602
software

Print2PDF 7.0 Server Edition
User Manual

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Introduction

Print2PDF Server Edition is a tool for converting documents into PDF (Portable Document Format). This easy-to-use PDF conversion tool will allow every network user to convert documents into PDF from any application that can print.

System Requirements

The recommended system configuration for Print2PDF Server Edition is Windows® 2003 Server on a computer with 256MB RAM. Below are the minimum requirements:

Operating Systems

- Windows® 2000 Professional
- Windows® 2000 Server
- Windows® XP Home
- Windows® XP Professional
- Windows® XP Professional x64 Edition
- Windows® Vista™
- Windows® Vista™ x64 Edition
- Windows® Server 2003
- Windows® Server 2003 x64 Edition
- Windows® 2000 & 2003 Terminal Services
- Citrix® MetaFrame® Presentation Server 3.0 & 4.0

Memory and Hard Disk Space

- 128 MB of RAM
- 40 MB for installation

Integration Requirements

- VBScript (VBScript.dll) is used for application automation.
- You must use the same user account for installing the host applications and running the conversion process.
- Print2PDF.dot macro requires Microsoft® Word 2000, 2002, 2003, or 2007.
- Integration with Microsoft® Internet Explorer requires version 5.5 or higher.
- Windows® Vista™ users must disable Protected Mode or add the website to the Trusted Sites list for conversion from Microsoft® Internet Explorer 7.

Host Application Requirements

- Autodesk® Design Review 2008
- Autodesk® AutoCAD 2000 or higher
- Microsoft® Word 2000, 2002, 2003, or 2007
- Microsoft® Excel 2000, 2002, 2003, or 2007
- Microsoft® PowerPoint 2000, 2002, 2003, or 2007
- Microsoft® Visio 2000, 2002, 2003, or 2007
- Microsoft® Publisher 2000, 2002, 2003, or 2007
- Microsoft® Internet Explorer 6.0+
- OpenOffice.org 2.2+

Installation

Things to know before installation

- Print2PDF Server Edition is installed as a print driver; it will install system files inside Windows and support files to the user-defined location:
  Program files: `%programfiles%\Software602\Print2PDF`
  Common files: `%programfiles%\Common Files\soft602`
  32-bit driver: `%systemroot%\system32\spool\drivers\w32x86\3`
  64-bit driver: `%systemroot%\system32\spool\drivers\x64\3`
- After the install process is complete, you will find the Print2PDF printer in the Windows print folder. Right click a supported file type in Windows Explorer will access the Convert2PDF feature and the Configuration application can be accessed from the Print2PDF Server Edition program group.
- By default, Print2PDF Server Edition will install as a 30-day trial. When you purchase Print2PDF Server Edition, you are given a Registration Key that unlocks the trial version. If you have purchased Print2PDF Server Edition and have not registered, review the Print2PDF Server Edition Installation Guide, located at the Print2PDF Server Edition support section, here.
- The trial version of Print2PDF Server Edition differs from the full version in two ways. First, the trial will insert a trial statement into all documents processed by Print2PDF. Second, the trial version will run for 30 days. At this point you may purchase a Registration Key or uninstall Print2PDF Server Edition from your computer. **If a client adds the Print2PDF printer while Print2PDF Server Edition is in trial mode, the client MUST delete and re-add the printer after the trial period.**

Normal Server Installation

1. Download the setup file for Print2PDF Server Edition. This can be obtained from:

   http://www.software602.com/download/

2. Double-click the download file, **p2pdf7se.exe**, to start the installation process.
3. Follow the Installation Wizard to complete the installation process.
4. At the end of the installation, you will be asked to restart the computer. Please restart your computer at this time to ensure the program is installed correctly.

Citrix and Terminal Services Farm Installation

Print2PDF Server Edition can be installed normally on a standalone Citrix or Terminal Server. Installation on a farm requires a few extra steps:

Follow these instructions to setup Print2PDF Server Edition on your farm:

1. Install Print2PDF Server Edition on the first server in the server farm.
2. Share the Print2PDF printer.
3. Register the software (if this step is skipped, you will be required to remove and re-add the Print2PDF printer from all servers to eliminate the trial warning).
4. Connect all other servers of the server farm to the shared printer.
5. Reboot all servers.

6. The Print2PDF printer will now be available on ALL servers in the farm[1].
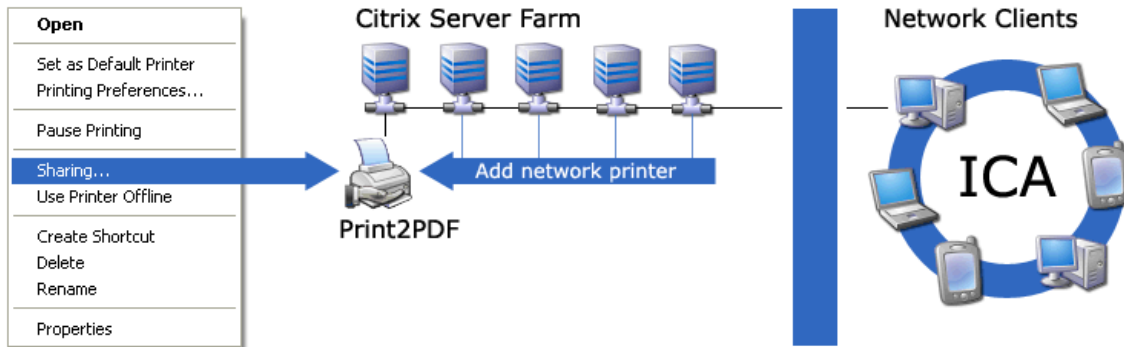
LICENSING NOTE: If you have a server that is NOT on the same subnet, an additional Print2PDF Server Edition license will be required.

Citrix and Terminal Services Application Compatibility

The Print2PDF printer requires the **PrnPack.exe** process to function. Print2PDF supports applications published as an **application** or a **desktop**. When a user has access to the **desktop**, the **PrnPack.exe** process will start from the registry key:

```
HKEY_LOCAL_MACHINE\SOFTWARE\Microsoft\Windows\CurrentVersion\Run
```

When an **application** is published, or the above registry key is not executed when a user logs in, the following will be required for Print2PDF to function:

1. Open either your central user logon script or the individual **USRLOGON.CMD** scripts for each server (found in the %SystemRoot%\system32 directory).
2. Depending on your architecture, add the following to the top of the script:

32-bit
```
start %SystemRoot%\system32\spool\drivers\w32x86\3\PrnPack.exe /server
```
64-bit
```
start %SystemRoot%\system32\spool\drivers\x64\3\PrnPack.exe /server
```

3. Save the file.
4. After login, the **PrnPack.exe** process will show in the task list for the user:

---
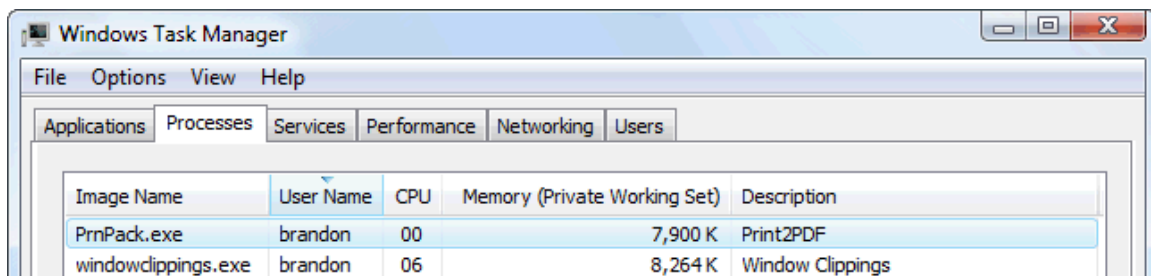
[1] After all servers in the farm have installed the network printer, you can remove sharing from the printer on the first server (this is not required, but recommended).

Network Printer Sharing

Print2PDF Server Edition was designed for easy distribution to network users via a shared printer from the Windows environment.

Network Requirements

Server

The following components are required to share the Print2PDF printer on the server:

- Working TCP/IP Network
- Client for Microsoft Networks
- File and Printer Sharing for Microsoft Networks
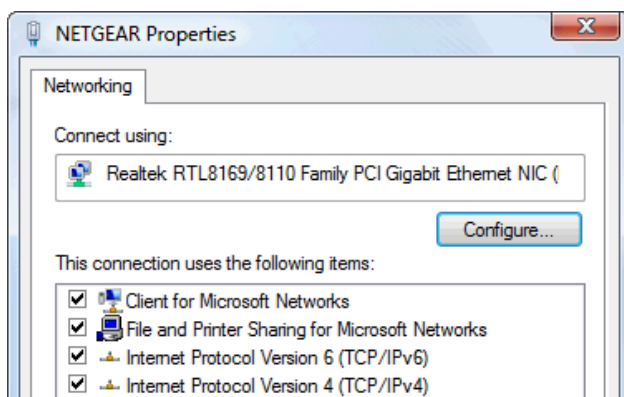
Client

The following components are required to add the Print2PDF printer on a client:

- Working TCP/IP Network
- Client for Microsoft Networks
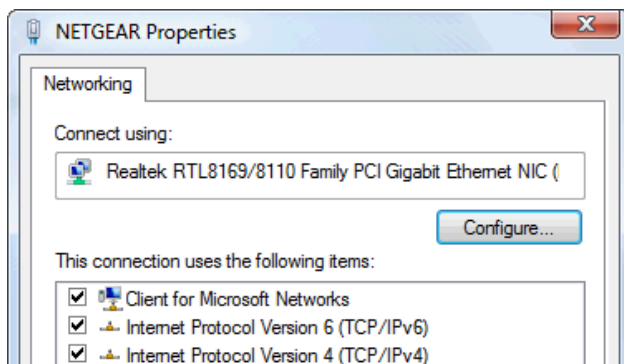
Microsoft topics on TCP/IP connectivity and file & printer sharing are available here:

- http://support.microsoft.com/default.aspx?scid=kb;en-us;314067
- http://www.microsoft.com/downloads/details.aspx?FamilyID=87c0a6db-aef8-4bef-925e-7ac9be791028&DisplayLang=en

Sharing Print2PDF on the Server

How to share a printer on the network:

1. Click **Start** – **Settings** – **Printers** (Windows 2000) or **Start** – **Control Panel** – **Printers and faxes** (Windows XP).
2. Right click the **Print2PDF** and select **Sharing...**
3. On the **Sharing** tab select **Share this printer** and enter the **Share name** Print2PDF.

