

NXPOWERLITE™ USER MANUAL

DESKTOP EDITION, VERSION 3.5

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INTRODUCTION

Good content takes up space. Even in small companies, large Microsoft® Office files can cause significant storage, backup and transfer problems. In larger organizations, these problems quickly scale up to become major issues.

NXPowerLite radically reduces the size of Word, Excel® and PowerPoint® files in seconds, with no discernible loss of quality - making them easier to use, store and share. It does this by removing any excess baggage and converting embedded graphics to the most appropriate file format and resolution.

Traditional compression methods, such as zipping, have little effect on image-heavy files, which is where NXPowerLite really excels. And with NXPowerLite, there's no need to unzip your files before using them.



Files remain in their original format and retain all their functionality, so they can be opened and edited by anybody with a copy of Microsoft® Office. File recipients do not need to have NXPowerLite on their machines.

SYSTEM REQUIREMENTS

NXPowerLite is compatible with PCs running Microsoft® Windows® (Windows® 2000 onwards).

It optimizes Word documents, Excel® spreadsheets and PowerPoint® presentations created with any version of Microsoft® Office, from Office 97 to Office 2007 (or any other application that can save to Microsoft Office file formats, such as Google Docs™, StarOffice™ or OpenOffice.org).

NXPowerLite can optimize files saved in Microsoft's® new Open XML formats (such as DOCX, XLSX and PPTX), as well as files saved in the 'traditional' Microsoft® Office formats (such as DOC, XLS and PPT).

It does not require Microsoft® Office to be installed. However, better results will be achieved with some Word documents if Microsoft® Word is installed.

Optional Microsoft® Office integration requires Office 2000 or above.

INSTALLING NXPOWERLITE

Please note that these instructions do not apply to NXPowerLite Stand-Alone, which doesn't need to be installed.

Initially, the NXPowerLite installer will ask you to choose your setup type. The options are 'Typical', 'Custom' or 'Complete'.

If you choose 'Typical' or 'Complete' setup, the NXPowerLite program will be installed, along with Add-Ins that integrate NXPowerLite with Microsoft® Office applications and Windows® Explorer.

If you choose 'Custom' setup, you will be given the option to choose which of the Add-Ins are installed.

If you install **Word, Excel® or PowerPoint® Integration**, an 'Optimize with NXPowerLite...' option will be added to the corresponding application's 'File' menu (Office 2000-2003) or 'Add-Ins' tab (2007).

If you install **Outlook® Integration**, Outlook® will ask if you want to optimize any attached Word, Excel® or PowerPoint® files before sending. If you choose 'Yes', they will be automatically optimized using your current settings. For more information on Outlook® Integration, please see the 'Outlook Integration' section on page 6 of this user manual.

If you install **Explorer Integration**, you will be able to optimize a Word, Excel® or PowerPoint® file from within Windows® Explorer by right-clicking on it and selecting the 'Optimize with NXPowerLite...' option.

To uninstall NXPowerLite, select it from the 'Add/Remove programs' list in the Windows Control Panel.

REGISTERING YOUR SOFTWARE

The trial version of NXPowerLite will optimize ten files. After this, you will need to enter your 25-character registration code to unlock the full version of the software.

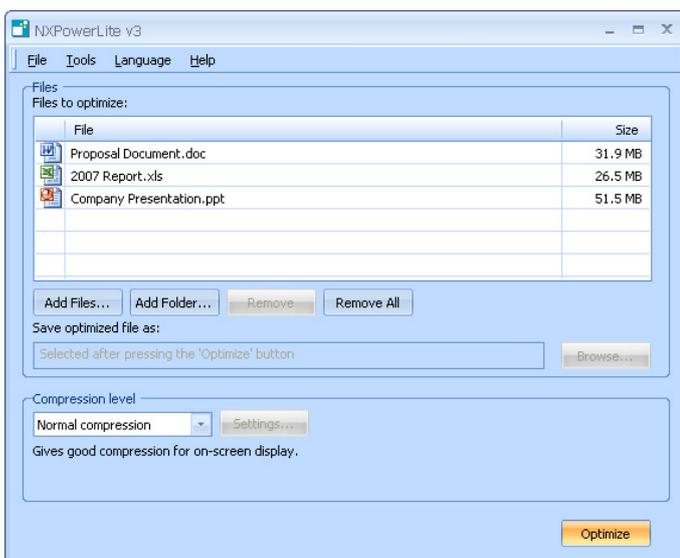
You will have received your registration code when you purchased NXPowerLite (it is usually sent via email).

