



# **doPDF**

## **User Manual**

# doPDF User Manual

for doPDF version <%APP\_VS%>

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*by Softland*

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# Table of Contents

<b>Part I</b>	<b>doPDF</b>	<b>5</b>
1	<b>Installing doPDF</b> .....	<b>5</b>
	System requirements .....	5
2	<b>Using doPDF</b> .....	<b>5</b>
	Introduction .....	5
	<b>Getting Started</b> .....	<b>9</b>
	Create one document .....	9
	Tools .....	10
	Language .....	11
	Updates .....	12
	Settings .....	12
	About .....	13
	<b>Create PDF from any application</b> .....	<b>14</b>
	Save PDF file .....	18
	Document info .....	20
	<b>Create PDF from Office applications</b> .....	<b>22</b>
	Create PDF from Microsoft Word.....	22
	Create PDF from Microsoft Excel.....	28
	Create PDF from Microsoft PowerPoint.....	34
	Create PDF from Microsoft Publisher.....	39
	Create PDF from Microsoft Visio.....	44
	Create PDF from Microsoft Outlook.....	48
3	<b>Configuring doPDF</b> .....	<b>53</b>
	<b>Printing Preferences</b> .....	<b>53</b>
	Settings .....	53
	Tools .....	55
	Language .....	56
	Updates .....	57
	About .....	58
	<b>Tray Application</b> .....	<b>59</b>
	doPDF Tray .....	59
	<b>Index</b>	<b>0</b>

doPDF

**Part**



# 1 doPDF

## 1.1 Installing doPDF

### 1.1.1 System requirements

To install doPDF you need administrator rights and one of the following operating systems:

- Windows 10
- Windows 8/8.1 (64-bit)
- Windows 7
- Windows 7 (64-bit)
- Windows Server 2019
- Windows Server 2016
- Windows Server 2012
- Windows 2008 Server R2 (64-bit)
- Windows Vista
- Windows Vista (64-bit)

doPDF requires .NET framework installed (version 4.6). If it's not already installed, it will prompt the installation of .NET during the setup. Installation of doPDF will resume automatically after the framework is installed.

It needs approximately 300 MB of free space.

## 1.2 Using doPDF

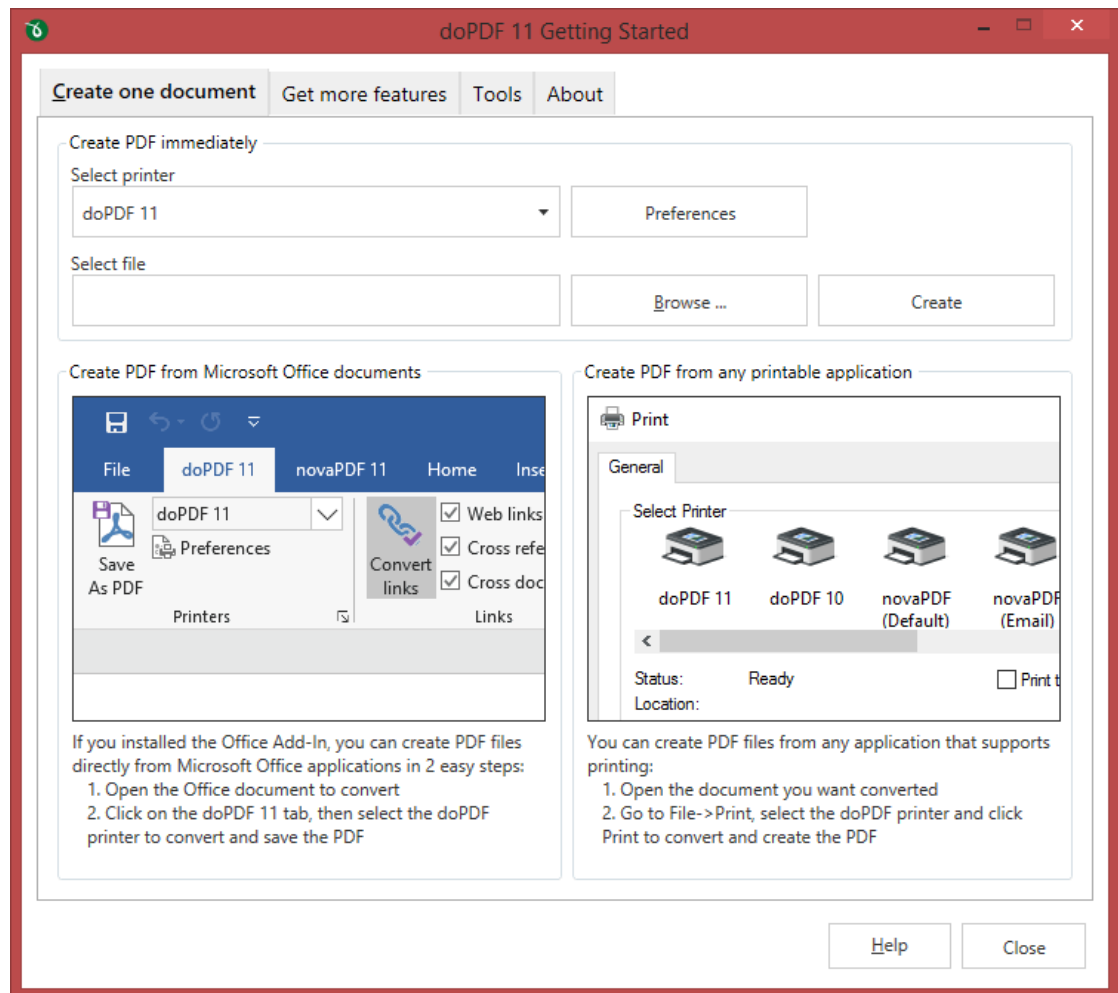
### 1.2.1 Introduction

With doPDF you can create PDF files in several ways: using the **doPDF Start page**, the **add-ins for Microsoft Office** or printing directly to the **doPDF driver**.

#### **DOPDF START PAGE**

This start page can be opened from the program's start group. In Windows 10/8 type *doPDF* on the *Start* page and click on doPDF from *Apps* to open it. In Windows 7 or previous go to *Start->Programs->doPDF* and click on the executable file called doPDF.

The doPDF start page will let you quickly convert a document to PDF by selecting the document and clicking on **Create**. However, it will use the default settings of doPDF to create the PDF file. So, if you need those changed either modify them before creating the PDF or create the PDF by printing it directly to the doPDF printer driver.



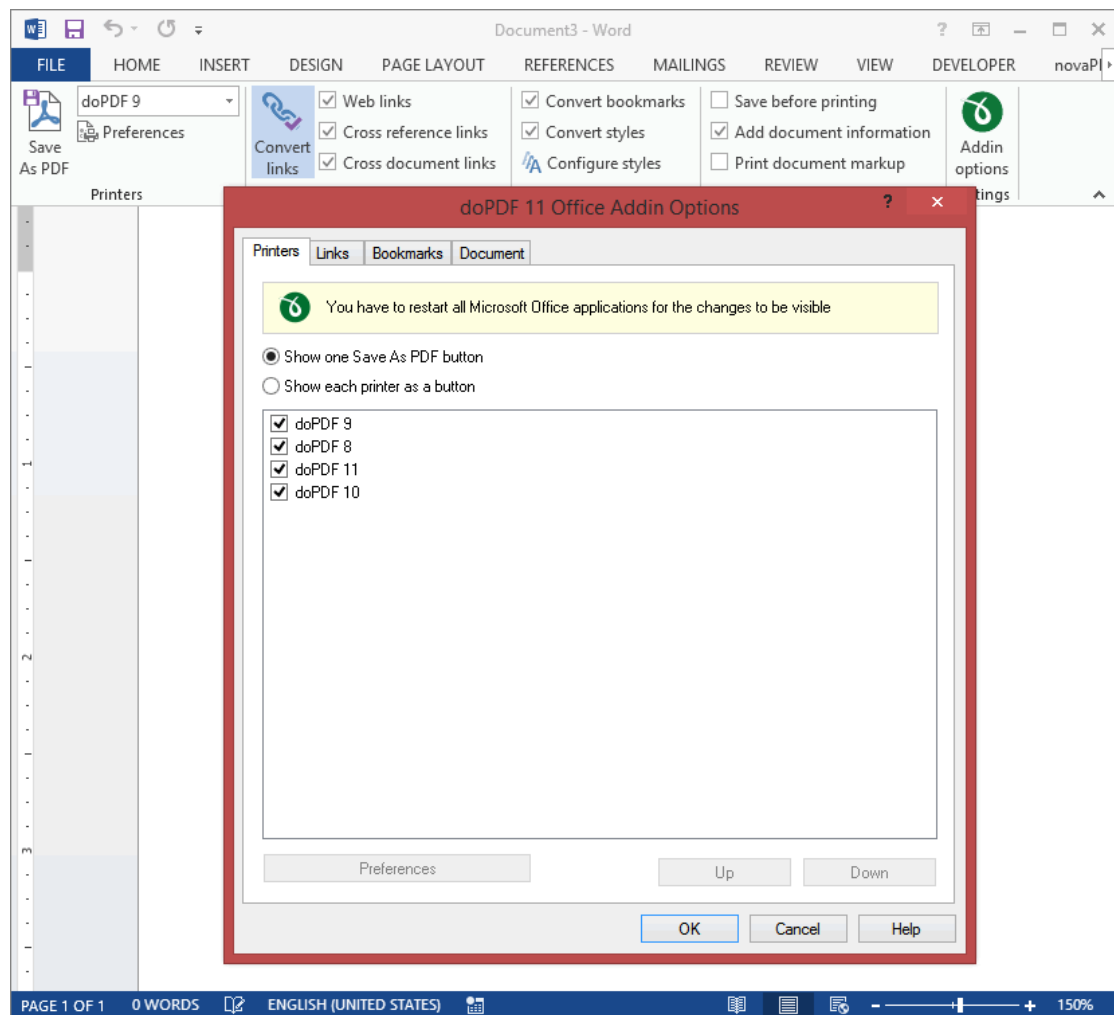
### Create one document

The **Create one document** tab is selected by default when you first open the application. Using the options here you can convert a single document to PDF at a time. You can read more about the single document conversion here: [Create one document](#)

This start page also contains some details on how you can create PDF files. These are only informative and offer the user more information about the other options that can be used to create PDF files.

### ADD-INS FOR MICROSOFT OFFICE

During installation doPDF gives the option to install add-ins for Microsoft Office applications. By default is checked and it will add in the supported Microsoft Office applications (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher, Microsoft Visio and Microsoft Outlook) another tab called doPDF 11 that will let users create PDF files directly from the Office interface by simply clicking a button.



Using **add-ins for Microsoft Office** to create PDF files - advantages:

- **Converts hidden hyperlinks.** When the Office document contains a hyperlink (clickable text that points to an external site or file) that can be converted to a clickable active link in the resulting PDF document too. The other two methods for creating PDF files with doPDF cannot convert hidden hyperlinks (only visible ones).
- **Easier bookmark conversion.** When converting a document created with a Microsoft Office application to a PDF using the add-in, you have the option to automatically detect bookmarks and add them in the PDF too. This means that you don't have to define any bookmark rules for the conversion, as needed when printing directly to the printer driver.

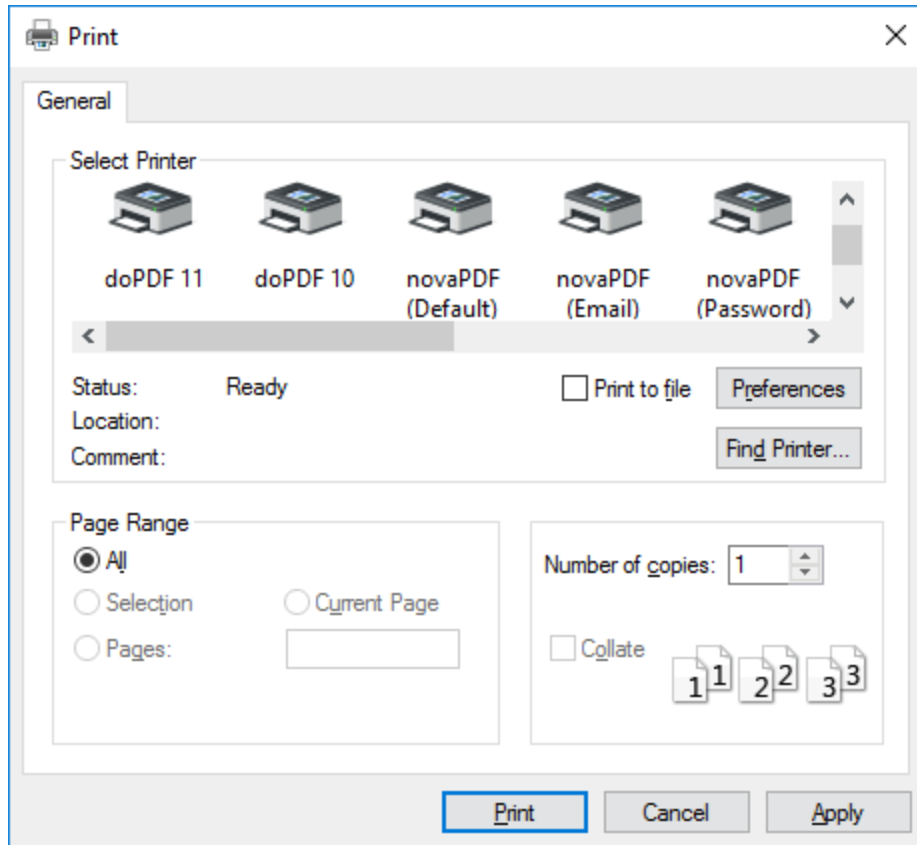
Using **add-ins for Microsoft Office** to create PDF files - disadvantages:

- **Office applications only.** The add-ins work only with Microsoft Office applications, so it cannot be used from other applications.

Read more about doPDF add-ins for Microsoft Office on the [Create PDF from Microsoft Word](#), [Create PDF from Microsoft Excel](#), [Create PDF from Microsoft PowerPoint](#), [Create PDF from Microsoft Publisher](#), [Create PDF from Microsoft Visio](#) and [Create PDF from Microsoft Outlook](#) sections.

## DOPDF DRIVER

The previous two options mentioned for creating PDF files rely on the doPDF printer driver, as this is the program that actually does the conversion. doPDF is installed as a virtual printer, so it will be shown as an actual printer in the *Printers* list. This means that you can create PDF files from any application that allows printing if you "print" that document to the doPDF printer driver. This is done in the same way you would print to a regular printer, meaning you have to open the document, go to *File->Print*, **select doPDF** as the printer and then click on **Print**.



Using doPDF printer driver - advantages:

- **Converts to PDF from any applications.** It will let you convert to PDF any type of document that supports printing. The conversion is done in the same way you would print to a regular printer, just that instead of the regular printer you'll have to select the doPDF printer driver.

Using doPDF printer driver disadvantages:

- **Convert hidden hyperlinks.** It can convert only visible links in the PDF document (i.e. [www.novapdf.com](http://www.novapdf.com) will be converted, but not [novapdf.com](http://novapdf.com)), unlike the doPDF add-ins for Microsoft Office (which can convert hidden hyperlinks too).

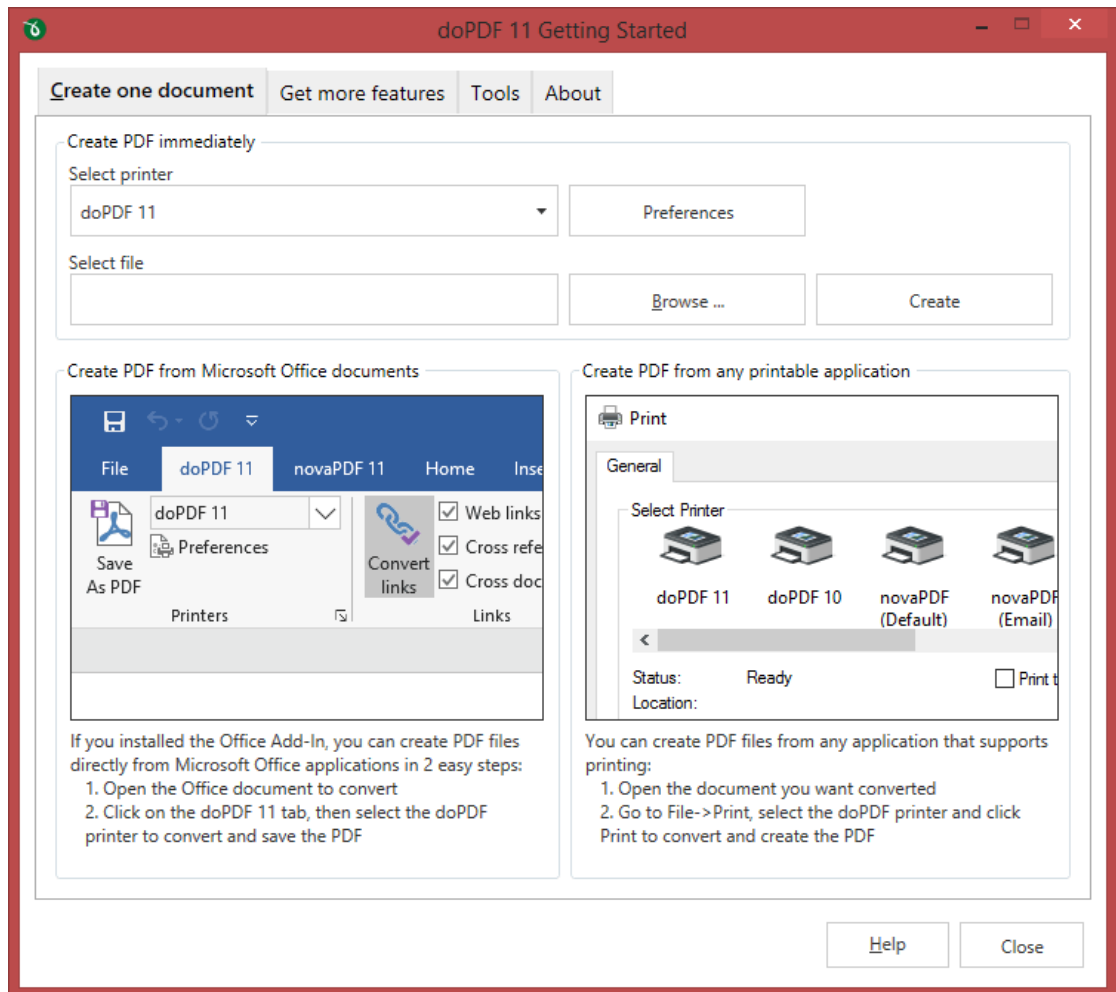
Read more about doPDF printer driver on the Create PDF from any application section.



## 1.2.2 Getting Started

### 1.2.2.1 Create one document

The **Create one document** tab is selected by default when you first open the application. Using the options here you can convert a single document to PDF at a time.



The **Create one document** tab is selected by default when you first open the application. Using the options here you can convert a single document to PDF at a time.

To convert a file to PDF in the *Select file* field enter the path to the document you want converted into PDF or use the **Browse** button to select it. Once you selected the document click on the **Create** button. This will start the application associated with the document you selected and will ask you where to save the PDF file.

This start page also contains some details on how you can create PDF files. These are only informative and offer the user more information about the other options that can be used to create PDF files.

