



PrimoPDF™

Version 4.1
User Manual

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

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Getting Started

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

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

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

Installing PrimoPDF

To install PrimoPDF

1. Download the PrimoPDF installer from www.PrimoPDF.com.
2. When prompted for a destination, navigate to your desktop and click **OK**.
3. On the desktop, double-click the downloaded installer. Typically, the file is named **FreewarePrimoXXSetup.exe**, where XX is a two-digit number.
4. Follow the instructions on the screen to complete the installation.

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



Figure 1. The .NET Framework 2.0 installer window

Uninstalling PrimoPDF

To uninstall PrimoPDF

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

Creating PDFs

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

To create a PDF

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

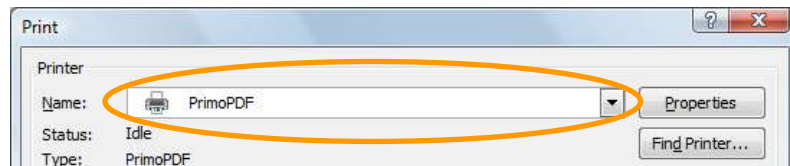


Figure 2. Selecting the PrimoPDF printer

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



Figure 3. 'PrimoPDF' window

5. If the selected location already contains a PDF with the same name, the **File Exists** window appears. Depending on your settings, you will be presented with the option to either overwrite or append the PDF to the existing file. Choose from the available options.

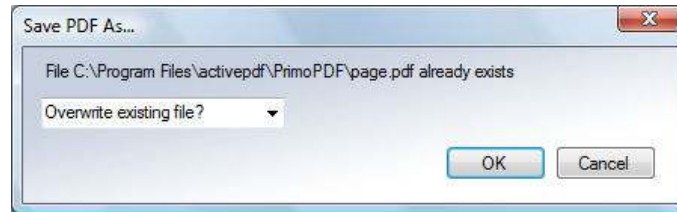


Figure 4. 'File Exists' window

NOTE: PrimoPDF Program Options allow you to choose whether to overwrite or append an existing PDF, when a PDF with the same name is encountered. See [PrimoPDF Program Options](#) for details.

NOTE: By default, the PDF will automatically be opened in your default PDF viewer.

- To change the action to take upon PDF completion (e.g. automatically attach the PDF to an email message), refer to [PrimoPDF Post Process Options](#).
- To change the program to be used in opening the PDF, refer to [PrimoPDF Program Options](#).

Configuring PrimoPDF Options

PDF Output Options

PrimoPDF includes five PDF output options, each of which can be used to produce PDF files at an optimized file size and quality level, depending on how you intend to use the document.



Figure 5. PrimoPDF PDF Output Options



Screen. Produces a PDF optimized for screen viewing. This configuration creates small PDF files and reduces image resolution to 72 dpi, which may reduce print quality.



Print. Produces a PDF optimized for printing to most home and office printers. This configuration creates high resolution PDF files, but does not embed fonts.



eBook. Produces a PDF optimized for eBook usage. This configuration creates average-sized PDF files and compresses all images, optimizing the file for downloading and viewing on a variety of screens.



Prepress. Produces a PDF optimized for printing to commercial-quality printers. This configuration creates large PDF files and will automatically embed all fonts and high resolution images for best results when printed on a system other than the one on which the PDF was generated.



Custom. Enables you to specify custom settings for your PDF output. Refer to [Setting PrimoPDF Custom](#) Preferences for further details.

