

Corel® PDF Fusion™

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Preface

This document provides all the information you need to install and use Corel® PDF Fusion™.

What is in this document?

This document provides the following information:

- [Chapter 1, “Introduction”](#) describes what Corel PDF Fusion is, what is supplied, and what you require.
- [Chapter 2, “How to install Corel PDF Fusion”](#) tells you how to install and uninstall Corel PDF Fusion.
- [Chapter 3, “Getting to know Corel PDF Fusion”](#) describes what Corel PDF Fusion can do, how to use it and provides information on the various features.
- [Chapter 4, “The Corel PDF Fusion work area”](#) describes the various views available along with the Navigation pane.
- [Chapter 5, “The Corel PDF Batch Converter work area”](#) tells you about the Corel PDF Converter work area.
- [Chapter 6, “How do I...?”](#) answers all your “How do I...?” questions.
- [Chapter 7, “Document settings and security”](#) describes the various document settings and security options.
- [Chapter 8, “Working with annotations”](#) describes all you need to know about bookmarks and comments (annotations).
- [Chapter 9, “Setups”](#) provides all the information you need to create, configure and manage your output setups.
- [Chapter 10, “Add-ins for Microsoft Office”](#) describes how to use Corel Fusion from Microsoft® Office applications.
- [Appendix A, “Keyboard shortcut reference”](#) provides various tables listing the Corel PDF Fusion keyboard shortcuts.
- [Appendix B, “Supported document formats”](#) provides various tables listing the input document formats supported by Corel PDF Fusion.

What other information is available?

For further information you should consult the following documents:

Release notes

The Release notes cover technical aspects of Corel PDF Fusion, including installation and any late breaking technical news. As such, it should be considered the first point of reference with respect to any technical issues. The information in the release notes is always the most up to date source.

For the latest version of the release note go to: <http://www.corel.com>

Font conventions

The following fonts and styles are used throughout this documentation.

- I Paragraphs that are numbered and use this font contain instructions that you should follow in the order shown.
- Paragraphs that are bulleted contain either a series of points or a list of available options.

Text written in this **sans-serif bold** face represents a menu title, a menu item, key press, or a control item in a dialog box. Text including an angle bracket (>) indicates both a menu and the option in that menu. For example: “choose the **File > Open...** option” is a shorthand method of referring to the **Open...** menu option in the **File** menu.

Text written in smaller **sans-serif-bold** face is a file name or path.

Text written in this **typewriter** face represents a piece of code, or text displayed by the application.

When a term is written in *italic*, it is the first mention of an important concept. This concept is explained in the text immediately following, in the glossary, or both.

This format

Is used to describe the various menu options. It allows you to quickly scan the list for the required information.

NOTE: *Text indicated by starting with the word “NOTE” in the left margin is important and should be read carefully. A Note, like this one, is often a suggestion that may save you work, improve performance, or improve the quality of output.*

Chapter I Introduction

WELCOME to Corel® PDF Fusion™ —the application that lets you convert, view and make corrections to documents.

I.1 What is Corel PDF Fusion?

Corel PDF Fusion is a ground-breaking tool that lets you create, correct, assemble and merge different types of document. Corel PDF Fusion is easy to use. You can complete everyday tasks in seconds, such as pulling together reports or documents from existing material currently in different formats. You can also create industry-standard PDF, XPS and DOC files to share, collaborate, archive and print.

In the Trial period, Corel PDF Fusion is fully featured for 30 days. After this period Corel PDF Fusion remains fully featured and lets you view and print documents, but any files you save are watermarked.

NOTE: Upon purchasing a serial number, files that were previously saved with a watermark will still have a watermark.

When you purchase a Serial number, you have access to all the features of Corel PDF Fusion and Corel PDF Converter and your files are not watermarked.

I.2 How to use this manual

When Corel PDF Fusion is installed, see [Chapter 2, “How to install Corel PDF Fusion”](#), or go to [Chapter 3, “Getting to know Corel PDF Fusion”](#). This chapter tells you what you can do with Corel PDF Fusion and provides basic instructions on how it is used. Also provided in this section is a detailed description of the Corel PDF Fusion features.

For more detailed information on the features available in the various views go to [Chapter 4, “The Corel PDF Fusion work area”](#).

For more information on Corel PDF Converter see [Chapter 5, “The Corel PDF Batch Converter work area”](#).

[Chapter 6, “How do I...?”](#) provides step-by-step guides on how to use the various Corel PDF Fusion features and functions.

For more information on Document Security and using annotations (bookmarks and comments) see [Chapter 7, “Document settings and security”](#) and [Chapter 8, “Working with annotations”](#).

[Chapter 9, “Setups”](#) describes how to create, configure and manage your output setups. This is mainly for Corel PDF Converter but you can access these setups from Corel Fusion.

When Corel PDF Fusion is installed you install the Add-ins for Microsoft Office which allow one-click document conversion from Word, Excel® and PowerPoint® applications. See [Chapter 10, “Add-ins for Microsoft Office”](#).

[Appendix A, “Keyboard shortcut reference”](#) has lists of all the shortcut and accelerator keys you can use.

Use [Appendix B, “Supported document formats”](#) to find out which document formats you can use with Corel PDF Fusion.

Chapter 2 How to install Corel PDF Fusion

This chapter describes the system requirements and how to install Corel PDF Fusion.

- [“What are the installer options?” on page 9](#)
- [“What you need” on page 10](#)
- [“Installing Corel PDF Fusion” on page 11](#)
- [“Removing Corel PDF Fusion” on page 12](#)
- [“Entering your serial number” on page 13](#)
- [“Associating XPS and PDF files with Corel PDF Fusion” on page 13](#)
- [“The file system” on page 14](#)
- [“Open Corel PDF Fusion” on page 14](#)
- [“Product registration” on page 14](#)
- [“Product update” on page 15](#)

NOTE: Before installing you should check the system requirements. For more information see [“What you need” on page 10](#).

2.1 What are the installer options?

An easy to use installer is provided for Corel PDF Fusion. During the installation you are provided with various options:

- You can install a Corel PDF Fusion for a trial period of 30 days, and enter a serial number at a later time *without* the need to re-install.
- You can associate one or more file types with Corel PDF Fusion making it their default application.
- You can fully uninstall the Corel PDF Fusion.

The following licensing options are available:

Viewer, conversion, 30 day advanced feature trial period—no serial number

Corel PDF Fusion is installed and fully featured for a trial period of 30 days. After this period, Corel PDF Fusion changes to “viewer mode”. It remains fully featured, in that you can convert, view and print documents, but all saved output is watermarked. There is no time limit to the viewer mode period.

Advanced features—full mode

Corel PDF Fusion is installed and fully featured with no watermarks on any saved output.

NOTE: Upon purchasing a serial number, files that were previously saved with a watermark will still have a watermark.

2.1.1 Detecting previous installs

The installer detects any previously installed version of a Corel PDF Fusion and, if found, displays a prompt for you to remove or repair the previous install before continuing the installation.

The previously installed version must be uninstalled before you can continue with a new installation. For more information see [“Removing Corel PDF Fusion” on page 12](#).

2.2 What you need

Corel PDF Fusion can be run on the following operating systems:

- Microsoft® Windows XP Home or Professional with Service Pack 3 (32-bit or 64-bit) with .NET 3.5. If .NET 3.5 is not installed you cannot use the Add-ins for Microsoft Office 2003.
- Microsoft® Windows Vista® Home Basic, Home Premium, Business, Ultimate, or Enterprise with Service Pack 1 or 2 (32-bit or 64-bit).
- Microsoft® Windows Server® 2003 with Service Pack 2 (32-bit or 64-bit).
- Microsoft® Windows Server® 2008 (32-bit or 64-bit).
- Microsoft® Windows 7 Starter, Home Premium, Professional and Ultimate (32-bit or 64-bit).

The following system specifications are required:

- 1.3 GHz or faster processor.
- A minimum of 512 MB of RAM.
- A minimum of 250 MB of available hard-disk space.
- A minimum of 1024 x 768 screen resolution.

The following are recommendations:

- Dual-core processor.
- 1 GB or more of RAM.

Optional items:

- Microsoft® Office 2003, Office 2007, or Office 2010.

2.3 Installing Corel PDF Fusion

This section describes how to install the Corel PDF Fusion.

Before installing Corel PDF Fusion make sure that it and any Microsoft Office applications are not running.

- 1 Double-click **CorelPDFFusionInstaller_x86_EN.exe** to start the installer wizard.

NOTE: On Windows 7 the User Access Control message “Do you want to allow the following program to make changes to this computer” appears. Check that the program is the Corel PDF Fusion Installer and click Yes.

NOTE: An error message is displayed if you attempt to run a 32-bit installer on a 64-bit platform or a 64-bit installer on a 32-bit platform.

- 2 Select **Next >** to continue, **< Back** to return to a previous screen or **Cancel** to abort the install.

NOTE: If you have a previously installed version of Corel PDF Fusion on your computer, a Modify, Repair or Remove prompt appears. Select the Remove option to remove the previously installed version, or Cancel to abort. See [“Removing Corel PDF Fusion” on page 12](#) for more details. When this is done you must restart the installer.

- 3 Read the Software License Agreement and if you agree to it select **I accept the terms in the license agreement** and then click **Next >**. If you do not, select **I do not accept the terms in the license agreement** to abort the install.
- 4 To use the default location for the application click **Next >** in the Destination Folder screen. To change the default location for the application select **Change...** and navigate to or enter a new location in the Change Current Destination Folder dialog followed by selecting **OK** and then **Next >**.
- 5 In the Setup Type screen choose **Complete** to install all required components and then select **Next >**. To remove items from the install select **Custom** followed by **Next >**. You are presented with the Custom Setup screen. For each component click the down-arrow and select the required option. When the options are selected click **Next >**.
- 6 In the Installation Options screen the option to **Associate .pdf and .xps file extensions with this application** is selected by default. If you do not want this association, remove the selections. If you choose to associate PDF and XPS file extensions with Corel PDF Fusion, all PDF and XPS files are opened by default in Corel PDF Fusion and have Corel PDF Fusion icons. If you wish, this can be changed later. See [“Associating XPS and PDF files with Corel PDF Fusion” on page 13](#).
- 7 If you have a serial number choose **I have a serial number for Corel PDF Fusion advanced features** and enter the serial number into the field below. Use copy and paste for accuracy. If you do not have a serial number select the install **free and 30 day trial** option. Click **Next >** to continue.
- 8 In the Ready to Install the Program screen click **Next >** to continue.

- 9 If a Windows Security message appears prompting you to allow the installation of the device software, in particular the Corel Printer, click **Always trust software from “Corel Corporation”** followed by **Install**. If you do not install this printer you will not be able to print to Corel PDF Fusion from a desktop application.

*NOTE: If you are installing on Windows XP and a Windows Security message appears prompting you to allow the installation of the printer driver software, click **Install** to continue. If you do not install this printer you will not be able to print to Corel PDF Fusion from a desktop application.*

NOTE: If you have Microsoft Office 2003 and the message “you must close all Office applications before installing” appears, click OK and Finish. Now close any Office applications and re-start the installer.

- 10 When the Installation Wizard Completed screen appears click **Finish** to complete the installation. Corel PDF Fusion is installed and ready for use. To view the installation log select that option before selecting **Finish**.

2.4 Removing Corel PDF Fusion

This section describes how to remove Corel PDF Fusion from your computer. Use the Add or Remove Programs method as described below. Alternatively, you can use the method described in [“Modify, repair or remove the program” on page 12](#).

- 1 Make sure that Corel PDF Fusion is not running.
- 2 Select **Control Panel**.
- 3 Select **Add or Remove Programs** (XP), **Programs** (Vista) or **Programs and Features** (Windows 7).
- 4 Select Corel PDF Fusion followed by the **Remove** (XP) or **Uninstall** (Vista and Windows 7).
- 5 Click **Finish** and choose whether you want to restart your computer now or later (if those options appear).

2.4.1 Modify, repair or remove the program

The modify, repair or remove options appear if you run the installer (**CorelPDFFusionInstaller_x86_EN.exe**) when Corel PDF Fusion is already installed. The **Modify** option allows you to install or remove parts of the application such as the Microsoft Add-ins. The **Repair** option re-installs the application. This is useful if, for example, you have accidentally removed an essential part of the application. The **Remove** option removes the application.

If you choose **Modify** you can select a **Custom** install and then use the drop-down options in the Custom Setup screen to choose the items to install. To install an option select **This feature, and all subfeatures, will be installed on the local hard drive**. To remove an option select **This feature will not be available**. Continue the installation as previously described in [“Installing Corel PDF Fusion” on page 11](#).

The **Repair** option re-installs the complete application.

Use the **Remove** option to remove the application from your computer. If a File in use screen appears select **Automatically close and attempt to restart applications** followed by **OK**.

2.5 Entering your serial number

During the installation procedure you are given the opportunity to enter a serial number to enable Corel PDF Fusion. Use the following procedure if you did not do enter your serial number or if you want to upgrade from viewer mode to a full version:



- 1 Double-click the Corel PDF Fusion icon or select **All Programs > Corel PDF Fusion > Corel PDF Fusion** to open the application.
- 2 Select **Help > Enter Serial Number...** This displays the serial number dialog.
- 3 Enter your serial number, using copy and paste for accuracy, and click **OK**. If the serial number is correct and accepted a message appears. If "VIEWER" is displayed on the Welcome screen it is removed. If the serial number is invalid you are given another opportunity to enter the correct key.
- 4 After entering your serial number you must re-start Corel PDF Fusion so that the watermarks are disabled.

NOTE: To purchase a serial number select **Help > Buy** or **Help > About** and then click the **Buy** button on the **About Corel PDF Fusion** dialog.

NOTE: Once your serial number is accepted and Corel PDF Fusion is started you are presented with a **Product Registration** dialog. For more information see ["Product registration" on page 14](#).

2.6 Associating XPS and PDF files with Corel PDF Fusion

During the installation procedure you are given the opportunity to associate .pdf and .xps files with Corel PDF Fusion. This means that all PDF and XPS files are opened, by default, in Corel PDF Fusion and have Corel PDF Fusion icons. If you decided not to do this and want to do it now, or, if you want to remove the association between these file types and Corel PDF Fusion, use the following procedure:

NOTE: Do this procedure once for PDF files and once for XPS document files.

- 1 Find either a PDF or XPS document file.
- 2 Right-click the file and select **Properties** from the pop-up menu.
- 3 Under the General tab in the "Type of file" "Opens with" section click the **Change** button. An "Opens with" dialog appears.
- 4 If Corel PDF Fusion is displayed select it. Otherwise, use the **Browse** option and go to **C:\Program Files\Corel\Corel PDF Fusion** and select **CorelFusion.exe** and click **Open**.
- 5 Click **OK** in the Open with dialog and **OK** in the Properties dialog to close it. Notice that all documents of the selected file type now display the chosen application icon.

2.7 The file system

Corel PDF Fusion, by default, is installed at the following location:

C:\Program Files\Corel\Corel PDF Fusion

In addition, the Corel PDF Creator printer is installed which can be viewed by selecting: **Printer and Faxes** (XP), **Printer** (Vista) or **Device and Printers** (Windows 7).

2.8 Open Corel PDF Fusion

To open Corel PDF Fusion, perform one of the following actions:



- Double-click the **Corel PDF Fusion** desktop icon.
- Select **All Programs > Corel PDF Fusion > Corel PDF Fusion**.

To find out more about Corel PDF Fusion see "[Getting to know Corel PDF Fusion](#)" on [page 16](#).

NOTE: When Corel PDF Fusion is started for the first time you are presented with a Product Registration form. For more information see "[Product registration](#)" on [page 14](#).

2.9 Open Corel PDF Converter

To open Corel PDF Converter:

- Select **All Programs > Corel PDF Fusion > Corel PDF Batch Converter**.

To get started with Corel PDF Batch Converter see "[Getting to know Corel PDF Fusion](#)" on [page 16](#).

2.10 Product registration

If during the installation process you did not enter a serial number, you are presented with a product registration form when Corel PDF Fusion is started. This form should be completed. Once the form is completed it does not appear again. If it is not completed it appears each time you start the application.

NOTE: Because the registration form is from a web server it causes Corel PDF Fusion to startup more slowly. Completing the registration form ensures that it is not subsequently displayed.

If during the installation process you entered a serial number or you have subsequently entered a serial number, you are presented with a product registration form when Corel PDF Fusion is started. This form should be completed.

NOTE: Product registration requires a connection to the internet and your default browser is used. An attempt is made to automatically determine the proxy settings. However, in some circumstances they may need to be modified manually. See "[Web tab](#)" on [page 55](#).

2.11 Product update

To check for product updates select **Help > Check for Updates**.

If no update is available a message appears. If an update is available a dialog with a **Download** button appears. Select **Download** to launch your default browser allowing the latest installer to be downloaded.

If your product is registered Corel PDF Fusion automatically checks for product updates every 28 days. This can be disabled. For more information see [“Automatically check for updates” on page 53](#).

NOTE: The product update requires a connection to the internet and your default browser is used. An attempt is made to automatically determine the proxy settings. However, in some circumstances they made need to be modified manually. See [“Web tab” on page 55](#).

Chapter 3 Getting to know Corel PDF Fusion

This chapter provides you with the following information:

- [“What can you do with Corel PDF Fusion?” on page 16](#)
- [“How do you use Corel PDF Fusion?” on page 17](#)
- [“What is a document format or PDL?” on page 18](#)
- [“What are the features of Corel PDF Fusion?” on page 19](#)
- [“What next?” on page 26](#)

3.1 What can you do with Corel PDF Fusion?

Corel PDF Fusion lets you open and display various common document file types. When these files are open you can add, remove or edit bookmarks and comments/annotations; search for text items and correct them. In addition to this, you can mark page areas or text for *redaction*. This is the process of “blacking” out the page content to censor, obliterate or hide the contents. You have full control over the security of your documents.

One of the best features of Corel PDF Fusion is the ability to drag-and-drop one or more pages from one document into another. This lets you combine documents, which may exist in various document formats, into a single coherent document. You can save this new document in one of the various common file formats. Corel PDF Fusion is used to convert documents from one document format into another.

You don't need to convert files to modify them. The output document format is decided when you save.

Corel PDF Converter lets you create PDF, XPS and Word files from a variety of desktop document formats. This is done by dragging-and-dropping files onto the application. You can print to the Corel PDF printer from your desktop applications and create PDF files. In addition to this, you have a one-click facility that provides direct PDF creation from your Microsoft Office Word, Excel® and PowerPoint® applications. You have complete control over the format of your created documents.

3.2 How do you use Corel PDF Fusion?

This section gives you an overview of how to use Corel PDF Fusion.

3.2.1 Using Corel PDF Fusion

Corel PDF Fusion is easy to use. You can create a new document or open one or more existing documents to modify. You can drag and drop pages from one document into another to combine these documents. For example, you can open PDF or XPS documents and combine pages from these documents in any way you choose.

When you have finished building your document you can save it in PDF, XPS or Word formats.

Corel PDF Fusion has four ways of viewing your documents:

- *Page View* is where you view a single document, correct text, and add bookmarks and annotations. See [“Page View” on page 31](#).
- *Assembly View* presents all open documents simultaneously, and provides the ability to change, combine and assemble pages. See [“Assembly View” on page 37](#).
- *Flick View* is a specialized view for a single document, is designed for ease of page turning and lets you view the layout of a whole document. See [“Flick View” on page 42](#).
- *Presentation View* is a full-screen reading mode. See [“Presentation View” on page 43](#).

NOTE: Multiple documents can be opened, each one identified by its own tab. Use drag-and drop to re-order these tabs.

3.2.1.1 Notes on converting Microsoft Office Word, Excel or PowerPoint documents

If you attempt to open a Microsoft Office document (Word, Excel or PowerPoint) using drag and drop, but the document is already open in the Microsoft application, a warning dialog is displayed. To continue, close the document in the Microsoft Office application and select **Retry**. This converts the document using the Corel PDF Converter printer driver. Select **Ignore** to import the document using Corel Fusion's own import facility.

3.2.2 Using Corel PDF Converter

With Corel PDF Converter you start the program, choose your desired output format and then drag and drop files for conversion onto the application. Alternatively, print to the Corel PDF printer from your Desktop or Office applications.

3.3 What is a document format or PDL?

Corel PDF Fusion supports several document formats sometimes called PDLs (Page Description Languages). PDLs are the different ways that applications internally describe the content of documents. Corel PDF Fusion can use the following document formats:

PDF

(Portable Document Format.) A file format created by Adobe Systems for document exchange. Several versions of PDF are used including v1.3, v1.4, v1.5, v1.6, and v1.7. PDF files have a file extension of **.pdf**.

PDF files can be selected for input to and output from Corel PDF Fusion.

NOTE: *Corel PDF Fusion opens documents that are PDF compatible, but not named with a *.pdf extension. When documents of this type are subsequently saved a .pdf extension is added to the file name.*

PDF/A-1b

A file format designed for the long-term archiving of documents. PDF/A-1b is a subset of PDF, omitting those PDF features which are not suited to archiving.

PS

(PostScript language.) A dynamically typed programming language. PostScript language files are often created in the background when you "Print to file". These files have a **.ps** file extension. PostScript language files can be input to Corel PDF Fusion.

Note that **.prn** PostScript language files are treated in much the same way as PostScript language files.

Microsoft Office

These are the formats you create when using Microsoft Office Word, PowerPoint and Excel applications and have **.doc**, **.docx**, **.ppt**, **.pptx**, **.xls** and **.xlsx** file extensions. Microsoft Office files are read by Corel PDF Fusion. Microsoft Word files can be output from Corel PDF Fusion by using the Save as or Export option.

XPS v1.0

A fixed-layout document format designed to preserve document fidelity, based on XML. XPS documents have a **.xps** file extension. XPS documents can be selected for input to and output from Corel PDF Fusion.

PNG

Portable Network Graphics (PNG) is a bitmapped image format using lossless data compression. PNG files usually have the extension **.PNG** or **.png**. PNG files can only be created from Corel PDF Fusion using the Export option. See ["Convert \(Export\) a document to PNG" on page 65](#).

3.4 What are the features of Corel PDF Fusion?

Corel PDF Fusion supports the following features and file formats:

3.4.1 File format support

This section describes the supported document file formats, sometimes called PDLs (Page Description Languages):

For more information see:

- [“Input format support” on page 19](#)
- [“Output format support” on page 19](#)

3.4.1.1 Input format support

You can input these file formats to Corel PDF Fusion:

- PDF v1.3, v1.4, v1.5, v1.6, v1.7.
- PDF/A-1b.
- PostScript Language Level 2 and 3.
- Microsoft Office Word, Excel, PowerPoint.
- XPS v1.0.

See [Appendix B, “Supported document formats”](#) for various tables listing the input formats supported by Corel PDF Fusion.

Drag and drop files of these types onto the Corel PDF Fusion Welcome screen and they appear as PDF files in the selected view.

3.4.1.2 Output format support

You can save or export the following file formats from Corel PDF Fusion:

- PDF v1.3, v1.4, v1.5, v1.6.
- PDF/A-1b (only available when using the Corel PDF Converter).

NOTE: PDF files can be saved as linearized PDF for web viewing and interleaving mode for XPS. These file types are especially suitable for fast web viewing or for more efficient streaming of the XPS data to an output device. In addition, PDF files can be optimized for efficiency.

- Microsoft Office Word.
- XPS v1.0.
- PNG (only available using the Export option).

When printing to the Corel PDF printer only PDF or XPS documents are created.

When using the Add-ins for Microsoft Office only PDF and XPS documents are created.

3.4.2 Customizable workarea

The Corel PDF Fusion work area can be customized to suit your own personal preferences. Once you have chosen how you like your work area to be configured—window size and position, visibility of toolbars, and visibility of the Navigation pane—it remains until you decide to change it or choose to reset the application back to its factory settings.

3.4.3 Printing

With Corel PDF Fusion you can print the current document, the current page, or a range of pages.

For PDF documents, permission to print is always subject to the document's security settings.

3.4.4 Multiple Undo/Redo

Multiple Undo and Redo options are provided so you can easily retrace your steps and return to an earlier iteration of your document. Note that when you save your document all the undo/redo levels are reset and as such become unavailable.

3.4.5 Text selection

You can select text items (from a single character to all of the document). Text selection can cross page boundaries and the selected text can be copied to, and pasted from, the clipboard.

For PDF documents, text extraction is subject to the document's security settings.

3.4.6 Text searching

You can search open documents for specific text or phrases. Search options include case sensitive search, forward or backward directions, search for whole words only.

3.4.7 Text correction

When text is selected small modifications can be made to that text. The style of any new text is the same as the selected text and no text reflow (word wrapping) is performed. If the text you type goes over the edge of the page it is clipped. Adding new lines and correction of more than a single line is not possible.

Correction of non-horizontal text is not supported.

If you attempt to correct a character that does not exist in the current font, a font substitution mechanism is used to try and find the best match.

3.4.8 Redact text

Corel PDF Fusion allows the redaction (obliteration) of text found during a search operation. You can specify whether you want the text redacting on the first occurrence only or all the text within a document. This action can, when required, be performed on all open documents.

The redaction function can redact arbitrary areas of the page. This allows, for example, all or parts of images to be blacked out.

A “redact all” function is available that is used to redact all instances of a name (for example). Any redactions applied in this manner cannot be undone.

Once a redaction action has been performed on a page, any object that intersects with the redacted area is “flattened” into an image with the original objects removed. This means that any such objects are replaced by images. Therefore, they cannot subsequently be selected or manipulated. For example, if such an object is text, it will no longer be available for selection for highlighting or correction.

When an area is selected for redaction any text which is intersected by that area is also redacted.

NOTE: *The search does not find any words which are part of an image such as a photograph or scanned image.*

3.4.9 Page manipulations

The following page manipulations can be performed on documents:

- Insert pages.

Any page can be dragged-and-dropped from any source document to any point within any target document.

- Extract pages.

You can create a new document from a selection of one or more pages in an existing document.

- Delete pages.

You can delete pages from any open document.

- Rotate pages.

You can rotate pages by 90, 180 or 270 degrees clockwise or anti-clockwise.

- Create blank pages.

You can add an empty page to the current document or create a new document containing an empty page.

- Moving and reordering pages.

