



# **novaPDF**

## **User Manual**

# novaPDF User Manual

for novaPDF version <%APP\_VS%>

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*by Softland*

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novaPDF

**Part**



# 1 novaPDF

## 1.1 Installing novaPDF

### 1.1.1 System requirements

To install novaPDF you need administrator rights and one of the following operating systems:

- Windows 10
- Windows 8/8.1 (64-bit)
- Windows 7
- Windows 7 (64-bit)
- Windows Server 2019
- Windows Server 2016
- Windows Server 2012
- Windows 2008 Server R2 (64-bit)
- Windows Vista
- Windows Vista (64-bit)

novaPDF requires .NET framework installed (version 4.6). If it's not already installed, it will prompt the installation of .NET during the setup. Installation of novaPDF will resume automatically after the framework is installed.

It needs approximately 300 MB of free space.

### 1.1.2 What edition to choose?

There are three licensing options for novaPDF: **Lite**, **Standard** and **Professional**.

**novaPDF Lite** implements the basic functionality of a printer driver, giving users the possibility to create high-quality searchable PDF files from any Windows application.

Main features:

- **PDF Linearization** - this give you the option to create PDF files optimized for loading on webpages (fast web view).
- **UPDATED: PDF/A Compliance**. Creates PDFs compliant with PDF/A-1 (a/b), PDF/A-2 (a/b/u) and PDF/A-3 (a/b/u) specifications.
- **Merge PDF Files**. Append or insert content to an existing PDF file.
- **Add Document Information**. Include title, author, keywords in your PDF file.
- **PDF Viewer Options**. You can control how the PDF file will be displayed after it's generated in the default PDF viewer.
- **NEW: Quick Access Tray Application** - The tray app offers a quick overview for the printer and current running jobs, as well as quick access to the most important actions.
- **NEW: N-up Page Layout Option** - Print multiple pages per sheet (up to 16) and set the page order for the resulting PDF file.
- **NEW: Pause/Resume Printing**- Temporarily pause the PDF printing process for all printers.
- **Custom Save Options**. Configure it to use predefined save settings.
- **After Save Actions**. Custom actions can be defined to be performed after the PDF was successfully generated.



- **Import/Export Profiles.** The printing profiles can be exported or imported into different installations.
- **Predefined/Custom Page Sizes.** Choose a default page size (like Letter, Legal, A3, A4, A5, A6, ...) or define your own.
- **Fonts and Font Subsets Embedding** - Fonts (TrueType, OpenType and Type1) can be embedded in the PDF file to ensure perfect portability.
- **Multi-language Support** - choose a language for the user interface
- **Network Printer Sharing** - can be installed on one computer in a network environment and used by any other computer in that network.
- **Save PDF to Server** - can save the PDF from a client computer directly to the server.
- **Create Private Profiles.** Define different profiles for future use, each with its own printing settings.
- **Public Profiles** - Define profiles on the server computer and they will automatically be propagated to all client computers.
- **Add-ins for Microsoft Office.** novaPDF installs several add-ins for Microsoft® Office applications (Word, Excel, PowerPoint, Publisher, Visio) that allows one-click conversion to PDF.
- **NEW: Add-in for Microsoft Outlook** - You can convert emails to PDFs directly from Microsoft Outlook using the dedicated add-in.
- **PDF Bookmarks** - it can detect the headings in the printed document and add bookmarks in the generated PDF files. You have to define the text attributes for the document headings (font, size, style, color) and for the generated bookmarks.
- **UPDATED: Create PDF Links** - recognizes links to files and formatted URLs (starting with "http://", "www", "mailto:", "ftp://" or "tel:") visible in the original document, and creates them in the generated PDF file as links, so they can be opened by clicking them in the PDF viewer.
- **Printer Manager** - Add multiple virtual printers all using the same application driver.
- **Printer Monitor** - Monitor the printing jobs in realtime and filter saved printing logs.

**novaPDF Standard** has all the features of **novaPDF Lite** plus:

- **Graphics Options** - You can compress, downsample or convert text and graphics to reduce PDF size.
- **PDF Watermarks** - You can define multiple image watermarks and add them to individual pages or the entire PDF document.
- **Page Left, Right, Top and Bottom Margins** - You can set a margin region that will remain empty when printing.
- **Page Zoom (1%-400% zoom factor)** - You can zoom a page if you need advanced settings of how the document should be positioned on the PDF page.
- **Network Printer Sharing** - can be installed on one computer in a network environment and used by any other computer in that network.
- **Save PDF to Server** - can save the PDF from a client computer directly to the server.
- **Public Profiles** - Define profiles on the server computer and they will automatically be propagated to all client computers.

**novaPDF Professional** has all the features of **novaPDF Standard** plus:

- **Digitally sign PDF files** - you will be able to apply digital signatures to generated PDF files.

- **128 bit/256 bit AES and RC4 encryption** - full 128-bit and 256-bit AES encryption and RC4 is supported by novaPDF Professional and the user is able to control whether the PDF can be viewed, printed, modified, annotated or if it should permit copying/pasting content from it.
- **UPDATED: Send PDF via email** - once created, the PDF file can be automatically sent via email to different recipients, either using Outlook/Gmail or directly from the application (using SMTP configuration). Additionally you can choose to zip the PDF and send it as attachment.
- **PDF Overlay** - this allows adding the content of the document currently being printed via novaPDF Professional as the background or foreground of an existing PDF file, with options to customize the position of that added content.
- **Network printer sharing** - can be installed on one computer in a network environment and used by any other computer in that network.
- **Save PDF to Server** - can save the PDF from a client computer directly to the server.
- **Upload PDF to FTP/SFTP** - once the PDF is generated you can upload it (or another file) to an FTP or SFTP server.
- **Public Profiles** - Define profiles on the server computer and they will automatically be propagated to all client computers.

NEW/UPDATED: Feature was added/updated in novaPDF version 11.

### 1.1.2.1 Feature matrix

Detailed feature matrix for novaPDF Lite, Standard and Professional editions. The Professional edition has all the features enabled while the Standard and Lite editions have fewer features.

Feature	novaPDF Lite	novaPDF Standard	novaPDF Professional
Price	\$29.99	\$39.99	\$49.99
Print from any Windows Application	✓	✓	✓
Free updates (for minor versions)	✓	✓	✓
Free technical support	✓	✓	✓
<b>NEW:</b> Quick Access Tray application	✓	✓	✓
PDF add-in for Microsoft Word	✓	✓	✓
PDF add-in for Microsoft Excel	✓	✓	✓
PDF add-in for Microsoft PowerPoint	✓	✓	✓

PDF add-in for Microsoft Publisher	✓	✓	✓
PDF add-in for Microsoft Visio	✓	✓	✓
<b>NEW:</b> Save to PDF add-in for Microsoft Outlook	✓	✓	✓
<b>UPDATED:</b> Interface available in multiple languages	✓	✓	✓
Upload generated PDF to FTP or SFTP servers	✗	✗	✓
MSI installer for easy deployment	✓	✓	✓
Driver certification for Windows 10/ 8 / 7 and Windows Server 2008 / 2012	✓	✓	✓
<b>UPDATED:</b> Create PDF/A-1a and PDF/A-1b compliant PDFs	✓	✓	✓
<b>NEW:</b> Create PDF/A-2a, PDF/A-2b and PDF/A-2u compliant PDFs	✓	✓	✓
<b>NEW:</b> Create PDF/A-3a, PDF/A-3b and PDF/A-3u compliant PDFs	✓	✓	✓
PDF Linearization (create PDF files optimized for the web)	✓	✓	✓
Change PDF version (switch between PDF 1.3, 1.4, 1.5, 1.6 and 1.7)	✓	✓	✓
Save PDF to Local or Server	✓	✓	✓
Prompt standard Save dialog	✓	✓	✓
Add Copyright Information for PDFs	✓	✓	✓

Change default printer settings	✓	✓	✓
Prompt Advanced Save dialog	✓	✓	✓
After save actions	✓	✓	✓
Custom save rules with support for regular expressions	✓	✓	✓
Append/Insert content in existing PDF files (merge PDFs)	✓	✓	✓
Batch/bulk conversion of multiple documents to PDF	✓	✓	✓
Automatic actions in case of name conflicts	✓	✓	✓
Define pages with margins	✓	✓	✓
Add new virtual PDF printers with Printer Manager	✓	✓	✓
<b>UPDATED:</b> Data Entry Wizard to easily set document information	✓	✓	✓
<b>NEW:</b> N-up page layout options	✗	✗	✓
<b>NEW:</b> Print multiple pages per sheet (up to 16) and set page order	✓	✓	✓
Export/Import printers and defaults	✓	✓	✓
User tags that can be used in the PDF document content	✗	✗	✓
<b>NEW:</b> Pause/Resume PDF printing process	✓	✓	✓
<b>Emails</b>			

Send email with default client after creating PDF (with/without the PDF file attached)	✗	✗	✓
Add cc/bcc addresses, change zip extension and delete PDF after sending email	✗	✗	✓
Create email templates (with custom subject, content, attachments)	✗	✗	✓
Add regular/zipped attachments (PDF or other files)	✗	✗	✓
Send email via SMTP server (predefined SMTP settings for popular providers) or MAPI	✗	✗	✓
Send email via Outlook	✗	✗	✓
<b>NEW:</b> Add default signature when sending email via Outlook	✗	✗	✓
<b>NEW:</b> Request delivery receipt to emails sent via Outlook	✗	✗	✓
<b>NEW:</b> Change Sensitivity to emails sent via Outlook	✗	✗	✓
Send email via Gmail	✗	✗	✓
Use SSL/TLS encrypted connection for emails	✗	✗	✓
Password protect ZIP attachments	✗	✗	✓
<b>Fonts</b>			
Embed all used fonts	✓	✓	✓
Embed only font subsets	✓	✓	✓

Force embedding of protected fonts	✓	✓	✓
Always/Never embed font list	✓	✓	✓
<b>Graphics</b>			
Content compression (text and graphics)	✗	✓	✓
Image conversion (convert to grayscale/monochrome)	✗	✓	✓
Image downsampling	✗	✓	✓
<b>Security</b>			
AES Encryption level (128-bit or 256-bit)	✗	✗	✓
Predefined document permissions	✗	✗	✓
Password protection (user, owner)	✗	✗	✓
<b>Signatures</b>			
Predefined signatures	✗	✗	✓
Add PDF Signatures	✗	✗	✓
Use system/file certificate for PDF signatures	✗	✗	✓
Customize display options for PDF signatures	✗	✗	✓
Preview signatures on different page sizes	✗	✗	✓

PDF Links			
Convert visible URLs to clickable PDF links	✓	✓	✓
<b>UPDATED:</b> Customize PDF links appearance	✓	✓	✓
Detect file names and convert to PDF links	✓	✓	✓
<b>NEW:</b> Detect and convert telephone links	✓	✓	✓
Printer Monitor			
<b>UPDATED:</b> Real-time printing monitor tool	✓	✓	✓
<b>UPDATED:</b> View and filter printed documents history	✓	✓	✓
Export/Archive printing monitor document history	✓	✓	✓
PDF Bookmarks			
Predefined bookmark detection	✓	✓	✓
Set number of level, open to level	✓	✓	✓
Multiple headings definitions	✓	✓	✓
Detect by font, size, style, color	✓	✓	✓
Show in different style and color	✓	✓	✓
PDF Watermarks			
Add image/text PDF watermarks	✗	✓	✓

Predefined watermark templates (confidential, draft, date/time, page index)	✗	✓	✓
Preview watermarks on different page sizes	✗	✓	✓
<b>PDF Overlays</b>			
Enable overlay with existing PDF file	✗	✗	✓
Actions in case overlay file is shorter	✗	✗	✓
<b>Layout</b>			
Use predefined forms or define custom ones in landscape or portrait orientation	✓	✓	✓
Fully customize layout of resulting PDF file (set anchors, margins, size, aspect ratio, transformation tools)	✓	✓	✓
Move, rotate and resize content of the pages	✓	✓	✓
<b>Licensing</b>			
Floating/Concurrent per-computer licensing	\$149.99	\$199.99	\$249.99
Floating/Concurrent per-user licensing	\$89.99	\$119.99	\$149.99
User-based licensing	\$299.99	\$399.99	\$499.99
License/unlicense single or multi computers (with support for	✓	✓	✓



NetBIOS or DNS names)			
<b>Connectivity</b>			
Multiple private/public profiles	✓	✓	✓
Show Select Profile dialog when printing	✓	✓	✓
Use as virtual desktop printer (you need licenses for each computer)	✓	✓	✓
Share as network printer (you need licenses for each client computer)	✓	✓	✓
Use with Terminal Services (you need licenses for each terminal)	✓	✓	✓
Use through Remote Desktop Connection (you need licenses for each remote computer)	✓	✓	✓
Print remotely to the network client (you need licenses for each remote computer)	✓	✓	✓
Possibility to add different print queues and ports	✓	✓	✓
Password protection for the interface	✓	✓	✓
Possibility of co-branding/re-branding the printer	✓	✓	✓

NEW/UPDATED: Feature was added/updated in novaPDF version 11.

### 1.1.2.2 License types

novaPDF offers a wide array of licensing options suitable for anyone, from home users to enterprise entities. These licenses can be fixed based on **Computers / Users** or concurrent like the **Floating User / Floating Computer** licenses.

**Fixed Computer Licenses**

Fixed license activated on the desktop or server and permanently assigned to the Computer that prints to novaPDF (directly, via the shared network printer or remotely). Unlicensed computers are not allowed to print.

**Floating Computer Licenses**

Floating computer license activated on the server assigned temporarily (for 1 hour) to the Computer that prints to novaPDF (directly, via the shared network printer or remotely). Unlicensed computers are not allowed to print.

**Fixed User Licenses**

Fixed user license activated on the server assigned permanently to the Windows User that prints to novaPDF (directly, via the shared network printer or remotely). Unlicensed users are not allowed to print.

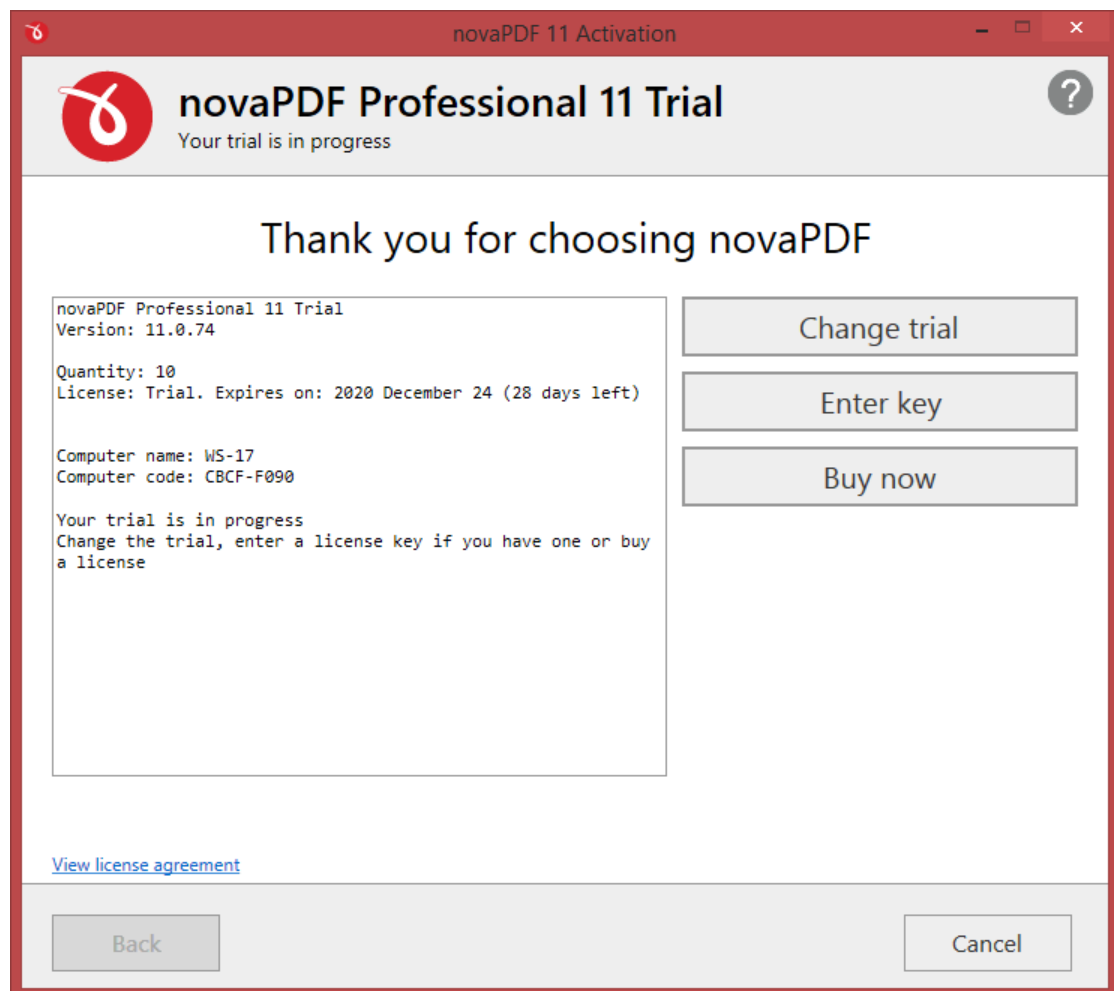
**Floating User Licenses**

Floating user license activated on the server assigned temporarily (for 1 hour) to the Windows User that prints to novaPDF (directly, via the shared network printer or remotely). Unlicensed users are not allowed to print.

All editions have both Desktop and Server functionality. novaPDF can be used as shared network PDF printer, via Remote Desktop Connection or Terminal Servers only if you own a license for each connecting computer or user that prints to it (directly, via the shared network printer or remotely).

**1.1.3 Activate**

Activation allows verifying that your copy of novaPDF is genuine and that it hasn't been used on more computers than the number of licenses purchased. It prevents this way software counterfeiting (intentional or unintentional).



### Free Trial/Change Trial

Before purchasing a license and activating it online you have the option of running a trial version of novaPDF. The trial version has the same features as the paid version, with the exception that when creating a PDF file with the trial you'll get a notice in the footer of each page of the PDF. This notice will not be included anymore if you pay for and activate the full version. Click on the **Free Trial** button to continue with the selection of editions.

Once you've started a trial, you can change it (within those 30 days) to a different edition if you press the **Change Trial** button.

### Enter Key

After purchasing a novaPDF license you will receive an email that contains your **Product key**. To start using the application you'll have to validate the registration details by clicking on **Enter Key** and follow the activation steps, where you will be able to activate online or manually.

### Buy Now

If you don't own a product key for novaPDF and want to purchase one click on the Buy Now button. This will open the browser and allow you to buy a license. To test the application before purchasing it, click on the **Free trial** button instead to try it for 30 days without paying.

Once activated you will also be able to see the licensing details in the main text-view: Program name, License key & details and Computer code/name.

### 1.1.3.1 Free Trial

You can use novaPDF as a trial before deciding to purchase a license. The trial lasts for 30 days and during this period of time you have the same features as the paid version. However, during the trial, you will see a footer notice on each page of the PDF files created. This notice will not show if the program is paid for and activated.

novaPDF 11 Activation

**Try novaPDF**  
Select which edition of novaPDF you want to try

**1. Select edition**  
novaPDF Professional is the full edition with all features enabled. Standard and Lite have fewer features, you can see a detailed comparison here: [Feature matrix](#)

Try Professional  Try Standard  Try Lite

**2. Select license**  
The license can be linked to the computer (which prints to novaPDF directly, via the shared network printer or remotely) or to the user (logged in Windows User which prints to novaPDF or its shared network printer). They can be fixed (to the computer/user) or floating (released after 1h). Read more here: [License types](#)

Computer fixed  Computer floating  User fixed  User floating

**3. Select quantity**  
Each computer/user which prints will occupy a license on the first print. If there are no more available licenses the computer/user is not allowed to print. For fixed computer licenses you can also select unlimited (the equivalent of Site, Country or Worldwide licensing).

Quantity   Unlimited

**Start trial**

Back Cancel

#### Select Edition

You have the option of choosing one of the three editions available for evaluation: Professional, Standard and Lite. While Professional has all the features enabled, Standard and Lite editions have limitations. To see the differences between each edition visit the Feature Matrix section. Once you decided, select an edition and click on **Start trial** to begin the evaluation. You will see how many days are left from the evaluation on the main activation window or on About.

### Select license

There are 4 types of licenses available to choose from, based on licensing fixed/floating to the Computer or on the Windows User.

### Select quantity

Choose the quantity you'd like to try it with. If you want to use it only on your current computer just write 1 in the Quantity field.

After the trial period will be over you won't be able to continue using the program unless you purchase a license and activate it. If you purchase a license before the trial expires you can enter it anytime and activate the license without waiting for the trial to finish.

## 1.1.3.2 Activation

After purchasing a novaPDF license you will receive an email that contains your **Product key**. To continue using the program you must activate it and validate the licensing information.

novaPDF 11 Activation

**Enter your license key**  
Enter the product key you received and click Next to continue

**Product key**

1071-3

Example: 0123-4567-89AB-CDEF-0123-4567-89AB-CDEF (you should use copy-paste to avoid errors)

When you press Next, novaPDF will connect to the Internet to check your key. If you don't have Internet connection you will still be able to activate

[What is activation?](#)

Back Next

### Product key

After you purchase a license you receive an email with your registration details. That email contains your product key, which you have to copy and paste into the **Product key** field to continue with the activation process. The product key is a group of characters separated by dashes, included in the email with the licensing details.

When you press the Next button after entering the product key, novaPDF will connect to the Internet to check the key:

- if you have an active internet connection, you will be able to use Online Activation to activate it
- however, if you do not have an active internet connection, the Offline/Manual Activation window will show.

If you want more details about the Activation process you can click on **What is activation?** to read more details. The easiest way is to use the **Online Activation** option, however if for some reason you don't have Internet access on the computer where you've installed novaPDF you will have to continue with the **Offline/Manual Activation** process.

If you lost your product key, please contact us with your purchase information details (purchase number and approximate date), specify the name (company name) and email address you used to buy your copy of novaPDF.

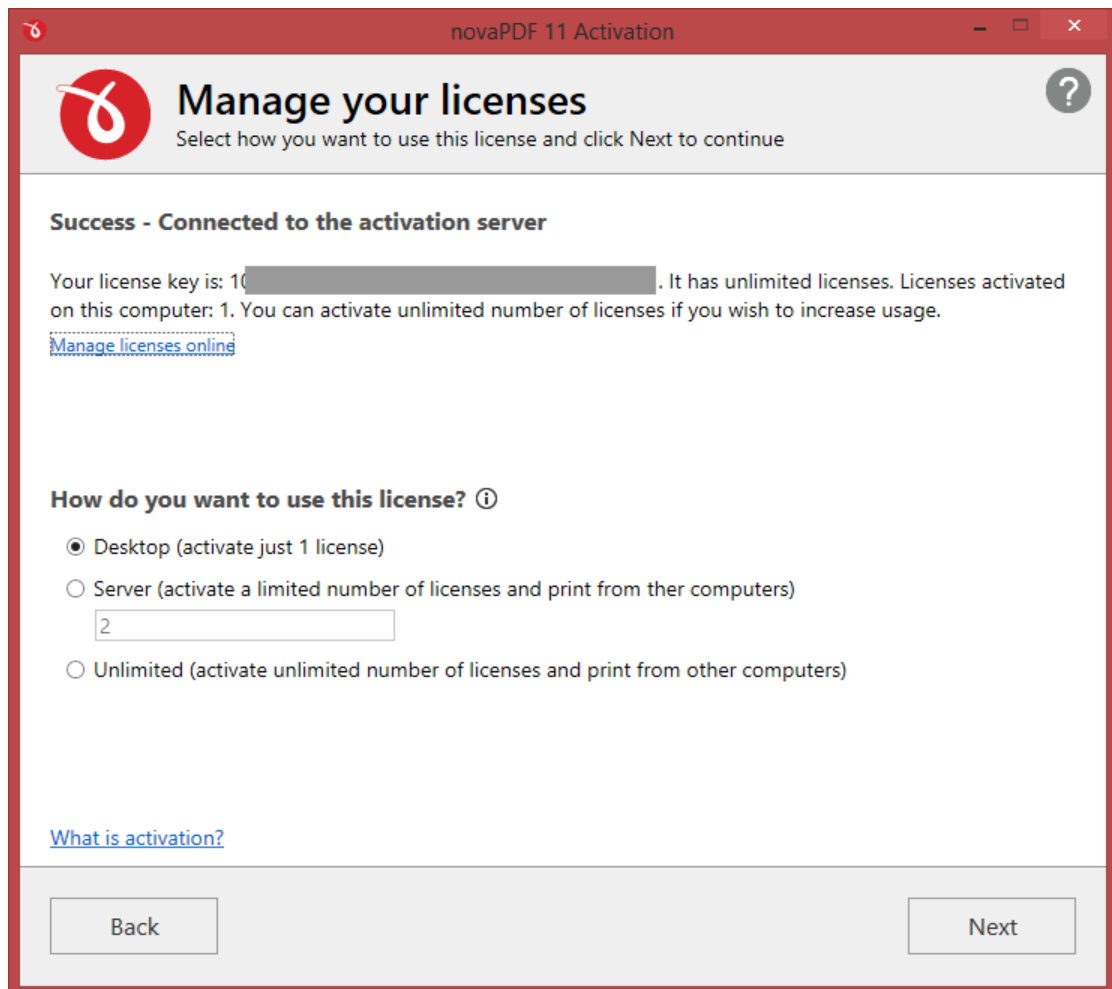
### 1.1.3.2.1 Online Activation

After purchasing a novaPDF license you will receive an email that contains your licensing details (Product key, license file). To continue using the program you must activate it online and validate the licensing details in a few quick steps.

#### STEP 1 - MANAGE YOUR LICENSES

---

After your key is validated, the Manage licenses window will show up with details regarding your product key.



This will give you more information about your product key and options to decide how many licenses you can activate on the current computer:

- **Desktop.** This is selected by default and will activate 1 license on the current computer where the application is installed. If you purchased just a single license leave this field as it is with its default value.
- **Server.** This option only shows up if your product key has more than 1 licenses available for activation. If you own more than one license, you can select Server to have the current computer act as a PDF printing server. Basically other computers will connect remotely to the server to print.
- **Unlimited.** This option only shows up for product keys that include unlimited licenses (Site, Country or Worldwide licenses).

You can also click on the Manage licenses online link to create an account on our website from where you can manage your licenses (upgrade, delete activations, i.e.).

## STEP 2 - ENTER ACTIVATION DETAILS

novaPDF 11 Activation

## Enter activation details

Enter your personal details and click on Activate to finalize the process.

**First name**  
John

**Last name**  
Doe

**Email**  
info@novapdf.com

**Company**  
Softland

**Computer information** ⓘ  
Name: WS-17  
Code: CBCF-F090

**Comments**  
Used on computer ws-17

I agree to the terms of the [Privacy Policy](#)

**Activate**

Back Cancel

You can add your activation details for the current product key as follows:

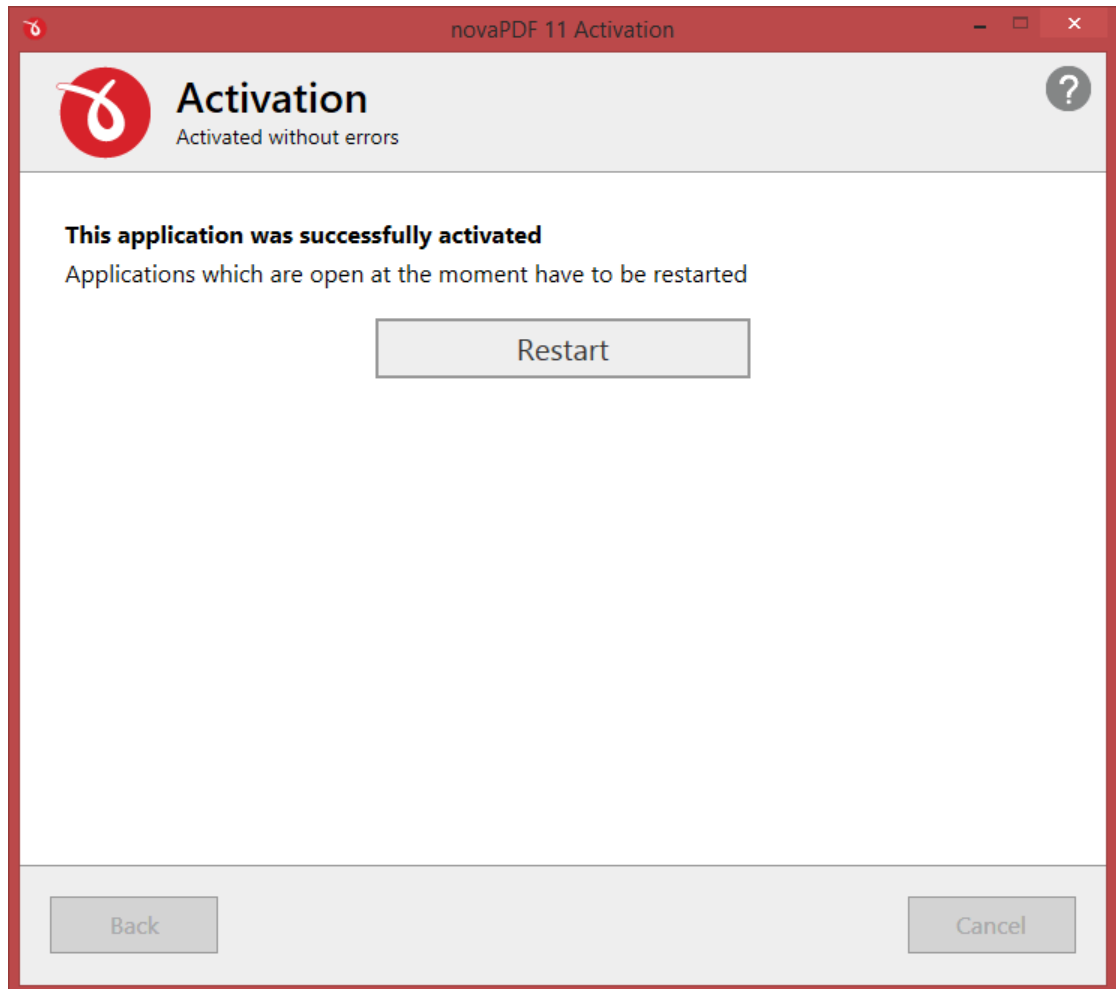
- **First/Last/Company Name.** Enter the name you want this copy to be licensed under.
- **Email.** Add your email address to have it associated with your license. If you create an account online using this email address, you will be able to manage it online (i.e. recover the product key, delete activations, upgrade).
- **Computer information.** This will automatically display the current computer name and its code. You can write additional details in here in case you want to activate the application on multiple computers and want to differentiate them easier.
- **Comments.** Enter here additional comments regarding this activation. These comments will be shown in the online account so it is a way for you to remember why you activated a license and where you activated it (doesn't affect the activation in any way no matter what text you enter here).

Once you've added all the required information, check the **I agree to the terms of the Privacy Policy** (after you've read it) option and press the **Activate** button to complete the activation. **An active Internet connection is required to activate online.** If the computer is not connected to the Internet or there's a problem connecting via the Internet (i.e. a firewall that prevents external access) you will



receive a notification and the possibility to continue with a **Manual** activation.

### STEP 3 - ACTIVATION RESULTS



If the licensing information is valid, you will get a confirmation message saying the application has been successfully activated. If the information in one of the fields is not correct you'll receive an error and you'll have to retry the activation after correcting it.

After you close the the confirmation message, you can see your licensing details on the **About** page with additional options to *Change key, Deactivate, Reactivate, Register and Add/Upgrade/Buy licenses online.*

#### 1.1.3.2.2 Manual Activation

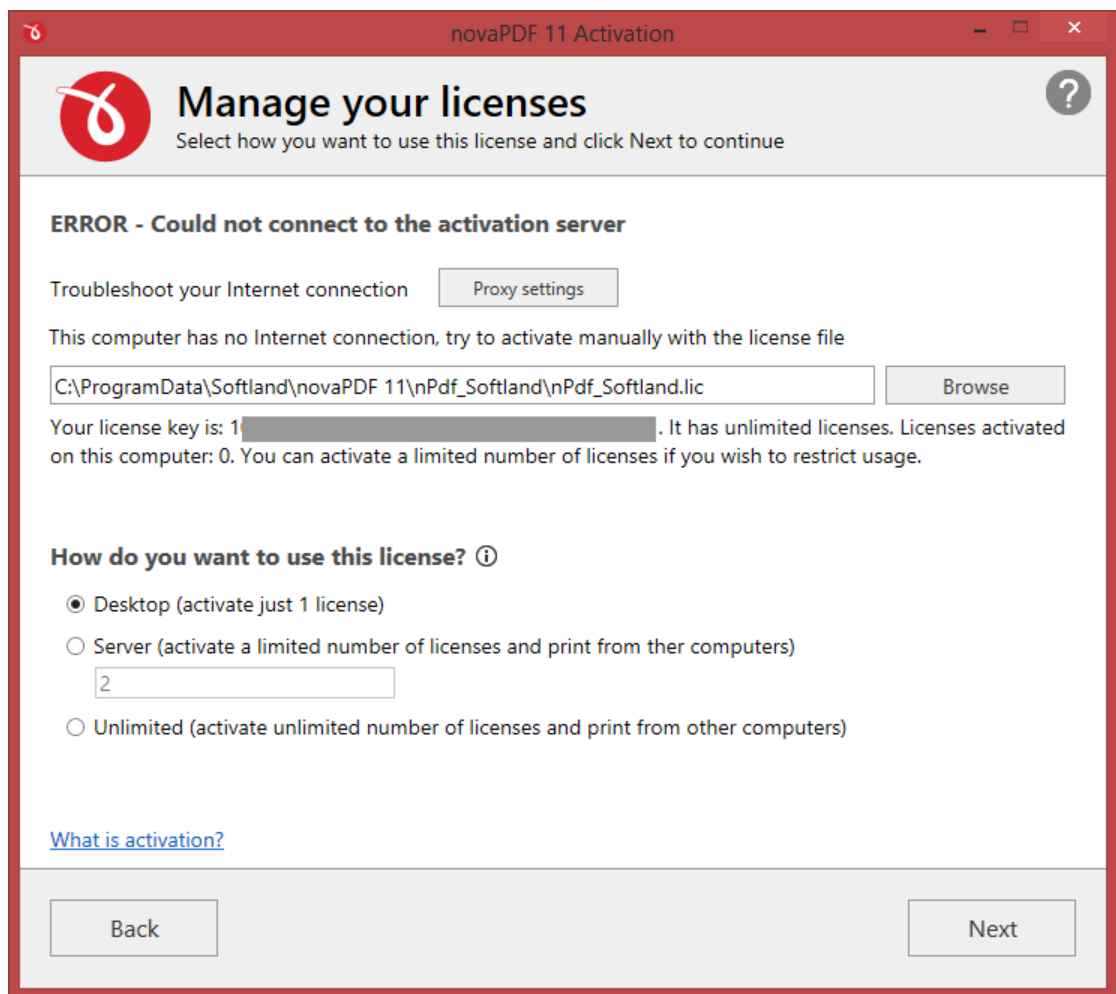
After purchasing a novaPDF license you will receive an email that contains your **Product key**. To continue using the program you must activate it and validate the licensing information. The easiest way is to use the Online Activation option, however if for some reason you don't have Internet access on the computer where you've installed novaPDF the **Offline/Manual Activation** window will

show up.

The process to activate the software manually requires that you download a file generated by novaPDF, load it on an USB stick (or any portable device), go to a computer that has internet access and upload the file on our servers (or send an email generated by the program), then download the response activation file and use it on the computer where you want to manually activate it.

### STEP 1

In this step you have to Browse for the **License file** associated with your product key. The licensing email you received after ordering the program has a license file with the **.lic** extension attached. You will need to save it locally then click on the **Browse** button to locate it.



After you've selected the .lic file, you will see more information about your product key and options to decide how many licenses you can activate on the current computer:

- **Desktop.** This is selected by default and will activate 1 license on the current computer where the application is installed. If you purchased just a single license leave this field as it is with its default value.

- **Server.** This option only shows up if your product key has more than 1 licenses available for activation. If you own more than one license, you can select Server to have the current computer act as a PDF printing server. Basically other computers will connect remotely to the server to print.
- **Unlimited.** This option only shows up for product keys that include unlimited licenses (Site, Country or Worldwide licenses).

After you've decided, click on the **Next** button to continue the manual activation process, or on **Back** if you want to stop the activation process.

## STEP 2 - ENTER ACTIVATION DETAILS

**Enter activation details**  
Enter your personal details and click on Activate to finalize the process.

**First name**  
John

**Last name**  
Doe

**Email**  
info@novapdf.com

**Company**  
Softland

**Computer information** ⓘ  
Name: WS-17  
Code: CBCF-F090

**Comments**  
Used on computer ws-17

I agree to the terms of the [Privacy Policy](#)

**Activate**

Back Cancel

You can add your activation details for the current product key as follows:

- **First/Last/Company Name.** Enter the name you want this copy to be licensed under.
- **Email.** Add your email address to have it associated with your license. If you create an account online using this email address, you will be able to manage it online (i.e. recover the product

key, delete activations, upgrade).

- **Computer information.** This will automatically display the current computer name and its code. You can write additional details in here in case you want to activate the application on multiple computers and want to differentiate them easier.
- **Comments.** Enter here additional comments regarding this activation. These comments will be shown in the online account so it is a way for you to remember why you activated a license and where you activated it (doesn't affect the activation in any way no matter what text you enter here).

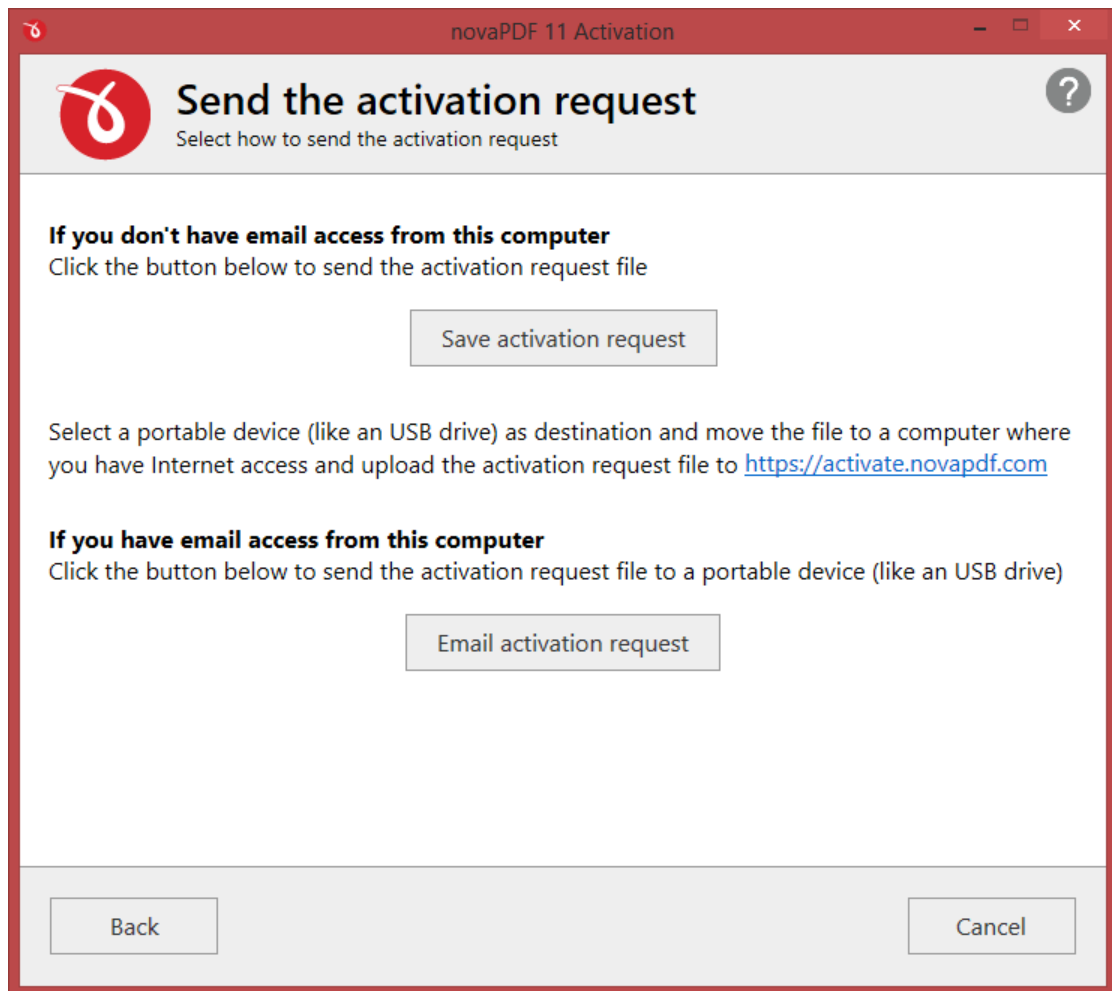
Once you've added all the required information, check the **I agree to the terms of the Privacy Policy** (after you've read it) option and press the **Activate** button to complete the activation.

### **STEP 3 - SEND THE ACTIVATION REQUEST**

---

This step allows you to generate and download an activation request file. Click on the **Email activation request** button if you have an internet connection on the current computer, or on the **Save activation request** button if you don't have an internet connection. If you choose the *save the activation request* option, you'll be prompted to save a manual activation request file on your computer. Click **Next** after saving or emailing the request.

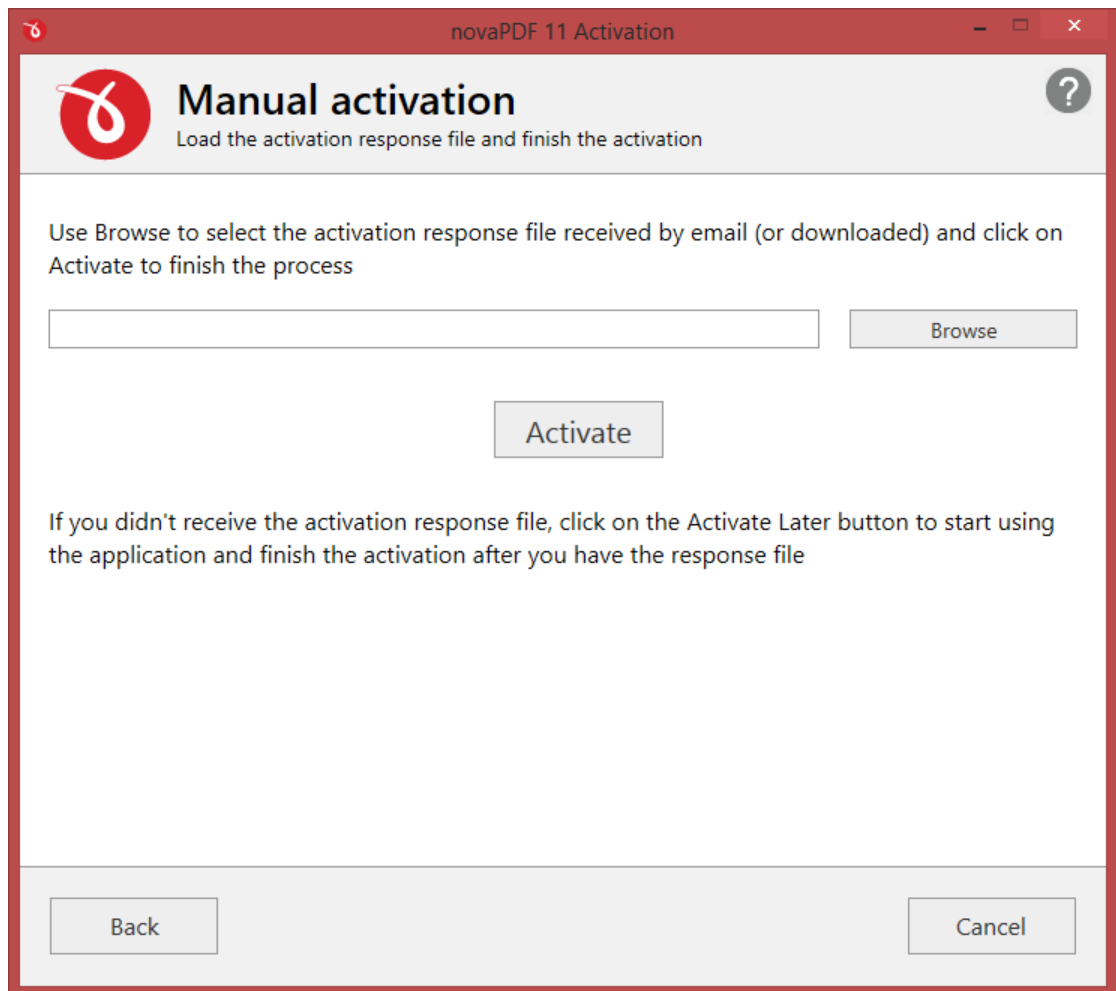
You have to move that file to a computer where you have an active internet connection. Write down the url that is mentioned under the *Save activation request* button as that's where you'll need to load the activation file: <http://activate.novapdf.com>



#### STEP 4 - MANUAL ACTIVATION

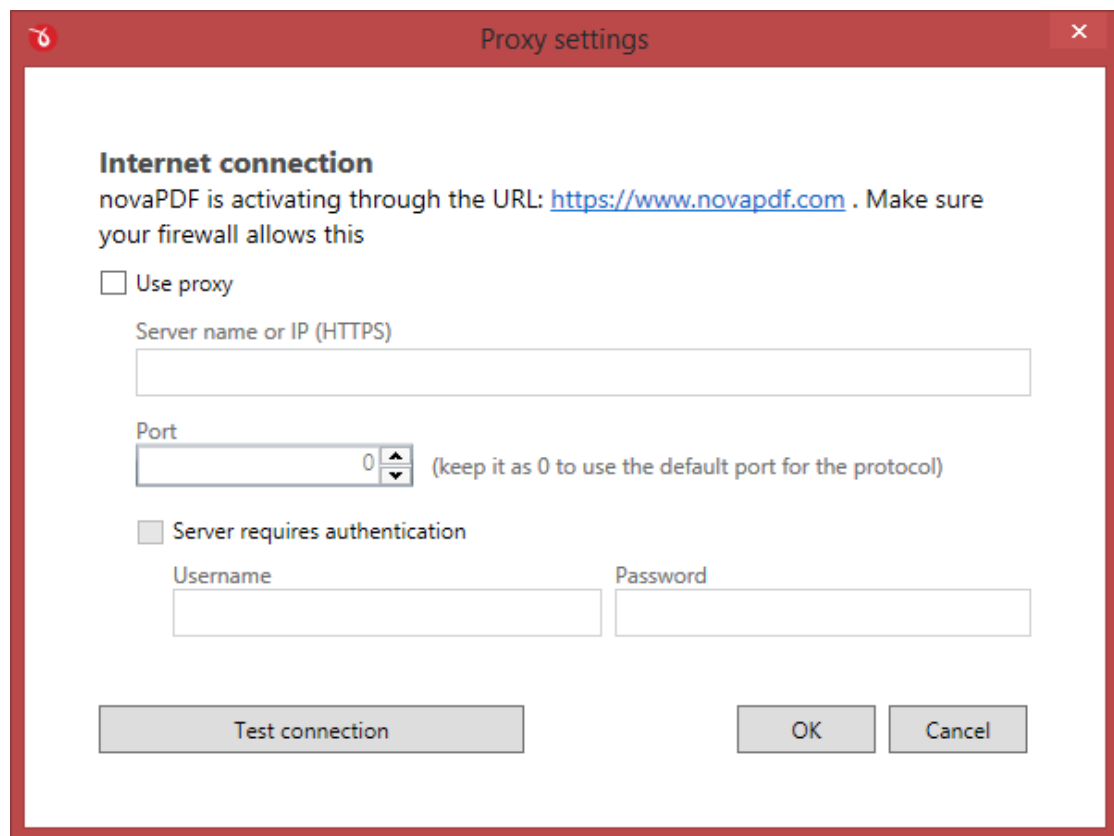
From the computer where you have an internet connection compose a new email message and attach the activation request file obtained previously or visit the activation url and upload the file on our server. You will receive an email reply (or download one if using the website method) with an activation response file that you need to move to the computer that's being activated manually.

The activation file that you received previously needs to be loaded on the last step of the **Manual Activation** window (if you closed the window in the meantime, just start the application again and from the main activation window click on I already have an activation file link in the lower left corner). Click on the **Browse** button and select the activation response file. Once you've selected this click on **Activate** to finish the process.



### 1.1.3.2.1 Proxy settings

The manual activation window shows if no active internet connection is detected. If you connect to the internet via a proxy server, you can configure the application to use specific proxy settings for the activation.



## USE PROXY

Check this option if you use a proxy to connect to the FTP:

- Enter the **Server name or IP** for the proxy server (firewall) which has to have support for HTTPS connections.
- **Host port.** Enter the host port number in this field. By default, the port number is set to use the default port for the protocol you've set in the server name field.
- **User name/Password.** This field is used to enter the proxy user name and password if it requires authentication.

You can use the **Test connection** button to try the settings you've entered.

## 1.2 Using novaPDF

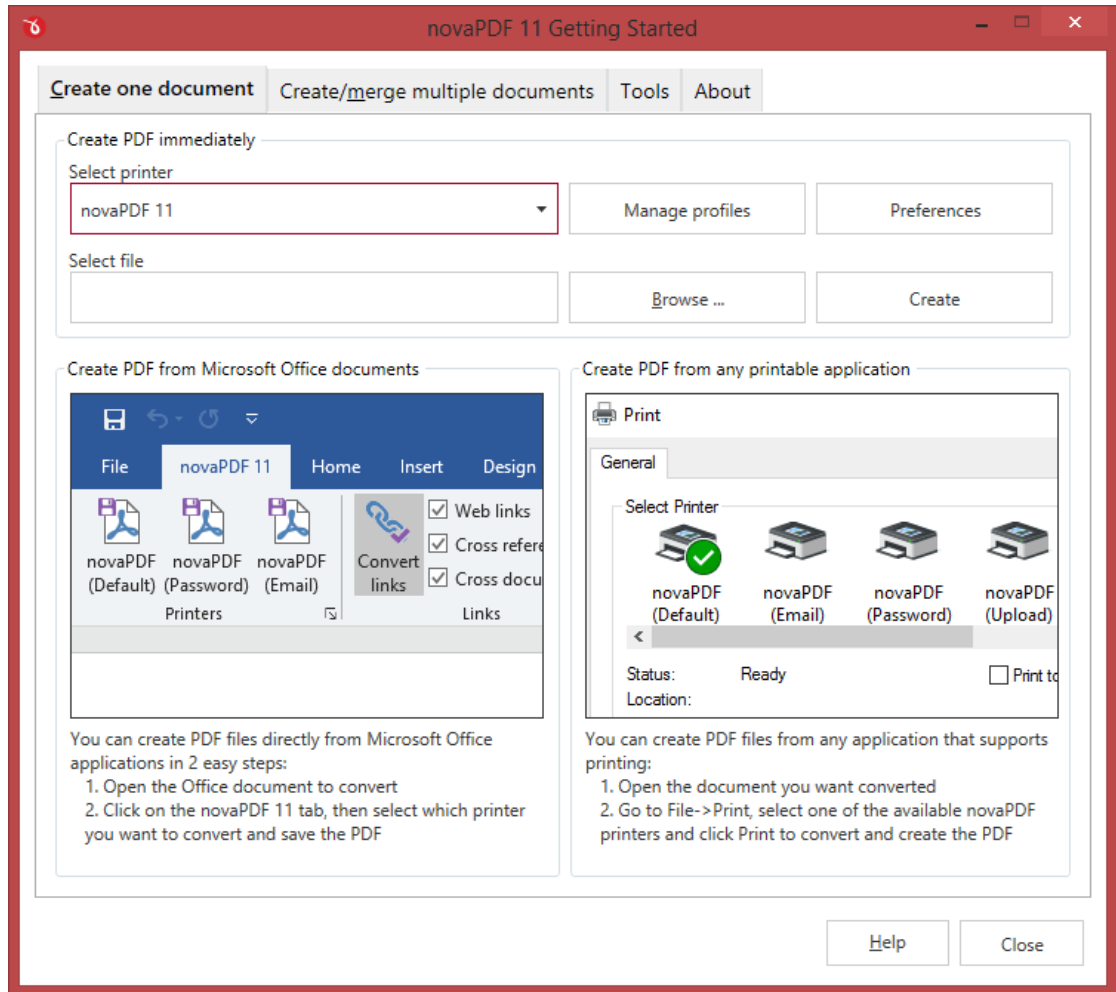
### 1.2.1 Introduction

With novaPDF you can create PDF files in several ways: using the **novaPDF Start page**, the **add-ins for Microsoft Office** or printing directly to the **novaPDF driver**.

#### NOVAPDF START PAGE

This start page can be opened from the program's start group. In Windows 10/8 type *novaPDF* on the *Start* page and click on novaPDF from *Apps* to open it. In Windows 7 or previous go to *Start->Programs->novaPDF* and click on the executable file called novaPDF.

The novaPDF start page will let you quickly convert a document to PDF by selecting the document and clicking on **Create**. However, it will use the default settings of novaPDF to create the PDF file. So, if you need those changed either modify them before creating the PDF or create the PDF by printing it directly to the novaPDF printer driver.



### Create one document

The **Create one document** tab is selected by default when you first open the application. Using the options here you can convert a single document to PDF at a time. You can read more about the single document conversion here: [Create one document](#)

Optionally you can click on the *Profile Manager* or *Preferences* buttons to change the default conversion settings for the currently selected printer. Profile Manager allows you to define new PDF conversion profiles (i.e. adding watermarks, bookmarks, signatures) while the Preferences window will allow you to do basic setting changes such as modifying the page size, graphic resolution or choosing a default profile for printing.

This start page also contains some details on how you can create PDF files. These are only



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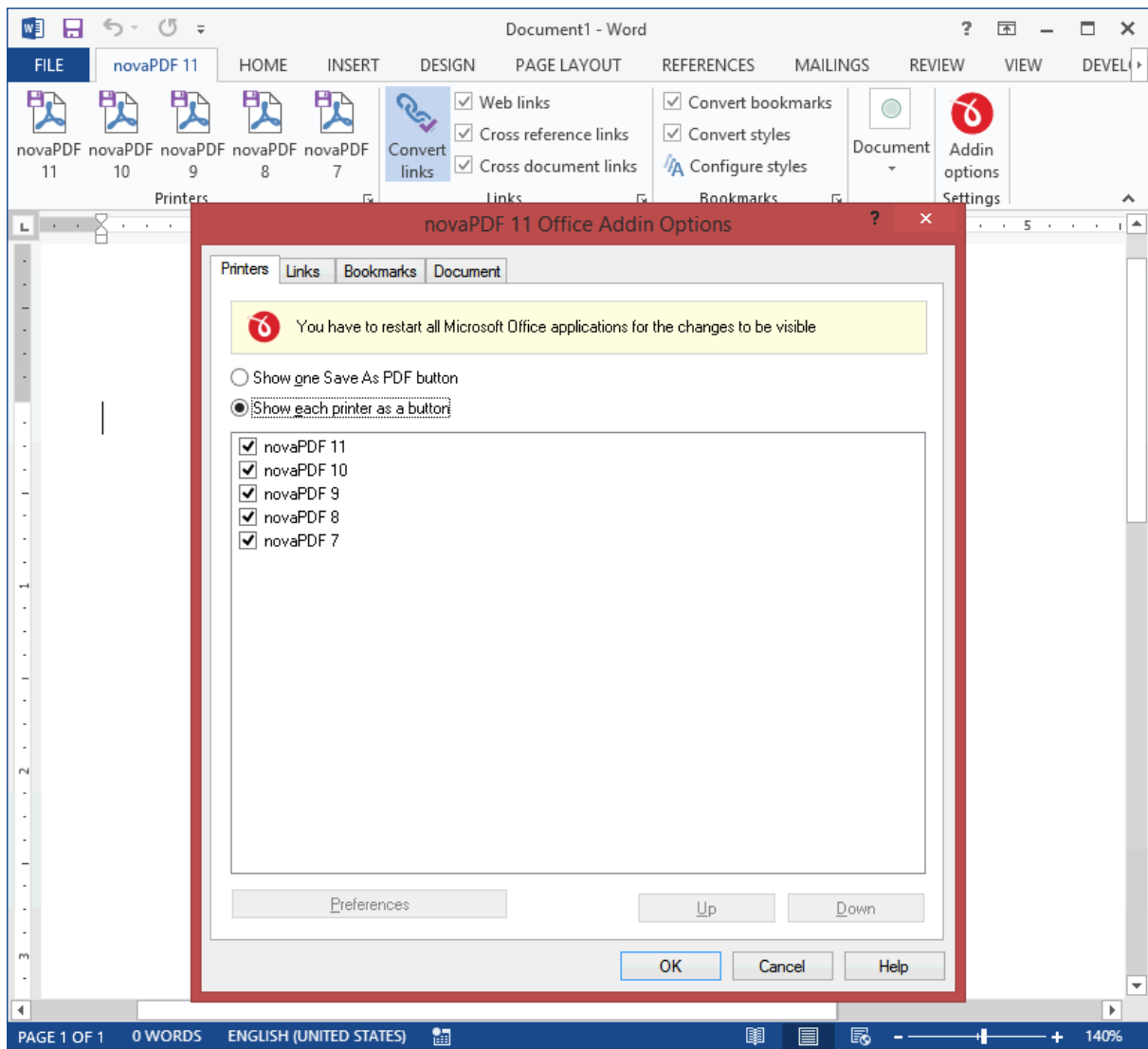
informative and offer the user more information about the other options that can be used to create PDF files.

### **Create/merge multiple documents**

The **Create one document** option allows you to convert to PDF only a single document at a time. However you can also batch/bulk convert Office documents to PDF or merge multiple documents from different sources in a single one. All you need to do is click on the **Create/merge multiple documents** tab then add the files you want converted. Once you've added all the files, click on Create PDF to generate the PDF file (you can either create an individual PDF for each document, or a single one where all documents are merged). You can read more about the bulk conversion here: [Create/merge multiple documents](#)

### **ADD-INS FOR MICROSOFT OFFICE**

During installation novaPDF gives the option to install add-ins for Microsoft Office applications. By default is checked and it will add in the supported Microsoft Office applications (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Visio and Microsoft Outlook) another tab called novaPDF 11 that will let users create PDF files directly from the Office interface by simply clicking a button.



Using **add-ins for Microsoft Office** to create PDF files - advantages:

- **Converts hidden hyperlinks.** When the Office document contains a hyperlink (clickable text that points to an external site or file) that can be converted to a clickable active link in the resulting PDF document too. The other two methods for creating PDF files with novaPDF cannot convert hidden hyperlinks (only visible ones).
- **Easier bookmark conversion.** When converting a document created with a Microsoft Office application to a PDF using the add-in, you have the option to automatically detect bookmarks and add them in the PDF too. This means that you don't have to define any bookmark rules for the conversion, as needed when printing directly to the printer driver.

Using **add-ins for Microsoft Office** to create PDF files - disadvantages:

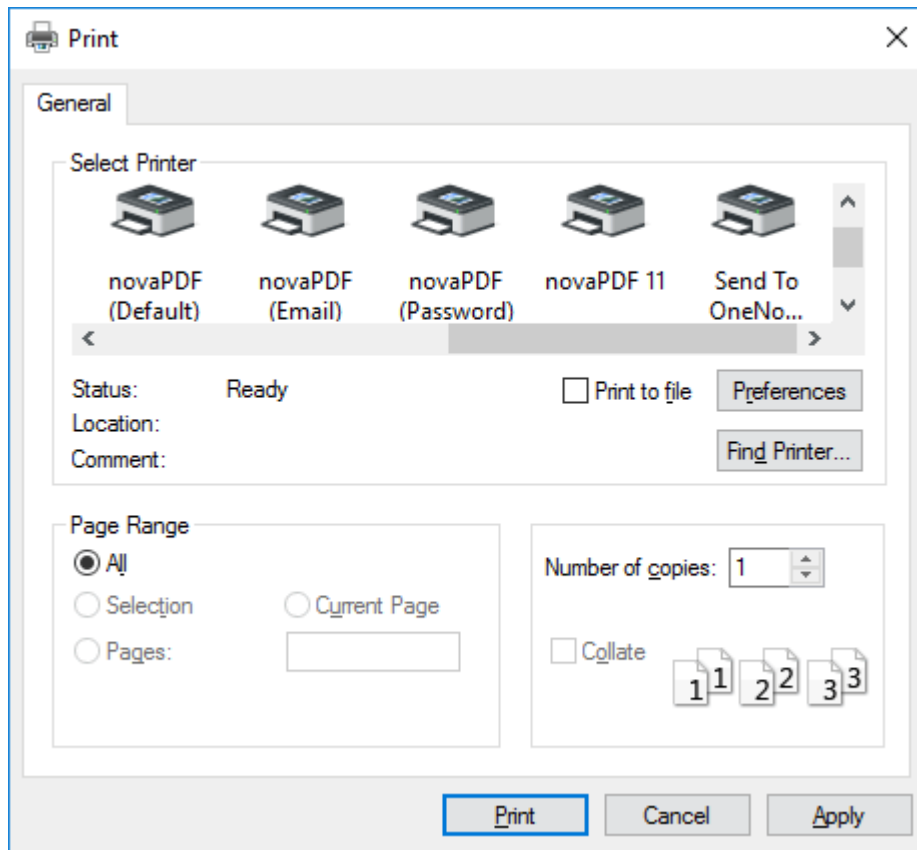
- **Office applications only.** The add-ins work only with Microsoft Office applications, so it cannot be used from other applications.

Read more about novaPDF add-ins for Microsoft Office on the [Create PDF from Microsoft Word](#), [Create PDF from Microsoft Excel](#), [Create PDF from Microsoft PowerPoint](#), [Create PDF from Microsoft](#)

Publisher, Create PDF from Microsoft Visio and Create PDF from Microsoft Outlook sections.

## NOVAPDF DRIVER

The previous two options mentioned for creating PDF files rely on the novaPDF printer driver, as this is the program that actually does the conversion. novaPDF is installed as a virtual printer, so it will be shown as an actual printer in the *Printers* list. This means that you can create PDF files from any application that allows printing if you "print" that document to the novaPDF printer driver. This is done in the same way you would print to a regular printer, meaning you have to open the document, go to *File->Print*, **select novaPDF** as the printer and then click on **Print**.



Using novaPDF printer driver - advantages:

- **Converts to PDF from any applications.** It will let you convert to PDF any type of document that supports printing. The conversion is done in the same way you would print to a regular printer, just that instead of the regular printer you'll have to select the novaPDF printer driver.

Using novaPDF printer driver disadvantages:

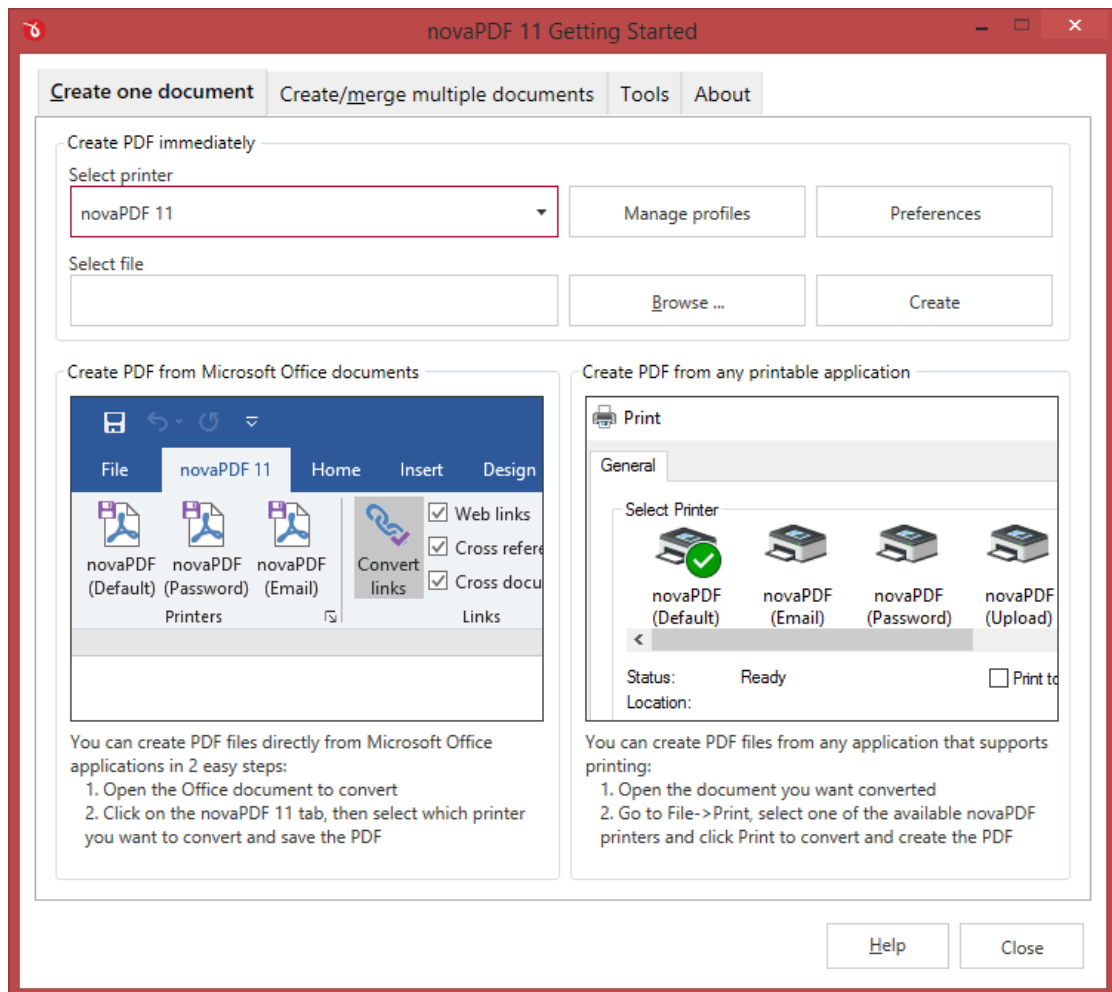
- **Convert hidden hyperlinks.** It can convert only visible links in the PDF document (i.e. www.novapdf.com will be converted, but not novapdf.com), unlike the novaPDF add-ins for Microsoft Office (which can convert hidden hyperlinks too).

Read more about novaPDF printer driver on the Create PDF from any application section.

## 1.2.2 Getting Started

### 1.2.2.1 Create one document

The **Create one document** tab is selected by default when you first open the application. Using the options here you can convert a single document to PDF at a time. You can also batch/bulk convert Office documents to PDF or merge multiple documents from different sources in a single one, see this page for details on how to do that: [Create/merge multiple documents](#)



The **Create one document** tab is selected by default when you first open the application. Using the options here you can convert a single document to PDF at a time. If you want to convert or merge multiple documents at once (batch/bulk conversion), click on the **Create/merge multiple documents tab**.

To convert a file to PDF in the *Select file* field enter the path to the document you want converted into PDF or use the **Browse** button to select it. Once you selected the document click on the **Create** button. This will start the application associated with the document you selected and will ask you where to save the PDF file.

Optionally you can click on the *Profile Manager* or *Preferences* buttons to change the default conversion settings for the currently selected printer. Profile Manager allows you to define new PDF

conversion profiles (i.e. adding watermarks, bookmarks, signatures) while the Preferences window will allow you to do basic setting changes such as modifying the page size, graphic resolution or choosing a default profile for printing.

This start page also contains some details on how you can create PDF files. These are only informative and offer the user more information about the other options that can be used to create PDF files.

Using novaPDF start page to create PDF files - advantages:

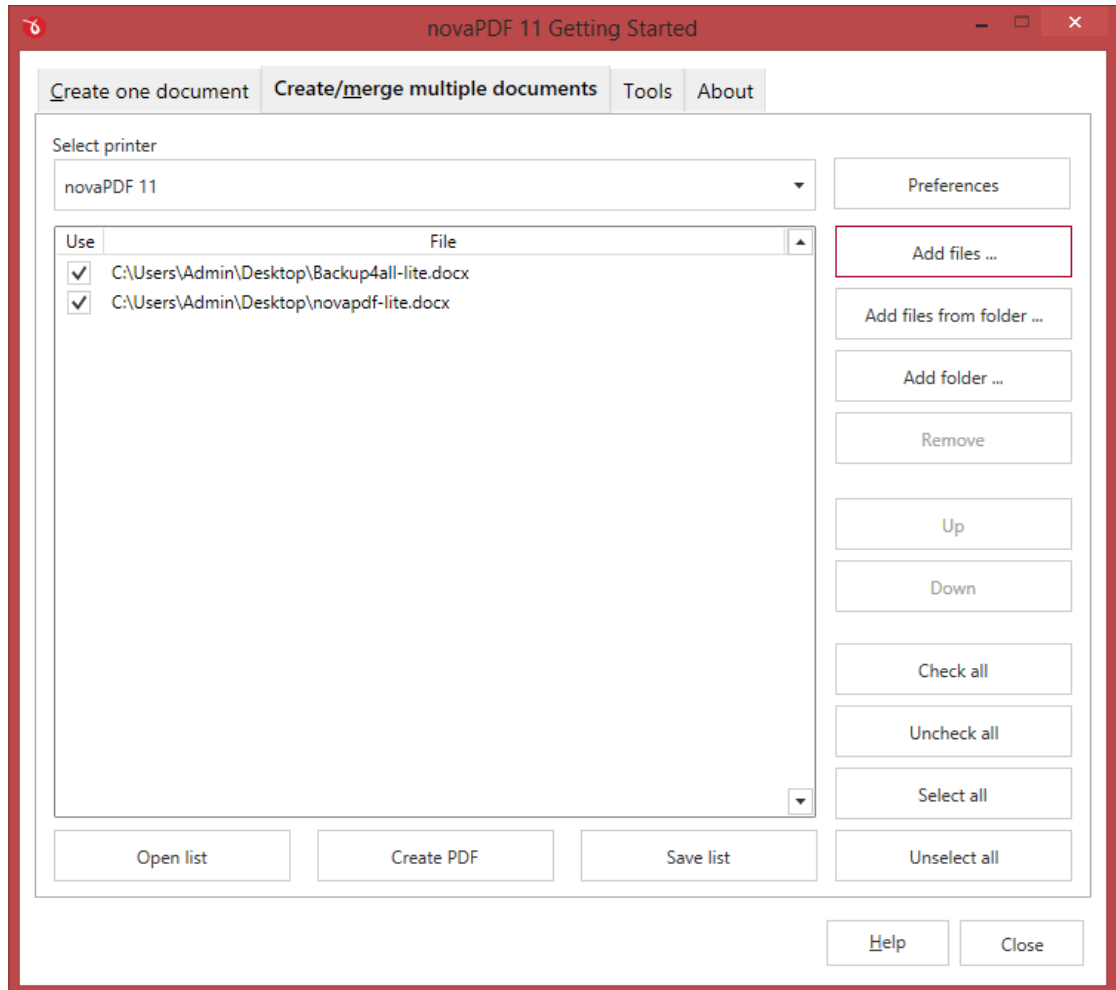
- **Quick access.** The start page is quickly accessible from the novaPDF start menu group. Simply type for *novaPDF* in Windows 8's *Start* page and click on **novaPDF** from the *Apps* results, or click on the **Windows** button, go to *Start->Programs->novaPDF* group and click on the executable file in Windows 7 or previous. This will launch the start page and let you select a document to convert to PDF.

Using novaPDF start page to create PDF files - disadvantages:

- **Difficult to change preferences.** The start page is meant for quick access to convert a document. Thus it will use the default settings of the novaPDF printer for creating the PDF files. In order to use custom settings, you'll have to change those before the printing.
- **Convert hidden hyperlinks.** It can convert only visible links in the PDF document (i.e. [www.novapdf.com](http://www.novapdf.com) will be converted, but not [novapdf.com](http://novapdf.com)), unlike the **novaPDF add-ins for Microsoft Office** (which can convert hidden hyperlinks too).

### 1.2.2.2 Create/merge multiple documents

This option allows you to batch/bulk convert Office documents to PDF or merge multiple documents from different sources in a single one. You can either add individual files and convert them, or select entire folders and all recognized file formats will be converted to PDF.



### Select printer

In this drop-down you will be able to see the list of printers that are installed on the current computer and use the novaPDF driver. Usually only one printer will show up, but if you have multiple ones you can select a different one. Optionally you can click on Preferences to adjust the driver's options.

### File list

This is the list of files that can be converted individually to PDF or merged in a single PDF file. You can click on **Add files** to add documents (multi-select is allowed) for conversion or **Add files from folder** if you have multiple documents in a folder. There's also the option to **Add folder** which will add to the list the path to the selected folder, however the files from that folder will be added to the list at the moment when the print will run - so if between adding the folder and printing the list of files in that folder changes, the change will be reflected during printing.

Once the list of files is displayed, you can manage those by selecting them and clicking on **Remove** or move **Up/Down** in the list (the order in which the files are displayed is the order in which they will be inserted in the PDF when you merge the files). If you want to exclude some of the files from the conversion but still keep them in the list, just uncheck the **Use** option for those particular files (or use Check/Uncheck all to batch select/deselect that).

These file formats can be currently converted in bulk:

`*.doc;*.docx;*.docm;*.dotx;*.dotm;*.dot;*.mht;*.htm;*.rtf;*.txt;*.xml;*.odt;*.wps;*.xlsx;*.xlsm;*.xlsb;*.xls;*.xltx;*.xltm;*.xlt;*.csv;*.prn;*.dif;*.slk;*.xlam;*.ods;*.pptx;*.pptm;*.ppt;*.potx;*.potm;*.pot;*.thmx;*.ppsx;*.ppsm;*.pps;*.odp;*.vsdx;*.vssx;*.vstx;*.vsdm;*.vssm;*.vstm;*.vsd;*.vdw;*.vss;*.vst;*.svg;*.svgz;*.dwg;*.dxf;*.emz`

### Save list/Open list

You can save the list of the files that show up by clicking on **Save list**. A CSV file will be created and you can later use **Open list** to re-load that list of files and the settings for the print job (using this option will clear the current list of files).

### Create PDF

Once you have added all the files that should be converted in bulk just click on Create PDF. A new window will open and it will allow you to choose whether you want to convert those as individual PDF files or merge them in a single one. You can read more about this here: [Create PDF](#)

#### 1.2.2.2.1 Create PDF

This window is opened when you click the Create PDF button from the Create/merge multiple documents window. It will allow you to choose if you want to create individual PDF files from the list of documents or to merge them all in a single PDF.

The screenshot shows the 'Create PDF' dialog box with the following settings:

- Merge all documents into one PDF
- Convert each document to PDF
- Use profile (dropdown menu is empty, 'Manage profiles' button is visible)
- Use default settings
  - File name: [Empty text box]
  - Browse... button
  - Macro >> button
  - Preview: [Empty text box]
- Show Select Profile dialog (When using this option, merging settings defined in profile will be used)

Buttons at the bottom: OK, Close

### Merge all documents into one PDF

This option is selected by default and all files selected previously will be converted into a **single PDF**. This will merge all documents in a single file, in the order that the files were displayed in the list. However, if you **Use default settings** to create the PDF and choose an already existing PDF file, that file will be replaced by the new one, it won't merge the current documents with it.

**Convert each document to PDF**

This option will allow you to create individual PDF files for each of the documents you selected previously. Just select a folder where you want the PDFs to be saved if you **Use default settings**, or choose a printing profile.

**Use profile**

If you've previously defined printing profiles, they will show up in here and you'll be able to select one to be used for the print job as the active profile. If a profile is selected, novaPDF will use the settings defined in it to create the PDF file.

**Use default settings**

When novaPDF is first installed no printing profiles are created. Thus a set of default printing settings are used, so when you check this option the PDF files will be created based on the options that were set by default. You will be able to use the Browse button to select the folder/file where the resulting PDF will be saved. Optionally you can add macro names for the file name that will be generated (i.e. add the conversion date to the file name).

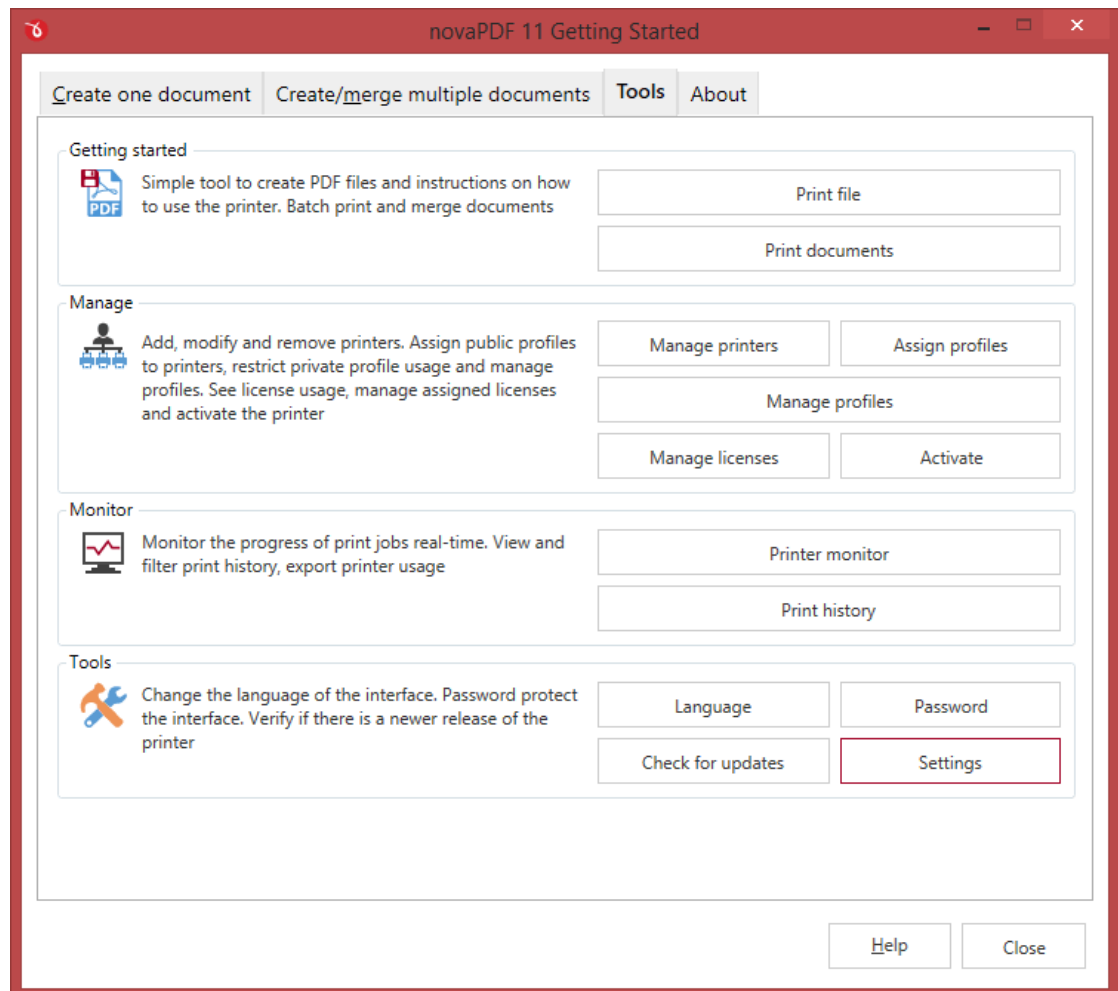
**Show Select Profile dialog**

If you select this, during printing you will be asked which printing profile you want to use. The dialog will show everytime you print a document.

**1.2.2.3 Tools**

The Tools section gives you quick access to print one/multiple documents, manage the printers, monitor printing progress, check for updates, change language and password protect the interface.





### Getting started

Shows shortcuts to go to the printing documents tab (you can also click on the tabs to visit those sections).

### Manage

Quickly manage printers, profiles and licenses, assign profiles to printers and activate the printer. Options available here:

- **Manage printers.** Clicking this opens the Printer Manager where you can add, copy, modify and remove printers.
- **Manage profiles.** Opens the Profile Manager where you can create new printing profiles or modify existing ones.
- **Manage licenses.** Opens the Licensing section of the Printer Manager and you can license/unlicense computers.
- **Assign profiles.** Use it to assign a printing profile to the selected printer. Opens the Profiles tab of the Printer Manager.
- **Activate.** Opens the Activation window of novaPDF where you can activate/deactivate or change the product key.

**Monitor**

Opens the Printer Monitor that allows you to enable logging all printing actions. You can also monitor printing jobs in real-time to check their status, view, filter and export the printer history.

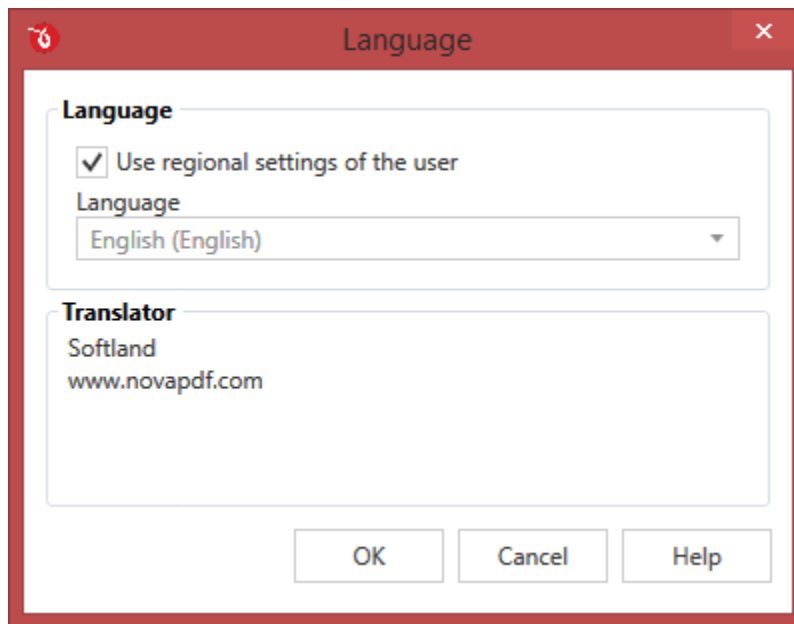
**Tools**

From this section you can set the user interface Language and configure the frequency of Updates.

You can set a Password to protect the user interface. You can also click on **Settings** to set a custom client path for all printer server clients (this location is where multiple necessary files are stored such as licensing information).

**1.2.2.3.1 Language**

The *Language* page allows you to set the language for the interface of the program.

**LANGUAGE**

---

**Use user's regional settings**

If you check this option, the language will be automatically selected depending on each user's regional setting. If the user language is not available in novaPDF, the default language is chosen (English).

**Select Language**

If you want all users to use the same language, select one of the languages available from the *Select language* combo-box.

**TRANSLATOR**

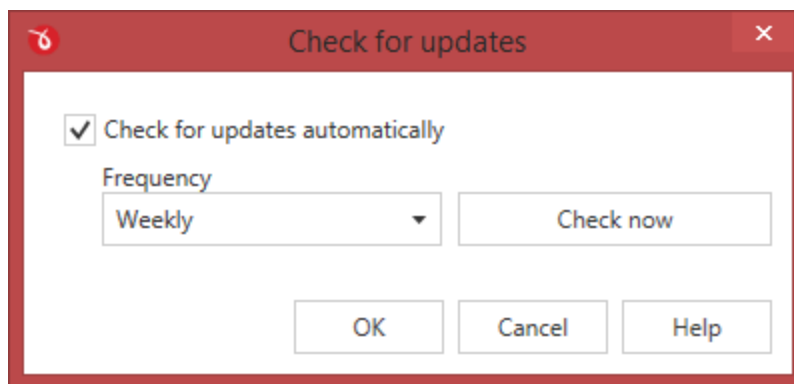
---

For each language you'll see here details regarding the person/company that translated the interface

of novaPDF.

### 1.2.2.3.2 Updates

The *Updates* window allows you to set how often to check for updates and to disable it.



## CHECK FOR UPDATES

### Automatic check for updates

This option is checked by default and will connect to the Internet to see if there are new updates for the application with the defined frequency. If you uncheck this option you won't be notified of new updates until you check manually by clicking on the *Start check for updates* button.

### Frequency

You can choose to check for updates *Daily* (not recommended), *Weekly* (default value) or *Monthly*. When an update is found it will display the *novaPDF Updates* window with details about the update.

## NOVAPDF UPDATES

### Version history

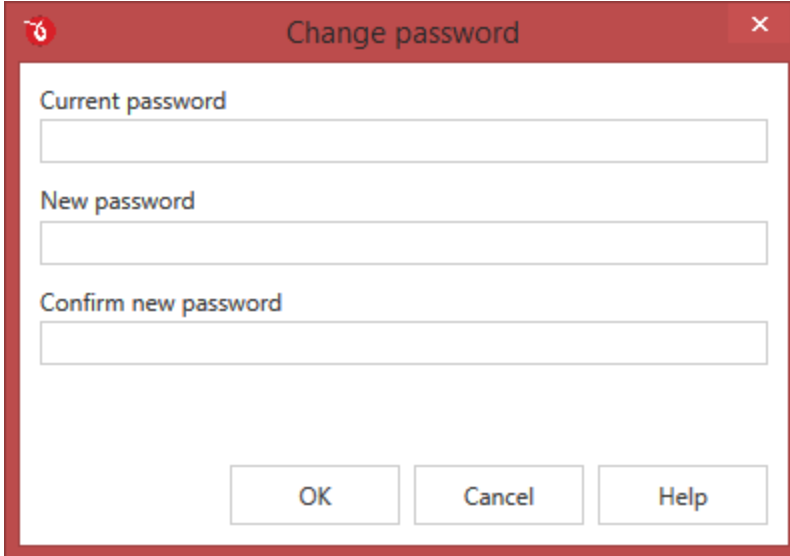
If updates are detected you'll see a list of fixes, updates and new features in the version history section, grouped by version and build number. You can start the download of the new version by accessing the *Click to download* link.

### News

Occasionally we will post news items that will show in the update window. When this window is opened you can re-check for updates by clicking on the *Refresh* button.

### 1.2.2.3.3 Password

You can easily set a password to protect the user interface of novaPDF. This way, everytime the app will be opened, a password will be required to modify its settings.



Change password

Current password

New password

Confirm new password

OK Cancel Help

**Current password**

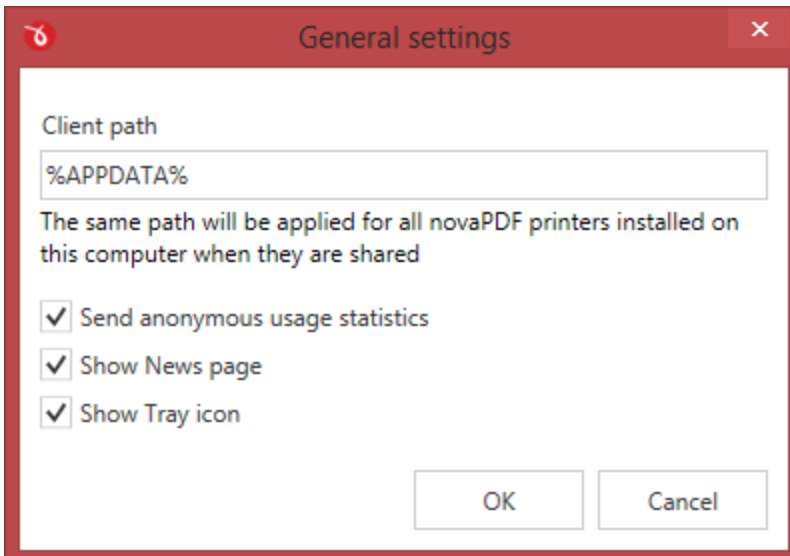
If the interface is already protected with a password, you'll need to enter it here in order to pick a new password to protect it.

**New/Confirm new password**

Enter the new password and re-enter it in the Confirm field in order to set it as the new password that protects the user interface.

### 1.2.2.3.4 Settings

You can easily set a password to protect the user interface of novaPDF. This way, everytime the app will be opened, a password will be required to modify its settings.



General settings

Client path

%APPDATA%

The same path will be applied for all novaPDF printers installed on this computer when they are shared

Send anonymous usage statistics

Show News page

Show Tray icon

OK Cancel

**Send anonymous usage statistics**

---

We rely on user feedback for new features and updates included in the application. If this option is checked, anonymous usage data will be sent to our server.

