

Version  
6.0

# PDF Creator Plus 6.0

User Guide

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**PEERNET Inc.**

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# Welcome to PDF Creator Plus

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Thank you for choosing PDF Creator Plus 6.0, a powerful application that lets you easily create PDF files, and TIFF, BMP or JPG images from any document. Some of the main features are:

- Quickly preview and create PDF files from any Windows® application that can print
- Easily assemble documents from different sources into a single PDF file
- Annotate pages with notes or special instructions
- Rearrange and rotate pages
- Add cover pages, headers and footers
- Delete unwanted pages
- Save the project for working on later and sharing with others
- Print to any installed printer
- Export to any of the following formats:
  - ❖ Searchable and secure Adobe PDF documents
  - ❖ TIFF images
  - ❖ JPEG images
  - ❖ Windows Bitmaps (BMP)
  - ❖ Enhanced Metafiles (EMF)

## Legal Notices

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### **PDF Creator Plus 6.0**

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### System Requirements

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PDF Creator Plus 6.0 can be installed and run on any of the operating systems listed below. PEERNET Inc. recommends running this application on systems with 512 MB or higher RAM, and an Intel® Pentium® III or higher processor.

### Supported Operating Systems

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Both 32-bit and 64-bit operating systems are supported where applicable

- Microsoft® Windows 8
- Microsoft® Windows Server 2012
- Microsoft® Windows 7
- Microsoft® Windows Server 2008 R2
- Microsoft® Vista
- Microsoft® Windows 2008 Server
- Microsoft® Windows 2003 Server
- Microsoft® Windows XP
- Microsoft® Windows 2000
- Citrix® MetaFrame®

## Typographic Conventions

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Menu commands in this User Guide are displayed with a hyphen (-) separating the menu name and the command. For example, 'Click **File – Open**' instructs you to select the **File** menu, then select the **Open** command while 'Click **Edit – Copy**' instructs you to select the **Edit** menu, then select the **Copy** command.

## Keyboard conventions

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The following conventions are used in this User Guide to describe keystrokes and key combinations:

- Key names appear in capital letters and are referred to by their names only (e.g. without the word 'key'). For example, 'Press **ENTER**' instructs you to press the '**ENTER**' key while 'Press **CTRL**' instructs you to press the '**CTRL**' key.
- Two key names on either side of a plus sign (+) instruct you to *press and hold the first key* while pressing the second. For example, 'Press **CTRL + O**' instructs you to press and hold the '**CTRL**' key while pressing the '**O**' key.

## Terminology conventions

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The following terms are used throughout this User Guide:

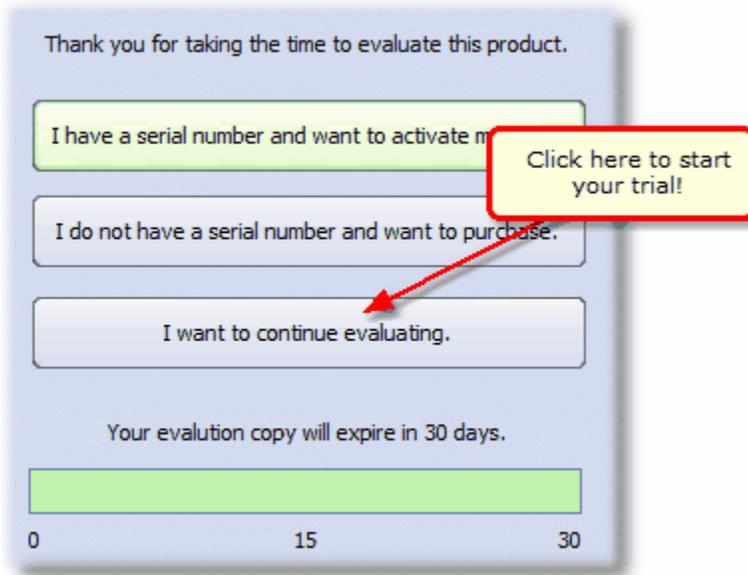
Term	Action / Description
Select	Highlight an item using the left mouse button or the appropriate keyboard commands.
Point	Position the mouse pointer so that its tip rests on what you want to point to on the screen.
Click	Point to an item with the mouse pointer, then press and immediately release the left mouse button without moving the mouse.
Right-click	Point to an item with the mouse pointer, then press and immediately release the right mouse button without moving the mouse.
Double-click	Point to an item with the mouse pointer, then press the left mouse button twice in rapid succession without moving the mouse.
Drag	Point to an item with the mouse pointer, then press and hold the left mouse button while you move the mouse. When you have moved the item to its desired position, release the mouse button.

## Activating PDF Creator Plus

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PDF Creator Plus is installed as a 30-day trial by default. When the install is complete, the **Activation Status** dialog is automatically displayed.

You do not need a serial number to evaluate PDF Creator Plus. Click the button labeled "*I want to continue evaluating*" to activate the trial version of the product for 30 days.



The progress bar at the bottom displays how many days you have left in your trial. While in evaluation mode, the **Activation Status** dialog is displayed only once every 24 hours.

At any point in your trial period, you can go directly to our on-line store by clicking the button labeled "*I do not have a serial number and want to purchase.*" to purchase the product.

If you have purchased a copy of PDF Creator Plus, you will receive a serial number as part of your order confirmation. Upon receipt of your serial number, follow the steps outlined starting with [Launching the Activation Wizard](#) to activate your product.

## Launching the Activation Status Dialog

The **Activation Status** dialog is used to activate a trial version of the software, or to display your current license status if the product has already been activated.

When you are running in trial mode, the **Activation Status** dialog is displayed each time PDF Creator Plus is launched. To launch the application select **All Programs – PDF Creator Plus 6.0 – PDF Creator Plus 6.0** from the Windows **Start** menu.

If the application is already running, you can access the **Activation Status** dialog from the **Help - License...** menu item.

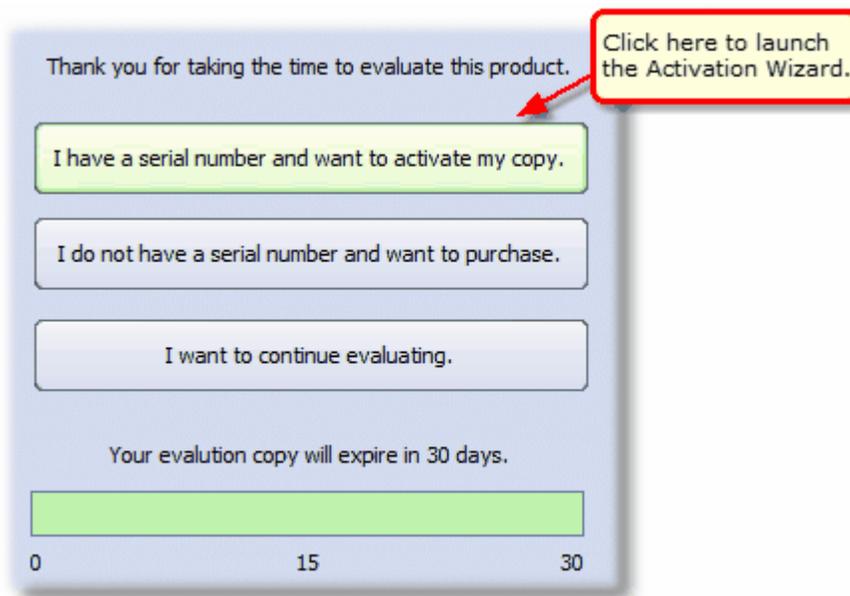
The **Activation Status** dialog displays different options when your trial period has expired than when you are still in trial mode.

### If you have time remaining in your trial...

If you still have time remaining in your trial period, you can

- choose to activate the product with your purchased serial number
- go to our on-line store to purchase the product
- continue to evaluate the product

To begin the activation process now, select the *"I have a serial number and want to activate my copy"* button. This will launch the **Activation Wizard**, which will guide you step-by-step through the activation process.



- **I have a serial number and want to activate my copy** - Select this option if you have your serial number and want to activate your product. When the product is activated, the evaluation watermark is no longer placed on created files.
- **I do not have a serial number and want to purchase** - Selecting this option will take you to

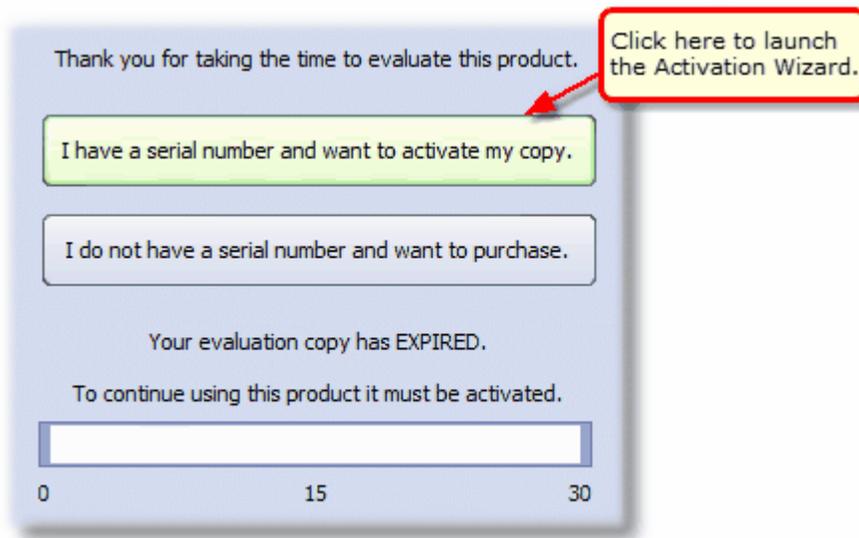
our on-line store where the product can be purchased. Once purchased, an order confirmation notification containing your serial number will be sent to you by email.

- **I want to continue evaluating** - Selecting this option allows you to evaluate the product. An evaluation watermark will be placed on all files created.

### If your trial period has expired...

If your trial period has expired, you can only activate the product with your purchased serial number or go to our on-line store to purchase the product.

To begin the activation process now, select the *"I have a serial number and want to activate my copy"* button. This will launch the **Activation Wizard**, which will guide you step-by-step through the activation process.



- **I have a serial number and want to activate my copy** - Select this option if you have your serial number and want to activate your product. When the product is activated, the evaluation watermark is no longer placed on created files.
- **I do not have a serial number and want to purchase** - Selecting this option will take you to our on-line store where the product can be purchased. Once purchased, an order confirmation notification containing your serial number will be sent to you by email.

## Entering Your Serial Number

To activate your product you need to enter in the serial number that was included with your order confirmation email.

Enter the serial number into the appropriate boxes. A section of your serial number has already been filled in; you only need to fill in the rest. You can also copy the entire serial number from your email and paste it into the dialog box using the clipboard icon to the right of the serial number fields.

The screenshot shows a dialog box for entering a serial number. It has a sidebar with sections: Serial Number, User Information, Validation Process, and Status. The main area contains a text field for the serial number, a checkbox for manual activation, and a link for manual activation. Annotations include: 'Enter your serial number in these fields.' pointing to the text field; 'Click here to activate without using the internet.' pointing to the manual activation link; and 'I do not have an Internet connection and will activate manually. You need to be connected to the internet to activate on-line. If you do not have an internet connection click here to activate the product manually through e-mail.' pointing to the checkbox area.



### Entering Serial Numbers:

The *astericks* (\*) in the serial number field are placeholders and will be overwritten as you type in the serial number.

The serial number is case sensitive and it is important to type the serial number exactly as it is received. Be sure not to leave any spaces before or after the serial number when typing or pasting, and note that the serial number ends with a series of hexadecimal characters (0-9,A-F).

## Activating without an internet connection

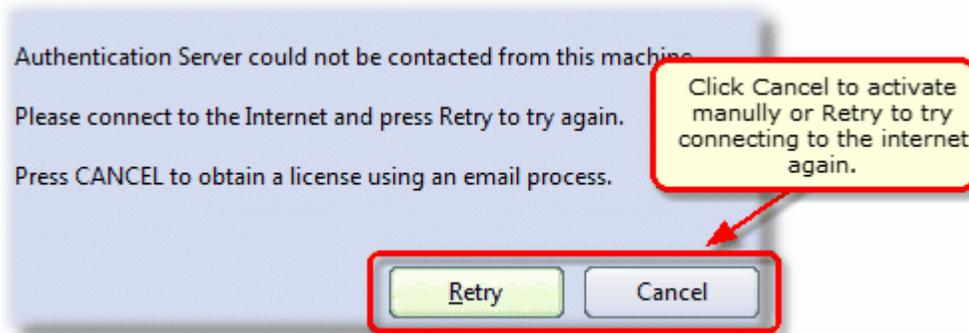
If you are having difficulty connecting to the internet, or do not want to activate over the internet, you can choose to manually activate the product by clicking the *Enable Manual Activation* checkbox on this screen.

Manual activation does not require an Internet connection on the computer the software is installed on, but it does require that you have the ability to email an encrypted file to us to authenticate.

We will return the authenticated file to you, which you then import using the **Activation Wizard** to complete the activation process. These files are processed by PEERNET's technical staff from 09h00 to 17h00, Monday to Friday, Eastern Standard Time.

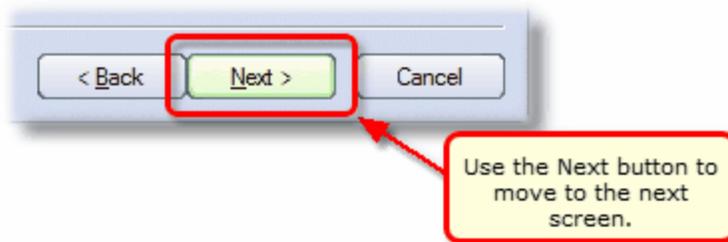
When activating over the internet, the **Activation Wizard** will attempt to validate an internet connection, and will prompt with the choice to manually activate it if it cannot connect.

Click the **Cancel** button to begin the manual activation process, or the **Retry** button to try connecting to the internet again.



**Note:**  If you suspect your firewall or anti-virus software has blocked the connection, adjust your firewall or anti-virus software and click **Retry**.

Click the Next button to continue.



*In a wizard dialog, you move from screen to screen using the Next and Back buttons found at the bottom right of the*

## Entering Your User Information

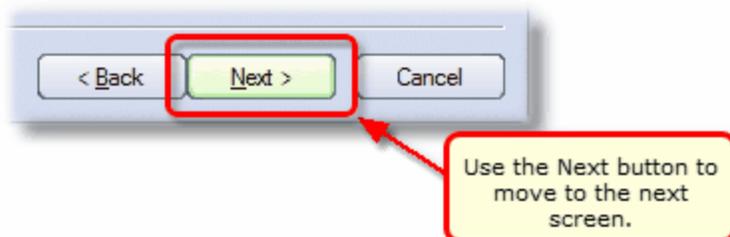
The next screen asks for your contact information. If possible, your *Name* and *Organization* information is automatically picked up from your system settings. The information in these fields can be changed if required.



### Customer Privacy:

You cannot continue if either the *Name* or the *Email Address* field is left blank. Email addresses entered here are only used by PEERNET to notify you of updates to your product or other products that may interest you. We will never rent or sell our customer's and client's information to third parties.

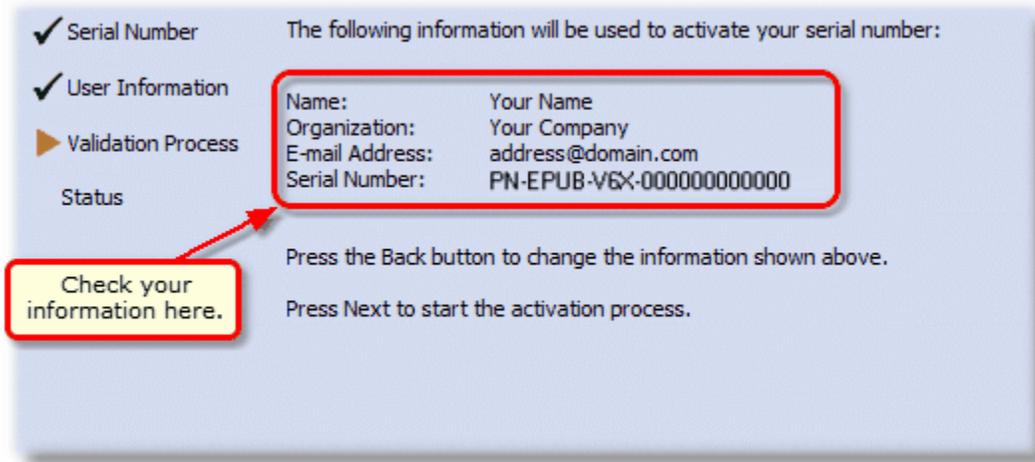
Click the Next button to continue.



*In a wizard dialog, you move from screen to screen using the Next and Back buttons found at the bottom right of the*

## Validating Your Information

This screen summarizes the information entered in the previous screens. The **Back** button can be used to return to the previous screens and change any information if needed.



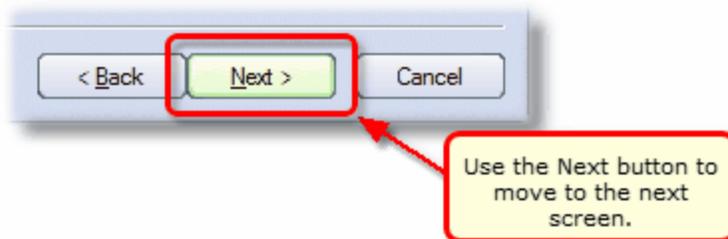
### If you are activating your product over the internet

If you are activating over the internet, skip the next section and go to [Activation status results](#).

### If you are activating manually (no internet connection)

If you are using manual activation, you will be taken to the [manual activation export screen](#).

Click the Next button to continue.



*In a wizard dialog, you move from screen to screen using the Next and Back buttons found at the bottom right of the*

## Manually Activating the Product

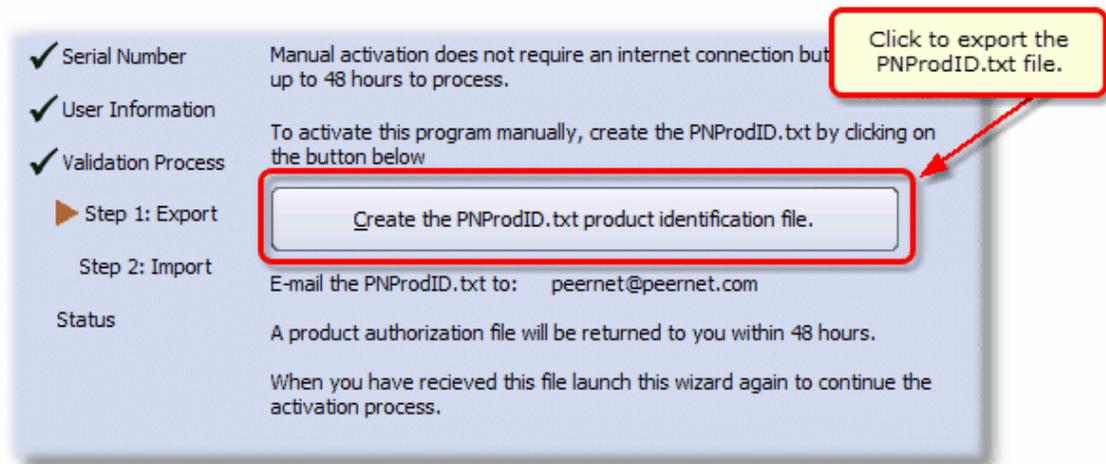
In most cases, you will not have to activate your product manually. This only happens when PDF Creator Plus is installed on a computer that has no access to the internet, or the computer is configured such that the user cannot access the internet. This can also happen if a firewall program or anti-virus software blocks our attempt to connect with our license server.

If you do have to activate manually, you will need to follow the steps below.

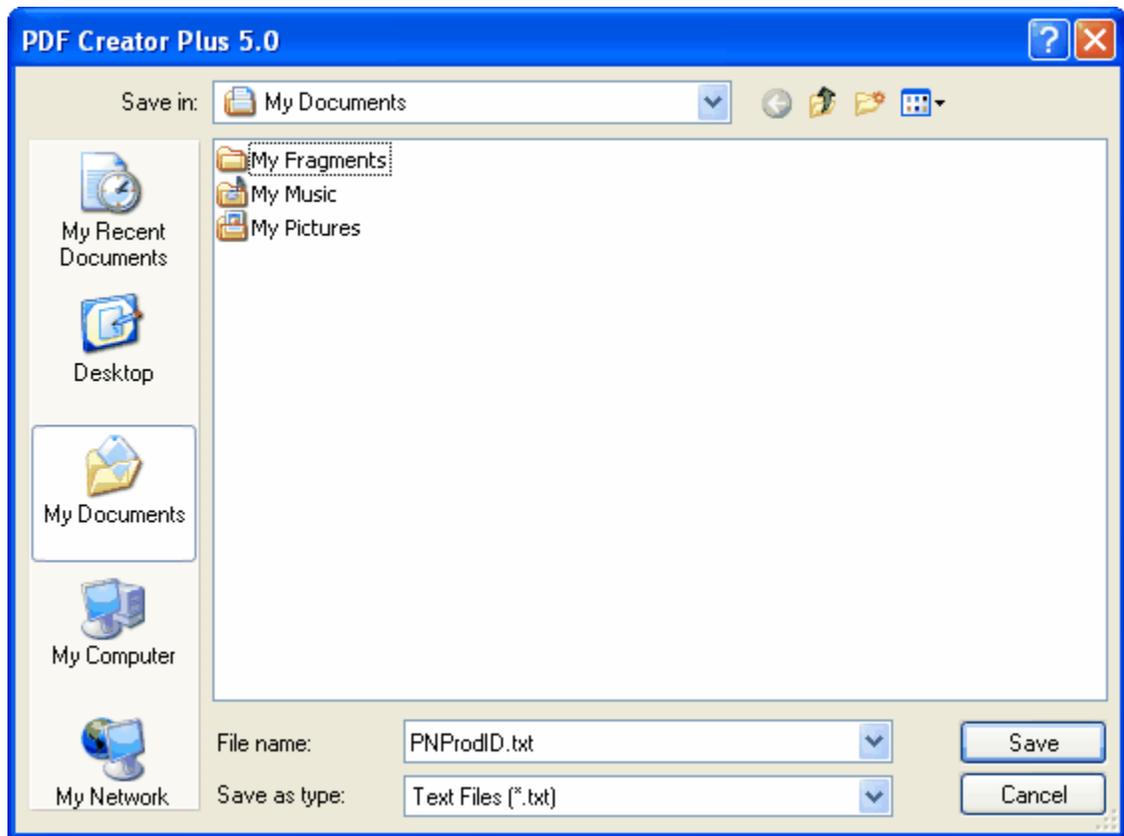
1. Use the **Activation Wizard** create the encrypted file, **PNPRodID.txt**.
2. Email the file to to [peernet@peernet.com](mailto:peernet@peernet.com) to be activated. For computers with no email capability, you can save the file to a shared network drive, or use an external storage device such as a USB flash drive (also known as thumb drives), or a MicroSD storage card to copy the file to a computer with email capabilities.
3. A file named **PNProdAU.txt** will be emailed back to you. Copy this file back to the computer where PDF Creator Plus is installed and restart the **Activation Wizard** to complete the license activation.

### Exporting the PNProdID.txt file

To create the file click the "Create the PNPRodID.txt product identification file" button in the middle of the screen.



A save dialog box will appear prompting you to choose where to save the **PNProdID.txt** product identification file. Save this file in an easy to remember location, like your Desktop or your Documents folder.



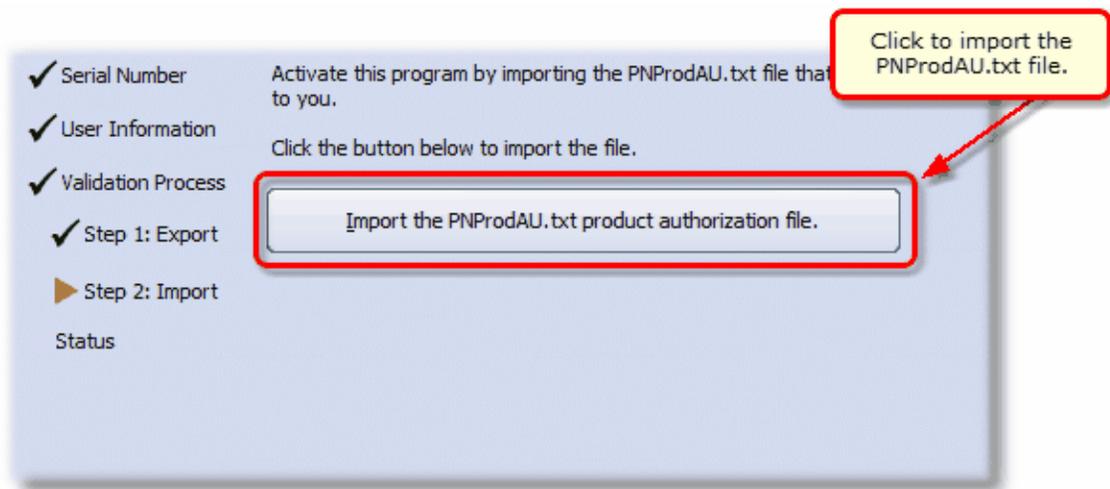
You need to email this file to [peernet@peernet.com](mailto:peernet@peernet.com). For computers with no email capability, you can save the file to a shared network drive, or use an external storage device such as a USB flash drive or a MicroSD storage card to copy the file to another computer.

### Importing the PNProdAU.txt file

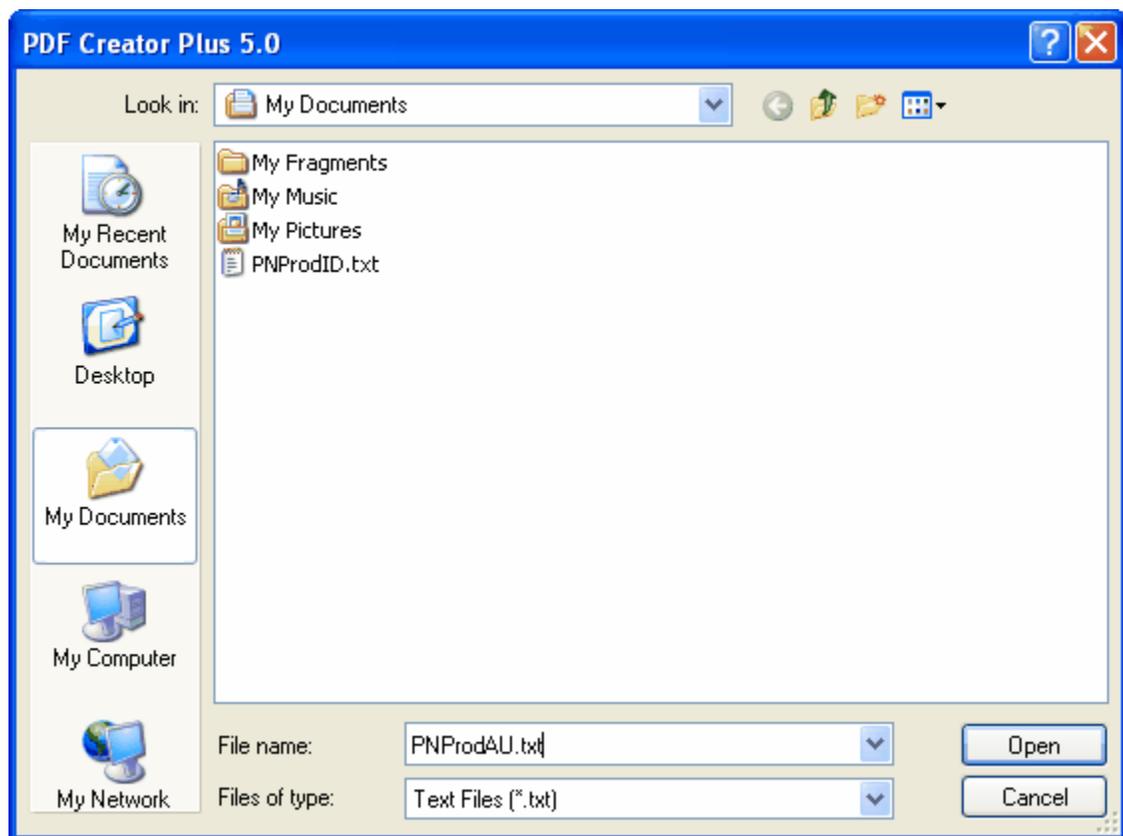
When you have received the product authentication file **PNProdAU.txt** from PEERNET Inc., you will need save the file in an easy to remember location, like your Desktop or your Documents folder. If you need to move the authentication file back to the computer where PDF Creator Plus is installed, do so now.

On the computer where PDF Creator Plus is installed, restart the **Activation Wizard** by following the steps outlined in [Launching the Activation Status dialog](#). The **Activation Wizard** will automatically start at the import screen.

Press the *"Import the PNProdAU.txt product authentication file"* button in the middle of the screen.



A browse dialog box will appear. Locate where you saved the **PNProdAU.txt** file you received from PEERNET and click the **Open** button to import the file.



The authentication file is verified and you are automatically moved to the [Activation Status Results](#) screen.

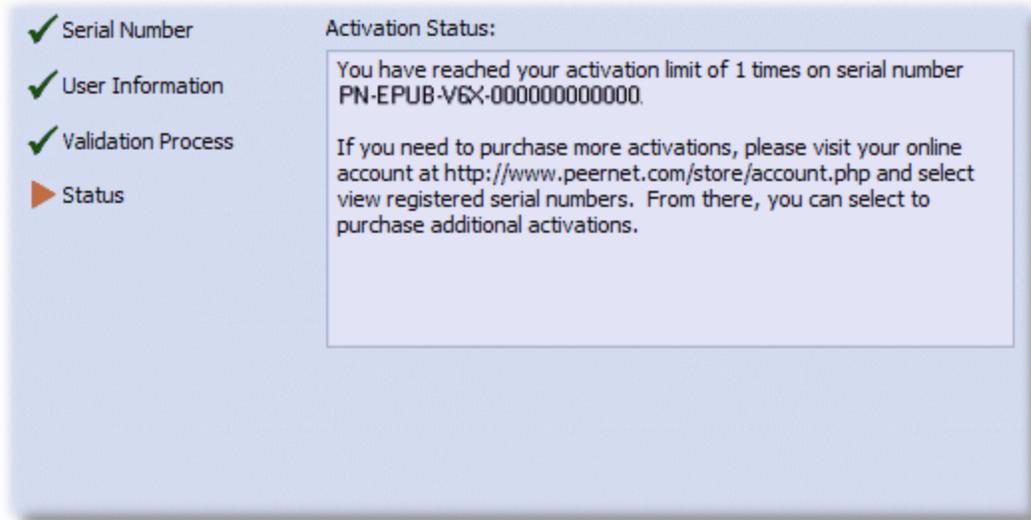
## Activation Status Results

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This screen displays your activation status. Once the product is successfully activated, the *Activation Status* field will display your status as **Activated**.



If an error occurred during activation it is displayed in the *Activation Status* field, such as the following error message that occurs if you have exceeded your license activations.



When you have used all your license activations, you will not be able to use the product on this computer until additional activations have been purchased.

1. Close the **Activation Wizard** and restart the activation process as explained in the section [Launching the Activation Status dialog](#).
2. Choose "I do not have a serial number and want to purchase" to go to our on-line store where addition licenses can be purchased.



If you are moving your license to a new computer, or if you have to re-install the software on your computer due to a crash, please contact PEERNET Sales at [peernet@peernet.com](mailto:peernet@peernet.com) with your current serial number for assistance.

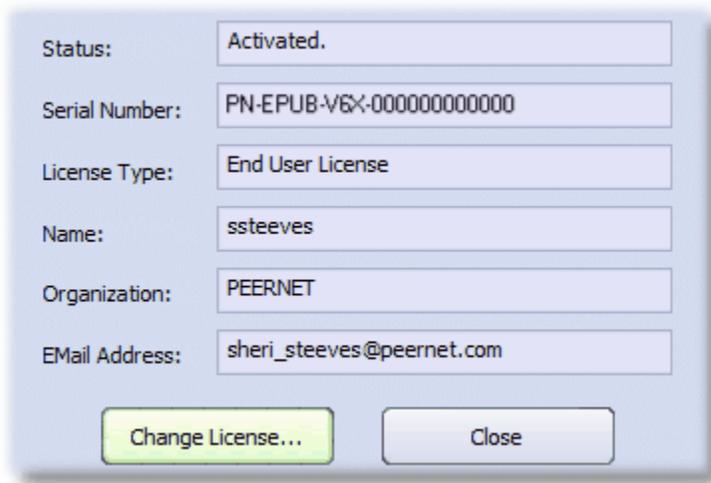
## Viewing Your Activation Status

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To view your activation status, select **All Programs – PDF Creator Plus 6.0 – PDF Creator Plus 6.0** from the Windows **Start** menu to launch the PDF Creator Plus application.

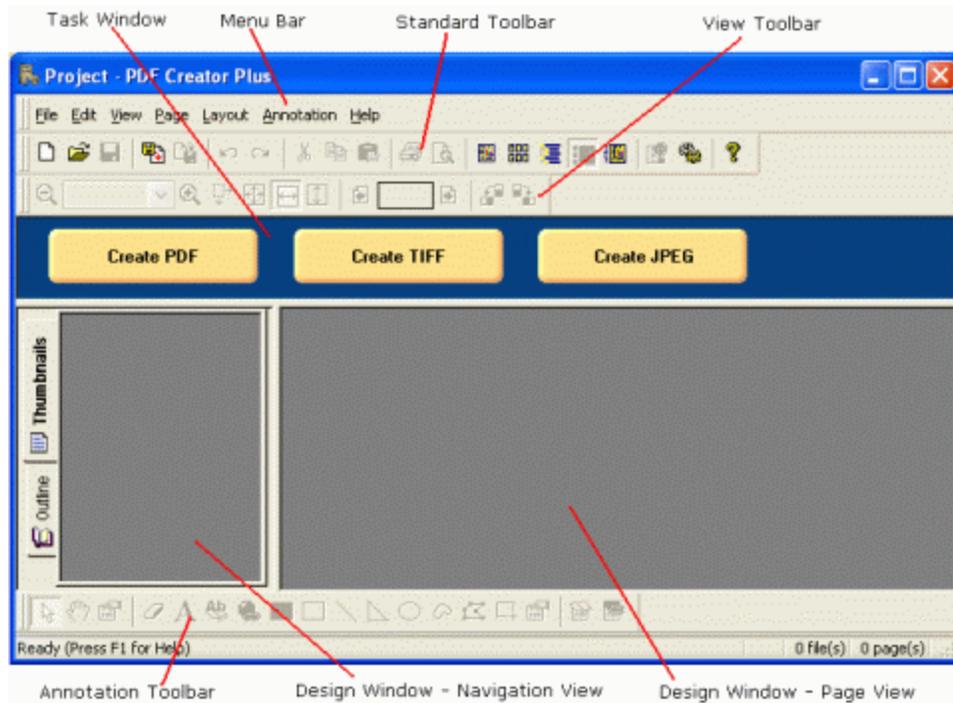
When you are running in trial mode, the **Activation Status** dialog is displayed each time PDF Creator Plus is launched.

If you have activated the application, you can access the **Activation Status** dialog from the **Help - License...** menu item. In the dialog the **Status** field will display *Activated* and your *serial number*, *license type*, *name*, *organization* and *email address* are also displayed.



## Running and Navigating PDF Creator Plus

The PDF Creator Plus user interface consists of a menu bar, four toolbars, a task window, a design window containing a navigation view and a page view, and a status bar. You can customize the locations and appearance of the toolbars, so the interface may not always appear the same.



