



**novaPDF**

Paperless office solutions

# **novaPDF User Manual**

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# novaPDF User Manual

for novaPDF Professional version 7

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*by Softland*

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# Table of Contents

<b>Part I novaPDF</b>	<b>6</b>
<b>1 Using novaPDF</b>	<b>6</b>
<b>Create PDF from any application</b>	<b>6</b>
Select Profile	7
<b>2 Configuring novaPDF</b>	<b>8</b>
<b>Page</b>	<b>8</b>
Manage Predefined Forms	11
Margins and Zoom	12
<b>Graphics</b>	<b>15</b>
Compression	16
Downsampling	17
Conversion	17
<b>Fonts</b>	<b>18</b>
<b>Document</b>	<b>20</b>
<b>Security</b>	<b>22</b>
<b>Signature</b>	<b>23</b>
Select certificate	24
Create certificate	25
Customize signature	27
Signature position	29
<b>Links</b>	<b>30</b>
<b>Bookmarks</b>	<b>32</b>
Add/Edit Bookmark	33
Configure Root Bookmark	35
<b>Watermarks</b>	<b>36</b>
New/Edit Image Watermark	38
New/Edit Text Watermark	41
Custom Position	43
Copy Watermark	45
<b>Overlay</b>	<b>46</b>
Custom Position	48
<b>Email</b>	<b>50</b>
Configure SMTP	52
Configure Email	52
<b>Profiles</b>	<b>54</b>
New/Edit Profile	56
Advanced Options	58
Copy Profile	59
Import profiles	59
Export profiles	60
<b>About</b>	<b>61</b>
Language	62
Register	63
Licenses	63

**Index**

novaPDF

**Part**



# 1 novaPDF

## 1.1 Using novaPDF

### 1.1.1 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 executable from the program group and choose what document 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 simply have to click on the novaPDF tab, and then on the Save 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 **Ok** 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** and select novaPDF from the **Printers'** list
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 **Printers'** list
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 Vista:

1. Go to **Start** and click on **Printers** (if you have the **Classic** menu go to **Start->Settings->Printers**)
2. In the **Printers** 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.

#### To print a test page in Windows XP or Windows 2003 Server:

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.

**To print a test page in Windows 2000:**

1. Go to **Start** and click on **Printers**
2. In the **Printers** 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 Vista:**

1. Go to **Start** and click on **Printers** (if you have the **Classic** menu go to **Start->Settings->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 (grouped in tabs)

**To access the novaPDF Printing Preferences window in Windows XP and Windows 2003 Server:**

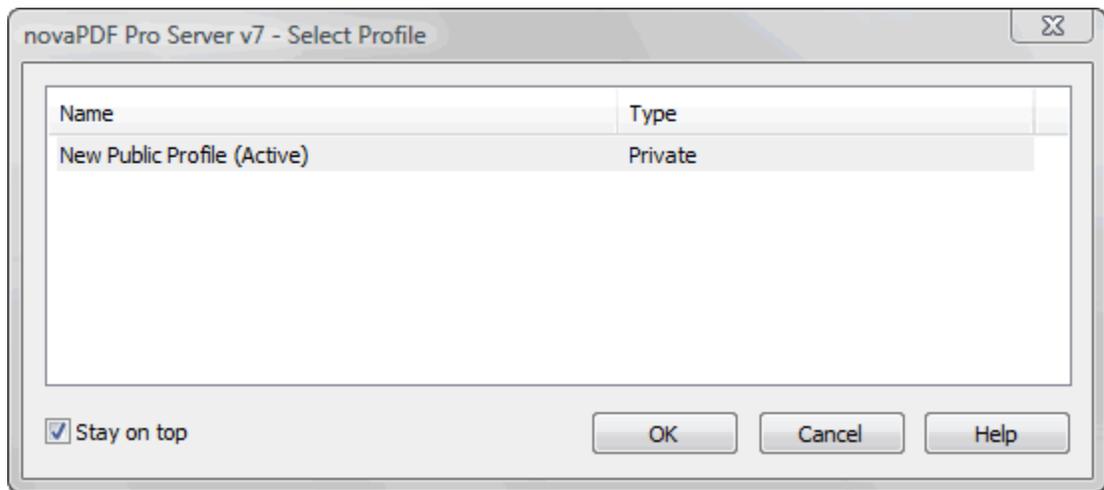
1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)
2. In the **Printers and Faxes** window, right-click **novaPDF** and select **Printing Preferences**
3. **novaPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available (grouped in tabs)

**To access the novaPDF Printing Preferences window in Windows 2000:**

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 (grouped in tabs)

**1.1.1.1 Select Profile**

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



### Profiles

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 (public profiles are available only in the Server edition).

Even if you have a profile set as default (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 shows even if you have the **Use predefined settings** option selected in the **Save** tab, so if you want to disable it you can go to the **Profiles** tab and uncheck **Show Select Profile dialog when printing**.

### 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 Configuring novaPDF

### 1.2.1 Page

The main page of the **Printing Preferences** window allows you to select a predefined page size, define a custom page size, change the page orientation, set the number of copies, preview your selection, set the resolution, scale, access the **Manage Predefined Forms** window and access the **Margins and Zoom** window.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window. It is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

**Default Profile (Private profile)**

**Page size**

Predefined

Letter

Manage...

Custom

Width: 215.9 Height: 279.4 Units: Millimeters

**Orientation**

Portrait  Landscape

**Copies**

1

Collate

**Preview**

215.9

279.4

Margins and Zoom...

**Graphic**

Resolution (dpi): 300 Scale (%): 100

## Page size

This group allows you to select one of the predefined page sizes or enter a custom page size.

### Predefined

You can select a predefined form from the drop down list when this option is selected. The width and height of the selected form are shown in the fields below.

### Manage

Pressing this button will open the Manage Predefined Forms window. If you cannot find a suitable predefined form in the list above it and want to define one for future use, you should press the Manage button and create or make visible the necessary form. For more information see the Manage Predefined Forms section.

### Custom

If you want to print to a custom page size only once and don't need the same size in the future, you can select the Customize radio button and type the desired page width and height. The values will not be preserved for future use.

### Width

You can set the page width between 10 and 3276 millimeters by entering a value or pressing the Up and Down arrows. The number you enter is expressed in the selected measurement unit. The field defaults to the previously selected predefined form's width.

### Height

You can set the page height between 10 and 3276 millimeters by entering a value or pressing the Up and Down arrows. The number you enter is expressed in the selected measurement unit. The

field defaults to the previously selected predefined form's height.

### **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 Width and Height values.

### **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**

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).

### **Preview**

Shows a graphic representation of the PDF page highlighting important settings like page size, margins and zoom.

### **Margins and Zoom**

Pressing this button will open the Margins and Zoom window where you can set position, margins, zoom, alignment and origin of the document in the PDF. For more information see the Margins and Zoom section.

### **Graphic**

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**

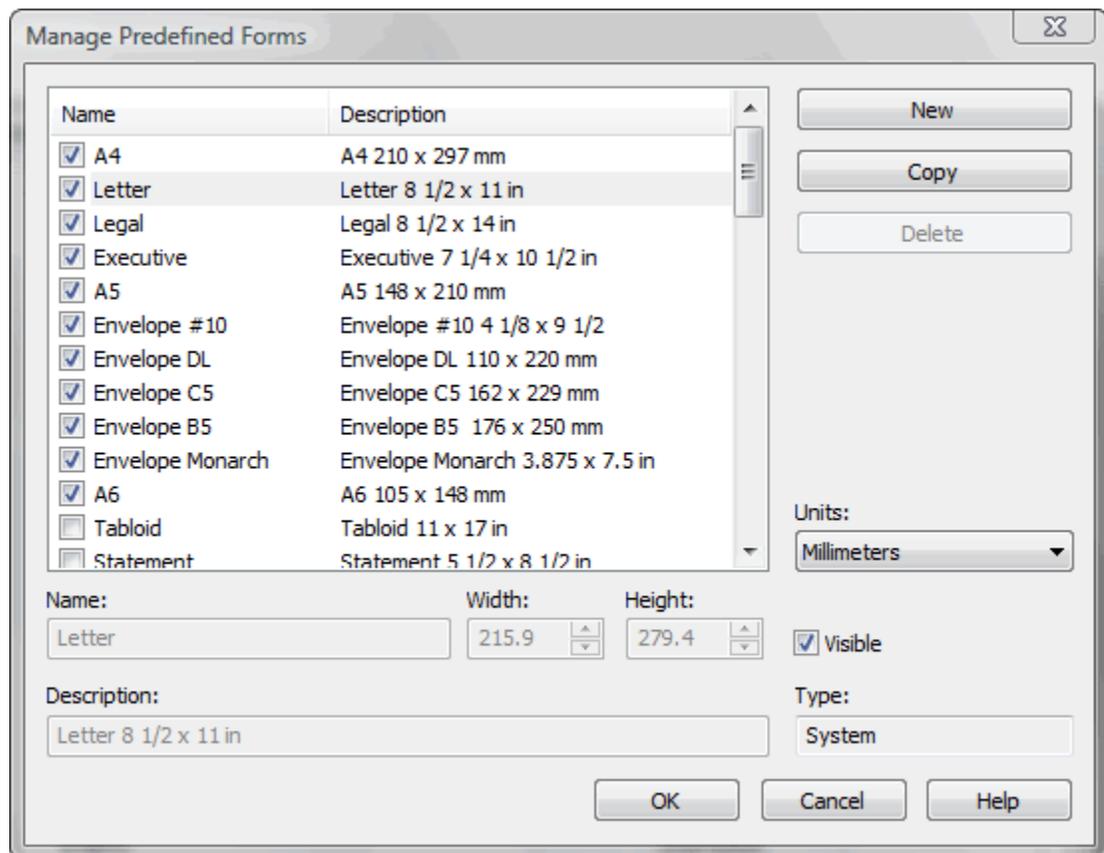
Some applications allow you to set page size, orientation, number of copies, scale and resolution from their own printing dialogs. If you open the novaPDF Printing Preferences dialog from the printing application, you will see these settings are automatically updated on the first page. You can override them if you set the "Profile settings override paper settings from printing applications" option from the New Profile or Edit Profile window. For more information see the New/Edit Profile section.

Some of the changes you make on this page are saved in the active profile. For more details on how to manage profiles consult the Profiles section. The active profile is shown at the top of the window having in parenthesis what type of profile it is. For example if **Profile1 (Private profile)** is shown at the top, it means that the name of the active profile is **Profile1** and it is a private profile)

### 1.2.1.1 Manage Predefined Forms

In the **Manage Predefined Forms** window you can view, add, copy, update and delete predefined forms (page sizes/formats).

The window can be opened by pressing the **Manage** button placed on the **Page** section of the **Printing Preferences** window.



#### 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 Predefined drop down list from the first page. Selecting a predefined form will show its properties in the fields below the list.

#### New

Pressing the New button creates a custom predefined form. The fields below the list become enabled and the user can enter a form name, width, height, description and select the visibility.

#### Copy

Pressing the Copy button creates a custom predefined form with the same properties as the selected form. The fields below the list become enabled and the user can change the name, width, height, description and select the visibility.

**Delete**

Pressing the Delete button deletes the selected predefined form from the list. 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 Width and Height values.

**Name**

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

**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 of custom type.

**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 of custom type.

**Visible**

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

**Description**

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

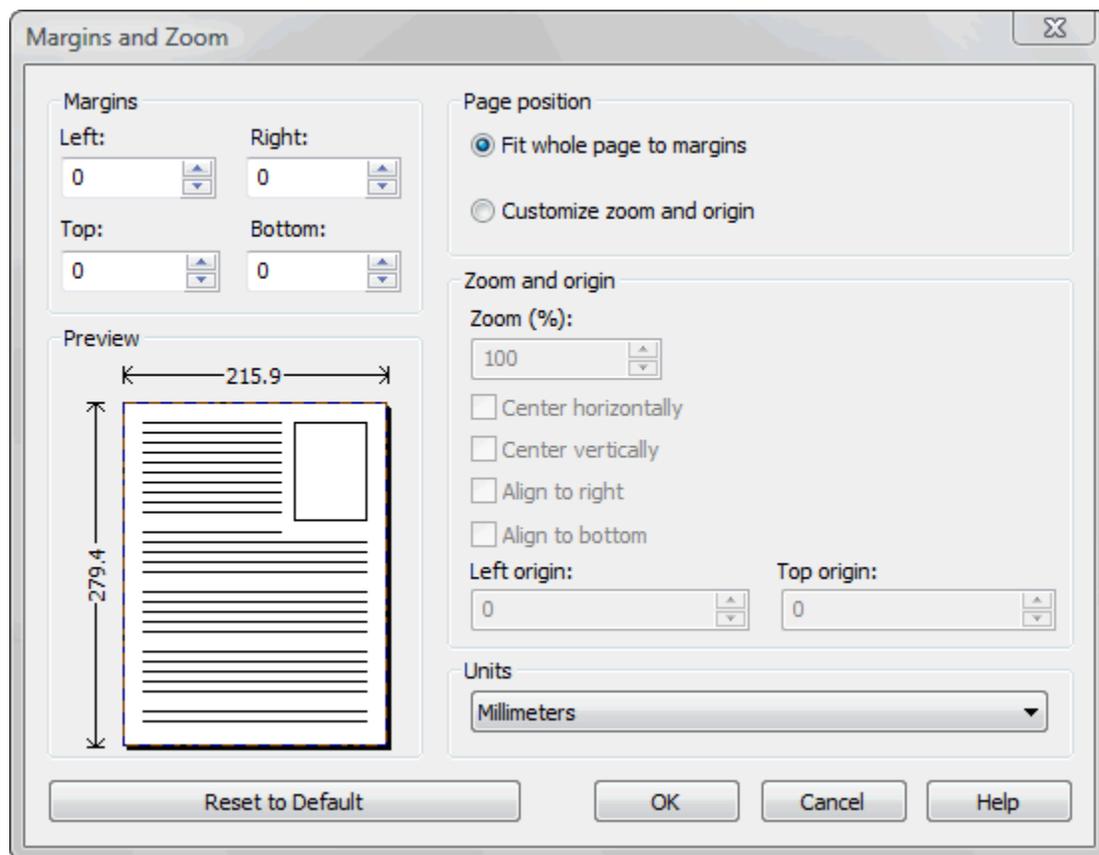
**Type**

The type of the selected predefined form. Can be System or Custom, it cannot be changed. System forms are standard page sizes that are created when novaPDF is installed. They are usually available in all applications and cannot be modified or removed, only hidden. Custom forms are the forms created by the user. Unlike system forms, their properties can be modified by the user at any time and they can be removed.

### 1.2.1.2 Margins and Zoom

In the **Margins and Zoom** window you can set the position, margins, zoom, alignment and origin of the document in the PDF and preview your changes.

The window can be opened by pressing the **Margins and Zoom** button placed on the **Page** section of the **Printing Preferences** dialog.



## 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.

## Page Position

You can select a simple adjustment (only by the margins) or a more complex one which involves zooming, aligning and changing the origin of the document content.

### **Fit whole page to margins**

If the "Fit whole page to margins" radio button is selected, the output page will be automatically zoomed so it will fit in the printing region. You can see the automatically calculated zoom percent in the Zoom field. Also the left and top origin are automatically calculated according to the left and top margins.

