

pdfFactory



## Getting Started

pdfFactory is a printer driver. This means you must print to it from your application, just as you would with any other printer. Most applications have a Print dialog box command available in the File menu. To use pdfFactory:

1. Go the File menu of your application and select Print
2. Select FinePrint pdfFactory as your printer
3. Click OK
4. Wait for the pdfFactory dialog to appear.
5. Once the dialog box appears, you can preview your document, save it, email it, or view it.

## How it works

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The pdfFactory printer driver receives output from applications and converts it into a temporary file (.fp format for those familiar with [FinePrint](#)) that is used for previewing purposes. Creating the preview file also allows pdfFactory to display the fonts that are used in the document so that it is easier to determine which fonts should be [embedded](#).

While the preview file is being displayed, the real PDF file is being created in the background. In most cases, the PDF will be complete by the time you execute a [main function](#). In cases where the PDF is still being created, a progress dialog box will appear indicating the current state of the PDF conversion. When the PDF is finished being created, your command will be executed.

## PDF file uses

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Adobe Portable Document Format (PDF) is the open, de-facto standard for electronic document distribution worldwide. Adobe PDF is a universal file format that preserves all of the fonts, formatting, colors, and graphics of any source document, regardless of the application and platform used to create it. PDF files are compact and can be shared, viewed, navigated, and printed exactly as intended by anyone with a free Adobe Acrobat Reader.

With pdfFactory, you can create PDF files from any application quickly and easily. Once created, the PDF can be shared with other users on the web, emailed, or used for archival purposes. [Adobe Acrobat Reader](#) is required to view and print PDF files.

## Preview tab

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The Preview tab is the default tab displayed when the pdfFactory dialog box first appears. From here, you can:

- scroll through the document
- zoom
- insert or delete pages and jobs

## Fonts tab

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The Fonts tab shows the fonts used in the documents in your current pdfFactory session and allows you to embed them in the PDF file. Here are some things to consider in deciding whether or not to embed fonts:

- Do you care about the specific fonts used in the document? If yes, embed the font.
- Does the recipient of the document have the font on their system? If the user is a Windows user and you are using fonts generally found on Windows computers, there is no need to embed.
- Will the PDF viewer make a reasonable substitution for fonts that do not exist on the recipient system? The PDF viewer will substitute fonts. If this is acceptable, there is no need to embed.
- Embedding fonts increases the size of the PDF file meaning it will take longer to download from an email message or from the web.

pdfFactory will remember the list of fonts you decide to embed and will embed them by default in subsequent documents. You can list all of your installed fonts and select those to be embedded. When a document contains the font selected, it will automatically be embedded.

## Doc Info tab

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The Doc Info tab allows you to set attributes that will be written into the PDF file. The attributes are:

- title
- author
- subject
- keywords

## Security tab

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The Security tab allows setting options for securing PDFs. Options include password protection for opening the document and restrictions on what can be done with the PDF once open.

Selecting the Use Security checkbox will turn on the security options and apply them to the PDF.

### Encryption Strength

- low: use the 40 bit option if users of Acrobat 3.0 or higher need to be able to read the document.
- high: use this if you need the strongest possible encryption and that the user of the PDF has or has access to Acrobat 5.0 or greater.

Restrictions can be set such that users of the PDF cannot:

- view the document without password: this option will force the user of the PDF to enter a password before Acrobat will allow it to be viewed.  
**Note:** There are programs available to crack the password. The longer the password, the harder it is to crack. Please consider this when selecting a password.
- copy text and graphics from the document: this option is useful if viewing is allowed but content copying should be restricted.
- print the document: select this option if printing the PDF is not allowed.
- change the document: select this option if deleting pages, inserting pages or otherwise altering the PDF is not allowed.
- add or change comments and form fields in the document: select this option changing annotations or forms is not allowed

**Note:** Acrobat requires a password to change security settings on a PDF. Without this password, users can remove the restrictions placed on documents thereby defeating the purpose of adding security. pdfFactory will automatically generate a master password for you by default to enforce the security provisions. If you want to specify your own master password, go to the [Settings](#) tab and select the "Allow Master password" option. You will then see an option to set the master password on the Security tab.

## Links tab

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The Links tab allows setting options creating links to URLs and email addresses.

Links are detected by the existence of:

- http://
- ftp://
- mailto:
- www.domain.\*
- name@domain.\*

The link indicator properties can be set as follows:

- line thickness
- line type
- line color

**Note:** URLs spanning multiple lines are not supported



## Bookmarks tab

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The Bookmarks tab is used for creating bookmarks in the PDF file. Bookmarks are links to different parts of the PDF and are accessed in a separate window pane in the Acrobat reader to make navigation of documents easier. When a bookmark is clicked, Acrobat jumps to the page referred to by the bookmark.

