



PrimoPDF™

Enterprise Edition Version 3.2 User Manual

Totally Free PDF Creation because *It's everybody's PDF™*

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Effective 4/5/2007

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Getting Started

To install PrimoPDF, your computer should be equipped with the following:

- Microsoft® Windows® 98, Windows® ME, Windows® 2000, Windows NT®, Windows® XP, Windows Server® 2003, or Windows Vista®.
- A minimum of 30 MB of available disk space.

NOTE: Additional disk space may be required, depending on the size and type of files being converted.

Installing PrimoPDF

To install PrimoPDF

1. Download the PrimoPDF installer from www.PrimoPDF.com. There are two versions of the PrimoPDF installer available for download, one for 32-bit versions of Windows® and one for 64-bit versions. Be sure to download the file appropriate for your operating system.
2. When prompted for a destination, navigate to your desktop and click **OK**.
3. On the desktop, double-click the downloaded installer. Typically, the file is named **PrimoEntXXSetup.exe**, where XX is a two-digit number.
4. Follow the instructions on the screen to complete the installation.

NOTE: PrimoPDF requires the .NET 2.0 Framework. If the .NET Framework is not detected during installation, you will be prompted to install it. Click **Install .NET** to continue. The Windows Installer 3.1 will be installed, followed by the .NET framework. Upon completion, the installation of PrimoPDF will resume.

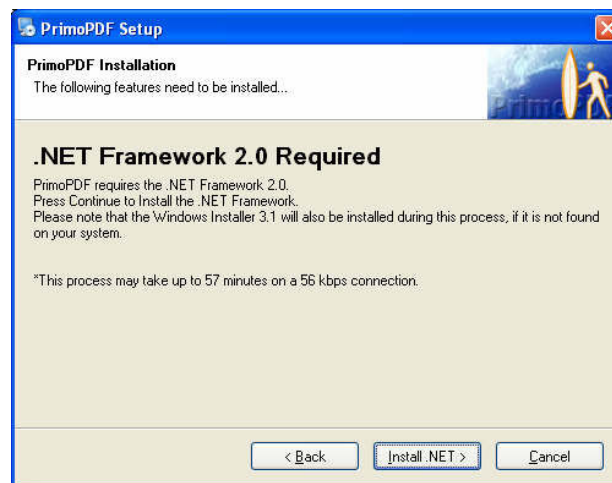


Figure 1. The .NET Framework 2.0 installer window

Uninstalling PrimoPDF

To uninstall PrimoPDF

1. Click **Start**, then point to **Programs > activePDF > PrimoPDF**, and click **Uninstall PrimoPDF**.
2. Follow the instructions on the screen to uninstall PrimoPDF.

Creating PDFs

PrimoPDF installs as a PDF printer. This means you can use PrimoPDF to print your documents to PDF from any program on your computer.

To create a PDF

1. From the document-authoring program, choose **File>Print**.
2. Select the PrimoPDF printer from the list of available printers and click **OK**.

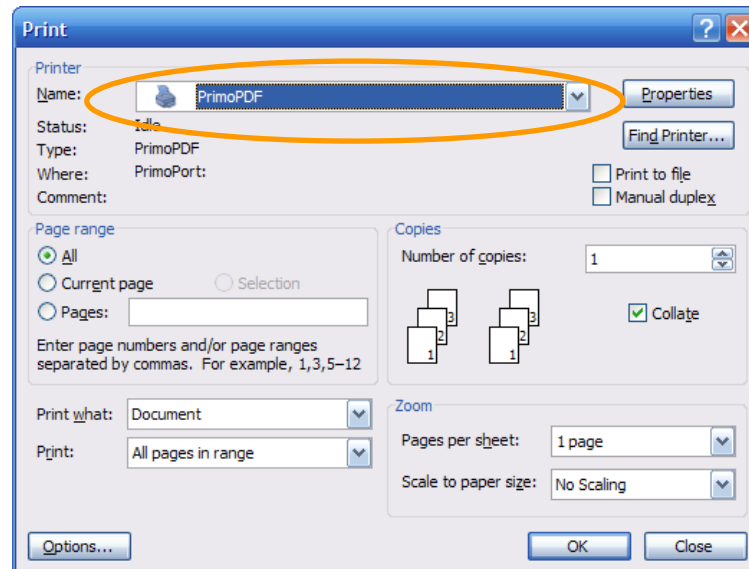


Figure 2. Selecting the PrimoPDF printer

3. The PrimoPDF window appears. Enter a name and location for the PDF file. You can also set other PrimoPDF options at this time. See [Configuring PrimoPDF Options](#) for details.