### **Customize zoom and origin**

The above behavior (when "Fit whole page to margins" is set) is probably sufficient in most of the cases. But if you want to have a more accurate control of the result, you can select the "Customize zoom and origin" radio button and manually enter zoom and page origin.

## **Zoom and origin**

You can set here the zoom, alignment and origin of the document content in the PDF. The controls from this group are active when "Customize zoom and origin" is set.

### **Zoom**

When "Customize zoom and origin" is set you can set the zoom factor of the document from 1% to 400% by entering a value or pressing the Up and Down arrows. When "Fit whole page to margins" is set the zoom factor is calculated automatically.

### **Center horizontally**

If you set this option the contents of the document will be centered horizontally. At the same time the Align to right option will be disabled and the Left origin is calculated automatically.

### **Center vertically**

If you set this option the contents of the document will be centered vertically. At the same time the Align to bottom option will be disabled and the Top origin is calculated automatically.

### **Align to right**

If you set this option the contents of the document will be aligned to the right margin. At the same time the Center horizontally option will be disabled and the Left origin is calculated automatically.

### **Align to bottom**

If you set this option the contents of the document will be aligned to the bottom margin. At the same time the Center vertically option will be disabled and the Top origin is calculated automatically.

### **Left origin**

The left origin of the document contents. It can be modified by entering a value or pressing the Up and Down arrows if the Center horizontally and Align to right options are not set.

### **Top origin**

The top origin of the document contents. It can be modified by entering a value or pressing the Up and Down arrows if the Center vertically and Align to bottom options are not set.

## **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 and the origins.

## **Preview**

You can preview changes you do on the Margins and Zoom window without actually saving them.

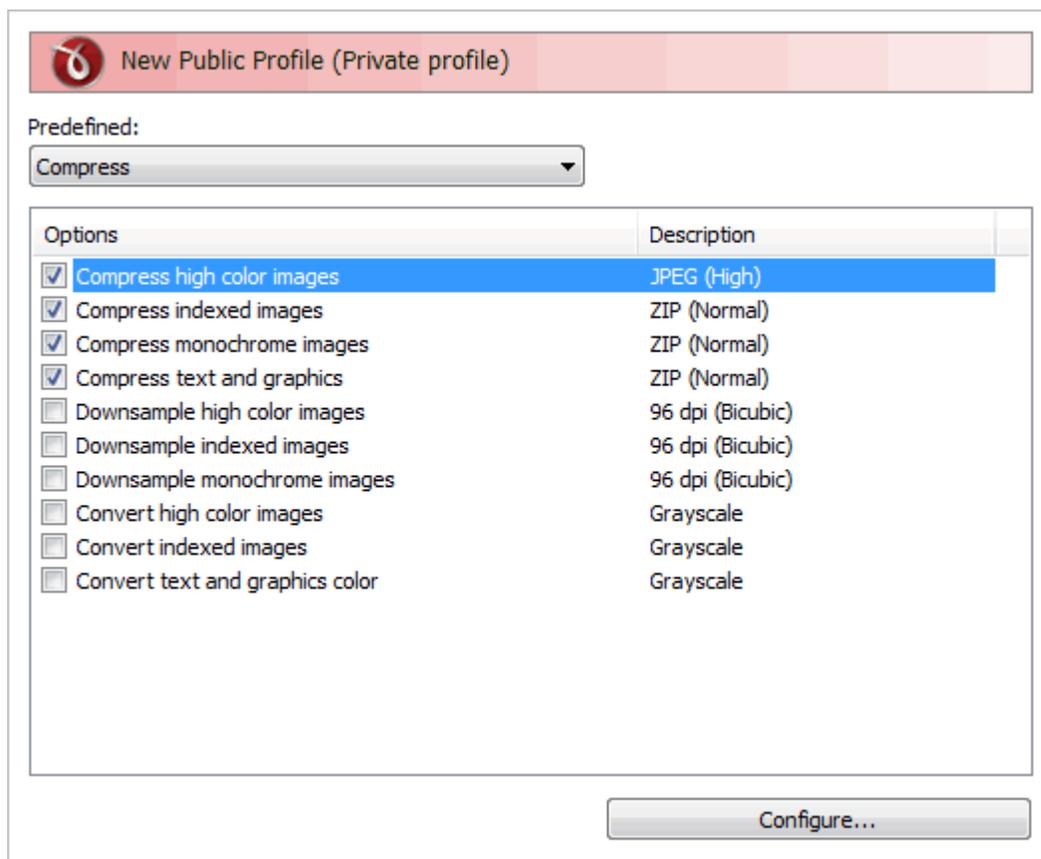
### Reset to Default

Set all options to the default values (no margins and Fit whole page to margins option selected).

## 1.2.2 Graphics

The Graphics page of the **Printing Preferences** window allows you to compress, downsample or convert text and images to reduce the size of the resulting PDF file.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Graphics** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.



### Predefined

The Predefined drop-down list allows you to quickly select a set of settings from the options list-view: **Compress**, **Downsample**, **Convert**, **None** or **Custom**.

### Options list

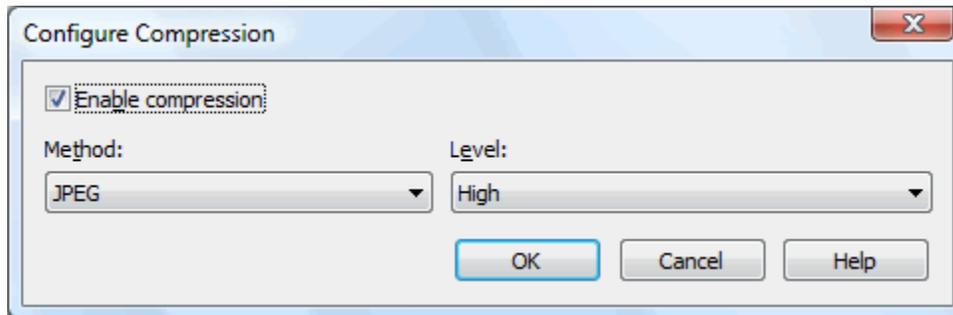
The list contains information for all available graphics options. The **Options** column shows the name of the graphic option while the **Description** column displays information about the option's properties.

### Configure

The selected option can be customized by clicking this button. See the Compression, Downsampling and Conversion sections for details about each particular feature.

### 1.2.2.1 Compression

Options on this window are used to configure the compression for text and graphics, monochrome images, indexed images and high color images. The dialog can be opened by pressing the **Configure** button from the Graphics window in **Printing Preferences**.



#### Text and graphics

##### Enable compression

If checked text and graphics will be compressed.

##### 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.

#### High Color Images

##### Enable compression

If checked high color images will be compressed.

##### 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.

#### Indexed Images

##### Enable compression

If checked indexed images will be compressed.

##### 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.

#### Monochrome Images

##### Enable compression

If checked monochrome images will be compressed.

**Method**

Monochrome images will be compressed using ZIP compression.

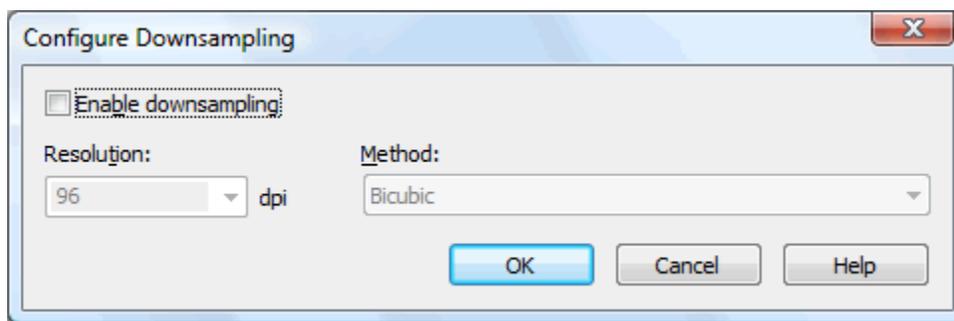
**Level**

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

### 1.2.2.2 Downsampling

Options on this window are used to configure downsampling for monochrome images, indexed images and high color images.

The dialog can be opened by pressing the **Configure** button from the Graphics window in **Printing Preferences**.

**Enable downsampling**

If checked monochrome, indexed or high color images will 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 in smaller PDF files.

**Resolution**

The image resolution can be selected between 72 dpi and 2400 dpi. By default, the resolution is 96dpi.

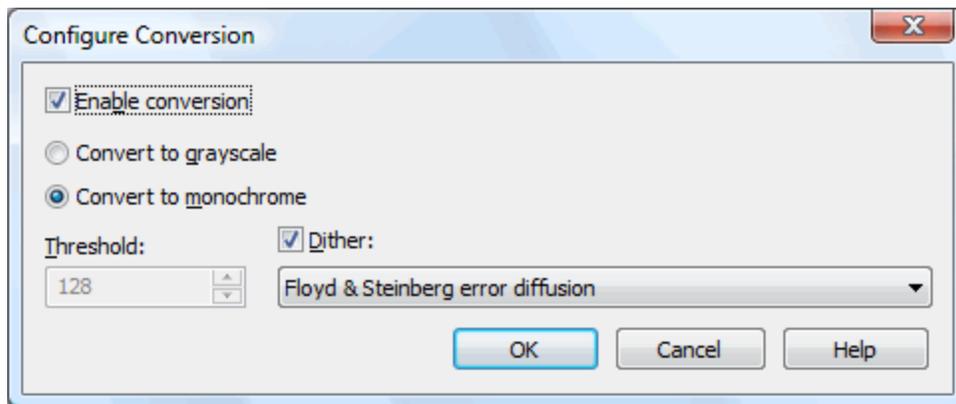
**Method**

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.

### 1.2.2.3 Conversion

Options on this window are used to configure color conversion for text and graphics, indexed images and high color images.

The dialog can be opened by pressing the **Configure** button from the Graphics window in **Printing Preferences**.



### Enable conversion

If checked colors for text and graphics, indexed images or high color images will be converted. That means the images will be added in the PDF file with converted to grayscale or monochrome (black/white) color.

### 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

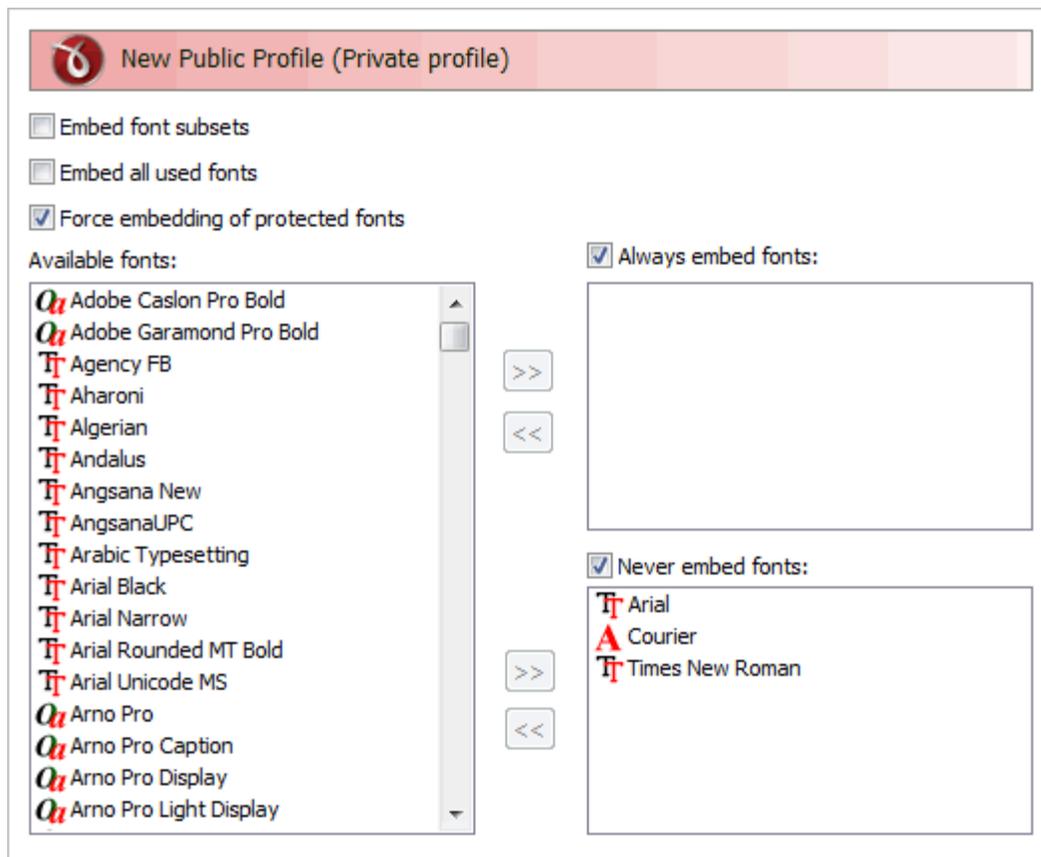
When converting images to monochrome you can choose a dithering algorithm for better results. Available algorithms are: Floyd & Steinberg error diffusion, Bayer ordered dispersed dot 4x4, Bayer ordered dispersed dot 8x8, Ordered clustered dot 6x6, Ordered clustered dot 8x8, Ordered clustered dot 16x16.

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

## 1.2.3 Fonts

The **Fonts** page of the **Printing Preferences** window allows you to choose which fonts will be embedded or not in the resulting PDF file.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Fonts** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected. Embedding fonts ensures that the resulting PDF file has the same look and feel as the original document. novaPDF supports Type1, TrueType and OpenType fonts.



### 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.

### 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.

### 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.

### Move buttons

The buttons are enabled only if items are selected in the **Available fonts**, **Always embed fonts** and **Never Embed fonts** lists. Pressing these button results in the selected items being removed from the originating list and added to the destination list.

## 1.2.4 Document

The **Document** page of the **Printing Preferences** window contains settings for PDF document information and how the PDF document should be opened by the default PDF reader.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Document** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

The screenshot shows the 'Default Profile (Private profile)' window. It is divided into two main sections: 'Document information' and 'PDF viewer options'.

**Document information:**

- Title:** <Default>
- Subject:** (empty field)
- Author:** <Default>
- Keywords:** (empty field)
- Creator:** <Default>

**PDF viewer options:**

- Start page:** 1
- Page layout:** Continuous
- Page scaling when printed:** Application default
- Show:** Page only
- Magnification:** Default

## Document Information

The **Document Information** is specific for each printed document and should be set on each printing job. If you wish, you can use some <Default> tags that will fill automatically the fields with information from the printing job.

### Title

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

### Subject

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

### Author

Sets the author of the printed document. If you use the <Default> 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

By default it shows information about the application that generated the PDF file, however this field can be modified to any custom value. If you leave <DEFAULT> the PDF will show novaPDF version and build number.

## PDF Viewer options

These options will be used by the default PDF Viewer when opening the PDF file.

### Start page

Sets the page that will be first shown when opening the PDF file. By default, the first page will be shown.

### Page layout

You can choose form next page layouts: **Single Page**, **Continuous**, **Facing** and **Continuous - Facing**. By default the PDF file will be opened with the **Continuous** page layout.