### Explore the User Interface

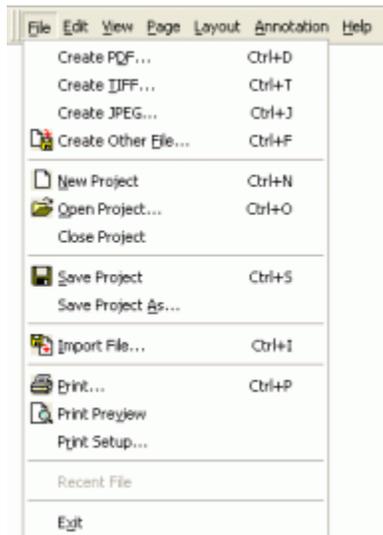
- [Application Menu Bar](#)
- [Application Toolbars](#)
- [Design Window](#)
- [Application Status Bar](#)

### Application Menu Bar

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The application menu bar provides access to both standard and application-specific commands.

There are seven application menus: **File**, **Edit**, **View**, **Page**, **Layout**, **Annotation**, and **Help**. Each menu contains commands specific to one area of the application. For example, the File menu contains the following commands:



Each menu contains a listing of commands, the icons for any related toolbar button, plus the key combinations for any available shortcut keys. See the [Command reference](#) section in the appendix for a complete listing of the commands available in the application menu bar.

## Application Toolbars

The PDF Creator Plus application toolbars provide quick access to frequently used commands. To see a brief description of a toolbar button's purpose, hover over the toolbar button with the mouse until a small popup window appears.

There are four default toolbars:

### Standard:



### View:



### Annotations:



### Layout:



Only the **Standard**, **View** and **Annotations** toolbars are visible by default. The **Standard** and **View** toolbars are docked at the top of the application; the **Annotations** toolbar is docked at the bottom just above the status bar.

To display the Layout toolbar, click the **View – Toolbars - Layout** menu item. You can also change the position of the toolbars by dragging them with the mouse around the edges of the application. They can be docked at the top, left, right or bottom sides of the application.

If you hover your mouse pointer over a toolbar button, a tool tip will appear containing the name or function of that button. In addition, the [status bar message area](#) will display a message indicating the function of the toolbar button.

See the [Appendix](#) at the end of this guide for a complete listing of the commands available in the application toolbars, as well as how to customize the toolbars.

## Task Window

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The task window runs along the top of the application, just below the toolbars. It contains easy to access buttons for creating common files types from within the PDF Creator Plus application. Selecting any of the buttons will launch the **Create File** dialog, allowing you to create a file of that type.

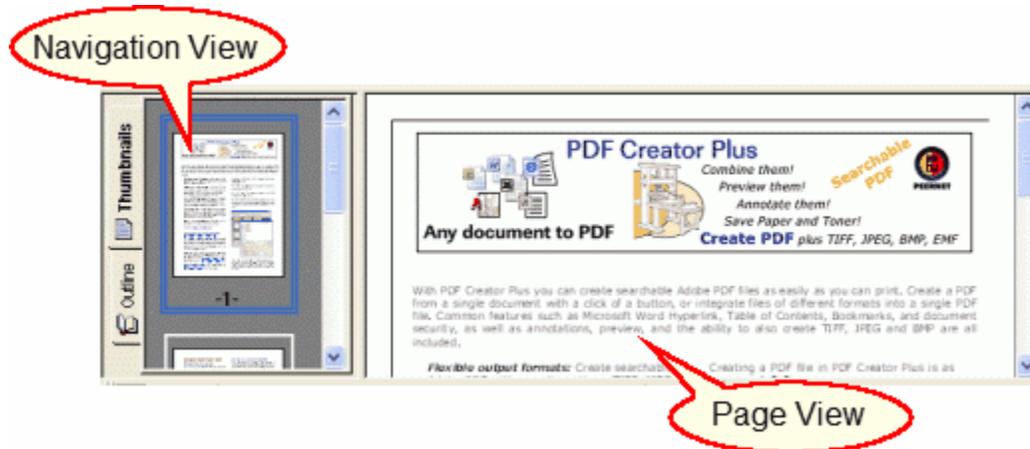


## Design Window

The PDF Creator Plus design window is split into two panes.

The left pane, or **Navigation View**, consists of a **Thumbnails** tab that displays a small preview, or thumbnail, of each page in the project and an **Outline** tab that displays any headings and bookmarks contained in the project.

The right pane, or **Page View**, displays the contents of the current page. It is used to annotate the currently selected page using the annotation tools.



### Productivity Tips - Changing Views

You can hide the **Navigation View** by clicking **View – One Page** in the application menu, or the **Page View** by clicking one of **View – Thumbnails** or **View – Outline** in the application menu.

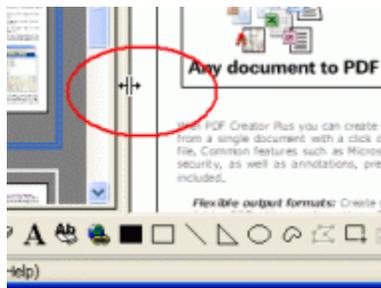
You can return to the dual display of **Page View** and the **Navigation View** by clicking **View – Page and Thumbnails** or **View – Page and Outline** in the application menu.

These options are also available on the **Standard** toolbar. By default, both the **Page View** and the **Navigation View** are visible.



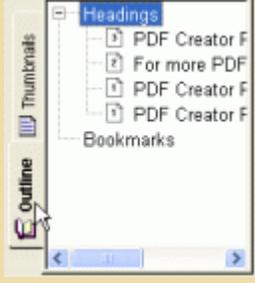
### Changing View Size

You can change the size of either of the **Navigation View** or **Page View** by moving the gray divider in the middle to the left or right. Position the mouse over the gray bar between the two panes - when the cursor changes as shown below, click and hold the left mouse button to drag the divider bar to the left or right.



## Navigation View

The **Navigation View** is made up of two pages of information – **Thumbnails** and **Outline**. Each page is accessible by clicking the respective tab in the upper left corner of the pane.

Navigation View Tab	Description
 A screenshot of the 'Thumbnails' tab in the Navigation View. It shows a vertical list of page thumbnails. The first thumbnail is selected and highlighted with a blue border. The thumbnails contain various content, including text and images. The 'Thumbnails' tab is selected in the left-hand pane.	The <b>Thumbnails</b> tab contains a thumbnail of each page in the project. You can use this view to easily move between the pages within a project simply by clicking on the thumbnail in the view. It is also used to arrange the pages within the project. The pages may be reordered, deleted, copied or rotated. In addition, new pages may be inserted or imported into the project.
 A screenshot of the 'Outline' tab in the Navigation View. It shows a hierarchical list of headings and bookmarks. The 'Headings' section is expanded, showing several entries like 'PDF Creator F' and 'For more PDF'. The 'Outline' tab is selected in the left-hand pane.	The <b>Outline</b> tab displays the headings and bookmarks in the project. Headings and bookmarks will normally be created using the <b>PEERNET Save as PDF</b> command from within Microsoft Word, but they can also be created manually using the <b>Bookmark</b> and the <b>Hyperlink</b> annotation tools.

## Page View

The **Page View** is used to annotate the currently selected page using the *annotation tools* available in the annotation toolbar.

Available annotation tools include a text object, a bookmark object, a hyperlink object and various other shape objects such as lines, ellipses, rectangles and polygons. See [Annotating Pages](#) for more information on adding annotations to your pages.



## Application status bar

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The PDF Creator Plus status bar at the bottom of the application displays convenient help messages and information about the project and the current page.



You can hide the displayed status bar by clicking **View - Status Bar** in the application menu.

The application status bar shows the following:

- a help message or status message
- the zoom level of the Page View
- the size of the page in the Page View or the selected page in the Thumbnail View
- the number of files currently being combined into one PDF Creator Plus project
- the total number of pages currently in the project

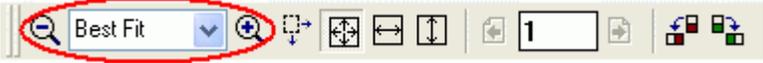
## Zooming pages

You can select the **zoom**, or magnification level at which the pages are viewed. The zoom level can be set from 1% to 1200%. Several common magnification levels are predefined for you. You can also zoom in on specific areas of your pages using the **Zoom to Selected Area** command.

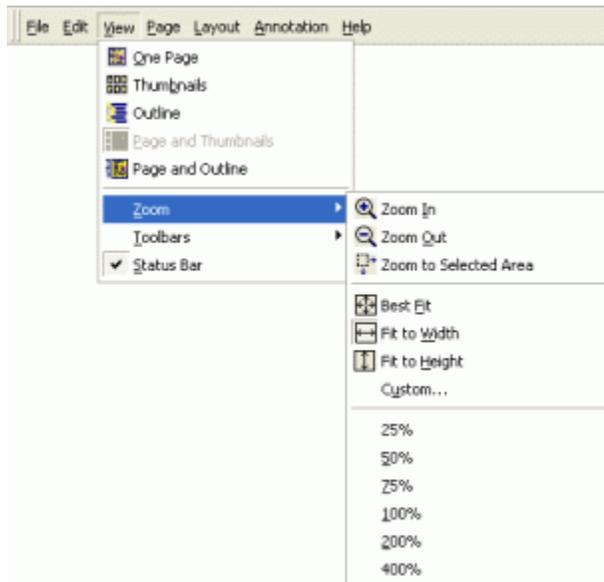
 **Productivity Tips - Changing Zoom**

To quickly change the zoom level, use the **Zoom** control on the **View** toolbar to choose a magnification level, one of the zoom modes or to type in a custom zoom.

Use the **Zoom In**  or **Zoom Out**  toolbar buttons on either side of the **Zoom** control on the **View** toolbar to increase or decrease the zoom level.



You can also change the zoom level from the **View - Zoom** menu and choose from the options in the popup menu.

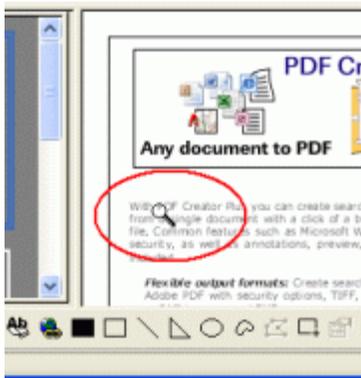


## Predefined Zoom Modes

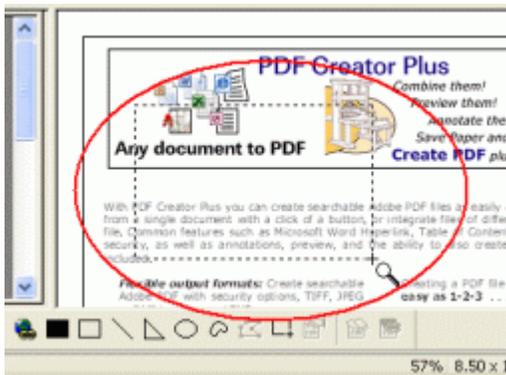
Zoom Mode	Icon	Description
<b>Best Fit</b>		The page is zoomed so that the entire page fits in the right hand pane, or page view window.
<b>Fit to Width</b>		The page is zoomed so that the entire page width is visible in the right hand pane, or page view window.
<b>Fit to Height</b>		The page is zoomed so that the entire page height is visible in the right hand pane, or page view window.
<b>Zoom to Selected Area</b>		Allows you to select a specific area of your page to zoom in to.

## Zooming into a Selected Area

- To zoom into a selected area, go to the **View** menu, select **Zoom**, then select **Zoom to Selected Area**. You can also select the **Zoom to Selected Area**  button on the **View** toolbar. The cursor will change to a small magnifying glass.

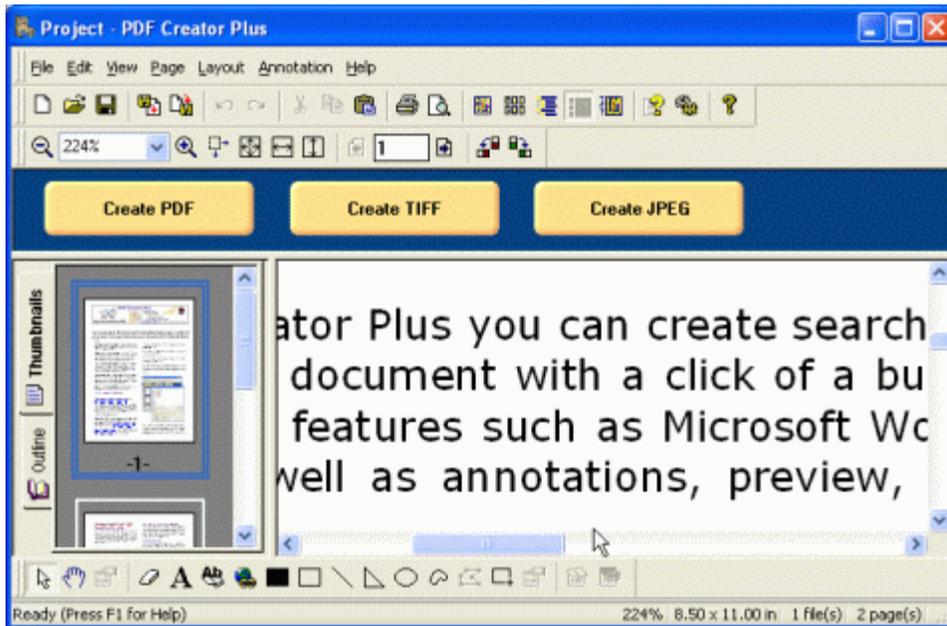


- Move the magnifying glass cursor over to the area you wish to zoom in to. Click and hold the left mouse button while you drag a rectangle around the area to zoom in to.



- Release the mouse when you have outlined the area you want. The page will be zoomed to the

area you outlined.



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## The PDF Creator Plus 6.0 Printer

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There are two components to PDF Creator Plus:

- the PDF Creator Plus application interface
- the PDF Creator Plus 6.0 printer driver.

You use the PDF Creator Plus 6.0 printer driver to create PDF Creator Plus projects from within any application that contains a **Print** command. For example, you could open a document in Microsoft® Word, then use the PDF Creator Plus 6.0 printer driver to send that document to PDF Creator Plus.

The PDF Creator Plus 6.0 printer driver works like any other printer you have installed on your system - it appears in your **Printers** folder and is available anytime you have an option to print a file. The only difference is that instead of creating a paper copy of the file, a digital copy is sent to the PDF Creator Plus application.



### Using the PDF Creator Plus 6.0 Printer Driver

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- [Creating a New Project Using the PDF Creator Plus 6.0 Printer](#)
- [Add Pages to a Project Using the PDF Creator Plus 6.0 Printer](#)
- [PDF Creator Plus 6.0 Printer Properties](#)

### Creating a New Project Using the PDF Creator Plus 6.0 Printer

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With PDF Creator Plus you create PDF files by first printing the desired document to to the PDF Creator Plus 6.0 printer driver from any Windows application.

1. Open the file you want to send to PDF Creator Plus. For example, if you want to send a Microsoft® Word document you will need to open the document in Microsoft® Word.
2. Click **File - Print** (or use the application-specific Print command).
3. Select **PDF Creator Plus 6.0** as the name of your printer.
4. Set any print properties as desired and click **OK** or **Print** to print the document.
5. When the pages have been printed the application interface will launch displaying the pages of your document.

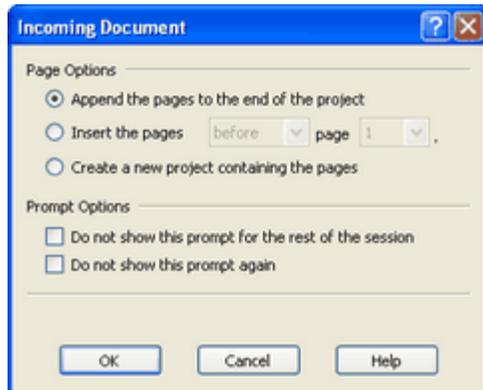
From here, you can then work with the pages PDF Creator Plus project. For example, you can *insert*, *delete*, *rearrange*, *rotate*, and *add* annotations to the pages of the file. If you want to add pages from another document follow the steps in [Add Pages to a Project Using the Printer Driver](#).

When you are done you can save the file to work with later, print the file to any installed printer, or create a **searchable Adobe® PDF document**, a **TIFF image**, a **JPEG image**, a **Bitmap image**, or an **Enhanced Metafile**.

## Add Pages to a Project Using the PDF Creator Plus 6.0 Printer

You can also use the PDF Creator Plus print driver to add further content to a currently open project. For example, you could use the PDF Creator Plus 6.0 printer driver to convert documents in Microsoft® Word, Excel, PowerPoint®, Adobe® PDF and any other applications into one single PDF Creator Plus project.

1. Launch the application whose file you want to send to PDF Creator Plus.
2. Click **File - Print** (or use the application-specific **Print** command).
3. Select **PDF Creator Plus 6.0** as the name of your printer.
4. Set any print properties as desired.
5. Click **OK**.
6. After you click **OK**, the **Incoming Document** window will open for you to specify where the content should be added to the current project. If you are merging multiple files together into a single PDF file, choose the *Append the pages to the end of the project* option. You can optionally insert the pages anywhere in the current list of pages, or discard any pages you have printed and create an entirely new project.



If you do not want the **Incoming Document** window to display for the rest of the current session (the time period when this instance of PDF Creator Plus application is open), you can enable the *Do not show this prompt for the rest of the session* option.

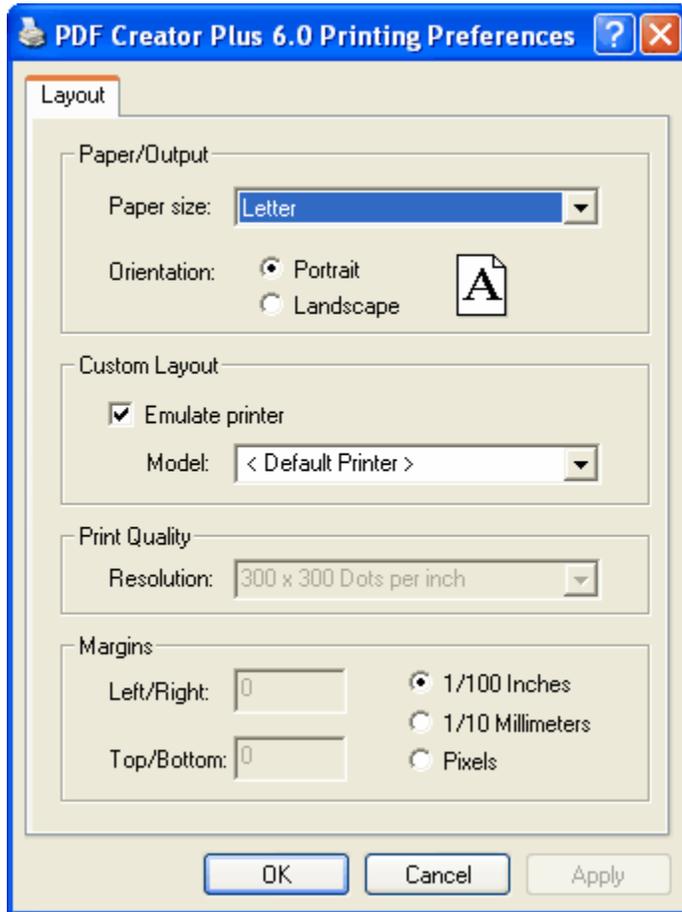
If you do not want the **Incoming Document** window to display again, you can enable the *Do not show this prompt again* option. The next time you add pages to this project, the dialog will not display and the **Page Option** last chosen will be used to determine where to add the pages.

If you have turned off the display of the Incoming Document window, it can be turned back on, or the *Page Options* changed as follows:

- 1) Click **Edit - Application Preferences** in the application menu
- 2) On the **Prompting Defaults** tab
  - a) change the **Page Options** as needed to modify how the pages are added to open projects
  - b) uncheck the *Do not show this prompt again* or *Do not show this prompt for the rest of the session* as needed to enable the dialog display again.

## PDF Creator Plus 6.0 Printer Properties

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### Paper/Output

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**Paper size** - used to set the size of the pages printed. Depending on your regional settings this normally defaults to Letter (or A4 for Europe and the UK). Click the down arrow to the left will display a list of paper sizes to choose from.

**Orientation** - Specifies how the document is positioned on the page. *Portrait* orients the paper vertically while *Landscape* rotates the paper 90° clockwise.

### Custom Layout

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**Emulate Printer** - use this section to emulate the system default printer or another installed printer driver. PDF Creator Plus will simulate the chosen printer by using its resolution and margins. This will ensure that the printer driver generates the same line and page breaks as printing to the chosen printer. When emulating a printer the *Resolution* and *Left/Right* and *Top/Bottom* margin fields are disabled.

**Model** - the installed printer driver to emulate. This can be any printer on your computer, or, if *< Default Printer >* is chosen then whichever printer has been set as the system default printer will be used.

## Print Quality

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**Resolution** - specifies the print resolution, or DPI (dots per inch) of the printed pages. Higher resolutions produce graphic images that are sharper and show finer detail, but are also very large if they are not compressed. Low-resolution images are not of as high a quality, but they take up less disk space. If *Emulation* is enabled, this option reflects the resolution of the printer being emulated.

## Margins

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Each printer has left, right, top, and bottom margins that designate the "non-printable" margin area for that printer. If *Emulation* is enabled, this option reflects the margins of the printer being emulated.

**Left/Right** - left and right width of the non-printable area printer margins.

**Top/Bottom** - top and bottom height of the non-printable area printer margins.

## Working with PDF Creator Plus Projects

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When PDF Creator Plus is opened from the desktop shortcut or from the **Start** menu, it initially contains an project with 0 pages, or an *empty project*.

If PDF Creator Plus is opened automatically by printing to the PDF Creator Plus 6.0 printer, the project will contain all the pages from the file that was printed to the PDF Creator Plus 6.0 printer.

The following sections are designed to familiarize you with the concept of PDF Creator Plus projects and how they are used as a *holding area* (or *preview area*) for the pages you want to include in your new PDF. PDF Creator Plus's main feature set is for creating PDF documents but you can also create TIFF, BMP and JPEG images as well as EMF files.

Once you have collected all of the pages in the preview area, you are ready to create your file. The collecting of pages can be as simple as printing a single document, or you can combine many different pages from many different documents.



### Working with Projects

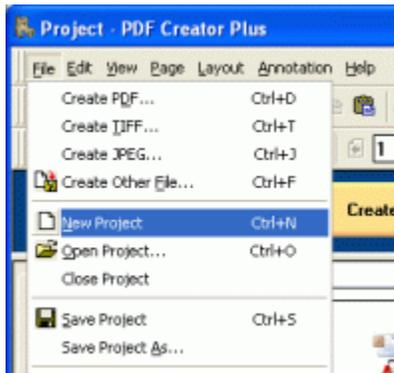
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- [Creating Projects](#)
- [Opening Projects](#)
- [Adding Pages to a Project](#)
- [Creating Projects With Outline Information and Hyperlinks](#)
- [Saving Projects](#)
- [Printing PDF Creator Plus Projects](#)
- [Closing Project Files](#)
- [Exiting the Application](#)

## Creating Projects

A new project file is an empty file consisting of 0 pages.

1. To create a new project file, go to the **File** menu and click **New Project**. You can also click the New Project  button on the [Standard toolbar](#). This will create a new empty project.



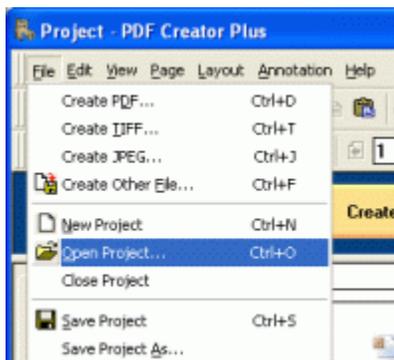
## Opening Projects

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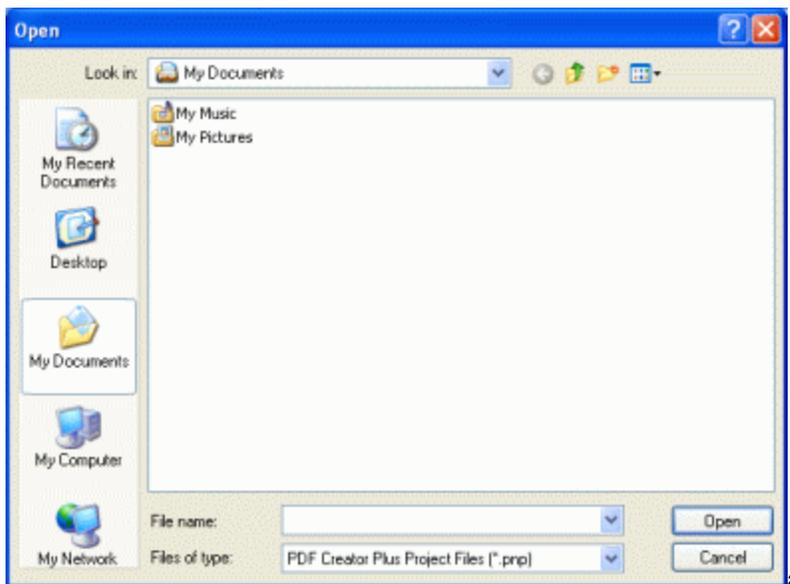
### Open an existing project

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1. To open an existing project file, go to the **File** menu and click **Open Project**. You can also click the **Open Project**  button on the [Standard toolbar](#).

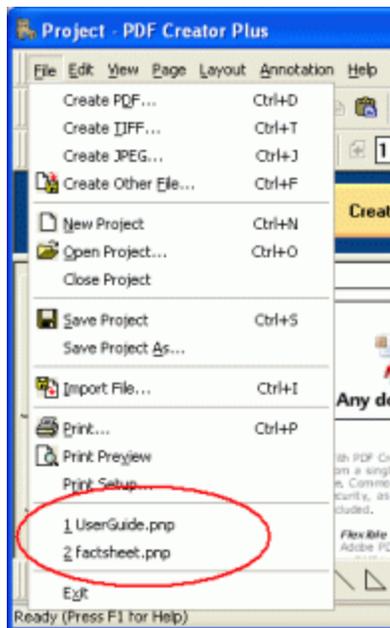


2. In the **Open** dialog that appears, browse to the location where the file has been saved. Select the project file and click the **Open** button.



## Open a recently accessed project

The four most recently accessed project files are listed at the bottom of the **File** menu between the **Print Setup...** and the **Exit** menu items.



### Adding Pages to a Project

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Pages can be added to your PDF Creator Plus projects by printing to the PDF Creator Plus printer from any Windows application, or by importing the pages from an existing PDF Creator Plus project file.

To add pages from Microsoft® Word documents and to preserve any hyperlinks, styles, and bookmarks present in the document, use the **PEERNET Save As PDF Add-In**. The Add-In is documented in the section [Creating Outline Information from Microsoft Word](#).



#### Adding Pages to a Project

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- [Adding Pages From a Windows Application](#)
- [Merging Pages from Different Windows Applications](#)
- [Adding Pages by Importing](#)
- [Appending Blank Pages](#)

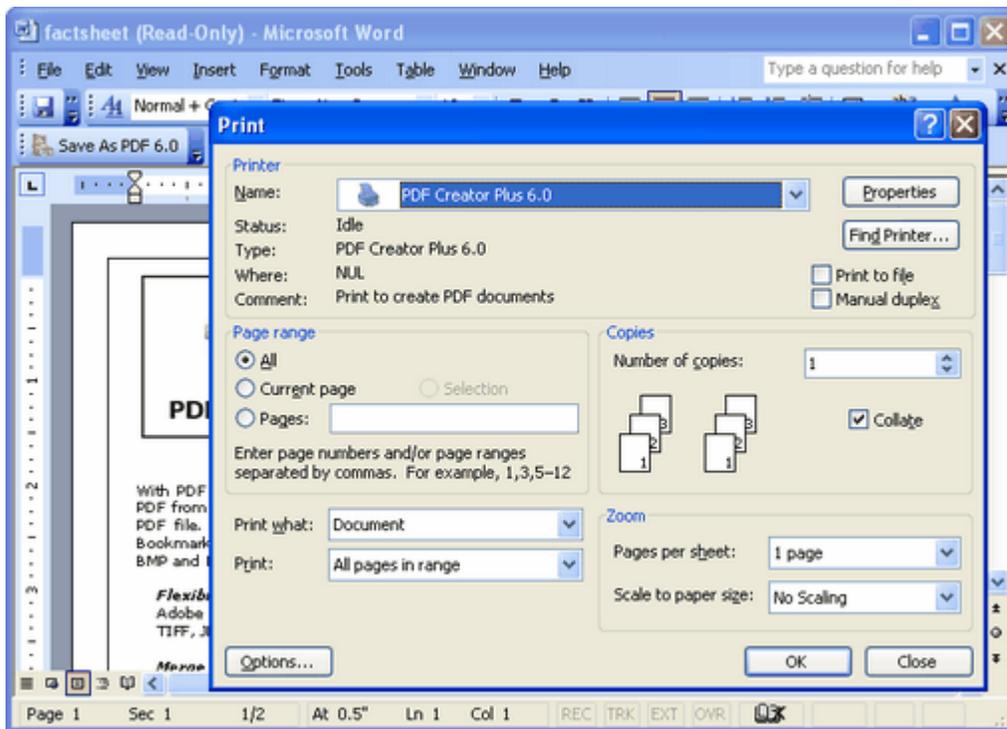
### Adding Pages From a Windows Application

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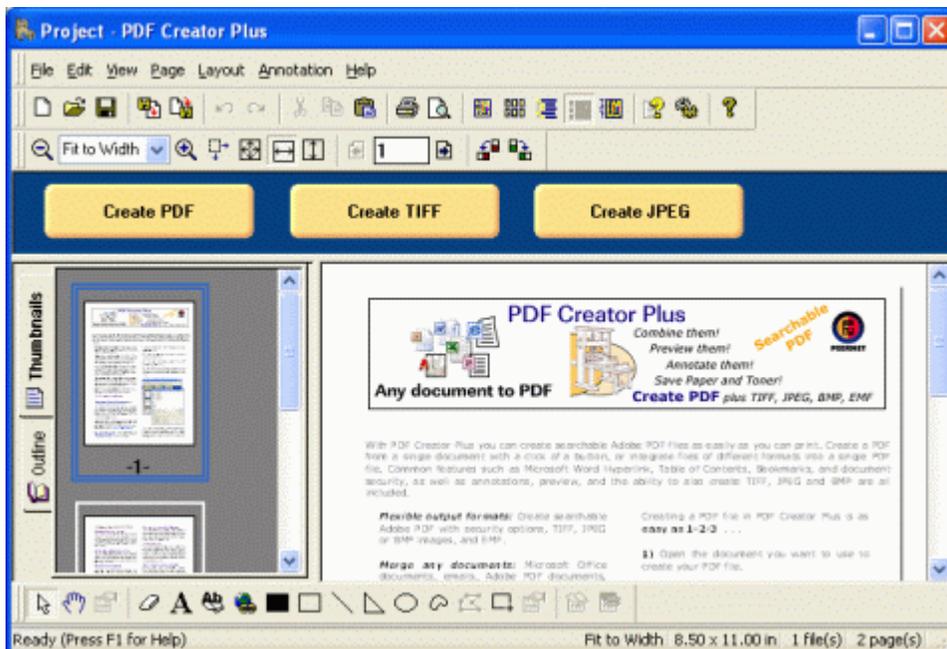
The easiest way to add pages to a project is to print from any Windows application to the **PDF Creator Plus printer** that comes with PDF Creator Plus. The PDF Creator Plus printer converts any printed output created by ANY application to a format that can be inserted into a PDF Creator Plus project.

It's as easy as **1-2-3**.

1. Open ANY document.
2. Print your document to the **PDF Creator Plus printer**.



3. The PDF Creator Plus application will then open and a new project containing the pages of your document is created by default.



### Merging Pages From Different Windows Applications

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You can easily append documents together, such as adding a Microsoft® PowerPoint® presentation or a Microsoft® Excel spreadsheet to the end of a Microsoft® Word document.

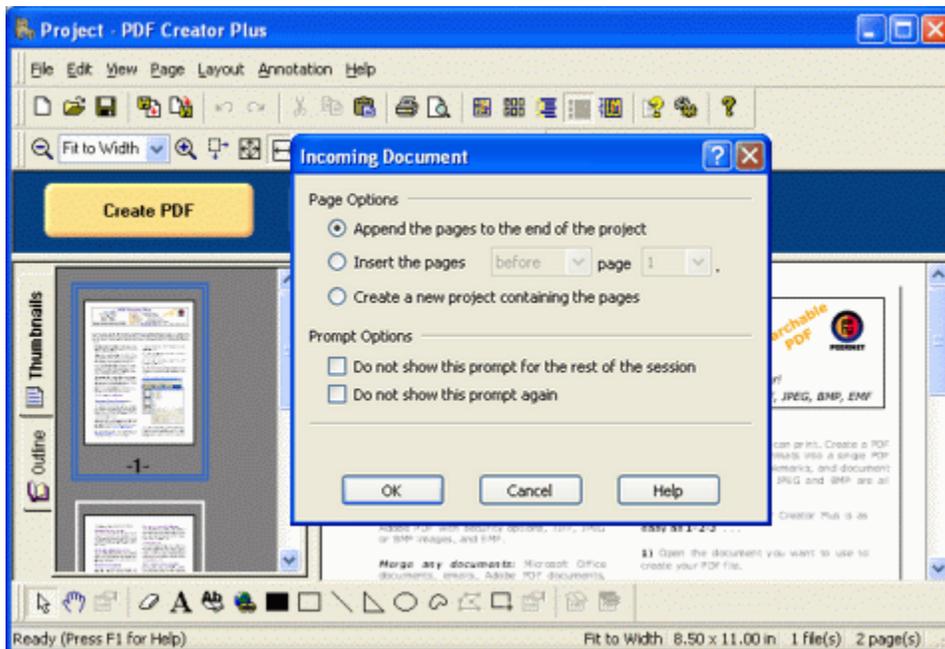
1. Follow the steps in the previous section, [Adding Pages From a Windows Application](#) for the **first file** you want to be in the PDF file.
2. Then simply **leave the PDF Creator Plus application open** after printing the first document, and **continue printing each of the documents** you want to merge into the PDF file.

When the PDF Creator Plus application is already running, a dialog prompt is presented to you each time a new file is added. The dialog box has three options:

- append the new pages to the end of the current project
- insert these new pages at a particular location
- create a new project and discard any current pages.

To add the new pages, choose one of the following:

- **Append the pages to the end of the project** - this will add the pages to the end of all of the pages in the current project.
- **Insert the Pages** - to insert the pages before or after any of the pages in the current project.