Document Properties

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

To set Document Properties

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



Figure 6. Accessing Document Properties

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

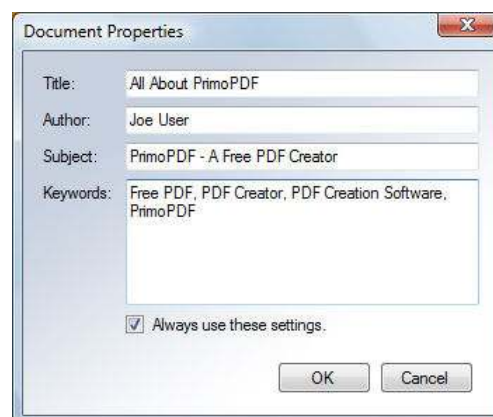


Figure 7. 'Document Properties' window

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

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

Security

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

To set PDF Security

1. From the PrimoPDF window, under PDF Security, click **Change**.



Figure 8. Accessing PDF Security Options

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

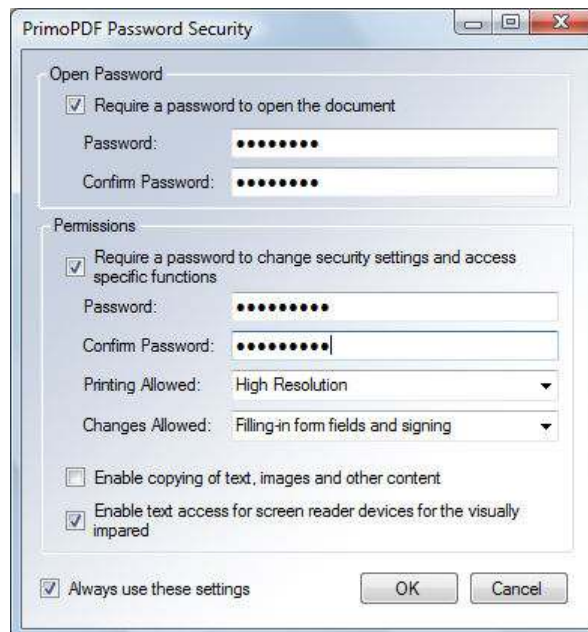


Figure 9. 'Document Security' window

Open Password. This setting enables you to require that users supply the specified password in order to open and view the PDF.

Require a password to open the document. Select this option to specify a password to be used when opening the PDF.

Permissions. These settings enable you to specify additional PDF security options.

Require a password to change security settings and access specific functions. Select this option to specify a password that must be supplied in order to change security settings, and to choose from additional security options.

NOTE: If you make changes to the permissions settings but do not specify a password, users will be able to override your settings. For this reason, it is recommended that you always specify a password when making changes to these settings.

- **Printing Allowed.** Enables you to specify the level to which users can print your document.
 - None.** Disables printing. Users will be unable to print your PDF document using a PDF viewing application.
 - Low Resolution.** Users will be allowed to print your document, but graphics and images in your document will be printed at low resolution.
 - High Resolution.** Users will be allowed to print your document at the highest resolution possible, given your PDF settings.
- **Changes Allowed.** Enables you to specify the level to which users can modify or access content within your document.
 - None.** Restricts users from making any changes to your PDF document, unless the specified permissions password is supplied.
 - Creating, inserting, deleting and rotating pages.** If set, user editing will be limited to manipulating document pages, including adding, deleting, and rotating pages.
 - Filling in form fields and signing.** If set, user editing will be limited to filling in form fields and adding digital signatures.
 - Commenting, filling in form fields and signing.** If set, user editing will be limited to adding PDF comments, filling in form fields and adding digital signatures.
 - Any except extract pages.** If set, users can perform any PDF editing action supported by their PDF viewing application, except extracting pages.
- **Enable copying of text, images and other content.** If checked, users will be able to select and copy the content from your PDF document to their clipboard, for use in another file.

- **Enable text access for screen reader devices for the visually impaired.** If checked, allows screen reading software to access the textual content in your file, for reading aloud.

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

PrimoPDF Post Process Options

PrimoPDF's Post Process options allow you to specify an action to take once the PDF creation process is complete.



Figure 10. Accessing Post Process Options

Open PDF. If selected, the created PDF will be saved to disk and then opened using the program specified in PrimoPDF's Program Options. Refer to [PrimoPDF Program Options](#) for information on selecting a program to be used.

Email PDF. If selected, the created PDF will be saved to disk, and a copy attached to a blank email message using your default email editor.

Do Nothing. If selected, the created PDF will be saved to disk and no further action will be taken.