### Page scaling when printed

You can choose one of two options: **Application default** and **None**. By default the PDF file will be created using the Application 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).

### Show

You can choose to show some viewer panels when PDF file is opened: **Pages Panel**, **Bookmarks Panel**, **Layers Panel**, **Attachments Panel**. You can also choose to show the pdf file in the **Full Screen** mode. By default the PDF file will be opened without any panel, show **Page only** mode.

### Magnification

You can choose the magnification when opening the PDF file in the PDF viewer: **Fit Width**, **Fit Height**, **Fit Page** or a percent between 25% and 400%. If you choose **Default** for magnification, the PDF viewer will use its default settings.

## 1.2.5 Security

The **Security** page of the **Printing Preferences** window allows you to set a level of encryption protected by a password, that restricts certain document permissions for the resulting PDF file.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Security** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties (Preferences)** button when novaPDF is selected.

### Encryption level

Available encryption levels are:

- **No encryption** - the PDF file will not be encrypted. PDF document access permissions and user passwords cannot be set in this case (anyone can open the PDF document).
- **Low Level (40 bits)** - for 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.
- **High Level (128 bits)** - for Adobe Reader 5.0 and above. Beside passwords and access permissions that can be setup for low level encryption, you can add some more advance permissions for the PDF document.

### 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
- **Modify document content**
- **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**

#### High Level (128 bits):

- **Print document** (possibly not at the highest quality level, if **Print High Resolution** is not allowed)
- **Modify document content**
- **Extract text and graphics**
- **Modify annotations, fill forms** (if Modify document content is allowed, create or modify interactive form fields)
- **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)

### 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. Enter the same user password in the **Confirm password** edit field.

### Owner password

If the PDF Document is encrypted, access permissions can be changed only if the document is opened with the owner password. Enter the same owner password in the **Confirm password** edit field.

## 1.2.6 Signature

The **Signature** page of the **Printing Preferences** window allows you to enable and configure the options for digitally signing PDF documents.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Signature** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

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.

**Enable signatures**

You can enable the Signature option by checking **Enable signatures** (default is unchecked). This will allow you to Browse for a system certificate that will be used to sign the PDF, or select it from a file.

**Certificate**

Information in this section becomes available only if the Enable signatures option is checked.

**System certificates**

Use the Browse button to select a detected system certificate. By clicking it you'll open the **Select certificate** window that lets you use one of the detected certificates, View, Add or Remove them.

**From file**

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 Password field. To ensure you're using the correct one, hit the Preview button to see the certificate.

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.

**Preview**

In the Preview section you'll see an automatically generated view based on the signature selected.

**Sign on**

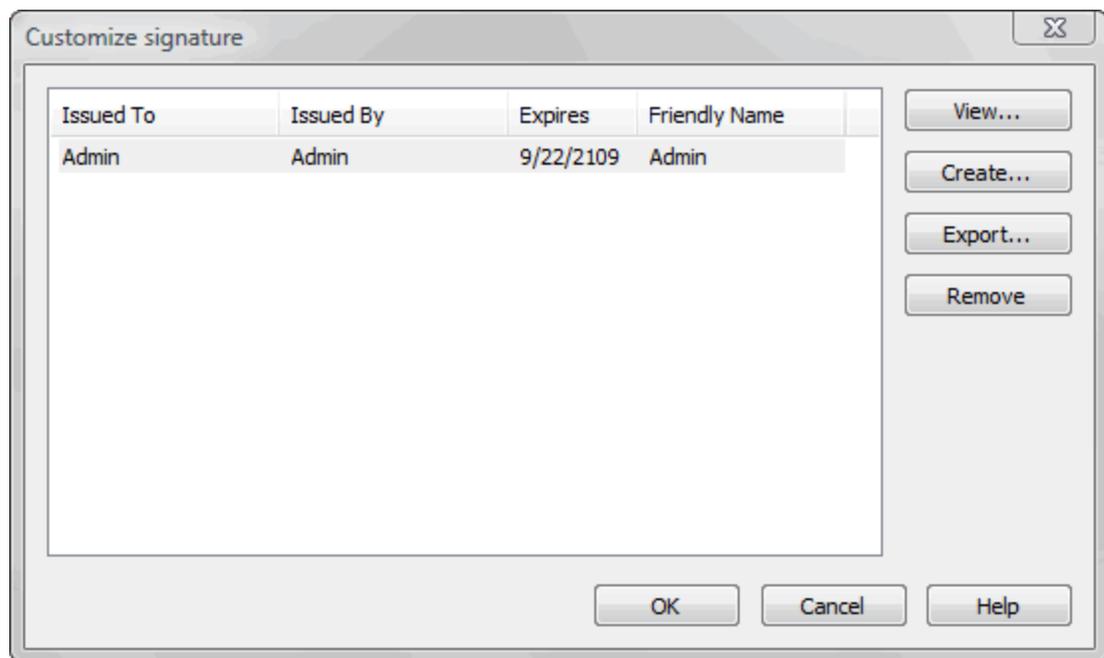
Choose what page from the PDF document to sign:

- **First page** - digitally sign only the first page of the PDF document
- **Last page** - apply the signature to the last page from the PDF document
- **Page no.** - digitally sign a specific page in the PDF document

You can use the Customize button to modify the look of the signature, and Position to choose where the signature will be displayed.

### 1.2.6.1 Select certificate

This window lets you choose which system certificate to use from the available ones, create a personal certificate or export a certificate. It is opened by pressing the **Browse** button from the System Certificates option in the Signature window.



### Signatures list

The list contains information about all existing system certificates.

- Issued To - Individual or organization that the certificate was issued to
- Issued By - Individual or organization that the certificate was issued by. If it's a trusted certificate, then this column will display the top-level authority that vouches for the validity of the signer (i.e. Verisign)
- Expires - Date when the digital signature validity expires
- Friendly Name - Alias for the name of the signature

### View

This button opens a new window with details about the currently-selected certificate.

### Create

This button opens a new window (see Create certificate) and adds a new certificate at the end of the list.

### Export

You can select a certificate from the available ones and after that use the Export button to save the certificate on your disk to be either installed on another computer or for safekeeping. The certificate will be saved as a .cer or .p7b file, if the private key won't be exported, or as a personal information exchange file (.pfx) if the private key is exported too. Note that only personal defined certificates allow exporting the private key.

### Remove

The remove button deletes the selected certificate from the list.

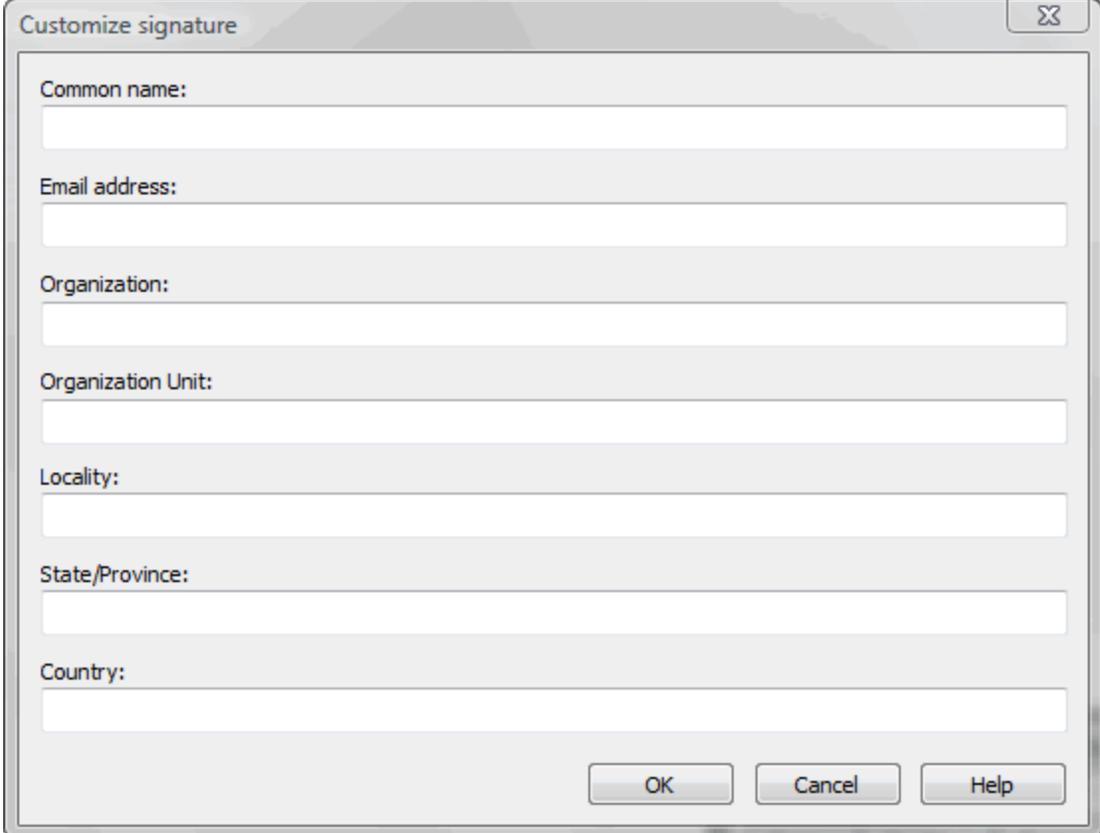
#### 1.2.6.1.1 Create certificate

This window is used to create a personal certificate for signing PDF documents with. It is opened by pressing the **Create...** button from the Select certificate window.

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.



The image shows a dialog box titled "Customize signature". It contains the following fields and buttons:

- Common name: [text input]
- Email address: [text input]
- Organization: [text input]
- Organization Unit: [text input]
- Locality: [text input]
- State/Province: [text input]
- Country: [text input]
- Buttons: OK, Cancel, Help

**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.

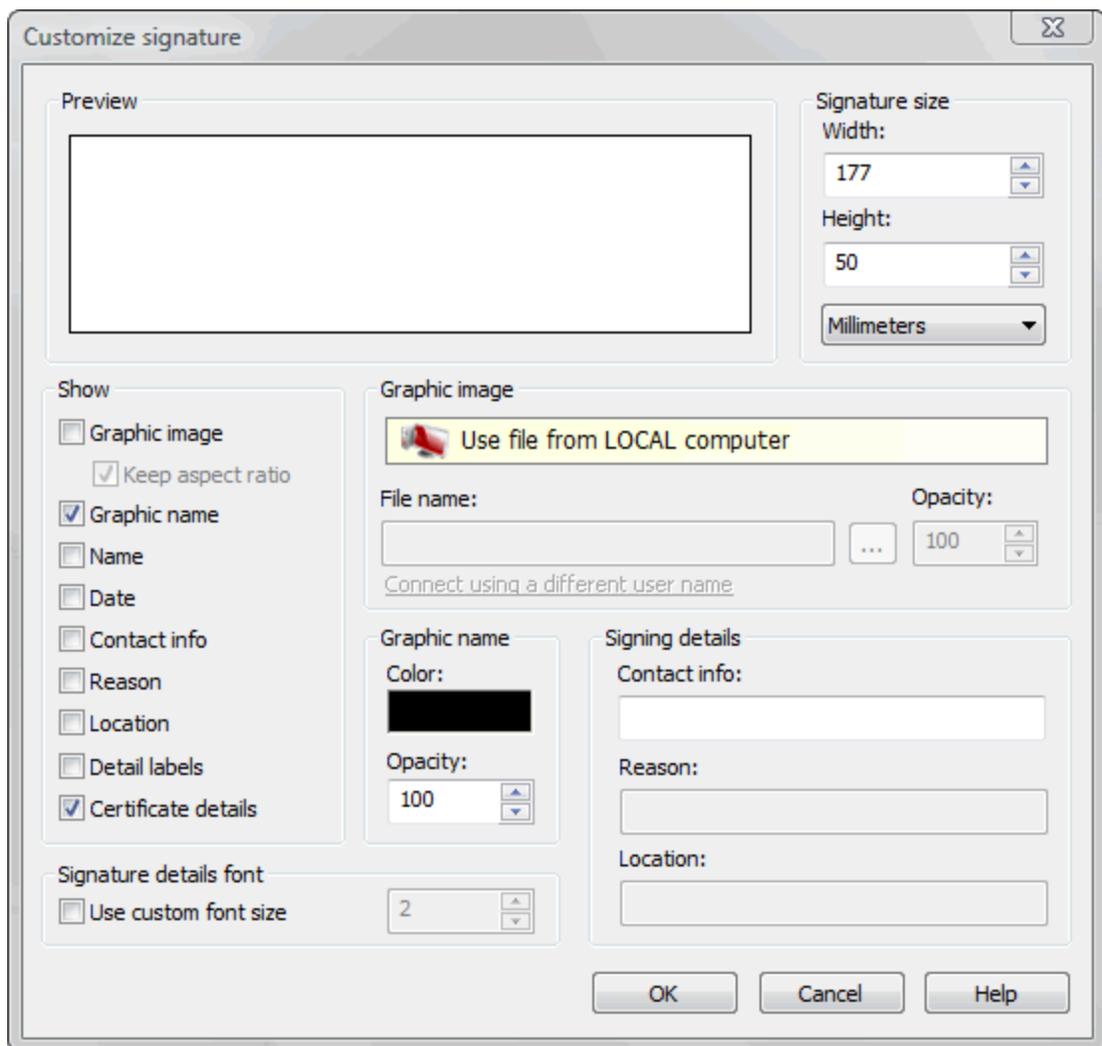
## Country

Enter the country your organization is located in.

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.

### 1.2.6.2 Customize signature

This window is used to customize attributes for a newly added PDF signature. It is opened by pressing the **Customize...** button placed on the Signature window, from the **Printing Preferences** dialog.



#### Preview

This will show you in realtime how the signature will look.

#### Signature size

This will let you modify the width and height of the signature (in millimeters, inches or point depending on your selection) if you don't want to leave the default dimensions in place.

## Show

Options in this section will let you customize the main details about the pdf signature.

### Graphic image

If this is checked you have the option to select an image to be used as a background for the signature. The image will be resized automatically to fit in that section, so by default Keep aspect ratio is checked 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 opacity of the image.

### 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.

### Name

If checked, inserts the Name of the certificate in the details section.

### 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).

### 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

### Location

When checked, it will add in the certificate details the location entered in the Location info field.

