



PDF-XCHANGE



# PDF-XChange Standard V6 USER MANUAL

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## 1 Welcome

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### PDF-XChange Standard V6

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

**PDF-XChange Standard** installs as a virtual printer that generates fully-compatible, industry-standard, native PDF files. The files that **PDF-XChange Standard** creates feature searchable text, which greatly increases the efficiency of searching, selecting and editing files.

After **PDF-XChange Standard** has been installed, select files to print virtually and click **Print**. Select **PDF-XChange Standard** when prompted on which printer should be used. Files will then print virtually. There are several adjustable settings that determine the parameters of created documents. For example, it is now possible for documents to retain the name of the document from which they were created, and macros have been introduced to increase workflow efficiency.

**PDF-XChange Standard** requires no additional 'plug-ins' or software. However, we recommend installing another of our products, **PDF-XChange Editor**, for the viewing and manipulation of files created using **PDF-XChange Standard**. It's completely free, and they are designed to work in tandem. A free download of **PDF-XChange Editor** is available at the download page of our website, which is available [here](#).

We offer several further cutting-edge applications for the manipulation of PDF and image files. See the [PDF-XChange Products Page](#) for more information.

If you have any queries then please [Contact Us](#). We aim to respond to all communication within eight hours - and we are usually much faster. Additionally, the [User Forums](#) are an excellent resource for troubleshooting.

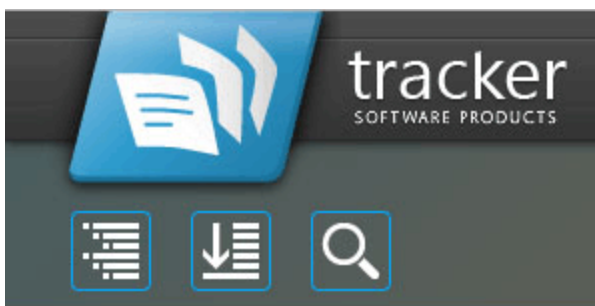
This manual is composed of the following sections:

- **Installation** details the installation process, system requirements, installation switch options and licensing details for the software.
- **PDF-XChange Standard User Manual** details the operations that the software performs and associated settings:
  - **Features Overview**, which details the main features of **PDF-XChange Standard**.
  - **Standard Printer Settings**, which is structured to match the UI of the software and details comprehensive operational instructions for its features and functionality.
  - **MS Office Toolbar Add-in**, which details the toolbar add-in for **Microsoft** applications.
  - **PDF Saver** details the **PDF Saver** feature, which is used to combine multiple print jobs into a single PDF document.
  - **MS Outlook Add-in** details the **MS Outlook Add-in**, which is used to convert email items to PDF.
  - **OFFice2PDF v6** details the **OFFice2PDF** feature, which enables the batch conversion of **Microsoft Office** formats into PDF.

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

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Note that the icons in the upper left of the screen can be used to browse/search the manual:



Click the **Table of Contents** to view/move to chapters of the manual.



Click the **Keyword Index** to view keywords, and click keywords to move to their location in the manual.



Click **Search Topics** to enter custom search terms.

## 2 Installation

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### Installation

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

1. Use the link in your purchase confirmation email or the links below to download an evaluation version of **PDF-XChange Standard**:
  - [PDF-XChange Standard](#).
  - [PDF-XChange Pro](#), which includes a licensed version of [PDF-Tools](#) and [PDF-XChange Editor](#).
2. When the download is complete, click the **PDFXStd6.zip** file to open the containing folder. ([Winzip](#) and [CnetsDownload.com](#) have free downloads for software to unzip files).
3. **PDFXStd6** is displayed next to an icon. Double click either the text or the icon to open the **Run/Cancel** dialog box.
4. Click **Run** to open the **PDF-XChange Standard** Setup.
5. Click **Next**.
6. Read the license agreement and select the check box to continue.
7. Click **Next**.
8. Select either **Custom** or **Complete** setup type and select the installation location.
9. Click **Next** and follow the instructions to install the software. Please note that the first time the installer is run it will prompt for a registration number/activation code. We recommend that this is copied and pasted from receipts in order to avoid mistakes.

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

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

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

## VERY IMPORTANT

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

---

## 2.1 System Requirements

---



### System Requirements

---

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



Figure 1. Supported Operating Systems

Please note the following:

- We recommended that users install the latest **Microsoft Windows** service packs and updates before using our products, as doing so will ensure the greatest possible performance of the software.
  - Our products - in particular the printer drivers that **PDF-XChange Standard** and **PDF-XChange Lite** utilize - are not designed to work in virtualized environments such as the **XenApp** software.
  - There are some limitations to product support for **Windows XP** as **Microsoft** have stopped supporting it. Further information about this issue is available [here](#).
  - If you are using **Windows 7** then please ensure you have the latest release and all available fixes - otherwise you may encounter issues, as detailed [here](#).
-

## 2.2 Switches for MSI Installers

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### Switches for MSI Installers

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

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

---

#### Install Options

---

**/package or /i**

This switch installs or configures the product specified.

#### Syntax

**<Product.msi>**

---

**/a**

This switch installs the product specified on the network as an administrative install.

#### Syntax

**<Product.msi>**

---

**/j<u|m>**

This switch advertises the specified product. "**u**" advertises to the current user, "**m**" advertises to all users,

### Syntax

<Product.msi>

### Parameters

- [/t <Transform List>]
  - [/g <Language ID>]
- 

### /uninstall | /x

This switch uninstalls the product specified.

### Syntax

<Product.msi>

### Parameters

The parameter for this switch can be either an .msi file or the relevant product code.

---

## Display Options

---

### /quiet

This switch installs the application without user interaction.

---

### /passive

This switch installs the application in unattended mode. The user will see only the progress bar.

---



**/q[n|b|r|f]**

This switch sets the user interface level. "**b**" installs a basic UI, "**f**" installs a full UI and is the default setting, "**n**" means that no UI is installed, "**r**" installs a reduced UI.

---

**Restart Options**

---

**/norestart**

This switch disables the automatic system restart when installation is complete. (Please note that many **Tracker Software** products require a restart to function properly).

---

**/promptrestart**

This switch prompts the user for a restart when it is necessary.

---

**/forcerestart**

This switch forces a system restart when installation is complete.

---

**Logging Options**

---

**/l**

This switch defines the logging level for installation.

**Syntax**

**<Logfile>**

**Modifiers**

**a** - start up of actions.

- c** - initial UI parameters.
  - e** - all error messages.
  - i** - status messages.
  - m** - out of memory or fatal exit information.
  - o** - out of disk space messages.
  - p** - terminal properties.
  - r** - action-specific recrods.
  - u** - user requests.
  - v** - verbose output.
  - w** - nonfatal warnings.
  - x** - extra debugging information.
  - +** - append to existing file.
  - !** - flush each line to the log.
  - \*** - log all information except for verbose output and extra debugging information.
- 

### **/log**

This switch is the equivalent for **/I\*** <LogFile>.

### **Syntax**

**<LogFile>**

---

## **Repair Options**

---

**/f**

This switch repairs the product specified.

**Syntax**

**<Product>**

**Parameters**

The parameter for this switch can be either an .msi file or the relevant product code.

**Modifiers**

- a** - forces the reinstallation of all files.
- c** - if a file is missing or checksum does not match the calculated value.
- d** - if a file is missing or a different version is installed.
- e** - if a file is missing or an equal or older version is installed.
- m** - all required computer-specific registry entries. This is a default setting.
- o** - if a file is missing or an older version is installed. This is a default setting.
- p** - only if a file is missing.
- s** - all existing shortcuts. This is a default setting.
- u** - all required user-specific registry entries. This is a default setting.
- v** - runs from source and re-caches the local package.

Additional options and more detailed explanations are available at the Microsoft website.

---

**Standard Properties**

---

**ADDLOCAL**

The value of the **ADDLOCAL** property is a list of features, delimited with commas, that install locally. If it is not used then all available options will be installed.

### Syntax

<list of features>

- **F\_Drivers** - components of **PDF-XChange** driver.
- **F\_Office2PDF** - components of Office to PDF. This requires **F\_Drivers** to operate.
- **F\_OfficeAddin** - addin for MS Office applications for converting documents to PDF. This requires **F\_Drivers** to operate.
- **F\_IEAddin** - addin for MS Internet Explorer that facilitates the conversion of web pages to PDF format.
- **F\_Langs\_Drv** - the localization files for the software. This requires **F-Drivers** to operate.
- **F\_Updater** - the updater for products of **Tracker Software Products**.
- **F\_KeyInstaller** – the key installer for **Tracker Software** applications.

---

## Product Specific Properties

---

### INSTALLLOCATION

This property specifies the folder in which products are installed.

---

### PNAME

Specifies the name of the printer used. The default value is "**PDF-XChange Standard V6.**"

### Syntax

<name>

---

### SET\_PRINTER\_AS\_DEFAULT

If this property is specified with a value of "1" then the **PDF-XChange** printer will be set as the default printer.

---

## **DESKTOP\_SHORTCUTS**

If this property is not specified, or specified with a value of "1", then the installer will place shortcuts on the desktop for installed applications.

---

## **PROGRAMSMENU\_SHORTCUTS**

If this property is not specified, or specified with a value of "1", then the installer will create a program menu group for installed applications and their components.

---

## **USERNAME**

This property specifies the username to which applications will be registered.

### **Syntax**

**<username>**

---

## **ORGANIZATION**

This property specifies the organization name to which applications will be registered.

### **Syntax**

**<oname>**

---

## **USERMAIL**

This property specifies the user email.

### **Syntax**

**<email>**

---

**KEYFILE**

This property specifies the UNC location of the license vault file <filename>.xcvault.

**Syntax**

<xcvaultfile>

---

**KEYDATA**

This property specifies the registration key.

**Syntax**

<regkey>

---

**DDEFLANGID**

This property specifies a language for the print driver. (This requires the standard property **F\_Langs\_Drv** in order to operate). The <id> for target languages is available [here](#). The "culture code" must be used for this property. This is a hexadecimal value and must be converted to decimal for use. For example German has the hexadecimal value 0x0407 and therefore the decimal 1031 must be used. A hexadecimal to decimal converter is available [here](#).

**Syntax**

<id>

---

**NOUPDATER**

If this property is unspecified, or specified with a value of "0", then the updater will be installed. If specified with a value of "1" then the updater will not be installed.

---

**SCHEDULEUPDATER**

If this property is unspecified, or specified with a value of "1", then the installer will add a task to the task scheduler to check for software updates.

---

## MSI Installer Examples

---

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

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

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

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

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

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

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

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

---

## 2.3 Switches for EXE Installers

---



### Switches for EXE Installers

---

The EXE Installer Switches detailed below are available with **PDF-XChange Standard**. Please note that parameters are case sensitive.

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

---

#### Install Options

---

##### **/install**

This switch installs or configures the product specified. It is the default setting.

##### **Syntax**

**<Product>**

---

##### **/uninstall**

This switch uninstalls the product specified.

##### **Syntax**

**<Product>**

---

##### **/layout**



This switch creates a complete local copy of the bundle in the directory.

---

### Display Options

(Please note that the default settings display the UI and all prompts during installation).

---

#### **/quiet**

This switch installs the application without user interaction.

---

#### **/passive**

This switch installs the application in unattended mode. The user will see only the progress bar.

---

### Restart Options

#### **/norestart**

This switch suppresses any attempts to restart the computer on which the installation is taking place. The default setting is for the UI to prompt before restarts take place.

---

### Logging Options

#### **/log**

This switch logs to a specific file. The default setting is for a log file to be created in %TEMP%. This is also the case if the path is not specified.

#### **Syntax**

**<LogFile>**

---

## Repair Options

---

### **/repair**

This switch repairs existing installations of the product.

---

## Product Specific Properties

---

### **USERNAME**

This property specifies the username for which applications are registered.

#### **Syntax**

**<username>**

---

### **ORGANIZATION**

This property specifies the organization name for which applications are registered.

#### **Syntax**

**<oname>**

---

### **USERMAIL**

This property specifies the user email.

#### **Syntax**

**<email>**

---

## DESKTOP\_SHORTCUTS

If this property is not specified, or is specified with a value of "1", then the installer will place shortcuts for installed applications on the desktop.

---

## PROGRAMSMENU\_SHORTCUTS

If this property is not specified, or is specified with a value of "1", then the installer will create a program menu group for installed applications and their components.

---

## KEYDATA

This property specifies a registration key.

### Syntax

<regkey>

---

## KEYFILE

This property specifies the UNC location of the license vault file <filename>.xcvault

### Syntax

<xcvault file>

---

## NOUPDATER

If this property is not specified, or is specified with a value of "0", then the updater will be installed. If specified with a value of "1" then the updater will not be installed. (Available from build 310).

---

## SET\_AS\_DEFAULT

If this property is not specified, or is specified with a value of "1", then **PDF-XChange Standard** will be set as the default application for printing PDF files.

---

## SCHEDULE UPDATER

If not specified, or specified with a value of "1", then the installer will create a Windows Schedule Task to check for updates once a fortnight.

---

## EXE Installer Examples

---

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

```
PDFXStd.exe / quiet
```

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

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

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

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

---

## 2.4 Licensing

---

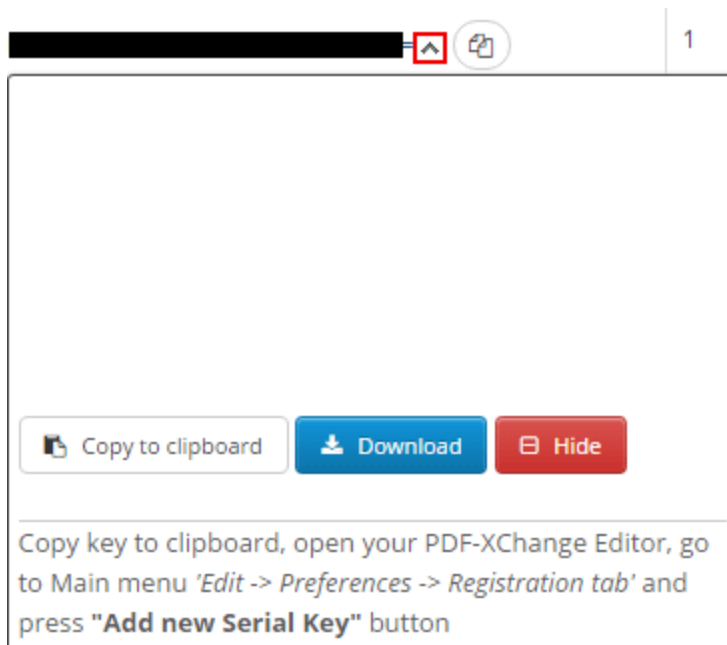


### Licensing

---

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

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



**Figure 1.** XCVault File Access Point

5. Click the **Download** button. The XCVault file will then download to the local computer.

6. Click the download icon to launch the XCVault file. All product licenses will then update automatically.

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

## Standard Deployment

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

## Silent Deployment

XCVault files can also be used for silent deployment of serial keys after installation has taken place. A windows command line can be used to push the XCVault file to each user that qualifies for a full license. The command line for operation is: **XCVault.exe /Option <path\_to\_xcvault\_file>**. Available command line options are detailed below:

---

### XCVault Command Line Options

---

#### **/s**

Installs the software in silent mode.

---

#### **/m**

Per machine - administrative rights are required for this option.

---

## **/Install**

This command designates the utility as the default handler of **.xcvault** files in the system. Please note that this requires administrative rights.

### **Example**

```
xcvault.exe /Install
```

---

## **/AddKeys**

This command installs all license keys from **.xcvault** files.

### **Syntax**

```
xcvault.exe [/AddKeys] [/M|S|/R] <xcvault_file>
```

**/M** – specifies that new keys are added in the **HKEY\_LOCAL\_MACHINE** registry section and administrative rights are required.

**/R** – specifies that new keys will be unencrypted when added. Please note that this does not affect existing keys.

**/S** – specifies that the command is not permitted to show error/information messages.

### **Examples**

```
xcvault.exe /AddKeys "c:\Personal.xcvault"
```

```
xcvault.exe "c:\Personal.xcvault"
```

---

## **/OpenKeys**

This command removes protection for all installed, protected license keys on the machine and converts them into unencrypted, readable text. Additionally, this command places a permanent flag in the system registry that forces all products from Tracker Software Products to add new license keys without the standard encryption.

Please note: the software encrypts new keys by default for security reasons. Encrypted keys cannot be exported from the registry and used on other machines. Therefore this command is available only in special cases and may require administrative rights.

### Syntax

**xcvault.exe /OpenKeys [/M|/S]**

**/M** – keys stored in **HKEY\_LOCAL\_MACHINE** registry section only will be converted. If this option is not specified then all keys in **HKEY\_CURRENT\_USER** and **HKEY\_LOCAL\_MACHINE** will be converted. If this option is not specified and the utility has no administrative rights then only the keys in **HKEY\_CURRENT\_USER** will be processed.

**/S** – specifies that the command is not permitted to show error/information messages.

### Example

```
xcvault.exe /OpenKeys
```

---

### /ProtectKeys

This command encrypts all installed license keys on the machine. Please note that administrator rights may be required to use this command.

### Syntax

**xcvault.exe /ProtectKeys [/M|/S]**

**/M** – keys stored in **HKEY\_LOCAL\_MACHINE** registry section only will be converted. If this option is not specified then all keys in **HKEY\_CURRENT\_USER** and **HKEY\_LOCAL\_MACHINE** will be converted. If this option is not specified and the utility has no administrative rights then only the keys in **HKEY\_CURRENT\_USER** will be processed.

**/S** – specifies that the command is not permitted to show error/information messages.

### Example

```
xcvault.exe /ProtectKeys
```

---

A sample script and associated literal path is detailed below:



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

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

---

### Passing License Details During Installation

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

The first method is to use the option **KEYFILE= <xcvault file>** to specify the UNC location of the license vault file <filename>.xcvault. For example:

**KEYFILE= "C:\Users\JohnDoe\Desktop\Personal.xcvault".**

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

**KEYDATA= "PXP50-Y5EN....cFrBqnyKhv6eOw= ".**

The first method is recommended as the new keys are very complex and therefore less suited to being passed as strings at the command line. The details of these switches and examples of their use is detailed [here](#).<sup>[18]</sup>

---

## 2.5 Installing Multiple Copies

---



### Installing Multiple Copies

---

There are several benefits to installing multiple copies of **PDF-XChange Standard**. One of the main benefits is the option of creating multiple profiles. This is more efficient than changing settings each time it is necessary. The command line option detailed below can be used to install multiple copies of **PDF-XChange Standard** and give each copy a custom name. Follow the steps below to utilize it:

1. Click the **Windows** start icon in the taskbar.
2. Enter **cmd.exe** in the text box to launch the **command prompt**.
3. Enter **cd "C:\Program Files\Tracker Software\PDF-XChange 6"** and press **Enter**.

Then enter the following switch to create new copies of **PDF-XChange Standard** in the printers list:

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

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

### 3 PDF-XChange Standard User Manual

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#### PDF-XChange Standard V6 User Manual

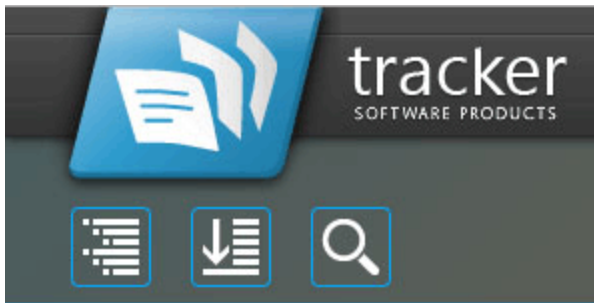
---

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

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

---

Note that the icons in the upper left of the screen can be used to browse/search the manual:



Click the **Table of Contents** to view/move to chapters of the manual.



Click the **Keyword Index** to view keywords, and click keywords to move to their location in the manual.



Click **Search Topics** to enter custom search terms.

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## 3.1 Features Overview

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### Features Overview

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

- **AES Encryption** to enhance security options.
  - **Bookmarks** are available for converted files.
  - **Compression Options** provide settings and standards for images and text.
  - **Conversion** of colored images to grayscale/monochrome to enhance compression and reduce file size.
  - **Digital Signing** of documents to demonstrate authenticity.
  - **Document Information** options that support basic and advanced settings, including the option to add XMP Metadata.
  - **DPI Reduction** to reduce file size.
  - **Font Embedding** to ensure compatibility on all computers. Chinese, Japanese and Korean fonts are now also available.
  - **Enhanced Saving** options that determine how files are saved/named. [Macros](#)<sup>[82]</sup> have been introduced to increase workflow efficiency.
  - **Headers and Footers** can be inserted into converted files.
  - **Language** options that support a wide range of languages.
  - **MAPI** and **SMTP** options for emailing files, including .zip compression.
  - **Overlay** options that enable the use of PDF pages as overlays.
  - **Paper Properties** that provide options for paper size, resolution, scaling and output.
  - **PDF/A: 1a, 1b+2a, 2b and 2u (RGB)** are supported as conversion options.
  - **Security** options that determine document and password permissions.
  - **Tool Tips** are visible when the pointer is hovered over functions/properties.
  - **URL** and **Email Links** can be added when files are converted.
  - **Watermarks** can be added to documents in text/graphic format.
-

## 3.2 Standard Printer Settings

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### Standard Printer Settings

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Follow the steps below to adjust the **PDF-XChange Standard** printer settings:

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

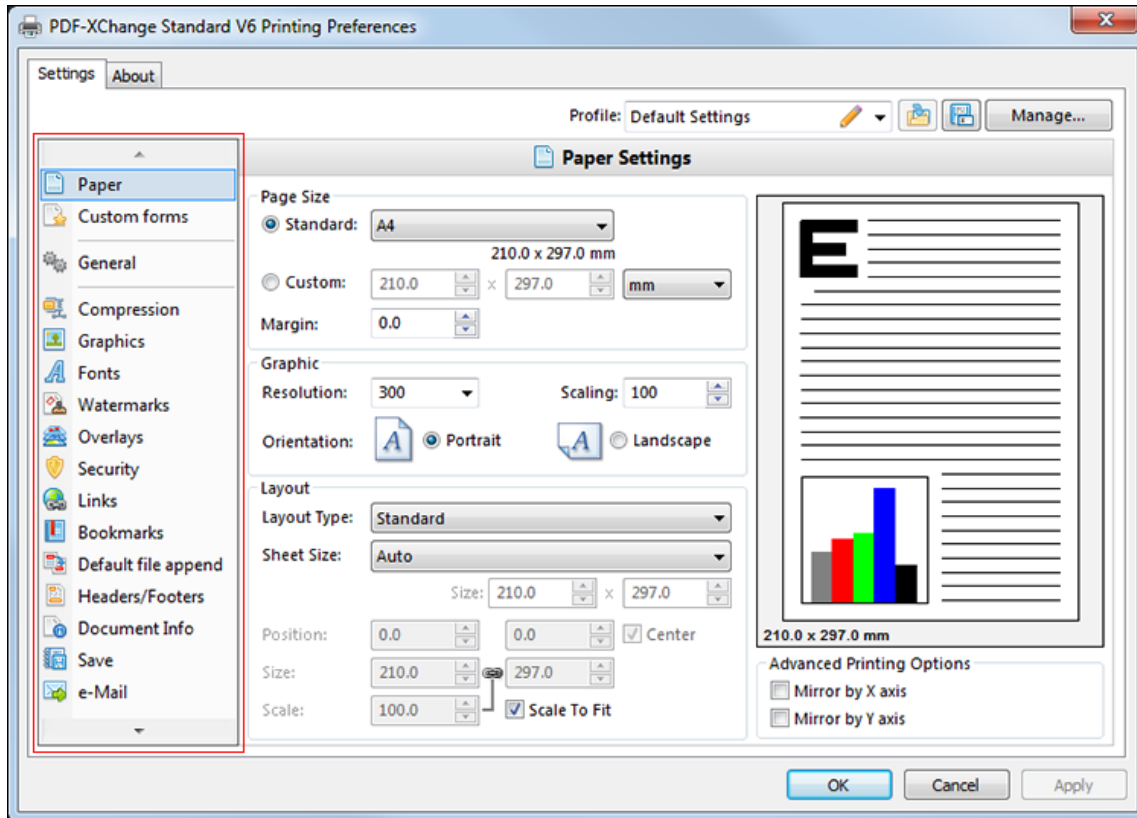




Figure 1. PDF-XChange Standard V6 Printing Preferences Dialog Box. Settings Tab Highlighted