Pages can be moved and re-ordered through thumbnails. Pages reordered in the Navigation pane's thumbnail view are immediately reordered in the Assembly View.

- Add watermarks.

Watermarks can be added to a document in a variety of styles, colors, angles, and opacity.

3.4.10 Bookmark control

The following bookmark controls are possible:

- Add bookmarks.
- Delete bookmarks.
- Edit bookmark properties.

You can change the bookmark properties, either individually or for a whole group of bookmarks, one property at a time or all of them simultaneously.

- Change bookmark destination.
- Change position and level.

The bookmark's position and level within a bookmark tree can be changed.

- Expand and collapse by level.

For more information about bookmarks see [“Working with annotations” on page 94](#).

3.4.11 PDF comments/annotations

The following PDF annotation controls are available:

- Add and modify.

Display, add and modify PDF markup annotations.

- Add free text annotations.

Add, format and “flatten” free text annotations.

- Spell check comments.

You can spell check any comments you add to a document.

- Change comment and annotation properties.

- Import comments.

Comments can be imported from FDF documents.

- Export comments.

Annotations can be exported to an FDF document.

- E-mail.

Annotations can be e-mailed as a file attachment (FDF).

For more information on comments and annotations see [“Working with annotations” on page 94](#).

3.4.12 Hyperlinks

The following hyperlink controls are available:

- Add a link to a page.

When the hyperlink is selected the defined page is displayed.

- Add a link to a web page.

When the hyperlink is selected the defined web page is opened.

- Add a link to a file.

When the hyperlink is selected the chosen file is opened.

For more information on hyperlinks see [“Adding hyperlinks” on page 105](#).

3.4.13 Document settings and properties (PDF)

- Open settings.

You can add or change the PDF open settings.

- General information.

You can read and modify general document information.

- Security settings.

You can view or modify file security.

3.4.14 Page properties and markup manipulation

- Page cropping.

You have the ability to change various pieces of page level information. For example, the page size.

- Font substitution.

Some documents (with the exception of XPS documents) refer to external fonts, which might not always be available on the system where Corel PDF Fusion is running. Corel PDF Fusion can recover from this situation by applying a font substitution from the fonts stored on the computer.

When font substitutions are performed, they are only applied to render the open document to the screen. Font substitutions are not written to the file when the document is saved.

NOTE: *The XPS document format requires that all fonts are embedded. In this case Corel PDF Fusion embeds in the XPS an emulated font that corresponds to the missing font.*

3.4.15 Document security

- Open and save encrypted PDF files.

Corel PDF Fusion contains a standard security handler and supports the following encryption standards:

40-bit RSA

128-bit RSA

128-bit AES (read-only)

3.4.16 Restrict opening, print, copying, commenting functions

Every PDF document operation is subject to a security restriction and could fail due to the security settings.

3.4.17 Saving options

The following Save options are available:

- Save and Save As.

Save

Overwrites the original input document with the new version in the same format.

Save As

Lets you save the document under a new name. In addition to this you can save the document with a new format.

NOTE: Use the cancel icon in the Status bar to abort the save process.

NOTE: If you are using Corel PDF Fusion in viewer mode (after the 30 day trial period), and take an action that changes the current document, a message appears informing you that you can continue to view or print this document but saving it adds a watermark. Purchase the full version to remove this restriction.

Save prompts

If you attempt to close a modified document, that has not been saved, you are presented with a prompt to save the changes before the document is closed. Select **Yes** to save or **No**. Use **Cancel** to abort the close.

If you attempt to close the Corel PDF Fusion application, a “save” prompt is presented for every open document that has unsaved changes. Use the **Apply to all files** check box to apply your **Yes**, **No** or **Cancel** choice to all documents. If this is not selected, a save prompt is presented for each individual modified document.

NOTE: A new document using pages from an existing document must be saved before you can re-save the existing document to its current name. You can, however, use the Save as option.

3.4.18 Feature transfer and document compatibility

Corel PDF Fusion supports the conversion of documents between various formats. While all document formats naturally support a broad spectrum of common features, it is inevitable that some features that are specific to one format are not available in another. Annotations, for example, are supported in PDF, but not currently in the XPS document format. Furthermore, some formats—most importantly PDF—exist in multiple versions, where new versions have introduced features that are not available in older versions.

Corel PDF Fusion allows conversion between document formats (and differing versions of formats). It also allows for the transfer of pages between documents in its workspace, without requiring those documents to be in the same version of a format, or even in the same format at all.

The end result is that Corel PDF Fusion needs to deal with various cases where a document (or page) contains features that cannot be accommodated by the target document. The following provides some information on how Corel PDF Fusion handles specific conversions:

PDF to PDF of the same version

All features of the input document are preserved in the output document.

PDF to PDF of a newer version

All features of the input document are preserved in the output document.

The destination document dictates the version number of the combined result. For instance, when a page is dragged from a PDF 1.5 document into a PDF 1.6 document, the latter stays as a PDF 1.6, rather than being downgraded to 1.5.

PDF to PDF of an older version

All features of the input document are preserved in the output document.

When moving pages to a PDF document of an older version, Corel PDF Fusion performs a check on the page content to determine whether any features are used that are unavailable in the older version. If such features are found, a warning is displayed indicating that these features are lost.

PDF to XPS

All features that are common to XPS and PDF are preserved.

Features that are specific to PDF (such as annotations) are dropped.

All non-normal blend modes and complex shading are rendered when converting from PDF to XPS.

The XPS document format requires that all fonts are embedded, and they must be in OpenType format. For fonts not embedded in the PDF, additional font directories can be specified and fonts can optionally be accessed from those installed on the Windows system. Otherwise, a substitute is embedded in the XPS.

XPS to PDF

All features common to XPS and PDF are preserved.

Features that are specific to XPS and cannot be converted are dropped. HDR images are rendered down to sRGB.

All fonts used by XPS documents are embedded in the package. On conversion they remain embedded in the PDF.

XPS to XPS

All features of the input document are preserved in the output document.

All resources used by an XPS page are transferred to the destination document.

- Security.

Any security applied to a PDF document is honored.

3.4.19 Finish document wizard

The Finish Document Wizard prepares the document for publishing or printing.

For more information see [“Prepare a document for distribution” on page 72](#).

3.5 What next?

To find out more about Corel PDF Converter go to [Chapter 5, “The Corel PDF Batch Converter work area”](#). Alternatively, to start using Corel PDF Converter to convert documents go to [“Convert files” on page 62](#).

To find out more about Corel PDF Fusion go to [Chapter 4, “The Corel PDF Fusion work area”](#).

Chapter 4 The Corel PDF Fusion work area

This chapter describes the Corel PDF Fusion work area, the various views and how you can use and customize it.

The information provided in the section includes:

- [“Open Corel PDF Fusion” on page 28](#)
- [“The Page, Assembly, Flick and Presentation View” on page 30](#)
- [“The Navigation pane” on page 45](#)
- [“Customize your work area” on page 49](#)

4.1 Open Corel PDF Fusion

To open Corel PDF Fusion:



- Double-click the **Corel PDF Fusion** icon.
- Select **All Programs > Corel PDF Fusion > Corel PDF Fusion**.
- Drag and drop a file onto the **Corel PDF Fusion** icon to open Corel PDF Fusion in the default view.
- Select the **Welcome** screen tab.

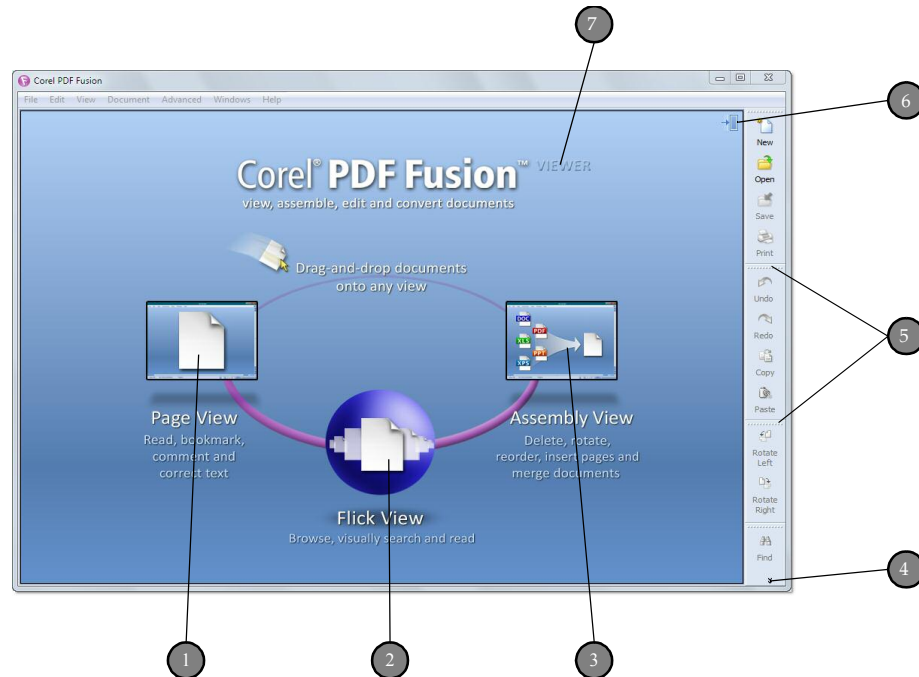


Figure 4.1 The Welcome screen

- 1 Drop documents here to display them in Page View.
- 2 Drop documents here to display them in Flick View.
- 3 Drop documents here to display them in Assembly View.
- 4 Click the down-arrow to display more options.
- 5 Click-and-drag the dimpled area to move the menu.
- 6 Go to Launch pad mode. See [“The Launch pad” on page 29](#).
- 7 This appears after the 30 day trial period when the application changes to viewer mode. This is removed when a serial number is entered.

4.1.1 The Launch pad



Click the **Launch pad** icon to reduce the Welcome screen:

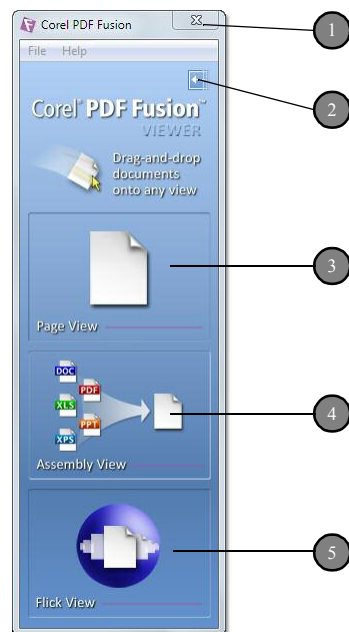


Figure 4.2 The Launch pad

NOTE: If you close Corel PDF Fusion from the Launch pad, it is displayed when you re-start.

- 1 Click to close the Corel PDF Fusion application. A save prompt appears for any open modified documents. Select **Yes** to save or **No**. Select **Cancel** to abort the close. Use the **Apply to all files** check box to apply your **Yes**, **No** or **Cancel** choice to all documents. If this is not selected, a save prompt is presented for each individual modified document.



- 2 Click to restore the Welcome screen view.
- 3 Drop documents here to display them in Page View.
- 4 Drop documents here to display them in Assembly View.
- 5 Drop documents here to display them in Flick View.

NOTE: When multiple documents are opened only one is displayed. Click another tab in Page View or use Assembly View to see all the documents.

File

Click **New** to open a new document. Use **Open** and **Open Recent** to select a document or recently opened document.

Click **Exit** to close the application.

Help

Click **Contents** to display the online help. Click **Tooltips** to display or remove text tips which appear when the cursor moves over an option.

Click **About...** to display information about Corel PDF Fusion.

Click **Buy...** to purchase Corel PDF Fusion.

Click **Enter Serial Number...** once you have purchased Corel PDF Fusion and want to enter your serial number. For more information see [“Entering your serial number” on page 13](#).

Click **Register Products...** to open the product registration form. For more information see [“Product registration” on page 14](#).

Click **Check for Updates...** to check for the latest updates. For more information see [“Product update” on page 15](#).

4.2 The Page, Assembly, Flick and Presentation View

There are four ways you can view your documents:

- *Page View* is where you can read or modify a single document. See [“Page View” on page 31](#).
- *Assembly View* presents all open documents simultaneously, and provides the ability to build new ones. See [“Assembly View” on page 37](#).
- *Flick View* is a specialized view for a single document, designed for ease of page turning and for examining the layout of a whole document. See [“Flick View” on page 42](#).
- *Presentation View* is a full-screen view. See [“Presentation View” on page 43](#).

4.2.1 Common controls

The Page, Assembly and Flick Views share a group of controls allowing you to navigate from one view to another. For example, Page View has controls to navigate to Flick View and Assembly View.



- Select to display the current document in Assembly View.



- Select to display the current document in Flick View.



- Select to display the Welcome screen.



- Select to display the current document in Page View.

The following icons are common to the Page and Assembly Views:



New

Click **New** or use **File > New** to open a new blank document. The new document appears as “Untitled” and is a PDF unless you have changed the **Edit > Preferences > New file type** option.



Open

Click **Open** or use **File > Open** to select a document when you are already in Page View.



Save

Click **Save** or use **File > Save** to save your modified document using its current name.

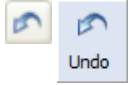


Use the cancel icon in the Status bar to abort a save.



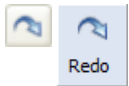
Print

Click **Print** or use **File > Print** to print your document. This displays a standard Print dialog.



Undo

Click **Undo** or use **Edit > Undo** to undo your last action. Click again to undo your previous actions. All undo steps are retained until you save the file. Once saved, all levels of undo are discarded.



Redo

Click **Redo** or use **Edit > Redo** to redo your last action. Click again to redo next steps. All redo steps are retained until you save the file. Once saved, all levels of redo are discarded.



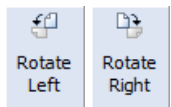
Copy

Click **Copy** or use **Edit > Copy** to copy the selected page or pages onto the clipboard (Assembly View and Navigation pane).



Paste

Click **Paste** or use **Edit > Paste** to paste the selected page or pages from the clipboard to the current location (Assembly View and Navigation pane).



Rotate Left / Rotate Right

Click **Rotate Left** or **Rotate Right** to rotate the selected page or pages (Assembly View and Navigation pane).



Find

Click **Find** or select **Edit > Find** to search through the document for a word or phrase. Click **Edit > Find Next** to search for the next occurrence. Refine your search by selecting **Match case** and **Whole words** options. If required, click the **Search backward** option. If you have previously performed a search select the **Find what** down-arrow to re-select it.

NOTE: Occurrences of a word or phrase that form part of an image, such as a photograph or scanned image, are not found.



Help

Click **Help** or use **Help > Contents** to display the online help file.

For more information on the shortcut and accelerator keys see ["Keyboard shortcut reference" on page 142](#).

4.2.2 Page View

In this view you can view, bookmark, comment or correct a single document. The Navigation pane is available in Page View. See ["The Navigation pane" on page 45](#) for more information.

Use the following methods to open a document in Page View:

- Drag and drop one or more documents onto the Page View area displayed on the Welcome screen or Launch pad. See [“The Launch pad” on page 29](#).
- Drag and drop one or more documents onto the Page View window.

New



Click **New** or use **File > New** to open a new blank document. The new document appears as “Untitled” and is a PDF unless you have changed the **Edit > Preferences > New file type** option.

Open



Click **Open** or use **File > Open** when you are already in Page View to display an Open File(s) dialog. Use the Open File(s) dialog to select one or more documents.



- Click the **Page View** icon when you are viewing a document displayed in Assembly or Flick View.

NOTE: When multiple documents are opened only one is displayed. Click another tab or use Assembly view to see all the documents.

4.2.2.1 Viewing documents and pages

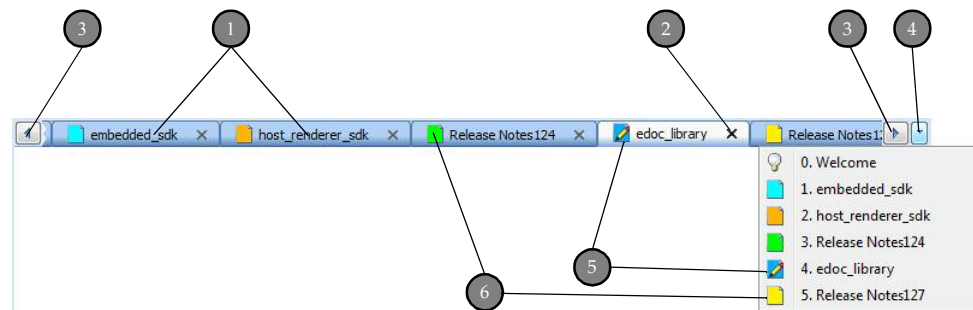


Figure 4.3 Document selection tabs

- 1 Click the tab of the document you want to view.



- 2 Click to close the document. If you have made a change but not saved, a save prompt appears. Otherwise, the document is removed from the display. Hold **Ctrl** and click the close icon to close the document without a confirmation message. That is, the document is closed and any unsaved changes are lost.



- 3 Use the left/right scroll arrows when you have more documents open than can be displayed in the tab window.



- 4 Click the down-arrow to display a menu with all open documents.



- 5 A pencil indicates that the page is modified and can be saved. Use **Save As** to save it under a new name.



- 6 An empty page icon indicates that the page is not modified and cannot be saved. It can be Saved As a new name.

NOTE: *If you are using Corel PDF Fusion in viewer mode and take an action that changes the current document, a message appears indicating that you can continue to view or print this document but saving it adds a watermark. Purchasing the full version removes this restriction.*

NOTE: *All the tabs are color coded for ease of identification.*

When you are in Page View and the hand cursor is displayed you can drag and drop pages within the same document or to another document.

With the hand cursor displayed click the document in the main window and use your mouse scroll wheel to scroll to the top or bottom of the page (in Single page mode), or document (in Continuous page mode).

Click-and-drag the horizontal scroll bar to reveal more of the width of document. Click-and-drag the vertical scroll bar to display more of the current page (in Single page mode) or more of the document (in Continuous page mode).

The following tools are also available:



Figure 4.4 The Page View display options

Scroll icons (upper)



Click the top-most icon to show or remove the Tool icons. Click the middle icon to display the first page in the document. Click the lowest icon to scroll to the top of the page or document depending on whether you are in Single or Continuous page mode.

Scroll icons (lower)



Click the top-most icon to scroll to the bottom of the page or document depending on whether you are in Single or Continuous page mode. Click the next icon to display the last page in the document.

Click the last two icons to page up or down through the document.

Scroll icons (left)



Click the left most icon to show or remove the Navigation pane. Click the next icon to scroll the page to the left.

Go to page



When you click this icon a dialog appears allowing you to enter the page number you want to display.

Scroll icons (right)



Click this icon situated at the lower right of the window to scroll the page to the right.



Continuous page mode

In this mode, click the page and then use the hand icon to scroll the document. Alternatively, click-and-drag the vertical scroll bars or use the mouse wheel to scroll through the document.



Single page mode

In this mode, click the page and use the hand icon to scroll around the page. Alternatively, click-and-drag the vertical scroll bars or use the mouse wheel to scroll to the top or bottom of the page.



Actual Size

The document is viewed at actual size.



Fit to Width

The document is zoomed to fit the width of the main document window.



Fit to Page

The document is zoomed so that a single page fits into the document window.



Magnification

The cursor is changed to a magnifying glass icon and, when clicked on the page, is used to increase the magnification. Hold **Ctrl** and click to reduce the magnification. A marquee zoom option is provided which lets you choose an area of the page to zoom. Select the **Magnifying glass** icon and click-and-drag the area of the page you want to zoom. Holding **Ctrl** with click-and-drag reduces the zoom level.

Click the magnifying glass icon again to turn off the zoom option.

Alternatively, use **Ctrl +** and **Ctrl -** to change the magnification.



Zoom levels

Select from a number of pre-defined magnification options.



Page Zoom

Use the slider to increase or reduce the magnification factor of the whole document (in Continuous page mode), or the current page (in Single page mode).

Go to

Click **View > Go to** and select **First Page**, **Previous Page**, **Next Page** or **Last Page**. Click **View > Go to > Page** and enter a page number to view.

4.2.2.2 Page View selection options

In Page View the cursor dynamically changes according to the selection context. When hovering over text it appears as an I-beam (allowing you to make text selections). When hovering over an empty part of the page it changes to a "hand" icon (allowing you to click-and-drag the page). Press and hold **Shift** and left-click to display the cursor as a crosshair allowing area selections.

- When the hand cursor is displayed you can drag-and drop the page to the limits of the scroll bars. This depends on the “[Continuous page mode](#)” or “[Single page mode](#)” selection.
- When you move the cursor over text on the page it changes to an I-beam which you can use to click-and-drag to select various amounts of text. On release of the mouse button the following menu appears:

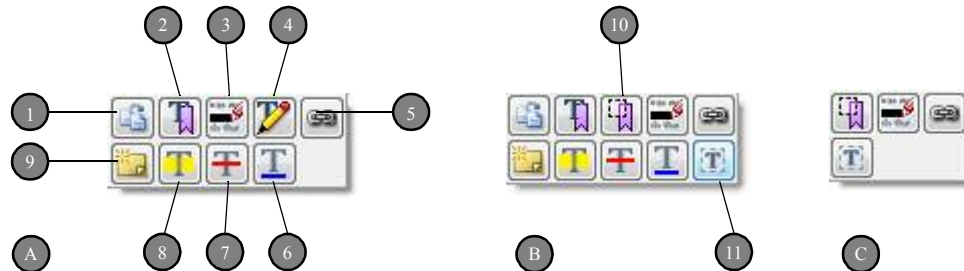


Figure 4.5 The text and area selection context menus

NOTE: If you prefer you can decide not to show the context sensitive menu bar by changing an option under Preferences. For more information see “[Set up your preferences](#)” on page 53.

Menu A appears when text is selected. Menu B appears when an area of text is selected (press and hold **Shift** and left-click). Menu B appears when a blank page area is selected (press and hold **Shift** and left-click).

- 1 Copies the selected text onto the clipboard. This text can subsequently be pasted into the Text Correction dialog (for example).
- 2 Lets you create a bookmark for the selected text or area. When the button is released the Bookmark Properties dialog appears. See “[Bookmark properties](#)” on page 97 for more information.
- 3 Redacts the selected text or area.
- 4 Displays a Text Correction dialog into which you can enter the text to replace the selected text. Generally, the new text keeps the same format (font, size and so on) as the selected text. Some characters may not be available.

Text re-flow is restricted to single lines of text. That is, no “word wrap” is provided. Also, text shifted off the side of the page will be clipped.

NOTE: Text correction is only possible when the document security allows text editing.

- 5 Add a hyperlink to the selected text or area. For more information see “[Add hyperlinks](#)” on page 79.
- 6 Adds an underline to the selected text. Double-click the underlined text to add a text comment. Click the close icon in the top right corner to close the comment box.
- 7 Adds a strike-out to the selected text. Double-click the strike-out text to add a text comment. Click the close icon in the top right corner to close the comment box.
- 8 Highlights the selected text. Double-click the highlighted text to add a text comment. Click the close icon in the top right corner to close the comment box.

- 9 Lets you create a new note for the selected text. When the button is released a note appears containing the previously selected text. For more information see [“Working with comments and annotations” on page 99](#).
- 10 Lets you create a bookmark for an area. When the button is released the Bookmark Properties dialog appears. See [“Bookmark properties” on page 97](#) for more information.
- 11 Allows you to add free text annotations to the selected area. For more information see [“Add free text annotations” on page 78](#).

4.2.2.3 Page View right-click menu options

Select a page in Page View and right-click to display the following menu:

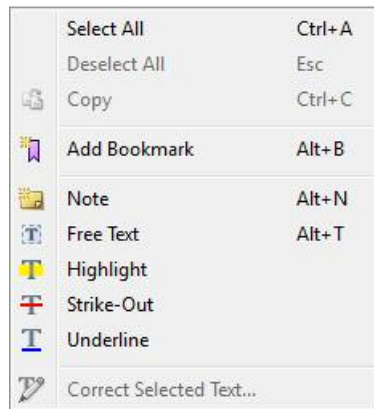


Figure 4.6 Page View right-click menu

Select All

Selects all items in the document.

Deselect All

Deselects all selected items.

Copy

Copies onto the clipboard text items selected on the page. The copied text can be pasted into another application such as Notepad.

Add Bookmark / Add Text Bookmark

Lets you apply Bookmark properties to the selected area or selected text. For more information see [“Bookmark properties” on page 97](#).

Note

Lets you create a new note on the page. When the button is released a note appears. For more information see [“Working with comments and annotations” on page 99](#).

Free Text

Lets you add new text anywhere on the page. This text can remain as an annotation or can be “flattened” to become part of the page. For more information see [“Free text annotations” on page 103](#).

Highlight

Applies a highlight to the selected text.

Strike-Out

Applies a strike-out to the selected text.

Underline

Applies an underline to the selected text.

Correct selected text...

This is only available when text is selected. It displays a Text Correction dialog into which you can enter the text to replace the selected text. Generally, the new text keeps the same format (font, size and so on) as the selected text. Some characters may not be available.

Text re-flow is restricted to single lines of text. That is, no “word wrap” is provided. Also, text shifted off the side of the page will be clipped.

NOTE: Text correction is only possible when the document security allows text editing.

4.2.2.4 Page View menu options

The **Crop page** option is available from the **Document > Pages** menu:

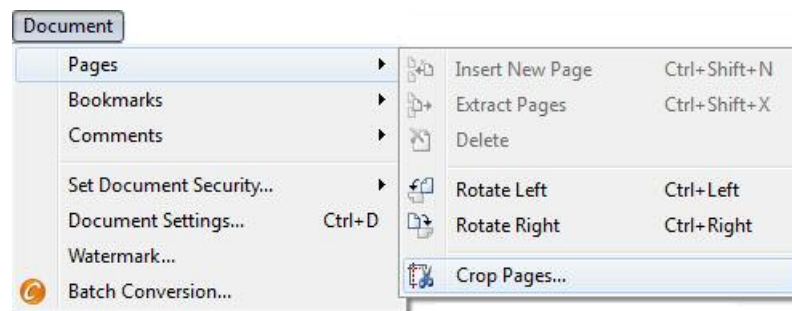


Figure 4.7 Document menu options available in Page View

For more information about cropping see [“Crop Pages” on page 47](#).

