



Print2PDF 4.1 Server Edition

User Manual

Table of Contents

Introduction	3
System Requirements.....	3
Installation	4
Network Printer Sharing.....	5
Network Requirements: Server	5
Network Requirements: Client	5
Sharing Print2PDF on the Server	6
Adding Print2PDF to a Client.....	6
Using Print2PDF	7
Print2PDF Properties	7
Creating PDF Files from any Application	12
Print2PDF Dialog Description	13
Creating PDF files from Microsoft® Word 2000/XP/2003.....	14
Troubleshooting.....	15

Introduction

Print2PDF Server Edition is a tool for converting documents into PDF (Portable Document Format). This easy-to-use PDF conversion tool is the ultimate solution for any organization with a computer network. It allows every network user to convert documents into PDF from any application that can print.

System Requirements

The recommended system configuration for Print2PDF Server Edition is Windows® 2000/2003 Server on a computer with a Pentium processor and 256 megabytes (MB) of RAM. Below are the minimum requirements:

Operating Systems

- Windows® 2000 Professional
- Windows® 2000 Server
- Windows® XP Home
- Windows® XP Professional
- Windows® Server 2003 Web Edition
- Windows® Server 2003
- Windows® 2000/2003 Terminal Services

Memory

- Windows® 2000/XP - 64 MB of RAM
- Windows® Server 2003 - 128 MB of RAM

Hard Disk Space

- 20 MB

Network Requirements

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

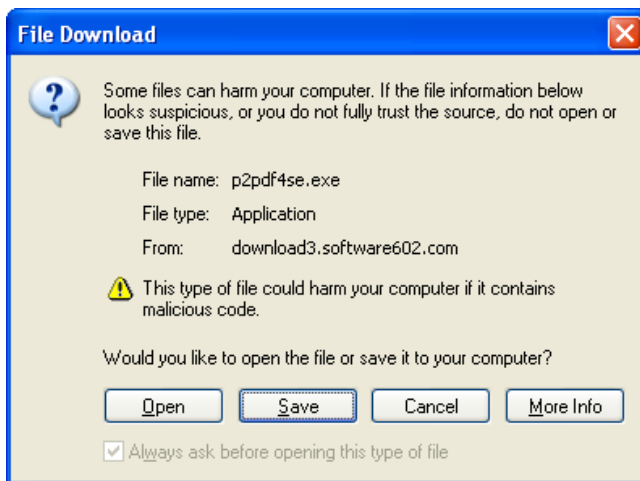
Installation

Things to know before installing:

- Since Print2PDF is a printer driver, it will automatically install system files to a default location inside the Windows file system and support files to a user defined location.
- If the setup file is corrupt, you will need to download a new copy. Files can become corrupt because of static on the phone line or other interruptions. There is no way to fix the file and it will need to be downloaded again.
- After the install process is complete, you can locate the Print2PDF printer in the Windows print folder.
- By default, Print2PDF Server Edition will install as a 30 day trial. When you purchase Print2PDF Server Edition, you are given a Registration Key that unlocks the trial version.
- The trial version of Print2PDF differs from the full version in two ways. First, the trial will insert a 'trial statement' into all documents processed by Print2PDF. Second, the trial version will run for 30 days. Afterwards, it will become disabled. At this point you may purchase the Registration Key or uninstall Print2PDF Server Edition from your computer. **NOTE: If a client adds the Print2PDF printer while Print2PDF Server Edition is in trial mode, the client MUST delete and re-add the printer after the 30 day trial period.**

Installation Instructions

1. Download the setup file for Print2PDF Server Edition. This can be obtained anytime from <http://www.software602.com/download/>



2. Double click the setup file.
3. Follow the Installation Wizard to complete the installation process.
4. At the end of the installation, you will be asked to restart the computer.

NOTE: To ensure success, please restart your computer at this time.