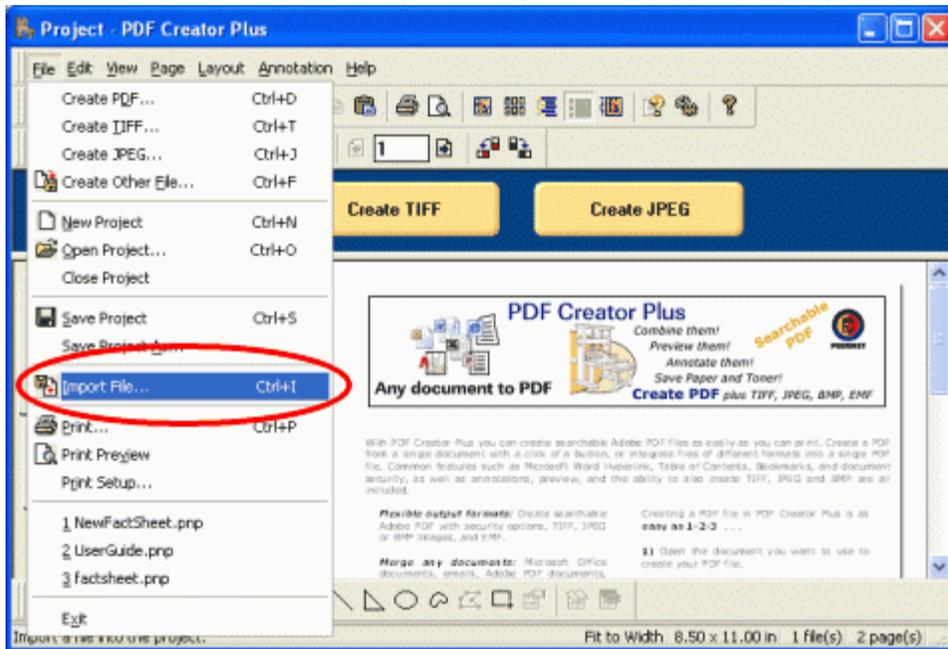


### Adding Pages by Importing

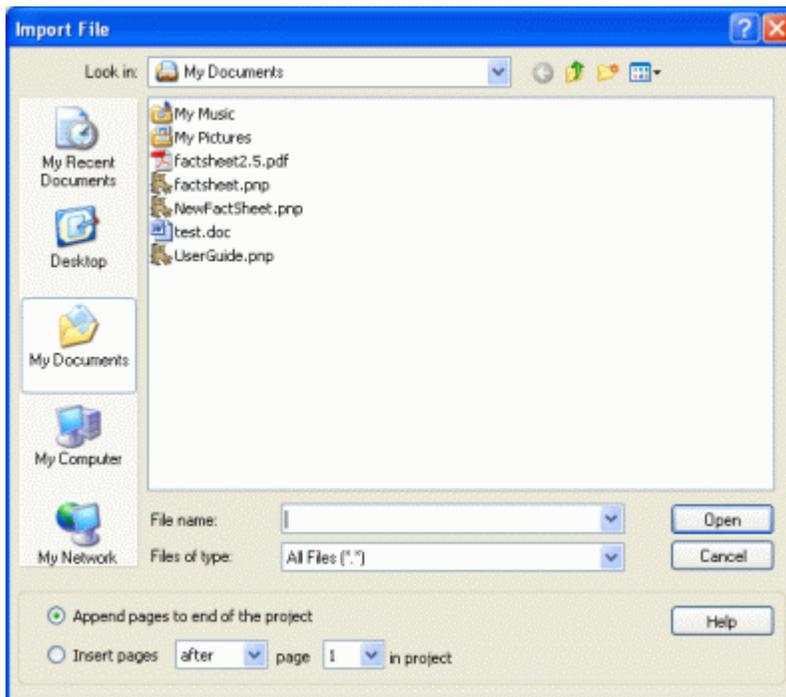
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Another way to add pages to a project is by importing bitmap (BMP) image files or individual pages pages from existing PDF Creator Plus projects.

1. From the **File** menu, select the **Import File...** menu item, or click the **Import**  button on the [Standard toolbar](#).



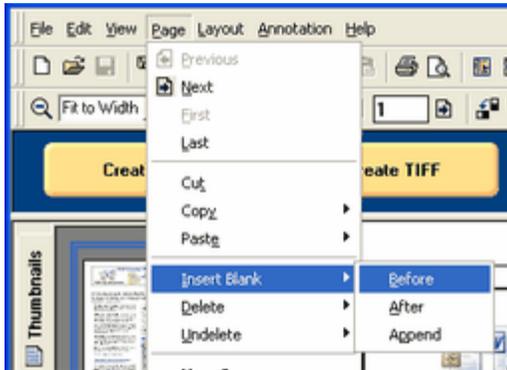
2. In the **Import File** dialog that appears, browse to the *PDF Creator Plus* project or *Windows Bitmap (BMP)* image file you wish to import. Select the file and click the **Open** button to import the pages into your current project. You can choose to *Append pages to end of the project*, or *Insert pages before or after any page in the project*. If the project has no pages, the *Append pages to end of the project* will be the only option available.



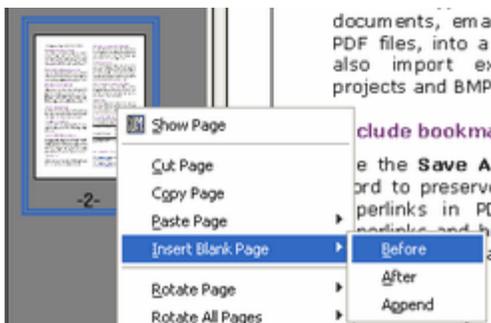
## Inserting Blank Pages

New blank, or empty pages can be added at any point in the project. These pages are perfect for cover pages, or to separate different sources of information within a project.

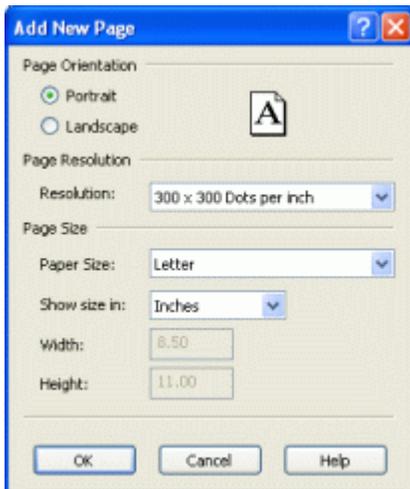
1. To insert a new page, go to the **Page** menu and select **Insert Blank** menu item.
2. You can insert the page **Before** or **After** the current page, or to **Append** the page to the end of the project.



3. The thumbnail view context menu also has the **Insert Blank** menu item with the same options.



4. In the **Add New Page** dialog that appears, you can choose the **Orientation**, **Page Resolution**, and **Page Size** of your new page.



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## Creating Projects With Outline Information and Hyperlinks

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PDF Creator Plus projects can contain outline information and hyperlinks. Outline information is divided into two categories, **Headings** and **Bookmarks**. This information is similar to the table of contents in a Microsoft® Word document, or the Bookmarks tab in Adobe® Acrobat. Hyperlinks in PDF Creator Plus are similar to hyperlinks in Microsoft® Word or Adobe® Acrobat.



### Creating Projects with Outlines

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- [What are Headings and Bookmarks?](#)
- [Creating Outline Information from Microsoft® Word](#)
- [Creating Outline Information Manually](#)
- [Adding Heading Objects](#)
- [Adding Bookmark Objects](#)
- [Adding Hyperlink Information](#)

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## What are Headings and Bookmarks?

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### Productivity Tips - PDF Bookmarks

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The outline information, or the **headings**, in PDF Creator Plus are used to create the **Bookmarks** tab in Adobe Acrobat when creating PDF files.

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## Headings

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Headings in PDF Creator Plus are like the headings in Microsoft® Word that make up the Table of Contents. Like Microsoft Word, PDF Creator Plus headings also have a level specification from one to nine. All headings in the project are listed under the **Headings** section of the [Outline tab](#) in the Navigation view. Headings can be set with a magnification option which allows you to set what zoom level of the page to use when the heading is brought into view.

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## Bookmarks

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A bookmark can be thought of as a named location. It is used to jump to a specific location in the document by referencing it by name from another location, usually a hyperlink within the document. Bookmarks are listed under the **Bookmarks** section of the [Outline tab](#) in the Navigation view. Like headings, bookmarks can also be set with a magnification option which allows you to set what zoom level of the page to use when the bookmark is brought into view.

## Hyperlinks

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Hyperlinks are links to external files, web pages, or to named locations within the document such as a heading or bookmark. When a PDF file is created from the project, clicking within the area will perform the hyperlink action. You can make almost every PDF Creator Plus annotation tool into a hyperlink area.

## Creating Outline Information

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Outline information can be created in two ways:

- manually using the **Bookmark** annotation tool, and hyperlink information created with the **Hyperlink** annotation tool.
- automatically generated from a Microsoft® Word Document using the **PEERNET Save As PDF 6.0 Add-In**. PDF Creator Plus projects created using the add-in preserve hyperlinks, styles, and bookmarks present in the original Word document.

Headings are shown outlined with a red dotted rectangle, bookmarks with a green one and hyperlinks with blue. These rectangles are only visible on the screen to make it easier to see where the headings, bookmarks and hyperlinks are; they are not included when the page is printed or used to create a PDF, TIFF or other type of file.

## Creating Outline Information from Microsoft® Word

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A **Save As PDF 6.0 Add-In** is added to Microsoft® Word when the PDF Creator Plus application is installed. The **Save As PDF 6.0 Add-In** allows the creation of PDF Creator Plus projects with outline information from Microsoft® Word documents that use heading styles, as well as maintaining any hyperlink information from the document. You can then use this project to create PDF files, TIFF images or other output types supported by PDF Creator Plus.



### Productivity Tips - PDF Bookmarks

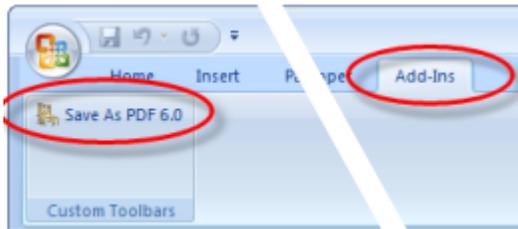
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If you do not want to create outline or hyperlink information in your PDF Creator Plus project, simply print the Word document to the PDF Creator Plus printer through the **File – Print** menu item.

1. To convert a Word document to an PDF Creator Plus project with outline and hyperlink information intact, use the **Save As PDF 6.0 Add-In** available in Word. Where the Add-In is accessed from depends on the version of Office you are running.

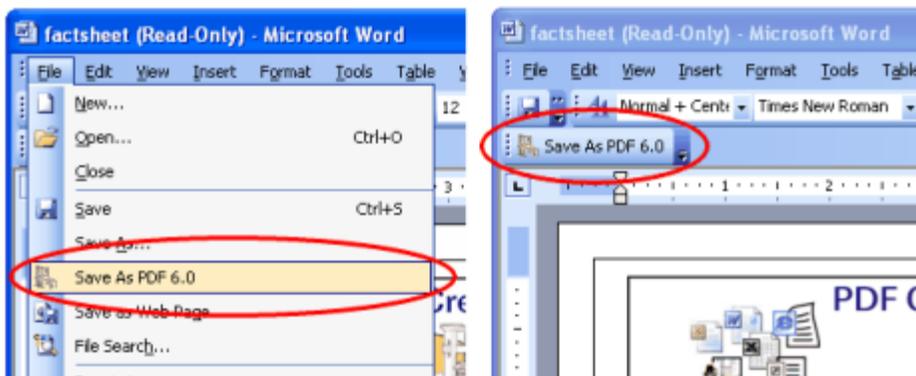
### If you are running Office 2007, 2010 or 2013

Click the **Add-Ins** tab on the ribbon interface, then select the **Save As PDF 5.0.0** button on the toolbar.

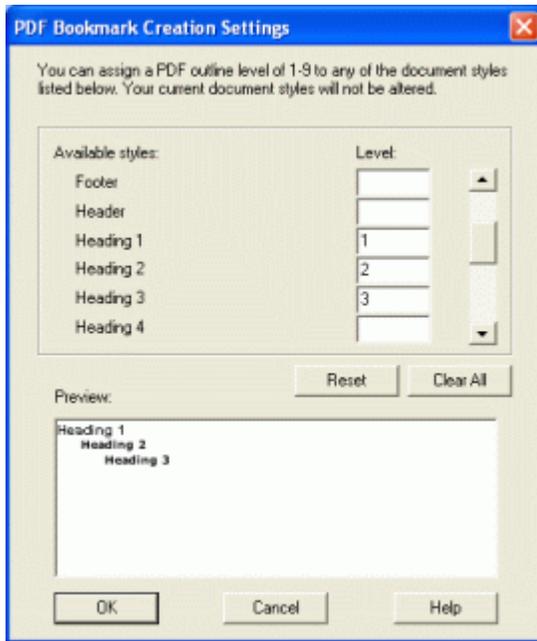


If you are running Office 2003 or Office XP

Click the **Save As PDF 5.0.0** button on the toolbar, or choose **File – Save As PDF 5.0.0** from the File menu.



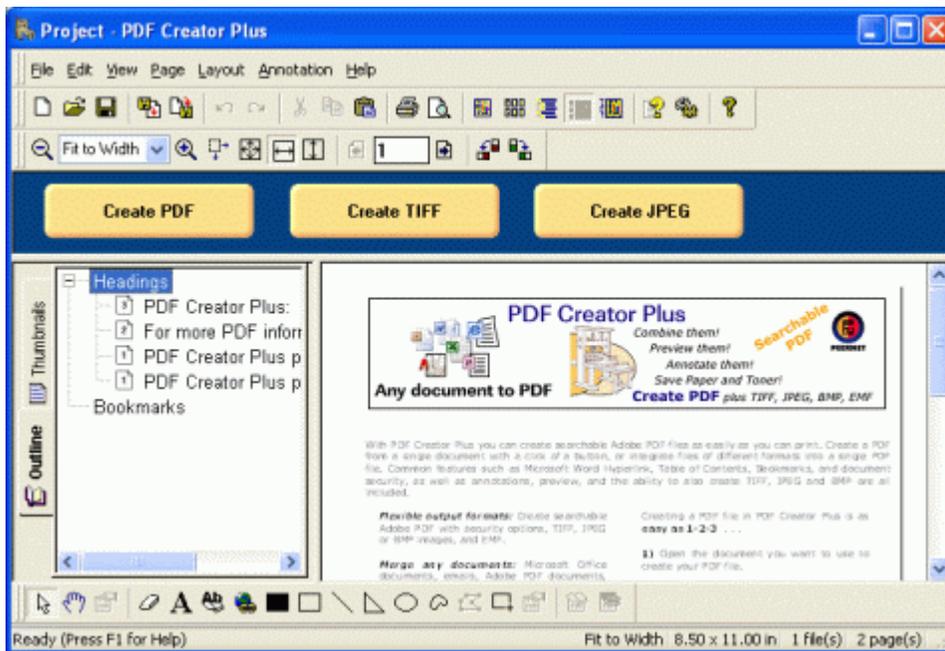
- When you click **Save As PDF 5.0.0**, the **PDF Bookmark Creation Settings** dialog will display. From this dialog you can choose what outline level, from 1 to 9, to assign each available style in the document. These settings are only used during the **Save As PDF 6.0** conversion process. They do not affect the current styles and formatting in the document. Also, only styles that have a level assigned to them will be included in the creation of the outline. A preview of each style that will be included is shown in the Preview section at the bottom of the dialog. Hyperlink information is always automatically included in the **Save As PDF 6.0** conversion process.



3. When you are satisfied with the settings, click the **OK** button to start the **Save As PDF 6.0** conversion process and launch the progress dialog box.



4. While the progress dialog is displayed, you will see different parts of the document being selected as the **Save As PDF 6.0 Add-In** moves through the document and processes each page. When the process is complete, the document is automatically printed to the **PDF Creator Plus 6.0 printer** and the PDF Creator Plus application will open with Word document as a new project.



- Document styles that were assigned outline levels are displayed in the **Outline** view of the **Navigation tab**. If you cannot see the **Outline** view, click on the *Outline tab* in the [Navigation view](#) to bring the tab forward.

## Creating Outline Information Manually

If the pages in your projects are coming from different sources, you may want or need to add additional outline information manually. Both headings and bookmarks can be added using the Outline tool on the [Annotation toolbar](#).

 **Manual Outline Tools**

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- [Adding Heading Objects](#)
- [Adding Bookmark Objects](#)
- [Adding Hyperlink Information](#)

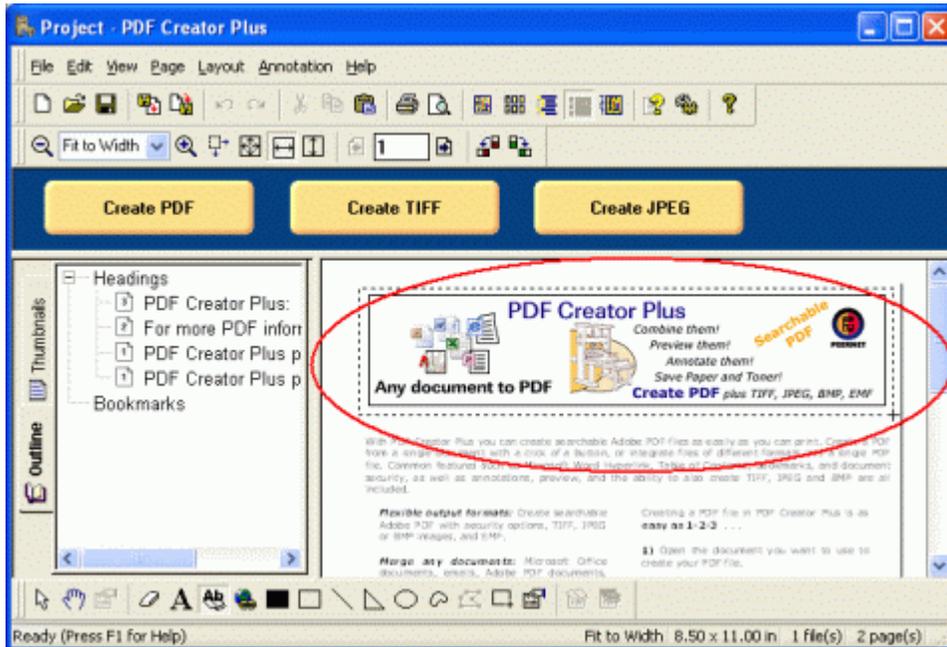
### Adding Heading Objects

Heading objects are the same as *bookmarks* in a PDF document. Adding heading items can be thought of as building your *table of contents*.

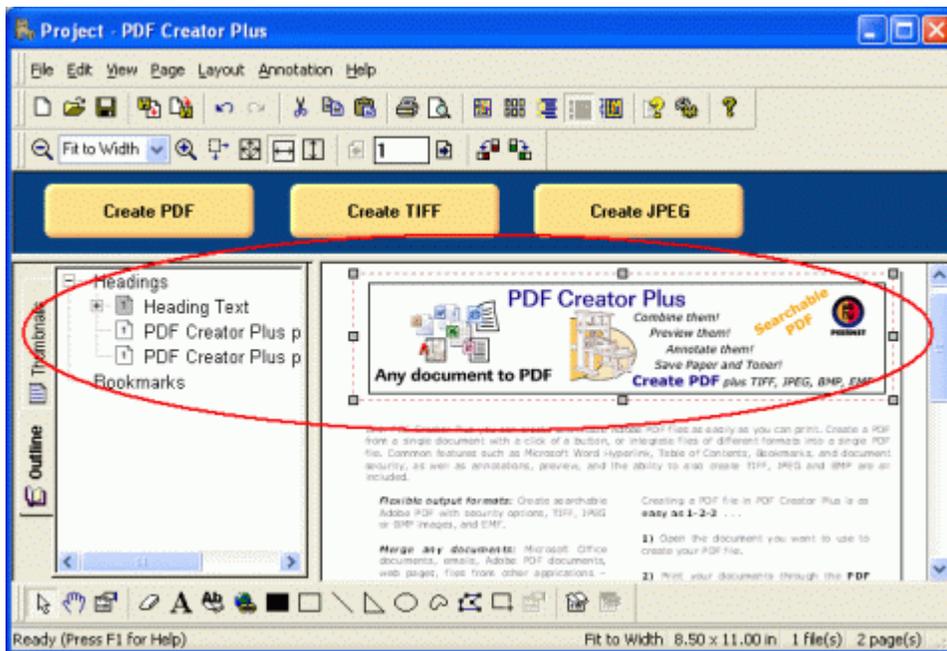
- Go to the page in the project that you want to be the target of the heading. Select the **Outline** annotation tool.



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle around the area on the page that you want to represent the heading. Heading objects are normally, but not limited to, a line of text on your page. Here we are creating a heading object that encompasses the graphic at the top of the page.



3. Release the mouse button when you are done. The outline object creates a heading object by default. The size and position of the rectangle can be adjusted as required. Headings are shown outlined with a *red dotted rectangle*. This rectangle is shown only on the screen to make seeing the heading annotation easier; it is not included when the page is printed or used to create a PDF, TIFF or any other type of file.



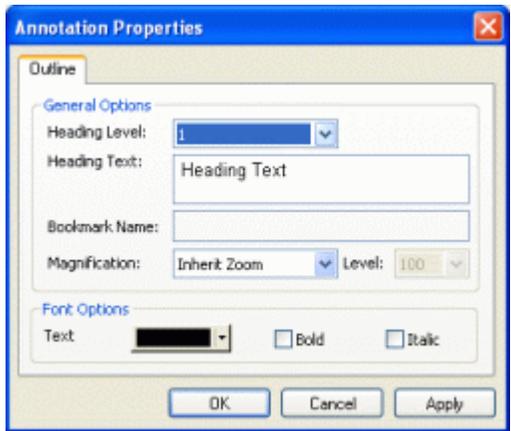
4. The new heading annotation has also been added under the **Headings** section in the **Outline** view. If you cannot see the Outline view, click on the Outline tab, the tab with the book icon, in the [Navigation view](#) to bring the tab forward.



5. You can change the properties of the **Heading** through the **Outline properties** dialog, accessible from the **Annotation Properties** or the **Edit Outline** toolbar button.



6. From the **Annotation Properties** dialog, you can change the text displayed for the heading, the heading level, its magnification settings and its font options. See [Outline Properties](#) for a full description of this dialog box and its options.



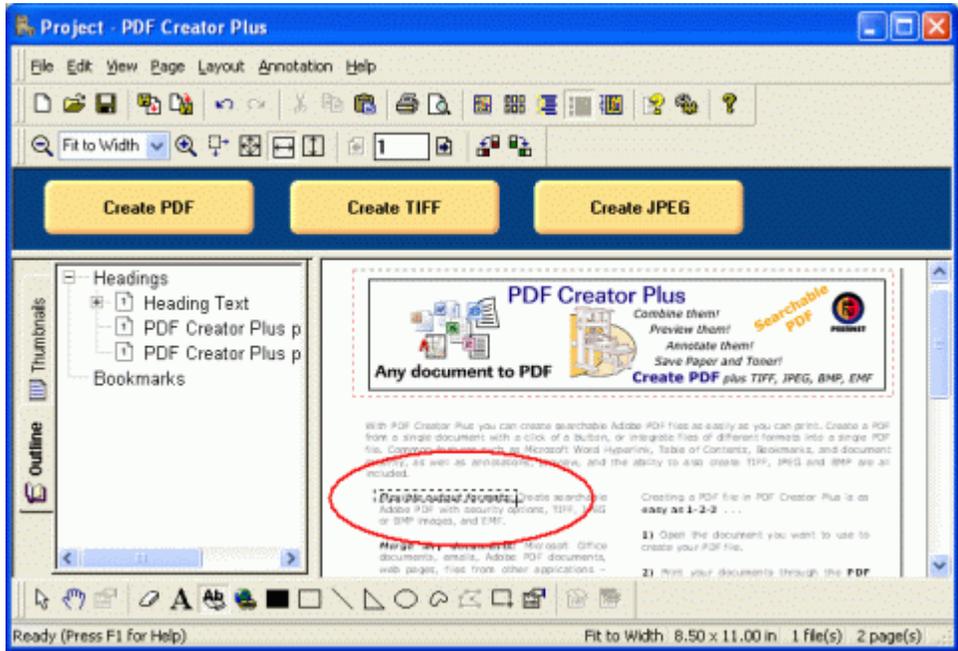
Adding Bookmark Objects

A bookmark is a named destination that can be jumped to from a hyperlink. This is the same concept as a book mark in Microsoft® Word but different from a bookmark in Adobe. The steps below will walk you through how to create a bookmark that can then be jumped to from any hyperlink anywhere in the document.

1. Go to the page in the project that you want to be the destination of the jump. Select the **Outline** annotation tool.



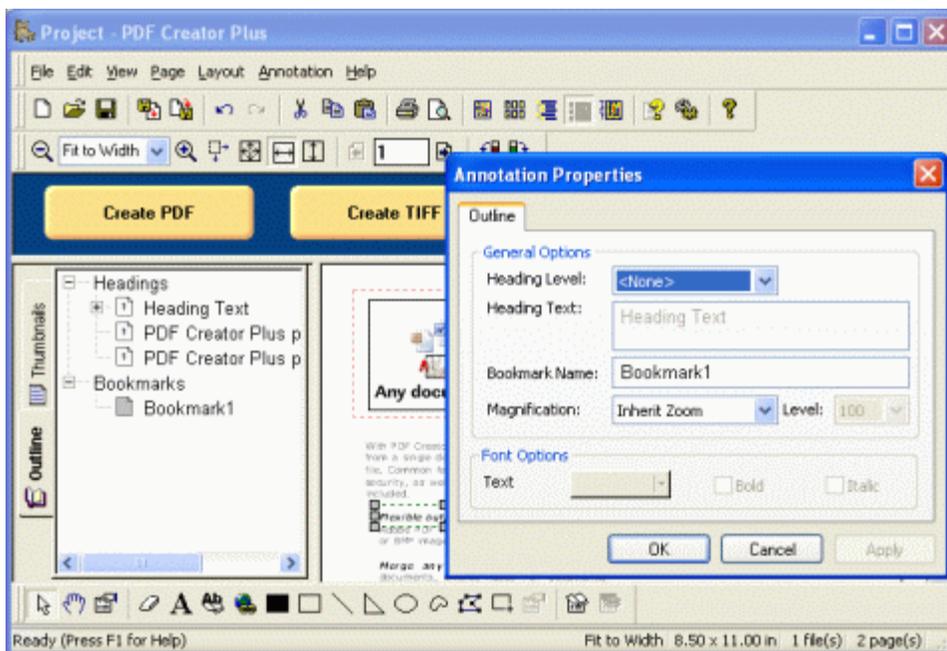
2. The cursor will change from the mouse pointer to a small cross hair (+). Click and hold the left mouse button while you drag to create a rectangle around the area on the page that you want to represent the bookmark.



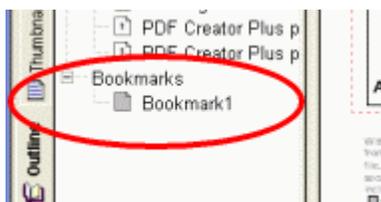
- Release the mouse button when you are done. The **Outline** annotation tool creates a *heading annotation* by default. To create a bookmark, the heading annotation properties have to be changed. You can change the *heading annotation* to a *bookmark annotation* through the **Annotation Properties** dialog, accessible from the **Annotation Properties** or the **Edit Outline** toolbar button.



- In the **Annotation Properties** dialog, change the **Heading Level** to *<None>* and type a name for the bookmark in the **Bookmark Name** field. This changes the heading annotation to a bookmark annotation. Click the **Apply** button to save the changes. See [Outline Properties](#) for a full description of this dialog box and its options.



- The bookmark outline, as shown above, is now displayed with a *green dotted rectangle*. This rectangle is shown only on the screen to make seeing the bookmark area easier; it is not included when the page is printed or used to create a PDF, TIFF or any other type of file.
- The new bookmark annotation has also been added under the **Bookmarks** section in the **Outline** view. If you cannot see the Outline view, click on the Outline tab, the tab with the book icon, in the [Navigation view](#) to bring the tab forward.



### Adding Hyperlink Information

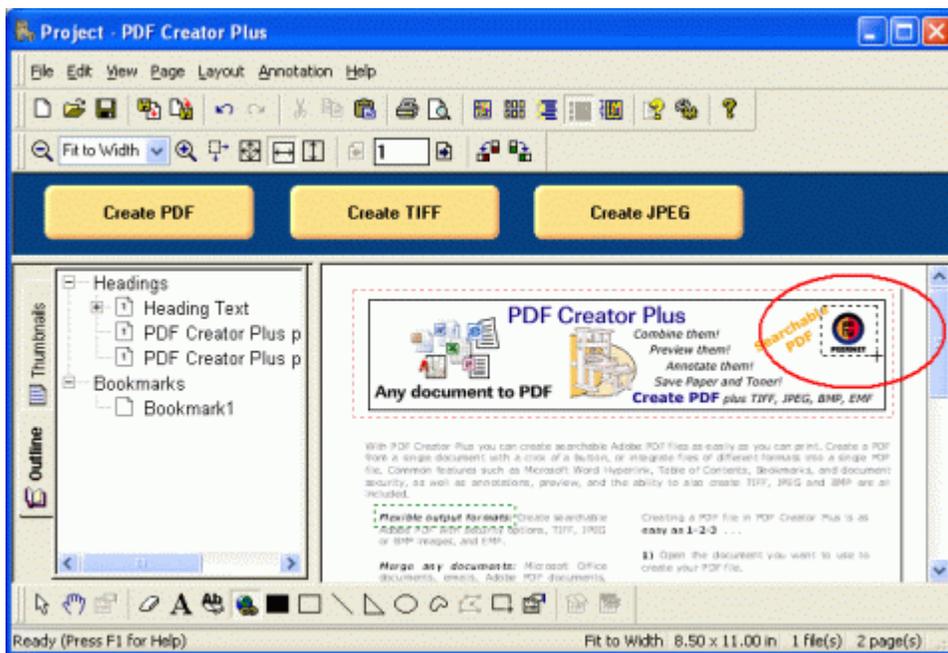
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The hyperlink annotation allows you to create jump points in the project. A hyperlink can jump to a web address, a file on disk, or to a location, called a *bookmark*, inside the project. When a PDF file is created from this project, these links are maintained inside the PDF document.

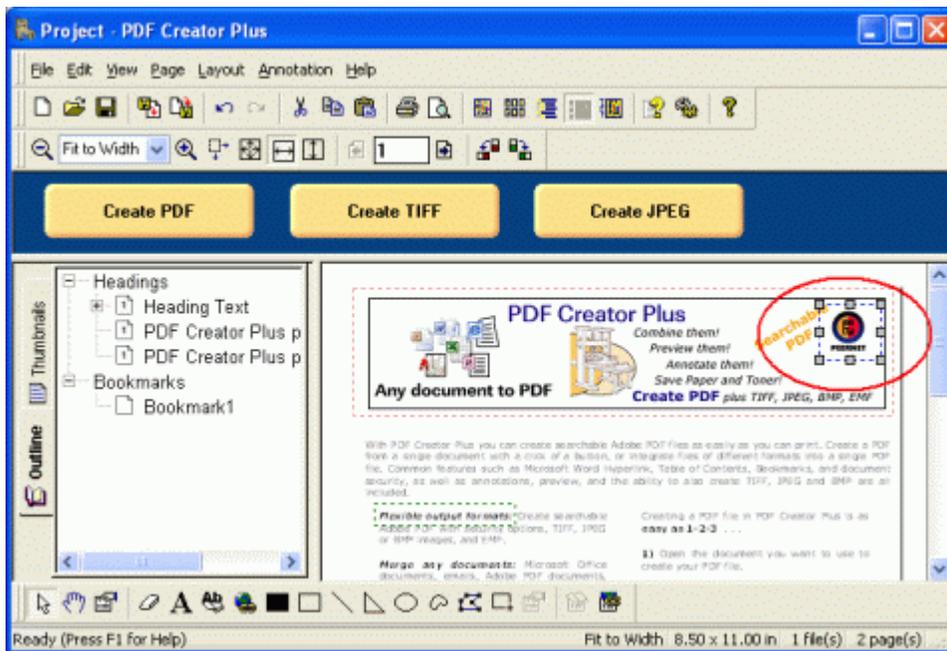
1. Go to the page in the project where you want to place a hyperlink. Select the **Hyperlink** annotation tool.



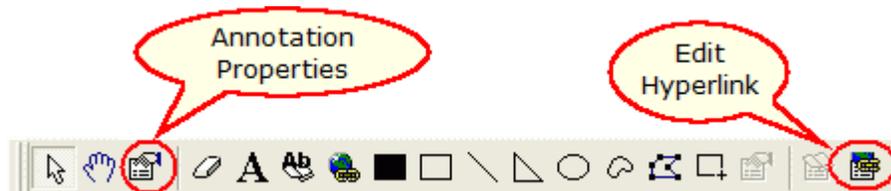
2. The cursor will change from the mouse pointer to a small cross hair (+). Click and hold the left mouse button while you drag to create a rectangle around the area on the page that you want to represent the hyperlink.



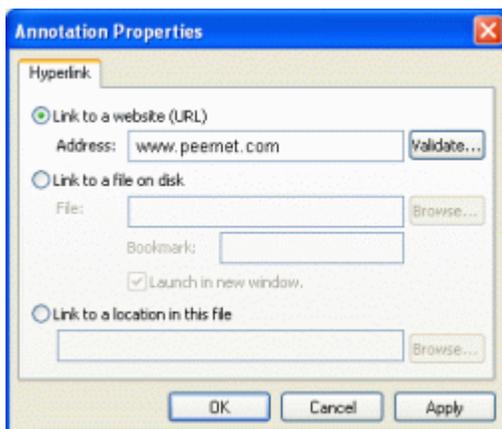
3. Release the mouse button when you are done. Hyperlinks are shown outlined with a *blue dotted rectangle*. This rectangle is shown only on the screen to make seeing the hyperlink annotation area easier; it is not included when the page is printed or used to create a PDF, TIFF or any other type of file.



4. You can change the properties of the Hyperlink through the Hyperlink properties dialog, accessible from the **Annotation Properties** or the **Edit Hyperlink** toolbar button. See the section [Hyperlink Properties](#) for a full description of this dialog box and its options.

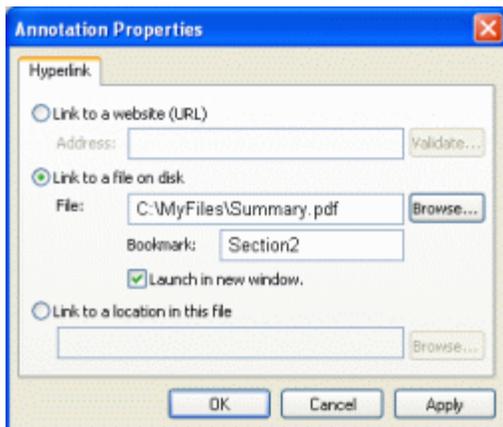


5. To set the hyperlink to link to a web address, choose **Link to a website (URL)** and enter the desired web address.

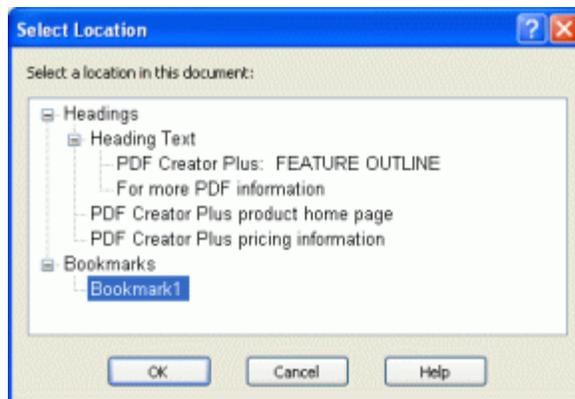
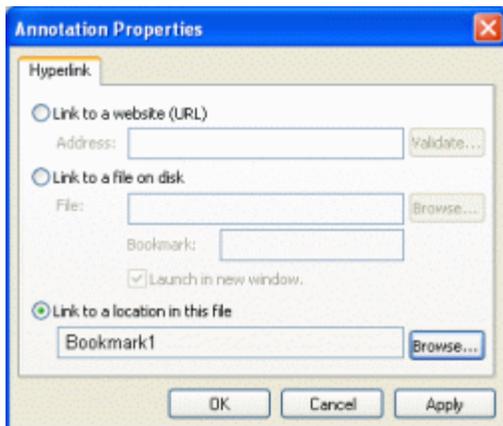


6. To set the hyperlink to link to an external file, choose **Link to a file on disk** and type in the filename. The **Browse** button can be used to quickly navigate to the file on disk. If you are linking to a PDF file, you can even specify a named bookmark within the PDF file to jump to when

the document is opened.



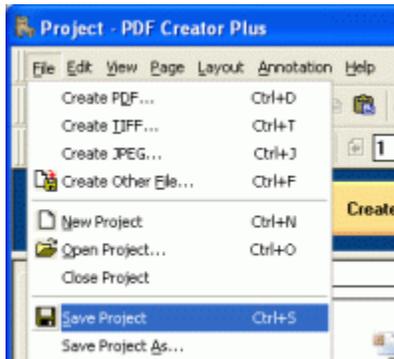
7. To set the hyperlink to link to an internal location within the current PDF Creator Plus project, choose **Link to a location in this file**. Click the **Browse** button to launch the **Select Location** dialog to choose from the headings and bookmarks available in the project.