PrimoPDF Program Options

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

To set PrimoPDF Program Options

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



Figure 11. Accessing PrimoPDF Program Options

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

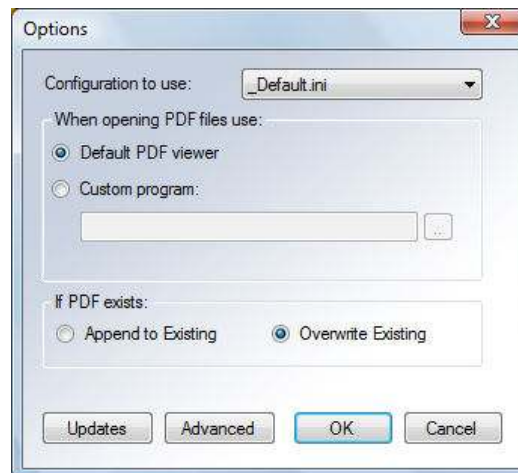


Figure 12. 'Program Options' window

Configuration to Use. Allows you to select from one of the following predefined configurations.

- **Ebook.** If selected, PrimoPDF will create a PDF using settings optimized for e-books.
- **Prepress.** If selected, PrimoPDF will create a PDF using settings optimized for printing on a commercial printer. This configuration will automatically embed all fonts.

- **Default.** If selected, PrimoPDF will create a PDF using its default settings, designed for output intended for a wide variety of uses.

When Opening PDF Files Use. Allows you to select which application to use when opening the created PDF files, once the conversion is complete.

- **Default PDF Viewer.** If selected, PrimoPDF will attempt to open the created PDF in the program specified in Windows as the default program to use when opening files with the .PDF extension.
- **Custom Program.** If selected, PrimoPDF will attempt to open the created PDF in the specified program. Click the browse button to locate the program you wish to use.

NOTE: This setting requires that the Post Process option is set to **Open PDF**. Refer to [PrimoPDF Post Process Options](#) for details on changing this setting.

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

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

NOTE: This is the default setting in PrimoPDF.

Updates. Enables you to specify how frequently PrimoPDF checks for software updates.

NOTE: PrimoPDF requires internet access to check for software updates.

To change PrimoPDF Update Settings

1. From the PrimoPDF Program Options window, click **Updates**.
2. Select how often you would like PrimoPDF to automatically check for software updates and click **OK**.



Figure 13. 'PrimoPDF Update Settings' window

To change PrimoPDF Advanced Settings

1. From the PrimoPDF Program Options window, click **Advanced**.
2. In the PrimoPDF Advanced Settings window check the desired options and click **OK**.

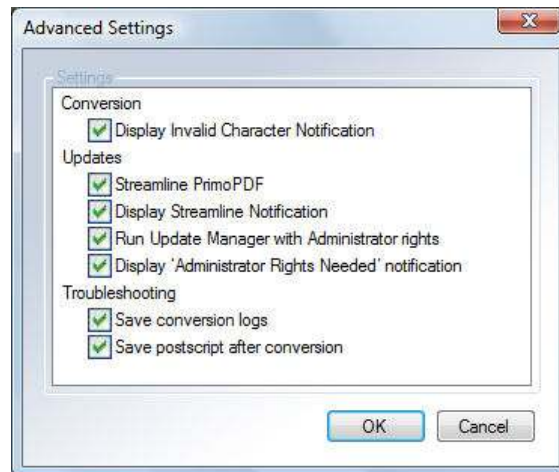


Figure 14. PrimoPDF 'Advanced Settings' window

Conversion. Allows you to change options affecting how PrimoPDF converts documents to PDF.

- **Display Invalid Character Notification.** If selected, if any invalid characters (e.g. %, <, *) exist in the original file path, PrimoPDF will display a dialog notifying you that an invalid character was encountered.

NOTE: This setting determines whether or not an error message is displayed when an invalid character is encountered in the original file path. PrimoPDF will always replace any invalid characters in the new file path with the underscore character ("_").

Updates. Allows you to change options affecting how PrimoPDF checks for software updates.

- **Streamline PrimoPDF.** If selected, PrimoPDF will automatically check for new software updates.
- **Display Streamline Notification.** If selected, the **Streamline PrimoPDF** dialog will be displayed each time PrimoPDF is launched.