To enter your registration code, either click on the 'Enter Code...' button that appears at the bottom of the NXPowerLite splash screen, or the 'Enter registration code...' option in the 'Help' menu. A window will appear containing boxes for you to enter your name and registration code. If these options are not available, it means that your copy of NXPowerLite is already registered.

GETTING STARTED

To start NXPowerLite, simply double-click (or drag a Word, Excel® or PowerPoint® file onto) its icon.

The main NXPowerLite window looks like this:



You can select files to optimize by clicking the 'Add Files...' button. You can select all Word, Excel® or PowerPoint® files within a folder by clicking the 'Add Folder...' button.

To remove a file from the list, select the file and either hit the 'Delete' key or click the 'Remove' button.

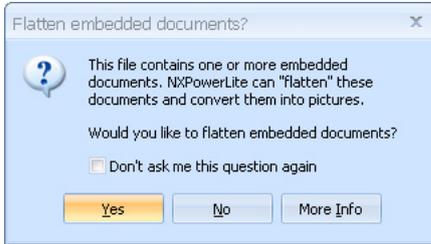
If you've selected a single file to optimize, the only remaining steps are to choose your compression level and click the 'Optimize' button (for more information on compression levels, please see the 'Compression Levels' section on page 3 of this user manual).

If you've selected more than one file to optimize, the 'Batch Processing' window will appear after you have chosen your compression level and clicked the 'Optimize' button. This window contains a number of additional options for optimizing multiple files (for more information on the 'Batch Processing' window, please see the 'Batch Processing' section on page 4 of this user manual).

While your files are being optimized, you will see a progress bar and an estimate of time remaining. The 'Cancel' button can be used to cancel the optimization process at any time.

FLATTENING EMBEDDED DOCUMENTS

If you are optimizing a single file and NXPowerLite finds embedded documents within it, it will ask you if you want to flatten them:



Embedded documents are items created by another application that have been embedded within a document, spreadsheet or presentation.

For example, if you paste a chart from Excel® into PowerPoint®, the Excel® chart document is embedded within your presentation.

Double-clicking on an embedded document will allow you to edit it with the application in which it was created.

NXPowerLite is able to flatten embedded documents by converting them into pictures.

Flattening embedded documents will reduce the size of your file considerably, but the embedded documents can no longer be double-clicked and edited in the application that created them.

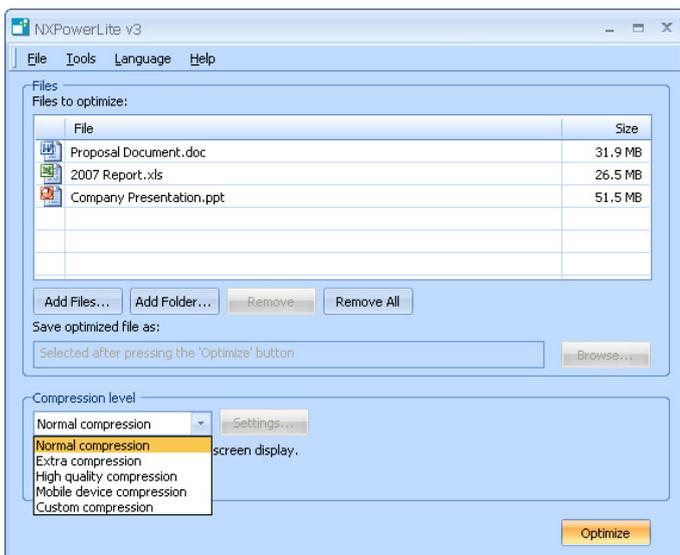
There is also a security benefit to flattening embedded objects. When you embed a document in an Office file, anybody looking at that file can access the entire embedded document, not just the area that is visible. So if you embed just one cell of an Excel spreadsheet, people can still look at the entire spreadsheet - which could contain confidential data. Flattening embedded documents prevents this situation occurring.