### Detail 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

### 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.

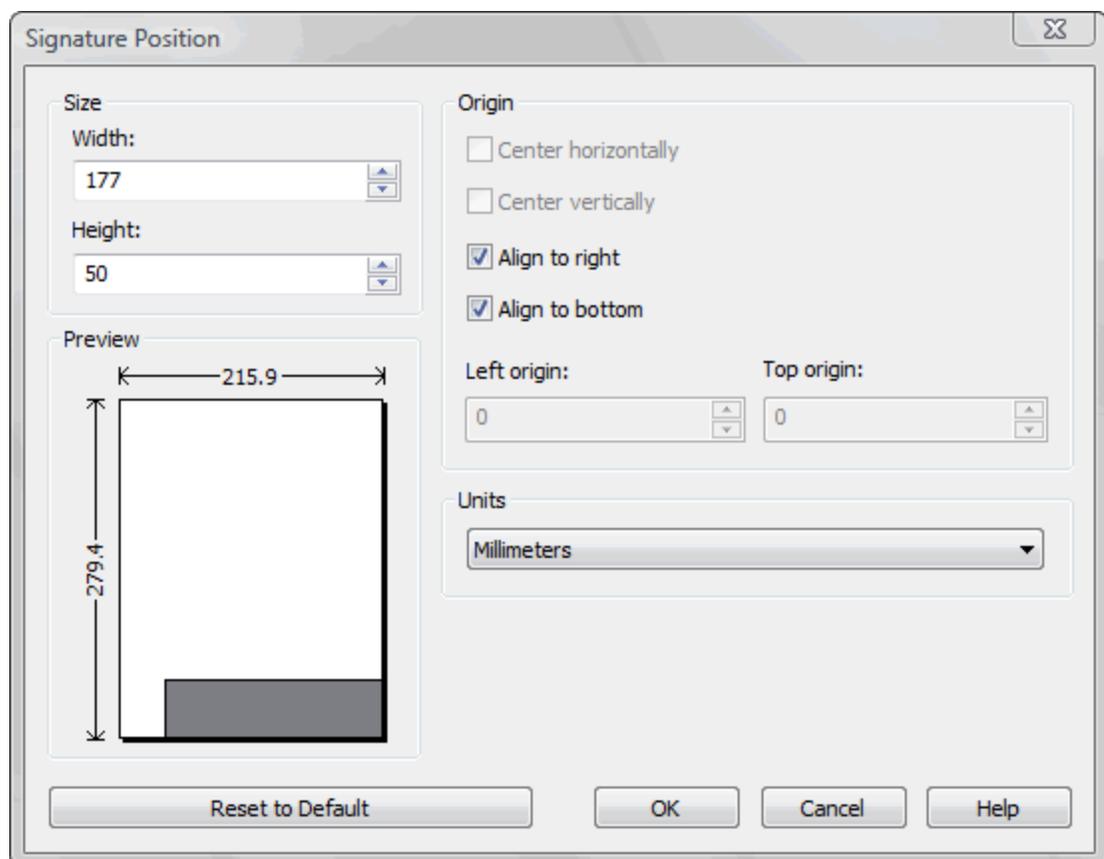
## Signature details font

### Use custom font size

Check to override the default font size for the information displayed in the certificate details section.

### 1.2.6.3 Signature position

This window is used to customize the position of a digital signature in the final PDF document. It is opened by pressing the **Position...** button from the Signature window.



### Size

You can enter custom dimensions for the digital signature in the Width and Height fields.

### Origin

You can set here the alignment and origin of the signature to be stamped on the PDF.

#### Center horizontally

If you set this option, the content of the signature to be inserted will be centered horizontally. At

the same time the Align to right option will be disabled and the Left origin is calculated automatically.

**Center vertically**

If you set this option, the content of the signature to be inserted will be centered vertically. At the same time the Align to bottom option will be disabled and the Top origin is calculated automatically.

**Align to right**

If you set this option, the content of the signature to be inserted will be aligned to the right margin. At the same time the Center horizontally option will be disabled and the Left origin is calculated automatically.

**Align to bottom**

If you set this option the content of the signature to be inserted will be aligned to the bottom margin. At the same time the Center vertically option will be disabled and the Top origin is calculated automatically.

**Left origin**

The left origin for the content of the signature to be inserted. It can be modified by entering a value or pressing the Up and Down arrows if the Center horizontally and Align to right options are not set.

**Top origin**

The top origin for the content of the signature to be inserted. It can be modified by entering a value or pressing the Up and Down arrows if the Center vertically and Align to bottom options are not set.

**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 dimensions entered on the Custom Position page.

**Preview**

You can preview changes you do on the Signature Position window without actually saving them.

**Reset to Default**

Set all options to the default values (no margins and Fit whole page to margins option selected).

## 1.2.7 Links

The **Links** page of the **Printing Preferences** window 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. 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://".

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Links** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

**6** New Public Profile (Private profile)

Automatically detect URLs in text

Local files

Detect file names and convert them to PDF links

Check if file exists before linking

Appearance

Border type: No Border

Border style: Solid

Border width: 1 (points)

Border color:  Choose...

Set text color same as border color

Example: <http://www.novapdf.com>

## Local Files

You can enable local link detection and automatically checking detected links for validity.

### 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.

## Appearance

Using options in this group you can customize the links' appearance in the PDF file.

### Border type

- **No border** - resulting links will be displayed normally
- **Underline** - resulting links will be displayed underlined
- **Rectangle** - resulting links will be surrounded by a rectangle

### Border appearance

If you choose a border, you can further select its style:

- **Border style** - solid or dashed
- **Border width** - points number, default 1 point

- **Border color** - default is set to blue

#### Set text color same as border color

If this is checked, the text color of the link will be set to match the one used for the border. On the bottom of the page you can see an example of how the PDF links will look like.

## 1.2.8 Bookmarks

The **Bookmarks** page of the **Printing Preferences** window allows you to enable and customize the detection of bookmarks in the original document.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Bookmarks** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

 Default Profile (Private profile)

Enable bookmark detection  
 Allow multiline bookmarks  
 Match bookmarks regardless of level  
 Add root bookmark

**Bookmarks**

Name	Description
Heading1	Arial,14±1,Bold
Heading2	Arial,12±1,Bold

Use levels:

Open to level:

#### Enable bookmark detection

You can choose to enable bookmark detection in a PDF file by checking the **Enable bookmark detection** check box. Depending on the number of bookmarks the size of the resulted PDF files will increase.

#### 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.

#### **Add root bookmark**

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. The root bookmark level can be customized by pressing the Configure button.

## **Bookmarks**

The list-view contains information for all predefined bookmarks:

- **Name** - heading name
- **Description** - contains the detection attributes for the bookmark, such as: font, size, style

The bookmarks may have more than one definition, in this case the description contains the number of definitions.

#### **Add...**

The **Add...** button opens a new window (see Bookmark Definitions) and adds a new bookmark at the end of the list.

#### **Edit...**

The **Edit...** button allows modifying the attributes of a bookmark, such as: enabling or disabling existing definitions, removing existing or adding new definitions.

#### **Remove**

The Remove button deletes a bookmark and all its definitions from the list-view.

#### **Use levels**

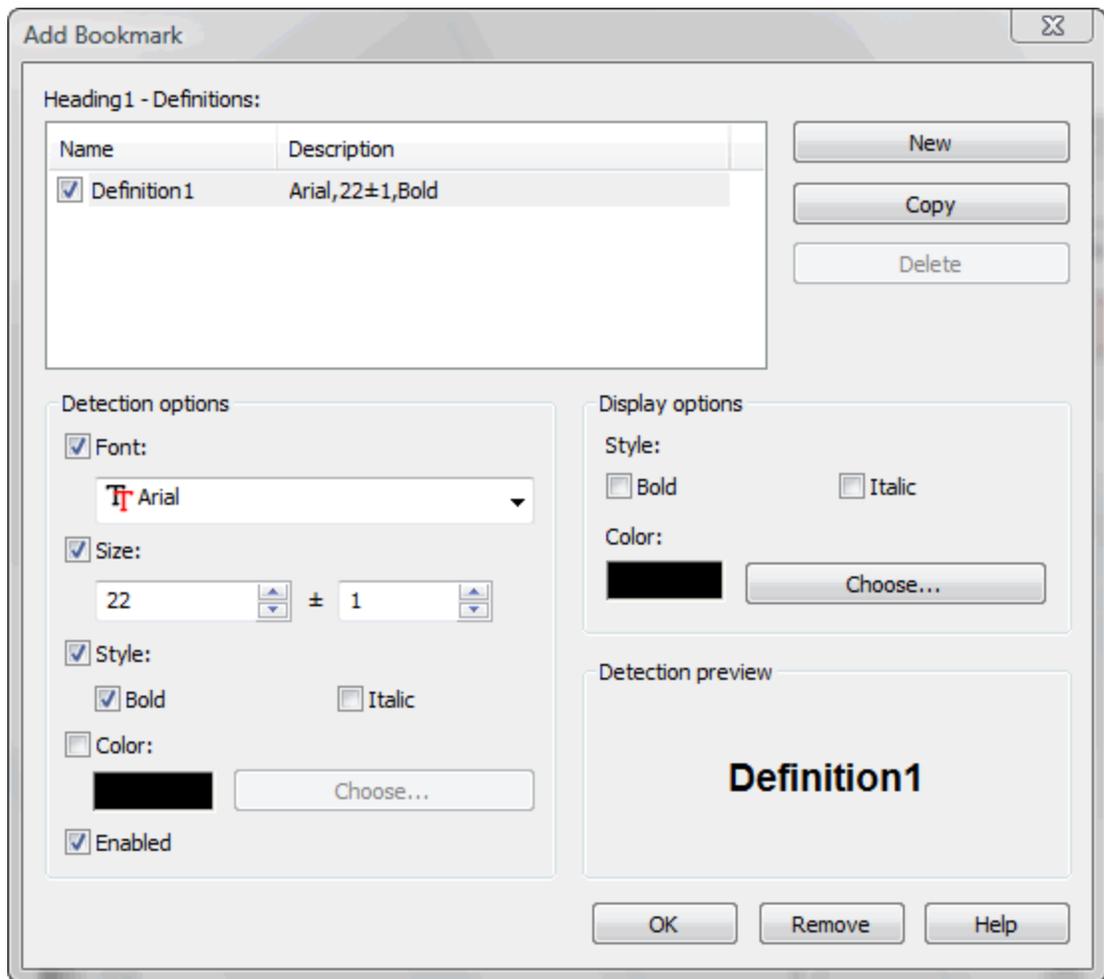
This value signifies the number of defined bookmarks which will be taken into consideration when generating the PDF file.

#### **Open to level**

This value signifies the number of opened bookmarks in the bookmark layout of the generated PDF file.

### **1.2.8.1 Add/Edit Bookmark**

This dialog is used to add, update or remove definitions for the currently selected bookmark. The dialog is opened by pressing the **Add...** or **Edit...** button placed on the Bookmarks window, from the **Printing Preferences** dialog.



## Definitions list

The list-view contains information for all the definitions of the current bookmark:

- **Name** - definition name
- **Description** - contains the detection attributes for the currently selected definition, such as: font, size, style

### New

The **New** 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.

### Delete

The **Delete** button removes the currently selected definition from the list-view.

## Detection options

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
- **Enabled** - this option signifies whether the currently selected definition will be taken into consideration

## Display options

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

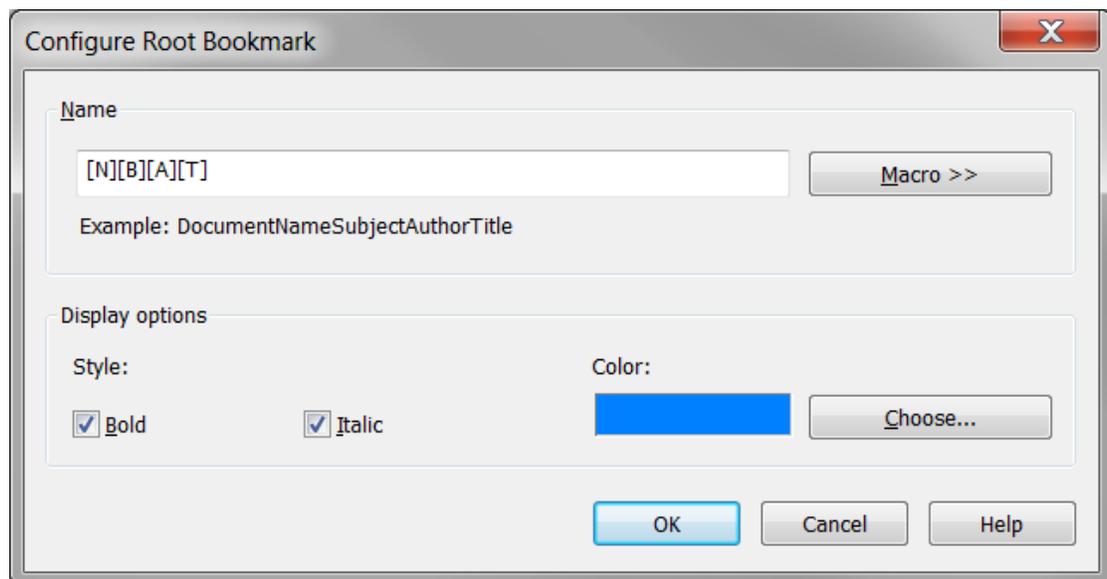
## Detection preview

This section illustrates the appearance of the current definition, accordingly to the detection options that are enabled.

### 1.2.8.2 Configure Root Bookmark

The options on this page let you configure how the root bookmark will look like. You can set what name to use for the root bookmark (can be fixed or using values from a macro) and various display options (font style, colors).

The Configure Root Bookmark window is opened by pressing the **Configure...** button from the Bookmarks window (when Enable Bookmark Detection is checked).



#### 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]** - Document name

- **[T]** - Document title
- **[B]** - Document subject
- **[A]** - Document author
- **[P]** - Profile name
- **[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]** - Computer name
- **[U]** - User name

### Display options

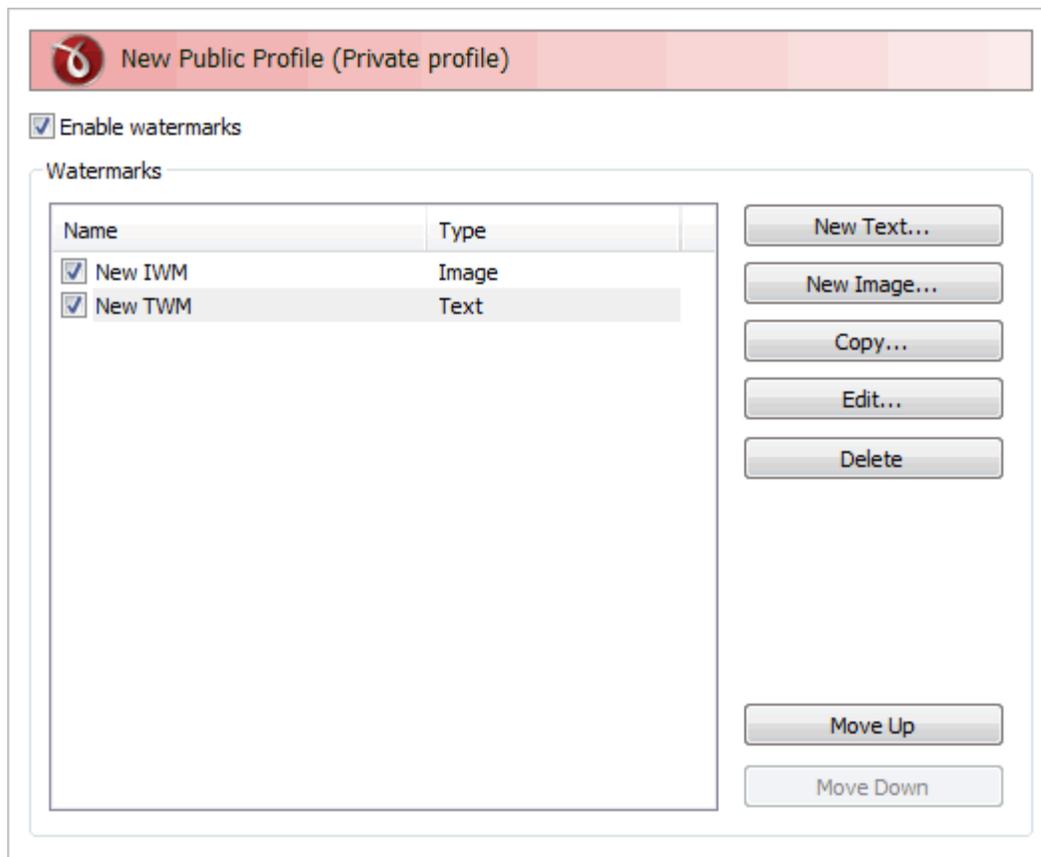
This group allows you to set how the root bookmark will be formatted and displayed in the PDF. You can choose from the following display options:

- **Style** - **Bold** and/or **Italic**
- **Color** - you may choose a color from the color palette using the **Choose** button

### 1.2.9 Watermarks

The **Watermarks** page of the **Printing Preferences** window allows you to add image watermarks on the generated PDF pages.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Watermarks** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties (Preferences)** button when novaPDF is selected.