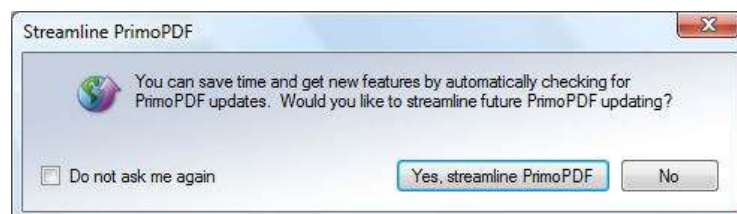


Figure 15. 'Streamline PrimoPDF' dialog

- **Allow PrimoPDF Update Manager to be run with admin.** If selected, PrimoPDF Update Manager will be run with Local Administrator permissions, allowing Update Manager to automatically connect to the internet to check for updates.

- **Warn if Update Manager requires admin rights.** If selected, a dialog will be displayed to indicate if the PrimoPDF Update Manager is attempting to perform an action that requires it to have Local Administrator permissions.

NOTE: If **Allow PrimoPDF Update Manager to be run with admin** is also checked, the warning dialog will not be displayed. However, if **run Allow PrimoPDF Update Manager to be run with admin Troubleshooting** is not checked, you will be prompted to allow PrimoPDF to run with Local Administrator permissions prior to each update.

- **Save Conversion Logs.** If selected, PrimoPDF will generate a conversion log detailing all conversions, as well as any problems encountered that lead to unsuccessful conversions. The conversion log filename will be the same as that of the converted PDF, but will have the extension of **.log**.
- **Save postscript after conversion.** If selected, the temporary PostScript® file created during conversion will be saved to the same location as the output PDF. The PostScript filename will be the same as that of the converted PDF, but will have a file extension of **.ps**.

Setting PrimoPDF Custom Preferences

Customizing your PDF output

PrimoPDF enables you to customize your PDF files by configuring a number of PDF output options.

To configure PrimoPDF Custom Settings

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



Figure 16. Accessing PrimoPDF Custom Settings

2. In the **Custom PDF Settings** window, select from the list of categories on the left to access the settings you wish to change.

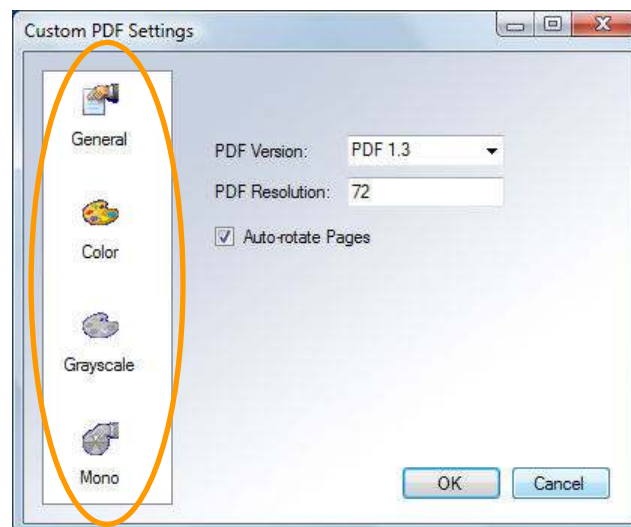


Figure 17. Choosing a Category

3. After making the desired changes, click **OK**.
4. In the PrimoPDF window, click **Create PDF** to create a PDF using the custom settings you provided.

General Settings

The General pane allows you to set custom settings for your PDF output.

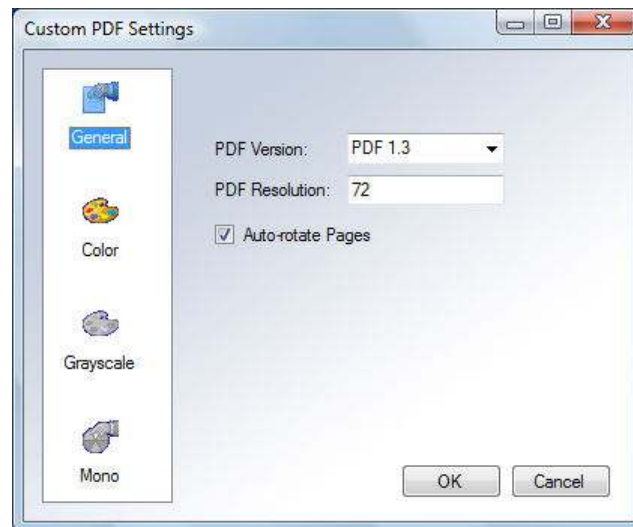


Figure 18. General Settings

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

- **PDF Version 1.2.** Compatible with Adobe Reader version 3.0 or later.
- **PDF Version 1.3.** Compatible with Adobe Reader version 4.0 or later.
- **PDF Version 1.4.** Compatible with Adobe Reader version 5.0 or later.
- **PDF Version 1.5.** Compatible with Adobe Reader version 6.0 or later.