Checking the 'Don't ask me this question again' box will prevent NXPowerLite from asking you whether you want to flatten embedded objects in future. NXPowerLite will remember whether you selected 'Yes' or 'No' and use this as the default setting. You can change the default setting at any time by selecting 'Options' from NXPowerLite's 'Tools' menu.

If you are optimizing multiple files, the option to flatten embedded documents will appear in the 'Batch Processing' window instead (for more information on the 'Batch Processing' window, please see the 'Batch Processing' section on page 4 of this user manual).

COMPRESSION LEVELS

The compression level can be selected by clicking on the drop-down list in the 'Compression level' section of the main window:



The default compression level is 'Normal compression'. This works well when a file is to be viewed on screen. Files optimized using normal compression will look great on most types of display, but may not be suitable for very large displays or high quality printing.

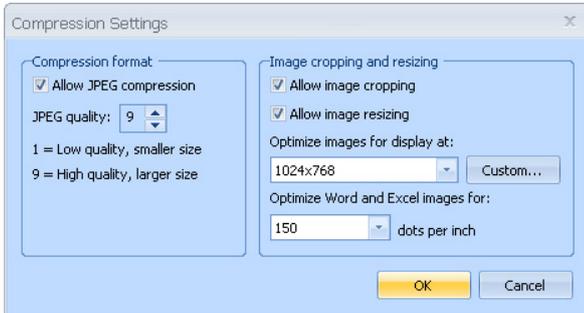
Choose 'Extra compression' if your files need to be even smaller - to fit on a floppy disk or to email to somebody with a dial-up connection. While this compression level produces the smallest file sizes, pictures may look less sharp on larger displays.

If you expect your files to be printed in full colour and need pictures to look their best, you might want to select 'High quality compression'. This prevents NXPowerLite from resizing any pictures. The downside is that the compression will be less effective than with the other compression levels.

If your file is to be viewed on a mobile device such as a telephone or PDA, you can choose 'Mobile device compression'. This will achieve very high compression rates by optimizing for the small screen of a mobile device. This setting is useful when sending files to a mobile device, which will typically have a much slower connection to the Internet (and possibly an expensive data rate). However, the quality of any pictures will appear poor on larger displays.

CUSTOM COMPRESSION SETTINGS

For even more control over NXPowerLite's behaviour, you can choose '**Custom compression**'. When this option is selected, the 'Settings' button next to the 'Compression level' drop-down list becomes active. Clicking this button opens the 'Compression Settings' window:



If '**Allow JPEG compression**' is enabled, NXPowerLite will use JPEG compression wherever it is appropriate to do so. Generally speaking, any photographs in your file should be compressed using this method. If your presentation contains this type of image, turning JPEG compression off may result in a much larger file.

Adjusting the **JPEG quality** will affect the size of your files, but also the quality of the JPEG pictures contained in them (higher quality will generally result in a larger file size, but better looking pictures). We find that the default JPEG quality setting of '6' offers the best trade-off between size and quality.

If you use the 'crop' feature in Microsoft® Office, the whole of your original picture, including any portions that you have cropped off, is still stored within the file. '**Allow image cropping**' enables NXPowerLite to remove any portions of pictures that you have cropped. This will reduce the size of your file, but bear in mind that the removed portions of pictures will not be recoverable in the optimized file.

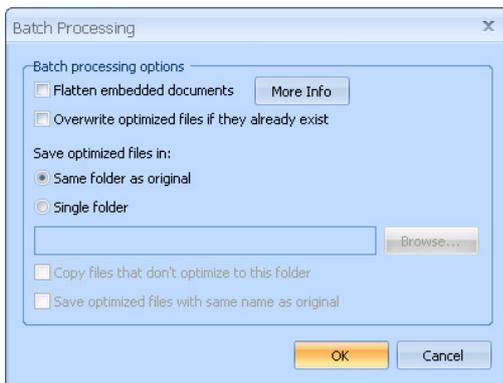
In Microsoft® Office it's possible to import a very large picture and scale it down to size. When this occurs, Office still stores all the details of the large picture. '**Allow image resizing**' enables NXPowerLite to resize large pictures to the size that they are actually being used at, significantly reducing the size of the resulting file.