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

- [Paper](#) [39]
- [Custom Forms](#) [47]
- [General](#) [49]
- [Compression](#) [52]
- [Graphics](#) [55]
- [Fonts](#) [57]
- [Watermarks](#) [59]
- [Overlays](#) [63]
- [Security](#) [65]
- [Links](#) [70]
- [Bookmarks](#) [72]
- [Default File Append](#) [74]
- [Headers and Footers](#) [76]
- [Document Info](#) [78]
- [Save](#) [80]
- [Email](#) [85]
- [Optimization](#) [87]

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

## About

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

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3.2.1 Profiles



Profiles

The **Profile** section is used to save customized printer settings for subsequent use:

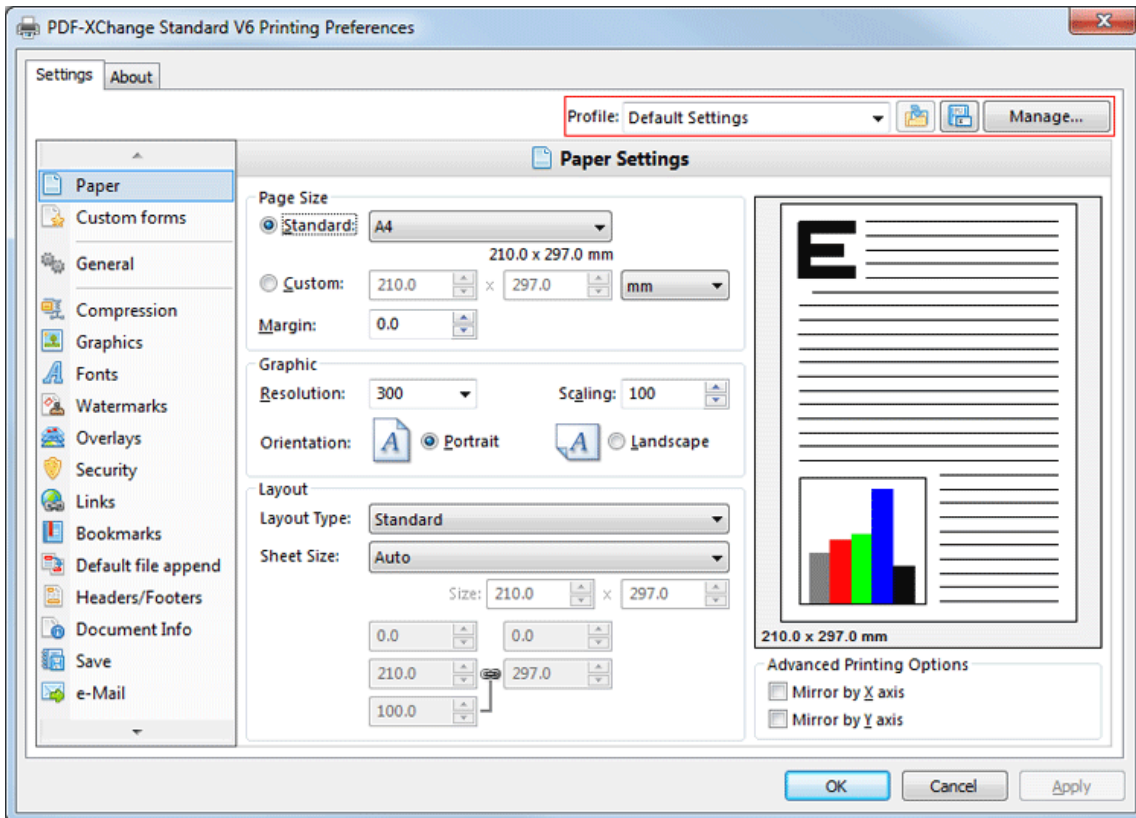


Figure 1. PDF-XChange Standard V6 Printing Preferences Dialog Box. Profile Options Highlighted

Click the disk icon to open the **Add Profile** dialog box:



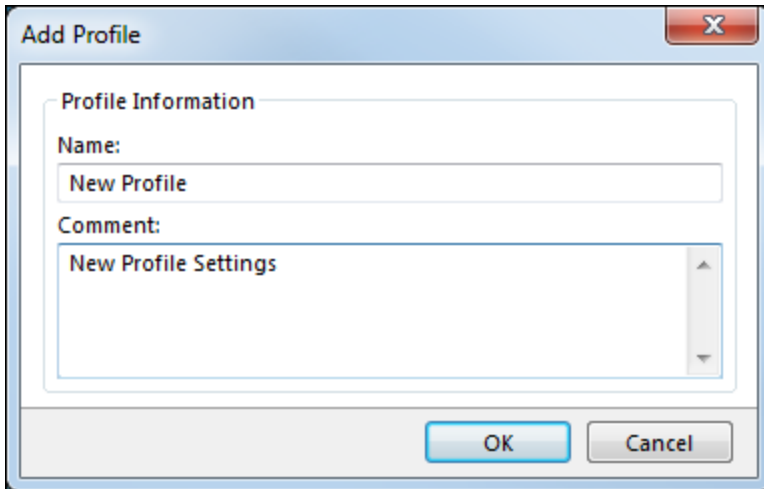


Figure 2. Add Profile Dialog box

- Use the **Name** text box to enter a name for the profile.
- Use the **Comment** text box to add a description of the profile.
- Click **OK** to save profiles. They will then be available in the **Profile** submenu.
- Click the **Manage** button in (*figure 1*) to manage saved profiles. The **Profiles Manager** dialog box will open:

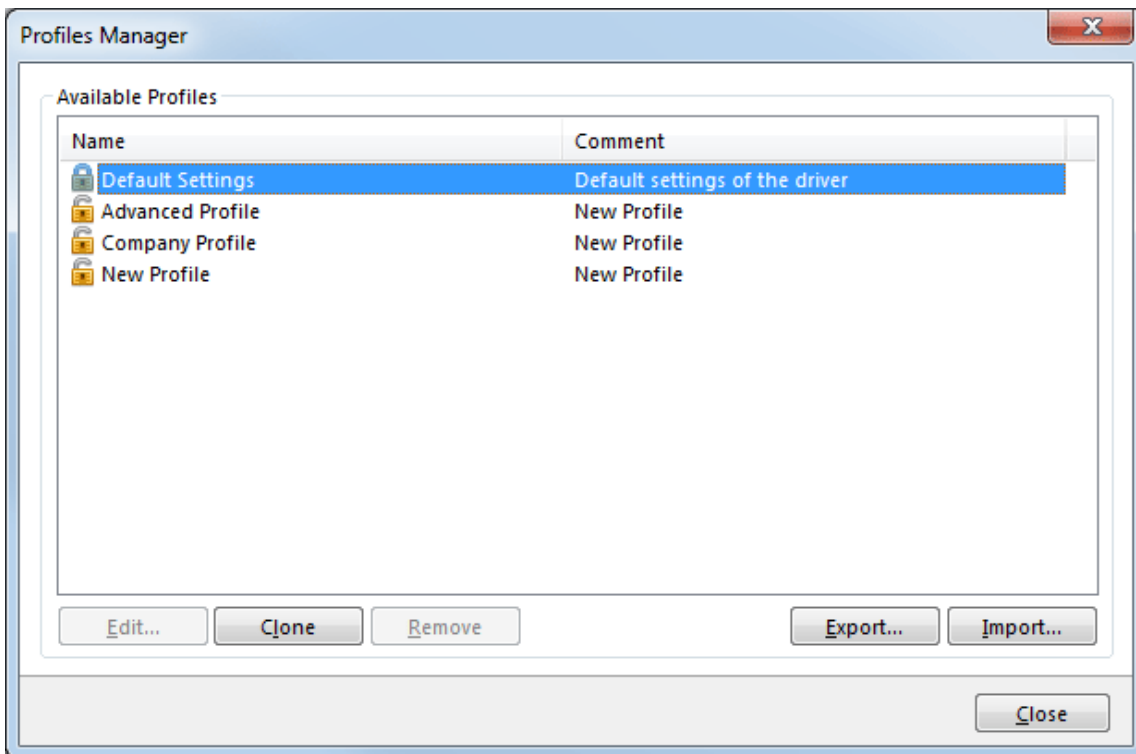


Figure 3. Profiles Manager Dialog Box

- Click **Edit** to edit selected profiles. The **Edit Profile** dialog box will open. Edit the **Name** and **Comment** of the profile and click **OK** to save changes.

- Click **Clone** to clone selected profiles. This enables the editing of profile settings without changing the original profile. The **Clone Profile** dialog box will open. Edit the **Name** and **Comment** of the profile and click **OK** to save changes.
- Click **Remove** to remove selected profiles.
- Click **Export** to export selected profiles. They will save as a (\*.pp5) file that can be uploaded to other installations of **PDF-XChange Standard** (for example on different computers within the same company).
- Click **Import** to import settings that the **Export** feature has been used to export. Alternatively, **rundll32** can be used to install profiles. Available options are detailed below. See [here](#) for further information on **rundll32**.

---

## RUNDLL32 OPTION

---

There is also a **rundll32** option for profiles:

```
rundll32 "C:\Program Files\Tracker Software\PDF-XChange  
6\DrvUI6.dll",DUI30_Command [/InstallProfile:" <fullpathtoprofile> "  
| /SetDefProfile:" <profile_name> "] [/PrinterName:"PDF-XChange Standard V6"]  
[/AsDefault] [/ForUser]
```

The **rundll32** is composed of the following components:

- **/InstallProfile:" <fullpathtoprofile> "**, which installs a profile from the path specified. If **/AsDefault** is specified then the profile will be set as the default profile.
  - **/AsDefault**, which is used in conjunction with the **/InstallProfile** command. If it is specified then the new profile will become the default profile.
  - **/SetDefProfile:" <profile\_name> "**, which sets the profile specified as the default profile. For example: **/SetDefProfile:"Current"**.
  - **/PrinterName**, which specifies the printer to which changes are made. If no printer is specified then the default printer will be used.
  - **/ForUser**, which changes the profile for only the current user. If this property is not specified then the profile is changed for all users.
-

3.2.2 Paper



Paper

The **Paper** settings determine the size, orientation, margin, scaling factor layout and printing order of pages, and the DPI resolution of images. Please note that some programs, such as **Microsoft Word**, override the properties determined in the Paper Settings dialog box. This is because they use values determined within their own parameters and give those values priority over the options in **PDF-XChange Lite**.

Click **Paper** in the menu on the left of the main window to customize the **Paper Settings**:

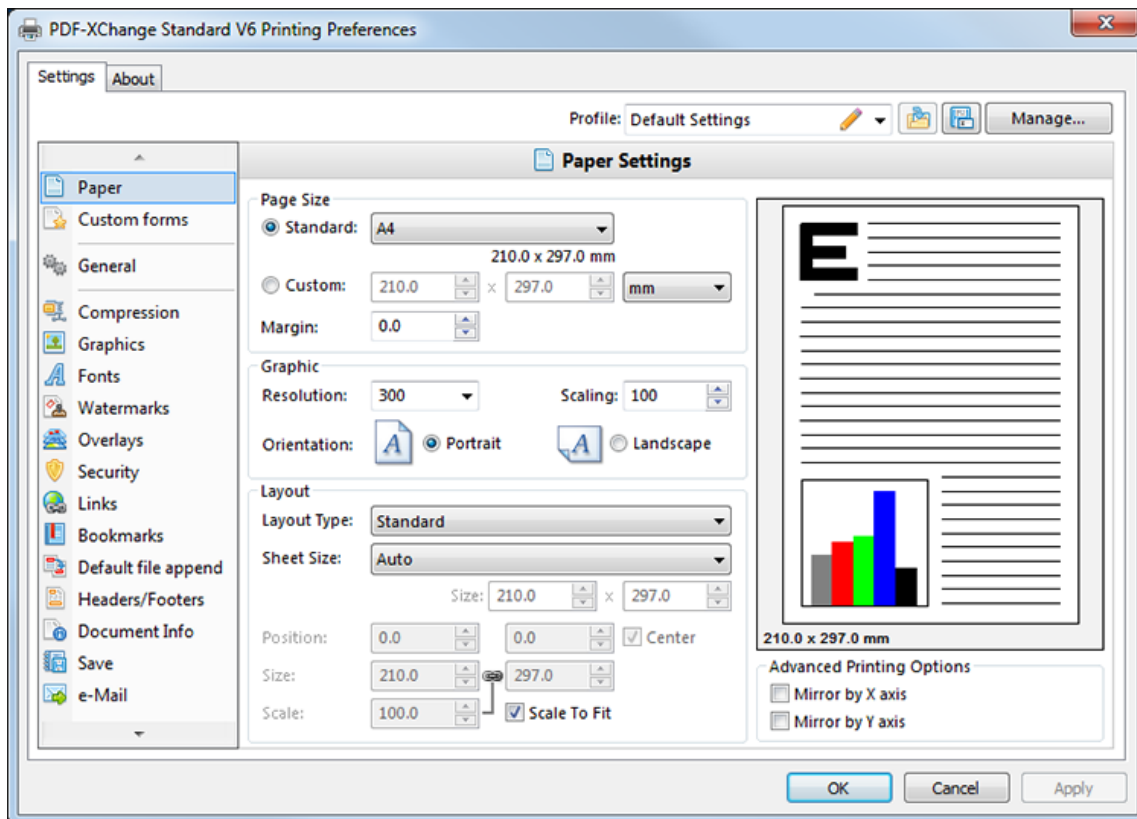


Figure 1. Paper Settings Dialog Box

Page Size

- **Standard** features industry-standard standardized sizes, and also includes custom profiles that the [Custom Forms](#)<sup>[47]</sup> feature has been used to create.
- **Custom** enables custom dimensions (to a maximum of two hundred inches). Use the number boxes to determine document dimensions. Use the dropdown list to determine the units of measurement.
- **Margins** adjusts the size of document margins.

Please note that **AutoCAD** may present issues when printing, especially when it plots to virtual print drivers such as PDF-XChange. If problems arise, especially in regard to portions of output exceeding the defined margin/page limits, we recommend setting a margin of at least 3.2mm.

### Graphic

- **Resolution** is measured in **DPI** (dots per inch). Use the **Resolution** number boxes to determine **DPI**. (Increasing **DPI** usually decreases file size).
- **Scaling** determines the size of converted documents in relation to original content.
- **Orientation** determines either **Portrait** or **Landscape** as the page orientation.

### Page Layout

- **Standard** layout features one page per PDF page. See [here](#)<sup>[41]</sup> for further options.
- **Booklet** layout features adjacent pages and is used for booklets and similar documents. See [here](#)<sup>[43]</sup> for further options.
- **Multiple Pages Per Sheet** features multiple document pages per PDF page. Select a value to view the layout in the preview window. See [here](#)<sup>[45]</sup> for further options.

### Sheet Size

- **Auto** sets sheet size automatically.
- **Custom** enables custom dimensions.
- The remaining options are industry-standard dimensions.

### Advanced Printing Options

- Select **Mirror by X Axis** to print a mirror version of the document that is reversed on the horizontal axis.
- Select **Mirror by Y Axis** to print a mirror version of the document that is reversed on the vertical axis.

Click **Apply** to apply changes and **OK** to save changes.

---

### 3.2.2.1 Standard Layout



## Standard Layout

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

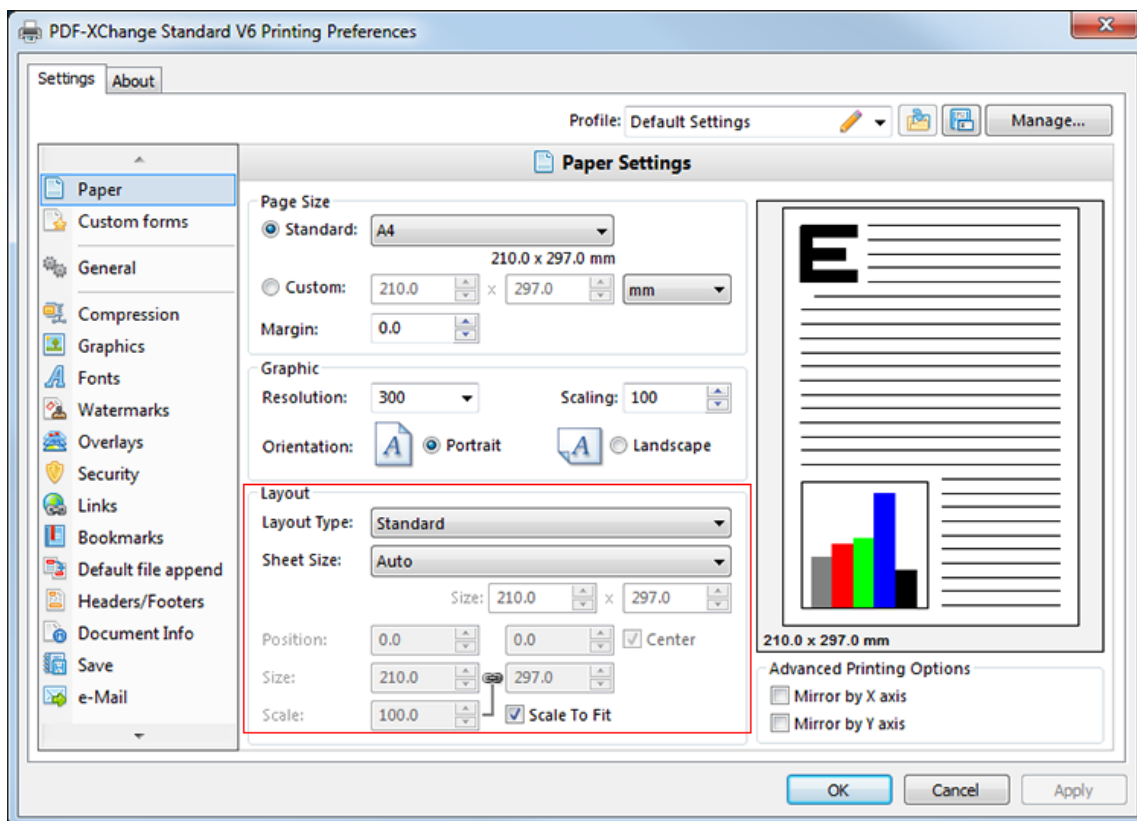


Figure 1. Paper Settings Dialog Box. Standard Options

The **Sheet Size** options determine document dimensions:

- **Auto** sets sheet size automatically.
- **Custom** enables custom dimensions. Enter the desired dimensions in the **Size** boxes.
- The remaining options are industry-standard dimensions.

## Further Options

- If the **Scale To Fit** box is selected then layout options scale to the page size. Clear the box to disable this setting and then enter values in the **Size** and **Scale** number boxes or use the preview pane to resize pages.
- If the **Center** box is selected then documents are centered on the page and will remain centered when the size is adjusted. Clear the box to disable this setting and then enter values in the **Position** number boxes to determine page position.

Click **Apply** to apply changes and **OK** to save changes.

---

### 3.2.2.2 Booklet Layout



## Booklet Layout

The **Booklet** layout is used to print booklets and similar documents. When it is selected in the **Layout Type** menu the following options are available:

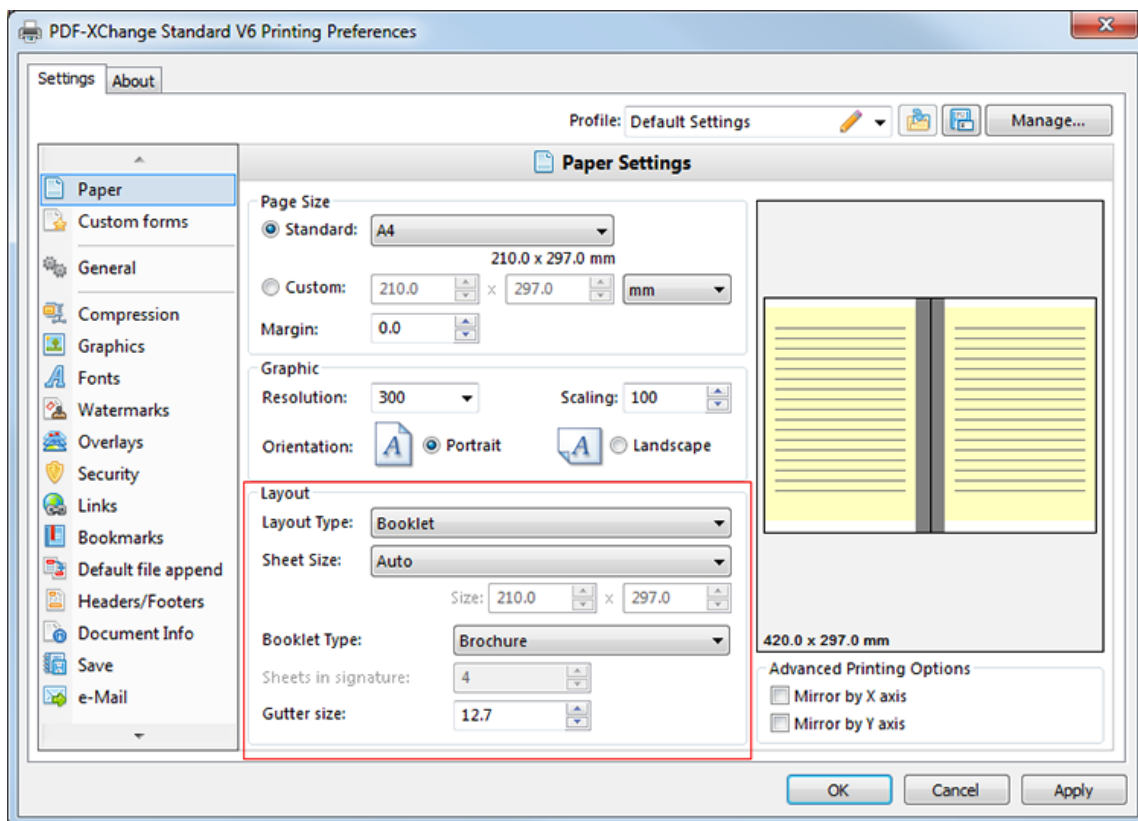


Figure 1. Paper Settings Dialog Box. Booklet Options

The **Sheet Size** options determine document dimensions:

- **Auto** sets sheet size automatically.
- **Custom** enables custom dimensions. Enter the desired dimensions in the **Size** boxes.
- The remaining options are industry-standard dimensions.

The **Booklet Type** options determine the booklet format:

- **Brochure** creates brochures, which are usually two or four pages in length and fit on a single sheet.
- **Books** have more pages than brochures and usually feature double-sided printing.
- Use the **Sheets in signature** number box to determine how sheets are folded.
- Use the **Gutter size** number box to determine the binding margin area, which the gray area in the preview pane represents. The default size is the industry-standard 12.7mm

Click **Apply** to apply changes and **OK** to save changes.