PDF Resolution. Sets the resolution for the entire document.

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

Color Image Settings

The Color pane enables you to set options to be used in creating a PDF that contains color images.

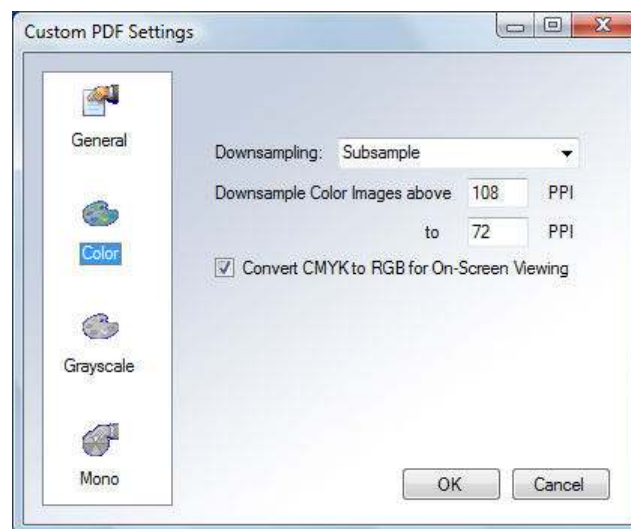


Figure 19. Color Images

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

Downsampling reduces an image's resolution (to the resolution specified) by discarding pixels. Since there is less information that needs to be saved, the resultant PDF file sizes are considerably smaller.

NOTE: If you are using a downsampling technique, you need to specify the desired resolution for the outputted image. Resolution is measured in pixels per inch (PPI).

PrimoPDF has four options for downsampling color images:

- **Don't downsample.** With this option selected, PrimoPDF does not downsample the images in your PDF file. This option produces the highest quality of output, and should be used if you are creating PDF files for printing to a commercial quality printer.
- **Average.** When average downsampling is selected, PrimoPDF averages neighboring pixels, replacing pixels of similar value with the average pixel color. Averaging generally produces good quality results and is suitable for printing to most desktop printers.
- **Subsample.** Subsampling means that PrimoPDF takes a pixel from a sampled area and replaces the entire area with the selected pixel. Subsampling results in smaller file sizes and faster PDF creation, but you may notice a decrease in visual quality.
- **Bicubic.** When bicubic downsampling is applied, PrimoPDF uses bicubic interpolation to generate new pixel values. In plain language, PrimoPDF applies a special averaging method to the image to create the highest quality possible. The bicubic option can create more pleasing results than other subsampling methods, although the PDF file is slower to generate.

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

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

Grayscale Image Settings

The Grayscale pane enables you to set options to be used in creating a PDF that contains grayscale images.

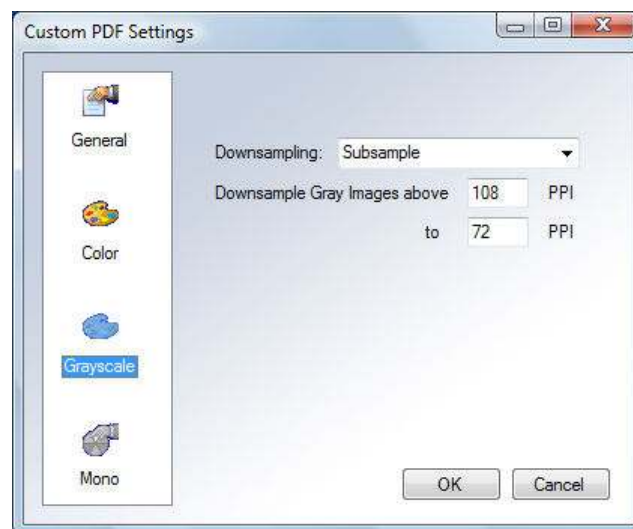


Figure 20. Grayscale Images

Downsampling. Downsampling is used to help reduce the size of your outputted PDF file. It allows you to optimize the images in the PDF to achieve the best balance between visual quality and file size. Downsampling reduces an image's resolution (to the resolution specified) by discarding pixels. Since there is less information that needs to be saved, the resultant PDF file sizes are considerably smaller.