The '**Optimize images for display at:**' drop-down list should display the screen resolution that you expect your file to be viewed at. The default resolution of 1024 x 768 pixels is suitable for most purposes, but resized pictures may look blurred when viewed at higher resolutions or printed. If your preferred resolution is not shown in the list, the 'Custom...' button will allow you to enter a custom resolution.

The '**Optimize Word and Excel® images for:**' drop-down list should display the number of dots per inch (DPI) of your output device. Most screens display around 75 dots per inch and the majority of printers print at least 300 dots per inch.

BATCH PROCESSING

If you have selected more than one file to optimize, the '**Batch Processing**' window will appear after you have clicked '**Optimize**':



'**Flatten embedded documents**', if checked, will flatten any embedded documents contained within your files (for more information on flattening embedded documents, please see the 'Flattening Embedded Documents' section on page 3 of this user manual).

'**Overwrite optimized files if they already exist**', if checked, will automatically overwrite any already optimized versions of files in your batch.

'**Save optimized files in:**' lets you choose whether to save optimized files in the same folder as the originals, or in a single new folder.

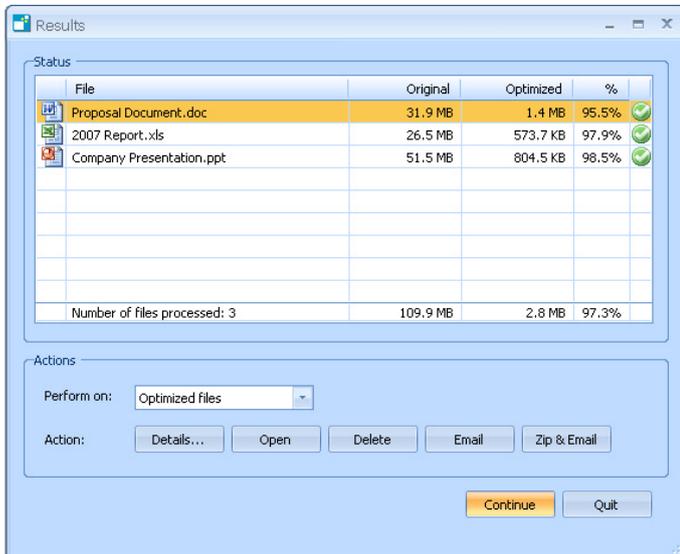
If you choose 'Single folder', the '**Copy files that don't optimize to this folder**' option becomes active. Check this option to automatically copy any files that did not optimize successfully to the new folder. This will ensure that the new folder contains a copy of every file in your batch, whether it optimized successfully or not.

If you choose 'Single folder', the '**Save optimized files with the same name as original**' option also becomes active. Check this option to give your optimized files exactly the same names as the original files.



THE RESULTS WINDOW

When NXPowerLite has finished optimizing your files, you will be shown a summary of the results, including the reduction in file size that has been achieved:



A green tick in the right-hand column means that a file was optimized successfully. An icon that consists of two overlapping documents means that NXPowerLite was unable to optimize the file (usually because it was already fully optimized, or because it contained no graphics or embedded documents). A red cross means that an error occurred. For more information, select the file and click the 'Details...' button. This displays additional information about a file.

When you select one or more files, a number of options become available (hold down the 'Shift' or 'Control' key to select multiple files). The 'Perform on' drop-down box enables you to perform any of the following actions on the original files, the optimized files or both.

'Open' opens the original/optimized files in your default office application suite.

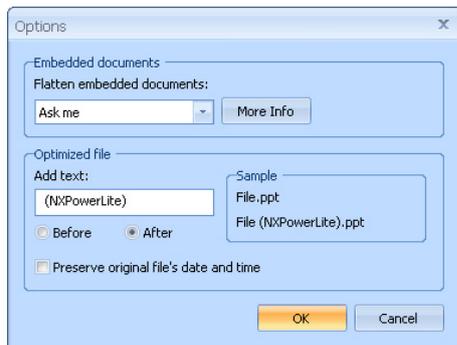
'Delete' deletes the original/optimized files.

'Email' attaches the original/optimized files to a blank email in your default email program.

'Zip & Email' zips the original/optimized files and attaches the resulting zip file to a blank email.