---



### 3.2.2.3 Multiple Pages per Sheet



## Multiple Pages per Sheet

The **Multiple Pages per Sheet** layout is used to print multiple document pages per printed page. When it is selected in the **Layout Type** menu the following options are available:

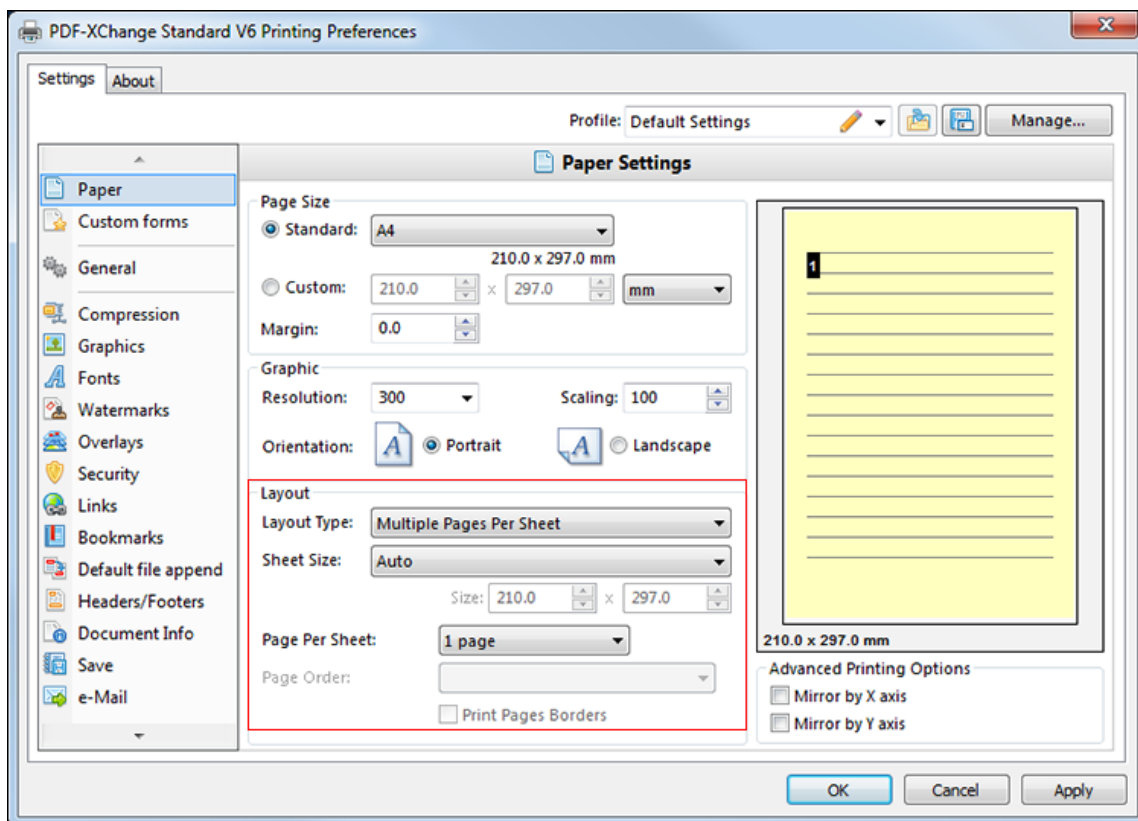


Figure 1. Paper Settings Dialog Box. Multiple Pages Per Sheet Options

The **Sheet Size** options determine document dimensions:

- **Auto** sets sheet size automatically.
- **Custom** enables custom dimensions. Enter the desired dimensions in the **Size** boxes.
- The remaining options are industry-standard dimensions.

## Further Options

- The **Page Per Sheet** dropdown menu determines how many pages feature on each sheet.
- The **Page Order** menu determines how pages are ordered in the PDF document. Select an option to view the layout in the preview pane.
- Select the **Print Pages Borders** box to print page borders.

Click **Apply** to apply changes and **OK** to save changes.

---

### 3.2.3 Custom Forms



## Custom Forms

The **Custom Forms** settings are used to save custom forms for subsequent use:

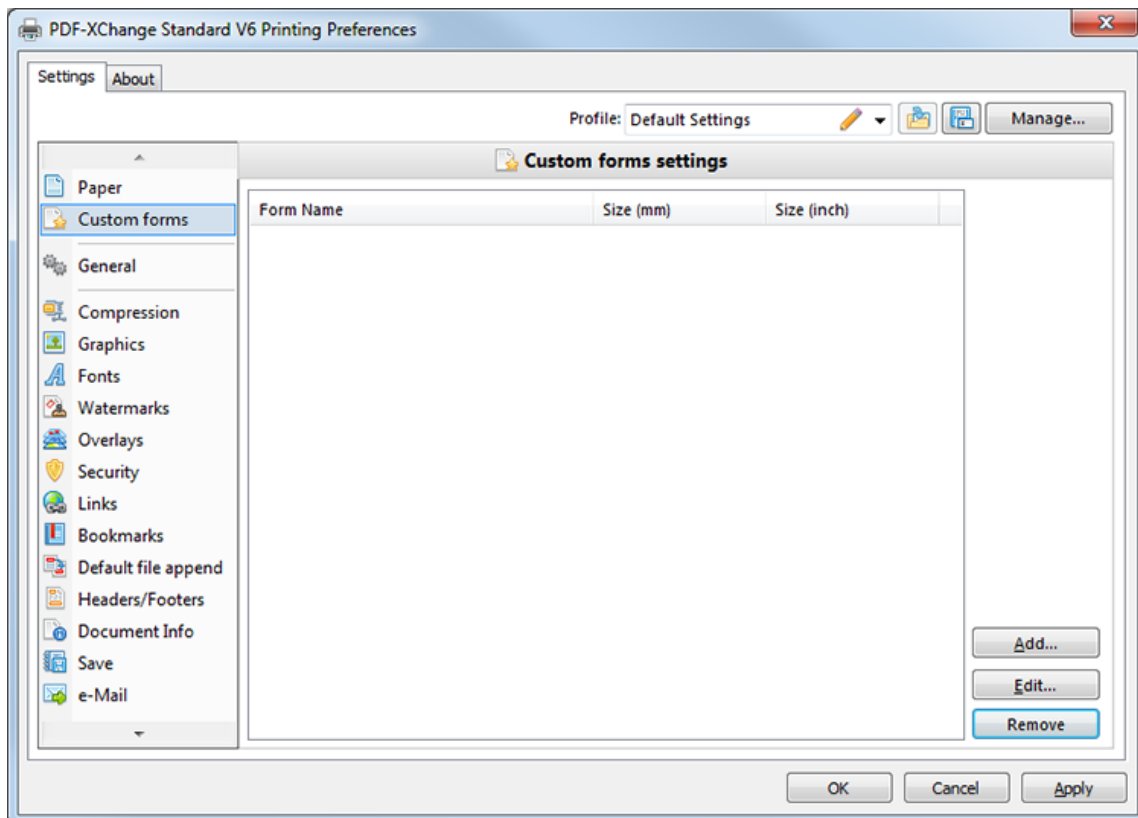


Figure 1. Custom Forms Settings Dialog Box

- Click **Add** to add a new custom form. The **Add/Edit Custom Form** dialog box will open. See **(figure 2)**.
- Click **Edit** to edit selected forms.
- Click **Remove** to remove selected forms.

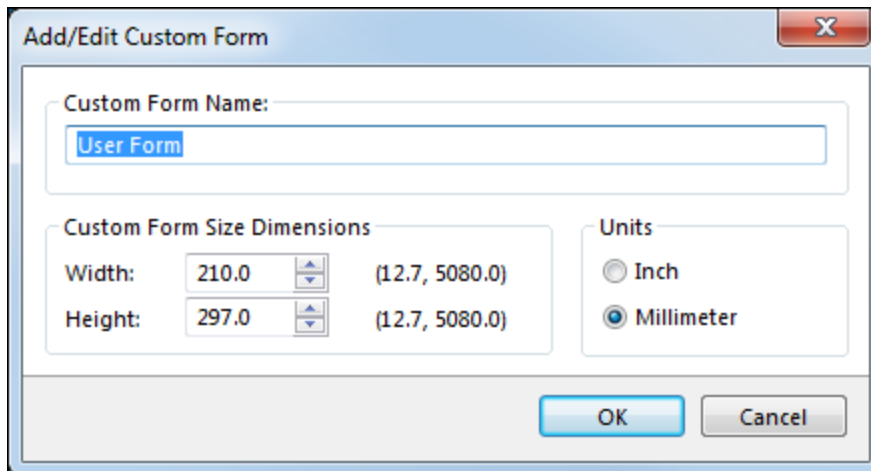


Figure 2. Add/Edit Custom Form Dialog Box

- Enter a name in the **Custom Form Name** text box to name the custom form.
- Enter dimensions in the **Width** and **Height** boxes and select a unit of measurement.
- Click **OK** to save settings.

The settings will then be available in the list of **Standard** page sizes in the [Paper](#)<sup>39</sup> tab.

---

### 3.2.4 General Settings



## General Settings

The **General Settings** determine document parameters:

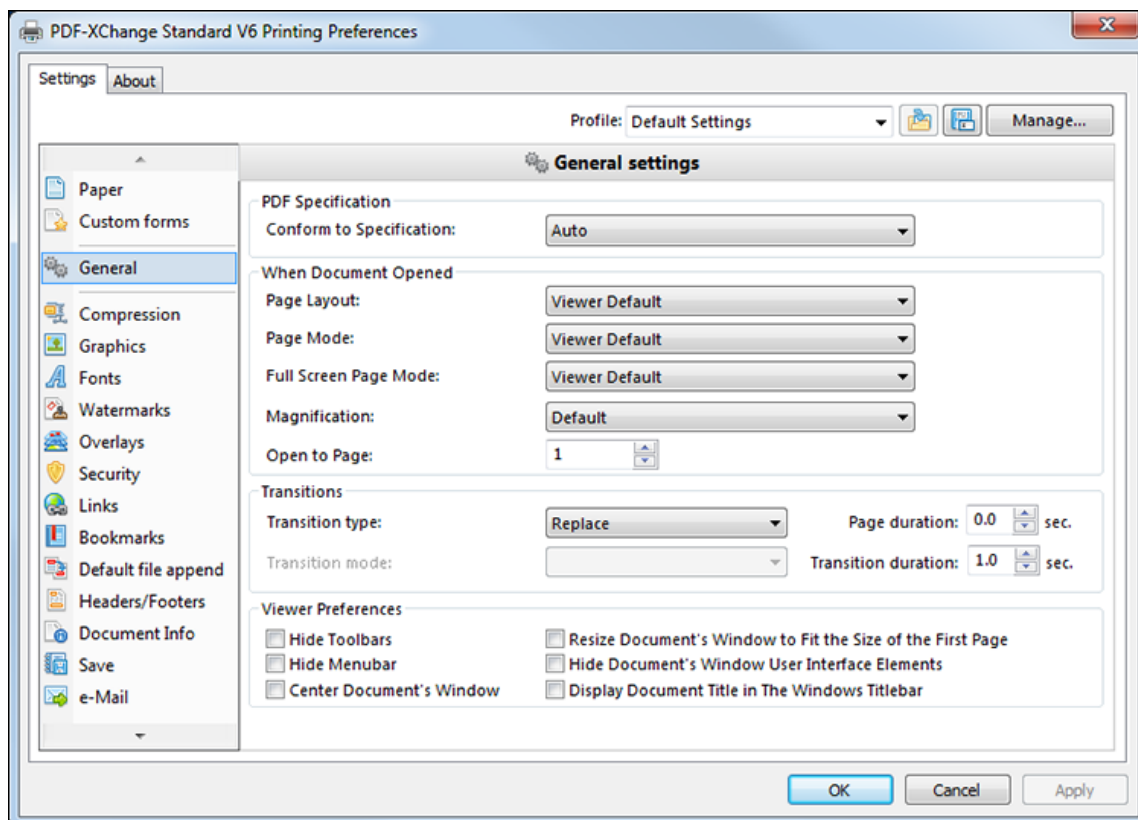


Figure 1. General Settings Dialog Box

The **Conform to Specification** parameter determines the specifications to which converted files conform:

- **Auto** enables **PDF-XChange Standard** to select specifications automatically.
- The second option is a group of settings that conform to versions 1.3 through 1.7 of **Adobe Acrobat**.
- The third option is a group of settings that conform to **PDF/A - 1b PDF** specifications for the **RGB Colorspace**. See [here](#) for further information.

The **Page Layout** parameter determines the page layout of documents:

- **Viewer Default** sets the page layout to the default settings of the program used to view printed documents.
- **Single Page** displays documents a single page at a time.
- **One Column** displays documents in a single column and consecutive pages can be viewed simultaneously.
- **Two Pages (Cover Page)** sets the first page as a cover page and displays the remaining pages two pages at a time
- **Two Pages** displays documents two pages at a time.
- **Two Columns (Cover Page)** sets the first page as a cover page and displays remaining pages in two columns.
- **Two Columns** displays documents in two columns.

The **Page Mode** parameter determines the document areas displayed when documents are opened and the manner in which they are displayed:

- **Pages view only** displays only the document pages.
- **Show Bookmarks** displays document pages and bookmarks.
- **Show Thumbnails** displays document pages and thumbnails.
- **Full Screen** opens documents in full screen mode.

The **Full Screen Page Mode** parameter determines the document areas displayed when documents are opened in full screen mode:

- **Pages view only** displays only the document pages.
- **Show Bookmarks** displays document pages and bookmarks.
- **Show Thumbnails** displays document pages and thumbnails.
- **Show Layers Panel** displays document pages and the layers panel.

The **Magnification** parameter determines the magnification format when documents are opened:

- **Default** displays documents at the default magnification level.
- **Actual Size** displays documents at their physical size.
- **Fit Page** fits pages to the document window.
- **Fit Width** uses the page width to fit pages.
- **Fit Height** uses the page height to fit pages
- **Level** displays documents at the zoom level determined in the adjacent number box.

## Further Options

- The **Open to Page** option determines the page at which documents are opened.
- The **Transition** option determines how pages are browsed in full screen mode. Select an option from the dropdown menu and use the number boxes to determine the duration parameters.
- The **Viewer Preferences** check boxes determine visible elements and document window settings.

Click **Apply** to apply changes and **OK** to save changes.

---

### 3.2.5 Compression



## Compression

The **Compression** settings determine compression parameters:

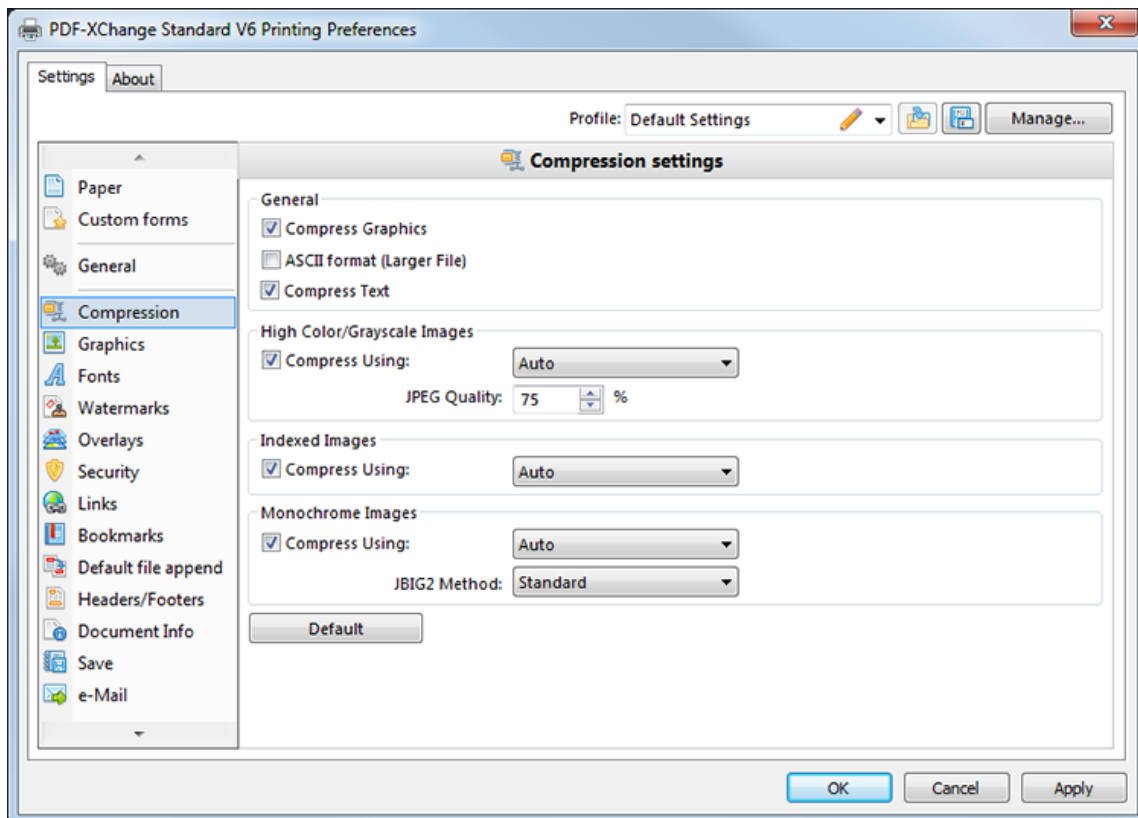


Figure 1. Compression Settings Dialog Box

The **General** settings determine compression values for specific document elements:

- Select the **Compress Graphics** box to compress document graphics. When this box is selected the options for **High Color/Grayscale Images**, **Indexed Images** and **Monochrome Images** are enabled. See below for further information.
- Select the **ASCII format (Larger File)** box to use only **ASCII** 7-bit symbols in the creation of files.
- Select the **Compress Text** box to compress document text.



The **High Colour/Grayscale Images** settings determine compression options for images of these formats. Select the **Compress Using** box to determine how **High Colour/Grayscale Images** are compressed:

- **Auto - PDF-XChange Standard** selects optimal compression options.
- **JPEG** - the best form of compression for colored images.
- **Flate** - an algorithm-based form of lossless data compression.
- **JPEG/ZIP** - standard lossless compression that utilizes (\*.zip) files.
- **JPEG 2000** - an improved version of JPEG/ZIP that includes the option of lossy compression.
- **JPEG 2000/ZIP** - a combination of **JPEG 2000** and **JPEG/ZIP** compression.

Use the **JPEG Quality** number box to determine **JPEG Quality**. This value is defined as the image content quality divided by the compression. Higher values result in a reduced level of compression but improved final image quality and vice versa.

### Indexed Images

Select the **Compress Using** box to determine the compression mode for indexed images:

- **Auto - PDF-XChange Standard** will select the best available compression options while retaining image quality as far as possible.
- **Run Length** - simple lossless compression.
- **Flate** - an algorithm-based form of lossless data compression.
- **LZW** - compression via table-based lookup algorithm.

### Monochrome Images

Select the **Compress Using** box to determine the compression for monochrome images:

- **Auto - PDF-XChange Standard** will select the best available compression options while retaining image quality as far as possible. Select a **JBIG2 Method** as desired.
- **Flate** - an algorithm-based form of lossless data compression.
- **CCITT Group 3** - a lossless form of data compression for bi-level images such as grayscale.
- **CCITT Group 4** - an improved version of **CCITT Group 3** compression that removes EOL (end of line) codes.
- **Run Length** - a simple form of lossless data compression.
- **JBIG2** - a form of compression for bi-level images that supports both lossy and lossless compression. Select a **JBIG2 Method** as desired.

Click **Apply** to apply changes and **OK** to save changes.



### 3.2.6 Graphics



## Graphics

The **Graphics** settings provide additional compression/optimization options:

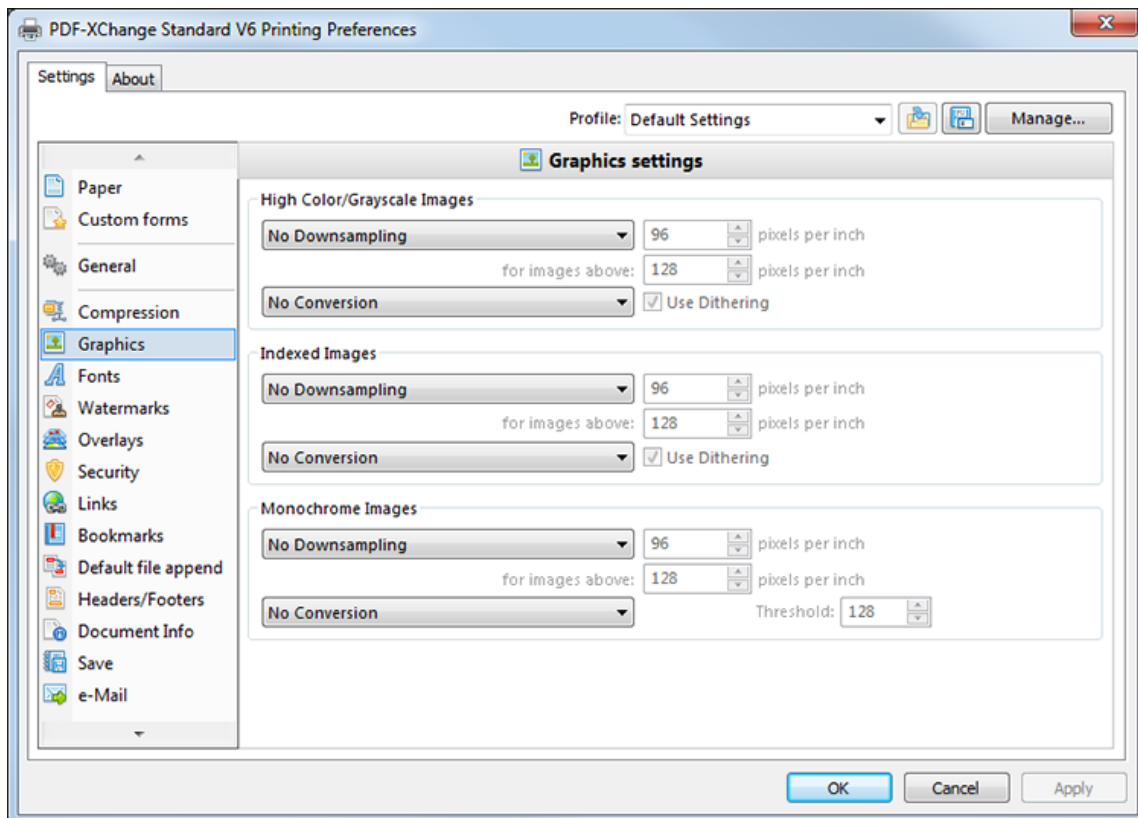


Figure 1. Graphics Settings Dialog Box

The graphics settings are used to change the DPI (dots per inch) for document images or convert them into different image formats. The options for **High Color/Grayscale Images**, **Indexed Images** and **Monochrome Image** are as follows:

- Use the **Downsampling** dropdown menu to determine the downsampling format:
  - **Linear downsampling** is the fastest method but produces the lowest quality output.

- **Bilinear downsampling** takes longer than linear downsampling but produces higher-quality output.
- **Bicubic downsampling** takes the longest, especially when downsampling large files, but achieves results of the highest quality.
- Use the upper **pixels per inch** box to determine the resolution to which images are downsampled.
- Use the lower **pixels per inch** box to determine the resolution above which images are downsampled.
- Use the **Conversion** dropdown menu to determine the format to which images are converted.

Click **Apply** to apply changes and **OK** to save changes.