**Show News page**

Occasionally we will display a News page that shows what's changed in a new version or a special promotion. You can uncheck this option not to display the News page anymore.

**Show Tray icon**

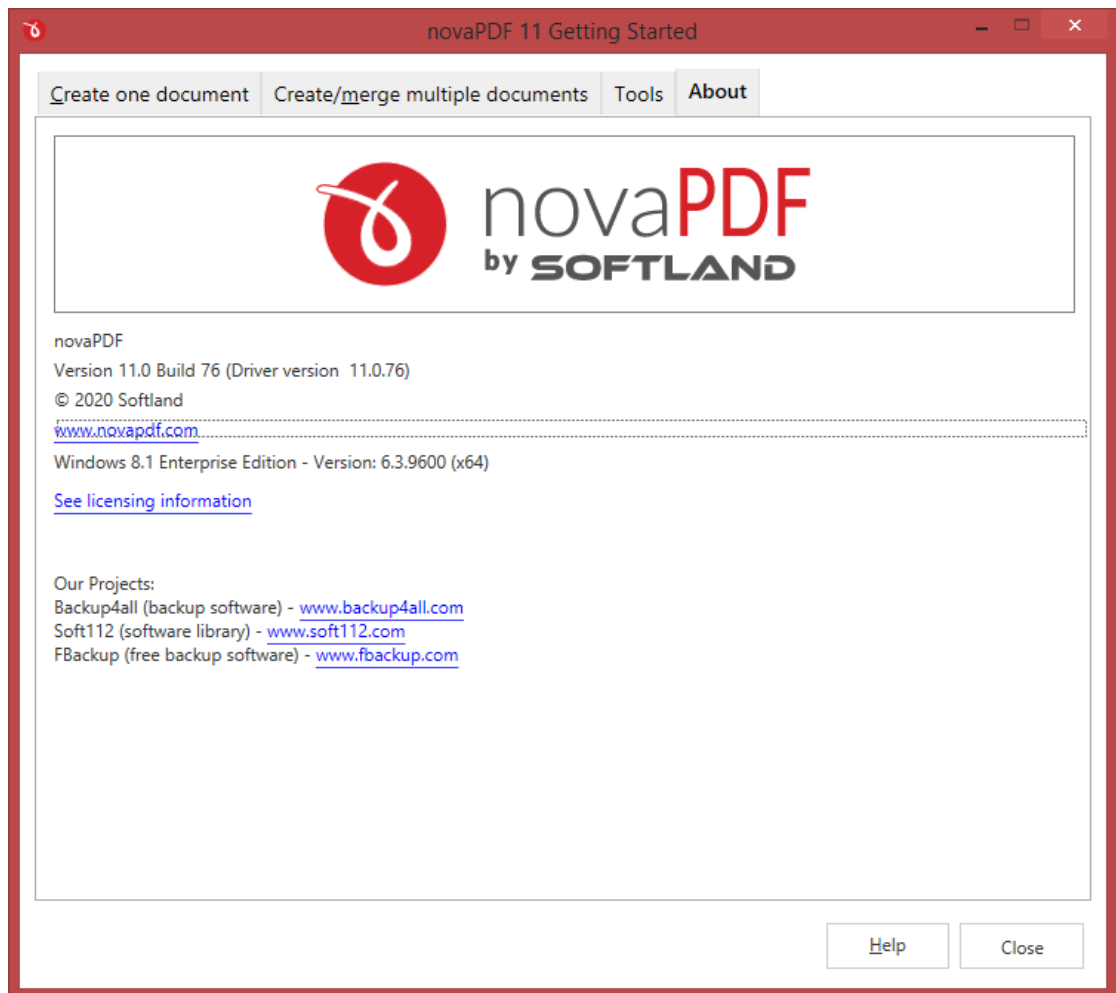
Uncheck this to hide the tray icon of the application.

**Client path**

You can choose here the path that the printer will use. The same path will be applied to all printers installed on this computer when they are shared.

**1.2.2.4 About**

The *About* page contains information about the version you have installed plus the option to access the licensing information.



novaPDF is available as a trial version. It is fully functional for 30 days. During the trial version, a notice is printed on each PDF page mentioning the novaPDF. The notice will be removed from further created PDF files when you buy and activate novaPDF. If you've already purchased it you can visit the Activate section to activate the program.

The about window will show the following information:

- Version and build number of the profile manager and printer manager, in parenthesis you'll also see the version of the printer driver used
- Windows version and edition (for support inquiry purposes)
- Edition installed and activated (for trial/extra-trial licenses the number of days until the expiration will be shown too)
- A link to See licensing information where you'll be able to manage licenses and access the Activation options
- Miscellaneous information regarding the other products developed by the company as well as copyright information

## 1.2.3 Create PDF from any application

### Creating PDF Files

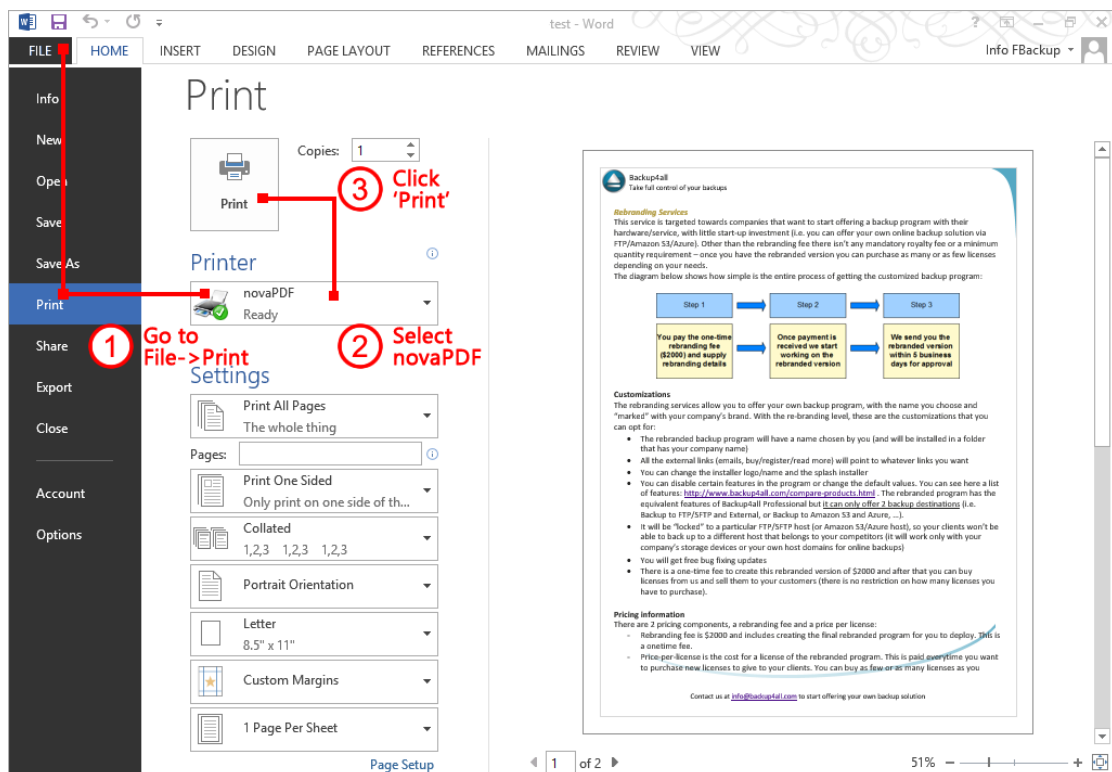
novaPDF installs itself as a virtual printer driver. To create PDF files from any application, you just have to print your documents to the novaPDF like you would print to a normal printer, or you can start the *novaPDF Start page* from the program group, **Browse** for the document you want to convert and press **Create**.

### HOW TO CREATE PDF FILES FROM DOCUMENTS CREATED WITH MICROSOFT WORD

During installation, novaPDF will ask if you want to install an add-in for Microsoft Office. With that add-in installed, you can create PDF files from any Office application without having to go to *File->Print*. You just have to click on the novaPDF tab, and then on the **Save as PDF** button to create the PDF file.

However, if you chose not to install the add-in, you can still create PDF files from all Microsoft Office applications, but in the general form that of printing to it like to a regular printing. To create PDF files from documents created with Microsoft Word (without using the add-in), follow these steps:

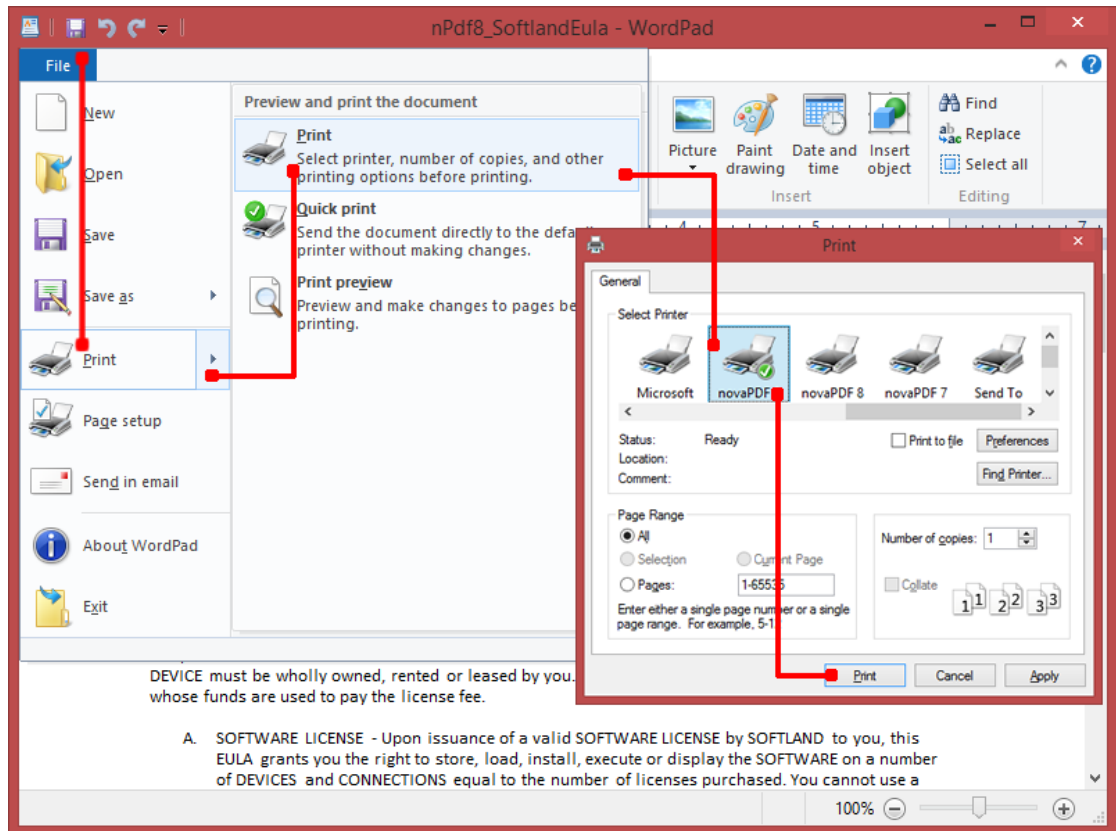
1. **Open** the document that you want to convert to a PDF file
2. Go to *File->Print* and **select novaPDF** from the printers combo-box
3. Click on **Print** and choose a location for your PDF file



### HOW TO CREATE PDF FILES FROM MICROSOFT WORDPAD

1. **Open** the document that you want to convert to a PDF file

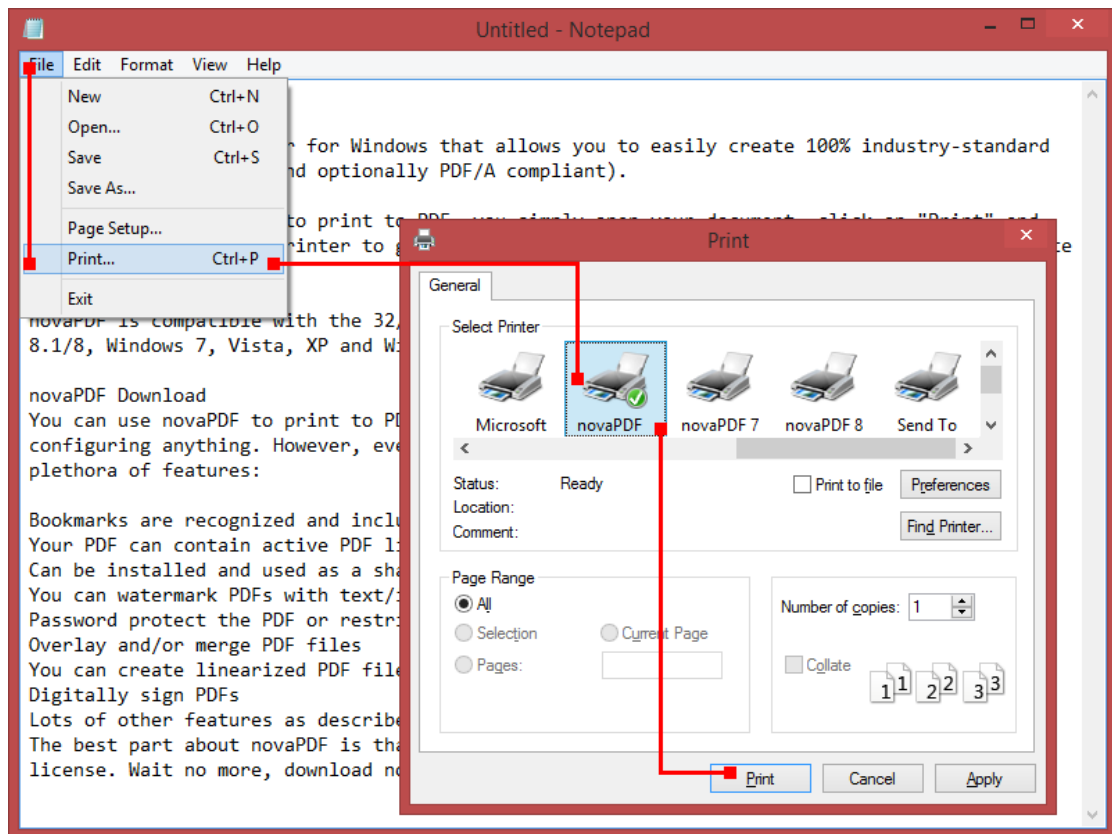
2. Go to *File->Print*, click **Print** and **select novaPDF** from the list of printers
3. Click on **Print** and choose a location for your PDF file



## HOW TO CREATE PDF FILES FROM NOTEPAD

1. **Open** the NotePad document that you want to convert to a PDF file
2. Go to *File->Print* and **select novaPDF** from the list of printers
3. Click on **Print** and choose a location for your PDF file





## Printing a test page

After installation you can test if novaPDF is working properly by printing a test page.

### To print a test page in Windows 10/8:

1. Go to **Start**, type *printers* and open from the *Settings* results **Devices and Printers**
2. In the **Printers** section, right-click novaPDF and select **Printer Properties**
3. In the **novaPDF Printer Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.

### To print a test page in Windows 7:

6. Go to **Start** and click on **Devices and Printers**
7. In the **Printers** window, right-click novaPDF and select **Printer Properties**
8. In the **novaPDF Printer Properties** window, click on **Print Test Page**
9. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
10. After the PDF was created and saved, it will open in your default PDF reader and you will see

the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.

**To print a test page in Windows Vista:**

1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)
2. In the **Printers and Faxes** window, right-click novaPDF and select **Properties**
3. In the **novaPDF Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.

**Accessing the novaPDF Printing Preferences**

You can access the Printing Preferences window and change the various settings available.

**To access the novaPDF Printing Preferences window in Windows 10/8:**

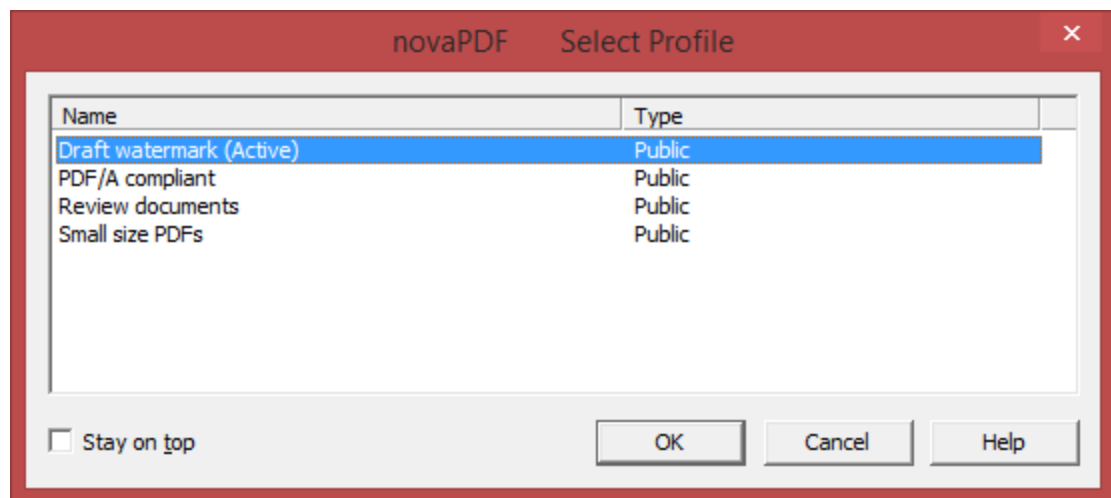
1. Go to **Start**, type *printers* and open from the *Settings* results **Devices and Printers**
2. In the **Printers** section, right-click **novaPDF** and select **Printing Preferences**
3. **novaPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available

**To access the novaPDF Printing Preferences window in Windows 7 and Vista:**

1. Go to **Start** and click on **Printers**
2. In the **Printers** window, right-click **novaPDF** and select **Printing Preferences**
3. **novaPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available

**1.2.3.1 Select profile**

The *Select Profile* window is displayed if the *Show Select Profiles dialog* option is checked on the *Printing Preferences* page.



### PROFILES LIST

All the existing defined profiles are shown in the list-view. You have to select an existing profile you want to use for the current print job and click **OK** to continue with the printing process. Besides the *Name* of the profile, you can also see the *Type* of the selected profile, public or private.

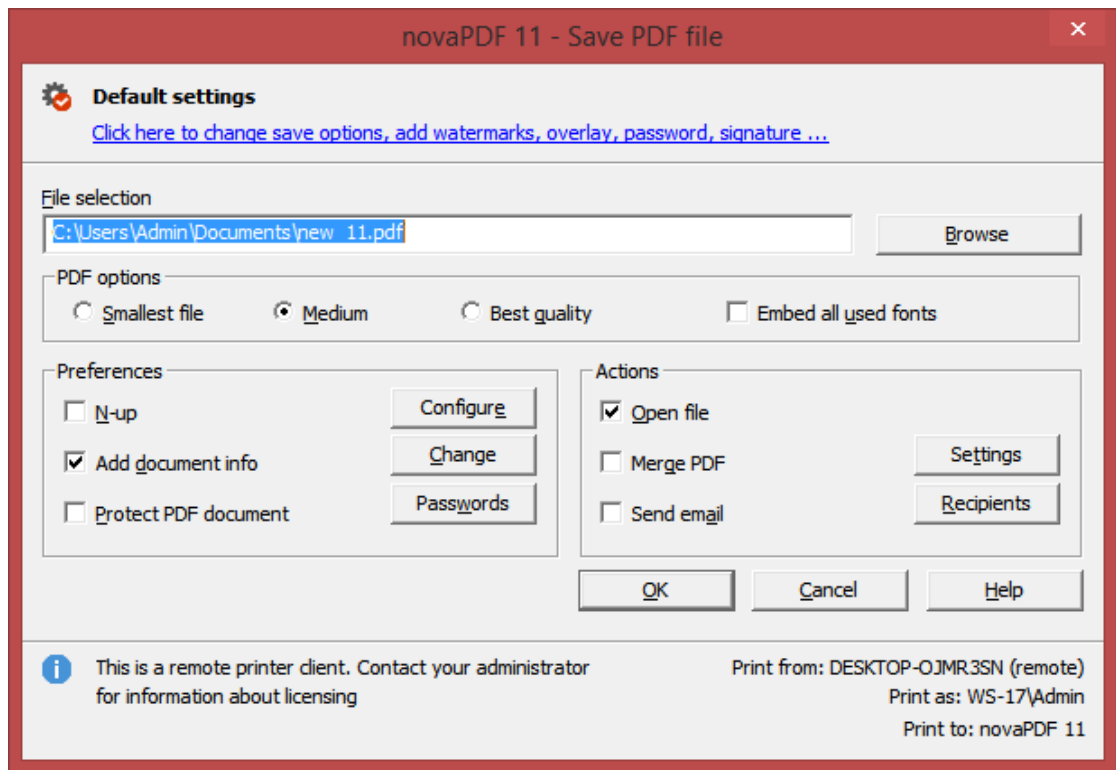
Even if you have a profile set as active in the *Printing Preferences*, what you select in this *Select Profile* dialog is the profile that will be used for the current printing job. This window is shown even if you have the *Use predefined settings* option selected in the *Manage Profile -> General -> File saving options* section, so if you want to disable it you can go to *Printing Preferences* and uncheck *Show Select Profiles* dialog.

#### Stay on top

This is checked by default, and it makes the *Select Profile* window topmost (shown in front of other windows), this way being easily visible when there are many windows opened.

### 1.2.3.2 Advanced save dialog

The standard save dialog is shown when the *Prompt standard save dialog* option is selected on the *General* tab (from the *Printing Preferences -> Manage Profiles* window). This allows you to select additional options for the PDF to be saved, such as its filename/location, if you want it merged with another existing PDF file (append/insert) and whether to open the PDF automatically after conversion and/or send it via email.



## FILE NAME

In the file name field you can:

- manually type a name for the generated PDF file without specifying the path, in this case the PDF will be saved in the last used folder
- use the **Browse** button to select a location where the PDF should be saved

If a PDF file with the same name already exists in the destination, the new PDF file will either be merged with it (if you chose to do so in the *Merge with PDF file* section) or you'll be asked to overwrite it.

You can also enter network paths (UNC) in the **File name** field in case the folder where you want to save the PDF is not on the local computer. Only a full path is allowed. For example, suppose `\\PDF_Server\PC1` is mapped on your workstation as *drive X*, then the following paths are both valid and indicate the same folder: `\\PDF_Server\PC1\PDF` or `X:\PDF`.

## PDF OPTIONS

Choose a the printing quality for the resulting PDF. The Smallest file will result in creating a PDF with a small size, while the Best quality will create one with better image quality.

### Best quality

If this option is checked the resulting PDF file will be larger than by using the **Small file** option, however the quality of the images will be better. This option is recommended if you need a PDF file that's suitable for printing, where the quality of images is important. If you need a PDF file to put on the web or to send via email, you should use the **Small file** option to reduce its size.

**Medium**

You can choose this option if you want a balance between the quality of the resulting PDF and its size.

**Smallest file**

This option is checked by default and the compression engine used in this case optimizes the resulting size of the PDF file. This option is recommended in most cases when you need to send the resulting PDF file via email, put it on the web or use it for distribution. It's a balance between size of the resulting PDF file and the quality of images, so if you need to have higher quality images in the resulting PDF files select the **Best quality** option.

**Embed all used fonts**

If this option is checked, the fonts used in the original document will be embedded in the PDF file. While this ensures you that the recipient will see the PDF with the same fonts used in the original document, it also has the disadvantage that the filesize of the resulting PDF is larger than without using the Embed fonts option. Only the characters used in the original document will be embedded, to avoid having unnecessary font characters included (novaPDF does font subset embedding).

**PREFERENCES**

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Using the options from this section you can set whether to perform an action or not after the PDF file was generated and saved.

**Merge PDF**

Check this option to insert or append the PDF being currently created with an existing one. If this option is checked you must also click on Settings to set the merging options (what file to merge with, password protecting the resulting file, ...).

**Add document info**

If you check this option (enabled by default), the resulting PDF file will include the document information that you've set in Document Information. These settings can be modified by clicking on the Change button and only apply to the current print job. To add the same document information for all print jobs, you must open the Profile Manager and change the information in General.

**Protect PDF document**

If this option is checked, the PDF file will be encrypted based on what you've set up in the **Security** tab (from *Manage Profiles*). You can also change the encryption settings only for the current print job by clicking on Passwords (this affects only the current print job).

**ACTIONS**

---

The actions in this section are executed after the PDF file is generated.

**Open file**

This is selected by default. The resulting PDF file will be opened in the default PDF viewer once the conversion is finished. Uncheck it if you don't want it automatically opened.

**Send email**

If you check this option, after the PDF file is created it will be sent via email to the recipients specified in the Recipients section. If the email properties are not set, you'll get a warning letting you know that you have to configure the email sending options (otherwise you'll have to uncheck the **Send email** option from this page to continue creating the PDF without emailing it). You can also modify the recipients that will receive the email only for the current print job by clicking on Recipients.

NOTE: If you use a printing profile that has an action associated to send email via MAPI/Outlook/Gmail after the PDF is created, the **Send email** option will be checked by default. You'll be able to click on Recipients to configure the email details.

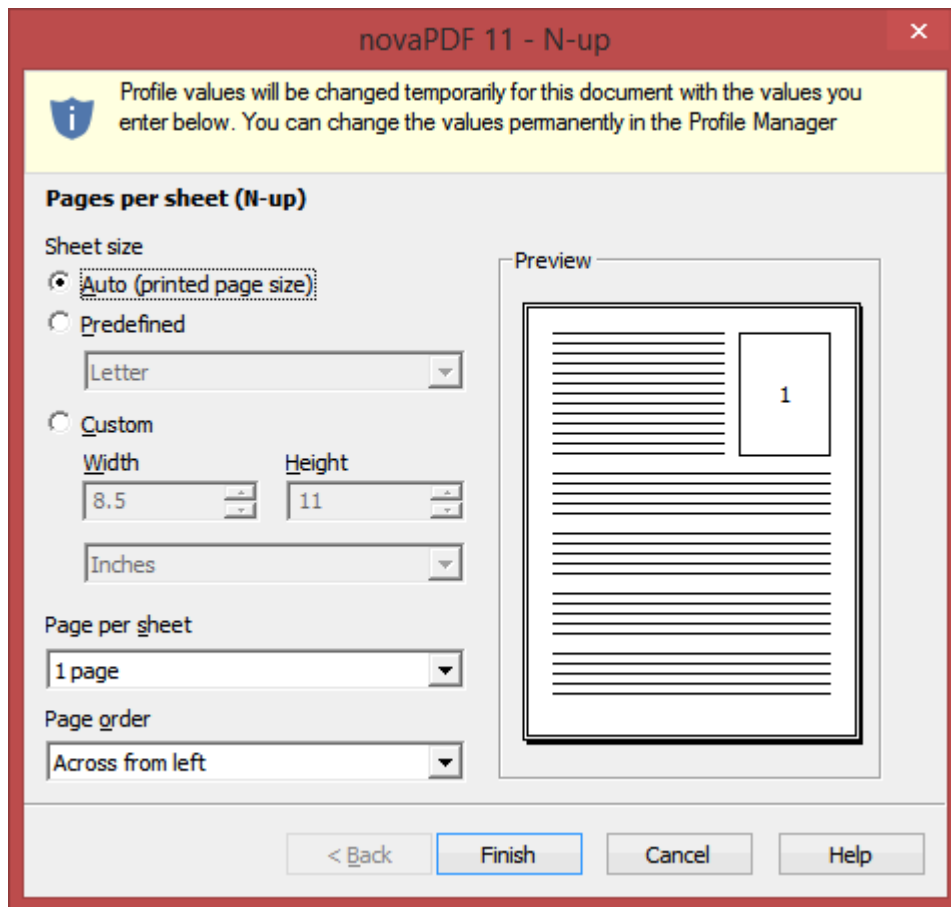
#### **Not registered...**

If novaPDF is not registered, a message will be shown in the lower left side of this window. You can click on it to open the *Activate window* and copy/paste the registration name and key you received after ordering novaPDF.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

#### **1.2.3.2.1 N-up**

The **N-up** window allows you to define how many pages per sheet you want printed. When converting a multiple-page document, you can print more than one page on a single sheet in the resulting PDF file. Print one, two, four, six, eight, nine, or sixteen pages per sheet.



### SHEET SIZE

You can overwrite the default page size in here to either using one of the available Predefined sheet sizes or adding your own custom page size.

### PAGES PER SHEET

Define how many pages per sheet you want in the resulting PDF file. You can choose 2, 4, 6, 8, 9 or 16 pages per sheet.

### PAGE ORDER

Here you can define the order in which the pages will be grouped on the sheet. By default all pages will show from left to right then down (Across from left), but you can choose 3 other types of page orders: **Across from right**, **Down from left** and **Down from right**. You can see in the Preview area how the resulting sheet will look like.

#### 1.2.3.2.2 Change Document Info

Use options on this page to modify the PDF document information for the current print job. Note that these options apply only for the document currently being printed, they are not saved in the current profile. To have changes saved in the profile, you need to create/modify a printing profile via the **Profile Manager**.

novaPDF Data entry wizard

Profile values will be changed temporarily for this document with the values you enter below. You can change the values permanently in the Profile Manager.

**Document info**

Title  
[N]

Subject

Author  
[U]

Keywords

Creator  
[N]

The generated PDF file will have the document information you enter here. Clear all the fields if you don't want this.

< Back Finish Cancel Help

### Title

Sets the document title. If you use the <N> tag, the title will be the name of the document that is printed, as it is sent by the printing application.

Available macro tags you can use for all document information fields:

- [N] - The name of the document
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Name of the workstation
- [U] - The Windows User name
- [O] - Domain
- [L] - Application Name
- [J] - The name of the printing process



- [R] - Printer Name
- [P] - Profile Name

**Subject**

Sets the subject for the printed document. Default is empty.

**Author**

Sets the author of the printed document. If you use the <U> tag, the author will be the windows user that started the print job.

**Keywords**

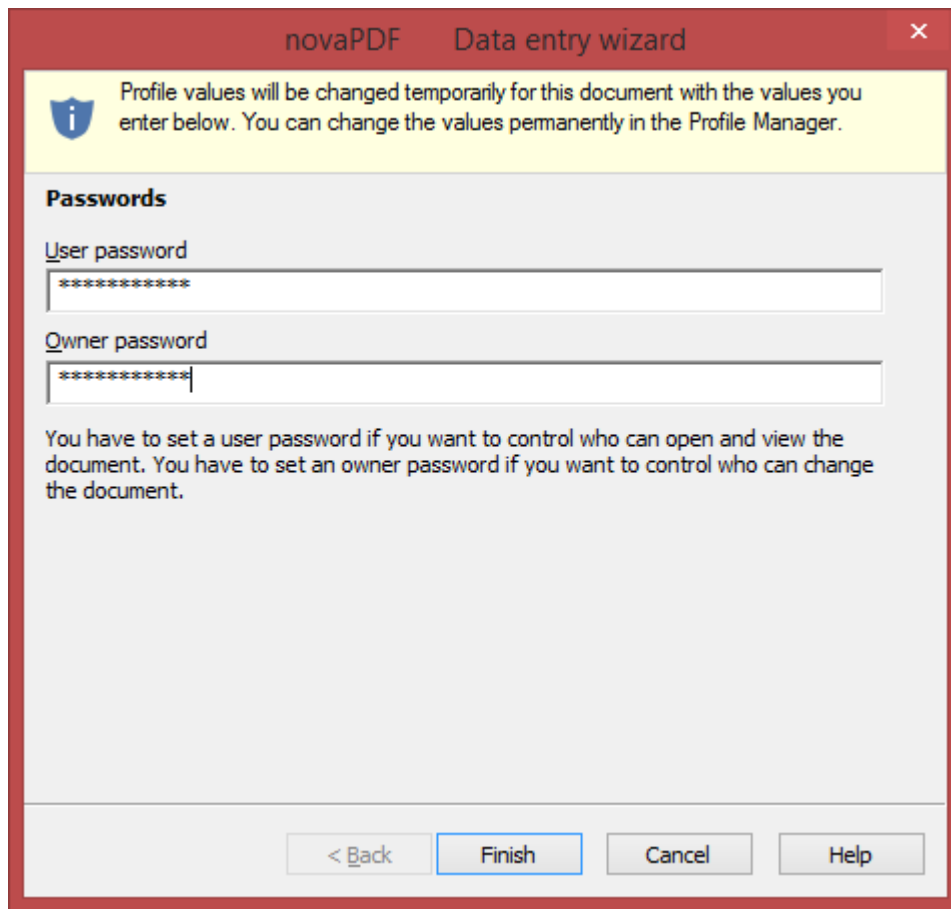
Sets the keywords for the printed document. Default is empty.

**Creator**

Information included here will be displayed in the properties of the PDF under Application. By default it will use the document name, but you can add a particular name or macro.

### 1.2.3.2.3 Change Passwords

The **Passwords** window allows you to set an user/owner password for the document that will be created in the current print job. Note that these options apply only for the document currently being printed, they are not saved in the current profile. To have changes saved in the profile, you need to create/modify a printing profile via the **Profile Manager**.



### USER PASSWORD

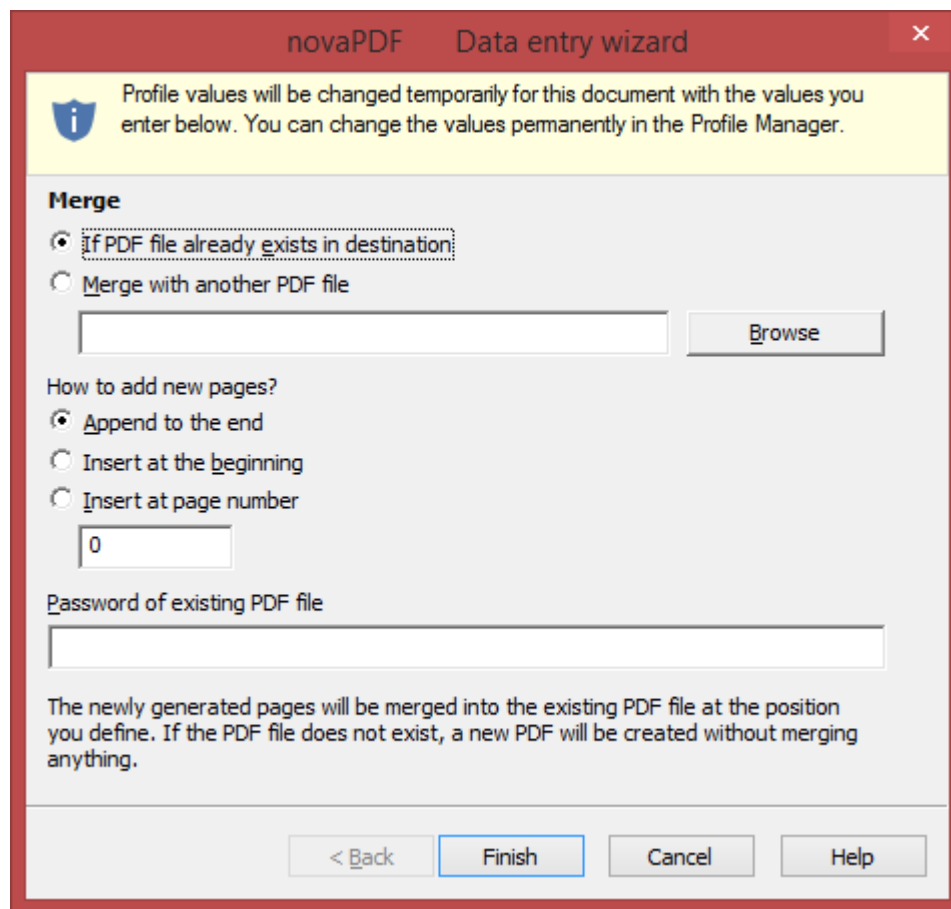
You can setup a user password for opening the PDF document. If you enter a user password, the document cannot be opened without entering user or owner passwords.

### OWNER PASSWORD

If the PDF Document is encrypted, access permissions can be changed only if the document is opened with the owner password.

#### 1.2.3.2.4 Merge Settings

Use the options on this page to decide how the current PDF file will be merged with an existing PDF. Options you set here only affect the current print job, go to the Profile Manager if you want to define merging settings for all print jobs.



## MERGE

Using the options in this group you can select how to merge the current document you're converting with an existing PDF (selected in the File name section) - by inserting it before the existing content, after a particular page number or at the end. If the PDF file to merge with does not exist, a new PDF will be created that contains only the current document.

### If PDF file already exists in destination

If a PDF file with the same name already exists in the selected destination, the current PDF file will be merged with the existing one, adding its pages at the end or beginning of the previous existing document (depending on what you selected in the *How to add new pages* section).

### Merge with another PDF file

Use this option to select a particular PDF file you want to merge the current PDF document with. Click Browse and locate the PDF (can be outside the destination folder as well).

## HOW TO ADD NEW PAGES?

### Append to the end

If *Append to the end* is checked, the current PDF file will be merged with the existing one, adding its pages at the end of the previous existing document.

### Insert at the beginning

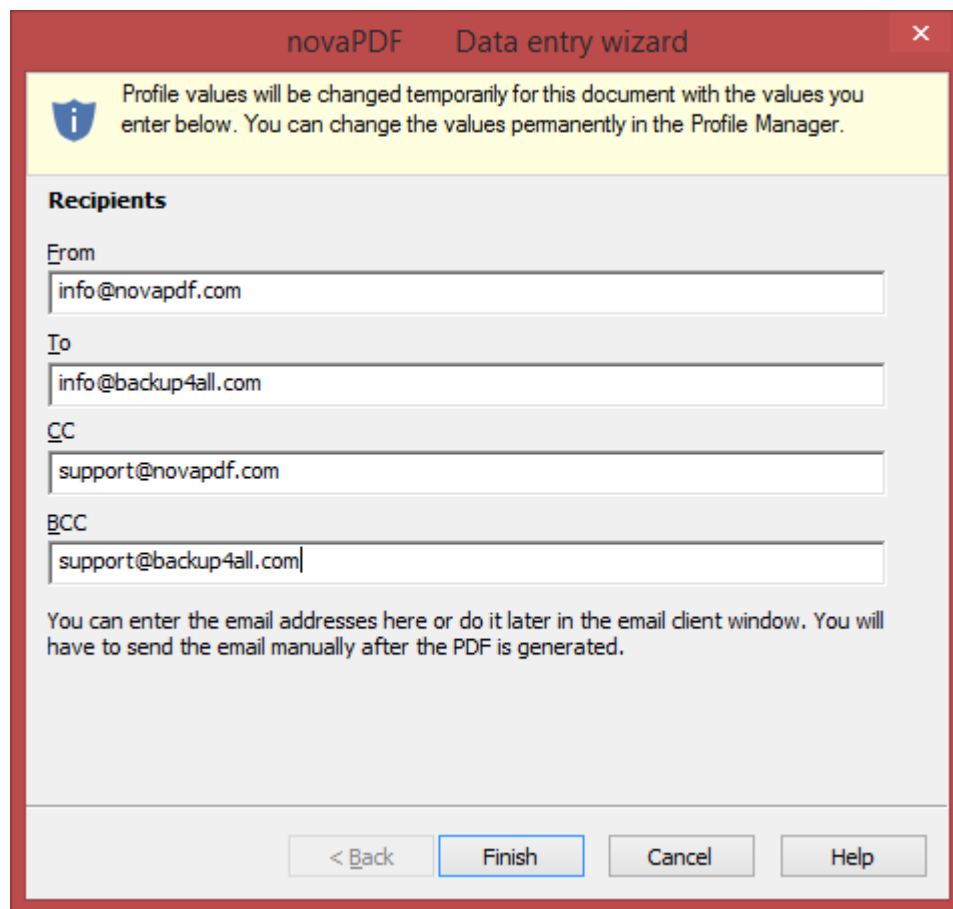
If *Insert at the beginning* is checked, the current PDF file will be merged with the existing one, adding its pages at the beginning the content of the previous existing document.

### Insert at page number

Use this option to insert the pages of the current PDF file after a specific page number from the existing document you are merging with.

## 1.2.3.2.5 Recipients

The **Recipients** window allows you to define a recipient/list of recipients that will receive an email after it is created, if the **Send email** option is set. Note that these options apply only for the document currently being printed, they are not saved in the current profile. To have changes saved in the profile, you need to create/modify a printing profile via the **Profile Manager**.



The screenshot shows a window titled "novaPDF Data entry wizard" with a red border. At the top, there is a yellow information banner with a shield icon and the text: "Profile values will be changed temporarily for this document with the values you enter below. You can change the values permanently in the Profile Manager." Below this, the "Recipients" section contains four text input fields: "From" (info@novapdf.com), "To" (info@backup4all.com), "CC" (support@novapdf.com), and "BCC" (support@backup4all.com). A note below the fields states: "You can enter the email addresses here or do it later in the email client window. You will have to send the email manually after the PDF is generated." At the bottom, there are four buttons: "< Back", "Finish", "Cancel", and "Help".

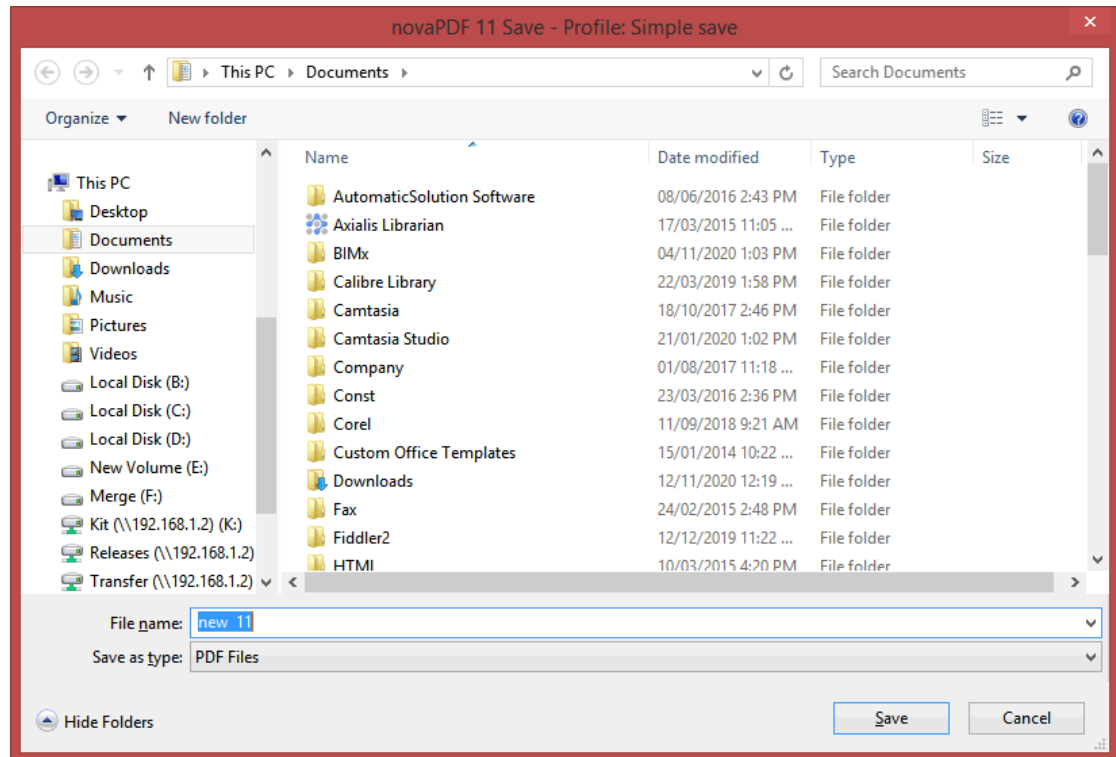
You can configure next email properties:

- **From** address (the sender of the email, enter your address)
- **To** email addresses (comma separated to email multiple addresses)
- **CC** email addresses
- **BCC** email addresses

The **From** address is used only when sending the email with SMTP. When sending the email with the default email client, the from address will be the default address configured in your email client. You can enter multiple addresses for TO, CC and BCC.

### 1.2.3.3 Standard save dialog

The *Simple Save Dialog* window is shown during printing if the *Prompt Standard Save dialog* option is selected on the *General* tab (from the *Printing Preferences -> Manage Profiles* window). This allows you to select where the PDF file will be saved and under what filename.



#### File name

In the file name field you can:

- manually type a name for the generated PDF file without specifying the path, in this case the PDF will be saved in the last used folder
- browse and select a location where the PDF should be saved

By default, if a PDF file with the same name already exists in the destination you'll be asked to overwrite it. However this can be changed if you go to *Manage Profiles -> General -> Save options*, click on **Manage** to modify the current save options profile and choose what to do *When file exists* (besides Overwrite there's also the option to Append/Insert the PDF).

If you want to have additional options for the PDF to be saved, such as its filename/location, opening the PDF automatically after conversion and/or send it via email, you can use the *Prompt Advanced Save dialog* under the *Save options* section.

### 1.2.3.4 Data Entry Wizard

#### 1.2.3.4.1 Merge

Use the options on this page to decide how the current PDF file will be merged with an existing PDF. Options you set here only affect the current print job, go to the Profile Manager if you want to define merging settings for all print jobs.

#### **MERGE**

Using the options in this group you can select how to merge the current document you're converting with an existing PDF (selected in the File name section) - by inserting it before the existing content, after a particular page number or at the end. If the PDF file to merge with does not exist, a new PDF will be created that contains only the current document.

##### **If PDF file already exists in destination**

If a PDF file with the same name already exists in the selected destination, the current PDF file will be merged with the existing one, adding its pages at the end or beginning of the previous existing document (depending on what you selected in the *How to add new pages* section).

##### **Merge with another PDF file**

Use this option to select a particular PDF file you want to merge the current PDF document with.

---

Click Browse and locate the PDF (can be outside the destination folder as well).

## HOW TO ADD NEW PAGES?

---

### **Append to the end**

If *Append to the end* is checked, the current PDF file will be merged with the existing one, adding its pages at the end of the previous existing document.

### **Insert at the beginning**

If *Insert at the beginning* is checked, the current PDF file will be merged with the existing one, adding its pages at the beginning the content of the previous existing document.

### **Insert at page number**

Use this option to insert the pages of the current PDF file after a specific page number from the existing document you are merging with.

### **1.2.3.4.2 Information**

Use options on this page to modify the PDF document information for the current print job. Note that these options apply only for the document currently being printed, they are not saved in the current profile. To have changes saved in the profile, you need to create/modify a printing profile via the **Profile Manager**.

### Title

Sets the document title. If you use the <N> tag, the title will be the name of the document that is printed, as it is sent by the printing application.

Available macro tags you can use for all document information fields:

- [N] - The name of the document
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Name of the workstation
- [U] - The Windows User name
- [O] - Domain
- [L] - Application Name
- [J] - The name of the printing process



- [R] - Printer Name
- [P] - Profile Name

**Subject**

Sets the subject for the printed document. Default is empty.

**Author**

Sets the author of the printed document. If you use the <U> tag, the author will be the windows user that started the print job.

**Keywords**

Sets the keywords for the printed document. Default is empty.

**Creator**

Information included here will be displayed in the properties of the PDF under Application. By default it will use the document name, but you can add a particular name or macro.

**1.2.3.4.3 Passwords**

The **Passwords** window allows you to set an user/owner password for the document that will be created in the current print job. Note that these options apply only for the document currently being printed, they are not saved in the current profile. To have changes saved in the profile, you need to create/modify a printing profile via the **Profile Manager**.

novaPDF Data entry wizard

Profile values will be changed temporarily for this document with the values you enter below. You can change the values permanently in the Profile Manager.

**Passwords**

User password  
\*\*\*\*\*

Owner password  
\*\*\*\*\*

You have to set a user password if you want to control who can open and view the document. You have to set an owner password if you want to control who can change the document.

< Back Finish Cancel Help

### USER PASSWORD

You can setup a user password for opening the PDF document. If you enter a user password, the document cannot be opened without entering user or owner passwords.

### OWNER PASSWORD

If the PDF Document is encrypted, access permissions can be changed only if the document is opened with the owner password.

#### 1.2.3.4.4 Recipients

The **Recipients** window allows you to define a recipient/list of recipients that will receive an email after it is created, if the **Send email** option is set. Note that these options apply only for the document currently being printed, they are not saved in the current profile. To have changes saved in the profile, you need to create/modify a printing profile via the **Profile Manager**.

novaPDF Data entry wizard

Profile values will be changed temporarily for this document with the values you enter below. You can change the values permanently in the Profile Manager.

**Recipients**

**F**rom  
info@novapdf.com

**T**o  
info@backup4all.com

**C**C  
support@novapdf.com

**B**CC  
support@backup4all.com

You can enter the email addresses here or do it later in the email client window. You will have to send the email manually after the PDF is generated.

< Back Finish Cancel Help

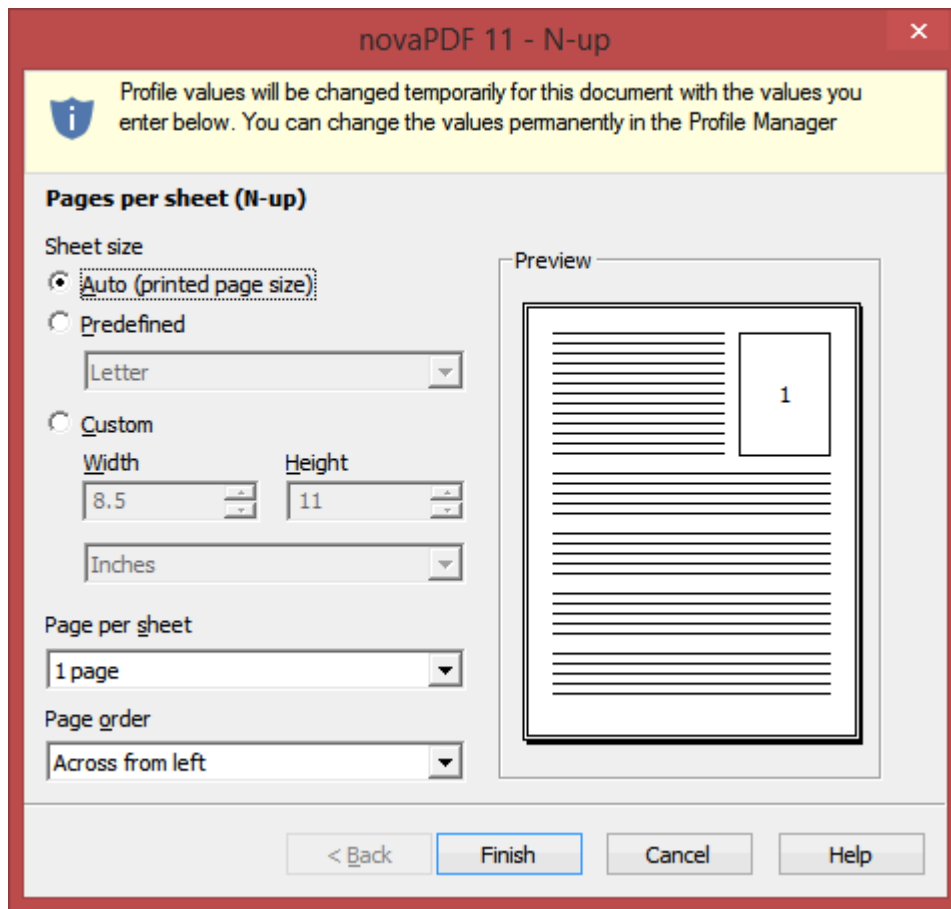
You can configure next email properties:

- **From** address (the sender of the email, enter your address)
- **To** email addresses (comma separated to email multiple addresses)
- **CC** email addresses
- **BCC** email addresses

The **From** address is used only when sending the email with SMTP. When sending the email with the default email client, the from address will be the default address configured in your email client. You can enter multiple addresses for TO, CC and BCC.

#### 1.2.3.4.5 N-up

The **N-up** window allows you to define how many pages per sheet you want printed. When converting a multiple-page document, you can print more than one page on a single sheet in the resulting PDF file. Print one, two, four, six, eight, nine, or sixteen pages per sheet.



### SHEET SIZE

You can overwrite the default page size in here to either using one of the available Predefined sheet sizes or adding your own custom page size.

### PAGES PER SHEET

Define how many pages per sheet you want in the resulting PDF file. You can choose 2, 4, 6, 8, 9 or 16 pages per sheet.

### PAGE ORDER

Here you can define the order in which the pages will be grouped on the sheet. By default all pages will show from left to right then down (Across from left), but you can choose 3 other types of page orders: **Across from right**, **Down from left** and **Down from right**. You can see in the Preview area how the resulting sheet will look like.

## 1.2.4 Create PDF from Office applications

### 1.2.4.1 Create PDF from Microsoft Word

During installation novaPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Word another tab called novaPDF that will let users create PDF files directly from the

---

Office interface by simply clicking a button.

### **Create PDF files from Microsoft Word using the add-in for Microsoft Office:**

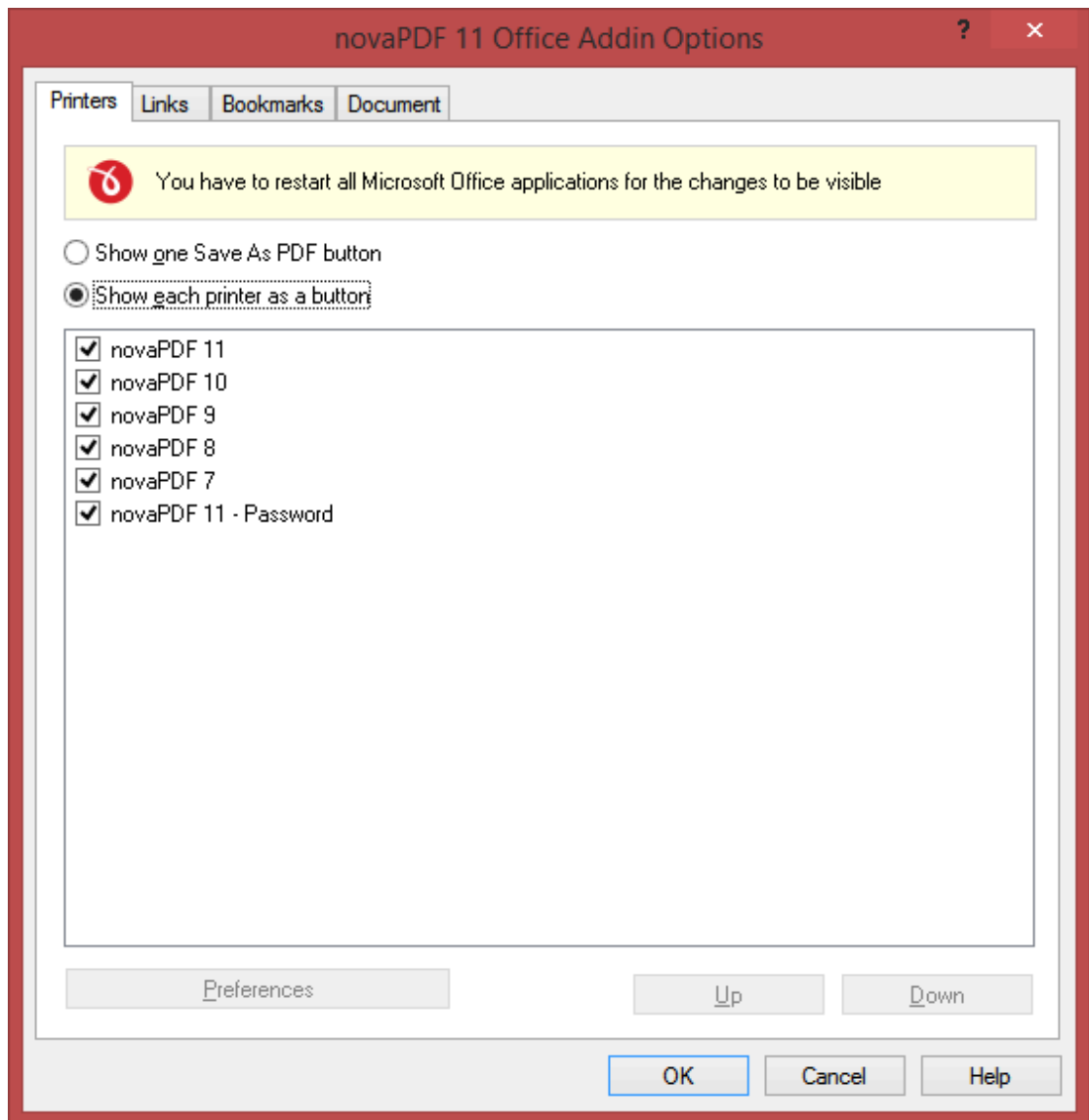
- **Open** the Microsoft Word document you want to convert
- **Click** on the novaPDF tab
- Optionally you can change the settings of the novaPDF printer, or those of the add-in for Microsoft Office
- Click on **Save to novaPDF** and you'll be asked for a location where to save the resulting PDF file

### **Configure settings of the add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

### **PRINTERS**

This lets you manage the available PDF printers.



With novaPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

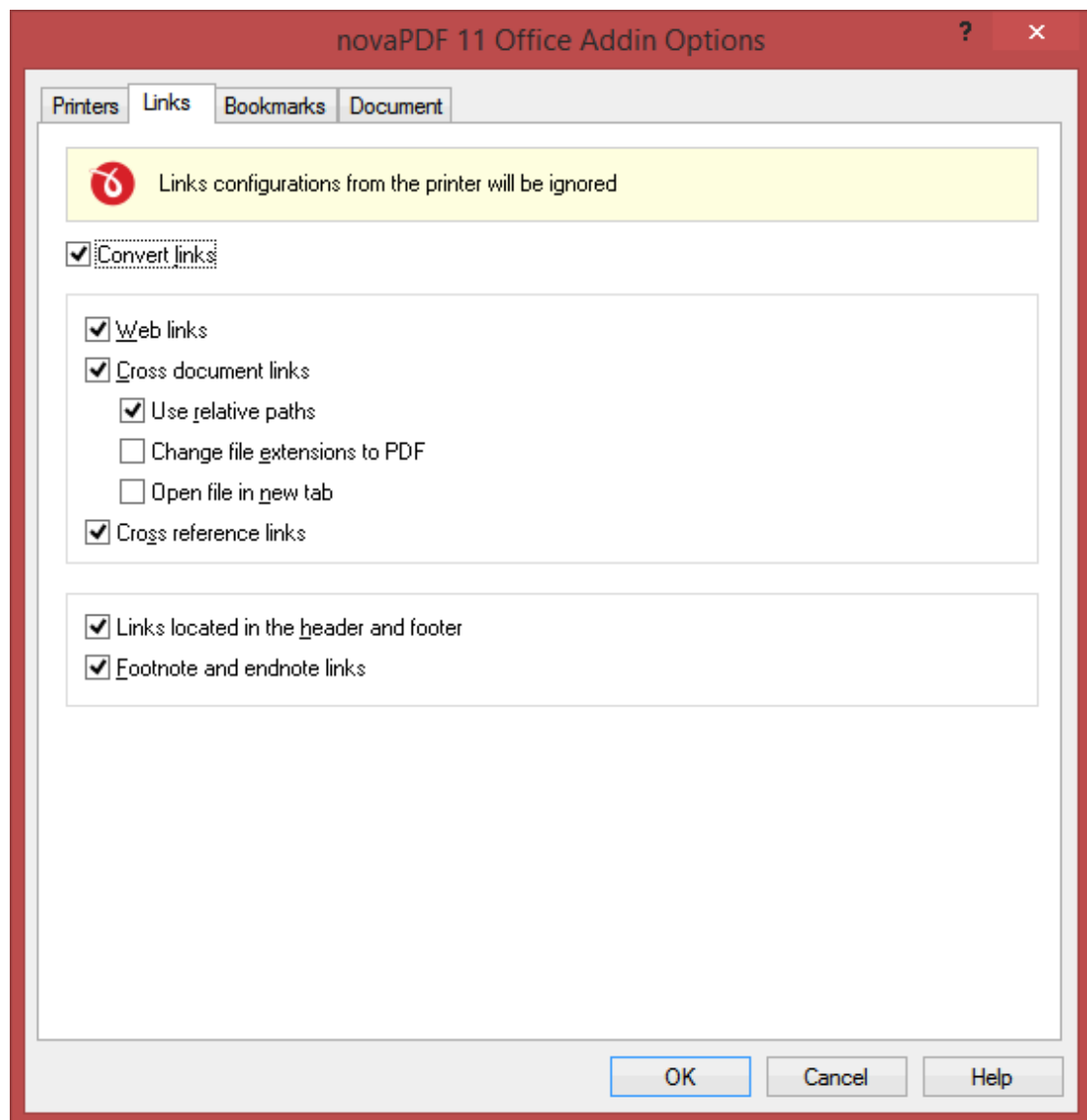
If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

#### **Show each printer as a button**

You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other

files can point to PDF files having the same name/path (in case those will be converted otherwise)

- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

#### **Cross reference links**

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

#### **Convert links located in the Header and Footer**

You can choose if you want links in header/footer converted in the resulting PDF file. Default is checked so links will be converted.

#### **Convert Footnote and Endnote links**

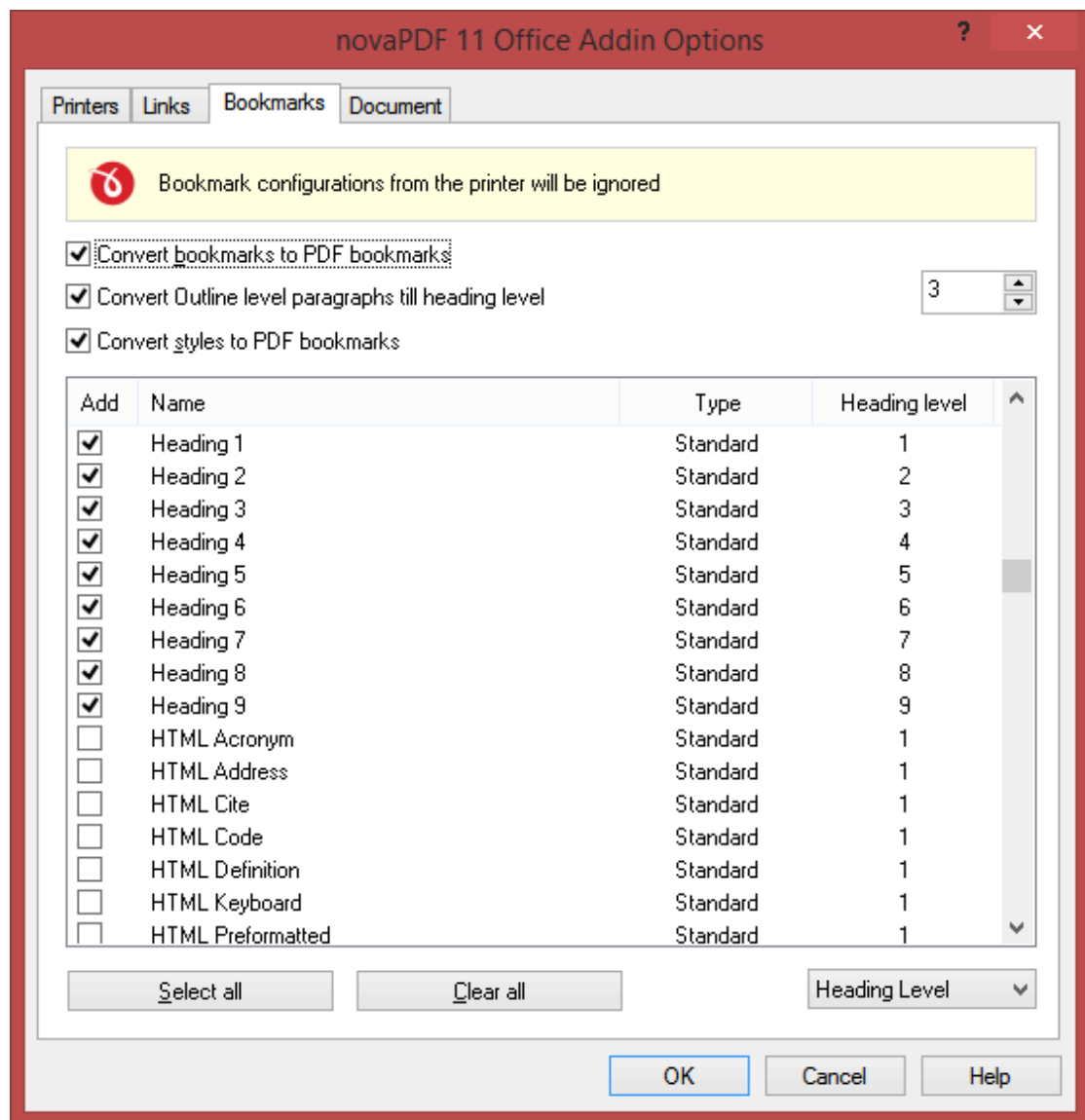
Check this to make sure that hyperlinks from Footnotes/Endnotes get converted to active PDF links.

### **BOOKMARKS**

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You can set various options related to detecting and generating PDF bookmarks





#### Convert bookmarks to PDF bookmarks

This is checked by default and will convert any Bookmarks defined already in the current document to bookmarks in the resulting PDF files.

#### Convert Outline level paragraphs till heading level

This is checked by default and will convert to Bookmarks all outline level paragraphs until the level number you enter.

#### Convert styles to PDF bookmarks

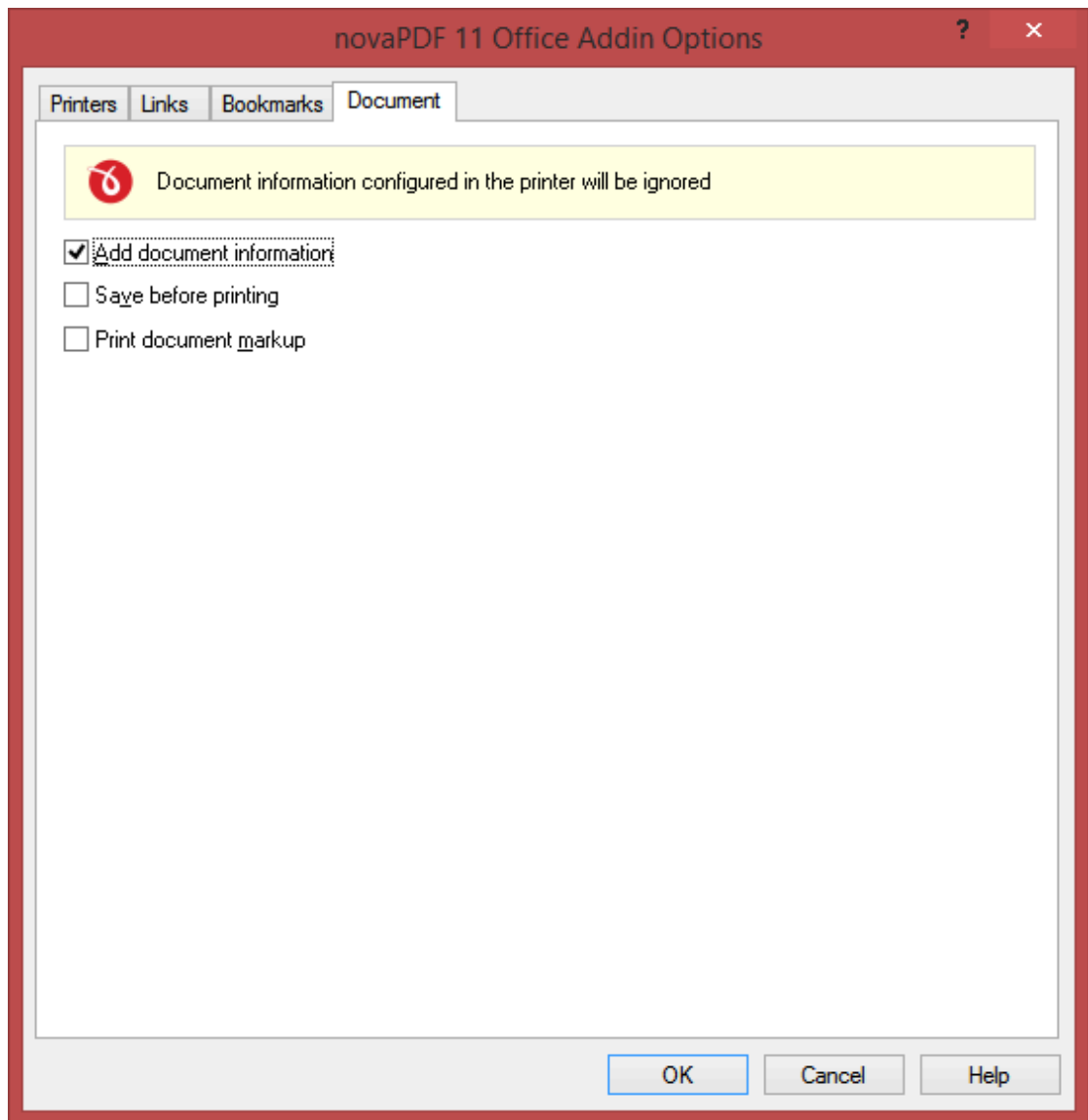
If this is checked, the *Styles* list becomes active and you can select which headings from the Word document will be transformed into bookmarks in the resulting PDF files. By default all tags with *Heading (1-9)* will be converted, as well as *Title* and *Subtitle*.

#### Select level

PDF bookmarks have numeric levels that place them in a specific hierarchy in the bookmark list. For example, a bookmark at level 1 will contain nested bookmarks at level 2, 3 and so on. For each selected style name from the *Styles* window you'll be able to select which level to apply to it. By default the Headings (1-9) have an incremental level according to their importance, but you can change those. For instance if you want the Heading 1 to be of level 5 just select it and change its level and this means that it will be nested to level 4 bookmarks.

## DOCUMENT

This lets you choose if you want to save the document before converting it (with or without the document information attached).



### Add document information

If you have any information added via document properties in the original file, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject,

Keywords, ...). By default this option is checked.

**Save before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Print document markup**

When checked, document markup will also be included in the resulting PDF file. If for instance your word document includes reviewing markup notes (i.e. comments, corrections), those will be included in the PDF file too.

### 1.2.4.2 Create PDF from Microsoft Excel

During installation novaPDF gives the option to install add-ins for Microsoft Office (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Excel another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

**Create PDF files from Microsoft Excel using the add-in for Microsoft Office:**

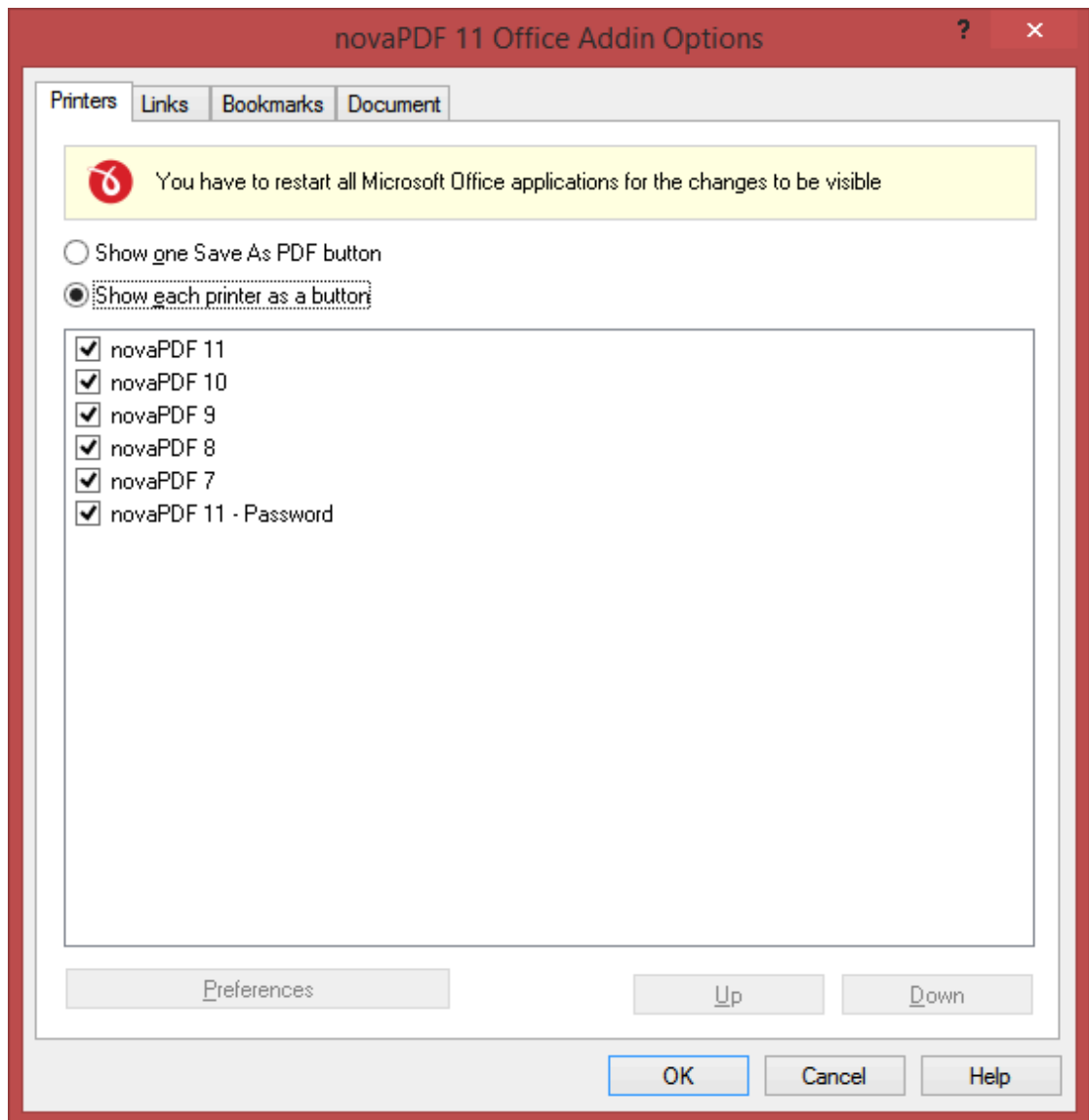
- **Open** the Microsoft Excel workbook you want to convert
- **Click** on the novaPDF tab
- Optionally you can change the settings of novaPDF, or those of the add-in for Microsoft Office
- Click on **Save to** novaPDF and you'll be asked for a location where to save the resulting PDF file

**Configure the settings of add-in for Microsoft Office:**

The add-in installs itself with default settings, but those can be modified if you need advanced customization of the resulting PDF.

**PRINTERS**

This lets you manage the available PDF printers.



With novaPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

#### **Show each printer as a button**

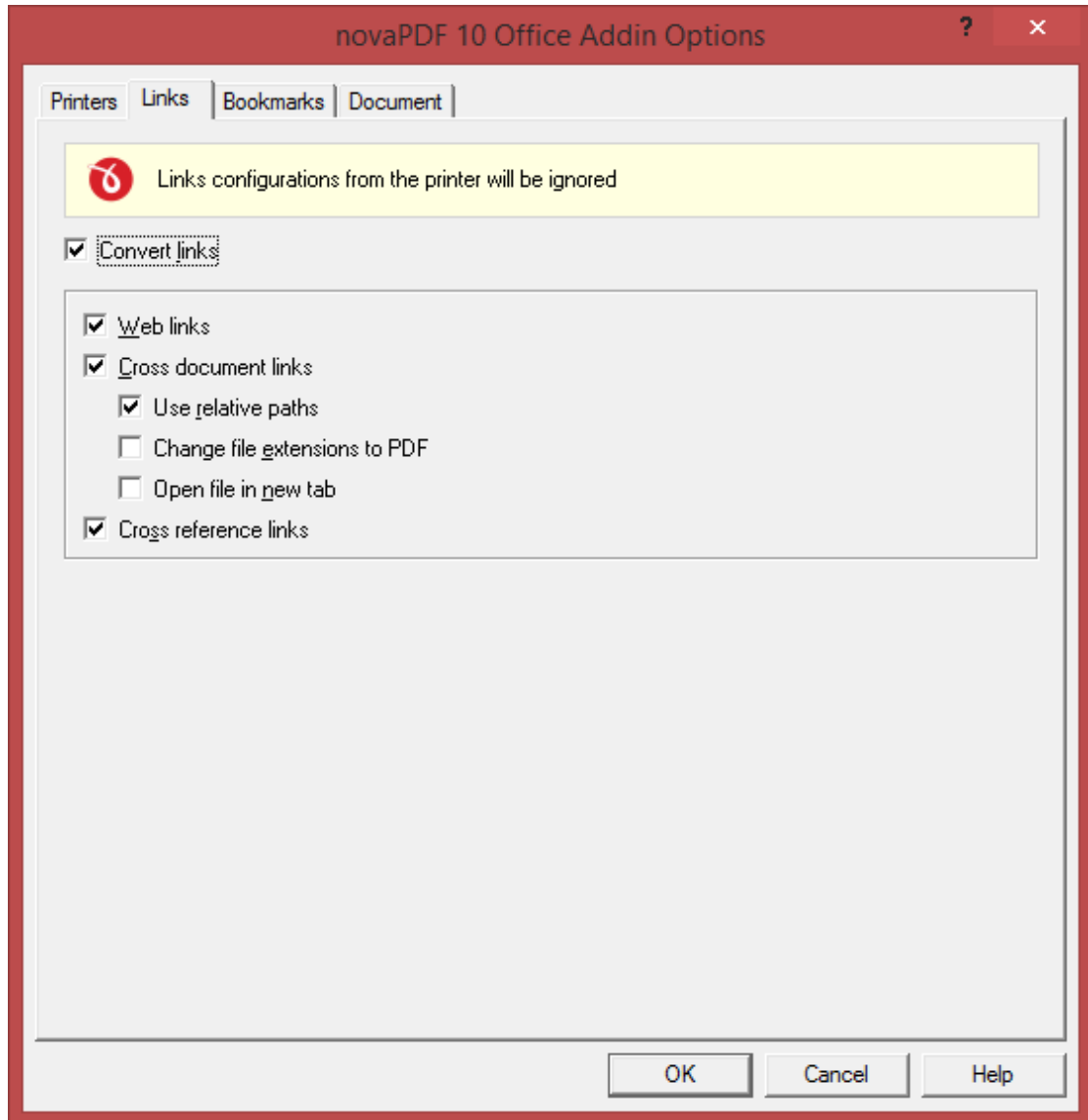
You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **Print entire workbook**

If you have an workbook with several sheets you can convert it all to a single PDF document by checking this box - this will add all the sheets in the workbook to the final PDF file.

## LINKS

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted afterwards)
- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

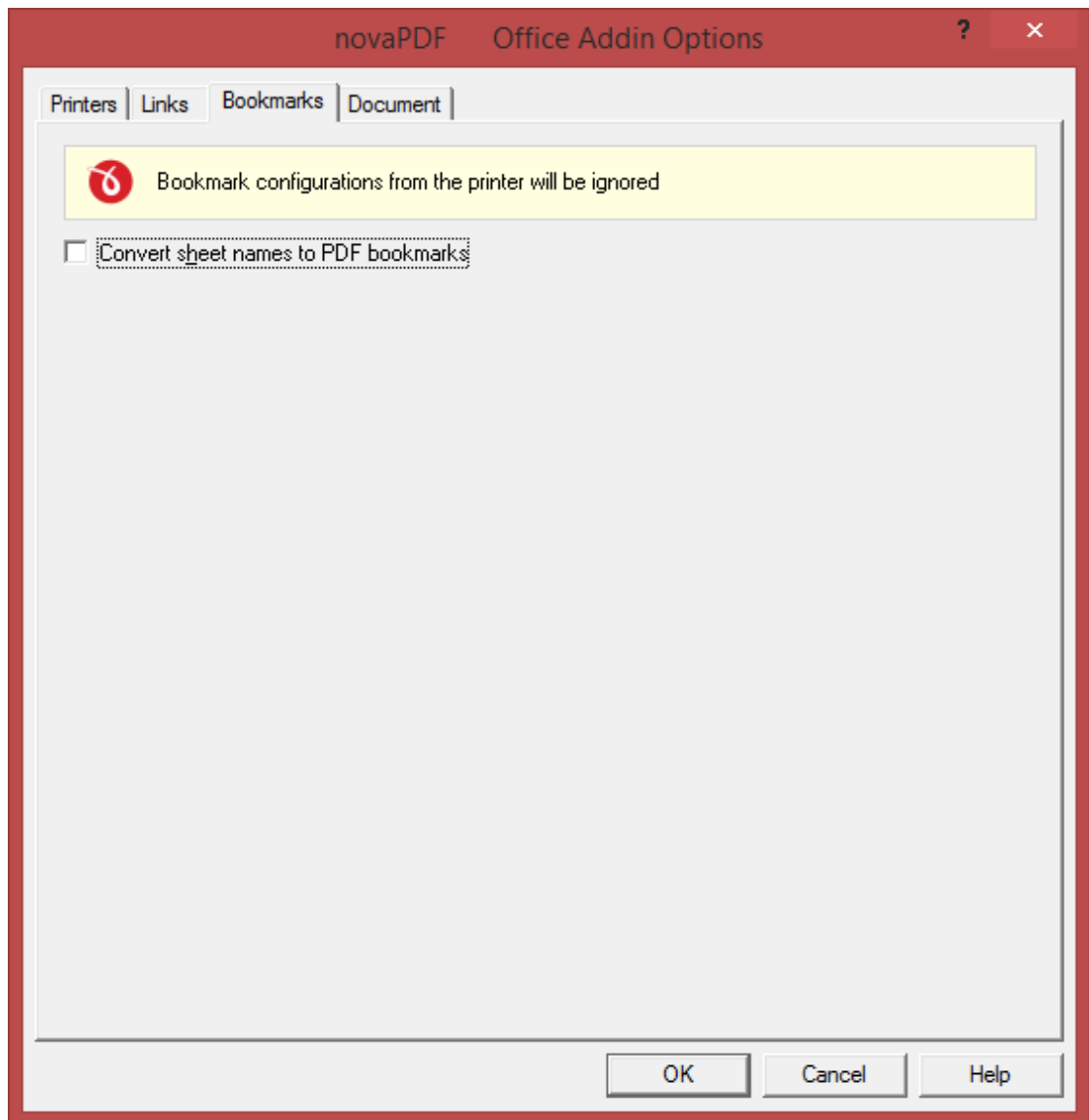
**Cross reference links**

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

**BOOKMARKS**

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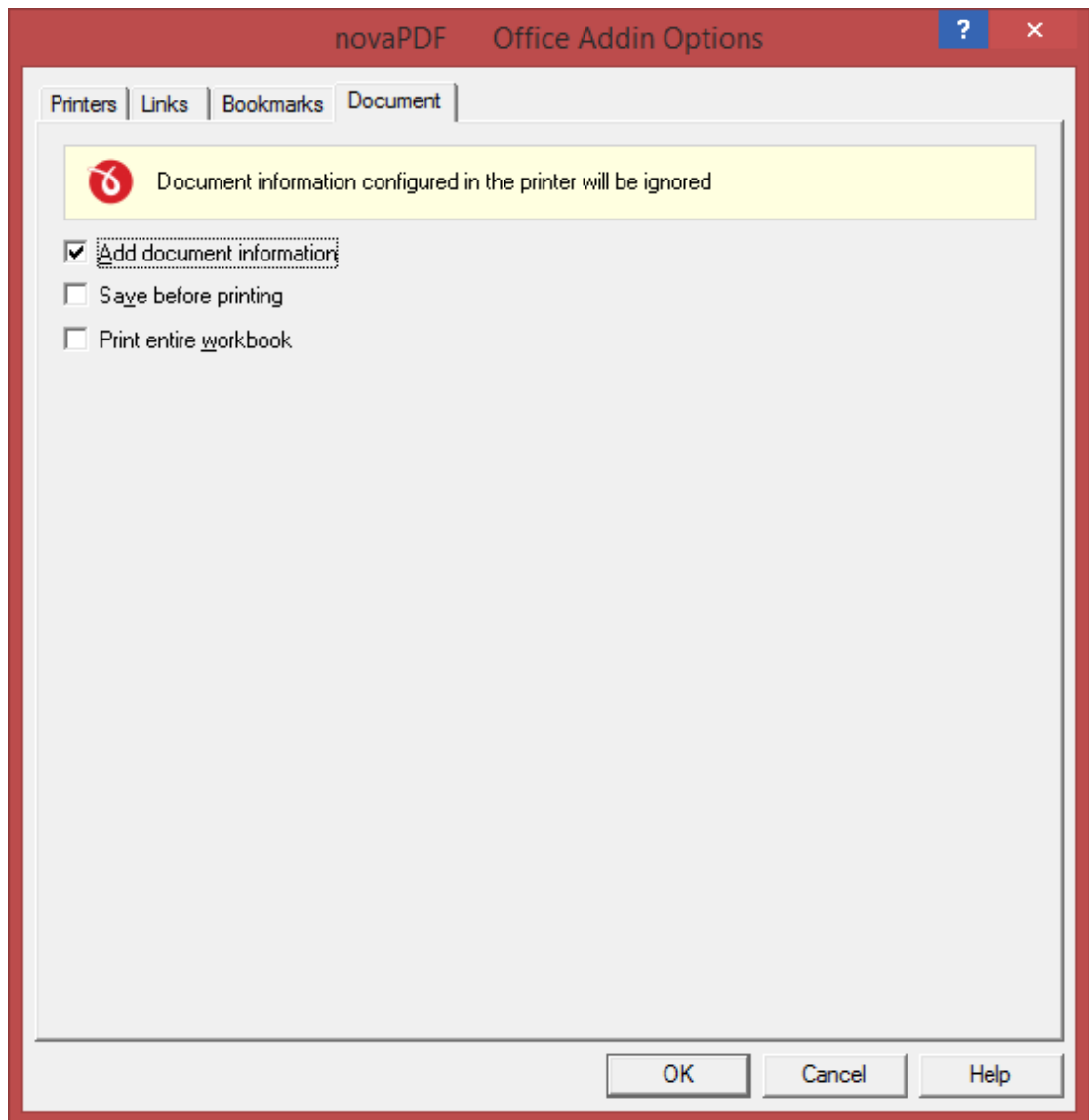
Choose whether to add bookmarks in the resulting PDF or not.

**Convert sheet names to PDF bookmarks**

If this is checked, sheet names from the Excel workbook will become bookmarks in the resulting PDF file.

**DOCUMENT**

This lets you select which printer to use, if you want to save the document before converting it or not and print the entire workbook.

**Add document information**

If you have any information added via document properties in the original file, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Save before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Print document markup**

When checked, document markup will also be included in the resulting PDF file. If for instance your word document includes reviewing markup notes (i.e. comments, corrections), those will be included in the PDF file too.

**Print entire workbook**



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If this is checked, all the sheets in the workbook will be converted to PDF.