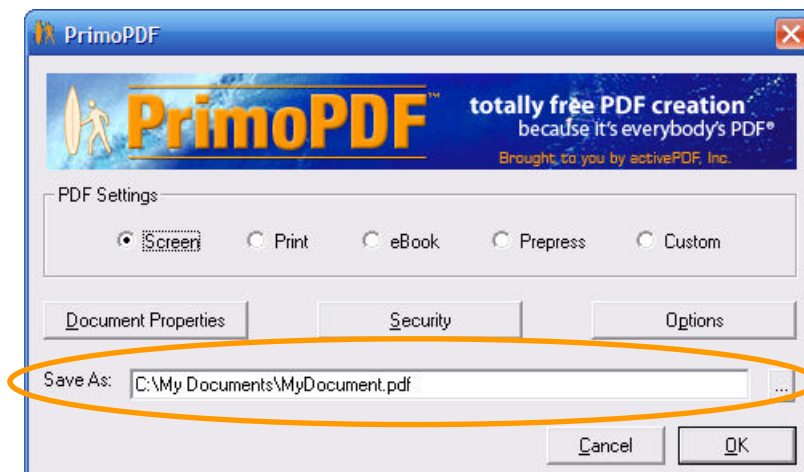


Figure 3. 'PrimoPDF' window

- If the selected location already contains a PDF with the same name, the **File Exists** window appears. Choose from the available options.

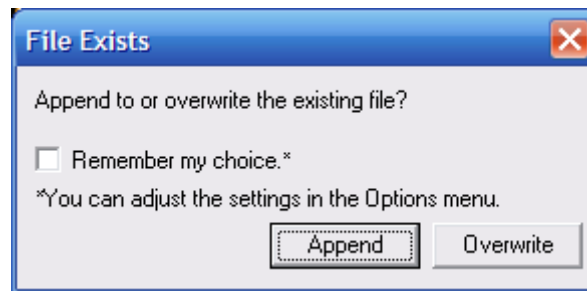


Figure 4. 'File Exists' window

Append. Adds the pages from your new PDF to the existing PDF. Pages will be inserted after the last page of the existing PDF.

Overwrite. Replaces the existing PDF with the new PDF.

Remember my choice. PrimoPDF will continue to apply the same option when encountering existing files.

NOTE: You can change this setting in the PrimoPDF Program Options. See [PrimoPDF Program Options](#) for details.

- Click **Save**.

NOTE: By default, the PDF will automatically be opened in your default PDF viewer. You can change this behavior in the PrimoPDF Program Options. See [PrimoPDF Program Options](#) for details.

Configuring PrimoPDF Options

PDF Settings

PrimoPDF includes four predefined configurations, each of which has been designed to produce PDF files at an optimized file size and quality level, depending on how you intend to use the document.

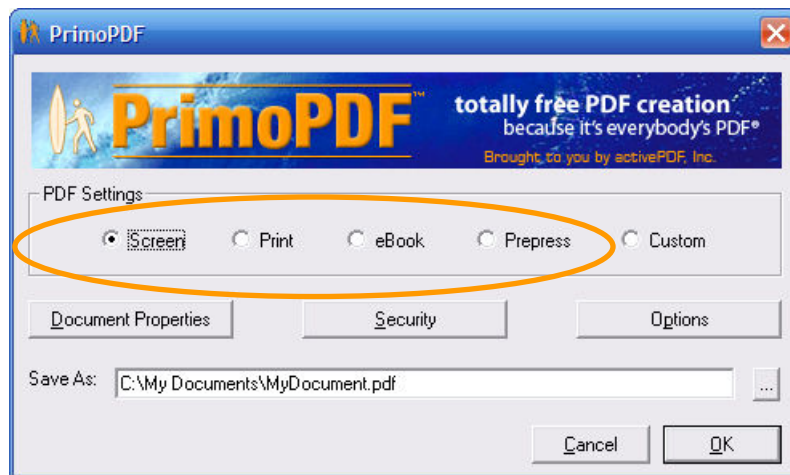


Figure 5. PrimoPDF Predefined Configurations

- **Screen.** Produces a PDF optimized for screen viewing. This configuration creates small PDF files and reduces image resolution to 72 dpi, which may reduce print quality.
- **Print.** Produces a PDF optimized for printing to most home and office printers.
- **eBook.** Produces a PDF optimized for eBook usage.
- **Prepress.** Produces a PDF optimized for printing to commercial-quality printers. This configuration creates large PDF files and will automatically embed all fonts and high resolution images for best results when printed on a system other than the one on which the PDF was generated.

For most users, these four configurations should satisfy all of your PDF output needs. If you find it necessary, you may select **Custom** to access the **PrimoPDF Custom Preferences** window, enabling you to further customize your PDF output. Refer to [Setting PrimoPDF Custom Preferences](#) for further details.

Document Properties

PrimoPDF Document Properties allows you to specify a title, subject, author, and keywords for your PDF document. This supplies users with basic information about the document, and provides a useful way to search for information.