Using doPDF start page to create PDF files - advantages:

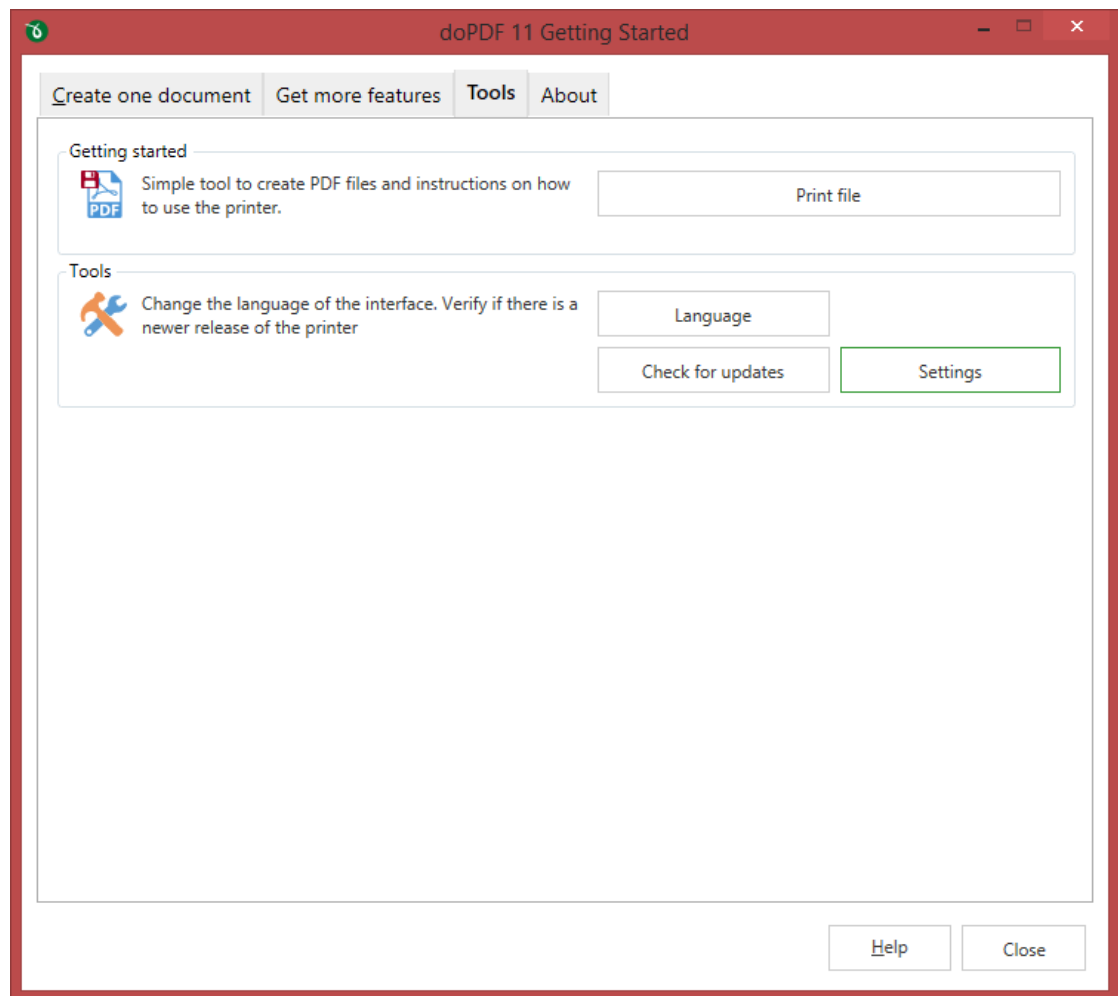
- **Quick access.** The start page is quickly accessible from the doPDF start menu group. Simply type for *doPDF* in Windows 8's *Start* page and click on **doPDF** from the *Apps* results, or click on the **Windows** button, go to *Start->Programs->doPDF* group and click on the executable file in Windows 7 or previous. This will launch the start page and let you select a document to convert to PDF.

Using doPDF start page to create PDF files - disadvantages:

- **Difficult to change preferences.** The start page is meant for quick access to convert a document. Thus it will use the default settings of the doPDF printer for creating the PDF files. In order to use custom settings, you'll have to change those before the printing.
- **Convert hidden hyperlinks.** It can convert only visible links in the PDF document (i.e. [www.novapdf.com](http://www.novapdf.com) will be converted, but not [novapdf.com](http://novapdf.com)), unlike the **doPDF add-ins for Microsoft Office** (which can convert hidden hyperlinks too).

### 1.2.2.2 Tools

The Tools section gives you quick access to print one/multiple documents, manage the printers, monitor printing progress, check for updates, change language and password protect the interface.



### Getting started

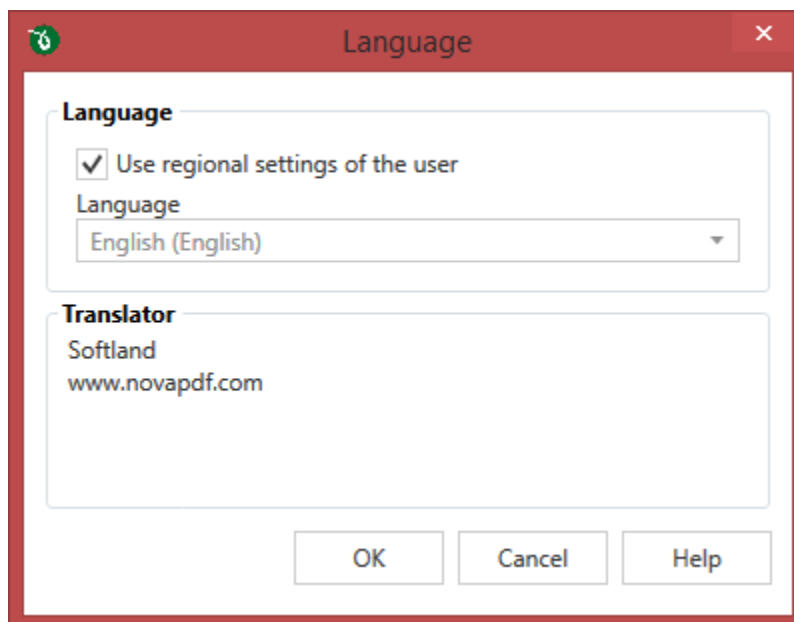
Shows shortcuts to go to the printing documents tab (you can also click on the tabs to visit those sections).

## Tools

From this section you can set the user interface Language and configure the frequency of Updates.

### 1.2.2.1 Language

The *Language* page allows you to set the language for the interface of the program.



## LANGUAGE

### Use user's regional settings

If you check this option, the language will be automatically selected depending on each user's regional setting. If the user language is not available in doPDF, the default language is chosen (English).

### Select Language

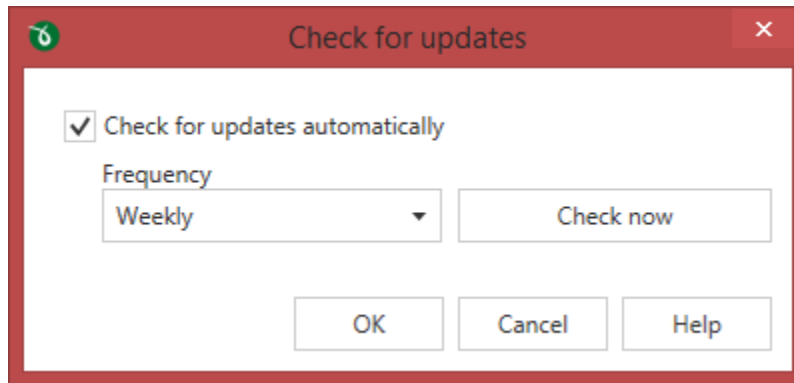
If you want all users to use the same language, select one of the languages available from the *Select language* combo-box.

## TRANSLATOR

For each language you'll see here details regarding the person/company that translated the interface of doPDF.

### 1.2.2.2 Updates

The *Updates* window allows you to set how often to check for updates and to disable it.



## CHECK FOR UPDATES

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### Automatic check for updates

This option is checked by default and will connect to the Internet to see if there are new updates for the application with the defined frequency. If you uncheck this option you won't be notified of new updates until you check manually by clicking on the *Start check for updates* button.

### Frequency

You can choose to check for updates *Daily* (not recommended), *Weekly* (default value) or *Monthly*. When an update is found it will display the *doPDF Updates* window with details about the update.

## DOPDF UPDATES

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### Version history

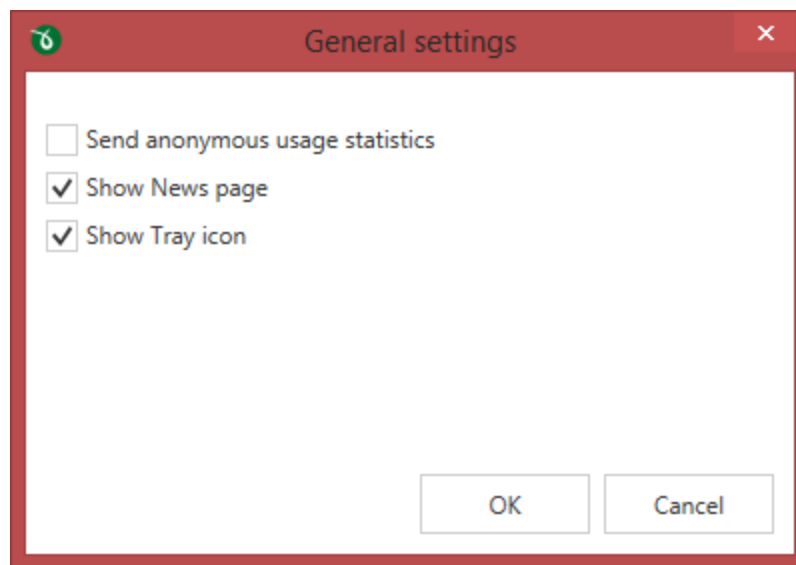
If updates are detected you'll see a list of fixes, updates and new features in the version history section, grouped by version and build number. You can start the download of the new version by accessing the *Click to download* link.

### News

Occasionally we will post news items that will show in the update window. When this window is opened you can re-check for updates by clicking on the *Refresh* button.

### 1.2.2.3 Settings

You can easily set a password to protect the user interface of doPDF. This way, everytime the app will be opened, a password will be required to modify its settings.

**Send anonymous usage statistics**

We rely on user feedback for new features and updates included in the application. If this option is checked, anonymous usage data will be sent to our server.

**Show News page**

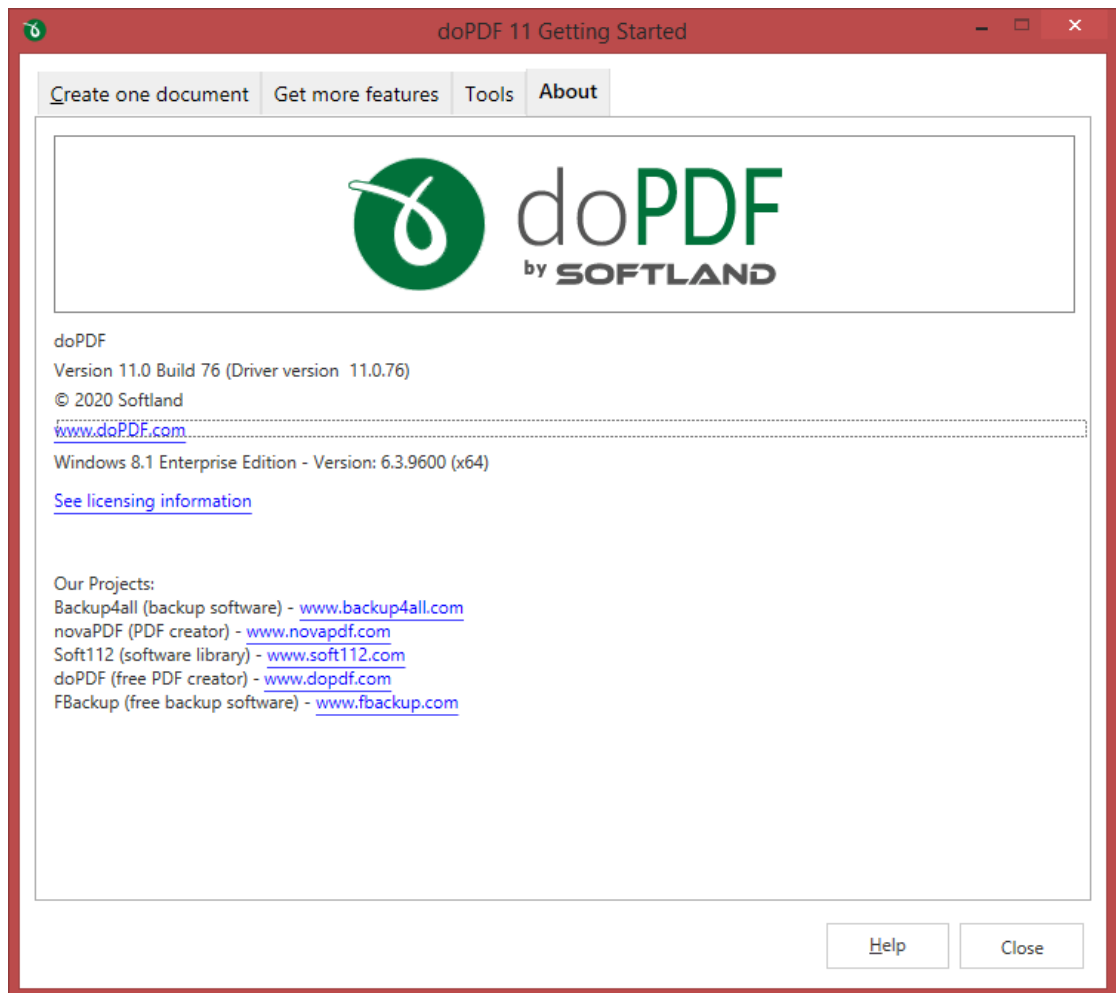
Occasionally we will display a News page that shows what's changed in a new version or a special promotion. You can uncheck this option not to display the News page anymore.

**Show Tray icon**

Uncheck this to hide the tray icon of the application.

### 1.2.2.3 About

The *About* page contains information about the version you have installed plus the option to access the licensing information.



The about window will show the following information:

- Version and build number of the profile manager and printer manager, in parenthesis you'll also the the version of the printer driver used
- Windows version and edition (for support inquiry purposes)
- 
- Miscellaneous information regarding the other products developed by the company as well as copyright information

### 1.2.3 Create PDF from any application

#### Creating PDF Files

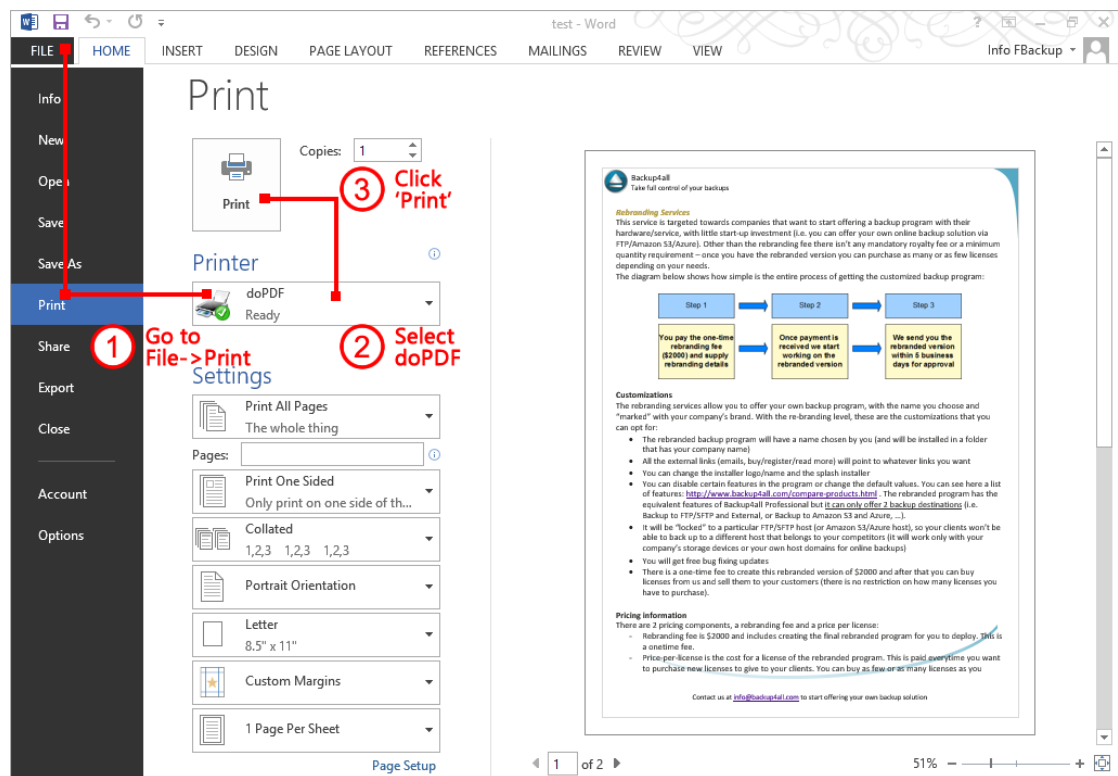
doPDF installs itself as a virtual printer driver. To create PDF files from any application, you just have to print your documents to the doPDF like you would print to a normal printer, or you can start the *doPDF Start page* from the program group, **Browse** for the document you want to convert and press **Create**.

#### HOW TO CREATE PDF FILES FROM DOCUMENTS CREATED WITH MICROSOFT WORD

During installation, doPDF will ask if you want to install an add-in for Microsoft Office. With that add-in installed, you can create PDF files from any Office application without having to go to *File->Print*. You just have to click on the doPDF tab, and then on the **Save as PDF** button to create the PDF file.

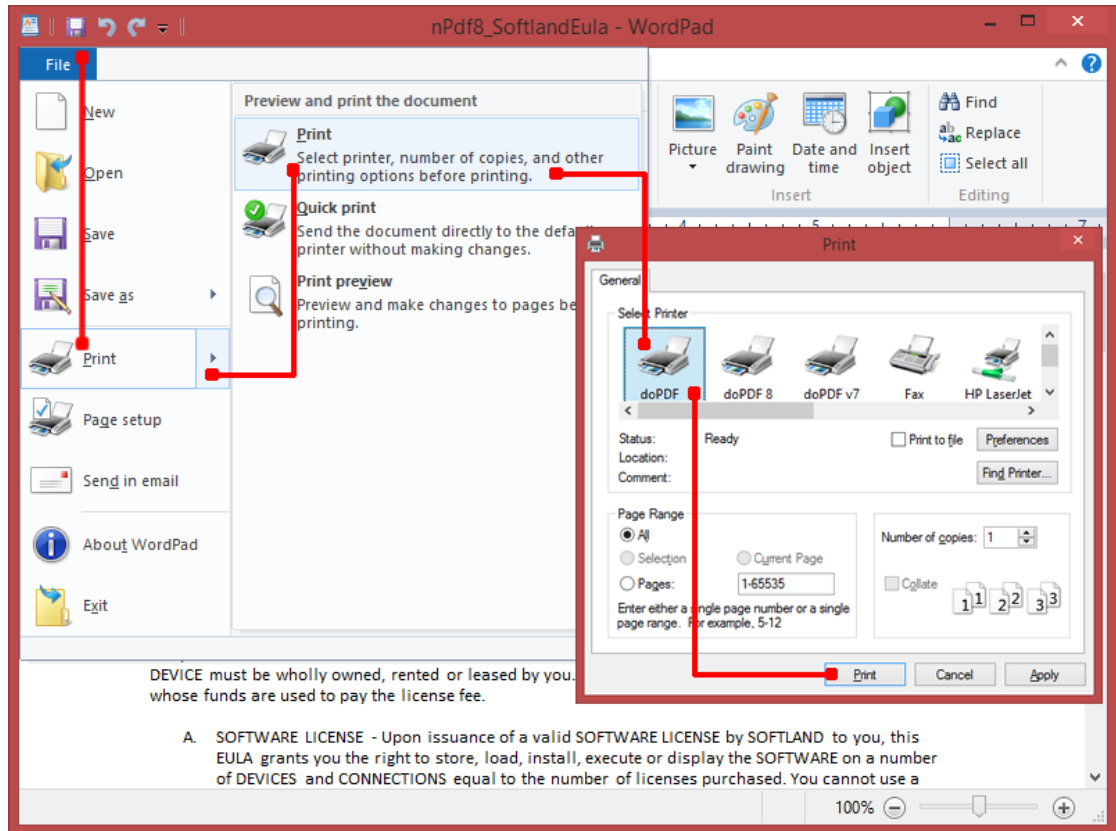
However, if you chose not to install the add-in, you can still create PDF files from all Microsoft Office applications, but in the general form that of printing to it like to a regular printing. To create PDF files from documents created with Microsoft Word (without using the add-in), follow these steps:

1. **Open** the document that you want to convert to a PDF file
2. Go to *File->Print* and **select doPDF** from the printers combo-box
3. Click on **Print** and choose a location for your PDF file



## HOW TO CREATE PDF FILES FROM MICROSOFT WORDPAD

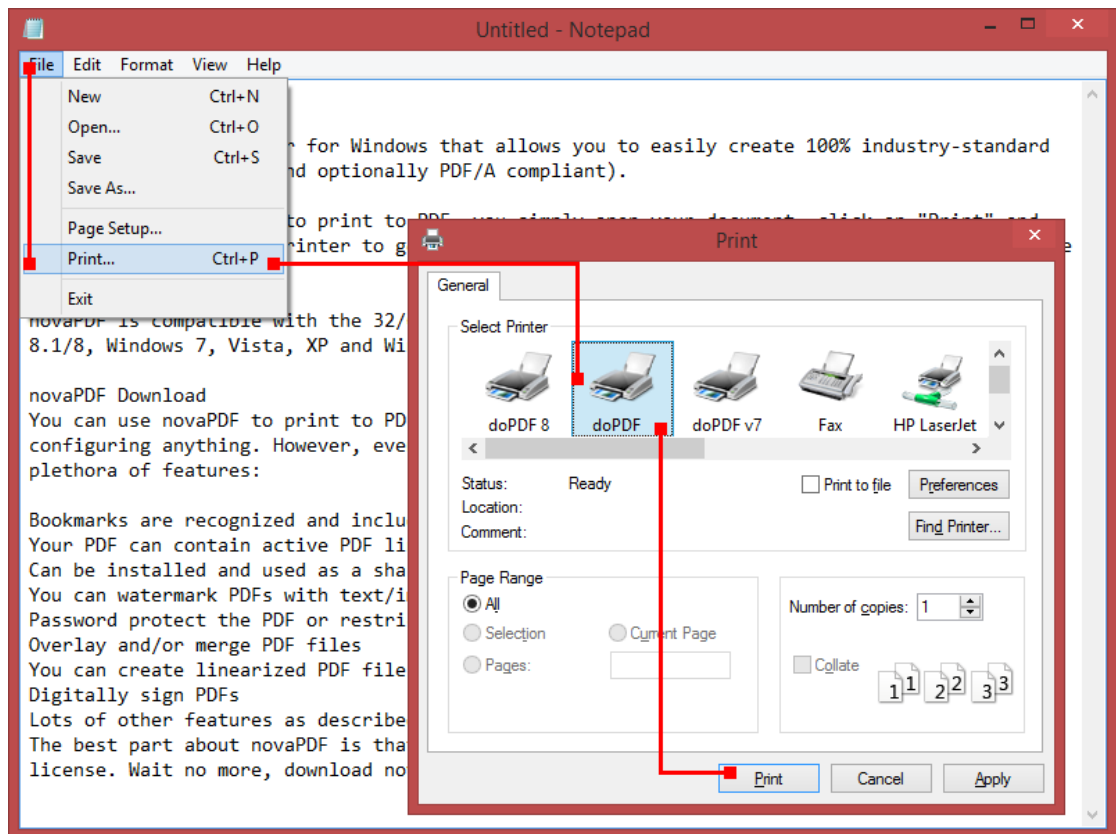
1. **Open** the document that you want to convert to a PDF file
2. Go to *File->Print*, click **Print** and **select doPDF** from the list of printers
3. Click on **Print** and choose a location for your PDF file



## HOW TO CREATE PDF FILES FROM NOTEPAD

1. **Open** the NotePad document that you want to convert to a PDF file
2. Go to **File->Print** and **select doPDF** from the list of printers
3. Click on **Print** and choose a location for your PDF file





## Printing a test page

After installation you can test if doPDF is working properly by printing a test page.