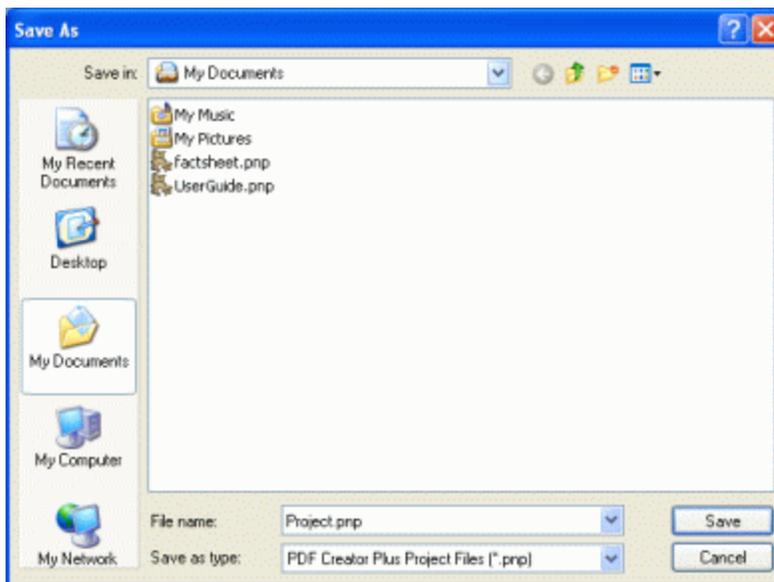
## Saving Projects

### To save a new project file

1. To save a project file for the first time, go to the **File** menu and click **Save Project**. You can also click the **Save Project**  button on the [Standard toolbar](#).



2. In the **Save As** dialog that appears, browse to the location where you want to save the project. Select a name for your project file and click the **Save** button.

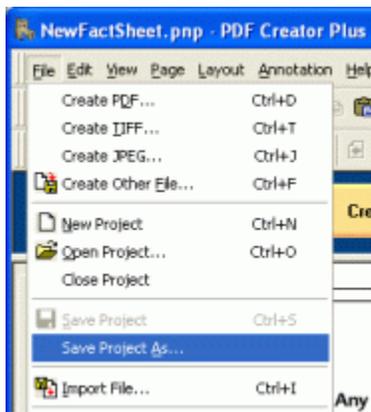


### To save a project file you have modified

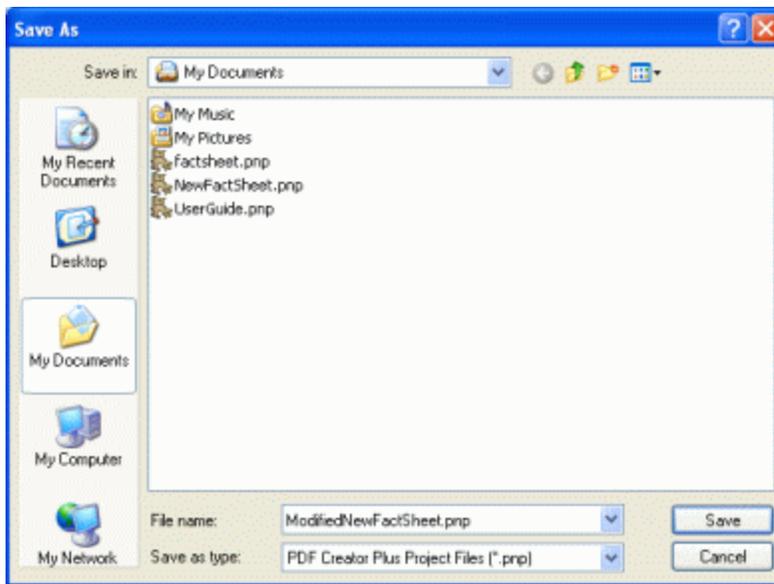
To save a project file that you have modified, go to the **File** menu and click **Save Project**. You can also click the **Save Project**  button on the [Standard toolbar](#).

### To save a project file with a different name

1. To save a project file under a different name, go to the **File** menu and click **Save Project As...**



2. In the **Save As** dialog that appears, browse to the location where you want to save the project. Select a new name for your project file and click the **Save** button.



## Printing PDF Creator Plus Projects

PDF Creator Plus offers advanced print and print preview functionality that allows you to see what your project will look like when printed to the selected printer, before actually printing the document.

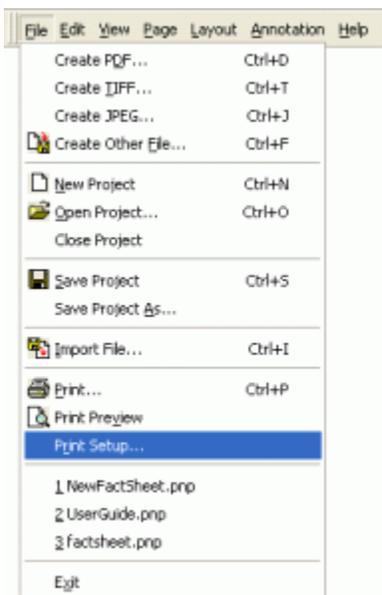


### Printing PDF Creator Plus Projects

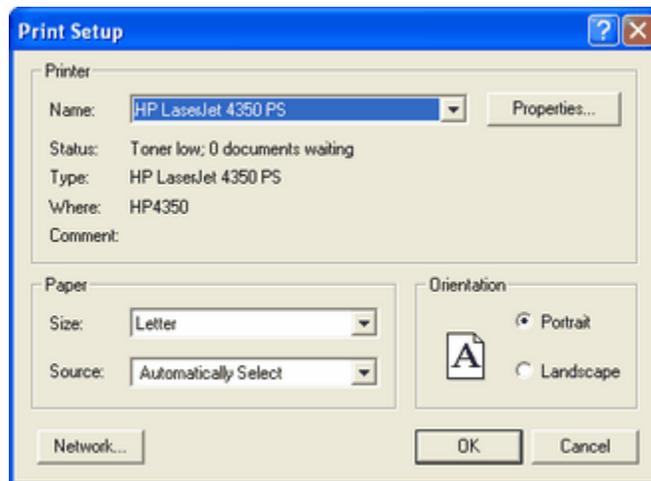
- [Setting Printer Defaults](#)
- [Previewing Project Files](#)
- [Printing Project Files](#)
- [PDF Creator Plus Printing Options](#)

### Setting Printer Defaults

The system default printer is automatically chosen as the selected printer when the application starts. To change this to another printer, or to change any of the options for that printer, go to the **File** menu and click **Print Setup**.



From the **Print Setup** dialog that appears, you can change the following:



- use the **Name** drop list to choose another printer
- modify the properties of the chosen printer by clicking on the **Properties...** button.
- change the **Paper Size** and **Orientation** of the printed page.

## Previewing Projects

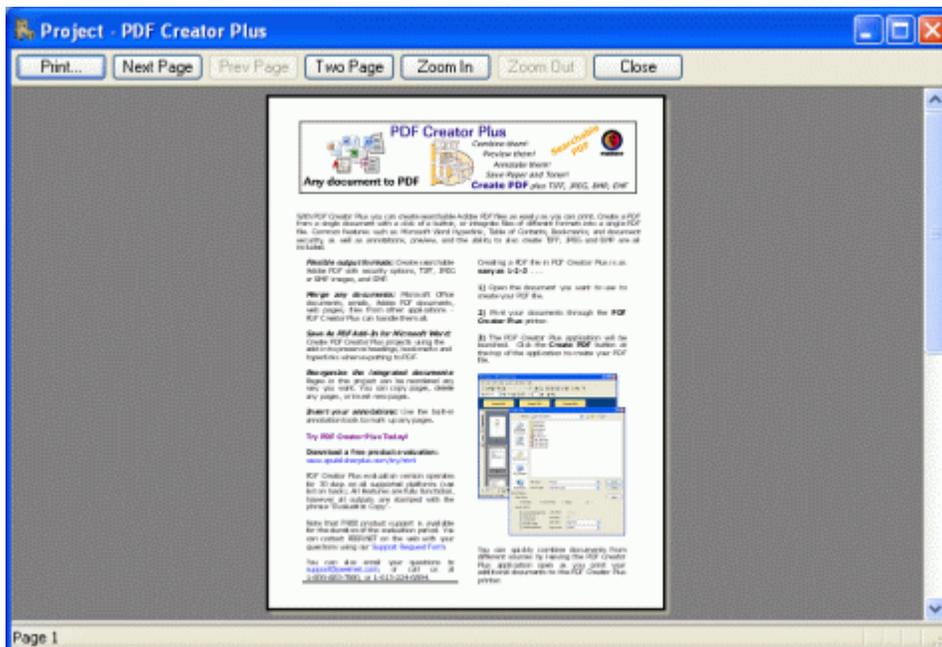
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Previewing the project allows you to see what the pages will look like before you print them. You can also change the Page Scaling options through Application Preferences to see how the page would look when printed using the different page scaling options.

### Preview the Project

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1. Create a new PDF Creator Plus project or open an existing one.
2. From the **File** menu, select the **Print Preview** menu item. You can also click the **Print Preview**  button on the [Standard toolbar](#).

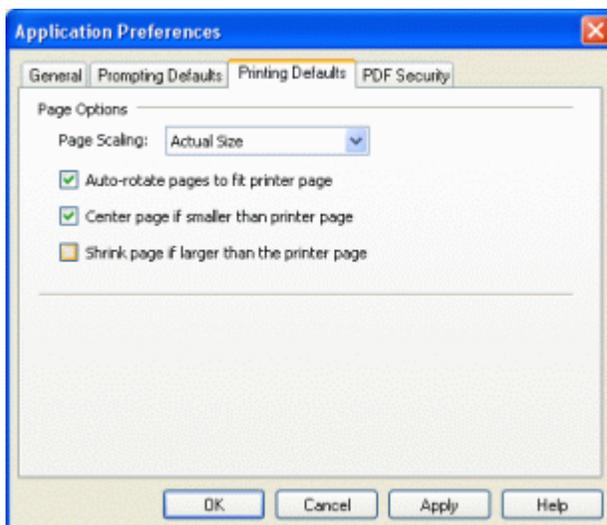


3. The first page of your project is displayed as it would look if it was printed to the printer selected in [Setting Printer Defaults](#).

## Change the Page Scaling

The default printing option for **Page Scaling** is *Fit to Paper*. To preview changes to the page scaling options, change the page scaling defaults through the **Printing Defaults** tab in the **Application Preferences** dialog.

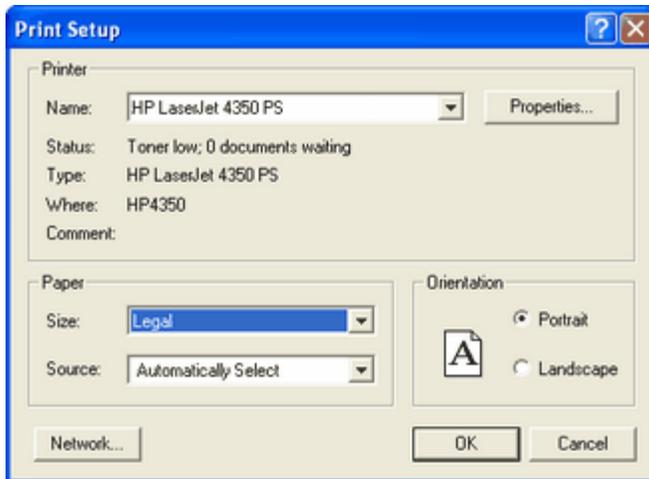
1. From the **Edit** menu, click the **Application Preferences** menu item. You can also click the **Preferences**  button on the [Standard toolbar](#).



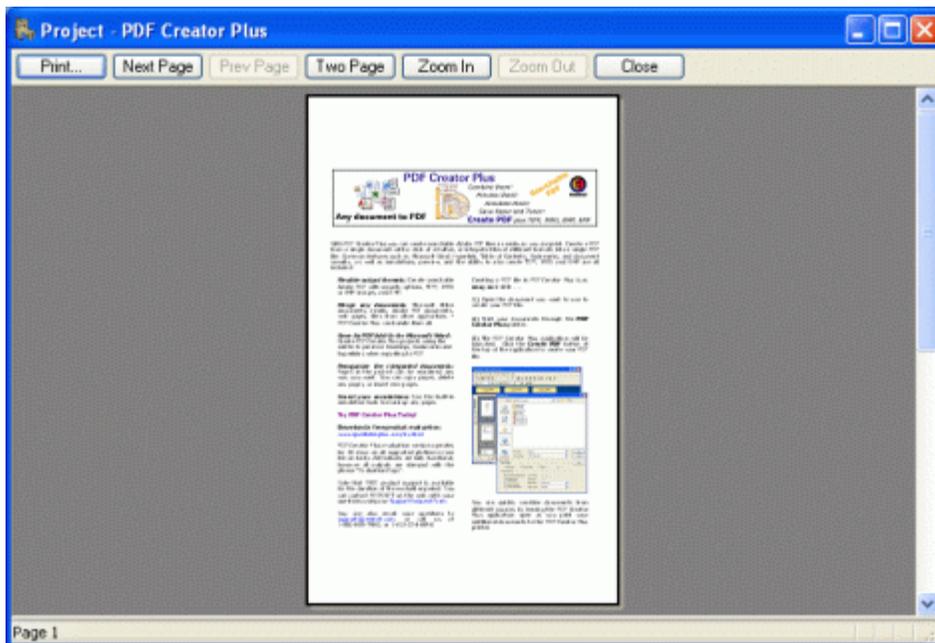
- Changes made on this tab will be seen when you preview or print the project. Here the

page is set to be scaled *Actual Size*, with *Auto-rotate* and *Center page* turned on.

2. The page scaling option set in step 1 above is more readily seen if we also change the **Paper Size** to *Legal* in the [Print Setup dialog](#) as shown below.

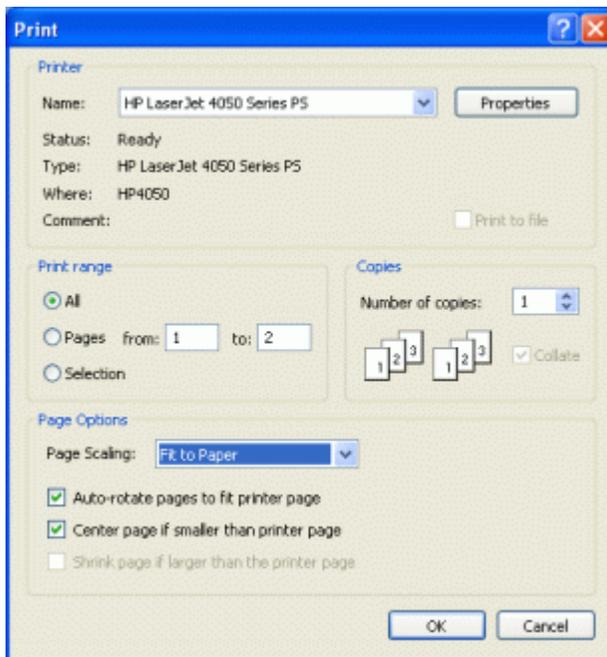


3. Now in the print preview we see the original page has retained its *actual size* of **Letter** paper but now it is *centered* on **Legal**-sized paper.

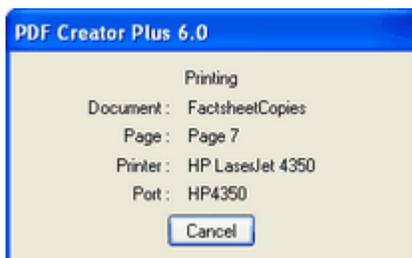


## Printing Projects

1. Create a new PDF Creator Plus project or open an existing one.
2. From the **File** menu, select the **Print** menu item. You can also click the **Print**  button on the [Standard toolbar](#).

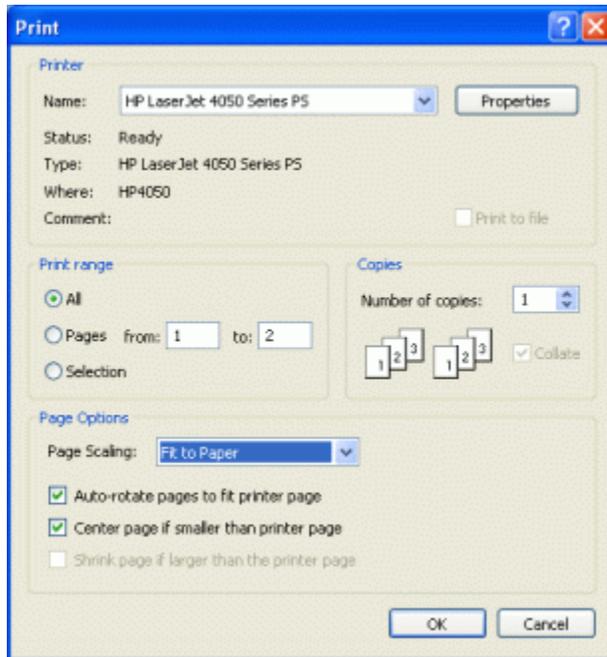


- From the **Print** dialog that appears, select a printer from the Name drop list.
  - The **Print Range** section allows you choose what pages of the project to send to the printer.
  - The **Page Options** section controls the Page Scaling and positioning options. These are the same options as the [Printing Defaults](#) tab in the [Application Preferences](#). Any changes made in one dialog are reflected in the other dialog.
    - Choose *Fit to Printer* or *Actual Size* for the page scaling.
    - Enable or disable *auto-rotate*, *center page*, or *shrink page* to position the page as required.
3. To print your project, click the **OK** button. A progress dialog will appear as your project is being printed.



## PDF Creator Plus Printing Options

How your project is printed is determined by the **Page Options** settings on the **Print** dialog. The same options also appear on the **Application Preferences – Printing Defaults** tab.



## Page Options

The page scaling printing option determines how each page in the project is scaled to the paper when printed. There are two scaling options:

<b>Fit to Paper</b>	Enlarges or reduces the page to fit the size of the currently selected paper.
<b>Actual Size</b>	Makes no attempt to scale the page; any part of the page that does not fit in the printable area of the currently selected printer is cropped.

## Page Auto-rotation

The **Auto-rotate pages to fit printer page** option adjusts the pages orientation to maximize the amount of page printed. If this option is on, the page will be rotated if rotating the page allows more of the page to fit in the printable area of the currently selected paper.

## Page Centering

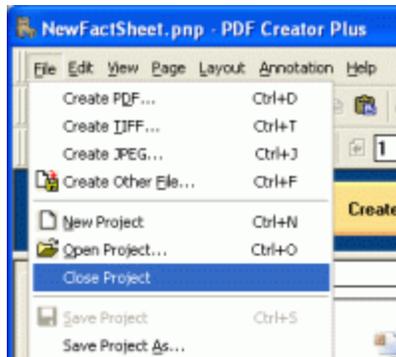
The **Center Page if smaller than printer page** option centers the contents of the page if the page is smaller than the printable area of the currently selected paper. This will not affect pages that are larger than the printable area.

## Page Shrinking

The **Shrink page if larger than the printer page** option shrinks the contents of the page to fit if the page is larger than the printable area of the currently selected paper. This gives the same result as Fit to Paper for larger pages. This does not affect pages that are smaller than the printable area and only applies when the **page scaling** is set to print *Actual Size*.

## Closing Projects

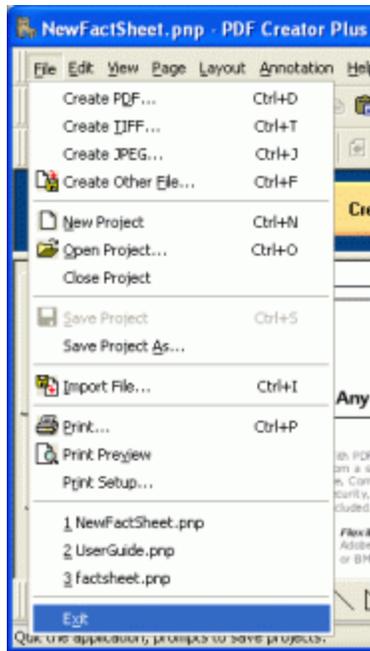
To close a project file, go to the **File** menu and click the **Close Project** menu item.



## Exiting the Application

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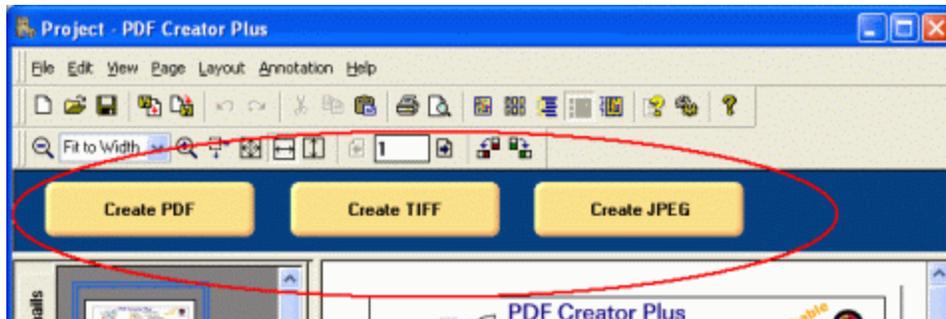
To exit the application, go to the **File** menu and click the **Exit** menu item.



## Creating PDF, TIFF and Other Files From PDF Creator Plus Projects

One of the primary uses of PDF Creator Plus is to create searchable Adobe® PDF documents (with or without security), TIFF image files, JPEG image files, Windows Bitmap image files, or placeable Enhanced Metafile files from a PDF Creator Plus project.

The three most common file formats are readily available from the **Create PDF**, **Create TIFF** and **Create JPEG** buttons in the Task window at the top of the PDF Creator Plus application.



To create *Windows Bitmap (\*.bmp)* or *placeable Enhanced Metafiles (\*.emf)* files, select the **Create Other File...**  button on the [Standard toolbar](#), or choose **File – Create Other File...** from the menu.



### Creating PDF and other files

- [Converting to Searchable Adobe® PDF Format](#)
- [Converting to TIFF Image Format](#)
- [Converting to JPEG Image Format](#)
- [Converting to BMP Image Format](#)
- [Converting to Enhanced Metafile \(EMF\) Format](#)

## Creating a Searchable Adobe® PDF File

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 **PDF File Options**

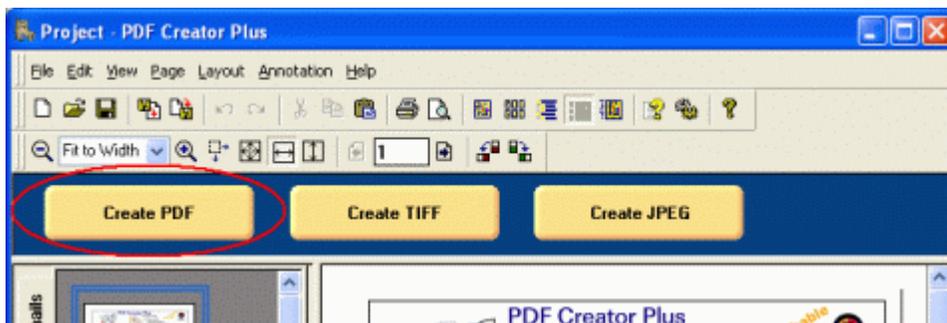
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- [Creating an Adobe® PDF File](#)
- [Embedding Fonts in Adobe® PDF Files](#)
- [Creating Searchable Adobe® PDF Format with Security](#)
- [Including Outline Information](#)
- [Including Hyperlink Information](#)
- [Setting Initial View and Page Layout](#)
- [Controlling PDF Size with Downsampling](#)
- [Compressing Images in the PDF File](#)

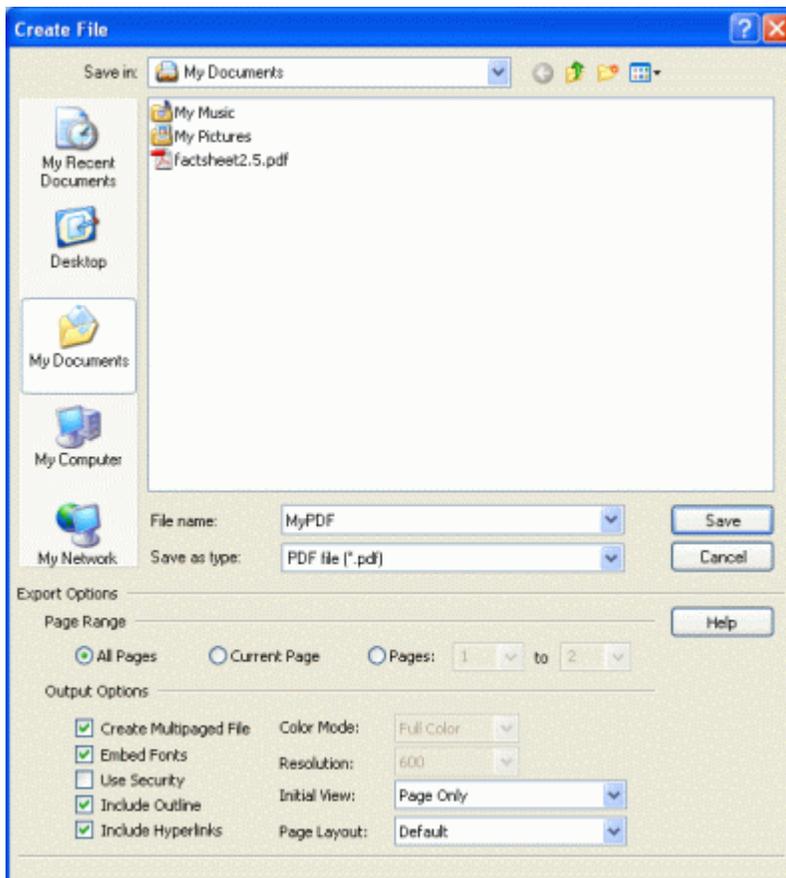
### Creating an Adobe® PDF File

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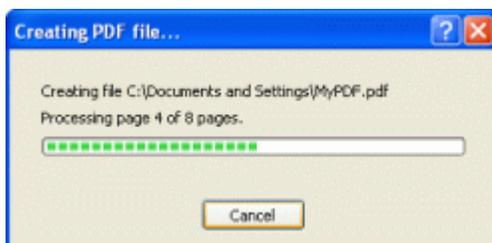
1. Open the file you want as a PDF and print it to the **PDF Creator Plus 6.0** printer. You can also open an existing PDF Creator Plus project ( .pnp file) you have previously saved.
2. Select the **Create PDF** button from the task window, or select **File - Create PDF...** from the menu.



3. The Create File dialog will appear.

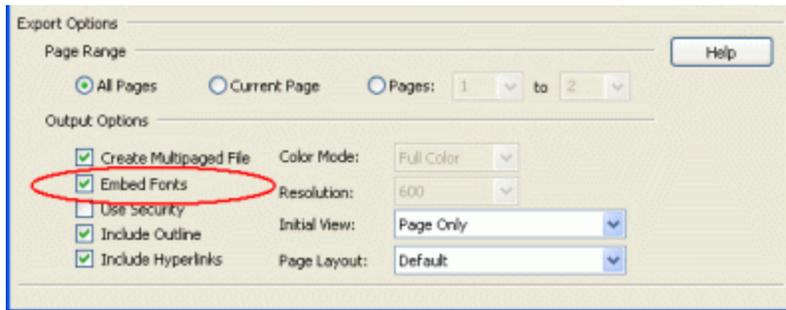


- Browse to the location where you wish to save the PDF document and enter the file name for your new PDF document.
  - Make sure the **Save as type** is set to *PDF file (\*.pdf)*.
  - The **Page Range** options allow you to select a subset of pages that would be converted to the PDF document.
  - Check the **Create Multi-page File** to make a PDF document that contains all the pages in one (1) file.
  - The font embedding, security, outline, hyperlink, initial view and page layout options are explained in more detail below.
4. Press the **Save** button to create your PDF document. A progress dialog will appear as your document is being created. When the document is created, the progress dialog will close. The new PDF document can now be opened in Adobe® Reader.



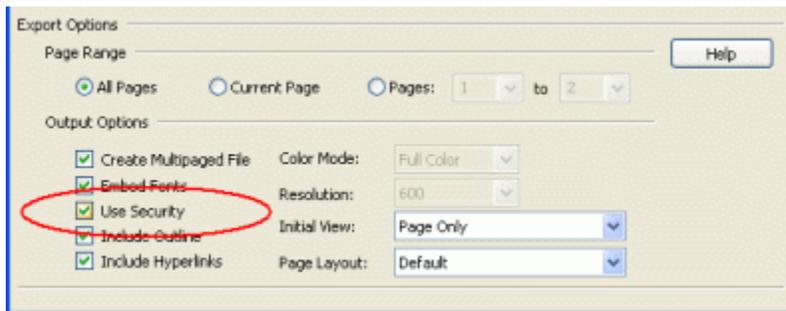
## Embedding Fonts in Adobe® PDF Files

Checking the **Embed Fonts** option will create a PDF file that contains all the font information needed to allow your file to display correctly on all target machines. This is especially important if you are using Asian fonts, which may not be installed on all machines. When the fonts are not embedded, Adobe® matches the fonts as close as it can. PDF files created without embedded fonts are smaller in size than those created with embedded fonts.

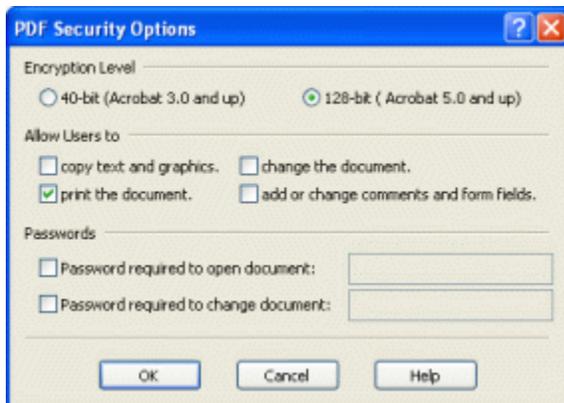


## Creating Searchable Adobe® PDF Format with Security

Checking **Use Security** will add PDF security to your document as shown below.

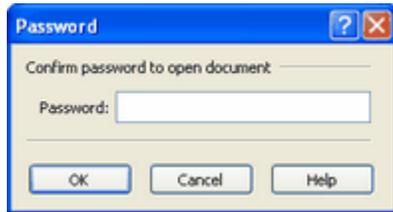


Now when you press the **Save** button, you will be prompted as shown below to select the level of PDF security you desire. See [Setting PDF options preferences](#) for more detailed information about the PDF security options.



If you have enabled any password protection on your PDF document, you will be prompted to confirm the

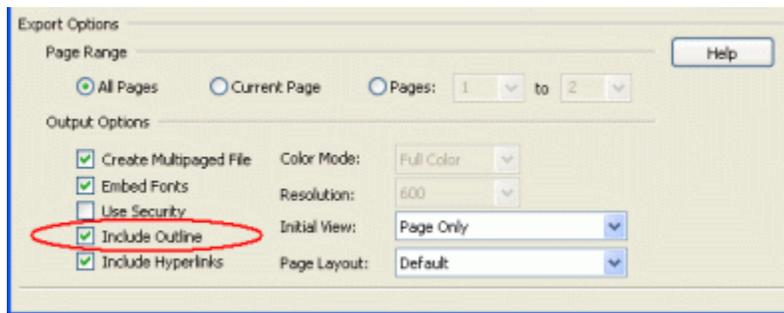
passwords you are using. You will be prompted once for the open document password, if you are using it, and once for the change document password, if you are using it.



## Including Outline Information

Any outline information in a PDF Creator Plus project is used to create *bookmarks* in the PDF file. This option is enabled by default. Normally created using the **PEERNET Save as PDF Add-In** from within Microsoft® Word, *headings* and *bookmarks* can also be created manually using the Outline annotation tool. See the section [Creating Projects with Outlines](#) for more information.

To include this information in your PDF document, leave the **Include Outline** option checked. If you do not wish to have bookmark information in your PDF document, uncheck this option.



## Including Hyperlink Information

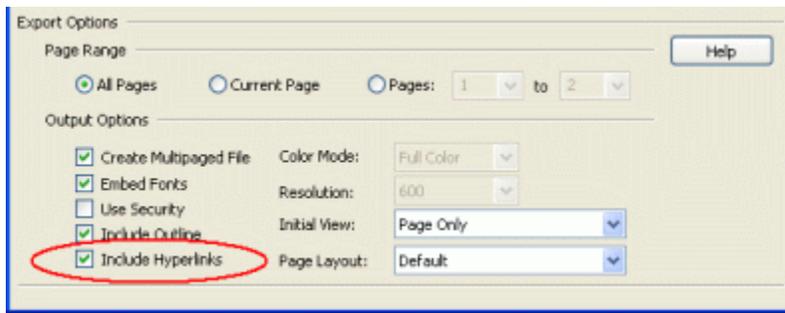
Any hyperlink information in a PDF Creator Plus project is used to create hyperlinks in the PDF file as well. This option is enabled by default. Normally created using the **PEERNET Save as PDF Add-In** from within Microsoft® Word, all annotation objects available in PDF Creator Plus, with the exception of the Line object, can also be a Hyperlink.

There are three styles of hyperlinks available:

- link to a web address
- link to a file
- link to an internal bookmark.

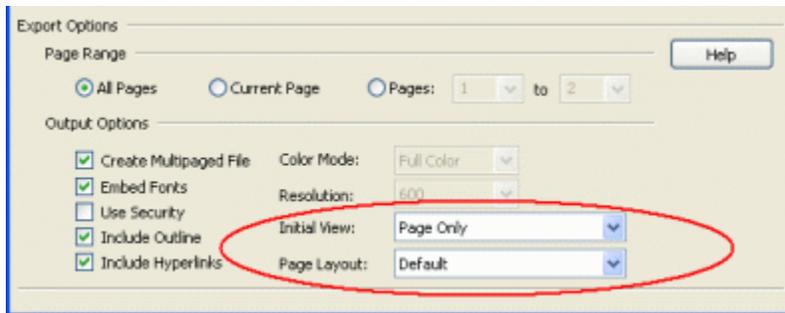
See the section [Adding hyperlink information](#) for more details.

To include this information in your PDF document, leave the **Include Hyperlinks** option checked. If you do not wish to have hyperlink information in your document, uncheck this option.



## Setting Initial View and Page Layout

These options determine the **Initial View** and the **Page Layout** of the PDF file when opened in Adobe.



### Initial View

The Initial View determined which panes and tabs are visible when the PDF document is viewed. There are three options available for the initial view.

Initial View	Description
Page Only	Hides the navigation panel and its tabs and shows only the page in the document pane.
Bookmarks Panel and Page	Shows the navigation panel set to the Bookmarks tab and the page in the document pane.
Pages Panel and Page	Shows the navigation panel set to the Pages tab and the page in the document pane.

### Page Layout

The Page Layout determines the view of the pages in the document pane. There are five options available for the page layout:

Page Layout	Description
Default	Uses the individual user's preferences for page view.
Single Page	Shows a single page at a time.
Continuous Page	Shows all the pages in a single column
Facing	Facing shows the pages in two columns, two pages at a time,

	starting with the first page in the right-most column.
Continuous Facing	Shows all the pages in two columns. The first pages starts in the right-most column

## Controlling PDF Size with Downsampling

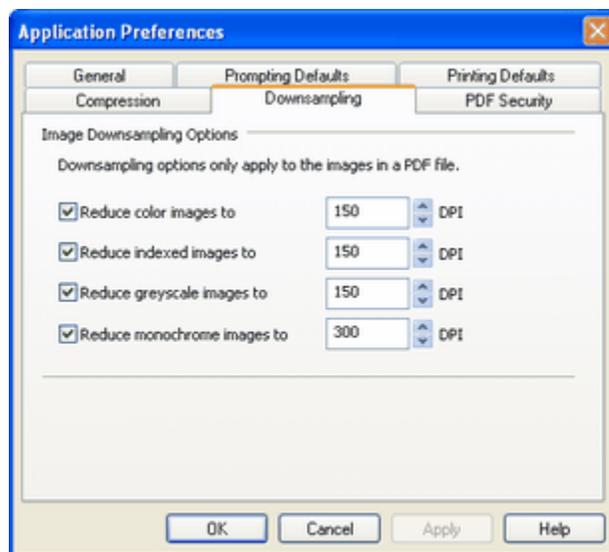
If there are a lot of images and high quality graphics (such as pictures, screenshots, company logos) in your PDF file, it can often become quite large. Downsampling is a common technique used to reduce the amount of information needed to store each image. This can reduce the overall size of the PDF.