Here are the ways to create bookmarks:

- Manual - scroll to the page you want to bookmark in the pdfFactory Preview tab. Right click on the page and select "bookmark this page" from the context menu. You can also use Ctrl-B on the keyboard to accomplish this. When this is done, the bookmark pane will appear if it is not already visible and you can edit the name of the bookmark. The new bookmark will appear in the bookmark list relative to its position in the document set currently in pdfFactory.
- Bookmark for each print job - this option will automatically create a bookmark for each print job added to pdfFactory.
- Detect headings - this option will create a bookmark table of contents based the text style. When a string of characters of the defined text style is encountered in the print job, a bookmark entry will be created. This works well for structured documents that have consistent styles for different levels of headings.

Up to 9 different text styles can be set, one for each level of the table of contents. The font name, point size, and embellishment such as bold, italic or underline can be specified or if the "Only show fonts used in current document" is checked, the possible font choices are limited to those fonts that are contained in the current document set. The default settings for text styles are the heading levels used in Microsoft Word.

**Note:** It is possible to set the text styles by copying an example of the text to the clipboard from an application that can put RTF on the clipboard. When the appropriate text is placed on the clipboard, a "Paste clipboard" button will appear in the Bookmarks tab with a description of the text style. For example, the button might read: "Paste clipboard (Times New Roman 12)". Clicking the button will set the currently selected level to the style of text on the clipboard.

### Editing the bookmark list

- Renaming - click on the bookmark, wait a second or two and then enter your changes. This can also be accomplished by right-clicking the bookmark in the bookmark pane and selecting "rename".
- Deleting - click on the bookmark and either press the DEL key or right-click and select "delete" from the context menu.
- Rearranging - simply drag the bookmark and drop it where you want it.

### Saving your text styles

If you have a number of different document styles for which you need to generate bookmarks, it is useful to save the heading text settings as group. This is can be done using the Save formats button. Formats are saved in a .fmt file and can be restored using the Load formats button.

### Troubleshooting

If you have problems creating bookmarks when detect headings mode is used, try the following:

- Use the "Only show fonts used in current document" setting and check to make sure that the fonts in the font list match those in the original document. If they are different, it may be that the pdfFactory paper size does not match that of the original document. Correct the pdfFactory [paper size](#) and try printing again.
- Microsoft Word markup characters need to be turned off. In Word's Print dialog, in the "Print what" combo box, make sure you select "Document" and not "Document showing markup".

## Settings tab

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The Settings tab allows you to set global options in pdfFactory.

The AutoSave feature saves entire contents of pdfFactory sessions automatically. This is useful in case you need to get back to something you printed previously or if you suffer a system crash while printing.

You can set the number of complete sessions to save using the spin control provided. The PDF files are saved in My Documents\pdfFactory files\AutoSave files by default. Default file locations for manual and auto-saved files can be set using the "Folder locations" button. The AutoSave files can be deleted using the "Delete auto-saved files" button.

Allow Master password entry on Security tab allows the specification of the master password. See the [Security](#) tab for details.

## Main functions

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The pdfFactory dialog box has buttons on the bottom for its main functions

- **View PDF** - opens your default PDF viewer with the actual PDF file created.
- **Save** - saves your PDF to a file. Your file will also be [auto-saved](#).
- **Send** - opens your default email client and attaches your PDF. If you do not save your PDF manually with a file name of your choosing, a default file name is used.
- **Combine documents** - once the pdfFactory window opens, it will collect all print jobs from all your applications. Just go back to your applications and print again and the print jobs will appear in order in PDF factory. If you want to reorder the print jobs, you will need to use [FinePrint](#).

Note that the preview within pdfFactory is an exact duplicate of what your PDF will look like, but it is not an actual PDF. In almost all cases, there will be no difference between the display in pdfFactory and another PDF viewer. [Inserting](#) or [deleting pages](#) from the preview will cause a new PDF file to be automatically generated in the background.

## Combining print jobs

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pdfFactory can combine multiple print jobs as a single PDF file.

In order to combine multiple jobs together, just print to pdfFactory, return to your application and print again. As long as the pdfFactory window is available, all jobs will continue to be collected in the preview automatically.

**Note:** If pdfFactory disappears behind other windows, just click on the pdfFactory icon in the caption bar.

## Fonts tab

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The Fonts tab shows the fonts used in the documents in your current pdfFactory session and allows you to embed them in the PDF file. Here are some things to consider in deciding whether or not to embed fonts:

- Do you care about the specific fonts used in the document? If yes, embed the font.
- Does the recipient of the document have the font on their system? If the user is a Windows user and you are using fonts generally found on Windows computers, there is no need to embed.
- Will the PDF viewer make a reasonable substitution for fonts that do not exist on the recipient system? The PDF viewer will substitute fonts. If this is acceptable, there is no need to embed.
- Embedding fonts increases the size of the PDF file meaning it will take longer to download from an email message or from the web.

pdfFactory will remember the list of fonts you decide to embed and will embed them by default in subsequent documents. You can list all of your installed fonts and select those to be embedded. When a document contains the font selected, it will automatically be embedded.