### To print a test page in Windows 10/8:

1. Go to **Start**, type *printers* and open from the *Settings* results **Devices and Printers**
2. In the **Printers** section, right-click doPDF and select **Printer Properties**
3. In the **doPDF Printer Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page.

### To print a test page in Windows 7:

6. Go to **Start** and click on **Devices and Printers**
7. In the **Printers** window, right-click doPDF and select **Printer Properties**
8. In the **doPDF Printer Properties** window, click on **Print Test Page**
9. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
10. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page.

### To print a test page in Windows Vista:

1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)
2. In the **Printers and Faxes** window, right-click doPDF and select **Properties**
3. In the **doPDF Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page.

## Accessing the doPDF Printing Preferences

You can access the Printing Preferences window and change the various settings available.

### To access the doPDF Printing Preferences window in Windows 10/8:

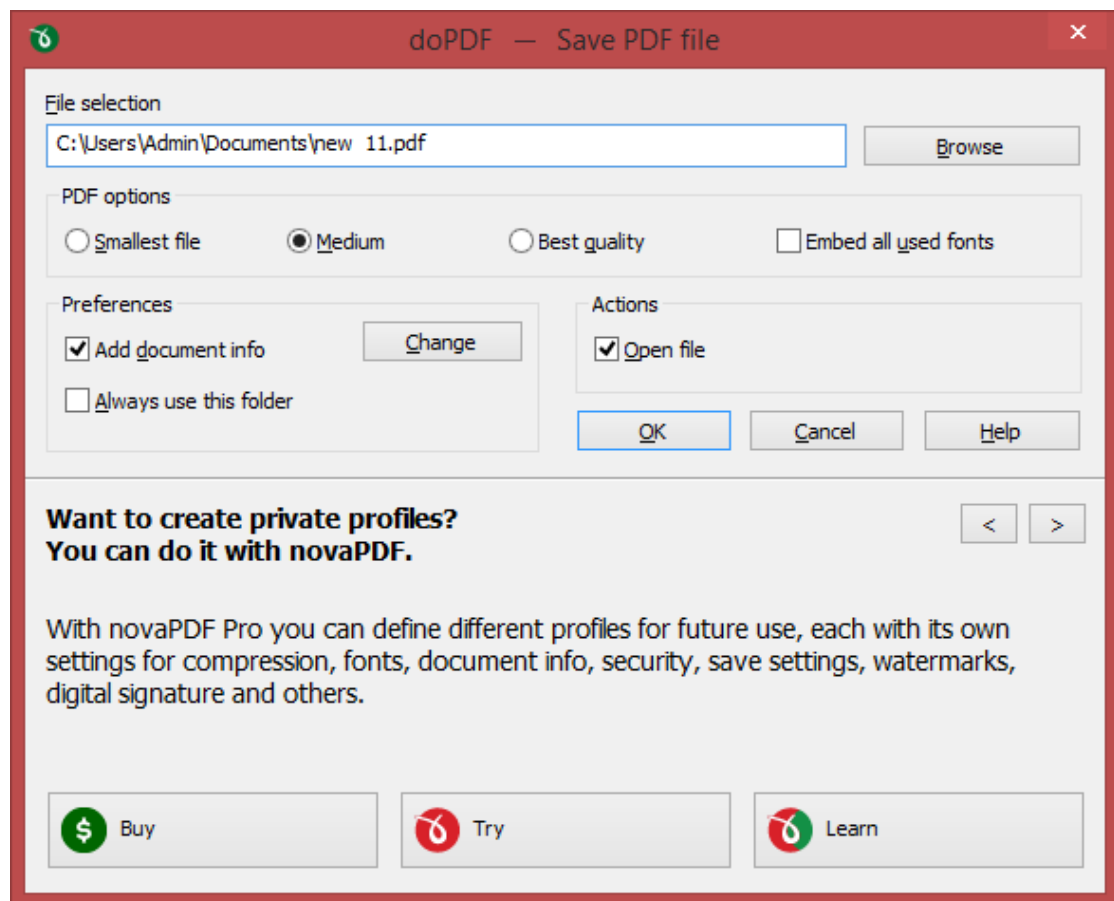
1. Go to **Start**, type *printers* and open from the *Settings* results **Devices and Printers**
2. In the **Printers** section, right-click **doPDF** and select **Printing Preferences**
3. **doPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available

### To access the doPDF Printing Preferences window in Windows 7 and Vista:

1. Go to **Start** and click on **Printers**
2. In the **Printers** window, right-click **doPDF** and select **Printing Preferences**
3. **doPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available

### 1.2.3.1 Save PDF file

This window lets you choose where to save the PDF file, whether to remember the folder you saved it in for the future or not, to embed or not the used fonts and choose the quality of the images in the resulting PDF.



### File selection/name

Enter a filename (including its path) for the PDF that will be generated, or use the **Browse** button to select a location for it. Once the location is selected, click **OK** to actually create and save the PDF.

### PDF OPTIONS

Choose a the printing quality for the resulting PDF. The Smallest file will result in creating a PDF with a small size, while the Best quality will create one with better image quality.

#### Best quality

If this option is checked the resulting PDF file will be larger than by using the **Small file** option, however the quality of the images will be better. This option is recommended if you need a PDF file that's suitable for printing, where the quality of images is important. If you need a PDF file to put on the web or to send via email, you should use the **Small file** option to reduce its size.

#### Medium

You can choose this option if you want a balance between the quality of the resulting PDF and its size.

#### Smallest file

This option is checked by default and the compression engine used in this case optimizes the

resulting size of the PDF file. This option is recommended in most cases when you need to send the resulting PDF file via email, put it on the web or use it for distribution. It's a balance between size of the resulting PDF file and the quality of images, so if you need to have higher quality images in the resulting PDF files select the **Best quality** option.

#### **Embed all used fonts**

If this option is checked, the fonts used in the original document will be embedded in the PDF file. While this ensures you that the recipient will see the PDF with the same fonts used in the original document, it also has the disadvantage that the filesize of the resulting PDF is larger than without using the Embed fonts option. Only the characters used in the original document will be embedded, to avoid having unnecessary font characters included (doPDF does font subset embedding).

### **PREFERENCES**

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#### **Add document info**

If this option is checked, the resulting PDF file will have the metadata information that you set in Document info (title, subject, keywords, author, creator).

#### **Always use this folder**

If you check this option, the path where you will save the PDF will be remembered and offered as a default saving location the next time you will save a PDF. By default this is unchecked.

### **ACTIONS**

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#### **Open file**

If this option is checked, the resulting PDF file will be opened in the default PDF reader. If you don't want to see the resulting PDF file automatically, uncheck it and click OK.

The resulting PDF will be opened automatically with the default PDF viewer (i.e. Adobe Reader). The PDF will be displayed according to the PDF view options set by default in your viewer. If you want to display the PDF in a different view (i.e. Single Page Continuous which allows scrolling pages, or Two Pages side by side) you'll have to go into preferences/options for the PDF viewer and change the default viewing options.

#### **1.2.3.1.1 Document info**

The *Document Info* allows you to define what metadata information gets saved in the resulting PDF file. This information will be displayed in the properties of the PDF.

The values you enter below will be used in all documents.  
If you no longer want them to be added you should delete them.

**T**itle  
doPDF

**S**ubject  
List of new features

**A**uthor  
Softland

**K**eywords  
changelog

**C**reator  
doPDF

OK Cancel Help

**Title**

Sets the title for the printed document. Default is empty. This title will only show up when viewing the properties of the resulting PDF, only changes in the document metadata.

**Subject**

Sets the subject for the printed document. Just as the Title, it will only show up in the metadata properties for the document. Default is empty.

**Keywords**

Sets the keywords for the printed document as it will be displayed in the document properties. Default is empty.

**Author**

Sets the author of the printed document as it will be displayed in the document properties.

**Creator**

By default it shows information about the application that generated the PDF file, however this field can be modified to any custom value.

## 1.2.4 Create PDF from Office applications

### 1.2.4.1 Create PDF from Microsoft Word

During installation doPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Word another tab called doPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

#### **Create PDF files from Microsoft Word using the add-in for Microsoft Office:**

- **Open** the Microsoft Word document you want to convert
- **Click** on the doPDF tab
- Optionally you can change the settings of the doPDF printer, or those of the add-in for Microsoft Office
- Click on **Save to doPDF** and you'll be asked for a location where to save the resulting PDF file

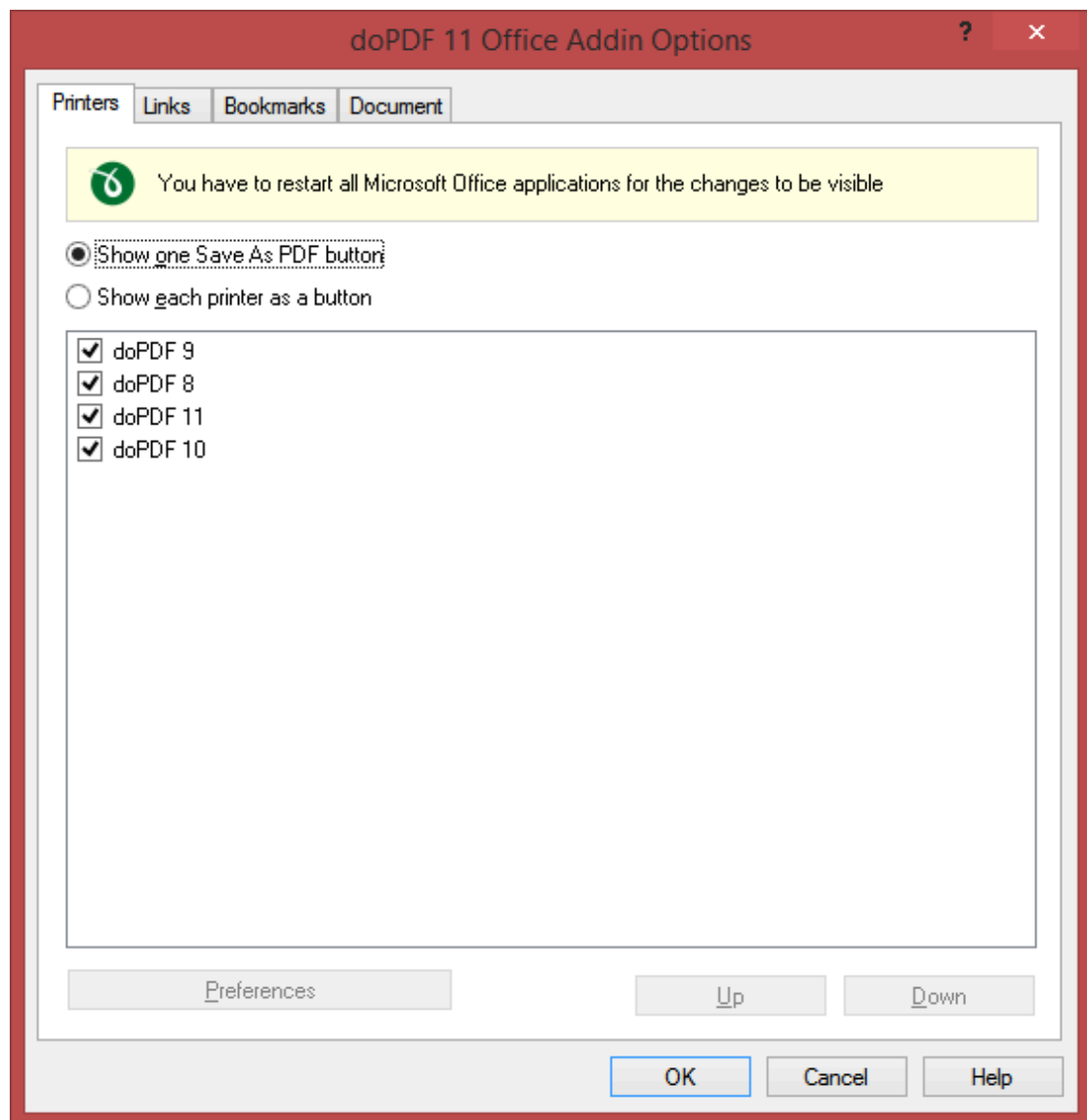
#### **Configure settings of the add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

#### **PRINTERS**

---

This lets you manage the available PDF printers.



With doPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

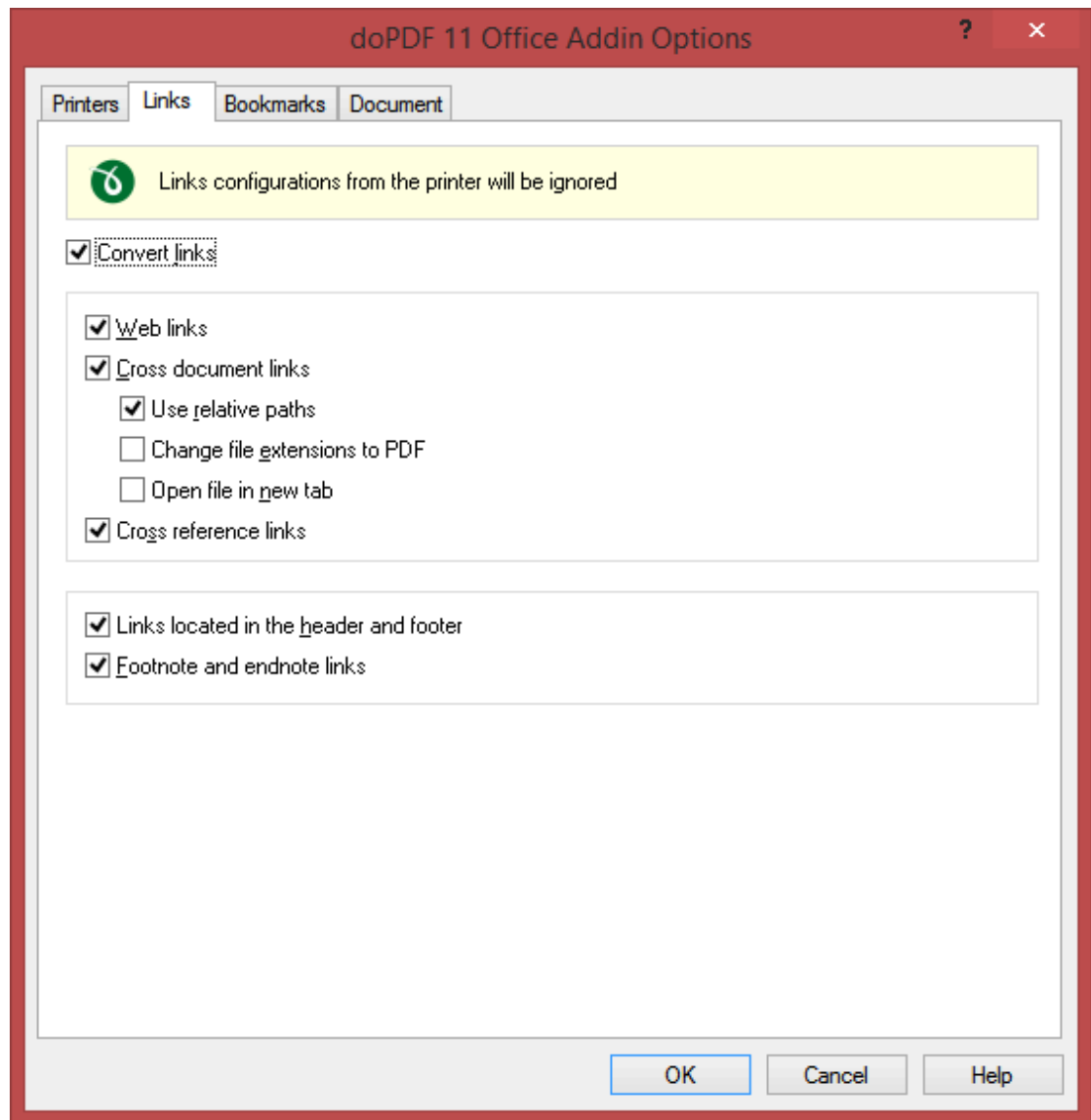
If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

#### **Show each printer as a button**

You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted)



afterwise)

- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

#### **Cross reference links**

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

#### **Convert links located in the Header and Footer**

You can choose if you want links in header/footer converted in the resulting PDF file. Default is checked so links will be converted.

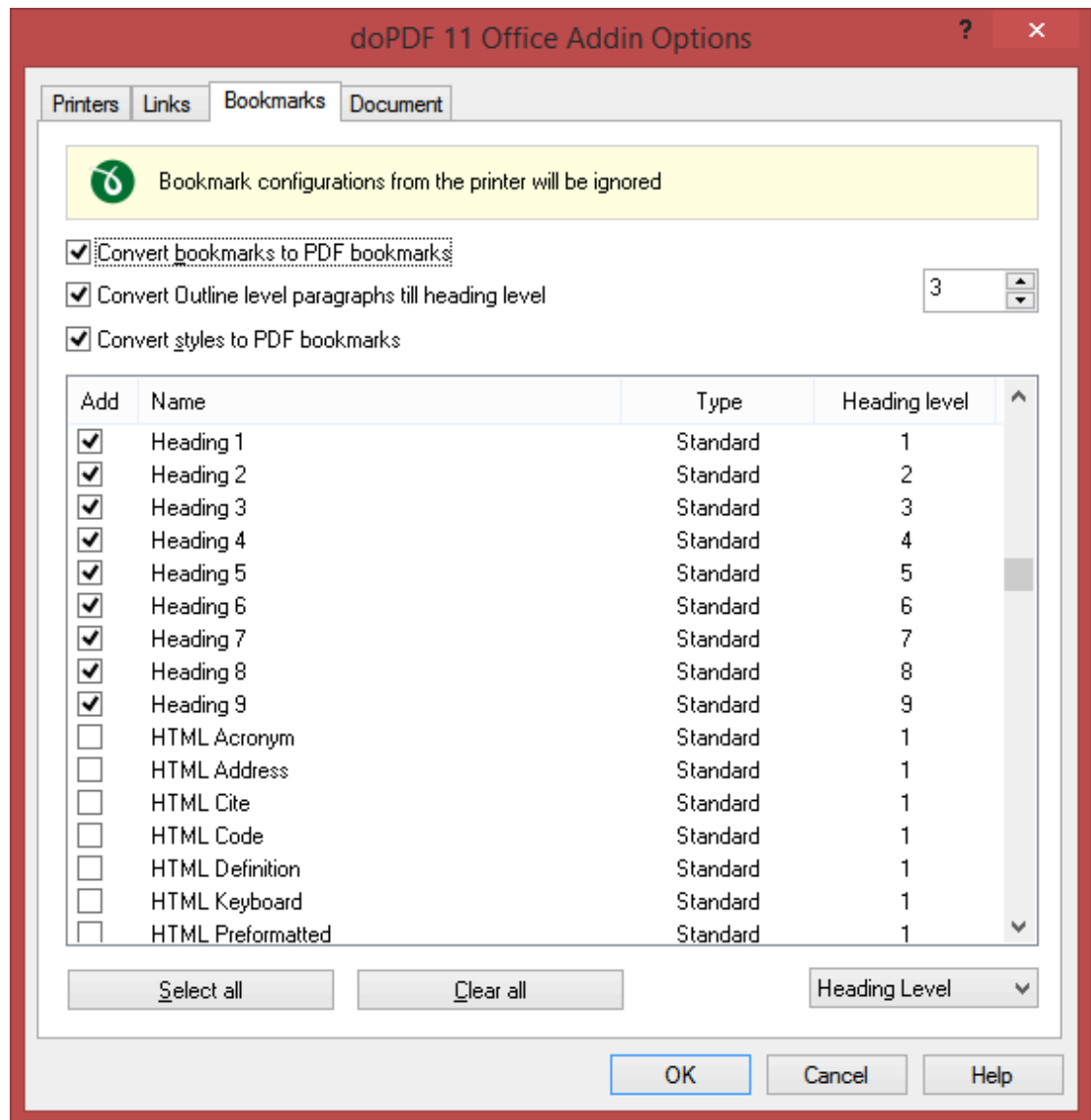
#### **Convert Footnote and Endnote links**

Check this to make sure that hyperlinks from Footnotes/Endnotes get converted to active PDF links.