To set Document Properties

1. From the PrimoPDF window, click **Document Properties**.

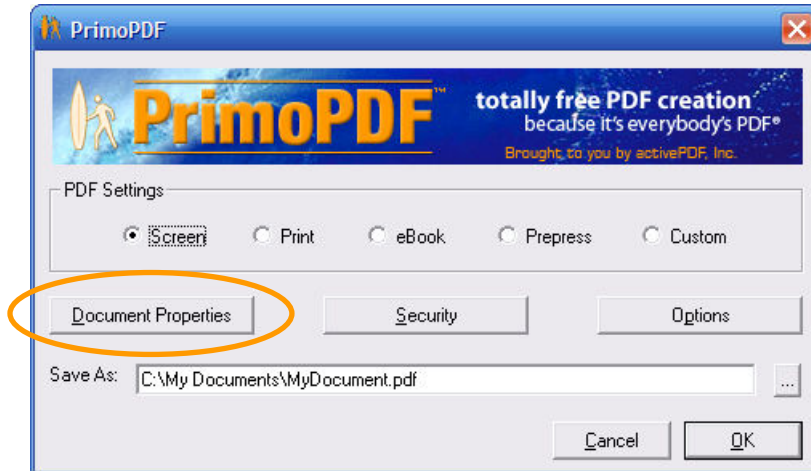


Figure 6. Accessing Document Properties

2. In the **Document Properties** window, enter the desired properties and click **OK**.

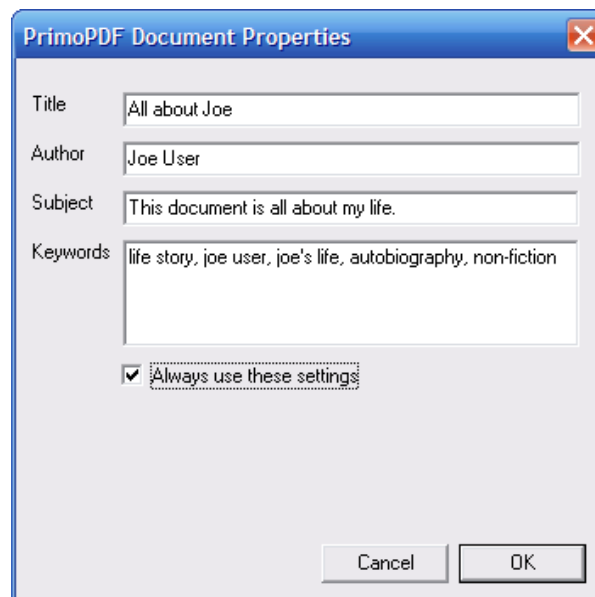


Figure 7. 'Document Properties' window

Document Properties. The **Title**, **Author**, **Subject**, and **Keywords** can be set to provide the user with additional information about the document.

Always Use These Settings. If set, PrimoPDF will apply the same Document Properties to subsequent PDFs.

Security

PrimoPDF enables you to set security for your PDF document, so that you can control the types of actions users can perform on the file.