4. Click **OK**.

Adding Print2PDF to a Client - x86 Add Printer Wizard

How to add the Print2PDF printer to a client using the Add Printer Wizard:
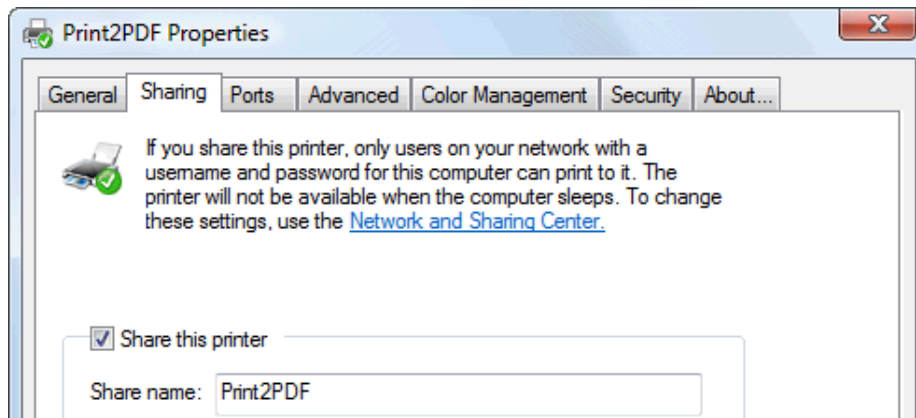
1. Click **Start** – **Settings** – **Printers** (Windows 2000) or **Start** – **Control Panel** – **Printers and faxes** (Windows XP).
2. Click **Add Printer**.
3. Click **Next**, select **Network Printer**, then click **Next**.
4. **Browse** for the Print2PDF printer or directly enter the server name and shared printer name (example: \\servername\Print2PDF or \\192.168.1.1\Print2PDF).
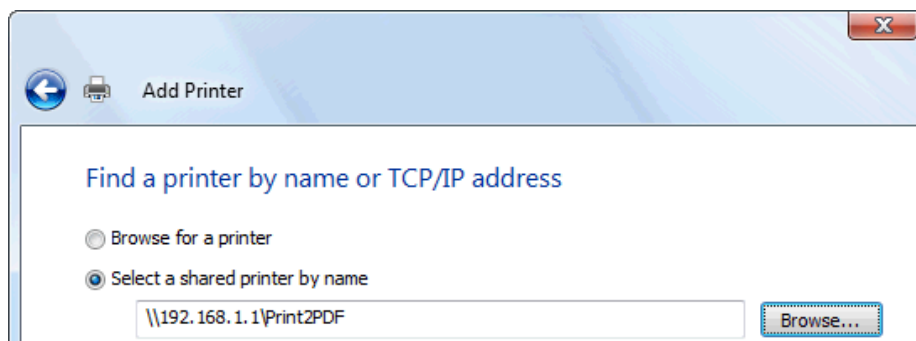
5. Restart the computer before using the Print2PDF printer.

NOTE: Print2PDF will be installed as a local printer on clients. A network connection to the server will not be required after client installation.

Adding Print2PDF to a Client - x86 Add Printer Script

There are many ways to add a printer to a client. Here are two Visual Basic Script (.VBS) examples: one uses AddWindowsPrinterConnection and the other PrintUI.DLL. These scripts will only work on 32-bit versions of Windows.

AddPrinter1.vbs

Learn more about the AddWindowsPrinterConnection method from Microsoft, here.

```
' AddPrinter1.vbs
' Print2PDF Installation Script #1
' Uses the AddWindowsPrinterConnection method

Dim WshShell, netPrinter, UNCpath
UNCpath = "\\servername\print2pdf"
Set Net = CreateObject("WScript.Network")
Net.AddWindowsPrinterConnection UNCpath
WScript.Sleep 30000
Set WshShell = WScript.CreateObject("WScript.Shell")
WshShell.Run("%SystemRoot%\system32\spool\drivers\w32x86\3\PrnPack.exe /server")
WScript.Quit
```

AddPrinter2.vbs

Learn more about PrintUI.DLL from Microsoft, here.

```
' AddPrinter2.vbs
' Print2PDF Installation Script #2
' Uses PrintUI.DLL

Dim WshShell
Set WshShell = WScript.CreateObject("WScript.Shell")
WshShell.Run("rundll32 printui.dll,PrintUIEntry /in /n\\servername\print2pdf /q")
WScript.Sleep 5000
WshShell.SendKeys "{ENTER}"
WScript.Sleep 30000
WshShell.Run("%SystemRoot%\system32\spool\drivers\w32x86\3\PrnPack.exe /server")
WScript.Quit
```

NOTE: The automatic search feature in Windows XP WILL NOT correctly install the Print2PDF printer! You must manually add the printer using the Add Printer Wizard, or use one of the above script methods.

Adding Print2PDF to a Client - x64/Vista File Sharing Script

At this time, the only way to add the printer from Print2PDF Server Edition to Windows Vista or an x64 client machine is as follows:

1. Share the following folder on the server as **print2pdf_files** with read access: **%SystemRoot%\system32\spool\drivers\print2pdf**
2. Run the appropriate batch file on the client (replace **servername** with the name of your server):

AddPrinter3-x86.bat

```
@echo off
REM AddPrinter3-x86.bat
REM Add Print2PDF to an x86 client, requires elevated Administrator rights

mkdir %SystemRoot%\system32\spool\drivers\print2pdf\
xcopy \\servername\print2pdf files\*.* %SystemRoot%\system32\spool\drivers\print2pdf\ /y

cd %SystemRoot%\system32\spool\drivers\print2pdf\

> cleanpdf.reg ECHO REGEDIT4
>>cleanpdf.reg ECHO.
>>cleanpdf.reg ECHO [-HKEY_LOCAL_MACHINE\SOFTWARE\Software602\Print602]
>>cleanpdf.reg ECHO.
regedit /s cleanpdf.reg
del cleanpdf.reg

copy acfpdf.txt ..\w32x86\acfpdf.txt
copy acfpdfu.dll ..\w32x86\acpdf300.dll
copy acfpdfui.dll ..\w32x86\acpdfui300.dll

Install.exe  %SystemRoot%\system32\spool\drivers\print2pdf\P2PDF x86.ini
Install.exe  %SystemRoot%\system32\spool\drivers\print2pdf\Print2PDF.ini

regsvr32 /s %SystemRoot%\system32\spool\drivers\print2pdf\instdrv.dll

start %SystemRoot%\system32\spool\drivers\w32x86\3\PrnPack.exe /server
```

AddPrinter3-x64.bat

```
@echo off
REM AddPrinter3-x64.bat
REM Add Print2PDF to an x64 client, requires elevated Administrator rights

mkdir %SystemRoot%\system32\spool\drivers\print2pdf\
xcopy \\servername\print2pdf_files\*.* %SystemRoot%\system32\spool\drivers\print2pdf\ /y

cd %SystemRoot%\system32\spool\drivers\print2pdf\

> cleanpdf.reg ECHO REGEDIT4
>>cleanpdf.reg ECHO.
>>cleanpdf.reg ECHO [-HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Software602\Print602]
>>cleanpdf.reg ECHO.
regedit /s cleanpdf.reg
del cleanpdf.reg

copy acfpdf.txt ..\x64\acfpdf.txt
copy acfpdfuamd64.dll ..\x64\acpdf300.dll
copy acfpdfuiamd64.dll ..\x64\acpdfui300.dll

Install.exe %SystemRoot%\system32\spool\drivers\print2pdf\P2PDF_x64.ini
Install.exe %SystemRoot%\system32\spool\drivers\print2pdf\Print2PDF.ini

regsvr32 /s %SystemRoot%\system32\spool\drivers\print2pdf\instdrv.dll

start %SystemRoot%\system32\spool\drivers\x64\3\PrnPack.exe /server
```

NOTE: The above batch files must be executed as an Administrator through right-click Run as administrator, via an elevated Command prompt, etc.

Print2PDF Server Edition Configuration

This part of the manual will cover configuration options. These settings will allow you to configure Print2PDF Server Edition to meet the specific needs of your application or network. The configuration options shown here are used to set default parameters for the current logged in user, client installation (via Add Printer) and multi-user environment (Citrix and Terminal Services).

How it works

Depending on the access rights of the user launching the **Print2PDF Server Edition Configuration** determines what the user is able to configure. See below for details:

Administrators

- Can define preferences for the current logged in user (e.g. ADMINISTRATOR)
  - After clicking **OK**, all preferences are stored in the registry under:
    HKEY_CURRENT_USER\Software\Software602\Print602\2001\PDF
- Can create profiles (Profiles are named Profile.ini, Profile001.ini, etc.)
  - For the current logged in user (e.g. ADMINISTRATOR):
    - User profiles are saved to the following folder:
      %appdata%\Software602\Print2PDF\Profiles
  - For all users:
    - Enable **Make this profile visible for all users** under the **Save profile** dialog
    - Global profiles are saved to the following folder:
      %systemroot%\system32\spool\drivers\w32x86\3\Profiles
      %systemroot%\system32\spool\drivers\x64\3\Profiles
- Can distribute preferences to new clients (Add printer)
  - Enable **Distribute preferences for clients** and click **OK**
  - Only global profiles are copied to clients
  - Default preferences are saved to the following:
    %systemroot%\system32\spool\drivers\print2pdf\defaults.ini
- Can set preferences for a multi-user environment (Citrix and Terminal Services)
  - Enable **Distribute preferences to all users** and click **OK**
  - Only global profiles can be used in a multi-user environment
  - Preferences are saved to the following:
    %systemroot%\system32\spool\drivers\w32x86\3\defaults.ini
    %systemroot%\system32\spool\drivers\x64\3\defaults.ini

Normal users

- Can define preferences for the current logged in user (e.g. BOB)
  - Define preferences as normal and click **OK**
  - Stored in the registry under:
    HKEY_CURRENT_USER\Software\Software602\Print602\2001\PDF
- Can create profiles (Profiles are named Profile.ini, Profile001.ini, etc.)
  - For the current logged in user (e.g. BOB)
    - User profiles are save to the following folder:
      %appdata%\Software602\Print2PDF\Profiles

NOTE: Users from the ADMINISTATORS group have access to all options.

You can launch the **Print2PDF Server Edition Configuration** application from the **Print2PDF Server Edition** program group.
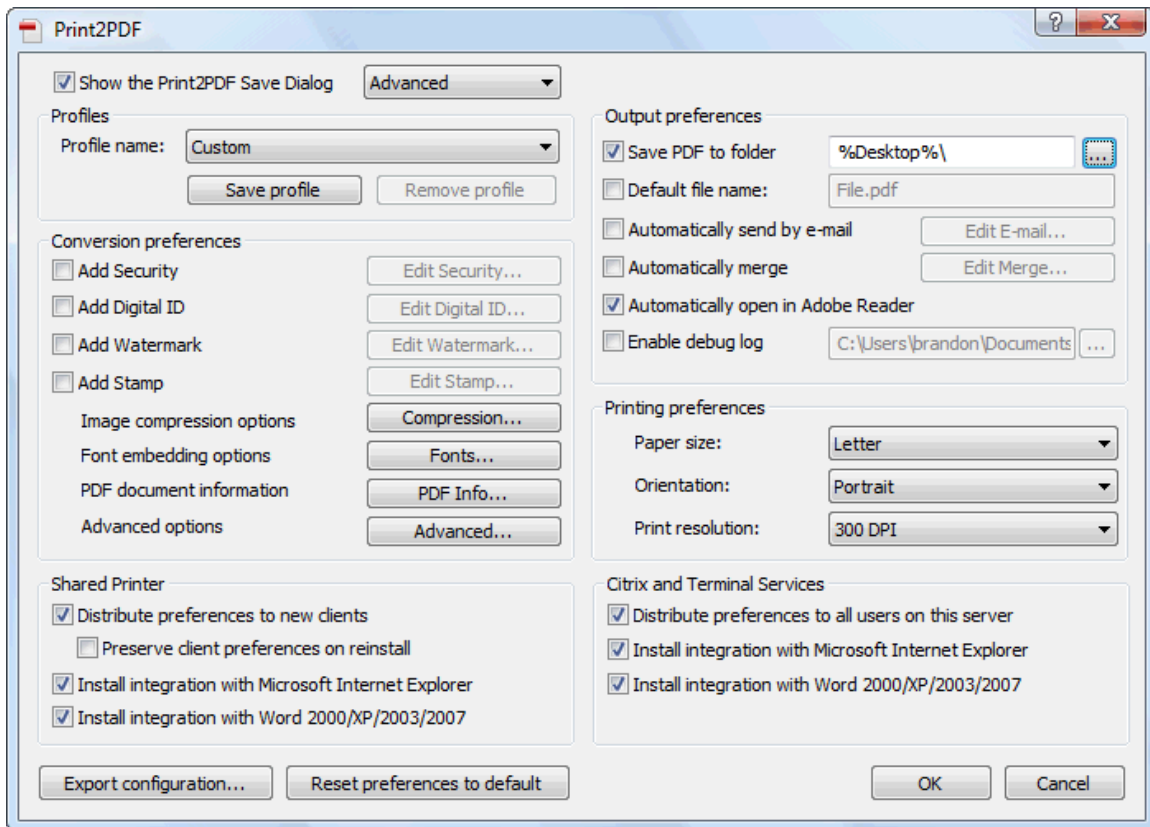
Below is an explanation of each feature and its respective use. To activate a feature, select the checkbox to the immediate left of the feature listed and de-select the check box to deactivate the feature.