### Enable watermarks

You can choose to enable watermarks by checking this option. Depending on the number of added watermarks the size of the resulted PDF files will increase.

## Watermarks

You can define, copy, edit and delete watermarks and change their order in this group.

### Watermarks list

The list contains information about all watermarks. The **Name** column holds the watermark's name, the **Type** column shows the type (text or image)

### New Text

This button opens a new window (see New/Edit Text Watermark) and adds a new text watermark at the end of the list.

### New Image

This button opens a new window (see New/Edit Image Watermark) and adds a new image watermark at the end of the list.

### Copy

This button adds a new watermark with the same attributes as the selected one in the list-view. A new window is opened and you can change the attributes of the new watermark.

### Edit

This button opens a new window (edit text/image watermark) where you can modify the attributes of a text or image watermark, such as enabling or disabling the watermark, image file,

transparency and position.

### Delete

The delete button remove the selected watermark from the list.

### Move Up

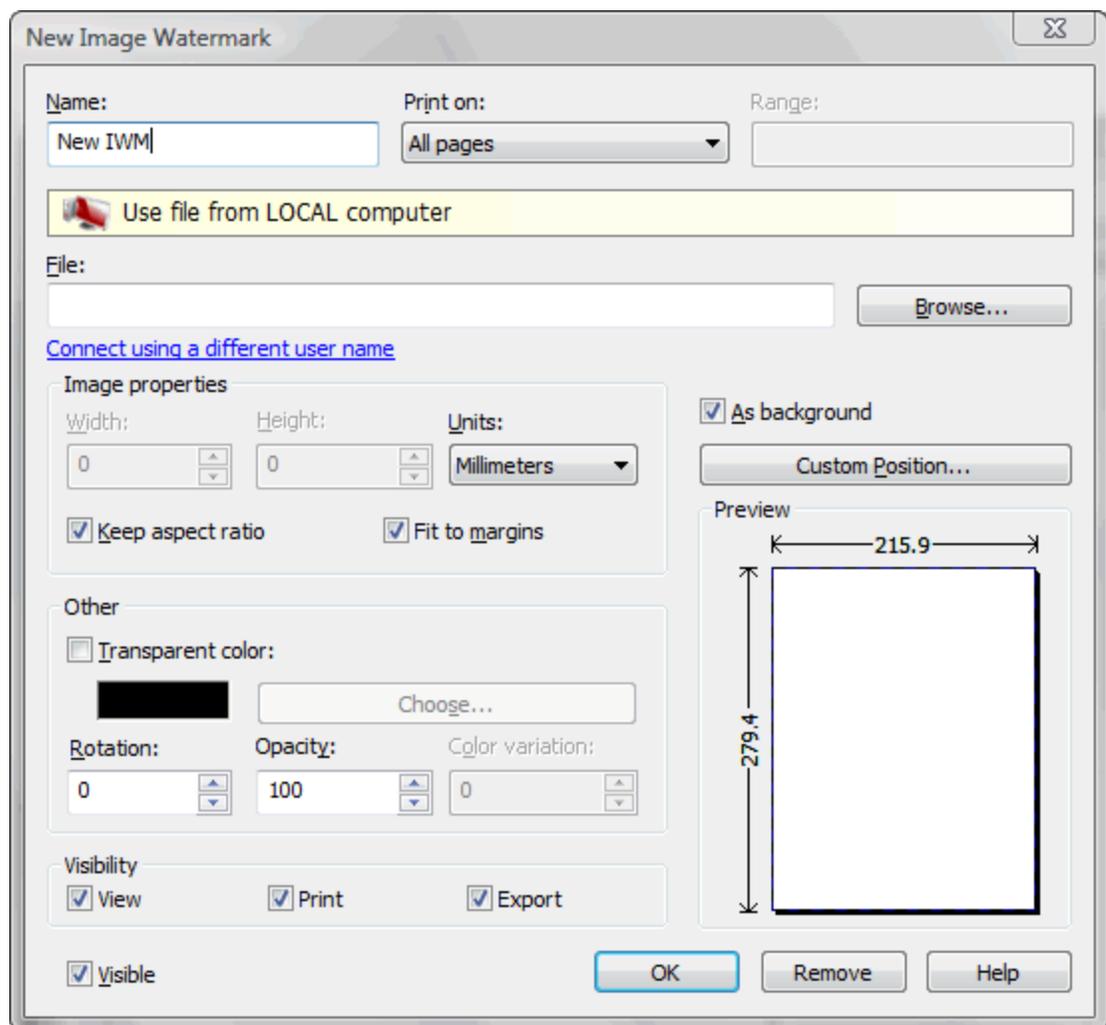
The watermarks are added on the PDF pages in the order they are defined in the list. If you want to bring forward one of them use the Move Up button.

### Move Down

The watermarks are added on the PDF pages in the order they are defined in the list. If you want to send to back one of them use the Move Down button.

## 1.2.9.1 New/Edit Image Watermark

This window is used to customize attributes for a new created or an existing image watermark. It is opened by pressing the **New Image...**, **Copy...** or **Edit...** buttons placed on the Watermarks window, from the **Printing Preferences** dialog.



**Name**

Unique watermark name.

**Print On**

You can select on which PDF pages to print the watermark. Available options are: All pages, Even pages, First page, Odd pages, Range.

**Range**

If you selected Range from the Print On drop-down list, you can enter the page range in the next format: "2, 3, 5" or "2 - 5"

**File**

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)

**Browse**

Use this button to browse for an image that will be used as watermark.

You can also enter network paths (UNC) in the **File** 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 click on Connect using a different user name and enter the username/password.

**Image Properties**

You can set different options here for the image, like width, height, fit, units.

**Width**

Width of the image expressed in the measurement unit selected from the Units drop-down list. If the Fit to margins checkbox is not checked, you can enter a value.

**Height**

Width of the image expressed in the measurement unit selected from the Units drop-down list. If the Fit to margins checkbox is not checked, you can enter a value.

**Keep aspect ratio**

If this option is checked, the image will be printed with the same aspect ratio as in the original image file. If the Keep aspect ratio is not checked, the image is scaled to fit the entire page. You can see how the watermark image will be printed in the Preview control. By default this option is checked.

**Fit to margins**

You can choose to draw the watermark image on the entire PDF page by checking the Fit to

margins checkbox. By default this option is checked.

### **Units**

You can select the measurement units for the width and height in the Units from this drop-down list.

### **Other**

This group deals with color, color variation, rotation and opacity.

#### **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.

#### **Rotation**

You can choose a rotation angle for the image watermark. By default, there is no rotation.

#### **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.

#### **Color variation**

When you choose a transparent color you can set a slight variation that will be considered also as transparent.

### **Visibility**

You can enable or disable in which situations the text watermark will be shown by checking/unchecking the checkboxes:

- **View** - if this option is checked the text watermark will show up when the PDF file is viewed (to hide it from viewing uncheck it)
- **Print** - if this option is checked the text 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 text watermark will show up when the PDF file is exported from the PDF editor (to hide it from being exported uncheck it)

#### **Visible**

You can enable or disable the image watermark by checking/unchecking this checkbox.

#### **As background**

If this checkbox is checked, the image watermark will be drawn on the PDF page first, under the texts and images of the printed document. If the As background checkbox is not checked, the image watermark will be drawn on the PDF page at the end, above the texts and images of the printed document. By default, the As background checkbox is checked.

#### **Custom position**

By pressing the Custom position button a new window is opened for customizing the position where the image watermark will be drawn (see Custom Position).

### **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.

### 1.2.9.2 New/Edit Text Watermark

This window is used to customize attributes for a new created or an existing text watermark. It is opened by pressing the **New Text...**, **Copy...** or **Edit...** buttons placed on the Watermarks window, from the **Printing Preferences** dialog.

#### Name

Unique watermark name.

#### Print On

You can select on which PDF pages to print the watermark. Available options are: All pages, Even pages, First page, Odd pages, Range.

#### Range

If you selected Range from the Print On drop-down list, you can enter the page range in the next format: "2, 3, 5" or "2 - 5"

#### Text

Enter the text that will be written as watermark on the PDF pages. You can manually type the watermark text in the **Text** field or use **Macro** to automatically add macros in the text. An example of how the macros are converted is shown in the watermark **Preview**.

You can select any of following macros:

- **[X]** - Page index

- **[Z]** - Page Count
- **[N]** - Document name
- **[T]** - Document title
- **[B]** - Document subject
- **[A]** - Document author
- **[P]** - Profile name
- **[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]** - Computer name
- **[U]** - User name

## Text Properties

You can set different options here for the text, like font name and style, height, fit.

### Font

Select a font from the list of the TrueType and OpenType fonts installed on your computer .

### Size

Select text height. If the Fit to margins checkbox is not checked, you can enter a value. If the Fit to margins checkbox is checked, the size is calculated automatically so the text fits the PDF page.

### Style - Bold, Italic, Outline

Select the Font style by checking corresponding check boxes. You can see in the Preview how the text will look like.

### Fit to margins

You can choose to draw the watermark text on the entire PDF page by checking the Fit to margins checkbox. By default this option is checked.

## Other

This group deals with color, rotation and opacity.

### Color

You can choose the text color. By default, the color is black.

### Rotation

You can choose a rotation angle for the text watermark. By default, there is no rotation.

### 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.

## Visibility

You can enable or disable in which situations the text watermark will be shown by checking/unchecking the checkboxes:

- **View** - if this option is checked the text watermark will show up when the PDF file is viewed (to hide it from viewing uncheck it)
- **Print** - if this option is checked the text 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 text watermark will show up when the PDF file is exported from the PDF editor (to hide it from being exported uncheck it)

**Visible**

You can enable or disable the text watermark by checking/unchecking this checkbox.

**As background**

If this checkbox is checked, the text watermark will be drawn on the PDF page first, under the texts and images of the printed document. If the As background checkbox is not checked, the text watermark will be drawn on the PDF page at the end, above the texts and images of the printed document. By default, the As background checkbox is checked.

**Custom position**

By pressing the Custom position button a new window is opened for customizing the position where the text watermark will be drawn (see Custom Position).

**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.

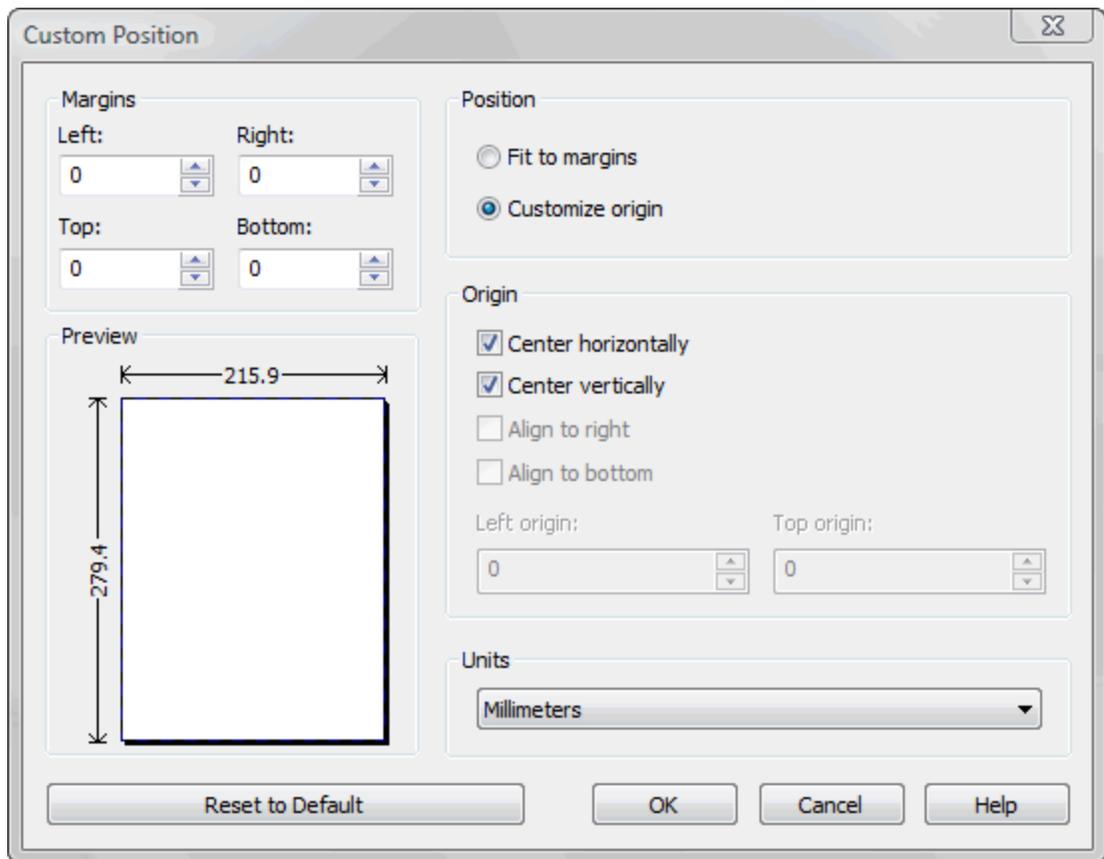
**NOTE**

Page Count macro ([Z]) might not work correct when the Print Spooler is configured to start processing print jobs immediately. If you use this macro, set the "Spool print documents so program finishes printing faster" option to "Start printing after last page is spooled" in the Printer Properties dialog for novaPDF printer, Advanced options.

### 1.2.9.3 Custom Position

In the **Custom Position** window you can set the position, margins, zoom, alignment and origin of the watermark and preview your changes.

The window can be opened by pressing the **Custom Position** button placed on the **New/Edit Image Watermark** dialog.



## Margins

You can define a region around the watermark 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.

## Position

You can select a simple adjustment (only by the margins) or a more complex one which involves aligning and changing the origin of the watermark.

### Fit to margins

If the "Fit to margins" radio button is selected, the watermark will be automatically zoomed so it will fit in the printing region.

### Customize origin

The above behavior (when "Fit to margins" is set) is probably sufficient in most of the cases. But if you want to have a more accurate control of the result, you can select the "Customize origin" radio button and manually enter alignment and origin for the watermark.