To set PDF Security

1. From the PrimoPDF window, click **Security**.

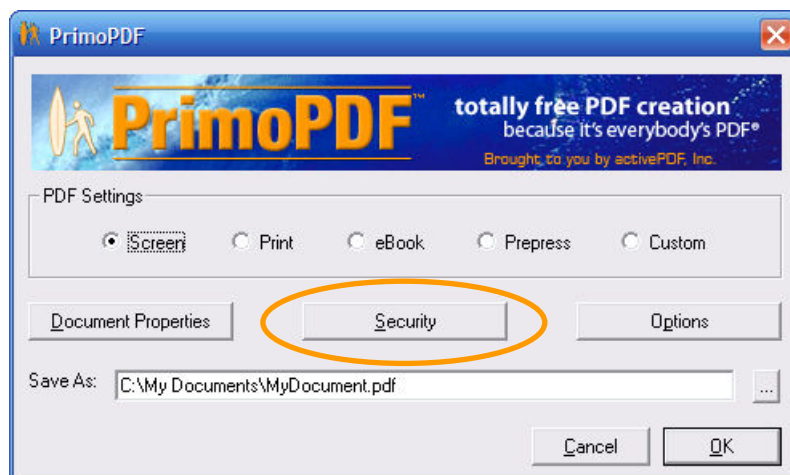


Figure 8. Accessing Security Options

2. In the **Document Security** window, enter the desired settings and click **OK**.

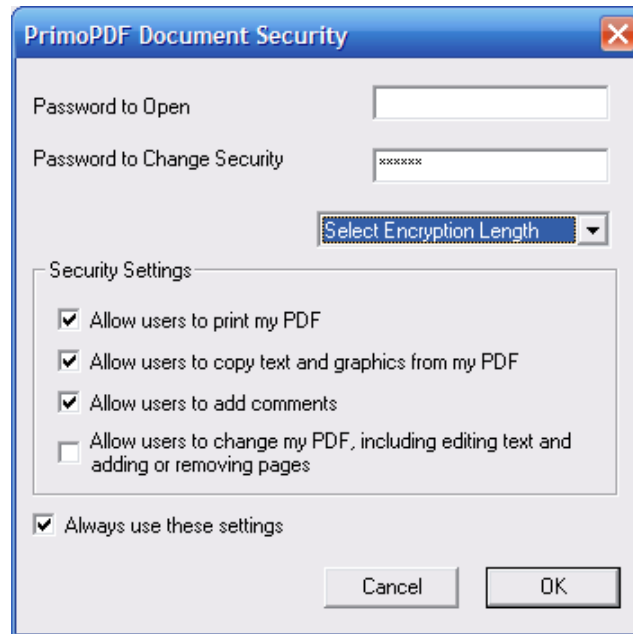


Figure 9. 'Document Security' window

Password to Open. If set, users must enter the password to view the PDF.

Password to Change Security. If set, users must provide the specified password in order to change security settings for the PDF.

Encryption Length. Choose from either 40-bit (use for Acrobat Reader® 4.0 and below) or 128-bit encryption (use for Reader 5.0 and above).

Security Settings. These settings will restrict a user's ability to change the PDF document. If the password to change security is set, the user must enter the password in order to change these settings.

The following security settings can be selected:

- **Allow users to print my PDF.** If checked, the Print option will be available in the PDF viewing application. If unchecked, the Print option will be grayed out.
- **Allow users to copy text and graphics from my PDF.** If checked, users will be able to select and copy text and images from the PDF. If unchecked, users will be unable to copy text and images.
- **Allow users to add comments.** If checked, users will be able to add PDF comments if this option is supported by their PDF viewer. If unchecked, users will be unable to add comments.

- **Allow users to change my PDF, including editing text and adding or removing pages.** If checked, users will be able to edit the contents of the PDF if this option is supported by their PDF viewer. If unchecked, users will be unable to make changes to the PDF.

NOTE: The **Security Setting** options will be grayed out until an **Owner Password** is specified.

Always Use These Settings. If set, PrimoPDF will apply the selected Security settings (including password(s)) to subsequent PDFs.

PrimoPDF Program Options

PrimoPDF's Program Options enable you to control how the program operates.

To set PrimoPDF Program Options

1. From the PrimoPDF window, choose **Options**.

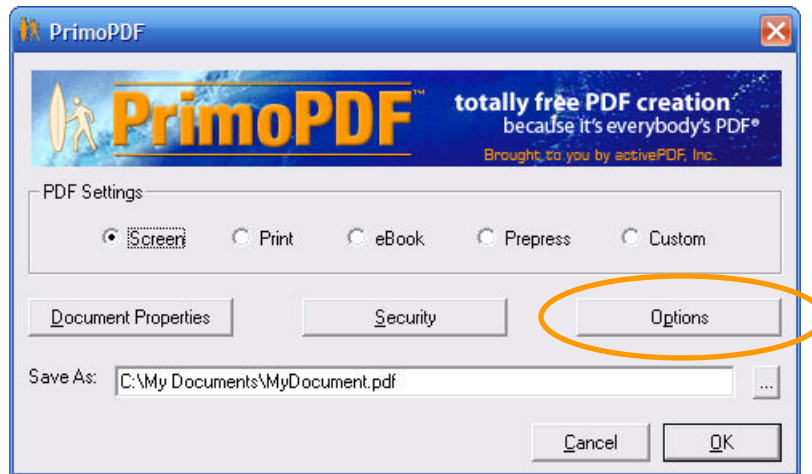


Figure 10. Accessing PrimoPDF Program Options

2. In the **Program Options** window, configure the options you wish to set and click **OK**.

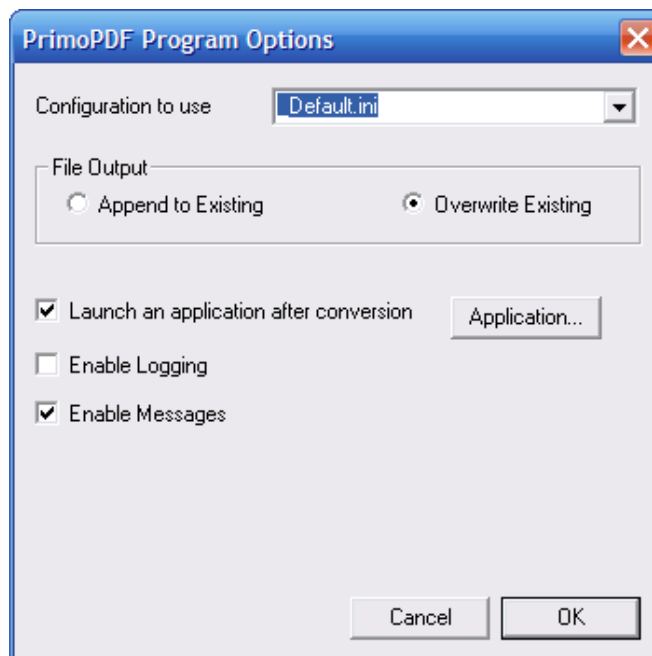


Figure 11. 'Program Options' window

Configuration to Use. Allows you to select from your previously saved configurations or one of the following predefined configurations.