Here is the list of available options:

Show the Print2PDF Save Dialog: This allows you to disable the Print2PDF dialog window from appearing whenever you print a document to the Print2PDF printer. It also eliminates the need for user intervention once the print job has been sent.

When this option is enabled you can choose which interface you would like to use:

- **Profile only:** Provides access to the list of profiles only. Only the file name is available, all other interface features are not accessible.
- **Simple:** Provides access to the output PDF path, file name and the ability to automatically open the file in Adobe® Reader®.
- **Intermediate:** Provides access to PDF security, Digital ID functions, and PDF metadata information.
- **Advanced:** Provides access to all features: watermark, stamp, automatic e-mail options, compression options and font embedding.

Profiles

Print2PDF includes five built-in profiles to make PDF creation as simple as possible.

- **Standard:** Use this profile to create Adobe PDF documents suitable for reliable viewing and printing of business documents. This profile is based on the default settings of Print2PDF. The default settings are: Save PDF to folder %Desktop%, Automatically open in Adobe Reader, 300 DPI, Downsize image resolution, JPEG image compression (High quality), Remove duplicate images, Embed necessary subset and Embed licensed fonts.
- **Archive (PDF/A-1b):** Use this profile to create Adobe PDF documents that must conform to the PDF/A-1b ISO standard for long-term preservation (archival) of electronic documents. The following options are different from the **Standard** profile: Adobe PDF/A (Acrobat 8 compatible), Embed all fonts (Standard, Licensed and Simulated) and Save XMP metadata.
- **High Quality Print:** Use this profile to create very large Adobe PDF documents best suited for high quality printing. The following options are different from the **Standard** profile: 2400 DPI, ZIP image compression, Embed all fonts (Standard, Licensed and Simulated) and Fast web view.
- **Smallest File Size:** Use this profile to create very small Adobe PDF documents best suited for on-screen display, e-mail, and the Internet. The following options are different from the **Standard** profile: 144 DPI, JPEG image compression (Low quality) and Fast web view.
- **Confidential:** Use this profile to create Adobe PDF documents that contain the text 'Confidential', watermarked on all pages. The following options are different from the **Standard** profile: Add Watermark to all pages, watermark text 'Confidential' and watermark font size 96.

Depending on the profile type, the preferences are stored in different locations:

User profiles: `%appdata%\Software602\Print2PDF\Profiles\`
Global profiles (32-bit): `%systemroot%\system32\spool\drivers\w32x86\3\Profiles\`
Global profiles (64-bit): `%systemroot%\system32\spool\drivers\x64\3\Profiles\`

NOTE: Profiles are named Profile.ini, Profile001.ini, Profile002.ini, etc.

- **Profile name:** This is the name of the profile that will be visible from the profile list on the Save As dialog.
- **Save profile:** This will save the currently defined preferences into an .ini file.
    - **Make this profile visible for all users:** If this option is enabled, the profile will be stored in the Global profiles directory; otherwise it will be stored in the User profiles directory.
- **Remove profile:** This will remove the profile.

NOTE: To save or remove a Global profile on Windows Vista requires running the Configuration application as the Administrator user via the right-click Run as administrator command.

Conversion preferences

- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the [Edit Security] topic.
- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the [Edit Digital ID] topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the [Edit Watermark] topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the [Edit Stamp] topic.
- **Image compression options:** Clicking the **Compression...** button will allow you to modify image compression to change the PDF file size. For more information see the [Image Compression Options] topic.
- **Font embedding options:** Clicking the **Fonts...** button will open a dialog to modify how fonts will be embedded. For more information see the [Font Embedding Options] topic.
- **PDF document information:** Clicking the **PDF Info...** button will open a dialog to enter metadata information describing the PDF document. For more information see the [PDF Document Information] topic.
- **Advanced options:** This button will open a dialog to provide control over color output, resolution, rotation and optimization. For more information see the [Advanced Options] topic.

Output preferences

- **Save PDF to folder:** This allows you to designate a default folder for the output destination of your PDF documents. Print2PDF supports the following aliases for the path:

Value	Description
%Desktop%	The current logged in user's desktop folder
%Personal%	The current logged in user's personal folder (e.g. My Documents)
%Templates%	The current logged in user's template folder

For a list of all variables that can be used, view the following registry key:

`HKCU\Software\Microsoft\Windows\CurrentVersion\Explorer\Shell Folders`

- **Default file name:** This allows you to define a default file name that increments each time you convert a document (e.g. PDF.pdf, PDF1.pdf, PDF2.pdf). If this option is disabled, the original file name will be used.
- **Automatically send by e-mail:** This feature will automatically attach your PDF document to an e-mail and send it without intervention. Once you enable this option, click **Edit E-mail...** to access the e-mail settings. For more information see the [Edit E-mail] topic.

- **Automatically merge:** This will allow you to automatically merge the contents of multiple documents into a single PDF file. Once you enable this option, click **Edit Merge...** to access the merge settings. For more information see the Edit Merge topic.
- **Automatically open in Adobe Reader:** This feature will automatically launch the Adobe® Reader® upon completion of the conversion. This allows you to view the converted document right away without having to manually open Acrobat® Reader® (Adobe® Reader® is required and is available for free from http://www.adobe.com/).
- **Enable debug log:** This feature will log debug information for use by Software602 support staff.

Printing Preferences

- **Paper Size:** Choose the paper size you want. All supported paper sizes will be listed in the drop down menu. This is based on what is available to your operating system.
- **Orientation:** Choose between portrait and landscape. Portrait is the default.
- **Print resolution:** Choose between 72, 96, 144, 300, 600, 1200 or 2400 DPI. The higher the resolution, the larger the file size.

Shared Printer

- **Distribute preferences to new clients:** Checking this box will distribute the Print2PDF preferences defined to all new clients.
- **Preserve client preferences on reinstall:** Checking this box will not overwrite client preferences during the reinstallation of the Print2PDF print driver (**NOTE:** Orientation, Paper Size and Resolution will **NOT** be preserved).
- **Install integration with Microsoft Internet Explorer:** Checking this box will add the Print2PDF icon to the toolbar in Microsoft Internet Explorer on all new clients for one-click PDF conversion of web pages.
- **Install integration with Word 2000/XP/2003:** Checking this box will install a macro in Microsoft® Word 2000/2002/2003/2007 on all new clients for PDF conversion with bookmarks and hyperlinks.

NOTE: To modify these settings on Windows Vista requires running the Configuration application as the Administrator user via the right-click Run as administrator command.

Citrix and Terminal Services

- **Distribute preferences to all users on this server:** Checking this box will distribute the Print2PDF preferences defined to all users on this server.
- **Install integration with Microsoft Internet Explorer:** Checking this box will add the Print2PDF icon to the toolbar in Microsoft Internet Explorer for all users on this server for one-click PDF conversion of web pages.
- **Install integration with Word 2000/XP/2003:** Checking this box will install a macro in Microsoft® Word 2000/2002/2003/2007 for all users on this server for PDF conversion with bookmarks and hyperlinks.

NOTE: To modify these settings on Windows Vista requires running the Configuration application as the Administrator user via the right-click Run as administrator command.

Other options

- **Export configuration:** This button will export all currently selected preferences to the **defaults.ini** format.
- **Reset preferences to default:** This will reset preferences to default values.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

Advanced Configuration

Edit Security

Adding security to a PDF document provides powerful RC4 encryption, password protection options and permissions control.
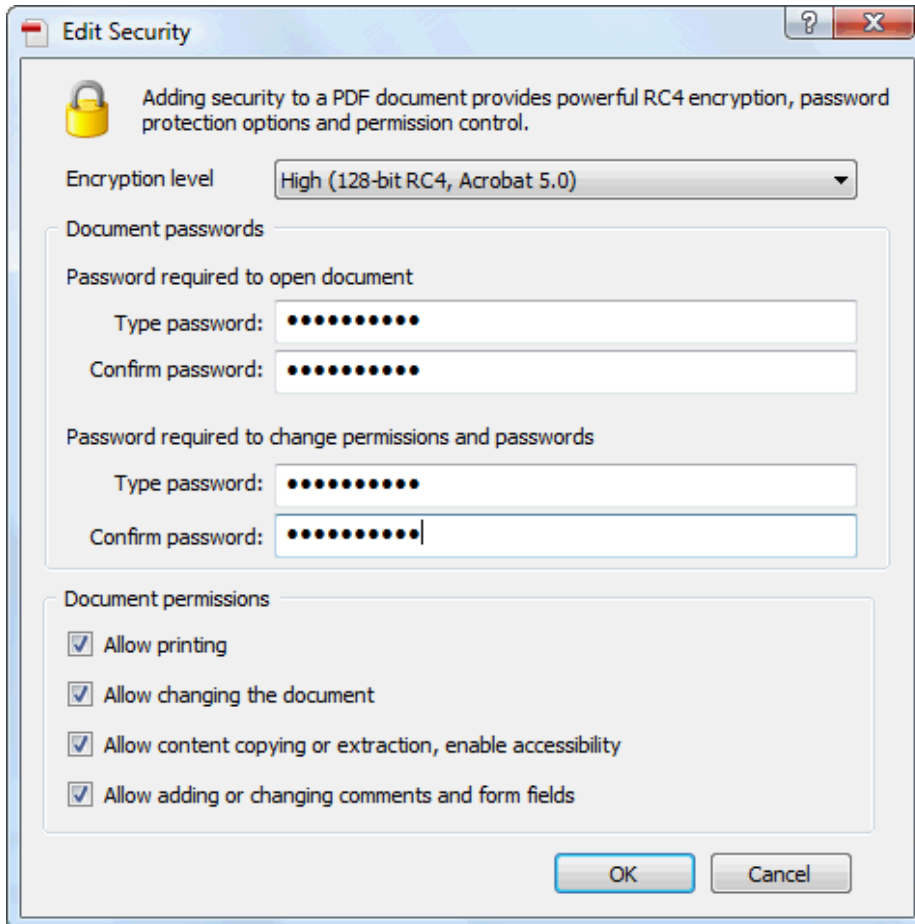
Here is a list of available options:

Encryption level: The Low (40-bit RC4, Acrobat 3.x, 4.x) encryption level has a much lower level of security than the High (128-bit RC4, Acrobat 5.0) level. Please note that High encryption is only compatible with Adobe® Reader® 5.0 or higher.

Document passwords:

- **Password required to open document:** Anyone that wants to open (read) the document must know this password.
- **Password required to change permissions and passwords:** Anyone who wants to change the document passwords or document permissions must know this password.