NOTE: If you are using a downsampling technique, you need to specify the desired resolution for the outputted image. Resolution is measured in pixels per inch (PPI).

PrimoPDF has four options for downsampling grayscale images:

- **Don't downsample.** With this option selected, PrimoPDF does not downsample the images in your PDF file. This option produces the highest quality of output, and should be used if you are creating PDF files for printing to a commercial quality printer.
- **Average.** When average downsampling is selected, PrimoPDF averages neighboring pixels, replacing pixels of similar value with the average pixel color. Averaging generally produces good quality results and is suitable for printing to most desktop printers.

- **Subsample.** Subsampling means that PrimoPDF takes a pixel from a sampled area and replaces the entire area with the selected pixel. Subsampling results in smaller file sizes and faster PDF creation, but you may notice a decrease in visual quality.
- **Bicubic.** When bicubic downsampling is applied, PrimoPDF uses bicubic interpolation to generate new pixel values. In plain language, PrimoPDF applies a special averaging method to the image to create the highest quality possible. The bicubic option can create more pleasing results than other subsampling methods, although the PDF file is slower to generate.

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

Mono Image Settings

The Mono pane enables you to set options to be used in creating a PDF that contains monochrome (e.g. black and white) images.

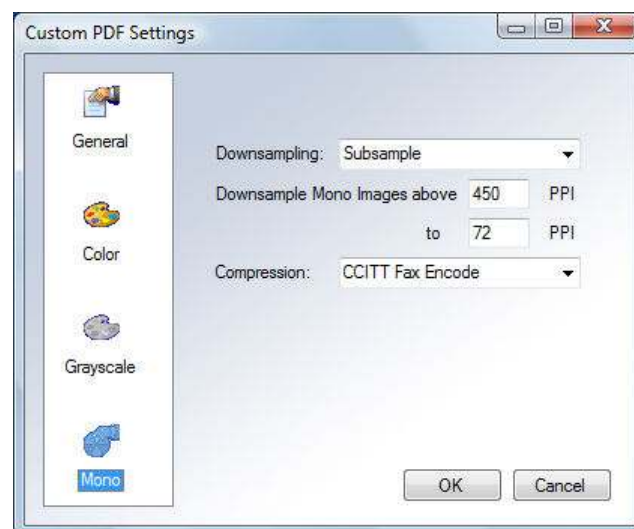


Figure 21. Mono Images

Downsampling. Downsampling is used to help reduce the size of your outputted PDF file. It allows you to optimize the images in the PDF to achieve the best balance between visual quality and file size. Downsampling reduces an image's resolution (to the resolution specified) by discarding pixels. Since there is less information that needs to be saved, the resultant PDF file sizes are considerably smaller.

NOTE: If you are using a downsampling technique, you need to specify the desired resolution for the outputted image. Resolution is measured in pixels per inch (PPI).

PrimoPDF has four options for downsampling monochrome images:

- **Don't downsample.** With this option selected, PrimoPDF does not downsample the images in your PDF file. This option produces the highest quality of output, and should be used if you are creating PDF files for printing to a commercial quality printer.
- **Average.** When average downsampling is selected, PrimoPDF averages neighboring pixels, replacing pixels of similar value with the average pixel color. Averaging generally produces good quality results and is suitable for printing to most desktop printers.
- **Subsample.** Subsampling means that PrimoPDF takes a pixel from a sampled area and replaces the entire area with the selected pixel. Subsampling results in smaller file sizes and faster PDF creation, but you may notice a decrease in visual quality.
- **Bicubic.** When bicubic downsampling is applied, PrimoPDF uses bicubic interpolation to generate new pixel values. In plain language, PrimoPDF applies a special averaging method to the image to create the highest quality possible. The bicubic option can create more pleasing results than other subsampling methods, although the PDF file is slower to generate.

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

Compression. Set the compression filter for monochrome images:

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