- **Ebook.** If selected, PrimoPDF will create a PDF using settings optimized for e-books.
- **Prepress.** If selected, PrimoPDF will create a PDF using settings optimized for printing on a commercial printer.
- **Default.** If selected, PrimoPDF will create a PDF using its default settings, designed for output intended for a wide variety of uses.

NOTE Refer to [Customizing your PDF output](#) for details on creating custom configuration files.

File Output. Enables you to specify the action taken by PrimoPDF when encountering a PDF with the same name in the specified location.

- **Append.** If selected, PrimoPDF will add the pages from your new PDF to the existing PDF. Pages will be inserted after the last page of the existing PDF.

NOTE This is the default setting in PrimoPDF.

- **Overwrite.** If selected, the existing PDF will be overwritten by the new PDF.

Launch An Application After Conversion. If selected, PrimoPDF will launch the chosen application or file after the PDF is created. Click **Application** to browse to the file to launch.

NOTE By default, PrimoPDF will launch your default PDF viewing application upon completing each conversion.

Conversion Log. If selected, PrimoPDF will generate a conversion log detailing problems encountered during the PDF conversion.

Enable Messages. If selected, PrimoPDF will display messages as they occur.

PrimoPDF Automatic Update Options

The PrimoPDF Automatic Update Client allows you to choose how often PrimoPDF checks for software updates. PrimoPDF requires internet access to check for software updates.

To change activePDF Automatic Update Client settings

1. Click the **Start** button in the taskbar, point to **All Programs**, then **Accessories**, and click **Windows Explorer**.
2. In Windows Explorer, navigate to the directory **C:\Program Files\activePDF\APUpdate**.
3. Double-click **APUpdateClient.exe** to open the Update Settings window.
4. Select how often you would like PrimoPDF to check for software updates and click **OK**.

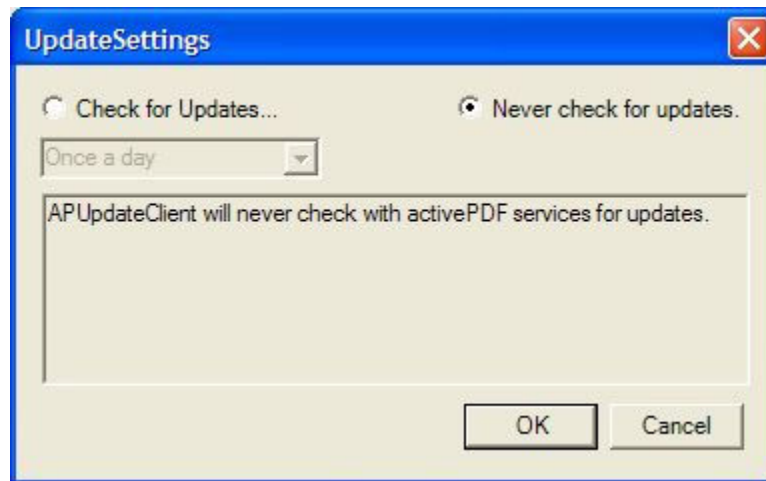


Figure 12. APUpdateClient Update Settings window

Setting PrimoPDF Custom Preferences

Customizing your PDF output

PrimoPDF enables you to customize your PDF files by configuring a number of PDF output options. You may also save your custom settings as a configuration file, for later reuse.

To configure PrimoPDF Custom Settings

1. From the PrimoPDF window, choose **Custom**.

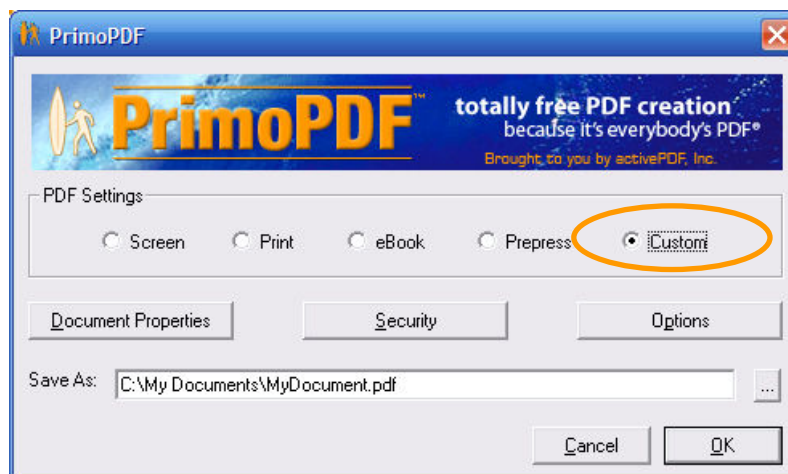


Figure 13. Accessing PrimoPDF Custom Settings

2. In the **PrimoPDF Custom Preferences** window, select from the list of categories on the left to access the corresponding settings.