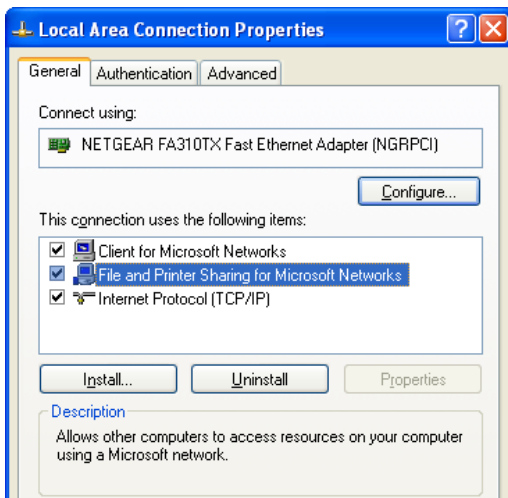
Network Printer Sharing

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

Network Requirements: Server

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

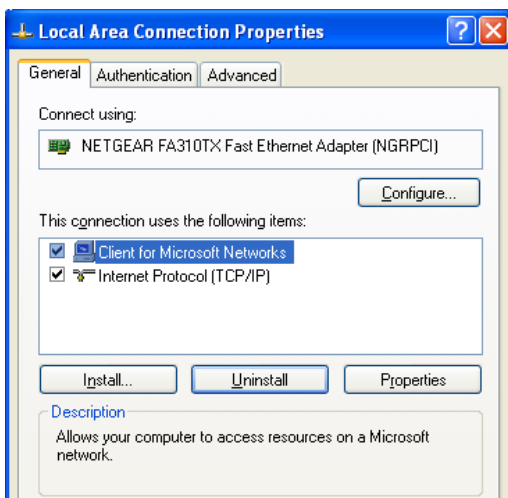
- Working TCP/IP Network
- Client for Microsoft Networks
- File and Printer Sharing for Microsoft Networks



Network Requirements: Client

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

- Working TCP/IP Network
- Client for Microsoft Networks



Microsoft topics on TCP/IP connectivity and file & printer sharing are available here:

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

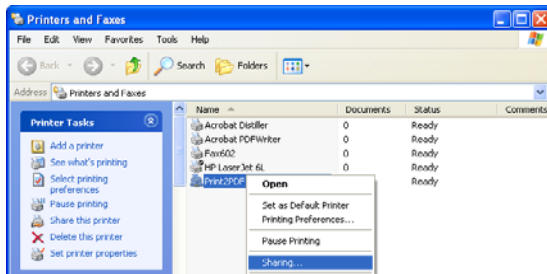
TCP/IP Ports used by Microsoft File and Printer Sharing for firewall applications:

- <http://www.microsoft.com/security/protect/ports.asp>

Sharing Print2PDF on the Server

How to share a printer on the network:

1. Click **Start – Settings – Printers** (Windows 2000) or **Start – Control Panel – Printers and faxes** (Windows XP).
2. Right click the **Print2PDF** and select **Sharing...**

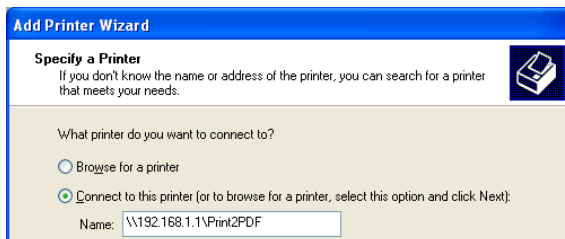


3. On the **Sharing** tab select **Share this printer** and enter the **Share name** Print2PDF.
4. Click **OK**.

Adding Print2PDF to a Client

How to add the Print2PDF printer to a client:

1. Click **Start – Settings – Printers** (Windows 2000) or **Start – Control Panel – Printers and faxes** (Windows XP).
2. Click **Add Printer**.
3. Click **Next**, select **Network Printer**, then click **Next**.
4. **Browse** for the Print2PDF printer or directly enter the server name and shared printer name (example: [\\servername\Print2PDF](#) or [\\192.168.1.1\Print2PDF](#)).