All images are stored at a certain *resolution*, or *dots-per-inch*. The higher the resolution, the more space it takes to store the image. By reducing the resolution of the stored images, or *downsampling the image*, we can also reduce the size of the PDF. The side effect of reducing the resolution, especially from a very high resolution to a very small resolution, can be a loss in quality in the images. Often you will have to balance image quality with file size to find a happy medium between the two.

Downsampling options are controlled through the **Downsampling** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the

application menu or the **Applications Preferences** (🔧) toolbar button. Any downsampling options set on this tab are used when a PDF file is created. An image will only be downsampled if its DPI is higher than the downsampling DPI chosen for that image color. If the DPI of the image is less than the downsampling DPI the image is not changed.

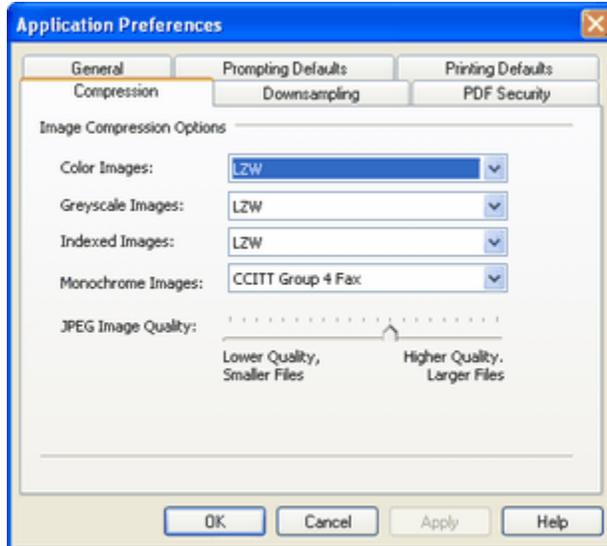
As an example, with the settings below, a color image at 300 DPI will be reduced to 150 DPI but a monochrome image at 200 DPI will not be downsampled as 200 DPI is already less than the chosen monochrome downsampling level of 300 DPI.



## Compressing Images in the PDF File

Another way to control the overall size of your PDF file is by compressing the images (such as pictures, screenshots, company logos) in your file. Unlike downsampling, image compression, with the exception of JPG compressed images, will not affect the quality of the images. See [Compression Preferences](#) for more information.

Compression options are controlled through the **Compression** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the application menu or the **Applications Preferences** (  ) toolbar button. Any compression options set on this tab are used when a PDF file is created.



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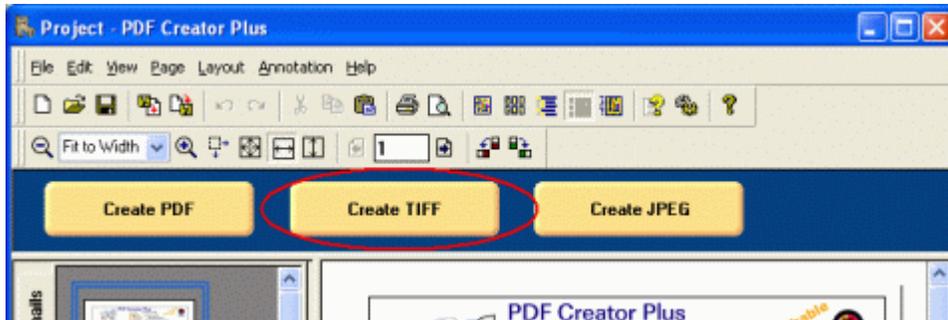
## Creating a TIFF Image

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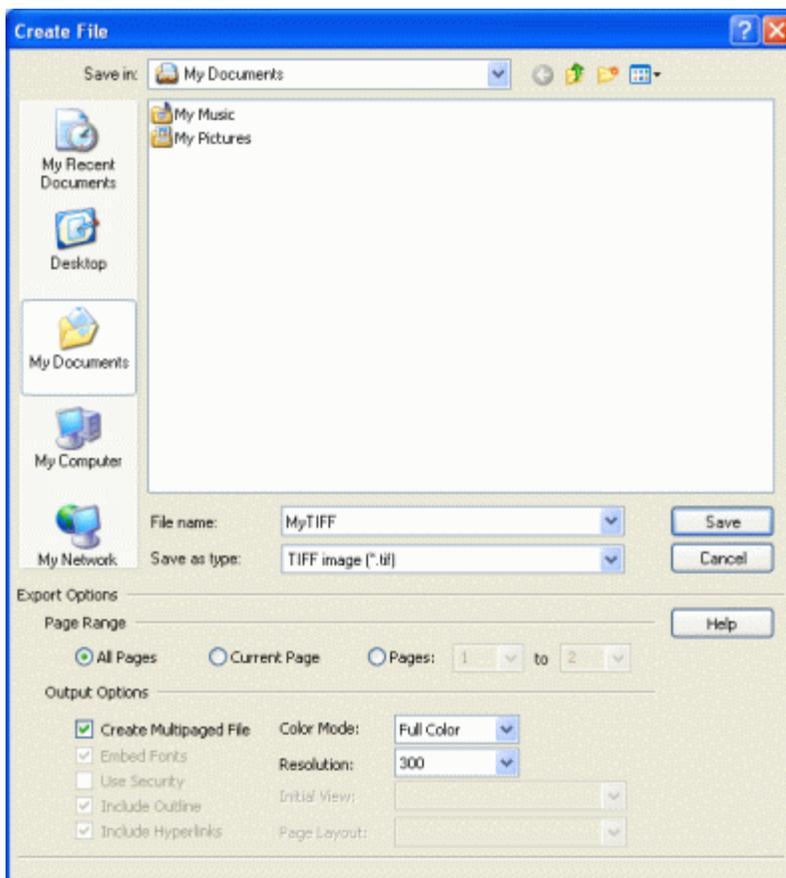
### Creating a TIFF Image

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1. Open the file you want as a TIFF image and print it to the **PDF Creator Plus 6.0** printer. You can also open an existing PDF Creator Plus project ( .pnp file) you have previously saved.
2. Select the **Create TIFF** button from the task window, or select **File - Create TIFF...** from the menu.



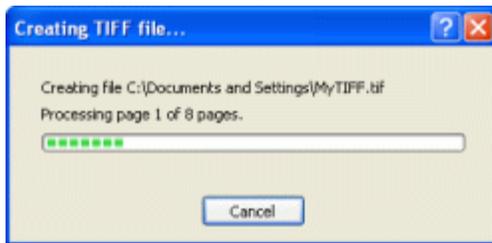
3. The **Create File** dialog will appear.



- Browse to the location where you wish to save the TIFF image file and enter the file name

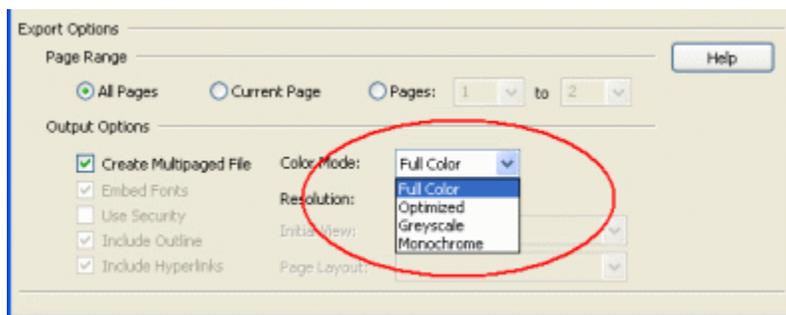
for your new TIFF image.

- Make sure the **Save as type** is set to *TIFF image (\*.tif)*.
  - The **Page Range** options allow you to select a subset of pages that would be converted to the TIFF file.
  - Check the **Create Multi-page File** option to make a TIFF image file that contains all the pages in one (1) file, or uncheck this option to create serialized TIFF images where each page is a separate image file.
  - The **Use Security, Embed Fonts, Include Outline** and **Include Hyperlink** options are disabled (grayed out), as they are not applicable to TIFF files.
  - The **Color Mode** and **Resolution** options are explained in more detail below
4. Press the **Save** button to create your TIFF file. A progress dialog will appear as your file is being created. The progress dialog will close when the TIFF image file document is created. The new TIFF image can now be opened in your favorite image viewer.



## Changing the TIFF Color Options

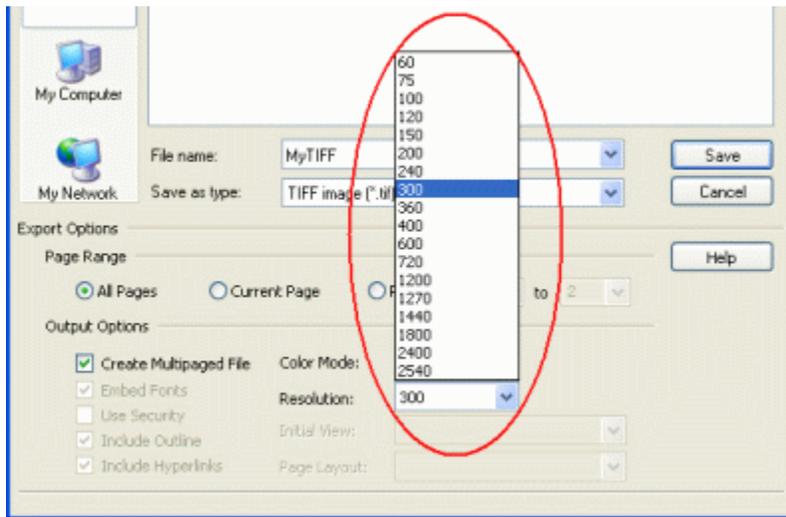
There are four color options for creating TIFF files. They can be changed using the **Color Mode** drop list in the **Output Options** section of the **Create File** dialog.



Color Options	Description
Full Color	Produces true color output using a palette of up to 16 million colors.
Optimized	Automatically reduces each page in your document to the fewest number of colors possible without affecting output quality. Depending on the number of colors in the page, the individual pages will be saved as black and white, 256 colors, or true color.
Grayscale	Creates images using a palette of 256 different shades of gray.
Monochrome	Creates black and white images.

## Changing the TIFF Image Resolution

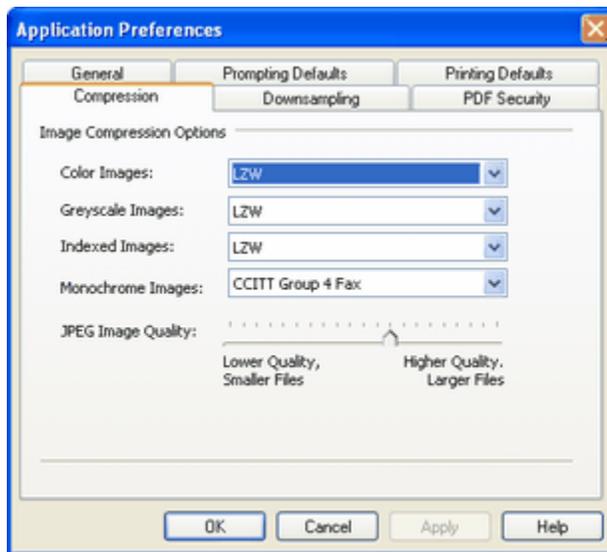
The resolution of the TIFF file can be changed using the **Resolution** drop list. The resolutions available to be chosen range from 60 DPI (dots per inch) to 2540 DPI. A higher resolution will produce a better quality image, but also a larger file.



## Changing the TIFF Image Compression

Another way to control the overall size of your TIFF image file is by changing the compression method used to compress the data in the image. Different compression options can be used for color, greyscale, indexed and monochrome images. Not all compression methods are applicable to all color modes; see [Compression Preferences](#) for more information.

Compression options are controlled through the **Compression** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the application menu or the **Applications Preferences** (🌻) toolbar button. Any compression options set on this tab are used when a TIFF file is created.



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## Creating a JPEG Image

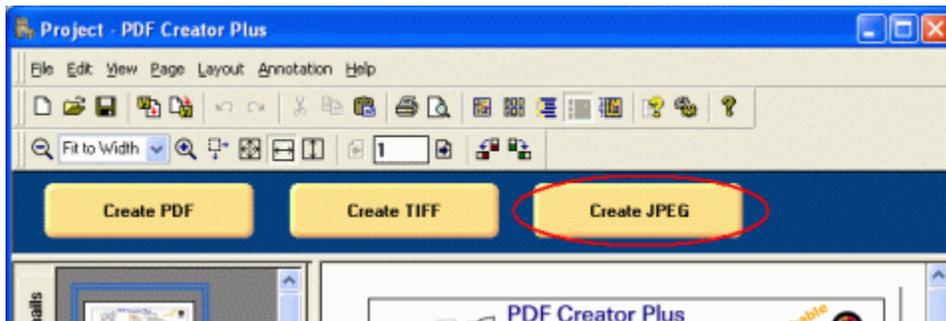
---

### Creating a JPEG Image

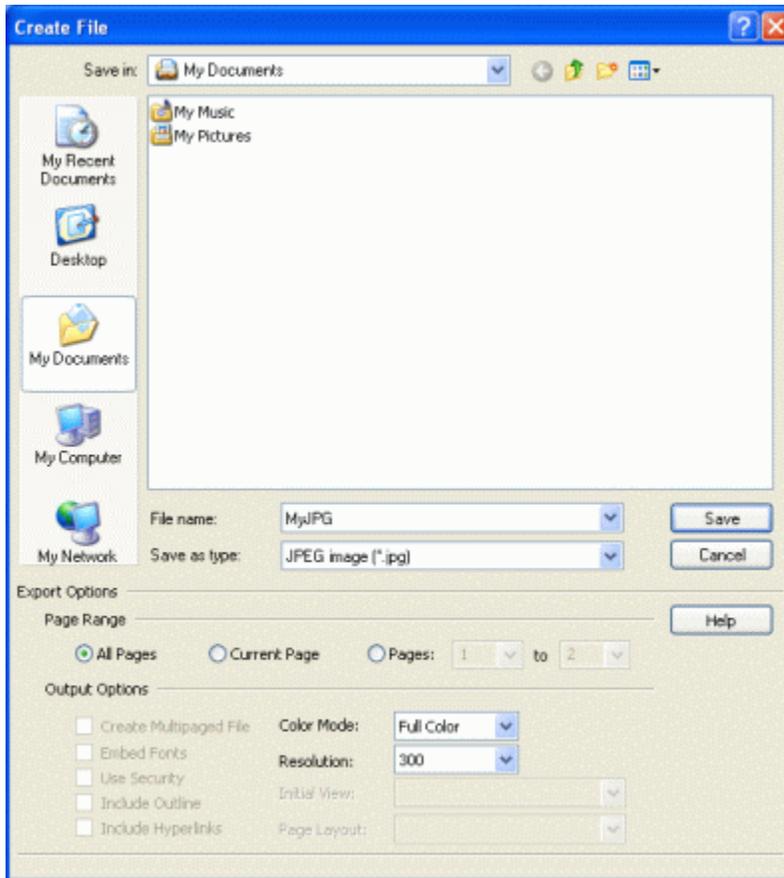
---

JPEG files are a **serialized** file format. A separate JPEG file will be created for each page in the project. The individual file names will be appended with a number corresponding to the project page number. Choosing JPEG output for a two-page project file as *MyJPG* will create two files, *MyJPG\_0001.jpg* and *MyJPG\_0002.jpg*

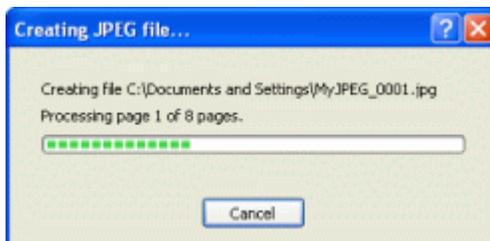
1. Open the file you want as a JPEG image and print it to the **PDF Creator Plus 6.0** printer. You can also open an existing PDF Creator Plus project ( .pnp file) you have previously saved.



2. The Create dialog will appear.

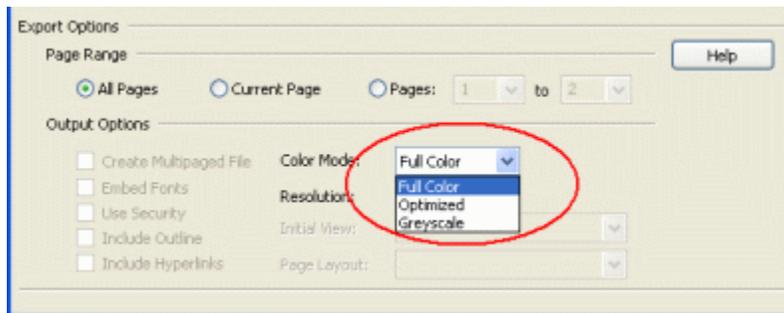


- Browse to the location where you wish to save the JPEG image files and enter the file name for your new JPEG files.
  - Make sure the **Save as type** is set to *JPEG image (\*.jpg)*.
  - The **Page Range** options allow you to select a subset of pages that would be converted to JPG image files.
  - The **Create Multi-page File**, **Embed Fonts**, **Use Security**, **Include Outline** and **Include Hyperlink** options are all disabled (grayed out), as they are not applicable to JPEG files.
  - The **Color Mode** and **Resolution** options are explained in more detail below.
4. Press the Save button to create your JPEG files. A progress dialog will appear as the files are being created. The progress dialog will close when all the files are created. The new files can now be opened in your favorite image viewer.



## Changing the JPEG Colour Options

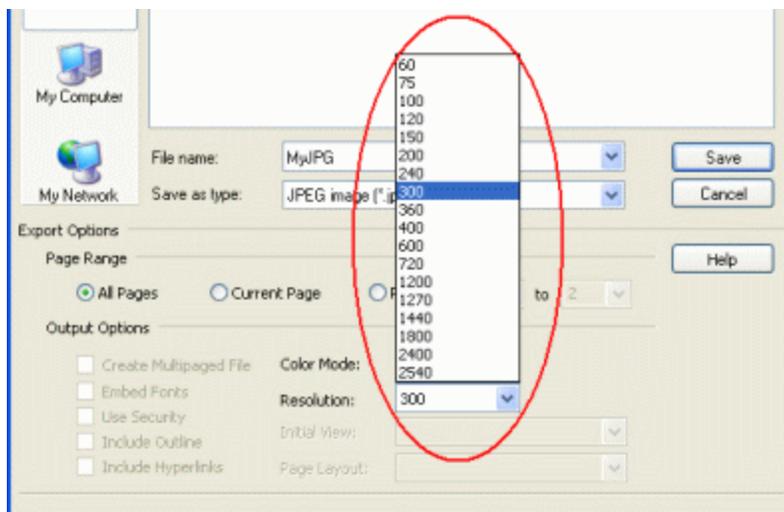
There are three color options for creating JPEG files. They can be changed from the **Color Mode** drop list in the **Output Options** section of the **Create File** dialog.



Color Options	Description
Full Color	Produces true color output using a palette of up to 16 million colors.
Optimized	Automatically reduces each page in your document to the fewest number of colors possible without affecting output quality. Depending on the number of colors in the page, the individual pages will be saved as black and white, 256 colors, or true color.
Grayscale	Creates images using a palette of 256 different shades of gray.

## Changing the JPEG Image Resolution

The resolution of the JPEG file can be changed using the **Resolution** drop list. The resolutions available to be chosen range from 60 DPI (dots per inch) to 2540 DPI. A higher resolution will produce a better quality image, but also a larger file.



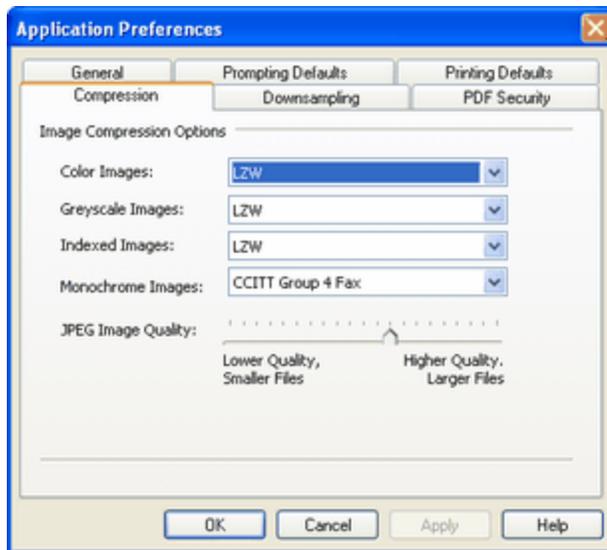
## Changing the JPEG Image Compression

A JPEG image can only be compressed using JPEG compression, which is a *lossy* compression algorithm. Designed for use on photographs, it works best on images with lots of colors as the algorithm removes unneeded colors from the image. JPEG compression uses an *image quality factor* to determine how much to compress the file. A higher image quality will create a better looking image but a larger file. Reducing the image quality can degrade the image but also creates a smaller file.

. It is the JPEG compression image quality setting that determines what level of compression to use. JPEG compression is a *lossy* compression method, meaning the more compressed the image the lower in quality the image. The compression can be used for color, greyscale, indexed and monochrome images. Not all compression methods are applicable to all color modes; see [Compression Preferences](#) for more information.

Compression options are controlled through the **Compression** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the application menu or the **Applications Preferences** (  ) toolbar button.

The **JPEG Image Quality** slider control at the bottom of the tab controls the image quality factor. Any JPEGs created, or any TIFF images created using JPEG compression, will use this setting.



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## Creating a BMP Image

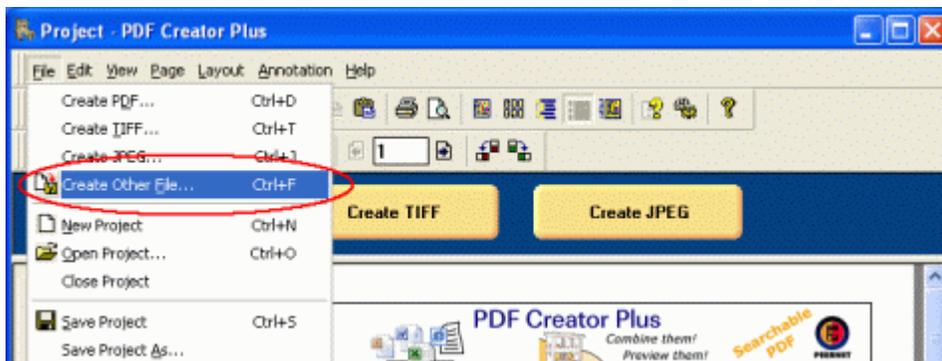
---

### Creating a BMP Image

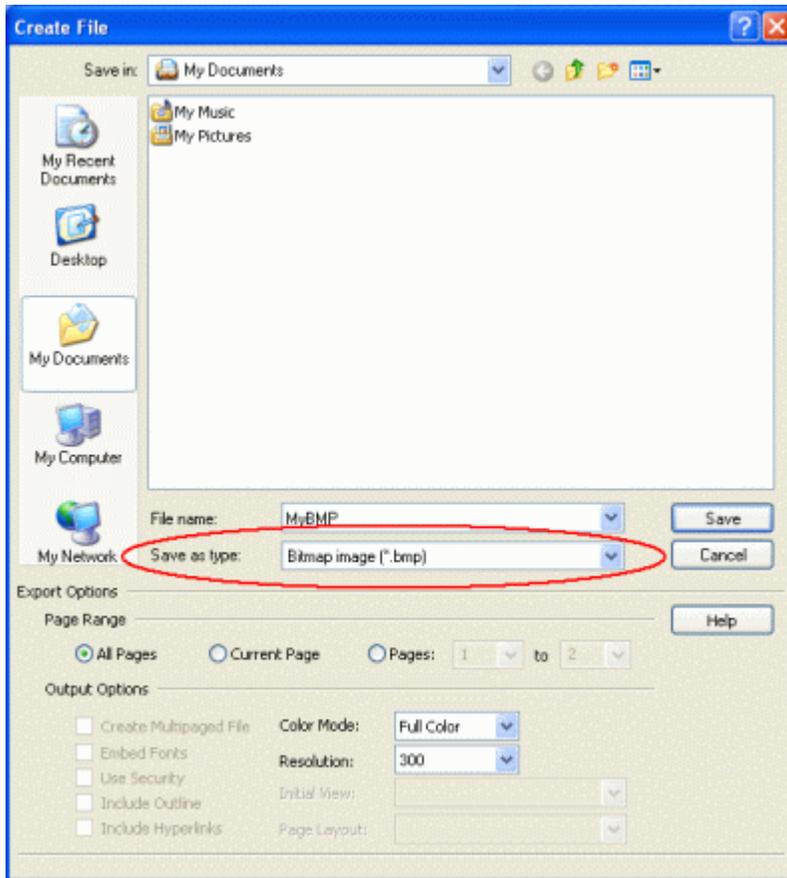
---

BMP files are a **serialized** file format. A separate BMP file will be created for each page in the project. The individual file names will be appended with a number corresponding to the project page number. Choosing BMP output for a two-page project file as *MyBMP* will create two files, *MyBMP\_0001.bmp* and *MyBMP\_0002.bmp*.

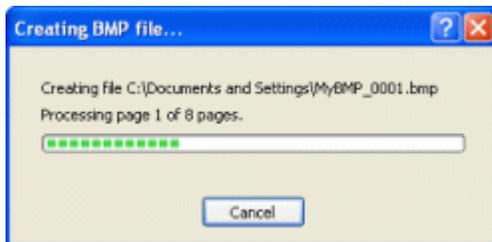
1. Open the file you want as a BMP image and print it to the **PDF Creator Plus 6.0** printer. You can also open an existing PDF Creator Plus project ( .pnp file) you have previously saved.
2. Select **File – Create Other File ...** from the menu. You can also click the **Create Other File**  button on the [Standard toolbar](#).



3. The **Create File** dialog will appear. By default, this dialog is set to create the type of file last created. The default is *PDF* upon installation. Use the **Save as type** combo box to choose *Bitmap Image (\*.bmp)*.

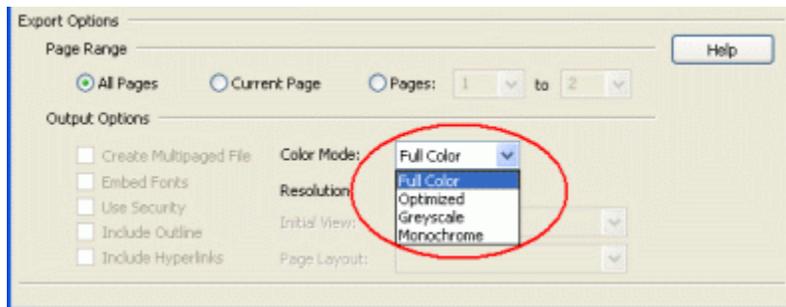


- Browse to the location where you wish to save the BMP image files and enter the file name for your new BMP files.
  - Make sure the **Save as type** is set to *BMP image (\*.bmp)*.
  - The **Page Range** options allow you to select a subset of pages that would be converted to BMP image files.
  - The **Create Multi-page File**, **Embed Fonts**, **Use Security**, **Include Outline**, and **Include Hyperlinks** options are all disabled (grayed out), as they are not applicable to BMP files.
  - The **Color Mode** and **Resolution** options are explained in more detail below.
4. Press the **Save** button to create your BMP files. A progress dialog will appear as the files are being created. The progress dialog will close when all the files are created. The new files can now be opened in your favorite image viewer.



## Changing the BMP Color Options

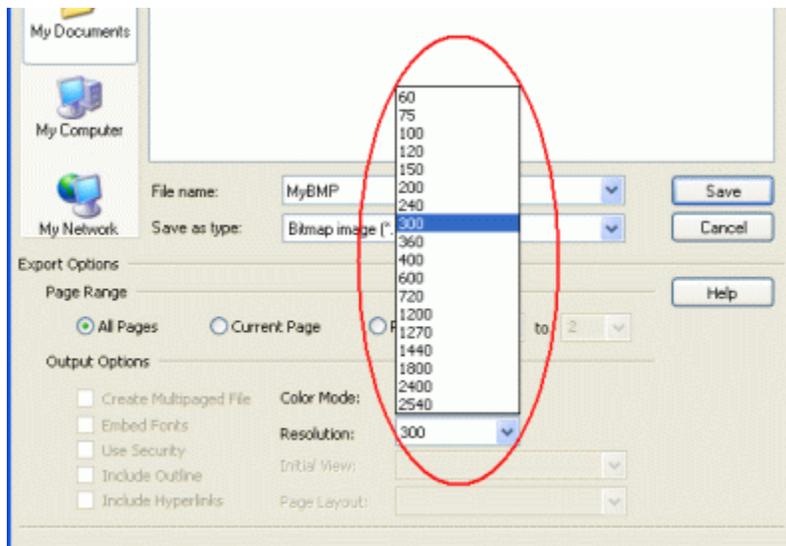
There are four color options for creating BMP files. They can be changed from the **Color Mode** drop list in the **Output Options** section of the **Create File** dialog.



Color Options	Description
Full Color	Produces true color output using a palette of up to 16 million colors.
Optimized	Automatically reduces each page in your document to the fewest number of colors possible without affecting output quality. Depending on the number of colors in the page, the individual pages will be saved as black and white, 256 colors, or true color.
Grayscale	Creates images using a palette of 256 different shades of gray.
Monochrome	Creates black and white images.

## Changing the BMP Image Resolution

The resolution of the BMP file can be changed using the **Resolution** drop list. The resolutions available to be chosen range from 60 DPI (dots per inch) to 2450 DPI. A higher resolution will produce a better quality image, but also a larger file.

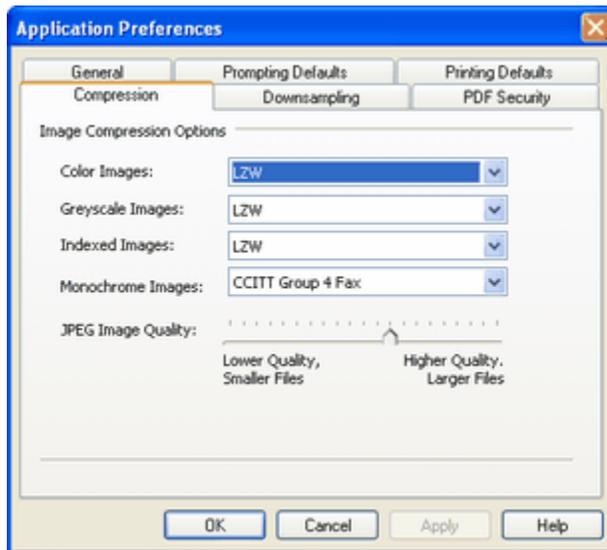


## Changing the BMP Image Compression

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Another way to control the overall size of your BMP image file is by changing the compression method used to compress the data in the image. Different compression options can be used for color, greyscale, indexed and monochrome images. Not all compression methods are applicable to all color modes; see [Compression Preferences](#) for more information.

Compression options are controlled through the **Compression** tab on the **Applications Preferences** dialog. Open this dialog by clicking **Edit – Application Preferences** in the application menu or the **Applications Preferences** (  ) toolbar button. Any compression options set on this tab are used when a BMP file is created.



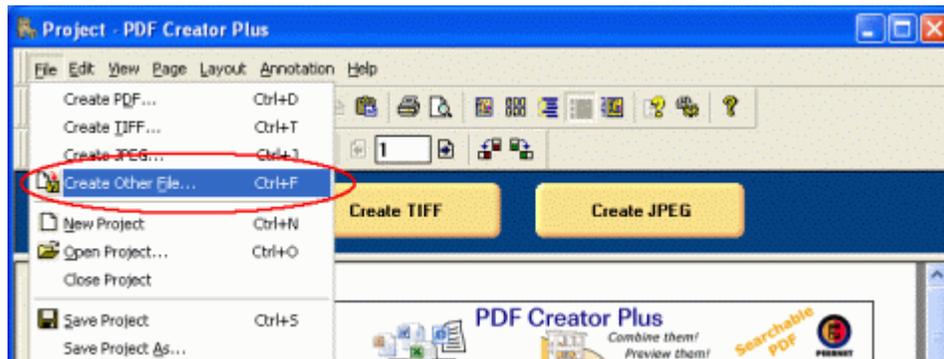
## Creating a Placeable Enhanced Metafile (EMF)

### Creating an Enhanced Metafile (EMF) File

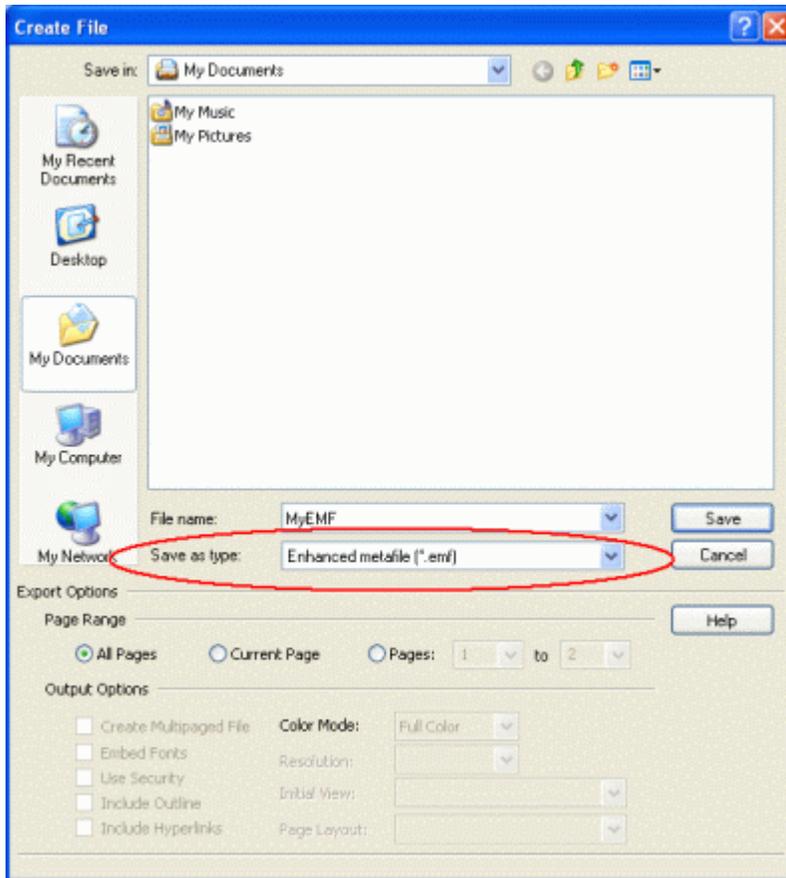
EMF files consist of a sequence of Windows® graphics functions and are intended to be portable between Windows® applications. They contain vector and bitmap components and are generally used to store line-art, illustrations and content created in drawing or presentation applications.

EMF files are a **serialized** file format. A separate EMF file will be created for each page in the project. The individual file names will be appended with a number corresponding to the project page number. Choosing EMF output from a two-page project file as *MyEMF* will create two files, *MyEMF\_0001.emf* and *MyEMF\_0002.emf*.

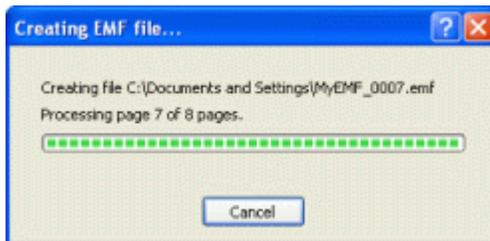
1. Open the file you want as an EMF file and print it to the **PDF Creator Plus 6.0** printer. You can also open an existing PDF Creator Plus project ( .pnp file) you have previously saved.
2. Select **File – Create Other File ...** from the menu. You can also click the **Create Other File**  button on the [Standard toolbar](#).