### 1.2.4.3 Create PDF from Microsoft PowerPoint

During installation novaPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft PowerPoint another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

#### **Create PDF files from Microsoft PowerPoint using the add-in for Microsoft Office:**

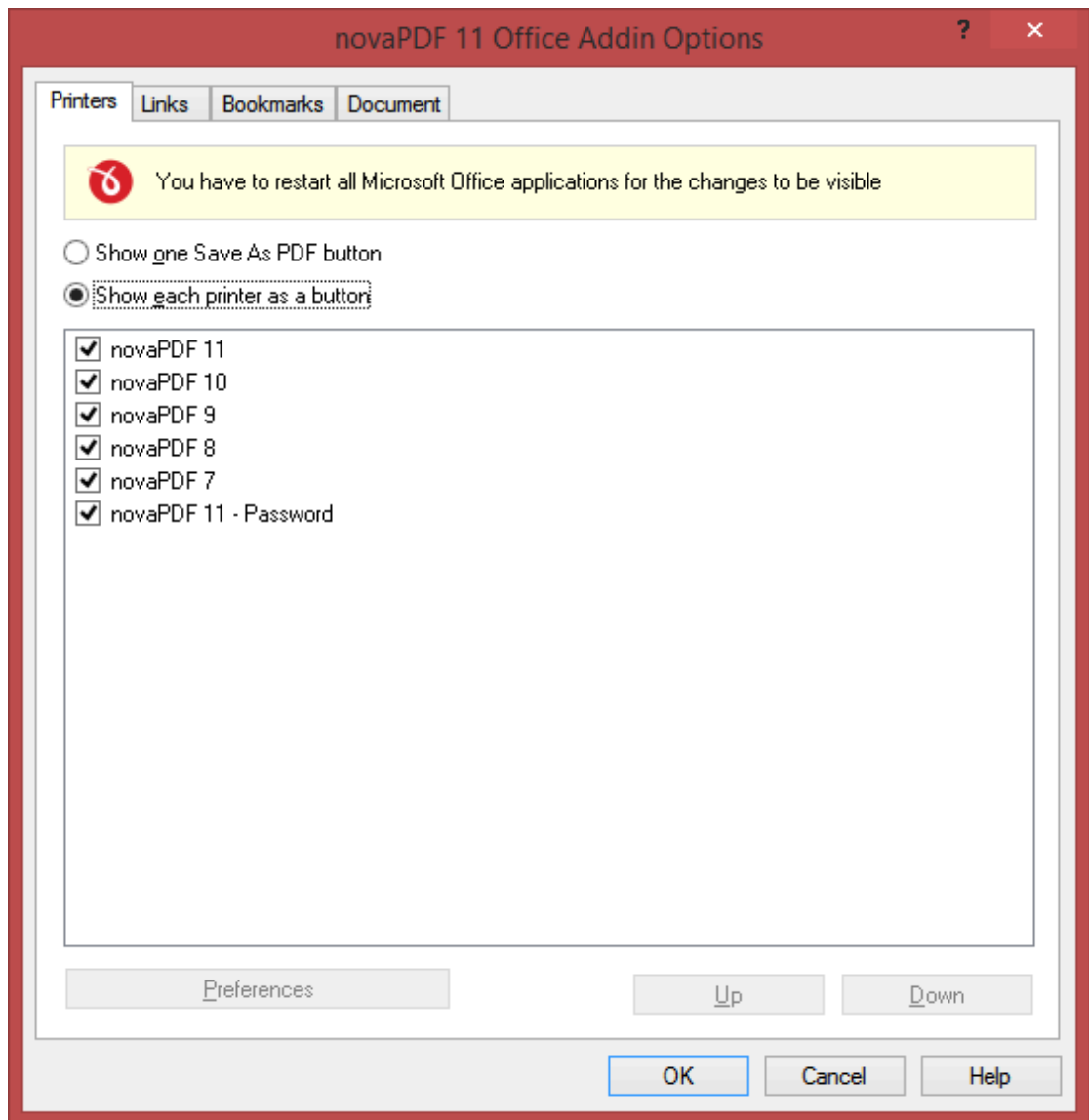
- **Open** the presentation created with Microsoft PowerPoint that you want to convert
- Click on the novaPDF tab
- Optionally you can change the settings of novaPDF, or those of the add-in for Microsoft Office
- Click on **Save to** novaPDF and you'll be asked for a location where to save the resulting PDF file

#### **Configure the settings of add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

#### **PRINTERS**

This lets you manage the available PDF printers.



With novaPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

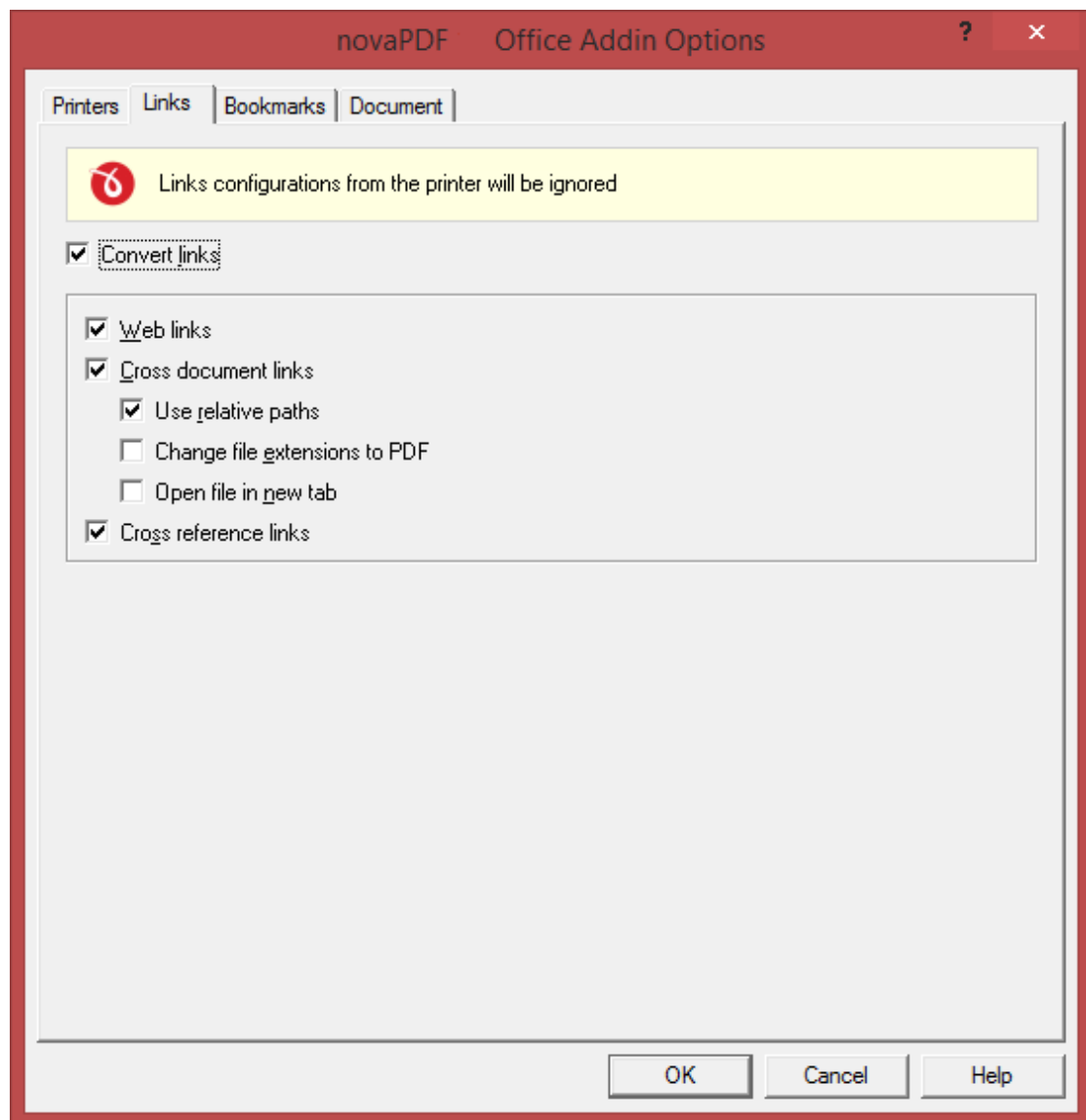
If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

#### **Show each printer as a button**

You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other

files can point to PDF files having the same name/path (in case those will be converted afterwards)

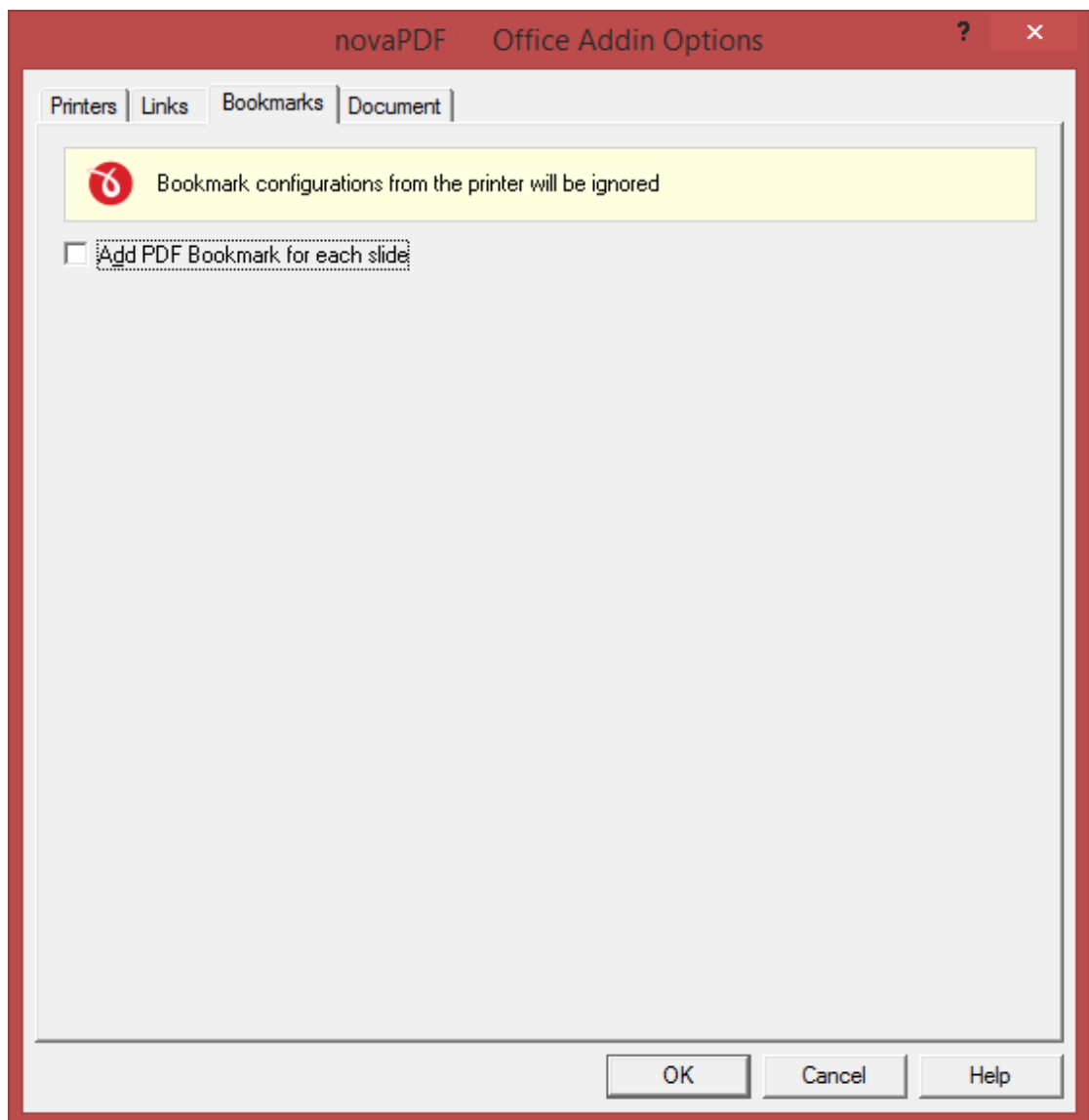
- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

### Cross reference links

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

### BOOKMARKS

Choose whether to add bookmarks in the resulting PDF or not.

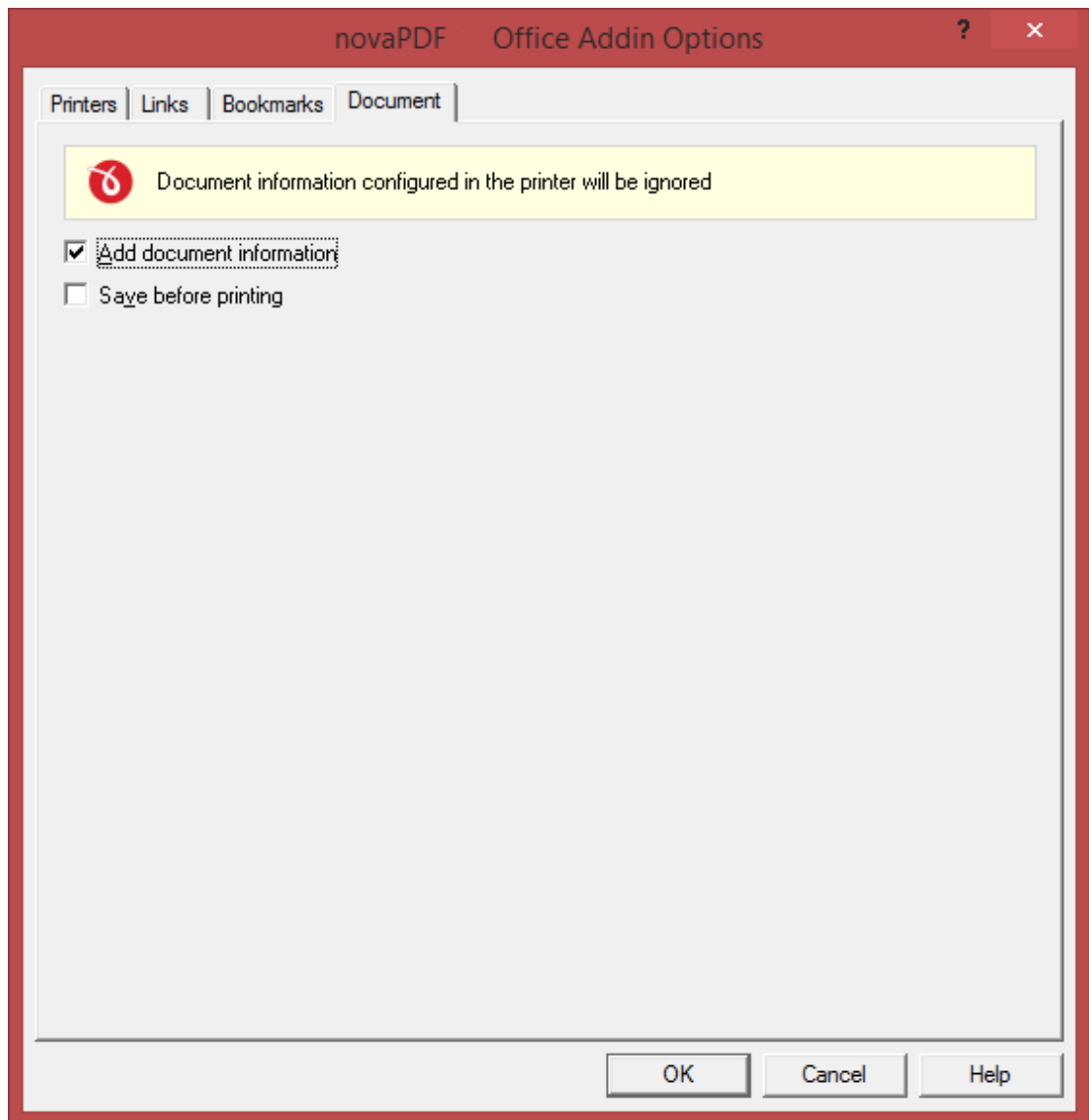


**Add PDF Bookmark for each slide**

If this is checked the resulting PDF file will have as bookmarks each separate slide from the presentation created with Microsoft PowerPoint.

**DOCUMENT**

This lets you select which printer to use and if you want to save the document before converting it.

**Add document information**

If you have any information added via document properties in the original file, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Save before printing**

When checked, it will save any changes done to the currently opened document before doing the

conversion to PDF.

**Print document markup**

When checked, document markup will also be included in the resulting PDF file. If for instance your word document includes reviewing markup notes (i.e. comments, corrections), those will be included in the PDF file too.

**1.2.4.4 Create PDF from Microsoft Publisher**

During installation novaPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Publisher another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

**Create PDF files from Microsoft Publisher using the add-in for Microsoft Office:**

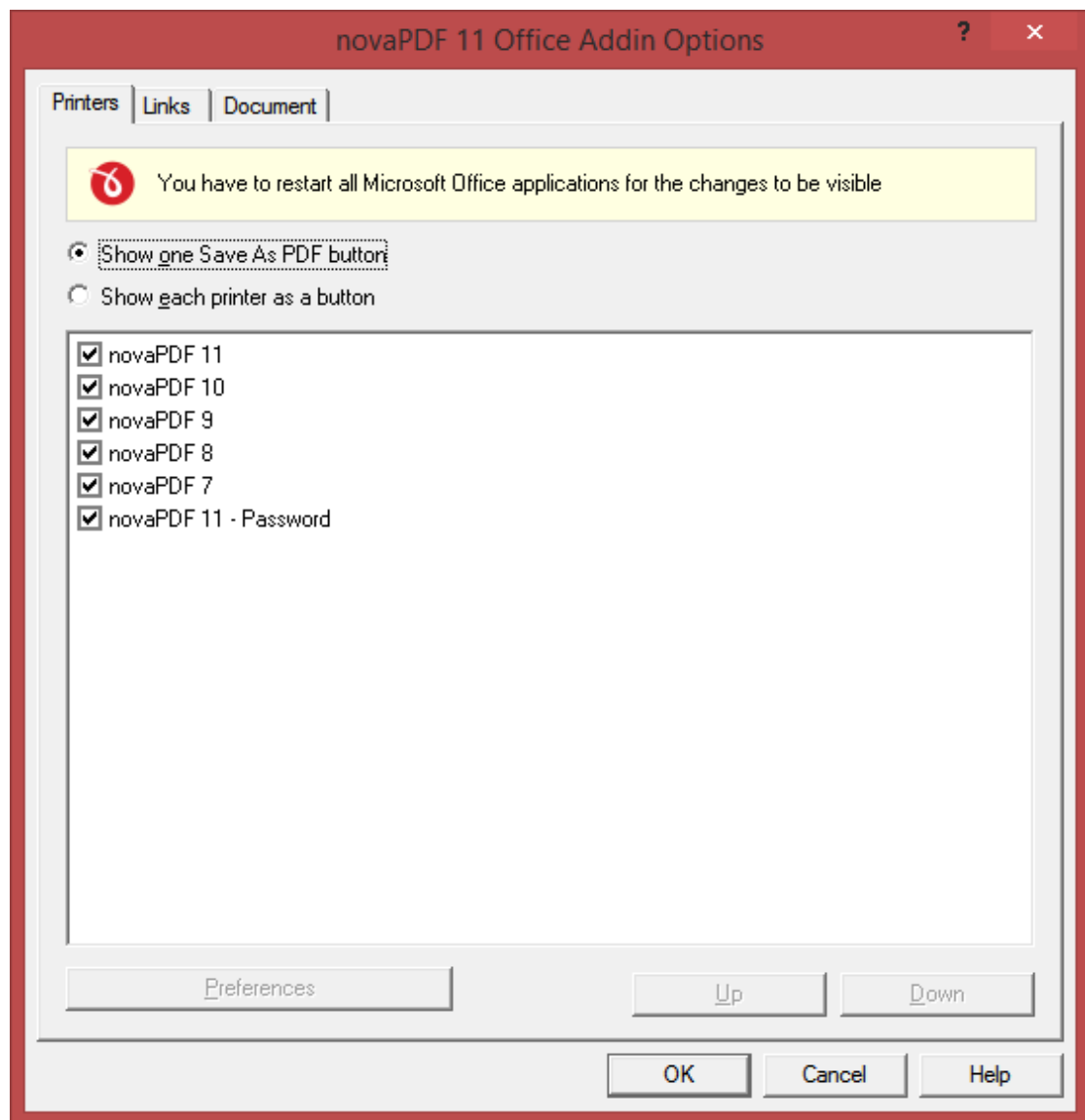
- **Open** the presentation created with Microsoft Publisher that you want to convert
- **Click** on the novaPDF tab
- Optionally you can change the settings of novaPDF, or those of the add-in for Microsoft Office
- Click on **Save to novaPDF** and you'll be asked for a location where to save the resulting PDF file

**Configure the settings of add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

**PRINTERS**

This lets you manage the available PDF printers.



With novaPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

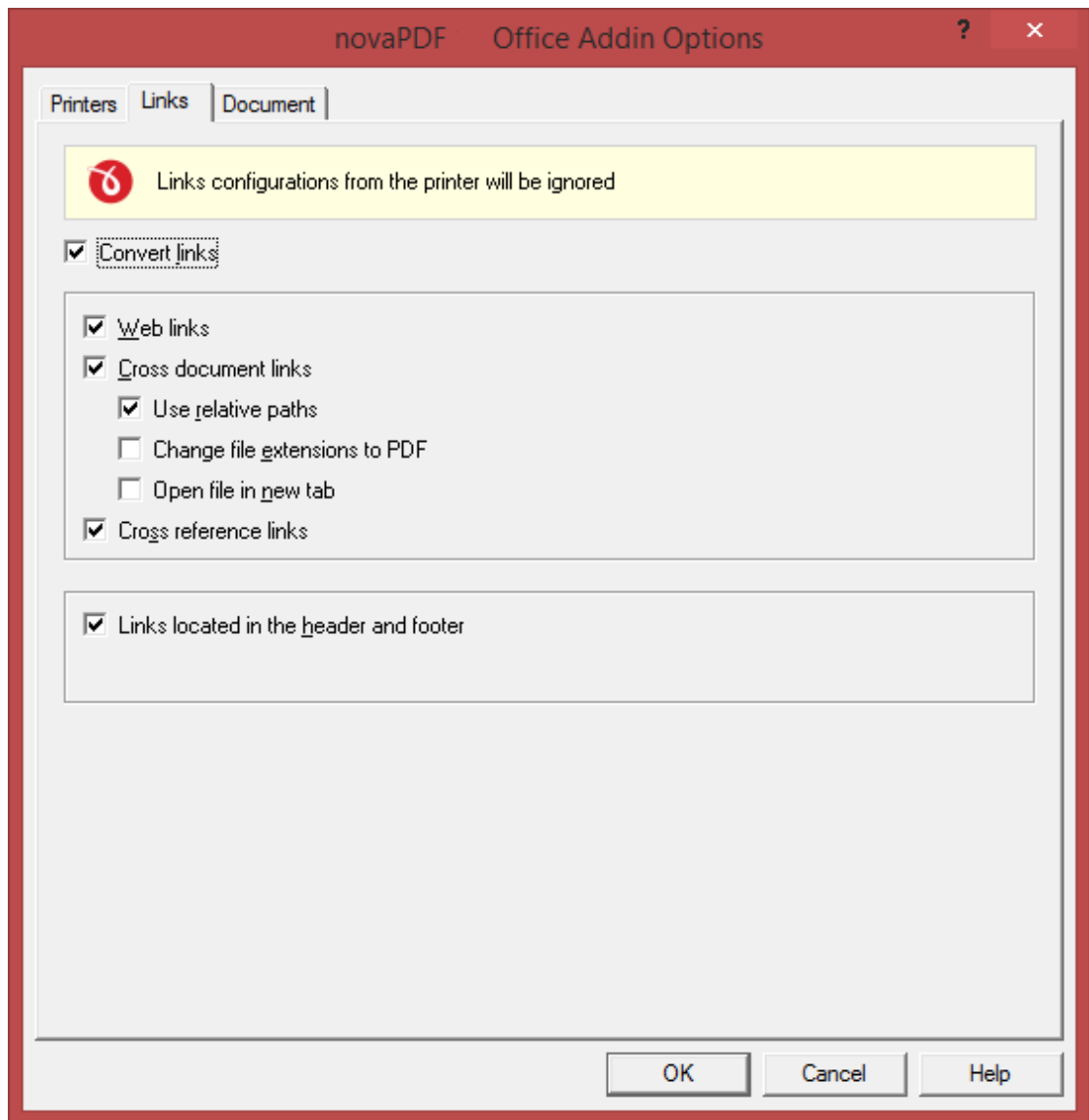
If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

#### **Show each printer as a button**

You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other



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files can point to PDF files having the same name/path (in case those will be converted otherwise)

- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

**Cross reference links**

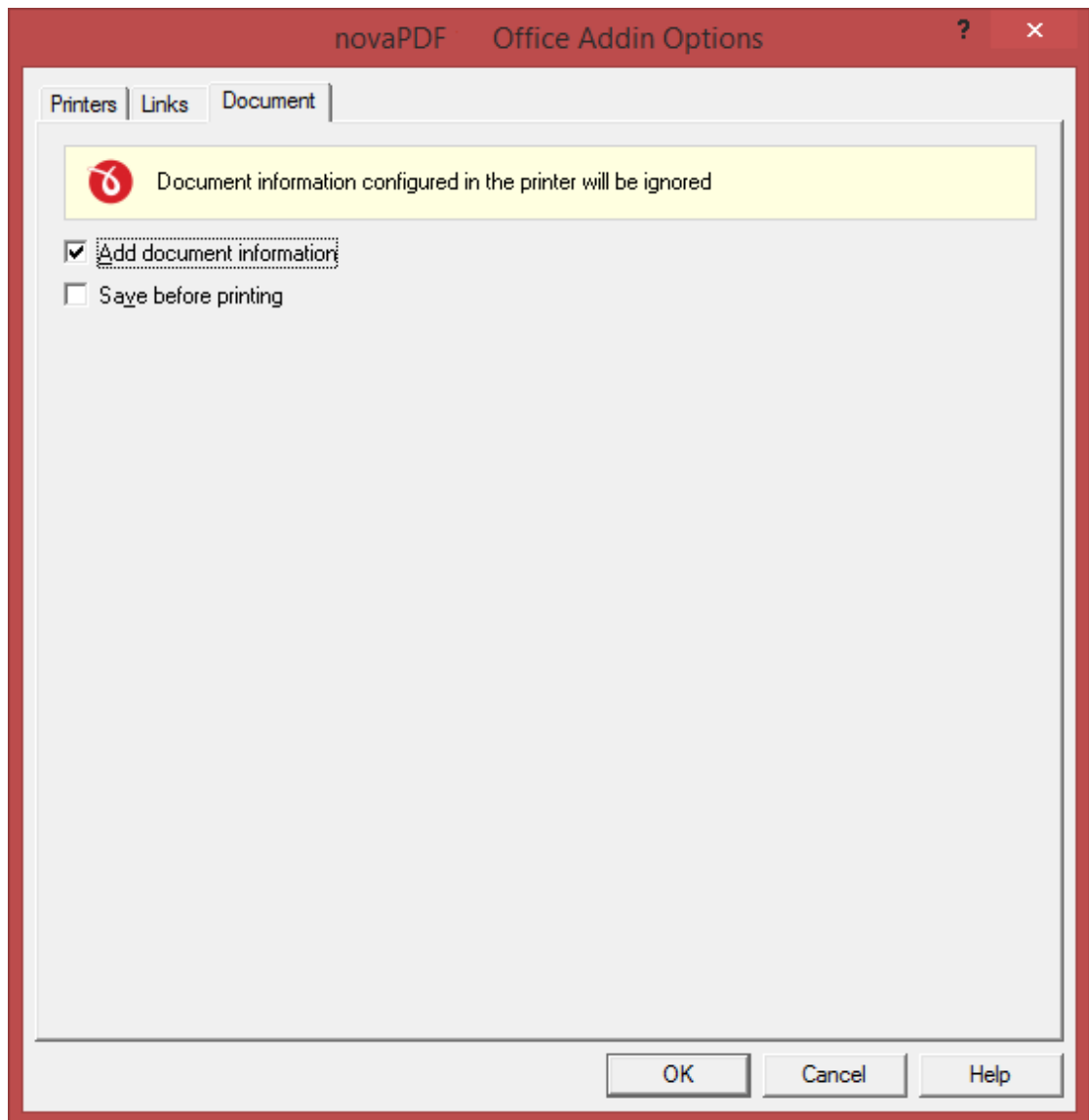
If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

**Links located in Header and Footer**

If checked this will convert all hyperlinks inserted in the Header/Footer to clickable links in the resulting PDF document.

**DOCUMENT**

This lets you choose to save the document before converting it and add document information.

**Add document information**

If you have any information added via document properties in the original file, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Save before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Print document markup**

When checked, document markup will also be included in the resulting PDF file. If for instance your word document includes reviewing markup notes (i.e. comments, corrections), those will be included in the PDF file too.

### 1.2.4.5 Create PDF from Microsoft Visio

During installation novaPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Visio another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

#### **Create PDF files from Microsoft Visio using the add-in for Microsoft Office:**

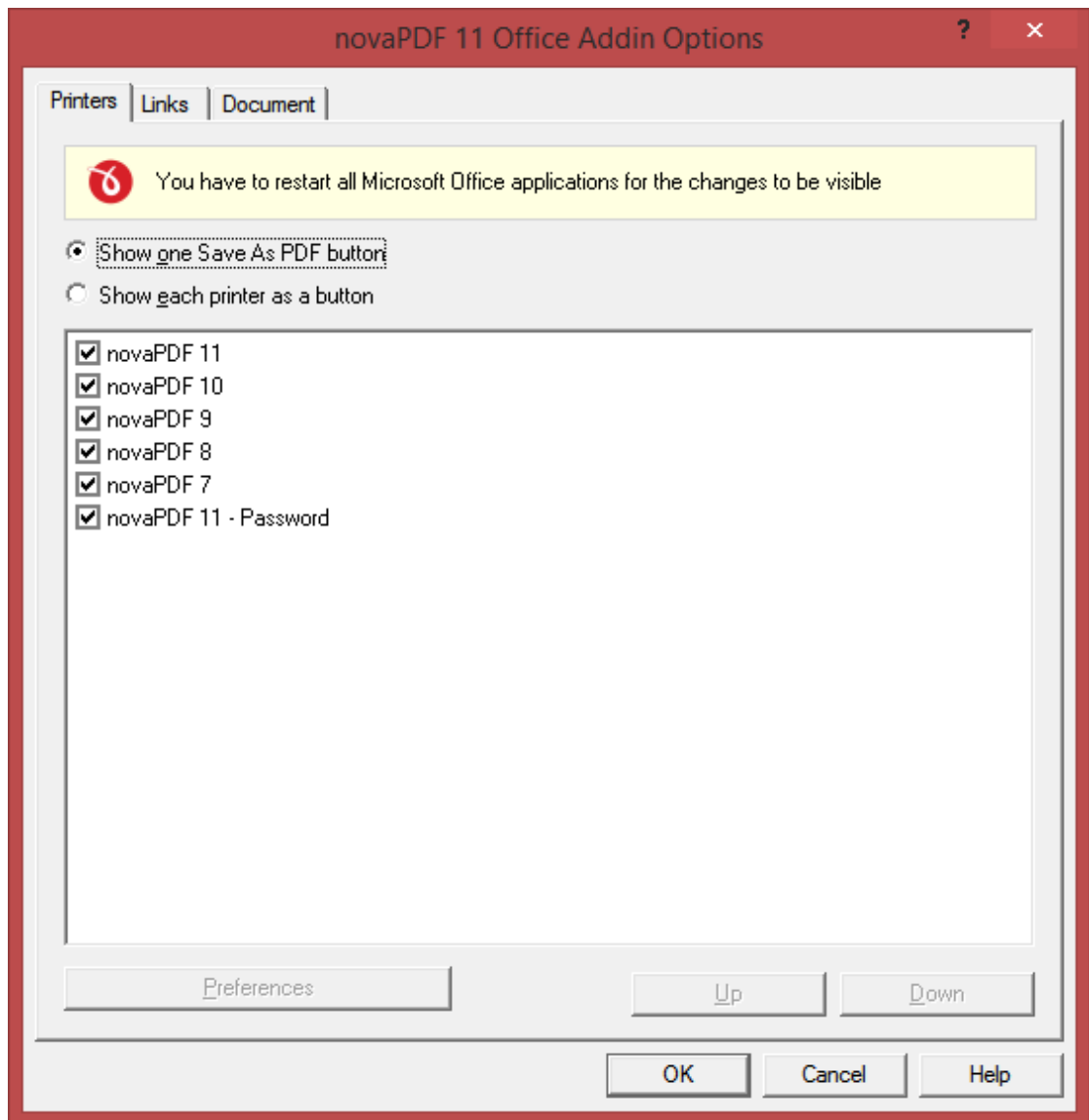
- **Open** the presentation created with Microsoft Visio that you want to convert
- **Click** on the novaPDF tab
- Optionally you can change the settings of novaPDF, or those of the add-in for Microsoft Office
- Click on **Save to** novaPDF and you'll be asked for a location where to save the resulting PDF file

#### **Configure the settings of add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

#### **PRINTERS**

This lets you manage the available PDF printers.



With novaPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

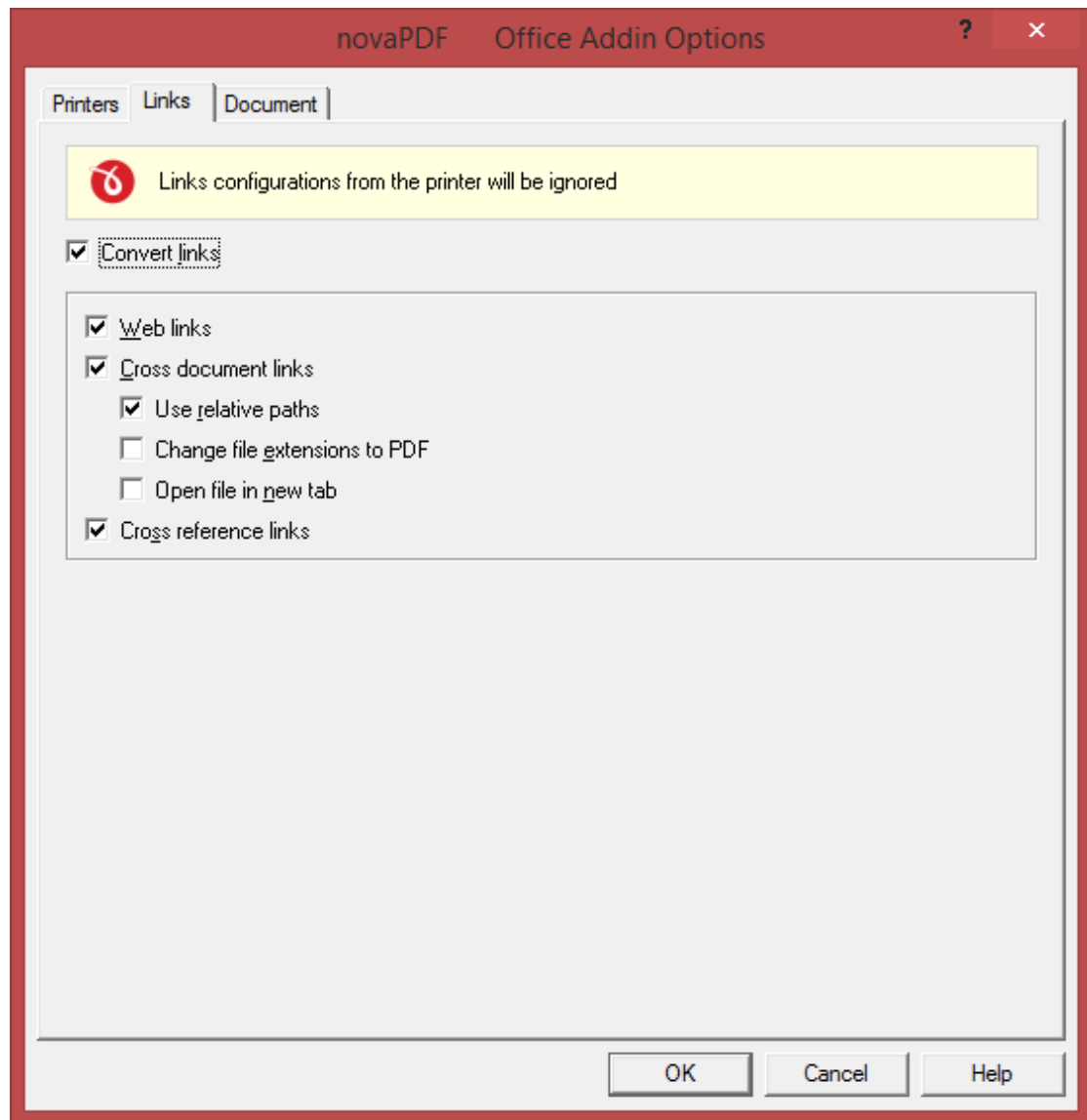
If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

#### **Show each printer as a button**

You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other

files can point to PDF files having the same name/path (in case those will be converted afterwards)

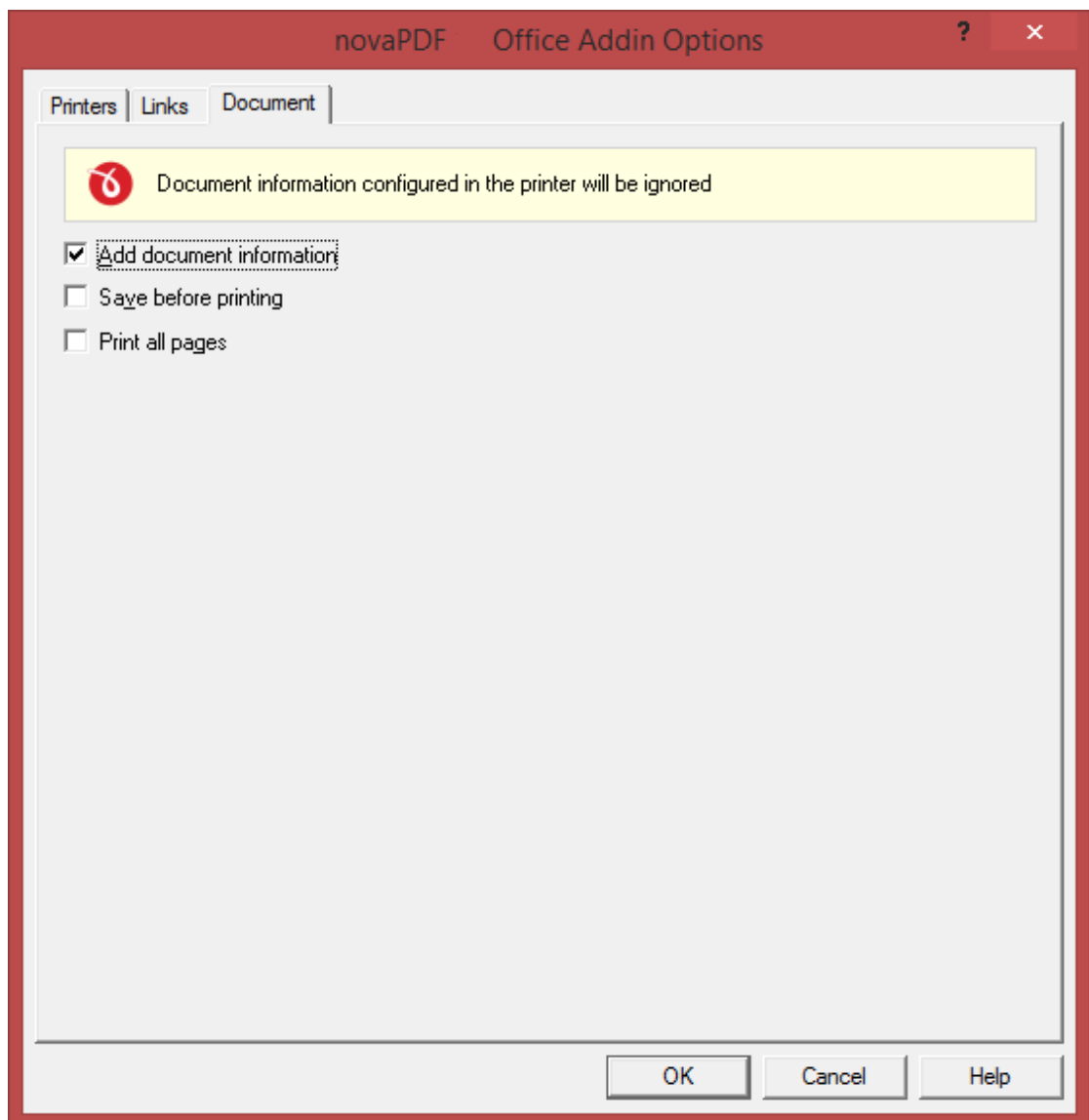
- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

### Cross reference links

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

### DOCUMENT

This lets you choose to save the document before converting it and add document information.



### Add document information

If you have any information added via document properties in the original file, you can have that

recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Save before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Print document markup**

When checked, document markup will also be included in the resulting PDF file. If for instance your word document includes reviewing markup notes (i.e. comments, corrections), those will be included in the PDF file too.

**Print all pages**

If this is checked all the pages in the current Visio document will be converted in a single PDF file.

### 1.2.4.6 Create PDF from Microsoft Outlook

During installation novaPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher, Visio and Outlook). By default this option is checked and it will add in Microsoft Outlook another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

**Create PDF files from Microsoft Outlook using the add-in for Microsoft Office:**

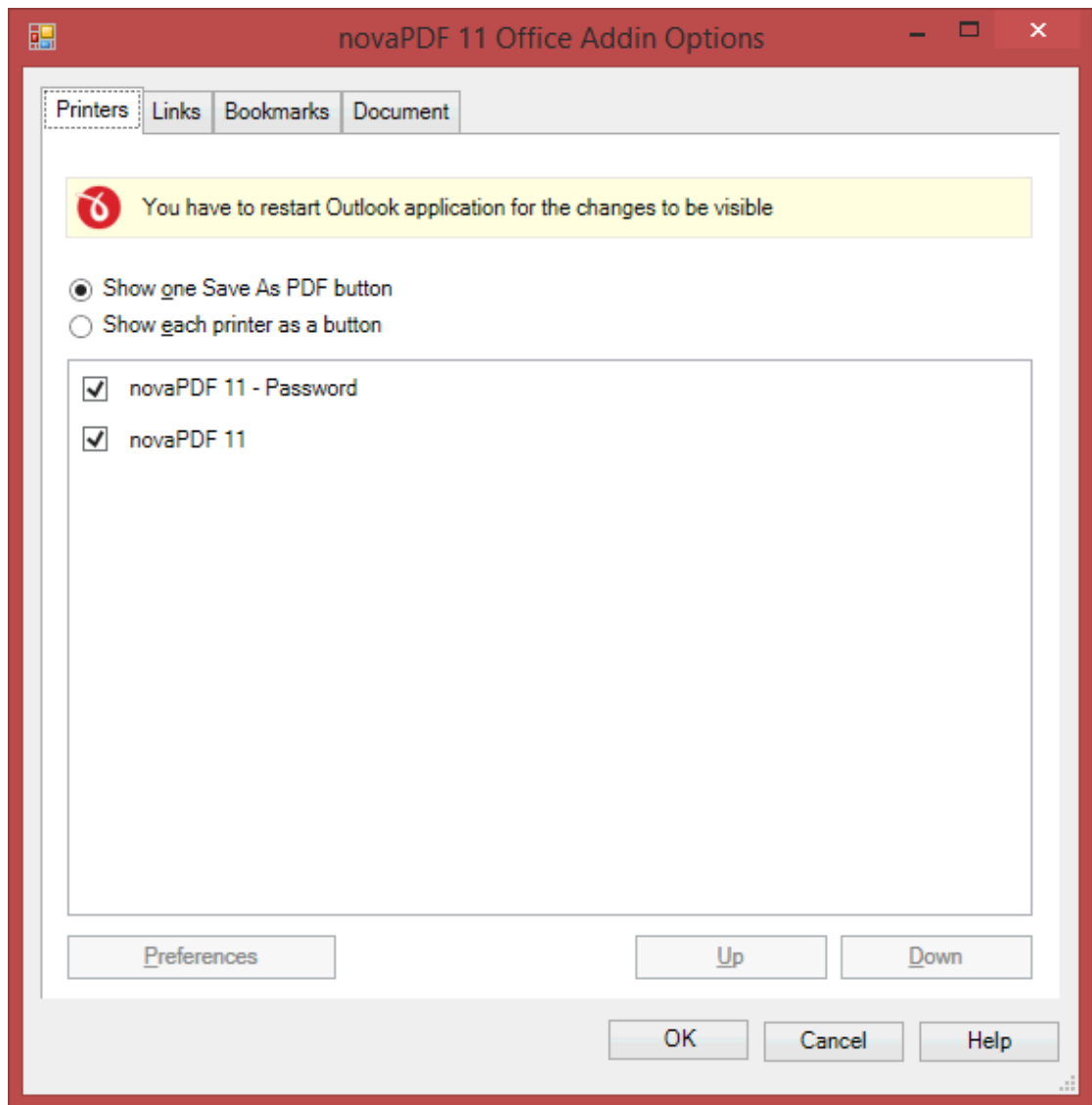
- **Open** the Microsoft Outlook document you want to convert
- **Click** on the novaPDF tab
- Optionally you can change the settings of the novaPDF printer, or those of the add-in for Microsoft Office
- Click on **Save to** novaPDF and you'll be asked for a location where to save the resulting PDF file

**Configure settings of the add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

**PRINTERS**

This lets you manage the available PDF printers.



With novaPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

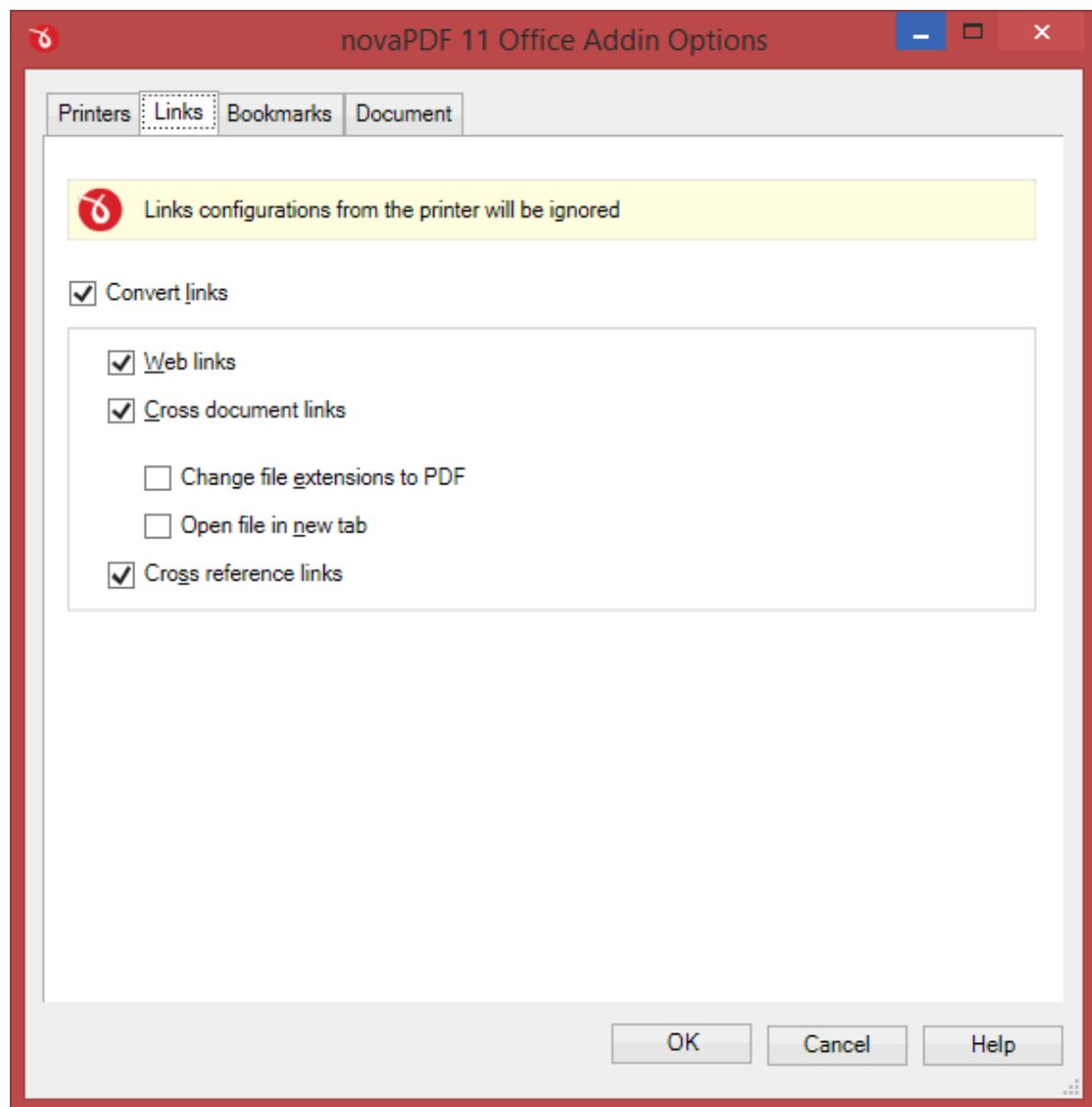
#### **Show each printer as a button**

You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.





### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

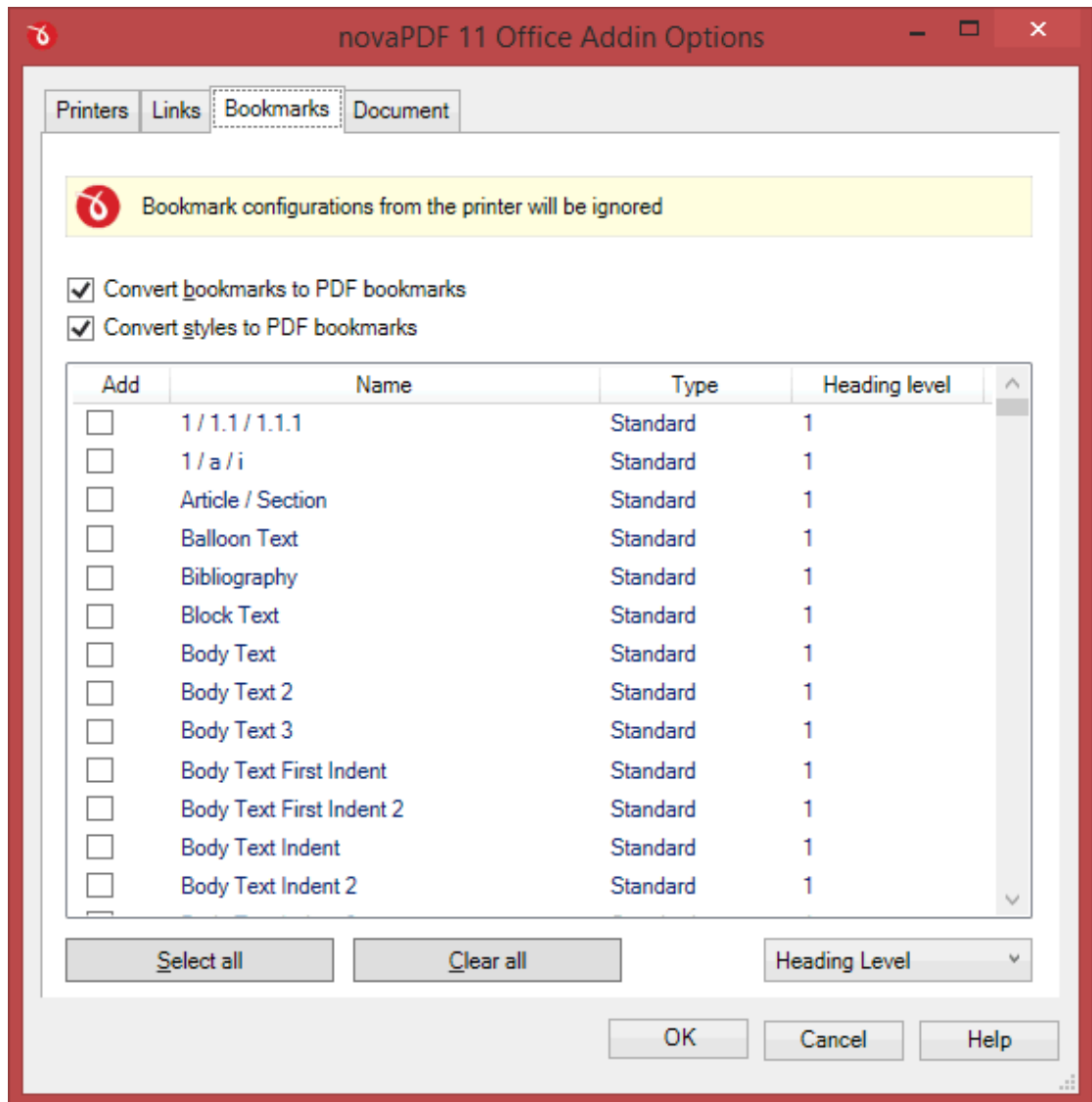
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted afterwise)
- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

### Cross reference links

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

### BOOKMARKS

You can set various options related to detecting and generating PDF bookmarks



#### Convert bookmarks to PDF bookmarks

This is checked by default and will convert any Bookmarks defined already in the current document to bookmarks in the resulting PDF files.

#### Convert styles to PDF bookmarks

If this is checked, the *Styles* list becomes active and you can select which headings from the Word document will be transformed into bookmarks in the resulting PDF files. By default all tags with

*Heading (1-9)* will be converted, as well as *Title* and *Subtitle*.

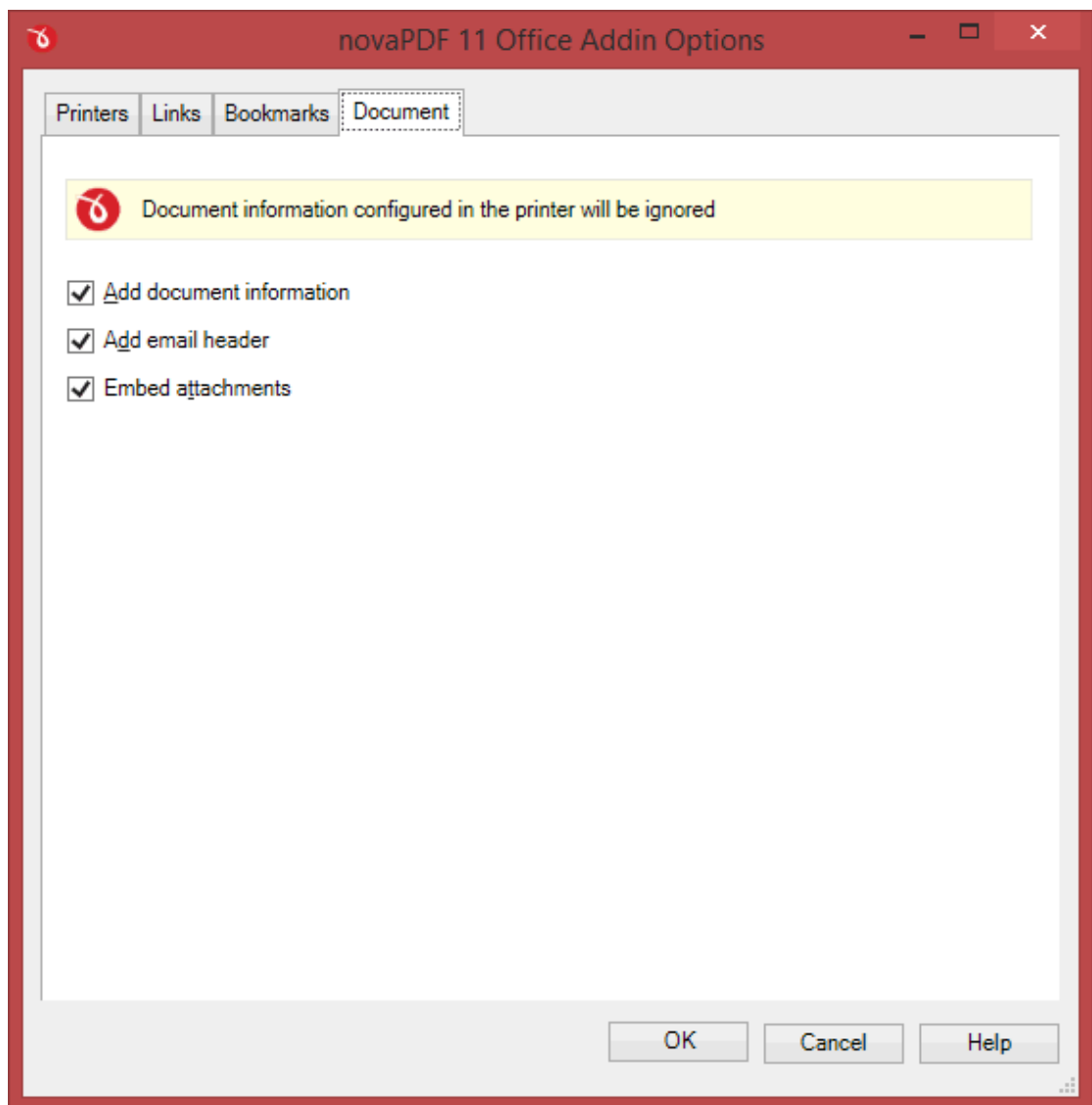
### Select level

PDF bookmarks have numeric levels that place them in a specific hierarchy in the bookmark list. For example, a bookmark at level 1 will contain nested bookmarks at level 2, 3 and so on.

For each selected style name from the *Styles* window you'll be able to select which level to apply to it. By default the Headings (1-9) have an incremental level according to their importance, but you can change those. For instance if you want the Heading 1 to be of level 5 just select it and change its level and this means that it will be nested to level 4 bookmarks.

### DOCUMENT

This lets you choose if you want to save the document before converting it (with or without the document information attached).



**Add document information**

If you have any information added via document properties in the original file, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Add email header**

When checked, it will add the email header to the resulting PDF file. So the PDF will include the From, To, Sent Date and Subject details at the beginning of the resulting PDF file.

**Embed attachments**

When checked, if the email contains attachments those will be embedded in the resulting PDF file.

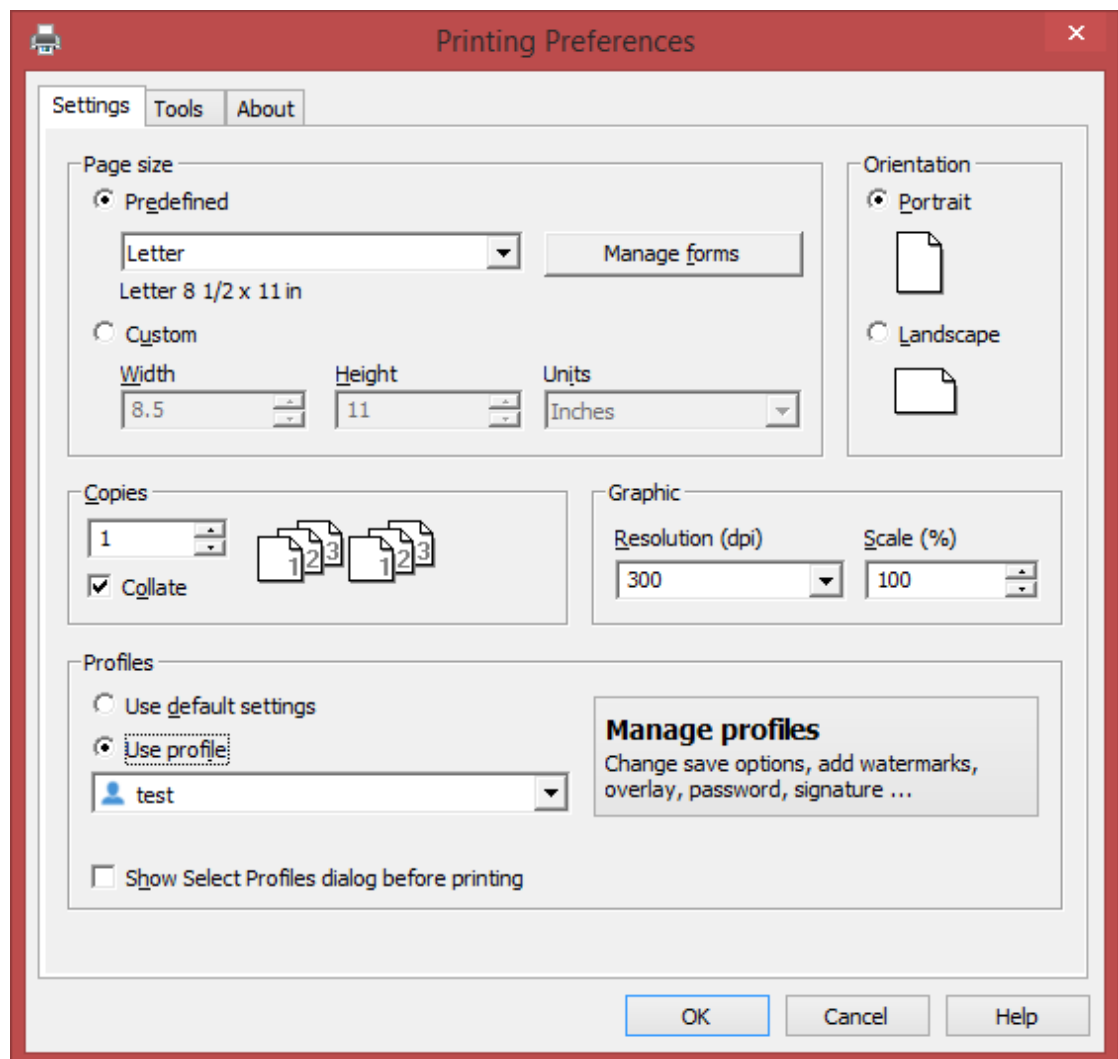
## 1.3 Configuring novaPDF

### 1.3.1 Printing Preferences

#### 1.3.1.1 Settings

The main page of the *Printing Preferences* window allows you to set basic options for the resulting PDF:

- select the page size (i.e. A4, Letter)
- choose a different orientation (portrait, landscape)
- create multiple copies of the same document
- set resolution for images or scale the entire page
- select an active printing profile



## PAGE SIZE

This group allows you to modify the size of the resulting PDF document. You can select a predefined form from the drop down list. If you cannot find a suitable predefined form you can define one for future use. Press the *Manage Forms* button and create or make visible the necessary form. For more information see the *Manage Forms* section.

You can also select *Custom* and enter your own *Width*, *Height* and *Unit* for the current conversion.

## ORIENTATION

Specifies how the page is positioned. Available options are *Portrait* and *Landscape*. The orientation can also be set from the printing application.

### Portrait

Portrait orients the print vertically (longest edge of the page is vertical).

### Landscape

Landscape orients the print horizontally (longest edge of the page is horizontal).

## **COPIES**

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Specifies how many copies of the original document you want to include into the PDF and if you want the pages collated.

### **Collate**

If you need multiple copies of the original document in the PDF you can set here if you want the pages collated (ordered as P1-P2-P3-P1-P2-P3) or grouped (ordered as P1-P1-P2-P2-P3-P3).

## **GRAPHIC**

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Specifies the resolution and scale of the document.

### **Resolution**

You can set the printing resolution between 72 and 2400 dpi by selecting the default values from the drop down list or entering a different value. A smaller resolution results in smaller PDF file, but lower image quality, while a higher resolution means better image quality, but bigger PDF file. The default value is 300 dpi. The resolution can also be set from the printing application.

### **Scale**

You can set the scale of the document from 1% to 400% by entering a value or pressing the Up and Down arrows. The scale factor can also be set from the printing application.

### **NOTE**

Some applications allow you to set page size, orientation, number of copies, scale and resolution from their own printing dialogs. If you open the novaPDF Printing Preferences dialog from the printing application, you will see these settings are automatically updated on the first page.

## **PROFILES**

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With novaPDF you can define and use printing profiles. A profile records all the settings you can change for a print job.

### **Use default settings**

When novaPDF is first installed no printing profiles are created. Thus a set of default printing settings are used, so when you check this option the PDF files will be created based on the options that were set by default. If you want to change more than what's presented on this page, you can select *Use profile* and then click on *Manage Profiles*. This will allow you to see the current settings and define a custom profile if you want them modified.

### **Use profile**

If you've previously defined printing profiles, they will show up in here and you'll be able to select one to be used for the print job as the active profile. If a profile is selected, novaPDF will use the settings defined in it to create the PDF file.

### **Show Select Profiles dialog**

If this is checked, before starting the PDF printing process, but after hitting the *Print* button, you'll get another prompt allowing you to select a profile you want to use for that particular print job.

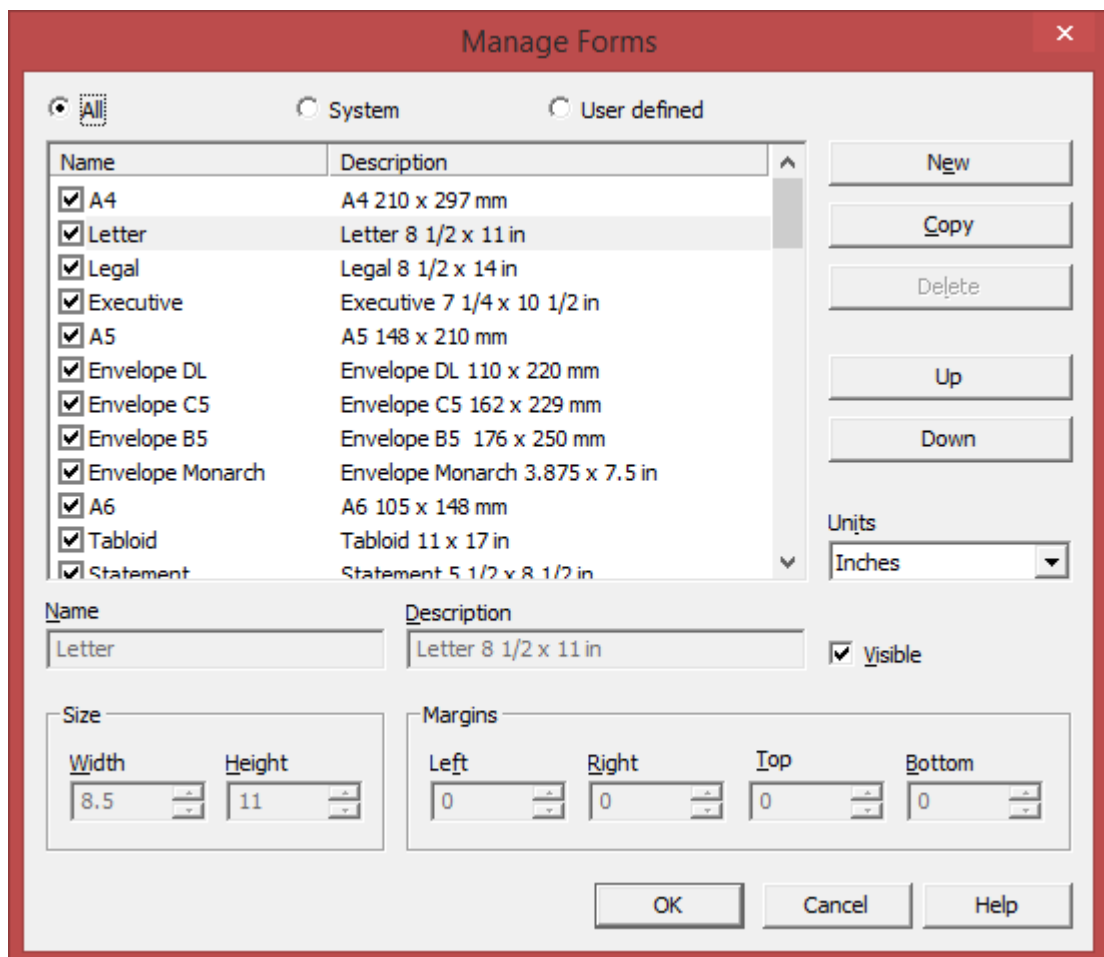
Even if you have a profile set as the active profile, what you select in this *Select Profile* dialog is the profile that will be used for the current printing job.

### Manage Profiles

You can click this button to edit the settings of the current active profile, define new profiles or manage existing ones (to change save options, add watermarks, bookmarks, overlays and other settings). You can read more about the settings that can be changed on the Manage Profiles section. This opens the *Profile Manager* with regular user rights, not with administrator rights. To open this with administrator rights, start the profile manager from the *Printer Manager* window.

#### 1.3.1.1.1 Manage Forms

In the *Manage Forms* window you can view, add, copy, update and delete predefined forms (page sizes/formats). The resulting PDF will have the same width and height as the form you use to generate it.



### PREDEFINED FORMS LIST

The list contains essential information about the existing predefined forms, their visibility, name and description. If the check box in front is checked the predefined form will be visible in the *Page size* drop down list from the *Printing Preferences* page. Selecting a predefined form will show its

properties in the fields below the list. By default the forms list will show **All** usable forms, however you can filter them to show which are **System defined** forms and the **User defined** forms.

**New**

Pressing the *New* button creates a custom predefined form. The fields below the list become enabled and you can enter a form name, description, size, margins and select its visibility.

**Copy**

Pressing the *Copy* button creates a custom predefined form with the same properties as the selected form. You can adjust the size and margins for the copied form.

**Delete**

Pressing the *Delete* button removes the selected predefined form. Only custom forms can be deleted, so the button is not enabled for system forms.

**Units**

Select the measurement units for the predefined form's width and height. The available values are millimeters, inches and points. Changing the units will recalculate the values for width and height.

**Name**

Short name for the selected predefined form. You can modify it if the selected predefined form is custom.

**Description**

A longer description of the selected predefined form. You can modify it if the selected predefined form is custom.

**Visible**

The visibility flag for the selected predefined form. You can show/hide both system and custom predefined forms.

**SIZE**

---

Set the custom width and height for the new predefined form up to a maximum of 3276.7 mm (or 129 inches).

**Width**

The width of the selected predefined form. You can modify it by entering a value or pressing the *Up* and *Down* arrows if the selected predefined form is custom.

**Height**

The height of the selected predefined form. You can modify it by entering a value or pressing the *Up* and *Down* arrows if the selected predefined form is custom.

**MARGINS**

---

You can define a region around the document that will remain empty when printing. Margins can be defined for all sides individually. The numbers you enter are expressed in the selected measurement unit.



**Left**

You can set the left margin of the page by entering a value or pressing the *Up* and *Down* arrows. The number you enter is expressed in the selected measurement unit. The sum of the left and right margins cannot exceed 2/3 of the page width. Larger values will be adjusted automatically.

**Right**

You can set the right margin of the page by entering a value or pressing the *Up* and *Down* arrows. The number you enter is expressed in the selected measurement unit. The sum of the left and right margins cannot exceed 2/3 of the page width. Larger values will be adjusted automatically.

**Top**

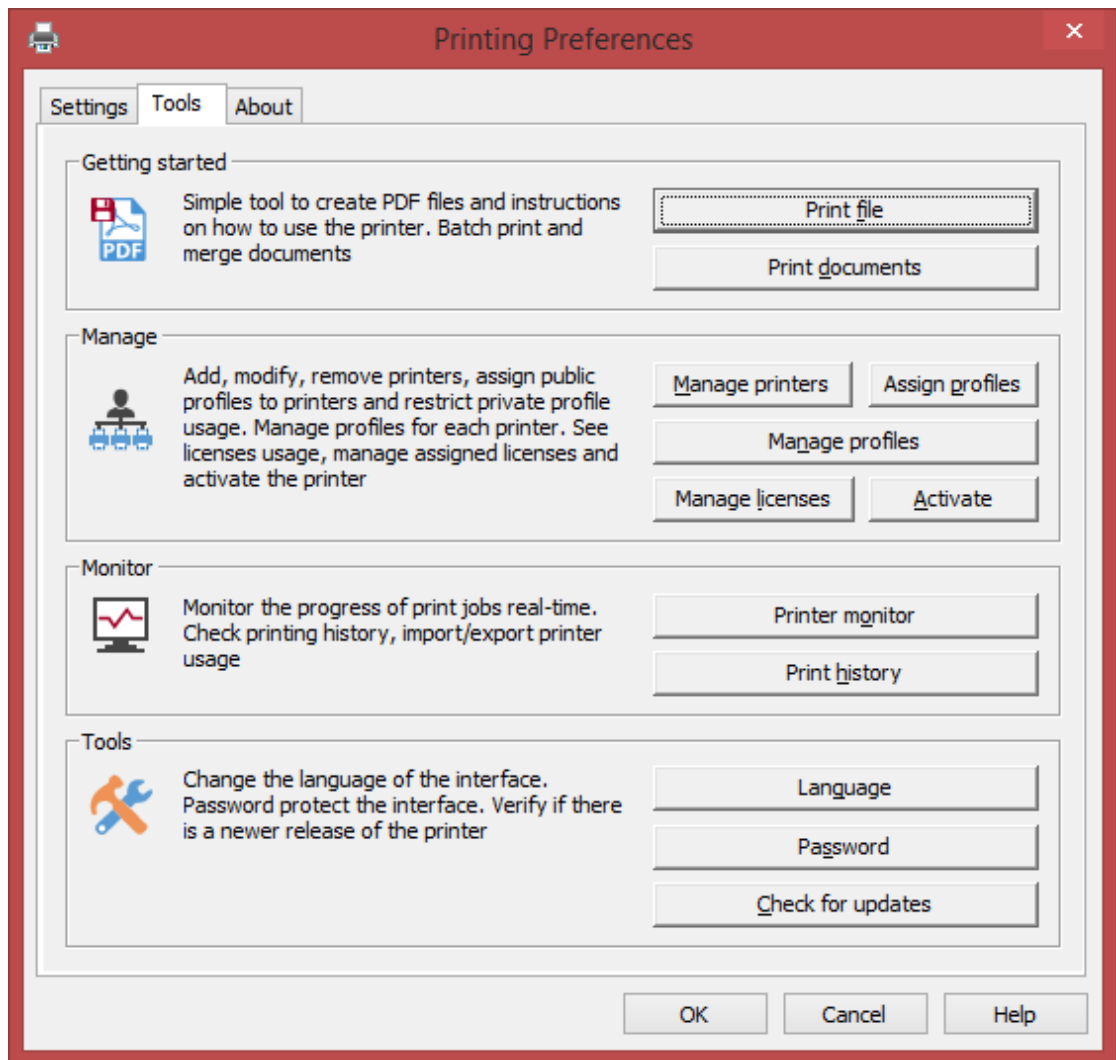
You can set the top margin of the page by entering a value or pressing the *Up* and *Down* arrows. The sum of the top and bottom margins cannot exceed 2/3 of the page height. Larger values will be adjusted automatically.

**Bottom**

You can set the bottom margin of the page by entering a value or pressing the *Up* and *Down* arrows. The sum of the top and bottom margins cannot exceed 2/3 of the page height. Larger values will be adjusted automatically.

### 1.3.1.2 Tools

The Tools section gives you quick access to print one/multiple documents, manage the printers, monitor printing progress, check for updates, change language and password protect the interface.



### Getting started

Shows shortcuts to go to the printing documents tab (you can also click on the tabs to visit those sections).

### Manage

Quickly manage printers, profiles and licenses, assign profiles to printers and activate the printer. Options available here:

- **Manage printers.** Clicking this opens the Printer Manager where you can add, copy, modify and remove printers.
- **Manage profiles.** Opens the Profile Manager where you can create new printing profiles or modify existing ones.
- **Manage licenses.** Opens the Licensing section of the Printer Manager and you can license/unlicense computers.
- **Assign profiles.** Use it to assign a printing profile to the selected printer. Opens the Profiles tab of the Printer Manager.
- **Activate.** Opens the Activation window of novaPDF where you can activate/deactivate or

change the product key.

### Monitor

Opens the Printer Monitor that allows you to enable logging all printing actions. You can also monitor printing jobs in real-time to check their status, view, filter and export the printer history.

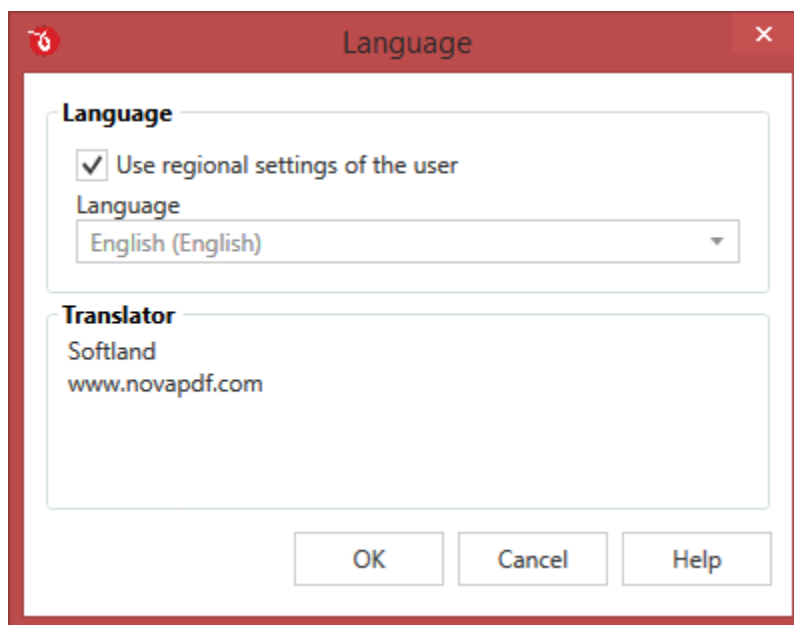
### Tools

From this section you can set the user interface Language and configure the frequency of Updates.

You can set a Password to protect the user interface. You can also click on **Settings** to set a custom client path for all printer server clients (this location is where multiple necessary files are stored such as licensing information).

## 1.3.1.2.1 Language

The *Language* page allows you to set the language for the interface of the program.



## LANGUAGE

### Use user's regional settings

If you check this option, the language will be automatically selected depending on each user's regional setting. If the user language is not available in novaPDF, the default language is chosen (English).

### Select Language

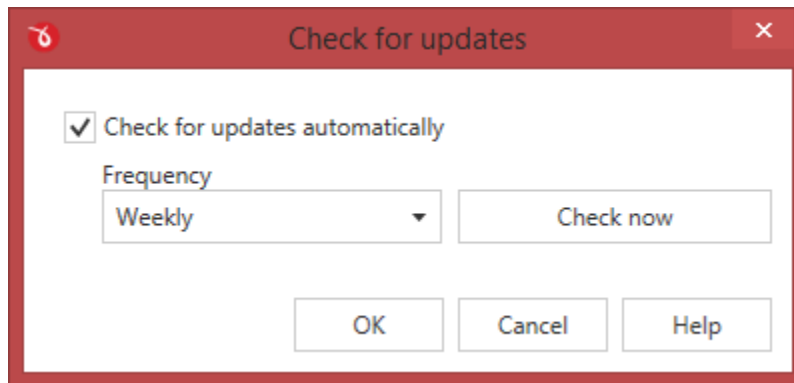
If you want all users to use the same language, select one of the languages available from the *Select language* combo-box.

## TRANSLATOR

For each language you'll see here details regarding the person/company that translated the interface of novaPDF.

### 1.3.1.2.2 Updates

The *Updates* window allows you to set how often to check for updates and to disable it.



## CHECK FOR UPDATES

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### Automatic check for updates

This option is checked by default and will connect to the Internet to see if there are new updates for the application with the defined frequency. If you uncheck this option you won't be notified of new updates until you check manually by clicking on the *Start check for updates* button.

### Frequency

You can choose to check for updates *Daily* (not recommended), *Weekly* (default value) or *Monthly*. When an update is found it will display the *novaPDF Updates* window with details about the update.

## NOVAPDF UPDATES

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### Version history

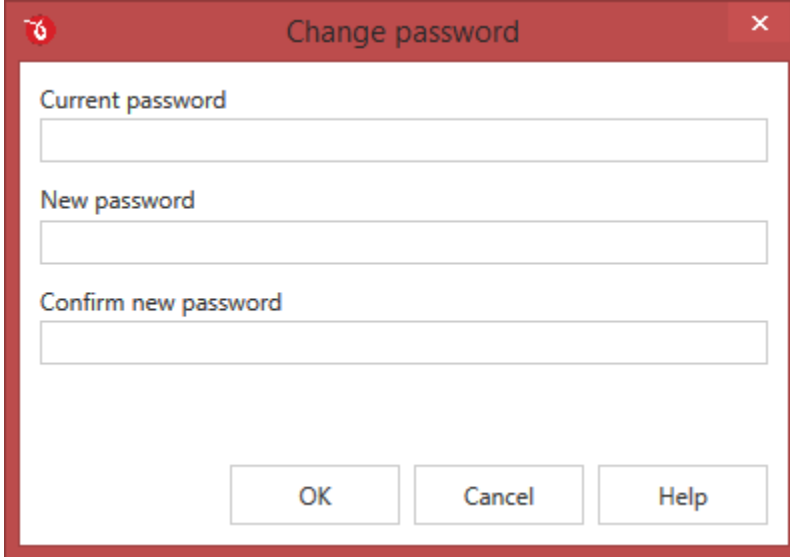
If updates are detected you'll see a list of fixes, updates and new features in the version history section, grouped by version and build number. You can start the download of the new version by accessing the *Click to download* link.

### News

Occasionally we will post news items that will show in the update window. When this window is opened you can re-check for updates by clicking on the *Refresh* button.

### 1.3.1.2.3 Password

You can easily set a password to protect the user interface of novaPDF. This way, everytime the app will be opened, a password will be required to modify its settings.



The image shows a 'Change password' dialog box with a red border and title bar. The title bar contains a small red icon on the left and a close button (X) on the right. The dialog contains three text input fields: 'Current password', 'New password', and 'Confirm new password'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

#### **Current password**

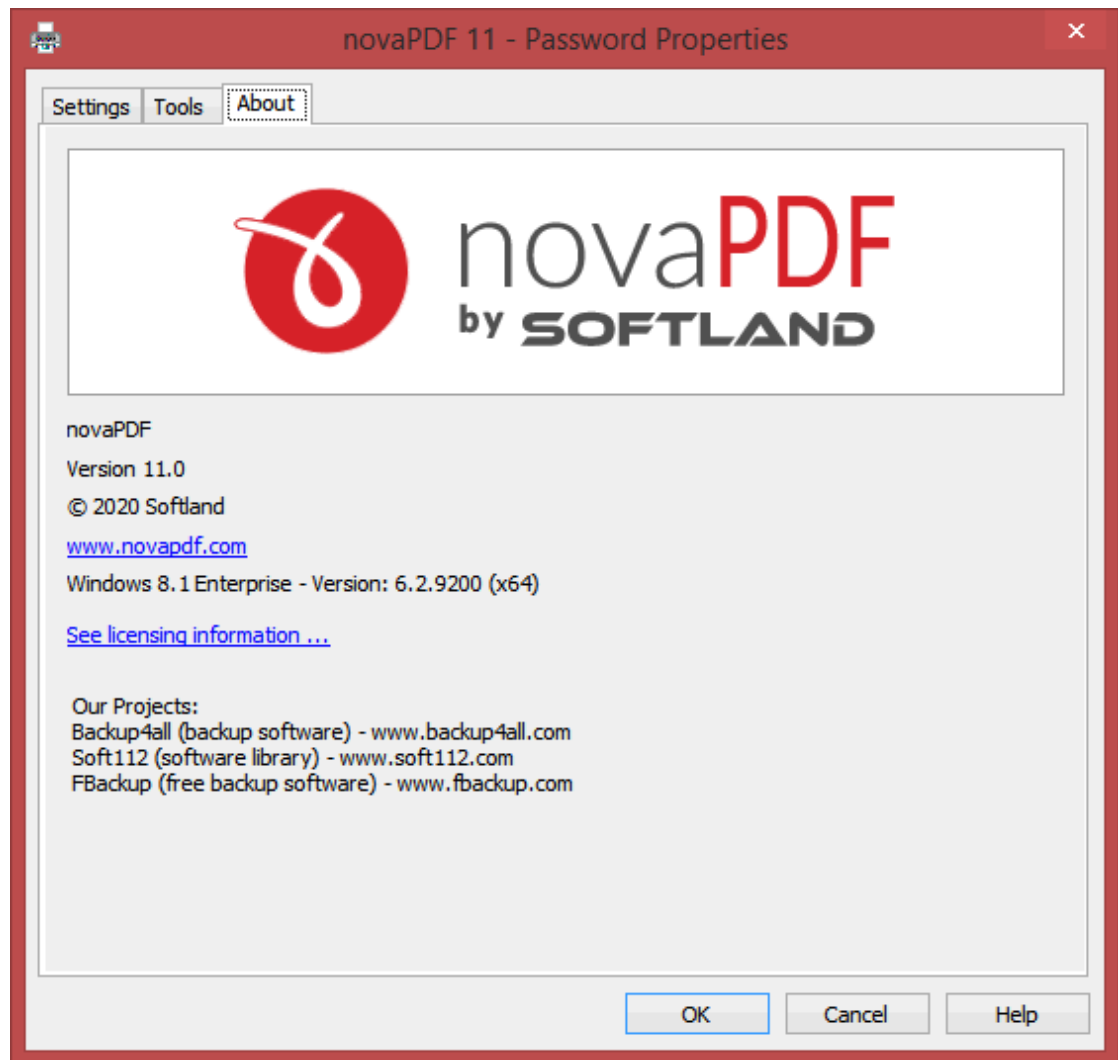
If the interface is already protected with a password, you'll need to enter it here in order to pick a new password to protect it.

#### **New/Confirm new password**

Enter the new password and re-enter it in the Confirm field in order to set it as the new password that protects the user interface.

### 1.3.1.3 About

The **About** page contains information about the version and edition you have installed plus the option to change the interface *Language* and *Check for updates*.

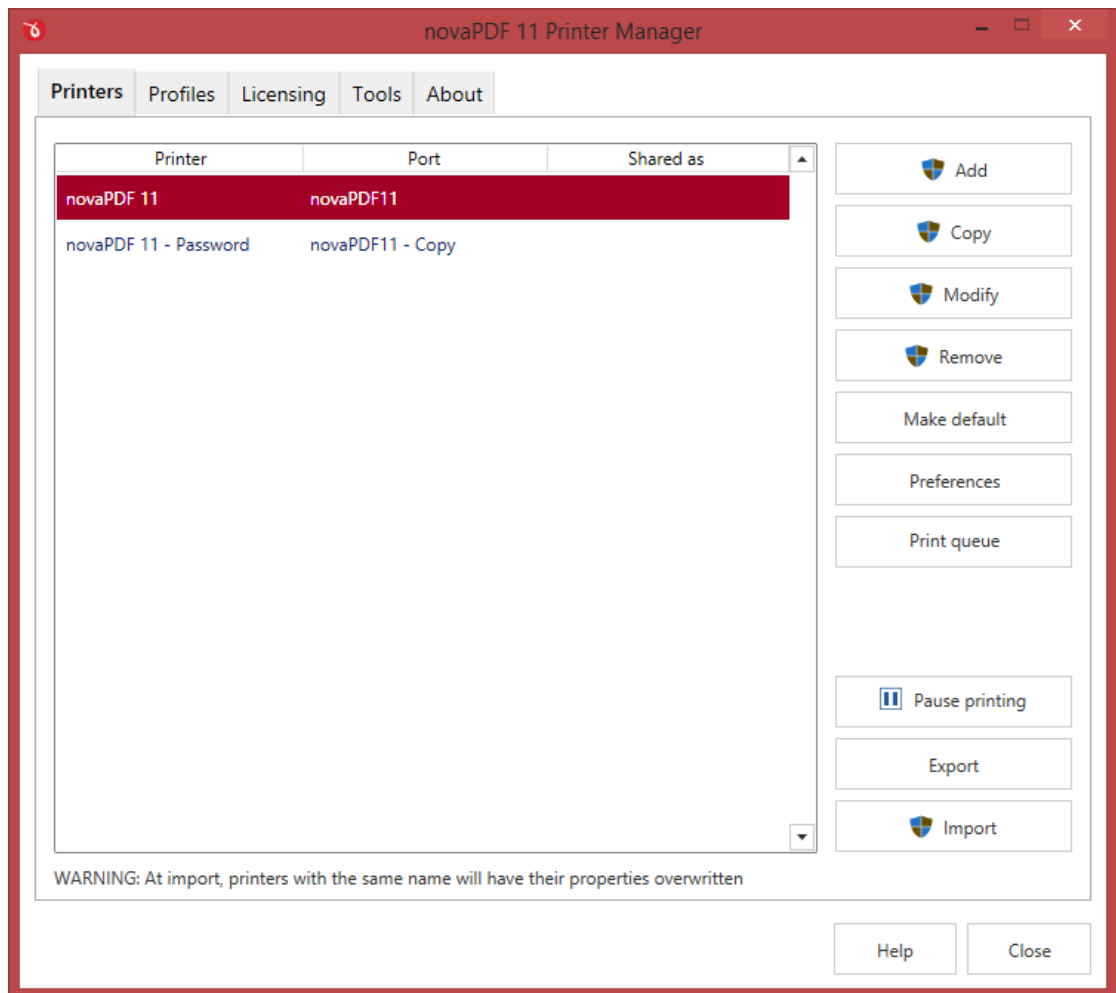


novaPDF is available as a trial version. It is fully functional for 30 days. During the trial version, a notice is printed on each PDF page mentioning the novaPDF. The notice will be removed from further created PDF files when you buy and activate novaPDF. If you've already purchased it you can visit the Activate section to activate the program.

## 1.3.2 Printer Manager

### 1.3.2.1 Printers

*Printer Manager* allows administrators to manage the novaPDF printer(s). This way if you use it as a print server you will be able to manage what printers show up under what name for client computers connecting through the print server, manage the profile for these printers and license/unlicense client computers.



## PRINTERS

This is a list of printers that are installed on the current computer and use the novaPDF driver. To create a new printer based on the novaPDF driver click on **Add** and you'll be prompted to enter General details, set the Default page size, change the Other defaults and set Permissions for the new printer. Similarly, you can remove a printer by selecting it and clicking on **Remove**.