## Inserting pages

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Blank pages can be inserted before or after any page in the document. Right-click on a page in the preview, select "Insert blank page", then select either "before this page" or "after this page".

## Deleting pages

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### Deleting and un-deleting pages

You can delete a single page or an entire job from the set of pages to be printed. This is useful for deleting empty web pages from a web browser print job or deleting pages that were accidentally printed. Simply right-click the page you want to delete and select one of:

- Delete this page - deletes the current page
- Delete this job - deletes the current page and all other pages in the job that contains the page.
- Enter delete page mode - enters Delete page mode (see below)
- Undelete all - un-deletes all previously deleted pages and jobs.
- Show deleted - displays deleted pages with a red "X" drawn over them. In this mode, the following options are available by right-clicking on a page:

### Delete Page Mode

If you have a lot of pages to delete, Delete page mode can help. While in Delete Page mode, clicking on page deletes it, showing a red "X" over it. To undelete the page, click it again.

To enter Delete page mode, right click anywhere on the preview pages and select "Enter Delete page mode".

To exit Delete Page mode, right click anywhere on the preview pages and select "Exit Delete Page mode".

To select a range of pages to delete, click on the start page, move the cursor or scroll to the end page, hold the Shift key and click on the end page. All pages in the range will be deleted and displayed with the red X. Other options are available by right-clicking while in delete page mode:

- undelete this page - un-deletes the page
- undelete this job - un-deletes the job containing the page
- hide deleted - hides the deleted pages

**Note:** if "show deleted pages" option is selected, deleted pages are drawn on the screen but they are not printed.



## Zooming the preview

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It is possible to zoom in on the pages so get more detail or to check the printing accuracy.

When the mouse is moved over a page in the [Preview](#) tab, the cursor will change to a zoom (+) cursor. Clicking on the page will open a zoom window. Right clicking on a page and selecting one of the zoom levels accomplishes the same task.

Clicking in the zoom preview with the unzoom (-) cursor or pressing the ESCAPE key always goes back to normal mode.

The following zoom options are available:

- normal - shows entire sheet
- fit page - fits entire page in the available window size in full screen mode
- 100 percent mode - full size of page as it would be printed in full screen mode
- 200 percent mode - double scaling in full screen mode
- 400 percent mode - quadruple scaling in full screen mode

## Using pdfFactory with FinePrint

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FinePrint is our flagship product that provides enhanced printing capability from all Windows applications. Using pdfFactory with FinePrint provides a number of advantages. Printing to FinePrint first and then to pdfFactory from within FinePrint allows PDFs to be created that are not possible using other means:

- create headers and footers with date, time or other custom fields
- add watermarks to documents such as Draft, Final, Confidential, etc
- print on electronic letterhead and forms.
- rearrange documents before the PDF is created
- rescale the margins to make larger text
- create booklet impositions for printing purposes
- create multi-up PDFs so that the recipient does not need a multi-up printer to print them.

To learn more about FinePrint, visit our [web site](#).

## Auto-save options

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The pdfFactory [settings tab](#) has options for controlling how your PDFs are automatically saved. pdfFactory will save your PDFs automatically in your My Documents\pdfFactory files\Autosave directory. These files will be deleted when you reach the maximum number as set in the settings tab.

## Setting printer driver options

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Paper size, orientation and pdfFactory dialog box display modes are set using the printer driver properties.

To access the printer properties, select the Start menu, Settings, Printers. Right-click the pdfFactory icon and:

- if you are on Windows 9x/ME, select Properties
- if you are on Windows NT, select Document defaults
- if you are on Windows 2000/XP, select Printing preferences

### Paper size

This option sets the default paper size. pdfFactory supports a large number of paper sizes as well as custom paper sizes. Custom paper sizes can be created by using the Custom button which is next to the list of available stock sizes.

### Orientation

Set this option to either portrait or landscape.

### Show pdfFactory Dialog

- **After spooling (preview on)** - This is the default mode. The pdfFactory dialog box is displayed after the application has completed spooling the job to the printer. In this mode, the output is available for preview. There may be a delay between the time that the application finished the job and the FinePrint dialog appears.
- **Before spooling (preview off)** - Use this mode if you have a long print job and you do not want to wait until the job finishes to set options. Preview is not available in this mode.
- **Not at all** - This mode is useful when you want to create a PDF without seeing a preview dialog box. The pdfFactory dialog will not appear and the PDF will be saved to the default file name in the auto-save directory.

**Emulate Printer** - this mode ensures that the PDF has the same line breaks and page breaks as printing to the selected printer. This mode will use the resolution and margins of the selected printer. If you want to set your own margins and resolution, uncheck this option.

**Downsample images to 96 dpi** - this checkbox applies advanced compression to images which will dramatically reduce file sizes for documents that contain them. This box should be checked unless the images in the PDF are of poor quality.

## Technical support

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Please see our [web site](#) for answers to frequently asked questions and other support information. Tutorials on various topics are available on our [online tutorial](#) section of our web site.