## Origin

You can set here the alignment and origin of the watermark in the PDF. The controls from this group are active when "Customize origin" is set.

### Center horizontally

If you set this option the watermark will be centered horizontally. At the same time the Align to right option will be disabled and the Left origin is calculated automatically.

### Center vertically

If you set this option the watermark will be centered vertically. At the same time the Align to bottom option will be disabled and the Top origin is calculated automatically.

### Align to right

If you set this option the watermark will be aligned to the right margin. At the same time the Center horizontally option will be disabled and the Left origin is calculated automatically.

### Align to bottom

If you set this option the watermark will be aligned to the bottom margin. At the same time the Center vertically option will be disabled and the Top origin is calculated automatically.

### Left origin

The left origin of the document contents. It can be modified by entering a value or pressing the Up and Down arrows if the Center horizontally and Align to right options are not set.

### Top origin

The top origin of the document contents. It can be modified by entering a value or pressing the Up and Down arrows if the Center vertically and Align to bottom options are not set.

## 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 and the origins.

## Preview

You can preview changes you do on the Custom Position window without actually saving them.

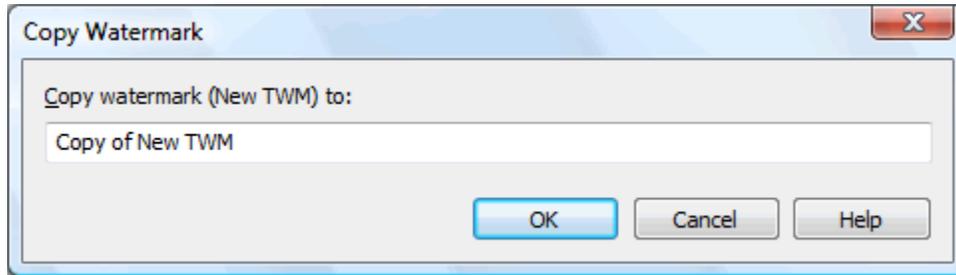
### Reset to default

Set all options to the default values (no margins and Fit to margin option selected).

### 1.2.9.4 Copy Watermark

This dialog is displayed when copying a text or image watermark and allows naming the new watermark.

The dialog can be opened by selecting an existing watermark and pressing the **Copy** button from the **Watermarks** window in **Printing Preferences**.



### Copy Watermark

This will create a copy of the selected text or image watermark from the watermarks' list-view of the **Watermarks** window. You can type a new name for this watermark and when you press **OK** the new watermark will be added to the watermarks' list-view. This watermark will have the exact settings as the original one.

Note that you have to use a different name for the watermark, because if you're entering the same name you'll get a prompt saying that there is a watermark with the same name.

## 1.2.10 Overlay

The **Overlay** page of the **Printing Preferences** window allows you to enable and configure the options for inserting/overlying a PDF document onto an existing one.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Overlay** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

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.

### Enable overlay

You can enable the Overlay option by checking **Enable Overlay** (default is unchecked). This will allow you to Browse for a PDF file that will be overlaid with the future PDF documents you'll create.

## Overlay with

Information in this section becomes available only if the Enable Overlay option is checked.

### 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 click on Connect using a different user name and enter the username/password.

### **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.

### **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.*

#### **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).*

#### **As background**

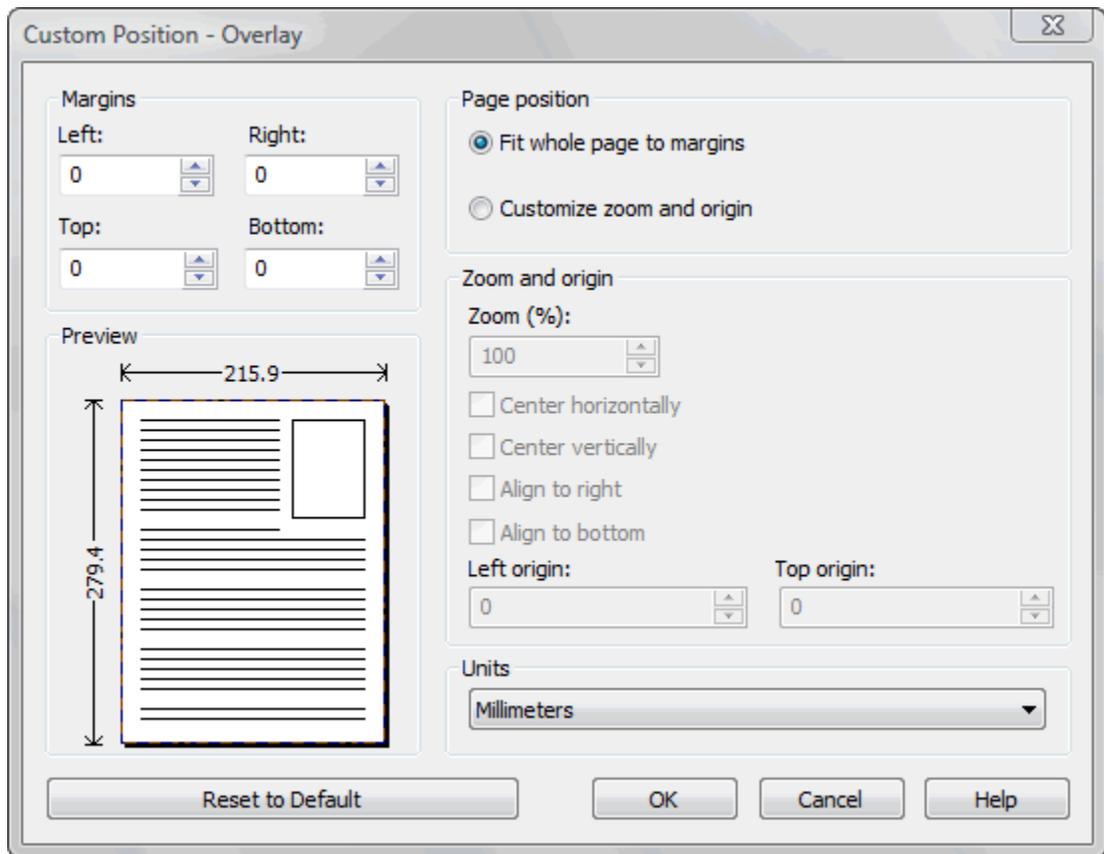
If this option is checked, the content from the overlaid file (the one selected in the Overlay With field) will be used as the background for the resulting PDF file.

#### **Custom Position**

By pressing the Custom position button a new window is opened for customizing the position where the content of the overlaid file will be drawn (see Custom Position).

### 1.2.10.1 Custom Position

In the **Custom Position - Overlay** window you can set the page position, margins, zoom, alignment and origin of the document to be overlayed in the PDF and preview your changes. The window can be opened by pressing the **Custom Position** button placed on the **Overlay** section of the **Printing Preferences** dialog. The options you set here are only for the content that will be inserted (overlayed), they will not modify the position/margins/zoom/origin of the existing content.



#### Margins

You can define a region around the PDF document to be overlayed that will show only what's already in the existing PDF when printing (if the existing PDF information does not have any information in that region, it will remain blank). Margins can be defined for all sides individually. The numbers you enter are expressed in the selected measurement unit.

#### Left

You can set a left margin for the PDF to be overlayed (inserted) 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 automatically adjusted.

#### Right

You can set a right margin for the PDF to be overlayed (inserted) 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

automatically adjusted.

### **Top**

You can set a top margin for the PDF to be overlaid (inserted) 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 automatically adjusted.

### **Bottom**

You can set a bottom margin for the PDF to be overlaid (inserted) 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 automatically adjusted.

## **Page Position**

You can select a simple adjustment for the position of the overlaid document (only involving margins) or a more complex one which involves zooming, aligning and changing the origin of the document content.

### **Fit whole page to margins**

If the "Fit whole page to margins" radio button is selected, the PDF to be overlaid will be automatically zoomed so it will fit in the printing region of your document. You can see the automatically calculated zoom percent in the Zoom field. Also the left and top origin are automatically calculated according to the left and top margins.

### **Customize zoom and origin**

The above behavior (when "Fit whole page to margins" is set) is probably sufficient in most of the cases. But if you want to have a more accurate control of the result, you can select the "Customize zoom and origin" radio button and manually enter zoom and origin for the inserted document.

## **Zoom and origin**

You can set here the zoom, alignment and origin of the document to be overlaid in the existing PDF. The controls from this group are active when "Customize zoom and origin" is selected.

### **Zoom**

When "Customize zoom and origin" is selected you can set the zoom factor of the document from 1% to 400% by entering a value or pressing the Up and Down arrows. When "Fit whole page to margins" is set the zoom factor is calculated automatically.

### **Center horizontally**

If you set this option, the content of the document to be inserted will be centered horizontally. At the same time the Align to right option will be disabled and the Left origin is calculated automatically.

### **Center vertically**

If you set this option, the content of the document to be inserted will be centered vertically. At the same time the Align to bottom option will be disabled and the Top origin is calculated automatically.

### **Align to right**

If you set this option, the content of the document to be inserted will be aligned to the right margin. At the same time the Center horizontally option will be disabled and the Left origin is calculated automatically.

### **Align to bottom**

If you set this option the content of the document to be inserted will be aligned to the bottom margin. At the same time the Center vertically option will be disabled and the Top origin is

calculated automatically.

**Left origin**

The left origin for the content of the document to be inserted. It can be modified by entering a value or pressing the Up and Down arrows if the Center horizontally and Align to right options are not set.

**Top origin**

The top origin for the content of the document to be inserted. It can be modified by entering a value or pressing the Up and Down arrows if the Center vertically and Align to bottom options are not set.

**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 dimensions entered on the Custom Position page.

**Preview**

You can preview changes you do on the Custom Position window without actually saving them.

**Reset to Default**

Set all options to the default values (no margins and Fit whole page to margins option selected).

### 1.2.11 Email

The **Email** page of the **Printing Preferences** allows you to enable the option to send PDF via email when the PDF is generated, select different delivery methods and configure the email to be sent.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Email** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

**New Public Profile (Private profile)**

Send email

Delivery method

Open default email client

Send with default email client

Send with SMTP

Configure SMTP...

Configure Email...

### Send Email

You can enable or disable the email feature by checking or unchecking this checkbox. If email feature is enabled, you should configure email properties.

### Delivery method

This group allows choosing an option to open or send an email using the default email client or a custom configured SMTP server.

#### Open default email client

In this case an email dialog will be opened in the default email (for instance Outlook Express) and the email details will be filled in. You can make changes to the email and the email will be sent only if you press the **Send** button.

#### Send with default email client

In this case the mail will be automatically sent using your default email client (for instance Outlook Express). You cannot change the email information in this case. A copy of your email is saved in your **Sent emails** folder.

#### Send with SMTP

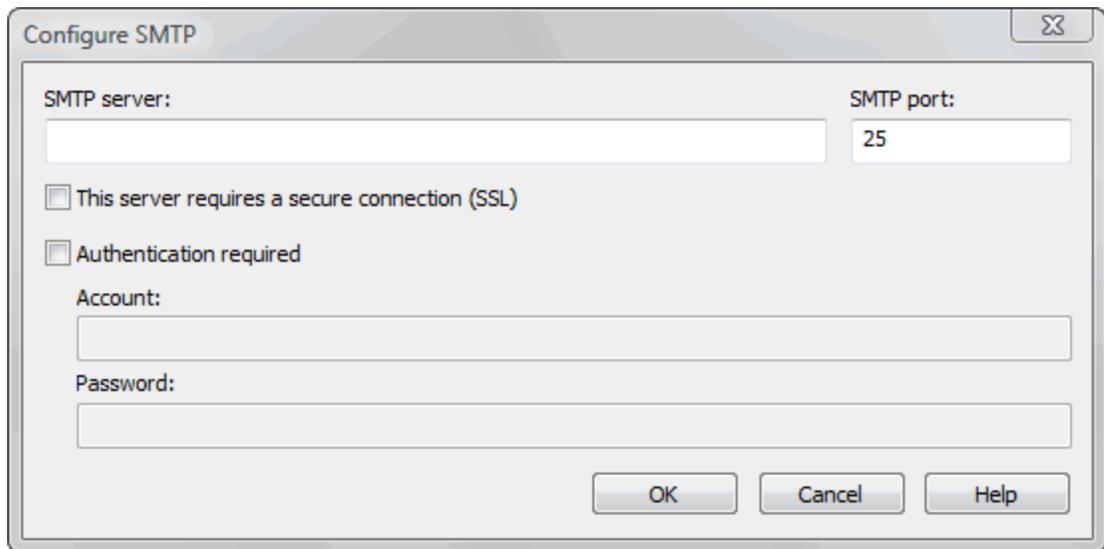
In this case the email is sent using a SMTP server. You have to configure your SMTP server in the Configure SMTP dialog. You can open this dialog by pressing the **Configure SMTP** button.

### Configure email

You can configure email properties, like Subject, Content, email addresses in the Configure email dialog. You can open this dialog by pressing the **Configure Email** button.

### 1.2.11.1 Configure SMTP

Options on this window are used to configure the SMTP server that will be used to send the email. The dialog can be opened by pressing the **Configure SMTP** button from the Email window in **Printing Preferences**.

**SMTP server**

Enter your SMTP server name or IP.

**SMTP port**

Enter SMTP Port. Usually this is port number 25.

**This server requires a secure connection (SSL)**

Set the checkbox **This server requires a secure connection (SSL)** if your SMTP server requires SSL connection.

**Authentication required**

If your SMTP server requires authentication, check the **Authentication required** checkbox and enter the **Account** name and **Password**.

### 1.2.11.2 Configure Email

Options on this window are used to customize the email that will be sent. The dialog can be opened by pressing the **Configure Email** button from the Email window in **Printing Preferences**.

Configure Email

From: info@backup4all.com To: info@novapdf.com

CC: BCC:

Subject: A new test email

Content: attached should be the latest pdf file created with novapdf 7.2

Attach the created PDF file  Delete PDF file after email  Lookup email addresses

Attach other files:

C:\Users\Admin\Desktop\blacklist.txt  
C:\Users\Admin\Desktop\blacklist\_domains.txt

Zip email attachments  Change zip extension to txt

OK Cancel Help

### Configure Email

You can configure next email properties:

- **From** address (the sender of the email, enter your address)
- **To** email addresses
- **CC** email addresses
- **BCC** email addresses
- **Subject** of the email
- **Content** of the email

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.

### Attach the created PDF file

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**).

### Delete PDF file after email

If this option is selected, the PDF file will be deleted from the local hard-drive after it was sent via email.

**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).

**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 one-by-one using the **Add...** 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.