### **BOOKMARKS**

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You can set various options related to detecting and generating PDF bookmarks



### Convert bookmarks to PDF bookmarks

This is checked by default and will convert any Bookmarks defined already in the current document to bookmarks in the resulting PDF files.

### Convert Outline level paragraphs till heading level

This is checked by default and will convert to Bookmarks all outline level paragraphs until the level number you enter.

### Convert styles to PDF bookmarks

If this is checked, the *Styles* list becomes active and you can select which headings from the Word document will be transformed into bookmarks in the resulting PDF files. By default all tags with *Heading (1-9)* will be converted, as well as *Title* and *Subtitle*.

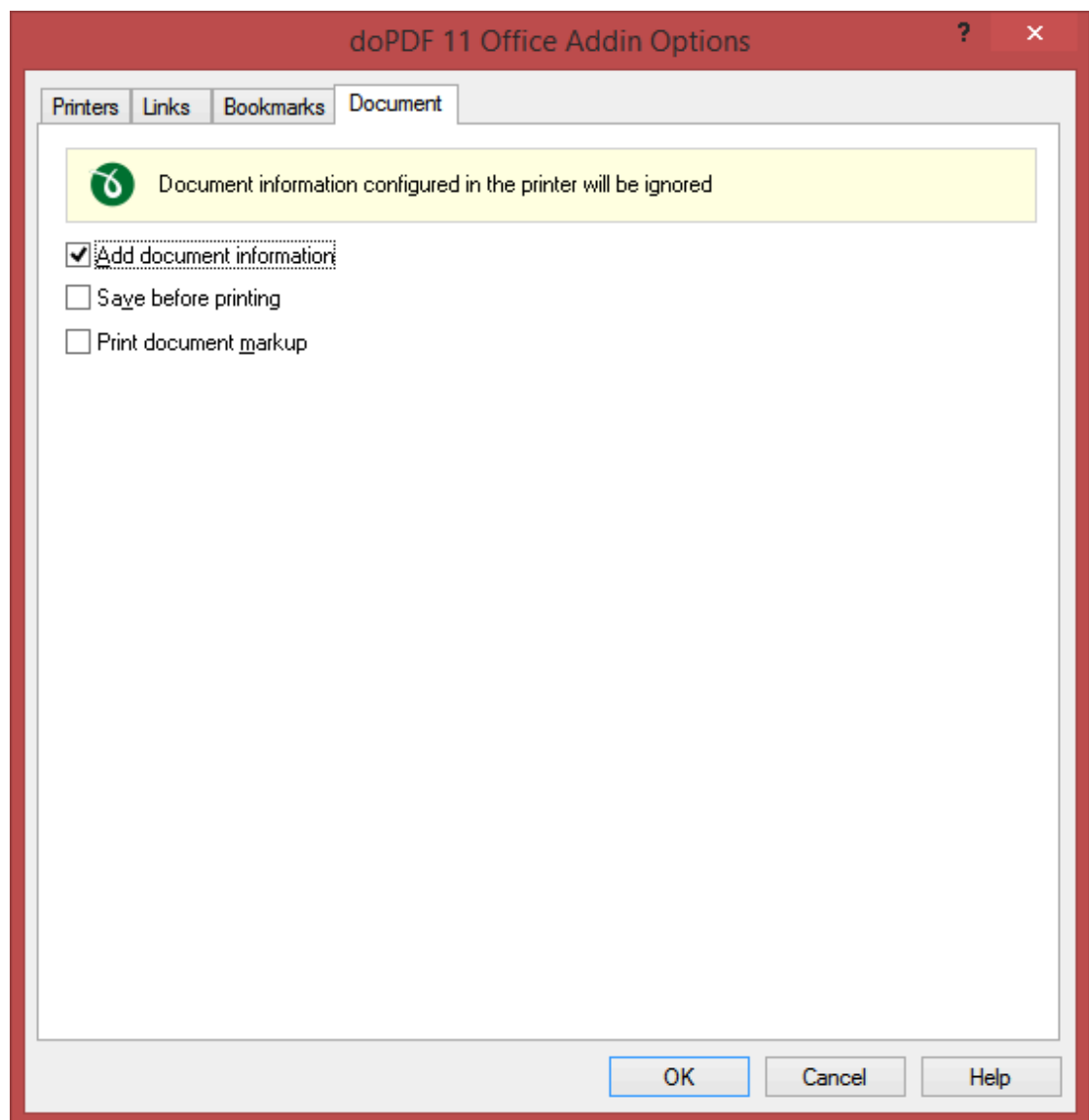
### Select level

PDF bookmarks have numeric levels that place them in a specific hierarchy in the bookmark list. For example, a bookmark at level 1 will contain nested bookmarks at level 2, 3 and so on.

For each selected style name from the *Styles* window you'll be able to select which level to apply to it. By default the Headings (1-9) have an incremental level according to their importance, but you can change those. For instance if you want the Heading 1 to be of level 5 just select it and change its level and this means that it will be nested to level 4 bookmarks.

### DOCUMENT

This lets you choose if you want to save the document before converting it (with or without the document information attached).



### Add document information

If you have any information added via document properties in the original file, you can have that

recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Save before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Print document markup**

When checked, document markup will also be included in the resulting PDF file. If for instance your word document includes reviewing markup notes (i.e. comments, corrections), those will be included in the PDF file too.

### 1.2.4.2 Create PDF from Microsoft Excel

During installation doPDF gives the option to install add-ins for Microsoft Office (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Excel another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

**Create PDF files from Microsoft Excel using the add-in for Microsoft Office:**

- **Open** the Microsoft Excel workbook you want to convert
- **Click** on the doPDF tab
- Optionally you can change the settings of doPDF, or those of the add-in for Microsoft Office
- Click on **Save to** doPDF and you'll be asked for a location where to save the resulting PDF file

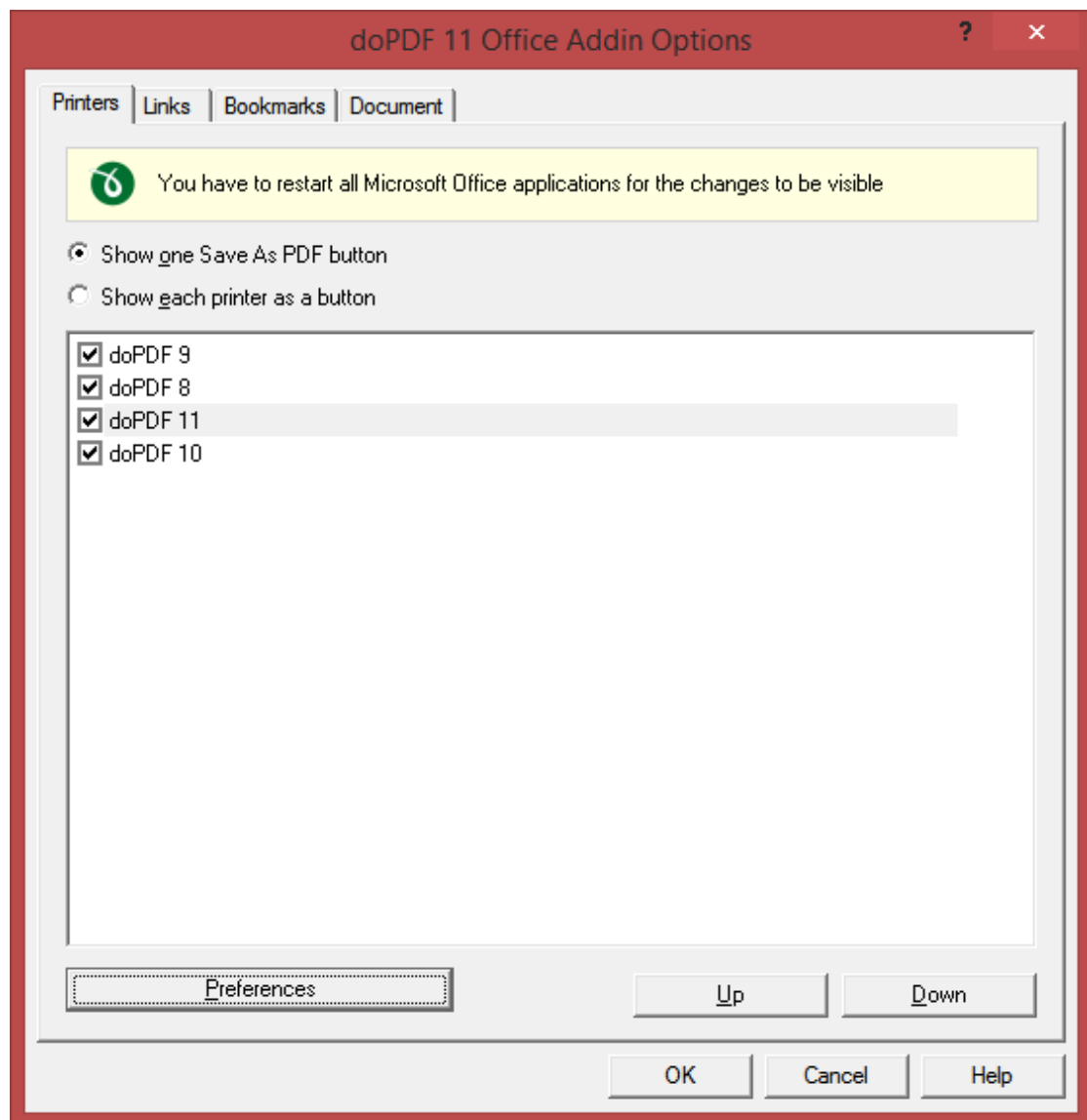
**Configure the settings of add-in for Microsoft Office:**

The add-in installs itself with default settings, but those can be modified if you need advanced customization of the resulting PDF.

**PRINTERS**

---

This lets you manage the available PDF printers.



With doPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

#### **Show each printer as a button**

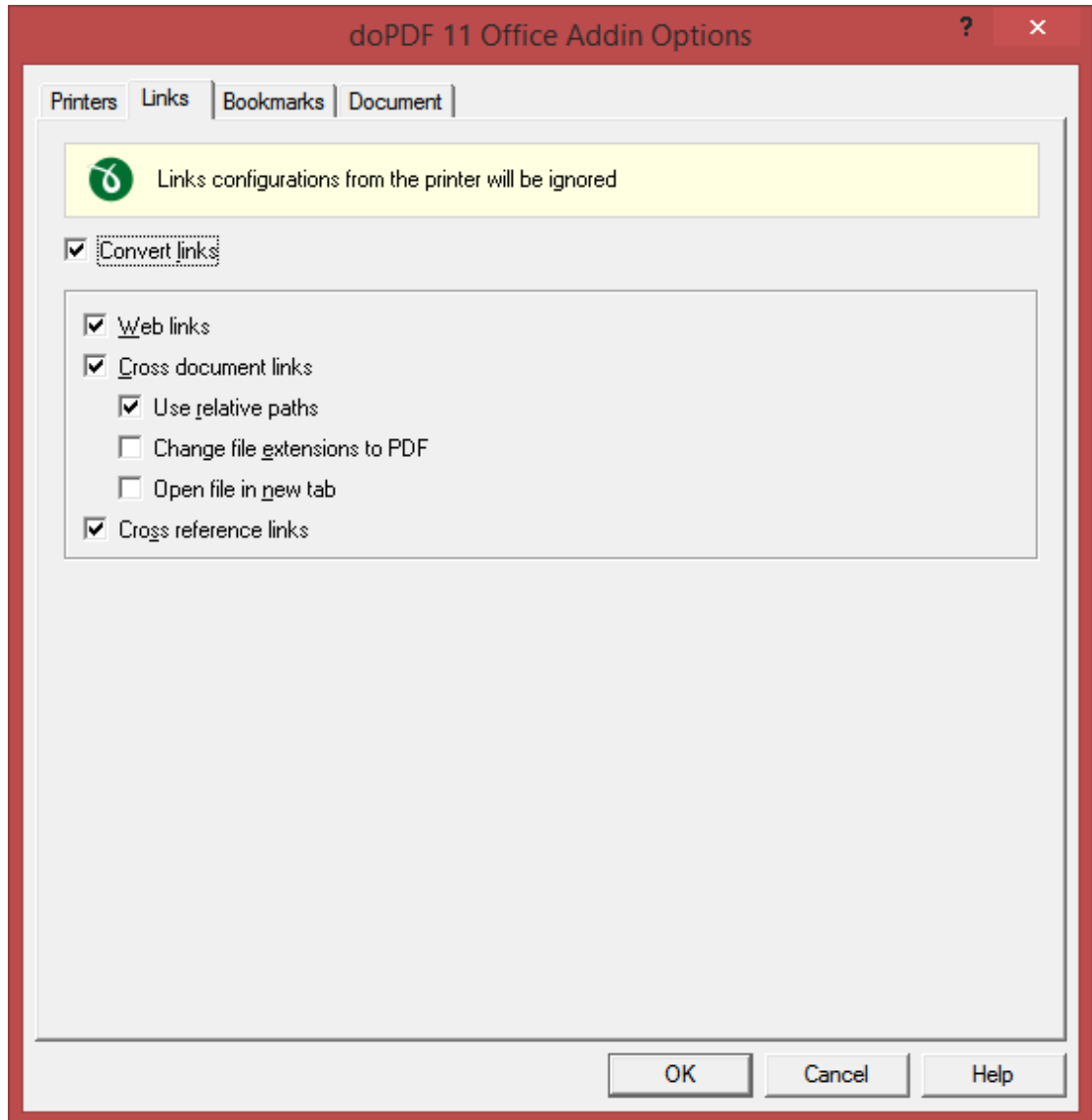
You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **Print entire workbook**

If you have an workbook with several sheets you can convert it all to a single PDF document by checking this box - this will add all the sheets in the workbook to the final PDF file.

## LINKS

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

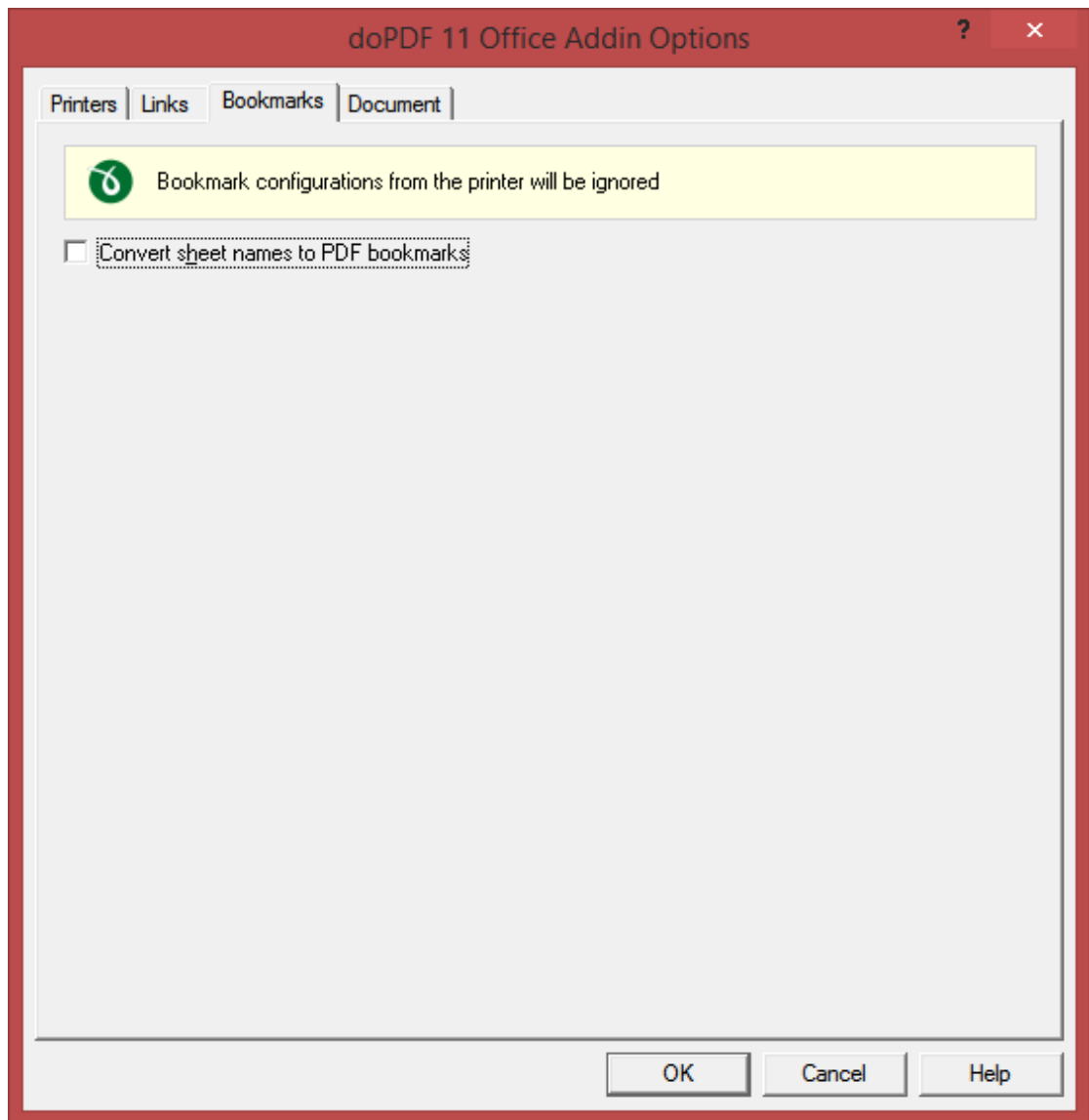
- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted afterwards)
- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

#### **Cross reference links**

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

#### **BOOKMARKS**

Choose whether to add bookmarks in the resulting PDF or not.