Document permissions:

- **Allow printing:** Enable this permission to allow the document to be printed.
- **Allow changing the document:** Enable this permission to allow users to make changes.
- **Allow content copying or extraction, enable accessibility:** Enable this permission to allow users to copy text, graphics and enable the accessibility interface.
- **Allow adding or changing comments and form fields:** Enable this permission to allow users to change comments and fill in form fields.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

Edit Digital ID

Adding a Digital ID will ensure the recipient that the PDF document came from you and that you will vouch for the contents. The Digital ID will also provide tamper-resistance so the recipient can detect unauthorized changes.
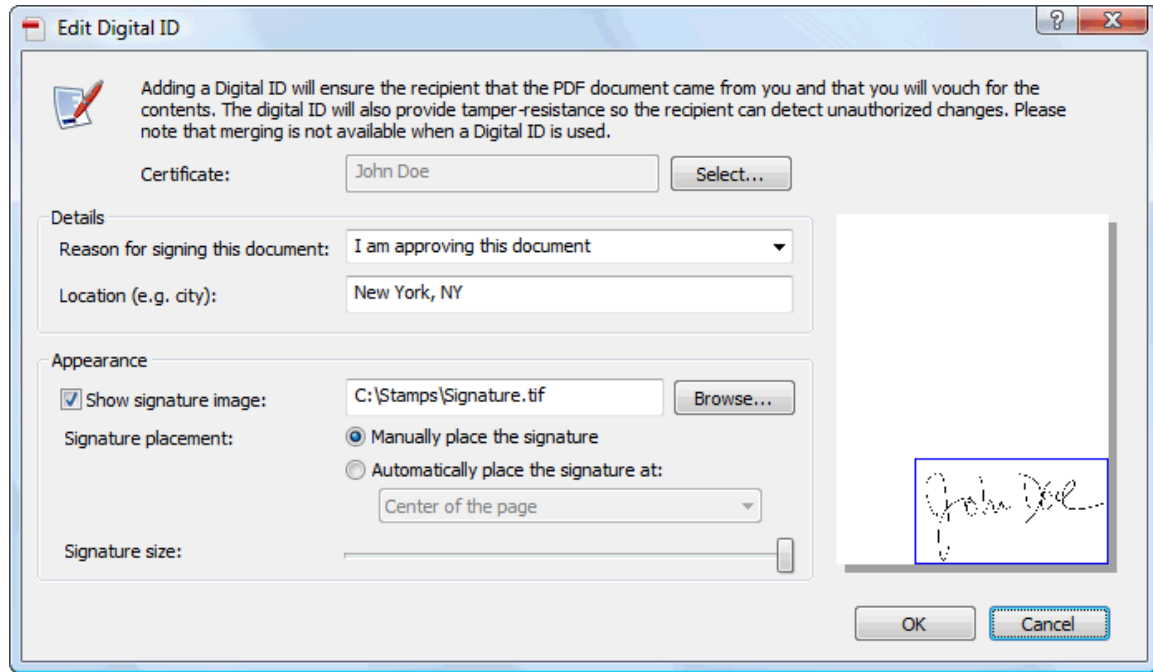
Here is a list of available options:

- **Certificate:** Click **Select...** and choose the certificate from the Windows Certificate store you would like to sign the output PDF document with.

Details

- **Reason for signing this document:** You can specify a reason for signing the document by selecting a pre-defined reason from the list or type your own reason in this field.
- **Location:** Allows you to enter the location that the signing occurred.

Appearance

- **Show signature image:** Check this box and click **Browse...** to select the image you would like to use to represent your signature in the document.
- **Signature placement:** The signature image can be manually placed on the page by dragging it with the mouse on the preview to the right or use a predefined page position by selecting an option from the combo box.
- **Signature size:** Drag the slider to set the size of the signature image on the page.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

Edit Watermark

Add a Watermark to identify the contents of the document to the reader (e.g. Draft, Confidential, Top Secret, etc.).
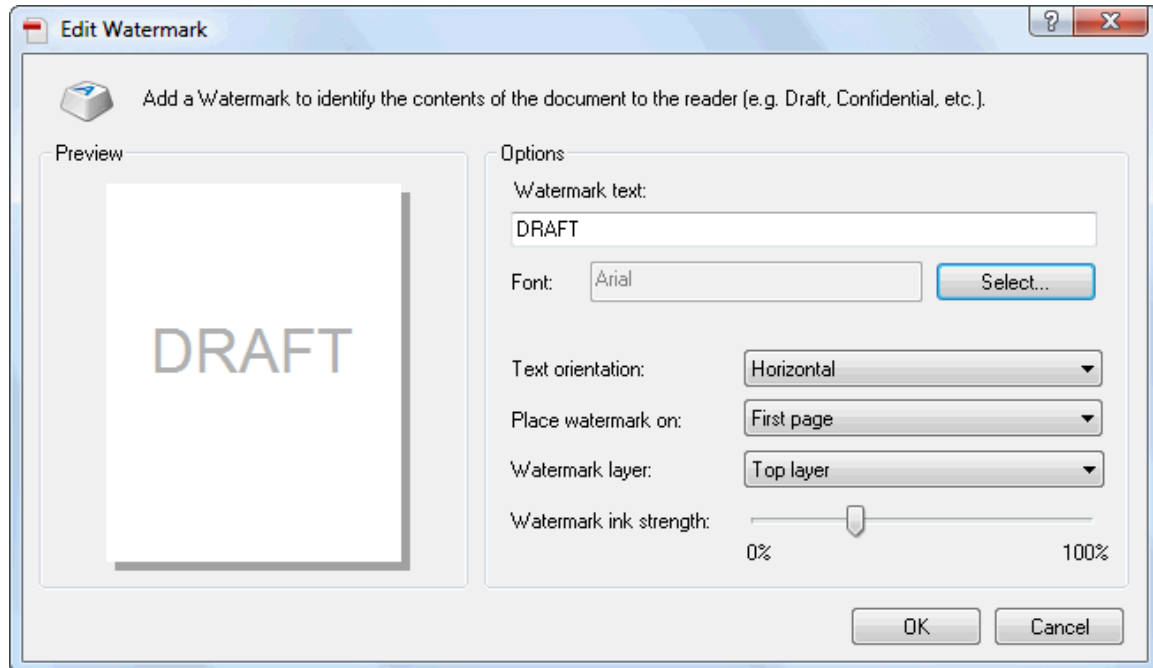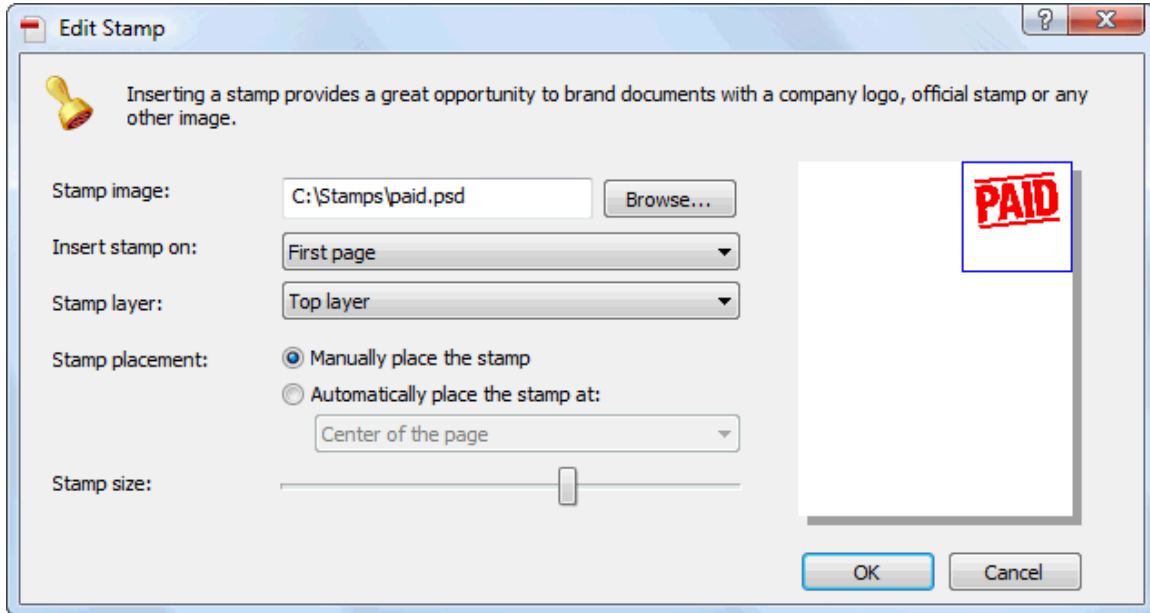

Here is a list of available options:

- **Watermark text:** Type the text you want for the watermark. To insert the page number, enter **%P** (e.g. PAGE %P will yield, PAGE 1, PAGE2, etc.).
- **Font:** Click the **Select...** button and select the font, style and size you want for the watermark.
- **Text orientation:** Specify how the text will appear on the document.
- **Place watermark on:** Specify where the watermark will appear on the document.
- **Watermark layer:** Specify whether the watermark will appear above or below the document contents. Please note that some applications will fill the entire background with white before printing. You must use the top layer when printing from these applications or the watermark will be hidden.
- **Watermark ink strength:** Drag the slider to set the ink strength of the watermark.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

Edit Stamp

Inserting a stamp provides a great opportunity to brand documents with a company logo, official stamp or any other image.
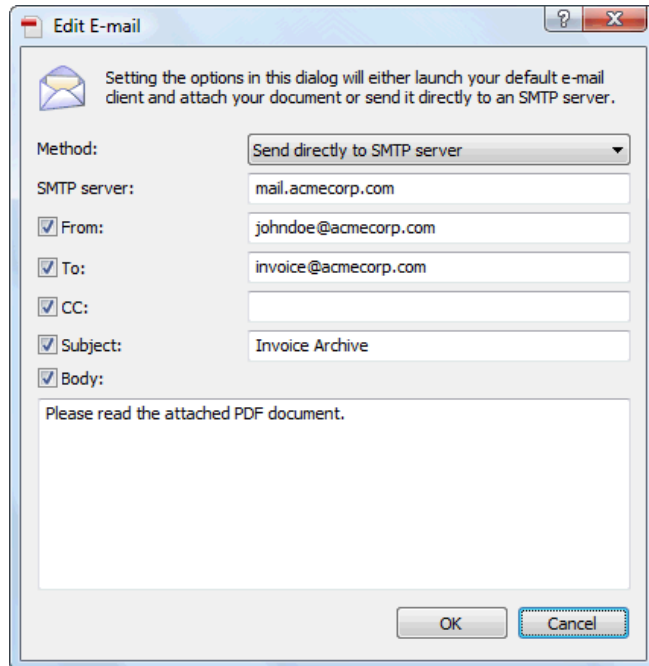

Here is a list of available options:

- **Stamp image:** Click the **Browse...** button to select the image you would like to use as a stamp (e.g. official stamp, company logo).
- **Insert stamp on:** Specify where the stamp will appear on the document.
- **Stamp layer:** Specify whether the stamp will appear above or below the document contents. Please note that some applications will fill the entire background with white before printing. You must use the top layer when printing from these applications or the stamp will be hidden.
- **Stamp placement:** The stamp can be manually placed on the page by dragging it with the mouse on the preview to the right or use a predefined page position by selecting an option from the combo box.
- **Stamp size:** Drag the slider to set the size of the stamp on the page.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

Edit E-mail

Setting the options in this dialog will either launch your default e-mail client and attach your document or send it directly to an SMTP server.