***** RESTART THE COMPUTER BEFORE USING THE Print2PDF PRINTER *****

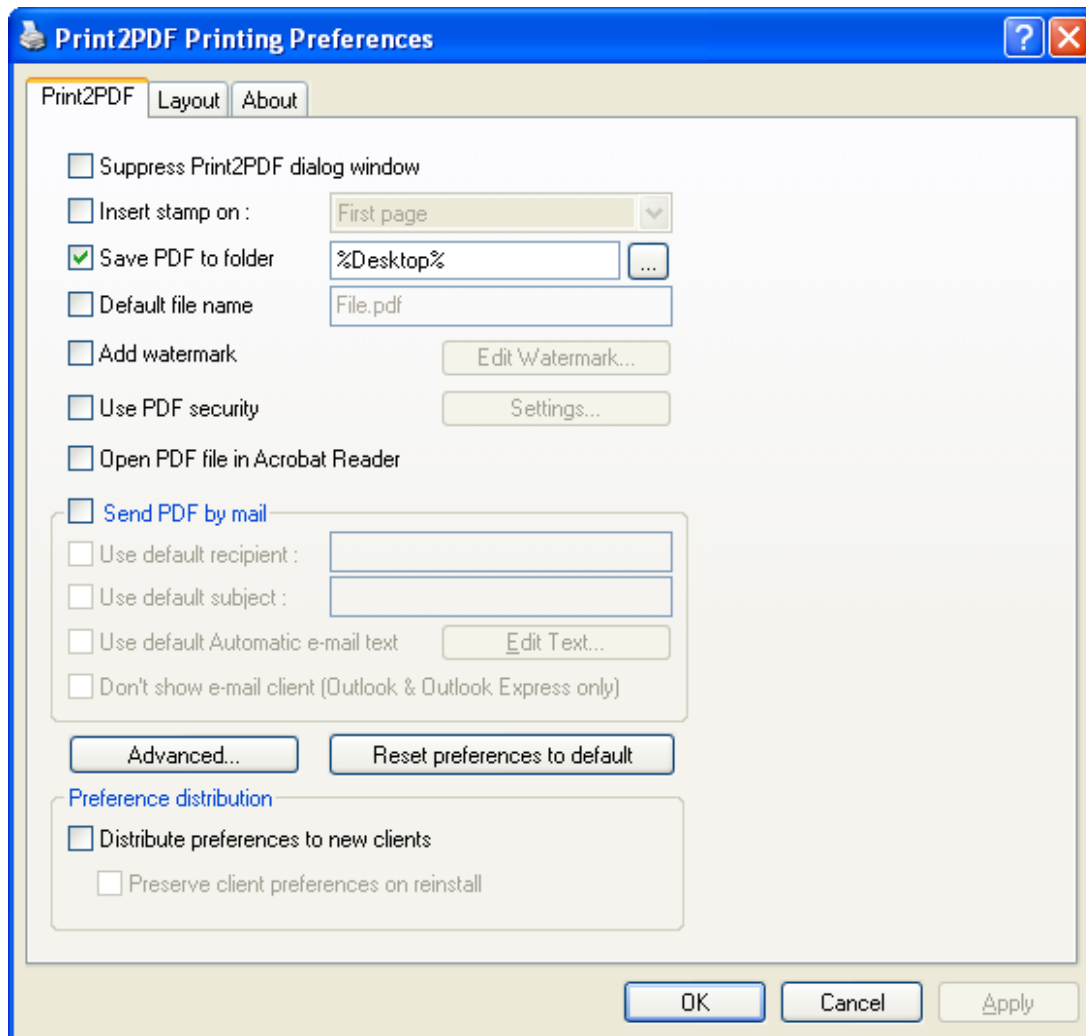
Using Print2PDF

This part of the manual will cover advanced configuration and setup options. These settings will allow you to configure Print2PDF to meet specific needs or desires for your individual application. The options shown here are used for dialog suppression and to setup default parameters for the print driver.