3. The **Create File** dialog will appear. By default, this dialog is set to create the type of file last created. The default is PDF upon installation. Use the **Save as type** combo box to choose *Enhanced metafile (\*.emf)*.



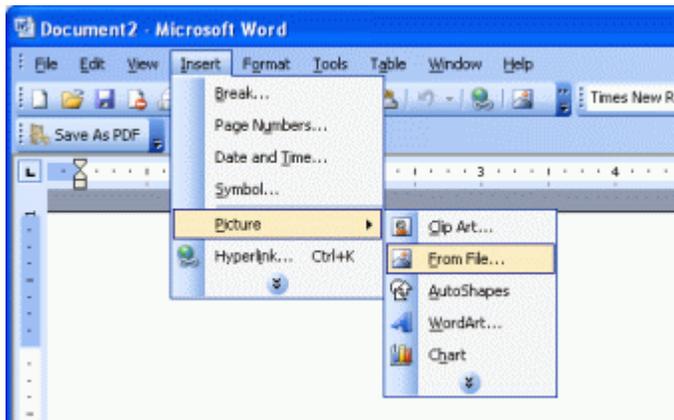
- Browse to the location where you wish to save the EMF files and enter the file name for your new EMF files.
  - Make sure the **Save as type** is set to *Enhanced metafile (\*.emf)*.
  - The **Page Range** options allow you to select a subset of pages that would be converted to EMF image files.
  - All other options are disabled (grayed out), as they are not applicable to EMF files.
4. Press the **Save** button to create your EMF files. A progress dialog will appear as the files are being created. The progress dialog will close when all the files are created. The new files can now be opened in your favorite image viewer



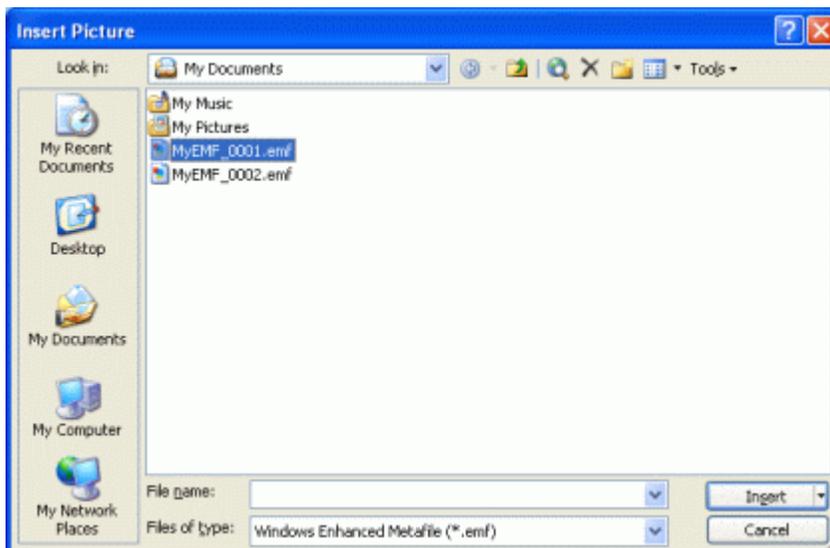
## Inserting an EMF file into Word Document

EMF files are designed to be portable between applications and a common use for these files is to be inserted into other documents.

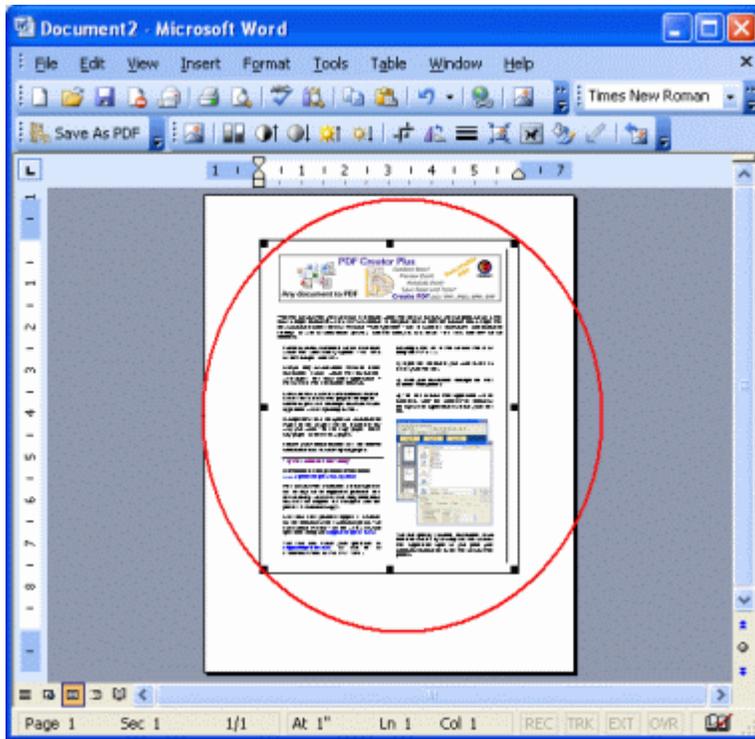
1. To insert a placeable Enhanced Metafile into a Word document, select **Insert - Picture - From File...** from the menu.



2. From the **Insert Picture** dialog that appears, browse to the location that contains the EMF file you want to insert. Select the EMF file and click the **Insert** button.



3. The metafile is added to the document. When you click on the image in the Word document, a black border will appear. With this border, you can move or resize the metafile. Right-clicking on the image will give you a context menu with common actions for inserted pictures.



## Working with Pages

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You can quickly and easily move from page to page, and customize the order and appearance of your pages using the [Thumbnail View](#) on the left hand side of the [Design window](#). The Thumbnail view shows the current list of pages in the project as small thumbnail pictures. Under each thumbnail picture is the page number of the page within the project.

Right-clicking any thumbnail picture brings up a context-sensitive menu that provides page specific operations such as **Rotate**, **Move** or **Copy** Pages. These same operations are also available from the applications menu bar under the **Page** menu.



### Working with Pages

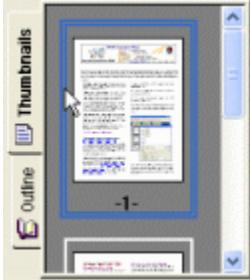
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- [Navigating Between Pages](#)
- [Moving Pages](#)
- [Copying Pages](#)
- [Inserting Pages](#)
- [Deleting Pages](#)
- [Rotating Pages](#)
- [Viewing Page Properties](#)

## Navigating Between Pages

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You can navigate through your pages using the thumbnail view in the left pane of the application. The currently selected page is shown with a double rectangle around it.



To move the selection to another page left click on the desired page in the thumbnail view, or use the keyboard arrow keys to move the selection rectangle to another page.

You can also use the **View** toolbar's *current page control* to move the selected page by clicking the left arrow to go back one page and the right arrow to go forward one page.



The **Page** menu commands, **Next**, **Previous**, **First**, and **Last** also allow you to navigate through the pages.

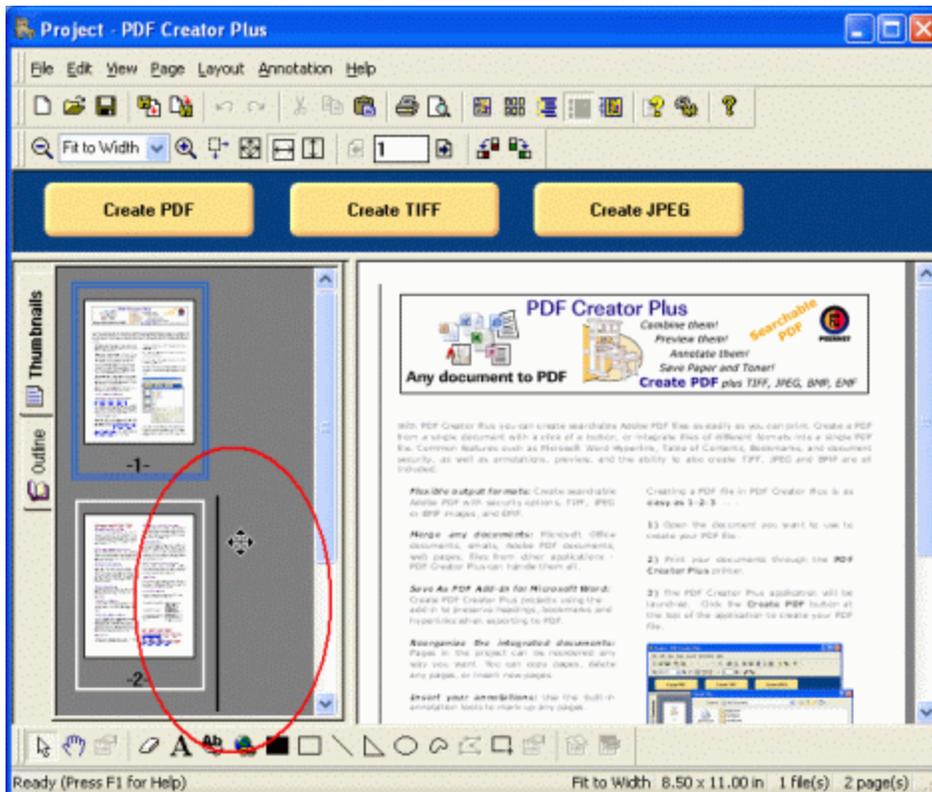


## Moving Pages

You can move, or reorder, the pages in your PDF Creator Plus project using the pages in the thumbnail view. When you are moving a page, the mouse cursor will change to a pointed cross hair cursor (⊕) and a straight line will appear between the pages to show you where the page will be inserted.

### Moving a Single Page

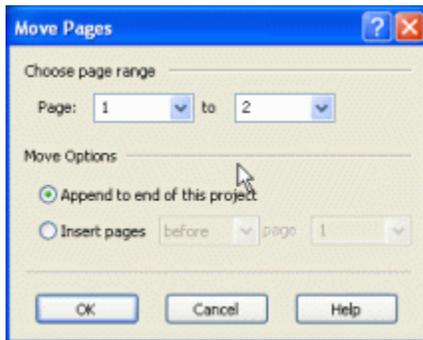
1. Left-click the page you wish to move and without releasing the left mouse button, drag the page to its new location.



## Moving a Range of Pages

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1. To move a range of pages, go to the **Page** menu and select **Move Range...** or right-click on a page in the thumbnail view and choose **Move Pages** from the context menu.
2. In the **Move Pages** dialog that appears, enter in the page range to move, and select the position to move them to in the project.



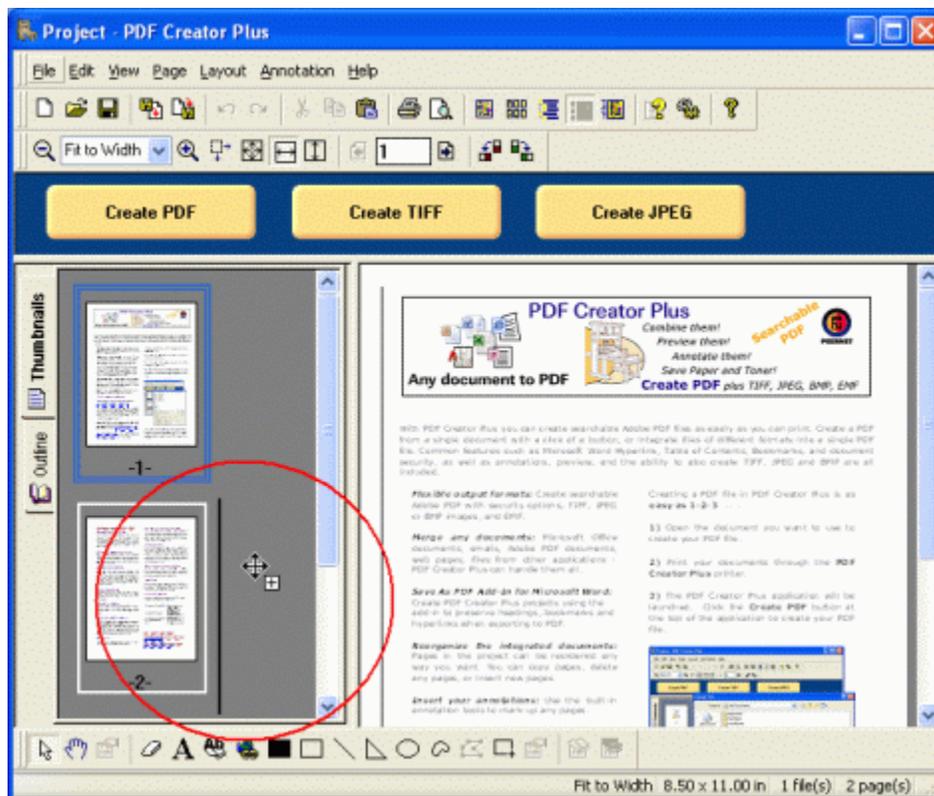
## Copying Pages

You can copy the pages in your PDF Creator Plus project using the pages in the thumbnail view. When you are copying a page, the mouse cursor will change to a pointed cross hair cursor (  ) with a small plus symbol to designate that this is a copy and not a move. A straight line will appear between the pages to show you where the new pages will be inserted.

### Copy pages using the thumbnail view

Copying pages is done the same manner as [moving pages](#), except that you also hold down the **CTRL** key before clicking and dragging the page you want to copy.

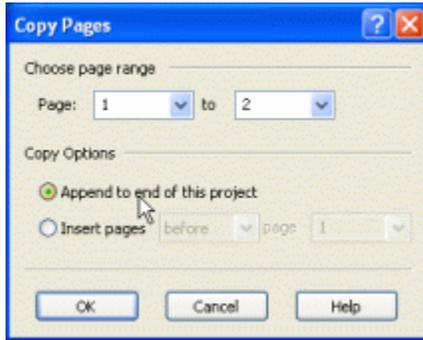
1. Press and hold the CTRL key on the keyboard and left-click the page you wish to move.
2. Without releasing the left mouse button or the CTRL key, drag the page to its new location.



## Copying a range of pages

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1. To copy a range of page, go to the **Page** menu and select **Copy**, and then **Range...**
2. In the **Copy Pages** dialog that appears, enter in the page range to copy, and select the position to move the new pages to in the project.

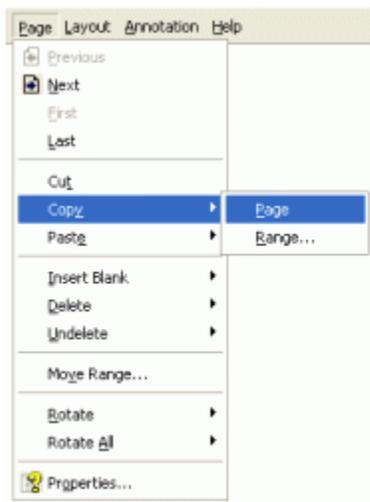


## Copying pages to the clipboard

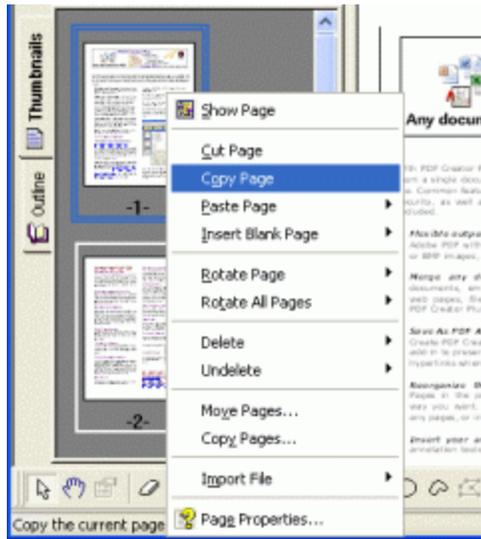
---

The pages can be copied to the clipboard to later paste into another location in the PDF Creator Plus project, or to paste them into another PDF Creator Plus project.

1. Select the desired page in the thumbnail view
2. Go to the application's **Page** menu, select the **Copy** menu item, then select the **Page** menu item.



You can also right click on the page in the thumbnail view and select **Copy Page** from the context menu.



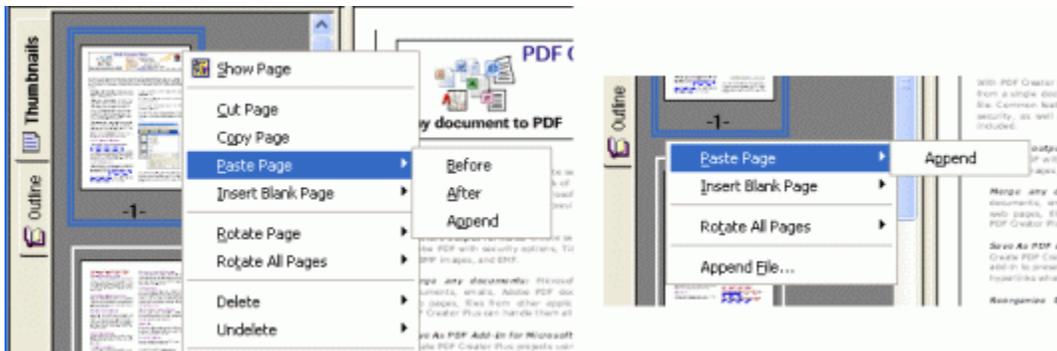
## Inserting Pages

New blank pages can be inserted into the project at any point, and any existing pages copied to the clipboard can be pasted into the project. See [Adding pages from Windows applications](#) and [Merging Pages From Different Windows Applications](#) to see how to insert pages from other file formats.

### Inserting pages from the clipboard

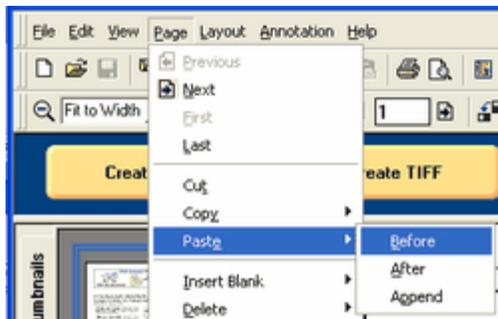
Pages that have been copied to the clipboard can be pasted into the project using the context menu in the thumbnail view.

1. Right-click on the page thumbnail and choose Page Page - Before, Paste Page - After or Paste Page Append to to paste the page before or after the currently selected page, or to append the page to the end of the project. Right-clicking the background of the thumbnail view will only allow you to Append the page to the end of the project.



You can also paste pages from the clipboard using the **Page** menu

1. Go to the **Page** menu, select **Paste** and then select to paste the page Before or After the current page, or to Append the page to the end of the project.

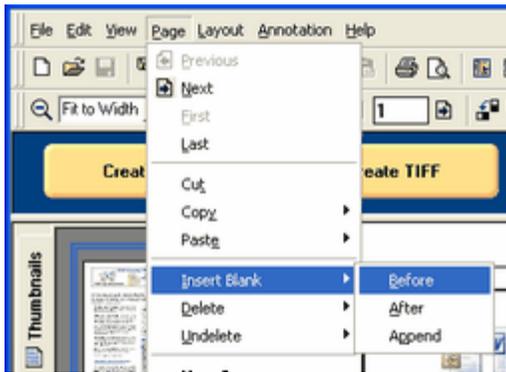


### Inserting new pages

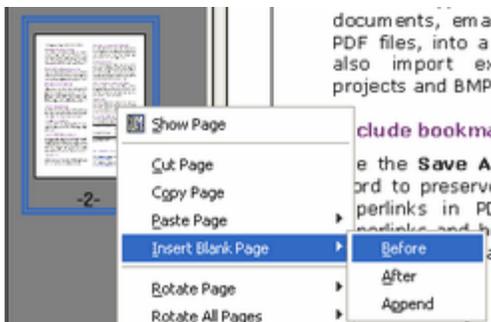
New blank, or empty pages can be added at any point in the project. These pages are perfect for cover pages, or to separate different sources of information within a project.

1. To insert a new page, go to the **Page** menu and select **Insert Blank** menu item.
2. You can insert the page **Before** or **After** the current page, or to **Append** the page to the end

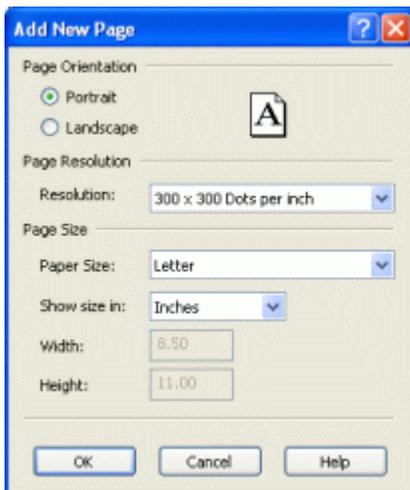
of the project.



3. The thumbnail view context menu also has the **Insert Blank** menu item with the same options.



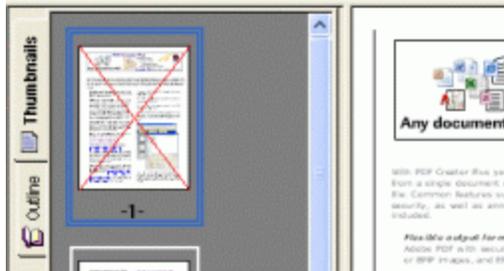
4. In the **Add New Page** dialog that appears, you can choose the **Orientation**, **Page Resolution**, and **Page Size** of your new page.



## Deleting Pages

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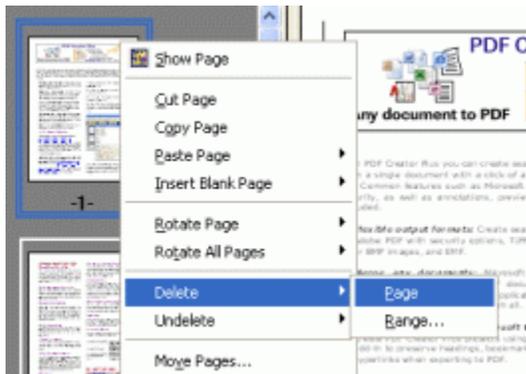
Pages in the project can be marked for deletion. The pages are not actually deleted until the project is saved to disk. This allows the pages to be unmarked, or undeleted, if you mark the wrong page or change your mind. Pages marked for deletion have a red X through them in the thumbnail view.



### Mark a page deleted using the thumbnail view

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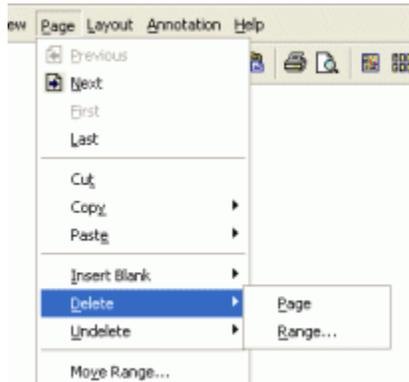
1. Left-click on the page to be deleted in the thumbnail view.
2. Right-click the page to bring up the context menu and select the **Delete** menu item, then select **Page** from the submenu. You can also mark a single page for deletion by left-clicking on the page in the thumbnail view and using the **Delete key** on the keyboard.



## Mark a page deleted using the menu

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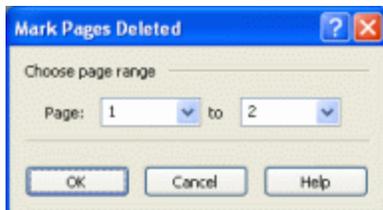
1. Left-click on the page to be deleted in the thumbnail view.
2. Go to the application's **Page** menu , select the **Delete** menu item, then select **Page** from the submenu.



## Mark a range of pages deleted

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1. Go to the **Page** menu and select **Delete**, and then **Range...**
2. In the **Mark Pages Deleted** dialog that appears, enter in the page range to delete and click the **OK** button.



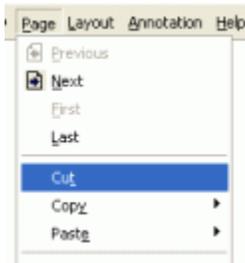
You can also right-click on any undeleted page in the thumbnail view and select **Delete** and then **Range...** from the context menu.

## Cut a page using the clipboard

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Cutting a page to the clipboard copies the page to clipboard and marks that page to be deleted.

1. Left-click the desired page in the thumbnail view to select it.
2. From the the application's **Page** menu select the **Cut** menu item.

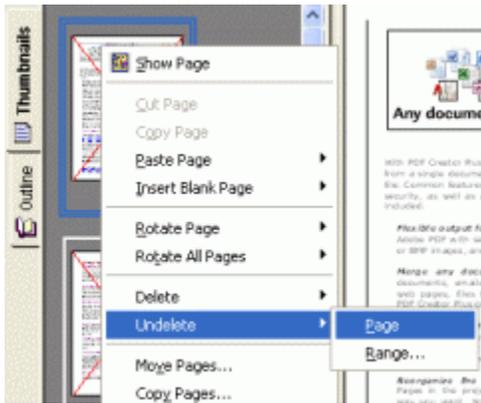


You can also right-click on the page in the thumbnail view and select **Cut Page** from the context menu.

## Remove deletion mark using the thumbnail view

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1. Left-click on the page in the thumbnail view to select it.
2. Right-click the page to bring up the context menu, select the **Undelete** menu item, then select **Page** from the submenu.



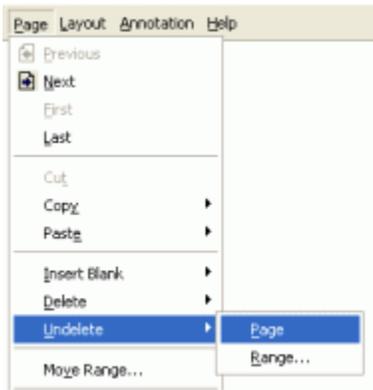
You can also mark a single page for deletion by clicking on the thumbnail view and using the **Delete** key on the keyboard.

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## Remove deletion mark using the menu

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1. Left-click the page in the thumbnail view to select it.
2. Go to the application's **Page** menu, select the **Undelete** menu item, then select **Page** from the submenu.

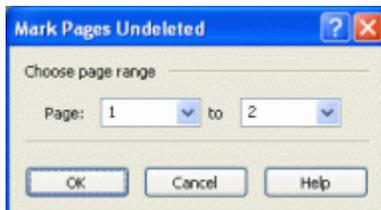


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## Remove deletion mark from a range of pages

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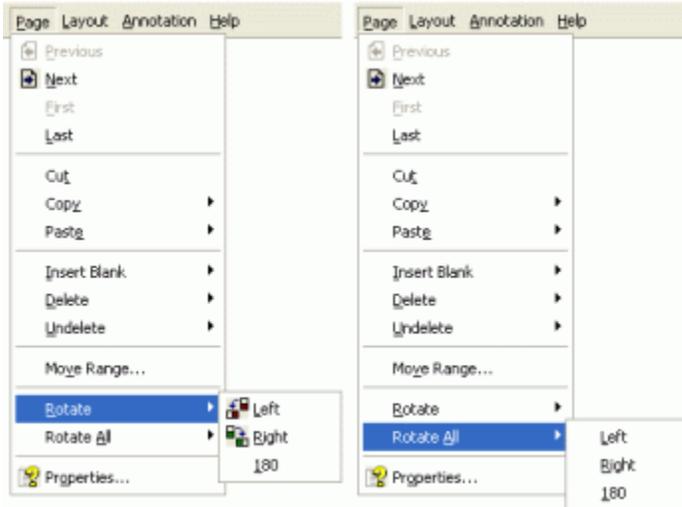
1. Go to the applications's **Page** menu and select **Undelete**, then **Range...**
2. In the **Mark Pages Undeleted** dialog that appears, enter in the page range to remove the deletion mark from and click the **OK** button.



You can also right click on any deleted page in the thumbnail view, select **Undelete**, and then **Range...** from the context menu.

## Rotating Pages

Pages in the project can be rotated 180° or left or right 90°. These operations are available from the **Page** menu from the **Rotate** and **Rotate All** menu items,

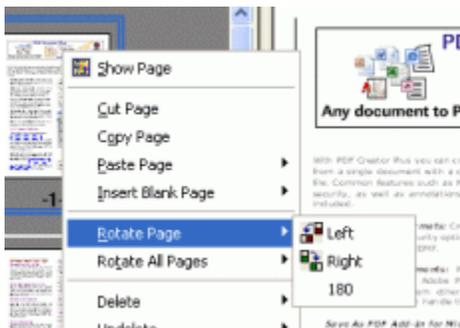


They are also available from the View toolbar.



### Rotating a single page

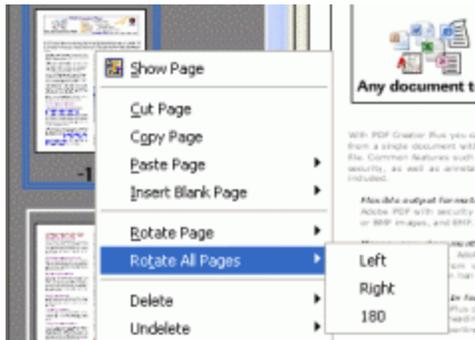
1. Left-click on the page to be rotated in the thumbnail view to select it.
2. Right-click the page to bring up the context menu, select the **Rotate Page** menu item, then choose **Left**, **Right** or **180** from the submenu. **Left** or **Right** rotates the page 90° in that direction, **180** will rotate the page a full 180°.



### Rotating all pages

1. To rotate all the pages in the project, right-click anywhere in the thumbnail view to bring up the context menu.
2. Select the **Rotate All Pages** menu item, then select **Left**, **Right** or **180** from the submenu.

**Left** or **Right** rotates the page 90° in that direction, **180** will rotate the page a full 180°.

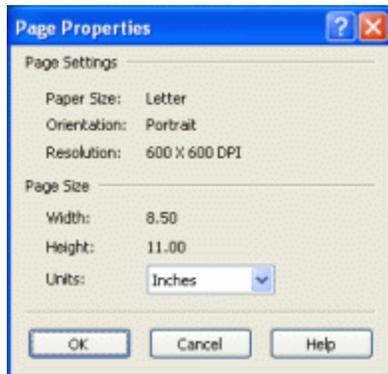


## Viewing Page Properties

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Viewing the properties of the page will show the page dimensions and resolution of the selected page. These properties depend on the PDF Creator Plus printer settings at the time when the page was printed or the options chosen on the **Add New Page** dialog box if the page was [added manually](#).

From the **Page** menu, click the **Properties...** menu item, or click the Properties  button on the [Standard toolbar](#).



### Page Settings

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Shows the *paper size*, *page orientation* and *resolution* of the page.

### Page Size

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Displays the actual physical page size of the page. The size can be displayed at *Inches*, *Millimeters*, *Centimeters* and *Pixels*.

## Annotating Pages

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You can add annotations to any page. Available annotation tools include text, filled and hollow rectangles, lines, and shapes, among others. They are accessible from both the application menu and the annotation toolbar. You can also edit individual annotation properties and set default properties for the annotation tools themselves.



### Annotating Pages

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- [Adding Annotations](#)
- [Selecting Annotations](#)
- [Copying Annotations](#)
- [Deleting Annotations](#)
- [Editing Annotation Properties](#)
- [Arranging Annotations](#)

## Adding Annotations

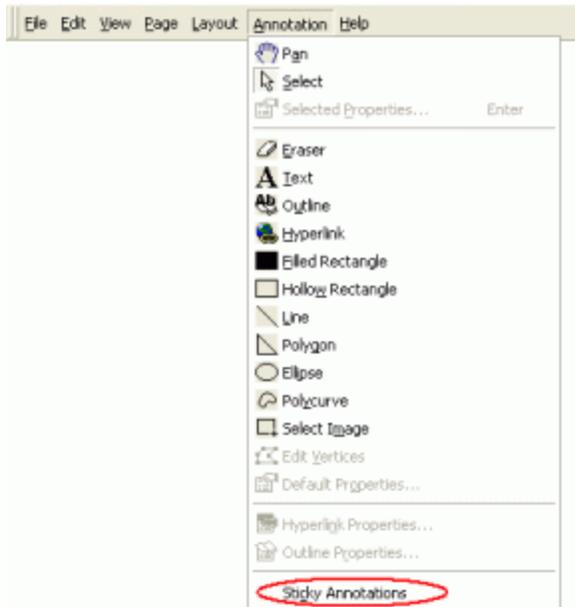
Annotations consist of text notes, filled and hollow shapes such as rectangles, circles and polygons, an eraser and a selection mode for copying parts of the page. Also available are special heading, bookmark and hyperlink annotations specific to PDF creation.



### Annotating Pages

- [Adding a Text Box](#)
- [Adding a Heading](#)
- [Adding a Bookmark](#)
- [Adding a Hyperlink](#)
- [Adding a Rectangle](#)
- [Adding an Ellipse](#)
- [Adding a Line](#)
- [Adding a Polygon](#)
- [Adding a Closed Curve](#)
- [Erasing a Selected Area](#)
- [Copying and Pasting Images](#)
- [Editing Annotation Vertices](#)

## Sticky Annotations



*Sticky Annotations* mode is useful when adding multiple annotations of the same type to a page. When *Sticky Annotations* turned on, the selected annotation tool remains chosen until you click the

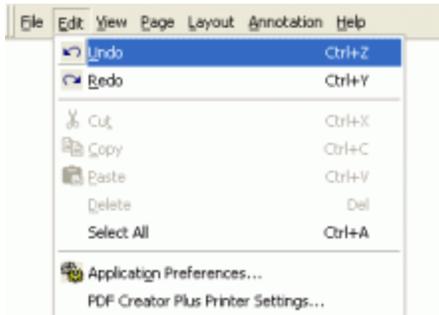
Select  tool again, allowing you to place multiple annotations on the the page. When this mode is off, the Select tool becomes active after you place a single instance of the chosen annotation on the page.

You can change the sticky mode through the Annotation menu by checking or un-checking the *Sticky Annotations* menu item. By default *Sticky Annotations* is turned off.

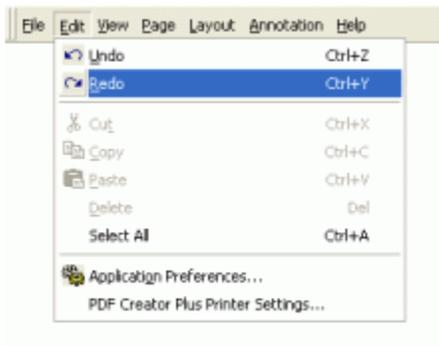
## Undo and Redo on Annotations

Each page maintains its own undo/redo list for annotations. This allows you to easily back out changes, or redo changes again. Almost any action on an annotation, such as move, size, align, add, delete, even changing the font of text annotation, are all tracked in the undo/redo list.

You can *undo* any annotation operation by clicking the **Undo** button on the [Standard toolbar](#) or through the **Undo** menu item on the **Edit** menu



You can *redo* any annotation operation by clicking the **Redo** button on the [Standard toolbar](#) or through the **Redo** menu item on the **Edit** menu.



## Adding a Text Box

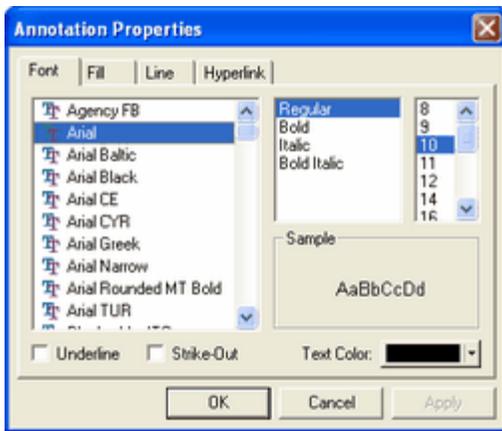
1. Select the **Text** annotation tool **A** from the **Annotations** toolbar.



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline on the page. Release the mouse button when the rectangle is the size you want the text box annotation to be.
3. When the mouse button is released, the text box will automatically go into edit mode to allow you to type your text. Click outside the text box to accept the typed text and stop editing.