---

## 3.2.7 Fonts



## Fonts

The **Fonts** settings determine font embedding options:

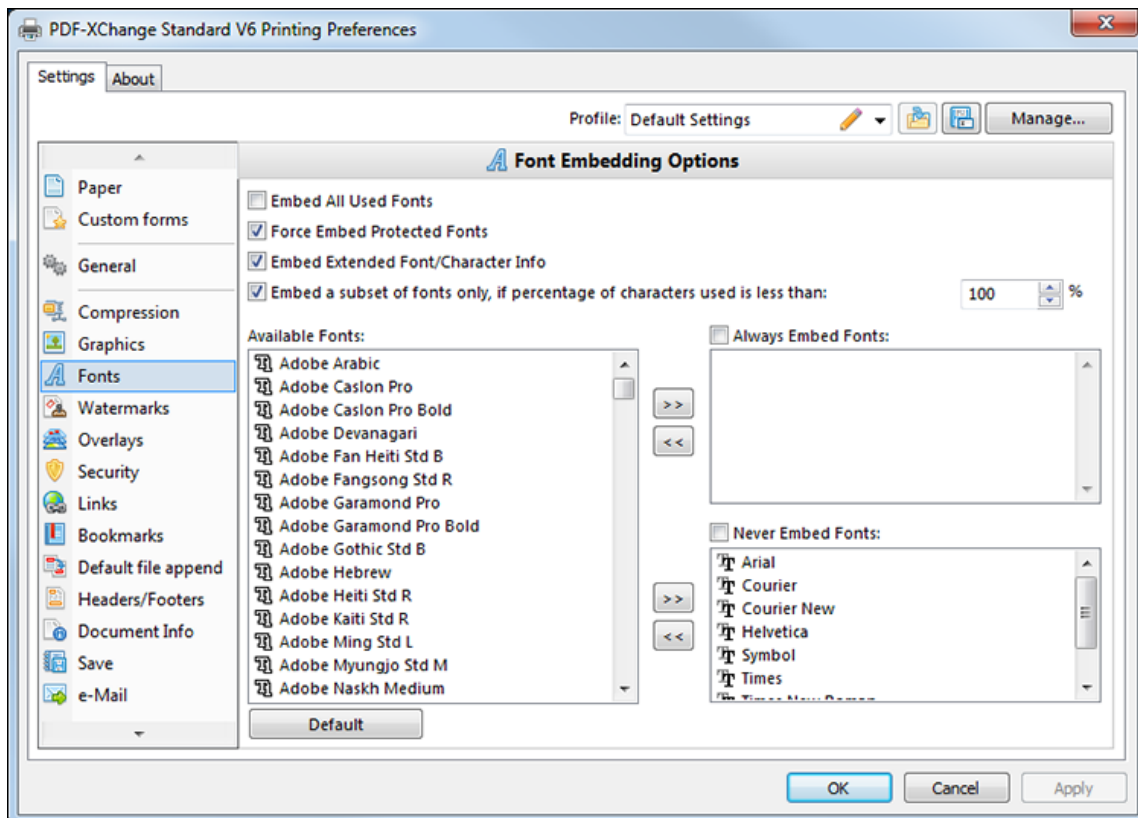


Figure 1. Font Embedding Options

- Select the **Embed All Used Fonts** box to embed all fonts. This increases the file size but ensures documents can be viewed on all machines.
- Select the **Force Embed Protected Fonts** box to force the inclusion of protected fonts in documents. Please note that some fonts are not licensed for widespread distribution and therefore it is necessary to check license permissions when this option is used.
- Select the **Embed Extended Font/Character Info** box to embed extended fonts and character information.

- Select the **Embed a subset of fonts only, if percentage of characters used is less than** box to embed a subset of fonts when the percentage of total fonts they represent in files is less than the percentage entered into the adjacent number box. This optimizes the size of files as it saves a subset of fonts as opposed to the entire character set, but it should only be used when there is no intention to edit documents subsequently.
- The **Available Fonts** window displays all fonts available for embedding. Select fonts and then use the arrow icons to add them to the **Always Embed Fonts** or **Never Embed Fonts** windows. The best approach, in order to optimize file size, is to embed uncommon fonts and leave common fonts unembedded. This is because it is probable that subsequent users will have common fonts available on their computers, and therefore embedding these fonts will increase the size of files unnecessarily.

Click **Apply** to apply changes and **OK** to save changes.

---

### 3.2.8 Watermarks



## Watermarks

The **Watermarks** settings are used to add watermarks to documents. Watermarks are used predominantly to discourage counterfeiting. Watermark options are detailed below:

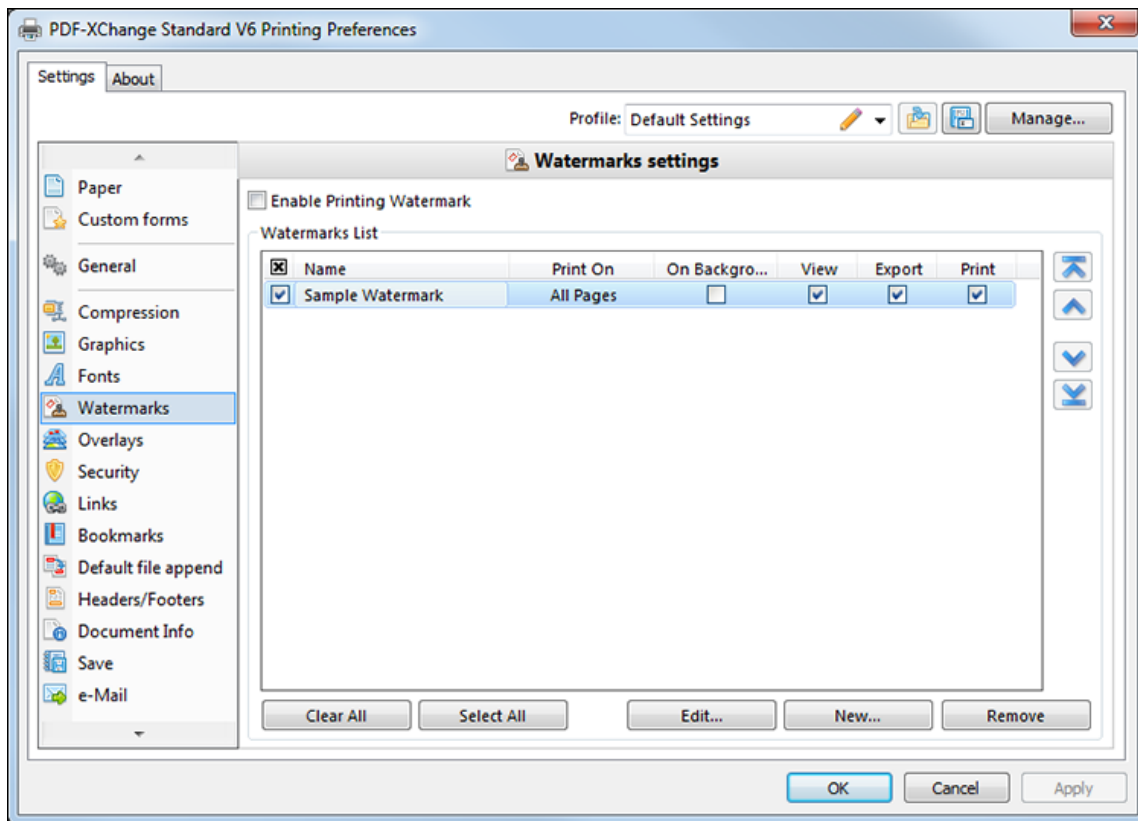


Figure 1. Watermarks Settings Dialog Box

- Select the **Enable Printing Watermark** box to enable watermark printing. Watermarks selected in the watermarks list will be included when documents are printed.
- Select the **On Background** box to place watermarks in the background of documents. If this box is cleared then watermarks will appear in the foreground.

- The **View**, **Export** and **Print** boxes are selected by default, which means that watermarks will be visible in documents, exported to created image files and printed. Clear boxes as desired.
- Click **Clear All** or **Select All** to clear/select all watermarks in the watermarks list.
- Click **Edit/Remove** to edit/remove selected watermarks.
- Click **New** to create watermarks. The **Add/Edit Watermark** dialog box will open:

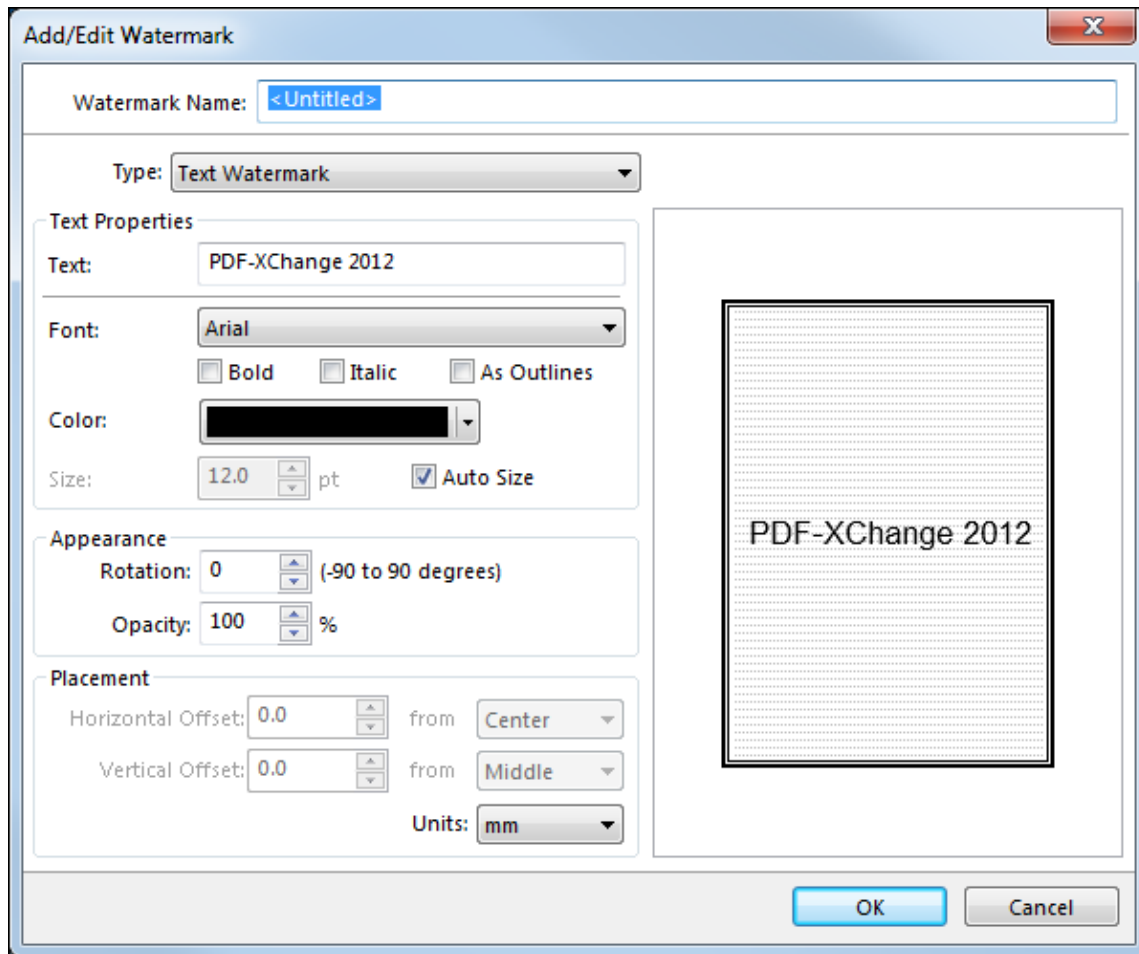


Figure 2. Add/Edit Watermark Dialog Box

- Use the **Watermark Name** text box to name watermarks.
- Select either **Text Watermark** or **Image Watermark** as desired. See below for further options.

Click **OK** to save watermarks.

### Text Watermark



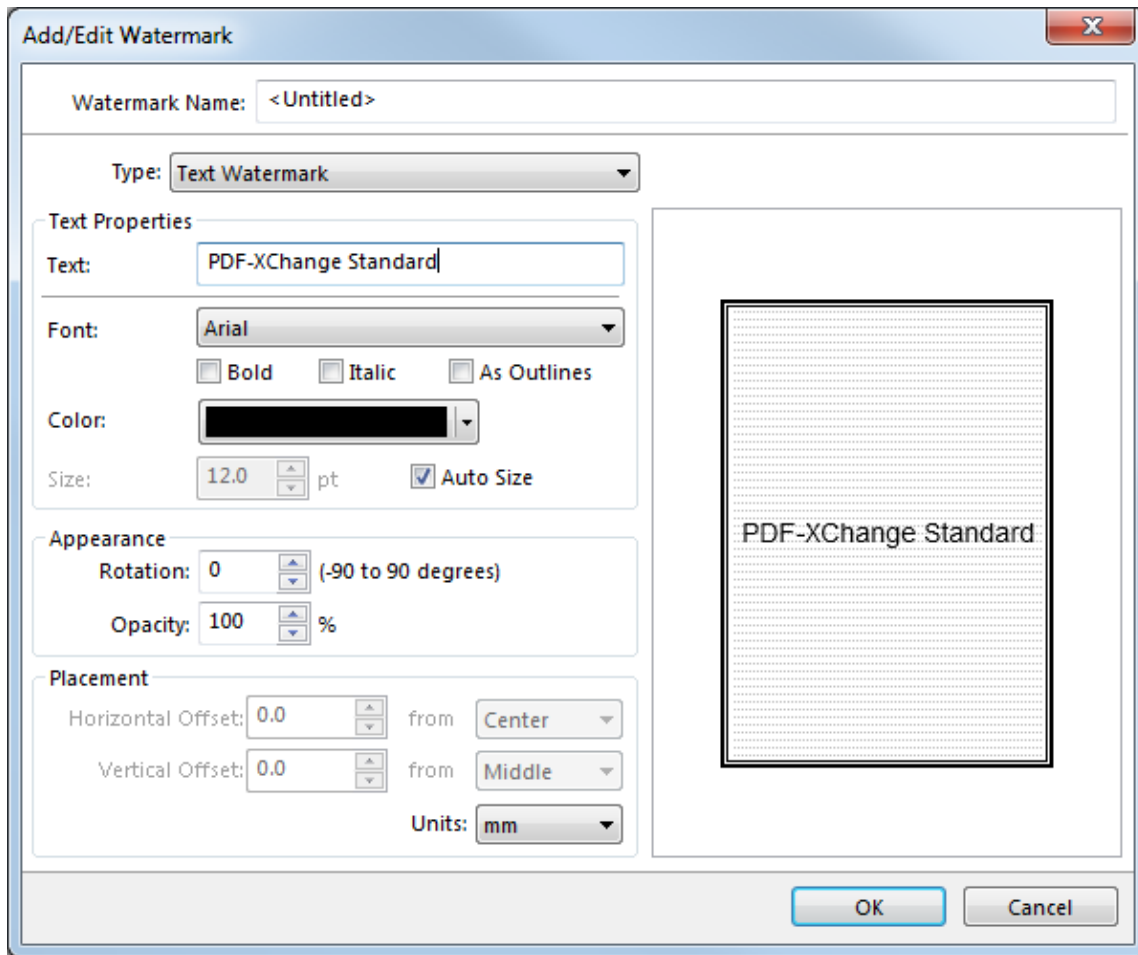


Figure 3. Add/Edit Watermark Dialog Box. Text Watermark Options

- Text entered in the **Text** box becomes the watermark text.
- Use the **Font** dropdown menu to determine the font of watermark text. Select the **Bold**, **Italic** and **As Outlines** boxes as desired.
- Use the **Color** dropdown menu to determine the color of watermark text.
- Clear the **Autosize** box to select a size for watermark text.
- Use the **Rotation** number box to determine the angle of watermark rotation.
- Use the **Opacity** number box to determine the transparency of watermarks.
- Use the **Placement** number boxes to determine the location of watermarks.

Click **OK** to save watermarks.

## Image Watermark

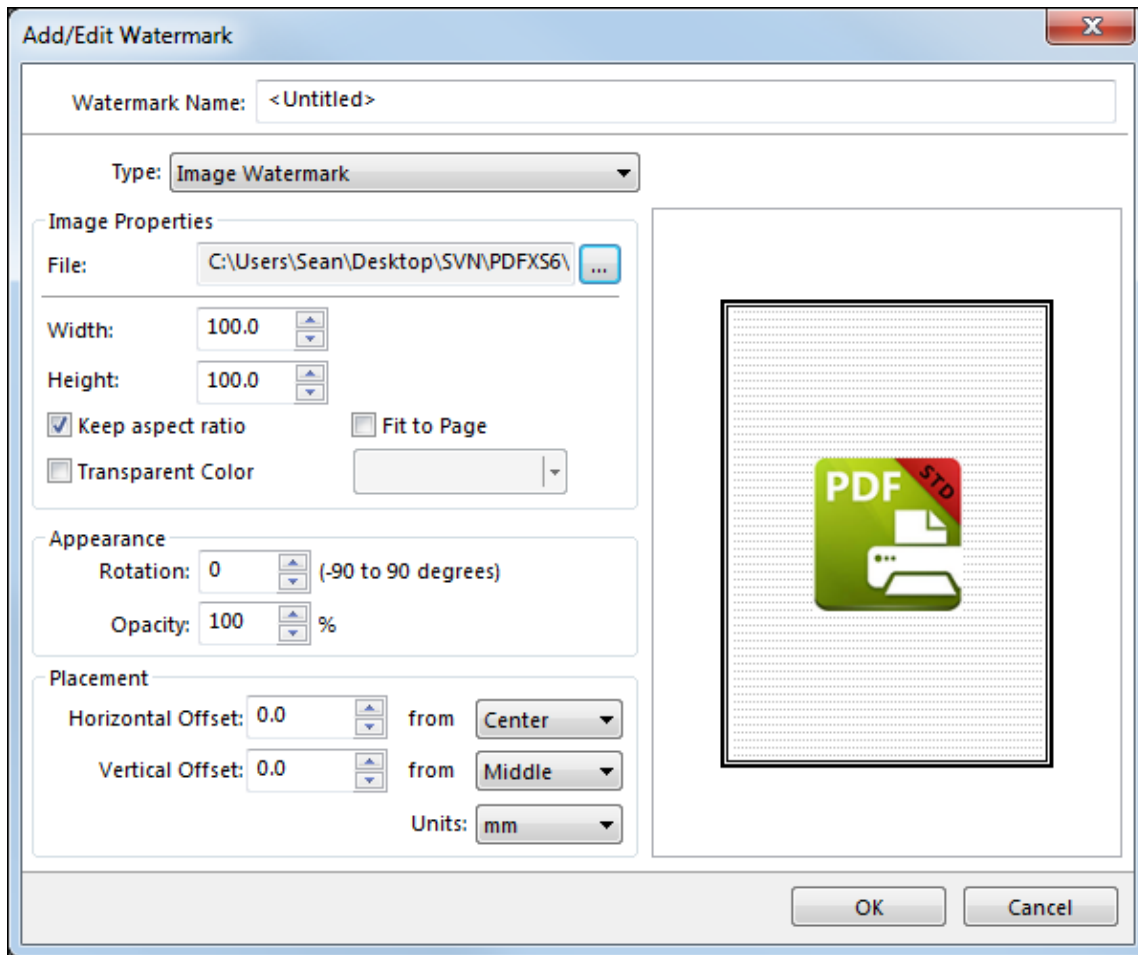


Figure 4. Add/Edit Watermark Dialog Box. Image Watermark Options

- Use the **File** text box to select images to use as watermarks.
- Use the **Width** and **Height** boxes to determine watermark dimensions.
- Select the **Keep Aspect Ratio** box to retain original image proportions.
- Select the **Fit to Page** box to fit watermarks to page dimensions.
- Select the **Transparent Color** box to set the transparent color of watermarks.

Click **OK** to save watermarks.

### 3.2.9 Overlays



## Overlays

The **Overlays** settings are used to overlay PDF files. This process enables the insertion of elements such as company letterhead. Overlays can be used in conjunction with pre-prepared forms to overlay text from word processors, spread sheets, databases and similar media. Click **Overlays** to determine overlay settings:

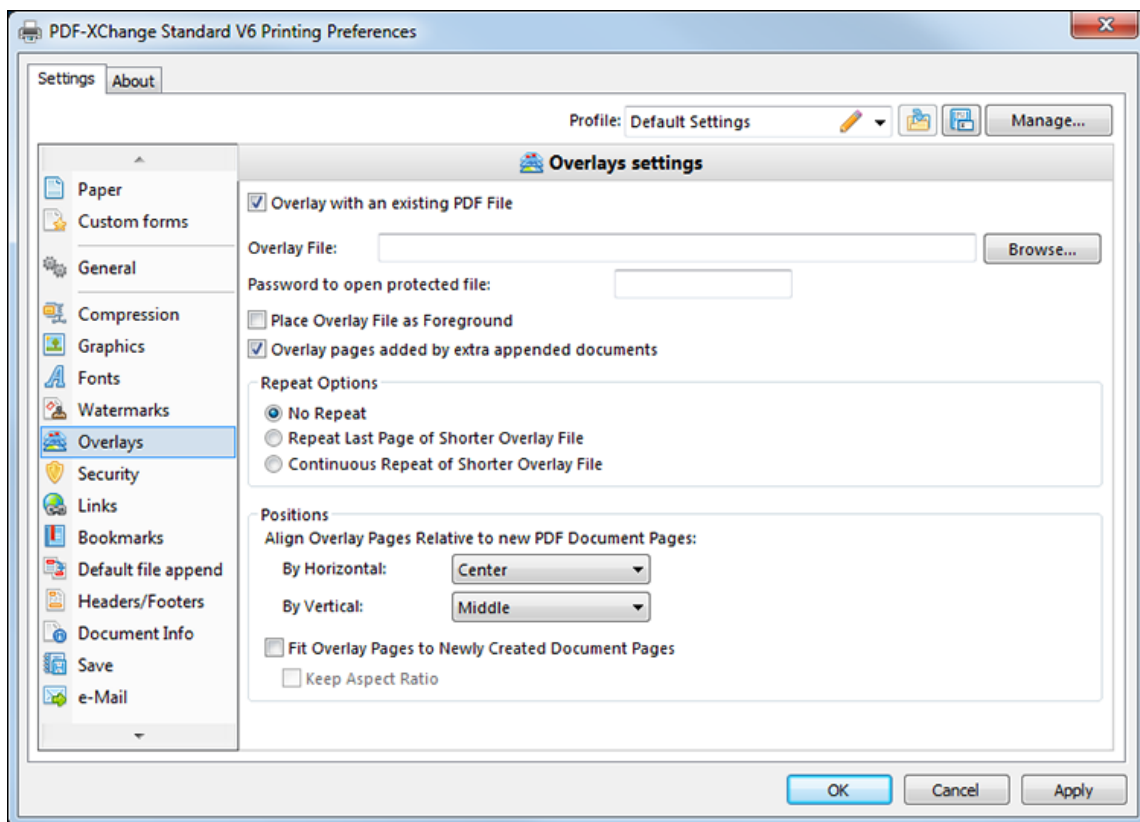


Figure 1. Overlays Settings Dialog Box

- Select the **Overlay with an existing PDF File** box to create new overlays.
- Use the **Overlay File** text box, or click **Browse**, to select a file to overlay.
- If selected files are password protected then enter the password in the **Password to open protected file** text box.

- Select the **Place Overlay File as Foreground** box to place overlays in document foregrounds. Clear the box to place overlays in document backgrounds.
- Use the **Repeat Options** setting to determine the outcome when there are fewer pages in the overlay document than the PDF document:
  - Select **No Repeat** to leave additional pages without a watermark.
  - Select **Repeat Last Page of Shorter Overlay File** to repeat the final page of the overlay document on additional pages.
  - Select **Continuous Repeat of Shorter Overlay File** to repeat the overlay document from its first page on additional pages.
- The **Positions** options determine position of the overlay file relative to the PDF document:
  - **By Horizontal** determines the horizontal position.
  - **By Vertical** determines the vertical position.
- Select the **Fit Overlay Pages to Newly Created Document Pages** box to fit overlays to match the size of the pages that they overlay.
- Select the **Keep Aspect Ratio** box to retain the original aspect ratio overlays.

Click **Apply** to apply changes and **OK** to save changes.