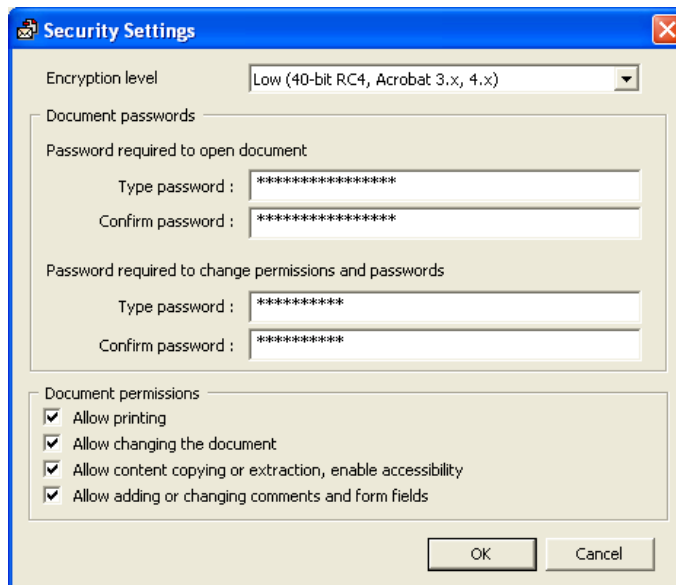
Print2PDF Properties

To access the Print2PDF Properties, click on **Start – Settings – Printers** (Windows 2000) or **Start – Control Panel – Printers and faxes** (Windows XP). Right click the Print2PDF printer and select **Properties**, then click **Printing Preferences**.

Once the Print2PDF Printing Preferences dialog appears, you will have three tabs. We will start with the **Print2PDF** tab. Below is an explanation of each feature and its respective use. To activate a feature, select the checkbox to the immediate left of the feature listed and de-select the check box to deactivate the feature. Here is a list of available options:



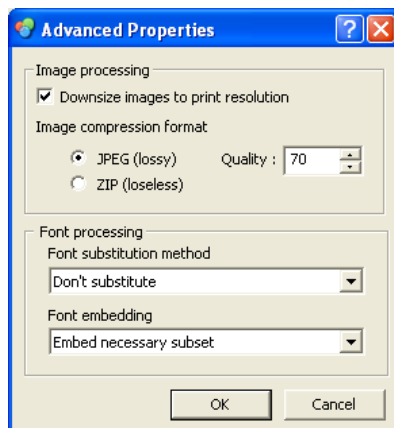
- **Suppress Print2PDF dialog window:** This allows you to eliminate the Print2PDF dialog window from appearing whenever you print a document to the Print2PDF driver. It also eliminates the need for any user intervention once the Print job has been sent.
- **Insert stamp on¹:** This allows you to select which page(s) of the PDF you wish to have your Digital Stamp appear.
- **Save PDF to Folder:** This allows you to designate a default folder for the output destination of your PDF documents.
- **Default file name:** This allows you define a default file name that will automatically increment each time you convert a document (e.g. PDF.pdf, PDF1.pdf, PDF2.pdf). If this option is disabled the name of the converted file will be used from the original file name.
- **Add watermark:** This will allow you to add a watermark to all or selected pages of your document. The **Edit Watermark** button will open a dialog in which you will type the text for the watermark, select a font, text orientation, visibility, and specify where the watermark will appear in the document.
- **Use PDF security:** This will allow you to limit access to PDF files created by Print2PDF. Once you enable this option, click **Settings...** to access all security options.