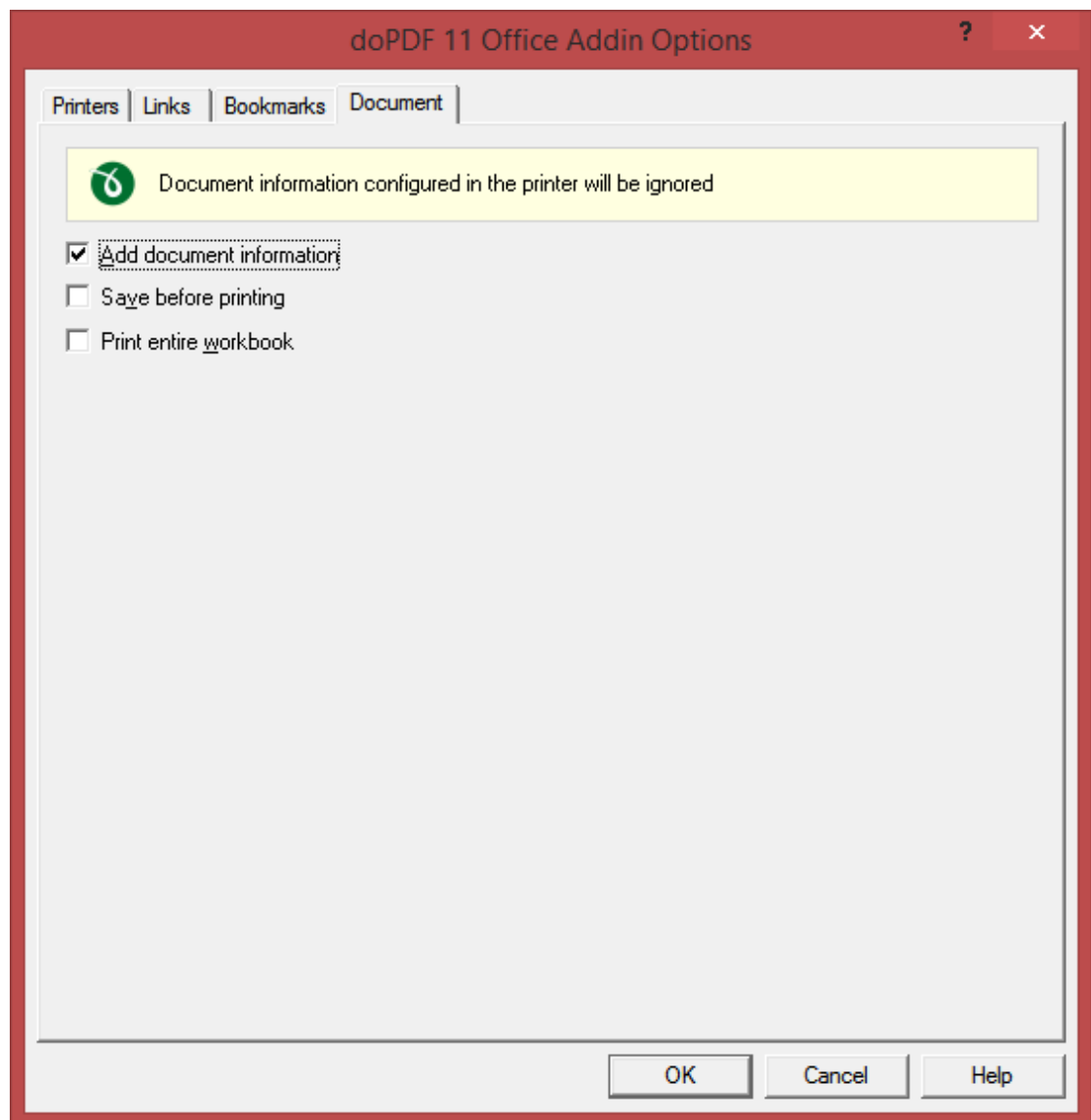
**Convert sheet names to PDF bookmarks**

If this is checked, sheet names from the Excel workbook will become bookmarks in the resulting PDF file.

**DOCUMENT**

This lets you select which printer to use, if you want to save the document before converting it or not and print the entire workbook.





#### **Add document information**

If you have any information added via document properties in the original file, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

#### **Save before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

#### **Print document markup**

When checked, document markup will also be included in the resulting PDF file. If for instance your word document includes reviewing markup notes (i.e. comments, corrections), those will be included in the PDF file too.

#### **Print entire workbook**

If this is checked, all the sheets in the workbook will be converted to PDF.

### 1.2.4.3 Create PDF from Microsoft PowerPoint

During installation doPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft PowerPoint another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

#### **Create PDF files from Microsoft PowerPoint using the add-in for Microsoft Office:**

- **Open** the presentation created with Microsoft PowerPoint that you want to convert
- Click on the doPDF tab
- Optionally you can change the settings of doPDF, or those of the add-in for Microsoft Office
- Click on **Save to doPDF** and you'll be asked for a location where to save the resulting PDF file

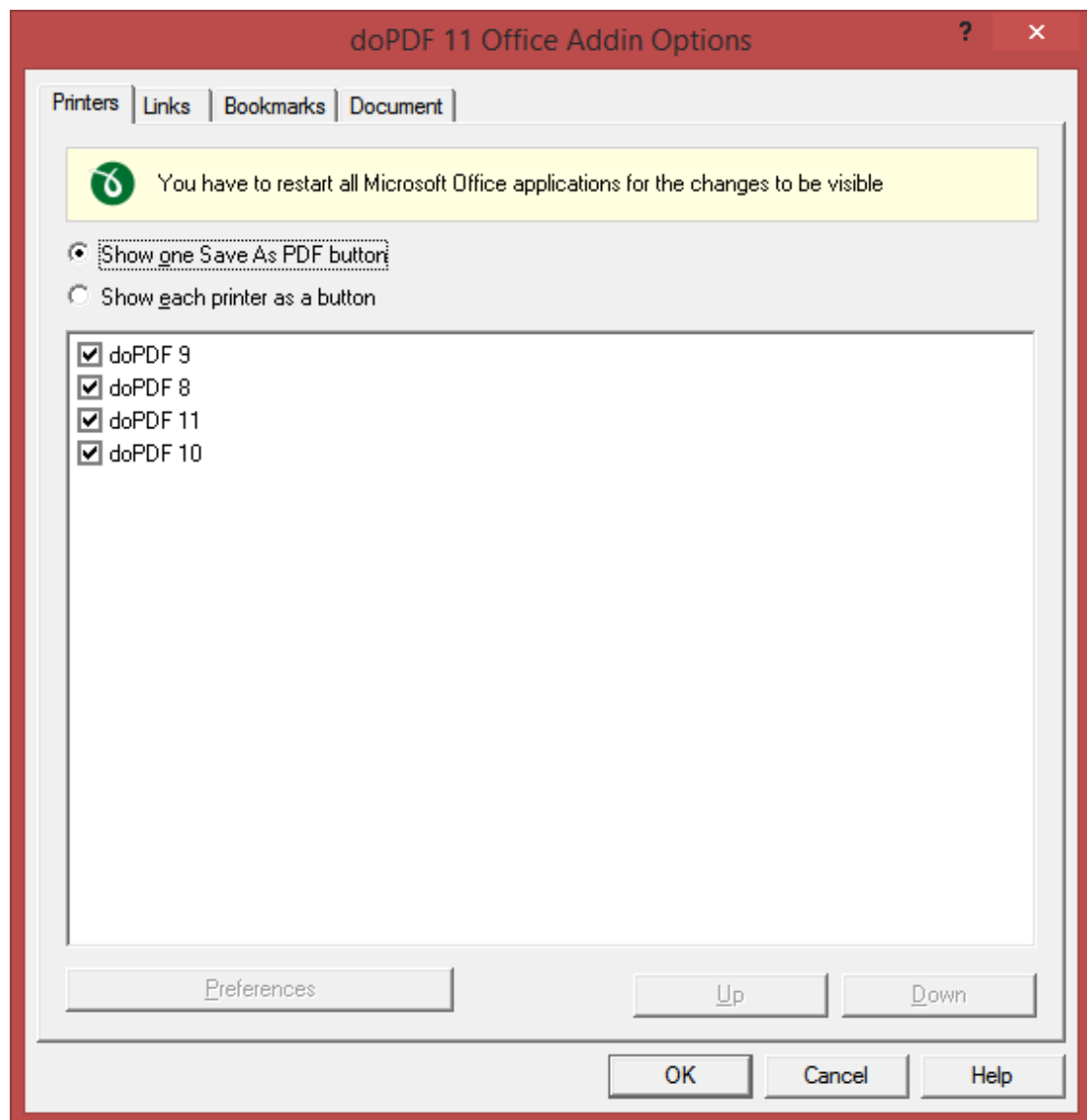
#### **Configure the settings of add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

#### **PRINTERS**

---

This lets you manage the available PDF printers.



With doPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

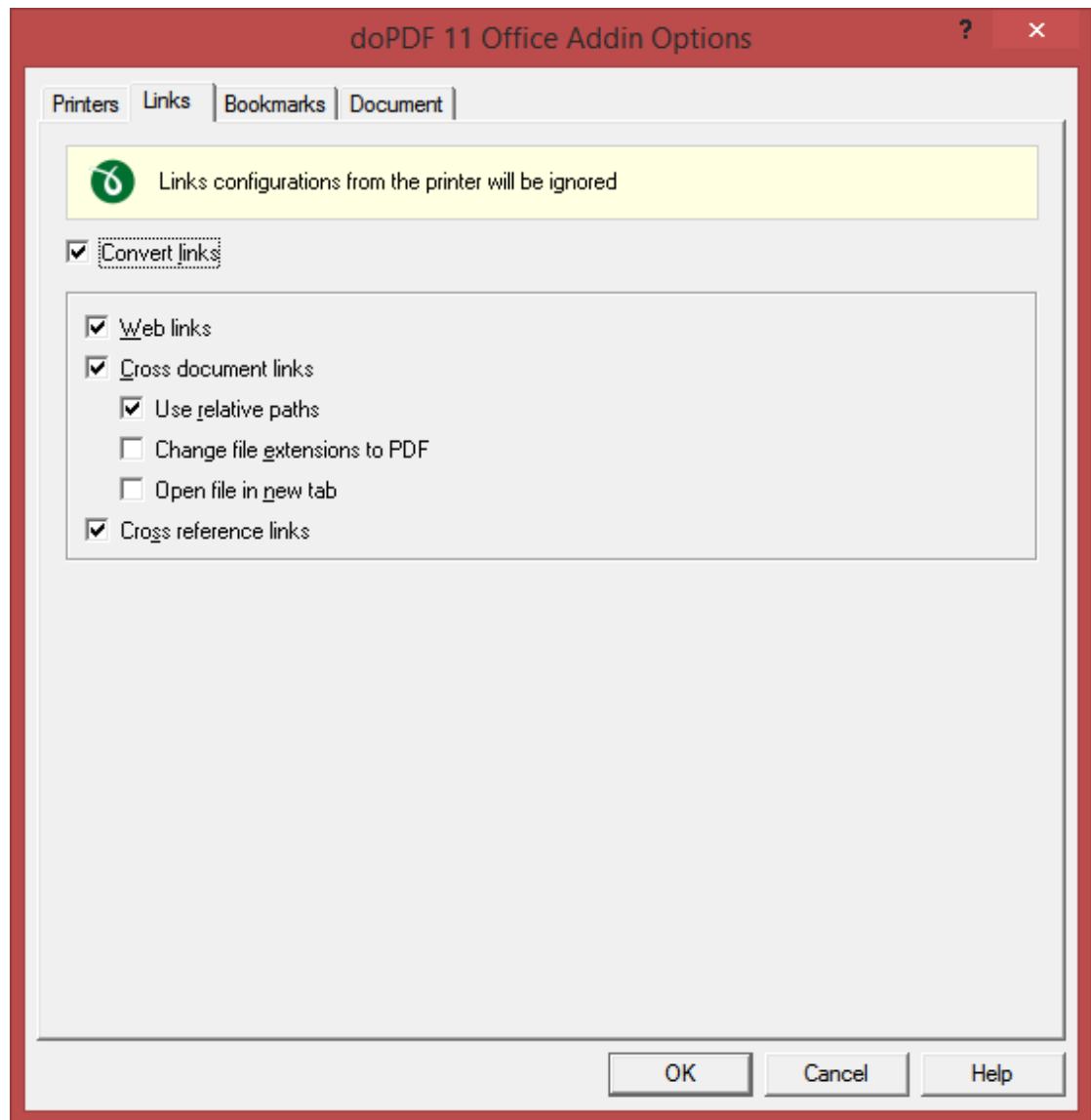
If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

#### **Show each printer as a button**

You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted)

afterwise)

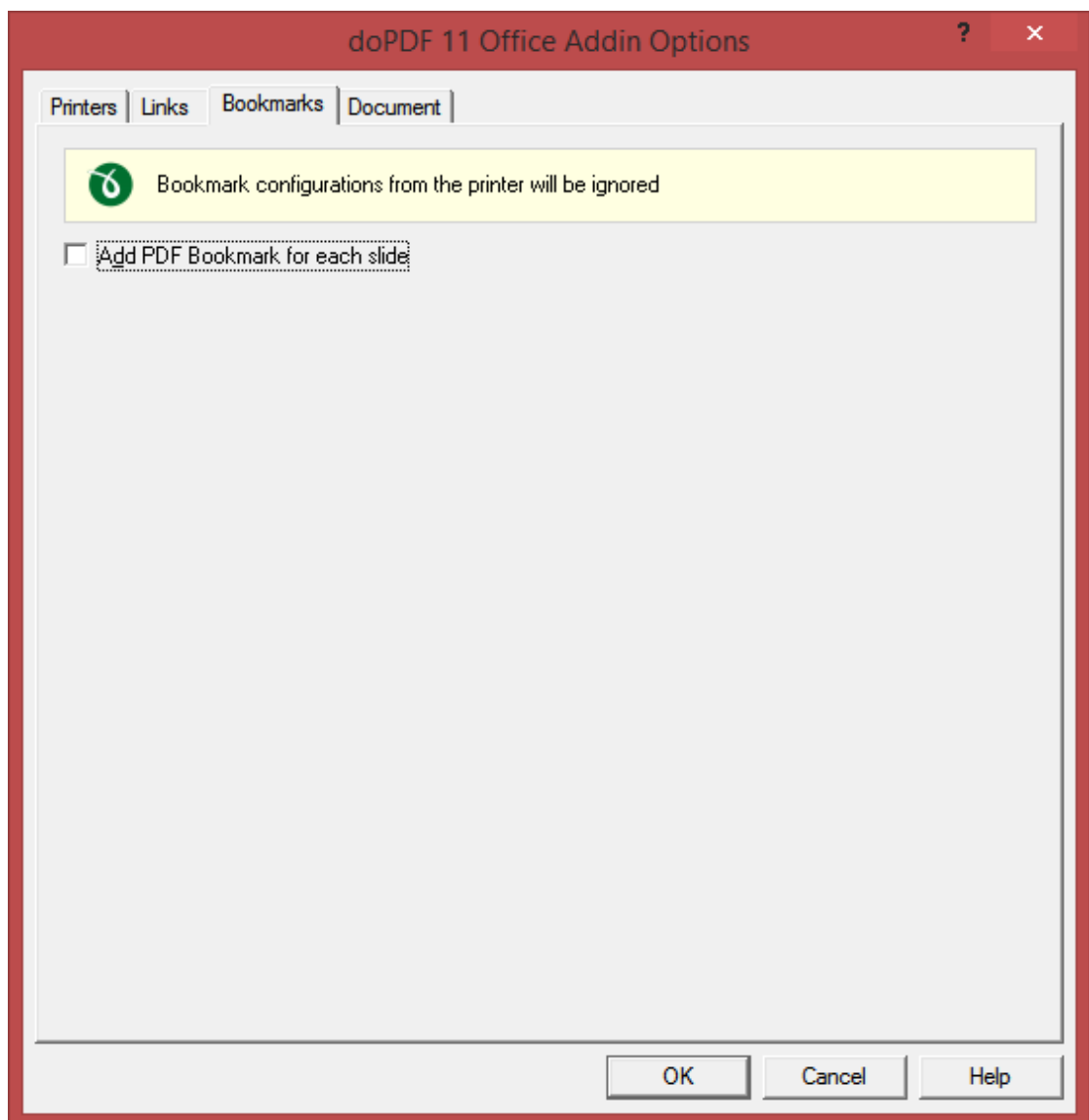
- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

### Cross reference links

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

### BOOKMARKS

Choose whether to add bookmarks in the resulting PDF or not.

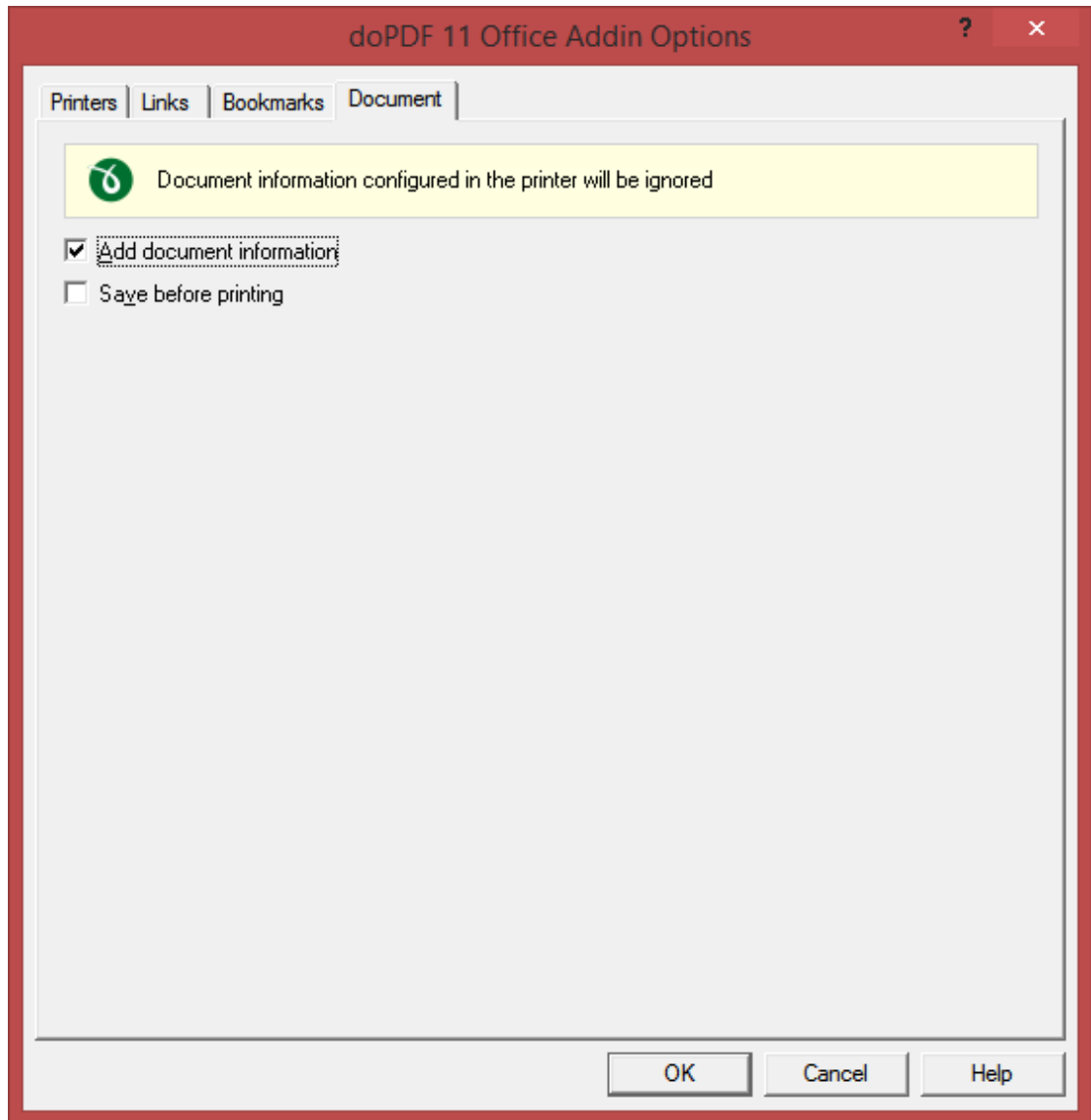


### Add PDF Bookmark for each slide

If this is checked the resulting PDF file will have as bookmarks each separate slide from the presentation created with Microsoft PowerPoint.

## DOCUMENT

This lets you select which printer to use and if you want to save the document before converting it.



### Add document information

If you have any information added via document properties in the original file, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

### Save before printing

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Print document markup**

When checked, document markup will also be included in the resulting PDF file. If for instance your word document includes reviewing markup notes (i.e. comments, corrections), those will be included in the PDF file too.