4.2.3 Assembly View

Assembly View displays your open documents as rows of page thumbnails. One document is designated the “target” document and occupies a fixed position at the top of the screen. The “source” documents occupy a scrollable region below the target. Pages can be freely copied between any of the source documents and the target document. It is important to note, however, that pages can be copied in any direction between any of the visible documents, but the usual requirement is to build the target document from pages found in the source documents.

In this view you can delete, rotate, reorder, insert pages and merge documents.

If you decide to move another document to the top of the screen, designating it as the target, a message appears. You can check **Don't show me this again** so that this message is not displayed again.

When you first open Assembly View a help screen is displayed containing useful information on how to use this view. Once you have read this screen click **Close** to remove it. To prevent this help screen from appearing again select **Do not show me this again**.

Use the following options to display a document in Assembly View:

- Drag and drop one or more documents onto the Assembly View area displayed on the Welcome screen or Launch pad. See [“The Launch pad” on page 29](#).
- Drag and drop one or more documents onto the Assembly View window.
- Drag and drop pages or page stacks onto the Assembly View window.



New

Click **New** or use the **File > New** to open a new blank document. The new document is “Untitled” and is a PDF unless you have changed the **Edit > Preferences > View > New File Type** option.



Open

Click **Open** or use **File > Open** when you are already in Assembly View to display an Open File(s) dialog to select one or more documents.



- When viewing a document displayed in Page or Flick View click the **Assembly View** icon.

Drag-and-drop pages in Assembly View to re-order them within a single document or add pages from other documents.

If you attempt to drag-and-drop pages in a document containing more pages than can be displayed, the document automatically scrolls when you reach the left or right side of the Assembly View window.

When several documents are open, click on the tab of the document you want to view.

4.2.3.1 Viewing documents and pages

In Assembly View click the title bar containing the name of the document you want to view:

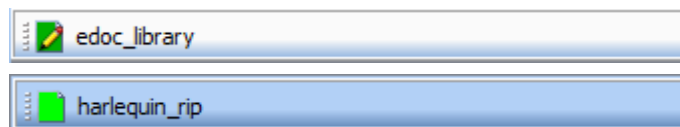


Figure 4.8 Assembly View title bars



- When a title bar contains an empty page icon it has not been modified and cannot be saved. You can, however, use **Save As** to save it under a new name.



- When a title bar contains a pencil it has been modified and can be saved. You can also use **Save As** to save it under a new name.

NOTE: All the title bars are color coded for ease of identification.

In Assembly View drag and drop one or move pages to a new position in the current document or from one document to another.

If you attempt to drag-and-drop pages in a large document, the document automatically scrolls when you reach the left or right side of the Assembly View window.

Double-click a page within a document to display a magnified preview of the page. Click again and the preview is removed.

Click-and-drag the horizontal scroll bar to reveal more pages of the document.

The following tools are also available:

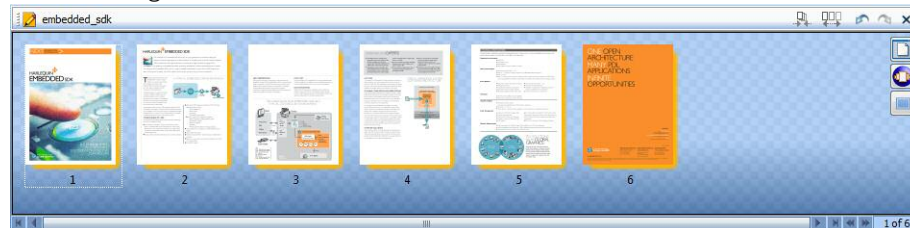


Figure 4.9 The Assembly View display options



Close document

Click or select **File > Close** to close the document. If you have made a change but not saved, a save prompt appears. Otherwise, the document is removed from the display. Hold **Ctrl** and click the close icon to close the document without a confirmation message. That is, the document is closed and any unsaved changes are lost.



Title bar

Click to reduce the displayed document to its title bar. Click again to re-display the document. This tool only appears for source documents. The target document, displayed at the top of the Assembly View window, cannot be reduced to only its title bar.



Undo

Click to undo your last action. All undo steps are retained until you save the file. Once saved, all levels of undo are discarded.



Redo

Click to redo your last action. All redo steps are retained until you save the file. Once saved, all levels of redo are discarded.



Stack / Unstack

Click to stack the currently selected pages and unstack the currently selected stacks or use **Ctrl <** and **Ctrl >**. When pages are already stacked you can select them and add them to another stack. You can drag and drop, insert, extract, move, delete, rotate and copy and paste page stacks in exactly the same way as pages.

NOTE: *You cannot undo/redo page stacking. Therefore, when a stack is merged into another stack, the original stack is lost and cannot be recovered, and when a stack is deleted, the stack cannot be recovered by undo. The pages are recovered but they will be unstacked.*

NOTE: *Page stacks do not affect the saved file at all. They persist only for the current session, that is, stacks disappear when the document is saved, reopened or the application is restarted. Page stacks are maintained when changing views.*



Scroll icons

Click to scroll page-by-page, move to the end of the document, scroll 10 pages at a time to the left, and scroll 10 pages at time to the right.



Scroll icons

Click to scroll to the start of the document, and to scroll page-by-page to the left.

1 of 6

Page number

Click and enter the page number you want to view.

Go to

Click **View > Go to** and select **First Page** or **Last Page**. Click **View > Go to > Page...** and enter a page number to view.

4.2.3.2 Assembly View page selection options

In Assembly View you can:

- Click a page to select it.
- Use **Ctrl** click to select more pages.
- Use **Shift** click to select a series of pages.

4.2.3.3 Assembly View right-click menu options

Select one or more pages in Assembly View and right-click to display the following menu:

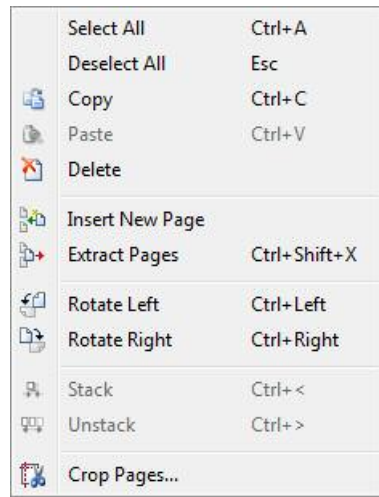


Figure 4.10 Assembly View right-click menu

Select All

Select all pages in the current document.

Deselect All

Deselect all pages in the current document.

Copy

Copy the currently selected pages onto the clipboard.

Paste

Paste the currently selected pages.

Delete

Delete the currently selected pages.

Insert New Page

Insert a new empty page to the left of the currently selected page.

Extract Pages

Create a new document containing the extracted pages.

Rotate Left / Rotate Right

Rotate the currently selected pages left or right by 90 degrees.

Stack / Unstack

Stack the currently selected pages and unstack the currently selected stacks or use **Ctrl <** and **Ctrl >**. When pages are already stacked you can select them and add them to another stack. You can drag and drop, insert, extract, move, delete, rotate and copy and paste page stacks in exactly the same way as pages.

NOTE: You cannot undo/redo page stacking. Therefore, when a stack is merged into another stack, the original stack is lost and cannot be recovered, and when a stack is deleted, the stack cannot be recovered by undo. The pages are recovered but they will be unstacked.

NOTE: Page stacks do not affect the saved file at all. They persist only for the current session, that is, stacks disappear when the document is saved, reopened or the application is restarted. Page stacks are maintained when changing views.

Crop Pages

For more information see [“Crop Pages” on page 47](#).

4.2.3.4 Assembly View menu options

The following options are available from the **Document > Pages** menu:

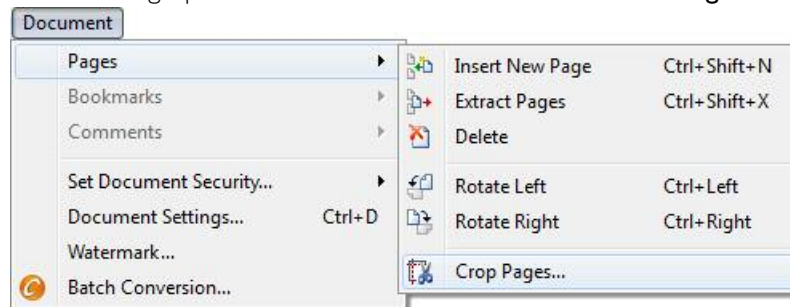


Figure 4.11 Document menu options available in Assembly View

For more information about cropping see [“Crop Pages” on page 47](#).

4.2.4 Flick View

Flick View allows you to explore a single document.

Use the following methods to view a document in Flick View:

- Drag and drop one or more documents onto the Flick View area displayed on the Welcome screen or Launch pad.
- Drag and drop one or more documents onto the Flick View window.
- When you are already in Flick View use **File > Open** to display an Open File(s) dialog to select one or more documents.
- Click the **Flick view** icon when viewing a document displayed in Page or Assembly View.

NOTE: When multiple documents are opened only one is displayed. Use Assembly view to see all the documents.

4.2.4.1 Flick View controls

The control of the document in Flick View is interactive, that is, when you click-and-drag a page, the distance you drag determines the speed at which the pages rotate. A small distance and the pages rotate slowly; a larger distance and the pages rotate more quickly. When you get to the page you want to view, click to stop.

NOTE: The resources available to the computer determine the amount of interactivity available. A more powerful computer reacts better than a lower specification computer.

When a document is displayed in Flick View the following controls are available:



- Use the mouse wheel to increase or decrease the magnification. This is the same as using the Zoom Tool.
- Click-and-drag left or right to flick the document in either direction. The distance you click-and-drag determines the speed of rotation.
- Click to stop.
- Double-click any page to display it in full screen view. Click it again to return to Flick View.



- Use the icon controls to; display the first page, flick quickly left or flick slowly left.



- Use the icon controls to; flick slowly right, flick quickly right or to display the last page.



- Click to display a dialog allowing you to enter the page number you want to view.

4.2.5 Presentation View

Presentation view allows you to view each page of a single document in full screen mode.

Use the following methods to view a document in Presentation View:

- Select **View > Presentation**.
- Press **F7**.

4.2.5.1 Presentation View controls

When a document is displayed in Presentation View the following controls are available:

- Press **Esc** to return to your previous view.
- Use the mouse wheel to scroll through the document.
- Use **Page Up** and **Page Down** to page through the document.
- Use **Home** and **End** to go to the first and last page.
- Use **Ctrl +** and **Ctrl -** to change the magnification.

NOTE: Comments and annotations are displayed in Presentation View. They cannot, however, be moved or changed, and Notes cannot be opened.

4.2.5.2 Presentation View right-click menu options

In Presentation View use right-click to display the following menu:

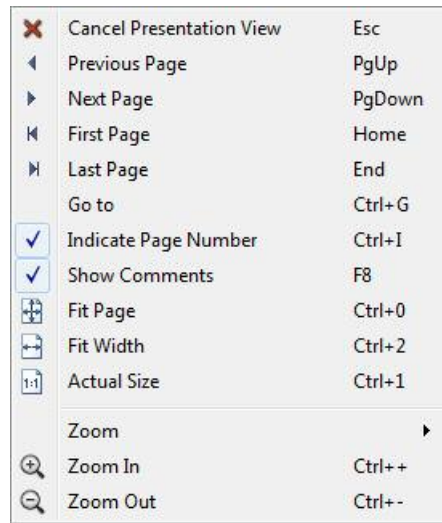


Figure 4.12 Presentation View right-click menu

Cancel Presentation View

Use this to cancel Presentation View.

Previous / Next / First / Last Page

These options provide navigation through the document.

Go to

When selected, enter the number of the page you want to view.

Indicate Page Number

Use this to remove the page number displayed in the top left corner of the screen.

Show Comments

Use this to hide or show comments. Redacted text remains obliterated.

Fit Page / Fit Width / Actual Size

You can choose to fit the page to the screen, fit the width of the page to the screen, or view the page at actual size.

Zoom / Zoom In / Zoom Out

Use these options to magnify the page.

4.3 The Navigation pane

The Navigation pane is visible only when Page View is selected (see [“Page View” on page 31](#)). Pages, Comments and Bookmarks are viewed in the Navigation pane.

Use the following actions:

-  • Press **F9**, select **Windows > Show Navigation** or click the **Navigation pane** icon at the lower left of the Page view window to show or hide the Navigation pane.
- Click the Pages, Bookmarks or Comments tab to view those items. For more information see [“Pages” on page 45](#), [“Bookmarks” on page 49](#) and [“Comments” on page 49](#).

4.3.1 Common controls

The following options are available when either the Pages, Comments and Bookmarks tab is selected.

- Drag and drop the Pages, Comments or Bookmarks title bar to re-position the pane.
-  • Click the icon in the top right corner of the title bar to move the pane to its last undocked position.
- Use the vertical scroll bar to move to the start or the end of the document.

4.3.2 Pages

When pages are displayed in the Navigation pane you can:

- Click any page to display it in the Page View window.
- Click any page and use your scroll wheel to scroll through the document.
- Use **Page Up** and **Page Dn** to page through the document.
- Use **Home** and **End** to move to the first or last page.

- Drag and drop any page to a new position in the document as shown below. Note the yellow indicator identifying the location of the inserted page.

NOTE: If you attempt to drag-and-drop pages in a document containing more pages than can be displayed, the document scrolls when you reach the top or bottom of the Navigation pane.



Figure 4.13 Drag and drop pages in the navigation pane

When a page is selected the following tools are also available:



Figure 4.14 Tool options available in Navigation pane Pages tab

When a page is selected the following options are also available from the **Document > Pages** menu:

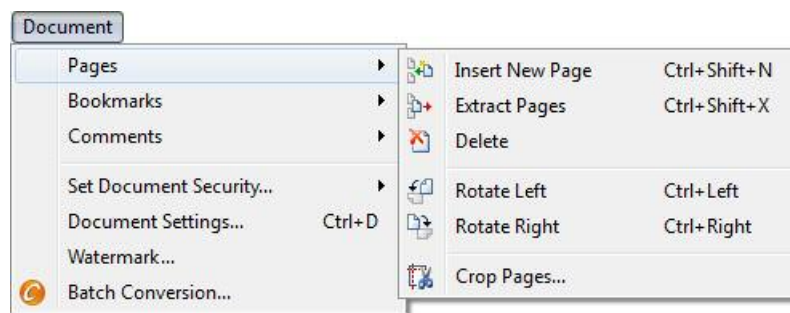


Figure 4.15 Document menu option available in the Navigation pane Pages tab



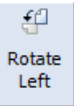
Insert New Page

Select the **Insert New Page** icon or **Document > Pages > Insert New Page** to insert a blank page above the currently selected page.



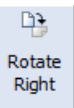
Extract Pages

Select the **Extract Pages** icon or **Document > Pages > Extract Pages** to extract the selected pages and create a new untitled document containing those pages.



Rotate Left

Select the **Rotate Left** icon or **Document > Pages > Rotate Left** to rotate the selected pages 90 degrees to the left.



Rotate Right

Select the **Rotate Right** icon or **Document > Pages > Rotate Right** to rotate the selected pages 90 degrees to the right.



Crop Pages

Select the **Crop Pages** icon or **Document > Pages > Crop Pages** to display a Crop page(s) dialog. You specify the size of your crop and the range of pages to which it is applied in this dialog. A fixed size such as Letter, A4 can be selected. Alternatively, choose a custom crop size. Your selected crop is applied to the current page, selected pages or all pages.

In the **Size** panel the following options are available:

Crop to fixed size lets you select a predefined crop size such as A4, A5, Letter. The crop is normally measured from the top and left side of the page. Select **Centered** to apply the crop centrally.

The thumbnail view of the page on the Crop Pages dialog displays the areas to be cropped as shaded.

Select **Static values** to apply a custom crop size. Select your preferred units from the drop-down menu. **Constrain values** makes all values the same. Uncheck this to insert different values for the Top, Bottom, Left and Right.

The values around the thumbnail image define the size of the crop. You can either directly enter a number or use the up and down arrows.

The **Apply To** panel determines the pages to be cropped. Select the **Entire document**, **Selected Pages** or a **Range** of pages. If you have selected an area on a page you can select the **Current page** option. You enter a **Range** of pages such as 2-4 to only crop pages numbered 2, 3 and 4.

The **Crop** drop-down menu allows you to apply the crop to **All pages in range**, **Odd-numbered pages in range** and **Even-numbered pages in range**. Therefore, if you have selected the whole document or a range of pages you can apply the crop to the whole range or just the odd or even numbered pages.

Select **OK** to accept your crop values or **Cancel** to abort them.

NOTE: *If cropping values that exceed the page size are entered, the values are ignored and no cropping is performed.*

4.3.2.1 Navigation pane right-click menu options

When you select a page in the navigation pane you can display a right-click menu. The following options are available:

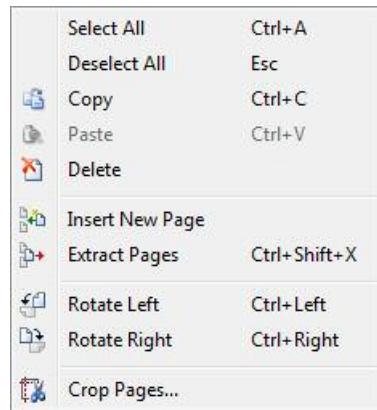


Figure 4.16 Navigation pane right-click menu

Select All

Select all items on the page.

Deselect All

Deselect any selected items on the page.

Copy

Copy onto the clipboard the selected pages.

Paste

Paste the pages previously copied to the clipboard above the currently selected page.

Delete

Select the pages to be deleted and click **Delete** to remove the pages.

Insert New Page

Insert a new blank page into your document. The new page is placed above the currently selected page.

Extract Pages

Extract the selected pages and create a new untitled document containing those pages.

Rotate Left

Rotate the selected pages 90 degrees to the left.

Rotate Right

Rotate the selected pages 90 degrees to the right.

Crop Pages

For more information see [“Crop Pages” on page 47](#).

4.3.3 Bookmarks

For all the information related to bookmarks see [“Working with bookmarks” on page 94](#).

4.3.4 Comments

For the all the information related to comments and annotations see [“Working with comments and annotations” on page 99](#).

4.4 Customize your work area

You can customize the work area to suit your own personal preferences.

There are three main aspects to customizing your work area:

- [“Customize the Navigation pane” on page 50](#)
- [“Drag and drop a pane on top of another pane” on page 52](#)
- [“Set up your preferences” on page 53](#)

You don't have to customize anything—many users are happy with the way the tools and windows of Corel PDF Fusion are laid out. However, you can use the following methods to change Corel PDF Fusion to suit your personal preferences.

If you change the size or location of the Welcome screen and re-start the application, it reappears in your last selected state.

4.4.1 The Windows menu

You can chose to show or hide various menus and toolbars. A tick in the menu indicates an item is shown. The following options are available:

Show Navigation (F9)

Display or hide the Navigation pane.

Show Menu (F10)

Display of hide the menu toolbar.

Show Toolbars (F11)

Display or hide the icon toolbars.

Show Statusbar (F12)

Display or hide the message window.

4.4.2 The Help menu

This provides various options to show or hide menus and toolbars. A tick in the menu indicates an item is shown. The following options are available:

Tooltips

Show or hide text tips that appear when the cursor moves over an option.

Tool Labels

Show or hide text associated with icons.

4.4.3 Customize the Navigation pane

You can customize how you want the items in the Navigation pane to be displayed. To do this:

- 1 Open a document and click on a single page to view the document in the Page View.
- 2 The Navigation pane is displayed in its default view:



Figure 4.17 Navigation pane default view

- 3 Click the tabs to view either the Bookmarks, Comments or Pages panes.

- 4 Select the title bar of a pane to move it. The pane can be moved anywhere; even outside the application window.

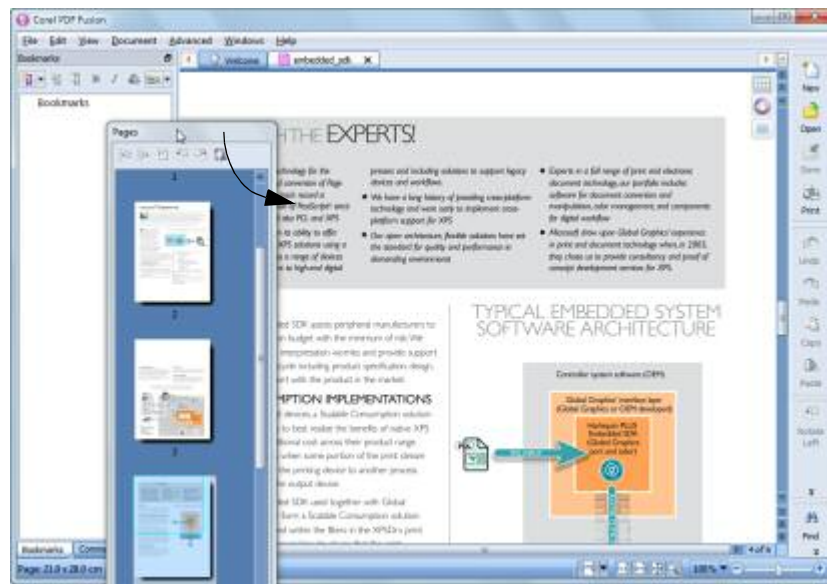


Figure 4.18 Moving a pane

Once you have moved a pane outside of the window another pane takes its place.

NOTE: Notice the icon that appears in the top right-hand corner of the Bookmarks, Comments and Page panes. Click this icon and the pane detaches itself. If you have previously placed the pane elsewhere, the pane moves to that position.

- 5 Drag and drop other panes onto the title bars to arrange the panes within the window. As you do this the panes shrink allowing space for the new pane.



Figure 4.19 Drag and drop a pane onto a title bar

- 6 Move a pane into the contents of another pane to place the pane on top. The pane upon which you are moving highlights and your selected pane “clicks” into place.



Figure 4.20 Drag and drop a pane on top of another pane

4.4.4 Position your tools

You can re-position the Corel PDF Fusion tools:

- 1 Move the cursor over the dimpled area one of the detachable menus. When in the correct position the cursor changes to a cross-hair.
- 2 Drag and drop the tool bar into its new position.

Notice how when you move the tool bar near to the top or side of the work area it opens ready to accept it and it “clicks” into place.

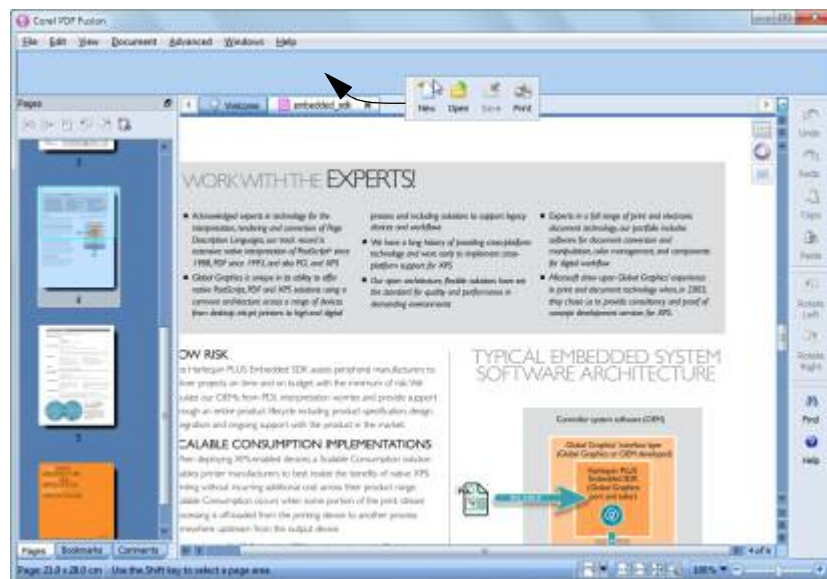


Figure 4.21 Moving toolbars

4.4.5 Set up your preferences

To configure the preferences:

- 1 Select **Edit > Preferences...** to display the Preferences dialog. There are four tabs to select: **General**, **View**, **Flick View**, **Import**, **Web**, **Save** and **Spelling**.
- 2 Make the relevant changes.
- 3 Select **OK** to accept the changes or **Cancel** to return to your previous settings.

Restore defaults

This button restores all dialog options to their default factory settings.

Reset message dialogs

Some message dialogs appear with a "Don't show me this message again" tick box, which, when selected, means the message is never again displayed. Click the **Reset message dialogs** option to re-enable all message dialogs so that they are displayed.

4.4.5.1 General tab

The options in the **General** panel are:

New file type

This determines the document type (PDL) of any new file you create. The options are PDF or XPS. PDF is the default setting.

New page size

This determines the default page size of any new page you create.

Page orientation

Choose whether the default page orientation is Portrait or Landscape.

Number of files displayed in Recent files list

Select the number of files you want listed in the **File > Open Recent** menu.

The option in the **Product Update** panel is:

Automatically check for updates

When selected, Corel PDF Fusion automatically checks for updates every 28 days. For more information see ["Product update" on page 15](#).

4.4.5.2 View tab

The option in the **User Interface** panel are:

Show file extensions

This shows and hides the extensions of file names in the Page and Assembly views. When checked, imported files have the initial output name in a form **<basename><n>(ext).pdf**. Where **<basename>** is the name of the file and **<n>** is an arbitrary unique number. For example, when opening a Word file called **testmanual.doc** the file, for example, appears in Corel PDF Fusion with the name **testmanual18(doc).pdf**. When this is unchecked, the document is displayed as **testmanual** in the Page and Assembly Views.

Animate status bar messages

Status bar messages “pulse” in color to attract your attention. For example, open a document in Page View and shift-click on the page.

Use the mouse to select an area on a page. Right-click or press Esc to cancel.

Figure 4.22 Status bar messages

Automatically show selection-sensitive button menus

Uncheck this when you do not want to display the context-sensitive menu bar when you select text or an area.

Preferred display units

Select your preferred units from the drop-down menu.

Thumbnail size

You can choose to have **Normal** or **Large** thumbnails.

The options in the **Rendering** panel are:

Anti-alias text / Anti-alias lines

The anti-aliasing options govern how the page is displayed. Enabling these options produces better screen displayed output, at the expense of performance.