---

## 3.2.10 Security



## Security

The **Security** settings are used to add/edit document passwords and permission settings:

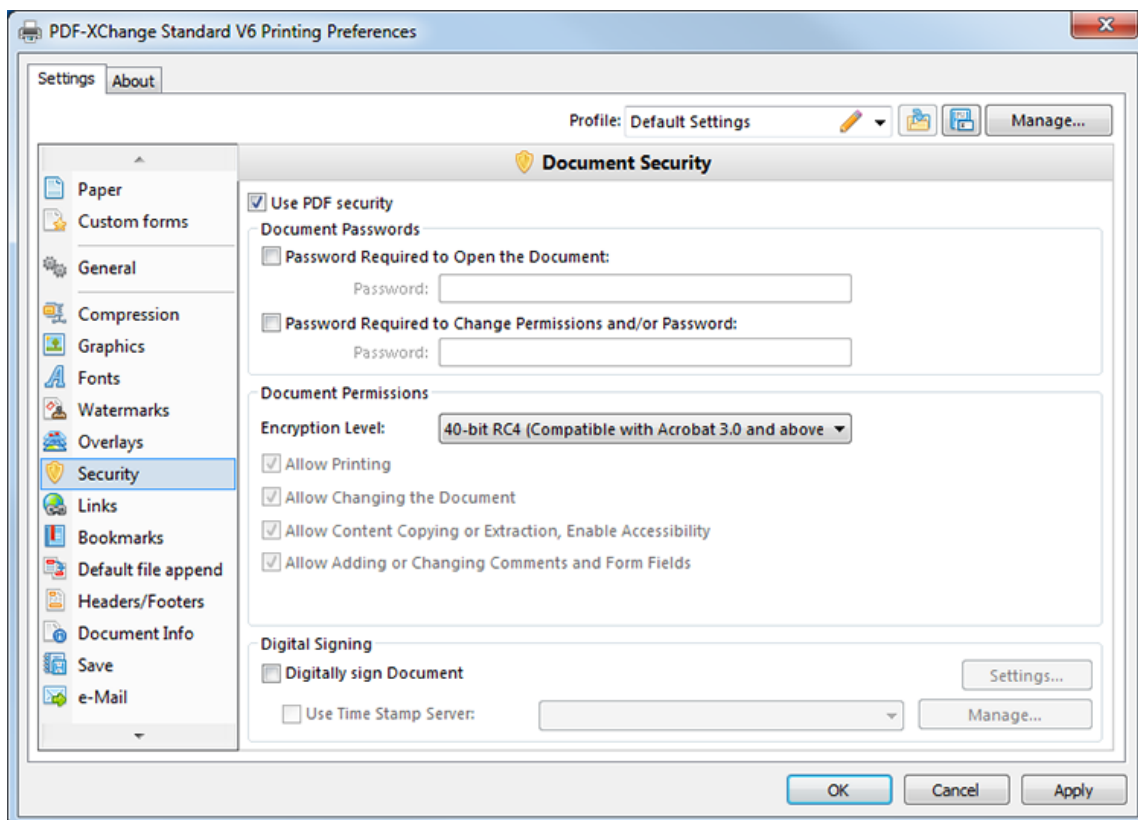


Figure 1. Document Security Dialog Box

### Document Passwords

- Select the **Use PDF security** box to enable document security.
- Select the **Password Required to Open the Document** box to set a document password. Enter the password in the **Password** text box.
- Select the **Password Required to Change Permissions and/or Password** box to require a password when document permissions are changed subsequent to printing and/or to change the password itself. Enter the password in the **Password** text box.

## Document Permissions

- Use the **Document Permissions** check boxes to determine the document operations available to users who have the password defined in the **Document Passwords** section.
- Use the **Encryption Level** dropdown menu to determine the encryption level of the document.
- The following permissions are available for **40-bit RCA** encryption:
  - **Allow Printing** enables/disables document printing.
  - **Allow Changing the Document** enables/disables document editing.
  - **Allow Content Copying or Extraction, Enable Accessibility** enables/disables the copying and extraction of document content and document accessibility.
  - **Allow Adding or Changing Comments and Form Fields** enables/disables the creation and editing of document comments and form fields.
- The following permissions are available for all other levels of encryption:
  - **Enable Content Access for the Visually Impaired** enables/disables content access for the visually impaired.
  - **Allow Content Copying and Extraction** enables/disables the copying and extraction of document content.

## Digital Signing

- Select the **Digitally sign Document** box to add digital signatures to documents.
- Select the **Use Time Stamp Server** box to use a time stamp server when documents are digitally signed.
- Click **Manage** to manage existing time stamp servers.
- Click **Settings** to customize signature options. See below for further information.

## Digital Signatures

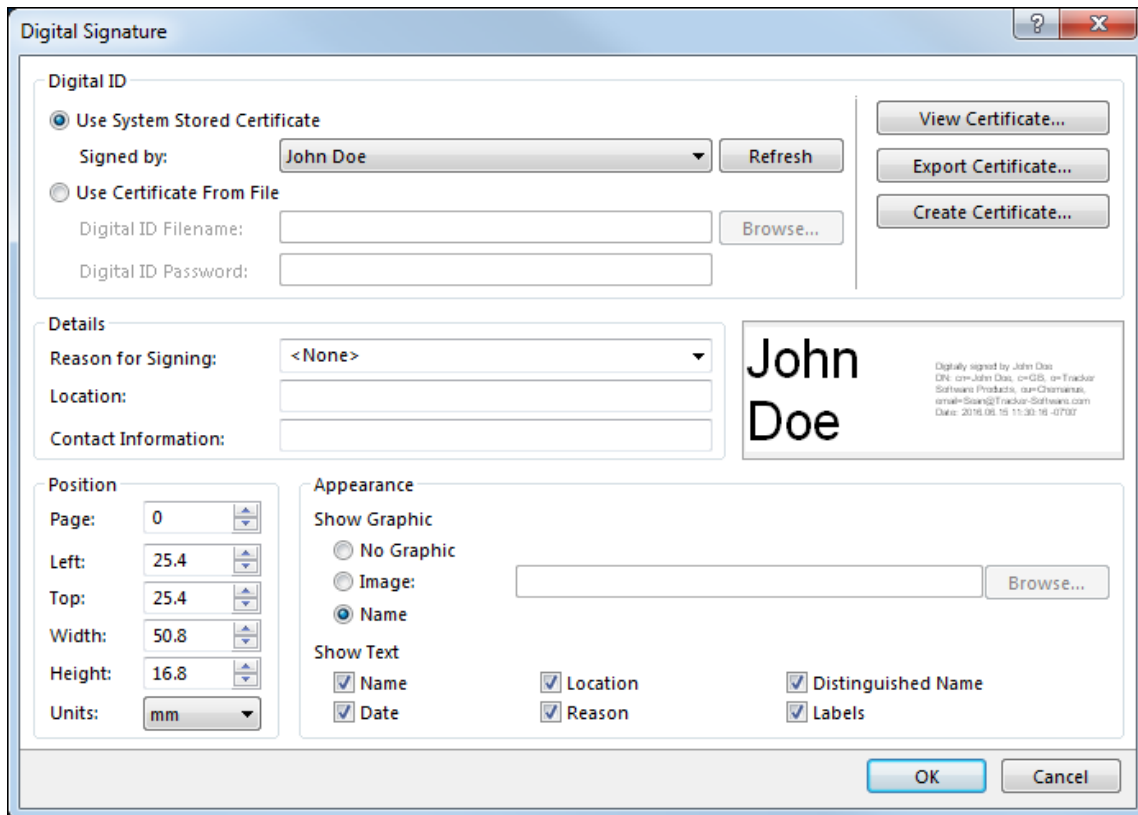


Figure 2. Digital Signature Dialog Box

- Select the **Use System Stored Certificate** option to select system-stored certificates.
- Click **View Certificate/Export Certificate** to view/export selected certificates.
- Click **Create Certificate** to create new certificates. See *(figure 3)* below.
- Select the **Use Certificate From File** option to select saved certificates. Enter the filename and password of the desired certificate in the text boxes or click **Browse** to select a certificate on the local computer.
- The options in the **Details** section determine certificate details:
  - Select an option from the **Reason for Signing** dropdown menu to determine a reason for signing the document.
  - Use the **Location** text box to set the location at which documents are signed.
  - Use the **Contact Information** text box to add contact information to digital signatures.
- Use the **Position** number boxes to determine the document page and location at which digital signatures appear.
- Use the **Appearance** options to determine the appearance of digital signatures:
  - Select **No Graphic** to exclude the graphical element of signatures.
  - Select **Image** to include an image and then enter the file name of the image or click **Browse** to select a file.
  - Select **Name** to include the name of the signature creator instead of an image.

- Select/clear boxes in the **Show Text** section to determine signature elements included in the digital signature.

### Create Certificate

**Create Self-Signed Digital ID**

Creating a self-signed Digital ID provides a no-cost way to digitally sign a PDF document. But, this may not be appropriate for situations requiring third-party validation.

**Digital ID Properties:**

Name:

Organization Unit:

Organization Name:

Email Address:

Country/Region: CA - CANADA

Key Algorithm: 1024-bit RSA

**Where would you like to store your self-signed digital ID?**

Windows Certificate Store  
Your digital ID will be stored in the Windows Certificate Store where it will also be available to other Windows applications. The digital ID will be protected by your Windows login.

New PKCS#12 Digital ID File  
Creates a new password protected digital ID file that uses the standard PKCS#12 format. This common digital ID file format is supported by most security software applications, including major web browsers. PKCS#12 files have a .pfx or .p12 file extension.

Password:

Confirm Password:

OK Cancel

Figure 3. Create Self-Signed Digital ID Dialog Box

- Use the text boxes to enter the desired information in the **Name**, **Organization Unit**, **Organization Name** and **Email Address** categories.
- Use the **Country/Region** dropdown menu to select a country for the digital ID.
- Select either **Windows Certificate Store** or **NewPKCS#12 Digital ID File** for the location at which the digital ID is saved. If the latter option is used then enter a password for the digital ID.
- Click **OK** to save new digital IDs.





## 3.2.11 Links



## Links

The **Links** settings are used to determine URL parameters in printed documents:

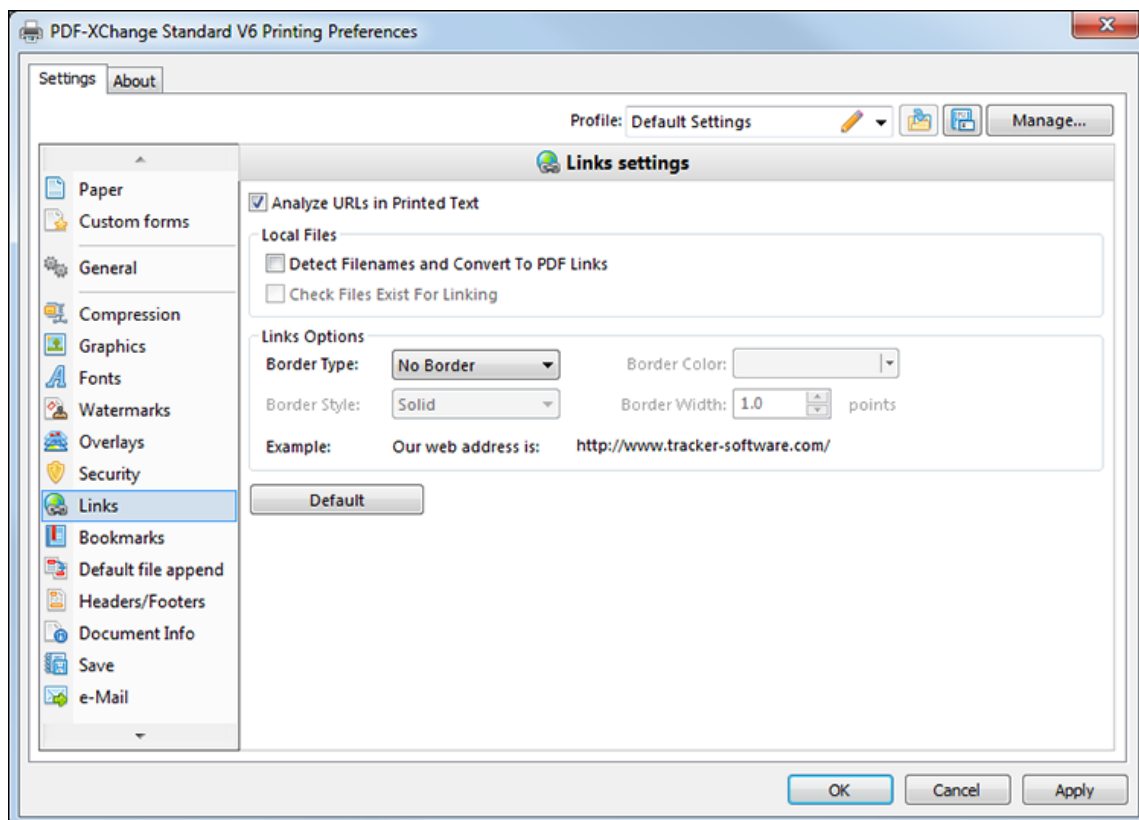


Figure 1. Links Settings Dialog Box

- Select the **Analyze URLs in Printed Text** box to enable URL settings.
- The **Local Files** settings determine the parameters for files stored on the local computer:
  - Select **Detect Filenames and Convert to PDF Links** as desired.
  - Select **Check Files Exist For Linking** as desired.
- The **Links Options** determine the parameters of link features. Use the **Border Type**, **Color**, **Style** and **Width** boxes to determine these parameters of links.
- Click **Default** to revert to default settings.

Click **Apply** to apply changes and **OK** to save changes.

---

## 3.2.12 Bookmarks



## Bookmarks

The **Bookmarks** settings are used to determine bookmark parameters in printed documents:

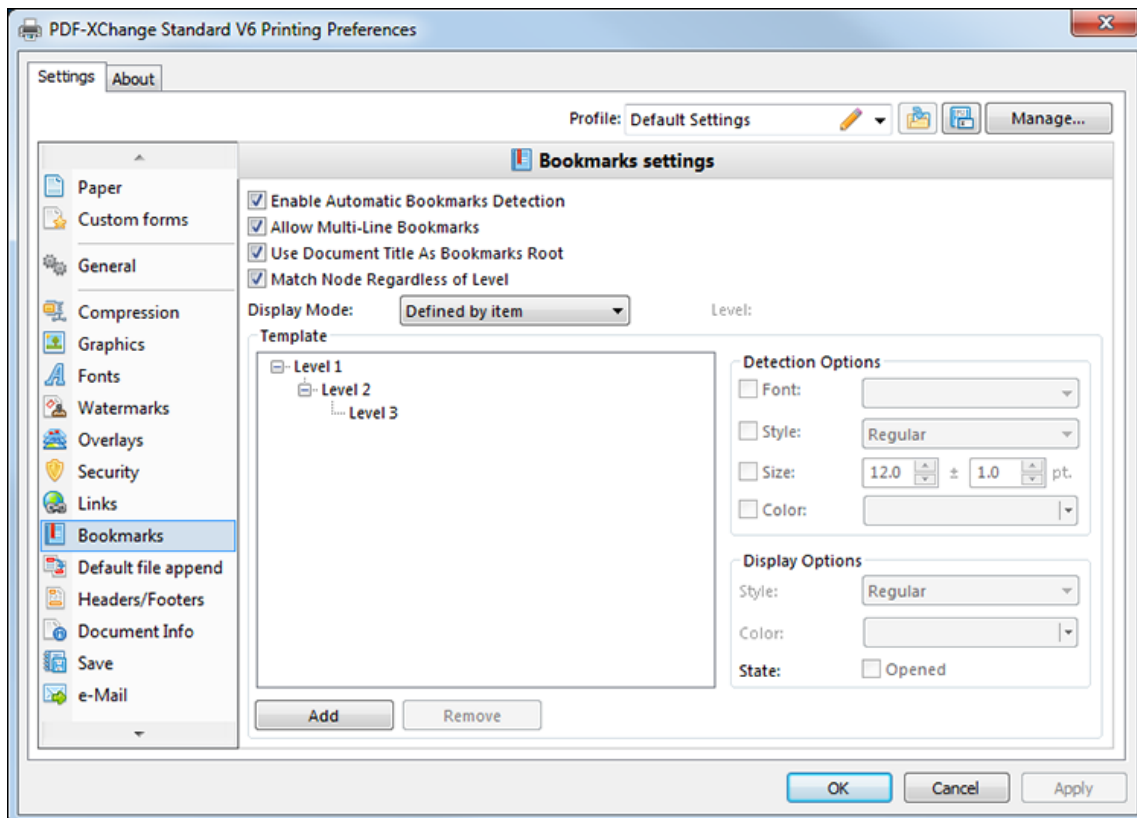


Figure 1. Bookmarks Settings Dialog Box

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

- Select the **Match Node Regardless of Level** box to link bookmarks irrespective of their location in the bookmarks tree. If this box is cleared then certain bookmarks may not be recognized.
- Use the **Display Mode** dropdown menu to determine the appearance of bookmark levels:
  - **All opened** expands all levels of the bookmarks tree.
  - **All closed** collapses all levels of the bookmarks tree.
  - **Defined by item** uses the **State** box in the **Display Options** section to determine whether bookmarks are expanded or collapsed.
  - **Open to Node level** opens bookmarks to the level entered in the **Level** number box.
- The **Template** window displays the bookmark tree. Click **Add/Remove** to add/remove levels.
- Use the **Detection Options** to determine the **Font, Style, Size** and **Colour** of document text to be converted into bookmarks.
- Use the **Display Options** to determine the **Style** and **Color** of bookmarks. Select the **Opened** box to expand the bookmark when documents are opened.

Click **Apply** to apply changes and **OK** to save changes.

---

### 3.2.13 Default File Append



## Default File Append

The **Default File Append** settings are used to append/prepend printed documents:

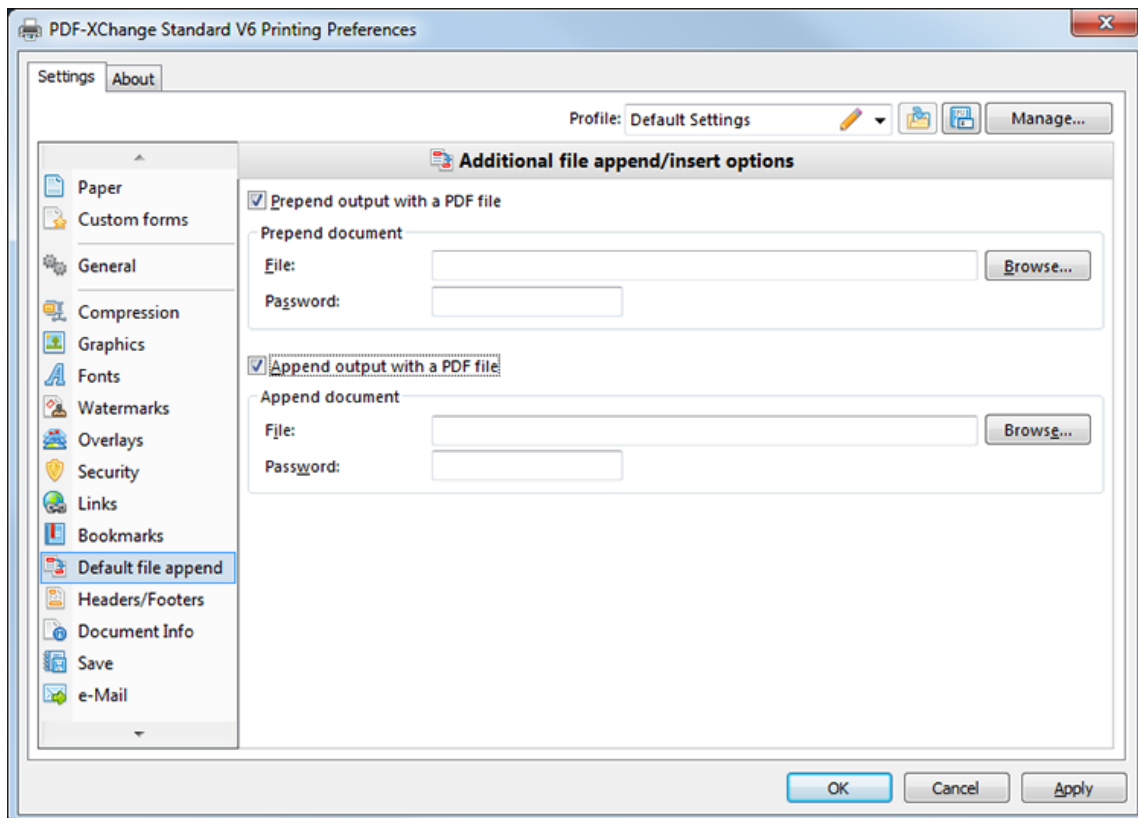


Figure 1. Additional File Append/Insert Options Dialog Box

- Select the **Prepend output with a PDF file** box to insert an existing file at to the beginning of printed documents:
  - Enter the name of the file to be used in the **File** text box or click **Browse** to select a file.
  - If the file is password protected then enter the password in the **Password** text box.
- Select the **Append output with a PDF file** box to insert an existing file at the end of printed documents.

- Enter the name of the file to be used in the **File** text box or click **Browse** to select a file.
- If the file is password protected then enter the password in the **Password** text box.

Click **Apply** to apply changes and **OK** to save changes.

---

## 3.2.14 Headers and Footers



## Headers and Footers

The **Headers and Footers** settings are used to add headers and footers to documents:

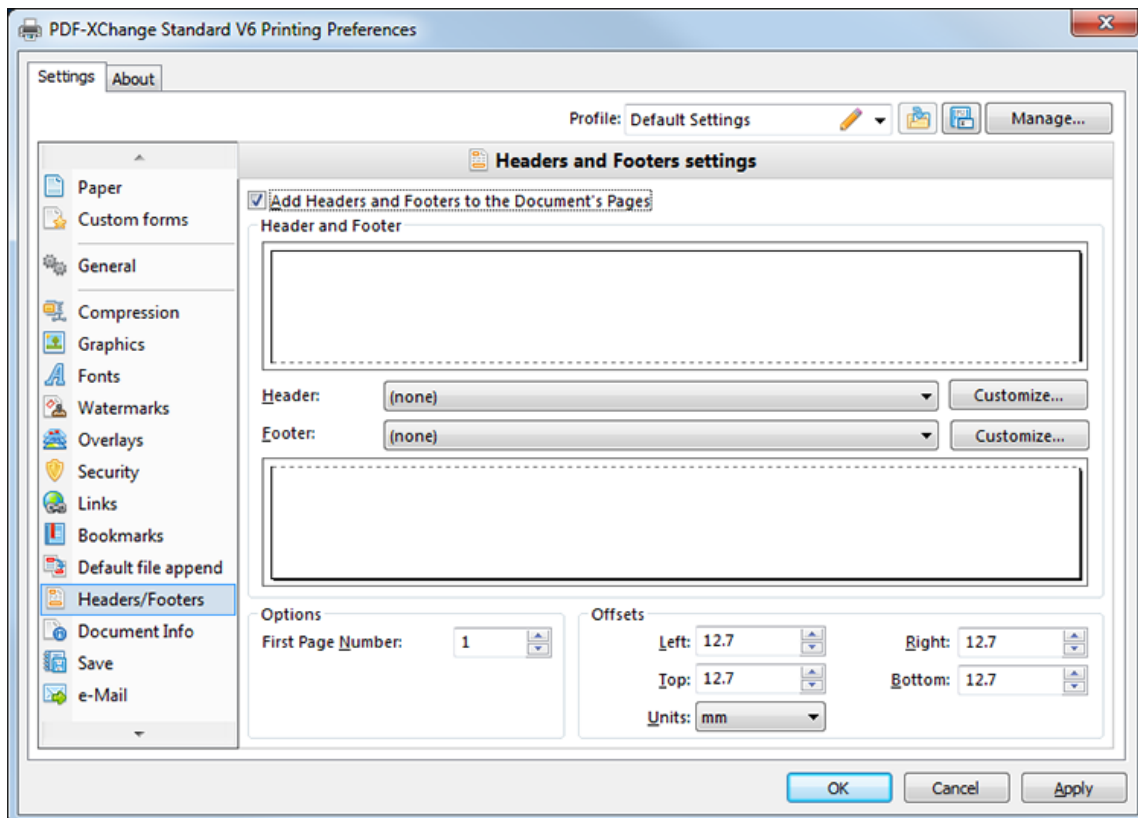


Figure 1. Headers and Footers settings

- Select the **Add Headers and Footers to the Document's Pages** box to enable further options.
- Use the **Header** dropdown menu to determine the format of document headers. Click **Customize** for font, color and **macro**<sup>[82]</sup> options.
- Use the **Footer** dropdown menu to determine the format of document footers. Click **Customize** for font, color and **macro**<sup>[82]</sup> options.
- Use the **Options** number boxes to determine page number and margin options.



Click **Apply** to apply changes and **OK** to save changes.