**1.2.4.4 Create PDF from Microsoft Publisher**

During installation doPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Publisher another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

**Create PDF files from Microsoft Publisher using the add-in for Microsoft Office:**

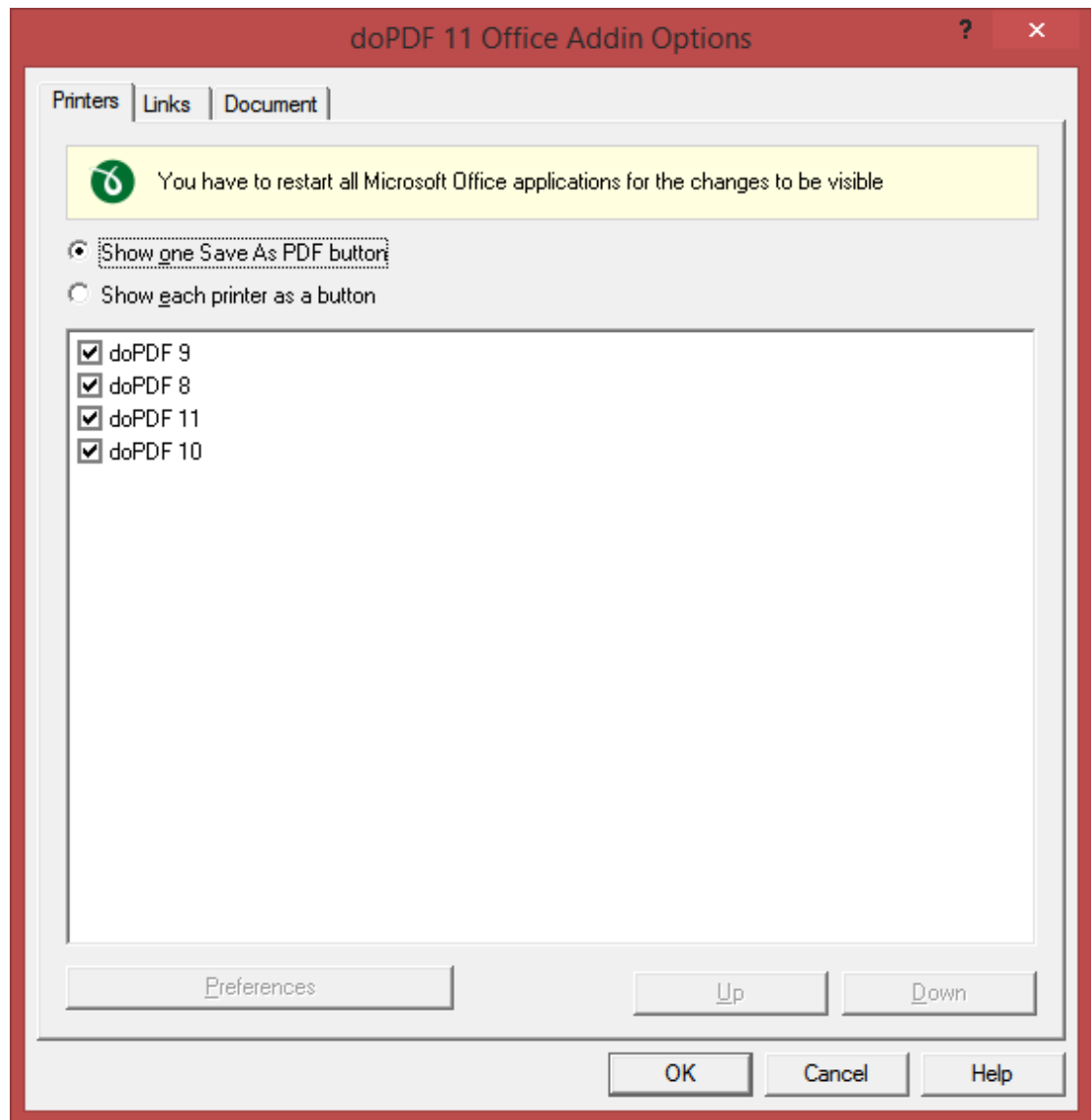
- **Open** the presentation created with Microsoft Publisher that you want to convert
- **Click** on the doPDF tab
- Optionally you can change the settings of doPDF, or those of the add-in for Microsoft Office
- Click on **Save to doPDF** and you'll be asked for a location where to save the resulting PDF file

**Configure the settings of add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

**PRINTERS**

This lets you manage the available PDF printers.



With doPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

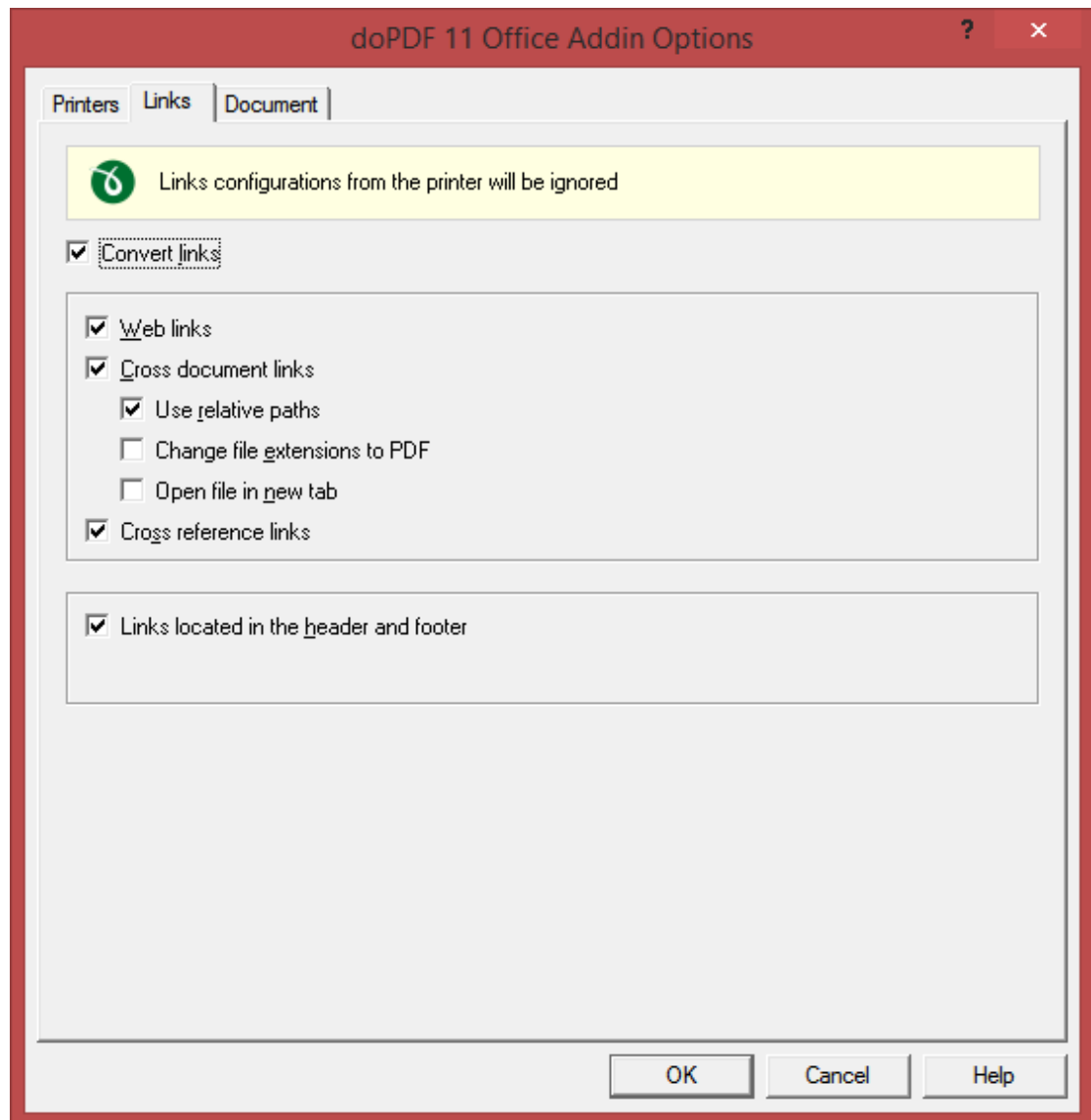
#### **Show each printer as a button**

You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.





### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted)

afterwise)

- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

**Cross reference links**

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

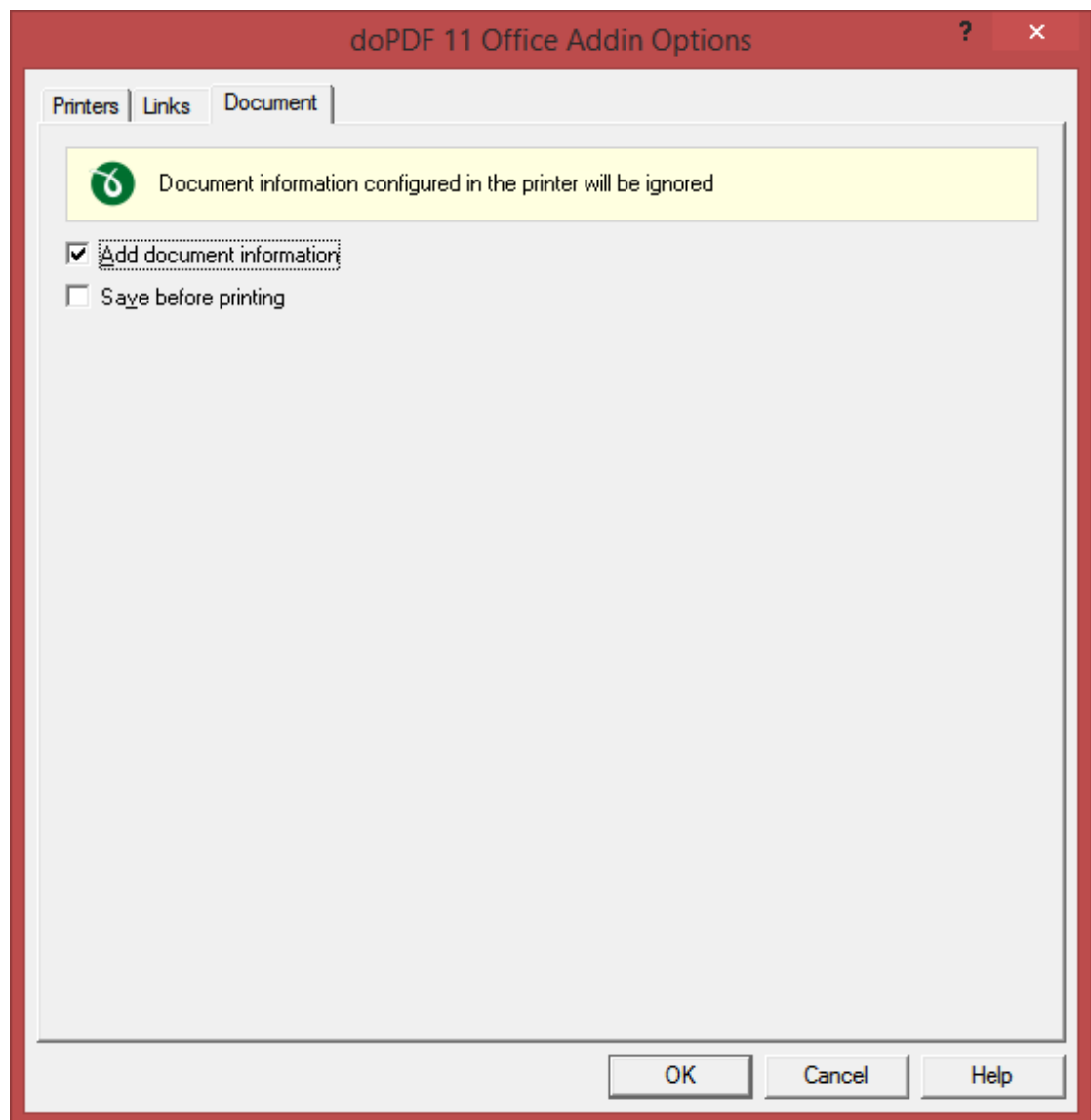
**Links located in Header and Footer**

If checked this will convert all hyperlinks inserted in the Header/Footer to clickable links in the resulting PDF document.

**DOCUMENT**

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This lets you choose to save the document before converting it and add document information.



#### **Add document information**

If you have any information added via document properties in the original file, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

#### **Save before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

#### **Print document markup**

When checked, document markup will also be included in the resulting PDF file. If for instance your word document includes reviewing markup notes (i.e. comments, corrections), those will be included in the PDF file too.

### 1.2.4.5 Create PDF from Microsoft Visio

During installation doPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher and Visio). By default this option is checked and it will add in Microsoft Visio another tab called novaPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

#### **Create PDF files from Microsoft Visio using the add-in for Microsoft Office:**

- **Open** the presentation created with Microsoft Visio that you want to convert
- **Click** on the doPDF tab
- Optionally you can change the settings of doPDF, or those of the add-in for Microsoft Office
- Click on **Save to** doPDF and you'll be asked for a location where to save the resulting PDF file

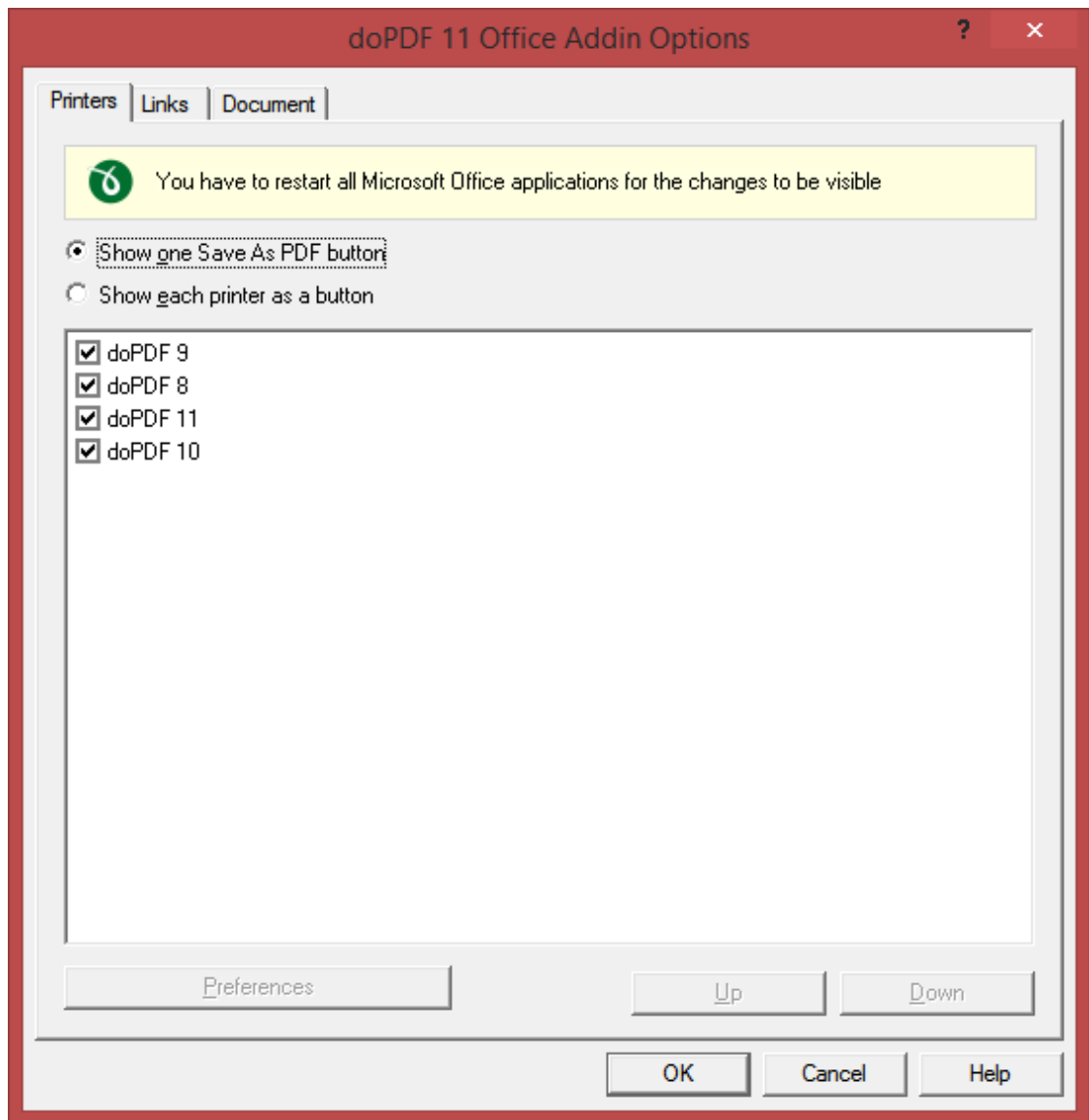
#### **Configure the settings of add-in for Microsoft Office:**

The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

#### **PRINTERS**

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This lets you manage the available PDF printers.



With doPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

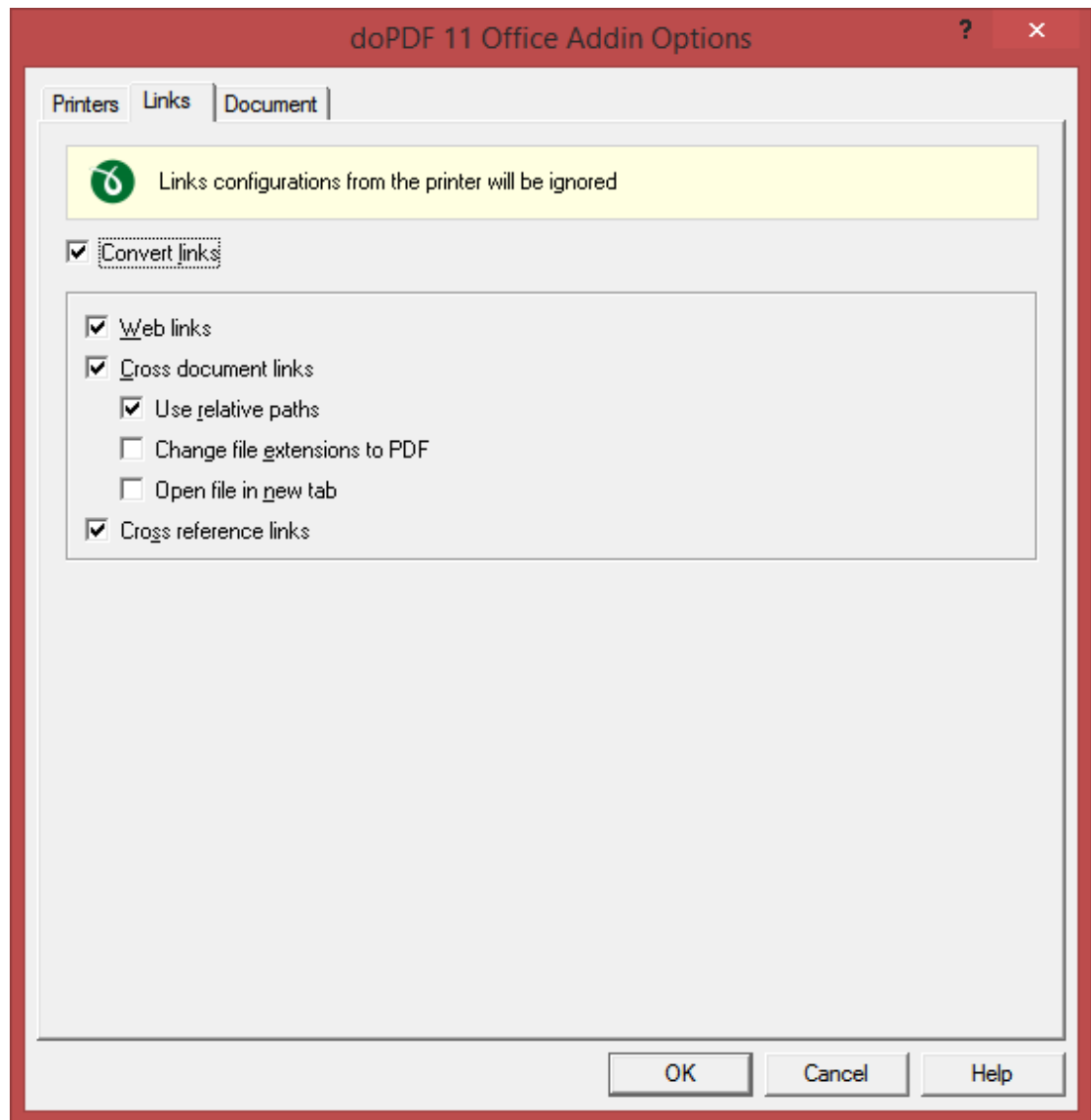
If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

#### **Show each printer as a button**

You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

### **LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

- **Use relative paths** - check this to use non-absolute links for file paths (i.e. */Documents/file.pdf* instead of *C://Documents/file.pdf*)
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted)

afterwise)

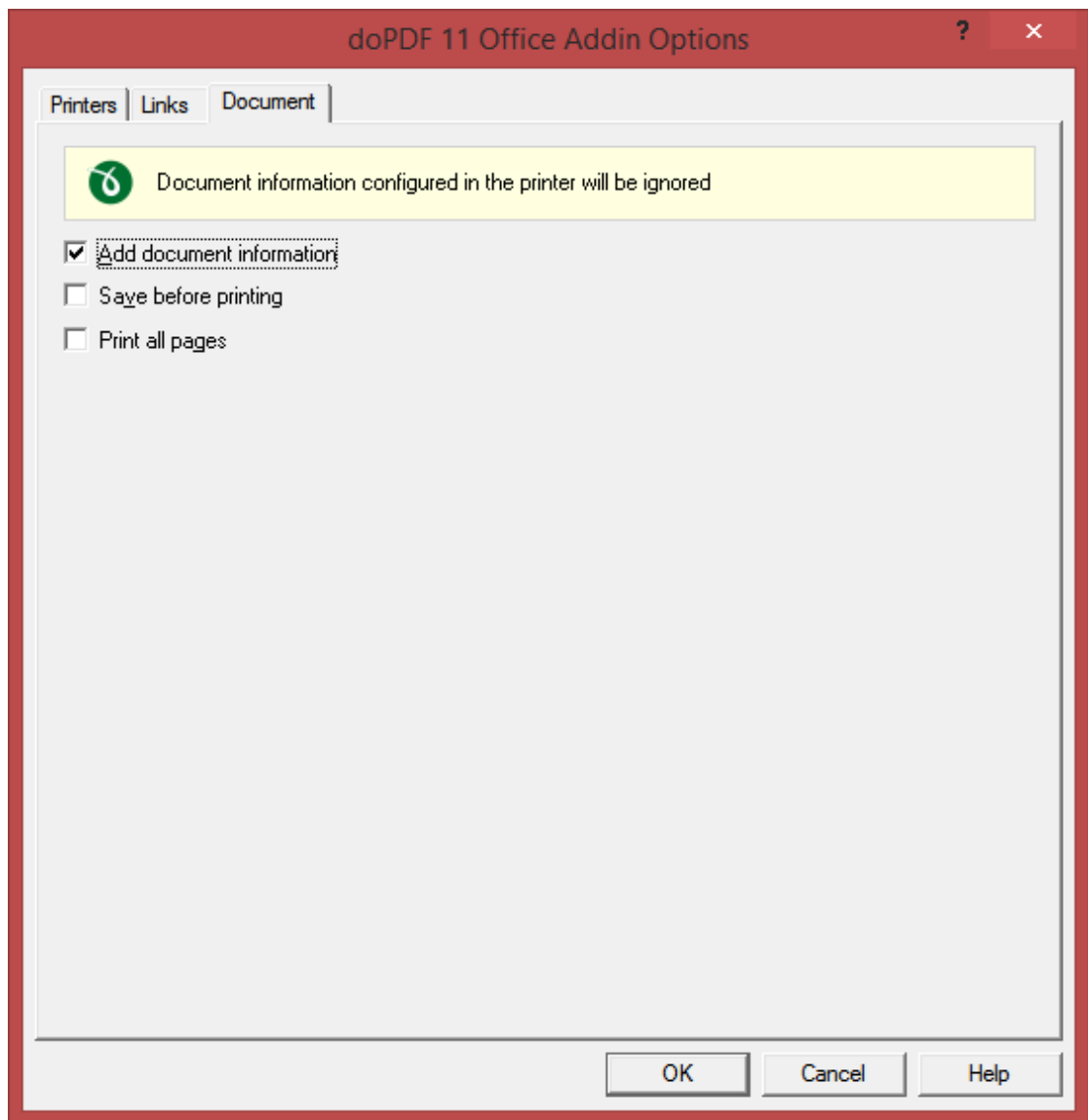
- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

### Cross reference links

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

### DOCUMENT

This lets you choose to save the document before converting it and add document information.