Other options:

- **Copy**. Clones the selected printer.
- **Modify**. Change the settings for an existing printer.
- **Make default**. Makes the selected printer the default system printer.
- **Preferences**. Click to open Printing Preferences for the selected printer.
- **Print Queue**. View the current printing queue with documents sent for conversion that are being processed.

### Pause printing

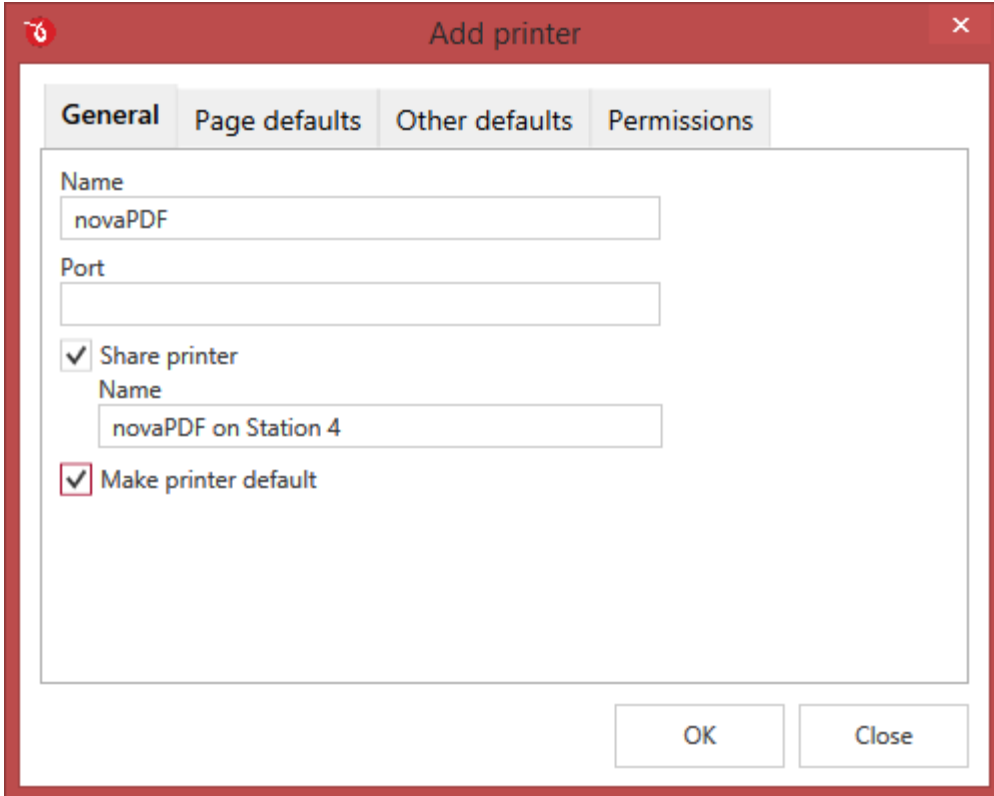
Use this option to pause printing. If printing is paused no print job will run for any of the printers defined in this list. You will have to resume printing if you want to continue creating PDFs.

**Export/Import**

Use this option to export the selected printers with their settings. You can also import those printers on a different computer (or after reinstalling the system).

**1.3.2.1.1 Add/Modify Printer****1.3.2.1.1.1 General**

You can add as many printers as you'd like using the existing novaPDF printer driver. Each new printer you add will show up in your list of Printers. This section lets you name your new printer, specify a port and decide if you want this shared or not.



The screenshot shows a dialog box titled "Add printer" with a red border. It has four tabs: "General", "Page defaults", "Other defaults", and "Permissions". The "General" tab is selected. Inside the dialog, there is a "Name" text box containing "novaPDF", a "Port" text box, a "Share printer" checkbox that is checked, a "Name" text box for the shared printer containing "novaPDF on Station 4", and a "Make printer default" checkbox that is checked. At the bottom right, there are "OK" and "Close" buttons.

**Name**

The name you add here is the name that will show up in the list of Printers.

**Port**

You can enter a custom port to be used when printing. By default the port name is novaPDF11, but you can define in Printer Properties custom ports to be used here.

**Share printer**

You can share the newly defined printer and add it on other computers as a shared network printer. Add a name for it to be used as the shared printer (only the name shown in your network will be modified by this).

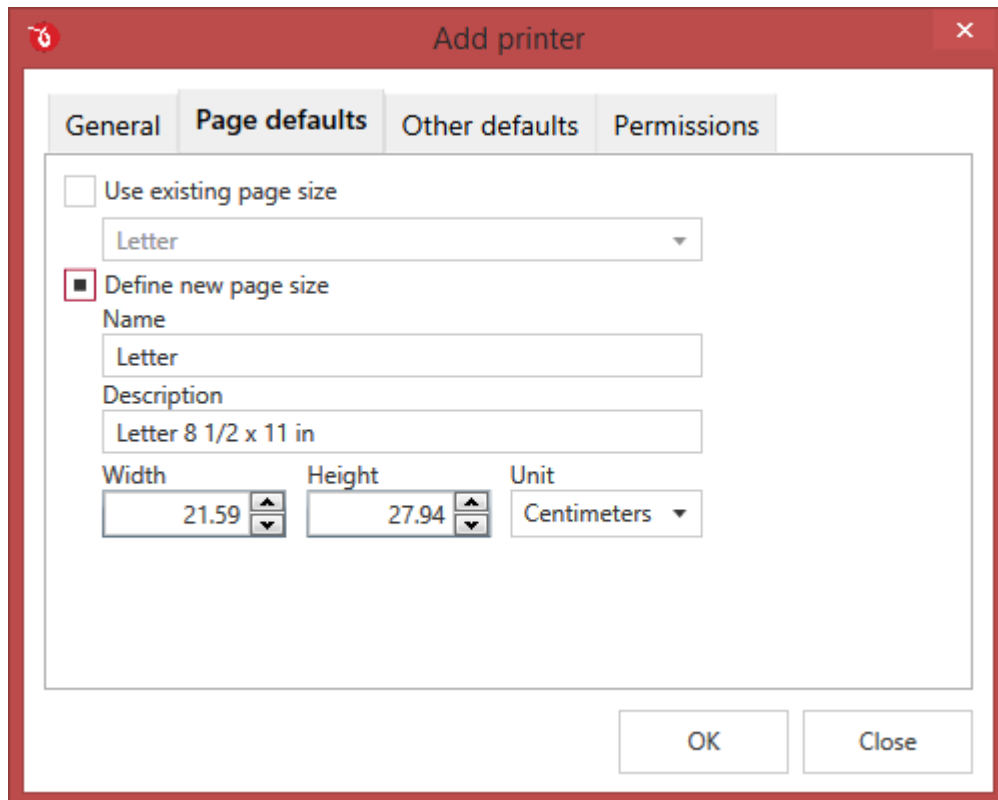


### Make printer default

Use this option to set the printer as the default system printer. This means every time you print a document, novaPDF will be selected by default.

#### 1.3.2.1.1.2 Page defaults

You can change the default page size to be used by the printer you are adding.



The screenshot shows the 'Add printer' dialog box with the 'Page defaults' tab selected. The dialog has four tabs: 'General', 'Page defaults', 'Other defaults', and 'Permissions'. Under 'Page defaults', there are two options: 'Use existing page size' (unchecked) and 'Define new page size' (checked). The 'Define new page size' section includes a 'Name' field with 'Letter', a 'Description' field with 'Letter 8 1/2 x 11 in', and three fields for 'Width' (21.59), 'Height' (27.94), and 'Unit' (Centimeters). The 'Unit' is a dropdown menu. At the bottom right are 'OK' and 'Close' buttons.

#### Use existing page size

Choose one of the existing page size formats, both system and user generated. To see a list of all available page size formats visit [Manage Forms](#).

#### Define new page size

You can define a custom page size to be used by default for every print job that is sent via this new printer.

#### Name/Description

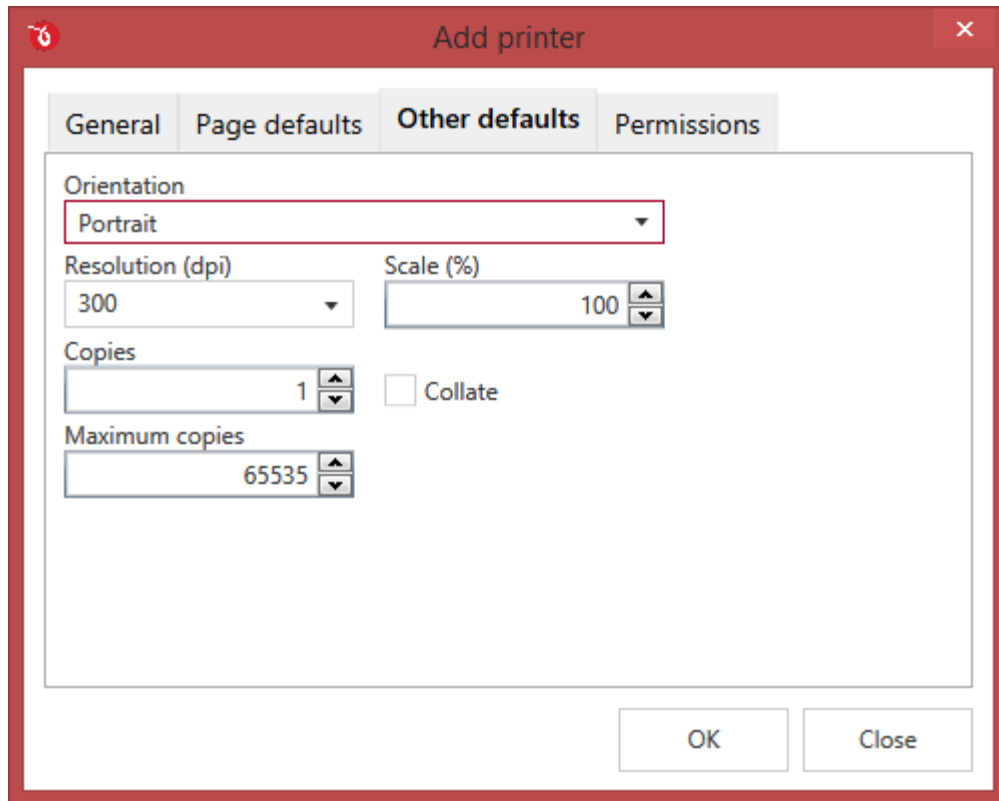
Add a name and description for this new page size.

#### Unit/Width/Height

Set the unit for page size dimensions (default is inches) and enter the custom width/height. The maximum allowed limit for width/height is 3276.7 mm (or 129 inches).

### 1.3.2.1.1.3 Other defaults

Use options on this section to set the default orientation, resolution and scale for print jobs processed through this printer.



#### **ORIENTATION**

Specifies how the pages be positioned in the resulting PDF by default. Available options are *Portrait* and *Landscape*. The orientation can also be set from the printing application.

#### **Portrait**

Portrait orients the print vertically (longest edge of the page is vertical).

#### **Landscape**

Landscape orients the print horizontally (longest edge of the page is horizontal).

#### **RESOLUTION & SCALE**

Specifies the resolution and scale of the document.

#### **Resolution**

You can set the printing resolution between 72 and 2400 dpi by selecting the default values from the drop down list or entering a different value. A smaller resolution results in smaller PDF file, but lower image quality, while a higher resolution means better image quality, but bigger PDF file. The default

value is 300 dpi. The resolution can also be set from the printing application.

### Scale

You can set the scale of the document from 1% to 400% by entering a value or pressing the Up and Down arrows. The scale factor can also be set from the printing application.

### COPIES

Specifies how many copies of the original document you want to include into the PDF and if you want the pages collated.

### Copies

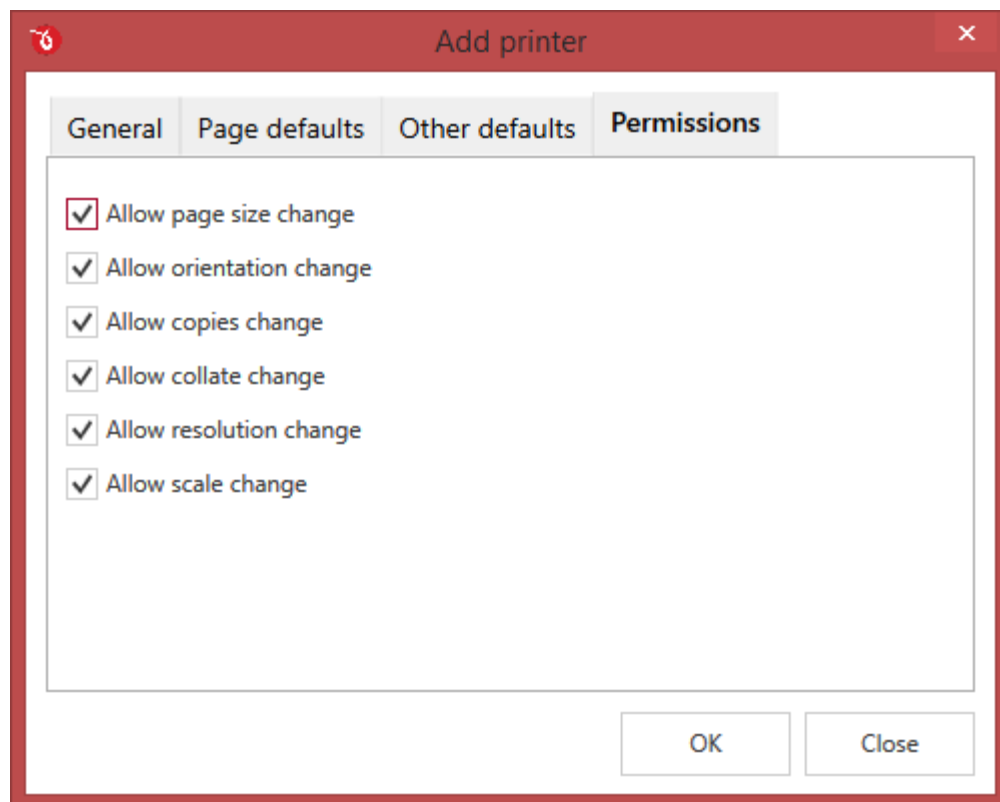
Choose how many copies to make with the option to collate multiple copies. You can also set a maximum number of copies allowed (you cannot go higher than 65535).

### Collate

If you need multiple copies of the original document in the PDF you can set here if you want the pages collated (ordered as P1-P2-P3-P1-P2-P3) or grouped (ordered as P1-P1-P2-P2-P3-P3).

#### 1.3.2.1.1.4 Permissions

Use these options to disallow changing several printing options.



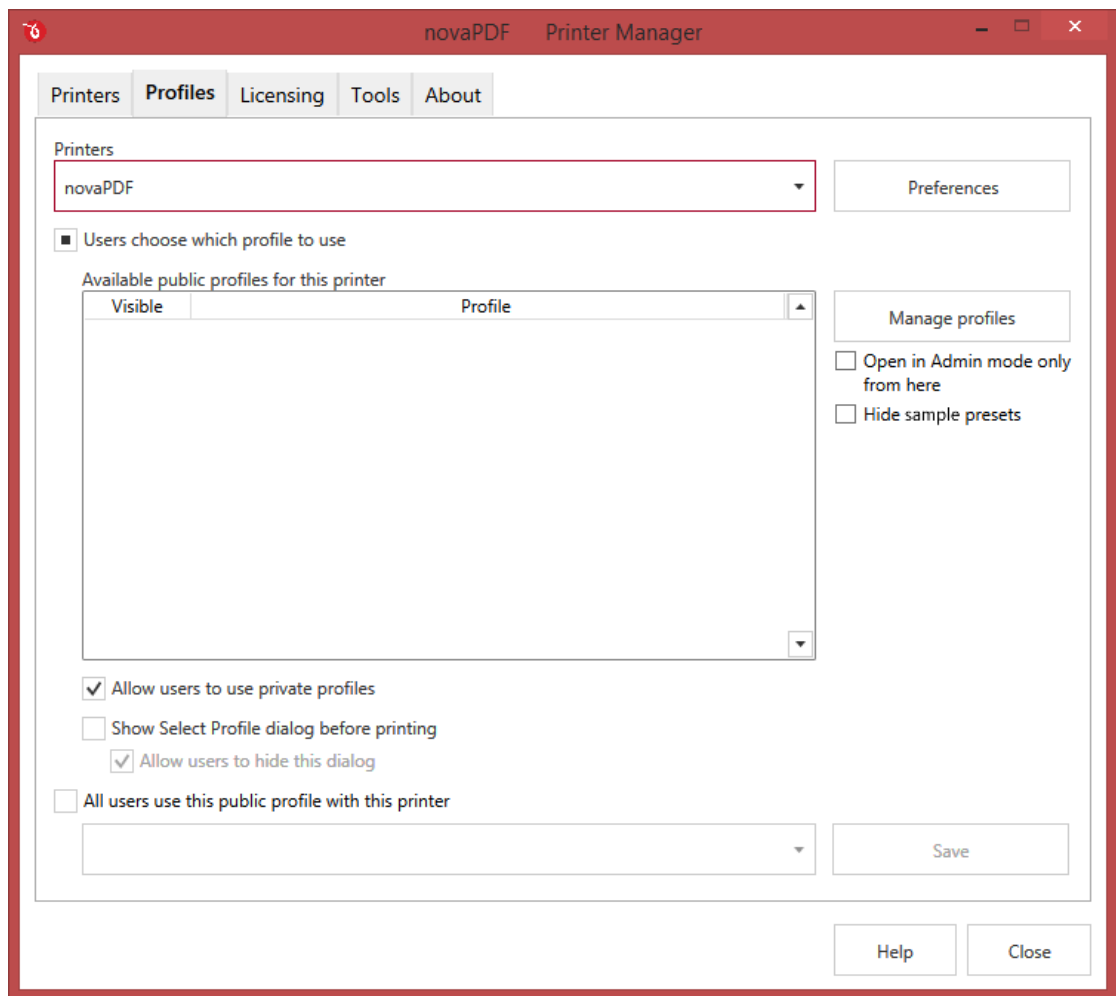
### PERMISSIONS

By default all permissions are set to allow changing the various printing options. You can uncheck these to disallow changing the page size, orientation, resolution, scale, number of copies, collate or paper size.

If an option is unchecked here, it will be greyed out in printing preferences so the user won't be able to change it.

### 1.3.2.2 Profiles

The *Profiles* section of the *Printer Manager* allows you to manage existing profiles for a selected printer, set the default active profile that client computers cannot override or allow them to modify a set of public profiles.



### PRINTERS

You can click on the drop-down to see all the printers based on novaPDF that you can modify/restrict profile options for. After a printer is selected the **Manage profiles** button becomes active and you can click it to start managing profiles for the selected printer. This will start the *Profile Manager* with full administrator rights allowing you to change all options for the profile.

**Users can choose which profile to use**

If this option is selected, users will be able to choose which public profile to use for printing from the list of *Available public profiles for this printer*. If no public profile is defined, default settings will be used. Public profiles are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public profile will be used, all the settings from that profile will be propagated to the client computers.

**Allow users to have private profiles**

Unlike public profiles, a private profile is available only to the current user. If this option is checked, users will be allowed to define private profiles too.

**Show Select Profile dialog before printing**

If this option is checked, when printing a document a pop-up window will allow the user to select a profile to use for that particular printing job. You can allow users to hide this dialog by checking *Allow users to hide this dialog*.

**All users use this public profile with this printer**

If this option is selected you will be able to choose which public profile to be used for this printer by client computers. So instead of allowing users to choose a profile to use for printing or define their own private profile, you will propagate a public profile that will be enforced on all client computers. As an administrator you can choose this option for the selected printer to disallow client computers from showing any profile management options. If you choose this option and select a profile from the drop-down, that profile will be used by default for all clients that create PDFs through this print server. In the *Profile* section of their printer client they will see a notice "The profile options are disabled by your administrator". The list of available profiles to be selected as an active profile will include only public profiles, not private ones. To propagate the active profile to client computers select it and click on **Save**.

**Open in Admin mode only from here**

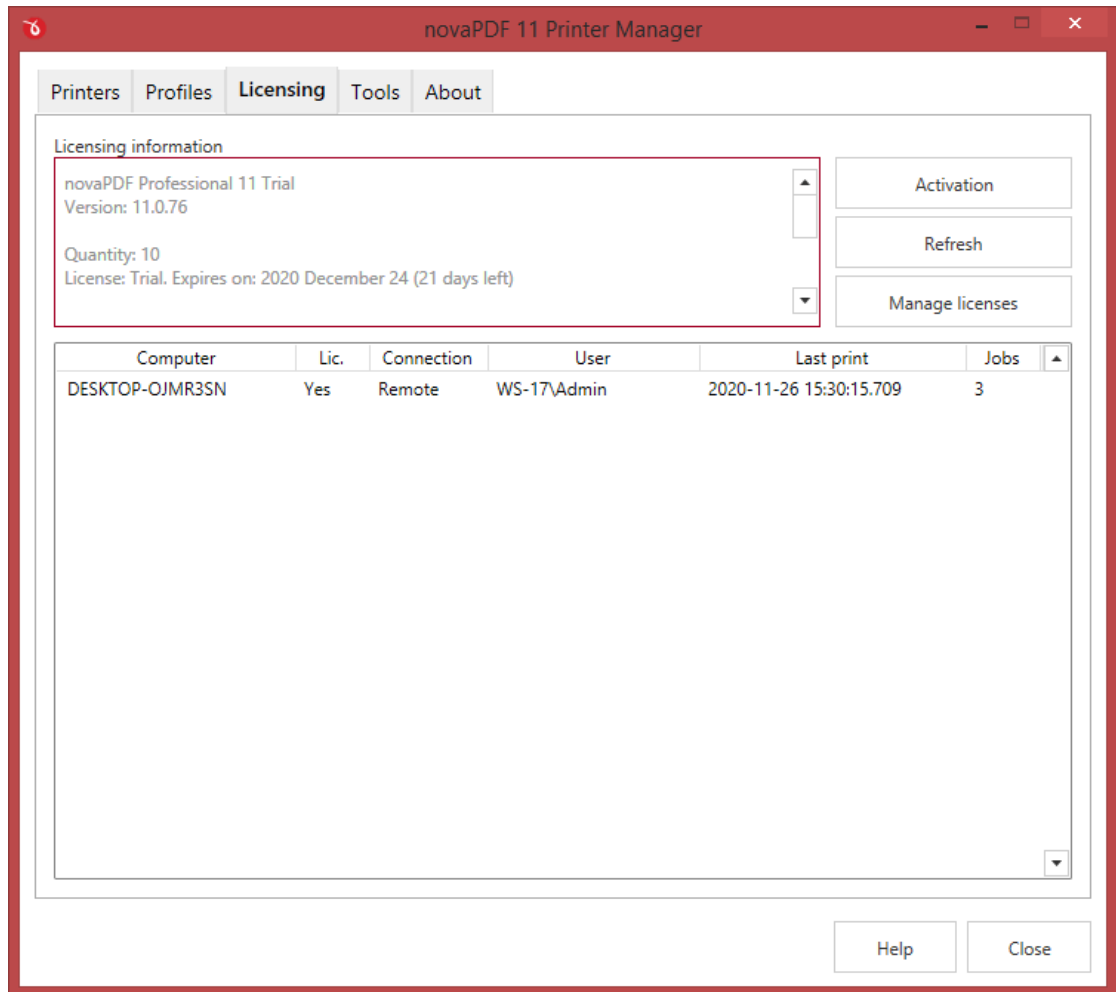
You can open Profile Manager by clicking on Manage profiles. Optionally, you can check this option to allow opening Profile Manager with admin rights only from the Printer Manager. Admin permissions allow users to do changes to profiles defined in Profile Manager, without these permissions changes will be restricted.

**Hide sample presets**

By default there are several presets distributed in the application that will show when creating a printing profile (i.e. save presets, link presets, ...). If this option is checked, these distributed sample presets will be hidden for all printers.

### 1.3.2.3 Licensing

This will allow you to manage the licenses for the printer currently selected. Managing licenses is useful when using the current printer as a print server to add/remove/license and un-license client computers.



### Licensing information

This section shows information about the licensing status. It will display the product name and version, quantity, type of license (permanent/trial), activation status and activation details (name, company, email, comment, ...). For trial versions it will display how many days you have before the trial expires.

### Manage licenses

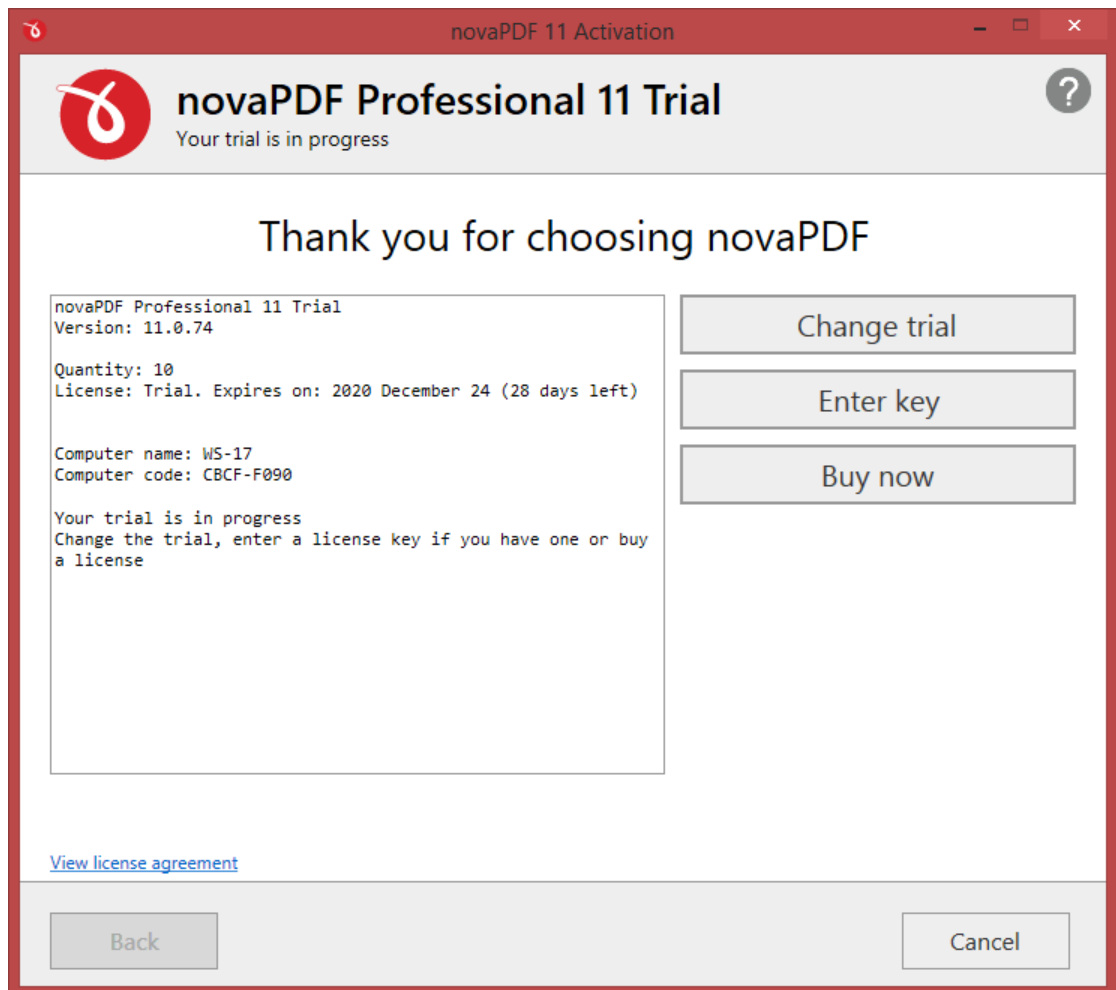
This allows you to manage the licenses for the installed printer driver. Managing licenses is useful when using the installed printer driver as a print server (via the shared network printer or remotely) to add, license, un-license computers/users, and release licenses. See the Manage licenses section for details.

From this window you can also access the Activation section to activate/deactivate your license.

#### 1.3.2.3.1 Activate

Activation allows verifying that your copy of novaPDF is genuine and that it hasn't been used on more computers than the number of licenses purchased. It prevents this way software counterfeiting

(intentional or unintentional).



### Free Trial/Change Trial

Before purchasing a license and activating it online you have the option of running a trial version of novaPDF. The trial version has the same features as the paid version, with the exception that when creating a PDF file with the trial you'll get a notice in the footer of each page of the PDF. This notice will not be included anymore if you pay for and activate the full version. Click on the **Free Trial** button to continue with the selection of editions.

Once you've started a trial, you can change it (within those 30 days) to a different edition if you press the **Change Trial** button.

### Enter Key

After purchasing a novaPDF license you will receive an email that contains your **Product key**. To start using the application you'll have to validate the registration details by clicking on **Enter Key** and follow the activation steps, where you will be able to activate online or manually.

### Buy Now

If you don't own a product key for novaPDF and want to purchase one click on the Buy Now button.

This will open the browser and allow you to buy a license. To test the application before purchasing it, click on the **Free trial** button instead to try it for 30 days without paying.

Once activated you will also be able to see the licensing details in the main text-view: Program name, License key & details and Computer code/name.

### 1.3.2.3.1.1 Free Trial

You can use novaPDF as a trial before deciding to purchase a license. The trial lasts for 30 days and during this period of time you have the same features as the paid version. However, during the trial, you will see a footer notice on each page of the PDF files created. This notice will not show if the program is paid for and activated.

novaPDF 11 Activation

**Try novaPDF**  
Select which edition of novaPDF you want to try

**1. Select edition**  
novaPDF Professional is the full edition with all features enabled. Standard and Lite have fewer features, you can see a detailed comparison here: [Feature matrix](#)

Try Professional  Try Standard  Try Lite

**2. Select license**  
The license can be linked to the computer (which prints to novaPDF directly, via the shared network printer or remotely) or to the user (logged in Windows User which prints to novaPDF or its shared network printer). They can be fixed (to the computer/user) or floating (released after 1h). Read more here: [License types](#)

Computer fixed  Computer floating  User fixed  User floating

**3. Select quantity**  
Each computer/user which prints will occupy a license on the first print. If there are no more available licenses the computer/user is not allowed to print. For fixed computer licenses you can also select unlimited (the equivalent of Site, Country or Worldwide licensing).

Quantity   Unlimited

**Start trial**

Back Cancel

#### Select Edition

You have the option of choosing one of the three editions available for evaluation: Professional, Standard and Lite. While Professional has all the features enabled, Standard and Lite editions have limitations. To see the differences between each edition visit the Feature Matrix section. Once you decided, select an edition and click on **Start trial** to begin the evaluation. You will see how many days



are left from the evaluation on the main activation window or on About.

**Select license**

There are 4 types of licenses available to choose from, based on licensing fixed/floating to the Computer or on the Windows User.

**Select quantity**

Choose the quantity you'd like to try it with. If you want to use it only on your current computer just write 1 in the Quantity field.

After the trial period will be over you won't be able to continue using the program unless you purchase a license and activate it. If you purchase a license before the trial expires you can enter it anytime and activate the license without waiting for the trial to finish.

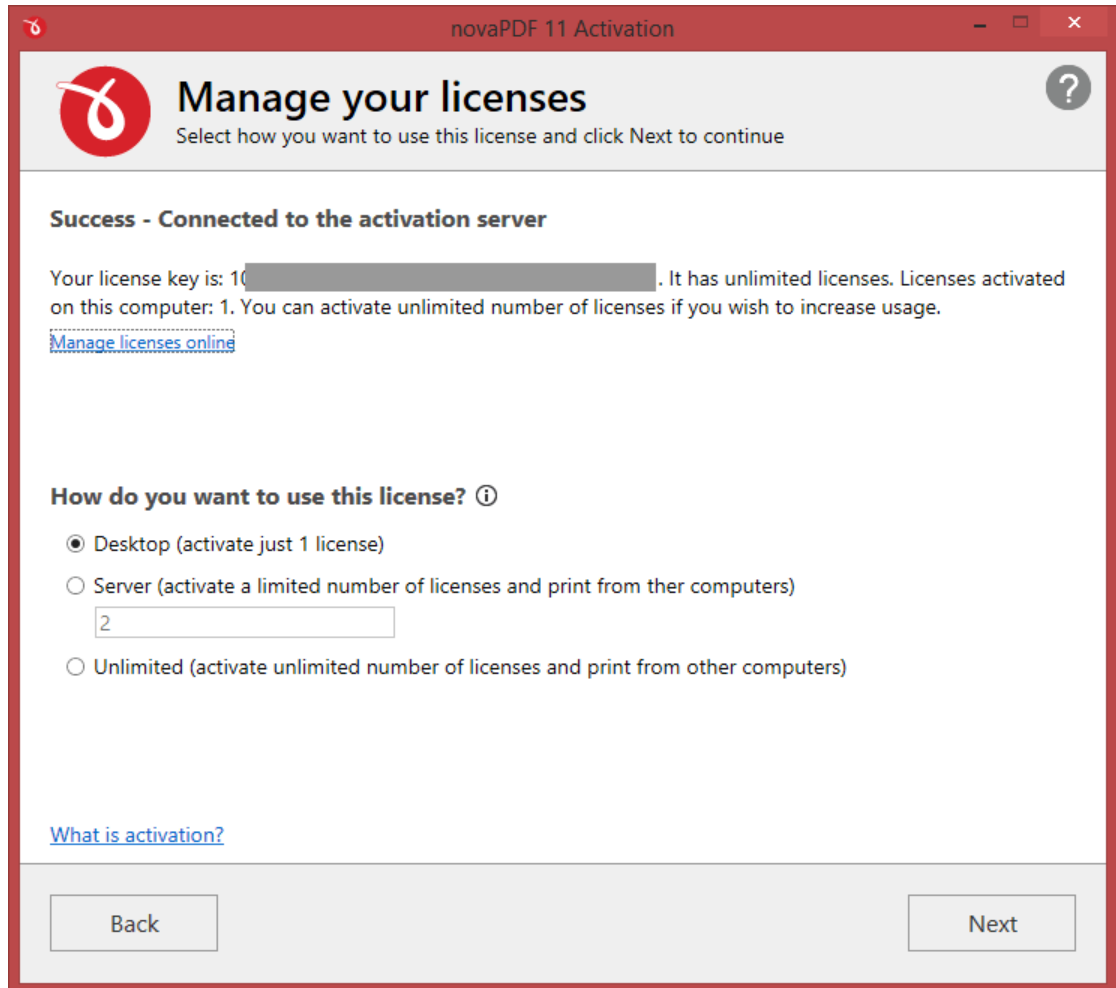
**1.3.2.3.1.2 Online Activation**

After purchasing a novaPDF license you will receive an email that contains your licensing details (Product key, license file). To continue using the program you must activate it online and validate the licensing details in a few quick steps.

**STEP 1 - MANAGE YOUR LICENSES**

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After your key is validated, the Manage licenses window will show up with details regarding your product key.



This will give you more information about your product key and options to decide how many licenses you can activate on the current computer:

- **Desktop.** This is selected by default and will activate 1 license on the current computer where the application is installed. If you purchased just a single license leave this field as it is with its default value.
- **Server.** This option only shows up if your product key has more than 1 licenses available for activation. If you own more than one license, you can select Server to have the current computer act as a PDF printing server. Basically other computers will connect remotely to the server to print.
- **Unlimited.** This option only shows up for product keys that include unlimited licenses (Site, Country or Worldwide licenses).

You can also click on the Manage licenses online link to create an account on our website from where you can manage your licenses (upgrade, delete activations, i.e.).

## STEP 2 - ENTER ACTIVATION DETAILS

**Enter activation details**  
Enter your personal details and click on Activate to finalize the process.

**First name**  
John

**Last name**  
Doe

**Email**  
info@novapdf.com

**Company**  
Softland

**Computer information** ⓘ  
Name: WS-17  
Code: CBCF-F090

**Comments**  
Used on computer ws-17

I agree to the terms of the [Privacy Policy](#)

**Activate**

Back Cancel

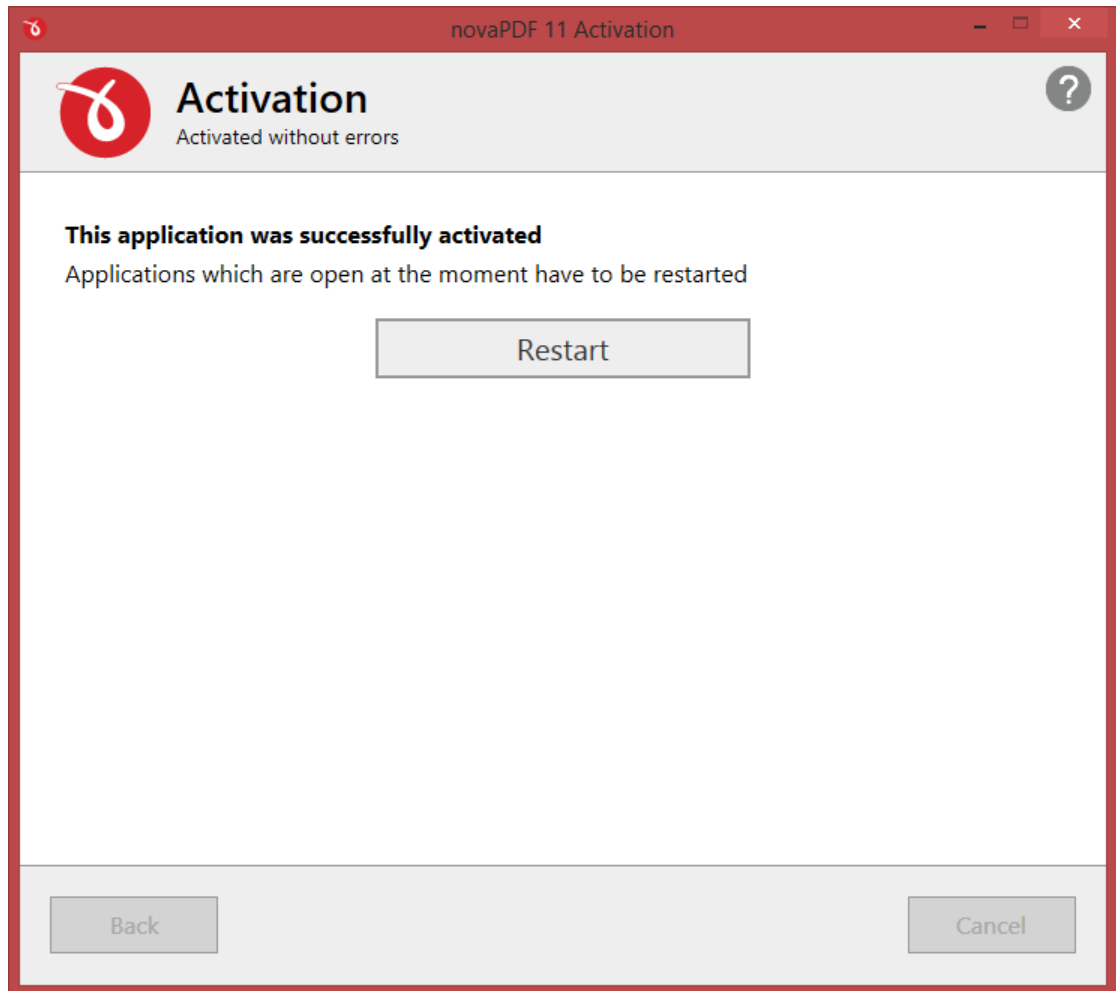
You can add your activation details for the current product key as follows:

- **First/Last/Company Name.** Enter the name you want this copy to be licensed under.
- **Email.** Add your email address to have it associated with your license. If you create an account online using this email address, you will be able to manage it online (i.e. recover the product key, delete activations, upgrade).
- **Computer information.** This will automatically display the current computer name and its code. You can write additional details in here in case you want to activate the application on multiple computers and want to differentiate them easier.
- **Comments.** Enter here additional comments regarding this activation. These comments will be shown in the online account so it is a way for you to remember why you activated a license and where you activated it (doesn't affect the activation in any way no matter what text you enter here).

Once you've added all the required information, check the **I agree to the terms of the Privacy Policy** (after you've read it) option and press the **Activate** button to complete the activation. **An active Internet connection is required to activate online.** If the computer is not connected to the Internet or there's a problem connecting via the Internet (i.e. a firewall that prevents external access) you will

receive a notification and the possibility to continue with a **Manual** activation.

### STEP 3 - ACTIVATION RESULTS



If the licensing information is valid, you will get a confirmation message saying the application has been successfully activated. If the information in one of the fields is not correct you'll receive an error and you'll have to retry the activation after correcting it.

After you close the the confirmation message, you can see your licensing details on the **About** page with additional options to *Change key, Deactivate, Reactivate, Register and Add/Upgrade/Buy licenses online.*

#### 1.3.2.3.1.3 Manual Activation

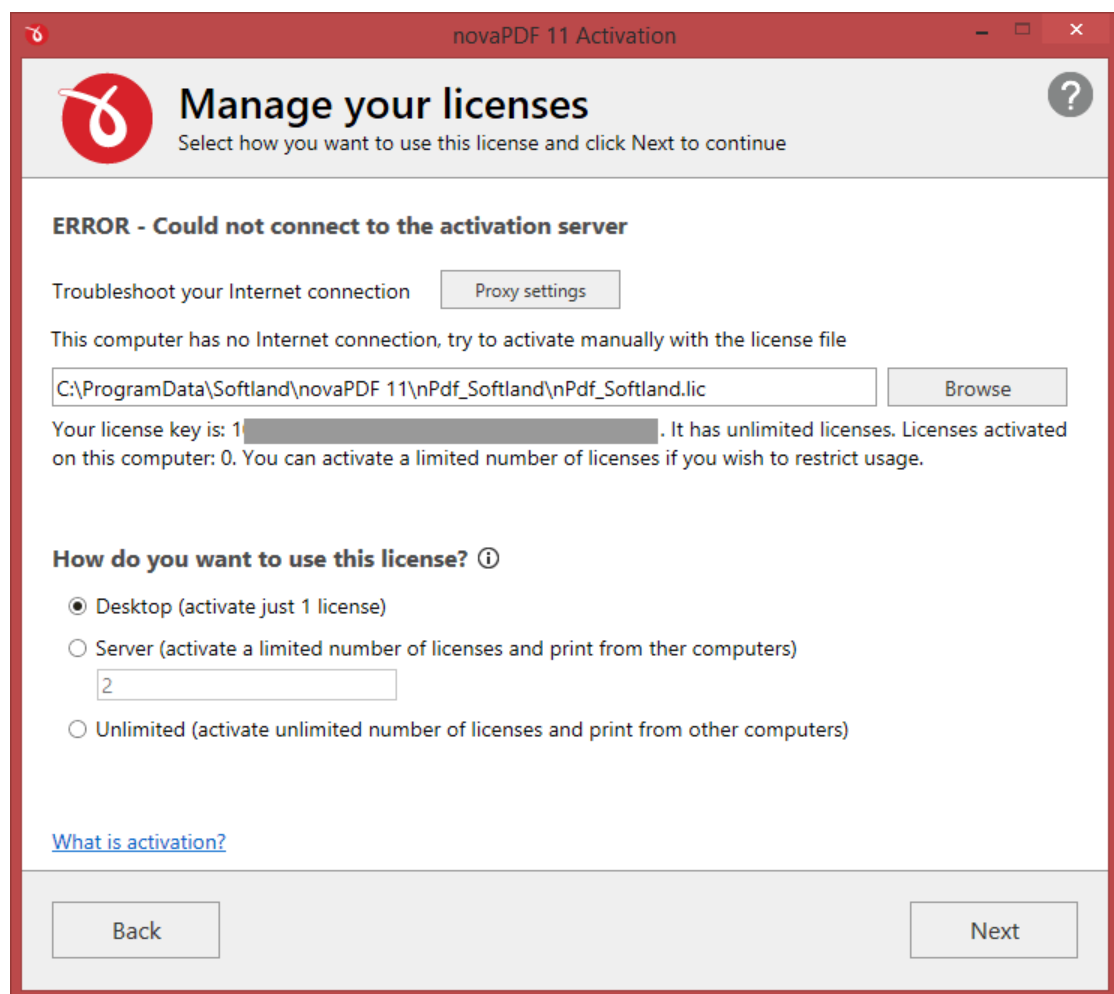
After purchasing a novaPDF license you will receive an email that contains your **Product key**. To continue using the program you must activate it and validate the licensing information. The easiest way is to use the Online Activation option, however if for some reason you don't have Internet access on the computer where you've installed novaPDF the **Offline/Manual Activation** window will

show up.

The process to activate the software manually requires that you download a file generated by novaPDF, load it on an USB stick (or any portable device), go to a computer that has internet access and upload the file on our servers (or send an email generated by the program), then download the response activation file and use it on the computer where you want to manually activate it.

### STEP 1

In this step you have to Browse for the **License file** associated with your product key. The licensing email you received after ordering the program has a license file with the **.lic** extension attached. You will need to save it locally then click on the **Browse** button to locate it.



After you've selected the .lic file, you will see more information about your product key and options to decide how many licenses you can activate on the current computer:

- **Desktop.** This is selected by default and will activate 1 license on the current computer where the application is installed. If you purchased just a single license leave this field as it is with its default value.

- **Server.** This option only shows up if your product key has more than 1 licenses available for activation. If you own more than one license, you can select Server to have the current computer act as a PDF printing server. Basically other computers will connect remotely to the server to print.
- **Unlimited.** This option only shows up for product keys that include unlimited licenses (Site, Country or Worldwide licenses).

After you've decided, click on the **Next** button to continue the manual activation process, or on **Back** if you want to stop the activation process.

## STEP 2 - ENTER ACTIVATION DETAILS

The screenshot shows a dialog box titled "novaPDF 11 Activation" with the following content:

- Header:** "Enter activation details" with a subtext "Enter your personal details and click on Activate to finalize the process."
- Form Fields:**
  - First name:** John
  - Last name:** Doe
  - Email:** info@novapdf.com
  - Company:** Softland
  - Computer information:** Name: WS-17, Code: CBCF-F090
  - Comments:** Used on computer ws-17
- Agreement:**  I agree to the terms of the [Privacy Policy](#)
- Buttons:** A large "Activate" button is centered at the bottom. At the very bottom, there are "Back" and "Cancel" buttons.

You can add your activation details for the current product key as follows:

- **First/Last/Company Name.** Enter the name you want this copy to be licensed under.
- **Email.** Add your email address to have it associated with your license. If you create an account online using this email address, you will be able to manage it online (i.e. recover the product

key, delete activations, upgrade).

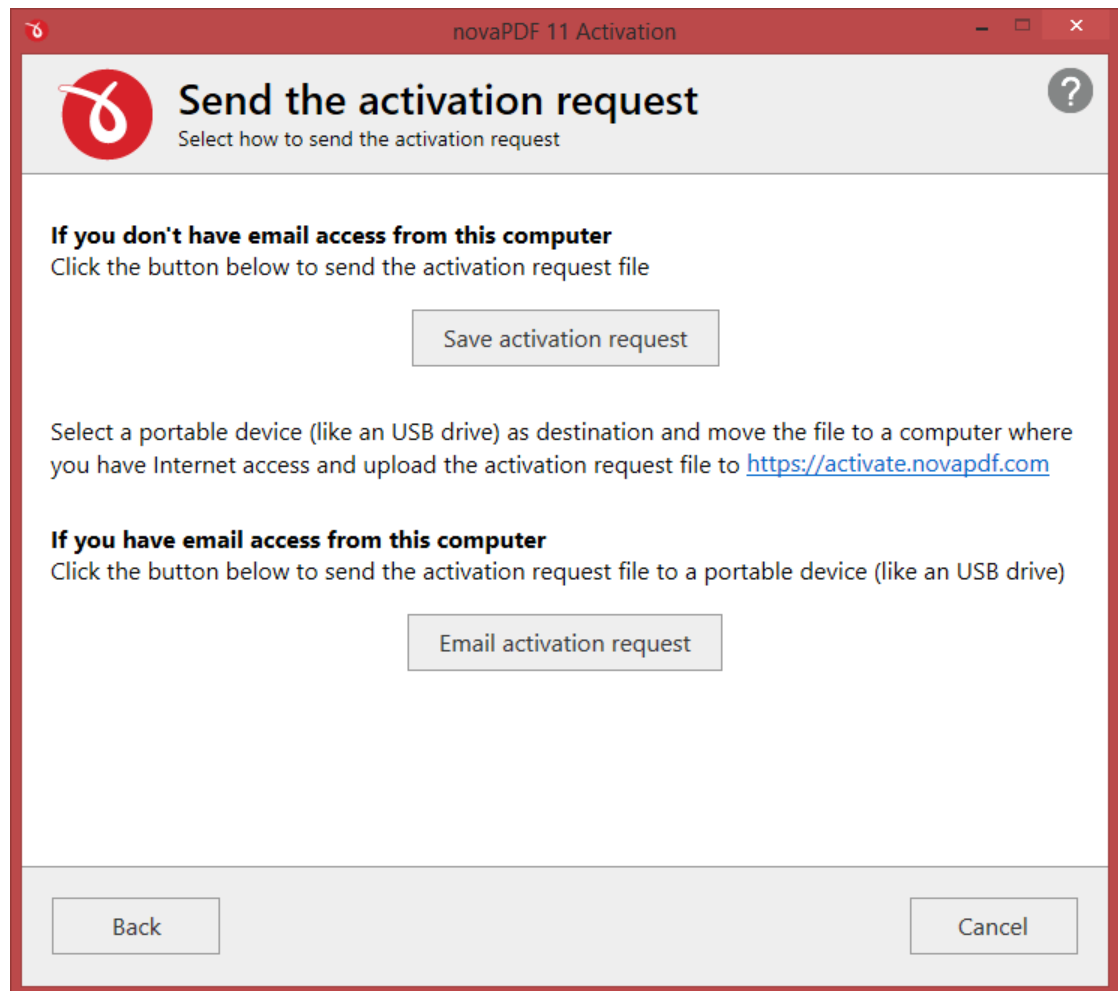
- **Computer information.** This will automatically display the current computer name and its code. You can write additional details in here in case you want to activate the application on multiple computers and want to differentiate them easier.
- **Comments.** Enter here additional comments regarding this activation. These comments will be shown in the online account so it is a way for you to remember why you activated a license and where you activated it (doesn't affect the activation in any way no matter what text you enter here).

Once you've added all the required information, check the **I agree to the terms of the Privacy Policy** (after you've read it) option and press the **Activate** button to complete the activation.

### **STEP 3 - SEND THE ACTIVATION REQUEST**

This step allows you to generate and download an activation request file. Click on the **Email activation request** button if you have an internet connection on the current computer, or on the **Save activation request** button if you don't have an internet connection. If you choose the *save the activation request* option, you'll be prompted to save a manual activation request file on your computer. Click **Next** after saving or emailing the request.

You have to move that file to a computer where you have an active internet connection. Write down the url that is mentioned under the *Save activation request* button as that's where you'll need to load the activation file: <http://activate.novapdf.com>

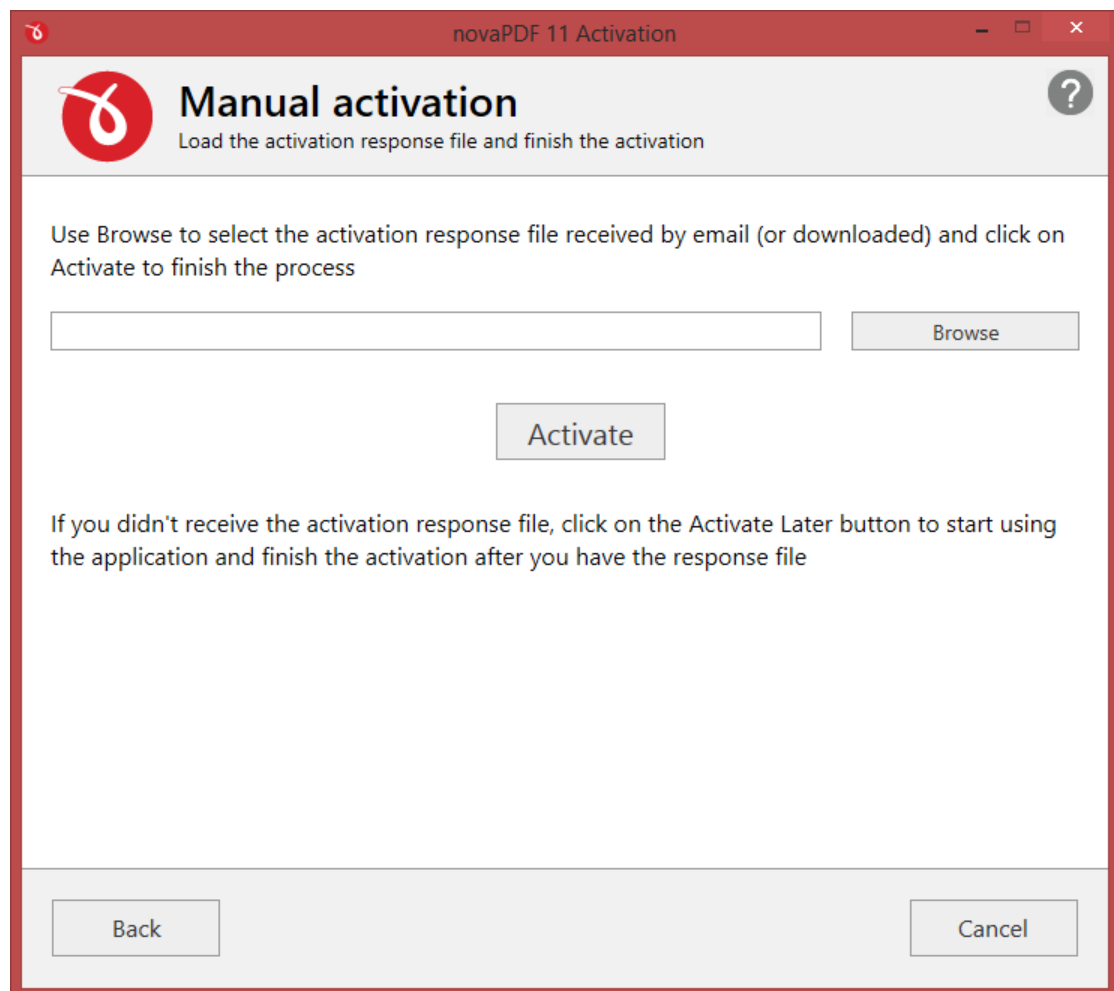


#### STEP 4 - MANUAL ACTIVATION

From the computer where you have an internet connection compose a new email message and attach the activation request file obtained previously or visit the activation url and upload the file on our server. You will receive an email reply (or download one if using the website method) with an activation response file that you need to move to the computer that's being activated manually.

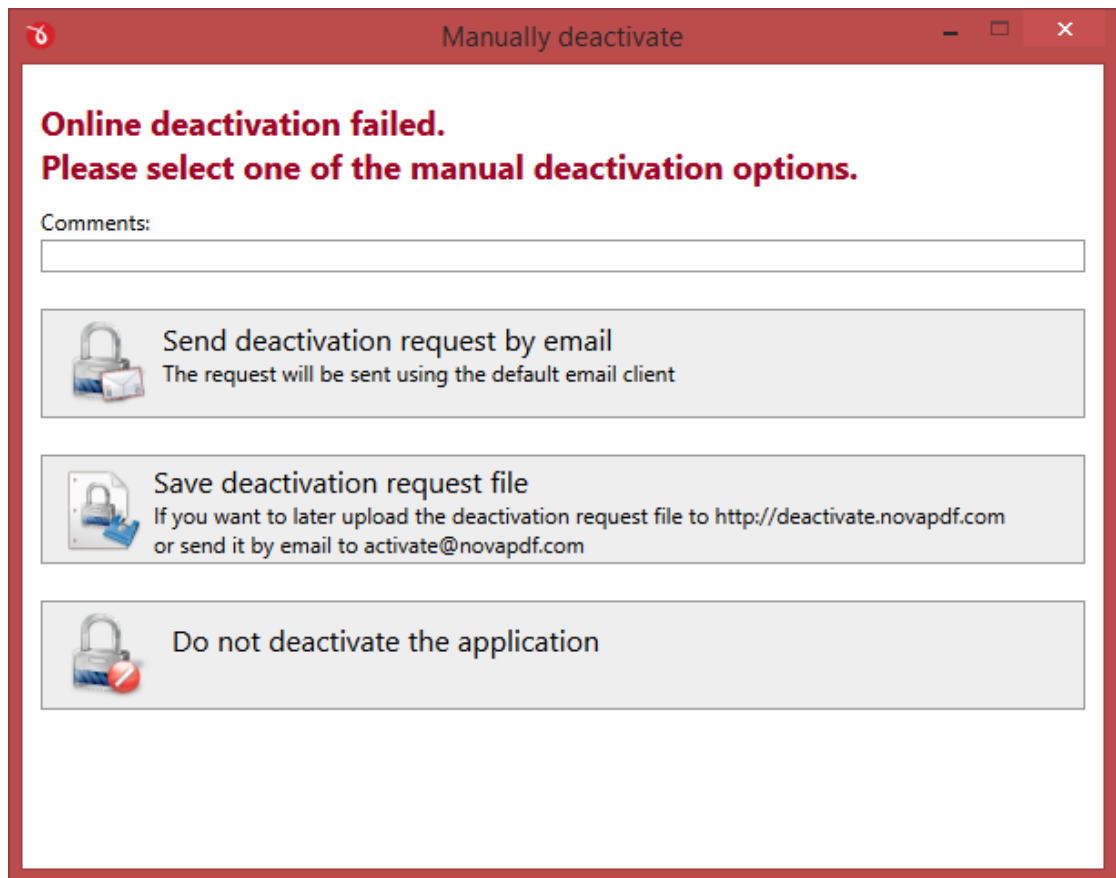
The activation file that you received previously needs to be loaded on the last step of the **Manual Activation** window (if you closed the window in the meantime, just start the application again and from the main activation window click on I already have an activation file link in the lower left corner). Click on the **Browse** button and select the activation response file. Once you've selected this click on **Activate** to finish the process.





### 1.3.2.3.2 Deactivate

You can remove the activation file from the current application by deactivating it. This will revert the program to a trial status, if you have enough evaluation days left, otherwise you'll be shown the activation window everytime you try to use it. Deactivating is useful in case you want to move the program to another computer, thus you're removing the license from the current one to activate it on the new one. Deactivation is done automatic if an internet connection is available, however if the computer is not connected to the internet you'll have to deactivate the program manually.



The program will be deactivated when you click on either the **Send deactivation request by email** or **Save deactivation request file** button. However, you will also need to send that deactivation request to our server so that it will be marked as deactivated in our system as well. If you skip this step the license will remain marked as activated in our system and you won't be able to activate it on another system.

#### Comments

This is an optional field, you can enter here an additional comment on why you deactivated the program. This comment will be shown in the online account so it is a way for you to remember why you requested the deactivation (doesn't affect the deactivation in any way no matter what text you enter here).

#### Send deactivation request by email

By clicking on this button an email will be generated and opened with your default email editor. The email contains a deactivation request and has pre-configured the address that it has to be sent to. Copy that email on a system where you have internet access and send it. Your license will be marked as deactivated on our system when the email is received.

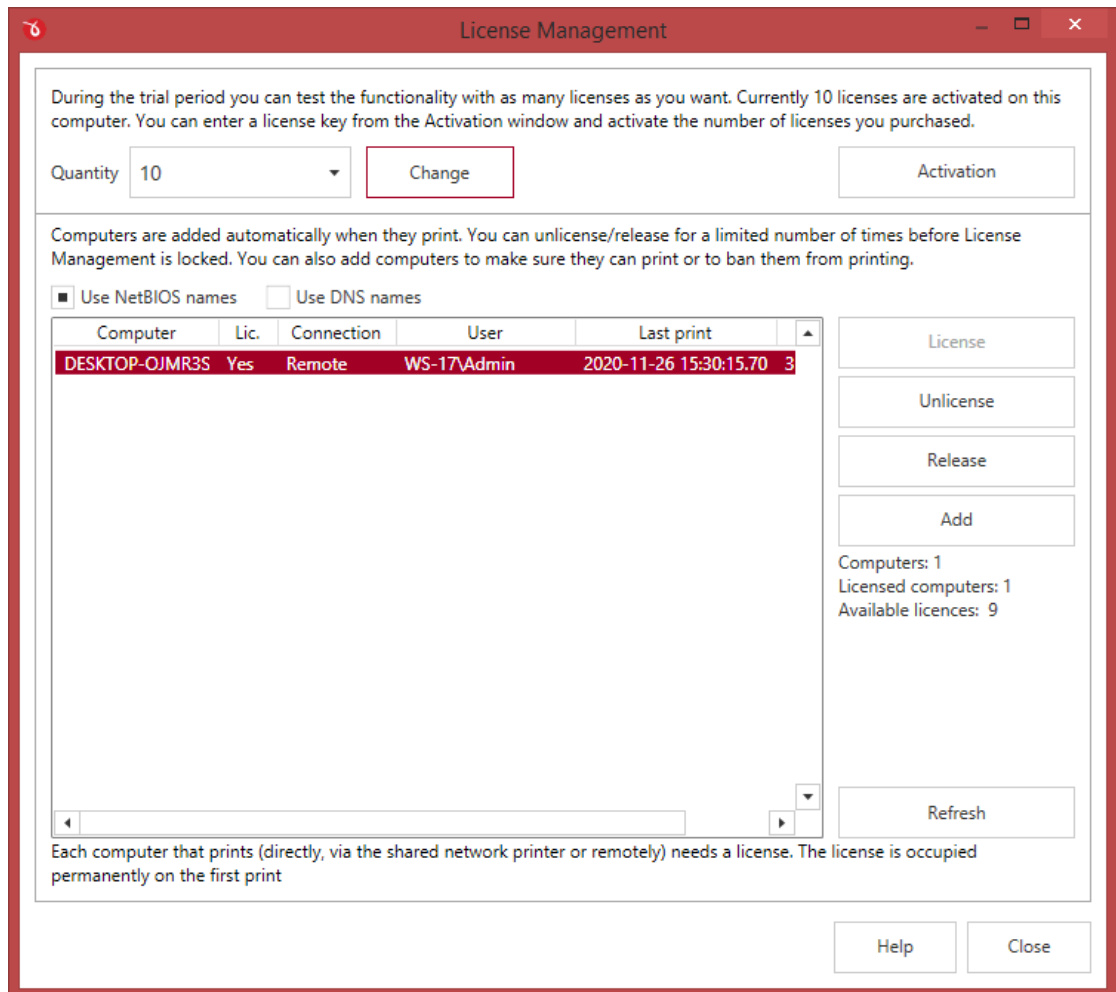
#### Save deactivation request file

If you select this option you'll receive a file that you can put on an USB stick (for example) and use it from another computer that has an Internet connection. On the computer where you have an

internet connection compose a new email message and attach the deactivation request file obtained previously or visit the deactivation url and upload the file on our server to finalize this process.

### 1.3.2.3.3 Manage licenses

This allows you to manage the licenses for the installed printer driver. Managing licenses is useful when using the installed printer driver as a print server (via the shared network printer or remotely) to add, license, un-license computers/users, and release licenses.



You can share a PDF printer to be accessible via other computers in the same network. If a print job is started from a computer in the network through the print server, the computer/user name is occupies automatically a license, as long as there are available licenses. If you have enough licenses, you don't have to configure anything, all computers/users will be automatically licensed when they initiate their first print job on the printer server. As the computers/users are being assigned a license, you will see the number of **Available licenses** decreasing, and the licensed status **Yes** near the name of the licensed computers/users.

The computers/users are automatically added in the license list even when the server is not licensed (in trial mode). In this case all computers will be listed as unlicensed. When the server is licensed, the computers/users in the list are licensed automatically as they print. If you have more

computers/users in the list then the number of licenses, the computers/users that will not be able to secure a license.

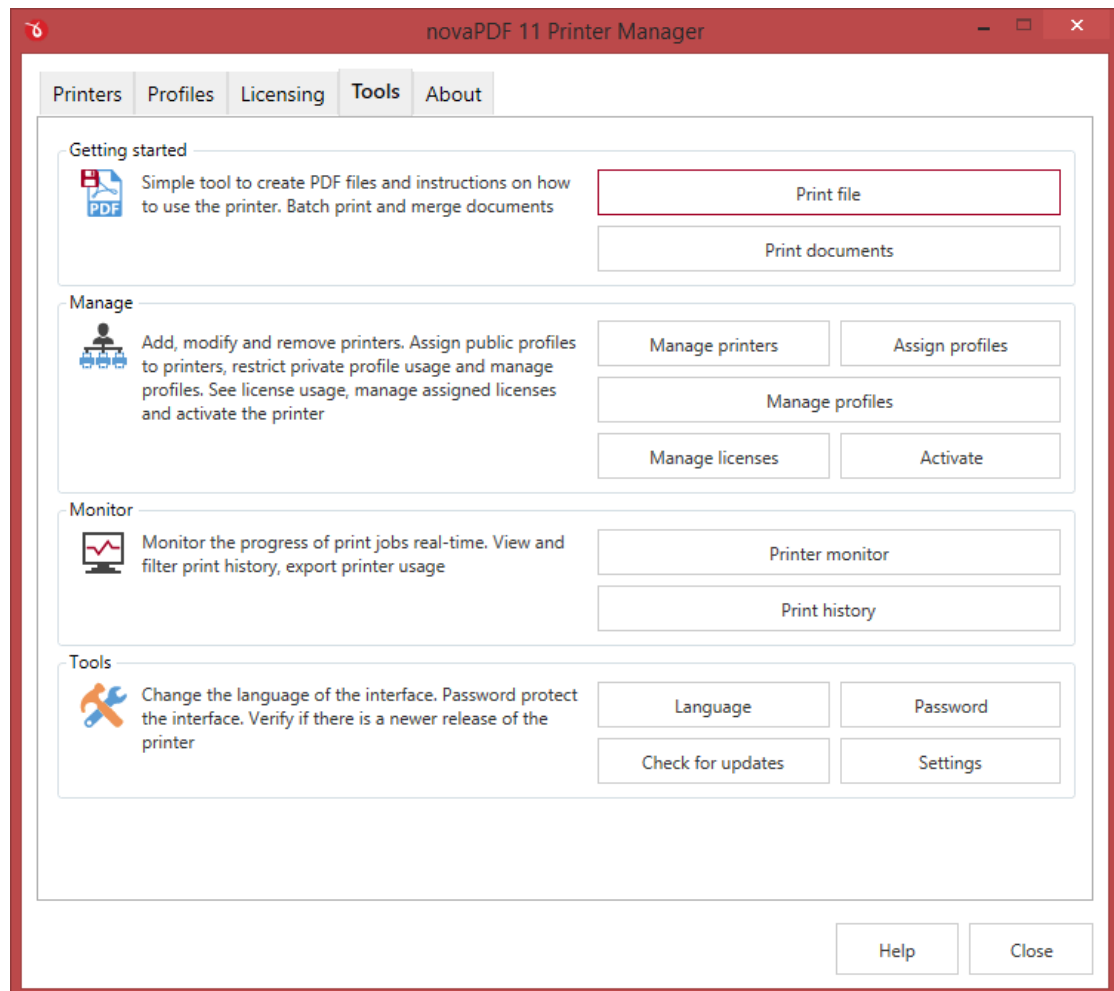
You can see the number of the current available licenses in the lower right-hand part under the Available licenses text. If you wish, you can manage the licensed computers/users manually. You can **Add** licenses for the computers/users that connect via the shared network printer or remotely. By clicking on a computer/user from the list you will also be able to **License**, **Unlicense** or **Release** them (you'll see how the status from the Licensed column will change to Yes, No or -).

Depending on your network configuration, you can choose what machine names to use for licensing: **NetBIOS** names or **DNS** names. You can switch at any time between NetBIOS and DNS names. Just remember that if you already have machines licensed with one name they will not be recognized with the other name. You will have **Unlicense** all computers/users from the licensed list which became obsolete. The licenses made available will be reused by the new computers/users when they first print.

For floating computer/user licenses you can also control how long the license will be occupied by the computer/user. The minimum is 1h, but you can increase this period or set the license to be occupied permanently. Press the **Apply** button to make the changes or the Reset button to reset all the changes to the default 1h.

#### 1.3.2.4 Tools

The Tools section gives you quick access to print one/multiple documents, manage the printers, monitor printing progress, check for updates, change language and password protect the interface.



### Getting started

Shows shortcuts to go to the printing documents tab (you can also click on the tabs to visit those sections).

### Manage

Quickly manage printers, profiles and licenses, assign profiles to printers and activate the printer. Options available here:

- **Manage printers.** Clicking this opens the Printer Manager where you can add, copy, modify and remove printers.
- **Manage profiles.** Opens the Profile Manager where you can create new printing profiles or modify existing ones.
- **Manage licenses.** Opens the Licensing section of the Printer Manager and you can license/unlicense computers.
- **Assign profiles.** Use it to assign a printing profile to the selected printer. Opens the Profiles tab of the Printer Manager.
- **Activate.** Opens the Activation window of novaPDF where you can activate/deactivate or change the product key.

**Monitor**

Opens the Printer Monitor that allows you to enable logging all printing actions. You can also monitor printing jobs in real-time to check their status, view, filter and export the printer history.

**Tools**

From this section you can set the user interface Language and configure the frequency of Updates.

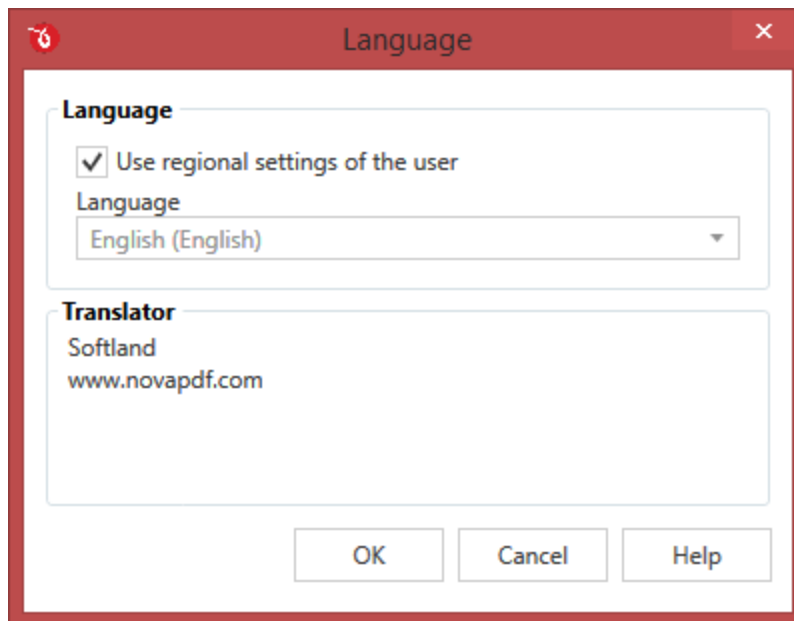
You can set a Password to protect the user interface. You can also click on **Settings** to set a custom client path for all printer server clients (this location is where multiple necessary files are stored such as licensing information).

**Send telemetry data anonymously**

We rely on user feedback for new features and updates included in the application. If this option is checked, anonymous usage data will be sent to our server.

### 1.3.2.4.1 Language

The *Language* page allows you to set the language for the interface of the program.



## LANGUAGE

**Use user's regional settings**

If you check this option, the language will be automatically selected depending on each user's regional setting. If the user language is not available in novaPDF, the default language is chosen (English).

**Select Language**

If you want all users to use the same language, select one of the languages available from the *Select*

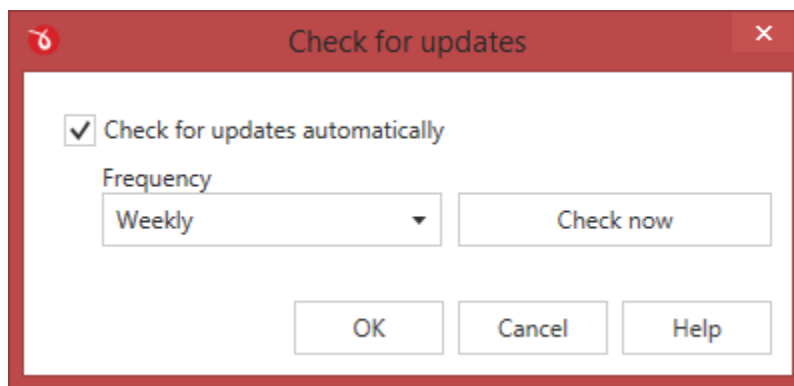
*language* combo-box.

## TRANSLATOR

For each language you'll see here details regarding the person/company that translated the interface of novaPDF.

### 1.3.2.4.2 Updates

The *Updates* window allows you to set how often to check for updates and to disable it.



## CHECK FOR UPDATES

### Automatic check for updates

This option is checked by default and will connect to the Internet to see if there are new updates for the application with the defined frequency. If you uncheck this option you won't be notified of new updates until you check manually by clicking on the *Start check for updates* button.

### Frequency

You can choose to check for updates *Daily* (not recommended), *Weekly* (default value) or *Monthly*. When an update is found it will display the *novaPDF Updates* window with details about the update.

## NOVAPDF UPDATES

### Version history

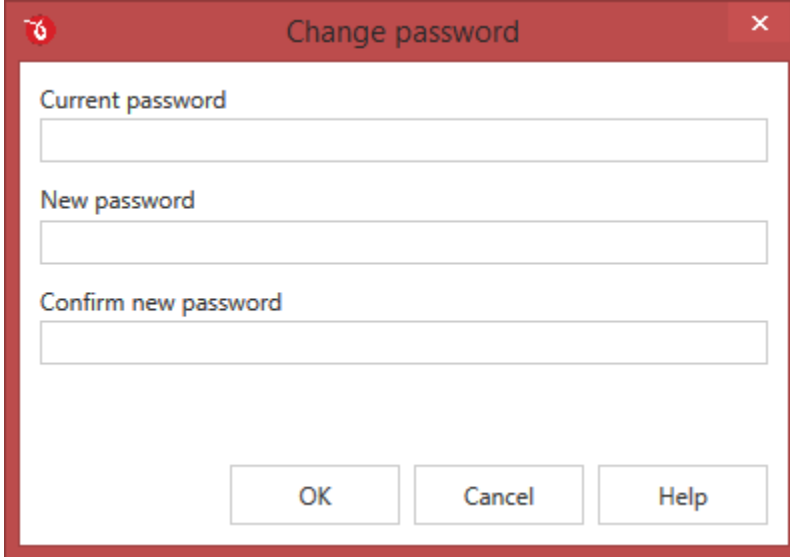
If updates are detected you'll see a list of fixes, updates and new features in the version history section, grouped by version and build number. You can start the download of the new version by accessing the *Click to download* link.

### News

Occasionally we will post news items that will show in the update window. When this window is opened you can re-check for updates by clicking on the *Refresh* button.

### 1.3.2.4.3 Password

You can easily set a password to protect the user interface of novaPDF. This way, everytime the app will be opened, a password will be required to modify its settings.



The image shows a dialog box titled "Change password" with a red border. It contains three text input fields labeled "Current password", "New password", and "Confirm new password". At the bottom, there are three buttons: "OK", "Cancel", and "Help".

**Current password**

If the interface is already protected with a password, you'll need to enter it here in order to pick a new password to protect it.

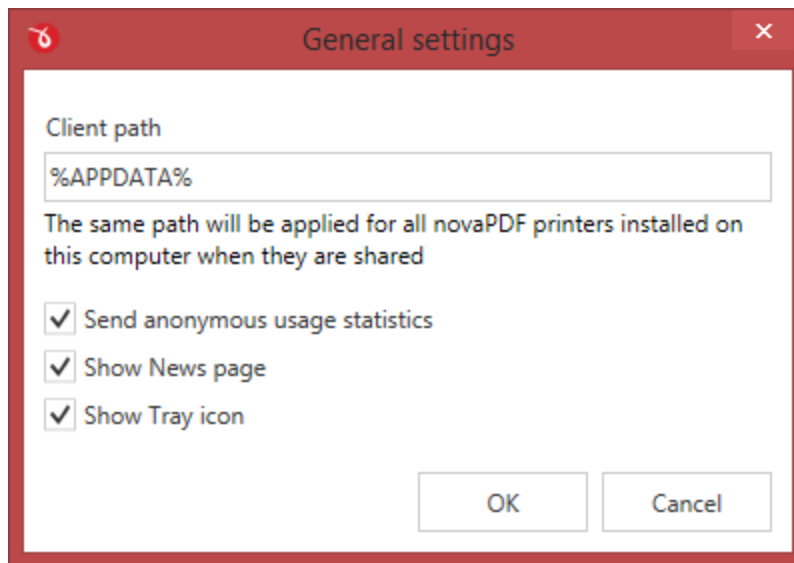
**New/Confirm new password**

Enter the new password and re-enter it in the Confirm field in order to set it as the new password that protects the user interface.

### 1.3.2.4.4 Settings

You can easily set a password to protect the user interface of novaPDF. This way, everytime the app will be opened, a password will be required to modify its settings.



**Send anonymous usage statistics**

We rely on user feedback for new features and updates included in the application. If this option is checked, anonymous usage data will be sent to our server.

**Show News page**

Occasionally we will display a News page that shows what's changed in a new version or a special promotion. You can uncheck this option not to display the News page anymore.

**Show Tray icon**

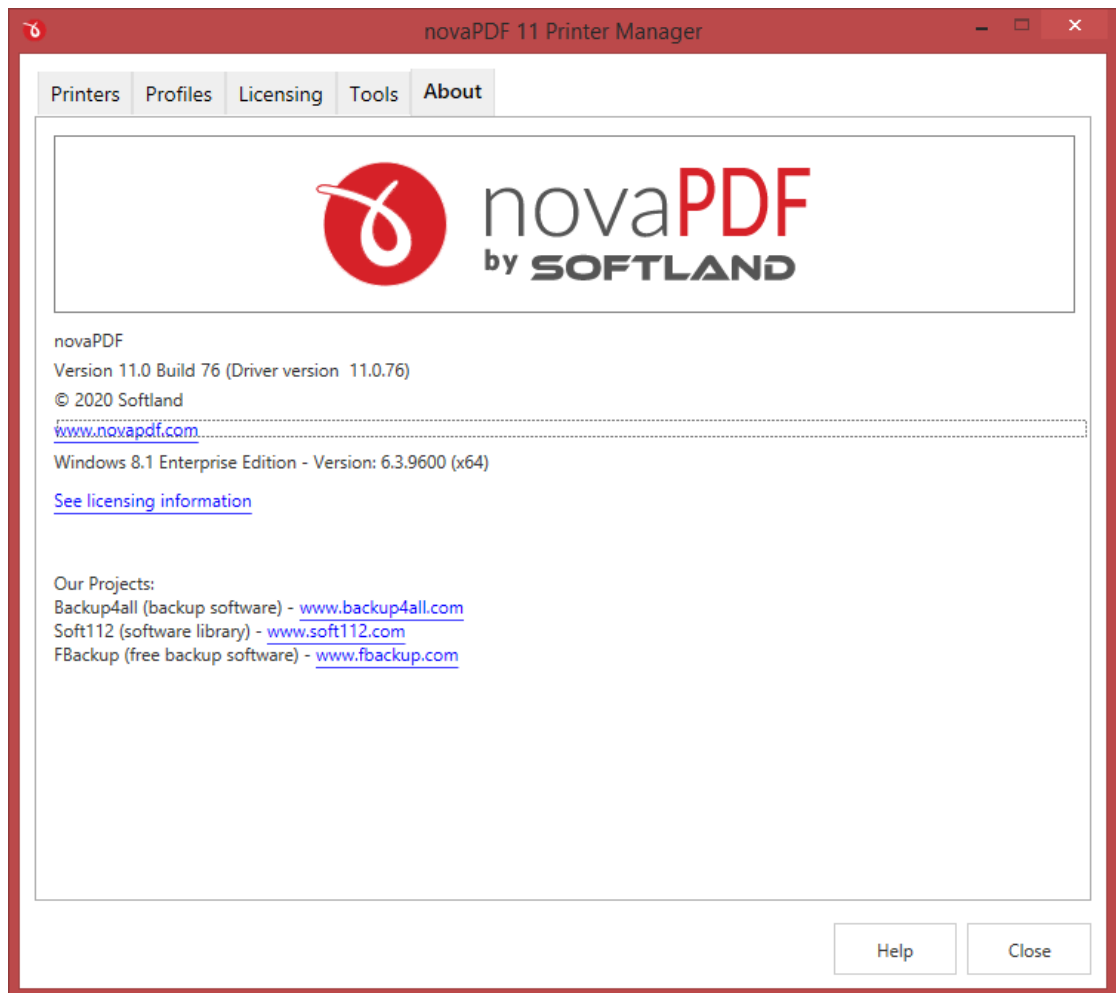
Uncheck this to hide the tray icon of the application.

**Client path**

You can choose here the path that the printer will use. The same path will be applied to all printers installed on this computer when they are shared.

### 1.3.2.5 About

The *About* page contains information about the version and edition you have installed plus the option to access your Licensing information.



novaPDF is available as a trial version. It is fully functional for 30 days. During the trial version, a notice is printed on each PDF page mentioning the novaPDF. The notice will be removed from further created PDF files when you buy and activate novaPDF. If you've already purchased it you can visit the Activate section to activate the program.

The about window will show the following information:

- Version and build number of the profile manager and printer manager, in parenthesis you'll also see the version of the printer driver used
- Windows version and edition (for support inquiry purposes)
- Edition installed and activated (for trial/extra-trial licenses the number of days until the expiration will be shown too)
- A link to See licensing information where you'll be able to manage licenses and access the Activation options
- Miscellaneous information regarding the other products developed by the company as well as copyright information

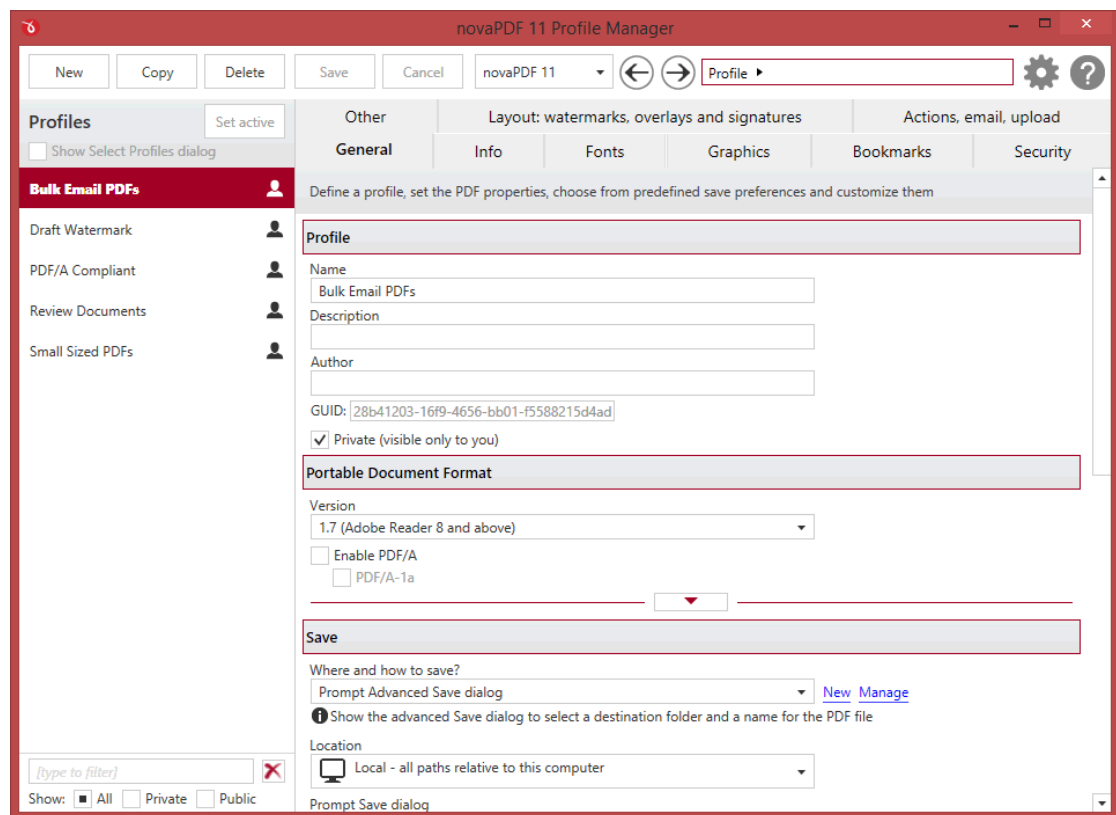
### 1.3.3 Profile Manager

The *Profile Manager* allows you to manage profiles (new, copy, edit, delete), their individual settings and access profile presets. Profiles are a set of configurations that will be used when creating the PDF file. As an example you can create different printing profiles based on what the output should be: a profile that outputs PDF documents intended for distribution, or another one for high quality PDF files printing, PDFs for review, marked confidential, ....

You can open *Profile Manager* as an administrator or as a regular user:

- to open *Profile Manager* as an administrator, open *Printer Manager* (go to *Start* and type "printer manager") then *Profiles->Manage Profiles*. If you set an administrator password, you'll be required to enter it to make changes.
- to open *Profile Manager* as a regular user, open *Devices and Printers* (go to *Start* and type "devices and printers"), right click on novaPDF and select *Printing Preferences*. Click on the **Manager Profiles** button.

Opening *Profile Manager* as an administrator gives you access to more options than when opening it as a regular user.



#### PROFILES LIST

When the novaPDF is installed, a default profile is created. This profile uses its own default printing settings to create the PDF files.

However you can change those settings and create a custom profile, that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of profiles, private and public:

1. **Private profiles.** A private profile is visible only to the current user. By default new profiles are created as private and only the users from the computer where it was created will be able to see it and create PDFs using it.
2. **Public profiles.** Public profiles are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public profile will be used, all the settings from that profile will be propagated to the client computers.

This list shows the profiles (both private and public) that were defined. The icon on the right of the profile name shows what type of profile it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## MANAGE PROFILES

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### New

This will create a new profile based on the default one. You can change its settings by clicking on the different tabs available (General, Emails, ...) and use the Save button to record your changes and create the profile. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different profile the current one will be discarded

### Copy

This allows you to duplicate an existing profile. To do so, just select an existing profile and click on *Copy*. Unlike the New option, when you copy an existing profile the duplicate is automatically saved with a different name (original name of the profile plus the word Copy). Removing the original profile doesn't affect in any way the existing copy of it.

### Delete

Deletes the profile selected in the profiles list. You cannot delete the current active profile. You have to set another profile as active profile first. There will always be at least one profile.

### Set active

Set the profile selected in the profiles list as current active profile. The active profile settings will be used in the subsequent printing jobs. Optionally you can check the **Show Select Profiles dialog** to show a prompt on each print job that will let you choose what profile you want to use for printing.

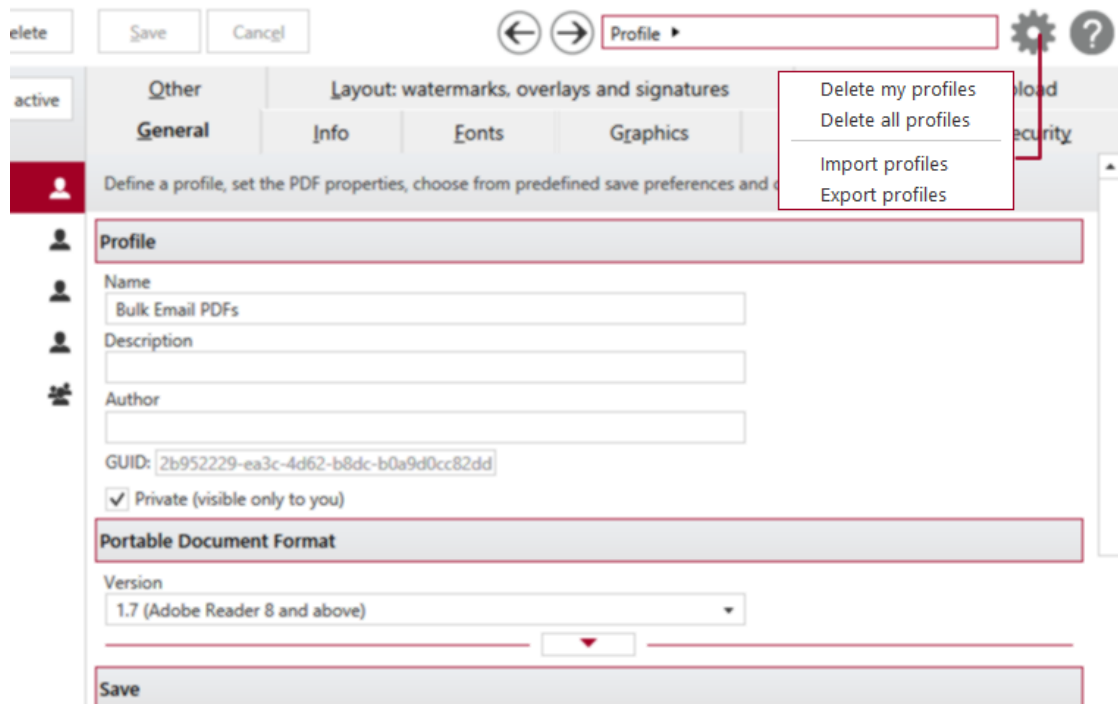
### Show Select Profiles dialog

If this option is checked, before creating the PDF file from a document a window will prompt you to choose which profile to use for that printing job.