---

## 3.2.15 Document Info



## Document Info

The **Document Info** settings are used to determine PDF information in documents:

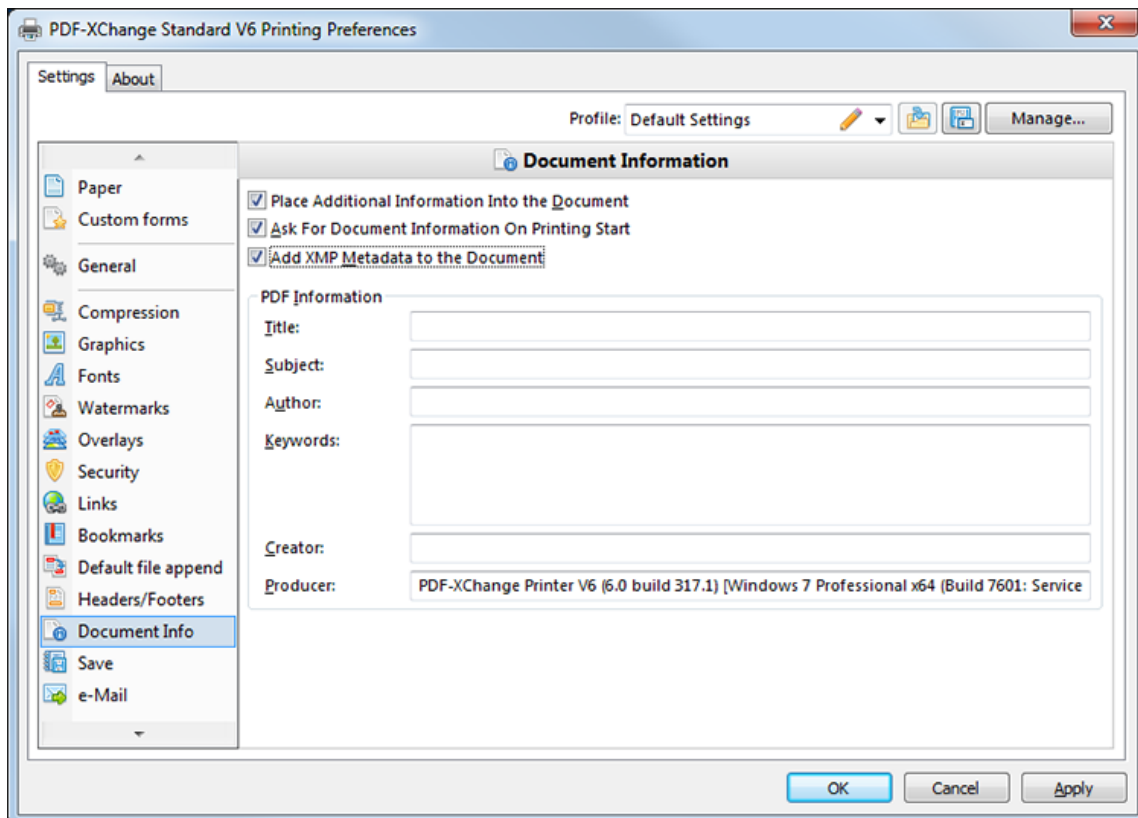


Figure 1. Document Information Dialog Box

- Select the **Place Additional Information Into the Document** box to enable further options.
- Select the **Ask For Document Information on Printing Start** box to enter document information when documents are printed.
- Select the **Add XMP Metadata to the Document** box to add the **(XMP)** extension to documents. See [here](#) for further information.
- Enter data in the **PDF information** boxes as desired.

Click **Apply** to apply changes and **OK** to save changes.

---

## 3.2.16 Save



The **Save** settings are used to determine the method through which **PDF-XChange Standard** names and saves files:

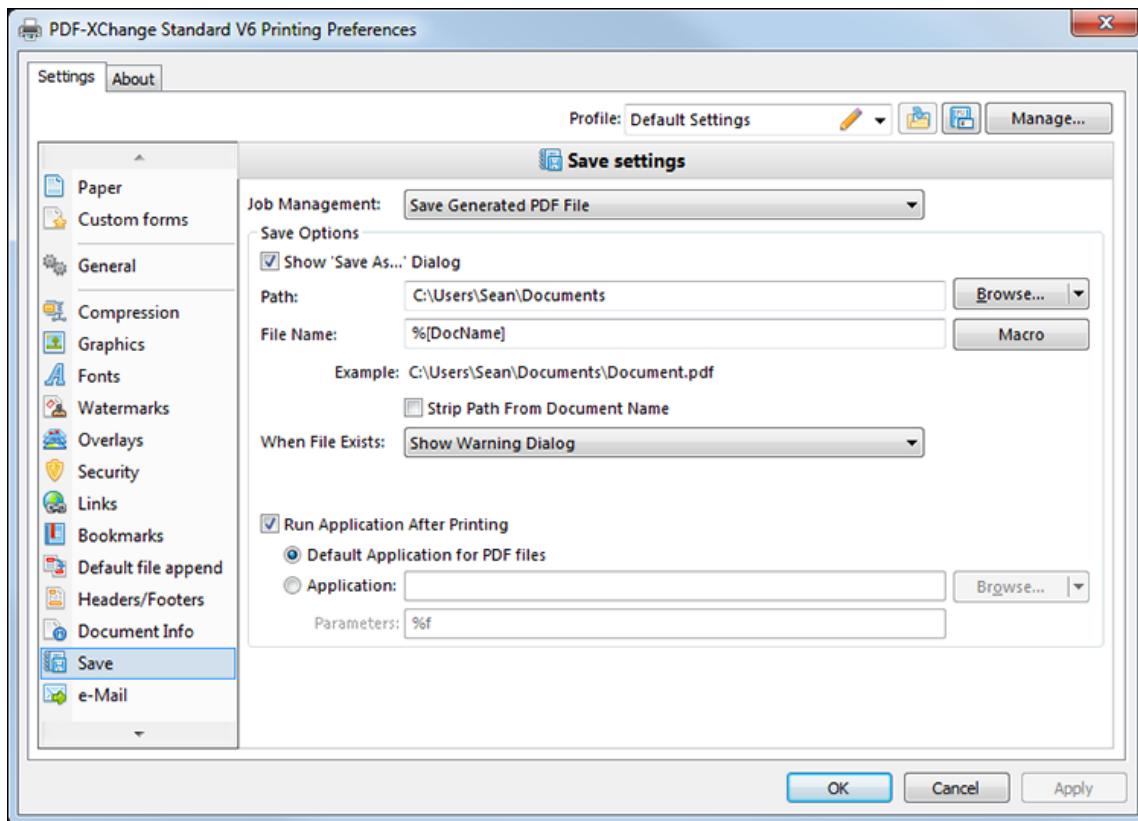


Figure 1. Save Settings Dialog Box

- Use the **Job Management** dropdown menu to determine how jobs are managed:
  - Select **Use pdfSaver™ for job management** to utilize the **PDFSaver** feature, which is detailed [here](#).<sup>[99]</sup>
  - Select **Append Current Job to the Last Active Job** to append the current job to the previous job.
  - Select **Generate PDF, Email then Delete** as desired. Email settings are detailed [here](#).<sup>[85]</sup>

- Select **Save Generated PDF File** to enable the **Save Settings** features, which are detailed below.
- Use the **Save Options** settings to determine save parameters:
  - Select the **Show Save As** box to view the **Save As** dialog box when files are saved.
  - Use the **Path** text box to determine the location of saved files. Click **Browse** to select a folder.
  - Use the **File Name** text box to name files. Add [macros](#)<sup>82</sup> as desired.
  - Select the **Strip Path From Document Name** box as desired.
  - The **When File Already Exists** dropdown menu determines the action taken when entered file names are already in use:
    - **Show Warning Dialog** displays a warning and prompts the user for action.
    - **Always Overwrite** uses the new file to overwrite the existing file.
    - **Auto Number** uses the same file name and appends a number.
    - **Merge with Existing (Append To)** appends the new file to the existing file.
    - **Merge with Existing (Insert Before)** inserts the new file before the existing file.
    - **Ask for new file name** prompts for a new file name.
  - Select the **Run Application After Printing** box to view printed PDFs:
  - Select the **Default Application for PDF files** option to view printed documents in the default PDF viewer.
  - Select the **Application** option to enter an application with which to view printed PDFs. Alternatively, click **Browse** to select an application.
  - Enter printing parameters in the **Parameters** text box as desired.

Click **Apply** to apply changes and **OK** to save changes.

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### 3.2.16.1 Document Macros

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## Document Macros

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Macros are used in several settings of **PDF-XChange Standard**. 'Macro' is an abbreviation of 'macroinstruction' - a specification that determines how input sequences of characters are mapped in the output process. This means complicated components of the output process can be reduced in the input process, which makes the work involved both less intensive and less error-prone.

The **PDF-XChange Standard** macros are used when files are saved. Macros must be added in square brackets after file names. All macros are detailed below. Unless otherwise specified, macros add the same details as the macro name to the file name:

- **Application Name**
- **Document Name** - see [here](#)<sup>[83]</sup> for further information.
- **Document Path**
- **Date** - see [here](#)<sup>[83]</sup> for further information.
- **Year**
- **Month**
- **Day**
- **Time**
- **Hour**
- **Minute**
- **Seconds**
- **Pages Count**
- **Computer Name**
- **User Name**
- **Environment Variable**

A technical explanation of how macros function is available [here](#).

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### 3.2.16.2 %[Docname], %[Date] and %[Time]

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

---

#### %[Docname]

The **getDocumentName** function of the **titrules.js** JavaScript uses the document name at the time of printing to define this macro. This JavaScript is included to give **PDF-XChange Standard** priority over other applications when documents are saved. This is a necessary process because of the complicated manner in which **Microsoft** defines document names. Please note that modifying the **titrules.js** JavaScript is a complicated process that only experienced JavaScript programmers should perform. If assistance is required then please [Contact Us](#).

#### %[Date]

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

- **dd** - the day of the month displayed in digits. Single-digit dates feature a zero followed by the date.
- **ddd** - the day of the week displayed as a three-letter abbreviation.
- **dddd** - the day of the week displayed in full.
  
- **M** - the month displayed in digits.
- **MM** - the month displayed in digits. Single-digit months feature a zero followed by the month number.
- **MMM** - the month displayed as a three-letter abbreviation.
- **MMMM** - the month displayed in full.
  
- **yy** - the year displayed as the last two digits of the year. Single-digit years feature a zero followed by the year number.
- **yyyy** - the year displayed in full.

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

### **%[Time]**

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

- **h** - hours displayed in digits with a 12-hour clock.
- **hh** - hours displayed in digits with a 12-hour clock. Single-digit hours feature a zero followed by the hour.
- **H** - hours displayed in digits with a 24-hour clock.
- **HH** - hours displayed in digits with a 24-hour clock. Single-digit hours feature a zero followed by the hour.
  
- **m** - minutes displayed in digits.
- **mm** - minutes displayed in digits. Single-digit minutes feature a zero followed by the minute.
  
- **s** - seconds displayed in digits.
- **ss** - seconds displayed in digits. Single-digit seconds feature a zero followed by the second.
  
- **t** - displays a single time marker string, such as **A** or **P** (to represent **a.m.** and **p.m.**).
- **tt** - displays a double time marker string, such as **a.m.** or **p.m.**

For example, the macro **%[Time:<"hh,mm,ss,tt">]** creates the time formatting string: **"11\_29\_40 PM"**.

---



## 3.2.17 e-Mail



e-Mail

The **e-Mail Settings** are used to email documents from **PDF-XChange Standard**:

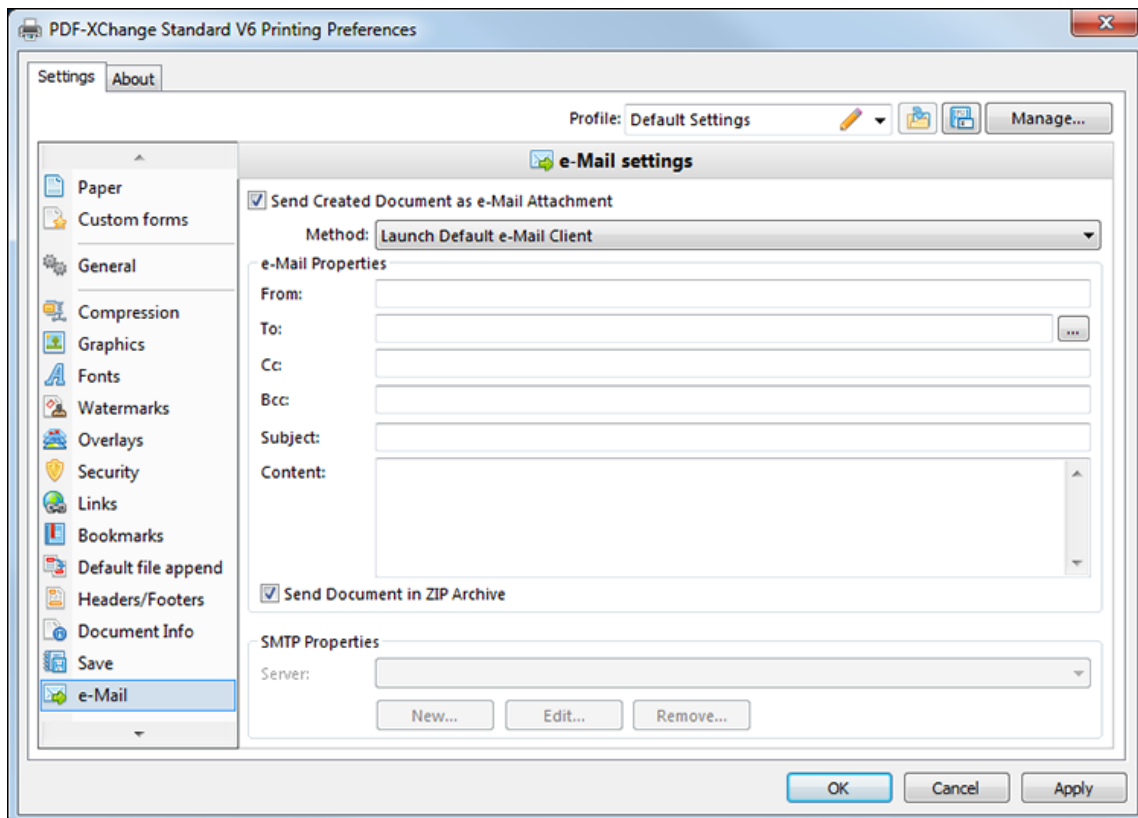


Figure 1. Email Settings Dialog Box

- Select the **Send Created Document as e-Mail Attachment** box to enable further options:
- Use the **Method** dropdown menu to determine the manner in which emails are sent:
  - **Launch Default Email Client** launches the default email client on the local computer. The values entered in the **e-Mail Properties** text boxes are used as the email parameters.

- **Send Through Default Email** sends emails in the same manner as the **Launch Default Email Client** option but it is not possible to edit parameters before emails are sent.
- **Send Directly Through SMTP Server** uses the **SMTP Properties** at the bottom of the dialog box to email documents. Use the **New, Edit** and **Remove** buttons to create, edit and delete servers through which to email documents.
- Use the **e-Mail Properties** text boxes to determine the parameters used to send emails:
  - **From** determines the address from which emails are sent.
  - **To** determines the address to which the emails are sent.
  - **Cc** and **Bcc** determine additional recipients.
  - **Subject** determines the subject line of emails.
  - **Content** determines the main body of emails.
  - **Select** the **Send Document in ZIP Archive** box to send files in (**\*.zip**) format.

Click **Apply** to apply changes and **OK** to save changes.

---

## 3.2.18 Optimization

**Optimization**

The **Optimization** settings are used to optimize documents:

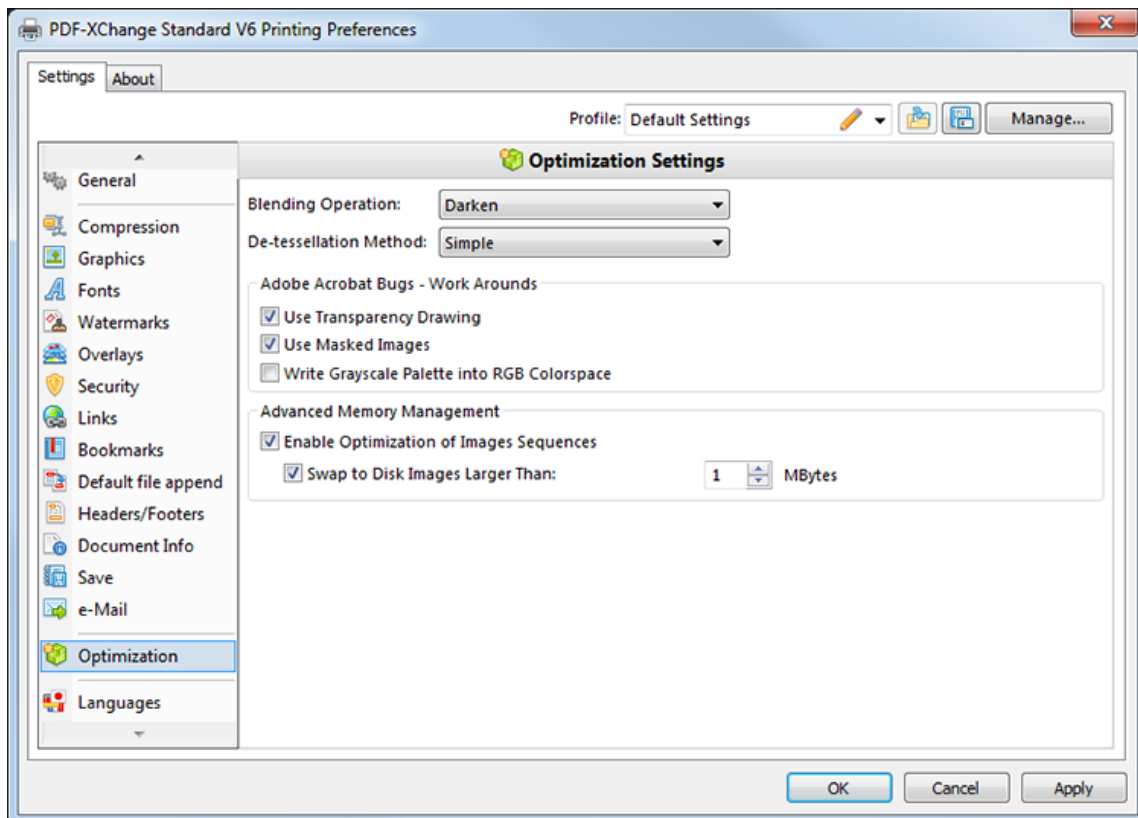


Figure 1. Optimization Settings Dialog Box

- Use the **Blending Operation** dropdown menu to determine how documents are blended:
  - **Normal** maintains the **Fill Color**.
  - **Multiply** multiplies the **Fill Color** value with the color value of the underlying content. The resulting color will be at least as dark as one of the original values.
  - **Screen** multiplies the complements of the **Fill Color** value with the color value of underlying content and then complements the result. The resulting color will be at least as light as one of the original values.

- **Overlay** either multiplies or screens the **Fill Color** value with the color value of underlying content, depending on the color value of the latter. The **Fill Color** will overlay the underlying content while preserving its highlights and shadows. The color of underlying content will be blended with the **Fill Color** to reflect its shade.
- **Darken** selects the darker of the **Fill Color** value and the color value of underlying content.
- **Lighten** selects the lighter of the **Fill Color** value and the color value of underlying content.
- **Color Dodge** brightens the color of the underlying content to reflect the **Fill Color**. Please note that if the **Fill Color** is black then there will be no effect.
- **Color Burn** darkens the color of the underlying content to reflect the **Fill Color**. Please note that if the **Fill Color** is white then there will be no effect.
- **Hardlight** either multiplies or screens the **Fill Color** value with the color value of underlying content, depending on the **Fill Color** value. This creates the effect of shining a strong spotlight on the underlying color.
- **Softlight** either darkens or lightens the colors, depending on the **Fill Color** value. This creates the effect of shining a diffused spotlight on the underlying color.
- **Difference** subtracts the darker of the constituent colors from the lighter color.
- **Exclusion** performs a less contrasted version of the **Difference** option.
- Use the **De-tessellation Method** dropdown menu to enable/disable the de-tessellation of complex objects, which reduces the size of files and optimizes viewing speeds.
- Select the **Use Transparency Drawing** box to restore transparency after documents are printed. This box should be cleared when older versions of **Adobe Acrobat Reader** are in use as they are not always compatible with transparency drawing.
- Select the **Use Masked Images** box in order to simplify the imaging process. Please note that this option may result in bugs and this box should be cleared in those cases.
- Select the **Write Grayscale Palette into RGB Colorspace** box to include the grayscale palette in the RGB colorspace. This may solve bugs experienced in relation to the grayscale palette/colorspace.
- Select the **Enable Optimization of Images Sequences** box to permit **PDF-XChange Standard** to optimize image sequences.
- Select the **Swap to Disk Images Larger Than** box to determine the size at which images are swapped to disk. Enter a value in the adjacent number box. Clear the **Swap to Disk Images Larger Than** box to disable this option.

If issues are experienced in relation to transparency/flattening when using **AutoCAD** and similar programs to print documents then please ensure the **Blending Operation** setting detailed above is set to **Normal**.

Click **Apply** to apply changes and **OK** to save changes.

---



### 3.2.19 Languages



## Languages

The **Languages** settings are used to determine the language of the user interface:

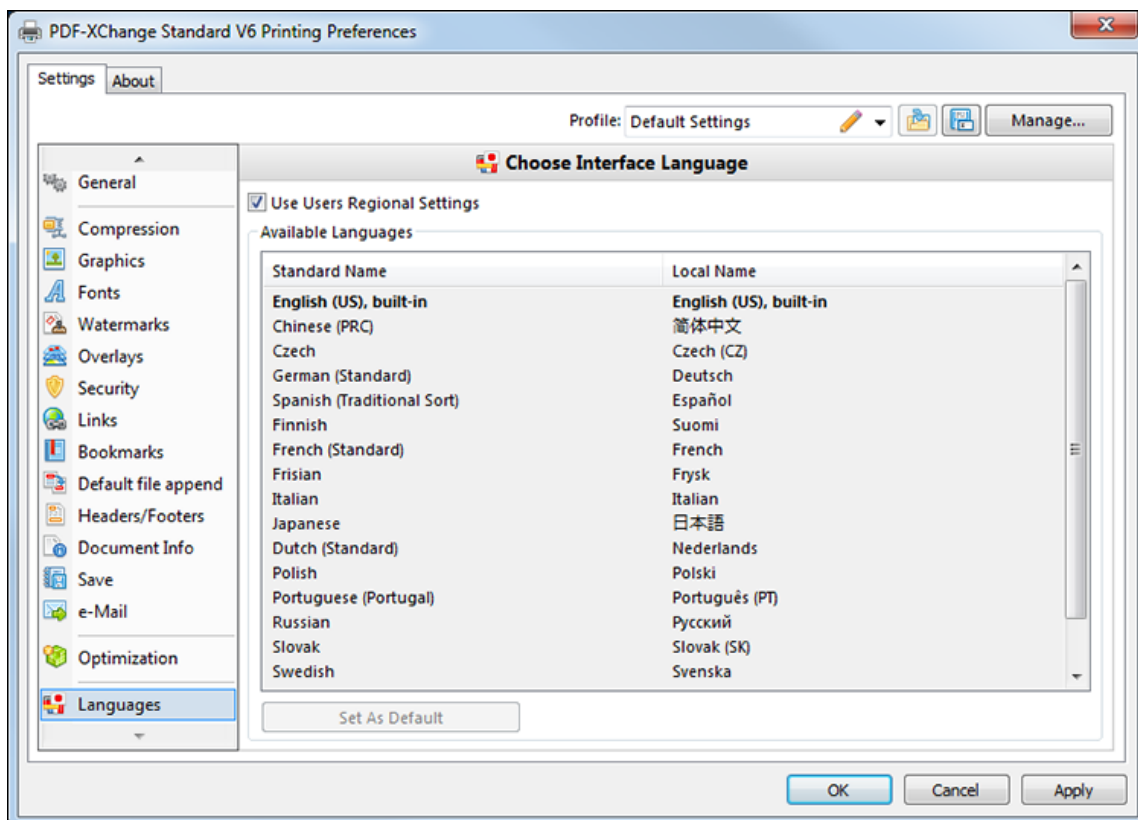


Figure 1. Choose Interface Language Dialog Box

- Select the **Use Users Regional Settings** box to use the regional language of the local computer. Clear this box to select a language in the **Available Languages** window.
- Select a language and click **Set as Default** to enable it.