4.4.5.3 Flick View tab

The options in the **Flick View** panel are:

Spin pages when zooming

Check to spin pages when you select them for full screen display in Flick View.

Show page reflections

When checked each page has a reflection generated in Flick View.

Thumbnail quality

Select **Normal** or **High** quality thumbnails in Flick View. When changed, you must exit and re-enter Flick View for it to take effect.

4.4.5.4 Import tab

The options in this tab allow you to configure how office documents, such as spreadsheets, are imported into Corel PDF Fusion. By default, the page settings in the document being imported are used. If these settings don't produce the required results you can try your own configuration settings. Select the **Configure import options** button to open the Import Options dialog.

Use Document Page Settings

When this option is checked (the default) the page settings in the imported document are used. Click this option to activate and use all the options in this dialog.

The items in the **Spreadsheet Options** panel are designed specifically for importing spreadsheet documents.

Show Grid Lines

When checked, grid lines are generated and displayed in the output document between cells in the spreadsheet.

Show Headings

When checked, the row and column headings in the spreadsheet are displayed in the output document along with the data.

Fit to Page

Select one of the options in the drop-down menu.

No Scaling means that the spreadsheet is displayed in its original size onto as many pages as are required to fit the data.

Fit to page automatically scales the document to fit either the page, the page width (no larger than one page wide), or page height (no larger than one page high).

Scale to Percent activates the **Scale Percent** field (below) and allows you to enter a percentage by which you want to scale the document.

Scale to Pages Specified activates the **Scale to X wide by X tall** options. These options scale the spreadsheet to fit the number of pages specified in the wide and tall fields. Because the aspect ratio of the spreadsheet is maintained, the lesser of the two dimensions (width or height) determines the scale factor.

Note that if either value is set to 0, the value in the other option is ignored.

Printing Direction

These options control the pattern in which the pages are printed, either across first and then down, or down first and then across. With **Across and Down** selected the pages are printed across first and then down. With **Down and Across** selected the pages are printed down first and then across.

The **Default Page Margins** panel allows you to specify the margins on your document.

These options allow you to specify the top, left, bottom and right margins (in cm) from the edge of the page. Page margins are applied when formatting word processing, database and spreadsheet files and are applied before any scaling.

4.4.5.5 Web tab

When either registering your product or performing updates you need a connection to the internet. Under most circumstances the default system browser is used along with the proxy settings. If, however, you are part of a network (in an office for example) and the internet connection is restricted or requires further configuration, you should contact your system administrator.

The following options are available in the **Connection Settings** panel:

No proxy

Use this if you don't want to use a proxy.

Auto-detect proxy settings

This is the default option and should be used when you want Corel PDF Fusion to automatically detect the proxy settings for your network.

Manual proxy configuration

Use this when you have a list of one or more proxy servers. Ask your system administrator for the configuration information. Each proxy requires a hostname and a port number.

The username and password options are optional, but they may be required by your network.

4.4.5.6 Save tab

By default, backup files are not created. However, you have the option to create a backup file whenever a document is saved. This file is the same size as the original file.

The following options are available in the **Save Options** panel:

Always create a backup copy

This is not checked by default. Check this option to create backups of your saved files. The backups are created in the same location as the original file. Checking this option makes Corel PDF Fusion use more disk space.

4.4.5.7 Spelling tab

When comments or notes are added to a document you have the option to spell check those notes. For more information see ["Spell check comments and free text" on page 107](#).

The following options are available in the **Spelling Options** panel:

Allow spell checking

This option is checked by default, and when selected spell checking is activated for comments.

Active dictionary

Use the drop-down menu to select your preferred language for the spell checking dictionary.

Chapter 5 The Corel PDF Batch Converter work area

This chapter describes the Corel PDF Converter work area and how you use it.

The information provided in the section includes:

- [“Open Corel PDF Batch Converter” on page 57](#)
- [“The Convert format panel” on page 58](#)
- [“The Details panel” on page 59](#)
- [“Corel PDF Converter preferences” on page 59](#)

5.1 Open Corel PDF Batch Converter

To open Corel PDF Converter:

- Select **All Programs > Corel PDF Fusion > Corel PDF Batch Converter**.
- With Corel PDF Fusion open select **Document > Batch Conversion**.

The Corel PDF Batch Converter work area opens:

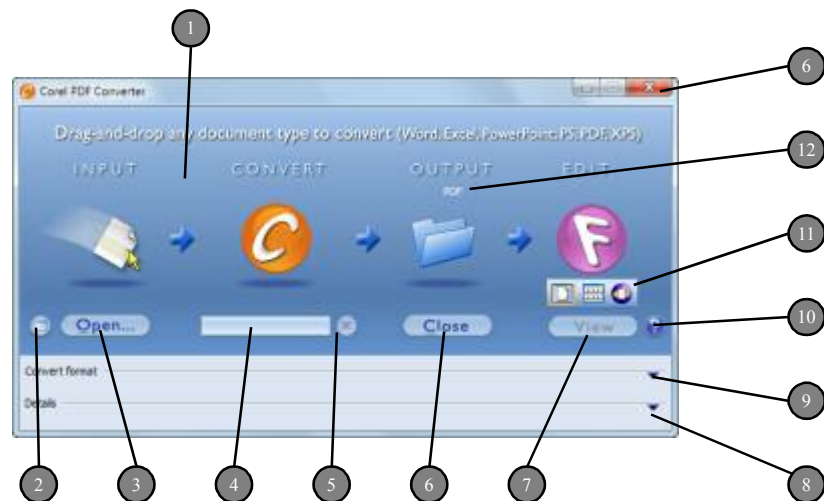


Figure 5.1 Corel PDF Converter work area

- 1 Drop one or more files onto this area to convert them using the currently selected setup.
- 2 Displays the Corel PDF Converter preferences dialog. For more information see [“Corel PDF Converter preferences” on page 59](#).
- 3 Click **Open...** or use **Ctrl + O** to display an Open File(s) dialog allowing you to select one or more files for conversion.

- 4 Displays the progress of your conversion.
- 5 Click the cross icon or press **Esc** to cancel conversion of the current files. A message appears indicating that conversion of all queued files is cancelled. You can select to continue or abort.
- 6 Click to close this window.
- 7 Click **View** or use **Ctrl + i** to display the current file in Corel PDF Fusion.
- 8 Click the down-arrow or use **Alt + I** (one) or **Ctrl + I** (one) to open or close the **Convert format** panel. This displays more details about the files you are converting. For more information see [“The Details panel” on page 59](#).
- 9 Click the down-arrow or use **Alt + 2** or **Ctrl + 2** to open or close the **Details** panel. This allows you to change the output format or setup. For more information see [“The Convert format panel” on page 58](#).
- 10 Click to view online help information.
- 11 Choose your preferred Corel PDF Fusion view.
- 12 Displays the currently selected output format.

5.1.1 The Convert format panel

This panel lets you choose your preferred output format and setup.

The **Convert format** panel provides the following options:

Document type

Select the down arrow to choose your preferred document output format. The options are PDF, XPS or Microsoft Word. The selection you make here determines which setup names are displayed in the Setup name option (below). For example, when PDF is selected, only the PDF setups can be viewed and selected. Similarly, when XPS is selected only XPS setups can be viewed and selected.

Setup name

Select the down-arrow to display the setups associated with the currently selected Document type.

Edit...

Click this to edit a setup. The currently selected setup is displayed ready for editing but you can change that if you wish. You cannot edit any of the standard setups, but you can make a copy and edit the copy. For more information on managing and creating setups see [Chapter 9 “Setups”](#).

Description

Displays a brief description of the currently selected setup.

5.1.2 The Details panel

The **Details** panel provides information about the files being converted with messages like “Started” and “Completed”. Files which have been previously converted are also displayed.

	Filename	Status	Info
1	C:/Source files/golfer.ps	 Completed	
2	C:/Source files/Panel & Turbine Price List 2009.xls	 Completed	
3	C:/Source files/UK Government article.xps	 Completed	

Figure 5.2 The Details panel

5.1.3 Corel PDF Converter preferences

The Preferences dialog lets you decide the location for your converted files and whether you view them in Corel PDF Fusion.

To open the Preferences dialog see item “2” on page 57 or use **Ctrl + K**.

Click **Restore Defaults** to return the dialog to its default settings. Click **OK** or **Cancel** to close the information dialog.

5.1.3.1 General tab

Allow “Output options” in Setups to override these settings

When checked most options within this dialog are disabled. This makes Corel PDF Converter use the choices selected within the setup. For more information see “Setups” on page 109. If the Setup Output options are not configured, Corel PDF Converter reverts to its default behavior of writing the output document to the source folder.

The following options are available in the **Save converted documents** panel:

Save in same directory as source documents (default)

Click to save your converted files in the same directory as the source (input) file.

Save in

Lets you choose a different location for your converted files.

Either; type (or copy and paste) a location, for example: **C:\Documents and Settings\User\My Documents**; or click the **Browse** button to choose the location. If required, use the **Make New Folder** option.

Always prompt for destination directory

Check this to ensure that each time a file is converted a browser dialog appears allowing you to select an output location.

NOTE: The options in the Save converted documents panel override the Output options panel in the PDF, XPS and Word setup dialog. See (for example) “Always output files to” on page 116.

The following options are available in the **View converted documents** panel:

Automatically view documents once converted (default)

Click to view your converted documents in Corel PDF Fusion.

Default view

If you have chosen to view your converted documents in Corel PDF Fusion, select the default view in which you would like them displayed.

When converting several documents at the same time, and you have selected Assembly View, all the documents are displayed under separate tabs. If, however, you have selected Flick or Page View, the last document converted is displayed. Click the other document tabs to display them.

For more information about the various views see [“The Page, Assembly, Flick and Presentation View”](#) on page 30.

When a file is successfully converted the system registered sound is used as an audible indication. Uncheck the **Use sound to indicate conversion is complete** option to turn off this notification.

5.1.3.2 Support tab

The Support tab provides a link to the Corel web site. In addition, a debug option is provided. This should only be used under the direction of Technical Support.

Chapter 6 How do I...?

This chapter contains a number of “How do I...” topics:

To find out how to do any particular task, scan the list below and click on the topic that you think contains the required information.

The information provided in the section describes how to:

- [“Convert files” on page 62](#)
- [“Create a new document from existing files” on page 66](#)
- [“Add empty pages to an existing document” on page 71](#)
- [“Add existing pages to an existing document” on page 71](#)
- [“Remove pages from an existing document” on page 72](#)
- [“Prepare a document for distribution” on page 72](#)
- [“Print a document” on page 73](#)
- [“Find and Redact text—one or more instances” on page 74](#)
- [“Redact text or area—single instance” on page 75](#)
- [“Find and replace text—one or more instances” on page 75](#)
- [“Add comments/notes” on page 75](#)
- [“Add notes containing selected text” on page 76](#)
- [“Add text annotations” on page 77](#)
- [“Add bookmarks” on page 77](#)
- [“Add free text annotations” on page 78](#)
- [“Add hyperlinks” on page 79](#)
- [“Change the destination of the output file” on page 80](#)
- [“Produce more compact PDF files” on page 81](#)
- [“Produce PDF files that can be sent by e-mail” on page 82](#)
- [“Produce files for fast web viewing” on page 83](#)
- [“Launch application to view the file when complete” on page 83](#)
- [“Share setups” on page 84](#)
- [“E-mail documents” on page 85](#)

- [“E-mail comments” on page 86](#)
- [“Find the version number of Corel PDF Fusion” on page 86](#)
- [“Remove tooltips or tool labels from Corel PDF Fusion” on page 86](#)
- [“Add security to a document” on page 86](#)
- [“Add a watermark to a document” on page 87](#)

6.1 Convert files

Corel PDF Fusion can take various input files (see [“Supported document formats” on page 148](#)), and convert them into either PDF, PDF/A-1b, XPS document and Microsoft Office Word output files.

NOTE: *To guarantee the fidelity of PDF/A-1b files use the Corel PDF Converter or print to the Corel PDF printer.*

To perform a conversion use one of the following options:

- [“Drag and drop” on page 62](#)
- [“Printing from a desktop application” on page 63](#)
- [“Using Add-ins for Microsoft Office applications” on page 63](#)
- [“Save a document in a different format” on page 64](#)
- [“Convert \(Export\) a document to Microsoft Word” on page 64](#)
- [“Convert \(Export\) a document to PNG” on page 65](#)

6.1.1 Drag and drop

You can use Corel PDF Converter as a drag-and-drop target.

- 1 Drag and drop the file to be converted onto the Corel PDF Converter application.

NOTE: *The last used setup is the default.*

Corel PDF Converter opens and converts the file. A progress bar appears and a sound prompts you when the file has completed. When the [“Automatically view documents once converted \(default\)” on page 60](#) option is selected, which it is by default, your converted document opens in Corel PDF Fusion. You can disable the sound. See [“Corel PDF Converter preferences” on page 59](#).

To change the output format before converting:

- 1 From Corel PDF Fusion select **Document > Batch Conversion** or select **All Programs > Corel PDF Fusion > Corel PDF Batch Converter** to open Corel PDF Converter.
- 2 Select the output **Document type** (XPS, PDF or Microsoft Word).

- 3 Select the required **Setup name**.

NOTE: Select one of the PDF/A-1b options as the setup name if you want to create files to that specification.

- 4 If required, edit your setup.
- 5 Drag and drop the file to be converted onto the Corel PDF Converter application.

6.1.2 Printing from a desktop application

When you print to the Corel PDF printer from a desktop application you can create PDF files:

- 1 Save the document and select the **Print** option in your desktop application.
- 2 Select **Corel PDF Converter** followed by **Print** in the Printer name field. The Create document dialog appears.
- 3 Select a location for the document using the Create Document dialog.
- 4 Enter a name for the converted document in the File name field.
- 5 Select **PDF** using the Save as type down-arrow.

NOTE: When you print again, the last used location and Save as type option is remembered.

- 6 If required, use the Setup down-arrow to select a new setup. For more information see ["Setups" on page 109](#).
- 7 Click **Save** to complete the process. Click **Cancel** to abort the printing.

NOTE: When creating a PDF by printing to the Corel PDF printer you are always prompted for a name and location for the output file. Therefore, the Always output files to and Overwrite an existing document options in the setup are ignored.

NOTE: If, when printing from Microsoft Office Word, you find that the output print size is either A4 or Letter even though the page is set to another size, uncheck Tools > Options > Print tab > Allow A4/Letter paper resizing option in Word and try printing again.

6.1.3 Using Add-ins for Microsoft Office applications

When using Microsoft Office applications you can create PDF documents.

NOTE: PDF/A-1b files cannot be created using this method.

- To create PDF documents from a Microsoft Office 2003 document, click on the Add-in toolbar icon and select **Create > PDF**. Alternatively, select **Corel PDF Converter > Create file > PDF** from the **File** menu.
- To create PDF documents from a Microsoft Office 2007 document, click on the Corel PDF Fusion Ribbon Menu and select the **Create PDF** from the PDF panels.

A Corel PDF Converter “working” message appears followed by a Create PDF Document dialog that allows selection of the various security options that can be applied to a PDF file. These security options are the same as the options provided within the Corel PDF Fusion Setup manager. For more information see [“Security tab \(PDF\)” on page 121](#) and [“Add-ins for Microsoft Office” on page 129](#).

NOTE: *If you have not previously saved your Microsoft Word or Excel document before attempting to create a PDF document, a Save As dialog appears prompting you to save it. Once saved, the conversion continues. If you have not saved your Microsoft PowerPoint document before conversion, a “Please save your document before printing it” message appears. You must save the document before conversion using the Add-ins.*

6.1.4 Save a document in a different format

Corel PDF Fusion can be used to convert a document from one document format (PDL) into another. For example, when you have a document in the XPS, PDF or DOC format you can easily convert it to another format.

NOTE: *PDF/A-1b files cannot be created using this method.*

NOTE: *For more information see [“File format support” on page 19](#).*

- 1 Use **File > Open** or drop a file onto the Assembly or Page View to open the document you wish to convert.
- 2 Make any changes to the document.
- 3 Click **File > Save As....** This displays the Save As dialog.
- 4 Enter a new name for the document in the **File name** option (unless you want to overwrite the existing document name).
- 5 Select the new PDL format you want to save the document as (XPS, PDF or DOC) in the **Document type** option.
- 6 Choose the setup, in the **Setup name** option, that you want to apply to the document you are about to save.

NOTE: *The Edit button provides all the setup options available. For more information see [Chapter 9, “Setups”](#)*

- 7 Click **Save** to complete the conversion. Select **Cancel** to abort the process.

See also [“Convert \(Export\) a document to Microsoft Word” on page 64](#).

6.1.5 Convert (Export) a document to Microsoft Word

You can export an open document to the Microsoft Word format.

- 1 Open the document you wish to convert to Microsoft Word.
- 2 Make any changes to the document.
- 3 Click **File > Export** to display the Export Document... dialog.

- 4 Use the Export Document options to choose the location for your Microsoft Word document.
- 5 Use the down-arrow in **Files of type** to select your preferred option.

Microsoft Word [retain page layout] (*.doc)

The text content and the original formatting is retained as much as possible. Use this option for general purpose conversion of source documents for reuse in Word.

Microsoft Word [retain text editability] (*.doc)

The layout is retained but text frames are used to make text blocks more easily editable. Use this option when significant text editing in Word is required.

Microsoft Word [retain text flow] (*.doc)

The text content is retained, but the original formatting is not retained. This option produces much smaller file sizes for Microsoft Word documents, and is ideal for when the text content of the source document is to be used for another purpose.

- 6 The **File name** option contains the current document name with a **.doc** extension. You can change the name.
- 7 Click **Save** to complete the conversion. Select **Cancel** to abort the process. The process starts and a progress bar appears. A message is displayed when the conversion is complete. (You can choose to not display the "Success" message for future conversions.)

6.1.6 Convert (Export) a document to PNG

You can export an open document to the PNG image format.

The generated PNG files use the resolution and color management settings of the source document.

NOTE: Multiple page documents are exported as single PNG files for every page.

- 1 Open the document you wish to convert to PNG.
- 2 Make any changes to the document.
- 3 Click **File > Export** to display the Export Document... dialog.
- 4 Use the Export Document options to choose the location for your PNG files.
- 5 Use the down-arrow to select **PNG image format (*.png)** in **Files of type**.
- 6 The **File name** option contains the current document name with a **.png** extension. You can change the name.
- 7 Choose the page range to convert from **All pages** or **Selection**. The selected range of pages should be in the form "1-3", (but not "1-3,5,10").
- 8 Click **Save** to complete the conversion. Select **Cancel** to abort the process. The process starts and a progress bar appears. A message is displayed when the conversion is complete. (You can choose to not display the "Success" message for future conversions.)

6.2 Create a new document from existing files

Use the following procedure to create a new document from existing files:

- 1 Select **File > New** or click the **New** icon to open a new target document. A new “untitled” document appears with the default file type. This file type can be changed see [“New file type” on page 53](#).
- 2 Display the new document in Assembly View.

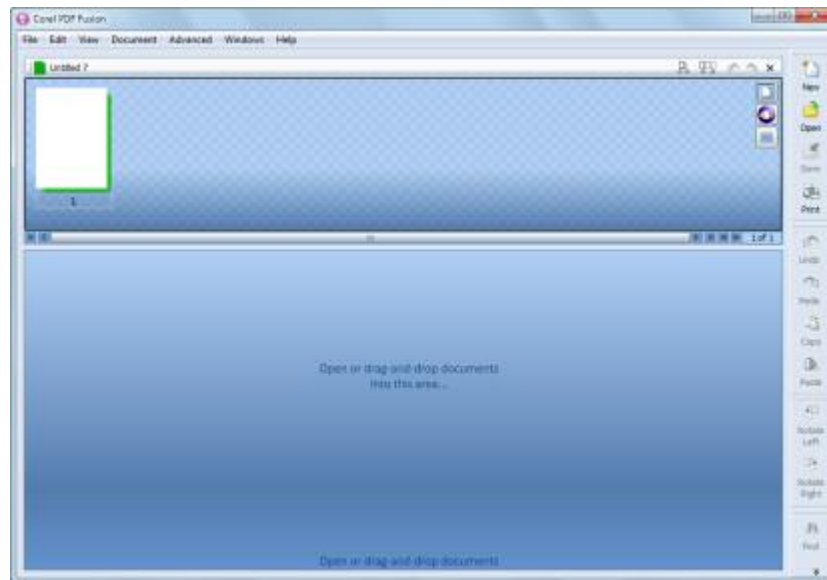


Figure 6.1 New document in Assembly View

- 3 Drag and drop, onto the Assembly View, the source files from which you want to create your new document. Alternatively, select **File > Open** or click the **Open** icon and then navigate to the source document and select it. Repeat this for each source document.

NOTE: If you are using more source documents than can be displayed, use the scroll bar (1) at the right side of the source document window to display those documents.

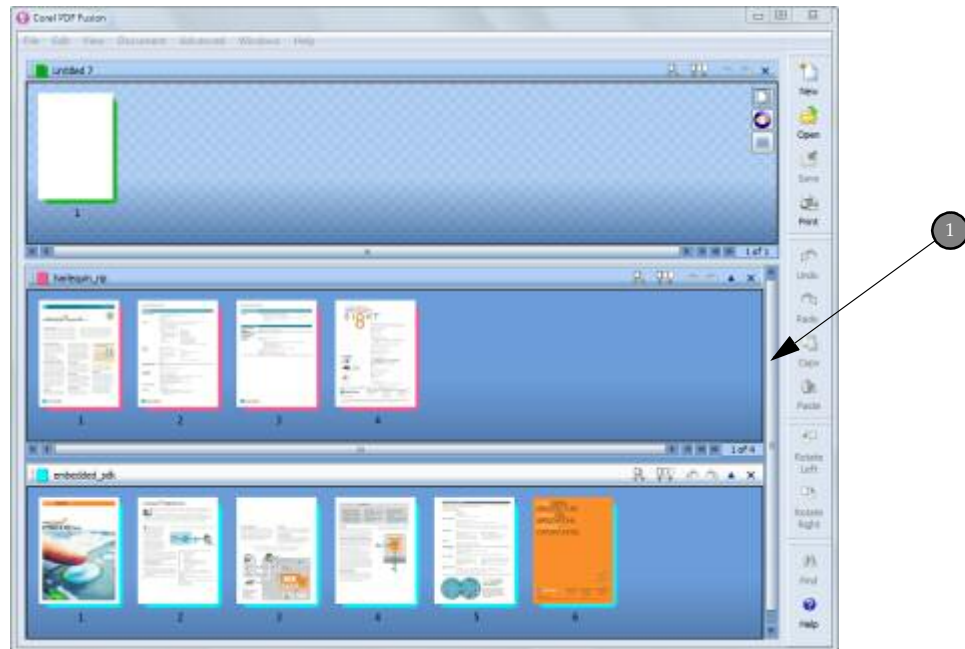


Figure 6.2 Multiple documents displayed

- 4 Drag and drop the required pages from the source documents onto the new target document.

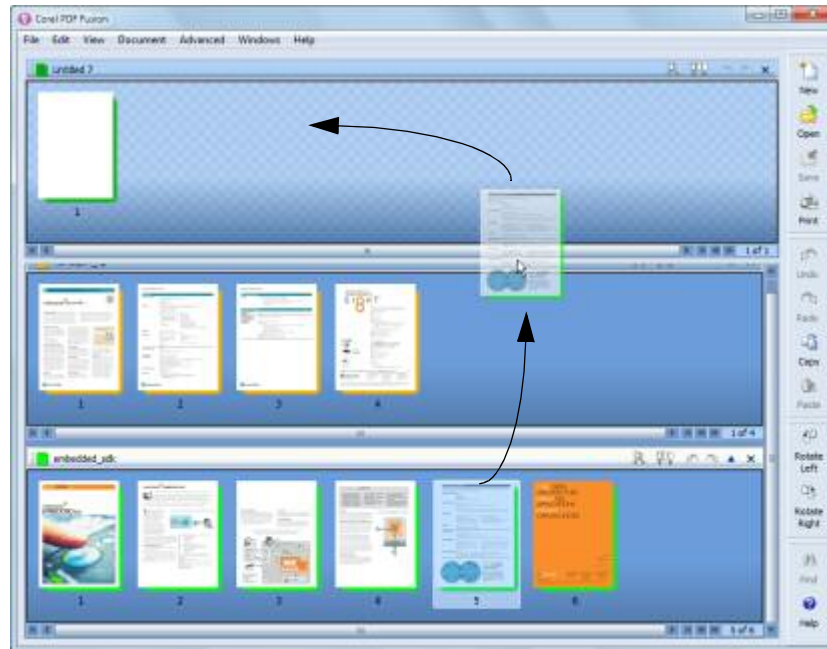


Figure 6.3 Drag and drop single pages

- 5 You can select more than one page at a time. The number of pages you are moving is displayed and the yellow bar (next to page 2) indicates where the pages are going to be dropped.

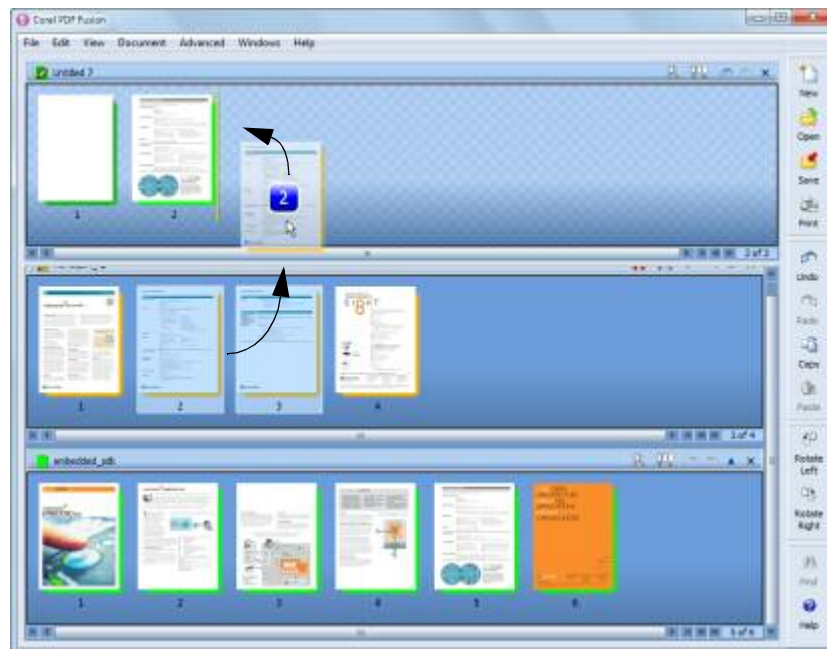


Figure 6.4 Drag and drop multiple pages

- 6 You can place pages in between other pages in the target document.