### Advanced

When you click on the Advanced settings icon (grey gear on the right), you will see additional options:

- *Delete my profiles* - if you click on this you'll get a confirmation window that lets you choose if you want to delete all your defined profiles (the private profiles). Once the profiles are deleted, they cannot be recovered anymore
- *Delete all profiles* - this will prompt a confirmation window to remove all the existing profiles (both private and public).



You can also click on the question mark to access the *About* window or open the *Help* file.

## PROFILE SETTINGS

The profile settings group allows you to customize the current profile and change various options such as the possibility to send emails, add watermarks/bookmarks/overlays, protect the PDF, embed fonts and many others. You can visit each tab and change the options for:

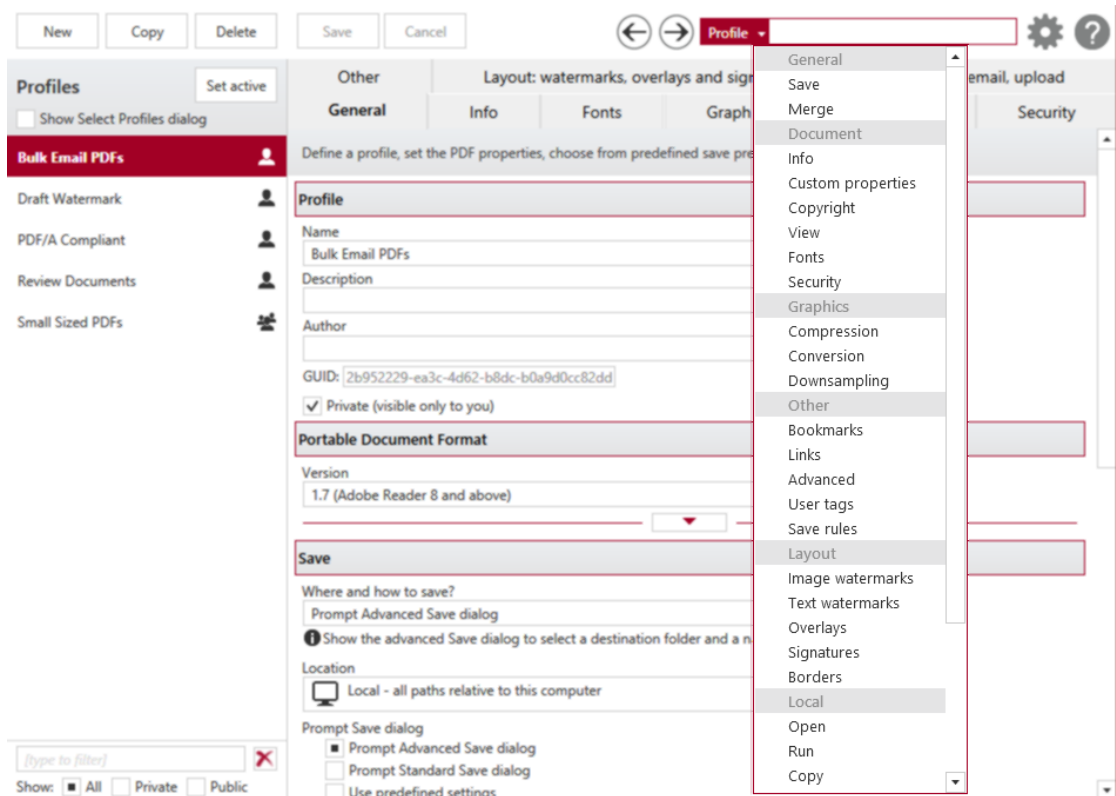
1. General - this lets you select the profile type, describe it, set the PDF version, enable PDF linearization, set file saving options and after save actions.
2. Info -you can add document information (subject, author, keywords) and set PDF viewer options.
3. Fonts - this lets you embed all fonts, only subsets, protected fonts or disable embedding.
4. Graphics - you can compress the content, convert or downsample images to reduce the size of the resulting PDF.
5. Bookmarks - predefined bookmark configurations can be used or customized.
6. Security - you can password-protect a PDF document to restrict printing, copying or even opening it.
7. Other - this lets you customize the active PDF links in the resulting file and also set advanced options (such as text optimization).
8. Layout: watermarks, overlays and signatures - in the Layout section you can choose display options for the resulting PDF. You can use predefined forms (or add a custom ones), page orientation (portrait/landscape), add text/image watermarks, overlays or digitally sign the PDF.
9. Actions, email, upload - you can opt to send emails after a PDF is created, customize the recipients/email templates and define the SMTP server connections.

Each of the profile setting changes you modify will be available for the currently selected profile. You have to click on the **Save** button when you finish modifying the settings, or on **Cancel** if you wish to

discard them all.

## PROFILE SETTINGS PRESETS

Each of the profile settings tabs uses predefined configurations for certain sections. You can modify those presets either from the profile setting tab or open the separate preset window for each individual set of options. To do so, click on the right arrow next to the Profile text field (top-right corner of the Profile Manager window). This will show a drop-down list of all the profile settings presets that you can modify individually.



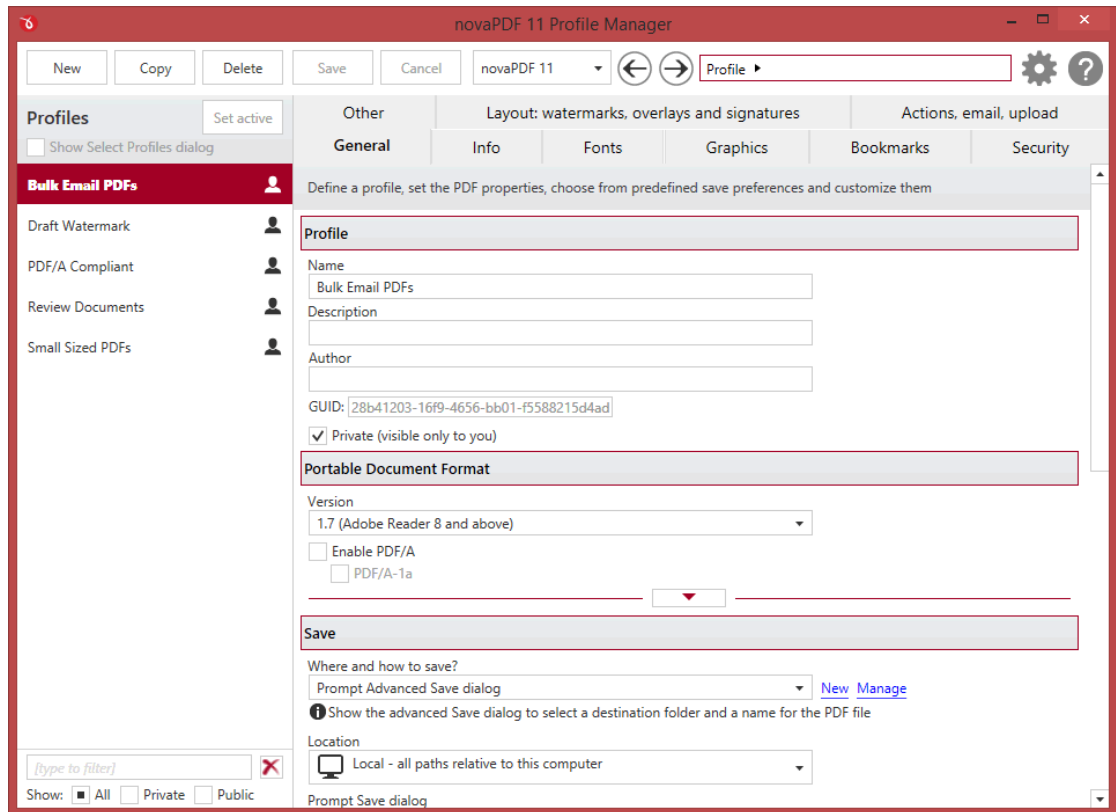
Each preset created for profile settings will show up on the main tab and available as a drop-down option. For example, the presets that you create for the *Save* section, will show up as a drop down in *General* -> *File saving options* -> *Save options*. Each preset section has already defined default preset profiles, which cannot be modified. If you want to create a preset based on the default one, you can use the **Copy** option and **Save** it after you've done the necessary changes.

The navigation arrows (left/right) next to the Profile field allow you to browse between a preset profile window and the main profile settings window. You can read more about the presets in the *Manage Presets* help section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.1 General

The *General* profile manager tab allows you to select the profile type, describe it, access PDF options (i.e. set PDF version, linearize PDF), set options for file saving and merge.



## GENERAL

### Name

You can type a name for the profile you're defining.

### Description

Add a description for the current profile.

### Author

Optionally you can set the author for this profile.

### GUID

This is an internal ID created by the application to recognize unique profiles and it cannot be changed. This is displayed only if you open Profile Manager with administrator rights.

### Private/Public

This option is checked by default and all new profiles are created as private (they will be available

only to the current user). You can uncheck this option to create a public profile that will be available for all users. This is displayed only if you open Profile Manager with administrator rights.

### Default

This option is displayed only if you open Profile Manager with administrator rights. If this checkbox is set, any options you modify for the default profile will be used as a basis for new profiles.

## PORTABLE DOCUMENT FORMAT

You can choose the PDF version to use when generating the PDF and create linearized PDF files. For detailed explanation of each option see the Portable document format section.

## SAVE

You can configure save options for the generated PDF file. For detailed explanation of each option see the Save section.

## MERGE

You can combine the document you are converting with a different PDF file and merge their content together in a single PDF if the option *Enable merging files* is checked. For more details see the Merge section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.1.1 Portable document format

The *Portable document format* section is embedded in the *General* tab of the *Profile Manager* and allows you to set the PDF version for your resulting document, enable PDF/A compliance or add linearization.

The screenshot shows the 'Portable Document Format' settings panel. At the top, there is a title bar 'Portable Document Format'. Below it, a 'Version' dropdown menu is set to '1.7 (Adobe Reader 8 and above)'. Underneath, there are several checkboxes for PDF/A compliance: 'Enable PDF/A' (unchecked), 'PDF/A-1a' (unchecked), 'PDF/A-1b' (unchecked), 'PDF/A-2a' (checked), 'PDF/A-2b' (unchecked), 'PDF/A-2u' (unchecked), 'PDF/A-3a' (unchecked), 'PDF/A-3b' (unchecked), and 'PDF/A-3u' (unchecked). At the bottom, there is a 'Linear' checkbox (unchecked). A red arrow points to the bottom of the settings panel.

### PDF version

You can set a PDF version that will be used when creating PDF files: 1.3, 1.4, 1.5, 1.6 or 1.7. A PDF



created with a higher PDF version can be opened only using newer versions of PDF viewers:

- **PDF 1.3** - can be opened with Adobe Reader 4 or higher
- **PDF 1.4** - can be opened with Adobe Reader 5 or higher
- **PDF 1.5** - can be opened with Adobe Reader 6 or higher
- **PDF 1.6** - can be opened with Adobe Reader 7 or higher
- **PDF 1.7** - can be opened with Adobe Reader 8 or higher

### Enable PDF/A

Check this option if you want to have the resulted PDF file compliant with the following ISO standards:

- **PDF/A-1a** - Level A compliance in Part 1. This includes all requirements of PDF/A-1b and additionally requires: document structure to be included, tagged PDF, Unicode character maps and language specifications.
- **PDF/A-1b** - Level B compliance in Part 1. This has as objective ensuring reliable reproduction of the visual appearance of the document.
- **PDF/A-2a/b/u** - Part 2 of the PDF/A standard is based on a PDF 1.7 (ISO 32000-1), rather than PDF 1.4 as PDF/A-1 is based on and offers a number of new features such as JPEG 2000 image compression, support for transparency, embedding of OpenType fonts, provisions for digital signatures and the option of embedding PDF/A files to facilitate archiving of sets of documents with a single file.
- **PDF/A-3a/b/u** - Part 3 of the PDF/A standard published in 2012 adds only one extra feature in comparison to PDF/A-2, as it allows embedding of arbitrary file formats (i.e. XML, CSV, CAD, word-processing documents, spreadsheet documents) into PDF/A documents.

PDF/A is a PDF file format used for long-term archiving of documents in electronic format. PDF/A-1 uses PDF Reference 1.4 (implemented in Adobe Acrobat 5) and complies with the ISO Standard 19005-1:2005. PDF/A-2 and PDF/A-3 uses PDF Reference 1.7 (implemented in Adobe Acrobat 8 and above) and complies with the ISO Standard 32000-1.

When the **PDF/A** option is checked, several options will be set as default ones to ensure the compatibility: the Fonts will be Always embedded, the file links option will be unchecked (if checked previously) and all Security settings will be disabled. When this option is checked, a prompt will show up notifying that PDF 1.7 will be set (a requirement for PDF/A).

### Linear PDF

If this option is checked, the resulting PDF file will be optimized for loading on webpages (fast web view). PDF linearization (PDF optimization) regroups elements in the resulting PDF file and adds linearization information.

This results in a larger PDF file than a non-linearized one, but it has the advantage that it will show the content in the browser even if the file wasn't fully downloaded. So if you have a PDF with multiple pages, it will start downloading and display the first page even if the file hasn't been fully downloaded. This option is intended for creating PDFs that will be shared on websites.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.1.2 Save

The *Save* section is embedded in the *General* tab of the *Profile Manager* and allows you to set PDF saving options such as the location where the PDF will be saved, what save dialog to use and what to do when same named PDF files exist (i.e. merging PDF documents).

**Save**

Where and how to save?  
 Prompt Advanced Save dialog [New](#) [Manage](#)

**i** Show the advanced Save dialog to select a destination folder and a name for the PDF file

Location

Prompt Save dialog  
 Prompt Advanced Save dialog  
 Prompt Standard Save dialog  
 Use predefined settings

Location

Folder

Preview: My Documents

User name  Password

File

Preview: Document Name.pdf

When file exists  
 Overwrite existing file  
 Prompt save dialog  
 Do not save  
 Modify file name

#### SAVE OPTIONS

This group allows you to choose a predefined saving preset or use a custom one. By default there are several predefined save presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined save presets in the *Manage Presets->Save* help section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

#### Prompt Advanced Save dialog

If this is selected, each time you will create a PDF file you will be prompted with an extended save dialog where you can manually set the destination folder/file name for the generated PDF file, whether to append or insert the content being printed to an already existing PDF file, what to do once the PDF is created (open it with the default viewer or send it via email) and setting PDF options (encrypt PDF and add document information). This window also provides a shortcut to enter your license if the program is not already activated.

#### Prompt Standard Save dialog

If this is selected, each time you will create a PDF file you will be prompted with a simple **Save As**

dialog where you can manually set the destination folder and file name for the generated PDF files.

### Use predefined settings

Select this if you prefer to customize the save settings for the current profile. This option is automatically checked also if you select **Server** as a location for the resulting PDF. The custom predefined settings only apply to the current profile that is being edited. If you want to define save settings that apply to multiple profiles, you have to create predefined save presets.

### Location

novaPDF can be installed regularly, as a virtual desktop printer or on a print server as a shared network printer. In the first case, the Local/Server location is basically the same thing, as it will let you save the PDF in any folder on a local or network computer (except that in this case Server won't let you choose user-linked folders such as My Documents, Desktop, ...).

However, if novaPDF was installed on a print server and added on client computers, then the Server location refers to the print server:

- **Local folders.** When you set the destination to local, you can choose any folder (either on the computer where the print starts from or on a network computer) where to save the PDF file.
- **Server folders.** If novaPDF is added on a client computer from a shared network printer, the Server location will save the resulting PDF file on a folder located on the print server (i.e. the computer where novaPDF was installed and shared from).

### Folder

In the **Folder** field you can set a folder where the files will be saved. If you select a predefined default preset in *Save Options*, the Folder field will automatically be filled. However you can enter any folder path you want either manually or by using the **Browse** button. You can also click on the drop-down arrow next to the **Folder** field to select one of the default preset folders: My Documents, Printing application folder, Last used folder (these work only if Local is selected as a Location for the resulting PDF). The **Macro** button will let you define rules for automatically creating folders using predefined names. You can select any of next macros:

- [N] - The name of the document
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Name of the workstation
- [U] - The Windows User name
- [O] - Domain
- [L] - Application Name
- [J] - The name of the printing process
- [R] - Printer Name

- [P] - Profile Name

You can also enter network paths (UNC) in the **Folder name** field in case you want to save the PDF on another computer in your network. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

### User name

You'll need to enter the username of a user that has access to the remote computer (if your currently logged-in user doesn't have access rights) when using a folder that's located on a password-protected network computer.

### Password

After filling in the username, you need to add the password for that user to save the PDF on a network computer that's password protected.

### File

You can manually type a name for the generated PDF file in the **File** field or use **Macro** to automatically name the PDF file created.

In order to use different file names for each generated PDF files, you can use some macros in the **File name** field (an example of how the macros are converted is shown just below the **File name** field).

You can select any of next macros:

- [N] - The name of the document
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Name of the workstation
- [U] - The Windows User name
- [O] - Domain
- [L] - Application Name
- [J] - The name of the printing process
- [R] - Printer Name
- [P] - Profile Name

### WHEN FILE EXISTS

All options in this group are active only when you select **Use predefined setting** (*overwrite existing file* and *merging* are available when selecting *Prompt simple save dialog* too). When a file with the same name already exists in the selected folder, you can choose one of the next actions:

- **Overwrite existing file** - existing file is overwritten with the newly generated file
- **Prompt save dialog** - a "Save as" dialog will be shown so you can change the name of the file or folder manually
- **Do not save** - if a PDF file with the same name already exists in the selected destination, the current PDF file will not be saved
- **Modify file name** - if a PDF file with the same name already exists, you can modify the filename based on one of the following rules:
  - **Auto number new files** - a counter is added to the file name of the new generate pdf file
  - **Append date and time** - the date and time is appended to the generated pdf file name
  - **Auto number existing files** - a counter is added to the file name of the existing pdf file. The new pdf file will have the name set in this dialog.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.1.3 Merge

The *Merge* section is embedded in the *General* tab of the *Profile Manager* and allows you to set options for combining multiple PDFs in a single file.

Enable merging files  
 Prompt for merge files options

**Merge**

How to merge files?  
Append after existing file [New](#) [Manage](#)

**i** Append the new pages at the end of the existing PDF file

Location  
Local - all paths relative to this computer

If PDF file already exists in destination  
 Merge with another PDF file

Browse ... Macro >>

Preview:

Username  Password

How to add new pages?  
 Append to the end  
 Insert at the beginning  
 Insert after page number

Page

PDF password

#### How to merge files

When printing the current document you have the option to combine its content with an existing one. These are 4 presets that allow you to add the content either before or after as follows:

- **Append after another file** - the content being currently printed will be merged with that of an existing PDF file that you choose, adding its pages at the end of the previous existing content.
- **Append after existing file** - the content being currently printed will be merged with that of an existing PDF file with the same name as the one being printed, adding its pages at the end of the previous existing content.
- **Insert before another file** - the current PDF file will be merged with the content of an existing PDF file, adding its pages before the content of the previous existing document
- **Insert before existing file** - if a PDF file with the same name already exists in the selected destination, the current PDF file will be merged with the existing one, adding its pages before the content of the previous existing document

### Location

novaPDF can be installed regularly, as a virtual desktop printer or on a print server as a shared network printer. In the first case, the Local/Server location is basically the same thing, as it will let you save the PDF in any folder on a local or network computer (except that in this case Server won't let you choose user-linked folders such as My Documents, Desktop, ...).

However, if novaPDF was installed on a print server and added on client computers, then the Server location refers to the print server:

- **Local folders.** When you set the destination to local, you can choose any folder (either on the computer where the print starts from or on a network computer) where to save the PDF file.
- **Server folders.** If novaPDF is added on a client computer from a shared network printer, the Server location will save the resulting PDF file on a folder located on the print server (i.e. the computer where novaPDF was installed and shared from).

### If PDF file already exists in destination

If a PDF file **with the same name** as the one being generated already exists in the selected destination, the current PDF file will be merged with the existing one, adding its pages at the end or beginning of the previous existing document, depending on what preset merge profile you selected in the *How to merge files* section above. The existing PDF will be deleted before generating the new merged PDF.

### Merge with another PDF file

Use this option to select a particular PDF file you want to merge the current PDF document with. Click **Browse** and locate the PDF file you want to merge with. novaPDF will copy the PDF you want to merge with in the location you want to save the new one, and after it does the merging it will delete the copy. The original PDF file you selected to merge with will not be deleted, it will remain in its original location. You can also use Macros for the PDF file name to merge with.

### User name/Password

If you choose to merge your content with an existing PDF file that's located on a network computer, you'll need to enter the username and password of a user that has access to that network computer.

### How to add new pages?

You can choose advanced options on how to add the new pages to the existing document (the one you are merging):

- **Append to the end** - the new pages will be added at the end of the previous existing content in

the PDF you are merging.

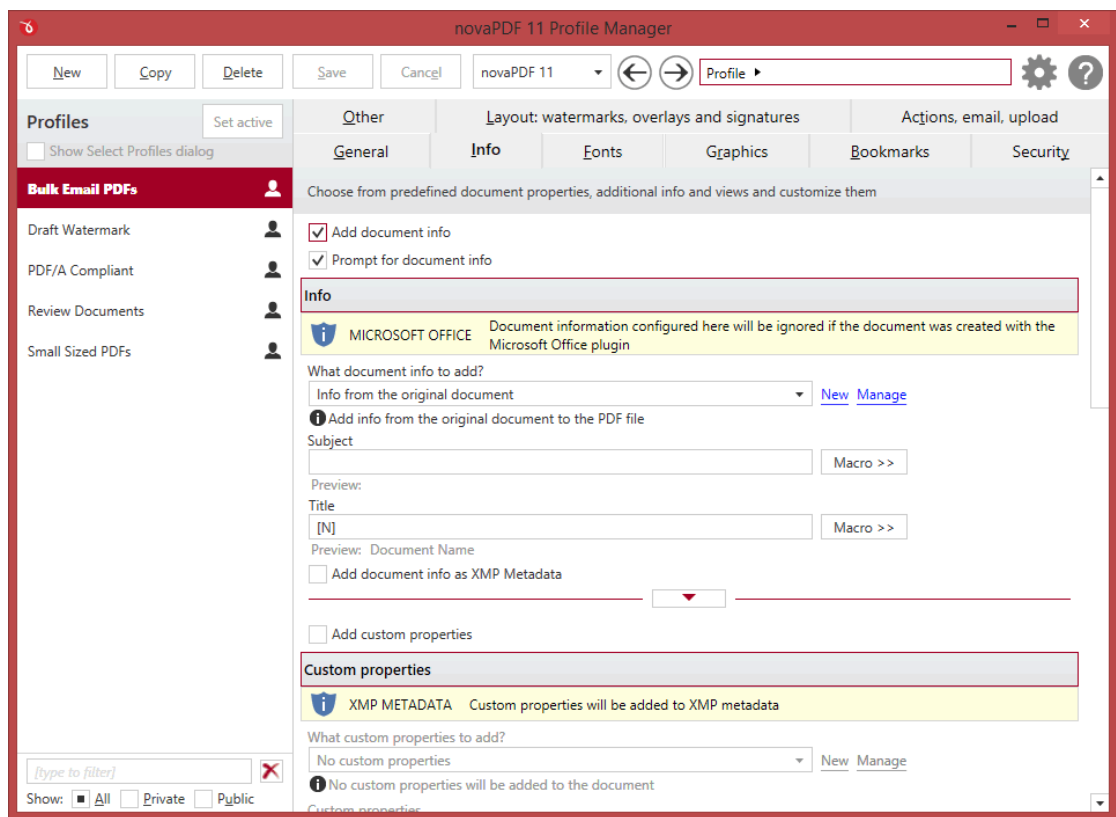
- **Insert at the beginning** - the new pages will be added at the beginning of previous existing document
- **Insert after page number** - the new pages will be added after a particular page number in the existing document

### PDF password

If the PDF file you are merging with is password protected, you must enter its password here

### 1.3.3.2 Info

The *Info* profile manager tab allows you to choose predefined document info configurations or customize those to change what information will be sent as PDF properties and how the PDF document should be opened by the default PDF reader.



#### Add document info

If this option is checked you will be able to customize the metadata information that will be saved in the resulting PDF and show up in its properties. The **Info** is specific for each printed document and should be set on each printing job. You can also check the *Prompt for document info* option to be asked everytime during printing on what information you want to set for the document to be created.

#### Prompt for document info

If this option is checked, you will be prompted to enter the document info each time when you are creating a PDF file with this profile.

### **INFO**

---

Options in this section can be modified only if *Add document info* is checked. This section allows you to configure what document info details will be set in the resulting PDF file. By default a document info preset is selected but you can manage the existing presets if you click on New/Manage. The default preset will use information from the original document when setting the properties of the resulting PDF. For detailed explanation of each option see the Document Info section.

### **CUSTOM PROPERTIES**

---

novaPDF can include extra metadata information which allows you for instance to add document copyright information.

Options in this section can be modified only if *Add custom properties* is checked. This section allows you to configure what valid extra meta data document info details will be set in the resulting PDF file. By default a preset is selected but you can manage the existing presets if you click on New/Manage. Detailed information on the metadata you can add is available in the Custom properties section.

### **COPYRIGHT**

---

Options in this section can be modified only if *Add copyright info* is checked. This section allows you to configure if and what copyright info to be added in the resulting PDF file's metadata. By default a document info preset is selected but you can manage the existing presets if you click on New/Manage.

### **VIEW**

---

Options in this section can be modified only if *Set viewer options* is enabled. You can choose one of the existing default viewer presets or manage/add new ones by clicking on the New/Manage links. For detailed explanation of each option see the View section.


Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

#### **1.3.3.2.1 Document Info**

The *Document Info* section is embedded in the *Info* tab of the *Profile Manager* and allows you to define what metadata information gets saved in the resulting PDF file (displayed in the properties of the PDF).



**Info**

 **MICROSOFT OFFICE** Document information configured here will be ignored if the document was created with the Microsoft Office plugin

What document info to add?

Info from the original document ▼ [New](#) [Manage](#)

**i** Add info from the original document to the PDF file

**Subject**

[Macro >>](#)

Preview:

**Title**

[Macro >>](#)

Preview: Document Name

**Keywords**

[Macro >>](#)

Preview:

**Author**

[Macro >>](#)

Preview: Admin

**Creator**

[Macro >>](#)

Preview: Document Name

Add document info as XMP Metadata

### What document info to add?

This group allows you to choose a predefined document info preset or use a custom one. By default there are several predefined document info presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined document info presets in the Manage Presets->Info help section. A predefined document info preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### Subject

Sets the subject for the printed document. Default is empty. You can use macros to set this automatically based on the existing document information:

- [N] - The name of the document being converted
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [W] - Workstation
- [U] - User name

### Title

Sets the document title. If you use the default [N] tag, the title will be the name of the document that is printed, as it is sent by the printing application. You can use the same macro elements as for the *Subject* section above.

### Keywords

Sets the keywords for the printed document. Default is empty. You can use the same macro elements as for the *Subject* section above.

### Author

Sets the author of the printed document. If you use the default [U] tag, the author will be the windows user that started the print job. You can use the same macro elements as for the *Subject* section above.

### Creator

By default it shows information about the application that generated the PDF file, however this field can be modified to any custom value. You can use the same macro elements as for the *Subject* section above.

### Add document info as XMP Metadata

You can check the *Add document info as XMP Metadata* option to include the document information in the extended metadata of the generated PDF. Please note that the XMP metadata is not visible from all PDF readers, as only newer versions support it.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## 1.3.3.2 Custom properties

The *Custom properties* section is embedded in the *Info* tab of the *Profile Manager* and allows you to define custom metadata information that will be included in the generated PDF file (i.e. any name/value pair you want) as XMP metadata.

**Custom properties**

i XMP METADATA Custom properties will be added to XMP metadata

What custom properties to add?

Use custom values

[New](#) [Manage](#)

i Customize the options below by entering your own values

Custom properties

	Name	Value
<input checked="" type="checkbox"/>	Original author	Softland

Add

Copy

Remove

Up

Down

Name

Original author

Macro >>

Preview: Original author

Value

Softland

Macro >>

Preview: Softland

### What custom properties to add?

This group allows you to choose a predefined metadata preset or use a custom one. The only preset included by default is Empty metadata, which will not add any info in the resulting PDF's metadata. You can add new or manage the existing preset by clicking on *New/Manage*. You can read more about predefined metadata presets in the *Manage Presets->Custom properties* help section. A predefined metadata preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### Custom properties

Instead of using a predefined metadata preset you can define your own custom meta properties. Click on add and you'll be able to insert any **Name/Value** pairs to be included in the resulting PDF's metadata information. The custom properties fields are part of the extended metadata information and will be displayed only by PDF viewers that have support for XMP metadata (i.e. Adobe Acrobat). Optionally you can add **Macro** names for the Name/Value pairs that will be added as custom properties.

### 1.3.3.2.3 Copyright

The *Copyright* section is embedded in the *Info* tab of the *Profile Manager* and allows you to define custom copyright metadata information that will be included in the generated PDF file (i.e. copyright status).

The screenshot shows the 'Copyright' section of the Profile Manager. It features a title bar 'Copyright' and a dropdown menu 'What copyright to add?' with 'Copyright information' selected. To the right of the dropdown are links for 'New' and 'Manage'. Below this is an information icon and the text 'The document is protected by copyright'. A 'Status' dropdown menu is set to 'Copyrighted'. A 'Notice' field is a large empty text area with scrollbars. At the bottom is an 'Info URL' text input field. A red arrow points to a small button at the bottom center of the form.

### What copyright to add?

This group allows you to choose a predefined copyright info preset or use a custom one. By default there are several predefined copyright presets defined, but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined copyright presets in the *Manage Presets->Copyright* help section. A predefined copyright preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

**Status**

Choose a copyright status for the document you are generating. It can be set as **Copyrighted** if the works you are generating is protected by copyright laws, **Public domain** if the information can be freely accessed and distributed or **Unknown** if you need to add custom copyright information. These values are predefined and cannot be modified.

**Notice**

Here you can add additional information regarding the copyright status of the document. This will be included as metadata in the PDF file you are generating.

**Info URL**

Add an URL where users opening the PDF and viewing its metadata can read more about the copyright status.

The *Status/Notice/Info URL* fields are part of the extended metadata information and will not be displayed in regular PDF viewers such as Adobe Reader. Only PDF viewers that have support for displaying extended metadata information will display these fields (i.e. Adobe Acrobat).

**1.3.3.2.4 View**

The *View* section is embedded in the *Info* tab of the *Profile Manager* and allows you to define how the PDF will be opened and handled by the PDF viewer.

**View**

How to view the document?  
 Use PDF viewer's settings [New](#) [Manage](#)

**i** Use the settings of the PDF viewer to display the PDF file

Show  
 Viewer default

Page display  
 Viewer default

Zoom  
 Viewer default

Page scaling when printed  
 Viewer default

Resize document window to fit the size of the first page

Show title in document window title bar

Start Page 1

Hide menubar

Hide toolbars

Hide the user interface elements of the document window

Transition effect  
 Replace Duration  2

Transition direction  
 Horizontal Duration  3

On exit from Full screen mode, show  
 Viewer default

### How to view the document?

This group allows you to choose a predefined viewer preset or use a custom one. By default there are several predefined viewer presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined viewer presets in the *Manage Presets->View* help section. A predefined viewer preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### Show

You can choose to open the PDF using the default PDF reader view options or show some viewer panels: **Pages Panel**, **Bookmarks Panel**. You can also choose to show the pdf file in the **Full Screen** mode. If you choose **Show none**, the PDF file will be opened without any panels.

### Page display

This option lets you select how the layout of PDF will be when opened in the viewer. You can choose one of the following page layouts: **Single Page View/Scrolling**, **Two page view left/right** and **Two page scrolling left/right**. By default the PDF file will be opened using the options set in the PDF viewer (*Viewer default*).

### Zoom

You can choose the magnification when opening the PDF file in the PDF viewer: **Fit Page/Width/Height/Visible**, **Actual size** or a percent between 25% and 400%. If you leave **Viewer default** for

zoom, the PDF viewer will use its default settings.

### Page scaling when printed

You can choose one of two options: **Viewer default** and **None**. By default the PDF file will be created using the Viewer default option, which means that if you open the PDF in a PDF reader (i.e. Adobe Reader) and you print it to a regular printer, the page scaling will be that already set in the PDF reader. However if you change the option to *None*, the PDF file will be forced to no scaling at all when printed via the PDF reader (unless you intentionally modify the scaling in the PDF reader).

These other options are applicable for the resulting PDF display in the viewer:

- **Resize document window to fit the size of the first page.** If checked the PDF viewer will open resized based on the dimensions of the first page.
- **Show title in document window title bar.** Checked by default, this option will display the title of the PDF in the PDF viewer window title bar.
- **Start page.** Sets the page that will be first shown when opening the PDF file. By default, the first page will be shown.
- **Hide menubar.** Checking this option will force the PDF viewer to hide its menubar when opening the PDF file.
- **Hide toolbars.** Checking this option will force the PDF viewer to hide its visible toolbars when opening the PDF file.
- **Hide the user interface elements of the document window.** This will hide any visible interface elements of the PDF viewer.

### Print on both sides of paper

You can choose how the PDF viewer will handle printing the resulting PDF. This option basically "tells" the PDF viewer how to handle printing the PDF in terms of printing one-sided or two-sided. If this option is selected, a setting will be included in the PDF properties that the PDF viewer will take into account when printing the PDF:

- **Print one sided.** If this is selected, the option in the PDF properties will be set so that the PDF viewer will print the document one sided (a page on the PDF on each sheet of paper).
- **Print on both sides - flip on long edge.** If this is selected, the option in the PDF properties will be set so that the PDF viewer will print the document on both sides of paper flipping it on the long edge.
- **Print on both sides - flip on short edge.** If this is selected, the option in the PDF properties will be set so that the PDF viewer will print the document on both sides of paper flipping it on the short edge.

### Transition effect

These let you define the effect when moving from one page to the other in the Full Screen mode. You can also set the duration (in seconds) for these effects.

### Transition direction

You can choose also to have these transition effects apply vertically or horizontally, for the duration set in its specific field.

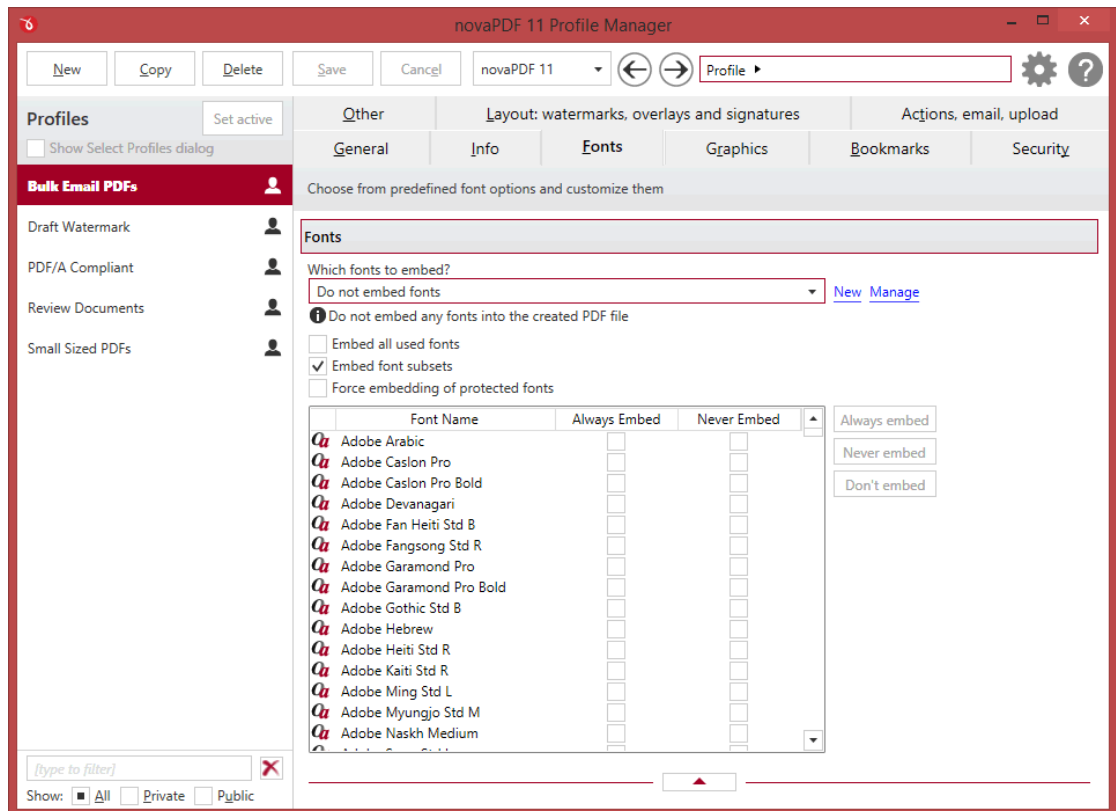
### On exit from Full screen mode, show

Set what panel to show when exiting from the full screen mode view.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.3 Fonts

The *Fonts* profile manager tab allows you to choose predefined font embedding configurations or customize those to choose which fonts will be embedded or not in the resulting PDF file.



## FONTS EMBEDDING

By embedding fonts you will be sure that the resulting PDF file will look the same on all other systems where it is opened, as the used fonts will be "packed" within the PDF and used when viewing, even if the recipient's system doesn't have them. This however makes the PDF larger in size. By default a font embedding preset is selected but you can manage the existing presets if you click on *New/Manage*. The default preset will not embed the fonts in the PDF. For detailed explanation of each option see the Fonts embedding section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.3.1 Fonts embedding

The *Fonts embedding* section is embedded in the *Fonts* tab of the *Profile Manager* and allows you to choose which fonts will be embedded or not in the resulting PDF file and how will those be

embedded.

**Fonts**

Which fonts to embed?

Do not embed fonts [New](#) [Manage](#)

**i** Do not embed any fonts into the created PDF file

Embed all used fonts

Embed font subsets

Force embedding of protected fonts

	Font Name	Always Embed	Never Embed	
<input checked="" type="checkbox"/>	Adobe Arabic	<input type="checkbox"/>	<input type="checkbox"/>	<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Always embed</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Never embed</div> <div style="border: 1px solid #ccc; padding: 5px;">Don't embed</div>
<input checked="" type="checkbox"/>	Adobe Caslon Pro	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Caslon Pro Bold	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Devanagari	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Fan Heiti Std B	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Fangsong Std R	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Garamond Pro	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Garamond Pro Bold	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Gothic Std B	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Hebrew	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Heiti Std R	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Kaiti Std R	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Ming Std L	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Myungjo Std M	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Adobe Naskh Medium	<input type="checkbox"/>	<input type="checkbox"/>	

## Fonts

This group allows you to choose a predefined fonts embedding preset or use a custom one. By default there are several predefined fonts embedding presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined fonts embedding presets in the *Manage Presets->Fonts* help section. A predefined fonts embedding preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### Embed all used fonts

You can choose to embed all fonts that are used in a PDF file by checking the **Embed All Used Fonts** check box. This will generate bigger PDF files, so this setting is not recommended, unless you have to open the generated PDF files on a computer that does not have all used fonts installed.

### Embed font subsets

You can choose to embed only subsets of font files by checking the **Embed Font Subsets** check box. This will generate smaller PDF files, so this setting is enabled by default. When using characters that are not in the standard Latin character set (eastern European character set, Japanese, Chinese, Korean or other character sets) the font subset is included in the PDF file, no matter if the font subsets checkbox is set or not, because otherwise these characters will not be included in the generated PDF files.

### Force embedding of protected fonts

You can choose to embed all fonts that are used in a PDF file by checking the **Embed All Used Fonts**



check box. However, there are some commercial fonts that have restrictions regarding embedding, so if you have the right to embed and distribute those fonts with your PDF check this option and those fonts will be embedded, in spite of the restrictions.

#### **Available fonts**

The available fonts list shows all TrueType, OpenType and Type1 fonts installed on your computer that are not already listed in the **Always embed fonts** and **Never embed fonts** lists. You can select multiple items from the list and move them using the right arrow button from the form.

#### **Always embed fonts**

Once checked, this option will allow you to embed all fonts from the list below into the PDF file. The list can be filled from the **Available fonts** list using the right arrow button. You can select multiple items from the list and remove them using the left arrow button from the form.

#### **Never embed fonts**

Once checked, this option will prevent embedding of the fonts from the list below into the PDF file. The list can be filled from the **Available fonts** list using the right arrow button. You can select multiple items from the list and remove them using the left arrow button from the form. By default, the Arial, Courier and Times New Roman fonts are in the **Never Embed Fonts** list because they are standard fonts in the PDF format and they do not need to be embedded with the PDF file.

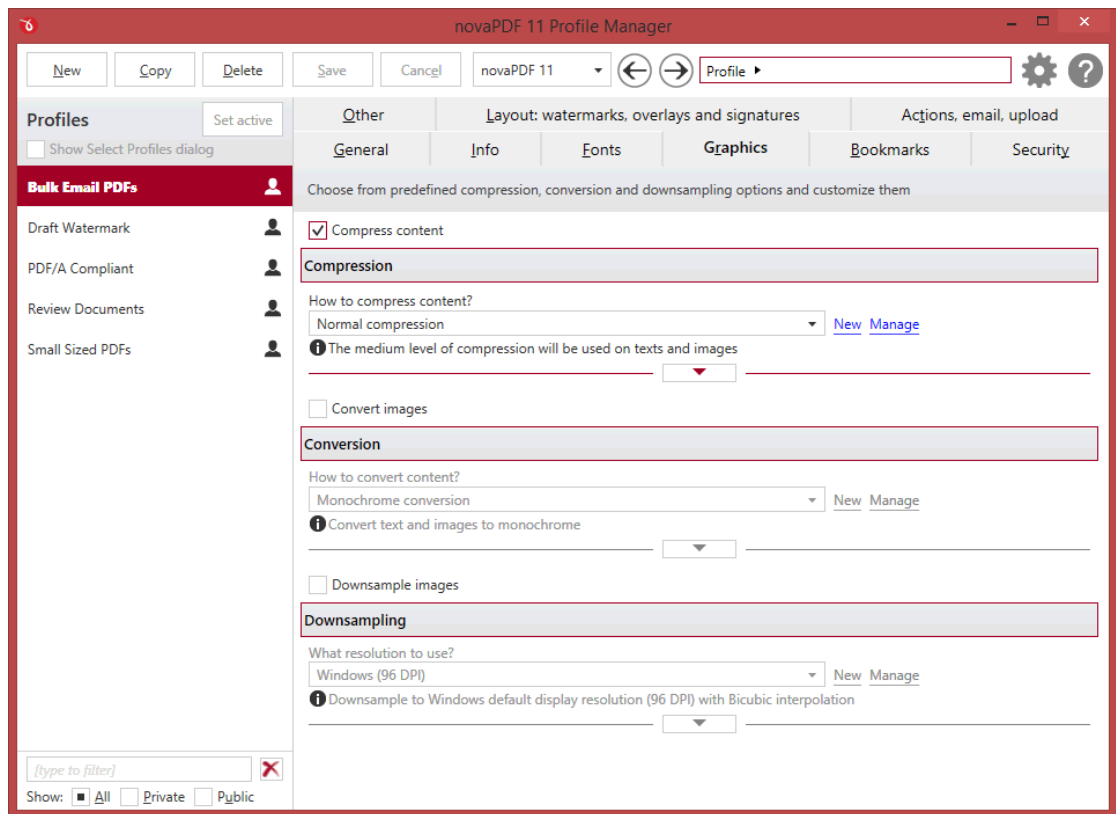
#### **Don't embed**

You can choose individual fonts that you don't want to embed in the resulting document. This reduces the size of the resulting PDF, however if the recipient of the document doesn't have the same fonts as the ones in the document then font substitution will occur.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.4 Graphics**

The *Graphics* profile manager tab allows you to choose predefined graphics configurations or customize those to compress, downsample or convert text and images to reduce the size of the resulting PDF file.



### Compress content

You can reduce the size of the resulting PDF file by compressing the content - the downside is that through compression, the quality of the resulting PDF will be lower than without compression. If the *Compress content* option is checked, you will be able to manage the various compression settings.

### How to compress content?

This section allows you to select what default preset to use for the compression or use custom settings. By default a content compression preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each content compression option see the Compression section.

### Convert images

Colors for text and graphics, indexed images or high color images can be converted in the resulting PDF file to grayscale or monochrome (black/white) color. If the *Convert images* option is checked, you will be able to manage the various conversion settings. This section allows you to select what default preset to use for the conversion or use custom settings. By default a conversion preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each conversion option see the Conversion section.

### Downsample images

Monochrome, indexed or high color images can be downsampled, which means that the images will be added in the PDF file at a different resolution than the one from the original document. Usually, this feature is used to save images at a lower resolution, resulting in smaller PDF files. If the

*Downsample images* option is checked, you will be able to manage the various downsampling settings. This section allows you to select what default preset to use for the downsampling or use custom settings. By default a downsampling preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each downsampling option see the Downsampling section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.4.1 Compression

The *Compression* section is embedded in the *Graphics* tab of the *Profile Manager* and allows you to set the options for reducing the size of the resulting PDF file by compressing the content.

#### Compression

How to compress content?  
Normal compression [New](#) [Manage](#)

**i** The medium level of compression will be used on texts and images

Compress high color images

Method	Level
JPEG	High

Compress indexed images

Method	Level
ZIP	Medium

Compress monochromes images

Method	Level
ZIP	Medium

Compress text and graphics

Method	Level
ZIP	Medium

▲

## HOW TO COMPRESS CONTENT

This group allows you to choose a predefined content compression preset or use a custom one. By default there are several predefined content compression presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined content compression presets in the *Manage Presets->Compression* help section. A predefined content compression preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

## COMPRESS HIGH COLOR IMAGES

### Method

High color images will be compressed using JPEG or ZIP compression.

**Level**

You can choose ZIP compression level from Fastest, Normal and Maximum, and JPEG compression level from Minimum, Low, Medium, High and Maximum. By default, the high color images will be compressed with the High level of JPEG compression.

**COMPRESS INDEXED IMAGES**

---

**Method**

Indexed images will be compressed using ZIP compression.

**Level**

Available compression levels are: Fastest, Normal and Maximum. By default, Normal level of compression is used.

**COMPRESS MONOCHROME IMAGES**

---

**Method**

Monochrome images will be compressed using ZIP compression.

**Level**

Available compression levels are: Fastest, Normal and Maximum. By default, Normal level of compression is used.

**COMPRESS TEXT AND GRAPHICS**

---

**Method**

Text and graphics will be compressed using ZIP compression.

**Level**

Available compression levels are: Fastest, Normal and Maximum. By default, Normal level of compression is used.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

**1.3.3.4.2 Conversion**

The *Conversion* section is embedded in the *Graphics* tab of the *Profile Manager* and allows you to set the options for converting colors of text and graphics, indexed images or high color images to grayscale or monochrome (black/white) color.

**Conversion**

How to convert content?  
Monochrome conversion [New](#) [Manage](#)

**i** Convert text and images to monochrome

Convert high color images  
 Convert to grayscale  
 Convert to monochrome  
Threshold  Dither

Convert indexed images  
 Convert to grayscale  
 Convert to monochrome  
Threshold  Dither

Convert text and graphics  
 Convert to grayscale  
 Convert to monochrome  
Threshold

## HOW TO CONVERT CONTENT?

This group allows you to choose a predefined conversion preset or use a custom one. By default there are several predefined conversion presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined conversion presets in the *Manage Presets->Conversion* help section. A predefined conversion preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

During conversion, the colors for text and graphics, indexed images or high color images will be converted to grayscale or monochrome (black/white) colors depending on which option you select.

### Convert to grayscale

Each color will be converted to a gray value between 0 and 256. You can convert to grayscale texts and graphics, indexed and high color images.

### Convert to monochrome

Each color will be converted to black or white. You can convert to monochrome texts and graphics, indexed and high color images. For images you can select a dithering algorithm for better results.

### Threshold

The threshold value is used to convert to monochrome color. It can range between 0 and 256; the default value is 128. All colors less the threshold value will be converted to black and all colors above the threshold value will be converted to white.

### Dither

When converting images to monochrome you can choose a dithering algorithm for better results.

Available algorithms are: Floyd & Steinberg error diffusion, Bayer ordered dispersed dot 4x4, Bayer ordered dispersed dot 8x8, Ordered clustered dot 6x6, Ordered clustered dot 8x8, Ordered clustered dot 16x16.

By default, the Floyd & Steinberg error diffusion dither method is used to dither monochrome images. Dithering is not available for text and graphics.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.4.3 Downsampling

The *Downsampling* section is embedded in the *Graphics* tab of the *Profile Manager* and allows you to set the options for changing the resolution of the images in the resulting PDF.

**Downsampling**

What resolution to use?  
 [New](#) [Manage](#)

**i** Downsample to Windows default display resolution (96 DPI) with Bicubic interpolation

Downsample high color images  
 Resolution(dpi)  Method

Downsample indexed images  
 Resolution(dpi)  Method

Downsample monochrome images  
 Resolution(dpi)  Method

◀  ▶

## IMAGE DOWNSAMPLING

This group allows you to choose a predefined downsampling preset or use a custom one. By default there are several predefined downsampling presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined downsampling presets in the *Manage Presets->Downsampling* help section. A predefined downsampling preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

Monochrome, indexed or high color images can be downsampled. That means the images will be added in the PDF file at a different resolution than the one from the original document. Usually, this feature is used to save images at a lower resolution, resulting smaller PDF files.

### Resolution

The image resolution can be selected between 72 dpi and 2400 dpi. By default the resolution is 96dpi.

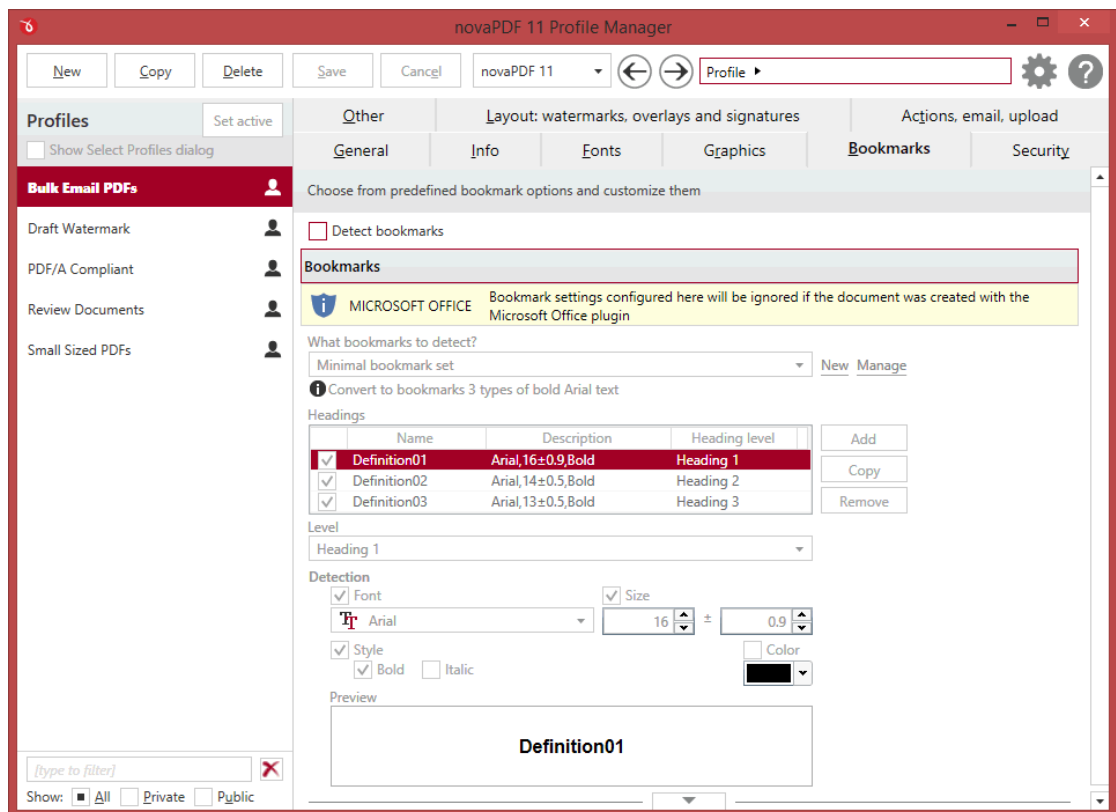
## Method

Available downsampling methods are: Box, Bilinear, B-Spline, Bicubic, Catmull-Rom, Lanczos. By default, the Bicubic downsampling method is used to downsample images to the selected resolution.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.5 Bookmarks

The *Bookmarks* profile manager tab allows you to choose predefined bookmark configurations or customize those to decide the detection rules for document bookmarks and style of the resulting PDF bookmarks.



#### Detect bookmarks


If this option is checked, during printing the document will be parsed and if certain text blocks match the formatting defined as a criteria for detection, those will be converted to PDF bookmarks. Depending on the number of bookmarks the size of the resulted PDF files will increase. This section allows you to select what default preset to use for bookmark detection and style or use custom settings. By default a bookmarks preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each bookmarks option see the Bookmarks configuration section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.5.1 Bookmarks configuration

The *Bookmarks configuration* section is embedded in the *Bookmarks* tab of the *Profile Manager* and allows you to set the options for detecting and styling the bookmarks in the resulting PDF file.

**Bookmarks**

 **MICROSOFT OFFICE** Bookmark settings configured here will be ignored if the document was created with the Microsoft Office plugin

What bookmarks to detect?  
 [New](#) [Manage](#)

**i** Convert to bookmarks 3 types of bold Arial text

Add root bookmark

Name  
 Macro >

Preview: Title  
 Style Color  
 Bold  Italic █

Allow multiline bookmarks  
 Match bookmarks regardless of level

Use levels

Open to level

Headings

	Name	Description	Heading level
<input checked="" type="checkbox"/>	Definition01	Arial,16±0.9,Bold	Heading 1
<input checked="" type="checkbox"/>	Definition02	Arial,14±0.5,Bold	Heading 2
<input checked="" type="checkbox"/>	Definition03	Arial,13±0.5,Bold	Heading 3

Add  
Copy  
Remove

Level

Detection

Font  Size  
  ±

Style Color  
 Bold  Italic █

Preview  

**Definition01**

Display  
 Style Color  
 Bold  Italic █



---

## BOOKMARKS

This group allows you to choose a predefined bookmarks preset or use a custom one. By default there are several predefined bookmarks presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined bookmarks presets in the Manage Presets->Bookmarks help section. A predefined bookmarks preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

---

### ADD ROOT BOOKMARKS

If this option is checked, a root (parent) bookmark level will be added, the rest of the defined bookmarks showing as child entries for this level. This is useful, for instance, when you want to merge several documents in a single PDF file and want to separate the bookmarks for each merged document.

#### Name

You can manually type a name for root bookmark in the **Name** field or use **Macro** to automatically name the bookmark.

In order to automatically assign different names for each root bookmark (when merging several documents in a PDF), you can use macros in the **Name** field (an example of how the macros are converted is shown just below the **Name** field).

You can select any of following macros:

- [N] - The name of the document being converted
- [T] - The title of the document as defined in the *Document* section
- [B] - The subject of the document as defined in the *Document* section
- [A] - The author of the document as defined in the *Document* section
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [W] - Workstation
- [U] - User name

You can also choose from the following display options for root bookmarks:

- **Style** - **Bold** and/or **Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button

#### Allow multiline bookmarks

By checking this option, you can choose to allow the detection of bookmarks placed on consecutive lines in a PDF file. If you leave this check box unchecked, such bookmarks will be detected as different ones.

---

### MATCH BOOKMARKS REGARDLESS OF LEVEL

By choosing this option, in case two consecutive detected bookmarks don't have consecutive levels,

some intermediary "dummy" nodes will be placed between them, in order to keep hierarchy visible.

### Use levels

This value signifies the number of defined bookmarks which will be taken into consideration when generating the PDF file.

### Open to level

This value signifies the number of opened bookmarks in the bookmark layout of the generated PDF file.

### Headings

The list-view contains information for all the definitions of the current bookmarks:

- **Enabled** - this option signifies whether the currently selected definition will be taken into consideration
- **Name** - definition name
- **Description** - contains the detection attributes for the currently selected definition, such as: font, size, style
- **Heading level** - this shows the corresponding heading for a particular definition (i.e. what level on the hierarchy it can be)

### Add

The **Add** button adds a new definition, with default detection options values, at the end of the list.

### Copy

The **Copy** button provides a copy of the currently selected definition, and places it at the end of the list.

### Remove

The **Remove** button removes the currently selected definition from the list-view.

### Detection

This group allows you to set formatting rules that will be used to detect the bookmarks. You can choose one or more of the next detection options:

- **Font**
- **Size and Size margin**
- **Style - Bold and/or Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button

### Detection preview

This section illustrates the appearance of the current definition, accordingly to the detection options that are enabled.

### Display

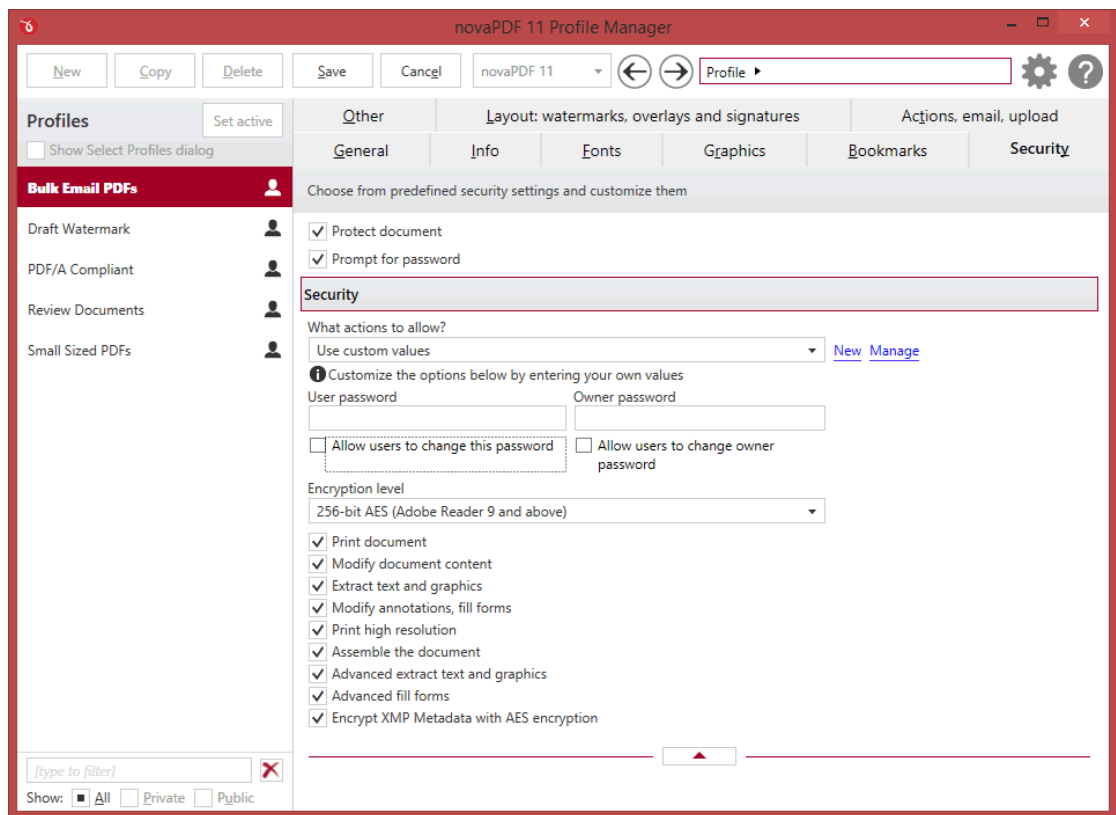
This group allows you to set how the detected bookmarks will be formatted and displayed in the PDF. You can choose from the following display options:

- **Style - Bold and/or Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.6 Security

The *Security* profile manager tab allows you to choose predefined security configurations or customize those to set a level of encryption protected by a password, that restricts certain document permissions for the resulting PDF file.



#### Protect document

If this option is checked, the resulting PDF document can be protected to prevent certain actions (printing, copying/pasting, assembling, modifying) or even require a password to open it. By default a security preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each security options see the Security options section.

#### Prompt for password

If this option is checked then for each print job that uses this profile you'll be prompted to enter the password. The recommendation here is to add an *Owner password* that's saved in the profile, and leave the *User password* empty. This way you'll be prompted when creating the PDF to enter a password required to open it and it can be different for each document.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.6.1 Security options

The Security *options* section is embedded in the *Security* tab of the *Profile Manager* and allows you to set the options for protecting the resulting PDF file.

**Security**

What actions to allow?  
 [New](#) [Manage](#)

**i** Add password to allow editing, comment and form-field authoring

User password  Owner password

Allow users to change this password  Allow users to change owner password

Encryption level

Print document  
 Modify document content  
 Extract text and graphics  
 Modify annotations, fill forms  
 Print high resolution  
 Assemble the document  
 Advanced extract text and graphics  
 Advanced fill forms  
 Encrypt XMP Metadata with AES encryption

## SECURITY

This group allows you to choose a predefined security preset or use a custom one. By default there are several predefined security presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined security presets in the *Manage Presets->Security help* section. A predefined security preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### User password

You can setup a user password for opening the PDF document. If you enter a user password, the document cannot be opened without entering user or owner passwords.

### Owner password

If the PDF Document is encrypted, access permissions can be changed only if the document is opened with the owner password.

### Encryption level

Available encryption levels are:

- **40-bit RC4** - low level security supported by Adobe Reader 3.0 and above. The PDF document will be encrypted with a low level encryption algorithm. You can setup passwords for opening the document and other access permissions for printing, editing or extracting text and graphics.
- **128-bit RC4** - high level security supported by Adobe Reader 5.0 and above. Allows setting up passwords and access permissions (printing, editing or extracting data) and also advanced permissions for the PDF document (print high-res, advanced extract, fill forms).
- **128-bit AES** - high level security supported by Adobe Reader 9.0 and above. Allows the same protection options as **128-bit RC4**.
- **256-bit AES** - strongest encryption type, supported by Adobe Reader 9.0 and above. Supports all encryption options of the previous levels and adds encryption options for XMP metadata.

## DOCUMENT PERMISSIONS

You can enable or disable permissions to:

### Low level (40 bits):

- **Print document** - if this is unchecked, the resulting PDF file will not allow printing (possibly not at the highest quality level, if **Print High Resolution** is not allowed)
- **Modify document content** - if this is unchecked, the resulting PDF will not allow editing
- **Extract text and graphics** - if this is unchecked, the resulting PDF file will not allow text/graphics extraction, including copying text from the PDF file
- **Modify annotations, fill forms** - if this is unchecked, the resulting PDF will not allow filling forms or changing annotations (if **Modify document content** is allowed, create or modify interactive form fields)

### High Level (128 bits), has all the features of the low level protection plus:

- **Print high resolution** (print the document to a representation from which a faithful digital copy of the PDF content could be generated. When this is not allowed, but **Print document** is allowed, printing is limited to a low level representation of the appearance, possibly of degraded quality (150dpi maximum image quality).
- **Assemble the document** (insert, rotate, or delete pages and create bookmarks or thumbnail images)
- **Advance extract text and graphics** (force allow extract text and graphics in support of accessibility to disabled users or for other purposes)
- **Advance fill forms** (fill in existing interactive form fields, even if **Modify Annotations, Fill Forms** is not allowed)

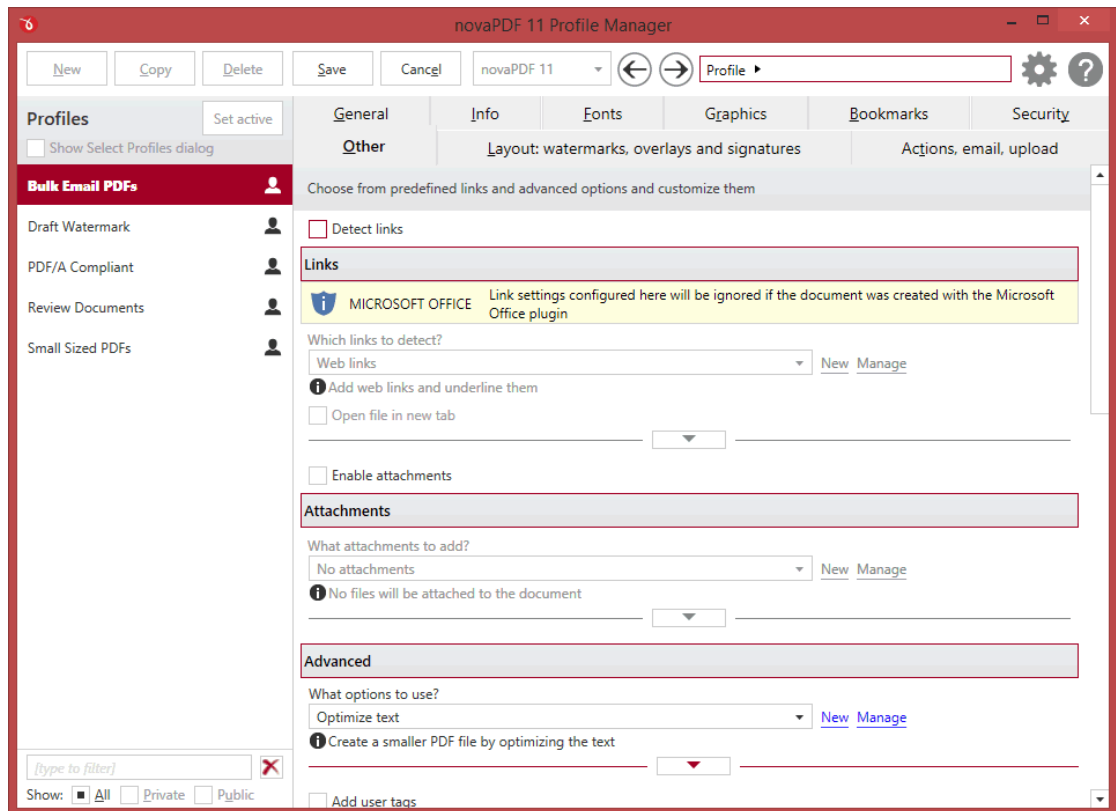
### Strongest Encryption Level (256 bits), has all the features of the high level protection plus:

- **Encrypt XMP Metadata with AES encryption** - if this is checked the extended markup metadata will be encrypted and not visible in the PDF viewer.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.7 Other

The *Other* profile manager tab allows you to choose predefined link detection and advanced presets or customize those to enable active PDF links in the resulting PDF file (with various styling options) and do optimizations. You can also define user tags to be used in the PDF document and create custom save rules.



#### Detect links

If this option is checked, it will allow you to enable automatic detection of visible links in text (both local and remote links) and customize the links' appearance in the resulting PDF file. In order to be detected and converted, the URLs must be visible in the original document and formatted to start with: "http://", "www", "mailto:", "ftp://" (unless when printing via the add-in for Microsoft Office that is able to detect hidden links too). By default a link detection preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each link detection options see the Link formatting section.

#### Advanced

You can set some advanced options regarding how the printed documents will be processed and saved as a PDFs. By default an advanced preset is selected but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each of the advanced options see the Advanced options section.

### Add user tags

You can define pairs of tag/value to be detected before the PDF is generated. novaPDF can then detect those tags from the original document and allows you to use those values as Macro names. It can also remove the whole page where a particular tag/value is present or removing only some parts of the text based on font formatting.

Example:

- Your original document (before sending it to novaPDF for converting) has the text **MyTag=sales@novapdf.com**
- You define in *novaPDF - Profile Manager - Other - User tags* the tag **MyTag**
- After it's defined, you can use it as a macro value by entering it in this format **[K:MyTag]**
- You can add an action to email the PDF and in the TO field you can enter the macro value **[K:MyTag]** - this will generate the PDF and send it afterwards to the sales@novapdf.com email address
- Optionally you can configure the application to remove that text when generating the PDF or the entire page where that text is present

By default an **Email user tags** preset is defined and can be selected, but you can manage the existing presets if you click on *New/Manage*. For detailed explanation of each of the advanced options see the User tags section.

### Add save rules


You can configure file saving rules that will modify the resulting filename of the PDF file. Some applications (i.e. Crystal Reports) will add by default their own name to the filename of an unsaved document, the result being (in the case of Crystal Reports) Crystal Reports – Document1.rpt. That's why you can define your own save rule that will remove the application name from the filename. Save rules can use regular expressions to alter filenames, and by default there is a preset included as an example. You can define your own preset if you click on *New/Manage*. For detailed explanation see the Save rules section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

#### 1.3.3.7.1 Links

The *Link formatting* section is embedded in the *Other* tab of the *Profile Manager* and allows you to enable automatic detection of visible links in text (both local and remote links) and customize the links' appearance in the resulting PDF file.

**Links**

 **MICROSOFT OFFICE** Link settings configured here will be ignored if the document was created with the Microsoft Office plugin

Which links to detect?

Web links ▾

[New](#) [Manage](#)

**i** Add web links and underline them

Detect file names and convert them to PDF links

Check if file exists before linking

Open file in new tab

Underline

Override color

 ▾
<http://www.novapdf.com>  
[support@novapdf.com](mailto:support@novapdf.com)

## LINKS

This group allows you to choose a predefined link detection preset or use a custom one. By default there are several predefined link detection presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined link detection presets in the Manage Presets->Links help section. A predefined link detection preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

In order to be detected and converted, the URLs must be visible in the original document and formatted to start with: "http://", "www", "mailto:", "ftp://".

### Detect file names and convert them to PDF links

If this option is enabled, the text in the printed document will be parsed and texts that will match a file name, including its path, will be marked in the PDF as links to file.

### Check if file exists before linking

If this option is enabled, there will be a check if the file really exists and the PDF links will be added only if the file is found. Note that the printing and PDF generation is made on the printing server computer, so if linked files are on another computer in the network, you should mention them in the printed document with their UNC path.

### Detect telephone links

When this option is checked, any telephone link that's included in the original document will be detected and enabled in the resulting PDF. The detected format is **tel:** and if the PDF viewer has support for telephone links it will start the telephone app.

### Open file in new tab



When this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

### Underline

This is checked by default and will add a line beneath the detected link using the color set in *Override color*.

### Preview

This section illustrates the appearance of the current link formatting, accordingly to the detection options that are enabled.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## 1.3.3.7.2 Advanced

The *Advanced* section is embedded in the *Other* tab of the *Profile Manager* and allows you to set some advanced options regarding how the printed documents will be processed and saved as a PDFs.

**Advanced**

What options to use?

Optimize text [New](#) [Manage](#)

**i** Create a smaller PDF file by optimizing the text

Ignore empty pages

Silent print

Optimize text

Optimize image sequences

Correct fill colors

Correct line width

Verify file creation

Add empty pages between copies

Only for odd number of pages

## ADVANCED

This group allows you to choose a predefined advanced preset or use a custom one. By default there are several predefined advanced presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined advanced presets in the *Manage Presets->Advanced* help section. A predefined advanced preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### Ignore empty pages

If this option is checked, the empty pages from your original document will not be added to the PDF document. But the pages have to have no information at all (no page number, no header,...)

**Silent print**

If this option is checked, no prompts will be shown during the print to PDF operation.

**Optimize text**

By default, novaPDF optimizes PDF size by compressing texts as much as possible. However, some fonts are not correctly defined in their font files and when applying this optimization the text may not be correct in the PDF file. Uncheck this option if the text is not correct in your PDF files. By default, this option is checked.

**Optimize image sequences**

When this option is enabled, small image sequences are combined in one big image. The process time will be slightly increased but the resulting PDF file will be smaller. You should enable this option if you have many sequences of small monochrome images and your resulting PDF file is very large. By default, this option is not enabled.

**Correct fill colors**

Depending on the application you print from, fill colors can be inverted or not. If colors are inverted in the resulted PDF when printing from a certain application, check this option to correct them.

**Correct line width**

Depending on the application you print from, line widths can be sent in different ways. If lines are printed with a wrong width from a certain application, check this option to correct them.

**Add empty pages between copies**

With this option checked an empty page will be added between 2 copies of the content being converted to PDF (i.e. in the case you create a PDF document that copies the same content multiple times).

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.7.3 User tags

The *User tags* section is embedded in the *Other* tab of the *Profile Manager* and allows you to set some advanced options regarding how the user tags will be processed.

### User tags

What tags to use?  
 [New](#) [Manage](#)

**i** No user tags will be used to the document

User tags

	Enabled	Tag	Default value

Remove user tags policy

Do not remove anything

Remove pages with tags

Remove all text with specific font

Font   Size  ±

Style  Bold  Italic  Color

## USER TAGS

This group allows you to choose a predefined preset for user tags or use a custom one. By default there are several predefined advanced presets defined but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined user tags presets in the *Manage Presets->User tags* help section. A predefined user tags preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

You can define pairs of tag/value to be detected before the PDF is generated. novaPDF can then detect those tags from the original document and allows you to use those values as Macro names. Here's an example on how you can use user tags to send a particular document to the Sales department via email:

- Your original document (before sending it to novaPDF for converting) has the text **{{{MyTag=sales@novapdf.com}}}**
- You define in *novaPDF - Profile Manager - Other - User tags* the tag **MyTag**
- After it's defined, you can use it as a macro value by entering it in this format **[K:MyTag]**
- You can add an action to email the PDF and in the TO field you can enter the macro value **[K:MyTag]** - this will generate the PDF and send it afterwards to the sales@novapdf.com email address

- Optionally you can configure the application to remove that text when generating the PDF or the entire page where that text is present

### **Add/Copy/Remove/Up/Down**

Click on **Add** and then the **Tag/Default value** fields will be enabled for you to enter the new user tag pair. You can define multiple user tags and only enable a few for the current profile. The application will search the document for the user tag value in the order that they are defined in this list. You can re-order them using the **Up/Down** buttons and **Remove** the ones you don't want to use anymore. The Default value field can be empty, however you can enter a value to replace with if the original document has the tag but without a value.

### **IMPORTANT:**

In order to use the defined user tag as a Macro value, you will have to enter it in the field in this format **[K:MyTag]**

In this example, the name of the user tag is **MyTag**.

## **REMOVE USER TAGS POLICY**

---

### **Do not remove anything**

By default, novaPDF will convert the original document sent to it exactly as it comes without altering its content. Even if it detects user tags in the document, it will leave the content unchanged.

### **Remove pages with tags**

If this option is selected and the application detects user tags in the document, it will exclude the pages that contain user tags from the original document when creating the PDF file.

### **Remove all text with specific font**

novaPDF cannot remove the user tag (and its value) when converting the original document into PDF solely based on its content. If user tags are present in the original document and you don't want those included in the resulting PDF, you can style its font/size/color in a particular way so that novaPDF can detect it. Simply enable the *Remove all text with specific font* option here and then choose exactly the same font, size, style (bold/italic) and color as it is in the original document.

**IMPORTANT: If this option is checked, novaPDF will remove any content that matches the formatting specified by you, not only user tags.**

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.7.4 Save rules**

The *Save rules* section is embedded in the *Other* tab of the *Profile Manager* and allows you to define and use advanced filename/path saving rules.

**Save rules**

What saving rules to add?  
 Regular expressions [New](#) [Manage](#)

**i** Save rules with regular expressions

Save rules

	Enabled	Name	Remove	Text
1	<input checked="" type="checkbox"/>	Path	Expression	^(file://)?[a-zA-Z]:([^\ ]*\ )+([^\ ]*\ )+
2	<input checked="" type="checkbox"/>	Path	Expression	^(file://)?[a-zA-Z]:([^\ ]*\ )+
3	<input checked="" type="checkbox"/>	File link	Expression	^file://[^\ ]*[a-zA-Z]:([^\ ]*\ )+
4	<input checked="" type="checkbox"/>	File link	Expression	^file://[^\ ]*[a-zA-Z]:([^\ ]*\ )+
5	<input checked="" type="checkbox"/>	Microsoft Office	Expression	^Microsoft.*? . (*)\..*
6	<input checked="" type="checkbox"/>	Microsoft Office	Expression	^Microsoft.*? . (*)
7	<input checked="" type="checkbox"/>	EditPad	Expression	^EditPad Pro 7.*? . (*)\..*
8	<input checked="" type="checkbox"/>	Crystal Reports	Expression	^Crystal Reports.*? . (*)\..*
9	<input checked="" type="checkbox"/>	Notepad	Expression	^(.*)\..*? . Notepad
10	<input checked="" type="checkbox"/>	Notepad	Expression	^(.*) . Notepad
11	<input checked="" type="checkbox"/>	URL	Expression	^(http https ftp gopher news
12	<input checked="" type="checkbox"/>	URL	Expression	^(http https ftp gopher news
13	<input checked="" type="checkbox"/>	Extension	Expression	^(.*)\..*? . (*)

Name: Path Remove: Expression

Text: ^^(file://)?[a-zA-Z]:([^\|]\*\|)+([^\|]\*\|)+ Format: \3

Description: c:\temp\test.txt

## SAVE RULES

This group allows you to choose a predefined preset for save rules or use a custom one. By default there are several predefined save rules presets defined, but you can add new or manage those by clicking on *New/Manage*. You can read more about predefined save rules presets in the *Manage Presets->Save Rules* help section. A predefined user tags preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### Save rules

Save rules can be used to modify the filename of generated PDF files in certain situations. For example, if you try to print to PDF an unsaved Notepad document the default filename will be "Untitled - Notepad.pdf". One of the default save rules included automatically removes the second part so the filename will be "Untitled.pdf". Custom save rules can be defined only for removing parts of a filename/path, you cannot use those to add/replace. You can Add a rule by providing a Name/Description and

### Add rules

You can add a new save rule by clicking on Add or Copy an existing one. Save rules are interpreted in the order they are defined, so you can use the Up/Down options to re-order the existing rules. When adding a new save rule you will have to provide:

- **Name** - this is the name of the rule, it doesn't affect the name of the document
- **Remove** - save rules only remove parts of the filename, based on what you select:
  - **Front** - this will remove the matching Text only if it's at the front of the filename

- **End** - this will remove the matching Text only if it's at the end of the filename
- **All** - this will remove the matching text completely
- **Expression** - the information used in the Text field will be interpreted as a regular expression
- **Text** - this is where you have to enter the text or regular expression you want to be used for the filename
- **Format** - only regular expression formats will be accepted here. For example `\1` is interpreted as the **contents of group 1**, `\2` is interpreted as the **contents of group 2** and so on
- **Description**: add more info about the rule you are adding

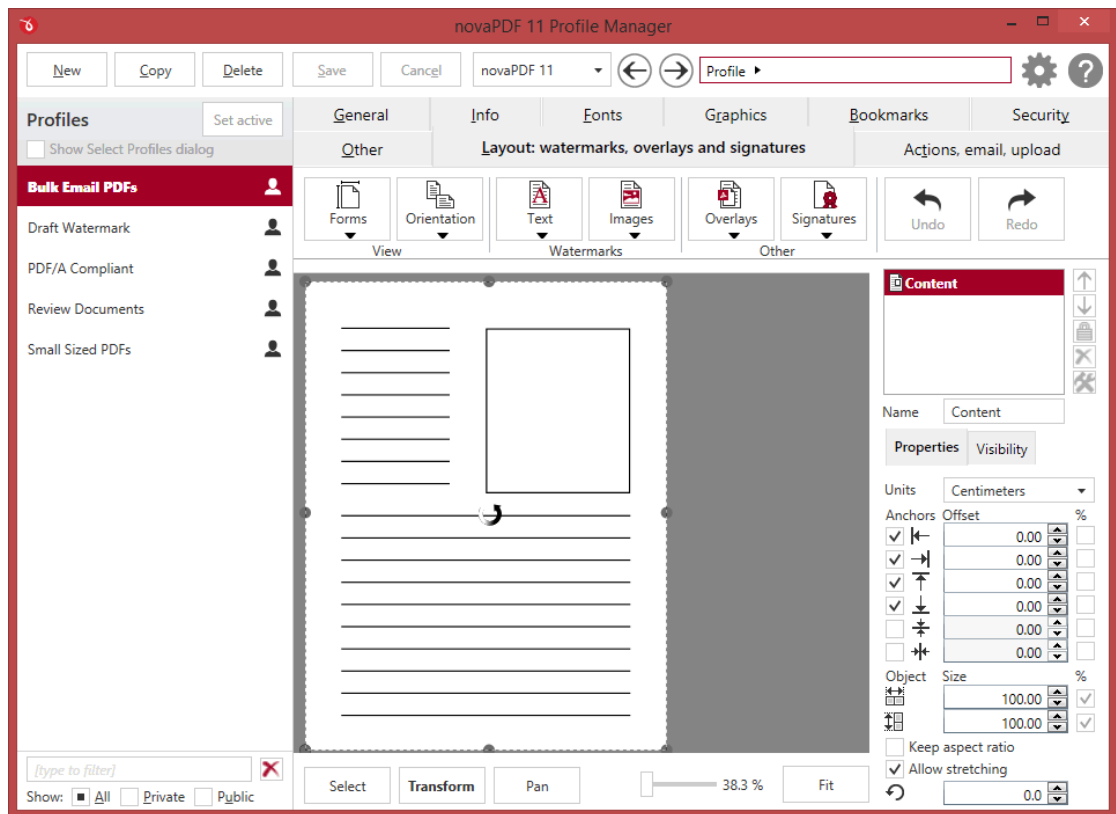
Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.8 Layout

#### 1.3.3.8.1 Watermarks, overlays, signatures

The *Watermarks, overlays, signatures* profile manager tab allows you to modify the layout of the resulting PDF file, giving access to several features such as:

- choosing a predefined page size form from the list of 40+ available ones
- setting a page orientation (landscape/portrait)
- inserting and customizing the layout of watermarks (text/images)
- inserting and customizing the overlays
- digitally signing the PDF and modifying the layout of the signature



## FORMS

This will let you choose one of the predefined page size forms available. After you select a form, you'll see the size of the content layer change in the live preview section. You can manage the forms (i.e. define your own custom form) in *Printing Preferences* as described in the Manage Forms section of the help.

## ORIENTATION

This lets you specify how the page is positioned. Available options are Portrait and Landscape. The orientation can also be set from the printing application.

- **Portrait.** Portrait orients the print vertically (longest edge of the page is vertical).
- **Landscape.** Landscape orients the print horizontally (longest edge of the page is horizontal).

## TEXT WATERMARKS

You can insert text watermarks that will be included in the resulting PDF file. This means that even if in the original document (one being converted to PDF) there is no watermark, it will be added automatically when the conversion is done to the resulting PDF file. Depending on the number of added watermarks the size of the resulted PDF files will increase.

From this drop-down you can choose to insert one of the default text watermark presets. You can add new or manage the existing text watermarks by clicking on *New/Manage*. You can read more about predefined text watermark presets in the Manage Presets->Text Watermarks help section.

## IMAGE WATERMARKS

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Just as with text watermarks, you can also insert images to be included as watermarks in the resulting PDF file. Depending on the size and number of image watermarks, the resulting PDF will increase in size. From this drop-down you can choose to insert one of the default image watermark presets. You can add new or manage the existing image watermarks by clicking on *New/Manage*. You can read more about predefined text watermark presets in the Manage Presets->Image Watermarks help section.

## OVERLAYS

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PDF documents overlay (could also be called PDF stitching), means that you can insert the content of a PDF file in another PDF document (either in front of the existing content or as the background for the existing one) and create a single PDF file containing the merged information. For example, if you have a PDF template branded with your company information (that shows in the header/footer) and you received other PDF documents that need to use the same template, you can overlay the new document with the existing template and create a single merged branded PDF.

From this drop-down you can choose to insert one of the default overlay presets. You can add new or manage the existing overlays by clicking on *New/Manage*. You can read more about predefined overlay presets in the Manage Presets->Overlays help section.

## SIGNATURES

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Using this option you can apply a signature to a created PDF file even if the original document does not have any signatures or copyright protection. The signature will be applied automatically when the file is converted. All you have to do is to enable and customize it and all the created PDF files will contain the signature applied afterwards. The option can be disabled at any time or a separate Profile containing the option can be created and used when needed.

A digital PDF signature is a code that can be embedded in a portable document (PDF) so that the sender will be uniquely identified. Its main purpose is to attest that the document was indeed created by the individual/organization claiming to be the author. A digital signature contains several encryption techniques to guarantee its security. Digitally signing PDF documents is useful when using it for branding, protecting and copyrighting information in the resulting PDF file.

From this drop-down you can choose to insert one of the default signatures presets. You can add new or manage the existing signatures by clicking on *New/Manage*. You can read more about predefined signatures presets in the Manage Presets->Signatures help section.

## LAYOUT PREVIEW AND LAYERS

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### Live preview

You can preview changes you do to the layout of the resulting PDF without actually saving them. Every layout operation you do will show live in the preview section.

### Select/Transform/Pan/Fit

The controls at the bottom of the Live preview window allow you to manipulate the layers easier. You can use the **Select** option to choose a particular layer, the **Transform** option to apply changes to



the selected layer, or **Pan** to be able to reposition all the layers in the current view. You also can **Zoom** in/out on the current view by using the slider or the scroll wheel on your mouse and **Fit** the entire design in the current view.

### Layer management

Each layout element you add that will be included in the resulting PDF is positioned on a layer. The general layer is Content, meaning the actual content that you have in the original document. All other elements (watermarks, overlays, signatures) are added as layers shown in the *Layer Management* field. Each of the layer has a *Name* that you can modify and you can bring layers forward or send them backwards using the up/down arrows on the right of the field. You can also remove a layer and lock it (locking a layer prevents accidental edits to it, a locked one cannot be modified). Each layer will have an icon in front showing what type it is: content, watermark, overlay or signature.

## PROPERTIES

### Units

You can change the measurement units from the **Units** drop down list. The available values are millimeters, inches and points. Changing the units will recalculate the margins, origins and object sizes.

### Margins

You can manipulate layers by setting different margins. The **Anchors** will let you choose what edge to use as a landmark when calculating the given margin. The numbers you enter in the **Offset** field are expressed in the selected measurement unit by default, unless you choose to use percentages of the total form width/height (you can do this by checking the box under the % heading):

- **Left.** You can set the left margin of the layer page by entering a value or pressing the up/down

arrows. The number you enter is expressed in the selected measurement unit (unless you check the % box to use percentages of the total width).

- **Right.** You can set the right margin of the layer page by entering a value or pressing the up/down arrows. The number you enter is expressed in the selected measurement unit (unless you check the % box to use percentages of the total width).
- **Top.** You can set the top margin of the layer by entering a value or pressing the up/down arrows.
- **Bottom.** You can set the bottom margin of the layer by entering a value or pressing the up/down arrows.
- **Horizontal center.** If this is checked, the horizontal center of the form will be used as a landmark for the margin you enter in its field.
- **Vertical center.** If this is checked, the vertical center of the form will be used as a landmark for the margin you enter in its field.

## Object

Each element you add can be modified in size by entering a value for it in the **Size** field (or using the up/down arrows to modify it). The size can be in the unit of measurement (by default) or as a percentage of the total form dimensions. You can modify individually the width/height and you can retain the overall aspect of the object by leaving the *Keep aspect ratio* option enabled. If *Allow stretching* is selected instead, the width and height can be adjusted individually without retaining the original aspect of the object.

## VISIBILITY

Properties Visibility

Use border

Where to apply?

Interior

What border to use?

Blue

[Manage](#)

Show on pages

Range

A4

Portrait

### Use border

For every element added you can select the *Use border* option to add a border around it. When this option is selected you can choose to have the border drawn **Outside** of the element, in the **Interior** of the element or leave it **Normal**. Borders have their own default presets that can be modified by

clicking on the "..." button next to the name of the preset (i.e. Dashed is a default border preset). Border presets can be used by multiple profiles, you can read more about the available options in the Manage Presets->Borders help section.