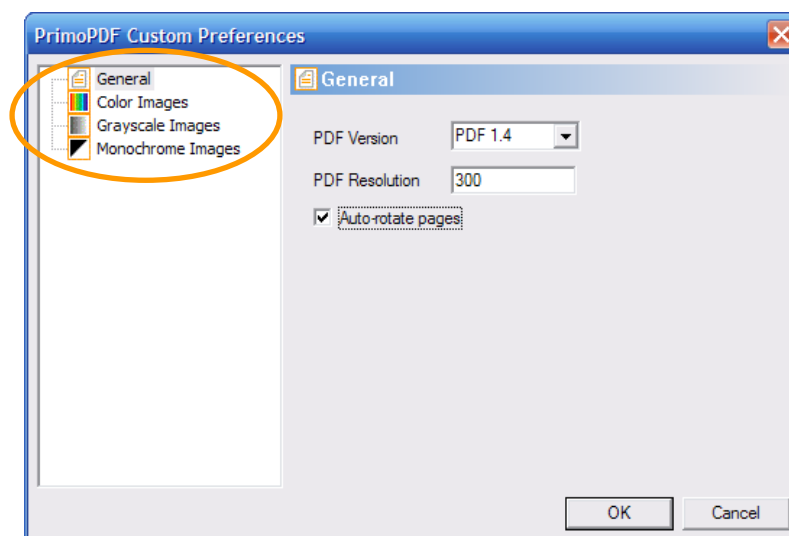


Figure 14. Choosing a Category

3. After making the desired changes, click **OK**. The **Save Settings** window will be displayed.
4. Choose **Yes** to save your settings as a configuration file.
Choose **No** to proceed without creating a configuration file.

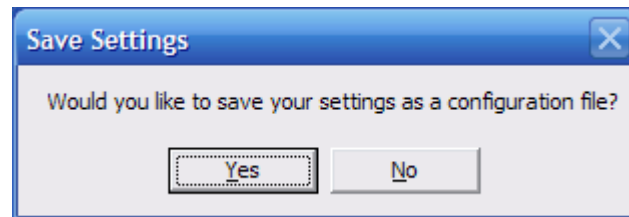


Figure 15. 'Save Settings' window

5. If prompted, choose a name and location for your configuration file and click **Save**.

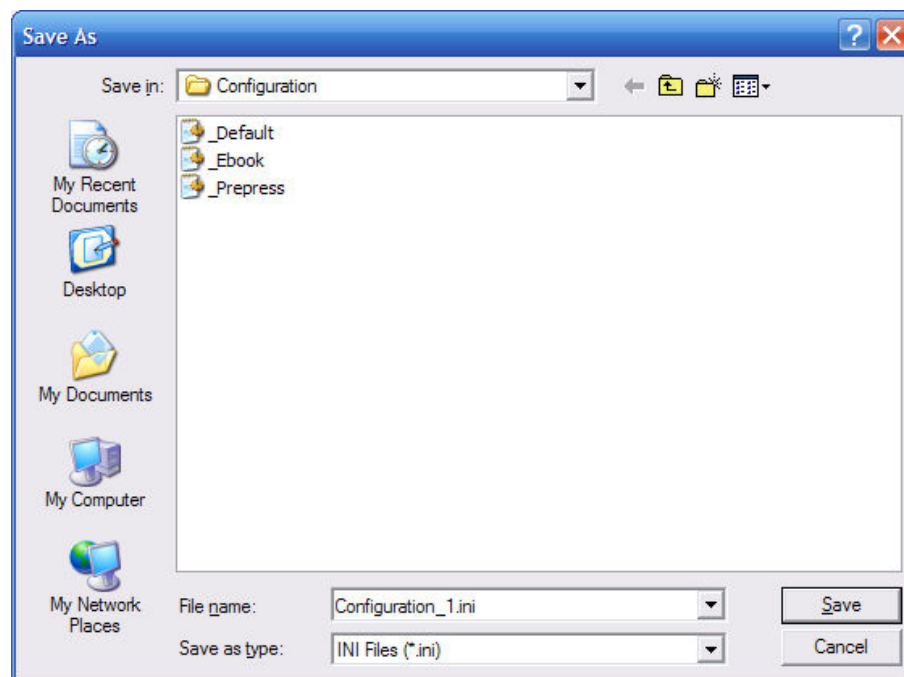


Figure 16. Creating a Configuration File

6. In the PrimoPDF window, click **OK** to create your PDF.

General

The General pane allows you to set custom settings for your PDF output (see Figure 17).

