office2PDF V6**. Only files created using the listed applications (or saved in the specified folder in the case of folders) can be converted to PDF format using **Office2PDF V6**. New documents will be converted to PDF automatically when they are saved within the software/folders designated in **Watched directories**.
- Files can be added to or removed from lists using the **Add**, **Delete** and **Delete All** buttons. They will be displayed beneath the list of the application/folder to which they belong. Use the **Folder** button to add folders to the list. If folders contain supported file formats the software will prompt on whether to convert them.

- Alternatively, drag files into the window from their file location and drop them within the window to add them to their respective lists. When all documents for conversion have been added click **Go** to convert them to PDF format.
 - Select the **Show Applications GUI** box to display the general user interface of applications when files are converted.
 - Select the **Store converted documents in their original folders** box to save converted files in the same location as original files.
 - Select the **Automatically process files from just added 'watched' folder** box to process files automatically when they are added to then watched folders in the **Watched directories** list.
 - Click **Exit** to cancel the process and close the window.
-

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