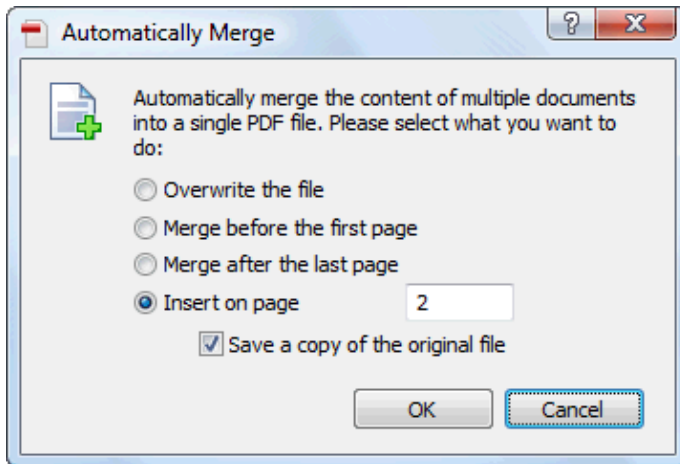Here is a list of available options:

- **Method:** Print2PDF supports multiple methods of sending via e-mail.

  - **Launch default e-mail client:** Launches the default e-mail client specified in the operating system and attaches the PDF file. The user must complete the sending process.
  - **Send using default e-mail client:** Launches the default e-mail client specified in the operating system, attaches the PDF file and attempts[2] to automatically send the e-mail.
  - **Send directly to SMTP server:** Uses the built-in SMTP client to send the e-mail with the PDF attachment to the designated SMTP server. No default e-mail client is needed. **This method is 100% automated.**

- **From:** This is the address that the e-mail will come from.
- **To:** This is the address that the e-mail will be sent to.
- **CC:** This is the address where a copy of the e-mail will be sent.
- **Subject:** This is the subject of the e-mail.
- **Body:** This is the text that will be used for the body of the e-mail.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

---

[2] A message may appear prompting you that e-mail is being sent when using this option. This is due to security improvements in Outlook and Outlook Express.

Edit Merge

Automatically merge the contents of multiple documents into a single PDF file.
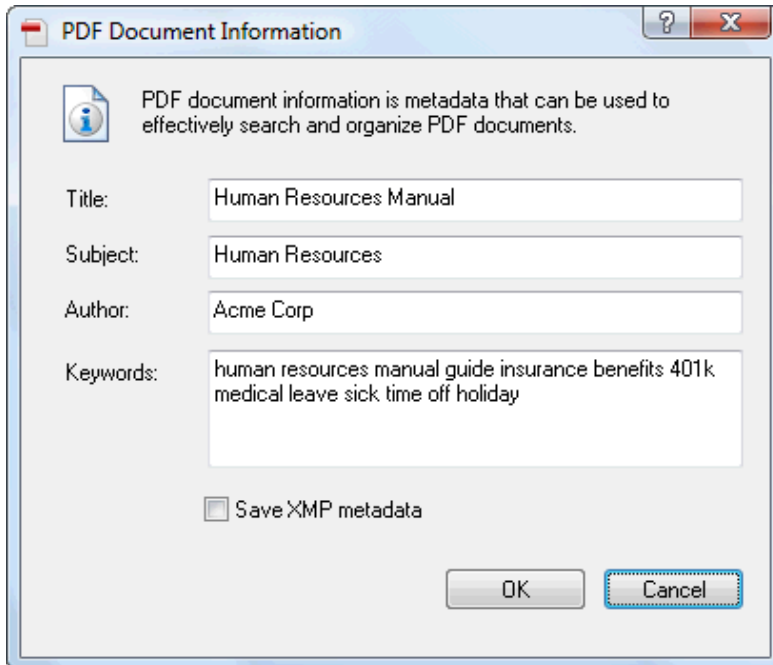
Here is a list of available options:

- **Overwrite the file:** Will replace the original file with the new file.
- **Merge before the first page:** Will merge the new file before the first page in the original document.
- **Merge after the last page:** Will merge the new file after the last page in the original document.
- **Insert on page:** Will insert the new file on the selected page in the original document.
- **Save a copy of the original file:** Will automatically create and save a copy of the original file. This option will append **–original** to the original file name (e.g. document.pdf will become document-original.pdf).

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

PDF Document Information

PDF document information is metadata that can be used to effectively search and organize PDF documents. Search engines commonly use metadata to effectively index a document.
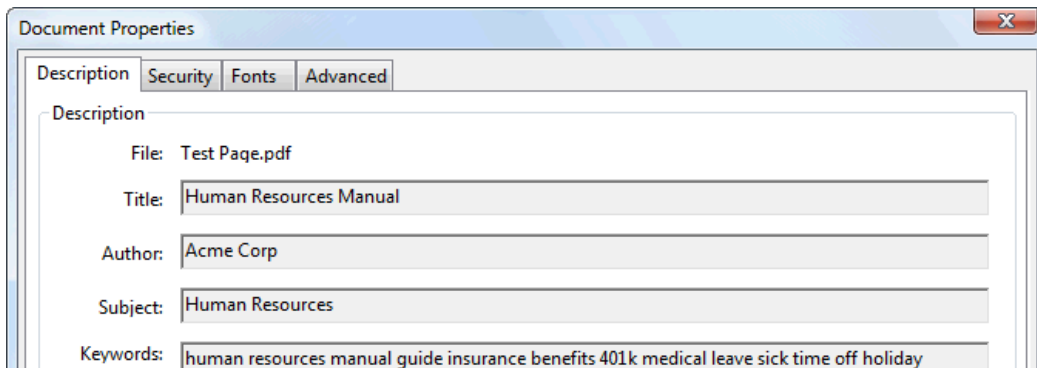

Here is a list of available options:

- **Title:** Enter the title of this document.
- **Subject:** Enter the subject this document is about.
- **Author:** Enter the author's name.
- **Keywords:** Enter the keywords for this document.
- **Save XMP metadata:** Save metadata in the Extensible Metadata Platform (XMP) format. Learn more about XMP, here.
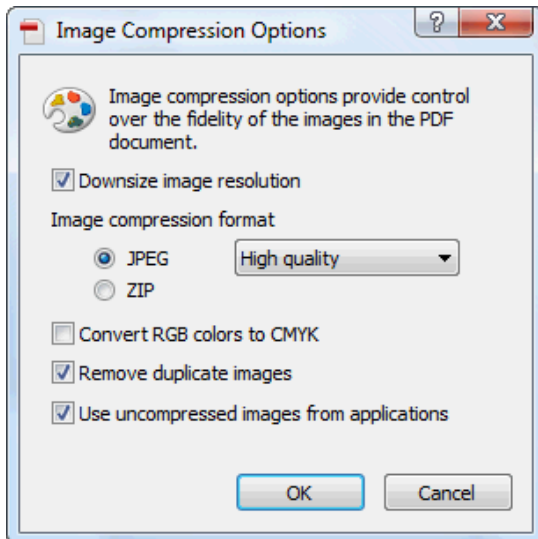
Example of how metadata appears in Adobe® Reader®:

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

Image Compression Options

Image compression provides control over image fidelity in the output PDF document.
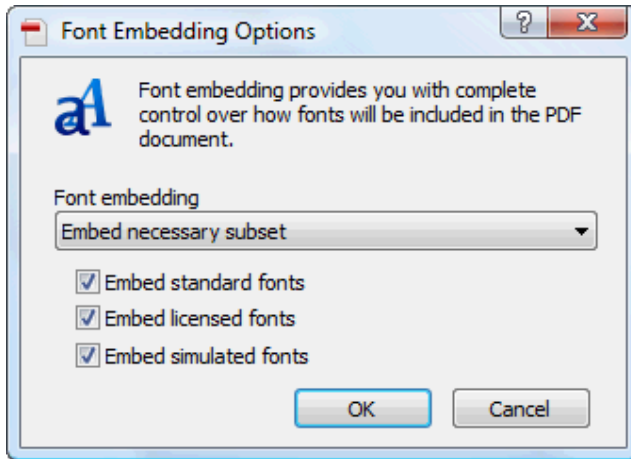

Here is a list of available options:

- **Downsize image resolution:** This option will reduce the resolution of images to the value set in **Print resolution**. This option is recommended as downsizing images can reduce the size of the PDF file. If the print resolution is greater than the image resolution, Print2PDF will not change the image resolution.

- **Image compression format:** Compressing images will result in much smaller PDF files. There are two compression methods offered in Print2PDF:

  - **JPEG:** This method is suitable for moderate sized grayscale and color images. JPEG is *lossy*, which means that it removes image data and may reduce image quality, but it attempts to do so with minimal loss. The **Quality** determines the amount of compression used. **High quality** means less compression (larger file size) and **Low quality** means more compression (smaller file size).
  - **ZIP:** This method is good to use on images with large areas of single colors or repeating patterns. The ZIP method is *lossless*, which means it will not affect image quality.

- **Convert RGB colors to CMYK:** Enable this option to convert RGB colors to CMYK. Make sure you have a CMYK profile associated with the Print2PDF printer.
- **Remove duplicate images:** Removes duplicate images.
- **Use uncompressed images from applications:** Instructs GDI to send uncompressed images instead of compressed images.

NOTE: ZIP compression is always used for images with 256 colors or less and CCITT compression is always used for black and white (1-bit) images.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

Font Embedding Options

Font embedding provides you with complete control over how fonts will be included in the output PDF document.
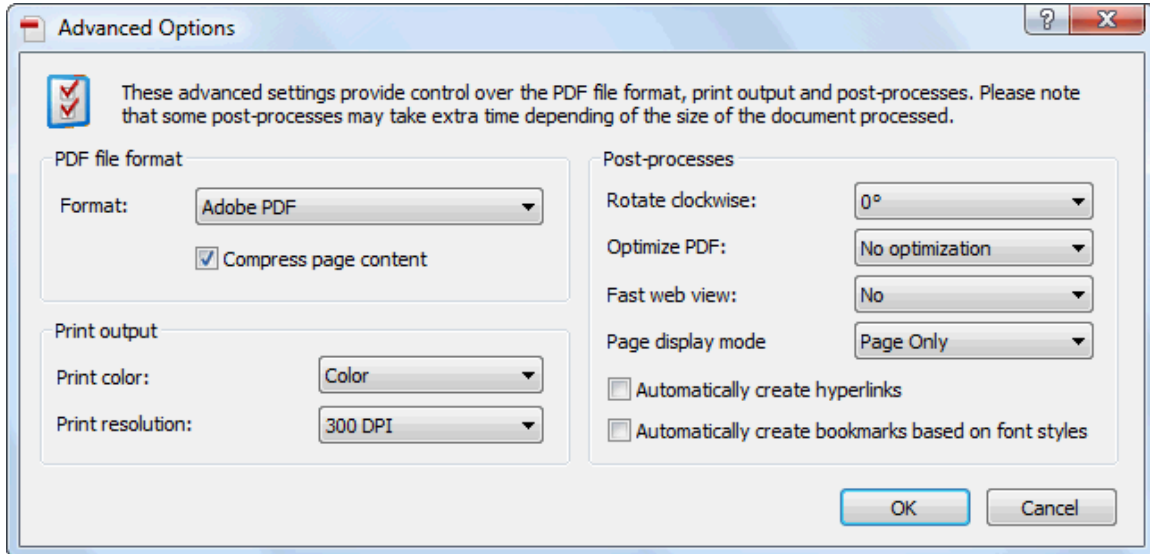

Here is a list of available options:

- **Font embedding:** Embedding fonts will result in a larger but more portable PDF file. There are three possible options:

    o **Don't embed fonts:** Places a description of the font into the PDF but does not embed the actual font. These files are the smallest and will display well on any machine that has the specified fonts installed. Do not use this option with double-byte fonts (e.g. Asian fonts).
    o **Embed all fonts:** Will embed all fonts within the PDF, thus increasing the file size. When the fonts are embedded, the PDF output will display correctly in any reader, even if the machine does not have the specified fonts installed.
    o **Embed necessary subset:** Has the same effect as Embed all fonts, except it only embeds the relevant parts of each font into the PDF output. This normally results in a significant reduction in file size.