Click **Apply** to apply changes and **OK** to save changes.



### 3.3 MSOffice Toolbar Add-in

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#### MSOffice Toolbar Add-in

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The **MSOffice Toolbar Add-in** installs automatically in **PDF-XChange Standard** and displays subsequently in **MS Word, Excel** and **Powerpoint** toolbars:

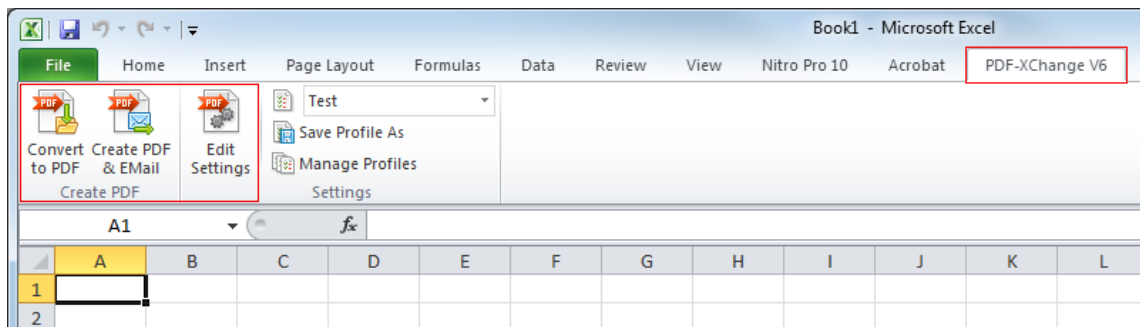


Figure 1. MSOffice Toolbar Add-in Options. PDF-XChange V6 Tab Highlighted

- Click **Convert to PDF** to use **PDF-XChange Standard** to convert the active document to PDF format.
  - Click **Create PDF & Email** to convert the active document to PDF format and email it via the settings determined in [e-Mail](#)<sup>[85]</sup> settings.
  - Click **Edit Settings** to open the **PDF-XChange Standard** settings window in order to adjust the program settings. Additional settings are available when this tab is opened from **Word, Excel** or **Powerpoint**. See [here](#)<sup>[95]</sup> for further information.
  - Click **Save Profile As** to save current settings for subsequent use. Saved profiles are available in the **Profiles** dropdown menu, which is located immediately above the **Save Profile As** option.
  - Click **Manage Profiles** to manage existing profiles.
-



## 3.3.1 Links Options



### Links Options

Click **Edit Settings** in the **MS Office Toolbar Add-in** to access **Links Options**:

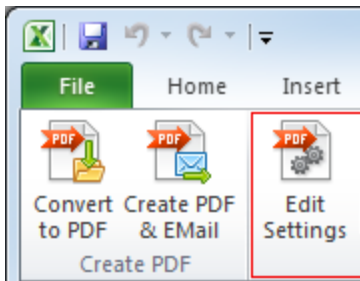


Figure 1. Edit Settings

The **PDF-XChange Standard V6 Options** dialog box will open. Click the **Links** tab:

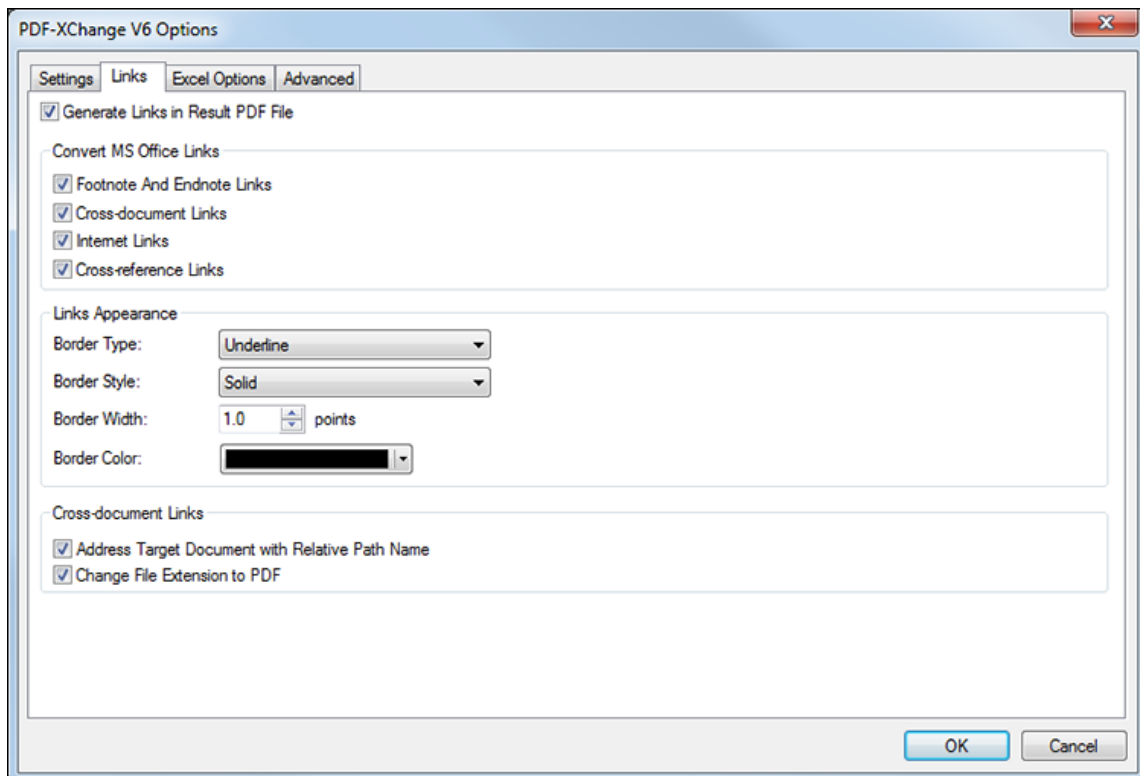


Figure 1. PDF-XChange V6 Options. Links Tab Selected

- Select the **Generate Links in Result PDF File** box to enable further options.
- Use the **Convert MS Office Links** check boxes to determine the format of converted links.
- Use the **Links Appearance** options to determine the style of converted links.
- Select the **Address Target Document with Relative Path Name** box to change fully-qualified path name links into path names that are relative to the active document. This is a useful feature if documents are maintained in a folder hierarchy.
- Select the **Change File Extension to PDF** box to change the existing file extension to **(\*pdf)**. This is a useful feature if the current document points to other documents that will also be converted to PDF format.

Click **OK** to save changes.

### Other Tabs

There are three further options in the toolbar:

- **Settings** are explained [here](#).<sup>[33]</sup>
  - **Excel Options**, and the options for other supported applications, are explained [here](#).<sup>[95]</sup>
  - **Advanced** options are explained [here](#).<sup>[97]</sup>
-

### 3.3.2 Application-Specific Options

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## Application-Specific Options

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**Application-Specific** options are available when the [MS Office Toolbar Add-in](#)<sup>[92]</sup> is used to access settings. The application-specific tab is on the immediate right of the **Links** tab. The options for **Excel** are displayed below:

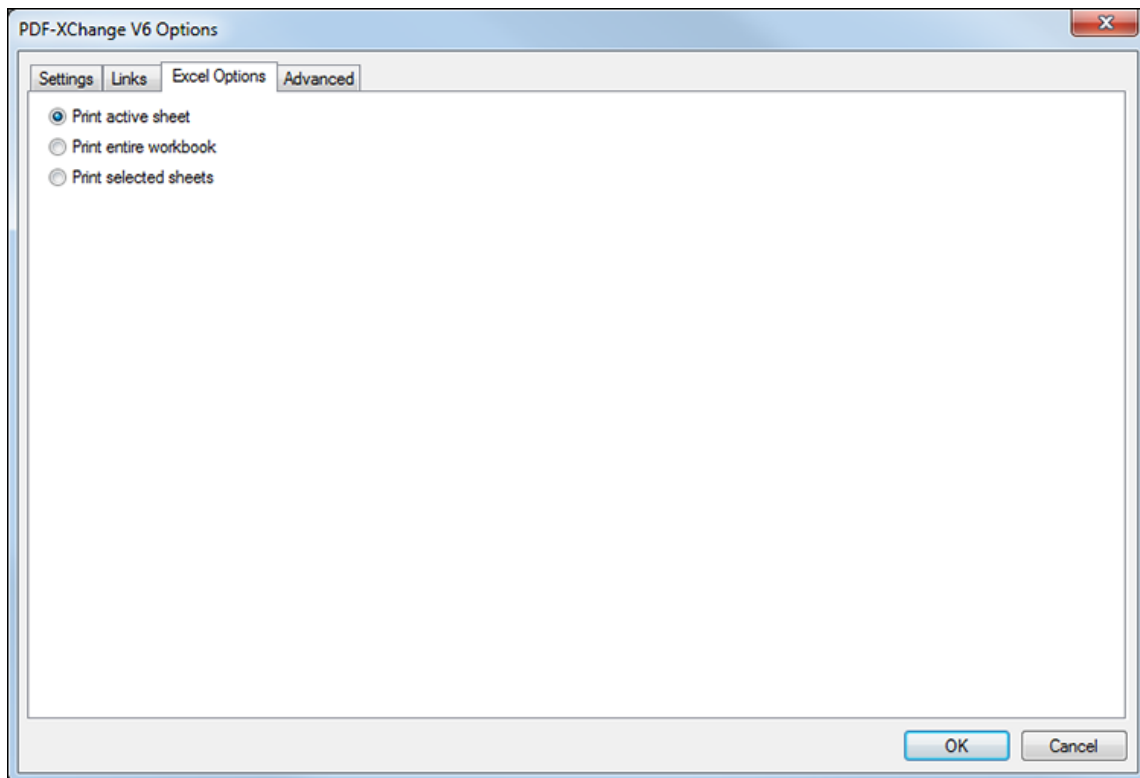


Figure 1. PDF-XChange V6 Options Dialog Box. Excel Options Selected

- Click **Print active sheet** to print the current sheet.
- Click **Print entire workbook** to print the current workbook.
- Click **Print selected sheets** to print selected sheets.

### Powerpoint

There are two application-specific options for **Powerpoint**:

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

## Word

There are two application-specific options for **Word**:

- Click **Convert Web Forms** to convert web forms in printed files.
- Click **Convert Revision Markups** to convert revision markups in printed files.

Click **OK** to save changes.

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### 3.3.3 Advanced Options



## Advanced Options

**Advanced** options are available when the [MS Office Toolbar Add-in](#)<sup>[92]</sup> is used to access settings:

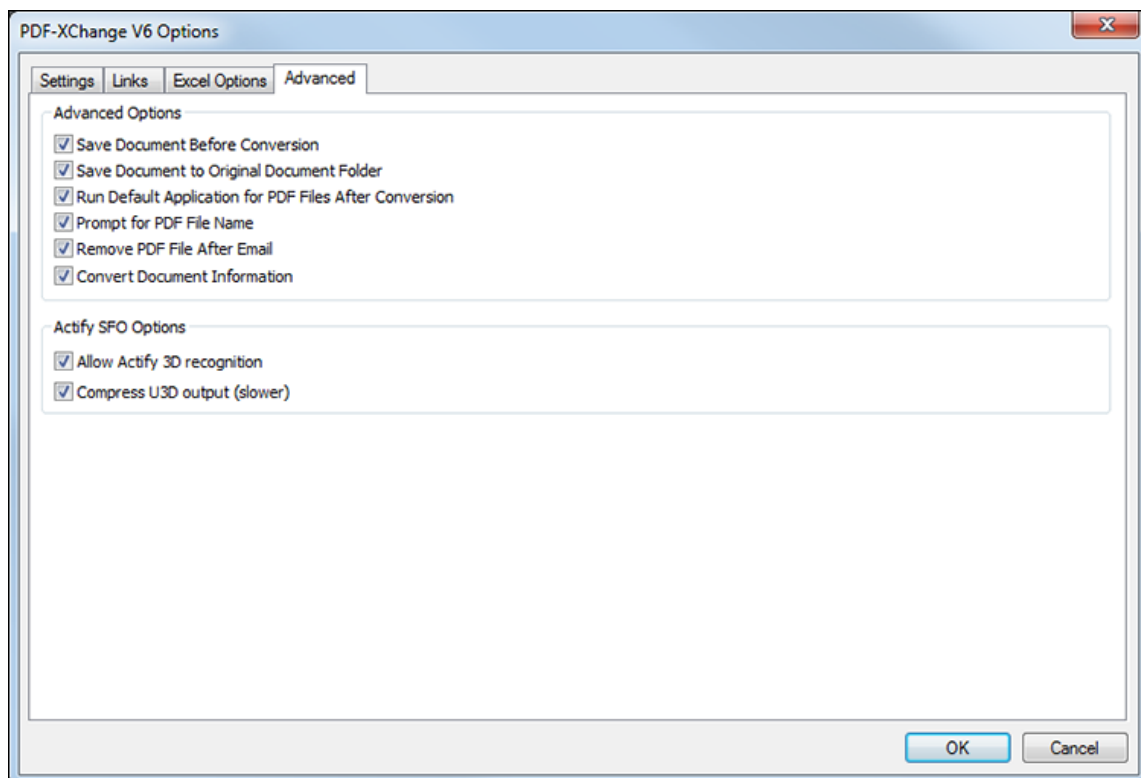


Figure 1. PDF-XChange V6 Options. Advanced Options Selected

- Select the **Save Document Before Conversion** box to save documents before they are converted.
- Select the **Save Documents to Original Document Folder** box to save new documents in the same folder from which the source material is located.
- Select the **Run Default Application for PDF Files After Conversion** box to launch the default PDF viewer to view files after creation.
- Select the **Prompt for PDF File Name** box to launch the save file dialog box in order to specify save details when documents are created.

- Select the **Remove PDF File after Email** box to remove PDF files after they have been created and emailed using the [Emails](#)<sup>[85]</sup> feature.
- Select the **Convert Document Information** box to include document properties from source files in created files.

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

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

Click **OK** to save changes.

---

## 3.4 PDF Saver



### PDF Saver

The **PDF Saver** feature enables the combination of multiple print jobs into a single PDF document. This makes the initial temporary file generation faster, which allows the queuing of new jobs prior to the final file assembly and generation. The **PDF Saver** option is available in the **Job Management** menu of the [Save](#)<sup>[80]</sup> settings page:

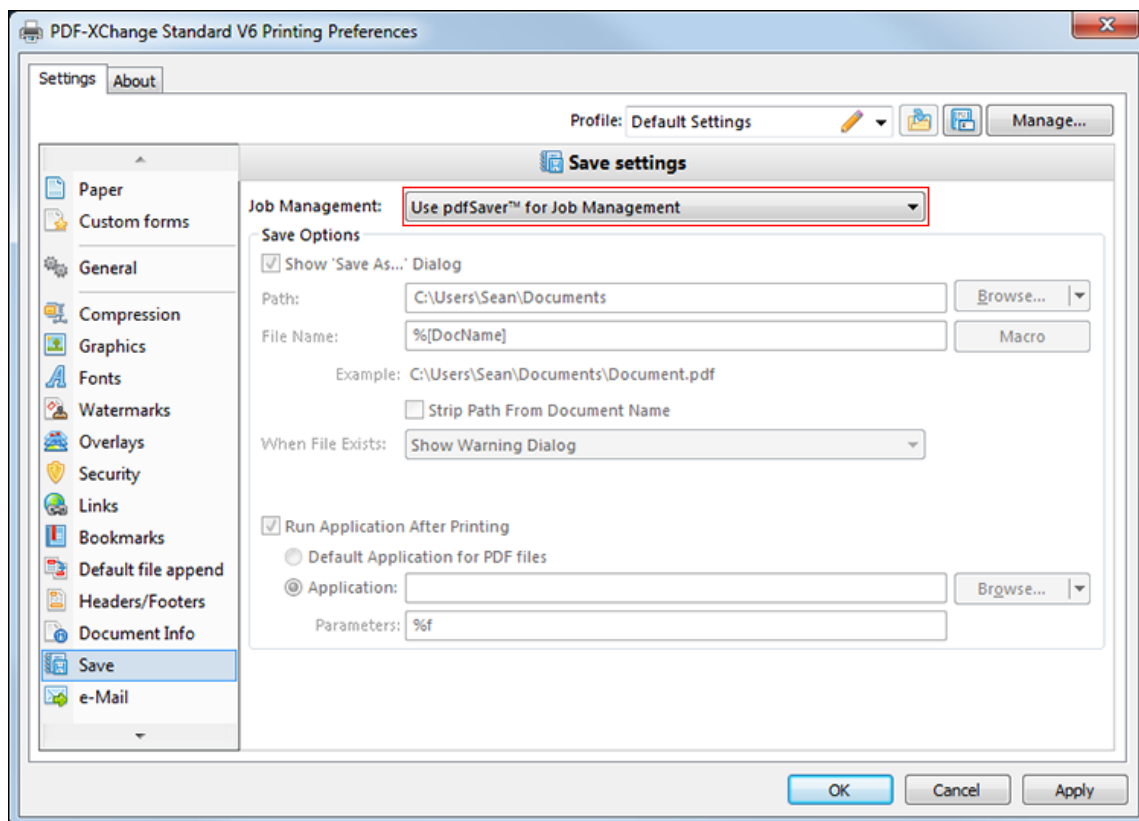


Figure 1. Save Settings Dialog Box. Use PDFSaver for Job Management Highlighted

The settings for the **PDF Saver** can be accessed as follows:

- Click the windows start icon  in the taskbar.

- Enter "pdfsaver" in the search bar. Under the **Programs** search results, click **PDF-XChange Standard V6 pdfSaver**. The following dialog box will open:

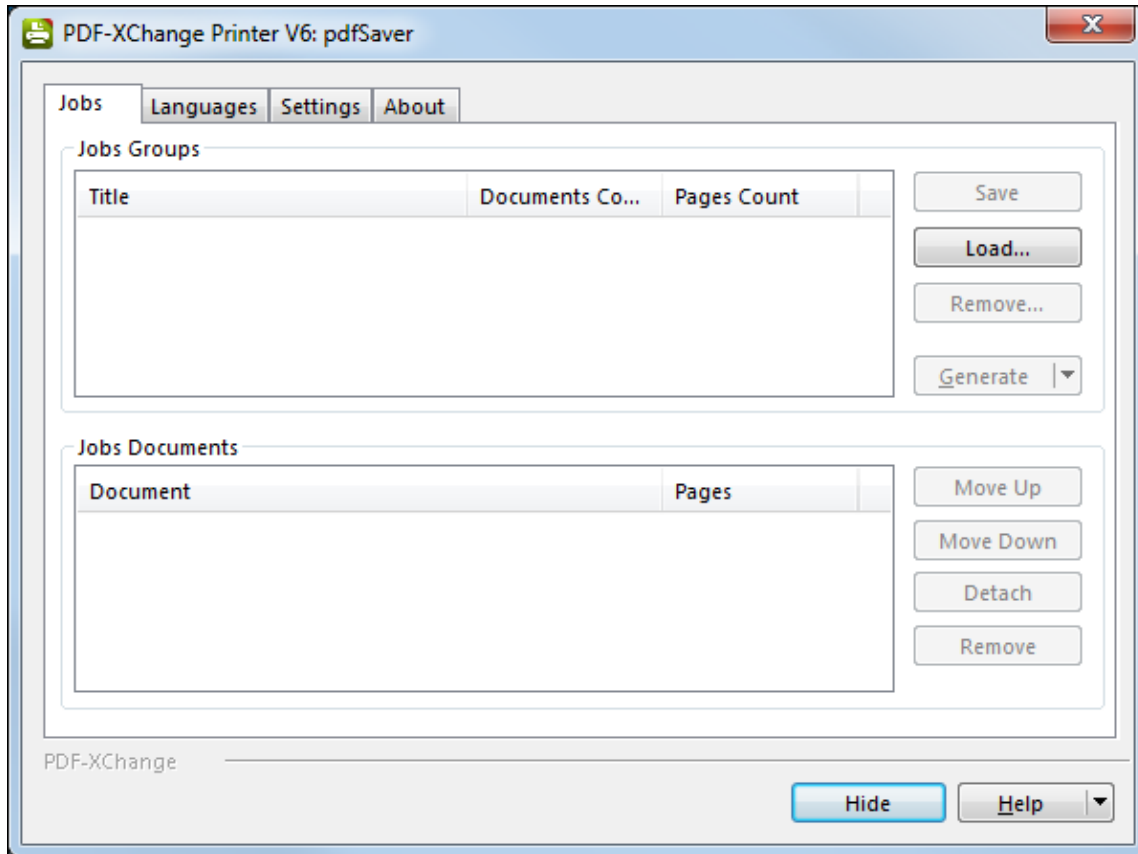


Figure 2. PDF-XChange Printer V6: pdfSaver Dialog Box. Jobs Tab Selected

## Jobs

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

- A jobs group is created when documents are sent to the **PDF-XChange** printer. Drag documents into existing groups to add them to the group.
- Jobs groups can be imported or exported from the list, which is convenient when working in a multi-user environment.
- Use the buttons to **Save**, **Load**, **Remove** and **Generate Jobs Groups**.
- When a **Jobs Group** is selected the documents that it contains are displayed in the **Jobs Documents** list.
- Use the **Move Up** and **Move Down** buttons to adjust the order of documents in the **Jobs Documents** list.
- The **Detach** and **Remove** buttons can be used to detach and remove documents from **Jobs Documents** lists.