### Show on pages

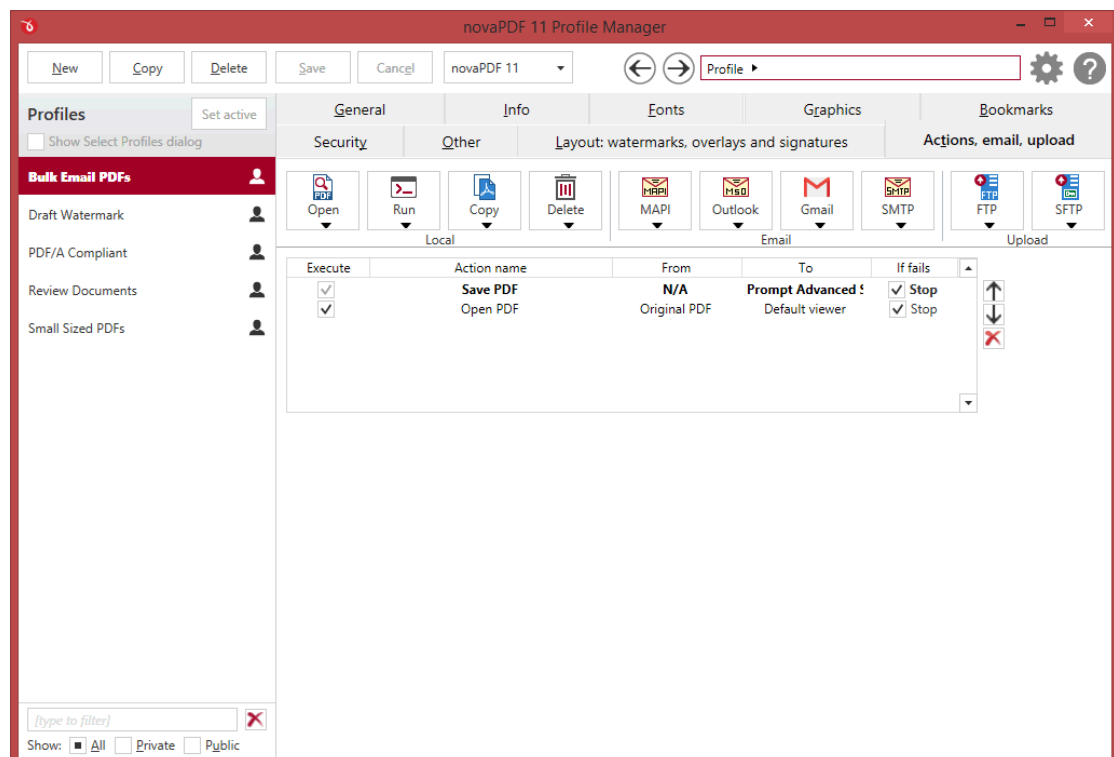
You can decide where each inserted element can show:

- **First/Last/Odd/Even/All** or **Range** of pages
- Only on pages that match the selected page **Format** (i.e. A4, A3, ...)
- Only on pages that match the selected **Orientation** (i.e. Portrait/Landscape)

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.9 Actions, email, upload

The *Actions, email, upload* section allows you to add extra actions to be performed after the PDF is created (i.e. how to open it, what to run, emailing/uploading it, ...).



### OPEN

This allows you to choose a predefined after save Open preset or use a custom one. The default presets you can choose allow you to add an after-save action that will open the PDF with the default viewer, or opening another file after the PDF is created. You can add new predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the Manage Presets->Open help section. A predefined *Open* preset can be used by

multiple profiles, while *Custom* settings only affect the current profile.

## **RUN**

This allows you to choose predefined Run presets or use custom ones after the PDF was generated. If you have Adobe Reader installed the default presets will allow you to open the current PDF or send it to the default printer. You can add new predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the Manage Presets->Run help section. A predefined *Open* preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

## **COPY**

This group allows you to choose a predefined Copy after save action preset or use a custom one. The default presets allow you to copy the generated PDF to a particular folder or rename the file. You can add new predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the Manage Presets->Copy help section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

## **DELETE**

This group allows you to choose a predefined Delete preset or use a custom one. The default presets allow you to delete a file from a specific folder once the PDF is created, or delete the original PDF file (i.e. after running an action to copy it elsewhere). You can add new predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the Manage Presets->Delete help section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

## **MAPI**

The MAPI group has predefined profiles for sending the resulting PDF by email through the MAPI protocol. The MAPI default presets allow you to open the default email client and attach the generated email to it, as well as filling the TO email field in case you want to send the PDF by email. You can add new predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the Manage Presets->MAPI help section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

## **SMTP**

The SMTP group has predefined profiles for sending the resulting PDF by email using custom SMTP settings. The SMTP default preset allows you to send the generated PDF file by email using an SMTP server defined by you. You can add new predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the Manage Presets->SMTP help section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

## **OUTLOOK**

The OUTLOOK group has predefined profiles for sending the resulting PDF by email using Microsoft Outlook. The default presets allow you to send the generated PDF file using Microsoft Outlook or to simply open it after the PDF was created and attach the PDF to a new email. You can add new

predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the Manage Presets->Outlook help section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### **GMAIL**

The GMAIL group has predefined profiles for sending the resulting PDF by email using Gmail. The default presets allow you to send the generated PDF file using Gmail. You can add new predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the Manage Presets->Gmail help section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### **FTP**

This group has a predefined setting that will upload the generated PDF to an FTP server. You can add new predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the Manage Presets->FTP help section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

### **SFTP**

This group has a predefined setting that will upload the generated PDF to an SFTP server. You can add new predefined presets or manage the existing ones by clicking on New/Manage. You can read more about predefined save presets in the Manage Presets->SFTP help section. A predefined save preset can be used by multiple profiles, while *Custom* settings only affect the current profile.

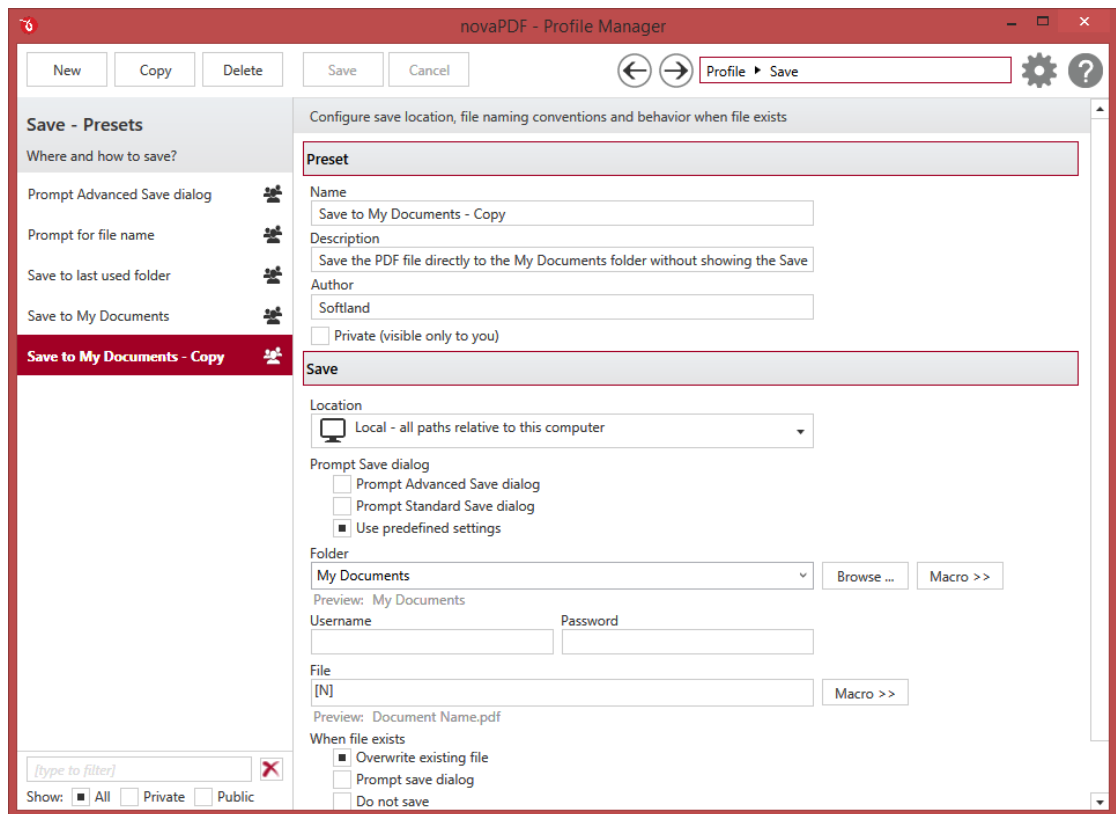
Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## **1.3.3.10 Manage Presets**

### **1.3.3.10.1 General**

#### **1.3.3.10.1.1 Save**

The *Save* presets section allows you to manage the existing default presets or add new ones. These presets let you set PDF saving options such as the location where the PDF will be saved, what save dialog to use and what to do when same named PDF files exist (i.e. merging PDF documents). A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the *Profile* text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default save presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Prompt Advanced Save dialog

This default save preset will show the *Advanced Save* dialog to select the destination folder and other settings to use for generating the PDF file. If you don't change anything on save, it will save your file in the My Documents folder with the name of the original document (and it will overwrite any existing PDF files with the same name).

### Prompt for file name

This default save preset will show the standard *Save* dialog to select the destination folder and the name of the created PDF file. If you don't change anything on save, it will save your file in the My Documents folder with the name of the original document (and it will overwrite any existing PDF files with the same name).

### Save to last used folder

This default preset will save the created PDF file directly in the folder that was previously used. So if for the previous conversion the PDF was saved on your Desktop, this default preset will save to that location too and it will overwrite any existing PDF files with the same name.

### Save to My Documents

Choosing this default preset will save the created PDF file directly to the *My Documents* folder, using as filename the name of the original document (if a same named file already exists it will overwrite it).

## SAVE

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### Name

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Prompt Advanced Save dialog**

If this is selected, each time you will create a PDF file you will be prompted with an extended save dialog where you can manually set the destination folder/file name for the generated PDF file, whether to append or insert the content being printed to an already existing PDF file, what to do once the PDF is created (open it with the default viewer or send it via email) and setting PDF options (encrypt PDF and add document information). This window also provides a shortcut to enter your license if the program is not already activated.

**Prompt Standard Save dialog**

If this is selected, each time you will create a PDF file you will be prompted with a simple **Save As** dialog where you can manually set the destination folder and file name for the generated PDF files.

**Use predefined settings**

Select this if you prefer to customize the save settings for the current profile. This option is automatically checked also if you select **Server** as a location for the resulting PDF. The custom predefined settings only apply to the current profile that is being edited. If you want to define save settings that apply to multiple profiles, you have to create predefined save presets.

**Folder**

In the **Folder** field you can set a folder where the files will be saved. If you select a predefined default preset in *Save Options*, the Folder field will automatically be filled. However you can enter any folder path you want either manually or by using the **Browse** button. You can also click on the drop-down arrow next to the **Folder** field to select one of the default preset folders: My Documents, Printing application folder, Last used folder (these work only if Local is selected as a Location for the resulting PDF). The **Macro** button will let you define rules for automatically creating folders using predefined names. You can select any of next macros:

- [N] - The name of the document
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh



- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Name of the workstation
- [U] - The Windows User name
- [O] - Domain
- [L] - Application Name
- [J] - The name of the printing process
- [R] - Printer Name
- [P] - Profile Name

You can also enter network paths (UNC) in the **Folder name** field in case you want to save the PDF on another computer in your network. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

#### User name

You'll need to enter the username of an user that has access to the remote computer (if your currently logged-in user doesn't have access rights) when using a folder that's located on a password-protected network computer.

#### Password

After filling in the username, you need to add the password for that user to save the PDF on a network computer that's password protected.

#### File

You can manually type a name for the generated PDF file in the **File** field or use **Macro** to automatically name the PDF file created.

In order to use different file names for each generated PDF files, you can use some macros in the **File name** field (an example of how the macros are converted is shown just below the **File name** field).

You can select any of next macros:

- [N] - The name of the document
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Name of the workstation
- [U] - The Windows User name

- [O] - Domain
- [L] - Application Name
- [J] - The name of the printing process
- [R] - Printer Name
- [P] - Profile Name

### WHEN FILE EXISTS

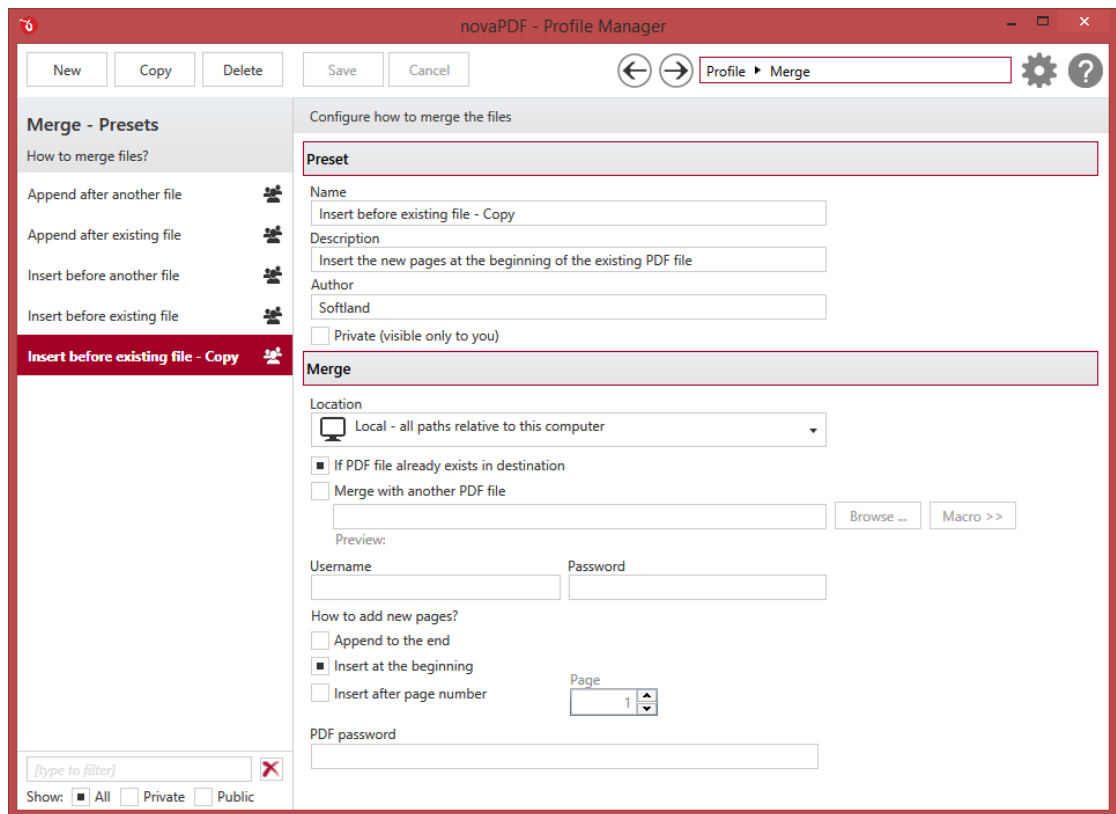
All options in this group are active only when you select **Use predefined setting** (*overwrite existing file* and *merging* are available when selecting *Prompt simple save dialog* too). When a file with the same name already exists in the selected folder, you can choose one of the next actions:

- **Overwrite existing file** - existing file is overwritten with the newly generated file
- **Prompt save dialog** - a "Save as" dialog will be shown so you can change the name of the file or folder manually
- **Do not save** - if a PDF file with the same name already exists in the selected destination, the current PDF file will not be saved
- **Modify file name** - if a PDF file with the same name already exists, you can modify the filename based on one of the following rules:
  - **Auto number new files** - a counter is added to the file name of the new generate pdf file
  - **Append date and time** - the date and time is appended to the generated pdf file name
  - **Auto number existing files** - a counter is added to the file name of the existing pdf file. The new pdf file will have the name set in this dialog

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

#### 1.3.3.10.1.2 Merge

The *Merge* presets section allows you to manage the existing default presets or add new ones. These presets let you set PDF merging options such as how to combine the content being printed with the existing PDF, where to save it, password protecting it and more. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default save presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Append after another file

This merging preset will combine the content being currently printed with that of an existing PDF file that you choose, adding its pages at the end of the previous existing content.

### Append after existing file

The content being currently printed will be merged with that of an existing PDF file with the same name as the one being printed, adding its pages at the end of the previous existing content.

### Insert before another file

The current PDF file will be merged with the content of an existing PDF file, adding its pages before the content of the previous existing document.

### Insert before existing file

If a PDF file with the same name already exists in the selected destination, the current PDF file will be merged with the existing one, adding its pages before the content of the previous existing document.

## MERGE

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### Location

novaPDF can be installed regularly, as a virtual desktop printer or on a print server as a shared network printer. In the first case, the Local/Server location is basically the same thing, as it will let you save the PDF in any folder on a local or network computer (except that in this case Server won't let you choose user-linked folders such as My Documents, Desktop, ...).

However, if novaPDF was installed on a print server and added on client computers, then the Server location refers to the print server:

- **Local folders.** When you set the destination to local, you can choose any folder (either on the computer where the print starts from or on a network computer) where to save the PDF file.
- **Server folders.** If novaPDF is added on a client computer from a shared network printer, the Server location will save the resulting PDF file on a folder located on the print server (i.e. the computer where novaPDF was installed and shared from).

#### **If PDF file already exists in destination**

If a PDF file **with the same name** as the one being generated already exists in the selected destination, the current PDF file will be merged with the existing one, adding its pages at the end or beginning of the previous existing document, depending on what preset merge profile you selected in the *How to merge files* section above. The existing PDF will be deleted before generating the new merged PDF.

#### **Merge with another PDF file**

Use this option to select a particular PDF file you want to merge the current PDF document with. Click **Browse** and locate the PDF file you want to merge with. novaPDF will copy the PDF you want to merge with in the location you want to save the new one, and after it does the merging it will delete the copy. The original PDF file you selected to merge with will not be deleted, it will remain in its original location.

#### **User name/Password**

If you choose to merge your content with an existing PDF file that's located on a network computer, you'll need to enter the username and password of an user that has access to that network computer.

### **HOW TO ADD NEW PAGES?**

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#### **Append to the end**

If *Append to the end* is checked, the current PDF file will be merged with the existing one, adding its pages at the end of the previous existing document.

#### **Insert at the beginning**

If *Insert at the beginning* is checked, the current PDF file will be merged with the existing one, adding its pages at the beginning the content of the previous existing document.

#### **Insert at page number**

Use this option to insert the pages of the current PDF file after a specific page number from the existing document you are merging with.

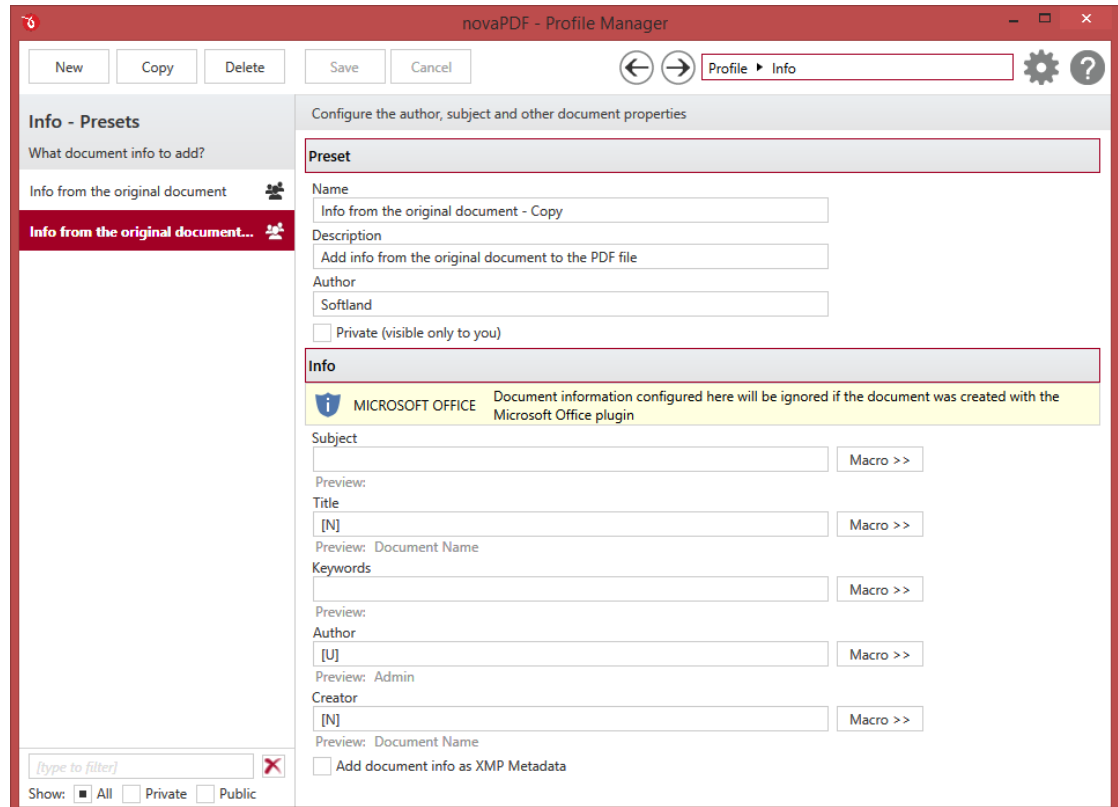
#### **PDF Password**

If you selected an already existing PDF file and you want to merge the current document with it, you'll have to enter the password needed to open the existing one (only if it's password protected). If the PDF you want to merge with is not password protected, you must leave this field empty.

### 1.3.3.10.2 Document

#### 1.3.3.10.2.1 Info

The *Info* presets section allows you to manage the existing default presets or add new ones. These presets let you define the meta-information that will be included in the resulting PDF (subject, title, keywords, author and creator). A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

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The default document presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Info from the original document**

If you use this default document preset, the PDF will be created using information from the original document for meta properties: *Subject* will be empty, *Title* will be the filename, *Keywords* will be left empty, *Author* will be the Windows username, *Creator* will be the filename.

## **DOCUMENT**

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### **Name**

You can type a name for the default preset you are editing/creating.

### **Description**

Add a description for the default preset you are creating/editing.

### **Author**

Optionally you can set the author for this default preset.

### **Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### **Subject**

Sets the subject for the printed document. Default is empty. You can use macros to set this automatically based on the existing document information:

- [N] - The name of the document being converted
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [W] - Workstation
- [U] - User name

### **Title**

Sets the document title. If you use the default [N] tag, the title will be the name of the document that is printed, as it is sent by the printing application. You can use the same macro elements as for the *Subject* section above.

### **Keywords**

Sets the keywords for the printed document. Default is empty. You can use the same macro elements as for the *Subject* section above.

### **Author**

Sets the author of the printed document. If you use the default [U] tag, the author will be the windows user that started the print job. You can use the same macro elements as for the *Subject* section above.

### **Creator**

By default it shows information about the application that generated the PDF file, however this field can be modified to any custom value. You can use the same macro elements as for the *Subject* section above.

### **Add document info as XMP Metadata**

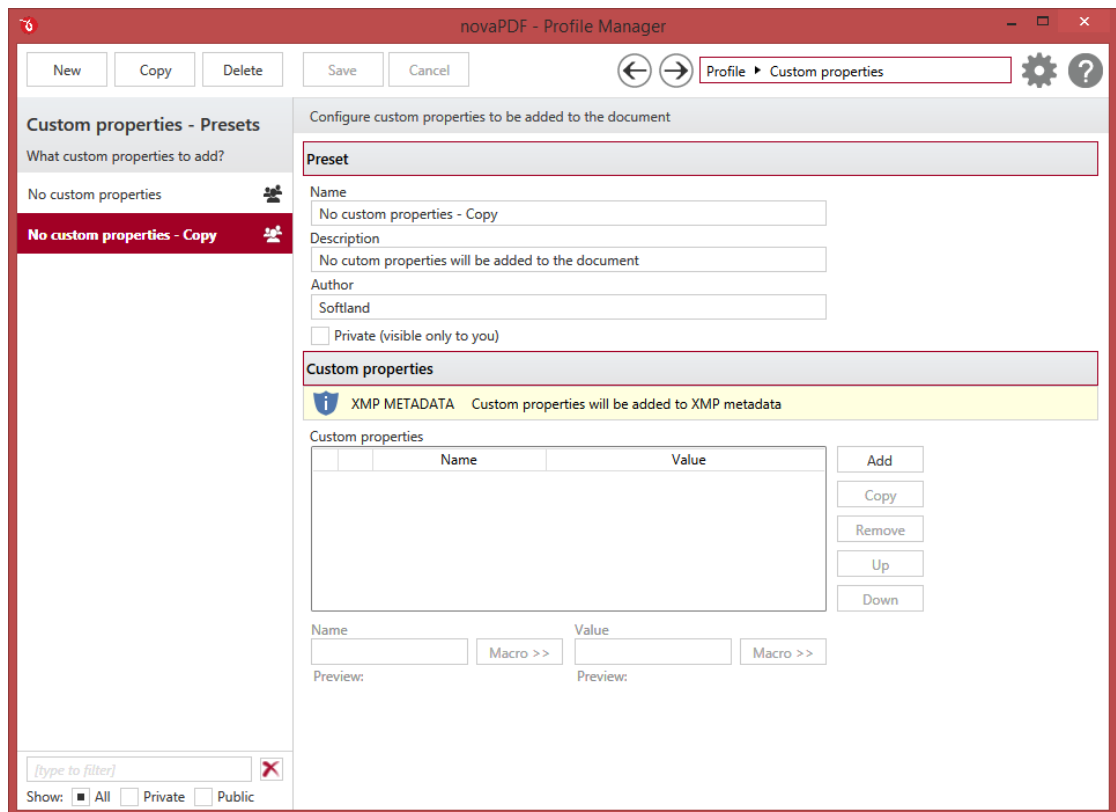
You can check the *Add document info as XMP Metadata* option to include the document information in the extended metadata of the generated PDF. Please note that the XMP metadata is not visible from all PDF readers, as only newer versions support it.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.



### 1.3.3.10.2.2 Custom properties

The *Custom properties* metadata section is embedded in the *Info* tab of the *Profile Manager* and allows you to define custom metadata information that will be included in the generated PDF file.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

**Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

**PRESETS LIST**

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

**CUSTOM PROPERTIES**

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This section allows you to add new custom properties to be included in the resulting PDF file. The predefined preset included will add an empty Name/Value custom metadata property in the resulting PDF. You can easily define your own preset that adds custom properties.

**Name/Value**

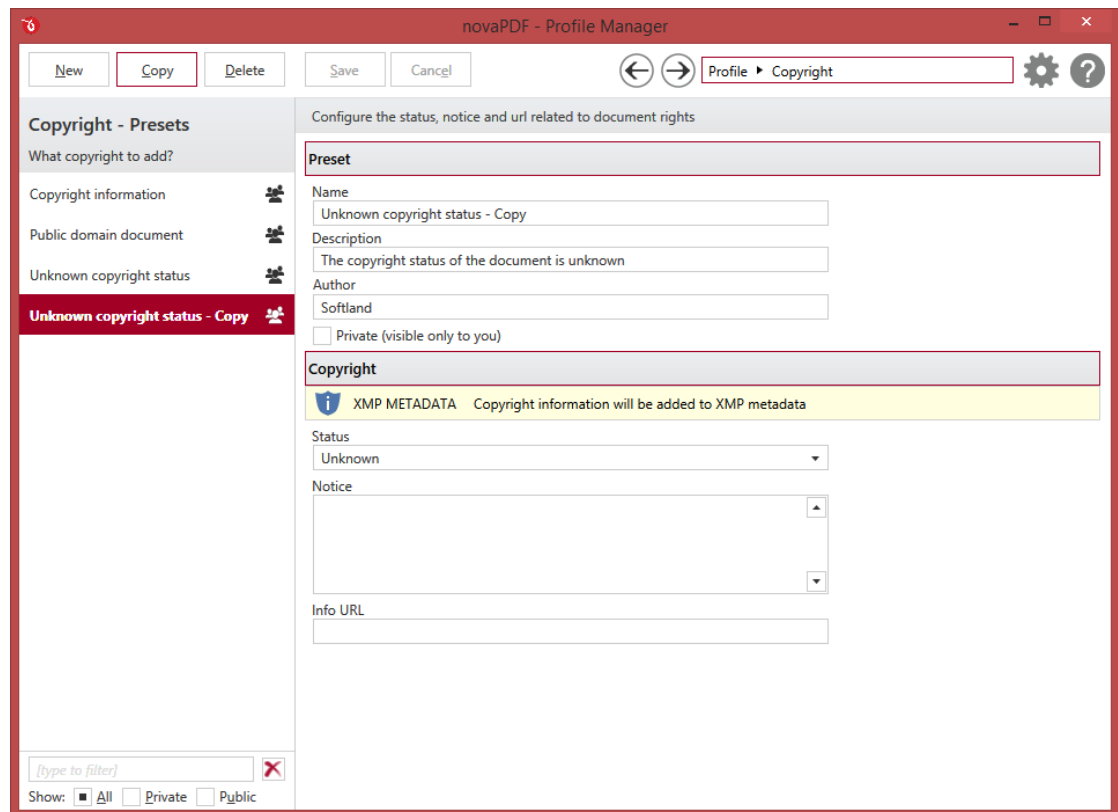
Add a name of the custom property you want to be displayed in the resulting PDF and assign a value to it. This will be viewable in the properties of the resulting PDF with a PDF reader. You can also use Macro values for generating these dynamically.

**Add/Copy/Remove**

You can add multiple custom properties and manage those (copy/delete). They will be included in the resulting PDF in the order they are displayed in the list of Custom Properties.

**1.3.3.10.2.3 Copyright**

The *Copyright* section is embedded in the *Info* tab of the *Profile Manager* and allows you to define custom metadata information that will be included in the generated PDF file (i.e. copyright status).



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

### Status

Choose a copyright status for the document you are generating. It can be set as **Copyrighted** if the works you are generating is protected by copyright laws, **Public domain** if the information can be freely accessed and distributed or **Unknown** if you need to add custom copyright information. These values are predefined and cannot be modified.

### Notice

Here you can add additional information regarding the copyright status of the document. This will be included as metadata in the PDF file you are generating.

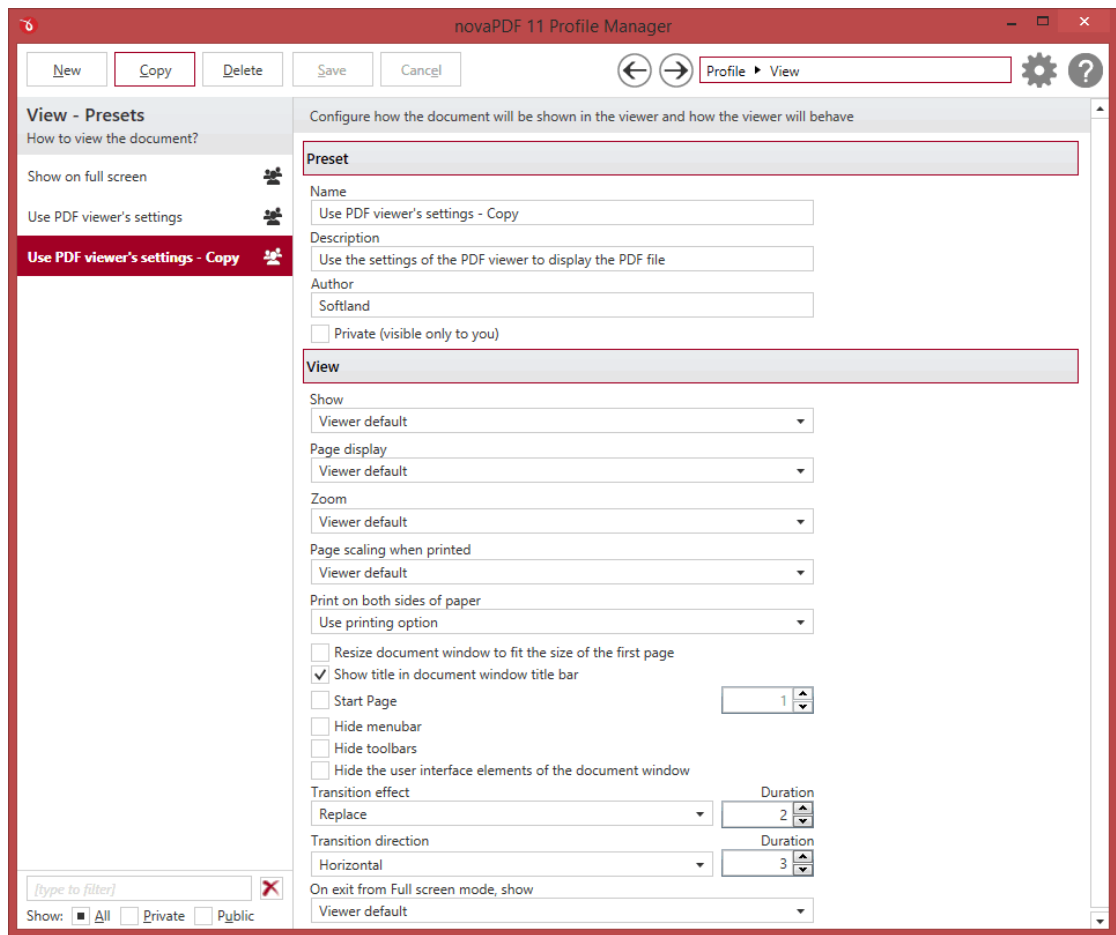
### Info URL

Add an URL where users opening the PDF and viewing its metadata can read more about the copyright status.

The *Status/Notice/Info URL* fields are part of the extended metadata information and will not be displayed in regular PDF viewers such as Adobe Reader. Only PDF viewers that have support for displaying extended metadata information will display these fields (i.e. Adobe Acrobat).

#### 1.3.3.10.2.4 View

The *View* presets section allows you to manage the existing default presets or add new ones. These presets let you define how the PDF will be displayed in the default PDF viewer after it was created. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the

profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

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The default view presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Show on full screen

If you use this default PDF viewer preset, after the PDF will be created it will be opened in the PDF reader in full screen mode, with 2 pages displayed at once fitting in the current view, with menubars/toolbars/interface elements hidden. It will also display transition effects when exiting the full screen mode. This default preset is useful when you want to read a PDF file (i.e. an ebook).

### Use PDF viewer's settings

If you use this default PDF viewer preset, after the PDF will be created it will be opened in the PDF reader using its own default viewing options. The title of the PDF will also be displayed in the window title bar.

## VIEW

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### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Show

You can choose to open the PDF using the default PDF reader view options or show some viewer panels: **Pages Panel**, **Bookmarks Panel**. You can also choose to show the pdf file in the **Full Screen** mode. If you choose **Show none**, the PDF file will be opened without any panels.

### Page display

This option lets you select how the layout of PDF will be when opened in the viewer. You can choose one of the following page layouts: **Single Page View/Scrolling**, **Two page view left/right** and **Two page scrolling left/right**. By default the PDF file will be opened using the options set in the PDF viewer (*Viewer default*).

### Zoom

You can choose the magnification when opening the PDF file in the PDF viewer: **Fit Page/Width/Height/Visible**, **Actual size** or a percent between 25% and 400%. If you leave **Viewer default** for zoom, the PDF viewer will use its default settings.

### Page scaling when printed

You can choose one of two options: **Viewer default** and **None**. By default the PDF file will be created using the Viewer default option, which means that if you open the PDF in a PDF reader (i.e. Adobe Reader) and you print it to a regular printer, the page scaling will be that already set in the PDF reader. However if you change the option to *None*, the PDF file will be forced to no scaling at all when printed via the PDF reader (unless you intentionally modify the scaling in the PDF reader). These other options are applicable for the resulting PDF display in the viewer:

- **Resize document window to fit the size of the first page.** If checked the PDF viewer will open resized based on the dimensions of the first page.
- **Show title in document window title bar.** Checked by default, this option will display the title of the PDF in the PDF viewer window title bar.
- **Start page.** Sets the page that will be first shown when opening the PDF file. By default, the first page will be shown.
- **Hide menubar.** Checking this option will force the PDF viewer to hide its menubar when opening the PDF file.
- **Hide toolbars.** Checking this option will force the PDF viewer to hide its visible toolbars when opening the PDF file.
- **Hide the user interface elements of the document window.** This will hide any visible interface elements of the PDF viewer.

### Print on both sides of paper

You can choose how the PDF viewer will handle printing the resulting PDF. This option basically "tells" the PDF viewer how to handle printing the PDF in terms of printing one-sided or two-sided. If this option is selected, a setting will be included in the PDF properties that the PDF viewer will take into account when printing the PDF:

- **Print one sided.** If this is selected, the option in the PDF properties will be set so that the PDF viewer will print the document one sided (a page on the PDF on each sheet of paper).
- **Print on both sides - flip on long edge.** If this is selected, the option in the PDF properties will be set so that the PDF viewer will print the document on both sides of paper flipping it on the long edge.
- **Print on both sides - flip on short edge.** If this is selected, the option in the PDF properties will be set so that the PDF viewer will print the document on both sides of paper flipping it on the short edge.

#### **Transition effect**

These let you define the effect when moving from one page to the other in the Full Screen mode. You can also set the duration (in seconds) for these effects.

#### **Transition direction**

You can choose also to have these transition effects apply vertically or horizontally, for the duration set in its specific field.

#### **On exit from Full screen mode, show**

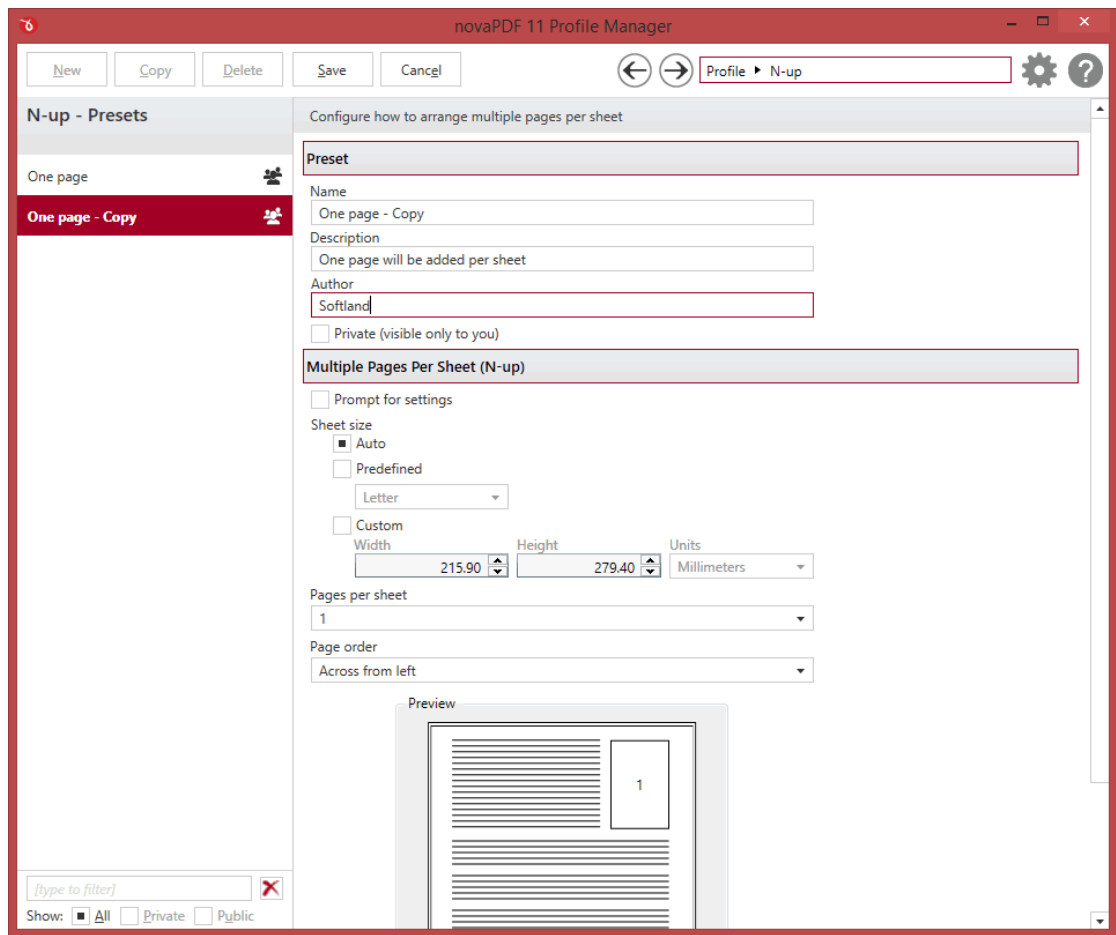
Set what panel to show when exiting from the full screen mode view.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.10.2.5 N-up**

The *N-up* presets section allows you to manage the existing default presets or add new ones. These presets allow you to define how to convert the existing document into one with multiple pages per sheet. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.





## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the

profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

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The default font presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### One page

If you use this default N-up preset, the PDF will be created normally and the resulting PDF will show only one page per sheet. If you'd like to create a preset that uses a different N-up layout, you can copy the existing one and start editing that copy.

## MULTIPLE PAGES PER SHEET (N-UP)

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### Prompt for settings

If this option is selected, when printing a document to a PDF the Data Entry Wizard will show up with the N-up window settings for you to configure how to display multiple pages per sheet.

### Sheet size

You can override the original document sheet size by either selecting a predefined size or adding your own custom size. By default this option is set to Auto and it will just use the original document size.

### Pages per sheet

Define how many pages per sheet you want in the resulting PDF file. You can choose 2, 4, 6, 8, 9 or 16 pages per sheet.

### Page order

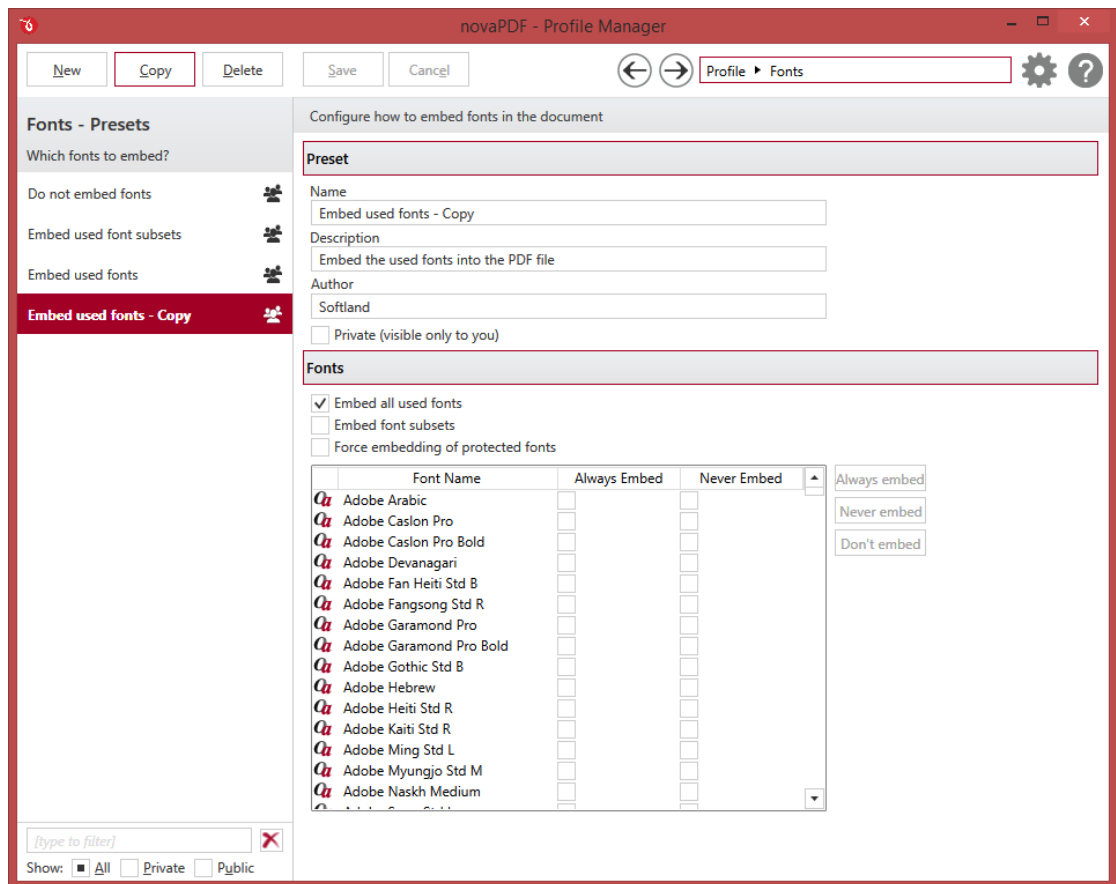
Here you can define the order in which the pages will be grouped on the sheet. By default all pages

will show from left to right then down (Across from left), but you can choose 3 other types of page orders: **Across from right**, **Down from left** and **Down from right**. You can see in the Preview area how the resulting sheet will look like.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.2.6 Fonts

The *Fonts* presets section allows you to manage the existing default presets or add new ones. These presets let you define how and what fonts should be embedded in the resulting PDF. Embedding fonts ensures that the resulting PDF file has the same look and feel as the original document. This application supports Type1, TrueType and OpenType fonts. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save*

button, if you click on *Cancel* or select a different preset the current one will be discarded.

### **Copy**

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### **Delete**

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

---

The default font presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Do not embed fonts**

If you use this default font preset, the PDF will be created without embedding any standard Latin fonts in it (but it will embed the subsets of non-standard Latin characters, i.e. Chinese characters). This means that if the recipient of the PDF doesn't have the fonts used in the document on his system, the PDF will be shown using a substitute font. This preset is intended to be used when sending PDF documents for reviewing or loading them on the web, where a small file size is more important than how the PDF looks on the recipient's system.

### Embed used font subsets

If you use this default font preset, the resulting PDF will have all used font subsets embedded in it (even the fonts that are protected). This means that even if the recipient of the PDF doesn't have the fonts used in the document on his system, the PDF will still be shown using the original fonts used when creating it. This preset is intended to be used when sending PDF documents for printing, where how it looks for the recipient is more important than a larger resulting size.

### Embed used fonts

If you use this default font preset, the resulting PDF will have all used fonts embedded in it. When possible you should use the *Embed used font subsets* option as that only embeds the used character from a font family, not all of it. Embedding the entire font family increases the size of the resulting PDF.

## FONTS

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### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Embed all used fonts

You can choose to embed all fonts that are used in a PDF file by checking the **Embed All Used Fonts** check box. This will generate bigger PDF files, so this setting is not recommended, unless you have to open the generated PDF files on a computer that does not have all used fonts installed.

### Embed font subsets

You can choose to embed only subsets of font files by checking the **Embed Font Subsets** check box. This will generate smaller PDF files, so this setting is enabled by default. When using characters that are not in the standard Latin character set (eastern European character set, Japanese, Chinese, Korean or other character sets) the font subset is included in the PDF file, no matter if the font subsets checkbox is set or not, because otherwise these characters will not be included in the generated PDF files.

### Force embedding of protected fonts

You can choose to embed all fonts that are used in a PDF file by checking the **Embed All Used Fonts** check box. However, there are some commercial fonts that have restrictions regarding embedding, so if you have the right to embed and distribute those fonts with your PDF check this option and

those fonts will be embedded, in spite of the restrictions.

#### **Available fonts**

The available fonts list shows all TrueType, OpenType and Type1 fonts installed on your computer that are not already listed in the **Always embed fonts** and **Never embed fonts** lists. You can select multiple items from the list and move them using the right arrow button from the form.

#### **Always embed fonts**

Once checked, this option will allow you to embed all fonts from the list below into the PDF file. The list can be filled from the **Available fonts** list using the right arrow button. You can select multiple items from the list and remove them using the left arrow button from the form.

#### **Never embed fonts**

Once checked, this option will prevent embedding of the fonts from the list below into the PDF file. The list can be filled from the **Available fonts** list using the right arrow button. You can select multiple items from the list and remove them using the left arrow button from the form. By default, the Arial, Courier and Times New Roman fonts are in the **Never Embed Fonts** list because they are standard fonts in the PDF format and they do not need to be embedded with the PDF file.

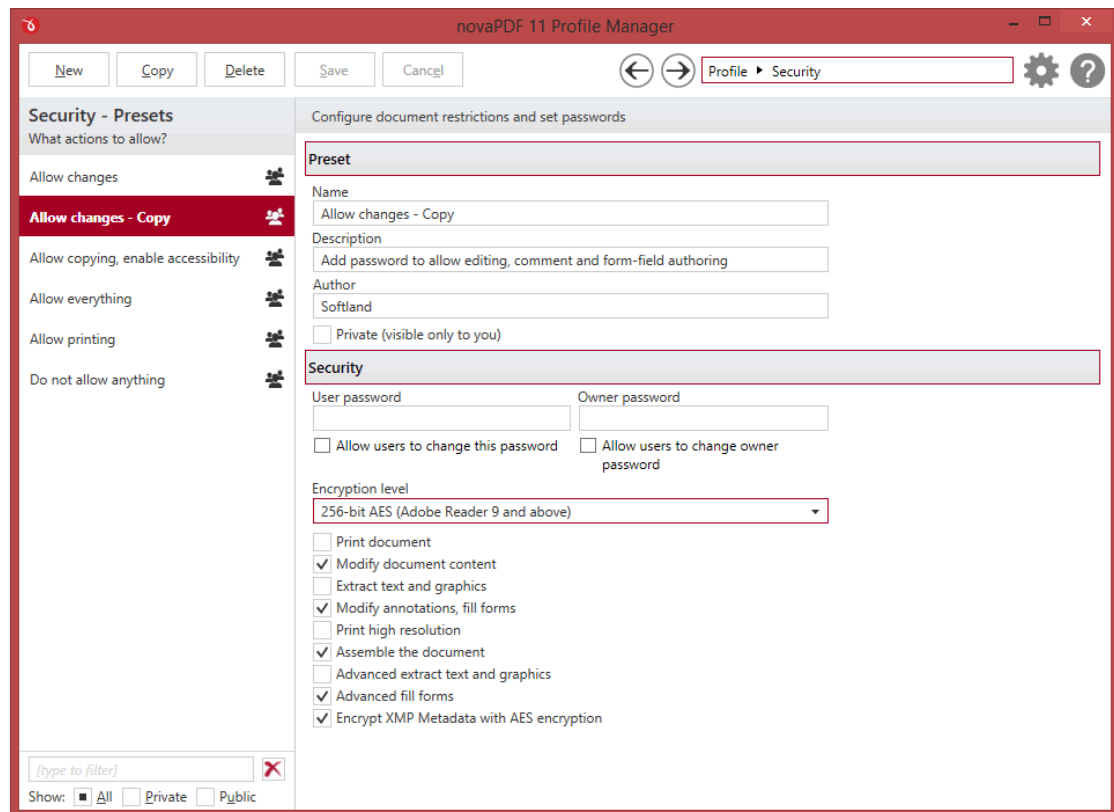
#### **Don't embed**

You can choose individual fonts that you don't want to embed in the resulting document. This reduces the size of the resulting PDF, however if the recipient of the document doesn't have the same fonts as the ones in the document then font substitution will occur.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.10.2.7 Security**

The *Security* presets section allows you to manage the existing default presets or add new ones. These presets let you configure the security options for the resulting PDF file (setting a level of encryption protected by a password, that restricts certain document permissions for the resulting PDF file). A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the *Profile* text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

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The default security presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Allow changes**

When this preset is used, the resulting PDF will allow editing, commenting and form-fill authoring. Printing and extracting text/graphics will be disallowed. To enforce this preset you need to make a copy and add an user password for it.

### **Allow copying, enable accessibility**

When this preset is used, the resulting PDF will allow content copying and extraction and enable content access for the visually impaired. Printing, editing and form filling will be disallowed. To enforce this preset you need to make a copy and add an user password for it.

### **Allow everything**

When this preset is used, the resulting PDF will allow all operations such as copying, printing and editing, enable accessibility.

### **Allow printing**

When this preset is used, the resulting PDF will allow only printing. Editing, commenting, form-filling, copying and annotating will be disallowed. To enforce this preset you need to make a copy and add an user password for it.

### **Do not allow anything**

When this preset is used, the resulting PDF will not allow any of the checked permissions (i.e. printing, editing, commenting, form-filling, copying, annotating).

## SECURITY

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### **Name**



You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### User password

You can setup a user password for opening the PDF document. If you enter a user password, the document cannot be opened without entering user or owner passwords.

### Owner password

If the PDF Document is encrypted, access permissions can be changed only if the document is opened with the owner password.

### Encryption level

Available encryption levels are:

- **40-bit RC4** - low level security supported by Adobe Reader 3.0 and above. The PDF document will be encrypted with a low level encryption algorithm. You can setup passwords for opening the document and other access permissions for printing, editing or extracting text and graphics.
- **128-bit RC4** - high level security supported by Adobe Reader 5.0 and above. Allows setting up passwords and access permissions (printing, editing or extracting data) and also advanced permissions for the PDF document (print high-res, advanced extract, fill forms).
- **128-bit AES** - high level security supported by Adobe Reader 9.0 and above. Allows the same protection options as **128-bit RC4**.
- **256-bit AES** - strongest encryption type, supported by Adobe Reader 9.0 and above. Supports all encryption options of the previous levels and adds encryption options for XMP metadata.

## DOCUMENT PERMISSIONS

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You can enable or disable permissions to:

### Low level (40 bits):

- **Print document** - if this is unchecked, the resulting PDF file will not allow printing (possibly not at the highest quality level, if **Print High Resolution** is not allowed)
- **Modify document content** - if this is unchecked, the resulting PDF will not allow editing
- **Extract text and graphics** - if this is unchecked, the resulting PDF file will not allow text/graphics extraction, including copying text from the PDF file
- **Modify annotations, fill forms** - if this is unchecked, the resulting PDF will not allow filling forms or changing annotations (if **Modify document content** is allowed, create or modify

interactive form fields)

**High Level (128 bits), has all the features of the low level protection plus:**

- **Print high resolution** (print the document to a representation from which a faithful digital copy of the PDF content could be generated. When this is not allowed, but **Print document** is allowed, printing is limited to a low level representation of the appearance, possibly of degraded quality (150dpi maximum image quality).
- **Assemble the document** (insert, rotate, or delete pages and create bookmarks or thumbnail images)
- **Advance extract text and graphics** (force allow extract text and graphics in support of accessibility to disabled users or for other purposes)
- **Advance fill forms** (fill in existing interactive form fields, even if **Modify Annotations, Fill Forms** is not allowed)

**Strongest Encryption Level (256 bits), has all the features of the high level protection plus:**

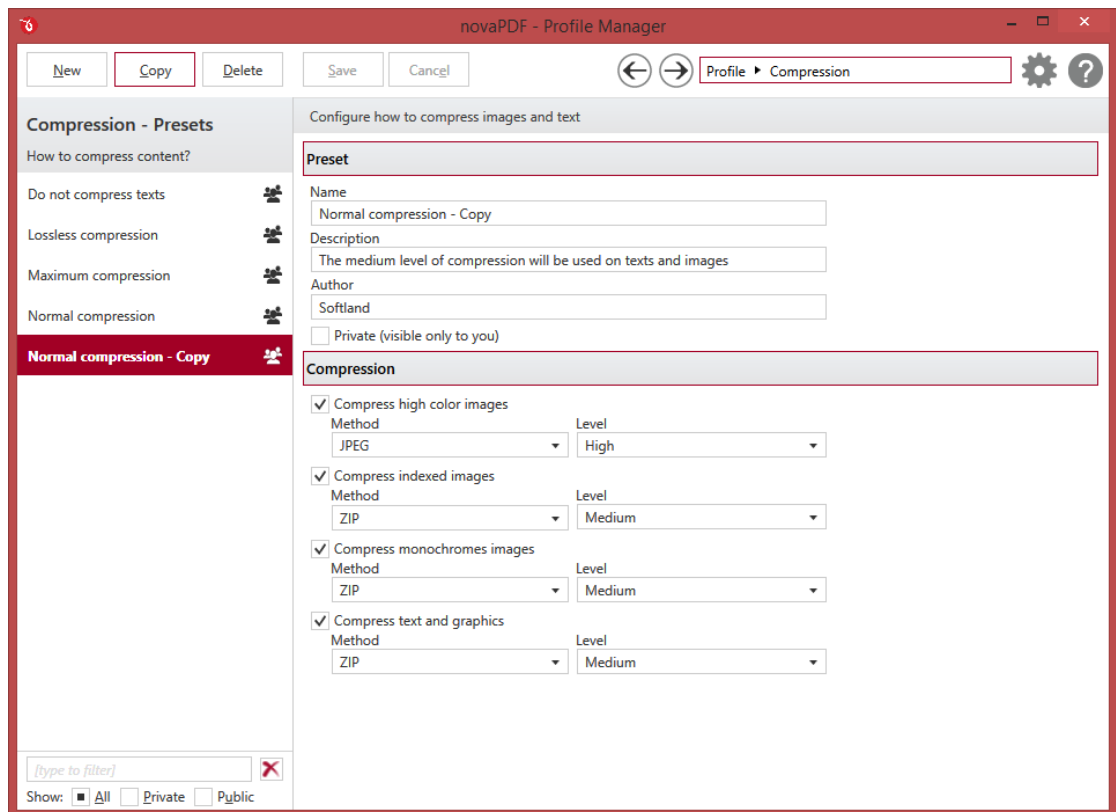
- **Encrypt XMP Metadata with AES encryption** - if this is checked the extended markup metadata will be encrypted and not visible in the PDF viewer.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.3 Graphics

#### 1.3.3.10.3.1 Compression

The *Compression* presets section allows you to manage the existing default presets or add new ones. These presets let you configure the compression for text and graphics, monochrome images, indexed images and high color images. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

The default graphics compression presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Do not compress texts

If you use this default compression preset, the high-color/indexed images in the resulting PDF will be compressed with some loss of quality however the text and normal graphics will not be compressed at all. This means that the resulting size of the PDF will be smaller than one with non-compressed high-res images, but without any text or regular graphics compression.

### Lossless

If you use this default compression preset, the images in the resulting PDF will be compressed but with a minimal loss in quality as only the ZIP compression method will be used. This means that the resulting size of the PDF will be smaller than one with non-compressed images, but without any noticeable image quality losses.

### Maximum

If you use this default compression preset, the images in the resulting PDF will be highly compressed which will result in a smaller PDF but lower quality for the images used in it. The JPEG compression algorithm will be used for images instead of the ZIP one. The resulting size of the PDF will be smaller than one with non-compressed images (or using lossless/normal presets), but with some noticeable image quality losses.

### Normal

This default compression preset uses standard compression algorithms and represents a balance between a small PDF size and the quality of the images in the file.

## COMPRESSION

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**Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

---

**COMPRESS HIGH COLOR IMAGES**

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**Method**

High color images will be compressed using JPEG or ZIP compression.

**Level**

You can choose ZIP compression level from Fastest, Normal and Maximum, and JPEG compression level from Minimum, Low, Medium, High and Maximum. By default, the high color images will be compressed with the High level of JPEG compression.

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**COMPRESS INDEXED IMAGES**

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**Method**

Indexed images will be compressed using ZIP compression.

**Level**

Available compression levels are: Fastest, Normal and Maximum. By default, Normal level of compression is used.

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**COMPRESS MONOCHROME IMAGES**

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**Method**

Monochrome images will be compressed using ZIP compression.

**Level**

Available compression levels are: Fastest, Normal and Maximum. By default, Normal level of compression is used.

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**COMPRESS TEXT AND GRAPHICS**

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**Method**

Text and graphics will be compressed using ZIP compression.

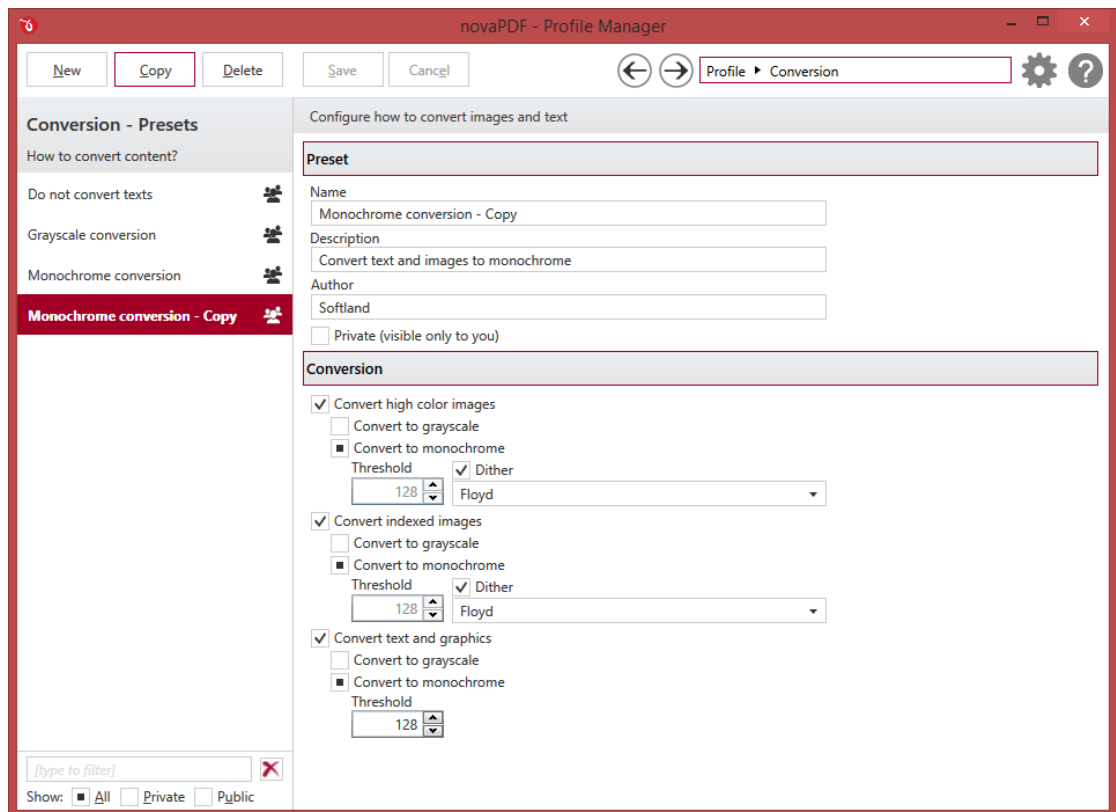
### Level

Available compression levels are: Fastest, Normal and Maximum. By default, Normal level of compression is used.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.3.2 Conversion

The *Conversion* presets section allows you to manage the existing default presets or add new ones. These presets let you configure color conversion for text and graphics, indexed images and high color images. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

The default graphics conversion presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Do not compress texts

If you use this default conversion preset, the high-color/indexed images in the resulting PDF will be converted to grayscale however the text and normal graphics will not be converted at all. This means that the resulting size of the PDF will be smaller than one with non-converted high-res images, but without any text or regular graphics conversion.

### Grayscale

If you use this default conversion preset, the images in the resulting PDF will be converted from their normal color to grayscale. This is useful for instance when you want to print a PDF on a black & white printer and thus it doesn't justify keeping the images in their full color.

**Monochrome**

If you use this default conversion preset, the images in the resulting PDF will be converted from their normal color to monochrome (black or white).

**CONVERSION**

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**Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Convert to grayscale**

Each color will be converted to a gray value between 0 and 256. You can convert to grayscale texts and graphics, indexed and high color images.

**Convert to monochrome**

Each color will be converted to black or white. You can convert to monochrome texts and graphics, indexed and high color images. For images you can select a dithering algorithm for better results.

**Threshold**

The threshold value is used to convert to monochrome color. It can range between 0 and 256; the default value is 128. All colors less the threshold value will be converted to black and all colors above the threshold value will be converted to white.

**Dither**

When converting images to monochrome you can choose a dithering algorithm for better results. Available algorithms are: Floyd & Steinberg error diffusion, Bayer ordered dispersed dot 4x4, Bayer ordered dispersed dot 8x8, Ordered clustered dot 6x6, Ordered clustered dot 8x8, Ordered clustered dot 16x16.

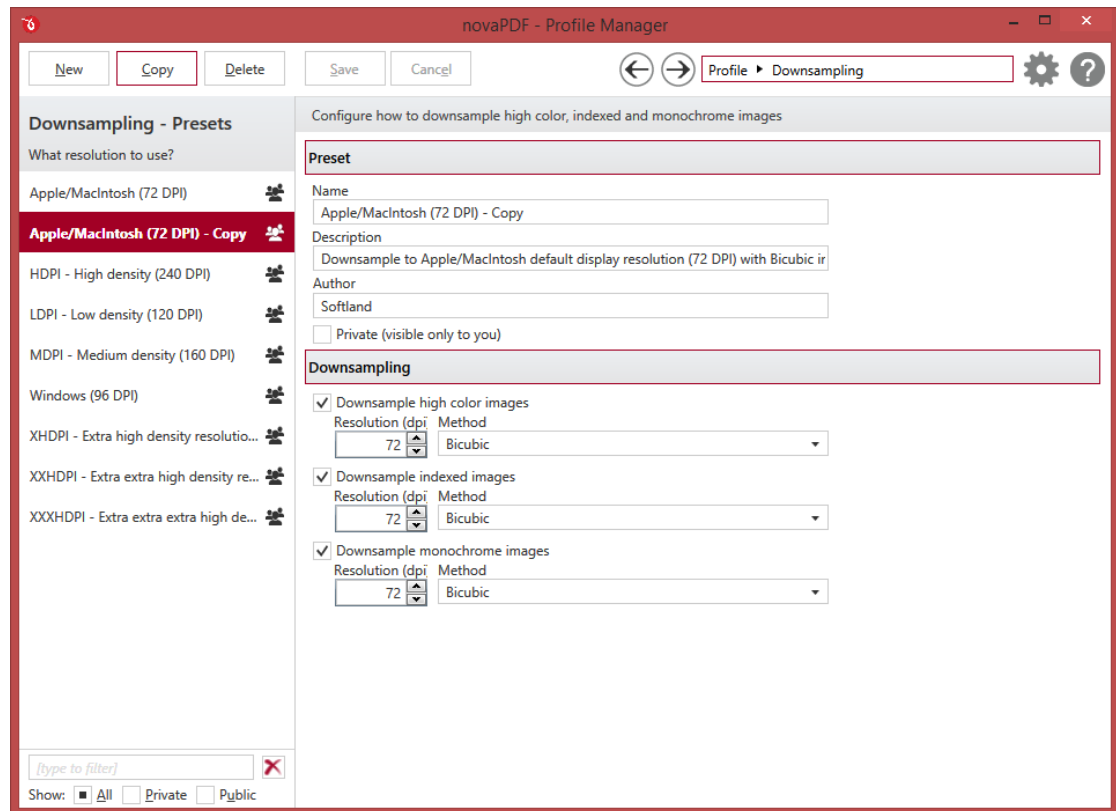
By default, the Floyd & Steinberg error diffusion dither method is used to dither monochrome images. Dithering is not available for text and graphics.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.



### 1.3.3.10.3.3 Downsampling

The *Downsampling* presets section allows you to manage the existing default presets or add new ones. These presets let you configure how images will be added in the PDF file at a different resolution than the one from the original document. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are

included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

### **PRESETS LIST**

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

### **DEFAULT PRESETS**

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The default graphics downsampling presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

Downsampling is used to modify the resolution of the images in the final PDF file. Low-dpi images will have a reduced quality but the size of the PDF will be smaller too, while high-dpi images will look better but result in a larger PDF. These presets are available for downsampling:

- **Apple/MacIntosh (72 DPI).** Downsample to Apple/MacIntosh default display resolution (72 DPI) with Bicubic interpolation
- **HDPI - High density (240 DPI).** Downsample to high density (240 DPI) with Bicubic interpolation
- **LDPI - Low density (120 DPI).** Downsample to low density resolution (120 DPI) with Bicubic interpolation
- **MDPI - Medium density (160 DPI).** Downsample to medium density resolution (160 DPI) with Bicubic interpolation
- **Windows (96 DPI).** Downsample to Windows default display resolution (96 DPI) with Bicubic interpolation
- **XHDPI - Extra high density resolution (320 DPI).** Downsample to extra high density (320 DPI) with Bicubic interpolation
- **XXHDPI - Extra extra high density resolution (480 DPI).** Downsample to extra extra high

density (480 DPI) with Bicubic interpolation

- **XXXHDPI - Extra extra extra high density resolution (640 DPI)**. Downsample to extra extra extra high density (640 DPI) with Bicubic interpolation

## Downsampling

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### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Resolution

The image resolution can be selected between 72 dpi and 2400 dpi. By default the resolution is 96dpi.

### Method

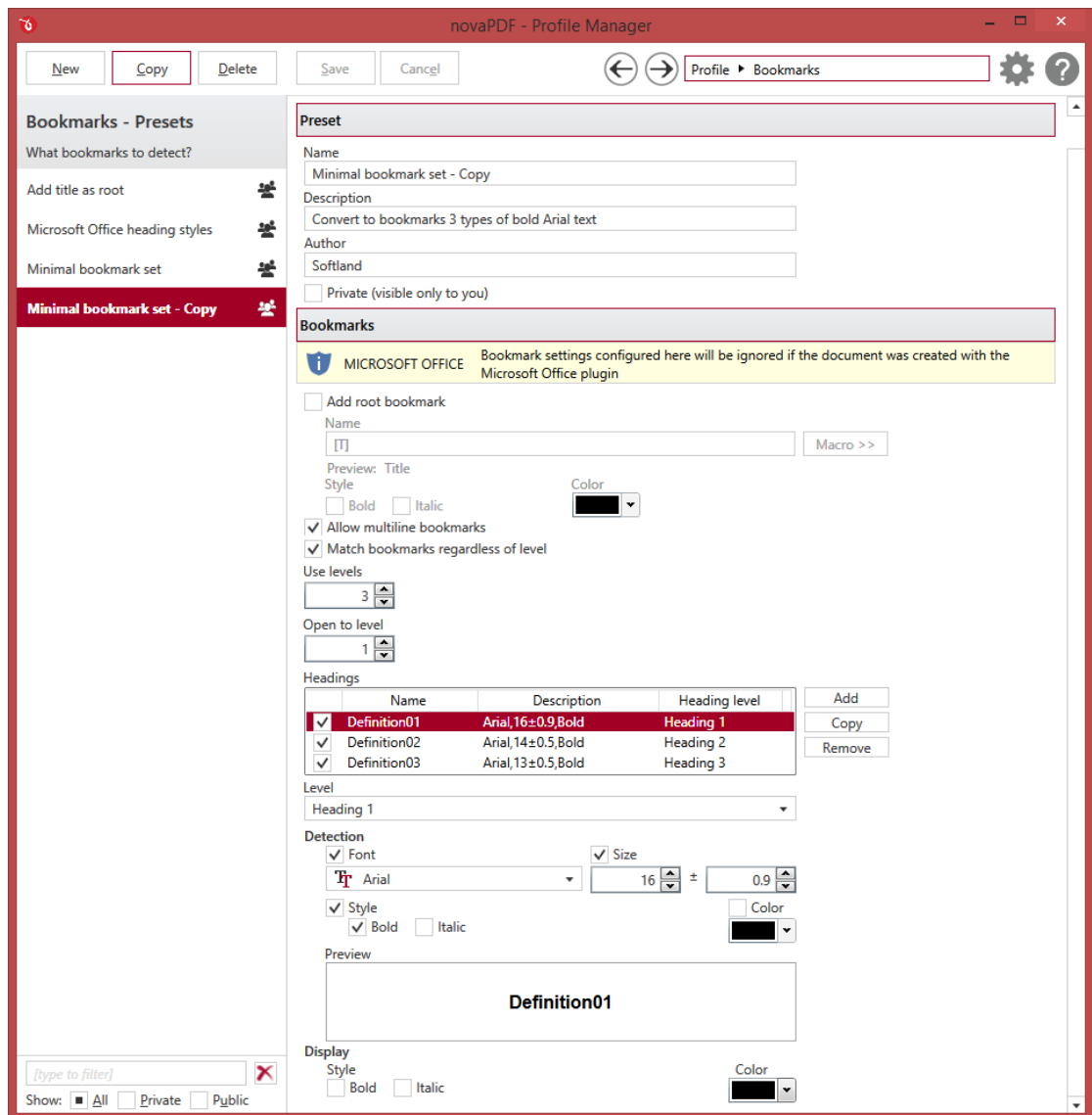
Available downsampling methods are: Box, Bilinear, B-Spline, Bicubic, Catmull-Rom, Lanczos. By default, the Bicubic downsampling method is used to downsample images to the selected resolution.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## 1.3.3.10.4 Other

### 1.3.3.10.4.1 Bookmarks

The *Bookmarks* presets section allows you to manage the existing default presets or add new ones. These presets let you configure how bookmarks will be detected and included in the resulting PDF file. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

---

The default bookmark presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Add title as root bookmark**

When this preset is used, the title of the document will be added as a root bookmark. A root bookmark is a parent level, which means that the rest of the defined bookmarks will be showing as child entries for this level. This is useful, for instance, when you want to merge several documents in a single PDF file and want to separate the bookmarks for each merged document.

### **Microsoft Office heading styles**

If this default preset is used, the application will generate the same heading styles for the PDF bookmarks as those defined in Microsoft Office.

### **Minimal set of bookmarks**

This default preset will detect and generate only three levels of bookmarks (heading 1 - 3), based on the Arial font.

## **BOOKMARKS**

---

### **Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**ADD ROOT BOOKMARKS**

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If this option is checked, a root (parent) bookmark level will be added, the rest of the defined bookmarks showing as child entries for this level. This is useful, for instance, when you want to merge several documents in a single PDF file and want to separate the bookmarks for each merged document.

**Name**

You can manually type a name for root bookmark in the **Name** field or use **Macro** to automatically name the bookmark.

In order to automatically assign different names for each root bookmark (when merging several documents in a PDF), you can use macros in the **Name** field (an example of how the macros are converted is shown just below the **Name** field).

You can select any of following macros:

- [N] - The name of the document being converted
- [T] - The title of the document as defined in the *Document* section
- [B] - The subject of the document as defined in the *Document* section
- [A] - The author of the document as defined in the *Document* section
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [W] - Workstation
- [U] - User name

You can also choose from the following display options for root bookmarks:

- **Style - Bold** and/or **Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button

**Allow multiline bookmarks**

By checking this option, you can choose to allow the detection of bookmarks placed on consecutive

lines in a PDF file. If you leave this check box unchecked, such bookmarks will be detected as different ones.

### **MATCH BOOKMARKS REGARDLESS OF LEVEL**

By choosing this option, in case two consecutive detected bookmarks don't have consecutive levels, some intermediary "dummy" nodes will be placed between them, in order to keep hierarchy visible.

#### **Use levels**

This value signifies the number of defined bookmarks which will be taken into consideration when generating the PDF file.

#### **Open to level**

This value signifies the number of opened bookmarks in the bookmark layout of the generated PDF file.

#### **Headings**

The list-view contains information for all the definitions of the current bookmarks:

- **Enabled** - this option signifies whether the currently selected definition will be taken into consideration
- **Name** - definition name
- **Description** - contains the detection attributes for the currently selected definition, such as: font, size, style
- **Heading level** - this shows the corresponding heading for a particular definition (i.e. what level on the hierarchy it can be)

#### **Add**

The **Add** button adds a new definition, with default detection options values, at the end of the list.

#### **Copy**

The **Copy** button provides a copy of the currently selected definition, and places it at the end of the list.

#### **Remove**

The **Remove** button removes the currently selected definition from the list-view.

#### **Detection**

This group allows you to set formatting rules that will be used to detect the bookmarks. You can choose one or more of the next detection options:

- **Font**
- **Size and Size margin**
- **Style - Bold and/or Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button

#### **Detection preview**

This section illustrates the appearance of the current definition, accordingly to the detection options that are enabled.

## Display

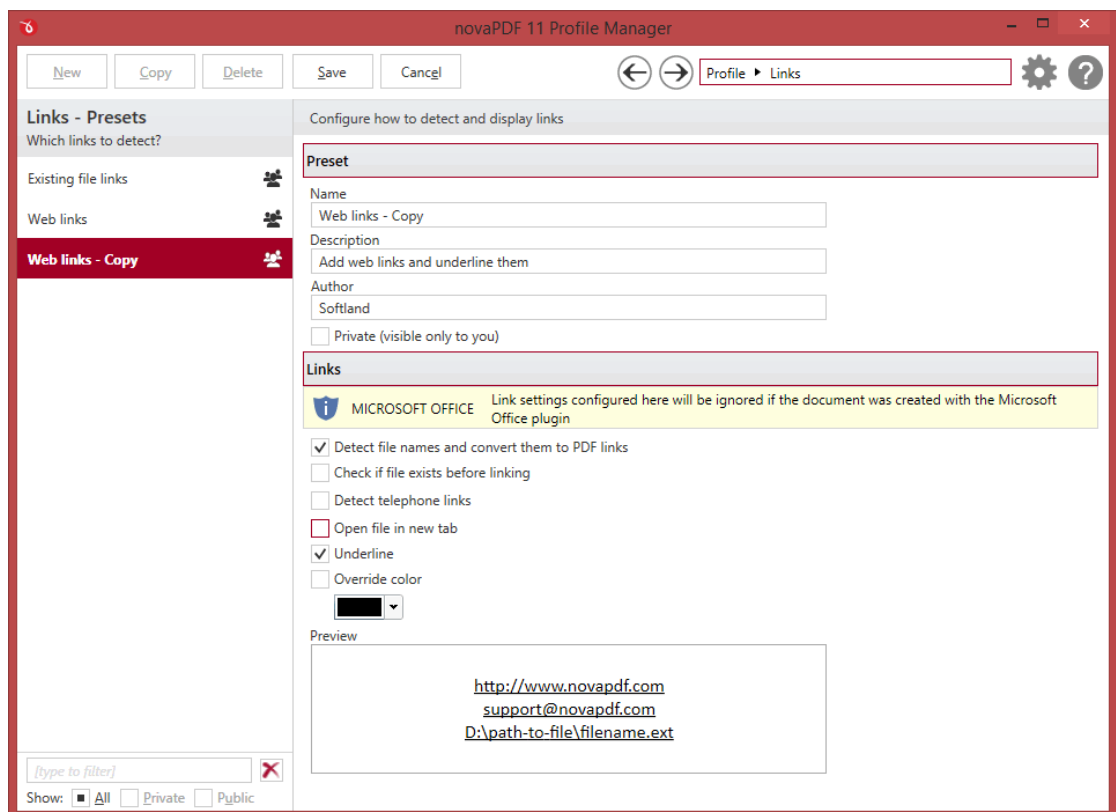
This group allows you to set how the detected bookmarks will be formatted and displayed in the PDF. You can choose from the following display options:

- **Style - Bold and/or Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.4.2 Links

The *Links* presets section allows you to manage the existing default presets or add new ones. These presets let you configure how links will be detected from the original document and converted into active PDF links in the resulting file. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.



### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

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The default link presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Existing file links

When this preset is used, the application will detect file links in the original document only if the file name already exists and if it does it will create it as an active PDF link (underlined with a black color) in the resulting file.

### Web links

When this preset is used, the application will detect web links in the original document and will re-create those as active PDF links (underlined) in the resulting file.

## LINKS

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### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Detect file names and convert them to PDF links

If this option is enabled, the text in the printed document will be parsed and texts that will match a file name, including its path, will be marked in the PDF as links to file.

### Check if file exists before linking

If this option is enabled, there will be a check if the file really exists and the PDF links will be added only if the file is found. Note that the printing and PDF generation is made on the printing server computer, so if linked files are on another computer in the network, you should mention them in the printed document with their UNC path.

### Detect telephone links

When this option is checked, any telephone link that's included in the original document will be detected and enabled in the resulting PDF. The detected format is **tel:** and if the PDF viewer has support for telephone links it will start the telephone app.

### Open file in new tab

When this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

### Underline

This is checked by default and will add a line beneath the detected link using the color set in *Override color*.

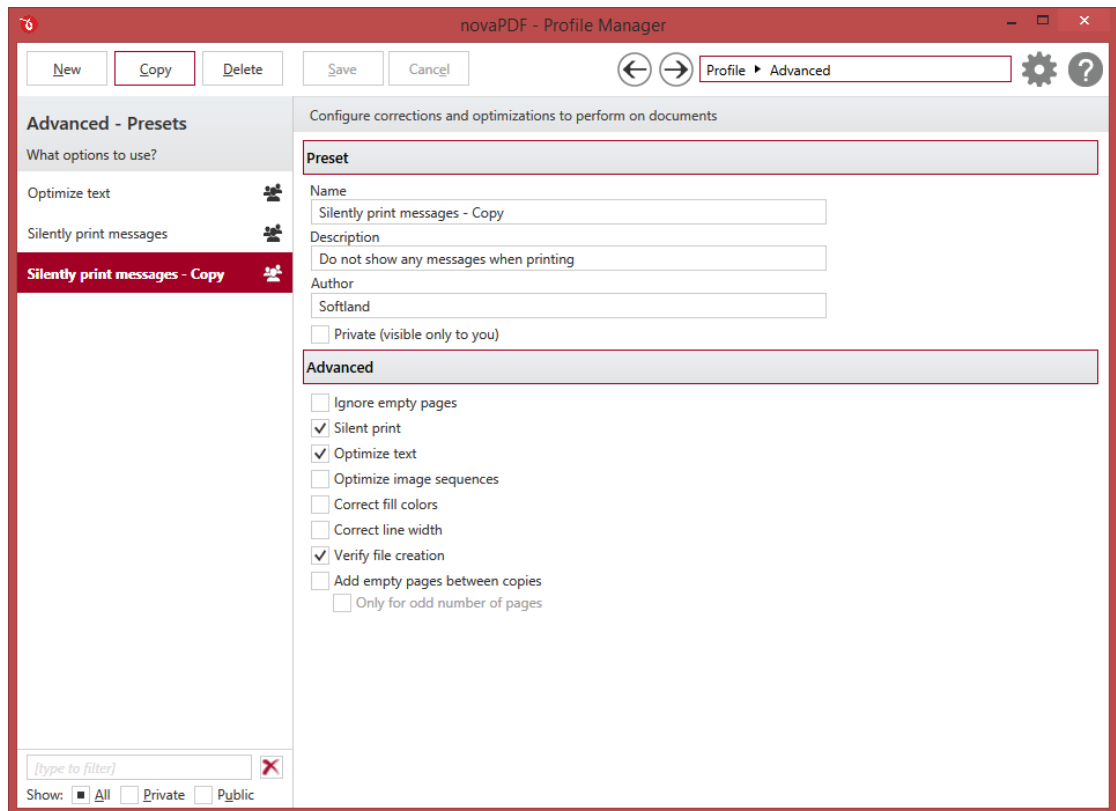
### Preview

This section illustrates the appearance of the current link formatting, accordingly to the detection options that are enabled.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.4.3 Advanced

The *Advanced* presets section allows you to manage the existing default presets or add new ones. These presets let you set some advanced options regarding how the printed documents will be processed and saved as PDFs. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are

included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

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The default advanced presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Optimize text**

When this preset is used, the application will only compress the text so that the resulting PDF will be smaller in size.

### **Silent print messages**

When this preset is used, the application will not show any messages during the PDF conversion and the text will be compressed to result in a smaller PDF file.

## **ADVANCED**

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### **Name**

You can type a name for the default preset you are editing/creating.

### **Description**

Add a description for the default preset you are creating/editing.

### **Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Ignore empty pages**

If this option is checked, the empty pages from your original document will not be added to the PDF document. But the pages have to have no information at all (no page number, no header,...)

**Silent print**

If this option is checked, no prompts will be shown during the print to PDF operation.

**Optimize text**

By default, novaPDF optimizes PDF size by compressing texts as much as possible. However, some fonts are not correctly defined in their font files and when applying this optimization the text may not be correct in the PDF file. Uncheck this option if the text is not correct in your PDF files. By default, this option is checked.

**Optimize image sequences**

When this option is enabled, small image sequences are combined in one big image. The process time will be slightly increased but the resulting PDF file will be smaller. You should enable this option if you have many sequences of small monochrome images and your resulting PDF file is very large. By default, this option is not enabled.

**Correct fill colors**

Depending on the application you print from, fill colors can be inverted or not. If colors are inverted in the resulted PDF when printing from a certain application, check this option to correct them.

**Correct line width**

Depending on the application you print from, line widths can be sent in different ways. If lines are printed with a wrong width from a certain application, check this option to correct them.

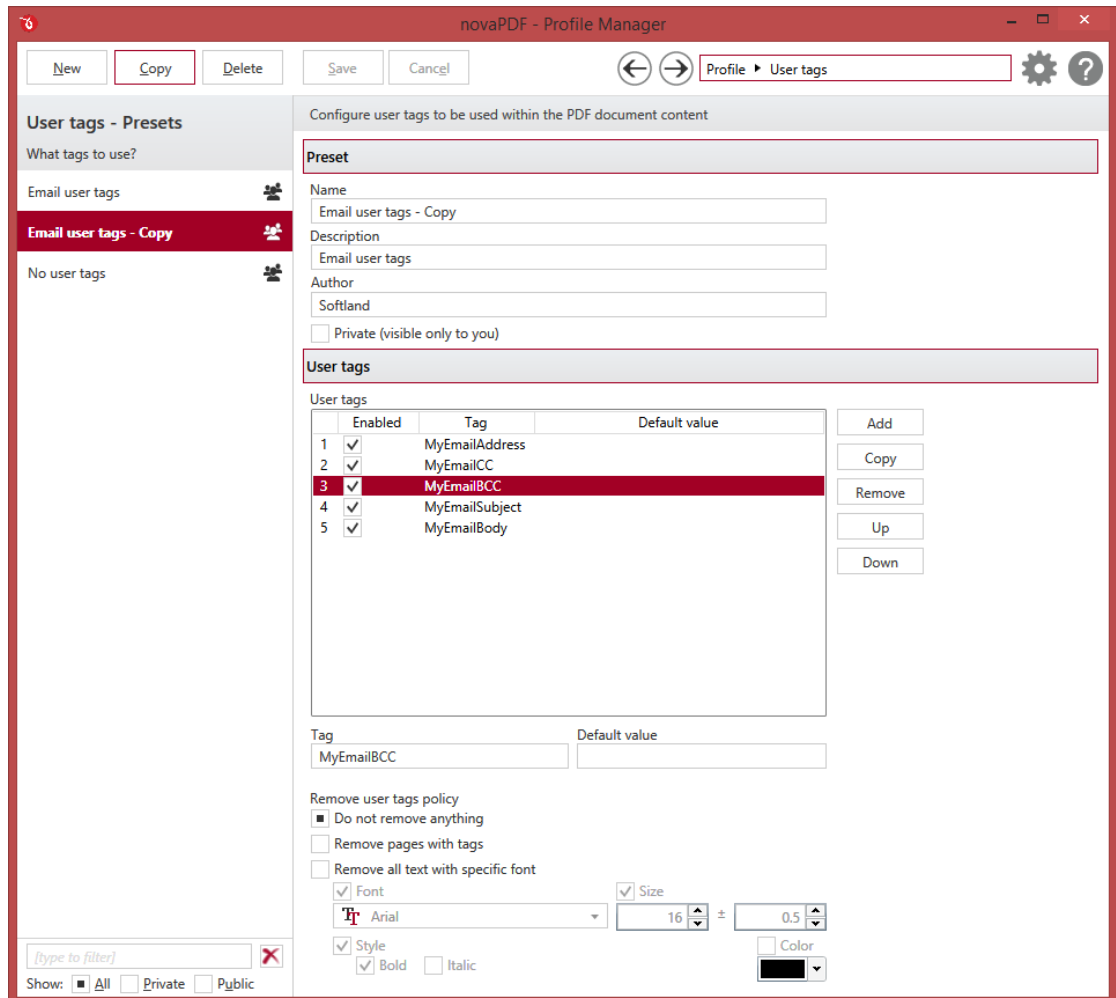
**Add empty pages between copies**

With this option checked an empty page will be added between 2 copies of the content being converted to PDF (i.e. in the case you create a PDF document that copies the same content multiple times).