### Add document information

If you have any information added via document properties in the original file, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject,

Keywords, ...). By default this option is checked.

**Save before printing**

When checked, it will save any changes done to the currently opened document before doing the conversion to PDF.

**Print document markup**

When checked, document markup will also be included in the resulting PDF file. If for instance your word document includes reviewing markup notes (i.e. comments, corrections), those will be included in the PDF file too.

**Print all pages**

If this is checked all the pages in the current Visio document will be converted in a single PDF file.

### 1.2.4.6 Create PDF from Microsoft Outlook

During installation doPDF gives the option to install add-ins for Microsoft Office applications (Word, Excel, PowerPoint, Publisher, Visio and Outlook). By default this option is checked and it will add in Microsoft Outlook another tab called doPDF that will let users create PDF files directly from the Office interface by simply clicking a button.

**Create PDF files from Microsoft Outlook using the add-in for Microsoft Office:**

- **Open** the Microsoft Outlook document you want to convert
- **Click** on the doPDF tab
- Optionally you can change the settings of the doPDF printer, or those of the add-in for Microsoft Office
- Click on **Save to doPDF** and you'll be asked for a location where to save the resulting PDF file

**Configure settings of the add-in for Microsoft Office:**

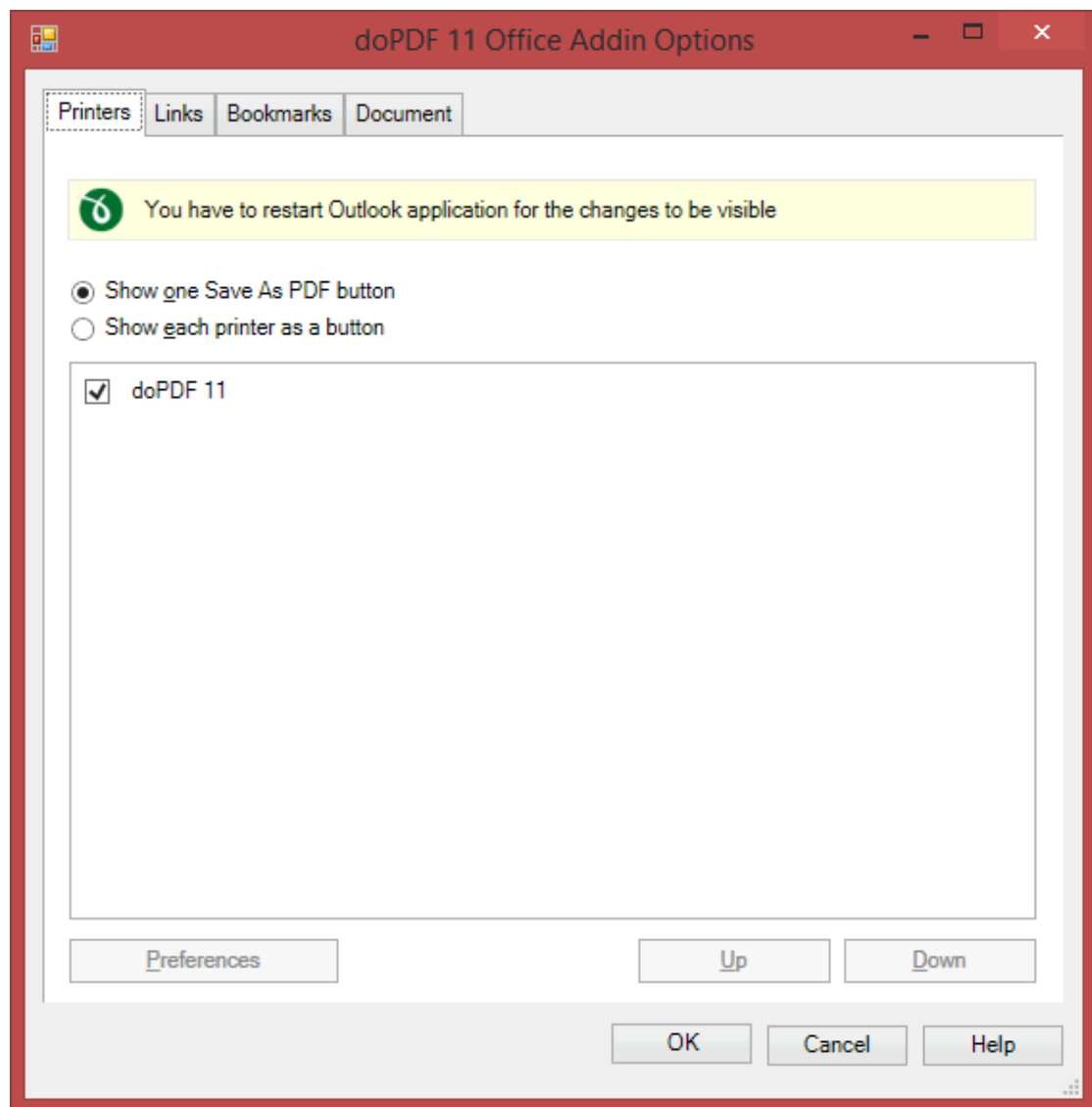
The add-in installs with default settings, but those can be modified if you need advanced customization of the resulting PDF.

**PRINTERS**

---

This lets you manage the available PDF printers.





With doPDF you can create as many printers as you want, all sharing the same driver but each could use a different profile. From the list of Printers you are able to choose which will be active and how to handle the PDF creation. Furthermore, if you have older versions installed, those will show up as printers too in this list.

#### **Show one Save As PDF button**

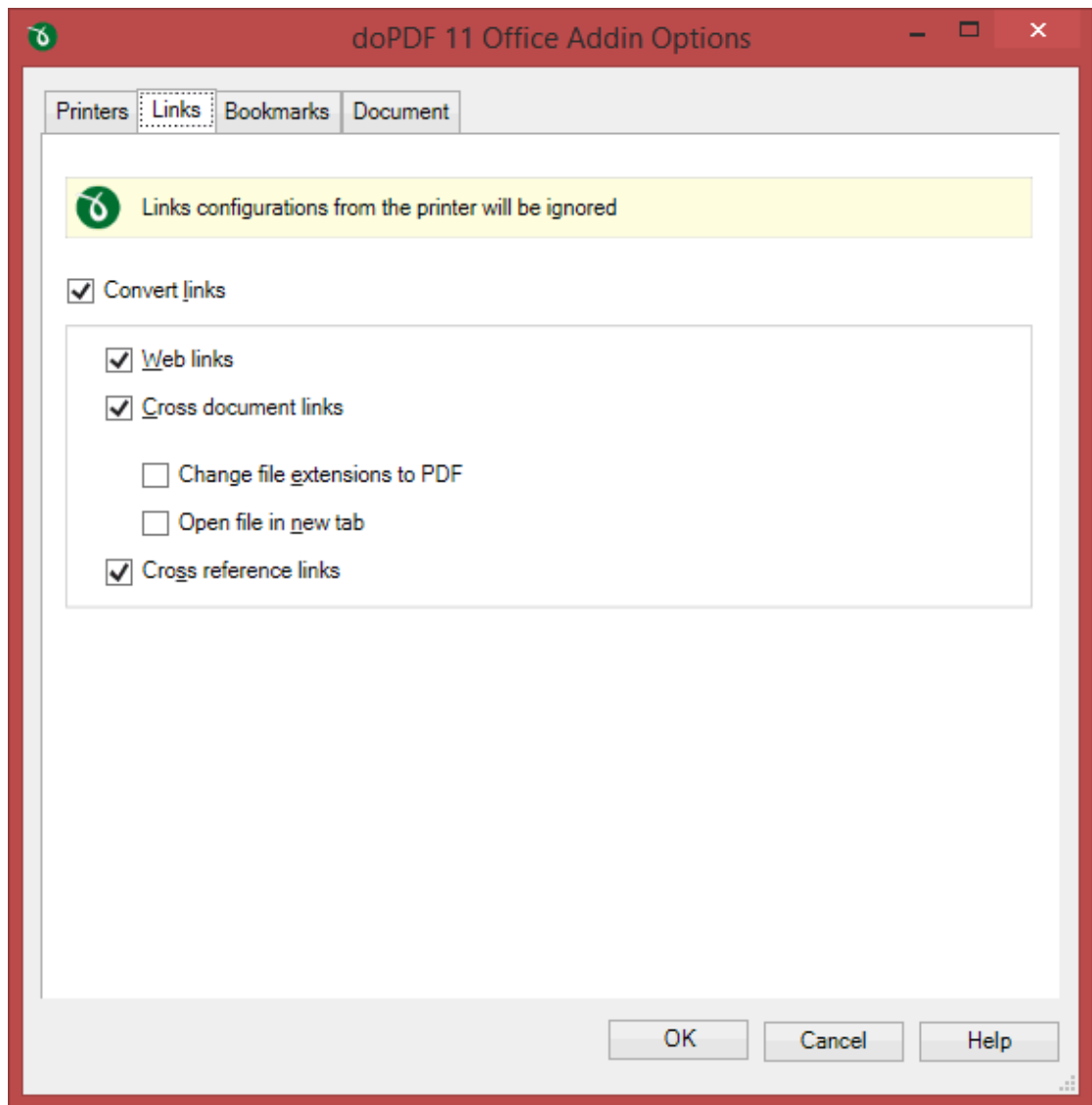
If this is checked, in the Save As PDF section of the addin ribbon tab you'll be able to choose (with a drop-down) what printer to use for creating the PDF.

#### **Show each printer as a button**

You can also choose to show a different Save As PDF button for each printer in the ribbon addin tab.

#### **LINKS**

This section lets you customize how links will be detected and converted in the resulting PDF file.



### Convert links

If this is checked, all links in the current document will be detected and converted as active links in the resulting PDF file.

### Web links

If checked this will convert all hyperlinks pointing to Internet addresses in the resulting PDF document.

### Cross document links

If checked it will convert links pointing to other documents.

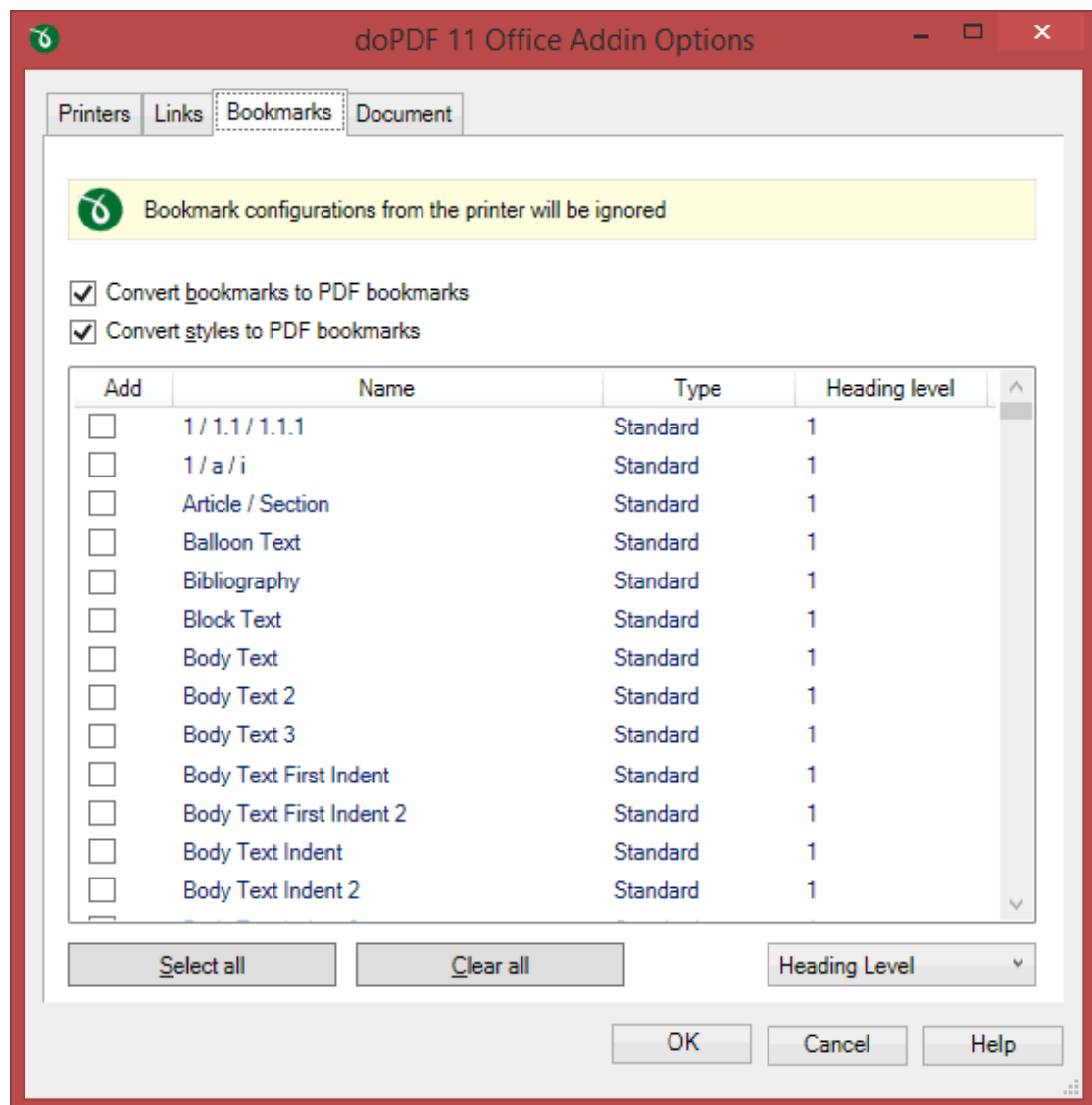
- **Change file extensions to PDF** - when creating cross document links, all those pointing to other files can point to PDF files having the same name/path (in case those will be converted afterwards)
- **Open file in new tab** - when this option is checked, the file linked from the current PDF will open in a new tab of your PDF reader (if the PDF reader has support for tabbed reading).

### Cross reference links

If checked this will convert the cross-reference links from Word (links that point the reader to various places within the same document).

## BOOKMARKS

You can set various options related to detecting and generating PDF bookmarks



### Convert bookmarks to PDF bookmarks

This is checked by default and will convert any Bookmarks defined already in the current document to bookmarks in the resulting PDF files.

### Convert styles to PDF bookmarks

If this is checked, the *Styles* list becomes active and you can select which headings from the Word document will be transformed into bookmarks in the resulting PDF files. By default all tags with

*Heading (1-9)* will be converted, as well as *Title* and *Subtitle*.

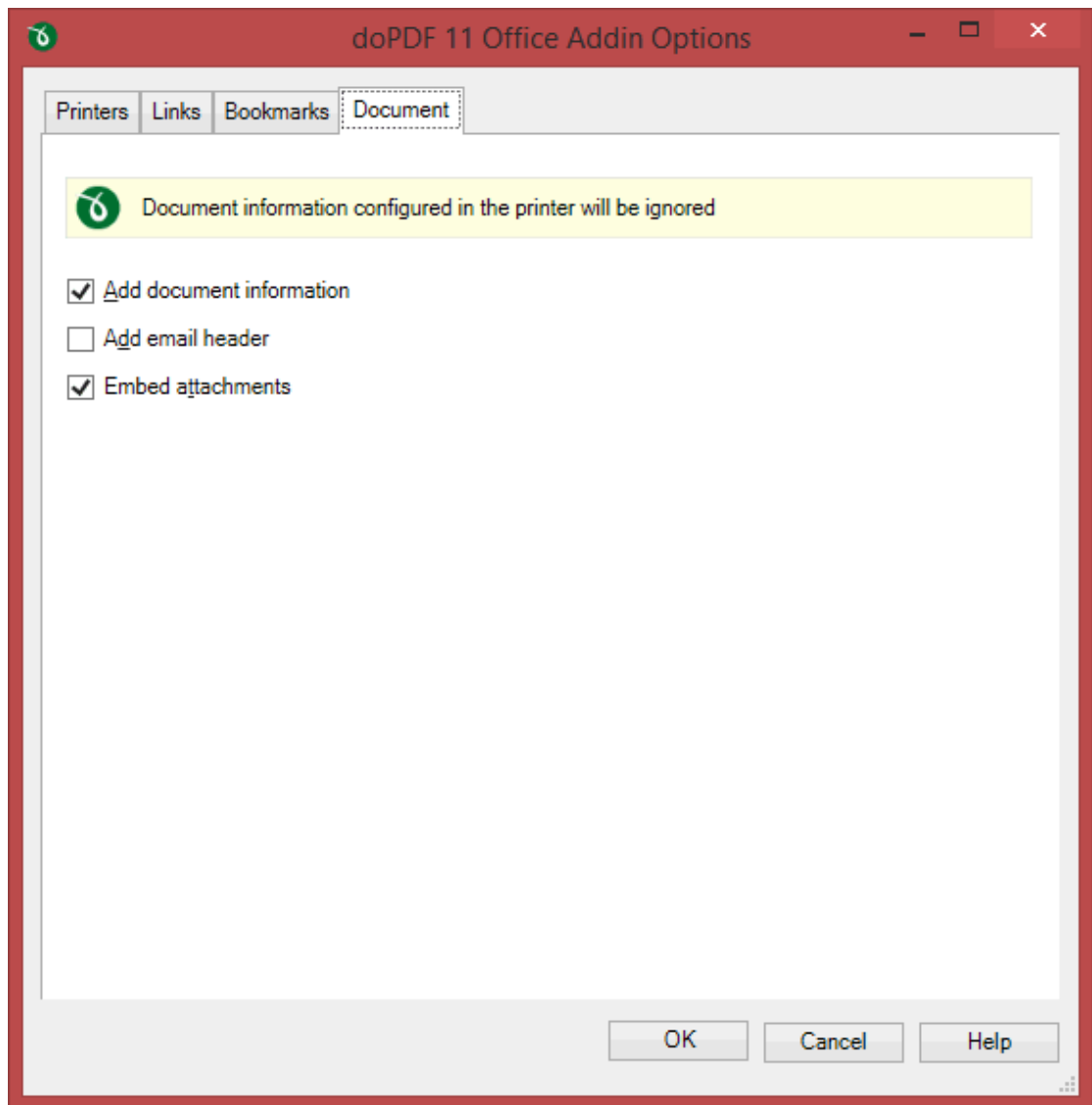
### Select level

PDF bookmarks have numeric levels that place them in a specific hierarchy in the bookmark list. For example, a bookmark at level 1 will contain nested bookmarks at level 2, 3 and so on.