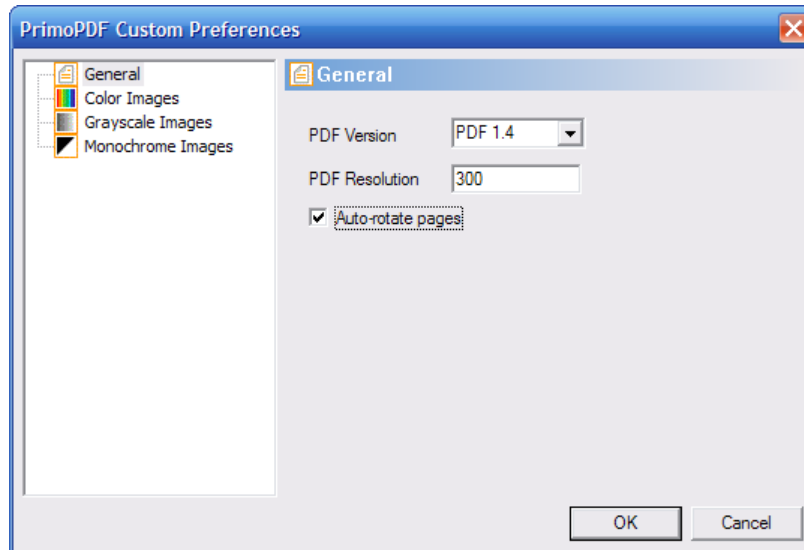


Figure 17. General Settings

PDF Version. Sets the PDF version for compatibility with PDF viewing and editing applications.

- **PDF Version 1.3.** Compatible with Adobe Reader version 4.0 or later.
- **PDF Version 1.4.** Compatible with Adobe Reader version 5.0 or later.

PDF Resolution. The resolution that you can set the entire document too.

Auto Rotate Pages. If set, PDF page will be automatically rotated so that the majority of text is horizontal. This can be useful when creating PDFs from landscape documents, so that pages are easier to read onscreen.

Images

Downsampling is used to help reduce the size of your outputted PDF file. It allows you to optimize the images in the PDF to achieve the best balance between visual quality and file size.

Color Images

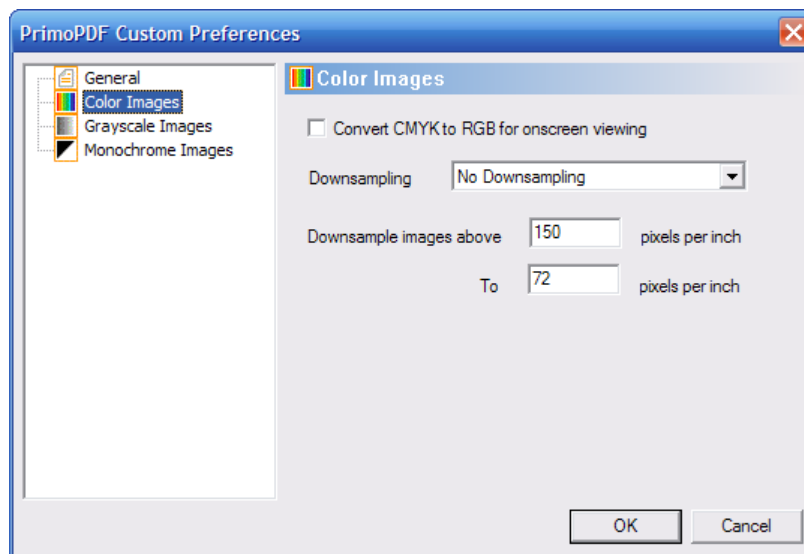


Figure 18. Color Images

Convert CMYK to RGB for onscreen viewing. Converts color images from the CMYK color model (used for printing) to the RGB color model (used for onscreen display).

Downsampling. Reduces image resolution to assist in reducing the file size. Select from the following settings:

- **Don't Downsample.** No images are downsampled in the PDF.
- **Average.** A sample of pixels from the document is averaged to attain the downsampled value.
- **Bicubic.** Bicubic interpolation is used on a sample of pixels from the document to attain the downsample value.
- **Subsample.** A center sample from a group of pixels from the document is used to attain the downsample value.

Downsampling Threshold. Reduces image resolution to assist in reducing the PDF file size. You can establish a color image resolution threshold. Any images having a resolution above the value specified will be downsampled to the resolution specified.

NOTE: Resolution is measured in pixels per inch.