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

#### 1.3.3.10.4.4 User tags

The *User tags* presets section allows you to manage the existing default presets or add new ones. These presets let you configure which user tags will be detected from the original document and what to do with their values. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

## Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

The default link presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Email user tags

When this preset is used, the application will detect 5 user tags from the original document that can be used as macros when sending an email: **MyEmailAddress**, **MyEmailCC**, **MyEmailBCC**, **MyEmailSubject**, **MyEmailBody**. If any of these tags are present in the original document (that you are converting to PDF), the application will extract its value and that can be used as a macro value in the resulting PDF. For example you can extract the value of MyEmailAddress and have an email sent automatically with the generated PDF to that address. This preset does not remove user tags included in the original document.

### No user tags

This preset does not detect User tags from the original document.

## USER TAGS

You can define pairs of tag/value to be detected before the PDF is generated. novaPDF can then detect those tags from the original document and allows you to use those values as Macro names. Here's an example on how you can use user tags to send a particular document to the Sales department via email:

- Your original document (before sending it to novaPDF for converting) has the text `{{{MyTag=sales@novapdf.com}}}`

- You define in *novaPDF - Profile Manager - Other - User tags* the tag **MyTag**
- After it's defined, you can use it as a macro value by entering it in this format **[K:MyTag]**
- You can add an action to email the PDF and in the TO field you can enter the macro value **[K:MyTag]** - this will generate the PDF and send it afterwards to the sales@novapdf.com email address
- Optionally you can configure the application to remove that text when generating the PDF or the entire page where that text is present

### **Add/Copy/Remove/Up/Down**

Click on **Add** and then the **Tag/Default value** fields will be enabled for you to enter the new user tag pair. You can define multiple user tags and only enable a few for the current profile. The application will search the document for the user tag value in the order that they are defined in this list. You can re-order them using the **Up/Down** buttons and **Remove** the ones you don't want to use anymore. The Default value field can be empty, however you can enter a value to replace with if the original document has the tag but without a value.

### **IMPORTANT:**

In order to use the defined user tag as a Macro value, you will have to enter it in the field in this format **[K:MyTag]**

In this example, the name of the user tag is **MyTag**.

## **REMOVE USER TAGS POLICY**

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### **Do not remove anything**

By default, novaPDF will convert the original document sent to it exactly as it comes without altering its content. Even if it detects user tags in the document, it will leave the content unchanged.

### **Remove pages with tags**

If this option is selected and the application detects user tags in the document, it will exclude the pages that contain user tags from the original document when creating the PDF file.

### **Remove all text with specific font**

novaPDF cannot remove the user tag (and its value) when converting the original document into PDF solely based on its content. If user tags are present in the original document and you don't want those included in the resulting PDF, you can style its font/size/color in a particular way so that novaPDF can detect it. Simply enable the *Remove all text with specific font* option here and then choose exactly the same font, size, style (bold/italic) and color as it is in the original document.

**IMPORTANT:** If this option is checked, novaPDF will remove any content that matches the formatting specified by you, not only user tags.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.





**Delete**

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

**Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

**PRESETS LIST**

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

**DEFAULT PRESETS**

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The default link presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

**Regular expressions**

This preset includes 14 save rules that use regular expressions to detect certain text/path characters and remove or replace those.

**SAVE RULES**

---

**Save rules**

Save rules can be used to modify the filename of generated PDF files in certain situations. For example, if you try to print to PDF an unsaved Notepad document the default filename will be "Untitled - Notepad.pdf". One of the default save rules included automatically removes the second part so the filename will be "Untitled.pdf". Custom save rules can be defined only for removing parts of a filename/path, you cannot use those to add/replace. You can Add a rule by providing a Name/Description and

**Add rules**

You can add a new save rule by clicking on Add or Copy an existing one. Save rules are interpreted in

the order they are defined, so you can use the Up/Down options to re-order the existing rules. When adding a new save rule you will have to provide:

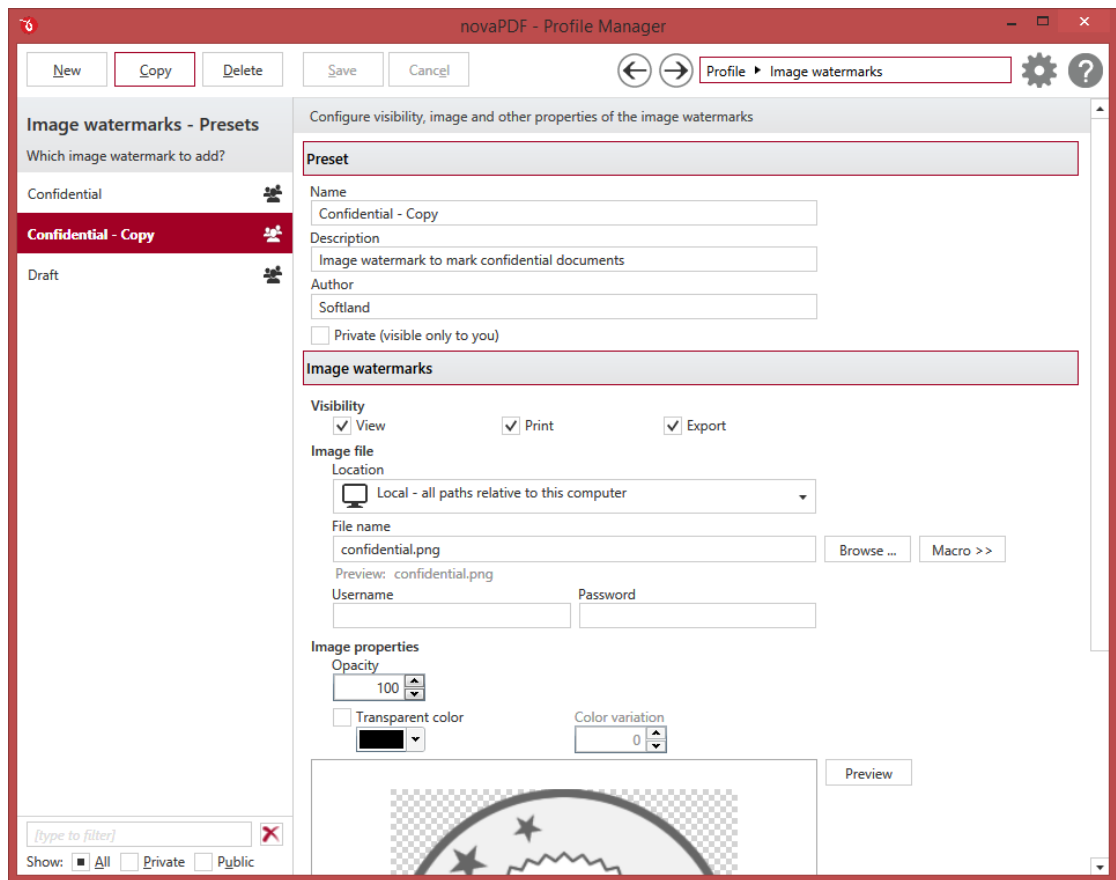
- **Name** - this is the name of the rule, it doesn't affect the name of the document
- **Remove** - save rules only remove parts of the filename, based on what you select:
  - **Front** - this will remove the matching Text only if it's at the front of the filename
  - **End** - this will remove the matching Text only if it's at the end of the filename
  - **All** - this will remove the matching text completely
  - **Expression** - the information used in the Text field will be interpreted as a regular expression
- **Text** - this is where you have to enter the text or regular expression you want to be used for the filename
- **Format** - only regular expression formats will be accepted here. For example **\1** is interpreted as the **contents of group 1**, **\2** is interpreted as the **contents of group 2** and so on
- **Description**: add more info about the rule you are adding

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.5 Layout

#### 1.3.3.10.5.1 Image Watermarks

The *Image Watermarks* presets section allows you to manage the existing default presets or add new ones. These presets let you define an image watermark to be included in the resulting PDF file. Adding an image watermark means that even if in the original document (one being converted to PDF) there is no watermark, it will be added automatically when the conversion is done to the resulting PDF file. Depending on the number of added watermarks the size of the resulted PDF files will increase. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want

to read more about.

## PRESETS LIST

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default image watermark presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Confidential

When this preset is used, the application will add a *confidential* image watermark to the resulting PDF file. The watermark will show up in the PDF when viewing it, printing or exporting it and will have a 100% opacity. The layout of this watermark can be modified from the *Profile Manager -> Layout* section.

### Draft

When this preset is used, the application will add a *draft* image watermark to the resulting PDF file. The watermark will show up in the PDF when viewing it, printing or exporting it and will have a 100% opacity. The layout of this watermark can be modified from the *Profile Manager -> Layout* section.

## ADVANCED

---

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset,

that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

## VISIBILITY

---

You can enable or disable in which situations the image watermark will be shown by checking/unchecking the checkboxes:

- **View** - if this option is checked the watermark will show up when the PDF file is viewed (to hide it from viewing uncheck it)
- **Print** - if this option is checked the watermark will show up when the PDF file is printed from the PDF reader/viewer (to hide it from being printed uncheck it)
- **Export** - if this option is checked the watermark will show up when the PDF file is exported from the PDF editor (to hide it from being exported uncheck it)

You can do combinations of the visibility checkboxes (i.e. showing a watermark only when the PDF is printed, not when is viewed).

## IMAGE FILE

---

### File name

Enter the path to an image file you want used as watermark, or use the Browse button to locate it.

The following file formats are supported:

- Windows or OS/2 Bitmap File (\*.BMP)
- DirectDraw Surface (\*.DDS)
- Graphics Interchange Format (\*.GIF)
- Windows Icon (\*.ICO)
- Independent JPEG Group (\*.JPG, \*.JIF, \*.JPEG, \*.JPE)
- Portable Bitmap (BINARY) (\*.PBM)
- Zsoft Paintbrush PCX bitmap format (\*.PCX)
- Portable Network Graphics (\*.PNG)
- Portable Pixelmap (BINARY) (\*.PPM)
- Adobe Photoshop (\*.PSD)
- Truevision Targa files (\*.TGA, \*.TARGA)
- Tagged Image File Format (\*.TIF, \*.TIFF)
- X11 Bitmap Format (\*.XBM)

You can also enter network paths (UNC) in the *File name* field in case the image you want to use is not on the local computer. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to and enter the username/password.

Optionally you can add macro names for the file name that will be generated (i.e. add the conversion date to the file name).

## IMAGE PROPERTIES

---

You can set different options here for the image to be used as a watermark such as opacity, transparency and color variation.

**Opacity**

You can select an opacity percentage for the image watermark. By default, the image watermark is drawn with maximum opacity, 100%. If you decrease the opacity value, the image will be drawn with lighter colors.

**Transparent color**

You can choose a color to be considered transparent color when drawing the image on the PDF page. By default, there is no transparent color.

**Color variation**

When you choose a transparent color you can set a slight variation that will be considered also as transparent.

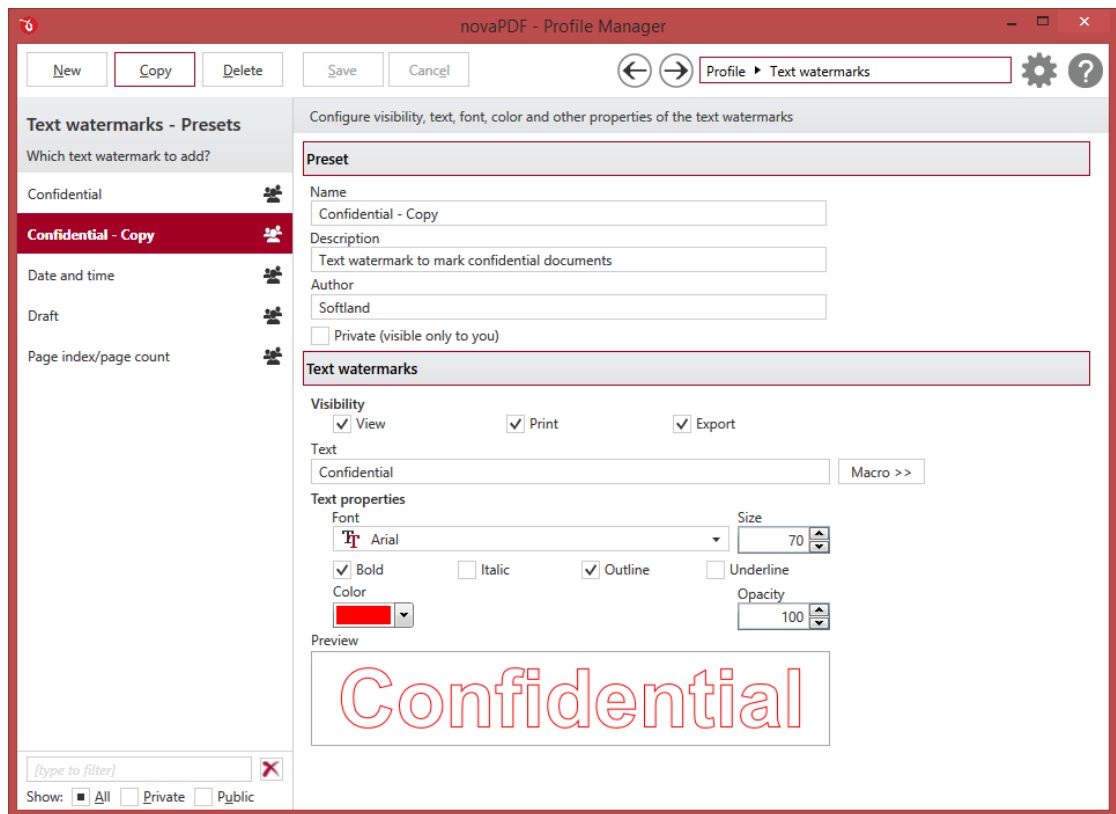
**PREVIEW**

The selected image file is drawn exactly as it will be drawn on the PDF page. The image is updated automatically when changing image watermarks attributes.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

**1.3.3.10.5.2 Text Watermarks**

The *Text Watermarks* presets section allows you to manage the existing default presets or add new ones. These presets let you define text watermarks to be included in the resulting PDF file. Adding text watermarks means that even if in the original document (one being converted to PDF) there is no watermark, it will be added automatically when the conversion is done to the resulting PDF file. Depending on the number of added watermarks the size of the resulted PDF files will increase. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.



---

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

---

## DEFAULT PRESETS

The default text watermark presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Confidential

When this preset is used, the application will add a *confidential* text watermark to the resulting PDF file. The watermark will show up in the PDF when viewing it, printing or exporting it and the font used will be Arial (70px, red). The layout of this watermark can be modified from the *Profile Manager* -> *Layout* section.

### Date and time

When this time stamping preset is used, the application will add the date and time when the PDF was created as a text watermark. The watermark will show up in the PDF when viewing it, printing or exporting it and the font used will be Arial (10px, black). The layout of this watermark can be modified from the *Profile Manager* -> *Layout* section.

### Draft

When this preset is used, the application will add a *draft* text watermark to the resulting PDF file. The watermark will show up in the PDF when viewing it, printing or exporting it and the font used will be Arial (150px, black). The layout of this watermark can be modified from the *Profile Manager* -> *Layout* section.

### Page index / page count

When this preset is used, the application will add the page number and total on each of the pages in the resulting PDF (i.e. page 1/3, 2/3, 3/3 for a 3 page document). The watermark will show up in the PDF when viewing it, printing or exporting it and the font used will be Arial (10px, black). The layout of this watermark can be modified from the *Profile Manager* -> *Layout* section.

---

## ADVANCED

**Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**VISIBILITY**

---

You can enable or disable in which situations the watermark will be shown by checking/unchecking the checkboxes:

- **View** - if this option is checked the watermark will show up when the PDF file is viewed (to hide it from viewing uncheck it)
- **Print** - if this option is checked the watermark will show up when the PDF file is printed from the PDF reader/viewer (to hide it from being printed uncheck it)
- **Export** - if this option is checked the watermark will show up when the PDF file is exported from the PDF editor (to hide it from being exported uncheck it)

You can do combinations of the visibility checkboxes (i.e. showing a watermark only when the PDF is printed, not when is viewed).

**TEXT**

---

The text displayed here will be used in the watermark. You can type in your own custom text or use a predefined one. This fields supports the use of macros so if you want the text to be followed by a document variable click on *Macro* and select one:

- [X] - Page index
- [Y] - Page count
- [B] - Document subject
- [A] - Document author
- [N] - The name of the document
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a

file with the same name exists in the save folder)

- [W] - Name of the workstation
- [U] - The Windows User name
- [O] - Domain
- [L] - Application Name
- [J] - The name of the printing process
- [R] - Printer Name
- [P] - Profile Name

An example of how the macros are converted is shown in the watermark *Preview*.

## TEXT PROPERTIES

---

You can set different options here for the text to be used as a watermark such as the font type, size and properties.

### Font

Select a font from the list of the TrueType and OpenType fonts installed on your computer (by default Arial is used).

### Size

Select the height of the text to be used as a watermark (default is 14px).

### Style - Bold, Italic, Outline, Underline

Select the font style by checking corresponding check boxes. You can see in the *Preview* how the text will look like.

### Color

You can choose the text color. By default, the color is black.

### Opacity

You can select an opacity percentage for the text watermark. By default, the text watermark is drawn with maximum opacity, 100%. If you decrease the opacity value, the text will be drawn with lighter colors.

## PREVIEW

---

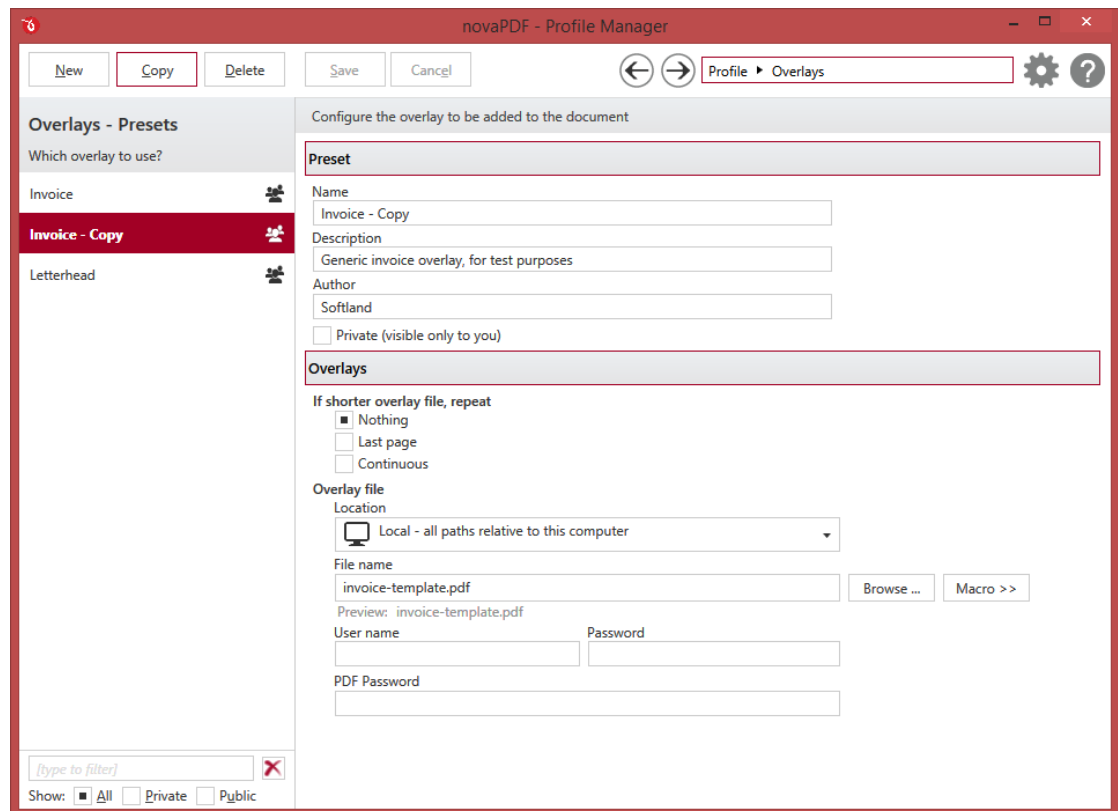
The watermark text is drawn as it will be drawn on the PDF page. The image is updated automatically when changing text watermarks attributes.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.5.3 Overlays

The *Overlays* presets section allows you to manage the existing default presets or add new ones. PDF documents overlay (could also be called PDF stitching), means that you can insert the content of a PDF file in another PDF document (either in front of the existing content or as the background for the existing one) and create a single PDF file containing the merged information. For example, if you

have a PDF template branded with your company information (that shows in the header/footer) and you received other PDF documents that need to use the same template, you can overlay the new document with the existing template and create a single merged branded PDF. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are

included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

---

The default overlays presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Invoice**

When this preset is used, the content from the original document will be overlaid with a generic invoice PDF. This is meant for test purposes to see how this feature could be used, as the invoice details cannot be changed in the default preset. The layout of the overlay can be modified from the *Profile Manager -> Layout* section.

### **Letterhead**

When this preset is used, the content from the original document will be overlaid with a generic letterhead PDF. This is meant for test purposes to see how this feature could be used to brand the PDFs, as the letterhead details cannot be changed in the default preset. The layout of the overlay can be modified from the *Profile Manager -> Layout* section.

## **OVERLAYS**

---

### **Name**

You can type a name for the default preset you are editing/creating.

### **Description**

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### IF SHORTER OVERLAY FILE, REPEAT

If the PDF file you selected to overlay with has less pages than the file you are printing, you have the option to choose how the content of the resulting PDF will look like.

#### Nothing

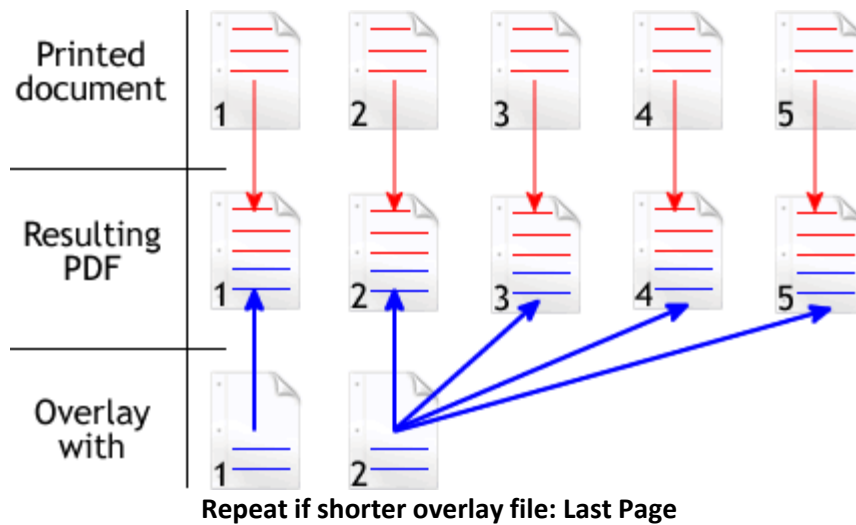
This is the default selection. If the PDF file you selected to overlay with has less pages than the file you are printing and **None** is selected, the resulting PDF file will use as background/foreground the content of the overlaid PDF until it reaches the last page of the overlaid PDF, after that continuing without adding content from the overlaid PDF. *Example: you have a document that has 5 pages and you want to overlay it with a PDF document that has 2 pages (called let's say overlay.pdf). The resulting PDF file will have 5 pages, and on the first two the content of the overlay.pdf document will be included, on the last 3 pages the content of overlay.pdf not being included at all.*



Repeat if shorter overlay file: **None**

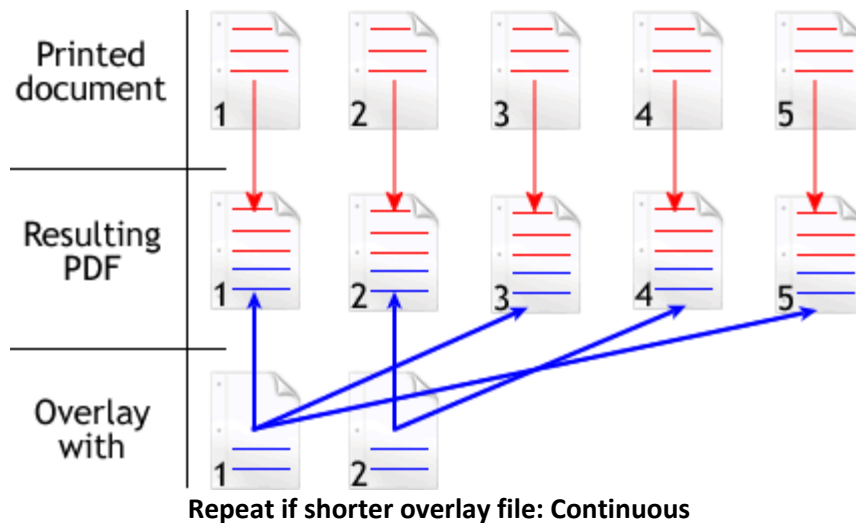
#### Last page

If the PDF file you selected to overlay with has less pages than the file you are printing and **Last Page** is selected, the resulting PDF file will use as background/foreground the content of the overlaid PDF until it reaches the last page of the overlaid PDF, after that continuing to add the content from the last page of the overlaid PDF only. *Example: you have a document that has 5 pages and you want to overlay it with a PDF document that has 2 pages (called let's say overlay.pdf). The resulting PDF file will have 5 pages. On the first page, it will include the content of page 1 from overlay.pdf, on the second page it will include the content of page 2 from overlay.pdf and for the last 3 pages it will continue to include the content from page 2 of overlay.pdf (because it is the last page).*



### Continuous

If the PDF file you selected to overlay with has less pages than the file you are printing and **Continuous** is selected, the resulting PDF file will add continuously as background/foreground the content of the overlaid PDF until it reaches the end of the resulting pdf. *Example: you have a document that has 5 pages and you want to overlay it with a PDF document that has 2 pages (called overlay.pdf). The resulting PDF file will have 5 pages. On the first page, it will include the content of page 1 from overlay.pdf, on the second page it will include the content of page 2 from overlay.pdf, on the third page it will include the content of page 1 from overlay.pdf, on the fourth page it will include page 2 from overlay.pdf and on the last page it will include page 1 from overlay.pdf (overlay.pdf is added continuously always starting with the first page).*



## OVERLAY FILE

### File Name

Use the **Browse** button to find and select an existing PDF document. This document will be used to overlay its content with the content of other documents you'll print to PDF from. This information is

mandatory if Overlay is enabled (and you can only select PDF files to overlay with).

You can also enter network paths (UNC) in the **File Name** field in case the PDF you want to use is not on the local computer. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

Optionally you can add macro names for the file name that will be generated (i.e. add the conversion date to the file name).

#### **PDF Password**

If the PDF document you selected in the *File Name* section to overlay with is password protected, you will need to add in here the password needed to open that document. If the PDF you want to overlay with is not password protected, you can leave this field empty.

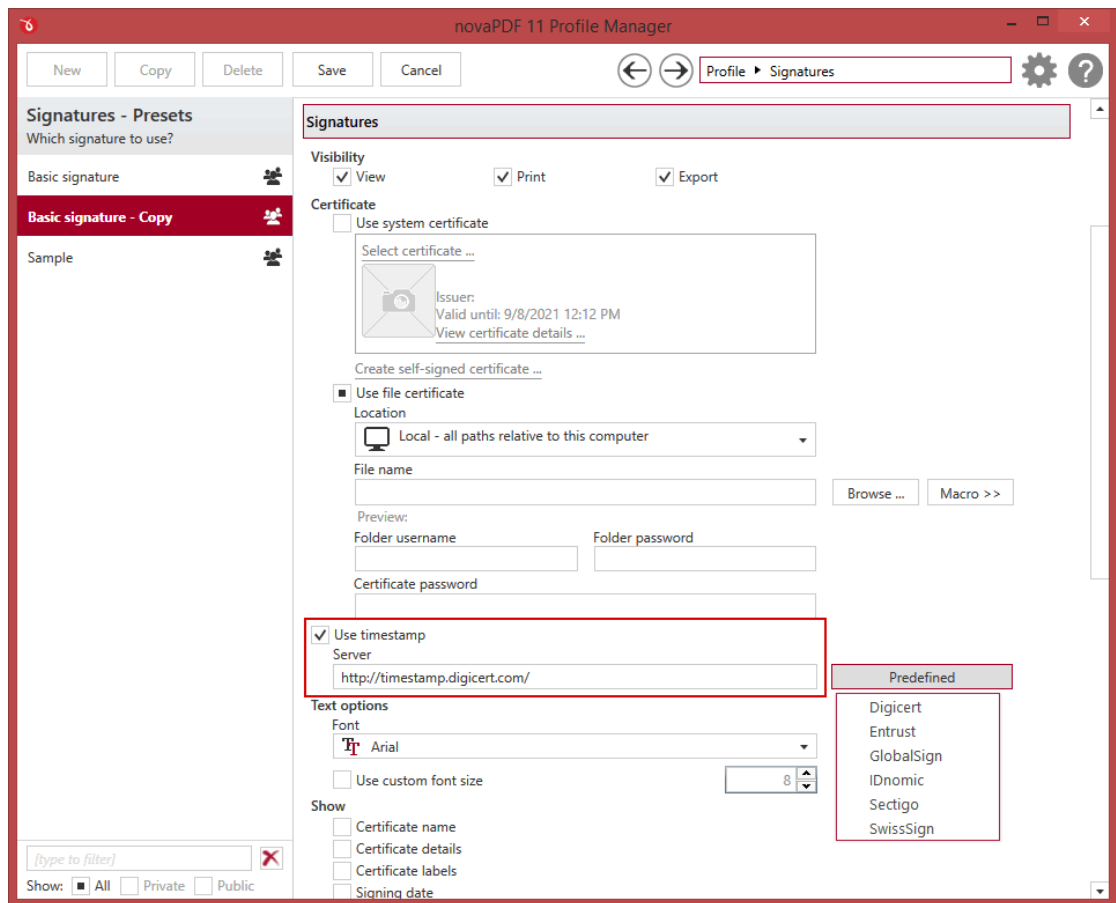
Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.10.5.4 Signatures**

The *Signatures* presets section allows you to manage the existing default presets or add new ones. Using this option you can apply a signature to a created PDF file even if the original document does not have any signatures or copyright protection. The signature will be applied automatically when the file is converted. All you have to do is to enable and customize it and all the created PDF files will contain the signature applied afterwards. The option can be disabled at any time or a separate Profile containing the option can be created and used when needed.

A digital PDF signature is a code that can be embedded in a portable document (PDF) so that the sender will be uniquely identified. Its main purpose is to attest that the document was indeed created by the individual/organization claiming to be the author. A digital signature contains several encryption techniques to guarantee its security. Digitally signing PDF documents is useful when using it for branding, protecting and copyrighting information in the resulting PDF file. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.





## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by

clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

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The default signatures presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Basic signature

When this preset is used, the resulting PDF will be signed with a sample file certificate. This is meant for test purposes to see how this feature could be used. The layout of the overlay can be modified from the *Profile Manager -> Layout* section.

### Sample

This is a demonstrative sample file certificate that should be used only for test purposes (as the signature won't be valid). The layout of the overlay can be modified from the *Profile Manager -> Layout* section.

## SIGNATURES

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### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset,

that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

## VISIBILITY

You can enable or disable in which situations the signature will be shown by checking/unchecking the checkboxes:

- **View** - if this option is checked the signature will show up when the PDF file is viewed (to hide it from viewing uncheck it)
- **Print** - if this option is checked the signature will show up when the PDF file is printed from the PDF reader/viewer (to hide it from being printed uncheck it)
- **Export** - if this option is checked the signature will show up when the PDF file is exported from the PDF editor (to hide it from being exported uncheck it)

You can do combinations of the visibility checkboxes (i.e. showing a watermark only when the PDF is printed, not when is viewed).

## CERTIFICATE

### Use system certificate

You can use an existing system certificate or create a self-signed one:

- **Select certificate.** By clicking it you'll open the *Select certificate* window that lets you use one of the detected certificates and notifies you if none exist.
- **Create self-signed certificate.** By clicking it you'll open the *Create self-signed certificate* window that lets you define a certificate. A personal certificate defined this way is different from a trusted system certificate in terms of signature validity. When a recipient opens the PDF document signed with a personal certificate, if they don't have your private key imported as a Trusted certificate, they'll receive a notice at the top of the PDF that the signature has problems. A trusted system certificate, if the signature didn't expire, will display a valid certificate message. Using personal certificates is useful when you want to share a document within the same company, as you'll let your colleagues know that you are the author of the PDF document. All the information entered here will be viewable by the recipient of the signed document, so accuracy is important. Once the certificate is created, it cannot be edited. To modify some of the entered information would require deleting the current defined certificate and creating a new one. These options are available for the self-signed certificate:
  - **Common name.** You can enter the name of the issuer, and this is also the name that will be used for the certificate. When someone will open your signed PDF, it will show them that it was Signed by: <Common name>.
  - **Email address.** You can add an email address to be displayed in the signature.
  - **Organization.** Enter the name of the company your system is part of (if applicable).
  - **Organization Unit.** Enter additional information about the unit (if applicable).
  - **Locality.** Enter the city name your organization is located in.
  - **State/Province.** Enter the state/province your organization is located in.
  - **Country.** Enter the country your organization is located in.

### Use file certificate

If selected you have to use the *File name* field to point to a certificate stored on your local computer (or in your network). Personal Information Exchange (\*.pfx, \*.p12) certificates are supported.

**File name**

Use the **Browse** button to find and select an existing certificate. This certificate will be used to sign further created PDF files. If the file where the certificate will be used from is password protected, enter it in the user name / password field. If the certificate is password protected, enter the password in the *Certificate Password* field. To ensure you're using the correct one, verify how it looks in the *Preview* section.

You can also enter network paths (UNC) in the **File Name** field in case the file containing the signature you want to use is not on the local computer. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

Optionally you can add macro names for the file name that will be generated (i.e. add the conversion date to the file name).

**Use timestamp**

Digital timestamps can include in a PDF signature the time and date when it was signed. The timestamp will show when the PDF will be opened in the PDF reader, and offers a proof of integrity that the contents of the PDF document existed at a point in time and are unchanged.

For added security, you can include a timestamp from an independent trusted authority to certify the digital signature of your PDF file. You can either type in the URL of the independent timestamp server or click on Predefined to use one of the free timestamp servers we included in the app. Using a timestamp server ensures that the timestamp is precise and secure, since the system clock could be modified by a user.

Right now you can choose one of these Predefined timestamp servers:

- Digicert: <http://timestamp.digicert.com/>
- Entrust: <http://timestamp.entrust.net/TSS/RFC3161sha2TS>
- GlobalSign: <http://aatl-timestamp.globalsign.com/tsa/aohfewat2389535fnasgnlg5m23>
- IDnomic: <http://kstamp.keynectis.com/KSign/>
- Sectigo: <https://timestamp.sectigo.com/>
- Swisssign: <http://tsa.swisssign.net/>

NOTE: You can use timestamps only for local file certificates, not server stored ones.

**TEXT OPTIONS**

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You can set different properties for the text to be used in the certificate.

**Font**

Select a font from the list of the TrueType and OpenType fonts installed on your computer (by default Arial is used).

**Use custom font size**

Select the height of the text to be used in the signature if you want to change the default (8px).

---

## SHOW

Options in this section will let you customize the main details about the PDF signature.

### Certificate name

If checked, inserts the Name of the certificate in the details section.

### Certificate details

If checked it will display in the signature details about the certificate, such as: name of signer, email address, organization, location, .... Since many of these can be displayed by enabling them in the Show section, using them checked in combination with the Certificate details option will be redundant.

### Certificate labels

This option will display in the certificate details section the labels for the information it contains.

Example:

- CN - Common name (the name that will show up as the Signed by)
- D - Date/time the document was created and signed
- L - Location
- R - Reason
- CI - Contact info
- DTLS - Certificate details
- E - Email address
- OU - Organization unit
- O - Organization
- L - Locality
- S - State
- C - Country

### Signing date

You can add the current date to the certificate (in the PDF it will add the date/time when the signed PDF was generated).

### Contact info

When checked, it will add in the certificate details the information entered in the *Contact info* field (you can add any information you consider useful in case the recipient of the digitally signed PDF wants to contact you - i.e. the email address).

### Signing reason

If checked, the reason field will become enabled, and you can enter a reason for digitally signing the PDF file, so that the recipient has a better understanding of why this operation was needed. Example of reasons you could use:

- I created this document
- I have reviewed and approve this document
- This is the original document
- By adding my signature I agree with the terms and conditions presented in this document

**Signing location**

When checked, it will add in the certificate details the location entered in the *Location info* field.

**Graphic name**

If checked this will show as an enlarged image in the left part of the certificate, the name of the certificate (Common Name). In the *Graphic name* section you can also select a color for the text and its opacity.

**Graphic image**

If this is checked you have the option to select an image to be used as a background for the signature. You can check the option *Keep aspect ratio* to ensure the image won't be disproportionate. When this is checked, options under the *Graphic image* section will be enabled. Enter a path to the image in the *File name* field (or use its browse button) as well as the username/password if the image is located on a protected network folder. Optionally you can add macro names for the file name that will be generated (i.e. add the conversion date to the file name).

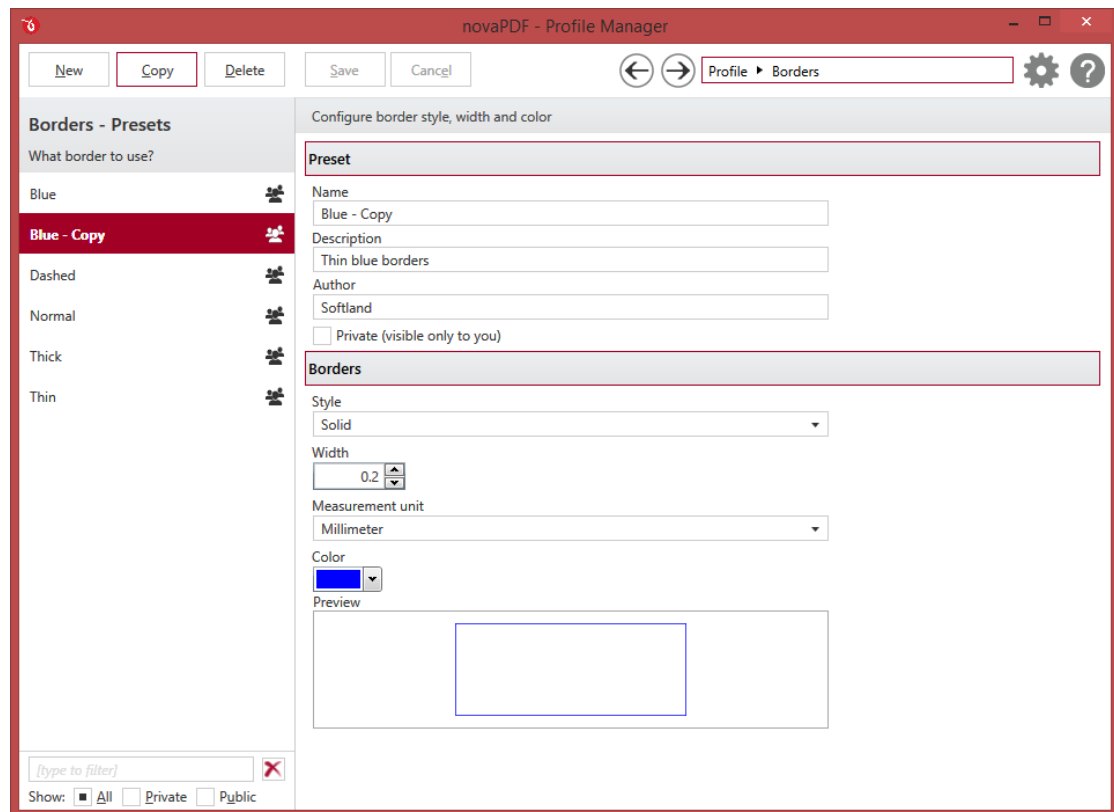
**Preview**

In the Preview section you'll see an automatically generated view based on the signature selected.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

**1.3.3.10.5.5 Borders**

The *Borders* presets section allows you to manage the existing default presets or add new ones. These presets let you define the border styles to be used with various objects added in the *Layout* section. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the *Profile* text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

The default borders presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Blue

When this preset is used, the object for which *Use borders* was enabled from the *Layout* window will be surrounded by a thin blue border (solid style, blue color, width of 0.2).

### Dashed

When this preset is used, the object for which *Use borders* was enabled from the *Layout* window will be surrounded by a dashed dark border (dashed style, black color, width of 0.2).

### Normal

When this preset is used, the object for which *Use borders* was enabled from the *Layout* window will be surrounded by a regular solid dark border (solid style, black color, width of 0.5).

### Thick

When this preset is used, the object for which *Use borders* was enabled from the *Layout* window will be surrounded by a solid thick dark border (solid style, black color, width of 1).

### Thin

When this preset is used, the object for which *Use borders* was enabled from the *Layout* window will be surrounded by a solid thin dark border (solid style, black color, width of 0.2).

## LINKS

### Name

You can type a name for the default preset you are editing/creating.

### Description



Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Style**

This lets you select a solid or a dashed border.

**Width**

This is the thickness of border using the defined measurement unit.

**Measurement unit**

Set here the measurement unit to be used with borders: millimeters (default), centimeters or inches.

**Color**

The color of the border can be changed, default is blue.

**Preview**

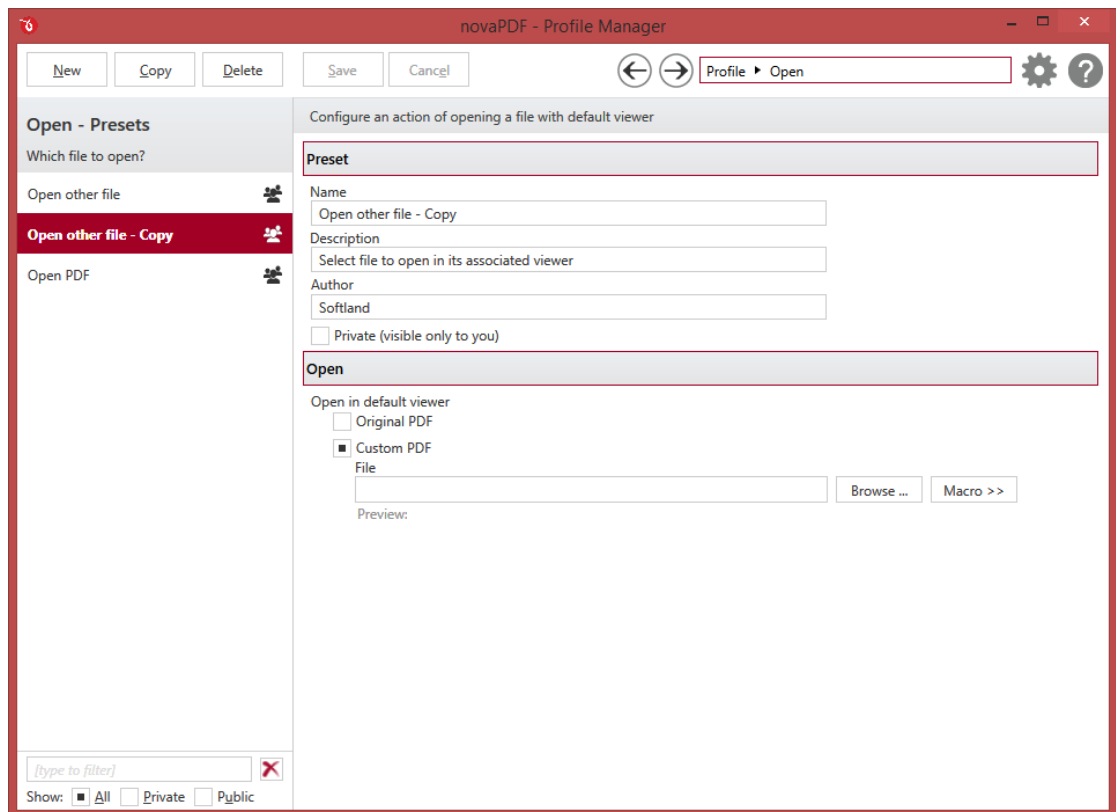
All changes done to the border appearance and type will be shown realtime in the Preview section.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.6 Local

#### 1.3.3.10.6.1 Open

The *Open* presets section allows you to manage the existing default presets or add new ones on the after-save actions you can do to open the resulting PDF. A preset can be used by multiple printing profiles and whenever a preset is updated it will be modified automatically in all profiles that use it. By default there are 2 presets that will open the resulting PDF in the default viewer or open a file you select.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

---

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

---

## DEFAULT PRESETS

The default save presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Open PDF

If you use this default open preset, the created PDF file will be opened with the default PDF viewer if you have one installed.

### Open other file

You can configure this preset to open a particular PDF file once your PDF was generated. Just use the Browse option to select the other file you want opened after your PDF was generated. Only PDF files can be opened, and those will be opened with the default viewer.

---

## OPEN

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

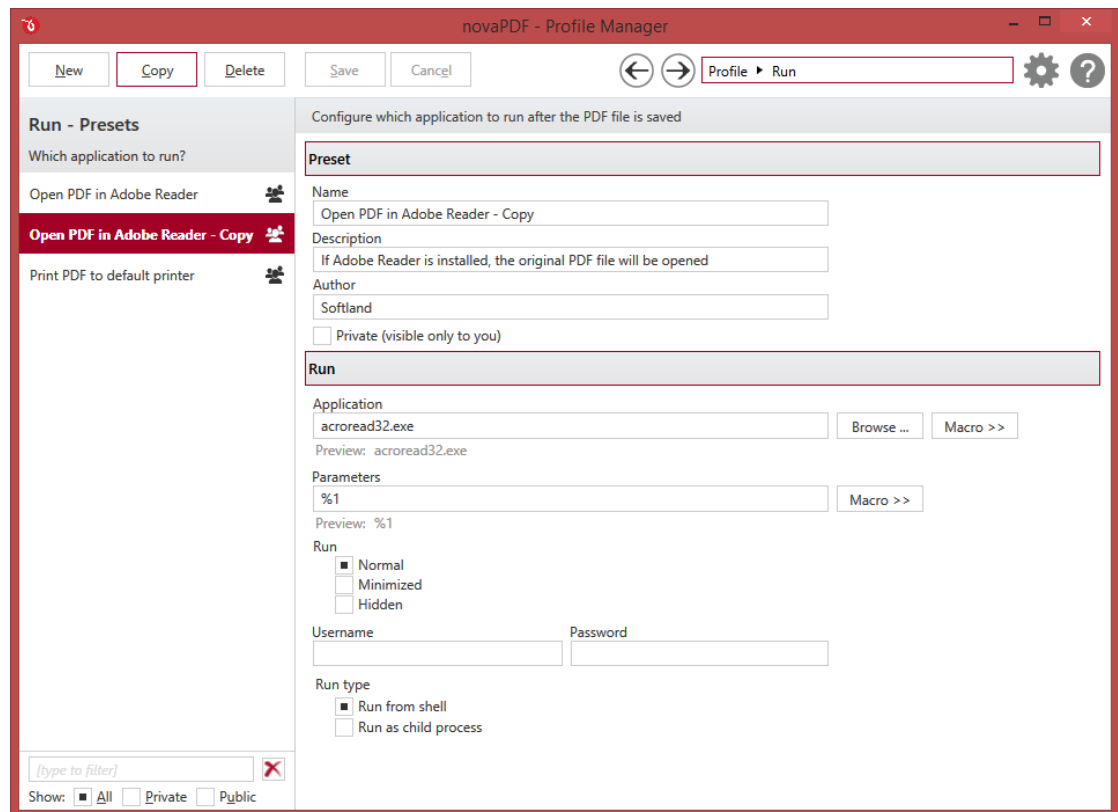
**Open in default viewer**

- **Original PDF.** If this is checked, the PDF file you created will be opened with the default PDF viewer.
- **Custom PDF.** Use this option if you want to open a different PDF file after yours was generated. Use the Browse option to select a file. Macro variables are supported as well:
- [N] - The name of the document
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Name of the workstation
- [U] - The Windows User name
- [O] - Domain
- [L] - Application Name
- [J] - The name of the printing process
- [R] - Printer Name
- [P] - Profile Name

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

**1.3.3.10.6.2 Run**

The *Run* presets section allows you to manage the existing default presets or add new ones. These presets let you configure applications to be executed after the PDF was successfully generated. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

The default save presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Open PDF in Adobe Reader

If you use this default preset, the created PDF file will be opened with Adobe Reader.

### Print to default printer

If you use this default after save preset, the created PDF file will be sent for printing to the default printer if Adobe Reader is installed. This means that after the PDF is created, it will also be physically printed by your default printer.

## RUN

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Application

This field will be already filled by default when an after save action preset is used. To start an application after the PDF is created, enter here the full path to the .exe file for that application or click on the **Browse** button to find and select the application.

You can also enter network paths (UNC) in the **Application** field in case the application you want to launch is not on the local computer. Only a full path is allowed. For example, suppose \\PDF\_Server\PC1 is mapped on your workstation as drive X, then the following paths are both valid and indicate the same folder: \\PDF\_Server\PC1\PDF or X:\PDF. If the network file requires authentication (different from your user login) you have to enter the username/password.

### Parameters

If the application you want to run after the PDF was created supports parameters, you can add those here and the parameters will be passed on to the application when the request is sent. Optionally you can add macro names for the parameters (i.e. add the conversion date to the file name).

### Run

Set options for how you want Adobe Reader to be launched:

- **Normal.** Adobe Reader will be launched with the normal settings.
- **Minimized.** The app will be launched minimized by default and show in the taskbar.
- **Hidden.** Adobe Reader will be launched hidden, visible from the tray.

### User name

If the application is located on another network computer that requires authentication, enter the username for that user.

### Password

If the application is located on another network computer that requires authentication, you'll have to enter the password for that user so that the application will run.

### Run type

These are advanced technical settings that mostly have influence in server environments. These decide how the application that will be launched after the PDF is generated will be executed. The application can be started in two modes, using a Shell command (Run from shell) or child process (Run as child process).

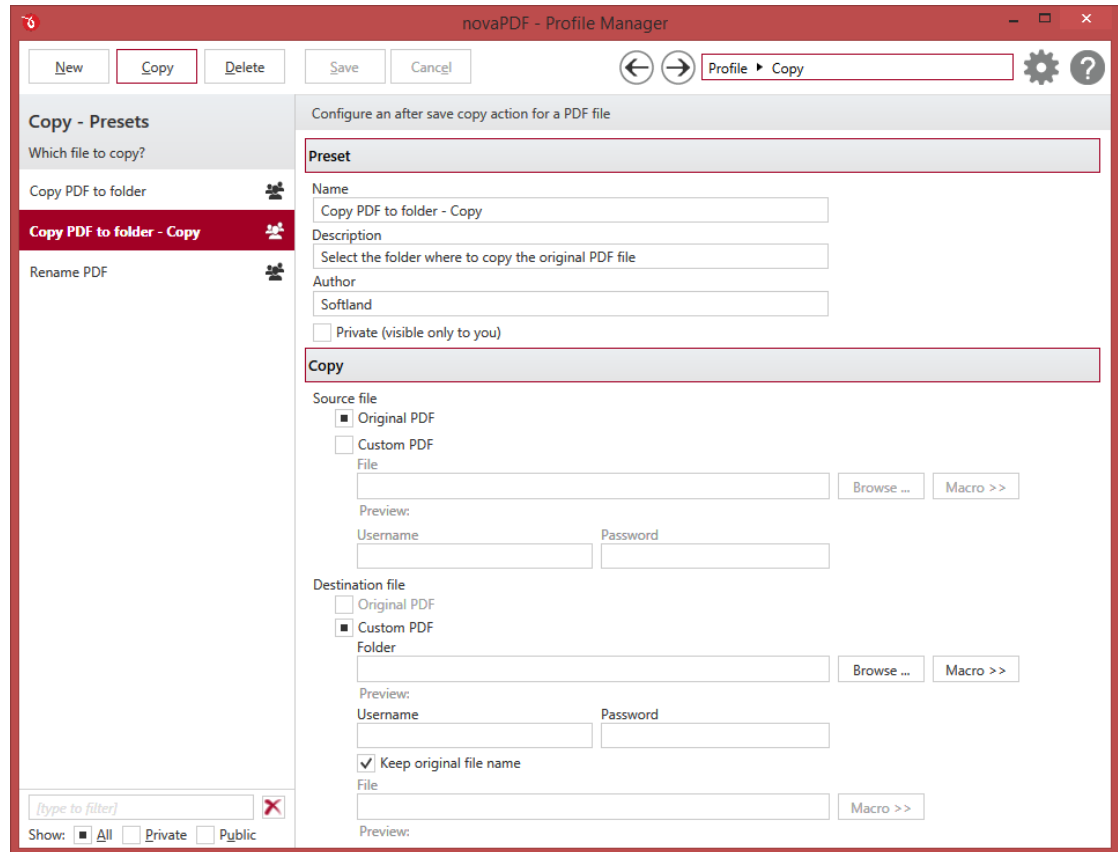
When the PDF save location Location is set to a Server location, the process is created from the Print Spooler service which runs as System account and the process will run in Windows Session 0 Isolation mode. When the location is set to Local the process is created from the context of the printing application.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## 1.3.3.10.6.3 Copy

The *Copy* presets section allows you to manage the existing default Copy presets or add new ones. These presets let you set custom copy actions to be performed after the PDF was successfully

generated. The default presets will allow you to have the generated PDF copied to a different folder or rename the generated PDF. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.



## Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default save presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Copy PDF to folder

If you use this default Copy preset, the created PDF file will be copied to a custom location. You must select the custom location in the Destination file section for this preset to be correctly executed. The original PDF will remain in its initial location, only a copy of it will be created into the new destination folder. The new PDF will have the same name as the original one.

### Rename PDF

The original PDF file will be copied to a new location that you select, with a new name based on the naming rules you define in the File section.

## COPY

---

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Source file

You can select the PDF file to be copied to the new destination. It can be either the original PDF that was generated, or one located in a custom folder:

- **Original PDF.** This will use the PDF you generated as the source for copying the file.
- **Custom PDF.** Browse for the custom PDF file that you want copied to a new location. If it is located on a network drive, you can enter an Username/Password to access that location. You can use Macro variables to automatically generate a file name.

### Destination file

This is where you set options for the destination of the PDF that will be copied. You can copy a PDF to a custom destination or the original location.

- **Original PDF.** This works only if you selected Custom PDF in the Source file section. It will copy the custom PDF you selected as the source to the original location of the PDF that is generated.
- **Custom PDF.** This will copy the PDF file you selected as source to a custom location. You can use the Folder section to select the location where the PDF will be saved. If you want to name the file differently than its current name you can enter the new naming details in the File field - **Keep original file name** must be unchecked if you want to rename the PDF. You can use Macro variables both for the folder path where the PDF will be saved, and the filename of the PDF that will be copied over. The Preview section will show how the filename looks.

### When file exists

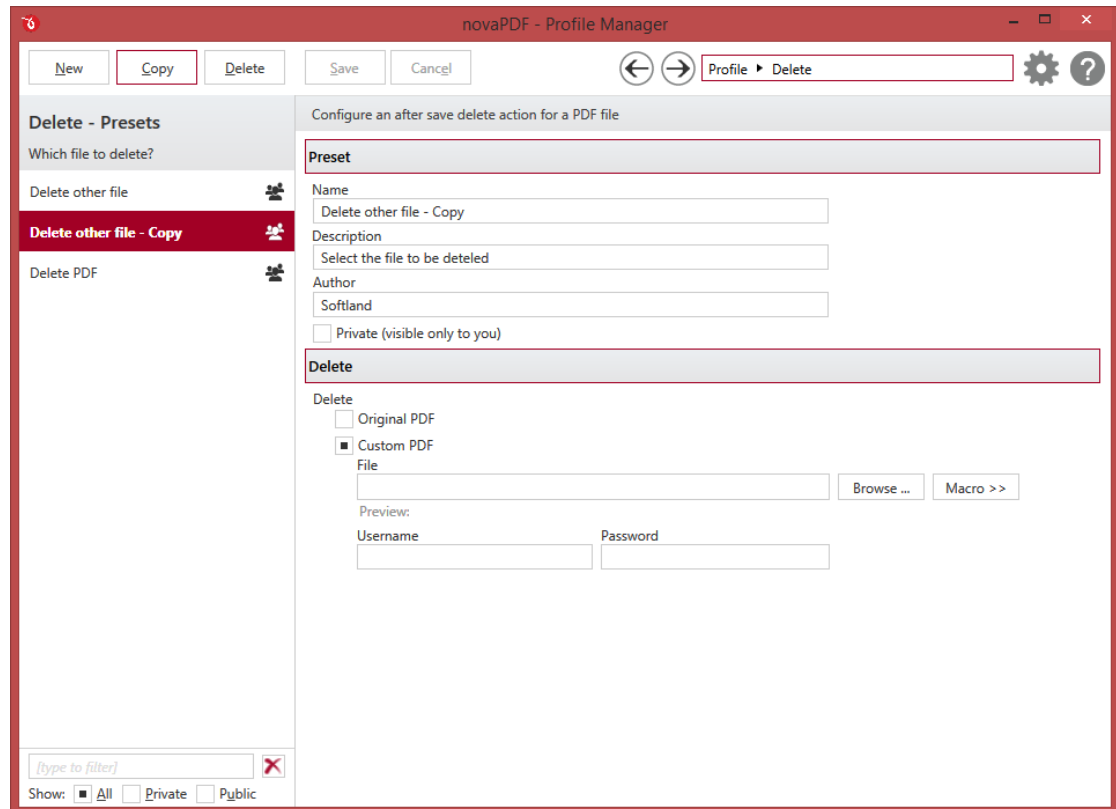
You can choose how the copy action will run when a file with the same name already exists in the destination folder:

- **Overwrite existing file** - existing file is overwritten with the source file
- **Prompt save dialog** - a "Save as" dialog will be shown so you can change the name of the file or folder manually
- **Do not save** - if a PDF file with the same name already exists in the selected destination, the current PDF file will not be saved
- **Modify file name** - if a PDF file with the same name already exists, you can modify the filename based on one of the following rules:
  - **Auto number new files** - a counter is added to the file name of the new generate pdf file
  - **Append date and time** - the date and time is appended to the generated pdf file name
  - **Auto number existing files** - a counter is added to the file name of the existing pdf file. The new pdf file will have the name set in this dialog.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.6.4 Delete

The *Delete* presets section allows you to manage the existing default Delete presets or add new ones. These presets let you set custom delete actions to be performed after the PDF was successfully generated. The default presets will allow you to have the generated PDF deleted or a different PDF file removed. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

**Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

**PRESETS LIST**

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

**DEFAULT PRESETS**

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The default save presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

**Delete other file**

This default preset will delete a custom PDF file that you select. The file can be selected manually using the Browse option, or you can define a path with Macro variables to be automatically computed when the preset action runs. If the file to be deleted is in a network location that requires authentication, you will need to add an user/pass as well.

**Delete PDF**

The original PDF file will be deleted. This preset would be useful in situations where you have another Copy action prior to the delete one and you basically move the files from one location to another.

**DELETE**

---

**Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Delete

You can select the PDF file to be deleted. It can be either the original PDF that was generated, or one located in a custom folder:

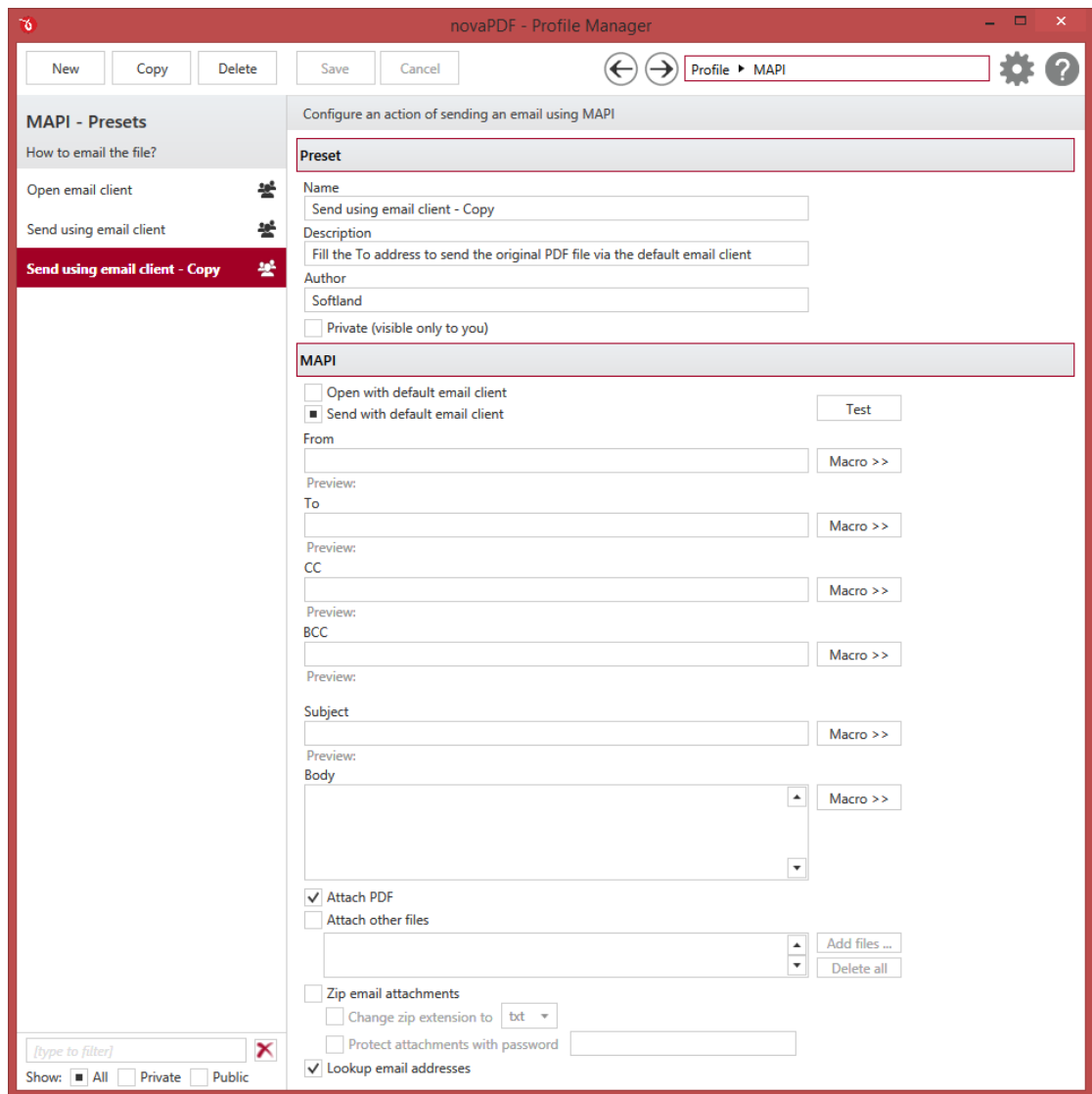
- **Original PDF.** This will delete the PDF you generated. NOTE: If you don't couple this with a Copy action executed prior to this, the generated PDF will be completely removed.
- **Custom PDF.** Browse for the custom PDF file that you want deleted after the current PDF gets generated. If it is located on a network drive, you can enter an Username/Password to access that location. You can use Macro variables to automatically fill a file name.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

## 1.3.3.10.7 Email

### 1.3.3.10.7.1 MAPI

The *MAPI* presets section allows you to change the default presets or define new ones for sending out emails once the PDF was generated. After it is created, the PDF file can be automatically sent via email to different recipients, either using the default email client (MAPI connection) or directly from the application (using SMTP configuration). Additionally you can choose to zip the PDF and send it as attachment. These presets allow you to define custom options for sending emails via MAPI. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

---

The default emails presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section. You also have the option of sending out a **Test** email to see how it works.

### **Open email client**

If you use this default MAPI emailing preset, after the PDF is created the application will open the default email client and attach the PDF file to it.

### **Send using email client**

If you use this default emailing preset, after the PDF is created the application will open the default email client, attach the PDF file to it and send it out using the details you've added in the preset. This preset is included as an example, you will need to make a Copy of it and then fill in the From/To/Subject/Content so that the email will be correctly sent out. If you don't fill in these details, you'll receive an error when this preset is run.

## **EMAILS**

---

### **Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**From/To**

Add from/to/cc/bcc email addresses for the email that will be sent out.

You can configure the following email header properties:

- **From** address. This will show as the sender of the email (i.e. it can be your own email address)
- **To** email addresses. This is where the email will be sent out to, you can add multiple email addresses by separating them with semicolons (;).
- **CC** email addresses (use semicolon to add multiple addresses)
- **BCC** email addresses (use semicolon to add multiple addresses)

**Subject**

This is the subject of the email to be sent out. You can use macros to add automatically variables based on what PDF is being created. The following macro items can be added:

- [N] - The name of the document being converted
- [T] - The title of the document as defined in the *Document* section
- [B] - The subject of the document as defined in the *Document* section
- [A] - The author of the document as defined in the *Document* section
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Workstation
- [U] - User name

**Body**

This is the body of the email to be sent out. You can use the same macros described above to add automatically variables based on what PDF is being created. If you are using SMTP or Outlook to send the emails, you can enter HTML content for the body of the email and preview it too. MAPI does not support HTML, only text.



**Attach PDF**

This option is checked by default and attaches the generated PDF file to the email that it sends out. If unchecked, an email will still be sent out but with content only (eventually with other files attached if using the *Attach other files* option).

**Attach other files**

Checking this option will let you choose other files to be attached to the email being sent out. You can add files using the **Add Files...** button or by writing directly the path to the file(s) you want attached. If you want to quickly remove multiple files from this field, you can use the **Delete All** button.

**Ignore missing files**

If this option is set, before sending the email the application will add the files as attachments only if they exist.

**Zip email attachments**

If this option is selected, the PDF file will be compressed first and the resulting zip file will be attached to the email. If the option to attach other files is selected, then all files (including the generated PDF) will be zipped in a single archive and attached.

**Change zip extension to**

Some email clients block certain types of attachments, thus if you want to be sure the email is delivered with the attachment you can choose to change the extension of the attached file. Commonly the extension can be changed to .txt, and the recipient will rename it back to zip in order to extract the files. You can choose to change the extension from zip to any other type, by writing a new extension in the combo field near this option (there's no need to add "." before the type of extension, only the extension name).

**Protect attachments with password**

The zip attachment can be protected with a password for increased security (the PDF in the ZIP can also be password protected).

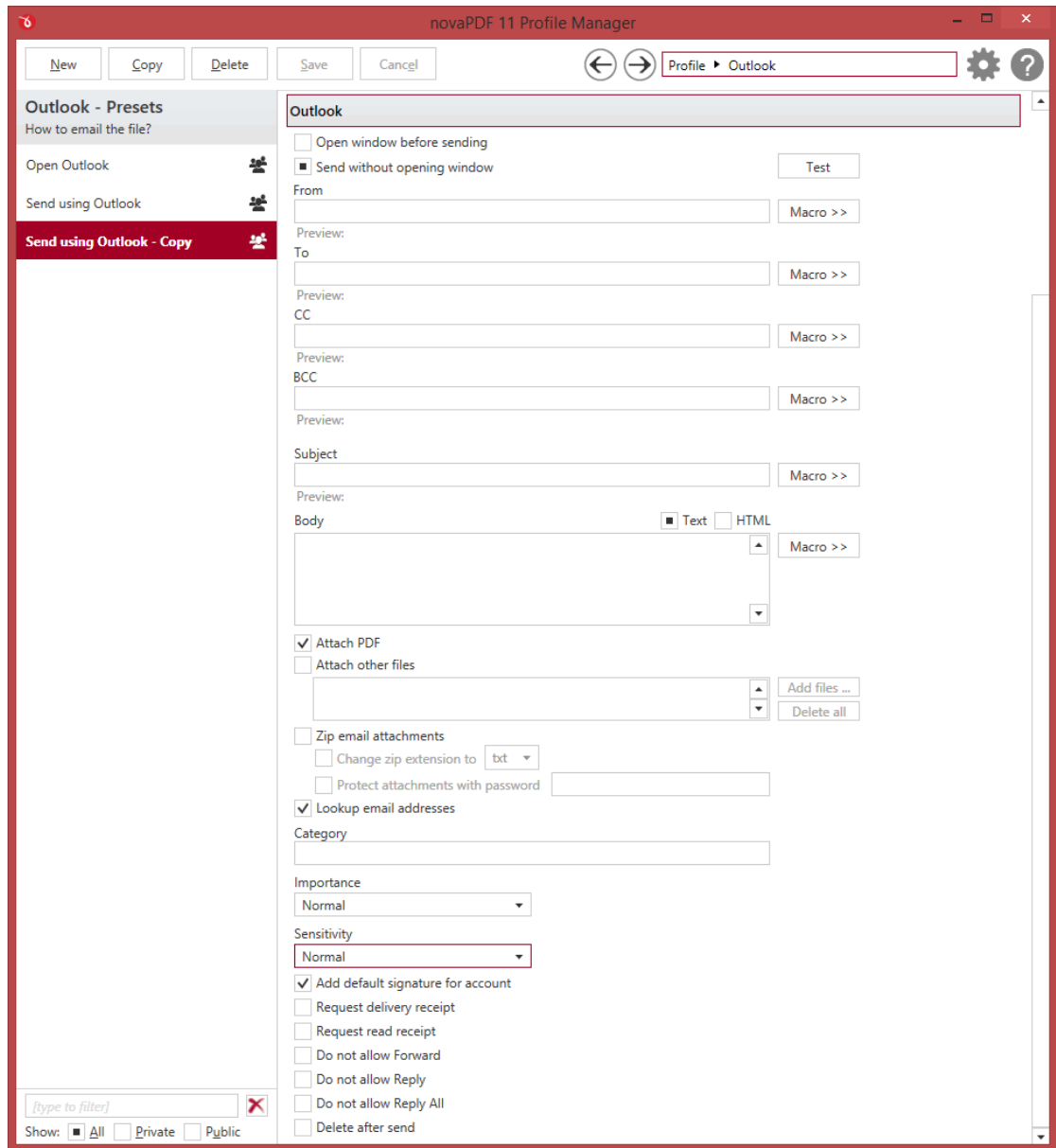
**Lookup email addresses**

If this option is selected, any email address you enter in the TO, CC, BCC will be looked up before emailing the PDF in the address book of your default email client (uncheck this option if you want to avoid "Allow this program to access..." type of errors returned by Outlook).

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.7.2 Outlook

The *Outlook* presets section allows you to use predefined presets for sending out an email with the generated PDF attached via Outlook. These presets allow you to define custom options for sending emails via Outlook. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved

with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default emails presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section. You also have the option of sending out a **Test** email to see how it works.

### Open Outlook

If this preset is used, after the PDF is generated the application will start Outlook and attach the PDF files to a new email. The email will not be sent automatically.

### Send using Outlook

This preset is included as an example to show how you can send a generated PDF automatically with Outlook. You will need to make a **Copy** of it and then fill in the From/To email addresses, as well as the Subject/Body fields. The generated PDF will be attached to the email by default.

## OUTLOOK

---

### Name

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Open window before sending**

If this option is selected, Outlook will be opened and the generated PDF will be attached automatically to a new email. The email will not be sent out automatically.

**Send without opening window**

You can enter in there the From/To email addresses as well as Subject/Body, and an email will be sent automatically after the PDF is generated (with it attached).

**From/To**

Add from/to/cc/bcc email addresses for the email that will be sent out.

You can configure the following email header properties:

- **From** address. This will show as the sender of the email (i.e. it can be your own email address)
- **To** email addresses. This is where the email will be sent out to, you can add multiple email addresses by separating them with semicolons (;).
- **CC** email addresses (use semicolon to add multiple addresses)
- **BCC** email addresses (use semicolon to add multiple addresses)

**Subject**

This is the subject of the email to be sent out. You can use macros to add automatically variables based on what PDF is being created. The following macro items can be added:

- [N] - The name of the document being converted
- [T] - The title of the document as defined in the *Document* section
- [B] - The subject of the document as defined in the *Document* section
- [A] - The author of the document as defined in the *Document* section
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss

- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Workstation
- [U] - User name

### **Body**

This is the body of the email to be sent out. You can use the same macros described above to add automatically variables based on what PDF is being created. If you are using SMTP or Outlook to send the emails, you can enter HTML content for the body of the email and preview it too. MAPI does not support HTML, only text.

### **Attach PDF**

This option is checked by default and attaches the generated PDF file to the email that it sends out. If unchecked, an email will still be sent out but with content only (eventually with other files attached if using the *Attach other files* option).

### **Attach other files**

Checking this option will let you choose other files to be attached to the email being sent out. You can add files using the **Add Files...** button or by writing directly the path to the file(s) you want attached. If you want to quickly remove multiple files from this field, you can use the **Delete All** button.

### **Ignore missing files**

If this option is set, before sending the email the application will add the files as attachments only if they exist.

### **Zip email attachments**

If this option is selected, the PDF file will be compressed first and the resulting zip file will be attached to the email. If the option to attach other files is selected, then all files (including the generated PDF) will be zipped in a single archive and attached.

### **Change zip extension to**

Some email clients block certain types of attachments, thus if you want to be sure the email is delivered with the attachment you can choose to change the extension of the attached file. Commonly the extension can be changed to .txt, and the recipient will rename it back to zip in order to extract the files. You can choose to change the extension from zip to any other type, by writing a new extension in the combo field near this option (there's no need to add "." before the type of extension, only the extension name).

### **Protect attachments with password**

The zip attachment can be protected with a password for increased security (the PDF in the ZIP can also be password protected).

### **Category**

Outlook has support for email categories, so you can enter in here the label of an existing category.

### **Importance**

By default emails will be sent with a Normal importance. You can however change that to High, and Outlook will add a red flag to the email marking its importance. You can also reduce the importance to Low (no notification will be shown in Outlook).

### Sensitivity

The Sensitivity option is a feature included in Outlook that will mark differently the emails that should be Private or Confidential. By default emails will be sent with a Normal sensitivity. These are the available sensitivity options that will be detected and used by Outlook:

- **Normal** - no sensitivity level is assigned to the message. Therefore, no text is displayed in the InfoBar.
- **Private** - the recipient sees **Please treat this as Private** in the InfoBar.
- **Personal** - the recipient sees **Please treat this as Personal** in the InfoBar.
- **Confidential** - the recipient sees **Please treat this as Confidential** in the InfoBar.

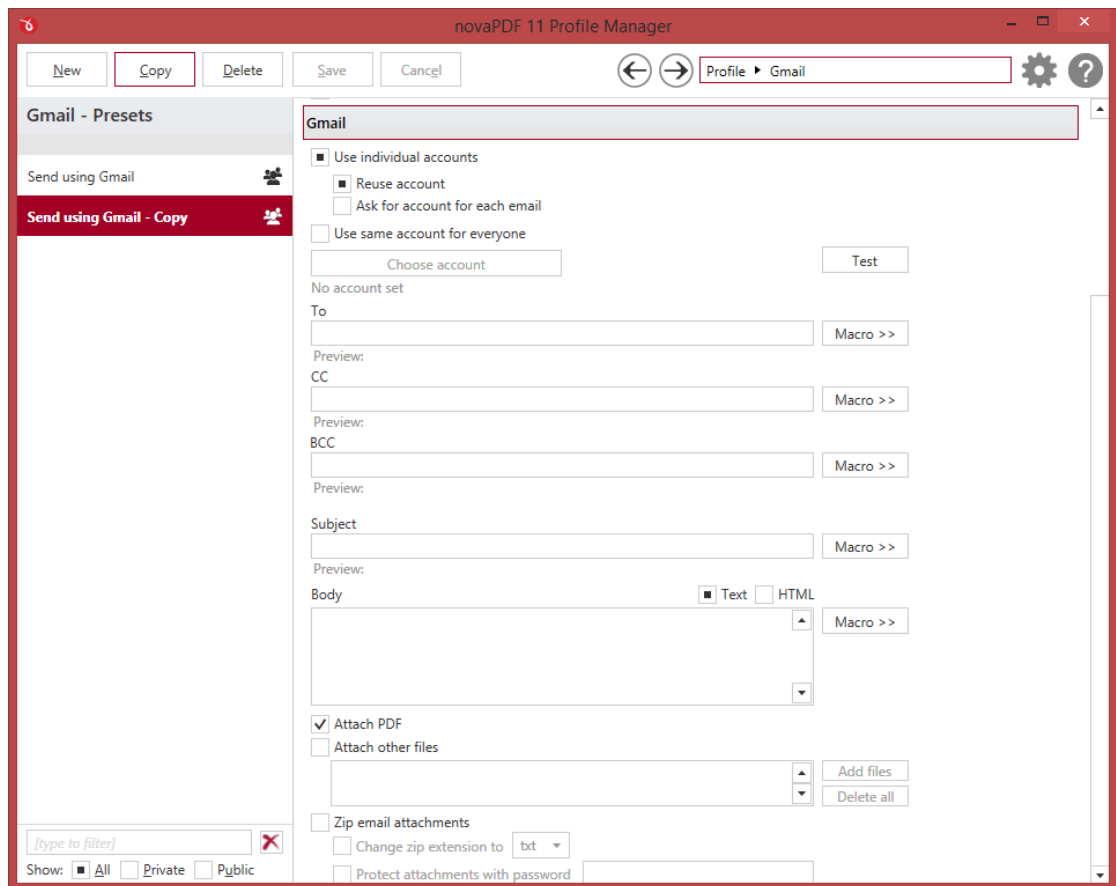
You can also set other email options supported by Outlook:

- **Add default signature for account** - If this option is selected, the default Outlook signature that you have set will be included in the email that will be sent
- **Request delivery receipt** - you will receive a notification once the email has been successfully delivered.
- **Request read receipt** - you will receive a read receipt from the recipient after the email is opened.
- **Do not allow Forward** - the email you send cannot be forwarded (not all email clients support this feature)
- **Do not allow Reply** - the email you send cannot be replied to (not all email clients support this feature)
- **Do not allow Reply All** - the email you send cannot be replied to (not all email clients support this feature)
- **Delete after send** - the email will be deleted after it is sent (so it will not be stored in the Sent folder).

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### 1.3.3.10.7.3 Gmail

The *Gmail* presets section allows you to use predefined presets for sending out an email with the generated PDF attached via Gmail. These presets allow you to define custom options for sending emails via Gmail. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the *Profile* text next to the navigational arrows and selecting the preset section you want

to read more about.

## PRESETS LIST

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default emails presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section. You also have the option of sending out a **Test** email to see how it works.

### Send using Gmail

This preset is included as an example to show how you can send a generated PDF automatically with Gmail. You will need to make a **Copy** of it and then fill in the From/To email addresses, as well as the Subject/Body fields. The generated PDF will be attached to the email by default.

## EMAIL

---

### Name

You can type a name for the default preset you are editing/creating.

### Description

Add a description for the default preset you are creating/editing.

### Author

Optionally you can set the author for this default preset.

### Private preset

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Use individual accounts



This option is selected by default, and it allows you to decide how to handle the Gmail accounts via which the email will be sent:

- **Reuse account** - At first print, the user will be asked to choose the Gmail account they want to send the email from, and that will be used for all the following prints.
- **Ask for account for each email** - At each print, the user will be asked to choose the Gmail account they want to send the email from.

### Use same account for everyone

If this option is selected, you can associate a Gmail account that will be used for all the users and all the prints.

### To/cc/bcc

Add to/cc/bcc email addresses for the email that will be sent out.

You can configure the following email header properties:

- **From** address. This will show as the sender of the email (i.e. it can be your own email address)
- **To** email addresses. This is where the email will be sent out to, you can add multiple email addresses by separating them with semicolons (;).
- **CC** email addresses (use semicolon to add multiple addresses)
- **BCC** email addresses (use semicolon to add multiple addresses)

### Subject

This is the subject of the email to be sent out. You can use macros to add automatically variables based on what PDF is being created. The following macro items can be added:

- [N] - The name of the document being converted
- [T] - The title of the document as defined in the *Document* section
- [B] - The subject of the document as defined in the *Document* section
- [A] - The author of the document as defined in the *Document* section
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Workstation
- [U] - User name

### Body

This is the body of the email to be sent out. You can use the same macros described above to add automatically variables based on what PDF is being created. If you are using SMTP or Outlook to send the emails, you can enter HTML content for the body of the email and preview it too. MAPI does not support HTML, only text.

**Attach PDF**

This option is checked by default and attaches the generated PDF file to the email that it sends out. If unchecked, an email will still be sent out but with content only (eventually with other files attached if using the *Attach other files* option).

**Attach other files**

Checking this option will let you choose other files to be attached to the email being sent out. You can add files using the **Add Files...** button or by writing directly the path to the file(s) you want attached. If you want to quickly remove multiple files from this field, you can use the **Delete All** button.

**Ignore missing files**

If this option is set, before sending the email the application will add the files as attachments only if they exist.

**Zip email attachments**

If this option is selected, the PDF file will be compressed first and the resulting zip file will be attached to the email. If the option to attach other files is selected, then all files (including the generated PDF) will be zipped in a single archive and attached.

**Change zip extension to**

Some email clients block certain types of attachments, thus if you want to be sure the email is delivered with the attachment you can choose to change the extension of the attached file. Commonly the extension can be changed to .txt, and the recipient will rename it back to zip in order to extract the files. You can choose to change the extension from zip to any other type, by writing a new extension in the combo field near this option (there's no need to add "." before the type of extension, only the extension name).

**Protect attachments with password**

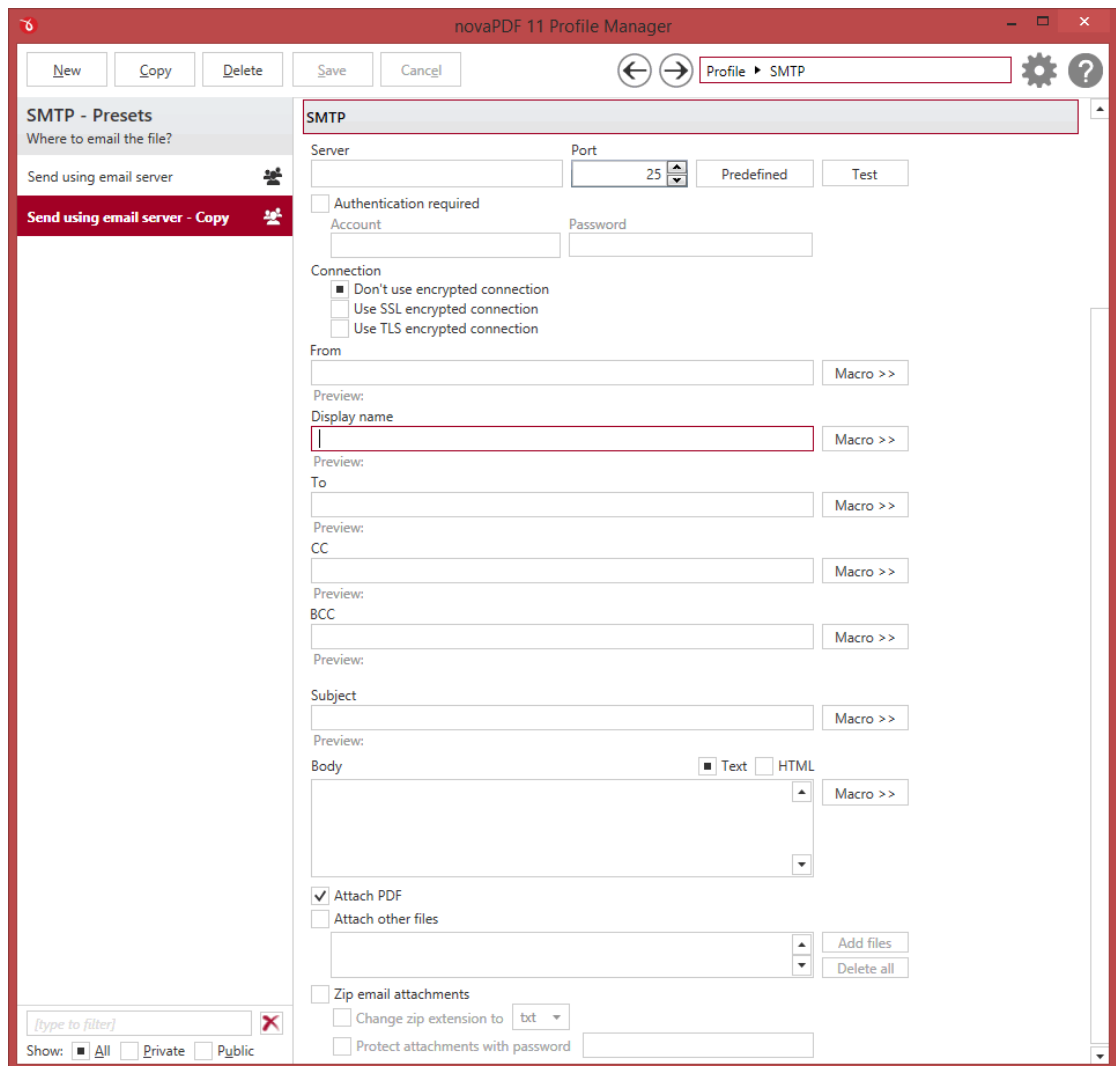
The zip attachment can be protected with a password for increased security (the PDF in the ZIP can also be password protected).

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

**1.3.3.10.7.4 SMTP**

The *SMTP* presets section allows you to use predefined SMTP servers or define your own custom server details for sending out an email with the generated PDF attached. The difference between SMTP and MAPI is that with MAPI your email will be sent using the default email client installed on the computer, while with SMTP a server is used.

These presets allow you to define custom options for sending emails via SMTP. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

**Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

**PRESETS LIST**

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

**DEFAULT PRESETS**

---

The default emails presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section. You also have the option of sending out a **Test** email to see how it works.

**Send using email server**

This preset is included as an example, you will need to make a Copy of it and then fill in the SMTP server details and From/To/Subject/Content so that the email will be correctly sent out. Using this preset an email will be sent out via the SMTP server you configured. The generated PDF will be attached to the email by default.

**SMTP**

---

**Name**

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

### Server

Enter your SMTP server name or IP address.

### SMTP port

Enter SMTP Port. Usually this is port number 25.

### Authentication required

If your SMTP server requires authentication, check the **Authentication required** checkbox and enter the **Account** name and **Password**.

### Connection

This is where you can set the type of encryption to be used with the SMTP server:

- **Don't use encrypted connection.** If this is selected no type of encryption will be set.
- **Use SSL encrypted connection.** If selected the Secure Socket Layer (SSL) will be used for control channel and data channel connections to the SMTP server.
- **Use TLS encrypted connection.** If selected the Transport Layer Security (TLS) will be used for control channel and data channel connections to the SMTP server.

### Predefined

There are several predefined SMTP servers that use available public information to fill in the SMTP details. You also have the option of sending out a **Test** email to see how it works. These are the predefined SMTP servers:

- **AIM (AOL Instant Messenger)** - If you use this default SMTP Servers preset, after the PDF is created the application will send the email using the SMTP server configurations of AIM (AOL Instant Messenger): smtp.aim.com (port 587). Please note that you will need to make a copy of this preset and add your username/password for your AIM account (this server requires authentication and the default preset leaves the username/password fields empty). Using this preset, no encryption will be used when sending the email.
- **AOL (America Online)** - If you use this default SMTP Servers preset, after the PDF is created the application will send the email using the SMTP server configurations of AOL: smtp.aol.com (port 587). Please note that you will need to make a copy of this preset and add your username/password for your AOL account (this server requires authentication and the default preset leaves the username/password fields empty). Using this preset, no encryption will be used when sending the email.
- **Google/Gmail** - If you use this default SMTP Servers preset, after the PDF is created the application will send the email using the SMTP server configurations of Gmail: smtp.gmail.com (port 587). Please note that you will need to make a copy of this preset and add your username/password for your Gmail account (this server requires authentication and the default preset leaves the username/password fields empty). The TLS encryption method will be used when sending the email using this preset.
- **Outlook/Hotmail/Live** - If you use this default SMTP Servers preset, after the PDF is created

the application will send the email using the SMTP server configurations of Live (Microsoft email service): smtp.live.com (port 587). Please note that you will need to make a copy of this preset and add your username/password for your AIM account (this server requires authentication and the default preset leaves the username/password fields empty). The TLS encryption method will be used when sending the email using this preset.

- **Yahoo!** - If you use this default SMTP Servers preset, after the PDF is created the application will send the email using the SMTP server configurations of Yahoo! Plus: plus.smtp.mail.yahoo.com (port 465). Please note that you will need to make a copy of this preset and add your username/password for your AIM account (this server requires authentication and the default preset leaves the username/password fields empty). The SSL encryption method will be used when sending the email using this preset.

### From/To/CC/BCC

You can set a **Display Name** that will show the recipient as the From name in the email they receive. You can also add from/to/cc/bcc email addresses for the email that will be sent out.