- **Embed standard fonts:** Will embed the base 14 fonts.
- **Embed licensed fonts:** Will embed fonts that require a license.
- **Embed simulated fonts:** Will embed Italic or Bold fonts that do not have an associated font file, but are simulated by the system.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

Advanced Options

These advanced settings provide control over the PDF file format, print output and post-processes. Please note that some post-processes may take extra time depending on the size of the document processed (e.g. Automatic bookmarks).

Here is a list of available options:

PDF file format

- **Format:** Determines the output file format, **Adobe PDF** will result in an Adobe 1.3 PDF, **Adobe PDF 1.4** will result in an Adobe 1.4 PDF, **Adobe PDF/A (Acrobat 7 compatible)** will result in an PDF/A compliant file for Acrobat 7, and **Adobe PDF/A (Acrobat 8 compatible)** will result in an PDF/A compliant file for Acrobat 8.
- **Compress page content:** This will compress (deflate) the content of each page to further reduce the PDF file size.

NOTE: There is no way to create PDF/A files that will validate compliant in both Acrobat 7 and Acrobat 8. Although Acrobat 8 is more conformant to the ISO 19005-1 specification, Acrobat 7 will not validate the file as PDF/A.

Print output

- **Print color:** This specifies if the printed output will be in **Color** or black and white **Gray Scale**.
- **Print resolution:** Choose between 72, 96, 144, 300, 600, 1200 or 2400 DPI. The higher the resolution the larger the file size.

Post-processes

- **Rotate clockwise:** Rotate the entire document clockwise by the degrees specified.
- **Optimize PDF:** Attempts to regroup lines or paragraphs to make the PDF easier to edit in other applications.

- **Fast web view:** Linearize the PDF for fast viewing from the web.
- **Page display mode:** This option determines which panes and tabs are displayed in the Adobe® Reader® application.
- **Automatically create hyperlinks:** Attempts to find text that has certain prefixes and marks that text as a hyperlink (default prefixes are as follows: http://;https://;www.;mailto:;ftp://). See the **Developer Guide** for more information on how to customize this feature.
- **Automatically create bookmarks:** Automatically convert titles in the document to PDF bookmarks. This will search the document for the three largest font sizes and create a bookmark tree three levels deep containing these bookmarks. See the **Developer Guide** for more information on how to customize this feature.

NOTE: Print resolution cannot be changed once printing has started (e.g. from the Save PDF File As dialog). Please use the Print2PDF Server Edition Configuration application to change this value.

Click **OK** to confirm the changes you have made and close the dialog box. Click **Cancel** to close the dialog box without saving any changes.

Creating PDF documents using Print2PDF

Print2PDF Save As Dialog

Print2PDF cannot be launched as a stand-alone application. To access this dialog, you must create a print job and send it to the Print2PDF printer.
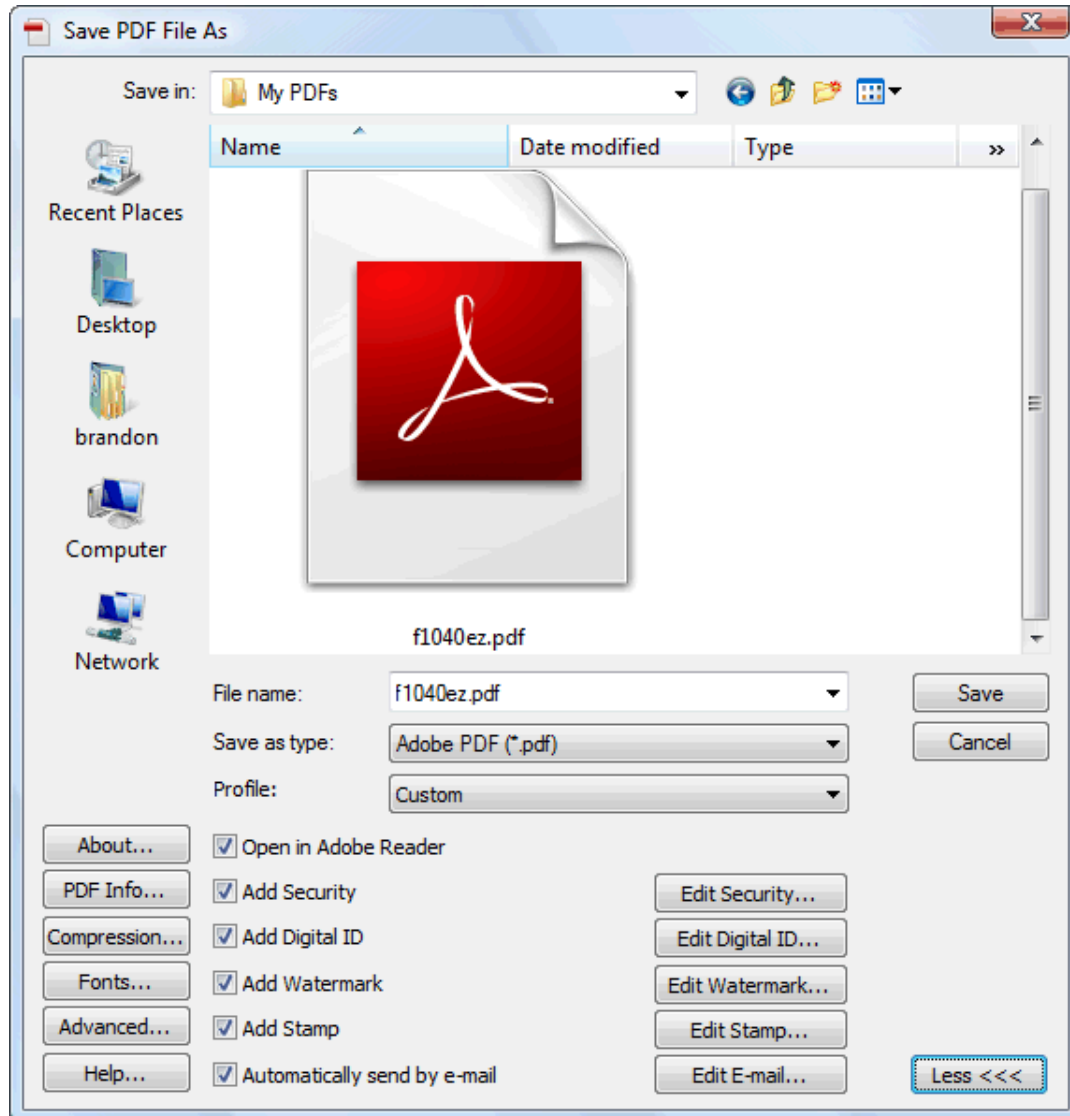
Here is a list of available options:

- **File name:** Enter a name for the output PDF.
- **Profile:** Choose a profile from the list. This will change the settings based on what is contained in the profile. For more information see the Profiles topic.
- **Open in Adobe Reader:** This feature will automatically launch the Adobe® Reader® upon completion of the conversion. This allows you to view the converted document right away without having to manually open Acrobat® Reader® (Available for free from http://www.adobe.com/).

- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the Edit Security topic.
- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the Edit Digital ID topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the Edit Watermark topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the Edit Stamp topic.
- **Automatically send by e-mail:** This feature will automatically attach your PDF document to an e-mail and send it without intervention. Once you enable this option, click **Edit E-mail...** to access the e-mail settings. For more information see the Edit E-mail topic.
- **Register/About:** When the product is in trial mode, this button will launch the **Registration Wizard** to register the product online. When the product is registered, this button will open the **About** dialog to display the registration and version information.
- **PDF Info:** This button will open a dialog to enter metadata information describing the PDF document. For more information see the PDF Document Information topic.
- **Compression:** This button will allow you to modify image compression to change the PDF file size. For more information see the Image Compression Options topic.
- **Fonts:** This button will open a dialog to modify the font embedding rules. For more information see the Font Embedding Options topic.
- **Advanced:** This button will open a dialog to provide control over color output, resolution, scaling, viewer options, rotation and optimization. For more information see the Advanced Options topic.
- **More >>>:** Will expand the **Save PDF File As** dialog to show more options available for PDF document creation.
- **Less <<<:** Will shrink the **Save PDF File As** dialog and show only the basic set of options.

Click **Save** to create the PDF with the options specified. Click **Cancel** to close the dialog box without saving any changes.

How to use Print2PDF

1. Open a document in your favorite application (e.g. Microsoft Word).
2. Click on **File** and select **Print** from the drop down menu.
3. In the printer dialog box, select **Print2PDF** from the list containing all of the printers installed on your PC.
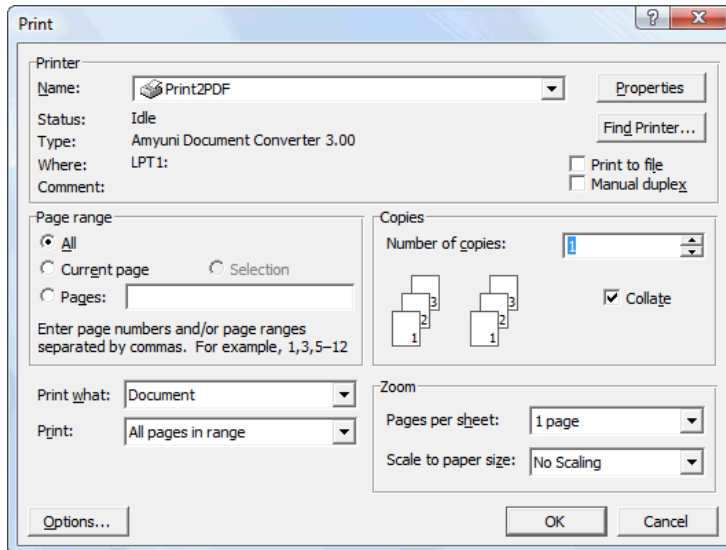
4. Click **Print**.
5. The Print2PDF **Save PDF File As** dialog box will appear.
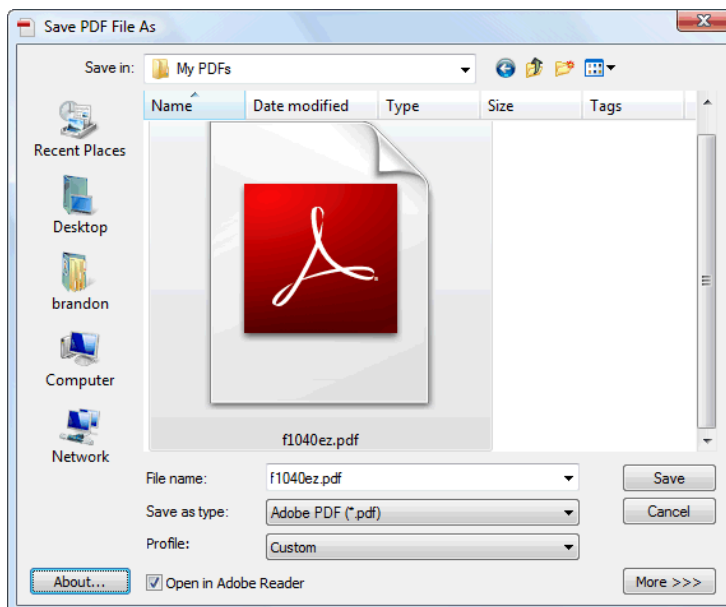
6. In the **File name** field, enter a name for the new PDF file.
7. You may select the folder you would like the new file to be saved by clicking one of the predefined locations on the left (e.g. **Desktop**, **My Computer**) or choose the folder by clicking **Save in:** at the top of the dialog.
8. To create your new PDF document, click the **Save** button.