For each selected style name from the *Styles* window you'll be able to select which level to apply to it. By default the Headings (1-9) have an incremental level according to their importance, but you can change those. For instance if you want the Heading 1 to be of level 5 just select it and change its level and this means that it will be nested to level 4 bookmarks.

### DOCUMENT

This lets you choose if you want to save the document before converting it (with or without the document information attached).



**Add document information**

If you have any information added via document properties in the original file, you can have that recognized and transmitted in the PDF as Document Information (i.e. the Author, Title/Subject, Keywords, ...). By default this option is checked.

**Add email header**

When checked, it will add the email header to the resulting PDF file. So the PDF will include the From, To, Sent Date and Subject details at the beginning of the resulting PDF file.

**Embed attachments**

When checked, if the email contains attachments those will be embedded in the resulting PDF file.

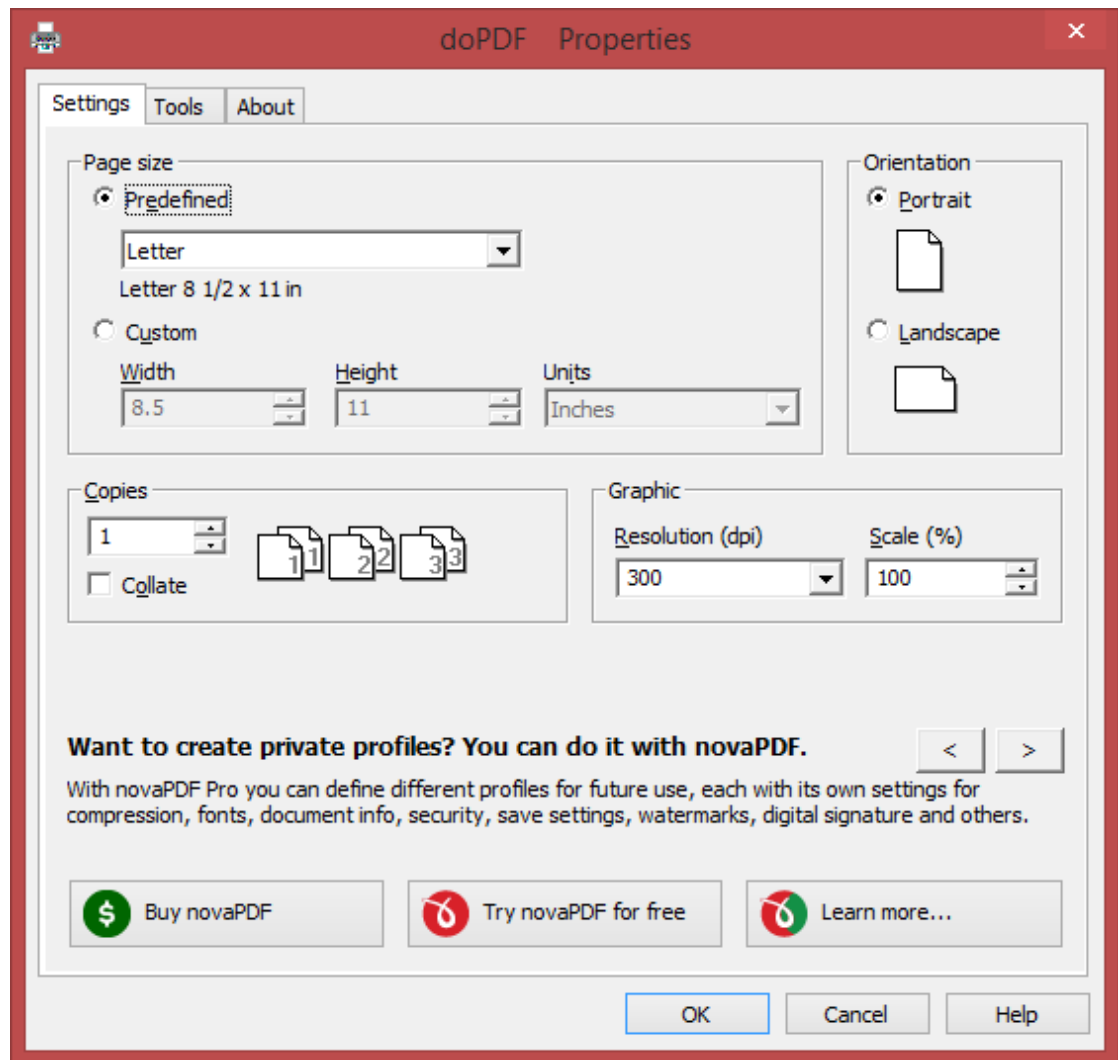
## 1.3 Configuring doPDF

### 1.3.1 Printing Preferences

#### 1.3.1.1 Settings

The main page of the *Printing Preferences* window allows you to set basic options for the resulting PDF:

- select the page size (i.e. A4, Letter)
- choose a different orientation (portrait, landscape)
- create multiple copies of the same document
- set resolution for images or scale the entire page



## PAGE SIZE

This group allows you to modify the size of the resulting PDF document. You can select a predefined form from the drop down list.

You can also select *Custom* and enter your own *Width*, *Height* and *Unit* for the current conversion.

## ORIENTATION

Specifies how the page is positioned. Available options are *Portrait* and *Landscape*. The orientation can also be set from the printing application.

### Portrait

Portrait orients the print vertically (longest edge of the page is vertical).

### Landscape

Landscape orients the print horizontally (longest edge of the page is horizontal).

---

**COPIES**

Specifies how many copies of the original document you want to include into the PDF and if you want the pages collated.

**Collate**

If you need multiple copies of the original document in the PDF you can set here if you want the pages collated (ordered as P1-P2-P3-P1-P2-P3) or grouped (ordered as P1-P1-P2-P2-P3-P3).

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**GRAPHIC**

Specifies the resolution and scale of the document.

**Resolution**

You can set the printing resolution between 72 and 2400 dpi by selecting the default values from the drop down list or entering a different value. A smaller resolution results in smaller PDF file, but lower image quality, while a higher resolution means better image quality, but bigger PDF file. The default value is 300 dpi. The resolution can also be set from the printing application.

**Scale**

You can set the scale of the document from 1% to 400% by entering a value or pressing the Up and Down arrows. The scale factor can also be set from the printing application.

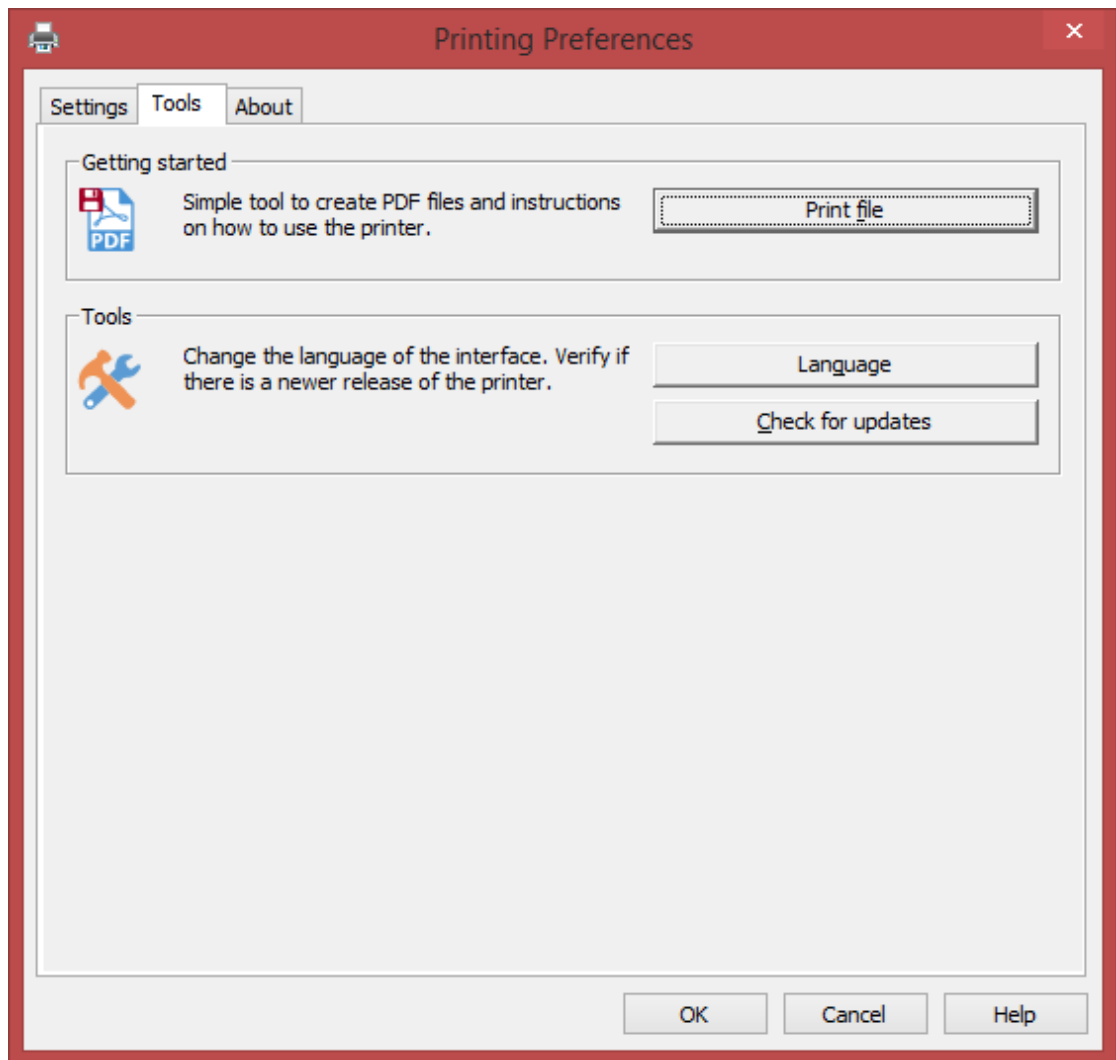
**NOTE**

Some applications allow you to set page size, orientation, number of copies, scale and resolution from their own printing dialogs. If you open the doPDF Printing Preferences dialog from the printing application, you will see these settings are automatically updated on the first page.

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**1.3.1.2 Tools**

The Tools section gives you quick access to print one/multiple documents, manage the printers, monitor printing progress, check for updates, change language and password protect the interface.



### Getting started

Shows shortcuts to go to the printing documents tab (you can also click on the tabs to visit those sections).

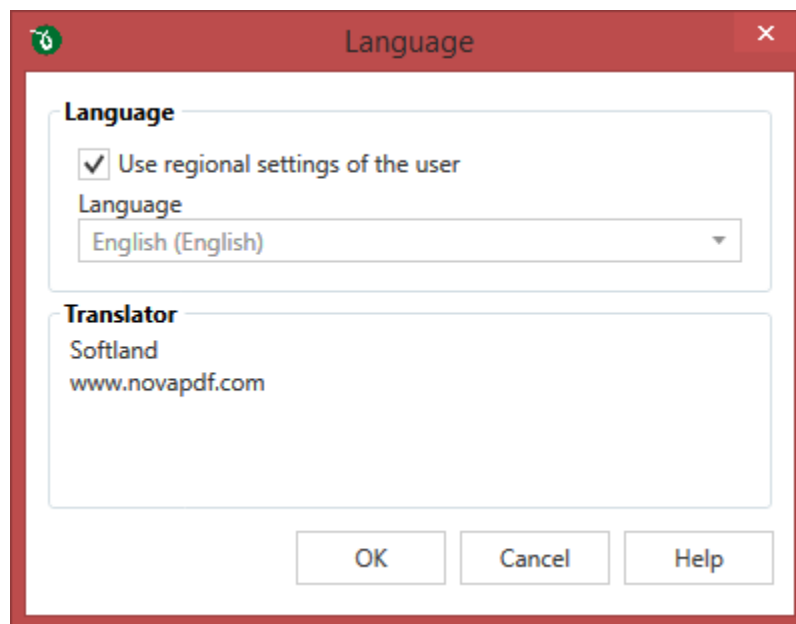
### Tools

From this section you can set the user interface Language and configure the frequency of Updates.

#### 1.3.1.2.1 Language

The *Language* page allows you to set the language for the interface of the program.





## LANGUAGE

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### Use user's regional settings

If you check this option, the language will be automatically selected depending on each user's regional setting. If the user language is not available in doPDF, the default language is chosen (English).

### Select Language

If you want all users to use the same language, select one of the languages available from the *Select language* combo-box.

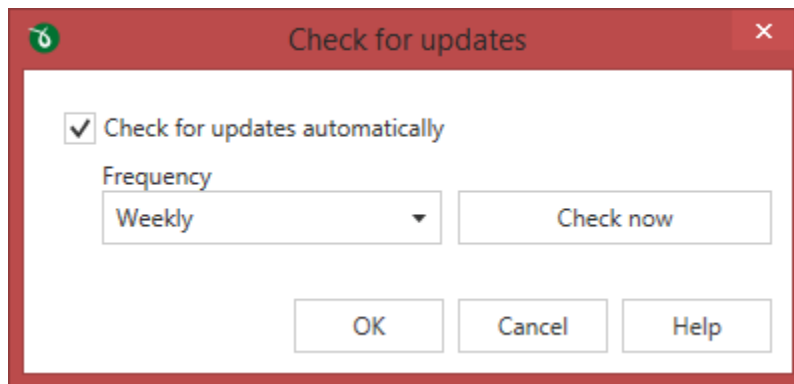
## TRANSLATOR

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For each language you'll see here details regarding the person/company that translated the interface of doPDF.

### 1.3.1.2.2 Updates

The *Updates* window allows you to set how often to check for updates and to disable it.



## CHECK FOR UPDATES

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### Automatic check for updates

This option is checked by default and will connect to the Internet to see if there are new updates for the application with the defined frequency. If you uncheck this option you won't be notified of new updates until you check manually by clicking on the *Start check for updates* button.

### Frequency

You can choose to check for updates *Daily* (not recommended), *Weekly* (default value) or *Monthly*. When an update is found it will display the *doPDF Updates* window with details about the update.

## DOPDF UPDATES

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### Version history

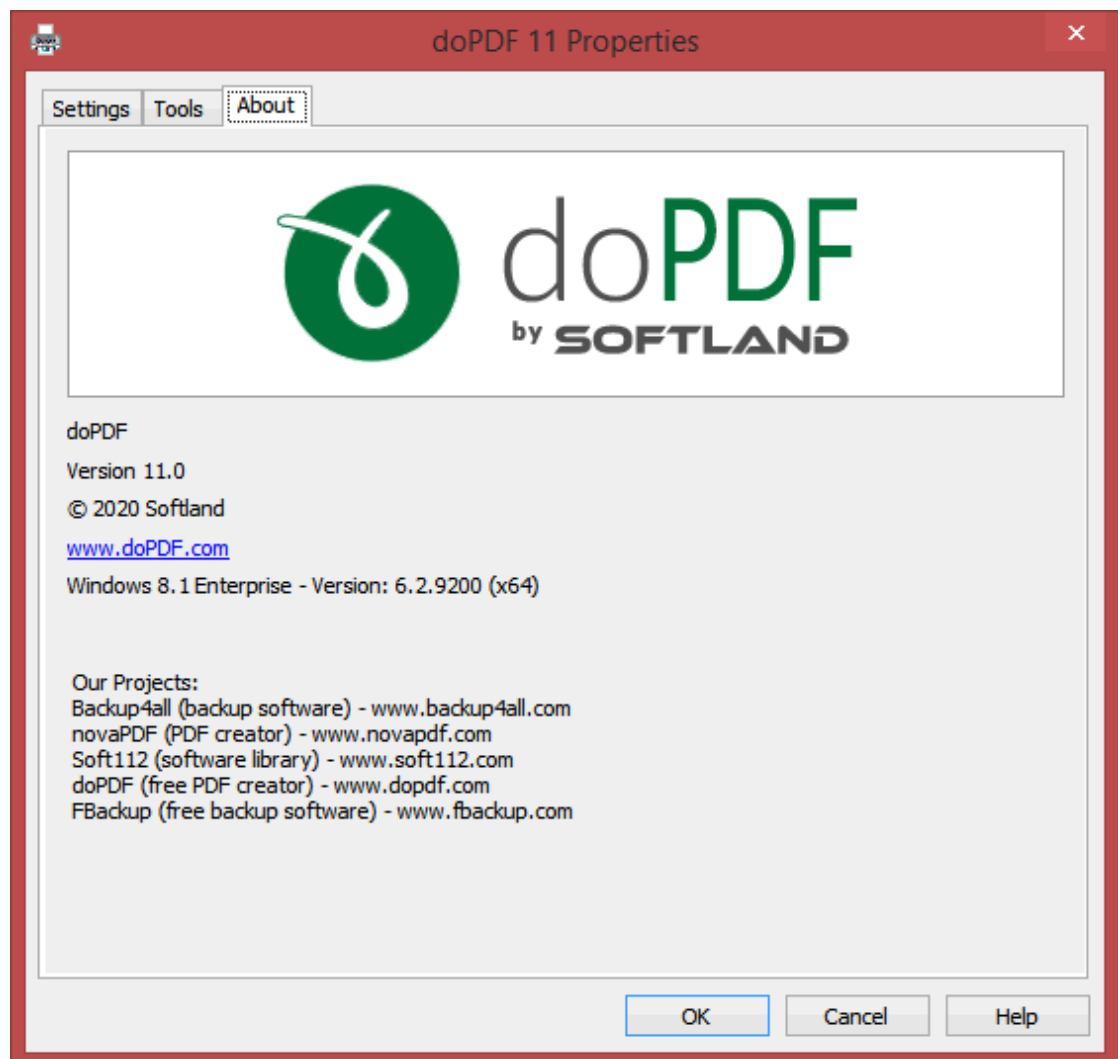
If updates are detected you'll see a list of fixes, updates and new features in the version history section, grouped by version and build number. You can start the download of the new version by accessing the *Click to download* link.

### News

Occasionally we will post news items that will show in the update window. When this window is opened you can re-check for updates by clicking on the *Refresh* button.

### 1.3.1.3 About

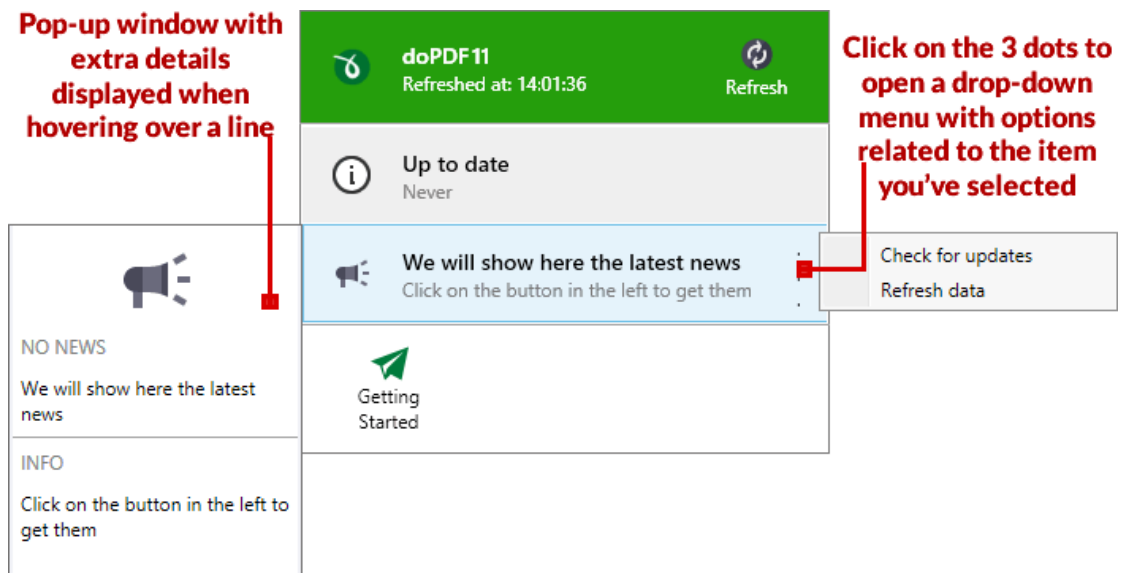
The **About** page of the **Printing Preferences** contains information about the version you have installed as well as information about other projects developed by Softland, link to change the *Language* and *Check for updates*.



## 1.3.2 Tray Application

### 1.3.2.1 doPDF Tray

The doPDF Tray application offers a quick overview and gives shortcuts to the most popular actions.



## NOTIFICATIONS

The Notifications area is where you can see various details about doPDF and the current printing jobs:

- first 2 lines will display update details (i.e. you'll see when a new version is available)

You can also hover over each row to open a pop-up with extra details or click on the 3 dots to the right to open the context menu related for that item.

## QUICK ACTIONS

This footer area will give you quick access to opening the Getting Started window.