- **Encryption level:** The Low 40-bit RC4 (Acrobat 3.x, 4.x) encryption level has a lower level of security than the High 128-bit RC4 (Acrobat 5.0) level. Please note the High encryption level is only compatible with Adobe Acrobat® Reader 5.0 and greater.
- **Password required to open document:** Anyone that wants to open (read) the document must know this password.
- **Password required to change permissions and passwords:** Anyone who wants to change the document passwords or document permissions must know this password.
- **Document permissions:**

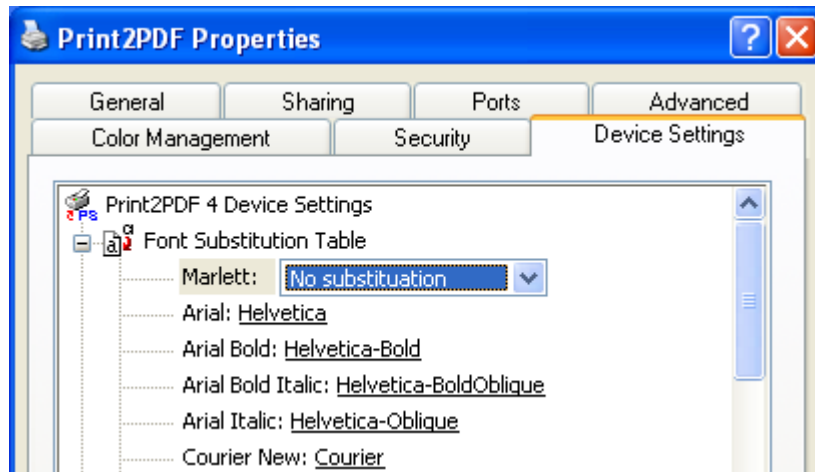
¹ Please note that both the Stamp and Watermark feature can not be used at the same time. Only one or the other can be used at once.

- **Allow printing** – This permission allows document printing.
 - **Allow changing the document** – This permission allows users to make changes.
 - **Allow content copying or extraction, enable accessibility** – This permission allows users to copy text, graphics and enables the accessibility interface.
 - **Allow adding or changing comments and form fields** – This permission allows users to change comments and fill in form fields.
- **Open PDF file in Acrobat Reader:** This feature will automatically launch the Adobe Acrobat Reader upon completion of the conversion. This allows you to view the converted document right away without having to manually open Acrobat® Reader (Adobe Acrobat® Reader is required and is available for free from <http://www.adobe.com/>).
 - **Send PDF by mail:** This feature will automatically attach your PDF document to e-mail and send it without intervention. You will need to set the following parameters when using this feature:
 - **Use default recipient:** This is the recipient that all converted documents will be automatically sent to. If you select this option, you will not be able to manually enter a recipient and all converted documents will be automatically e-mailed to the destination address entered here.
 - **Use default subject:** This assigns a default subject line to all PDF documents e-mailed by Print2PDF.
 - **Use default Automatic e-mail text:** This is the text that will make up the body of the e-mail.
 - **Don't show e-mail client:** This will suppress the e-mail client from opening in the foreground and is used for automated printing only. You must have the Send PDF by Mail options filled out correctly to use this feature.²
 - **Advanced...:** Allows you to compress images inside your document to reduce the PDF file size.



² Despite this setting, it is possible that a message will appear prompting you that e-mail is being sent, when printing in automated mode. This is due to the security improvements in the latest versions of Outlook/ Outlook Express.