## How to use Print2PDF from Microsoft Internet Explorer

Print2PDF can also be accessed via the toolbar icon in Microsoft® Internet Explorer for quick and easy web page conversion to the PDF format. By clicking the Print2PDF icon, the current web page will be sent to the Print2PDF printer. This feature is useful for sharing web pages with others.

cnn.pdf
Adobe Acrobat 7.0 Document
88 KB

How to use Print2PDF from Microsoft Word

A macro is automatically installed in Microsoft® Word for easy PDF creation. If your security settings are set to Medium or High, Word will display a macro warning when opening a document. Just select **Always trust macros from this source** and click **Enable Macros**. This will allow you to use the Print2PDF macro. See below:
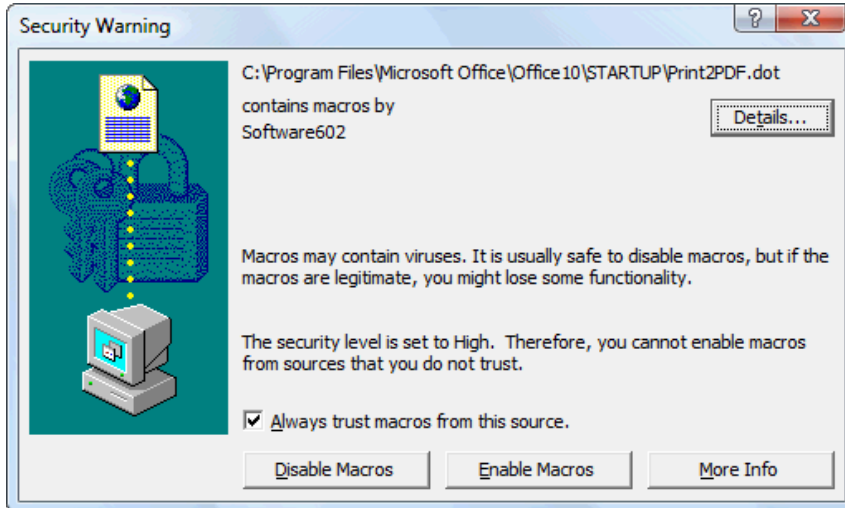
Now we will create a PDF document from Word, do the following:

1. Open a document in Word.
2. Click the **Create PDF** icon on the toolbar.
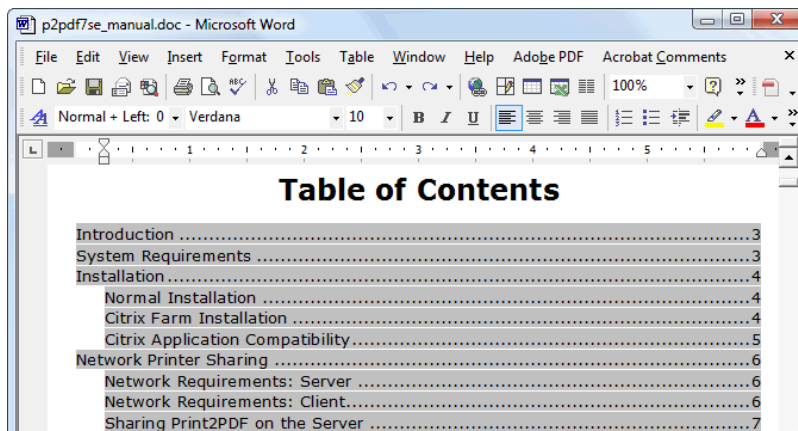
3. Configure the options as needed from the **Save As** dialog.
4. Click **Save**.

When you create a PDF from Microsoft® Word using the **Create PDF** macro, Print2PDF will scan the document for headings (Heading 1 – Heading 9) and hyperlinks. These elements will be included in the PDF as bookmarks and web links.

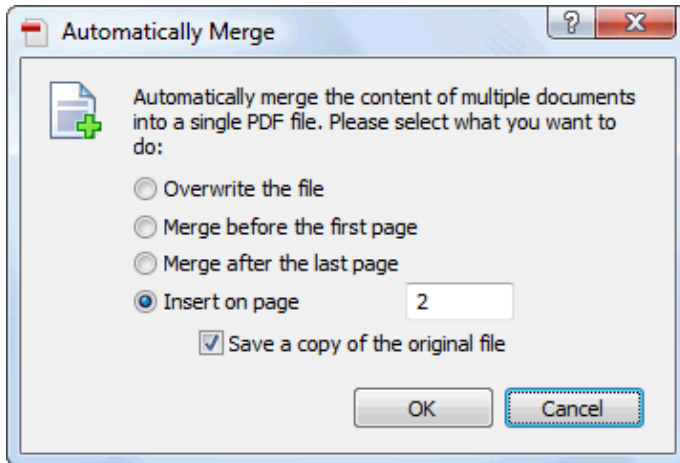## How to merge with Print2PDF

Create a single PDF from multiple sources (web pages, e-mail, Microsoft® Word) to deliver one document that anyone can open. When you attempt to overwrite a file, Print2PDF will prompt you to overwrite or merge the output to the current PDF.

To merge PDF files using Print2PDF, do the following:

1. Create the first PDF file as normal.
2. Print the second document to the Print2PDF printer and attempt to overwrite the first PDF by selecting it in the **Save PDF File As** dialog. Then click **Save**.
3. The **Overwrite or Merge** dialog will appear. This dialog will allow you to replace the original file with the new file or merge the new file with the original document.

   - **Overwrite the file:** Will replace the original file with the new file.
   - **Merge before the first page:** Will merge the new file before the first page in the original document.
   - **Merge after the last page:** Will merge the new file after the last page in the original document.
   - **Insert on page:** Will insert the new file on the selected page in the original document.
   - **Save a copy of the original file:** Will automatically create and save a copy of the original file. This option will append **–original** to the original file name (e.g. document.pdf will become document-original.pdf).

4. Click **OK** to confirm all settings and create the merged PDF.

Converting documents using Print2PDF

File Types

Print2PDF allows you to convert office document directly to PDF without opening the file in the respective application to print. Print2PDF provides automatic conversion using the **Convert2PDF** batch application.

Print2PDF can convert the following file types through automatic printing:

- AutoCAD DWF Files (*.DWF)
- Microsoft Word Documents (*.DOC)
- Microsoft XML Word Documents (*.DOCX)
- Microsoft Excel Documents (*.XLS)
- Microsoft XML Excel Documents (*.XLSX)
- Microsoft PowerPoint Documents (*.PPT)
- Microsoft XML PowerPoint Documents (*.PPTX)
- Microsoft Visio Documents (*.VSD)
- Microsoft Publisher Documents (*.PUB)
- Rich Text Format Documents (*.RTF)
- HTML Documents (*.HTM, *.HTML)
- Text Files (*.TXT)

Installed applications required for automatic printing:

- Autodesk® Design Review 2008 (.DWF)
- Microsoft® Word 2000, 2002, 2003, or 2007 (.DOC, .DOCX)
- Microsoft® Excel 2000, 2002, 2003, or 2007 (.XLS, .XLSX)
- Microsoft® PowerPoint 2000, 2002, 2003, or 2007 (.PPT, .PPTX)
- Microsoft® Visio 2000, 2002, or 2003 (.VSD)
- Microsoft® Publisher 2000, 2002, or 2003 (.PUB)
- Microsoft® Internet Explorer 6.0+ (.HTM, .HTML)

Internally converted file types that do not require a host application:

- JPEG Pictures (*.JPG, *.JPEG, *.JPE)
- GIF Pictures (*.GIF)
- Windows Bitmap (*.BMP)
- PNG Pictures (*.PNG)
- TIFF Pictures (*.TIF, *.TIFF)
- Windows Metafile (*.WMF)
- Adobe PDF Files (*.PDF)

The above image file types will be converted directly to PDF. True color images are reduced to 256 colors with ZIP compression. Adobe PDF files will be processed will some limitations, see the Adobe PDF Files topic for more information.

Adobe PDF Files

The **Convert2PDF** batch application can process existing Adobe PDF files (*.PDF), but not all Print2PDF features are supported. See below for more details:

Supported features

- Add Security
- Add Digital ID
- Add Stamp
- PDF document information
- PDF file format (see [details](#))
- Rotate clockwise
- Fast web view
- Page display mode
- Automatically create hyperlinks
- Automatically create bookmarks
- Automatically send by e-mail

Unsupported features

- Add Watermark
- Image compression options
- Font embedding options
- Print resolution
- Save XMP metadata
- etc...

PDF file format

Determines the output file format, **Adobe PDF** will not change the version in the PDF header, **Adobe PDF 1.4** will change the version to 1.4, **Adobe PDF/A Acrobat 7 compatible** will result in an PDF/A compliant file for Acrobat 7, and **Adobe PDF/A Acrobat 8 compatible** will result in an PDF/A compliant file for Acrobat 8.

NOTE: Convert2PDF will ATTEMPT to convert the existing PDF file based on the selected output file format, but no guarantees can be made on success (e.g. if fonts are not embedded in the original PDF, it is impossible to convert this file to PDF/A since this standard requires font embedding).

Usage examples

- Batch web linearize PDF files (fast web view)
- Batch digitally sign PDF files
- Batch encrypt PDF files
- Batch convert PDF files to PDF/A
- Batch stamp PDF files with a company logo

Microsoft Office Configuration

Before using the automated applications included with Print2PDF, we suggest you do the following to make Microsoft Word ready for automated use (other Microsoft Office products, e.g. Excel, should be configured the same way). The following steps will help eliminate pop-up dialogs that could interrupt PDF conversion.

If you have previously modified Microsoft Word setting through **Distributed COM Configuration Properties**, you will need to set it back to the original setting (the **Identity** tab must be set to **The launching user**). If you are not sure, we recommend reinstalling Microsoft Word.

1. Start **Microsoft Word**. This will force the application to register itself.
2. Close all pop-up windows.
3. Click **Help** - **Hide the Office Assistant**.
4. If you are using Microsoft Word 2003, click **Help** - **Customer Feedback Options**. Select **No, I don't wish to participate** and then click **OK**.
5. Exit **Microsoft Word**.

NOTE: If you have any third party macro or add-ins installed, we recommend that you remove or disable them since they often add an extra overhead and may slow down or interrupt the PDF conversion process.