Grayscale Images

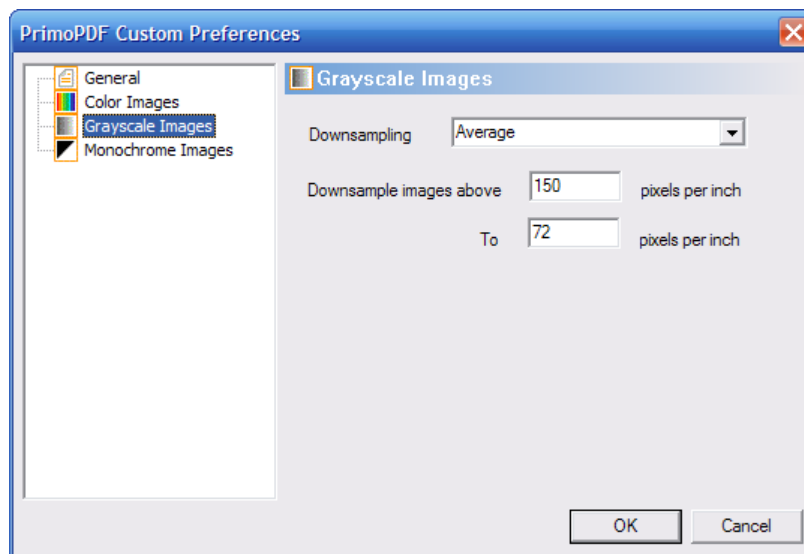


Figure 19. Grayscale Images

Downsampling. Reduces image resolution to assist in reducing the file size. Select from the following settings:

- **Don't Downsample.** No images are downsampled in the PDF.
- **Average.** A sample of pixels from the document is averaged to attain the downsampled value.
- **Bicubic.** Bicubic interpolation is used on a sample of pixels from the document to attain the downsample value.
- **Subsample.** A center sample from a group of pixels from the document is used to attain the downsample value.

Downsampling Threshold. Reduces image resolution to assist in reducing the PDF file size. You can establish a color image resolution threshold. Any images having a resolution above the value specified will be downsampled to the resolution specified.

NOTE: Resolution is measured in pixels per inch.

Monochrome Images

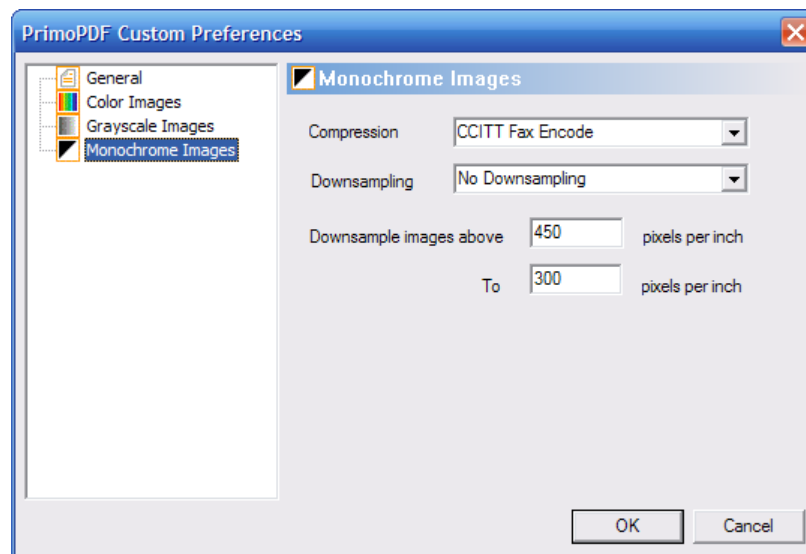


Figure 20. Monochrome Images

Compression. Set the compression filter for monochrome images:

- **CCITT (International Coordinating Committee for Telephony and Telegraphy) Fax Encoding.** This is a lossless compression method that uses standard fax compression and only applies to black and white bitmap images.
- **Run Length Encode.** A form of compression that is particularly effective on files that contain many long runs of the same byte, value, or character. It is primarily used on binary files.
- **Flate Encode.** Uses the ZIP compression method to reduce image size without affecting the image's quality.

Downsampling. Reduces image resolution to assist in reducing the file size. Select from the following settings:

- **Don't Downsample.** No images are downsampled in the PDF.
- **Average.** A sample of pixels from the document is averaged to attain the downsampled value.
- **Bicubic.** Bicubic interpolation is used on a sample of pixels from the document to attain the downsample value.
- **Subsample.** A center sample from a group of pixels from the document is used to attain the downsample value.

Downsampling Threshold. Reduces image resolution to assist in reducing the PDF file size. You can establish a color image resolution threshold. Any images having a resolution above the value specified will be downsampled to the resolution specified.

NOTE: Resolution is measured in pixels per inch.

Zero-Interface Printing

By default, PrimoPDF displays a user interface during the PDF creation process. This user interface allows you to configure PDF settings, as well as set program options for the PrimoPDF software, prior to creating your PDF file. In some cases, you may wish to print directly to PDF, without displaying this interface.

PrimoPDF includes a file called PrimoConfig.INI, which can be edited to prevent PrimoPDF from displaying the user interface during a print job. Refer to the [PrimoPDF Enterprise Edition Installation Guide](#) (available from http://www.primopdf.com/primopdf_enterprise_IG.pdf) for instructions on configuring PrimoPDF for zero-interface printing, or contact your System Administrator.