ADDITIONAL OPTIONS

You can access additional NXPowerLite options by selecting 'Options' from NXPowerLite's 'Tools' menu:



You can choose whether to always **flatten embedded documents**, never flatten them or ask every time (for more information on flattening embedded documents, please see the 'Flattening Embedded documents' section on page 3 of this user manual).

You can also **edit the text** that is automatically added to the names of your optimized files. By default, NXPowerLite adds the word 'NXPowerLite' in brackets after the original filename.

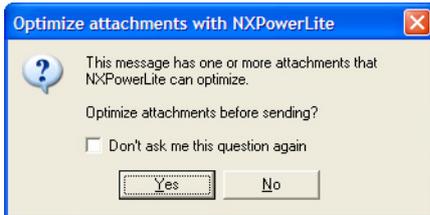
Additionally, you can choose to '**preserve original file's date and time**'. This will give your optimized file the same date and time information as the original, rather than the date and time that the original was optimized.



OUTLOOK® INTEGRATION

Please note that Outlook® Integration will only be enabled if you selected 'Typical' or 'Complete' setup when you installed NXPowerLite (or ticked the 'Outlook® Integration' box during a 'Custom' setup). Outlook Integration is not available for users of NXPowerLite Stand-Alone.

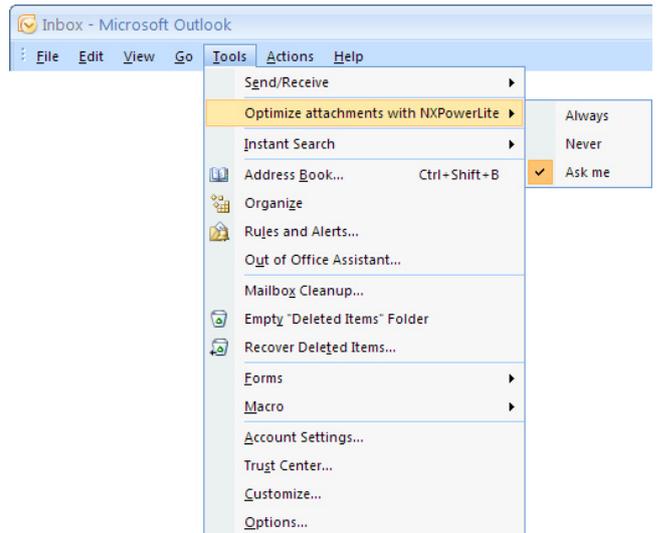
Whenever you attach Word, Excel® or PowerPoint® files to an email, Outlook® will ask if you want to optimize them with NXPowerLite before sending the email:



If you choose 'Yes', the files will be automatically optimized using your current NXPowerLite compression settings. The optimized versions of the files will then be attached to your email, replacing the originals. Checking the 'Don't ask me this question again' box will ensure that email attachments are always optimized, without you being asked.

If you choose 'No', the files will not be optimized. Checking the 'Don't ask me this question again' box in this instance will prevent Outlook® from asking this question in future.

You can change the behavior of the of the Add-In to always optimize attachments , never optimize them or ask every time by selecting 'Optimize attachments with NXPowerLite' from Outlook's® 'Tools' menu:



FURTHER SUPPORT

If you need further help, please visit our online Support Center at www.nxpowerlite.com/support-center.php.

If you experience a problem with NXPowerLite, please ensure that you are running the latest version, which can be downloaded from www.nxpowerlite.com/product-update.php.

If the problem still occurs with the latest version, please report it using the form at www.nxpowerlite.com/company-contact.php. We will endeavour to solve any problems as quickly as possible.

A list of currently known problems and recent bug fixes can be found at www.nxpowerlite.com/support/releasehistory.php.

OTHER NXPOWERLITE PRODUCTS

NXPowerLite File Server Edition enables organizations to reclaim vast amounts of server storage, reduce network traffic and shorten backup windows.

The File Server Edition is designed to run periodically on the file servers, after the monthly backup for example. It searches the servers for un-optimized files, optimizes them and then replaces the originals with the optimized versions.

- Quick and simple to deploy
- No end-user training or involvement required
- Reclaims vast amounts of existing server storage
- Reduces network traffic and data transfer costs
- Saves money on hardware upgrades
- Lowers backup media requirements and shortens backup windows
- Contributes to a greener storage strategy



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