You can configure the following email header properties:

- **From** address. This will show as the sender of the email (i.e. it can be your own email address)
- **To** email addresses. This is where the email will be sent out to, you can add multiple email addresses by separating them with semicolons (;).
- **CC** email addresses (use semicolon to add multiple addresses)
- **BCC** email addresses (use semicolon to add multiple addresses)

### Subject

This is the subject of the email to be sent out. You can use macros to add automatically variables based on what PDF is being created. The following macro items can be added:

- [N] - The name of the document being converted
- [T] - The title of the document as defined in the *Document* section
- [B] - The subject of the document as defined in the *Document* section
- [A] - The author of the document as defined in the *Document* section
- [YMD] - Date in the format YYYYMMDD (year, month, day)
- [Y] - Year in the format YYYY
- [M] - Month in the format MM
- [D] - Day in the format DD
- [HIS] - time in the format hhmmss (hour, minute, second)
- [H] - Hour in the format hh
- [I] - Minute in the format mm
- [S] - Second in the format ss
- [C] - Counter in the format cc (it begins with 01 and increases at each printed document, if a file with the same name exists in the save folder)
- [W] - Workstation
- [U] - User name

### Body

This is the body of the email to be sent out. You can use the same macros described above to add automatically variables based on what PDF is being created. If you are using SMTP or Outlook to send the emails, you can enter HTML content for the body of the email and preview it too. MAPI does not

support HTML, only text.

#### **Attach PDF**

This option is checked by default and attaches the generated PDF file to the email that it sends out. If unchecked, an email will still be sent out but with content only (eventually with other files attached if using the *Attach other files* option).

#### **Attach other files**

Checking this option will let you choose other files to be attached to the email being sent out. You can add files using the **Add Files...** button or by writing directly the path to the file(s) you want attached. If you want to quickly remove multiple files from this field, you can use the **Delete All** button.

#### **Ignore missing files**

If this option is set, before sending the email the application will add the files as attachments only if they exist.

#### **Zip email attachments**

If this option is selected, the PDF file will be compressed first and the resulting zip file will be attached to the email. If the option to attach other files is selected, then all files (including the generated PDF) will be zipped in a single archive and attached.

#### **Change zip extension to**

Some email clients block certain types of attachments, thus if you want to be sure the email is delivered with the attachment you can choose to change the extension of the attached file. Commonly the extension can be changed to .txt, and the recipient will rename it back to zip in order to extract the files. You can choose to change the extension from zip to any other type, by writing a new extension in the combo field near this option (there's no need to add "." before the type of extension, only the extension name).

#### **Protect attachments with password**

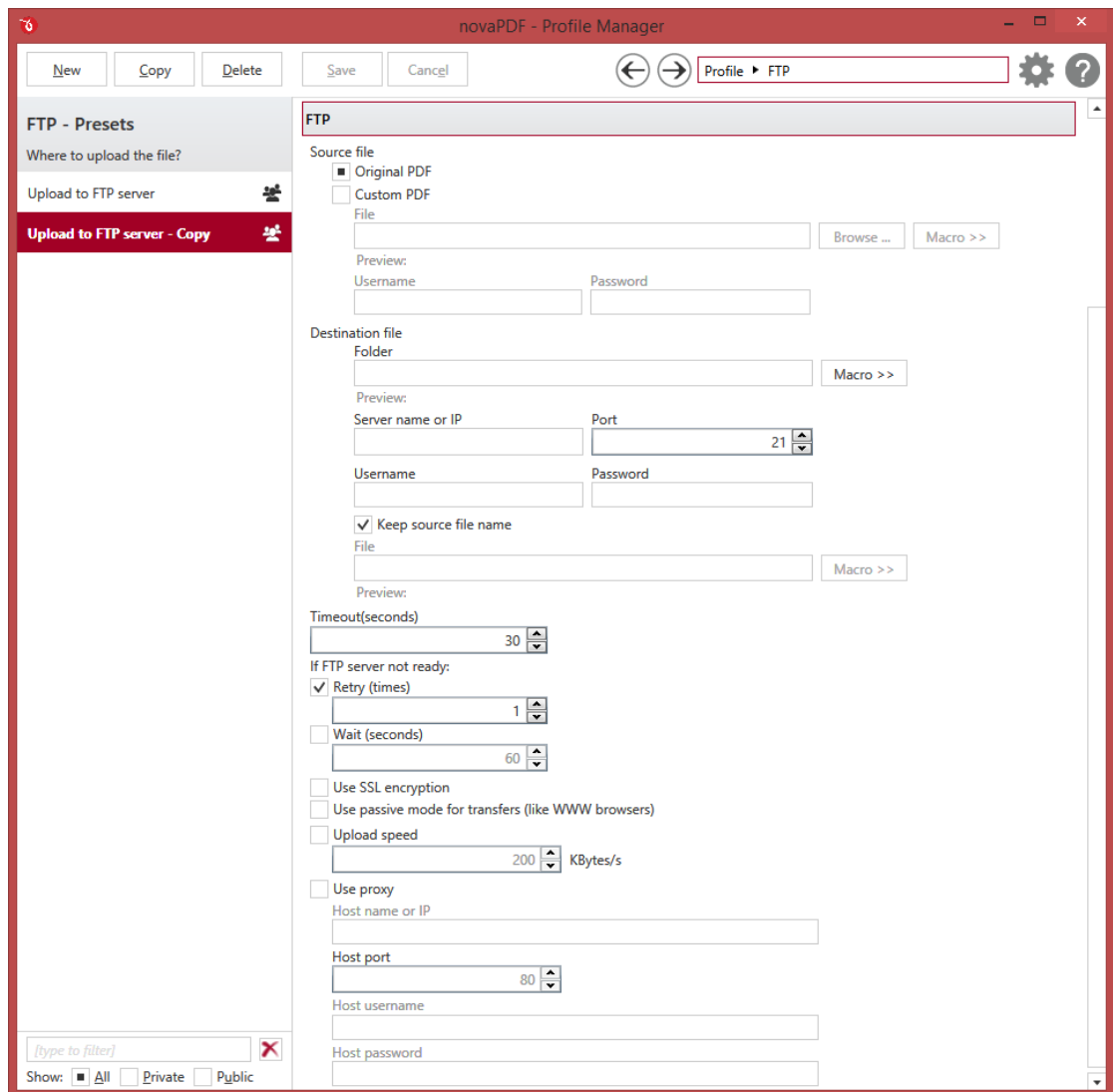
The zip attachment can be protected with a password for increased security (the PDF in the ZIP can also be password protected).

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.10.8 Upload**

#### **1.3.3.10.8.1 FTP**

The *FTP* presets section allows you to configure FTP servers where the generated PDF (or a custom one) will be uploaded once the conversion is done. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.



## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are



included in the application.

### **Browse**

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## **PRESETS LIST**

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When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## **DEFAULT PRESETS**

---

The default emails presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### **Upload to FTP server**

This preset is included as an example, you will need to make a Copy of it and then fill in the FTP server and other details so that the file will be correctly uploaded. You can have the generated PDF or a custom PDF file uploaded to a specific folder on the server.

## **FTP**

---

### **Name**

You can type a name for the default preset you are editing/creating.

### **Description**

Add a description for the default preset you are creating/editing.

### **Author**

Optionally you can set the author for this default preset.

### **Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing

settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

#### **Source file**

You can select the PDF file to be uploaded via FTP. It can be either the original PDF that was generated, or one located in a custom folder:

- **Original PDF.** This will use the PDF you generated as the source of the upload.
- **Custom PDF.** Browse for the custom PDF file that you want uploaded after the current PDF gets generated. If it is located on a network drive, you can enter an Username/Password to access that location. You can use Macro variables to automatically fill a file name.

#### **Destination file**

You can select the destination folder on the FTP server where the PDF will be uploaded. If the entered folder does not exist, it will be created on the server. If no destination folder is set, a folder using the name of the PDF file will be created.

#### **Server name or IP**

In this field you have to enter the name or IP address for the FTP server.

#### **Port**

In this field you have to enter the port number if different than the default FTP port (21).

#### **User name**

If this is a private FTP server (no anonymous access allowed) you have to enter the user name for your account.

#### **Password**

In this field you can enter the password for the FTP server. There are FTP servers that allow anonymous access (public FTP servers). You can connect to these types of FTP servers using as user name Anonymous and your email address as password. It is not recommended to upload important PDF files to public FTP servers.

#### **Timeout (seconds)**

You can set the time interval (in seconds) that is allowed for no data transfer before the transfer operation is interrupted and must be resumed. Default is 15 seconds.

#### **If FTP server not ready**

The first number (Retry option) indicates how many times the application tries to access the destination server if it is not available. By default this option is set to 1 attempt. The second number (wait option) indicates how many seconds to wait between two consecutive attempts to access the destination location. By default this option is set to 60 seconds. This option is useful when the destination FTP server has restrictions (i.e. only 2 users logged in the same time, no. of accesses etc.) and insures that if the FTP server cannot accept your connection, it will not be "hammered" by sending log-in requests frequently.

#### **SSL encryption**

Indicates the level of Transport Layer Security (TLS) required for control channel and data channel connections to the FTP server.

**Use passive mode for transfers (like WWW browsers)**

Each file transfer needs an additional connection for the data stream. Normally (in active mode), the server establishes this connection. In passive mode, however, the client establishes the connection. This may be necessary through some firewalls, which do not allow connections from outside.

**Upload Speed**

If you activate this option, the upload speed will be limited to what you enter in the field below the option.

**Use proxy**

Check this option if you use a proxy to connect to the FTP:

- Enter the **Host name or IP** for the proxy server (firewall) and the other
- **Host port**. Enter the host port number in this field. By default, the port number is set to 80.
- **User name/Password**. This field is used to enter the proxy user name and password.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

**1.3.3.10.8.2 SFTP**

The *SFTP* presets section allows you to configure secure FTP servers where the generated PDF (or a custom one) will be uploaded once the conversion is done. A preset can be used by multiple printing profiles and whenever a preset is updated, it will be modified automatically in all profiles that use it.

The screenshot shows the 'novaPDF 11 Profile Manager' window with the 'SFTP' profile selected. The interface includes a top toolbar with 'New', 'Copy', 'Delete', 'Save', and 'Cancel' buttons. A breadcrumb trail shows 'Profile > SFTP'. On the left, a 'SFTP - Presets' sidebar lists 'Upload to SFTP server' and 'Upload to SFTP server - Copy'. The main area is titled 'SFTP' and contains the following sections:

- Source file:** Radio buttons for 'Original PDF' (selected) and 'Custom PDF'. A 'File' input field with 'Browse ...' and 'Macro >>' buttons. 'Preview:' section with 'Username' and 'Password' fields.
- Destination file:** 'Folder' input field with 'Macro >>' button. 'Preview:' section with 'Server name or IP', 'Port' (dropdown set to 22), 'Username', and 'Password' fields.
- Keep source file name**
- File:** Input field with 'Macro >>' button.
- Preview:** 'Timeout (seconds)' dropdown set to 30.
- If SFTP server not ready:**  **Retry (times)** dropdown set to 5;  **Wait (seconds)** dropdown set to 60.
- Key file:** Input field with 'Browse ...' button; 'Password' field.
- Upload speed:** Dropdown set to 200 KBytes/s.
- Authentications:** List with checkboxes for 'publickey', 'password', and 'keyboard-interactive'.
- Ciphers:** Grid of checkboxes for various ciphers including aes256-ctr, aes192-cbc, twofish-cbc, aes128-cbc, blowfish-cbc, twofish128-cbc, twofish256-cbc, arcfour, arcfour128, arcfour256, cast128-cbc, and aes128-ctr.
- MACs:** Grid of checkboxes for various MACs including hmac-md5, hmac-sha1, hmac-sha2-256, hmac-sha2-256-96, hmac-ripemd160, hmac-ripemd160@openssh.com, hmac-md5-96, and hmac-sha1-96.
- Compressions:** List with checkboxes for 'none' and 'zlib@openssh.com'.

At the bottom left, there is a search filter '[type to filter]' and a 'Show:' section with radio buttons for 'All', 'Private', and 'Public'.

## MANAGE PRESETS

### New

This will create a new preset based on the default one. You can change its settings and use the *Save* button to record your changes and create the preset. It is created only after you click on the *Save* button, if you click on *Cancel* or select a different preset the current one will be discarded.

### Copy

This allows you to duplicate an existing preset. To do so, just select an existing preset and click on *Copy*. Unlike the *New* option, when you copy an existing preset the duplicate is automatically saved with a different name (original name of the preset plus the word *Copy*). Removing the original preset doesn't affect in any way the existing copy of it.

### Delete

Deletes the preset selected from the list of presets. You cannot delete the default presets that are included in the application.

### Browse

You can use the left/right arrows in the top-right section of the window to navigate back to the profile manager page or forward to the preset window. You can also access quickly the presets by clicking on the Profile text next to the navigational arrows and selecting the preset section you want to read more about.

## PRESETS LIST

---

When the novaPDF is installed, a default set of presets is included for each section that uses presets. These presets have predetermined unchangeable settings that are taken into consideration when creating the PDF files.

However you can create custom presets based on the default ones that when used, will create PDFs using the options you've chosen. In novaPDF there are two types of presets, private and public:

1. **Private presets.** A private preset is visible only to the current user. By default new presets are created as private and only the users from the computer where it was created will be able to see it and use that preset in their profiles.
2. **Public presets.** Public presets are visible from all client computers (or other users on the same computer) that connect to and print via the computer where they are defined (the printer server). When a public preset will be used, all the settings from that preset will be propagated to the client computers.

This list shows the presets (both private and public) that were defined. The icon on the right of the preset name shows what type of it is (public or private). You can filter the shown profiles by starting to type in the search field and also use the Public/Private checkboxes to filter them by type.

## DEFAULT PRESETS

---

The default emails presets are automatically included in the application and available right after installation. These are presets created based on the most used scenarios for this section.

### Upload to SFTP server

This preset is included as an example, you will need to make a Copy of it and then fill in the SFTP server and other details so that the file will be correctly uploaded. You can have the generated PDF or a custom PDF file uploaded to a specific folder on the server.

## FTP

---

### Name

You can type a name for the default preset you are editing/creating.

**Description**

Add a description for the default preset you are creating/editing.

**Author**

Optionally you can set the author for this default preset.

**Private preset**

When the novaPDF is installed, a default preset is created. This preset uses its own default printing settings to create the PDF files. However you can change those settings and create a custom preset, that when used, will create PDFs using the options you've chosen. For each newly defined preset you can choose to have it as *Private* or *Public* by checking or unchecking the *Private* checkbox.

**Source file**

You can select the PDF file to be uploaded via SFTP. It can be either the original PDF that was generated, or one located in a custom folder:

- **Original PDF.** This will use the PDF you generated as the source of the upload.
- **Custom PDF.** Browse for the custom PDF file that you want uploaded after the current PDF gets generated. If it is located on a network drive, you can enter an Username/Password to access that location. You can use Macro variables to automatically fill a file name.

**Destination file**

You can select the destination folder on the SFTP server where the PDF will be uploaded. If the entered folder does not exist, it will be created on the server. If no destination folder is set, a folder using the name of the PDF file will be created.

**Server name or IP**

In this field you have to enter the name or IP address for the SFTP server.

**Port**

In this field you have to enter the port number if different than the default SFTP port (22).

**User name**

If this is a private FTP server (no anonymous access allowed) you have to enter the user name for your account.

**Password**

In this field you can enter the password for the FTP server. There are FTP servers that allow anonymous access (public FTP servers). You can connect to these types of FTP servers using as user name Anonymous and your email address as password. It is not recommended to upload important PDF files to public FTP servers.

**Timeout (seconds)**

You can set the time interval (in seconds) that is allowed for no data transfer before the transfer operation is interrupted and must be resumed. Default is 15 seconds.

**If SFTP server not ready**

The first number (*Retry* option) indicates how many times the application tries to access the destination server if it is not available. By default this option is set to 5 attempts. The second number (*Wait* option) indicates how many seconds to wait between two consecutive attempts to access the destination location. By default this option is set to 60 seconds. This option is useful when the destination SFTP server has restrictions (i.e. only 2 users logged in the same time, no. of accesses etc.) and insures that if the SFTP server cannot accept your connection, it will not be "hammered" by sending log-in requests frequently.

#### **Key file**

If this is checked, it allows the user to specify a private key file that will be used to access the SFTP server. Just browse for the stored SFTP private key and optionally enter a Password if it's protected. If this option is left unchecked, then no private key will be used.

#### **Upload Speed**

If you activate this option, the upload speed will be limited to what you enter in the field below.

#### **Authentications**

You can select which authentication methods will be used when uploading the PDF on the SFTP server. Available options: publickey, password and keyboard-interactive. The priority of these options can also be changed.

#### **Encryption**

- **Ciphers.** Clear or select the check boxes in this section to specify which ciphers you want to allow for encrypting SFTP sessions. A Cipher is the algorithm used for symmetric session encryption.
- **MACs.** Clear or select the check boxes to specify which MACs you want to allow for encrypting SFTP sessions. A MAC (Message Authentication Code) is the algorithm used for data integrity verification.

#### **Compressions**

SFTP supports the use of data compression to reduce the amount of data that is transmitted. Both the client and server agree on a compression algorithm. They then compress data before sending and decompress data when it is received. Typically, zlib compression is the compression algorithm most commonly supported in SFTP servers. No compression is set as the default, and zlib is specified as an option. If the server forces use of zlib compression it will happen automatically.

Note: Some of the features mentioned on this page might not be available in your edition. The Professional edition includes all the features, while Standard and Lite have limited functionality. For a comparison between editions, please check feature matrix topic.

### **1.3.3.11 About**

The *About* page contains information about the version you have installed plus the option to access the licensing information. It can be accessed by clicking on the *Help* icon in the top-right corner of the *Profile Manager* window.



novaPDF is available as a trial version. It is fully functional for 30 days. During the trial version, a notice is printed on each PDF page mentioning the novaPDF. The notice will be removed from further created PDF files when you buy and activate novaPDF. If you've already purchased it you can visit the Activate section to activate the program.

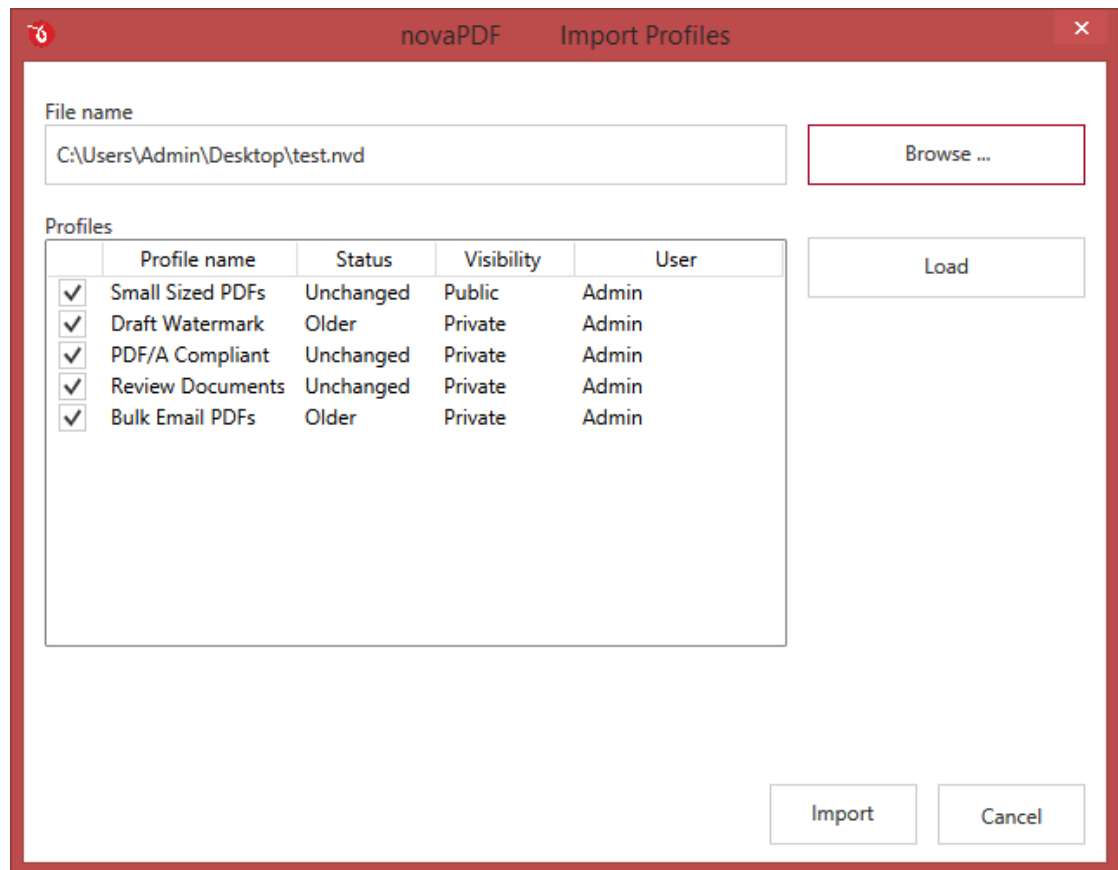
The about window will show the following information:

- Version and build number of the profile manager and printer manager, in parenthesis you'll also see the version of the printer driver used
- Windows version and edition (for support inquiry purposes)
- Edition installed and activated (for trial/extra-trial licenses the number of days until the expiration will be shown too)
- A link to See licensing information where you'll be able to manage licenses and access the Activation options
- Miscellaneous information regarding the other products developed by the company as well as copyright information

### 1.3.3.12 Import Profiles

The *Import Profiles* page allows you to import printing profiles from the current or previous versions of novaPDF (8.x or previous). It can be accessed by clicking on the *Gear* icon in the top-right corner of the *Profile Manager* window.





### File name

Use the *Browse* button to select the file that contains profiles you want to import. You can only import **.nvd/.nve** files that were previously exported from novaPDF (newer versions of novaPDF use the **.nvd** file format).

### Profiles

After you have used the *Browse* button to select the file that contains printing profiles you want to import, a list of recognized printing profiles will be displayed in the *Profiles* list-view. Thicken the checkbox in front of the profiles you want imported, and click on the *Import* button to add them as printing profiles. If a profile with the same name already exists, you'll be asked if you want to overwrite the existing profile with the imported one (you will have to rename an existing profile if you want to import one named the same without overwriting).

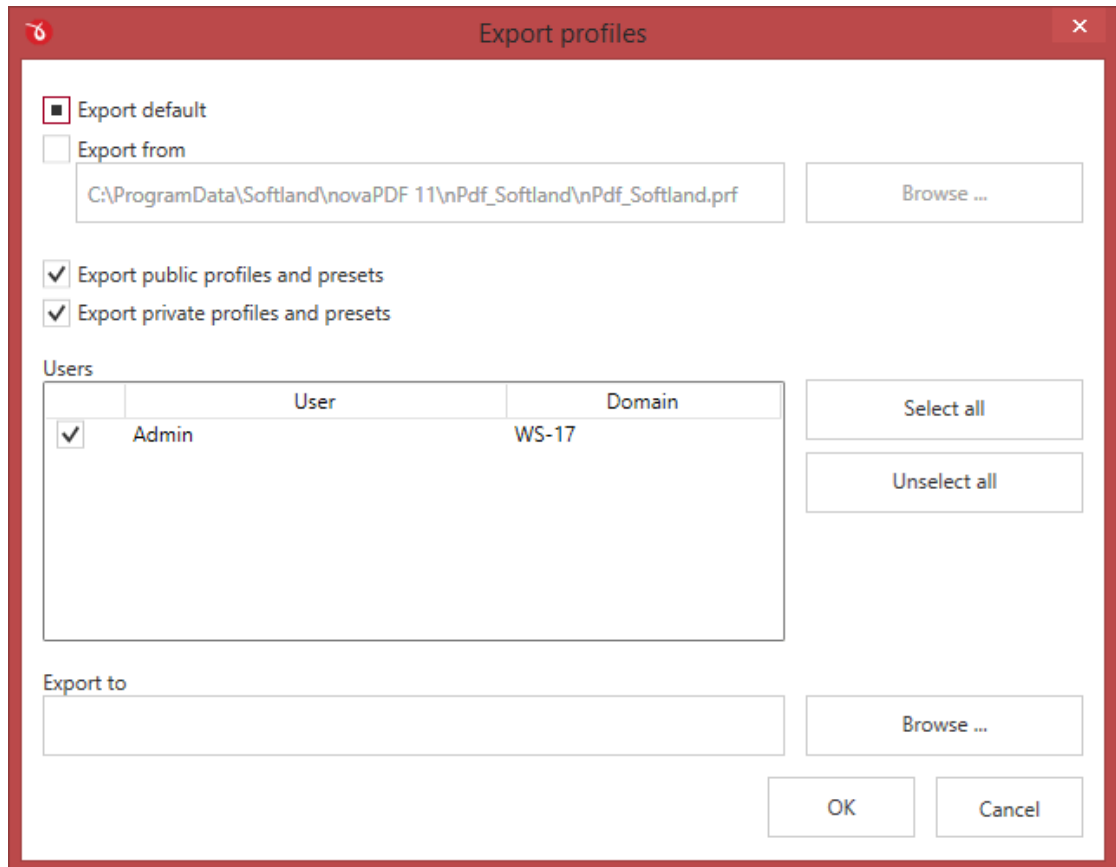
### Change type to

After the detected profiles have been listed in the Profiles list-view, you have the option of changing the type of each detected profile to Public or Private. To do so, select the profile you want to change the type to and click on the Public/Private button. The type of the profile will be changed and shown in the Type column.

Private profiles are visible only on the computer where they were created. Public profiles are visible from all client computers.

### 1.3.3.13 Export Profiles

The *Export Profiles* page allows you to export printing profiles. It can be accessed by clicking on the *Gear* icon in the top-right corner of the *Profile Manager* window.



#### Export default

This option is selected by default and will use the current printer to export the profiles that it has defined.

#### Export from

You can select this option to choose profiles to be exported from a different printer profile. Use the *Browse* button to select the profile file that contains profiles you want to export. You can only select *.prf* files that were previously defined by novaPDF.

#### Export public profiles and presets

If this option is selected, the export file will also include the public profiles that are defined in the current printer profile. Public profiles are visible from all client computers.

#### Export private profiles and presets

If this option is selected, the export file will also include the private profiles that are defined in the

current printer profile. Private profiles are visible only on the computer where they were created.

### Users

If there are multiple users on the current computer you'll be able to select if you want to export the printer profiles for all users or only the selected ones.

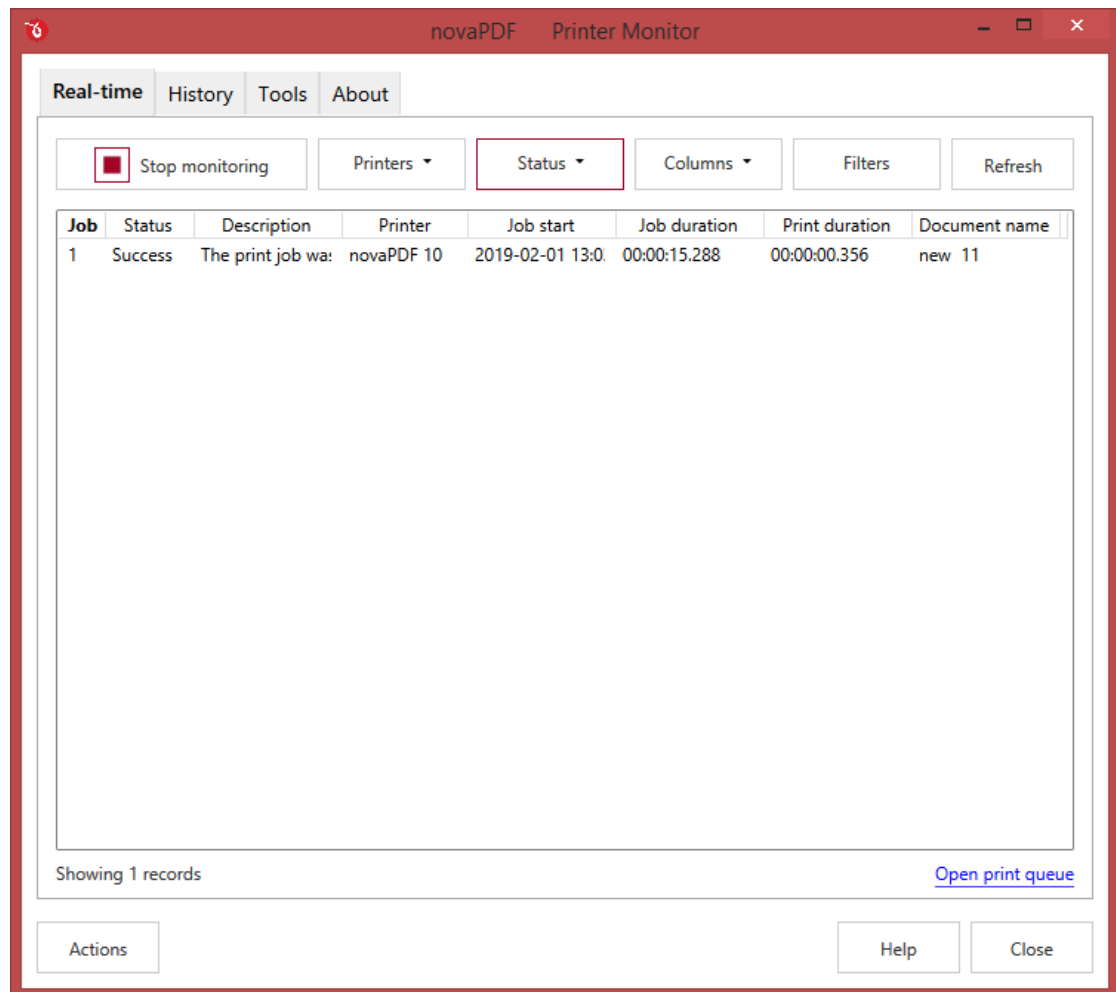
### Export to

Choose a location where the **.nvd** profile file will be saved.

## 1.3.4 Printer Monitor

### 1.3.4.1 Real-time

The *Real-time* page allows you to monitor printing jobs done by all printers that use the novaPDF driver.



### Start/Stop monitoring

When started, it will monitor all the activity done by all printers that use the novaPDF driver. The

activity will be updated in realtime and displayed in the print job list until you stop the monitoring. This tool is useful for administrators that want to monitor the printing activity done via the app.

### **Printers**

This will display a list of all the printers using the novaPDF driver and you can use it to filter out the printing activity based on a specific printer. You can read more in the Printers section.

### **Filtering**

The Status and Filters sections allow you to filter the monitoring activity based on various criteria:

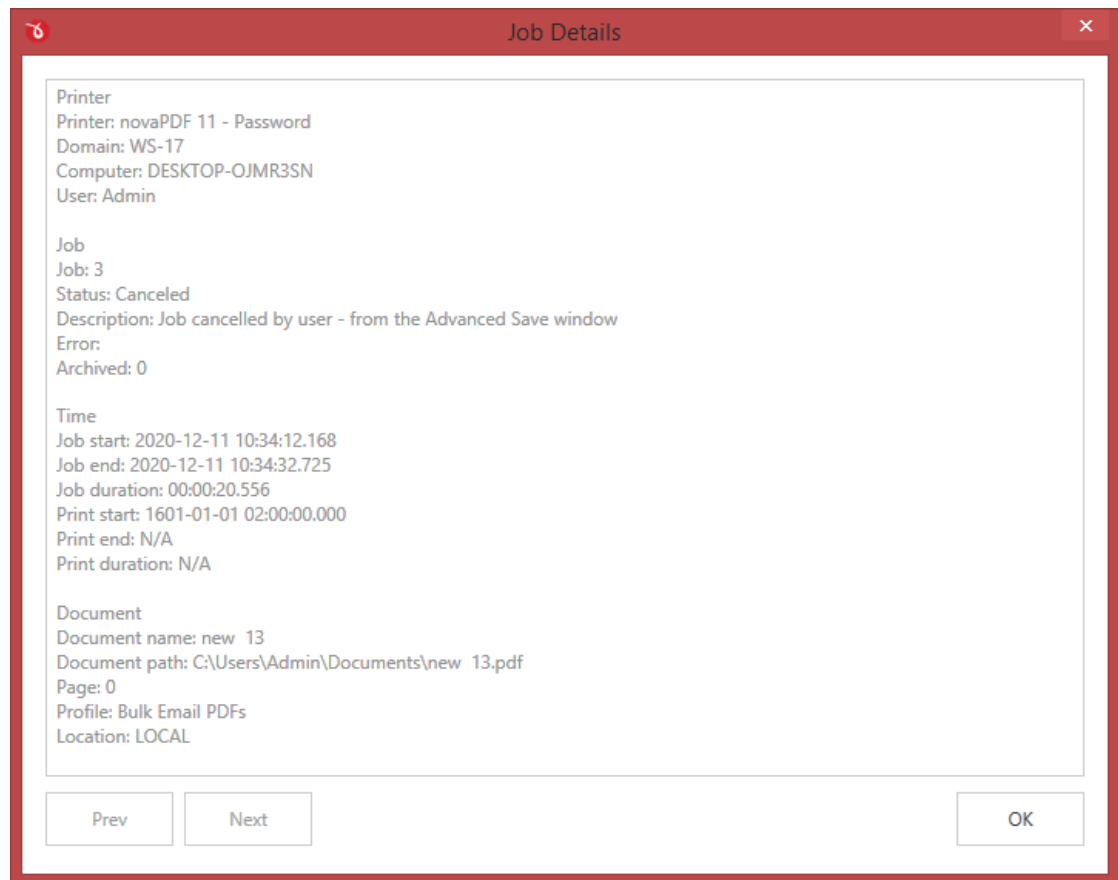
- **Status.** There are multiple printing job statuses that you can filter by, from In Progress statuses (i.e. Started, Waiting, Printing) to Finished statuses (i.e. Success, Canceled, Error). The printing job status is updated in realtime.
- **Filters.** This lets you apply the same filters that you've applied on the History section or reset the current filtering.

### **Columns**

Choose which columns to be displayed for the print job listing view (i.e. Job status, description, duration, ...). The Job and Status columns are always shown, while all others are optional.

### **Print job log**

This will show in realtime the list of print jobs and their statuses. You can double-click on any of the print job to see advanced details for it.



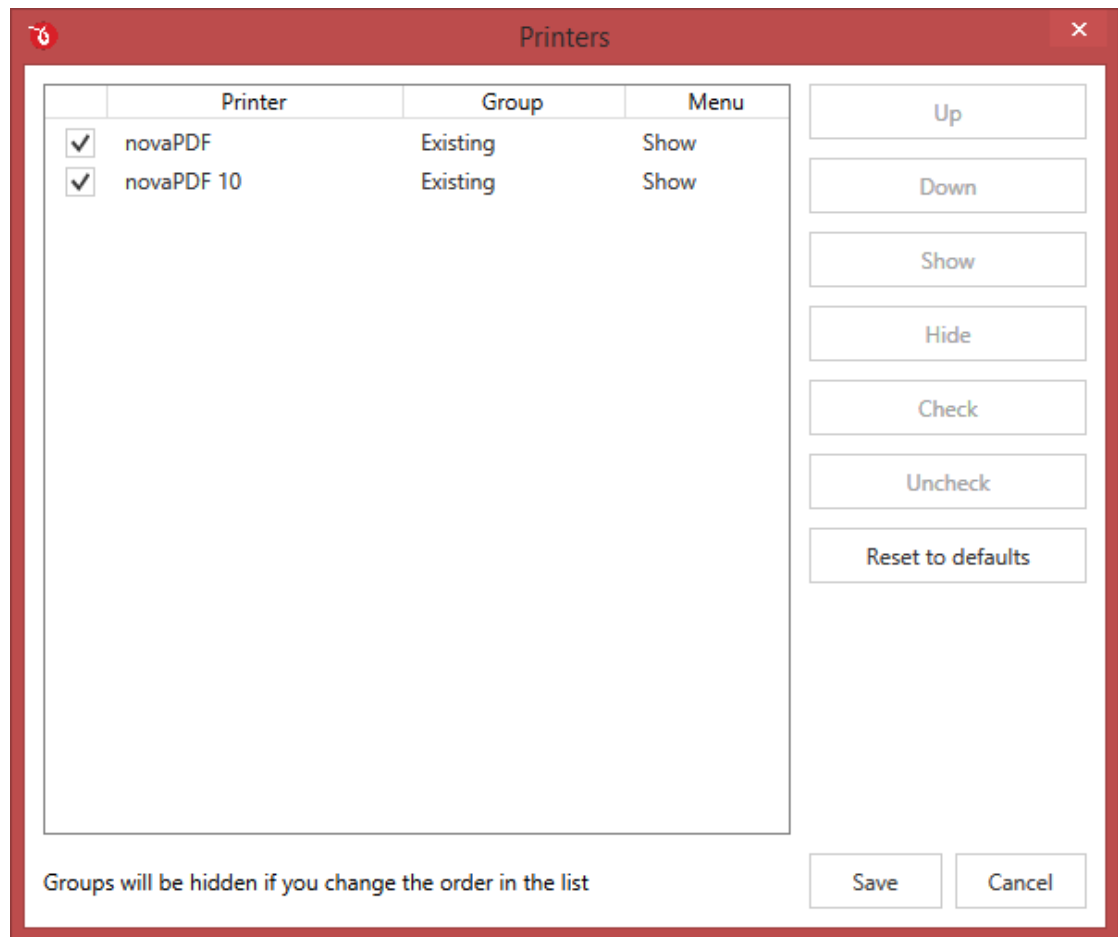
### Actions

You can perform additional actions to the print job log listing:

- **Export.** Saves the print job monitoring list as a .csv file.
- **Delete.** You can delete all recorded print jobs, only the selected ones or by filter.
- **Archive.** The print job log can be archived and accessed later if "Show archived" is checked.

#### 1.3.4.1.1 Printers

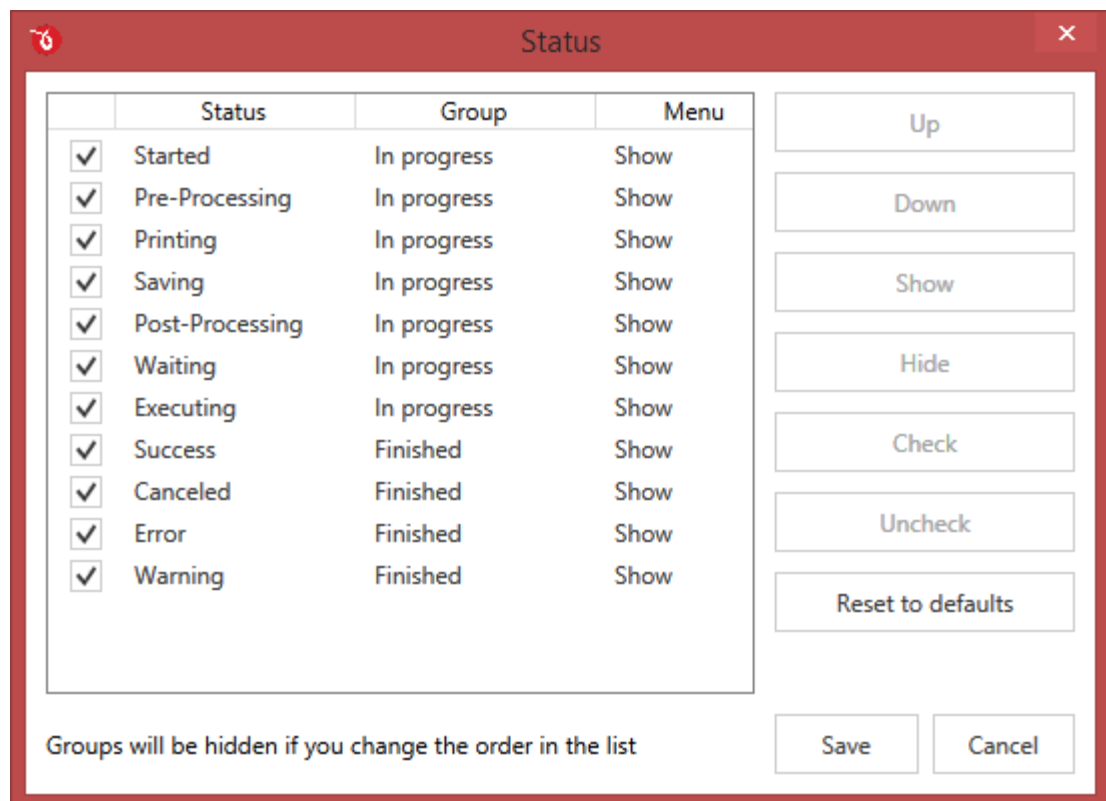
Displays the list of printers that use the novaPDF printing driver and can be used to filter print job logs from the Real-time view.



Any changes done to the list of printers displayed in this window only affects the Filter by Printers section on the Real-time view. You can uncheck any printer that you don't want the history Filter to be displayed for or use the Check/Uncheck buttons from the right. You can also Hide printers from this list and they'll be hidden from the Real-time filter view as well. Use the Up/Down buttons to re-arrange the orders of the printers in the Filter section.

### 1.3.4.1.2 Status

This section lets you configure advanced display options for the Status filtering drop-down menu shown from the Real-time print job view.



### Status

This is the complete list of statuses that a print job can have. From the main print job listing view you can filter the print jobs based on these statuses. Simply uncheck one of the box in front of a Status to have it hidden from the main job listing view.

### Group

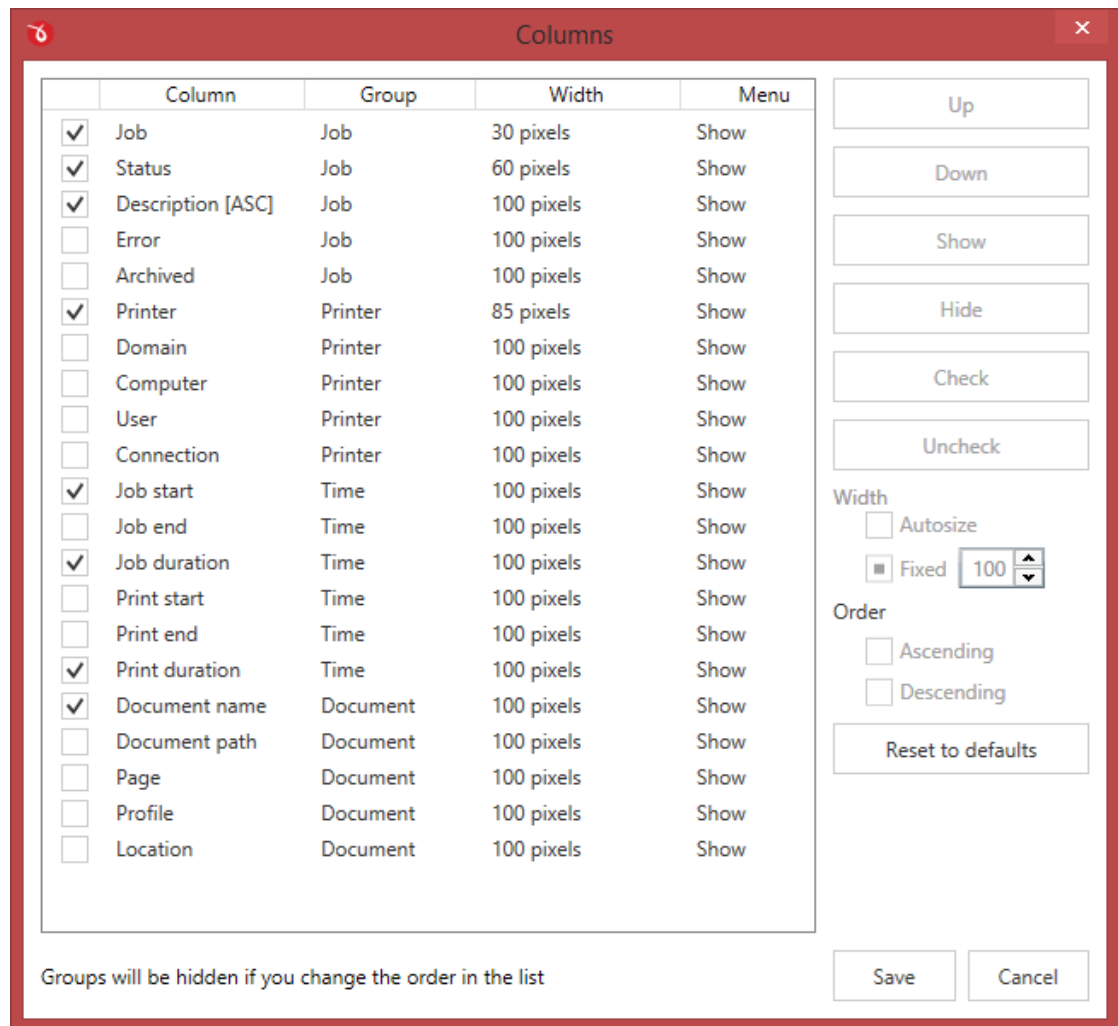
In the main print job listing view filtering menu, the Statuses shown in the drop-down are grouped in 2 different groups for display purposes. This column shows you which group will a status be displayed in and does not affect anything from the main print job listing page, it's only for display purposes.

### Menu

Choose to show which Statuses will be shown in the main Statuses drop-down filtering menu from the print job listing view. If you select Hide for a particular status, it will be hidden from the Statuses Menu view (however, if the preceding checkbox is selected, it will show print jobs that match that filter too).

## 1.3.4.1.3 Columns

Displays information about the Columns you can display in the list of printers shown from the Real-time view.



### Column

A list of columns that will be displayed for the print job listing view (i.e. Job status, description, duration, ...) in the Real-time view. The Job and Status columns are always shown, while all others are optional. Simply uncheck one of the Columns to have it hidden from the main job listing view.

### Group

In the main print job listing view, the Columns are grouped in 4 different groups for display purposes. This shows which column will be shown in which group and does not affect anything from the main print job listing page, it's only for display purposes.

### Width

By default each column will have a width of 100px. You can choose a custom width size for each column, or select them all and choose Autosize to have all columns' width re-calculated to fit onto the display from the Width section on the right side.

### Menu

Choose to show which Columns to be shown in the main Columns Menu drop-down from the print job listing view. If you select Hide for a particular column, it will be hidden from the Columns Menu

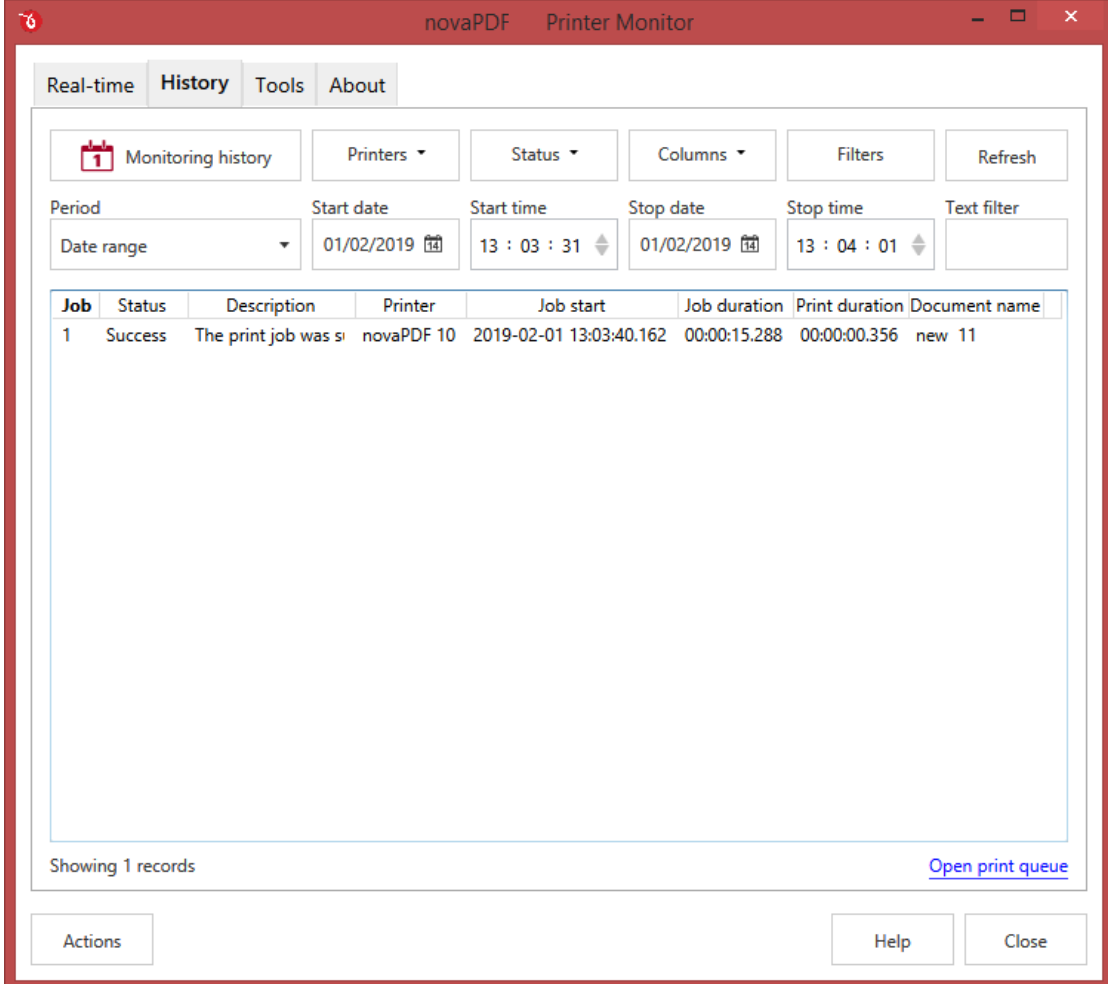


view (however it might still be visible in the print job listing view if its display checkbox is selected).

Each column can be sorted ascending or descending by selecting that line you want modified (i.e. Job) and selecting **Ascending/Descending** in the **Order** section on the right.

### 1.3.4.2 History

The *History* section allows you to see all recorded print job logs for the novaPDF printer. Unlike the Real-time view, this will show all recorded print job logs that were not deleted.



The screenshot shows the 'novaPDF Printer Monitor' application window with the 'History' tab selected. The interface includes a 'Monitoring history' button, a 'Printers' dropdown menu, and buttons for 'Status', 'Columns', 'Filters', and 'Refresh'. Below these are input fields for 'Period', 'Start date', 'Start time', 'Stop date', 'Stop time', and 'Text filter'. A table displays the following data:

Job	Status	Description	Printer	Job start	Job duration	Print duration	Document name
1	Success	The print job was s	novaPDF 10	2019-02-01 13:03:40.162	00:00:15.288	00:00:00.356	new 11

At the bottom of the table area, it says 'Showing 1 records' and has a link for 'Open print queue'. There are also 'Actions', 'Help', and 'Close' buttons at the bottom of the window.

#### Monitoring history

This lets you select a specific monitoring session and filter print job logs by it. You will see all the monitoring jobs with Start/End dates. You can read more about it here: [Monitoring history](#).

#### Printers

This will display a list of all the printers using the novaPDF driver and you can use it to filter out the printing activity based on a specific printer. You can read more in the [Printers](#) section.

### Filtering

The Status and Filters sections allow you to filter the monitoring activity based on various criteria:

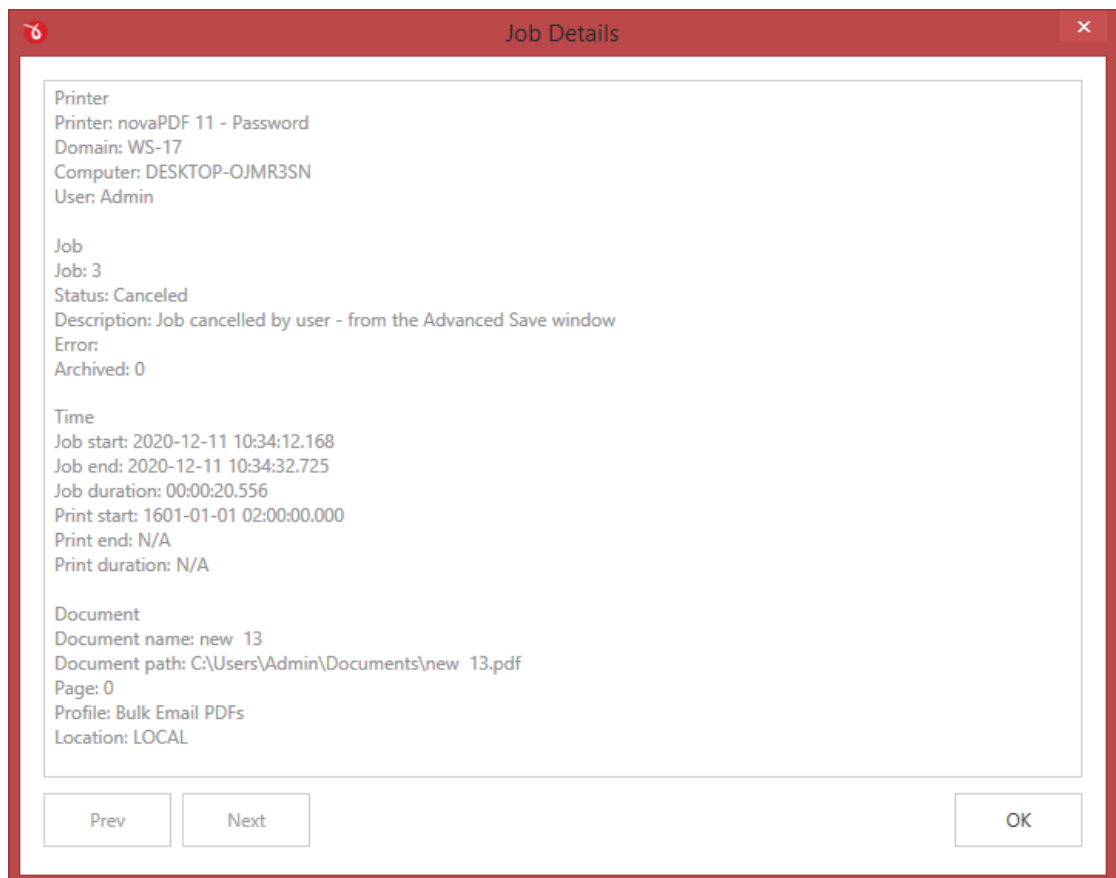
- **Status.** There are multiple printing job statuses that you can filter by, from In Progress statuses (i.e. Started, Waiting, Printing) to Finished statuses (i.e. Success, Canceled, Error). The printing job status is updated in realtime.
- **Filters.** This lets you apply the same filters that you've applied on the History section or reset the current filtering.

### Columns

Choose which columns to be displayed for the print job listing view (i.e. Job status, description, duration, ...). The Job and Status columns are always shown, while all others are optional.

### Print job log

This will show in realtime the list of print jobs and their statuses. You can double-click on any of the print job to see advanced details for it.



### Actions

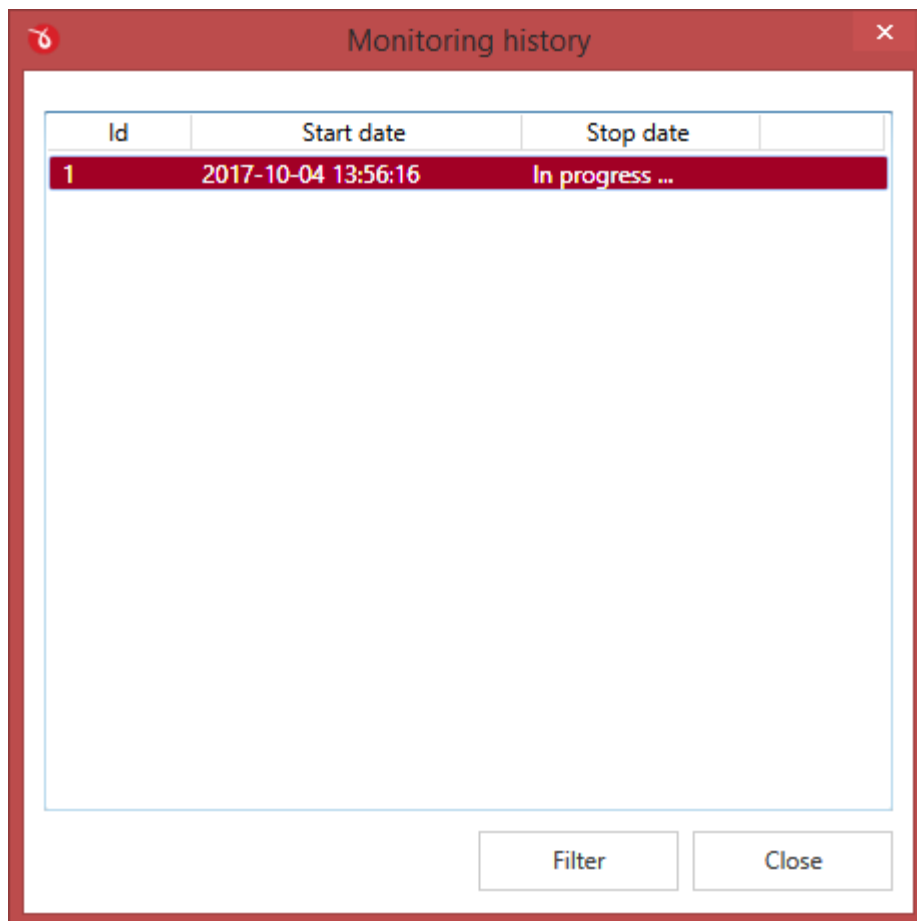
You can perform additional actions to the print job log listing:

- **Export.** Saves the print job monitoring list as a .csv file.
- **Delete.** You can delete all recorded print jobs, only the selected ones or by filter.

- **Archive.** The print job log can be archived and accessed later if "Show archived" is checked.

#### 1.3.4.2.1 Monitoring History

The *Monitoring History* page shows all the print job monitoring sessions that were recorded (or are currently in progress). It lets you filter the list of print job logs showing in History.

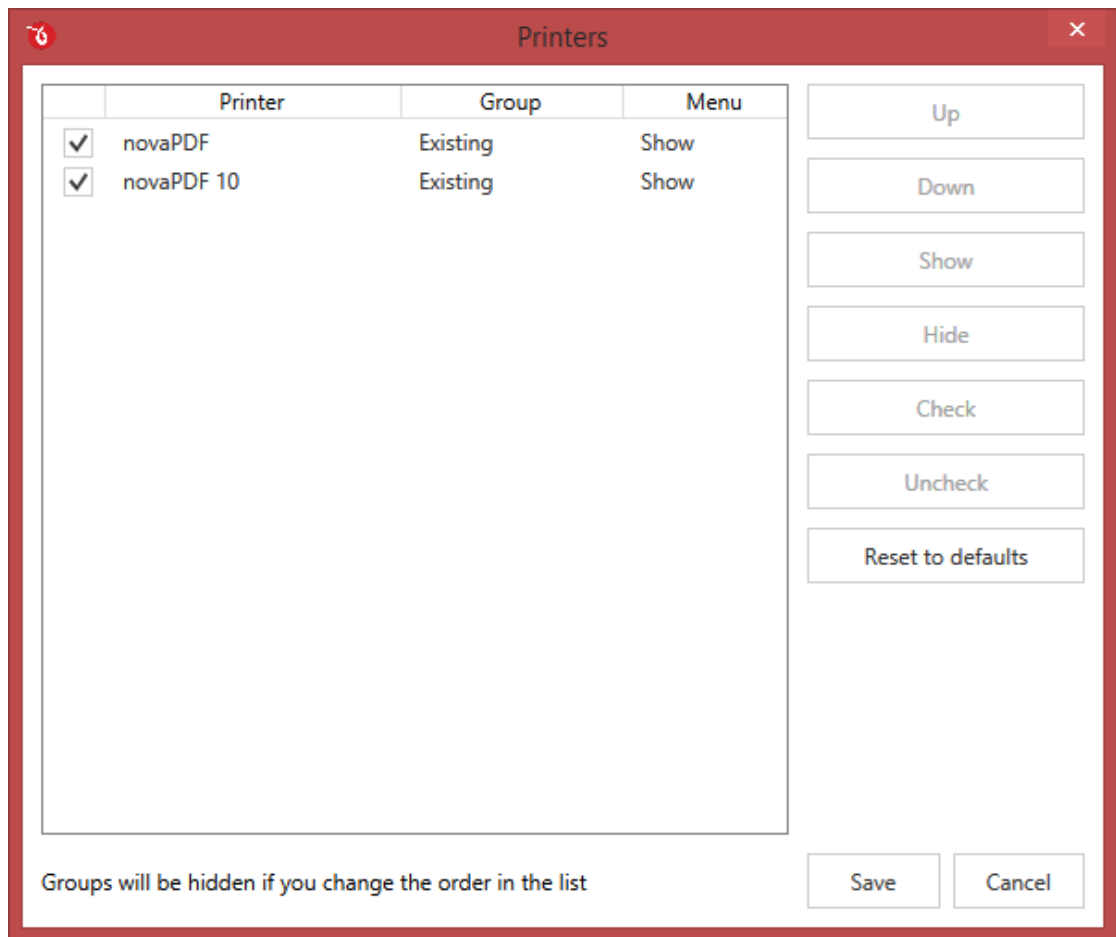


#### Monitoring sessions

The Monitoring history list will show all recorded print job logs in different recording sessions. Each will show an id and the start/stop date. Just select the one(s) you want filtered and click on Filter to show the main History window with print job logs only for those selected sessions.

#### 1.3.4.2.2 Printers

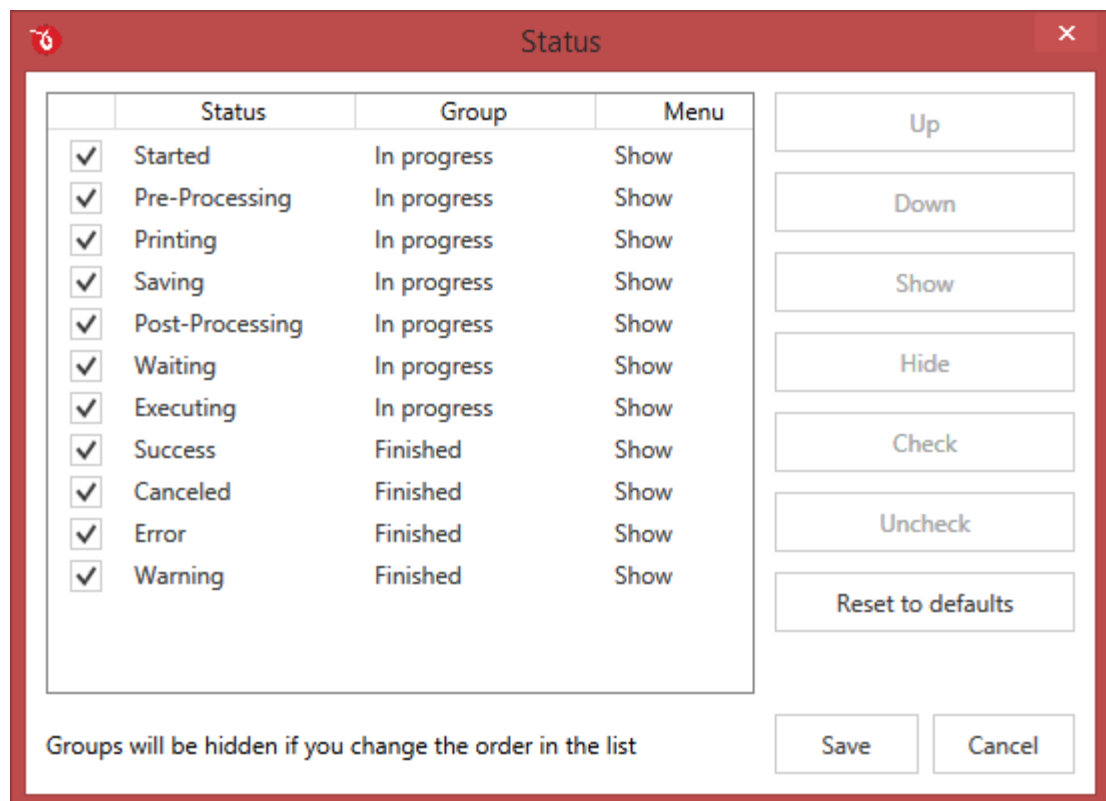
Displays the list of printers that use the novaPDF printing driver and can be used to filter print job logs from the Real-time view.



Any changes done to the list of printers displayed in this window only affects the Filter by Printers section on the Real-time view. You can uncheck any printer that you don't want the history Filter to be displayed for or use the Check/Uncheck buttons from the right. You can also Hide printers from this list and they'll be hidden from the Real-time filter view as well. Use the Up/Down buttons to re-arrange the orders of the printers in the Filter section.

### 1.3.4.2.3 Status

This section lets you configure advanced display options for the Status filtering drop-down menu shown from the Real-time print job view.



### Status

This is the complete list of statuses that a print job can have. From the main print job listing view you can filter the print jobs based on these statuses. Simply uncheck one of the box in front of a Status to have it hidden from the main job listing view.

### Group

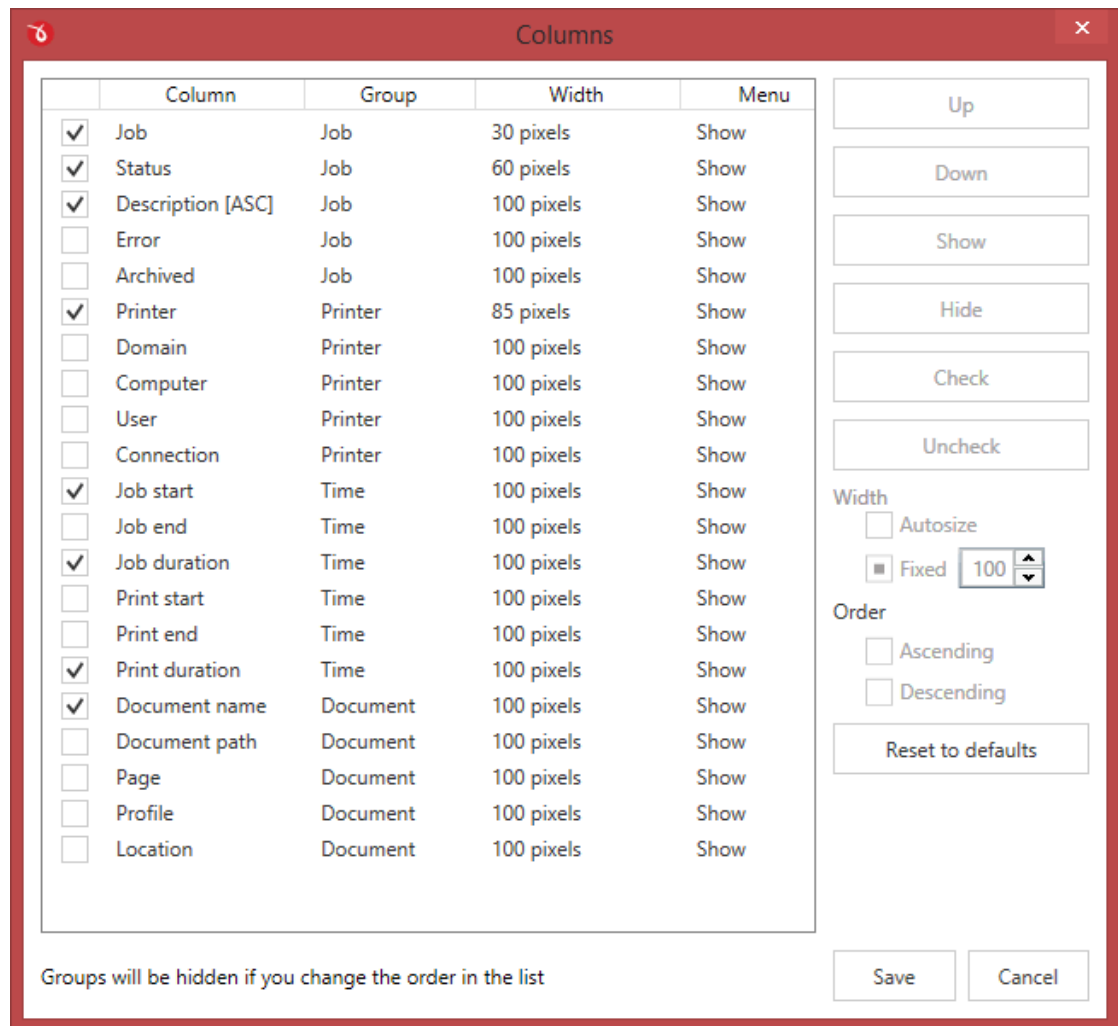
In the main print job listing view filtering menu, the Statuses shown in the drop-down are grouped in 2 different groups for display purposes. This column shows you which group will a status be displayed in and does not affect anything from the main print job listing page, it's only for display purposes.

### Menu

Choose to show which Statuses will be shown in the main Statuses drop-down filtering menu from the print job listing view. If you select Hide for a particular status, it will be hidden from the Statuses Menu view (however, if the preceding checkbox is selected, it will show print jobs that match that filter too).

## 1.3.4.2.4 Columns

Displays information about the Columns you can display in the list of printers shown from the Real-time view.



### Column

A list of columns that will be displayed for the print job listing view (i.e. Job status, description, duration, ...) in the Real-time view. The Job and Status columns are always shown, while all others are optional. Simply uncheck one of the Columns to have it hidden from the main job listing view.

### Group

In the main print job listing view, the Columns are grouped in 4 different groups for display purposes. This shows which column will be shown in which group and does not affect anything from the main print job listing page, it's only for display purposes.

### Width

By default each column will have a width of 100px. You can choose a custom width size for each column, or select them all and choose Autosize to have all columns' width re-calculated to fit onto the display from the Width section on the right side.

### Menu

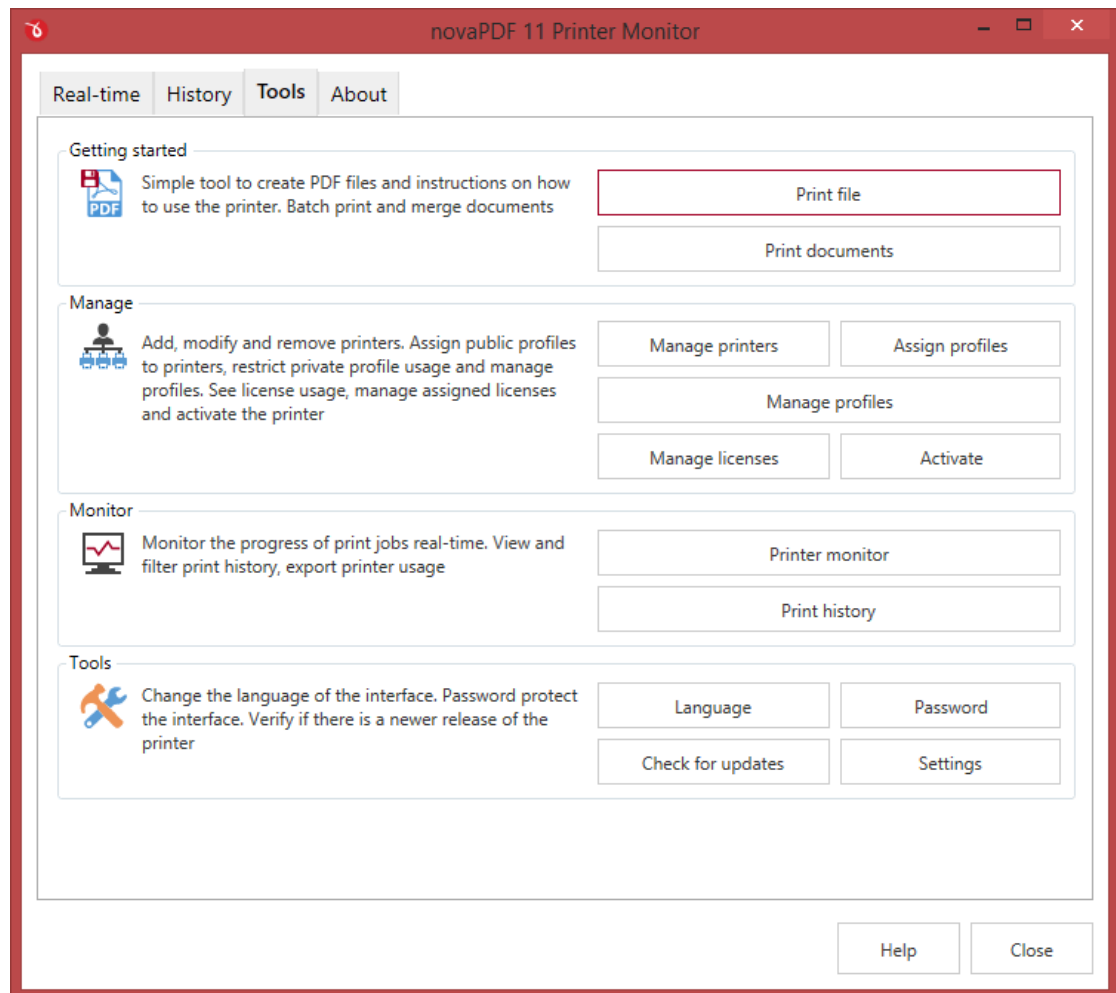
Choose to show which Columns to be shown in the main Columns Menu drop-down from the print job listing view. If you select Hide for a particular column, it will be hidden from the Columns Menu

view (however it might still be visible in the print job listing view if its display checkbox is selected).

Each column can be sorted ascending or descending by selecting that line you want modified (i.e. Job) and selecting **Ascending/Descending** in the **Order** section on the right.

### 1.3.4.3 Tools

The *Tools* section gives you quick access to print one/multiple documents, manage the printers, monitor printing progress, check for updates, change language and password protect the interface.



#### Getting started

Shows shortcuts to go to the printing documents tab (you can also click on the tabs to visit those sections).

#### Manage

Quickly manage printers, profiles and licenses, assign profiles to printers and activate the printer. Options available here:

- **Manage printers.** Clicking this opens the Printer Manager where you can add, copy, modify and remove printers.
- **Manage profiles.** Opens the Profile Manager where you can create new printing profiles or modify existing ones.
- **Manage licenses.** Opens the Licensing section of the Printer Manager and you can license/unlicense computers.
- **Assign profiles.** Use it to assign a printing profile to the selected printer. Opens the Profiles tab of the Printer Manager.
- **Activate.** Opens the Activation window of novaPDF where you can activate/deactivate or change the product key.

### Monitor

Opens the Printer Monitor that allows you to enable logging all printing actions. You can also monitor printing jobs in real-time to check their status, view, filter and export the printer history.

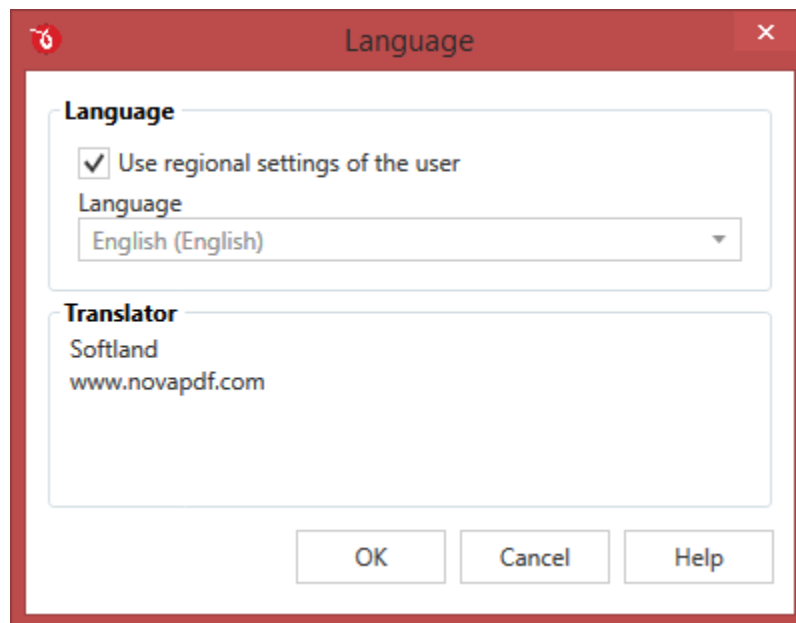
### Tools

From this section you can set the user interface Language and configure the frequency of Updates.

You can set a Password to protect the user interface. You can also click on **Settings** to set a custom client path for all printer server clients (this location is where multiple necessary files are stored such as licensing information).

#### 1.3.4.3.1 Language

The *Language* page allows you to set the language for the interface of the program.



## LANGUAGE



### Use user's regional settings

If you check this option, the language will be automatically selected depending on each user's regional setting. If the user language is not available in novaPDF, the default language is chosen (English).

### Select Language

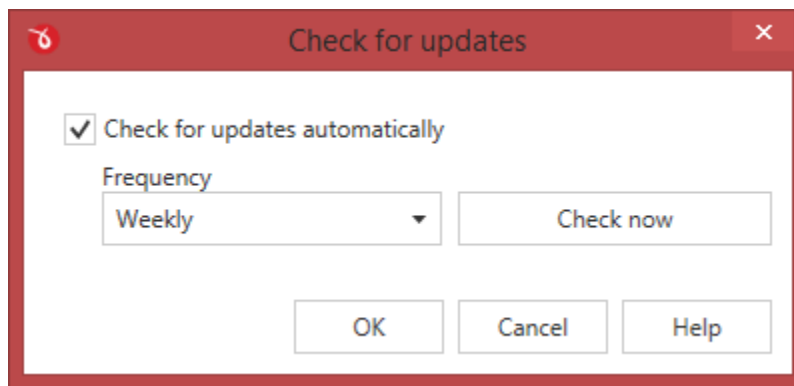
If you want all users to use the same language, select one of the languages available from the *Select language* combo-box.

## TRANSLATOR

For each language you'll see here details regarding the person/company that translated the interface of novaPDF.

### 1.3.4.3.2 Updates

The *Updates* window allows you to set how often to check for updates and to disable it.



## CHECK FOR UPDATES

### Automatic check for updates

This option is checked by default and will connect to the Internet to see if there are new updates for the application with the defined frequency. If you uncheck this option you won't be notified of new updates until you check manually by clicking on the *Start check for updates* button.

### Frequency

You can choose to check for updates *Daily* (not recommended), *Weekly* (default value) or *Monthly*. When an update is found it will display the *novaPDF Updates* window with details about the update.

## NOVAPDF UPDATES

### Version history

If updates are detected you'll see a list of fixes, updates and new features in the version history section, grouped by version and build number. You can start the download of the new version by

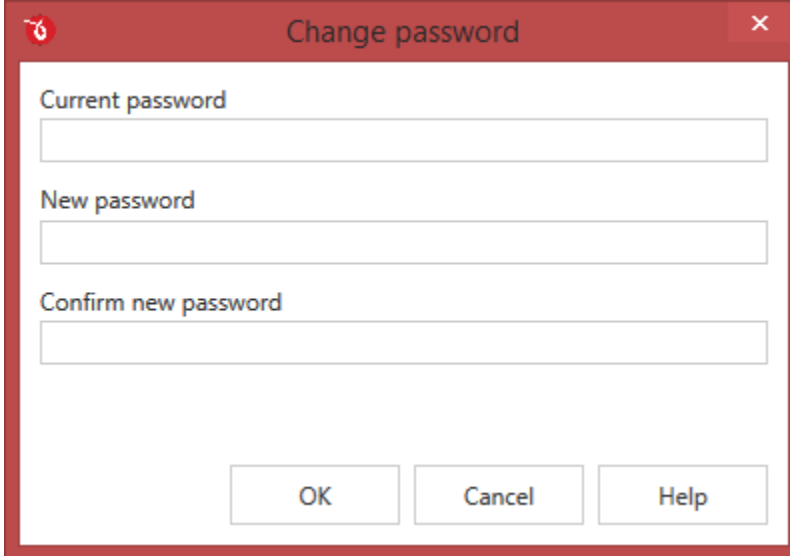
accessing the *Click to download* link.

### News

Occasionally we will post news items that will show in the update window. When this window is opened you can re-check for updates by clicking on the *Refresh* button.

### 1.3.4.3.3 Password

You can easily set a password to protect the user interface of novaPDF. This way, everytime the app will be opened, a password will be required to modify its settings.



The image shows a 'Change password' dialog box with a red border and title bar. The title bar contains a red 'X' icon in the top right corner. The dialog has three text input fields: 'Current password', 'New password', and 'Confirm new password'. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

#### Current password

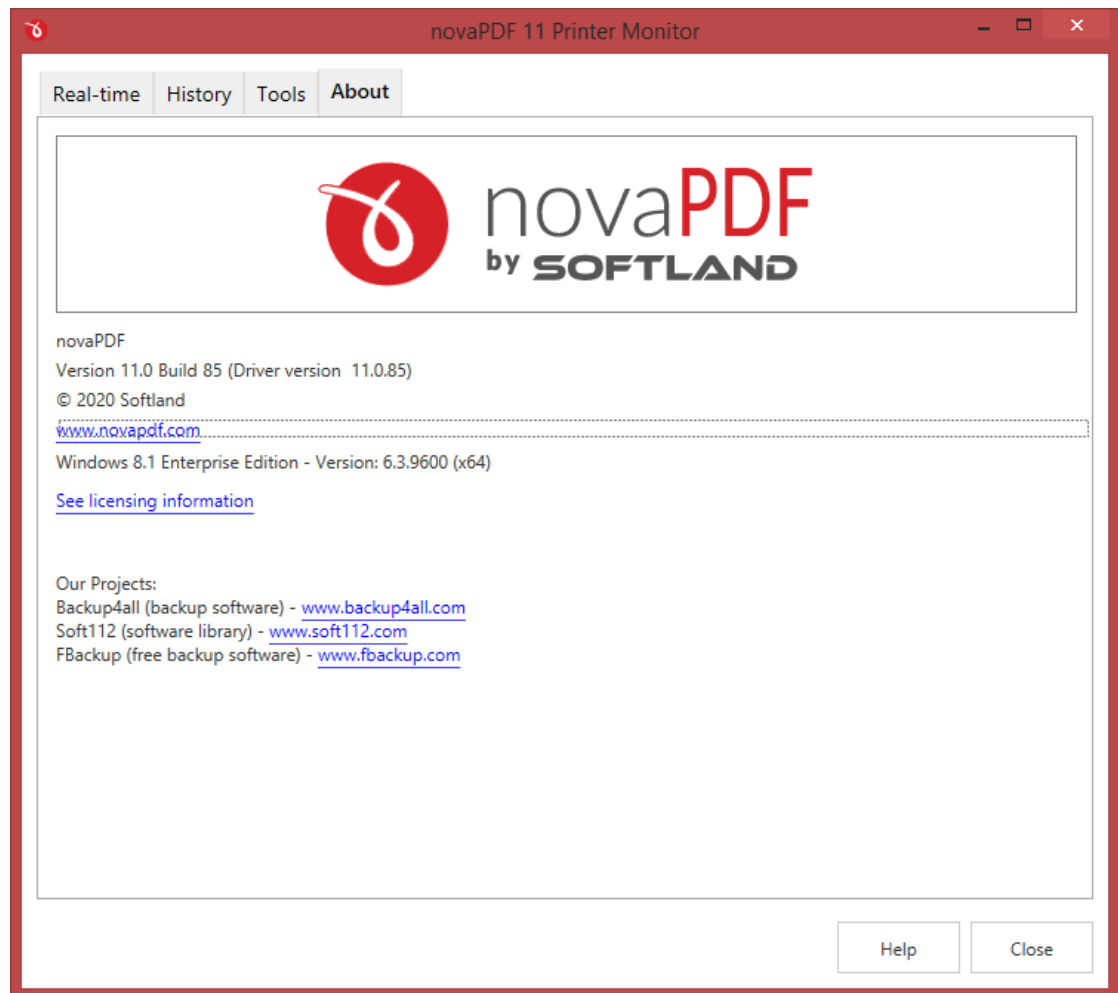
If the interface is already protected with a password, you'll need to enter it here in order to pick a new password to protect it.

#### New/Confirm new password

Enter the new password and re-enter it in the Confirm field in order to set it as the new password that protects the user interface.

### 1.3.4.4 About

The *About* page contains information about the version you have installed plus the option to access the licensing information.



novaPDF is available as a trial version. It is fully functional for 30 days. During the trial version, a notice is printed on each PDF page mentioning the novaPDF. The notice will be removed from further created PDF files when you buy and activate novaPDF. If you've already purchased it you can visit the Activate section to activate the program.

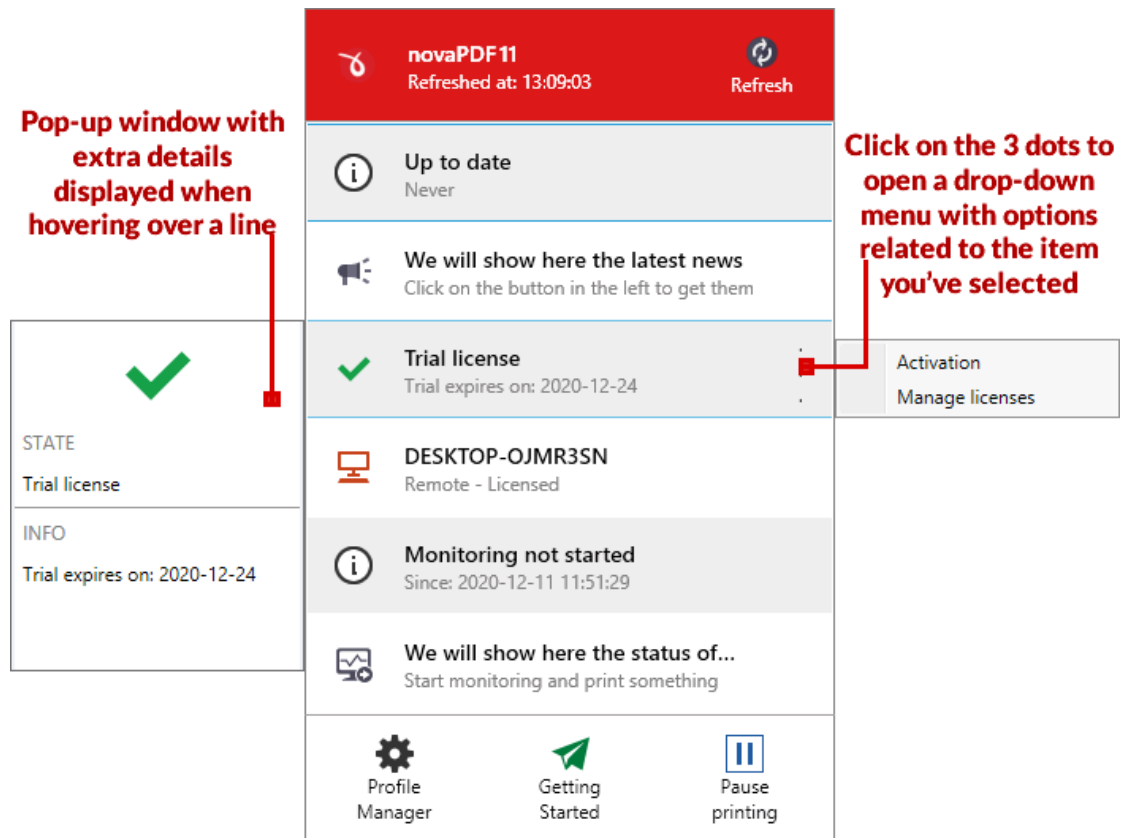
The about window will show the following information:

- Version and build number of the profile manager and printer manager, in parenthesis you'll also see the version of the printer driver used
- Windows version and edition (for support inquiry purposes)
- Edition installed and activated (for trial/extra-trial licenses the number of days until the expiration will be shown too)
- A link to See licensing information where you'll be able to manage licenses and access the Activation options
- Miscellaneous information regarding the other products developed by the company as well as copyright information

## 1.3.5 Tray Application

### 1.3.5.1 novaPDF Tray

The novaPDF Tray application offers a quick overview and gives shortcuts to the most popular actions.



## NOTIFICATIONS

The Notifications area is where you can see various details about novaPDF and the current printing jobs:

- first 2 lines will display update details (i.e. you'll see when a new version is available)
- next you get information about the licensing status of your installation and the computers that are currently using the printer
- lastly you'll see information about the Printer Monitor and the active printing jobs (if monitoring is enabled).

You can also hover over each row to open a pop-up with extra details or click on the 3 dots to the right to open the context menu related for that item.

## QUICK ACTIONS

---

This footer area will give you quick access to opening the Getting Started window, Profile Manager or Pause/Resume the printing.

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