Convert2PDF

You can launch the Convert2PDF batch process application from **Start** – **Programs** – **Print2PDF Server Edition**.
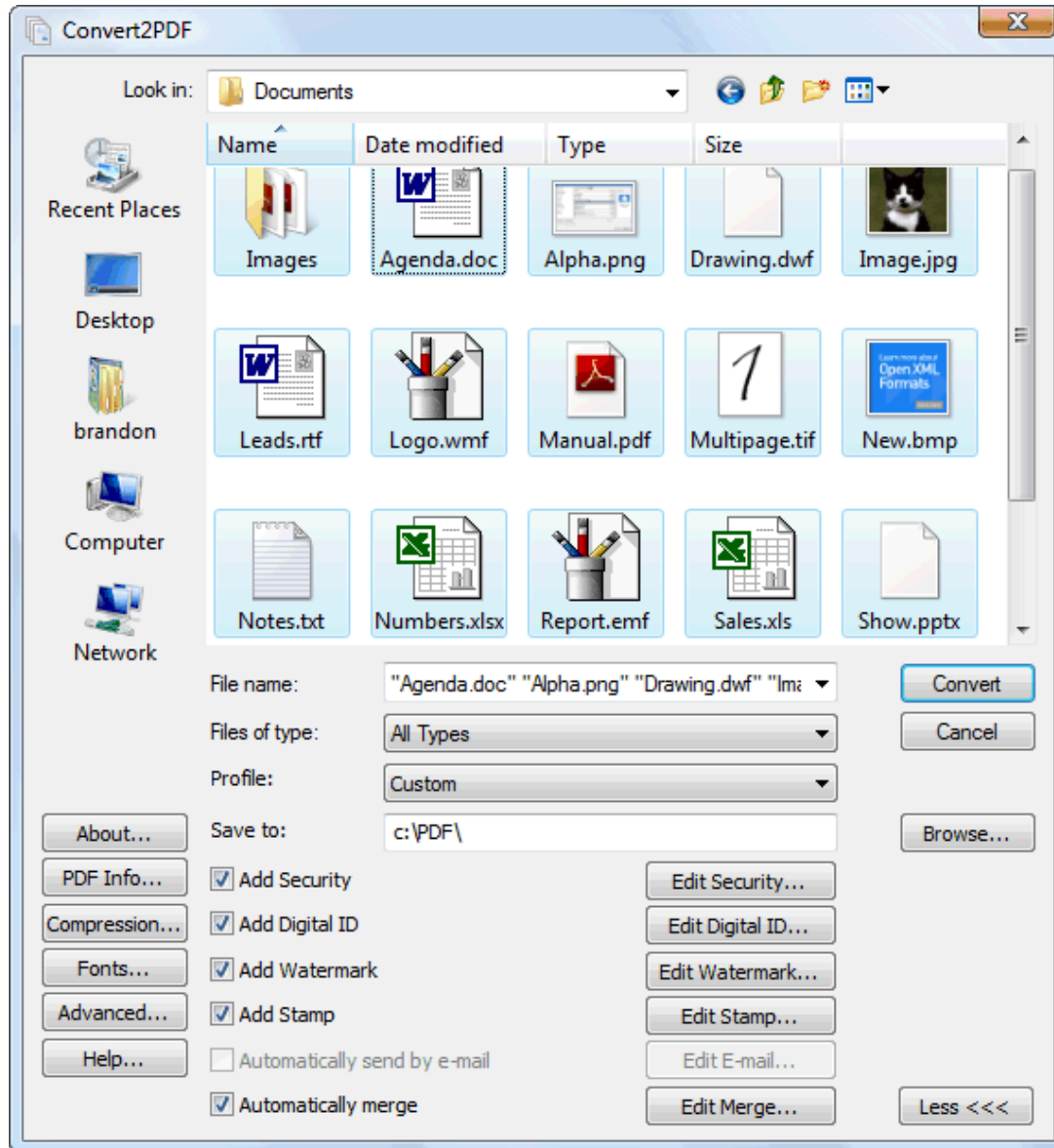
Here is a list of available options:

- **File name:** Enter the name(s) of the file(s) you want to convert. Hold the **CTRL** key or **SHIFT** key on the keyboard and left click with the mouse to select multiple files you wish to convert.
- **Files of type:** You can filter the file list to only show the specified file type selected here.
- **Profile:** Choose a profile from the list. This will change the settings based on what is contained in the profile. For more information see the Profiles topic.

- **Save to:** Click the **Browse...** button to choose the folder that the converted files will be saved to.
- **Add Security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Edit Security...** to access all security settings. For more information see the [Edit Security](#) topic.
- **Add Digital ID:** Signing a document with a Digital ID will ensure authenticity and provide tamper-resistance. Once you enable this option, click **Edit Digital ID...** to access all of the Digital ID settings. For more information see the [Edit Digital ID](#) topic.
- **Add Watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark...** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document. For more information see the [Edit Watermark](#) topic.
- **Add Stamp:** This allows you to select which page(s) of the PDF you wish to have your stamp appear. Once you enable this option, click **Edit Stamp...** to access the stamp settings. For more information see the [Edit Stamp](#) topic.
- **Automatically merge:** This will allow you to automatically merge the contents of multiple documents into a single PDF file. Once you enable this option, click **Edit Merge...** to access the merge settings. For more information see the [Edit Merge](#) topic.
- **Register/About:** When the product is in trial mode, this button will launch the **Registration Wizard** to register the product online. When the product is registered, this button will open the **About** dialog to display the registration and version information.
- **PDF Info:** This button will open a dialog to enter metadata information describing the PDF document. For more information see the [PDF Document Information](#) topic.
- **Compression:** This button will allow you to modify image compression to change the PDF file size. For more information see the [Image Compression Options](#) topic.
- **Fonts:** This button will open a dialog to modify the font embedding rules. For more information see the [Font Embedding Options](#) topic.
- **Advanced:** This button will open a dialog to provide control over color output, resolution, scaling, viewer options, rotation and optimization. For more information see the [Advanced Options](#) topic.
- **More >>>:** Will expand the **Select Files to Convert** dialog to show more options available for PDF document conversion.
- **Less <<<:** Will shrink the **Select Files to Convert** dialog and show only the basic set of options.

Click **Convert** to convert the select files to PDF with the options specified. Click **Cancel** to close the dialog box without saving any changes.

How to use Convert2PDF from Windows Explorer

To convert a file using **Convert2PDF**, do the following:

1. Open **Windows Explorer** or **My Computer** and navigate to the file(s) you wish to convert.
2. **Left click** the file (Hold the **CTRL** key or **SHIFT** key on the keyboard to select multiple files).
3. **Right click** the file.
4. Choose **Convert2PDF** from the popup menu.
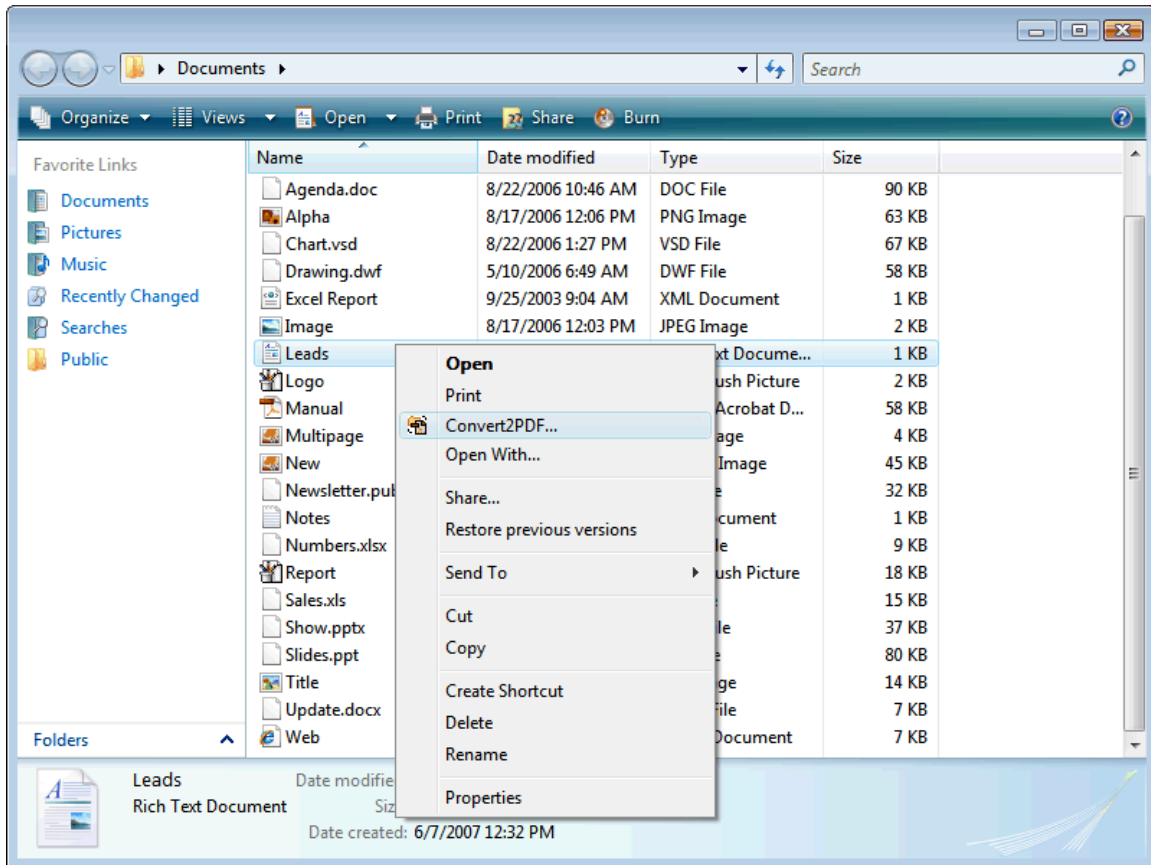
You will see the conversion status dialog box appear while the file is being converted. The PDF document will be placed in the same folder as the original and will have the same name as the original but it will maintain the PDF file extension.

How to use Convert2PDF from the command-line

Convert2PDF can be automated from the command-line to provide directory-based conversion on-demand or it can be integrated as a Scheduled Task to provide daily conversion. Just copy the files to be converted into a separate directory and run the following commands to automate document conversion.

Use the following command to create a file list from a directory:

```
dir [path] /b /s > c:\filelist.ini
```

Example:

```
C:\>dir c:\convert\ /b /s > c:\filelist.ini

C:\>type c:\filelist.ini
c:\convert\Chart.xls
c:\convert\Expenses.pdf
c:\convert\Sales Speech.ppt
c:\convert\Summary.doc
```

Now run the following command to convert this list of files to PDF:

```
[install_path]\PrnPack.exe /iniconvert c:\filelist.ini
```

Example:

```
C:\>dir c:\convert\ /b /s > c:\filelist.ini

C:\>type filelist.ini
c:\convert\Chart.pdf
c:\convert\Chart.xls
c:\convert\Chart001.pdf
c:\convert\Expenses.pdf
c:\convert\Sales Speech.ppt
c:\convert\Summary.doc

C:\>C:\progra~1\softwa~1\printp~1\prnpack.exe /iniconvert c:\filelist.ini
```

NOTE: Unsupported files types included in the .INI file will be skipped.

Uninstalling

To uninstall Print2PDF Server Edition, do the following:

1. Click **Start** – **Programs** – **Print2PDF Server Edition**
2. Click the **Uninstall** icon. If asked to delete shared files, click **Yes**.

To remove the printer from a client using the command-line, run the following:

```
rundll32 printui.dll,PrintUIEntry /dl /nprint2pdf /q
```

Troubleshooting

This section will cover many frequently asked questions and issues that you may experience while using Print2PDF Server Edition. If you do not find the answer to your question here, please visit our online support area at:

http://support.software602.com/

- **Error loading GEAR602.DLL:** This error is generated when you attempt to use Print2PDF with a program that is built on the older 16-bit architecture. Print2PDF is only compatible with 32-bit programs. Please contact the software vendor for an update.

- **I am having trouble registering Print2PDF Server Edition, how can I get help?** Registration assistance is available online, here.

- **Can I use Print2PDF Server Edition on a PC that is not connected to the Internet?** Print2PDF Server Edition can be loaded on any machine running a supported operating system. Registration does require Internet access, but the connection does not have to be on the PC you wish to install Print2PDF Server Edition. You can manually register the software, here.

- **How does Print2PDF search for preferences?** Print2PDF will search in the following order, once preferences are found, the search process will end:

  1. User preferences defined from the **Print2PDF Server Edition Configuration** application. These are stored in the registry under: **HKEY_CURRENT_USER\Software\Software602\Print602\2001\PDF**
  2. Global preferences in the file: **%systemroot%\system32\spool\drivers\w32x86\3\defaults.ini** **%systemroot%\system32\spool\drivers\x64\3\defaults.ini**
  3. Global preferences in the installation directory: **%programfiles%\Software602\Print2PDF\defaults.ini**
  4. Global preferences in the file: **%systemroot%\system32\defaults.ini**
  5. Global preferences in the file: **%systemroot%\defaults.ini**
  6. Default preferences that are hard coded into the Print2PDF application.