**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.

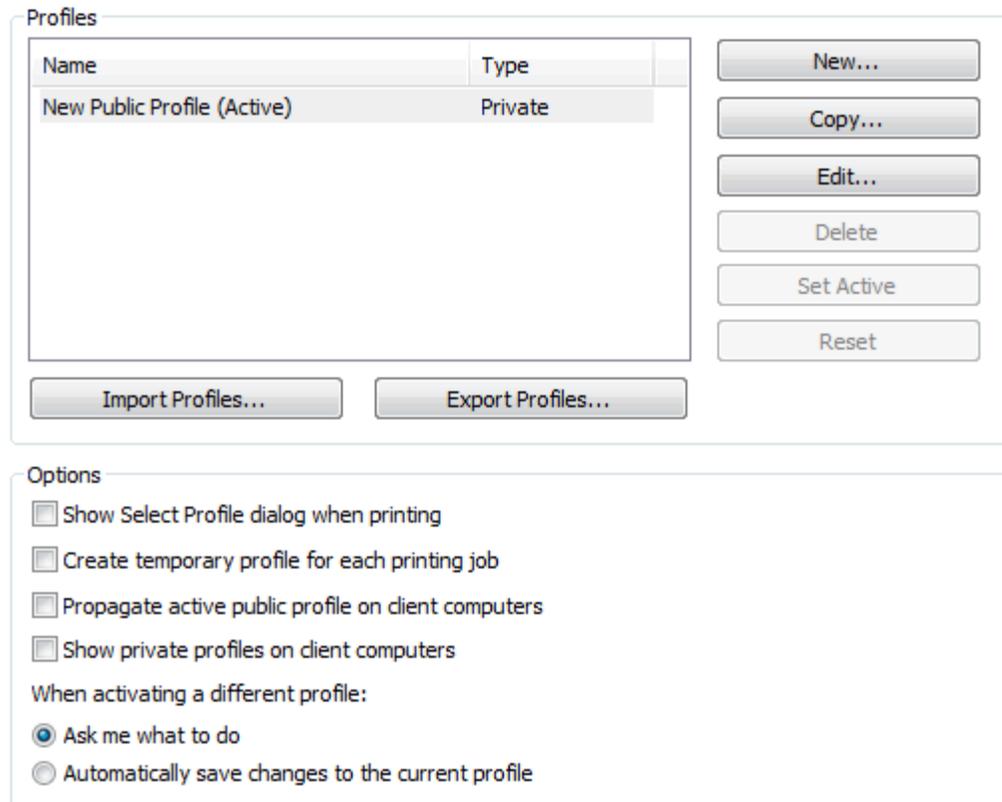
**Change zip extension to**

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).

## 1.2.12 Profiles

The **Profiles** page of the **Printing Preferences** allows you to add new profiles or manage existing ones (copy, edit, delete, reset), set the active profile and other options when activating a private or public profile.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Profiles** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.



## Profiles

When the novaPDF is installed, a **Default Profile** is automatically created. This profile is the only profile in the beginning and its settings will be used for all novaPDF print jobs. You can later define some other profiles and choose one of them as the active profile. All defined profiles are shown in the **Profiles** list-view.

If you have a novaPDF Server Edition, you can create private or public profiles. Public profiles are visible from all client computers. You are only allowed to create public profiles on the printer server computer. Private profiles are visible only on the computer where they were created.

### Import profiles

The Import profiles dialog window will open allowing you to import private or public profiles (public only if you are using the Server editions) from a previously exported novaPDF printing profiles list file (\*.nve).

### Export profiles

The Export profiles dialog window will open allowing you to export profiles (as private or public ones) so that they could be used on another novaPDF installation after importing them.

### New

The New Profile dialog window will open allowing you to create a new profile. The new profile will have default settings on all **Printing Preferences** dialogs.

### Copy

The Copy Profile dialog window will open allowing you to create a new profile by copying the settings from the profile selected in the profiles list.

**Edit**

The Edit Profile dialog window will open allowing you to rename the profile currently selected in the Profiles list-view, change the PDF version (PDF 1.x or PDF/A -1b compliancy) and other options.

**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.

**Reset**

This button is enabled only for public profiles, that can be changed on client computers. On the client computer, if you changed a public profile, you can press this button to reset the options to the values from the server computer.

**Options**

This group allows setting options for public profiles (available only in Server editions) and for profile activation.

**Show Select Profile dialog when printing**

If this is checked, before starting the PDF printing process (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. So even if you have a profile set as default in the Printing Preferences, what you select in this Select Profile dialog is the profile that will be used for the current printing job.

**Create temporary profile for each printing job**

If checked, novaPDF will attach to each PDF printing job a temporary profile. This is a safety measure, so that if you send a job for printing and you modify the profile before the printing is processed, your sent printing job will be using the profile that it had when the printing was initiated.

**Propagate active public profile on client computers**

If this is checked, once a profile becomes active on the print server, it will be automatically propagated as active profile to all client computers.

**Show private profiles on client computer**

Check this to allow private profiles to be defined on client computers (unchecking this will show only the public profiles on the client computers).

**When activating a different profile**

When activating a different profile you may lose some changes you made to the previous active profile, if you made some changes in the **Printing Preferences** property sheet pages and you did not press the **Apply** or **OK** buttons.

You have two options:

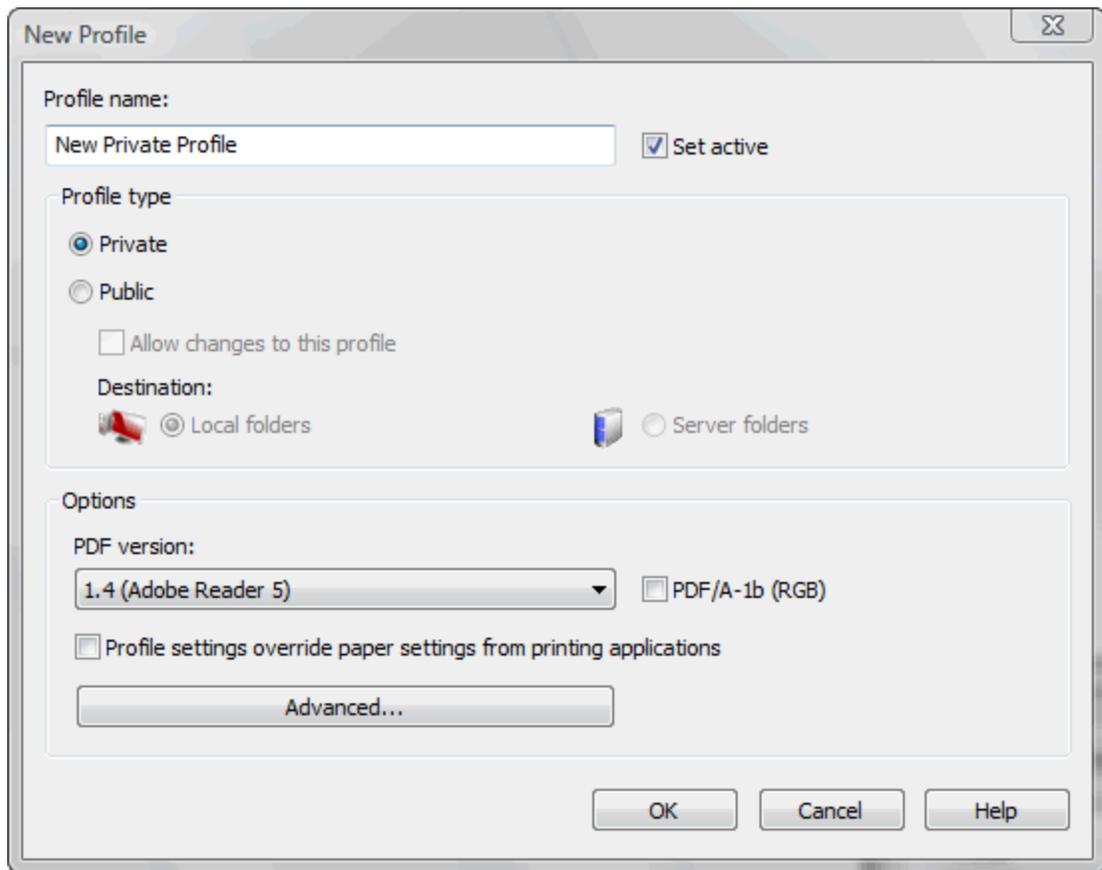
- **Ask me what to do** - let the system ask you if you want to save the changes to the previous active profile or not
- **Automatically save changes to the current profile** - let the system automatically save the changes to the previous active profile

**1.2.12.1 New/Edit Profile**

This dialog allows choosing a type of profile and naming/renaming it.

The dialog can be opened by pressing the **New** or **Edit** button from the **Profiles** window in

## Printing Preferences.



### Profile name

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

### Set active

This is checked by default and it will set the newly defined profile (or the edited profile) as the active one.

## Profile type

### Private

A private profile is visible only on the computer where it's created. Note that unless you have one of the Server editions, all profiles will be created as private, since only the Server editions support shared network printing.

### Public

If you have a novaPDF Server Edition, you can create private or public profiles. Public profiles are visible from all client computers. You are only allowed to create public profiles on the printer server computer. When a public profile will be used, all the settings from that profile will be propagated to the client computers.

### Allow changes to this profile

If this checkbox is checked, the settings in the public profiles can be overwritten on client computers. If this flag is not set, the public profiles cannot be modified on client computers (all Printing Preferences pages are disabled).

### Destination

When you have a public profile on a **novaPDF Server Edition**, you can choose where to save the generated PDF file. For private profiles, the destination is always **Local** and the options are grayed out, but they become active when **Public** profiles are selected.

- **Local folders.** If the destination is set to local, the file will be saved on the computer from where the print job was started.
- **Server folders.** If the destination is set to network, the file will be saved on the printer server computer.

## Options

### PDF version

You can set a PDF version that will be used when creating PDF files: 1.3, 1.4, 1.5 or 1.6. Note that 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/A-1b (RGB)

Check this option if you want to have the resulted PDF file compliant with the ISO standard **PDF/A-1b** for the RGB colorspace.

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

When the **PDF/A -1b (RGB)** 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.

### Profile settings override paper settings from printing applications

Some settings regarding page size, page orientation and resolution (see Page settings topic) can be selected also from the printing dialogs of the application you are printing from. If you open the novaPDF Printing Preferences property sheet from the printing application, you will see the same settings automatically selected here too. But you can change them, and the changes will be taken in account when printing.

If you do not want this behavior, and you prefer to make page size selection only in novaPDF Printing Preferences property sheet, and you also want the settings you make to be remembered and used on the next printing jobs, you should check the **Profile Settings Override Paper Settings From Printing Applications** check box.

### Advanced

This opens the **Advanced** window that gives additional optimization and correction options that can be done before saving the pdf file (such as ignoring empty pages).

#### 1.2.12.1.1 Advanced Options

**Advanced Options** is available when clicking the "Advanced..." button from the **Edit Profile** window . You can set some advanced options regarding how the printed documents will be processed and saved as a PDFs.

#### Enable optimization of 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 line widths**

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.

**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.

**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.

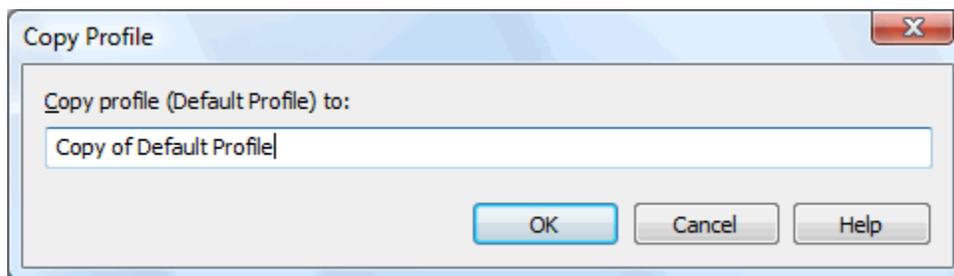
**Ignore empty pages**

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,...)

### 1.2.12.2 Copy Profile

This dialog is displayed when copying a profile (public or private) and allows naming the new profile.

The dialog can be opened by selecting an existing profile and pressing the **Copy** button from the **Profiles** window in **Printing Preferences**.

**Copy Profile**

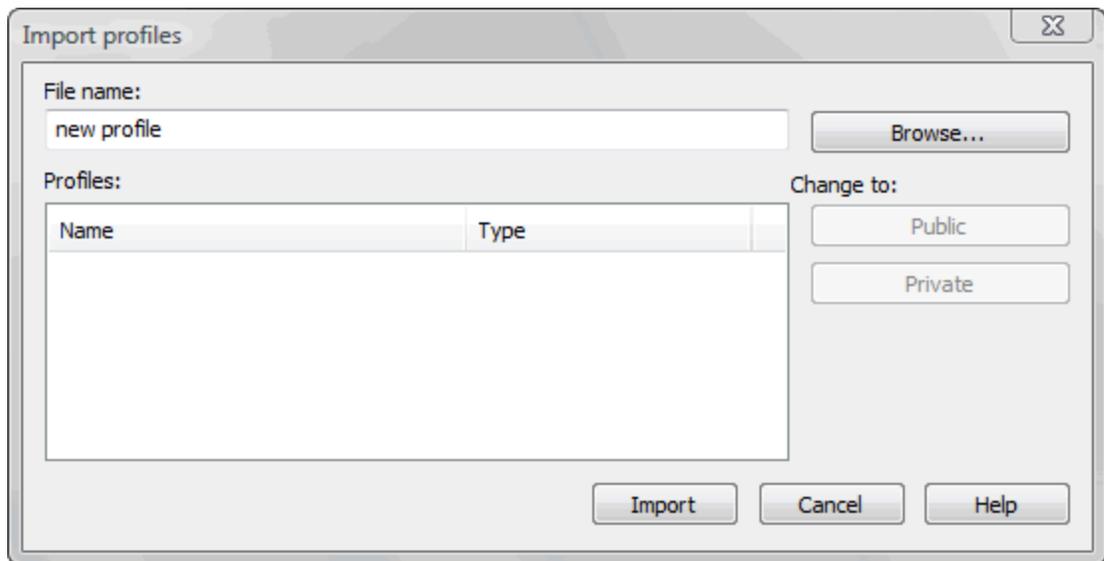
This will create a copy of the selected profile from the profiles list-view of the **Profiles** window. You can type a new name for this profile and when you press **OK** the new profile will be added to the profiles list-view. This profile will have the exact settings as the original one.

Note that you have to use a different name for the profile, because if you're entering the same name you'll get a prompt saying that there is a profile with the same name.

### 1.2.12.3 Import profiles

The Import profiles window allows importing printing profiles in novaPDF (from a previously exported file).

This window can be opened by pressing the **Import profiles** from the **Profiles** window in **Printing Preferences**.



### File name

Use the **Browse** button to select the file that contains profiles you want to import. You can only import .nve files that were previously exported from novaPDF.

### 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).

Public profiles can be imported only if you are using novaPDF Server Edition.