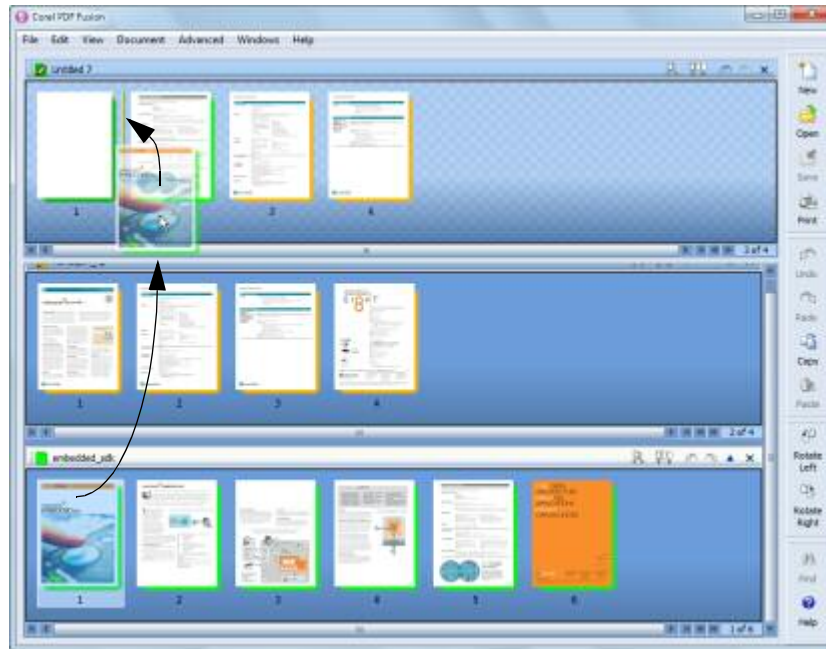


Figure 6.5 Placing pages between other pages

NOTE: When you drag and drop pages from one document to another a yellow bar appears indicating exactly where the pages are dropped.

- 7 Right-click on the page and select **Delete** from the pop-up menu to remove the blank page.

NOTE: Any document must contain at least one page. Therefore, you can delete the pages of a document only until the last pages remains.

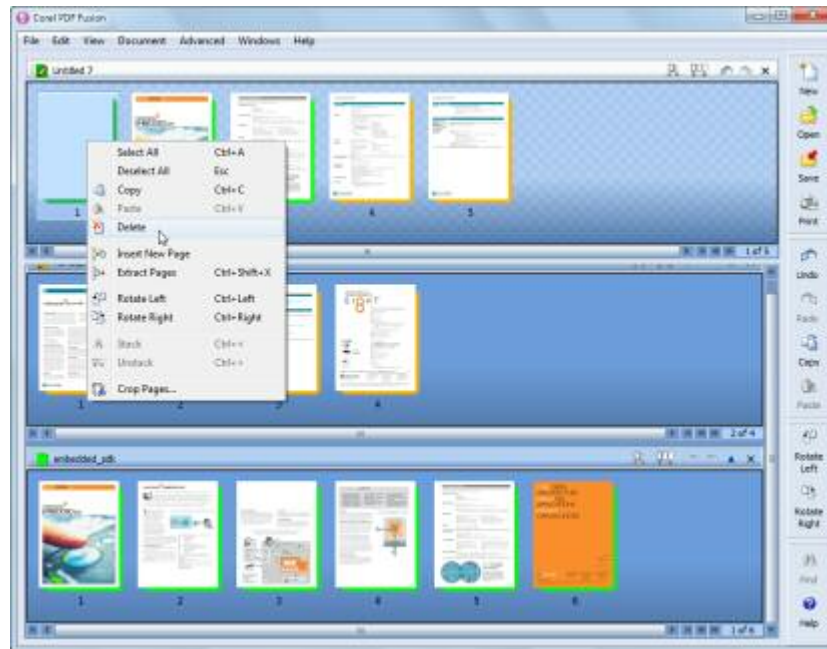


Figure 6.6 Delete a page

- 8 Here's the completed new document.

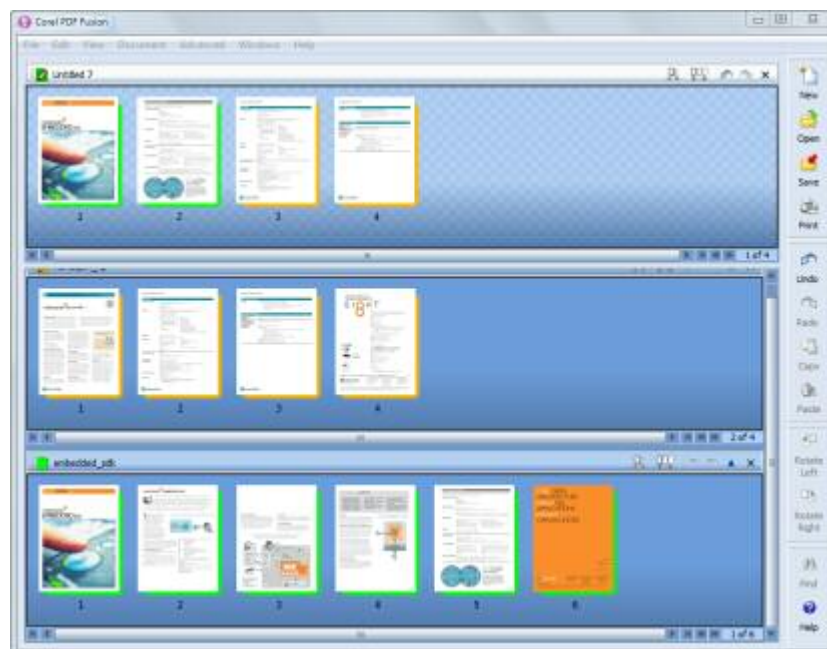


Figure 6.7 The completed document

- 9 Select **File > Save** when you are happy with the new document. This displays the Save dialog.

NOTE: If you have created a new document using the pages of an existing document, the new document must be saved before you can re-save the existing document to its current name. You can, however, use the Save as option.

- 10 Enter a name for the document in the **File name** option.
- 11 Select the output format for your document in the **Files of type** option.
- 12 Click **Save** to complete the process. Select **Cancel** to abort the save.

6.3 Add empty pages to an existing document

You may want to add additional blank pages to a document, for example to force a chapter to start on a right-hand page when printing double-sided.

Use the following procedure to add empty pages to an existing document:

- 1 Select **File > Open** or click the **Open** icon to open the document to which you want to add the pages.
- 2 Display the document in Assembly View.
- 3 Point the cursor to the location in the document where you want the new page to appear, right-click and select **Insert New Page** from the pop-up menu.

NOTE: Any folios (page numbers) printed on the existing document are not changed.

NOTE: Before saving the new document consider whether you want to overwrite the existing version or save the new version under a new name.

- 4 Click **Save** to overwrite or **File > Save As** to save the file under a new name.

6.4 Add existing pages to an existing document

Use the following procedure to add pages to an existing document:

- 1 Select **File > Open** or click the **Open** icon to open the document to which you want to add the pages.
- 2 Display the document in Assembly View.
- 3 Drag and drop, onto the Assembly View, the source files from which you want to create your new document. Alternately, select **File > Open** or click the **Open** icon and then navigate to the source document to open it. Repeat this for each source document.
- 4 Drag and drop pages from the source documents onto the target document (in exactly the same way as described under [“Create a new document from existing files” on page 66](#)).

- 5 Click **Save** to overwrite the file or use **File > Save As** to save the file under a new name when your new document is complete,.

NOTE: Any folios (pages numbers) printed on the existing document are not changed.

NOTE: Before saving the new document consider whether you want to overwrite the existing version or save the new version under a new name.

6.5 Remove pages from an existing document

Use the following procedure to remove pages from an existing document:

- 1 Open the document from which you want to remove pages.
- 2 Right-click one or more pages to be removed and select **Delete** from the pop-up menu.

NOTE: Any folios (page numbers) printed on the existing document are not changed.

NOTE: Before saving the new document consider whether you want to overwrite the existing version or save the new version under a new name.

- 3 Click **Save** to overwrite or **File > Save As** to save the file under a new name.

6.6 Prepare a document for distribution

The Finish Document Wizard is used to prepare a document for distribution. The choice of file format determines all subsequent options.

When you have completed your document manipulations:

- 1 Select **File > Finish Document Wizard**. The Finish Wizard dialog appears.
- 2 Select the **Document type** you want your document to be saved in. The options are PDF and XPS.
- 3 Select the setup name you want to use to create your document. These options are the same as those listed in the **Save As...** dialog and the Convert format panel in Corel PDF Converter. See [“The Convert format panel” on page 58](#) for more information.
- 4 Select the document options you want to open in the wizard. The available options are:

Enter Document Summary Information

These options allow you set the Title, Subject, Author and Keywords.

See [“Summary—Enter Document Summary Information” on page 89](#) for details about these options. When you have selected XPS as the document type, this is the only option available.

Set Document Open Actions

Select this check box to access the options for file opening actions. See [“Open Settings—Set Document Open Actions” on page 90](#) for more information on the options that are available. This is only available when PDF is selected as the document type.

Set Permissions Options

Select this check box to access the Set Security Permissions Options. See [“Set File Security—Set Security Permission Options” on page 91](#) for more information on the options that are available. This is only available when PDF is selected as the document type.

Set Document Passwords

Select this check box to access the password options that allow you to enter a password to open the document and to change the security setting. See [“Set Document Passwords” on page 92](#) for more information on available options. This is only available when PDF is selected as the document type.

- 5 Choose **Next >** to advance to the next screen in the wizard, and enter the information as required in the dialog that opens. Repeat this process until you have completed all the information required by the wizard.
- 6 In the Save As dialog, choose a location, enter a name and if you wish, change the document type and setup. Click **Save** to complete the process when you have made your choices.

6.7 Print a document

There are several ways to print a document from Corel PDF Fusion.

Before you print you can use the Print Setup options:

- Select **File > Print Setup** or **Ctrl + Shift + P** the following options are available:

Print what

Two options are provided: **Document** and **Document and comments**. When **Document** is selected the document is printed including any page markups and annotations (excluding text markups, such as highlights, strikeouts, underlines and so on). When **Document and comments** is selected the document is printed including any page markups, annotations and text markups.

Print

Choose all the pages in the range or just the odd or even pages.

Normal Print

This is the default option and offers the fastest printing. See also [“Print to file” on page 74](#).

Print as Image

If normal printing does not produce the desired results, select this option. You can set the resolution to 300 or 600 dpi or choose to use the resolution set on the printer. See also [“Print to file” on page 74](#).

NOTE: When the security of the document allows “low res only” printing, (see [“Printing” on page 123](#)), the output resolution is restricted to 150 dpi and the document is printed as an image. A message stating this is displayed.

Fit to paper size

Scales the output to fit onto the selected paper.

Center on paper

Positions the output centrally on the output media.

Auto-Rotate

When selected, rotation is applied when the orientation of the source page does not match the orientation of the media.

Make sure the document or pages you want to print is selected then either:

- Choose **File > Print...** and select the appropriate options for your printer, page range, number of copies, and so on.



- Click the **Print** icon.
- Use the keyboard shortcut **Ctrl + P** and select the appropriate options for printer, page range, number of copies, and so on. The **Selection** option becomes available when one or more pages are selected in Assembly View or the Navigation pane.

NOTE: The selected range of pages should be in the form "1-3", (but not "1-3,5,10").

Print to file

This is available when both Normal Print and Print as Image are selected. When Normal Print is selected you are prompted for a file name in the default location. When Print as Image is selected you are prompted to enter a fully qualified path and name. For example: **C:\myfolder\myfile.prn**. For more information about .prn files see the "PS" listing in ["What is a document format or PDL?" on page 18](#).

NOTE: If, when printing from Microsoft Office Word, you find that the output print size is either A4 or Letter even though the page is set to another size, uncheck **Tools > Options > Print tab > Allow A4/Letter paper resizing option in Word** and try printing again.

6.8 Find and Redact text—one or more instances

Options to search through the text in a document and redact one or all occurrences of a word or phrase are available.

- 1 Display in Page View the document you want to redact.
- 2 Click **Advanced > Find and Redact...** This displays the Find and Redact dialog:
- 3 Enter the word or phrase you want to search for.
- 4 Use **Match case**, **Whole words** and **Search backward** options to refine your search.
- 5 The first occurrence found is highlighted. Click **Redact** to obliterate just that occurrence or click **Redact All** to obliterate all occurrences within the document.

NOTE: If you have previously performed a search you can select the down-arrow to re-select it. Occurrences of a word or phrase that form part of an image, such as a photograph or scanned image, are not found.

6.9 Redact text or area—single instance

You can redact a single text instance or area.

- 1 Display in Page View the document you want to redact.
- 2 Either select the text to be obliterated using the I-beam tool or press **Shift** and left-click to display the crosshair and select the area.
-  3 On release of the mouse button the context sensitive menu appears from which you can select the **Redact** option. Alternatively, with the text or area select choose the **Advanced > Redact Selection** menu option.

6.10 Find and replace text—one or more instances

Options to search through the text in a document and replace one or all occurrences of a word or phrase is provided.

NOTE: Text correction text is only possible when the document security allows text editing.

- 1 Display in Page View the document you want to find and replace text.
- 2 Click **Edit > Replace....** This displays the Find and Replace dialog:
- 3 Enter the word or phrase you want to find in the Find what field.
- 4 Use the **Match case**, **Whole words** and **Search backward** options to refine your search.
- 5 Enter the word or phrase you want to use in the Replace with field.
- 6 The first occurrence found is highlighted. Click **Replace** to replace just the currently selected instance or click **Replace All** to replace all instances within the document.
- 7 Use the **Find** option to search for the next occurrence of the word or phrase (if you have chosen to replace only a single instance). If you don't want to replace an instance, click **Find again** to go to the next instance.
- 8 Click the close icon at the top right hand corner of the dialog to close it.

NOTE: If you have previously performed a search or replace, select the down-arrows to re-select your earlier options. Occurrences of a word or phrase that form part of an image, such as a photograph or scanned image, are not found. Also, when replacing text you should consider the text flow.

6.11 Add comments/notes

Select the tool followed by the location (or vice-versa) to add notes to a document.



To add a comment/note to a document:

- 1 Display the document in Page View.
- 2 Click the **Comments** tab in the Navigation pane.

- 3 Select **Document > Comments > Note** or the **Note** icon in the Navigation pane toolbar followed by the location for the note. Alternatively, right-click the location for the note and select **Note** from the pop-up menu.
- 4 Enter the text for your note.
- 5 Click the close icon when you have entered the text. The new comment appears in the Navigation pane.
- 6 Right-click the note on the page or in the Navigation pane and select **Properties** to change the properties of the note.
- 7 In the Properties dialog you can change the title and color of the note. For more information see [“Annotation properties” on page 102](#).

NOTE: *If you change the title of the Note in the Properties dialog this remains for any other notes you may create. This is useful when you are marking up a document and want the document's author to see who added the note.*

- 8 Click **OK** when you are happy with the note.

6.12 Add notes containing selected text

You can add Notes containing text selected on the page to a document:

- 1 Select, in Page View, the page onto which you want to place the note.
- 2 Select the text you want to appear in the note using the I-beam tool or press **Shift** and left-click to display the crosshair and select an area.
- 3 On release of the button the context sensitive menu appears.

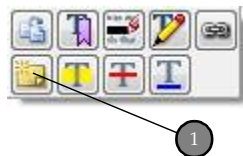


Figure 6.8 Context-sensitive text menu

- 4 Click the **Note** icon (1) in the menu. On release of the button a note is opened containing the text you previously selected.
- 5 In the Properties dialog change the title and color of the note. For more information see [“Annotation properties” on page 102](#).

NOTE: *If you change the title of the Note in the Properties dialog this remains for any other notes you may create. This is useful if you are marking up a document and want the document's author to see who added the note.*

- 6 Click **OK** when you are happy with the note.

6.13 Add text annotations

Highlights, underlines or strike-out text annotations are added to a document using two methods. Select the text followed by the tool or vice-versa:

- 1 Select, in Page View, the page onto which you want to place the annotation.
- 2 Select the text you want to affect using the I-beam tool or press **Shift** and left-click to display the crosshair and select an area.
- 3 On release of the button the context sensitive menu appears.

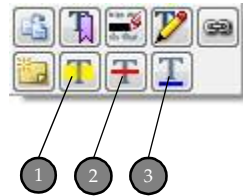


Figure 6.9 Context-sensitive menu

- 4 Click the icon in the menu to add the required highlight (1), strike-out (2) or underline (3).

Or:

- 1 Select **Document > Comments >** then the tool you want to use. Or right-click the page and select the tool from the pop-up menu.
- 2 Move the cursor over the text to annotate and select it using the I-beam or press **Shift** and left-click to display the crosshair and select an area. The new text annotation appears in the Navigation pane.
- 3 Right-click the annotation on the page or in the Navigation pane and select **Properties** to change the annotation properties.
- 4 Change the title and color of the annotation in the Properties dialog. For more information see [“Annotation properties” on page 102](#).

NOTE: If you change the title of the Note in the Properties dialog this remains for any other notes you create. This is useful when you are marking up a document and want the document's author to see who added the note.

- 5 Click **OK** when you are happy with the note.

6.14 Add bookmarks

Bookmarks are added to a document using two methods: select the text or area followed by the tool or vice-versa.

- 1 Select, in Page View, the page onto which you want to place the bookmark.
- 2 Select the text using the I-beam tool or hold **Shift** and select the area you want to bookmark.

- 3 On release of the button the context sensitive menu appears.

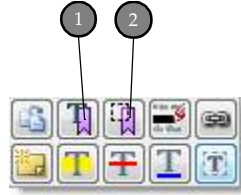


Figure 6.10 Context-sensitive text and area icons

- 4 Click the **Text Bookmark** (1) or **Area Bookmark** (2) icon to display the Bookmark Properties dialog.
- 5 Select the required style of the bookmark. For more information see [“Bookmark properties” on page 97](#).
- 6 Click **OK** when you are happy with the bookmark.

Or:

- 1 Select **Document > Comments >** then either **Add Bookmark**, **Add Text Bookmark** or **Add Area Bookmark**.
- 2 Select the page, text, or select the area (depending on your selection in 2), to display Bookmark Properties dialog.
- 3 Change the title and color of the bookmark. For more information see [“Bookmark properties” on page 97](#).
- 4 Click **OK** when you are happy with the bookmark.

6.15 Add free text annotations

Text can be added to a page as a free annotation. The font, style, justification and color of the text can be changed to your preference. You can choose to change the properties of free text annotations. When the text is created you can choose to flatten the text onto the page so that it is treated in the same way as any other text.

Free text annotations are added to a document using two methods. Select the text followed by the tool or vice-versa:

- 1 Select, in Page View, the page onto which you want to place the annotation.
- 2 Press **Shift** and left-click to display the crosshair and select an area.
- 3 On release of the button one of the context sensitive menus appears.

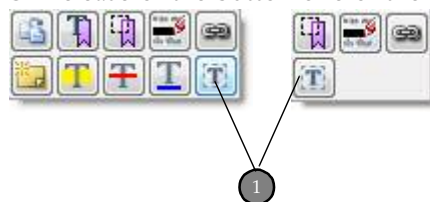


Figure 6.11 Context-sensitive menus

- 4 Click the free text icon (I) or select **Document > Comments > Free Text** or press **Alt + T**.
- 5 Click within the selected area and then type in your text.
- 6 When the text is typed you can select the new text and apply formatting by selecting the from the options available. For more information see ["Free text annotations" on page 103](#).

Or:

- 1 Select, in Page View, the page onto which you want to place the free text.
- 2 Select **Document > Comments > Free Text** or press **Alt + T**. The crosshair appears ready for you to select an area on the page.
- 3 Select an area on the page.
- 4 Click within the selected area and then type in your text.
- 5 When the text is typed you can select the new text and apply formatting by selecting from the options available. For more information see ["Free text annotations" on page 103](#).

NOTE: To flatten the free text annotation so that the text becomes part of the underlying page see ["Flatten annotation" on page 105](#).

6.16 Add hyperlinks

You can create and edit hyperlinks to other pages within the document, web pages or another file.

You can add three types of hyperlinks to a document: a link to a page, a link to a web page and a link to a file. Once a link is added to a document selecting that link will automatically display the linked page, web page or file.

- 1 Select, in Page View, the page onto which you want to place the link.
- 2 Select some text or press **Shift** and left-click to display the crosshair and select an area.

- 3 On release of the button one of the context sensitive menus appears:

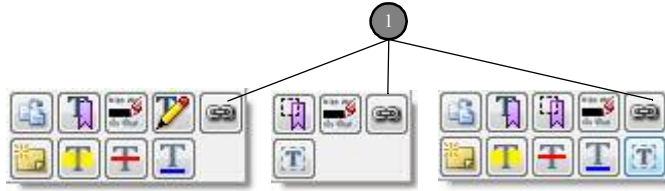


Figure 6.12 Context-sensitive menus

NOTE: Click the hyperlink icon (1) to display the Create Link dialog:

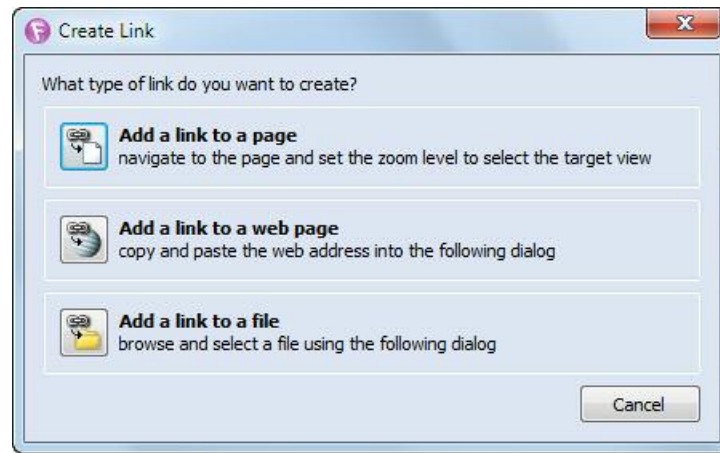


Figure 6.13 Create Link dialog

Add a link to a page

Select this option followed by clicking the page to which you want to display when the link is selected.

Add a link to a web page

Select this option and enter the URL of the web page you want to display when the link is selected. You can omit the **http://** part as that is automatically added.

Add a link to a file

Select this option and use the displayed browser to select the file you want to open when the link is selected.

NOTE: If you add a link to a PDF which is moved onto another machine, the file and associated application must exist in the same location on that machine for the link to work.

For more information see [“Hyperlink properties, delete and edit”](#) on page 106.

6.17 Change the destination of the output file

By default, output files are created in the same folder as the input file. You can change the output destination:

- I Use **File > Open** or drop a file onto the Assembly or Page View to open a document.

- 2 Make any changes to the document.
- 3 Click **File > Save As....** This displays the Save As dialog.
- 4 Select the output **Document type** (XPS, PDF or DOC).
- 5 Select the required **Setup name**.
- 6 Make sure the **General** tab is selected.
- 7 Check the **Always output files to** option.
- 8 Either, select the **Browse...** option to display a Browse For Folder dialog that lets you select the required location.
- 9 Click **OK** to accept the change. Click **Cancel** to abort the change.

6.18 Produce more compact PDF files

The following options have an effect on the size of the output PDF file:

- [“Compression” on page 81](#)
- [“Subset fonts” on page 82](#)

The default settings after installation are designed to give the maximum lossless compression for general use.

6.18.1 Compression

The compression options reduce the size of your file by varying amounts. For full details see [“Compression tab \(PDF\)” on page 118](#).

- 1 Use **File > Open** or drop a file onto the Assembly or Page View to open a document.
- 2 Make any changes to the document.
- 3 Click **File > Save As....** This displays the Save As dialog.
- 4 Select the output **Document type** as PDF.
- 5 Select the **Setup name** you want to edit.
- 6 Click **Edit....**

NOTE: If you have one of the standard setups selected you cannot edit it.

- 7 Make sure the **Compression** tab is selected.
- 8 Check **Compress text and line art** option to apply zip compression to the PDF commands in the page descriptions.
- 9 Make a selection in each of the **Compression** options:

Zip compression is usually the best overall compromise setting for images as it is efficient and lossless. If you can tolerate lossy compression, that is, compression that throws some of the data away never to be retrieved, use JPEG compression.

You may find that Zip with Predictor compression sometimes improves the performance on images where there are lots of similarly colored pixels. Note that the terms Zip and Flate are interchangeable; they both refer to the same kind of compression.

- 10 Make a selection in each of the **Downsampling** options and choose a target resolution.

These options allow you to control whether and how Corel PDF Fusion reduces the resolution of images in the file input. Remember, when you halve the resolution you quarter the amount of data.

- 11 Click **OK** to accept the changes. Select **Cancel** to abort the changes.

6.18.2 Subset fonts

The Subset fonts options reduce the size of the output. When you are working in a controlled environment where you know which fonts are loaded on the destination computer, choosing not to embed some or all fonts can further reduce the size.

This option is selected by default. Therefore it may not need setting.

- 1 Use **File > Open** or drop a file onto the Assembly or Page View to open a document.
- 2 Make any changes to the document.
- 3 Click **File > Save As....** This displays the Save As dialog.
- 4 Select the output **Document type** as PDF.
- 5 Select the **Setup name** you want to edit.
- 6 Click **Edit....**
- 7 Make sure the **Fonts Embedding** tab is selected.
- 8 Check **Subset fonts** option.
- 9 Click **OK** to accept the changes. Select **Cancel** to abort any changes.

6.19 Produce PDF files that can be sent by e-mail

To produce PDF files that can more easily be sent by e-mail:

- 1 Use **File > Open** or drop a file onto the Assembly or Page View to open a document.
- 2 Make any changes to the document.
- 3 Click **File > Save As....** This displays the Save As dialog.
- 4 Select the output **Document type** as PDF.
- 5 Select the **Setup name** you want to edit.
- 6 Click **Edit....**
- 7 Make sure the **General** tab is selected.