## Languages



The **Languages** tab is used to determine the **PDF Saver** language settings:

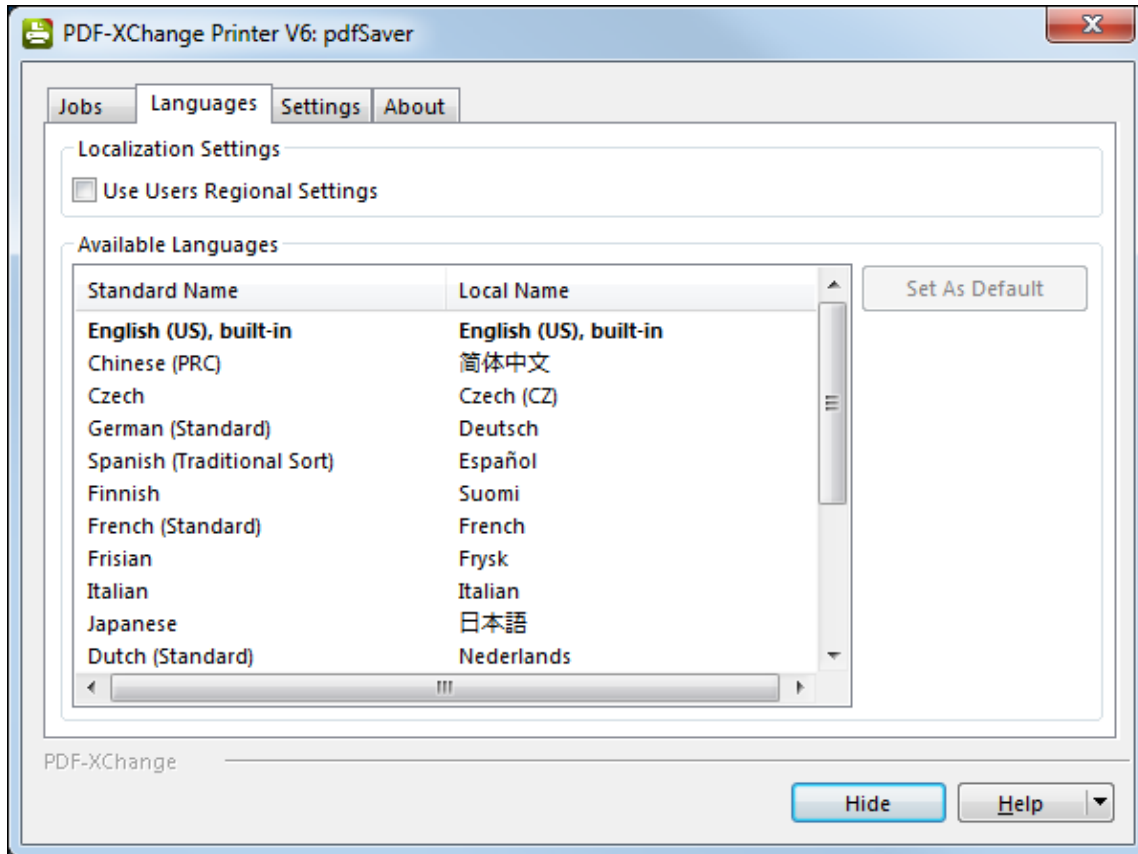


Figure 3. PDF-XChange Printer V6: pdfSaver Dialog Box. Languages Tab Selected

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

## Settings

The **Settings** tab is used to determine the general settings of **PDF Saver**:

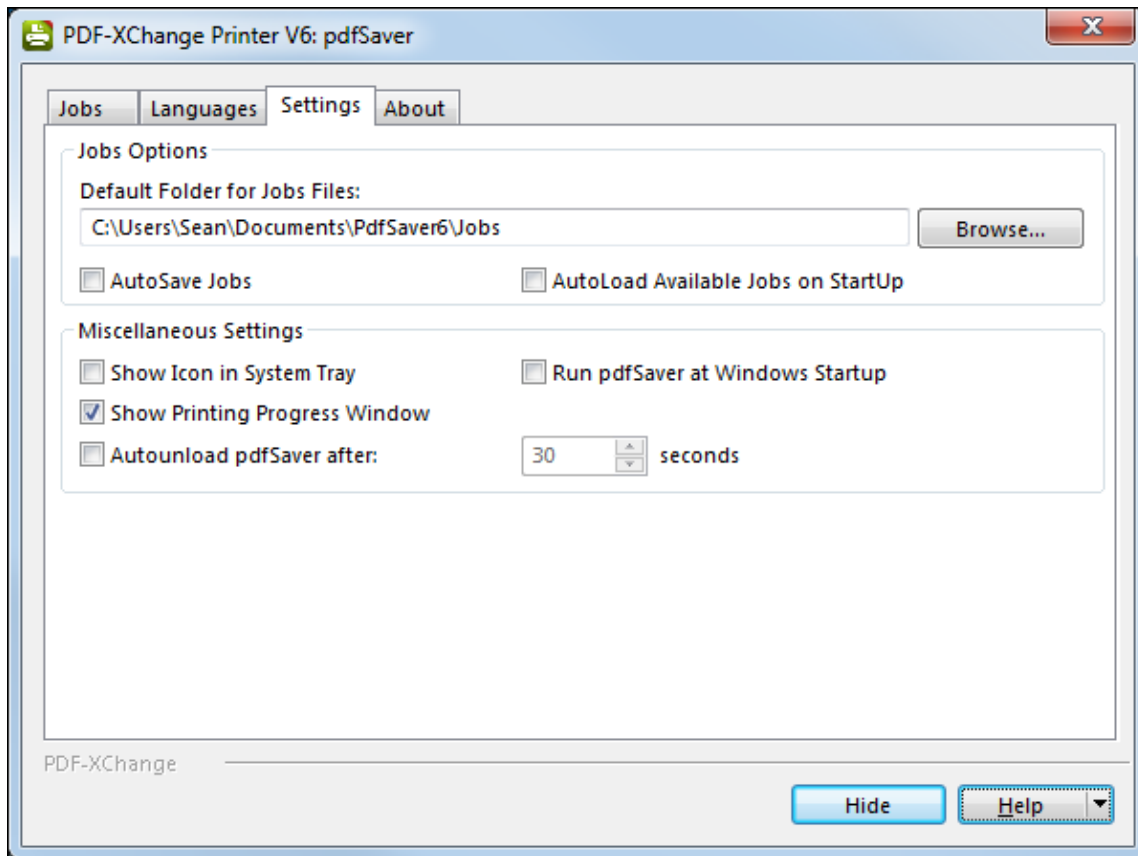


Figure 4. PDF-XChange Printer V6: pdfSaver Dialog Box. Settings Tab Selected

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

## About

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

## Command Line Options for PDF Saver

Please note the following:

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

---

### Command Line Options

---

**pdfSaver6.exe /RemovePrinter <PrinterName> [/NoNotify]**

This command line removes instances of the **PDF-XChange** printer.

---

**pdfSaver6.exe /SetAsDefault <PrinterName>**

This command line sets a specified printer as the default printer.

---

**pdfSaver6.exe /SetOptions optionname1=value1[;optionname2=value2] /Printer <PrinterName> [/Profile <ProfileName>] [/NoNotify]**

or

**pdfSaver6.exe /SetOptions @optionslistfile /Printer <PrinterName> [/Profile <ProfileName>] [/NoNotify]**

These command lines can be used to change the printer options.

---

**pdfSaver6.exe /DumpOptions [<dest\_file\_name>] /Printer <PrinterName> [/Profile <ProfileName>]**

This command line lists all settings of the printer specified. If **<dest\_file\_name>** is not specified then settings will be listed in the console window.

---

## Command Line Examples

---

- Set the letter paper size:

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

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

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

- Specify the use of an options file:

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

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

```
General.Specification=PDFA-2b  
Save.RunApp=false
```

Use the command line below to dump all printer options to the console:

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

Alternatively, it is possible to specify a file in which to dump the printer options:

```
pdfSaver6.exe /DumpOptions "C:\printer_settings.txt" /Printer "PDF-XChange  
V6"
```

---

### 3.5 MS Outlook Add-in

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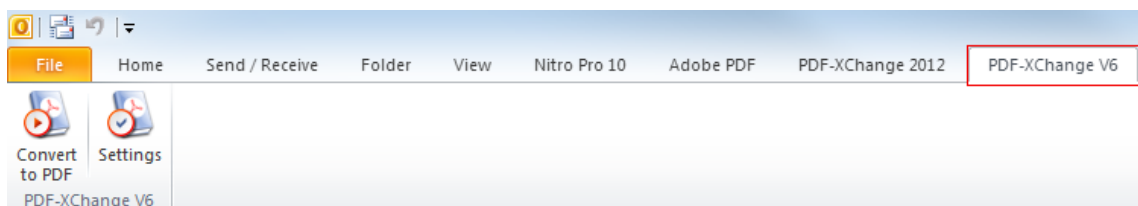
#### MS Outlook Add-in

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The **PDF-XChange MS Outlook Add-in** provides a user interface to convert email items to PDF, and bypasses the need for an email client when used to archive emails. The main features are as follows:

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

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



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

- Click the **Convert to PDF** button to convert selected emails to PDF. The **Save As** dialog box will open. Select a name and location for the new file and click **Save**. If the file name already exists then the software will prompt for action to take:

- **Direct Overwrite** replaces the old file with the new file.
- **Auto Number** adds a number to the end of the new file name.
- **Cancel Job Operation and Leave the Job** cancels the process.
- **Select Another File** enables the selection of an alternative file.
- **Settings** is used to configure the **PDF-XChange Standard** options. Click the **Settings** button to open the following dialog box:

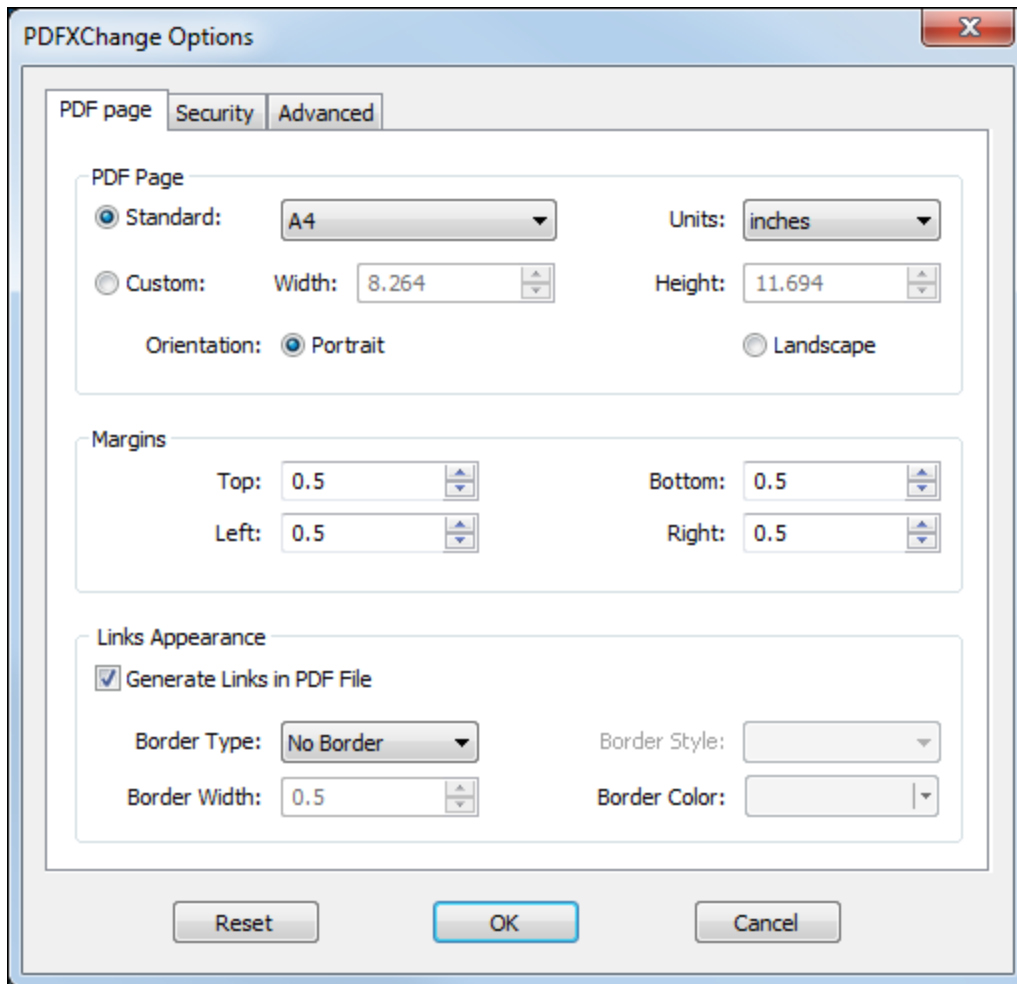


Figure 2. PDFXChange Options Dialog Box. PDF Page Tab Selected

Click the tabs to customize the **PDF Page**, **Security** and **Advanced** Settings:

### PDF Page Settings

- Use the **Standard** dropdown menu to select a standard size for the PDF page dimensions. Use the **Units** dropdown menu to select the units of measurement for page dimensions.
- Alternatively, select **Custom** to enter custom dimensions.
- Use the **Margins** number boxes to determine margin sizes.
- Select the **Generate Links in PDF File** box to generate links when PDFs are created.

- Use the **Border Type** dropdown menu to determine the format of border links:
  - **No Border** is the default setting.
  - **Rectangle** adds a rectangular border to links. Options are then available for **Border Width**, **Border Style** and **Border Color** and can be selected from the corresponding menus.

Click **OK** to save settings.

### Security Settings

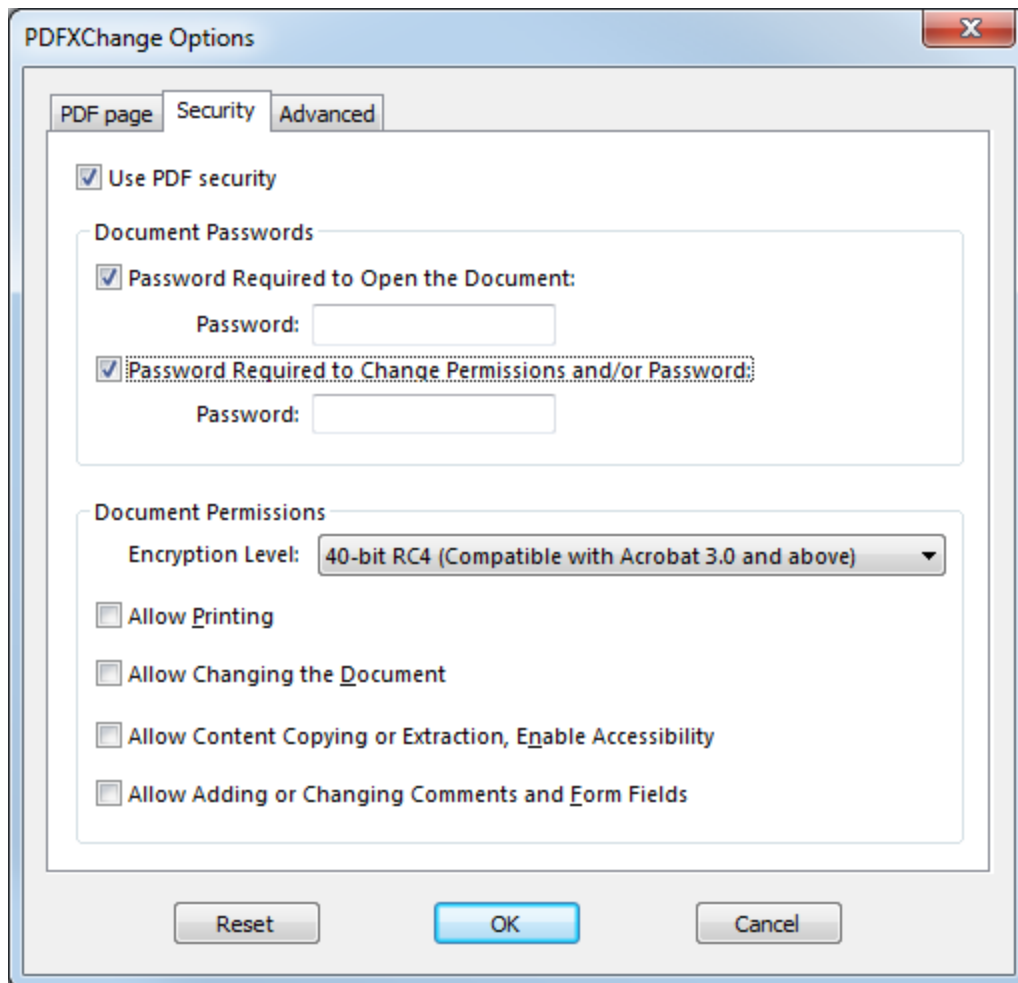


Figure 3. PDFXChange Options Dialog Box. Security Tab Selected

- Select the **Use PDF Security** box to enable further security options.
- Select the **Passwords Required to Open the Document** box to set document passwords. Enter the desired password in the **Password** text box.
- Select the **Passwords Required to Change Permissions and/or password** box to set a password to change document permissions and passwords. Enter the desired password in the **Password** text box. See below for document permission options.

- Use the **Encryption Level** dropdown menu to determine the level of document encryption:
  - **40-bit RC4** encryption has four options:
    - Select **Allow Printing** to allow document printing.
    - Select **Allow Changing the Document** to allow document editing.
    - Select **Allow Content Copying or Extraction, Enable Accessibility** to allow content copying/extraction and document accessibility.
    - Select **Allow Adding or Changing Comments and Form Fields** to allow the insertion/editing of comments and form fields.
  - **128-bit/256-bit** encryption has three options:
    - Select **Enable Content Access for the Visually Impaired** as desired.
    - Select **Allow Content Copying and Extraction** to enable the copying and extraction of content:
      - Use the **Changes Allowed** dropdown menu to determine permitted changes.
      - Use the **Printing Document** dropdown menu to determine printing settings.
    - Select the **Encrypt Document Metadata** box as desired.

Click **OK** to save settings.

### Advanced Settings



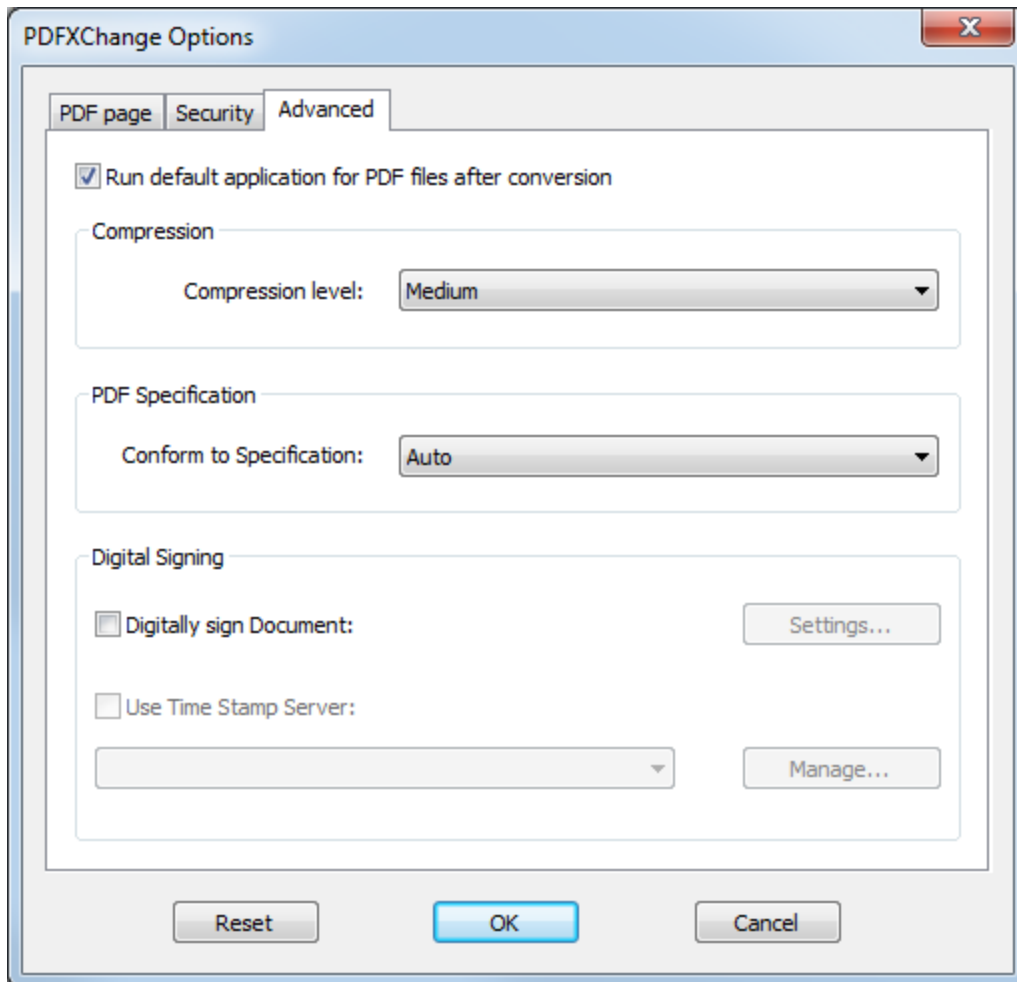


Figure 4. PDFXChange Options Dialog Box. Advanced Tab Selected

- Select the **Run Default application for PDF files after conversion** box to launch the default PDF viewer and view files immediately after conversion.
- Use the **Compression Level** dropdown menu to determine the level of compression in converted files.
- Use the **Conform to Specification** menu to determine the specification to which converted files conform.
- Select the **Digitally sign Document** box to enable the digital signing of documents.
- Click the **Settings** button to determine digital signature settings. See [here](#)<sup>[66]</sup> for further information.
- Select the **Use Time Stamp Server** box to use a time stamp server when digitally signing documents. Use the dropdown menu to select a server. Click the **Manage** button to **Add**, **Edit** or **Remove** time stamp servers.

Click **OK** to save settings.



### 3.6 OFFice2PDF V6

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#### Office2PDF V6

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**OFFice2PDF** enables the batch conversion into PDF of all supported **Microsoft Office** document formats for **MS Word, Excel** and **HTML** document types. Use the windows start icon in the taskbar to access the **Office2PDF** settings:



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

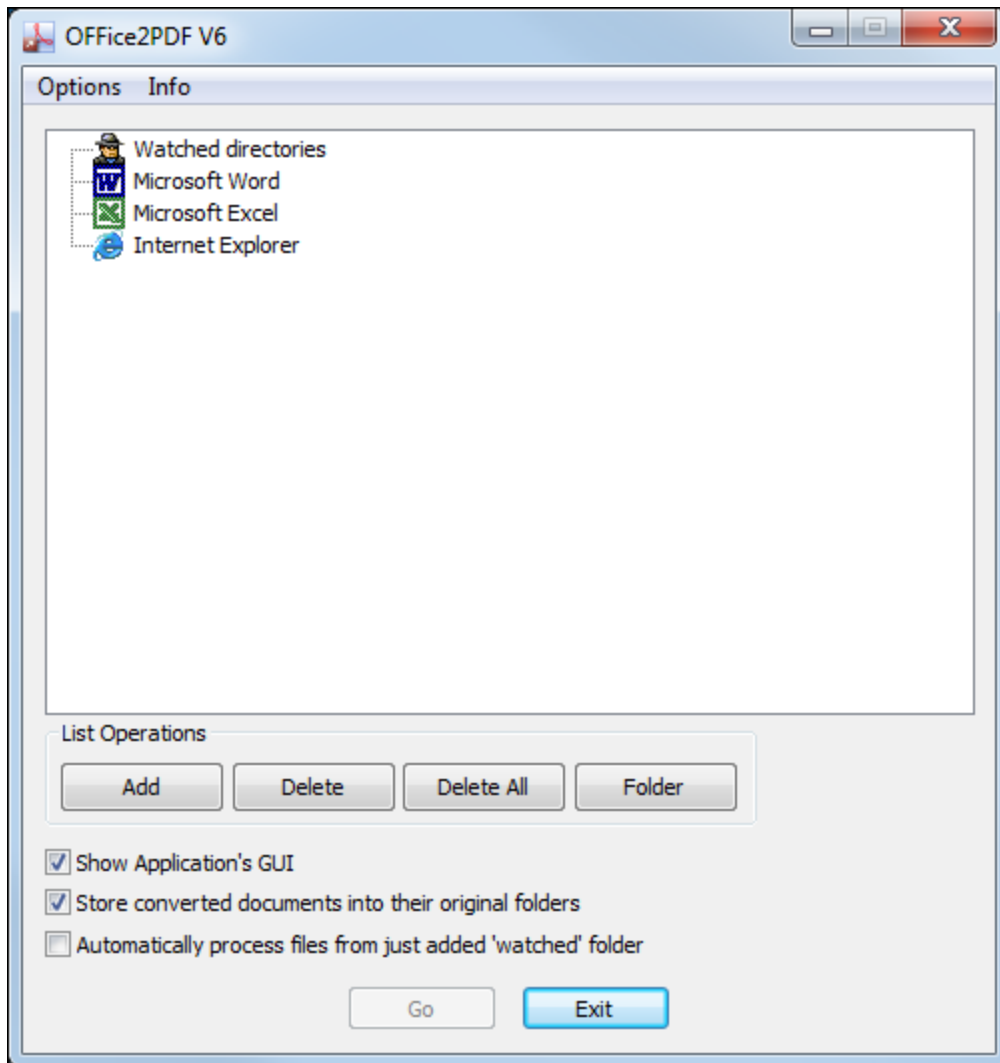


Figure 1. Office2PDF V6 Dialog Box

- Click **Options** in the toolbar to determine **Office2PDF** settings. These settings determine the parameters when files are converted to PDF. See [here](#)<sup>[33]</sup> for further information
- Click **Info** to access the **Help** and **About** pages.
- The **Watched Directories** list displays the applications/folders that **Office2PDF V6** supports. These applications must be used to create files for **Office2PDF V6** to convert. If folders are included in the **Watched Directories** list then files must be saved in them in order for **Office2PDF V6** to convert them to PDF. New documents will be converted to PDF automatically when they are saved in the software/folders designated in the list.
- Use the **Add**, **Delete** and **Delete All** buttons to add/delete files as desired. Alternatively, drag files into the window.
- Use the **Folder** button to add folders to the list.
- Select the **Show Applications GUI** box to display the user interface of associated applications when files are converted.

- Select the **Store converted documents in their original folders** box to save converted files in the same location as original files.
- Select the **Automatically process files from just added 'watched' folder** box to process files automatically when they are added to watched folders in the **Watched directories** list.

Click **Go** to convert files to PDF.

---



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