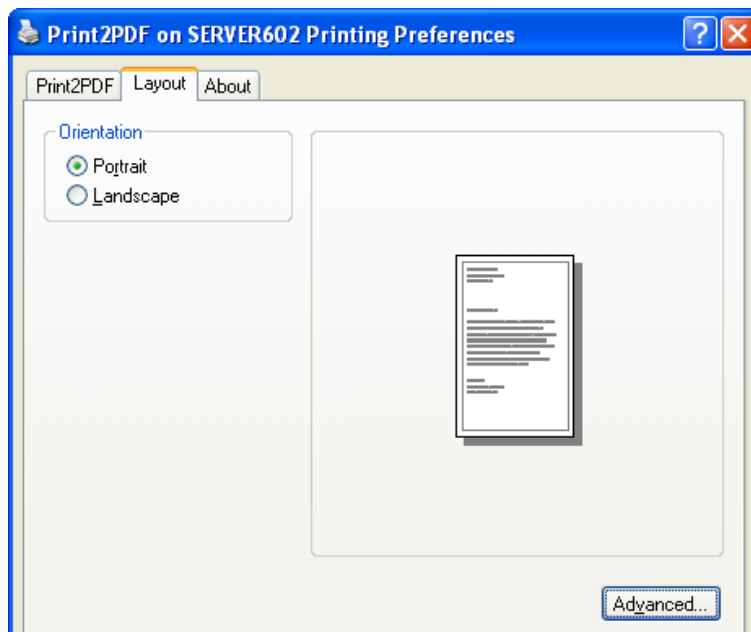
- **Downsize images to print resolution:** Selecting this option will reduce the resolution of any images to the value set in **Print resolution**. Using this option is recommended as downsizing images can greatly reduce the size of the PDF file. If the print resolution is greater than the image resolution, Print2PDF will not change the image resolution.
- **Image compression format:** Compressing images will result in much smaller PDF files. There are two compression methods offered in Print2PDF:
 - **ZIP** – This method is good to use on images with large areas of single colors or repeating patterns. The ZIP method is *lossless*, which means it will not affect image quality.
 - **JPEG** – This method is suitable for grayscale and color images. JPEG is *lossy*, which means that it removes image data and may reduce image quality, but it attempts to do so with minimal information loss. **Quality** is only available on JPEG compression. The higher the number, the less compression (larger file size), the lower the number the more compression (smaller file size).
- **Font substitution method:** If you select **Don't substitute**, then no substitution will be made for TrueType fonts. If you select **Use font substitution table**, then substitutions will be made according to the table found under **Device Settings**. If you select **Substitute all TrueType fonts**, then Type 1 fonts will be substituted for all TrueType fonts.



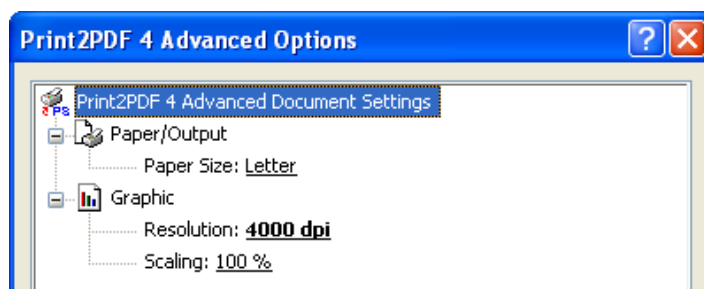
- **Font embedding:** Selecting **Don't embed fonts** places a description of the font into the PDF file, but does not embed the actual font. PDF files created this way are the smallest and will display correctly on any machine that has these fonts installed. This option does not work well with Asian fonts. Selecting **Embed all fonts** will embed TrueType fonts in the PDF file itself. If the fonts are embedded, the font will display correctly on any computer, even if the user does not have the font installed locally. If the fonts are not embedded, they will only display correctly on a computer where those fonts are installed. Selecting **Embed necessary subset** has the same effect as embed all fonts, but only embeds the relevant parts of each font into the PDF file. This normally results in a reduction in the PDF file size.

- **Reset preferences to default:** This option will reset all Print2PDF preferences to default.
- **Distribute preferences to new clients:** Checking this box will distribute the Print2PDF server preferences to all new clients.
- **Preserve client preferences on reinstall:** Checking this box will not overwrite client preferences during the reinstallation of the Print2PDF print driver (**NOTE:** Orientation, Paper Size, Resolution and Scaling will **NOT** be preserved).

Next is the Layout tab. Here is a list of available options:



- **Orientation:** This will determine how your document will appear and print. Portrait is a vertical appearance while landscape is based on a wider horizontal axis.
- **Advanced...:** Click this to access Advanced Options available to Print2PDF