If you want to automatically open the default e-mail application when the PDF is created:

- 8 Check **Send the PDF as an e-mail attachment** in the **Output options**.
- 9 Click **OK** to accept the changes. Select **Cancel** to abort any changes.

To find out how to e-mail documents and comments see ["E-mail documents" on page 85](#) and ["E-mail comments" on page 86](#).

6.20 Produce files for fast web viewing

If you intend to distribute your PDF files via the web and want to produce a document that is displayed faster, using page-at-a-time downloading, use the **Optimize for fast web viewing** option. When a document is optimized for page-at-a-time downloading, the web server sends individual pages of information requested by the user, rather than the whole PDF document:

- 1 Use **File > Open** or drop a file onto the Assembly or Page View to open a document.
- 2 Make any changes to the document.
- 3 Click **File > Save As....** This displays the Save As dialog.
- 4 Select the output **Document type** as PDF.
- 5 Select the **Setup name** you want to edit.
- 6 Click **Edit....**
- 7 Make sure the **General** tab is selected.
- 8 Check **Optimize for fast web viewing** in the **File options** section.
- 9 Click **OK** to accept the changes. Select **Cancel** to abort any changes.

NOTE: Fast web viewing depends on the configuration of the web server and also the capabilities of the PDF client. This option ensures that the file meets the requirements for Linearized PDF and, under the right circumstances, it could be delivered and displayed progressively.

6.21 Launch application to view the file when complete

You can configure Corel PDF Fusion to automatically open the default viewing application on your computer when you create an output file:

- 1 Use **File > Open** or drop a file onto the Assembly or Page View to open a document.
- 2 Make any changes to the document.
- 3 Click **File > Save As....** This displays the Save As dialog.
- 4 Select the output **Document type** (PDF or XPS).
- 5 Select the **Setup name** you want to edit.
- 6 Click **Edit....**

- 7 Make sure the **General** tab is selected.
- 8 Check either, **View the PDF document after creation** or **View the XPS document after creation** in the **Output options** section (depending on whether you are editing a PDF or XPS setup).
- 9 Click **OK** to accept the changes. Select **Cancel** to abort any changes.

6.22 Share setups

All your Setups can be exported and then subsequently imported for use on other installs of Corel PDF Fusion.

- [“Export setups” on page 84](#)
- [“Import setups” on page 85](#)

6.22.1 Export setups

Use the **Export** option to export an XML file containing the details of your setup for use on another computer or by another person. This XML file can be transferred between versions of Corel PDF Fusion. Use the **Import** option to import such an XML file, described in [“Importing setups” on page 113](#). This option is used to ensure that all users within an organization have the same setups and, therefore, create output documents of the same type.

NOTE: *An XML file is a text file which can be opened and hand edited. However, doing this may cause your version of Corel PDF Fusion to produce unexpected results or fail.*

When a setup file is exported, all setups, default and custom, are saved to the XML file. When an XML file is subsequently imported you are presented with the option to accept or reject each individual setup.

To create an XML setup file for distribution to other users of Corel PDF Fusion:

- 1 Ensure all your setups are correct in all details.
- 2 Use **File > Open** or drop a file onto the Assembly or Page View to open a document.
- 3 Make any changes to the document.
- 4 Click **File > Save As....** This displays the Save As dialog.
- 5 Select the output **Document type** (PDF or XPS).
- 6 Select the **Setup name** you want to edit.
- 7 Click the **Export** option.
- 8 Use the displayed Export Setup dialog to choose a location and name for your XML file. Ensure the file has a **.xml** extension.

- 9 Click **Save** to save the file.

NOTE: When an XML file is exported and subsequently imported the Always output files to and Launch on job completion locations are not transferred. This is because these locations are system specific and may not be appropriate on your system.

6.22.2 Import setups

Use the **Import** option to import an XML file containing the setup from another computer or user. Use the Export setups option to create an import file, as described in [“Exporting setups” on page 113](#). This option is used to ensure all users within an organization have the same setups and, therefore, create output documents of the same type.

To import an XML setup file:

- 1 Use **File > Open** or drop a file onto the Assembly or Page View to open a document.
- 2 Make any changes to the document.
- 3 Click **File > Save As....** This displays the Save As dialog.
- 4 Click **Edit....**
- 5 Click the **Import** option on the XPS, PDF or DOC setups dialog.
- 6 Use the displayed Import Setup dialog to choose the XML file to be imported. The file has a .xml extension.
- 7 Click **Open** to import the file.
- 8 For each individual setup a confirmation prompt appears.
- 9 Click **Yes** to import the setup. Click **No** to cancel the import of the setup.

NOTE: When an XML file is imported, the Always output files to and Launch on job completion locations are not transferred. This is because these locations are system specific and may not be appropriate on your system.

6.23 E-mail documents

To add an open document as an attachment to an e-mail as a PDF or XPS file:

- 1 Make sure the document you want to e-mail is selected.
- 2 Select **File > Email > Document as PDF** or **Document as XPS**.

Your document is converted to the selected format, an e-mail is opened with your system registered e-mail application, and the document is added as an attachment.

To find out how to prepare documents so that they can more easily be sent by e-mail see [“Produce PDF files that can be sent by e-mail” on page 82](#).

6.24 E-mail comments

When comments are added to a document they can be saved as an FDF file. FDF files are used when you want to send the comments you have made in a document to someone who you know has the original PDF file. FDF files are much smaller in size and, therefore, much more portable.

To add the comments in document as a **.fdf** attachment to an e-mail:

- 1 Make sure the document containing the comments you want to e-mail is selected.
- 2 Select **File > Email > Comments**.

The comments are exported to an FDF file, an e-mail is opened with your system registered e-mail application with the FDF file as an attachment.

See also [“Import / Export / Email Comments” on page 102](#).

6.25 Find the version number of Corel PDF Fusion

To report and issue it is useful if you can find the version number of Corel PDF Fusion:

- 1 Select **Help > About**.

The version number and build date is in the lower left corner of the dialog.

6.26 Remove tooltips or tool labels from Corel PDF Fusion

To show or hide the tooltips or tool labels (text below the icon):

- 1 Select **Help > Tooltips** or **Help > Tool Labels**.

Repeat the selection to turn them back on.

6.27 Add security to a document

To add security to a document:

- 1 Select the document to which you want to add security.
- 2 Select **Document > Set Document Security > Standard**.
- 3 Select the desired Encryption level. For more information see [“Encryption level” on page 91](#).
- 4 Select the options you want to protect such as **Printing**, **Copying of text and graphics**, **General editing** and so on.
- 5 Click **Next >**.
- 6 Under **Requires a password to change security settings** enter a password to prevent unauthorized users from changing the security settings in force in the document.

- 7 Under **Requires a password to open document** enter a password to prevent unauthorized users from opening the document.

NOTE: If you forget or do not have the password you are not able to access the document.

- 8 Click **Finish** to apply the new security settings to your document.
- 9 Once the document is saved the passwords must be used to open the document as well as perform any of the restricted options.

6.28 Add a watermark to a document

This section describes how to add a watermark to every page of a document.

NOTE: The watermark added by this procedure is different to the system generated watermark displayed when Corel PDF Fusion is used in “viewer mode”.

To add a watermark to a document:

- 1 Open and select the document to which you want to add the watermark.
- 2 Select **Document > Watermark...** to display the Watermarking options.
- 3 Enter the text for your watermark in the Text field.
- 4 In the **Font and Style** panel you can select the following options:

Font

Make a selection from the three available fonts.

Style

Select either bold or outline text.

Color

Select the color icon to display a color picker. Choose a color from the set of basic colors, select a color in the picker, or enter specific values. Click **Add to Custom Colors** to save it when you have found a color you like.

Size

Either select a specific point size from the drop-down menu or select Auto fit. Auto fit automatically expands the text so that it fits the currently selected paper size.

Opacity

Use the slider to choose an opaque value. A low value means that the text is less opaque, (more transparent). Whereas a high value means that the text is more opaque (less transparent).

NOTE: The character “A” graphic at the lower right side of the Font and Style panel displays the currently selected opacity and color values.

In the **Position** panel you can select the following options:

Offset from center

If you want to move the watermark from the center of the page use the drop-down menus and value fields to determine its new position.

Rotation

The rotation dial allows you to choose the angle at which the text is displayed. Alternatively, you can enter a specific value into the field or use the up/down arrows to make a selection.

- 5 When you are happy with your watermark selections click **Apply**. Selecting **Cancel** aborts the creation of the watermark.
- 6 When you apply a watermark, a copy of your document containing the watermark is opened leaving the original document unaffected. You can then choose to save or abandon the new document.

NOTE: *If you are using the Corel PDF Fusion in “viewer mode” a watermark is applied to saved documents. This is a system generated watermark and cannot be removed or changed without a serial number.*

Chapter 7 Document settings and security

This chapter contains information on how to view and change the document settings and security.

The information provided in the section includes:

- [“Document Settings” on page 89](#)
- [“Security Settings” on page 91](#)

7.1 Document Settings

Details for the current document are viewed in the Document Settings dialog.

NOTE: *The Document Settings options can be viewed and changed at any time from the Document > Document Settings menu. These options are also set when completing a document for publication using the Finish Document Wizard.*

- 1 Select the document for which you want to view and edit the settings.
- 2 Select **Document > Document Settings**. The details contained in the associated tabs are the current security settings, as well as general information about the file, such as title and subject.

For more information about security see [“Security Settings” on page 91](#).

From the Document Settings dialog you can access the following options:

- [“Summary—Enter Document Summary Information” on page 89](#)
- [“Open Settings—Set Document Open Actions” on page 90](#)
- [“Security Settings” on page 91](#)
- [“Set File Security—Set Security Permission Options” on page 91](#)
- [“Set Document Passwords” on page 92](#)
- [“Removing document security settings” on page 93](#)

7.1.1 Summary—Enter Document Summary Information

This is available for XPS and PDF documents.

NOTE: *The Summary options are accessed from the Document > Document Settings menu, or from the File > Finish Document Wizard > Enter Document Summary Information option.*

The Summary tab provides information about the current document, including the file generating program, the date when the file was created and the last time it was modified. It also allows you to enter a title, subject, author, and keywords for the document.

7.1.2 Open Settings—Set Document Open Actions

This is available for PDF documents only.

NOTE: The Open Settings options are accessed from the Document > Document Settings menu, or from the File > Finish Document Wizard > Set Document Open Actions option.

The options in the **Document > Document Settings > Open Settings** tab determine how the file is displayed when it is opened.

The following options are available in the Open Settings tab:

Open to page

Enter the page number you want the document to open at. Keep in mind that document page numbers are not necessarily the same as the page numbers printed on your document, which are known as *folios*. For instance, your folios may not include the title page, contents list and copyright page. Document page numbering includes every page in a document, starting at the first page (1).

View

Select the default page view to use when the document is opened. The View options are as follows:

Default: Displays a default page mode setting for the application;

Continuous: Allows pages to be scrolled;

Single page: Pages are displayed one at a time.

Zoom level

Select the default zoom level to use when the document is opened.

Navigation

Choose how you want the Navigation pane to appear when the document is opened. Select from, **Closed**, **Open to Bookmarks** or **Open to Thumbnails**.

Open in presentation mode

Select to open the document in full screen mode.

Hide menus

Select to conceal program menus when the document is opened.

Hide toolbar

Select to hide these toolbars when the document is opened.

7.2 Security Settings

This is available for PDF documents only.

Select **Document > Document Settings > Security Settings** to open the Security Settings tab to see what security measures are currently in force,

This tab displays the security settings for the currently selected document.

Remove File Security

Use this to remove file security. The owner-level password is required to do this.

Set File Security

Use this to set file security. This opens the Set File Security tab.

For more information see:

- [“Set File Security—Set Security Permission Options” on page 91](#)
- [“Set Document Passwords” on page 92](#)
- [“Removing document security settings” on page 93](#)

7.2.1 Set File Security—Set Security Permission Options

This is available for PDF documents only.

NOTE: The Set File Security options are accessed from the Set File Security button on the Document > Document Settings menu, or from the File > Finish Document Wizard > Set Permissions Options.

To change the security settings that are currently in force in a document:

- 1 Click the **Set File Security** button on the Security Settings tab. Alternatively, select **Document > Set Document Security > Standard**.
- 2 If the file is protected by a “Change Security” password, enter it in the tab.
- 3 Set your required security settings from the following options:

Encryption level

Select either **40-bit** or **128-bit encryption**. 40-bit encryption complies with the PDF 1.3 standard and provides basic PDF file security. 128-bit encryption complies with the PDF 1.4 standard and provides more advanced security.

Printing

Choose whether to allow or disallow document printing.

Copying of text and graphics

Choose whether to allow the copying of text and graphics in the document.

Content access for visually impaired

(128-bit encryption only). Choose the security setting for making text available to screen readers for the visually impaired and for indexing.

General editing

Choose the security setting for general editing. General editing includes working with pages, bookmarks and document opening properties. See also Document assembly, below.

Document assembly

Choose the security setting for document assembly (deleting, rotating, inserting and extracting pages), when general editing is *not* allowed. This option is not available when 40-bit encryption is selected.

Comment authoring

Choose the security setting for adding and changing comments and form fields. See also, Form Field Fill-in and Signing.

Form field fill-in and signing

Choose the security setting for form fields and digital signatures when Comment authoring is *not* allowed. Form fields and digital signatures are not available in Corel PDF Fusion. This option is not available when 40-bit encryption is selected.

Encrypt metadata

When selected, the document metadata (title, subject, author and so on) are encrypted along with the document content. Uncheck this option if you want to encrypt the contents of a document but still allow search engines access to the document metadata.

This option is available only when you select 128-bit security.

7.2.2 Set Document Passwords

This is available for PDF documents only.

NOTE: The Set Document Passwords options are accessed by pressing *Next* on the Set File Security menu on the Document > Document Settings menu, or from the File > Finish Document Wizard > Set Document Passwords options.

To change the document passwords that are currently in force in a document:

- 1 In the Document Settings dialog (which is opened in “Set File Security—Set Security Permission Options”) click **Next >** to advance. The Security Password and Open password options appear.

NOTE: For the *Next >* option to appear you must have an encryption level set. See “Encryption level”.

- 2 Set the following options:

Requires a password to change security settings

Select to enter a password to prevent unauthorized users from changing the security settings in force in the document.

Requires a password to open document

Select this check box and enter a password to prevent unauthorized users from opening the document.

NOTE: If you forget, or do not have the password you are not able to access the document.

- 3 Click **Finish** to apply the new security settings to your document.

7.2.3 Removing document security settings

This is available for PDF documents only.

To remove all security settings:

- 1 Select **Document > Set Document Security > None**, or click **Remove File Security** in the Security Settings tab.
- 2 Enter the correct password if prompted and click **OK**.
- 3 Click **OK** to apply the changes.

Chapter 8 Working with annotations

This chapter provides information on how to use bookmarks, comments, free text and hyperlinks.

The information provided in the section includes:

- [“Working with bookmarks” on page 94](#)
- [“Working with comments and annotations” on page 99](#)
- [“Free text annotations” on page 103](#)
- [“Adding hyperlinks” on page 105](#)
- [“Spell check comments and free text” on page 107](#)

8.1 Working with bookmarks

This section provides all the information you might need on bookmarks.

Bookmarks allow you to tag and identify locations, selected text and areas. They are added in the Page View and displayed on the page and in the Navigation pane when the Bookmarks tab is selected. If your document does not have any bookmarks see [“Add bookmarks” on page 77](#) for more information.

The available options are:

- [“Bookmarks in the Navigation pane” on page 95](#)
- [“Bookmark properties” on page 97](#)

8.1.1 Bookmarks in the Navigation pane

Bookmarks are listed in the Navigation pane under the Bookmarks tab.

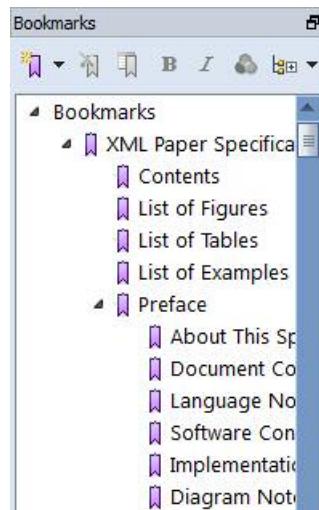


Figure 8.1 Bookmarks in the Navigation pane

The tools for working with bookmarks are in the Bookmarks toolbar which, by default, is located in the Bookmarks tab of the Navigation pane.

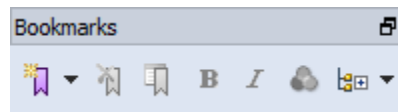


Figure 8.2 Bookmark tools

You can also select the options from the **Document > Bookmarks** menu:

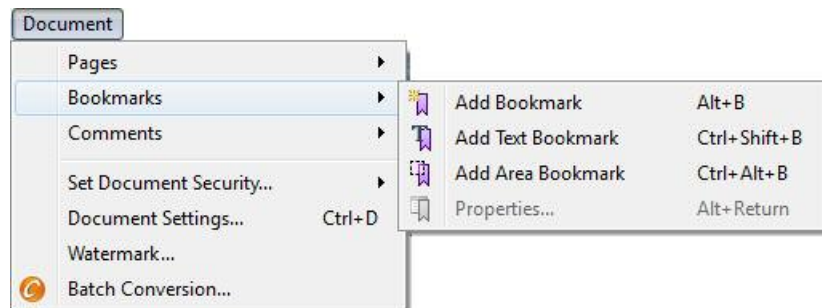


Figure 8.3 Document menu bookmark options

When Bookmarks are displayed in the Navigation pane you can:

- Drag and drop bookmarks into a new position in the list.
- Click the bookmarks pane and use your mouse scroll wheel to move to the top or bottom of the bookmarks list.
- Double-click a bookmark and change its name. After double-clicking you can right-click and select **Cut**, **Copy**, **Paste**, **Delete** and **Select All**. When you have used one of these options you can also use **Undo** and **Redo**. All undo/redo steps are retained until you save the file. Once saved, all levels of undo/redo are discarded.

- Use Shift-click to select multiple consecutive bookmarks.
- Use Ctrl-click to select multiple non-consecutive bookmarks.
- Right-click on a bookmark to display the following pop-up menu:

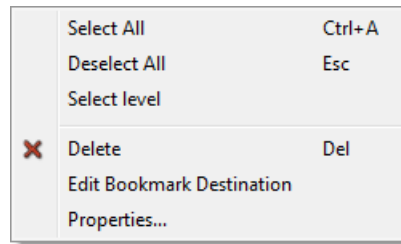


Figure 8.4 Right-click bookmark menu options

Select All

Select all the bookmarks.

Deselect All

Deselect all bookmarks.

Select Level

Select all bookmarks at the current level.

Delete

Delete the selected bookmarks.

Edit Bookmark Destination

Select to edit the destination of the bookmark. When you click this option the bookmark highlights. Your next action must be to click somewhere within the document and specify the location to be associated with the bookmark.

Properties

Display the Bookmark properties dialog. For more information see [“Bookmark properties” on page 97](#).

The following tools are available:



Add Bookmark / Add Text Bookmark / Add Area Bookmark

Click the down-arrow to select the Add Bookmark options.

Click **Add Bookmark** and then click onto the page to specify the location for the bookmark. The Bookmark Properties dialog appears. See [“Bookmark properties” on page 97](#).

Click **Add Text Bookmark** to change cursor to an I-beam selector. Select the text to be bookmarked. The Bookmark Properties dialog appears. See [“Bookmark properties” on page 97](#).

Click **Add Area Bookmark** to change the cursor to a crosshair allowing you to select an area of the page to be bookmarked. The Bookmark Properties dialog appears. See [“Bookmark properties” on page 97](#).

**Delete Selected Bookmark(s)**

Click to delete a bookmark from the list.

**View / Edit Properties of Selected Bookmarks**

Click to edit the bookmark properties. See [“Bookmark properties” on page 97](#).

**Bold**

Select a bookmark and click this icon to make it bold.

**Italic**

Select a bookmark and click this icon to make it italic.

**Choose the color of the Bookmark text**

Select a bookmark and click this icon to display the color picker. Choose from the set of basic colors, select a color in the picker or enter specific values. Click **Add to Custom Colors** to save the color.

**Expand All / Collapse All**

Click the down-arrow and select to expand or collapse all bookmark entries.

8.1.2 Bookmark properties

To display the bookmark properties:

- Right-click a bookmark and select **Properties...** from the pop-up menu.



- Select a bookmark and click the **View/Edit Properties of Selected Bookmarks** icon to display the Bookmark Properties dialog.

Name

This displays the current bookmark name. You can enter a new name.

Style

These options change the font style of the bookmark.

Bold / Italic

Click to make the bookmark bold or italic.

Color

Click to display a color picker. Choose colors from the set of basic colors, select a color in the picker, or enter specific values. Click **Add to Custom Colors** to save it when you have found a color you like.

The **Destination Zoom** panel contains the following options that decide the zoom value of the page to use when the bookmark is selected.

Actual Size (100%)

Display the page associated with the bookmark at actual size.

Fit Width

Display the page associated with the bookmark so that it fits into the available width of the display window.

Fit Page

Display the page associated with the bookmark so that a whole page fits into the display width.

Fit Selected Area

This only appears when a bookmark is associated with an area using the **Add Area Bookmark** option. In this case the page is opened so that the selected area of the bookmark fits into the display.

No Specific Zoom

With this selected the page is opened with the current zoom option.

Custom (%)

Display the page associated with the bookmark at the zoom value entered into the Custom field.

NOTE: When you select a bookmark with a specified zoom value the whole document is zoomed to that value. The document zoom remains in force even if you delete the bookmark that specified the zoom. You can of course reduce the magnification of the document using [“Magnification”](#), [“Zoom levels”](#) and [“Page Zoom” on page 34](#).

Select **OK** when you have completed the bookmark properties.

8.2 Working with comments and annotations

This section provides information on comments and annotations.

Comments, sometimes called Notes, allow you to add various comments to a document. Any notes you create can be spell checked. Annotations allow you to mark text with highlights, underlines or strike-outs. Both comments and annotations are added in the Page View and displayed on the page and in the Navigation pane when the Comments tab is selected. If your document does not have any comments or annotations see [“Add comments/notes” on page 75](#) and [“Add text annotations” on page 77](#) for more information.

The available options are:

- [“Comments in the Page View” on page 99](#)
- [“Comments in the Navigation pane” on page 100](#)
- [“Annotation properties” on page 102](#)

8.2.1 Comments in the Page View

When the document is displayed in the Page View, comments that have been added to a PDF document are displayed in their correct location.

When comments are displayed on the page in Page View you can:

- Drag and drop a comment to a new location on the page.
- Double-click a comment to open it.
- Right-click a comment to display the following menu:

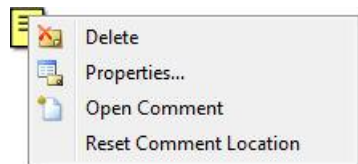


Figure 8.5 Right-click comment menu options

Delete

Deletes the selected comment from the document.

Properties

Displays the Annotation properties dialog. For more information see [“Annotation properties” on page 102](#).

Open Comment

Opens the comment and displays its contents which you can edit. Click the cross in the top right-hand corner to close the comment.

Reset Comment Location

Resets the comment to its original location.

8.2.2 Comments in the Navigation pane

Comments that have been added to a document are listed in the Navigation pane under the Comments tab.

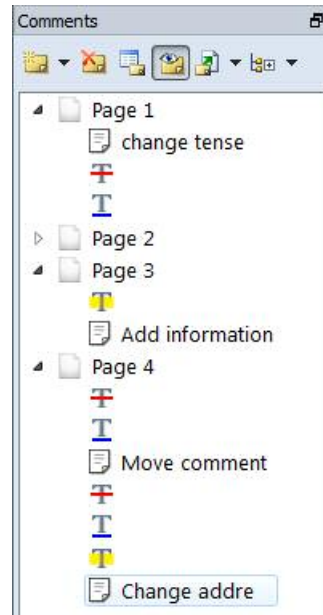


Figure 8.6 Comment pane

The tools for working with comments are found in the Comments toolbar which, by default, is located in the Comment tab of the Navigation pane.



Figure 8.7 Comment tools

Select these options from the **Document > Comments** menu:

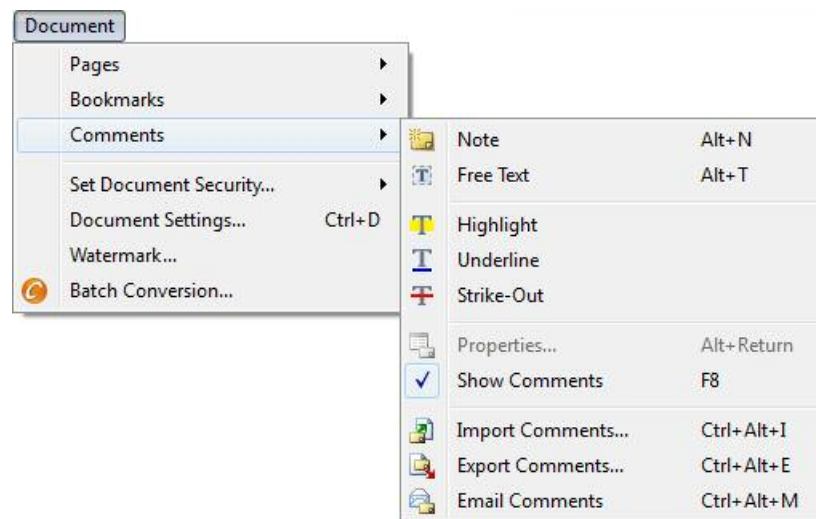


Figure 8.8 Document menu comment options

When Comments are displayed in the Navigation pane you can:

- Click in the Comments pane and use the mouse scroll wheel to scroll to the top or bottom of the comments list.
- Double-click a comment and change its name. After double-clicking you can right-click and select **Cut**, **Copy**, **Paste**, **Delete** and **Select All**. When you have used one of these options you can also use **Undo** and **Redo**. All undo/redo steps are retained until you save the file. Once saved, all levels of undo/redo are discarded.
- Use Shift-click to select multiple consecutive comments.
- Use Ctrl-click to select multiple non-consecutive comments.
- Right-click on a comment to display the following pop-up menu:

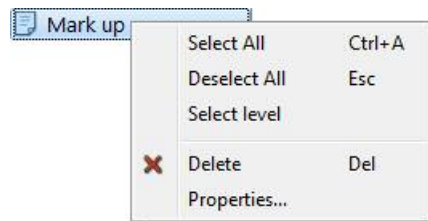


Figure 8.9 Right-click comment menu options

Select All

Selects all the comments in the document.