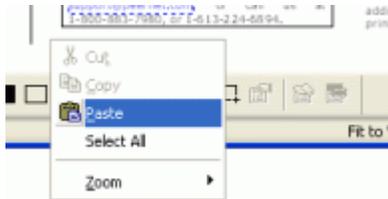


4. A text box defaults to transparent fill with no border and used 10 point Arial font for the text. With the text box annotation selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit the properties of the text box.
5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the text box. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



### Productivity Tips - Adding a text box from the clipboard

You can create a Text box annotation from text that you have placed in the clipboard from another application. Right-click on the page and and select **Paste** from the context menu.

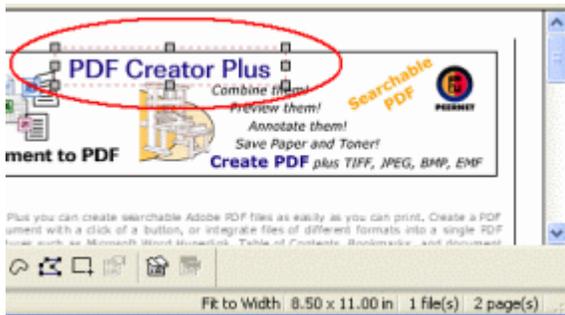


### Adding a Heading

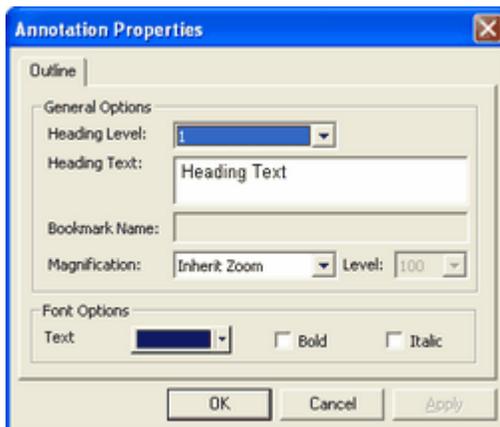
1. Select the **Outline** tool () from the **Annotations** toolbar.



- The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline around the area on the page where you want the heading to be. Release the mouse button when you are done.



- The heading will be shown outlined with a *red dotted rectangle*. This rectangle is shown only on the screen to make seeing the heading annotation easier; it is not included when the page is printed or used to create a PDF, TIFF or other type of file.
- The heading annotation defaults to **Heading Level 1** and **Heading Text** as *Heading Text*.  
With the annotation selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit its properties.
- The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the heading. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



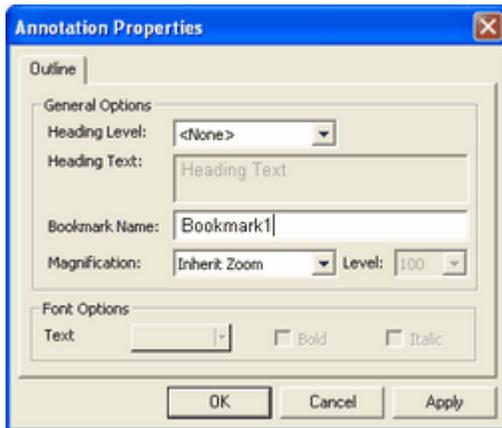
- If the **Outline** tab is active in the [Navigation view](#), you will see the newly created heading added to the outline tree.

## Adding a Bookmark

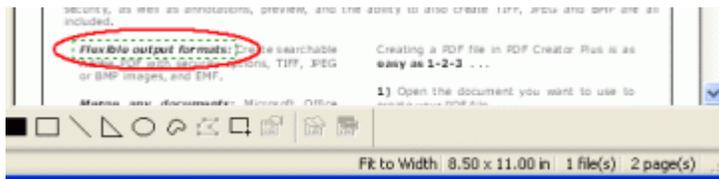
- Select the **Outline** tool () from the **Annotations** toolbar.



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline around the area on the page where you want the bookmark to be. Release the mouse button when you are done.
3. By default, the **Outline** tool creates a *heading annotation*. You can change the heading annotation to a *bookmark annotation* through the **Annotation Properties** dialog, accessible from the **Annotation Properties** (  ), the **Edit Outline** (  ) toolbar button, or by pressing the **Enter** key with the bookmark annotation selected.
4. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the bookmark. Change the **Heading Level** to *<None>* and enter in a name for your bookmark in the **Bookmark Name** field. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



5. The bookmark will be shown outlined with a *green dotted rectangle*. This rectangle is shown only on the screen to make seeing the bookmark annotation easier; it is not included when the page is printed or used to create a PDF, TIFF or other type of file.



6. If the **Outline** tab is active in the [Navigation view](#), you will see the newly created bookmark added to the outline tree.

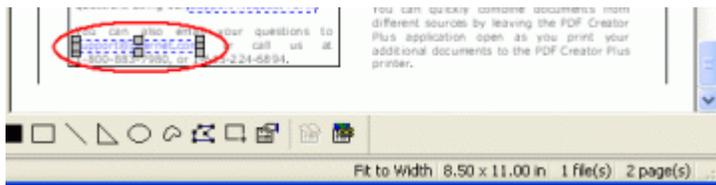


## Adding a Hyperlink

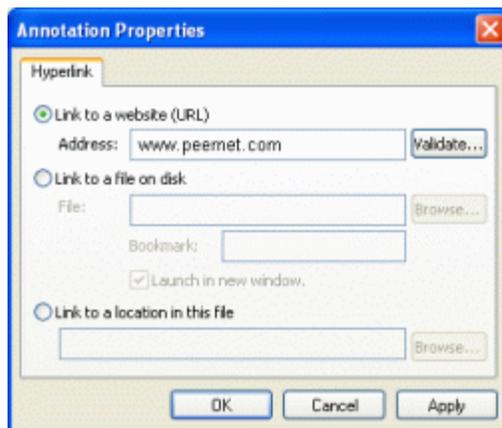
1. Select the **Hyperlink** tool (  ) from the **Annotations** toolbar.



2. The cursor will change from the mouse pointer to a small cross hair cursort (+). Click and hold the left mouse button while you drag to create a rectangle outline around the area on the page where you want the hyperlink to be. Release the mouse button when you are done.
3. The hyperlink will be shown outlined with a *blue dotted rectangle*. This rectangle is shown only on the screen to make seeing the hyperlink annotation easier; it is not included when the page is printed or used to create a PDF, TIFF or other type of file.



4. A hyperlink annotation does not contain a link to a file, website or bookmark location by default. With the annotation selected, press the **Enter** key or select the **Annotation Properties** (  ) toolbar button to edit the properties of the hyperlink.
5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the hyperlink. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



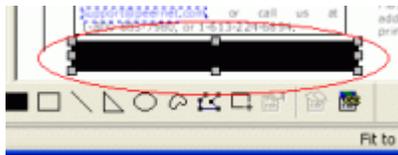
## Adding a Rectangle

### Adding a Filled Rectangle

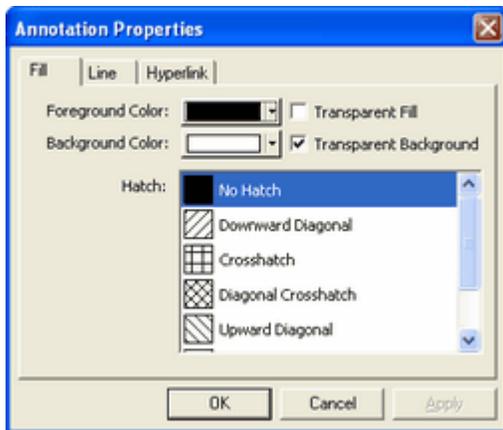
1. Select the **Filled Rectangle** tool (  ) from the **Annotations** toolbar.



- The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline on the page. Release the mouse button when the rectangle is the size you want.



- The rectangle fill color defaults to black. With the annotation selected, press the **Enter** key or select the **Annotation Properties** (📄) toolbar button to edit the properties of the annotation.
- The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the filled rectangle tool. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



## Adding a hollow rectangle

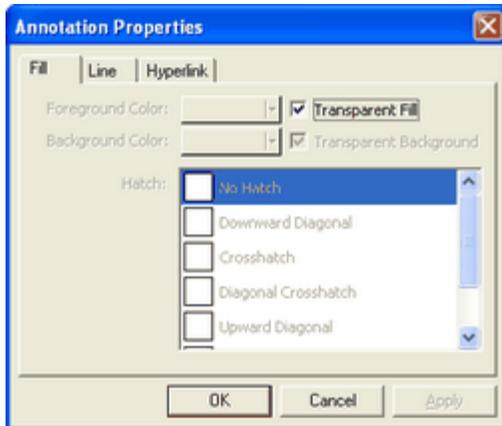
- Select the **Hollow Rectangle** tool (□) from the **Annotations** toolbar.



- The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline on the page. Release the mouse button when the rectangle is the size you want.



- The hollow rectangle defaults to transparent with a black border. With the annotation selected, press the **Enter** key or select the **Annotation Properties** (  ) toolbar button to edit the properties of the annotation.
- The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the hollow rectangle tool. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



## Productivity Tips - Adding a Filled or Hollow Square

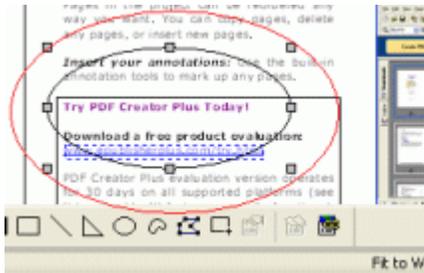
To draw a square, use the **Filled Rectangle** or **Hollow Rectangle** tool and hold down the **Shift** key on the keyboard while you drag the mouse.

## Adding an Ellipse

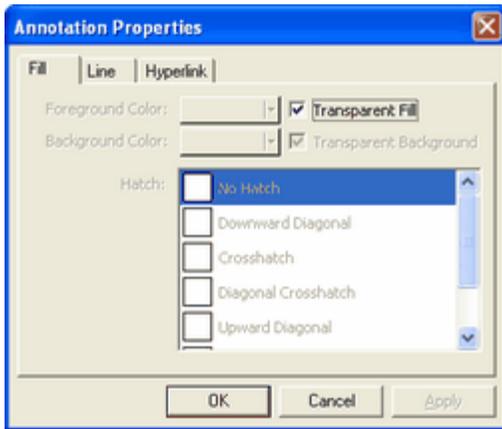
- Select the **Ellipse** tool (  ) from the **Annotations** toolbar.



- The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create an ellipse outline on the page. Release the mouse button when the ellipse is the size you want.



3. The ellipse defaults to transparent fill with a black border. With the annotation selected, press the **Enter** key or select the **Annotation Properties** (  ) toolbar button to edit the properties of the annotation.
4. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for the ellipse. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



### Productivity Tips - Adding a Circle

To draw a circle, use the **Ellipse** tool and hold down the **Shift** key on the keyboard while you drag the mouse.

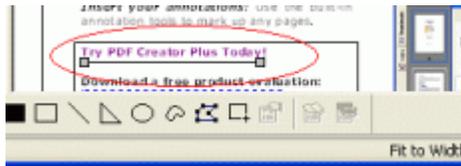
### Adding a Line

1. Select the **Line** tool (  ) from the **Annotations** toolbar.

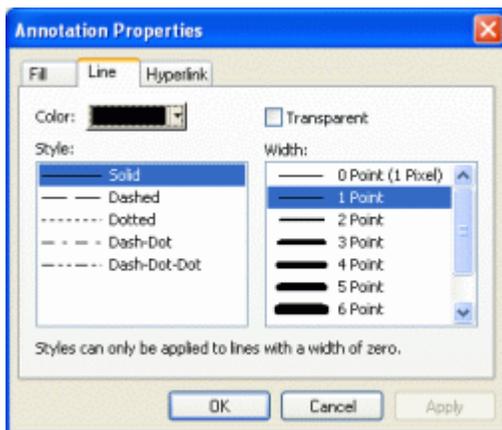


2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the

left mouse button while you drag to create a line on the page. Release the mouse button when the line is the length you want.



3. A line defaults to a black solid line with a width of one pixel. With the line selected, press the **Enter** key or select the **Annotation Properties** () toolbar button to edit the properties of the line.
4. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for a line. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



### Productivity Tips - Creating a Straight Line

To draw a horizontal or vertical straight line the **Line** tool hold down the **Shift** key on the keyboard while you drag the mouse left to right or up and down.

## Adding a Polygon

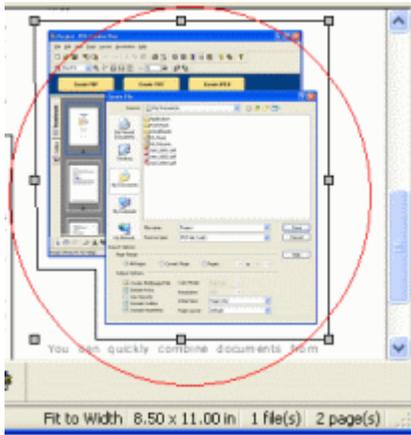
1. Select the **Polygon** tool () from the **Annotations** toolbar.



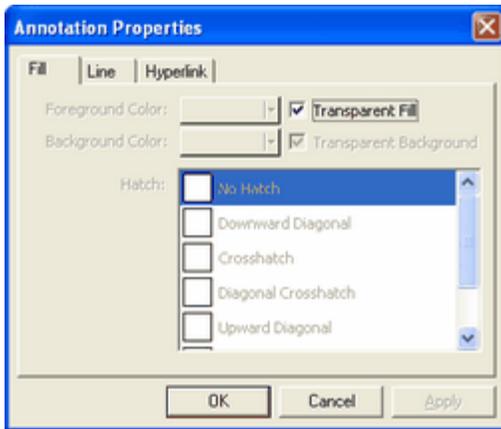
2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create the first line segment of the polygon. Release the left

mouse button when the first line segment is the length you want.

3. Move to the next location and left-click once to add a new line segment. Repeat this until you have your desired polygon shape. Double-click the left mouse button to finish the polygon.



4. A polygon defaults to a transparent fill with a solid black border. With the polygon selected, press the **Enter** key or select the **Annotation Properties** (  ) toolbar button to edit the properties of the polygon.
5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for a polygon. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



### Productivity Tips - Creating Straight Lines in a Polygon

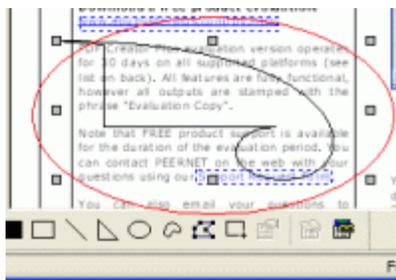
To draw a horizontal or vertical straight line with the **Polygon** tool hold down the **Shift** key on the keyboard while you drag and click the mouse.

## Adding a Closed Curve

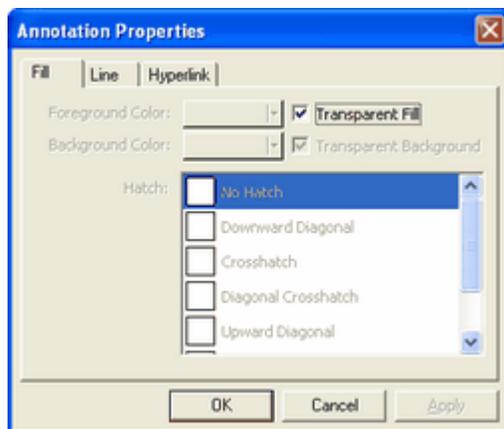
1. Select the **Closed Curve** tool (  ) from the **Annotations** toolbar.



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create the first line segment of the closed curve area. Release the left mouse button when the first line segment is the length you want.
3. Move to the next location and left click once to create a new line segment. Continue this until you have your desired closed curve shape. When you have three segments or more, you will see a dotted line that represents what the curve will look like. Double-click the left mouse button to finish the closed curve shape.



4. A closed curve to a transparent fill with a solid black border. With the closed curve selected, press the **Enter** key or select the **Annotation Properties** (  ) toolbar button to edit its properties.
5. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for a closed curve. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



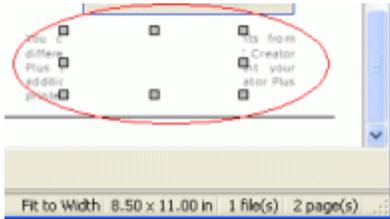
## Erasing a Selected Area

1. Select the **Eraser** tool (  ) from the Annotations toolbar. An erased area is simply a white filled

rectangle with no border that covers the text and images underneath.



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline around the area on the page you want to erase. Release the left mouse button when the rectangle is the size you want.



## Copying and Pasting Images

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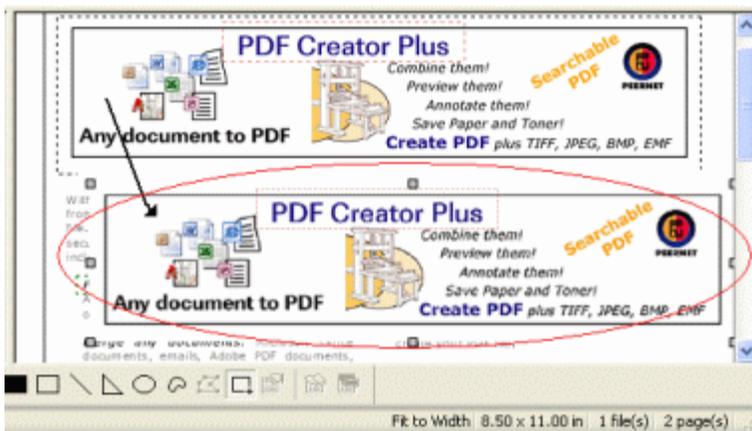
### Copy an Area as An Image

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1. Select the **Select Image** tool () from the **Annotations** toolbar.



2. The cursor will change from the mouse pointer to a small cross hair cursor (+). Click and hold the left mouse button while you drag to create a rectangle outline around the area on the page you want to copy. Release the mouse button when the rectangle is the size you want.
3. The copied area is placed on the page in the exact same position as the original area. Left-click with the mouse to select the copied image and drag the new image to the desired location.

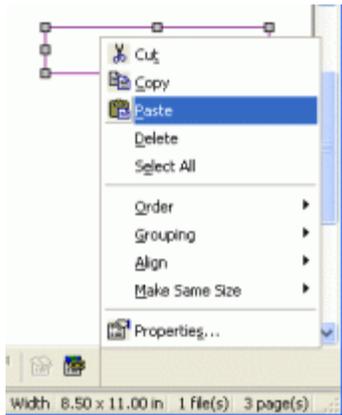


### Paste an Image From the Clipboard

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You can create a **Image** annotation from an image that you have copied into the clipboard from another application.

1. Right click the page to get the context menu and select **Paste** from the menu.



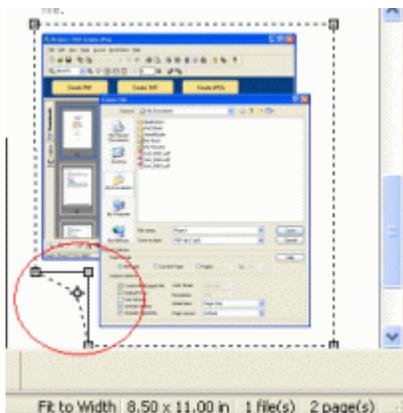
2. A new image annotation will be created from the clipboard contents.

## Editing Annotation Vertices

1. Select the annotation whose vertices you want to change, then select the **Edit Vertices** tool (  ) from the **Annotations** toolbar.



2. The cursor will change from the mouse pointer to a small square with arrows () when you mouse over a vertex on the selected annotation.
3. Click and hold the left mouse button while you drag to move the vertex to a new location.
4. Release the mouse button when you are done.



## Selecting Annotations

### Panning to Reveal Hidden Areas

If you are viewing your page at a large zoom, or magnification level, only a portion of your entire page may fit inside the window, and scroll bars are included to allow navigation around the page. To change the part of your page that can be seen, the **Pan** tool (  ) is used to move the page displayed in the window.

1. Select the **Pan** tool (  ) from the **Annotations** toolbar.



2. The cursor will change from the mouse pointer to an open hand  when you mouse over the page.
3. Click and hold the left mouse button while you drag to move page in the desired direction. While you are panning, the cursor will change to a grabbing hand .
4. Release the left mouse button to stop panning the page.

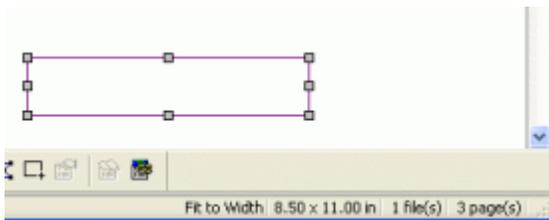
### Selecting an Annotation

To edit, move or delete an annotation, it first has to be selected.

1. Select the **Select** (  ) tool from the **Annotations** toolbar.



2. When in selection mode, the cursor will be the normal mouse pointer .
3. Mouse over and click the annotation you want to select. The annotation will be shown with gray handles on its perimeter.



### Selecting a Group of Annotations

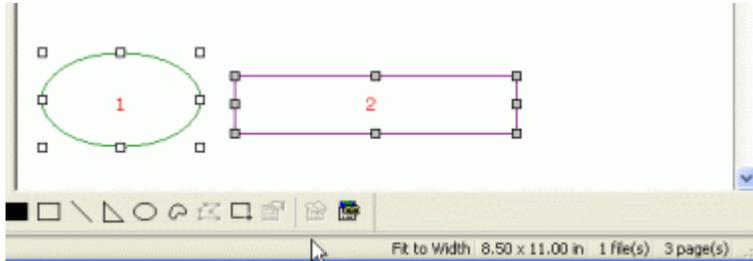
1. To select a group of annotations, select the **Select** (  ) tool from the **Annotations** toolbar.



2. When in selection mode, the cursor will be the normal mouse pointer .
3. Mouse over and click the first annotation you want to select. The annotation will be shown with

gray handles on its perimeter.

- To select additional annotations, press and hold the **CTRL** key while you left-click with the mouse on each of the other annotations you want to select.



- The last annotation selected is the primary annotation used to determine the size and alignment standards when using any alignment commands. This annotation is identified with gray handles on its perimeter while the other annotations have white handles.

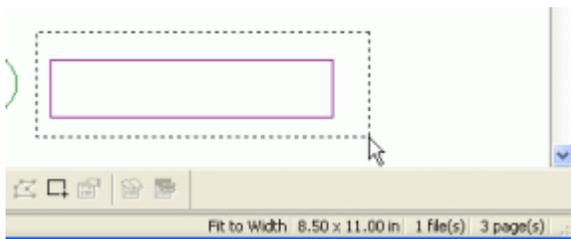
## Selecting Annotations With the Selection Rectangle

You can also select a single annotation or a group of annotations by dragging a **selection rectangle** around them.

- To select a group of annotations, select the **Select** (  ) tool from the **Annotations** toolbar.



- Click and hold the left mouse button while you drag to create a rectangle around all the annotations you want to select.
- Release the mouse button the select all annotations inside the dotted rectangle.



## Deselect an Annotation From a Group

To remove a single annotation from a selected group, hold down the **Shift** key and left-click with the mouse on the annotation you want to deselect.

## Changing the Primary Annotation

If you have multiple annotations selected, you can change which annotation is the primary annotation by holding down the **CTRL** key and left clicking with the mouse on the annotation you want to designate as the primary annotation.

## Copying Annotations

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### Copying Annotations to the Clipboard

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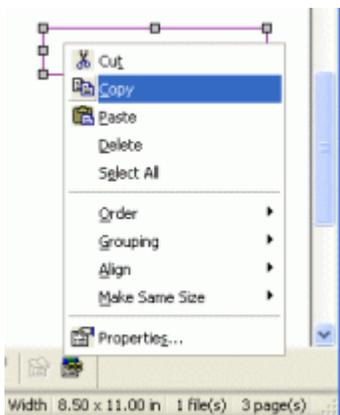
Any annotation or group of annotations can be copied to the clipboard, making it easy to copy annotations from page to page.

1. Select the annotation(s) you want to copy
2. Click on the Copy (  ) button on the Standard toolbar to copy the annotation to the clipboard,



You can also copy annotation(s) to the clipboard using the context menu.

1. Select the annotation(s) you want to copy.
2. Right- click inside one of the selected annotation(s) to bring up the context menu.
3. From the context menu, select the Copy menu item.



## Pasting annotations from the clipboard

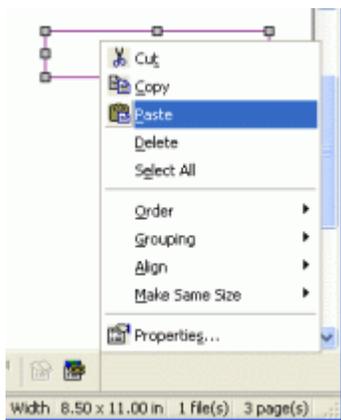
Once an annotation or group of annotations is copied to the clipboard, they can be copied to any page in the project.

1. Go to the page where you want to paste the annotations.
2. Click the Paste (  ) button on the Standard toolbar.



You can also copy annotation(s) to any page in the project using the context menu.

1. Go to the page where you want to paste the annotations.
2. Right-click on the page to bring up the context menu.
3. From the context menu, select the Paste menu item.



## Deleting Annotations

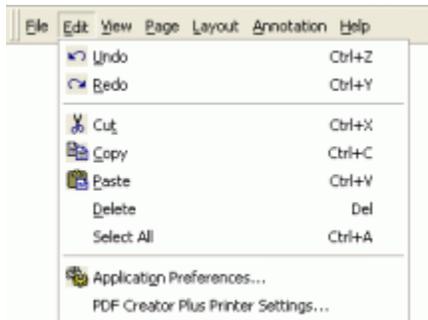
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### Deleting a Single Annotation or a Group of Annotations

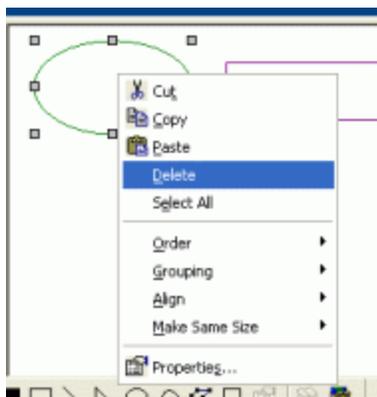
---

To delete a single annotation, select that annotation and delete it using the **Delete** key on the keyboard. Alternatively, you can delete an annotation through the **Delete** menu item from the **Edit** menu.

To delete a group of annotations, select the annotations you want to delete, and follow the same steps as above.



You can also delete a single annotation or a group of selected annotations using the context menu.



---

## Cut an annotation or group of annotations to the clipboard

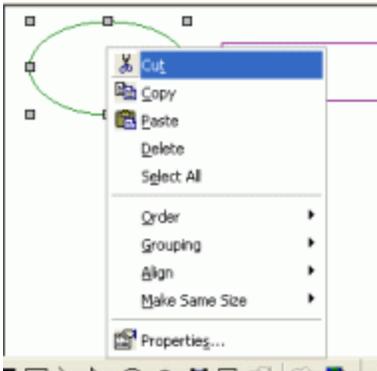
---

Cutting annotation(s) will copy them to the clipboard and delete them from the page as well.

To cut an annotation to the clipboard, select that annotation then click on the Cut (  ) button on the Standard toolbar.



You can also cut annotations using the context menu by selecting the annotation and right-clicking inside one of selected annotation(s) to bring up the context menu. From the context menu, select the Cut menu item.



## Editing Annotation Properties

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You can edit the properties of selected annotations, as well as the default properties of the annotation tools themselves. Most annotations support editing line, fill and hyperlink properties. Text annotations also allow you to modify font properties while outline annotations such as headings bookmarks also have outline properties.



### Annotation Properties

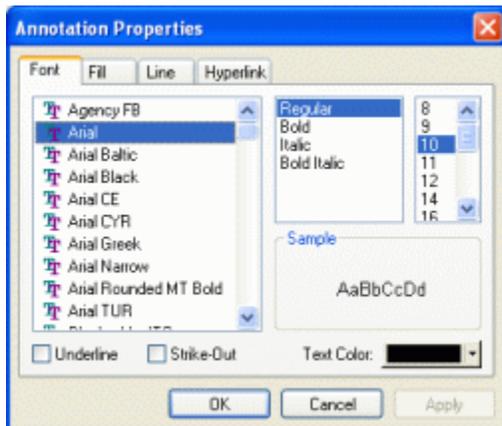
---

- [Font Properties](#)
- [Fill Properties](#)
- [Line Properties](#)
- [Hyperlink Properties](#)
- [Outline Properties](#)
- [Annotation Tool Default Properties](#)
- [Editing Annotation Properties](#)

## Font Properties

---

Font properties only apply to text annotations.



## Font List

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The list on the left displays all the fonts on your system. Select a font from this list to apply to the text in the text annotation.

## Font Styles

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You can apply *Regular*, *Bold*, *Italic* and *Bold Italic* formatting to the text from the middle list. The formatting options here depend on the font selected.

## Font Size

---

The last list shows all available font sizes for the selected font.

## Font Effects

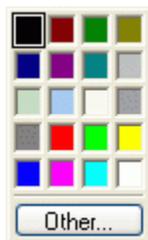
---

Check or uncheck the *Underline* or *Strike-Out* check boxes to apply or remove this effect on your text.

## Text Color

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Set the color of the text in the annotation.

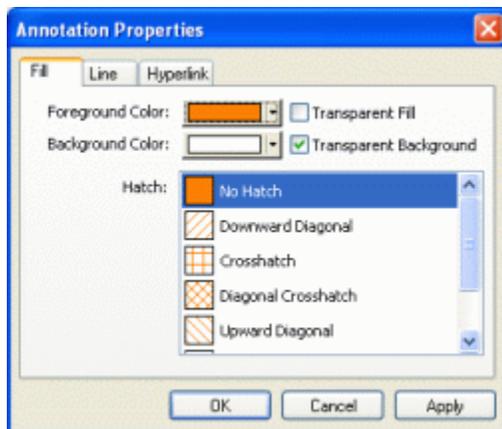


The text color can be changed by clicking on the down arrow on the right of the **Color** button  to pop up the color control. Select a color by clicking on one of the color boxes, or click the **Other...** button to choose a custom color.

## Fill Properties

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Fill properties apply to the inside area of all annotations except Outline annotations.

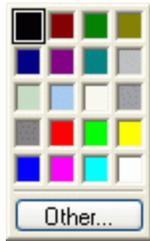


## Foreground Color

---

This is the main color of the annotation when *No Hatch* is selected. If a **Hatch** pattern is selected, this color is used to draw the hatches (lines) of the pattern. This color is only used if **Transparent**

**Fill** is turned off.

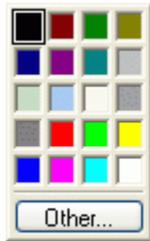


The fill color can be changed by clicking on the down arrow on the right of the **Color** button  to pop up the color control. Select a color by clicking on one of the color boxes, or click the **Other...** button to choose a custom color.

## Background Color

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This is the alternate color of the annotation when a **Hatch** pattern other than *No Hatch* is selected. This color is used to fill in between the hatches (lines) of the pattern. This color is only used if **Transparent Background** is turned off.



The background color can be changed by clicking on the down arrow on the right of the **Color** button  to pop up the color control. Select a color by clicking on one of the color boxes, or click the **Other...** button to choose a custom color.

## Transparent Fill

---

Transparent (or see through) fill applies to the inside area of the annotation. If this is checked on, no color is used to fill the shape. If this is not checked then the selected foreground and background colors (as applicable) are used to fill in the shape.

## Transparent Background

---

Transparent (or see through) background applies to all **Hatch** patterns other than *No Hatch*. If this is not checked the **Background Color** is used to fill in between the hatches (lines) of the pattern.

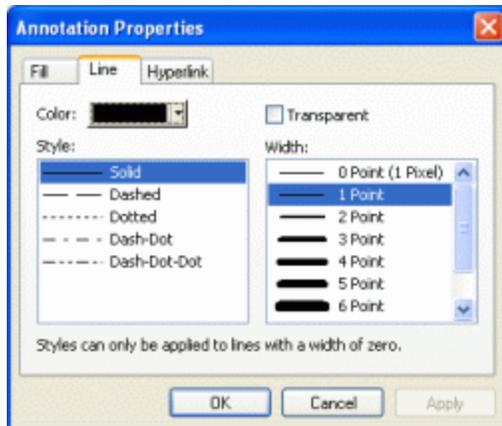
## Hatch

---

This lists several patterns that can be used to fill in a annotation. The colors of the patterns are taken from the **Foreground Color** and **Background Color** options.

## Line Properties

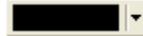
Line properties apply to the outside area, or border of all annotations except the Outline annotation.



## Color

This is the main color of the annotation outline. This color is only used if the **Transparent** option is not checked.



The line color can be changed by clicking on the down arrow on the right of the **Color** button  to pop up the color control. Select a color by clicking on one of the color boxes, or click the **Other...** button to choose a custom color.

## Transparent

If this is checked on, no border is drawn around the annotation. If this is checked off, then the selected color is used to draw a border of the chosen width.

## Style

Set the style of the line, or border, drawn around the annotation. Styles other than *Solid* only apply to lines with a *Width* of zero.

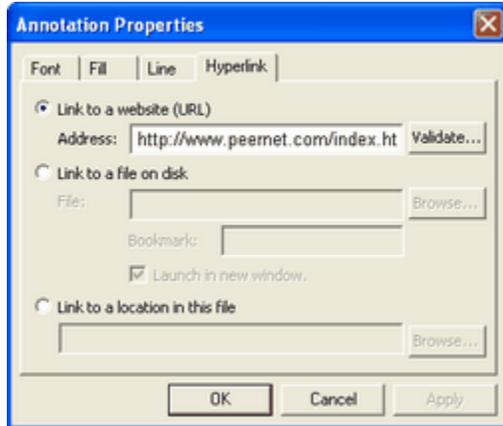
## Width

This determines the width of the line, or border, drawn around the annotation. If a width greater than zero is chosen, only the *Solid* style of line can be drawn.

## Hyperlink Properties

---

Hyperlink properties apply to all annotations except Lines, Bookmarks and Headings. The hyperlink properties determine the behavior of the hyperlink when a PDF is created from the project. Hyperlink information has no effect when creating TIFF, BMP, JPG or EMF files.



### Link to a website (URL)

---

This is the most common use of a hyperlink. Enter a *web address*, or URL, to have the user directed to the specified website. The address can be validated using the **Validate** button to the right. To link to a bookmark on a web page, add a *#bookmark* name to end of the address specification.



### Link to a file on disk

---

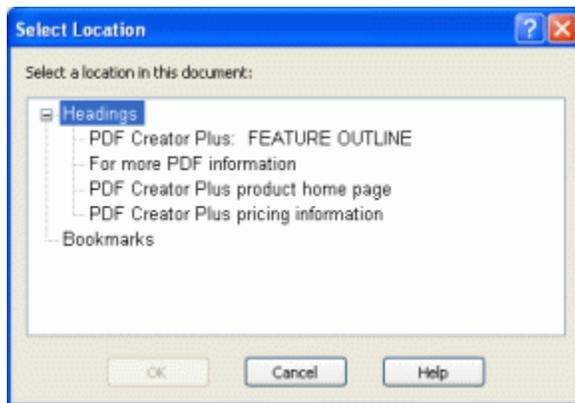
Select this option to have the user directed to another file. If you are linking to an Adobe® PDF document, you can have the file opened at a particular location by supplying the name of a bookmark within that file. When linking to another PDF document, you also have the option of opening the document in a new window, or in the existing application window.



### Link to a location in this file

---

Use this option to link to an existing heading or bookmark area in this project. To select a heading or bookmark, click on the **Browse** button on the right to display the **Select Location** dialog allowing you to choose from the project's heading and bookmarks.