### Change type to

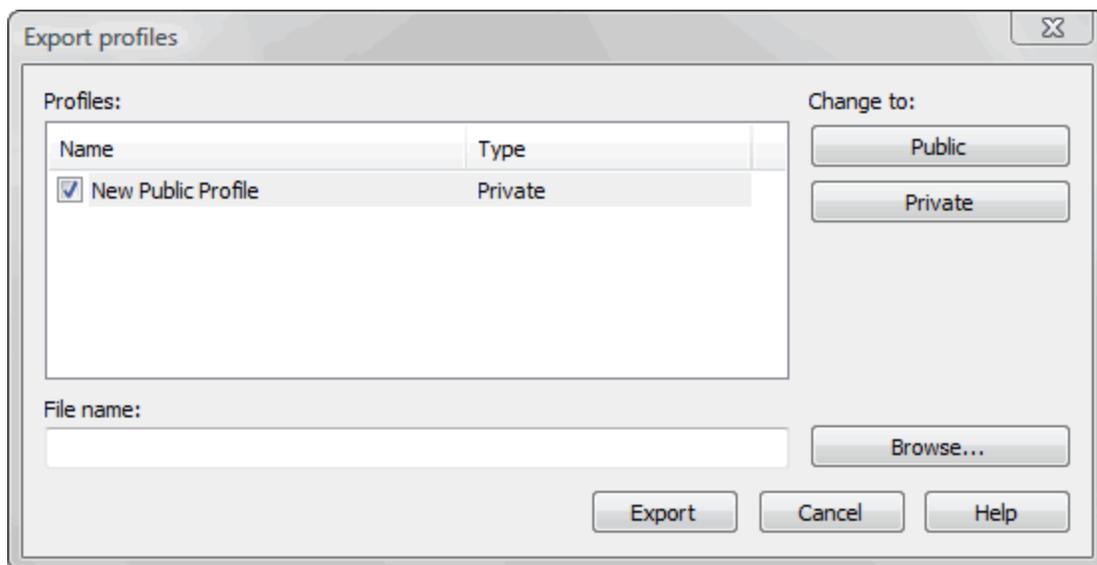
After the detected profiles have been listed in the Profiles list-view, you have the option of changing the type of each detected profile to Public or Private. To do so, select the profile you want to change the type to and click on the **Public/Private** button. The type of the profile will be changed and shown in the Type column. Public profiles can be imported only in the Server editions (trying to import a public profile in the Desktop edition will display a warning).

Private profiles are visible only on the computer where they were created. Public profiles are visible from all client computers but can be used only with the Server editions.

## 1.2.12.4 Export profiles

The **Export profiles** window allows exporting printing profiles from novaPDF to a .nve file (that can be later imported in a different installation of novaPDF).

This window can be opened by pressing the **Export profiles** from the **Profiles** window in **Printing Preferences**.



### File name

Use the **Browse** button to add a name and select the path where the profiles file will be saved. You can only export to .nve files, a proprietary format recognized by novaPDF.

### Profiles

The Profiles list-view shows all the Profiles that were detected for this installation of novaPDF. Thicken the checkbox in front of the profiles you want to export, and click on the **Export** button to save the selected profiles in a .nve file. Furthermore, if you already have some profiles exported in a file, you can select in the **File name** section the same file and add more profiles to it as novaPDF will recognize its format and what profiles already exist (if a profile with the same name already exists in the output file, you'll be asked if you want to overwrite the existing profile with the newly exported one).

### 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. You can export profiles as private or public no matter if you have the Server or Desktop edition, but you will not be able to import Public profiles in the Desktop editions (only in the Server ones).

Private profiles are visible only on the computer where they were created. Public profiles are visible from all client computers but can be used only with the Server editions.

## 1.2.13 About

The **About** page of the **Printing Preferences** contains information about the version and edition you have installed, features of the installed edition and options to register, purchase or contact the support team.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **About** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.

novaPDF is available as Shareware - another way of saying "Try before you buy". It is fully

functional with no time limitation. 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 register novaPDF.

To start the order process, go to the **About** page in the **Printing Preferences** dialog and click on **Buy now!** button. It will open the online web page where you can purchase novaPDF. After completing the purchase, a registration key will be delivered to you by email. This key is required to register the program. It is recommended that you make a backup copy of this email (e.g. print out a hard copy).

If you want to change the user interface language click on the Language button and select the one you want to switch to.

To register the program, click on the Register button and enter the registration information received via email.

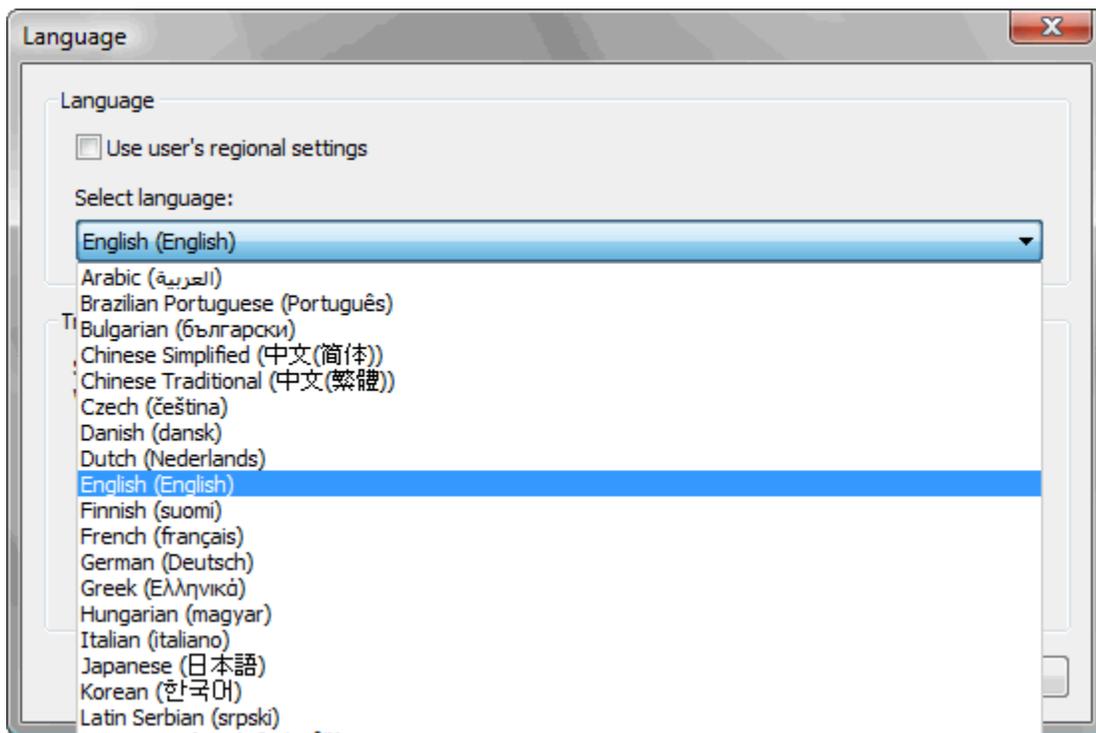
To contact the support team, click on the **Support** button. This will open an email (using the default email client) having information about your operating system and version/edition of novaPDF.

The **Licenses** button is available only in the **Server** editions and allows license management.

### 1.2.13.1 Language

The **Language** page of the **Printing Preferences** allows you to set the language for the **Printing Preferences** page.

The window can be opened by choosing the **Printing Preferences** menu item when novaPDF is selected in the **Printers and Faxes** window and clicking the **Language** tab. This tab is also accessible from the printing Windows application in the **Print** dialog if you press the **Properties** (Preferences) button when novaPDF is selected.



### Use user's regional settings

If you check this option, the language will be automatically selected depending on each user 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 in the Select language combo-box.

## 1.2.13.2 Register

The **Register** window can be opened from the **About** page and allows entering a registration name and registration key to register novaPDF.

Register

If you paid the license fee and received a registration name and key please fill this information in the fields below exactly as they appear in the instructions you received and press OK. You can copy/paste the information if you wish

Registration name:

Registration key:

OK Cancel Help

novaPDF Professional Server - Version 7.0 Build 315  
Windows Vista Enterprise Edition (Service Pack 2) - Version: 6.0.6002 (Platform: x86)

### Register

After purchasing a novaPDF license you will receive an email that contains your **Registration name** and **Registration key**. Copy and paste the exact values you received by email in the available fields. Press the **OK** button when you are ready.

If the registration information is valid, you will get a confirmation message saying the application has been successfully registered. After the confirmation message, you can see the registration details on the **About** page.

If you lost your registration key, please send us your purchase information (purchase number and approximate date), specify the name (company name) and email address you used to buy your copy of novaPDF. We will send to you the registration key again.

If you have questions or you experience problems related to the registration process, you can use the **Support** button from the **About** page to contact us. We will be happy to assist you with the registration.

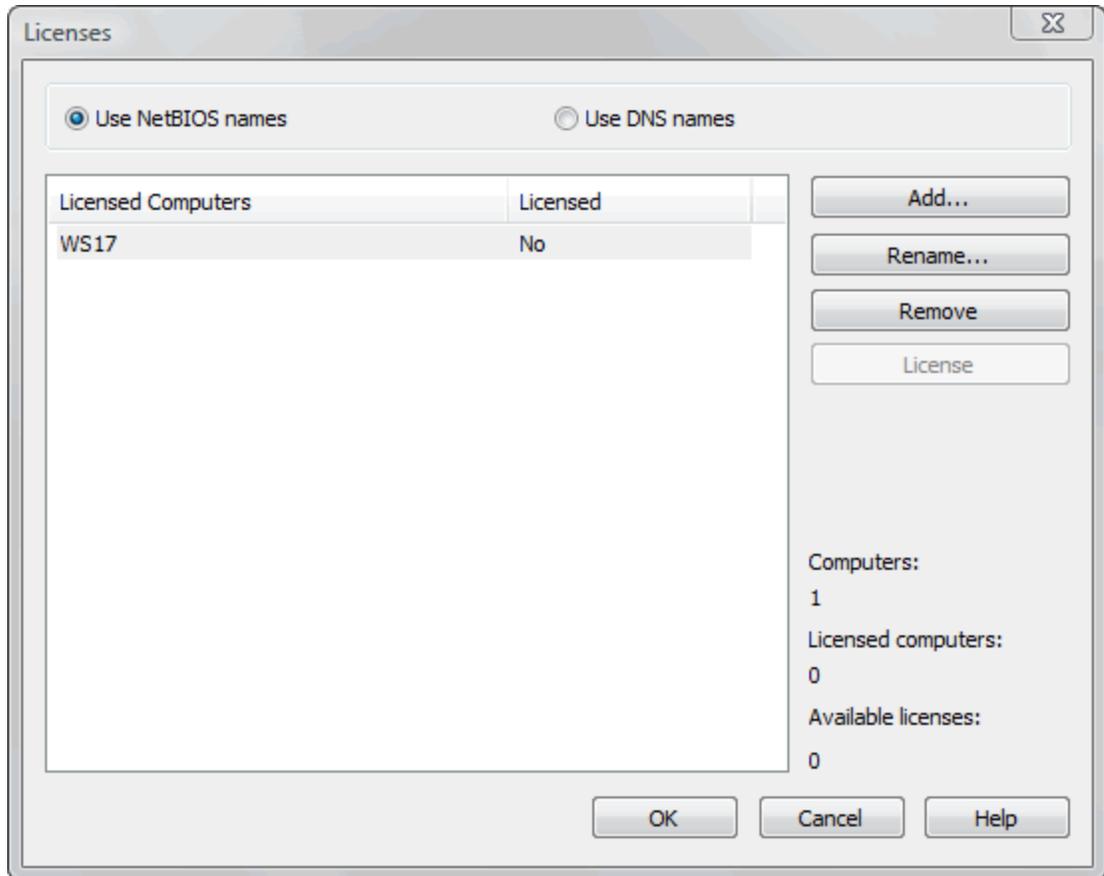
## 1.2.13.3 Licenses

### Network license

If you want to use novaPDF as a printer server, you will need a novaPDF server license with the number of computers that connect to the "print server". The license should be registered on the "print server".

### Manage network licenses

You can manage network licenses only from the printer server using the **Licenses** window accessible from the **About** page if you press **Licenses** button.



If a print job is started from a computer in the network, the computer name is registered automatically for a license, as long as there are licenses available. So if you bought enough licenses for your network, you don't have to configure anything, all computers will be automatically registered when they initiate their first print job to the novaPDF on the printer server. As the client computers are being assigned a license, you will see the number of **Available licenses** decreasing, and the licensed status as **Yes** near the name of the licensed computers.

The client computers are automatically added in the computers list even when the server is not licensed. In this case all computers will be listed as unlicensed. When novaPDF is registered, the computers in the list are automatically licensed. If you have more computers in the list then the number of licenses, the computers at the end of the list will remain unlicensed.

You can see a status of the current available licenses in the lower right-hand part under the **Available licenses** text. If you wish, you can manage the licensed workstations manually in the **Licenses** dialog. You can **Add**, **Remove**, **Rename** or **Unlicense** workstations in the **Licensed Computers** list.

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 to change the names manually or you can

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remove all machines from the licensed list and let novaPDF license them with the new name at the moment of the first print job.

# Index

## - A -

Access permission 22  
 Active profile 56  
 Add profile  
   Private profile 56  
   Public profile 56  
 Allow changes 54  
 Author 20

## - B -

Bookmarks  
   Add 32  
   Detect 32  
   Edit 32  
   Open to level 32  
   Remove 32  
   Use levels 32  
 Border  
   None 30  
   Rectangle 30  
   Underline 30

## - C -

Compression 15  
 Configure email 50  
   BCC 52  
   CC 52  
   From 52  
   To 52  
 Conversion 15  
 Copy profile 59  
 create certificate 25  
 create PDF 6  
 Custom forms 11  
 customize signature 27

## - D -

Default email client 50  
 Definitions list 33

Detect  
   File name 30  
   Link 30  
   URL 30  
 Detection options  
   Color 33  
   Font 33  
   Size 33  
   Style 33  
 digital signature  
   certificate 23  
   pdf security 23  
   pdf signature 23  
   system certificate 23  
 Display options 33  
 Document Information 20  
 Downsampling 15

## - E -

Edit bookmark 33  
 Email  
   Send 50  
   Zip attachment 50  
 Embed fonts 18  
 Encryption  
   128 bits 22  
   40 bits 22  
   High level 22  
   Low level 22  
 Export profiles 60

## - F -

Fonts 18

## - G -

Graphic  
   Resolution 8  
   Scale 8  
 Graphics 15

## - I -

Import profiles 59

**- J -**

JPEG 15

**- K -**

Keywords 20

**- L -**

Language 62

Languages

Select 62

Links 30

Local files 30

**- M -**

Margins

Bottom 12

Left 12

Right 12

Top 12

Match bookmark 32

Metadata 20

Multiline bookmarks 32

**- O -**

Optimization 15

Orientation

Landscape 8

Portrait 8

Override 54

**- P -**

Page settings 8

Page size

Customize 8

Height 8

Manage 8

Predefined 8

Width 8

Password protect 22

PDF viewer

Layout 20

Magnification 20

Permissions 22

Predefined forms

A3 11

A4 11

A5 11

A6 11

B4 11

B5 11

Envelope 11

Executive 11

Folio 11

Legal 11

Letter 11

Note 11

Quarto 11

Statement 11

Tabloid 11

Preview 8

Private profiles 54

Producer 20

Profiles

Copy 54

Delete 54

New 54

Rename 54

Reset 54

Public profiles 54

**- Q -**

Quality

Image 15

Text 15

**- R -**

Reduce size 15

Regional settings 62

**- S -**

Secure connection 52

Security settings 22

select certificate 24

Set active 54

signature position 29  
SMTP 52  
SMTP server  
    Authentication 52  
    Port 52  
    SSL 52  
Subject 20  
Subsets 18  
system certificate 24

## - T -

Title 20  
Translator 62

## - U -

Units 8, 12  
URL 30

## - Z -

ZIP 15  
Zoom  
    Align 12  
    Center 12  
    Customize 12