Deselect All

Deselects all comments.

Select Level

Selects all the comments at the current level.

Delete

Deletes the selected comment from the document.

Properties

Displays the Annotation properties dialog. For more information see [“Annotation properties” on page 102](#).

The following tools are available:



Comment type

Select a comment followed by this icon to display the options to create a Note, Highlight, Underline or Strikeout annotation. When you select a Note click the desired location on the page and then enter some text. For Highlights, Underlines and Strike-outs the cursor changes to an I-beam allowing you to select the text you want to annotate.

Delete Selected Comments

Select a comment and click this icon to delete it.



View / Edit Properties of Selected Comment

Select a comment and click this icon to display the Annotation properties dialog. For more information see [“Annotation properties” on page 102](#).



Show / Hide Comments

Click this icon to show or hide all comments on the page.



Import / Export / Email Comments

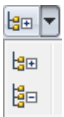
Click the down-arrow and select to view the comment options.

You can import or export comments. When comments are exported they are saved as an FDF file which can later be imported. Use an FDF file to send your comments when you know that the recipient of your comments has the original PDF file. FDF files are much smaller in size and, therefore, much more portable. If you have the original PDF file you can import the FDF file and all the comments will appear in the correct locations.

Use the **Email Comments** option to create an FDF file and open an e-mail in the system-default e-mailing application containing FDF file as an attachment.

See also [“E-mail comments” on page 86](#).

NOTE: *With Lotus Notes as the default mailer occasional crashes have been observed when using the Email Comments feature. This appears to be a weakness of the Lotus Notes mail protocol implementation. To avoid this problem, Lotus Notes users are advised to Export comments to an FDF file, then to create the mail message and attach the exported FDF file using the Lotus Notes client.*



Expand All / Collapse All

Click the down-arrow and select to expand or collapse all comments in the document.

8.2.3 Annotation properties

Display the Annotation Properties dialog when you:

- Right-click a comment in either the Navigation pane or in the Page View, and select **Properties...** from the pop-up menu.



- Select a comment, in either the Navigation pane or in the Page View, and click the Comment properties icon to display the Annotation Properties dialog. If the items in the dialog cannot be changed uncheck Locked.

Title

Your user name is the default title. This is useful when you are marking up a document and want the document's author to see who added the annotation. You can, however, change the title. When you change the title of an annotation it remains for any other annotations you create.

Style

This changes the color style of the comment. Click **Color...** to display a color picker. Choose a color from the set of basic colors, click a color in the picker or by enter specific values. Click **Add to Custom Colors** to save it when you have found a color you like.

Property / Value

These are the properties of the selected annotation including: the date it was created, whether the comment has replies or is a reply, when it was last modified, its name, its subject and type. These properties cannot be edited.

Locked

Check **Locked** to prevent the annotation properties from being changed.

8.3 Free text annotations

Free text annotations can be added to pages in a various fonts, styles, justifications and colors. Once you are happy with the text and its style you can “flatten” it onto the page. You can copy and paste text from and to free text annotations, and the properties of the free text can be changed.

Once added to a document free text annotations can be moved and re-sized by clicking and dragging on the frame. In addition, when a page is rotated the free text annotation is also rotated in the same way as the page, but the toolbar is not.

Free text annotations can be added to a document using two methods. Select the free text tool followed by selecting an area on the page or vice-versa:

- 1 Select, in Page View, the page onto which you want to place the annotation.
- 2 Press **Shift** and left-click to display the crosshair and select an area.
- 3 On release of the button one of the context sensitive menus appears.

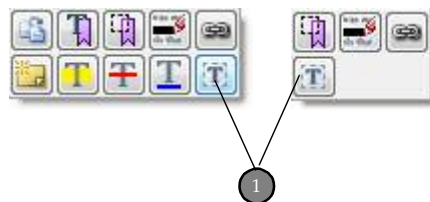


Figure 8.10 Context-sensitive menus

- 4 Click the free text icon (1) or select **Document > Comments > Free Text** or press **Alt + T**.
- 5 Click within the selected area and then type in your text.
- 6 When the text is typed you can select the new text and apply formatting by selecting the from the options available. For more information see [“Free text annotations” on page 103](#).

Or:

- 1 Select, in Page View, the page onto which you want to place the free text.
- 2 Select **Document > Comments > Free Text** or press **Alt + T**. The crosshair appears ready for you to select an area on the page.
- 3 Select an area on the page.
- 4 Click within the selected area and then type in your text.
- 5 When the text is typed you can select the new text and apply formatting by selecting the from the options available. For more information see [“Free text annotation styles” on page 104](#).

NOTE: To flatten the free text annotation so that the text becomes part of the underlying page see [“Flatten annotation” on page 105](#).

8.3.1 Free text annotation styles

When you have created some free text you have several formatting options available:

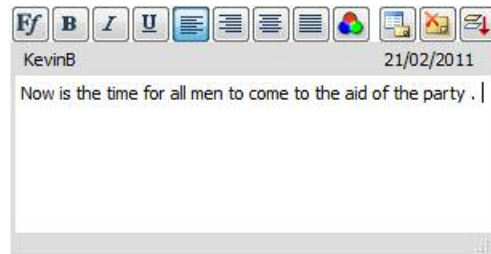


Figure 8.11 The free text icons

To apply text formatting select the text to be changed followed by the relevant icon. The following options are available:



Font

Use this option to change the displayed font, the font style and the point size. In addition, you can make the text display with an underline or strikeout. Use the Writing System drop down menu to select your preferred language system.



Bold / Italic / Underline

Use these options to change the style of the text. Click once (or select **Ctrl + B**, **Ctrl + I** or **Ctrl + U**) to apply and style and again to remove it.



Justification Left, Right, Center and Justified

Use these options to change the justification of the text. Click once (or select **Ctrl + L**, **Ctrl + R**, **Ctrl + C** or **Ctrl + J**) to apply the style and again to remove it.

**Text color**

Select the color icon to display a color picker. Choose a color from the set of basic colors, select a color in the picker, or enter specific values. Click **Add to Custom Colors** to save it when you have found a color you like.

**Annotation properties**

For more information see [“Free text annotation properties” on page 105](#).

**Delete selected comments**

Click this option to delete the current instance of a free text annotation.

**Flatten annotation**

Click this option to mark the free text annotation for “flattening”. When the document is subsequently saved, free text marked for “flattening” is rendered onto the page so it becomes part of the underlying page and is treated in exactly the same way as any other text. Once free text is flattened the style and properties of the text cannot be changed.

8.3.2 Free text annotation properties

Title

Your user name is the default title. This is useful when you are marking up a document and want the document’s author to see who added the annotation. You can, however, change the title. When you change the title of an annotation it remains for any other annotations you create.

Style

This changes the color style of the comment. Click **Color...** to display a color picker. Choose a color from the set of basic colors, click a color in the picker or by enter specific values. Click **Add to Custom Colors** to save it when you have found a color you like.

Property / Value

These are the properties of the selected annotation including: the date it was created, whether the comment has replies or is a reply, when it was last modified, its name, its subject and type. These properties cannot be edited.

Locked

Check **Locked** to prevent the annotation properties from being changed.

8.4 Adding hyperlinks

You can add three types of hyperlinks to a document: a link to a page, a link to a web page and a link to a file. Once a link is added to a document selecting that link will automatically display the linked page, web page or file.

- I Select, in Page View, the page onto which you want to place the link.

- 2 Select some text or press **Shift** and left-click to display the crosshair and select an area.
- 3 On release of the button one of the context sensitive menus appears:

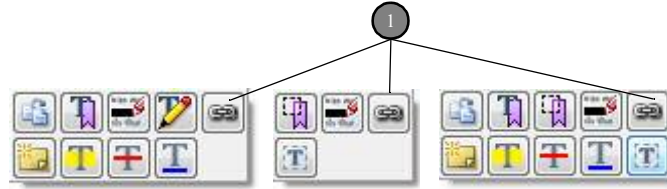


Figure 8.12 Context-sensitive menus

NOTE: Click the hyperlink icon (1) to display the Create Link dialog:

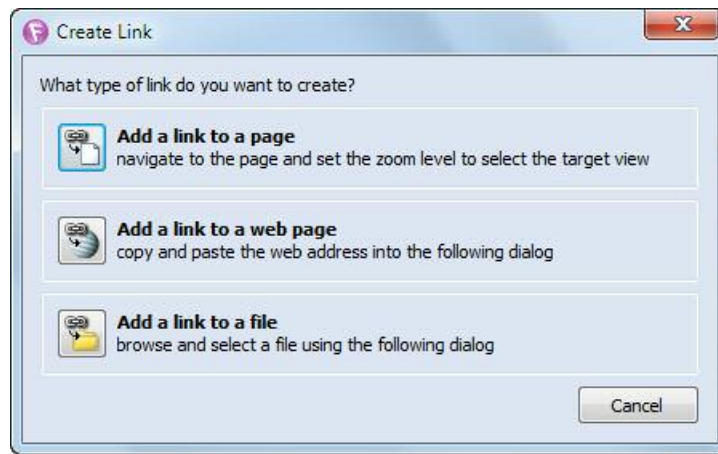


Figure 8.13 Create Link dialog

Add a link to a page

Select this option followed by clicking the page to which you want to display when the link is selected.

Add a link to a web page

Select this option and enter the full URL of the web page you want to display when the link is selected. You can omit the **http://** part as that is automatically added.

Add a link to a file

Select this option and use the displayed browser to select the file you want to open when the link is selected.

8.4.1 Hyperlink properties, delete and edit

You can edit the properties of a hyperlink, delete the hyperlink or change the linked destination.

For information on annotation properties see [“Annotation properties” on page 102](#).

To delete the hyperlink:

- 1 Right-click the hyperlink on the page.

- 2 Select **Delete** from the pop-up menu.

You can edit the destination of any hyperlink, but the type of hyperlink cannot be changed. That is, you can change the URL location of a web link but you cannot convert a web link into a page link.

To edit a hyperlink destination:

- 1 Right-click the hyperlink on the page.
- 2 Select **Edit Link Destination**. Depending on the type of hyperlink either, select a new page, enter a new web URL or select a new file.

8.5 Spell check comments and free text

When you add a Note, comment or free text annotation to a document the text you enter is spell checked. You can if you prefer disable spell checking as well as change the language. For more information see [“Spelling tab” on page 56](#).

- Any text identified as incorrect is underlined in red. Right-click the underlined text to display a menu of options:

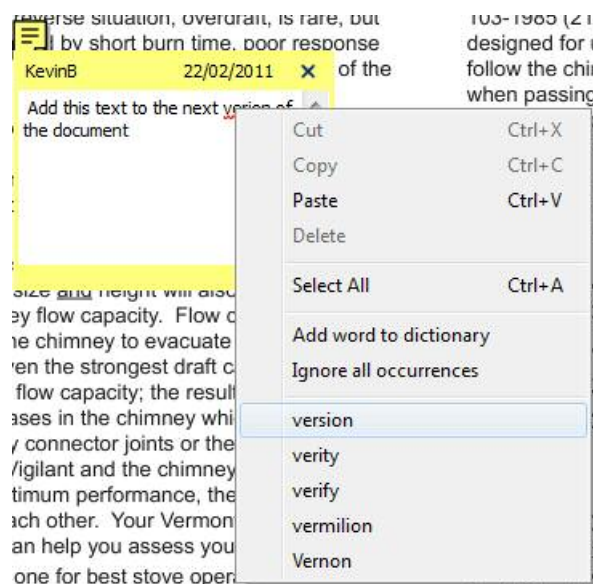


Figure 8.14 Spell check options

Add word to dictionary

If the spell checker has identified a word as incorrectly spelled but you know that it is correct you can use this option to add it to the dictionary. This may occur with a technical term or an acronym. Once a word is added to the dictionary it is subsequently recognized as a correctly spelled word. For the word to be added to the dictionary the document must be saved.

Ignore all occurrences

If the spell checker has identified a word as incorrectly spelled but you know that it is correct you can use this option to ignore all occurrences of the word for the current session of Corel PDF Fusion. All other occurrences of the word are identified as correctly spelled. When Corel PDF Fusion is re-started, the word is again identified as incorrectly spelled.

Spelling options

When you right-click on an incorrectly spelled word you are provided with a number of correctly spelled options. Select the word you intended.

Chapter 9 Setups

This chapter contains information on how to create and manage your setups.

The information provided in the section includes:

- [“What is a setup?” on page 109](#)
- [“Managing setups” on page 109](#)
- [“Setup manager reference” on page 114](#)
- [“PDF document setup” on page 114](#)
- [“XPS document setup” on page 124](#)
- [“Word document setup” on page 126](#)

9.1 What is a setup?

A setup is the configuration parameters used to create your converted file. For example, you may want to produce some files for high-quality printing or for distribution on the Web. A PDF output file created for high-quality printing may use a high output resolution and no compression on the images. Whereas a PDF file created for Web distribution would probably use image compression and be optimized for fast web viewing. You can produce as many setups as you need and save them for later use. Setups can be exported and imported for other users.

9.2 Managing setups

Corel PDF Fusion is supplied with a number of standard setups suitable for most uses. You can, however, create and save as many different setups as you need. Setups can be edited, created, renamed, removed, exported and imported. For more information see:

- [“Standard setups” on page 110](#)
- [“Edit an existing setup” on page 111](#)
- [“Create a new setup” on page 111](#)
- [“Rename a setup” on page 112](#)
- [“Remove a setup” on page 112](#)
- [“Importing setups” on page 113](#)
- [“Exporting setups” on page 113](#)

The standard setups that are delivered with Corel PDF Fusion may not be renamed or removed. Therefore, the **Rename** and **Remove** buttons are disabled when a standard setup is selected from the menu. If you do attempt to make changes to a standard setup, you are prompted to save the modified setup with a new name.

A setup name can contain any characters you wish except for backslash (\). Leading and trailing spaces are removed from the name (apart from shared setups, which are identified by a leading space). Setup names must be unique and are not case sensitive (that is, **ConfigName** and **configNAME** are considered to be the same).

9.2.1 Standard setups

This section lists the standard setups provided with Corel PDF Fusion:

For PDF files:

General

Optimized for general business use creating PDF v1.5 files converted to RGB and with graphics subjected to JPEG—medium compression.

Press Ready

Optimized for sending jobs to a commercial printer creating PDF v1.4 files with graphics subjected to JPEG—low compression and with all fonts embedded.

Print Quality

Optimized for printing to office type laser printers creating PDF v1.4 files optimized for fast web viewing and with graphics subjected to Bicubic — low compression.

Web

Optimized for screen viewing creating PDF v1.5 files converted to RGB and optimized for fast web viewing. Graphics are subjected to JPEG—high compression.

PDF/A-1b(CMYK)

The PDF file conform to the ISO standard PDF/A-1b, used for the archiving of electronic documents. When this is selected the Create PDF/A-1b compliant files and Convert All Colors To CMYK options are set. See [“Creates a PDF/A-1b compliant file” on page 115](#) and [“Color conversion” on page 117](#).

PDF/A-1b(RGB)

The PDF file conforms to the ISO standard PDF/A-1b, used for the archiving of electronic documents in RGB. When this is selected the Create PDF/A-1b compliant files and Convert All Colors To RGB options are set. See [“Creates a PDF/A-1b compliant file” on page 115](#) and [“Color conversion” on page 117](#).

NOTE: To guarantee the fidelity of PDF/A-1b files use the Corel PDF Converter or print to the Corel PDF printer.

For XPS files:

XPS Print

Optimized for printing to office type laser printers.

For Word files:

Microsoft Word [retain page layout] (*.doc)

The text content and the original formatting is retained as much as possible. Use this option for general purpose conversion of source documents for reuse in Word.

Microsoft Word [retain text editability] (*.doc)

The layout is retained but text frames are used to make text blocks more easily editable. Use this option when significant text editing in Word is required.

Microsoft Word [retain text flow] (*.doc)

The text content is retained, but the original formatting is not retained. This option produces Microsoft Word documents which are much smaller in size and is ideal for when the text content of the source document is to be used for another purpose.

NOTE: *You cannot change the standard setups, though you can copy and then save them under a new name. When a setup is selected, the window below contains a brief description of that option.*

9.2.2 Edit an existing setup

This section describes how to edit an existing setup. The standard setups supplied with Corel PDF Fusion cannot be edited, but a copy can be created under a new name.

- 1 Open a document and select **Save as**.
- 2 Select the required **Document type** and choose whether you want to edit an XPS, PDF or Word setup.
- 3 Select the **Setup name** you want to change.
- 4 Select **Edit** to open the Setup manager. You can, if you wish, change the setup to edit by selecting a different **Setup name**.
- 5 Edit the selected setup by changing the options in the various tabs. See [“Setup manager reference” on page 114](#) for more details.
- 6 Click **OK** to apply the changed settings to the setup. Select **Cancel** to close the Setup manager without changing the options.

9.2.3 Create a new setup

This section describes how to create a new setup.

- 1 Open a document and select **Save as**.
- 2 Select the required **Document type** and choose whether you want to edit an XPS, PDF or Word setup.

- 3 Choose the setup in the Setup name field that most closely matches the setup you want to create.
- 4 Select **Edit** to open the Setup manager.
- 5 Click **Create** to open a Setup details dialog with a copy of your selected setup.
- 6 Choose a new **Name** and change the **Description**. Enter a description that allows you and others to easily understand the purpose of the setup. You can choose to make this new setup available to all other users. Click **OK** to close the dialog.
- 7 Change the settings of your new setup by modifying the options in the various tabs. See [“Setup manager reference” on page 114](#) for more details.
- 8 Click **OK** to apply the changed settings to the setup. Select **Cancel** to close the Setup manager without changing the options.

9.2.4 Rename a setup

This section describes how to rename a setup and/or change the description associated with it.

NOTE: The standard setups that are shipped with Corel PDF Fusion may not be renamed or removed,

NOTE: Setups can only be renamed once a serial number for Corel PDF Fusion is entered. In evaluation mode you can use the standard setups.

- 1 Open a document and select **Save as**.
- 2 Select the required **Document type** and choose whether you want to edit an XPS, PDF or Word setup.
- 3 Choose the setup in the **Setup name** field that you want to rename.
- 4 Select **Edit** to open the Setup manager. You can, if you wish, change the setup to rename by selecting a different **Setup name**.
- 5 Click **Rename...** to open a Setup details dialog.
- 6 Enter a new **Name** and, if required, change the **Description**. Enter a description that allows you and others to easily understand the purpose of the setup. You can choose to make this new setup available to all other users. Click **OK** to close the dialog.

9.2.5 Remove a setup

This section describes how to remove a setup

NOTE: The standard setups that are shipped with Corel PDF Fusion may not be renamed or removed.

- 1 Open a document and select **Save as**.
- 2 Select the required **Document type** and choose whether you want to edit an XPS, PDF or Word setup.
- 3 Choose the setup that you want to remove in the **Setup name** field.

- 4 Select **Edit** to open the Setup manager. You can, if you wish, change the setup to remove by selecting a different **Setup name**.
- 5 Click **Remove** to open a Remove Setup dialog.
- 6 Click **Yes** if you are sure that you want to permanently delete the setup click **Yes**. Click **No** to cancel the operation.

9.2.6 Importing setups

The **Import** option is used to import an XML file containing a previously saved setup from another computer or user. To create such an import file, you must use the Export option, described in [“Exporting setups” on page 113](#). For example, this option is used to ensure that all users within an organization have the same setup settings and, therefore, create output documents of the same type.

To import an XML setup file:

- 1 Click the **Import** option on the XPS, PDF or Word setup dialog.
- 2 Use the Import Setup dialog to choose the XML file to be imported. The file will have a **.xml** extension.
- 3 Click **Open** to import the file.
- 4 For each individual setup a confirmation prompt appears.
- 5 Click **Yes** to import the setup. Click **No** to abort import.

If you have an existing setup of the same name as a setup being imported, a prompt to override or rename the existing setup appears.

NOTE: *When an XML file is exported and subsequently imported, the Always output files to and Launch on job completion locations are not transferred. This is because these locations are system specific and may not be appropriate on your system.*

9.2.7 Exporting setups

Use the **Export** option to export an XML file containing details of your setup for use on another computer or by another person. This XML file can be transferred between different versions of Corel PDF Fusion. To import such an XML file, you must use the **Import** option, described in [“Importing setups” on page 113](#). For example, this option is used to ensure all users within an organization have the same setup settings and, therefore, create output documents of the same type.

NOTE: *An XML file is a text file that you can open and edit with a text editor. However, doing this may cause your version of Corel PDF Fusion to produce unexpected results or fail.*

NOTE: *Setups can only be exported once a serial number for Corel PDF Fusion is entered. In evaluation mode you can use the standard setups.*

When a setup file is exported all setups, default and custom, are saved to the XML file. When an XML file is subsequently imported you are presented with the option to accept or reject each individual setup.

To create an XML setup file for distribution to other users of Corel PDF Fusion:

- 1 Ensure all your setups are correct in all details.
- 2 Click the **Export** option on the XPS, PDF or Word setup dialog.
- 3 Use the displayed Export Setup dialog to choose a location and name for your XML file. Ensure the file has a **.xml** extension.
- 4 Click **Save** to save the file. Select **Cancel** to abort the save.

NOTE: When an XML file is exported and subsequently imported the Always output files to and Launch on job completion locations are not transferred. This is because these locations are system specific and may not be appropriate on your system.

9.3 Setup manager reference

The “PDF document setup” on page 114, “XPS document setup” on page 124 and “Word document setup” on page 126 sections describe all the options available to the Setup manager.

The Corel PDF Fusion Setup manager has a number of tabs for different tasks. Click the various tabs to access and change the information contained under that heading.

The XPS and PDF setup managers have different settings with the exception of the Reporting tab which is the same.

*NOTE: Some of the options in the Setup manager can be accessed using keyboard accelerators. Such options use an underscore character (_) to highlight the accelerator. For example, you can press **i** on the keyboard to choose the Import setups option.*

9.4 PDF document setup

This section describes all the PDF output options available to Corel PDF Fusion.

The Corel PDF Fusion PDF setup presents a number of tabs for different tasks. Click the various tabs to access and change the information contained under that heading.

The options within each tab are described in the following sections:

- “General tab (PDF)” on page 115
- “Advanced tab (PDF)” on page 117
- “Compression tab (PDF)” on page 118
- “Font embedding tab (PDF)” on page 119
- “Security tab (PDF)” on page 121
- “Reporting tab (PDF)” on page 123

9.4.1 General tab (PDF)

The **General** tab provides options to configure the format of the PDF file, the location for the file and the actions to perform when a PDF is created.

The items in the **File options** panel allow you to control the format of the output file:

PDF file format

Select the version of PDF you want to create: 1.3, 1.4, 1.5 or 1.6.

Creates a PDF/A-1b compliant file



This appears when you have chosen to create PDF/A-1b compliant files in either CMYK or RGB color formats from the standard setups. See [“Standard setups” on page 110](#) [Standard setups](#).

When selected a number of things happen. All setup options are disabled, the PDF file format field changes to 1.4, and the Color conversion options are restricted to Convert All Colors To CMYK and Convert All Colors To RGB. For more information see [“PDF file format” on page 115](#) [PDF file format](#) and [“Color conversion” on page 117](#) [Color conversion](#).



If you have chosen to create a copy of a PDF/A-1b CMYK or RGB setup the icon changes to red to indicate that you are creating a copy. When you create a copy only those options that do not affect PDF/A-1b compliancy can be changed and all other options are disabled. This ensures that your copy of the setup remains PDF/A-1b compliant.

NOTE: *To guarantee the fidelity of PDF/A-1b files use the Corel PDF Converter or print to the Corel PDF printer.*

Thumbnail generation

Corel PDF Fusion optionally generates thumbnail images of each page (either monochrome or color), which can be used as a navigation aid in your PDF viewing application. Some PDF viewers automatically create thumbnails so leaving this option set to off can reduce the size of the generated PDF.

Resolution

Use this to change the effective resolution at which the PDF file is created. Set the resolution to be the same as the resolution of the intended output device if the PDF file is intended for printing. Three standard options are available, **Low** (300 dpi), **Medium** (600 dpi) and **High** (1200 dpi). A **Custom** option is also available that lets you set the resolution to any value.

Auto-rotate pages

Corel PDF Fusion always honors requests for landscape output. However, some Windows applications produce landscape output by rotating the output onto a portrait page. When printed, this is not a problem, as the page can easily be rotated. However, when producing a PDF this leads to text lines being vertical rather than horizontal.

Use this option to automatically rotate the pages so that the output PDF is produced at its optimum viewing orientation.

Optimize for fast web viewing

Before you distribute PDF files via the web make sure they are created with this option selected. This prepares the document for page-at-a-time downloading, sometimes called *byte-serving*.

When a document is optimized for page-at-a-time downloading, the web server sends each individual page of information requested by the user, rather than the whole PDF document. When working with large documents, which can take a long time to download, it is important to use the **Optimize for fast web viewing** option.

NOTE: *Fast web viewing depends on the configuration of the web server and also the capabilities of the PDF client. This option ensures that the file meets the requirements for Linearized PDF and, under the right circumstances, it could be delivered and displayed progressively.*

The items in the **Output options** panel of the General tab, allow you to control what happens to the output document once it is created:

Always output files to

When this is not checked, or checked without a location specified, the output PDF file is always located in the same directory as the input file.

When this option is checked Corel PDF Fusion outputs all PDF files to the specified destination. The destination is selected by using the **Browse...** option.

The file name is composed of the document name (with a numerical suffix, if necessary to avoid duplicate file names). Use this feature when you are generating all output files in a single location.

Use the **Overwrite an existing PDF document** option to disable the numeric suffix generation. For more information see [“Overwrite an existing PDF document” on page 117](#).