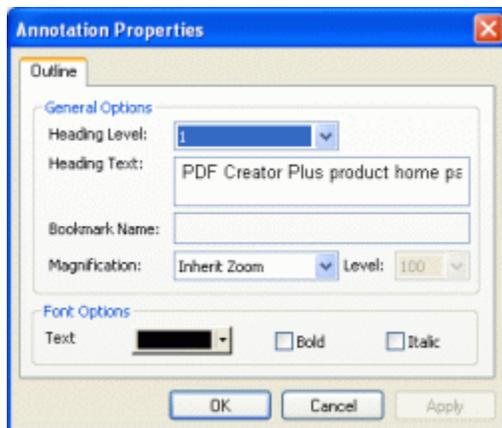


The **Select Location** dialog displays a tree listing all of the current headings and bookmarks in the project. The current target of the hyperlink, if any, will be highlighted in the tree. Choose the desired heading or bookmark and click **OK** to have the hyperlink use the new heading or bookmark.

## Outline Properties

Outline properties apply only to outline annotations. Outline annotations can be either **headings** or **bookmarks**. An outline annotation is considered a heading if it has a heading level between one and nine. Headings are displayed in the Headings section of the [Outline tab](#) in the Navigation view.

An outline annotation with a heading level of *<None>* is a bookmark. Bookmarks are displayed in the Bookmarks section of the [Outline tab](#) in the Navigation view



## Heading Level

A heading level between 1 and 9 can be assigned to a heading object. Changing the heading level to *<None>* changes the object from a heading annotation to a bookmark annotation.

## Heading Text

The text to be displayed for this heading can be changed here. This is the text that will appear in the Bookmark panel in Adobe® Acrobat and Adobe® Reader.

## Bookmark Name

This field only applies only to bookmark annotations. It is disabled for heading annotations. To enable this field, change the heading level to <None> to change the heading annotation into a bookmark annotation.

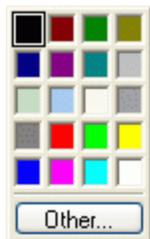
## Magnification

Set the page magnification of the destination of the header annotation. The option chosen here applies to Adobe's Bookmarks tab when a PDF is created from the project. This option determines how the page is displayed in Adobe when the header is selected in Adobe's Bookmarks tab.

Magnification	Description
Fixed	This option enables the <b>Level</b> drop down combo box. The level chosen from the drop down is used to display the page.
Fit Page	The page is scaled to fit within the window
Fit Width	The page is scaled so that the entire width is displayed in the window.
Inherit Zoom	The page is shown at the current magnification level.

## Text Color, Italic and Bold

Set the color of the heading text when viewed in Adobe's Bookmarks tab, as well as in PDF Creator Plus' Outline view tab. The text can also be changed to italic or bold font.



The color of the text in the heading can be changed by clicking on the down arrow on the right of the **Color** button  to pop up the color control. Select a color by clicking on one of the color boxes, or click the **Other...** button to choose a custom color.

## Annotation Tool Default Properties

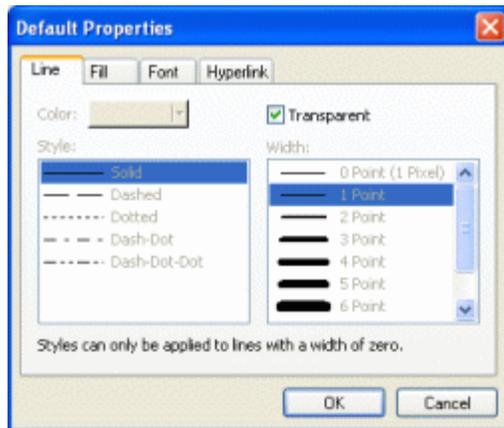
Editing the default properties of an annotation tool affects subsequent annotations added using the tool. It does not change the properties of existing annotations.

- From the **Annotation** toolbar, select the tool you want to customize, and then select the **Default Properties** () toolbar button. If the toolbar button is grayed out, then that annotation does not have default properties to set.



- A **Default Properties** dialog will appear showing the properties that are available to be edited

for that tool. Shown below is the **Default Properties** dialog for the *text annotation*. It is the only annotation that has *Font* properties in addition to *Line* and *Fill* properties.



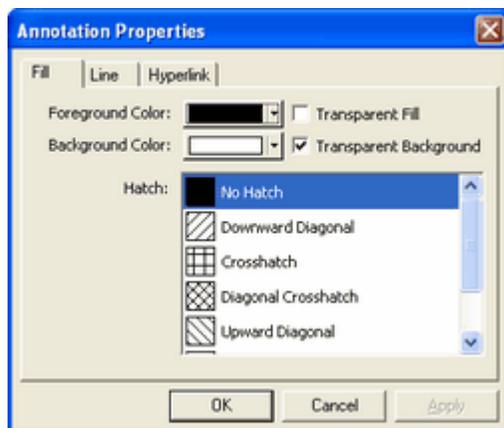
3. Change the any desired properties and click the **OK** button to set the defaults.

## Editing Annotation Properties

1. Select the annotation whose properties you want to change.
2. Select the **Annotation Properties** (  ) toolbar button from the **Annotation** toolbar.



3. The **Annotation Properties** dialog will appear showing the properties that are available to be edited for that tool. The tabs shown will depend on the annotation selected. For example, a text annotation will have a *Font* tab, but a filled rectangle will not.



4. If you change a property, the **Apply** button in the lower right corner will become enabled. By clicking this button, the changes you have made will be temporarily applied to the annotation on the page. To keep the changes, click **OK**. Clicking **Cancel** will abandon the changes and return the annotation back to its original state.



### Productivity Tips - Annotation Properties

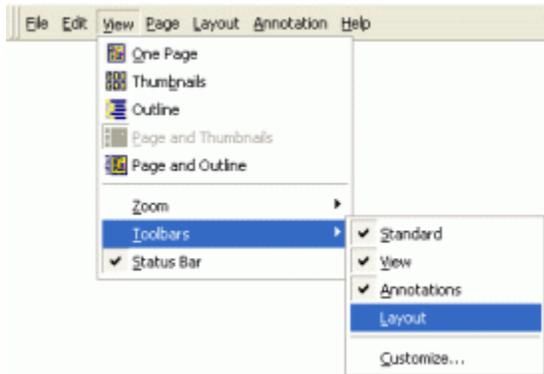
---

Use the **Enter** key to quickly display the properties for the selected annotation.

## Arranging Annotations

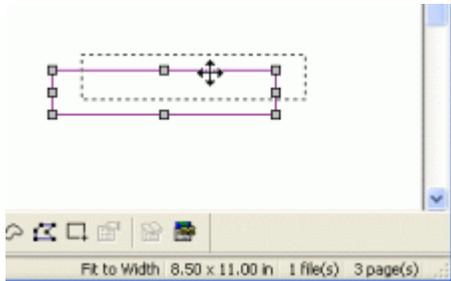
You can set alignment, spacing, and sizing options for your annotations. You can nudge annotations to a precise location, change their order on the page, and group them together for ease of editing.

If the **Layout** toolbar is not visible, go to the **View** menu, select **Toolbars** and then select the **Layout** menu item to toggle the toolbar on.



### Move annotations using the mouse

1. Select the annotation you want to move. When the mouse is over the selected annotation the cursor will change from the mouse pointer to the move crosshair 
2. Click and hold the left mouse button while you drag to move the annotation to the desired location.



3. Release the mouse button when you have placed the annotation where you want it.

### Move annotations using the keyboard

1. Select the annotation you want to move.
2. Move the annotation using the **Left**, **Right**, **Up** and **Down** arrow keys. Each key press nudges the annotation up one pixel. Holding the **Shift** key down along with the arrow keys will move the annotation in larger increments.

### Aligning annotations

To align annotations, you have to select at least two annotations. The last annotation you select is the **primary** annotation, indicated by the gray handles. The other annotations will have white handles. The alignment is always performed relative to the primary annotation. See [Selecting Annotations](#) for details on

selecting groups of annotations.

1. Select the annotations you want to align together. Always select the annotation you are aligning the other annotations to last.
2. From the **Layout** toolbar, select one of the **Align** toolbar buttons.
3. All selected annotations will be aligned accordingly to the *primary* annotation.



	Align Top		Align Left
	Align Middle		Align Center
	Align Bottom		Align Right

## Spacing annotations evenly across or down

To evenly space annotations, you have to select at least three annotations. The last annotation you select is the **primary** annotation, indicated by the gray handles. The other annotations will have white handles. See [Selecting Annotations](#) for details on selecting groups of annotations.

When spacing annotations across, the annotations will be spaced evenly between the **leftmost** selected annotation and the **rightmost**. When spacing annotations down, the annotations will be spaced evenly between the **topmost** selected annotation and the **bottommost**.

1. Select the annotations you want to align together.
2. From the **Layout** toolbar, select either **Space Across** or **Space Down** operations.



Same Size

## Making annotations the same width, height, or size

To make annotations the same height, you have to select at least two annotations. The last annotation you select is the **primary** annotation, indicated by the gray handles. The other annotations will have white handles. The **height, width or size** adjustment is always performed relative to the primary annotation. See [Selecting Annotations](#) for details on selecting groups of annotations.

1. Select the annotations you want to adjust the size of, and then lastly, select the annotation you are want the others to match.
2. From the **Layout** toolbar, select one of the **Sizing** toolbar buttons. All selected annotations will be sized accordingly to the primary annotation.



	Same Width
	Same Height
	Same Size

## Nudging annotations to a new position

You can nudge a single annotation or a group of annotations. The annotations can be nudged (moved) using the **Left**, **Right**, **Up** and **Down** arrow keys on the keyboard. Each key press nudges the annotation up one pixel. See [Selecting Annotations](#) for details on selecting groups of annotations.

1. Select the annotations you want to nudge.
2. From the **Layout** toolbar, select one of the **Nudge** toolbar buttons.



	Nudge Up		Nudge Down
	Nudge Left		Nudge Right

## Grouping and ungrouping annotations

To group annotations, you have to select at least two annotations. When annotations are grouped together, they cannot be individually selected. Selecting any one annotation of a group selects the whole group, and they are treated as a single annotation. Grouped annotations can be moved, ordered or copied to the clipboard. They cannot be aligned, nudged or sized to one another in the group, but a grouping can be aligned, nudged or sized with another annotation or group. See [Selecting Annotations](#) for details on selecting groups of annotations.

To ungroup annotations, you have to select a set of grouped annotations. Once annotations are ungrouped, they can be individually selected, moved, sized, and nudged again. All layout options are applicable again.

1. Select the annotations you want to group or ungroup.
2. From the **Layout** toolbar, select the **Group** toolbar button to group the selected annotations, or **Ungroup** to ungroup a set of grouped annotations.



	Group		Ungroup
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## Ordering a group of annotations

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Annotations can be ordered, or layered. Ordering annotations dictates which annotation is drawn first, which next and so on. This is useful if you want your text annotation to be above your filled rectangle. You can set the order of a single selected annotation, or a group of group selected annotations. See [Selecting Annotations](#) for details on selecting groups of annotations.

1. Select the annotation(s) that you want to change the ordering of.
2. From the **Layout** toolbar, select one of the **Ordering** toolbar buttons.

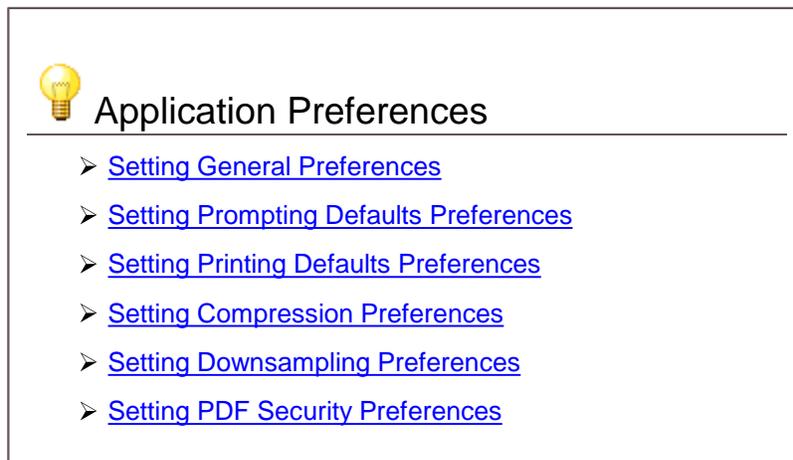


	Bring to Front		Send to Back
	Bring Forward		Send Backward

## Application Preferences

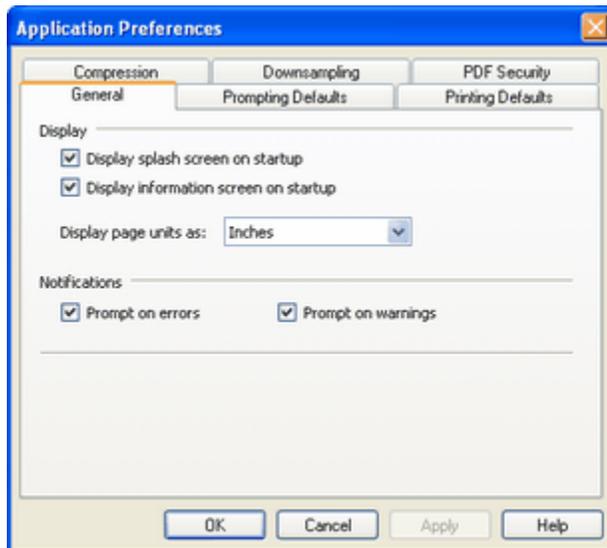
---

This dialog box contains the settings for configuring how PDF Creator Plus itself works. These settings are saved with the program and will apply to all projects. You can set General, Prompting Defaults, Printing Defaults and PDF Security preferences for PDF Creator Plus by clicking **Edit – Application Preferences** in the application menu.



## General Preferences

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### Display

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**Display splash screen on startup** - allows you to optionally display the splash screen on startup of the application.

**Display information screen on startup** - allows you to optionally display the information screen when the application is started. This screen is only displays when the application is launched with no project.

**Display page unit as** - allows you to specify the units, one of *Millimeters*, *Inches*, *Centimeter* or *Pixels*, to use to display the page size in the application status bar.

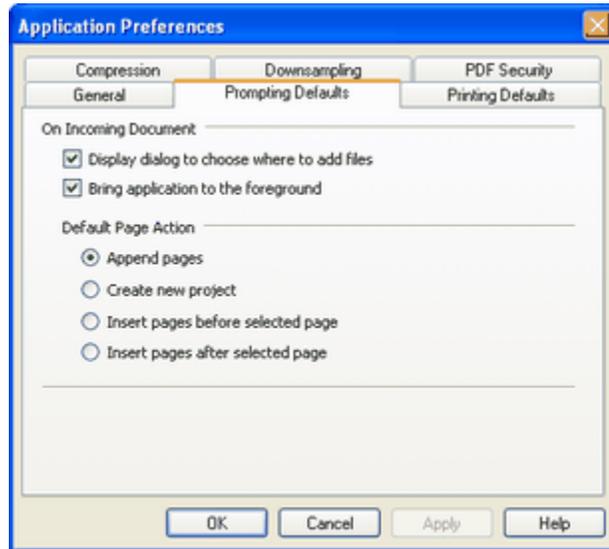
### Notifications

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**Prompt on errors** - allows you to have the application optionally prompt when an error is returned.

**Prompt on warnings** - allows you to have the application optionally prompt you when a warning is returned.

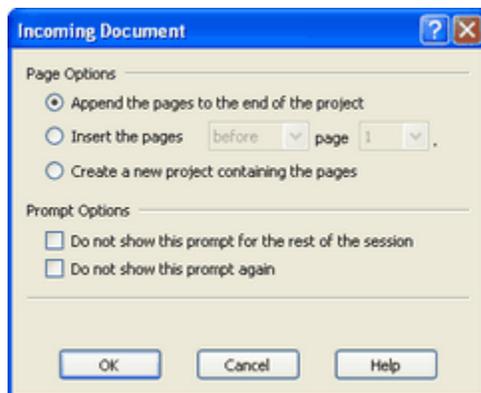
## Prompting Defaults Preferences



### On Incoming Document

Allows you to choose what will happen when a print job is run using the PDF Creator Plus print driver.

**Display dialog to choose where to add files** - allows you to optionally display the dialog for choosing where to append or insert the new pages or to create new document when new pages are available from the PDF Creator Plus print driver.



**Bring application to the foreground** - allows you to specify whether or not bring the PDF Creator Plus application to the foreground when new pages are available from the PDF Creator Plus print driver.

## Default Page Action

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Set the default action you would like to do each time new pages are available from the PDF Creator Plus print driver.

**Append pages** – append the pages to the end of the current page collection.

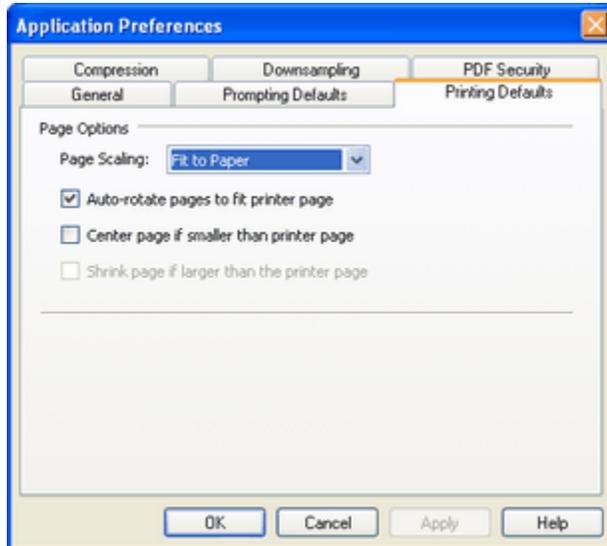
**Create new document** – discard any current pages and create a new page collection.

**Insert pages before selected page** – insert any new pages before the selected page in the current page collection.

**Insert pages after selected page** – insert any new pages after the selected page in the current page collection.

## Printing Defaults Preferences

The options set here are the same options displayed on the **Print** dialog when a PDF Creator Plus project is printed.



### Page Scaling

Determines how each page is scaling when printed to the selected printer.

**Fit to Paper** - enlarges or reduces the page to fit the size of the currently selected paper size.

**Actual Size** - does not scale the page. Any part of the page that does not fit in the printable area of the currently selected paper size is cropped.

### Auto-rotate pages to fit printer page as required

Adjusts the pages orientation to maximize the amount of page printed. If this option is on, the page will be rotated if rotating the page allows more of the page to fit in the printable area of the currently selected paper size.

### Center page if smaller than printer page

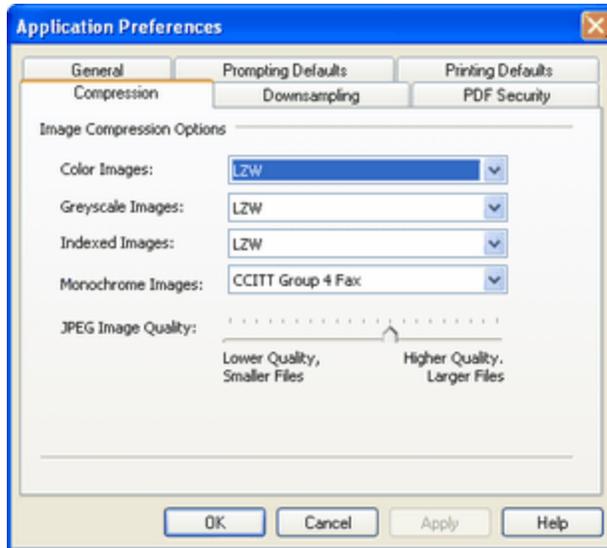
If the page is smaller than the printable area of the currently selected paper size, the contents of the page will be centered. This will not affect pages that are larger than the printable area.

### Shrink page if larger than the printer page

If the page is larger than the printable area of the currently selected paper size, the contents of the page will be scaled to fit. This gives the same result as Fit to Paper for larger pages. This does not affect pages that are smaller than the printable area. This option only applies when printing **Actual Size**.

## Compression Preferences

The compression method used to storing any images (such as pictures, screenshots, company logos) will affect the the final size of your files. Compression methods, with the exception of JPEG compression, do not affect the image quality.



If you are creating PDF files you may need to experiment with the compression methods as well as the [Downsampling Preferences](#) options to find the best balance between the size of your file and the quality of the images. Downsampling options are only used in PDF files creation.

If you are creating image files such as *TIFF*, *JPEG* or *BMP* files, the compression options will be applied as applicable for the output file type. Not all of the compression methods available are valid for all of the output image formats supported. The following table lists the valid formats for each image type.

If the selected compression method is not valid for the image format chosen, the method shown in **bold** is used instead.

Output Format	Color	Greyscale	Indexed	Monochrome
TIFF Images	LZW JPEG <b>Packbits</b>	LZW JPEG <b>Packbits</b>	LZW JPEG <b>Packbits</b>	CCITT Group 4 CCITT Group 3 2D CCITT Group 3 1D CCITT Modified Huffman LZW Packbits
JPEG Images	JPEG	JPEG	JPEG	N/A
BMP Images	Uncompressed	<b>Packbits</b>	<b>Packbits</b>	Uncompressed

### Image Compression Options

**Color Images** - allows you to choose the compression method to use to compress **color** images. Available compression methods are **LZW**, **JPEG**, **Packbits**, and **ZIP**.

**Greyscale Images** - allows you to choose the compression method to use to compress **greyscale**

images. Available compression methods are **LZW**, **JPEG**, **Packbits**, and **ZIP**.

**Indexed Images** - allows you to choose the compression method to use to compress **indexed** images. Available compression methods are **LZW**, **JPEG**, **Packbits**, and **ZIP**.

**Monochrome Images** - allows you to choose the compression method to use to compress **monochrome** (black and white) images. Available compression methods are **CCITT Group 4**, **CCITT Group 3 2D**, **CCITT Group 3 1D**, **CCITT Modified Huffman**, **LZW**, and **Packbits**.

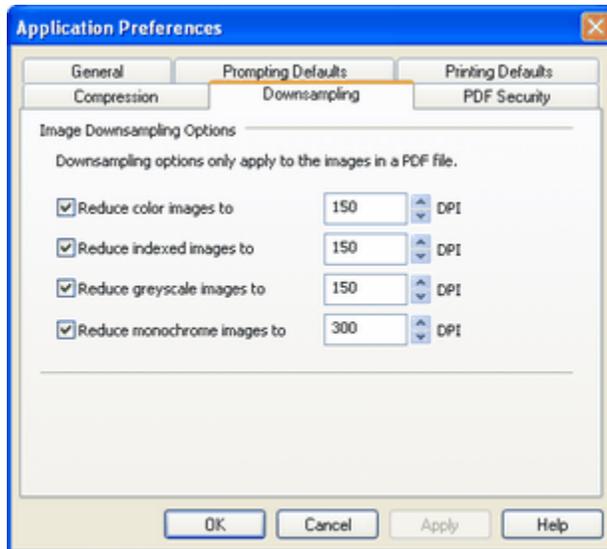
**JPEG Image Quality** - the slider allows you to set the *JPEG compression factor* used when compressing images using the JPEG compression setting. The JPEG compression factor is a number from *lowest quality* (0) to *highest quality* (100). A higher quality compression factor will produce a larger file with a better quality picture, while a lower quality compression factor will produce a smaller file but can degrade the quality of any pictures.

## Downsampling Preferences

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Downsampling is only applied to PDF files and can greatly reduce the amount of space it takes to store the image information in your file. It does this by reducing the *dots per inch (DPI)* of the image. Images are made up of bits called pixels and by reducing the number of pixels in the image through downsampling you reduce the overall size of the file.

Unlike most of the [Compression Preferences](#) options, downsampling does have an effect on the quality of the images in your file. The downsampling DPI can be set anywhere between 50 and 600 DPI. An image will only be downsampled if its DPI is higher than the downsampling DPI. If the DPI of the image is less than the downsampling DPI the image is not changed.



### Image Downsampling Options

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**Reduce color images to** - allows you to optionally choose to downsample color images to the dots per inch selected.

**Reduce indexed images to** - allows you to optionally choose to downsample color images to the dots per inch selected.

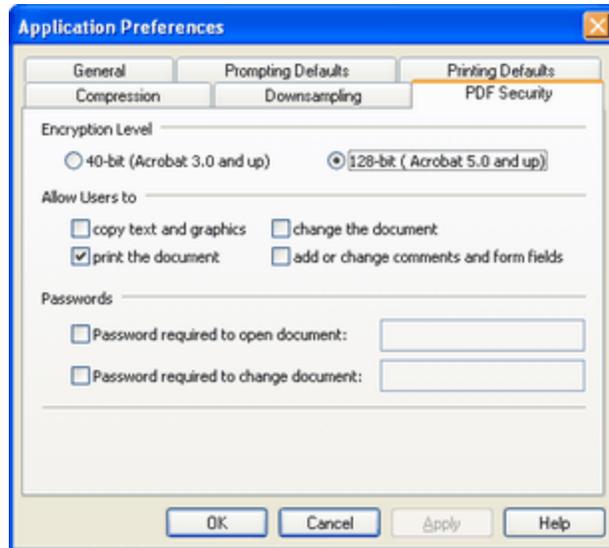
**Reduce greyscale images to** - allows you to optionally choose to downsample color images to the dots per inch selected.

**Reduce monochrome images to** - allows you to optionally choose to downsample color images to the dots per inch selected.

For all of the above options, the dots per inch can be set anywhere between 50 and 600 DPI by typing the desired level into the edit field, or using the spinbox up/down arrows to the right of each edit field to set the value.

## PDF Security Preferences

Sets the default security options used to create secure PDF files.



### Encryption Level

Sets the encryption level for Adobe® PDF output.

**40-bit** - can be opened in Acrobat 3.0 and higher

**128-bit** - can be opened in Acrobat 5.0 and higher. 128-bit provides stronger encryption, so your PDF file is more secure.

### Allow Users to

**Copy text and graphics** – text and graphics from the PDF file can be copied to the clipboard and used in other applications.

**Change the document** – pages can be added or deleted from the PDF file.

**Print the document** – the PDF document can be printed.

**Add or change comments and form fields** – annotations and form fields in the PDF file can be added, deleted or modified.

### Passwords

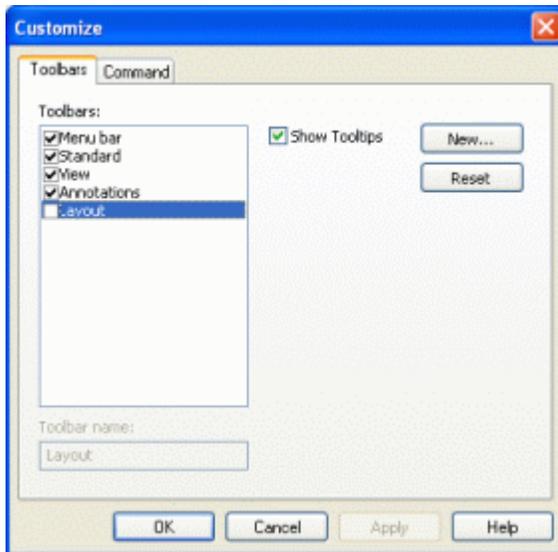
**Password required to open document** – allows you to set password for users to open the Adobe PDF output.

**Password required to change document** – allows you to set password for users to modify the Adobe PDF output.

## Appendix

### Customizing Application Toolbars

1. Click the **View – Customize** menu item.
2. From the **Toolbars** tab on this dialog, you can hide and display the toolbars, turn tooltips on or off and create new or delete existing toolbars.



3. From the **Command** tab, you can drag buttons onto toolbars.



4. When this dialog is open, you can:
  - customize toolbars by dragging buttons to new locations on other toolbars
  - remove a button from a toolbar by clicking and dragging it off the toolbar

- add buttons back using the Command tab to access the individual toolbar buttons
- reset the toolbar to its original state by clicking the Reset button

## Hiding and showing a toolbar

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1. Click the **View – Toolbars - desired toolbar** menu item.
- or -
1. Click **View – Toolbars – Customize**.
  2. Enable the checkbox beside the toolbar.

## Creating a new toolbar

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1. Click **View – Toolbars – Customize**.
2. Select **New...**
3. Enter a name for the toolbar.
4. Left - click and drag buttons from the existing toolbars onto your new toolbar, or use the **Command** tab to build your toolbar.

## Moving toolbar buttons

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1. Click **View – Toolbars – Customize**.
2. Left - click and drag the toolbar button to the desired location.

## Removing toolbar buttons

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1. Click **View – Toolbars – Customize**.
2. Left - click and drag the toolbar button off the toolbar.

## Adding toolbar buttons

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1. Click **View – Toolbars – Customize**.
2. Click the **Command** tab.
3. Select the **Category** that has the desired button. Left - click and drag the button from the **Buttons** section onto the toolbar.

## Command Reference

The tables below provide descriptions for the various menu, keyboard, and toolbar commands found within PDF Creator Plus.



### Command Reference

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- [File Menu Commands](#)
- [Edit Menu Commands](#)
- [View Menu Commands](#)
- [Page Menu Commands](#)
- [Layout Menu Commands](#)
- [Annotation Menu Commands](#)
- [Help Menu Commands](#)

### File Menu Commands

Menu Item	Toolbar Icon	Keyboard Shortcut	Description
Create PDF		Ctrl + D	Create a PDF file from your current PDF Creator Plus project.
Create TIFF		CTRL + T	Create a TIFF file from your current PDF Creator Plus project.
Create JPEG		CTRL + J	Create a JPEG file from your current PDF Creator Plus project.
Create Other File		CTRL + F	Create other types of files such as BMP and EMF, as well as PDF, TIFF and JPEG files from your current PDF Creator Plus project.
New Project		CTRL + N	Create an new empty PDF Creator Plus project.
Open Project		CTRL + O	Open an PDF Creator Plus project.
Close Project			Close the currently open PDF Creator Plus project.

Save Project		CTRL + S	Save the currently open PDF Creator Plus project.
Save Project As			Save the currently open PDF Creator Plus project with a new name.
Import File		CTRL + I	Import a file into the current PDF Creator Plus project
Print		CTRL + P	Prints the PDF Creator Plus project.
Print Preview			Preview the project before printing.
Print Setup			Set the printer properties for the project.
Recent Files List			Lists recently opened PDF Creator Plus projects.
Exit			Exit the application.

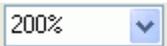
## Edit Menu Commands

Menu Item	Toolbar Icon	Keyboard Shortcut	Description
Undo		CTRL + Z	Undo the previous annotation action.
Redo		CTRL + Y	Redo the previously-undone annotation action.
Cut		CTRL + X	Cuts the currently selected annotations to the clipboard.
Copy		CTRL + C	Copies the currently selected annotations to the clipboard.
Paste		CTRL + C	Pastes back the contents of the clipboard onto the page.
Delete		DELETE	Deletes the current selection. This can be a page or an annotation on a page.
Select All		CTRL + A	Selects all annotations on the page.

Application Preferences		Change application preferences
PDF Creator Plus Printer Settings		Allows you to modify PDF Creator Plus Printer Settings

## View Menu Commands

Menu Item	Toolbar Icon	Keyboard Shortcut	Description
One Page			View only the current page.
Thumbnails			View only the thumbnails.
Outline			View only the outline.
Page and Thumbnails			View both the current page and the thumbnail.
Page and Outline			View both the current page and the outline
Zoom - Zoom In			Increases the zoom level
Zoom - Zoom Out			Decreases the zoom level
Zoom - Zoom to Selected Area			Select an area on the page with the mouse and zoom into that area
Zoom - Best Fit			Sets the zoom level to the best fit
Zoom - Fit to Width			Sets the zoom level to fit the width of the page
Zoom - Fit to Height			Sets the zoom level to fit the height of the page
Zoom - Custom			Allows you to set a custom zoom level
Zoom - 25%	<input type="text" value="25%"/>		Sets the zoom level to 25%
Zoom - 50%	<input type="text" value="50%"/>		Sets the zoom level to 50%
Zoom - 75%	<input type="text" value="75%"/>		Sets the zoom level to 75%
Zoom - 100%	<input type="text" value="100%"/>		Sets the zoom level to 100%

Zoom - 200%		Sets the zoom level to 200%
Zoom - 400%		Sets the zoom level to 400%
Toolbars – Standard		Show or hide the Standard toolbar
Toolbars – View		Show or hide the View toolbar
Toolbars - Annotations		Show or hide the Annotations toolbar
Toolbars - Layout		Show or hide the Layout toolbar
Toolbars - Customize		Customize the toolbars
Status Bar		Show or hide the status bar

## Page Menu Commands

Menu Item	Toolbar Icon	Keyboard Shortcut	Description
Previous			Takes you back to the previous page
Previous			Takes you forward to the next page
First			Takes you directly to the first page
Last			Takes you directly to the last page
Cut			Cuts an entire page to the clipboard
Copy - Page			Copies an entire page to the clipboard
Copy - Range			Allows you to copy a range of pages to a specified position
Paste - Page - Before			Pastes an entire page from the clipboard before the current page
Paste - Page - After			Pastes an entire page from the clipboard after the current page
Paste - Page - Append			Pastes an entire page from the clipboard to the end of the document

Insert Blank - Before		Allows you to insert a blank page before the current page
Insert Blank - After		Allows you to insert a blank page after the current page
Insert Blank - Append		Allows you to append a blank page at the end of the document
Delete - Page		Allows you to mark a page for deletion
Delete - Range		Allows you to mark a range of pages for deletion
Undelete - Page		Allows you to unmark a page for deletion
Undelete - Range		Allows you to unmark a range of pages for deletion
Move Range		Allows you to move a range of pages to a specified position
Rotate - Left		Rotates selected page left 90 degrees
Rotate - Right		Rotates selected page right 90 degrees
Rotate - 180		Rotates selected page 180 degrees
Rotate All - Left		Rotates all pages left 90 degrees
Rotate All - Right		Rotates all pages right 90 degrees
Rotate All - 180		Rotates all pages 180 degrees
Page Properties		Allows you to view the properties of the current page

### Layout menu commands

Menu Item	Toolbar	Keyboard	Description
Align – Align Top			Allows you to align selections vertically at the top
Align – Align Middle			Allows you to align selections vertically in

		the middle
Align – Align Bottom		Allows you to align selections vertically at the bottom
Align – Align Left		Allows you to align selections horizontally at the left
Align – Align Center		Allows you to align selections horizontally in the center
Align – Align Right		Allows you to align selections horizontally at the right
Space Evenly - Across		Allows you to space selections evenly across the page
Space Evenly - Down		Allows you to space selections evenly down the page
Make Same Size - Width		Allows you to make selections the same width
Make Same Size - Height		Allows you to make selections the same height
Make Same Size - Both		Allows you to make selections the same width and height
Nudge - Up		Allows you to nudge selections up
Nudge - Down		Allows you to nudge selections down
Nudge - Left		Allows you to nudge selections left
Nudge - Right		Allows you to nudge selections right
Order – Bring to Front		Allows you to move a selection to the front of the order
Order – Send to Back		Allows you to move a selection to the back of the order
Order – Bring Forward		Allows you to move a selection forward in the order
Order – Send Backward		Allows you to move a selection backward in

		the order
Grouping - Group		Allows you to bind together selections for editing as a group
Grouping - Ungroup		Allows you to ungroup grouped selections

### Annotation menu commands

Menu Item	Toolbar	Keyboard	Description
Pan			Drag the page to reveal hidden areas
Select			Make selections on the page
Selected Properties		ENTER	Edit the properties of the selected annotation
Eraser			Erase a selected area
Text			Add a text box annotation
Outline			Add a heading or bookmark area
Hyperlink			Add a hyperlink area
Filled Rectangle			Draw a filled rectangle
Hollow Rectangle			Draw a hollow rectangle
Line			Draw a line
Polygon			Draw a polygon
Ellipse			Draw an ellipse
Polycurve			Draw a polycurve
Select Image			Clone a selected area
Edit Vertices			Edit the vertices of the selected annotation
Default Properties			Edit the default properties of the selected annotation tool
Outline Properties			Edit the outline properties of the selected annotation

Hyperlink Properties		Edit the URL properties of the selected annotation
Sticky Annotations		Keeps annotation tool chosen until Selection tool is chosen again

### Help menu commands

Menu Item	Toolbar	Keyboard	Description
Help Topics		F1	View Help topics
User Guide			View the User Guide
Updates & Support			View support and update information
License			Show license information
About PDF Creator Plus			View application information