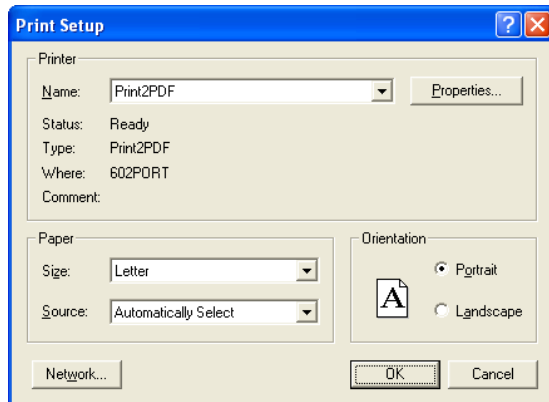


- **Paper Size:** This determines the way the document will both appear and print in relation to the size paper selected.
- **Resolution:** Choose between 72, 96, 150, 300, 360, 600, 1200, 2400, 3600 and 4000 dpi. The higher the resolution the larger the file size.
- **Scaling:** Scaling lets you magnify or shrink the document for printing (example: a document that is 8-1/2-by-14 inches can be scaled to 75% to fit on an 8-1/2-by-11-inch page).

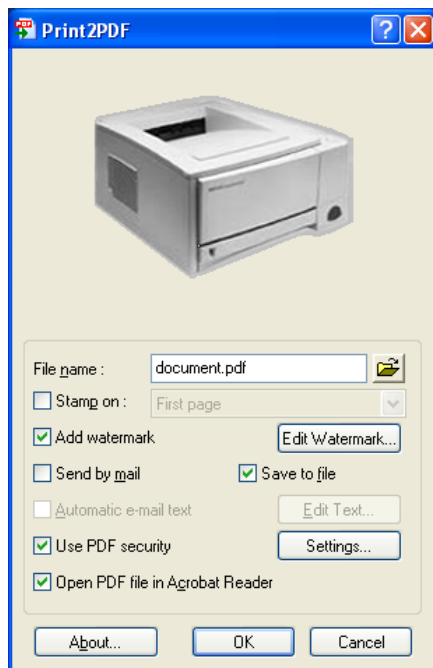
Creating PDF Files from any Application

Print2PDF is a virtual printer that is automatically launched when you send it a print job. Now lets print a document using Print2PDF:

1. Open a document in your favorite application (e.g. Microsoft Office 97/2000/XP/2003 or Software602's 602PC SUITE).
2. Click on **File** and select **Print** from the drop down menu.
3. In the printer dialog box, select **Print2PDF** from the drop down list containing all of the printers installed on your PC.



4. Click **OK**
5. The Print2PDF dialog box will appear.



6. In the **File Name field**, provide a name to be given to the new PDF file.
7. You may select the folder or directory where you would like the new file to be saved by clicking on the folder icon to the right of the filename.
8. To create your new PDF document, click the **OK** button.

Print2PDF Dialog Description

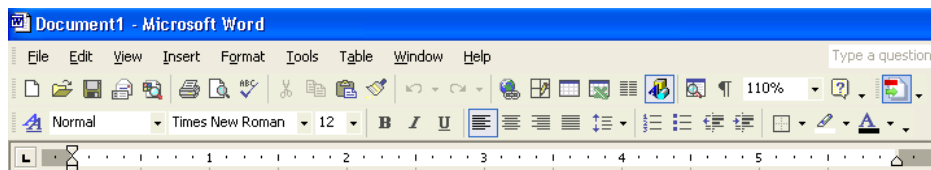
Print2PDF cannot be launched from within the Print2PDF Server Edition folder. To access this dialog, you must create a print job and send it to the Print2PDF printer driver. The following options are user definable:

- **Output Type:** Print2PDF has two possible types of output, Color and Black and White
- **File name:** This field is used to specify the name and location of the converted file. To specify the location, manually write the path, or use the Folder browse button to select a Folder on your hard drive.
- **Stamp on:** By using this option, you may place a digital stamp on the PDF document. A digital stamp/signature is a picture that is inserted into your document to represent authenticity or validity. It is used to validate the authenticity of a document or to validate the identity of the author. The legal effect of a digital stamp/signature is subject to the governing laws of your country.
- **Add watermark:** This option is used to add a watermark to all or selected pages of your document. The **Edit Watermark** button will open a dialog in which you will set its properties.
- **Send by mail:** This option will allow you to forward the document via e-mail. When this is used, the PDF document will be automatically attached and sent using your default e-mail client. When this option is selected, two more choices become available: Automatic e-mail text and Edit Text.
- **Save to file:** This allows you to designate a folder and filename where your PDF document will be saved.
- **Automatic e-mail text:** This feature lets you write a brief description in the body of the e-mail message. This feature is optimized for MS-Outlook Express. Other e-mail clients do not support the Automatic e-mail text feature. Initially the Automatic text is empty, so press the Edit Text button and write the text that will be automatically inserted into the e-mail.
- **PDF document info:** This will allow you to insert information relating to the creation of the document (e.g. title, subject, author and keywords).
- **Use PDF security:** This option provides access to PDF encryption, document passwords and permissions.
- **Open PDF file in Acrobat Reader:** This will automatically launch the Adobe Acrobat Reader upon completion of the conversion. This allows you to view the converted document right away without having to manually open Acrobat Reader (Adobe Acrobat Reader is required and is available for free from <http://www.adobe.com/>).

Creating PDF files from Microsoft® Word 2000/XP/2003

A macro is automatically installed in Microsoft® Word for easy PDF creation. If your security settings are set to Medium or High, Word may display a macro warning when opening a document. Now lets create a PDF document from Word:

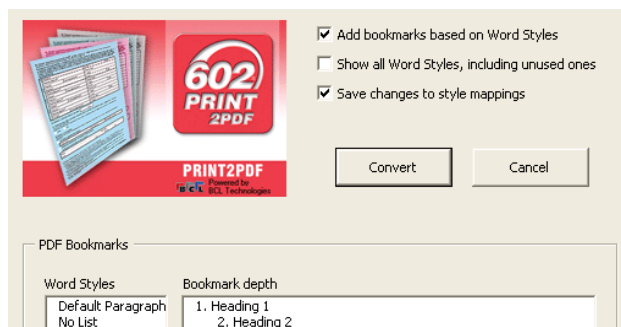
1. Open a document into Word.
2. Click the **Convert2PDF** icon in the toolbar.



3. Configure the bookmark options as needed.
4. Click **Convert**.

When you create a PDF document from a Microsoft® Word document, Print2PDF automatically scans the document for headings, text styles and hyperlinks. These elements are included in the PDF file as bookmarks and weblinks.

Here is a list of available conversion options:



- **Add bookmarks based on Word Styles:** Select this option to enable bookmark generation from the styles in the document.
- **Show all Word Styles, including unused ones:** Select this option to show all styles in the Word Style selection box.
- **Save changes to style mappings:** Select this option to save the current settings.
- **Word Style:** Shows all of the styles used in the document.
- **Bookmark depth:** Select a style in the Word Style selection box and choose its bookmark depth here. Press the left or right arrow icons to increase or decrease the depth.

NOTE: The bookmarks generated from Word Styles will appear in the PDF document in the left column of Adobe® Reader®.

Uninstalling

To uninstall **Print2PDF Server Edition**, do the following:

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

Troubleshooting

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

<http://support.software602.com/>

- **Error loading GEAR602.DLL:** This error is generated when you attempt to use Print2PDF with a program that is built on the older 16- bit architecture. Print2PDF is only compatible with 32- bit programs. Contact the software vendor for an update.
- **Can I produce a PDF with higher resolution?** Print2PDF is capable of generating resolutions up to 600 DPI. Higher resolutions are not available. The default resolution is 300 DPI and can be changed through the Print2PDF Printing Preferences.
- **I am having trouble registering my Print2PDF Server Edition, how can I get help?** Registration assistance is available from our online support area at: <http://support.software602.com/>
- **Can I install Print2PDF Server Edition on a PC that is not connected to the Internet?** Print2PDF Server Edition can be installed on any machine running a supported operating system. Registration does require access to an Internet connection, but the Internet connection does not have to be on the machine you wish to install Print2PDF Server Edition onto. Please see the registration guide for details.