NOTE: *You are always prompted for a location for the output file when creating a PDF by printing to the Corel PDF Fusion printer.*

NOTE: *The location specified in this option can be overridden by the options selected in the Save converted documents panel of the Corel PDF Fusion Preferences dialog. See [“Corel PDF Converter preferences” on page 59](#).*

Launch on job completion

Use this to choose an application that Corel PDF Fusion launches each time a job is successfully converted to PDF.

Select the check box and click **Browse....** to select the application (**myapp.exe** for example), which you want to launch when each job has completed.

View the PDF document after creation

Check this to launch the default system-registered PDF viewing application and display the output PDF. If no such application is registered nothing will happen.

Overwrite an existing PDF document

Check this to overwrite PDF files with the same name as an existing file rather than create a file name with a numerical increment.

Send the PDF file as an e-mail attachment

Use this to open the default system-registered e-mail application and open an e-mail with the generated PDF already included as an attachment.

9.4.2 Advanced tab (PDF)

The **Advanced** tab lets you apply different processing to full color, grayscale, or monochrome (bitmap) images.

The items in the **Color options** panel allow you to control the output color:

Transfer functions

Preserve, apply or remove transfer functions from the input file. When you select the **Apply** option, the document is displayed the same on-screen as it is when printed.

Color conversion

The options available are: **Convert all colors to CMYK**, **Convert all colors to RGB**, **Convert device independent colors to device dependent colors** and **Leave colors unchanged**.

Convert all colors to CMYK applies to color images, and all color information is converted to a CMYK color space. A CMYK profile is stored in the PDF as its Output Intent.

Convert all colors to RGB applies to color images, and any images in the input file are converted to an sRGB color space in the PDF output. An sRGB profile is stored in the PDF as its Output Intent. You should enable this when your documents are intended for on-screen viewing, and disable it when they are intended for printing. Enabling this option can cause an apparent color shift in the images to which it is applied. The conversion that Corel PDF Fusion uses is better suited to photographic images than to CMYK approximations of spot colors. You may find that on-screen reproduction of some graduated fills and tinted images is better with this option disabled than with it enabled.

Convert device independent colors to device dependent colors converts colors specified in device-independent CIE-based color spaces into device-dependent RGB. This produces PDF files which display more quickly. Otherwise, these colors are converted into a device-

independent calibrated RGB color space. This produces PDF files which render more slowly, but whose colors are more constant across properly set up output devices.

Preserve overprint

When selected, any changes to the PostScript language graphics state overprint parameter requested by the job are passed through to the PDF file. This feature, along with **Preserve OPI comments**, and **Under color removal and black generation information** is intended primarily for use within a pre-press environment.

Preserve under color removal and black generation information

Preserve or remove under-color removal and black generation information from the PostScript language file. This is normally only used in pre-press environments.

The following options are available in the **Document structuring conventions (DSC)** panel.

Use BoundingBox for

As well as the conventional page size request embedded in the PostScript language file, many files also contain comments describing the actual extent of marks on the page. This option lets you: ignore these comments—by selecting **Nothing**; use the bounding box for the PDF page size—by selecting **Page Size**; or use the bounding box for the optional page cropping box—by selecting **Crop box**.

Most PDF viewers display pages as if they were the size specified for the page cropping box. Some applications may generate their own cropping box information using **pdfmark**, which overrides any cropping box set in this way.

Preserve OPI comments

OPI (Open Prepress Interface) is used to reduce network traffic by substituting high-resolution images with low-resolution screen images for the purpose of screen display and page make-up. With this option selected, OPI comments in the PostScript language input file are reproduced as OPI dictionaries in the PDF output.

It is not necessary for the high-resolution image data to be available to Corel PDF Fusion—it passes the file name through to the output. Corel PDF Fusion produces only an OPI 1.3 dictionary, only an OPI 2.0 dictionary, or both, depending on whether the PostScript language file input uses one or both versions of the OPI comments.

9.4.3 Compression tab (PDF)

The sections in the **Compression** tab allow different compression techniques to be applied to different types of images.

Downsample

Use these options to control whether and how Corel PDF Fusion reduces the resolution of images in the file input.

Set this to **Don't downsample** when your documents are intended for high-quality printing.

Average reduces the size by averaging neighboring pixels and produces good quality results. You cannot average a monochrome image because Corel PDF Fusion does not "promote" such images to grayscale.

Subsample reduces the resolution of the image by dropping pixels.

Bicubic reduces the resolution by performing bicubic interpolation to generate new pixel values. This option can generate more pleasing results though the PDF is slower to generate. Bicubic is not available with monochrome images.

Compression

The three compression filters are available for dealing with images. The **Zip** filter uses a lossless compression technique and normally produces good compression ratios. It can optionally apply a predictor algorithm which can further improve the compression for some classes of image.

The JPEG filter uses a lossy algorithm (which irretrievably discards data), but it produces excellent compression ratios on photographic images. You can select from three compression levels with *high* being the most lossy and most compressed and *low* being the least lossy and least compressed.

The CCITT filter uses standard fax compression, and is only applicable to monochrome bitmap images.

Resolution

If you have enabled downsampling, this option lets you specify the target resolution of the reduced images actually embedded in the PDF file.

Compress text and line art

When selected, Corel PDF Fusion compresses textual information, such as page descriptions, using ZIP compression.

9.4.4 Font embedding tab (PDF)

The **Font embedding** tab lets you control how fonts are handled in your PDF files.

NOTE: The *Font embedding tab* is not available when a PDF/A-1b setup is selected.

Always embed window

Fonts listed in this window are always embedded in the output PDF file. Use the **Add** and **Remove** buttons to manage this list. You should check the terms of your font license agreement before embedding any fonts. Named fonts are embedded when they are referenced in the original

input file and are available to Corel PDF Fusion. Base 14 fonts in this list are always embedded. This option lets you include individual base 14 fonts in a document, rather than all base 14 fonts.

Never embed window

Fonts listed in this box are never embedded in the output PDF file. Use the **Add** and **Remove** buttons to manage this list.

NOTE: Fonts are controlled by the “Always embed” and “Never embed” options when they have the same names as those listed. However, in many cases the fonts do not have the same names and cannot, therefore, be controlled.

NOTE: For XPS to XPS and XPS to PDF conversions the “Always embed” and “Never embed” options may not always work as desired. Fonts from XPS jobs must be embedded in the output, and many fonts cannot be substituted. In this case, Corel PDF Fusion will embedded a font possibly contrary to your selections in these options.

Embed all fonts (except base 14)

When selected, all fonts present in the document (except base 14 fonts) are embedded in the output PDF file, and all fonts that were embedded in the input file (by the printer driver or generating application) are also embedded. When a font is referenced by the incoming file and is available to Corel PDF Fusion, it is embedded in the generated PDF file. When this option is not selected, the font is only be embedded when it appears in the **Always embed** list.

Any candidate for embedding is rejected if it is one of the base 14 fonts (unless it appears in the **Always embed** list), or it appears in the **Never embed** list.

Subset fonts

With selected, only subsets of the original fonts are embedded in the PDF file. This is the preferred setting, as it leads to smaller files. However, selecting **Subset fonts** prevents you from subsequently using PDF plug-ins or other tools that allow text correction within a PDF file, as not all characters from the embedded fonts are available for use.

9.4.4.1 Font management

To manage fonts, click the **Font management...** button in the Font embedding tab.

The Font management dialog lets you control which fonts are installed. These fonts are installed on your disk, but you can control whether or not they can be loaded by the PostScript language **findfont** operator.

This dialog manages Type 1 fonts (also known as ATM fonts or PFB format fonts) and TrueType fonts. Each kind of font is distinguished by an icon in the margin. This option makes no distinction between PFB format, PFA format (an ASCII format for Type 1 fonts typically used on UNIX platforms), or raw PostScript language files containing Type 3 fonts. All of these fonts are displayed as PostScript language fonts in this dialog.

The core fonts that are installed are listed in red and may not be removed. The core font set includes clones of the 35 standard PostScript language printer fonts, as well as stub files which refer to them. For example, “Helvetica” is one of the standard fonts, but the font file for Helvetica is just a stub that substitutes the clone font “Helsinki” instead.

The principal reason for installing Type 1 fonts is when you convert files that do not contain embedded fonts, perhaps because the files were created on a different computer. When you try to convert such files without making the fonts available, the documents are converted with incorrect text metrics. By making the fonts available, the documents are converted with all the correct fonts and spacing.

When you add a Type 1 font because it is used, but not embedded in a PostScript language file, remember that it is not embedded in the PDF output files unless you also add it to the Always Embed list in the Font embedding tab. See [“Font embedding tab \(PDF\)” on page 119](#) for more information.

The main reason for installing TrueType fonts is so they can be used for TrueType substitution. For any bitmap or outline font to be a candidate for TrueType substitution, the original TrueType font must be installed. By default, Corel PDF Fusion searches for and installs all TrueType fonts within your Windows directory when it is first installed. However, if you subsequently add any new TrueType fonts to your system, you must manually make them available using the Font management options.

Click **Select folder** to display a browser dialog, allowing you to select the folder where Corel PDF Fusion can find the fonts you want to add. The **System fonts** button is a shortcut, equivalent to opening the fonts folder.

Use the << **Add** option to add the fonts. To remove a font select it and click **Remove**.

9.4.5 Security tab (PDF)

The options under the **Security** tab provide various levels of protection for your PDF documents.

NOTE: The Security tab is not available when a PDF/A-1b setup is selected.

The Encryption level depends on the PDF file format option selected. See [“PDF file format” on page 115](#). The following options are provided:

Encrypt PDF files

Select to encrypt the PDF files created by Corel PDF Fusion.

When selected the security options within this tab become available and thus restrictions are placed upon the use of the PDF document.

Apply security to PDF files by entering passwords in the **Password protection** panel of the Security tab. Restrict selected features, such as editing and printing in the **Security options** and **Changes allowed** panels.

Open document / Change security

A PDF file can have both an *Open document* password and a *Change security* password. When both passwords are applied, the document can be opened using either one.

NOTE: *When adding passwords the Open document and Change security passwords are not allowed to be the same.*

When the correct Open document password is provided, the document is opened and decrypted. However, use of the document is limited by whatever restrictions have been specified in the **Security options** and **Changes allowed** panels.

The Change security password allows the recipient of the PDF file to open the PDF and modify the security settings. When a file is opened with a Change security password, unrestricted access to the document is allowed. In effect, the security restrictions are temporarily disabled. If you wish to limit access to your file, you should apply a Change security password, otherwise anyone who opens the file is able to remove the restrictions.

It is important to note that the PDF viewing application does not prompt for a password if no Open document password is entered when creating a secured PDF.

This means that when only a Change security password is used, the document is opened without the user having to provide a password, and use of the file is limited by whatever security restrictions have been imposed.

With **Encrypt PDF files** selected, you can choose various options to define the level of user actions allowed.

The **Security options** panel contains the following options:

Allow copying of text and graphics

When selected, the PDF user is able to copy and paste text and graphics from the file.

Allow content access for accessibility

When selected, the PDF content is made available to assistive technology such as screen readers even when the Allow copying of text and graphics option is set to prevent copying content from the document.

The **Changes allowed** panel lets you to define the level of changes you allow users to make on the PDF document.

No options selected

With no options selected users are unable to do anything to the PDF document, including filling in signature and form fields.

Document assembly

When selected, PDF users can insert, delete, and rotate pages, and create bookmarks and thumbnails.

General editing

When selected, the PDF user can perform document assembly and general editing, but cannot extract the contents of the PDF.

Fill in forms and signing

Allows PDF users to sign and fill in forms, but not create them.

Comment authoring

Allows the addition and editing of PDF (sticky note) comments and use of the highlight pen, but not general editing.

Printing

Select either **Enabled** to allow printing, **Enabled (low resolution only)** to allow low resolution printing or **Disabled**, to disallow any printing of the PDF file.

9.4.6 Reporting tab (PDF)

The **Reporting** tab lets you control what happens to messages generated by the Corel PDF Fusion internal interpreter:

Discard messages

When selected, all messages from the interpreter are discarded. This is useful when batch processing many files. When enabled, this also causes all error messages to be discarded, so you should use it with caution.

Create individual log files for each job

When selected, Corel PDF Fusion creates an individual log file for each job, and writes messages generated by that job to its log file. The log file is created in the same folder as the output file, and with the same name, but with a **.log** extension. It may be viewed with a text editor. If the messages are merely informative, the log file is created in addition to the output file. If an error occurs, the output file is not created, and the log file contains the relevant error messages.

Delete log file for successful jobs

This is selected as a default and removes the log files for those jobs that have successfully completed.

Log all messages to

When selected, the messages generated by all jobs are collected in a single log file. Use the **Browse...** option to choose the location of the log file.

9.5 XPS document setup

This section describes the XPS document setup options available to Corel PDF Fusion.

The Corel PDF Fusion XPS setup presents two tabs for different tasks. Click the tabs to access and change the information contained under that heading.

- [“General tab \(XPS\)” on page 124](#)
- [“Reporting tab \(XPS\)” on page 126](#)

9.5.1 General tab (XPS)

Force font obfuscation

Font obfuscation is a means of preventing casual misappropriation of embedded fonts. Specifically, embedded font obfuscation prevents end-users from using standard ZIP utilities to extract fonts from XPS document files and install them on their systems.

The items in the **Interleaving** panel of the General tab decide how resource parts of an XPS document are physically organized in the XPS container alongside the document parts.

Rather like optimizing a PDF file for fast web viewing, you might want to use these options to prepare an XPS file for streaming, such as from a web server.

Interleaving

When the **Interleaving** option is unchecked the output XPS document is created with *simple ordering*. This means that the parts of the document package are arranged contiguously. That is, when the output document is read by a consumer of XPS it is delivered sequentially, all of the bytes for the first part arrive first, followed by all of the bytes for the second part, and so on. With simple ordering of a page containing text and images, *all* of the bytes of the page part are delivered before the bytes of the image part, and the consumer of the XPS document is unable to display the image until it has received *all* of the page part *and* the image part. With small documents on a high-speed network this method may be acceptable. However, when creating large documents with lots of images (for example), having to read through all of the markup/page.xml to get to the image results could result in unacceptable performance and place unreasonable memory demands on the consumer's system.

When the Interleaving option is checked, the XPS document is created using *interleaved ordering*, that is, the data stream of a part is broken into pieces, which can be interleaved with pieces of other parts or with whole parts. For example, with interleaved ordering, a page containing text and images can be split into pieces, so that the image resource parts can be inserted immediately following the references to them on the page. After each image part, the next piece of the page is inserted. This

kind of XPS document organization allows a streaming XPS consumer to begin processing the image as soon as it encounters the reference for it, which can help performance.

Resource first

When this is not checked, the individual resource parts and fixed page document parts are written to the output file with the resource parts last.

When checked, the individual resource parts and fixed page document parts are streamed with the resource parts first.

Discard image

When this is checked, additional XPS discard control directives are placed into the output file. These directives allow the immediate discarding of images after the XPS consumer has read the image data, reducing the memory demands on the consumer's system.

Discard control

The **DiscardControl** document part can contain a list of the resources that an XPS document consumer can safely discard to save computer resources.

The Discard control option allows the creation of XPS documents that have discard control parts that are safe for the resource constrained XPS consumer to discard.

Maximum piece size

Enter the maximum allowable interleaved XPS piece size.

The items in the **Output options** panel of the General tab allow you to control what happens to the output document once it is created:

Always output files to

When not checked, or checked without a specified location, the output XPS document is always located in the same directory as the input file.

When checked, Corel PDF Fusion outputs all files to the specified destination. Use the **Browse...** option to choose a location.

The file name is composed of the document name (with a numerical suffix, if necessary to avoid duplicate file names). This is advantageous when using Corel PDF Fusion to generate all output files in a single location. In this case, you should also make sure that you do not have **Display messages** enabled in the Reporting tab, described on [page 126](#).

Use the **Overwrite an existing XPS document** option to disable the generation of the numeric suffix. For more information see ["Overwrite an existing XPS document" on page 126](#).

NOTE: The location specified in this option can be overridden by the options selected in the Save converted documents panel of the Corel PDF Fusion Preferences dialog. See ["Corel PDF Converter preferences" on page 59](#).

Launch on job completion

You can select an application that Corel PDF Fusion launches each time a job is successfully converted to XPS.

Select the check box and click **Browse....** Select the application (**myapp.exe** for example), that you want to launch when each job has completed.

View the XPS document after creation

When checked, the default system-registered XPS viewing application launches and displays the output XPS document. If no such application is registered nothing will happen.

Overwrite an existing XPS document

When selected, XPS files with the same name as an existing file overwrite the existing file rather than creating a file name with a numerical increment.

Send the XPS file as an e-mail attachment

This causes the default system-registered e-mail application to display a Send mail dialog with the generated XPS document already included as an attachment.

9.5.2 Reporting tab (XPS)

The options in the XPS Reporting tab are the same as PDF Reporting tab. See [“Reporting tab \(PDF\)” on page 123](#) for more information.

NOTE: Some of the options in the Setup manager can be accessed using keyboard accelerators. Such options use an underscore character (_) to highlight the accelerator. For example, you can press i on the keyboard to choose the Import setups option.

9.6 Word document setup

This section describes all the Word output options available to Corel PDF Fusion.

The Corel PDF Fusion Word setup presents two tabs. Click the tab to access and change the information contained under that heading.

The options within each tab are described in the following sections:

- [“General tab \(DOC\)” on page 126](#)
- [“Reporting tab \(DOC\)” on page 128](#)

9.6.1 General tab (DOC)

The **General** tab provides options to configure the format, the location, and the actions to perform when the output Word file is created.

Microsoft Word [retain page layout] (*.doc)

The text content and the original formatting is retained as much as possible. Use this option for general purpose conversion of source documents for reuse in Word.

Microsoft Word [retain text editability] (*.doc)

The layout is retained but text frames are used to make text blocks more easily editable. Use this option when significant text editing in Word is required.

Microsoft Word [retain text flow] (*.doc)

The text content is retained, but the original formatting is not retained. This option produces Microsoft Word documents that are much smaller in size and is ideal for when the text content of the source document is to be used for another purpose.

The items in the **Output options** panel of the General tab allow you to control what happens to the output document once it is created:

Always output files to

When not checked or checked without a location specified, the output Word file is always located in the same directory as the input file.

When checked Corel PDF Fusion outputs all Word files to the specified destination. Use the **Browse...** option to choose a location.

The file name is composed of the document name with a numerical suffix, if required, to avoid duplicate file names). This is useful when Corel PDF Fusion generates all output files in a single location.

Use the **Overwrite an existing Word document** option to disable the numeric suffix generation. For more information see [“Overwrite an existing Word document” on page 128](#).

NOTE: *The location specified in this option can be overridden by the options selected in the Save converted documents panel of the Corel PDF Converter Preferences dialog. See [“Corel PDF Converter preferences” on page 59](#).*

Launch on job completion

You can select an application that Corel PDF Fusion launches each time a job is successfully converted to Word.

Select the check box and click **Browse....** Select the application (**myapp.exe** for example) that you want to launch when each job has completed.

View the Word document after creation

When checked, the default system-registered Word viewing application launches and displays the converted output file. If no such application is registered nothing will happen.

Overwrite an existing Word document

When selected, Word files with the same name as an existing file overwrite the existing file rather than creating a file name with a numerical increment.

Send the Word file as an e-mail attachment

This causes the default system-registered e-mail application to display a Send mail dialog with the generated Word file already included as an attachment.

9.6.2 Reporting tab (DOC)

The options in the Word Reporting tab are the same as PDF Reporting tab. See [“Reporting tab \(PDF\)” on page 123](#) for more information.

Chapter 10 Add-ins for Microsoft Office

Corel PDF Fusion treats Microsoft Word, PowerPoint and Excel software as special applications. When Corel PDF Fusion is installed it creates an Add-in for supported versions of these applications. These Add-ins allow Microsoft Word, PowerPoint and Excel application users to print directly to Corel PDF Fusion and create PDF documents. Capabilities are provided to generate PDF bookmarks from headings, and so on.

NOTE: In Microsoft Word, PowerPoint and Excel software the Corel PDF Fusion icon appears in the tool bar allowing fast access to PDF creation.

NOTE: If you uninstall Corel PDF Fusion the Add-ins are automatically uninstalled.

When printing using the Add-ins for Microsoft Office you can create PDF documents.

The Add-ins are supported with Microsoft Office 2003, Office 2007 and Office 2010.

For information on how to print from the Microsoft Office applications using the Add-ins see:

- [“Using Add-ins for Microsoft Office” on page 129](#)

The configuration setups for each of the Microsoft Office applications are slightly different. For more information see:

- [“Add-in settings for Microsoft Word” on page 130](#)
- [“Add-in settings for Microsoft PowerPoint” on page 134](#)
- [“Add-in settings for Microsoft Excel” on page 138](#)

10.1 Using Add-ins for Microsoft Office

The way you use an Add-in is exactly the same for each of the Microsoft Office applications:

- To create PDF documents from a Microsoft Office 2003 document, click on the Add-in toolbar icon and select **Create > PDF**. Alternatively, select, from the **File** menu, **Corel PDF Fusion > Create file > PDF**.

To create PDF documents from a Microsoft Office 2007 or Microsoft Office 2010 document, click on the Corel PDF Fusion Ribbon Menu and select the **Create PDF** icon from the PDF panel.

- To create a PDF document from a Microsoft Office 2003 document and send it as an attachment using the system-registered e-mail application, click on the Add-in toolbar icon and select **Send > PDF**. Alternatively, select from the **File** menu, **Corel PDF Fusion > Send e-mail attachment > PDF**.

To create a PDF document from a Microsoft Office 2007 or Microsoft Office 2010 document and send it as an attachment using the system-registered e-mail application click on the Corel PDF Fusion Ribbon Menu and select the **Create and Email** icon from the PDF panel.

NOTE: *If you have not previously saved your Microsoft Word or Excel document before attempting to create a PDF document, a Save As dialog appears prompting you to save it. Once saved the conversion continues. If you have not saved your Microsoft PowerPoint document before conversion a "Please save your document before printing it" message appears. You must save the document before conversion using the Add-ins.*

A Corel PDF Fusion "working" message appears followed by a Create Document dialog that allows selection of the various options:

File name

Change the output file name.

Save as type

Once you have chosen to output to PDF you cannot change the output file type.

Setup

Choose a different setup to apply to your output file.

Security

These security options are only available when outputting PDF files and are the same as the options provided within the Corel PDF Fusion Setup manager. See ["Security tab \(PDF\)" on page 121](#) for more information.

The following Append Options are available:

Append to

This lets you add the document you are creating to the end of an existing document. Enter a path to the document or use the Browse option to find the document to which you want to add the new output file. It must be of the same type.

Append blank pages to the end of this document

Click this to add between 1 and 9 blank pages to the end of the created document. Select the number of pages you want to append from the drop-down menu.

NOTE: *If the Create Document dialog is hidden by other windows, use Alt + tab to re-select it.*

10.2 Add-in settings for Microsoft Word

You can change the settings for Corel PDF Fusion from within the Word application.

- In Microsoft Word 2003 click on the Add-in toolbar icon and select **Settings > PDF**. Alternatively, select from the **File** menu **Corel PDF Fusion > Edit Settings > PDF**.

In Microsoft Word 2007, click on the Add-ins tab and select **Settings** from the PDF panel. Alternatively, select **Corel PDF Fusion > Edit Settings > PDF** from the **Menu commands**.

Click the **Restore Defaults** button to return all tabs settings in the Corel PDF Fusion configuration dialog to their default settings.

Microsoft Word has a PDF file import facility. For more information see [“Word Import” on page 131](#).

10.2.1 Word Import

The Microsoft Word Add-in allows you to import PDF and XPS files into Word.

- 1 In Microsoft Word 2003, click on the Add-in toolbar icon and select **Import > PDF** or **Import > XPS**. Alternatively, select **Corel PDF Fusion > Import > PDF** or **Corel PDF Fusion > Import > XPS** from the **File** menu.

In Microsoft Word 2007 and Microsoft Word 2010, click on the Add-ins tab and select **Import PDF** or **Import XPS** in the To Word panel.

- 2 Use the Select a PDF file or Select a XPS file dialog to locate the file.
- 3 Click **Open** to import. Click **Cancel** to abort the import.

10.2.2 PDF settings

The following tabs are available for the PDF settings:

- [“General tab \(Word PDF\)” on page 131](#)
- [“Document tab \(Word PDF\)” on page 132](#)
- [“Links tab \(Word PDF\)” on page 132](#)
- [“Bookmarks tab \(Word PDF\)” on page 132](#)
- [“Cropping tab \(Word PDF\)” on page 133](#)
- [“Watermark tab \(Word PDF\)” on page 133](#)
- [“Comments tab \(Word PDF\)” on page 134](#)
- [“About tab \(Word PDF\)” on page 134](#)

10.2.2.1 General tab (Word PDF)

All the **Create PDF...** options are selected as a default and should generally be left selected. If required, deselect to remove the option.

Select **Automatically open the generated .PDF file** to automatically open, in your default PDF viewing application, every PDF file created from the Word Add-in. The setting of this option overrides the setting of **View the PDF document after creation** in the General tab of the Corel PDF Fusion Setup manager. For more information see [“General tab \(PDF\)” on page 115](#).

Select **Prompt for the location of the output .PDF file** to display a dialog allowing you to change the location and name of every PDF file generated from the Word Add-in.

Select **Minimize Office application during processing** to minimize Word when the conversion starts. Selecting this option can improve the speed of processing.

10.2.2.2 Document tab (Word PDF)

The options in the **Open Options** panel allow you to configure how you would like your PDF viewer to display the generated PDF. There are various view options you can specify including the magnification and the document page number at which the converted document is opened. All these options can be changed once the PDF is viewed within your PDF viewer.

Select **Allow editing of document information prior to converting each document** to display a Document Information dialog every time a file is converted to PDF.

Enter information relating to the document in each text box of the dialog and click **OK**.

Select **Convert document bookmarks into .PDF named destinations** to convert Word bookmarks into named destinations within the generated PDF. This provides direct access to those topics using **Bookmarks** options within your PDF viewer.

Select **Include hidden text** to create a PDF that includes any text designated as “hidden” within a Word document. Normally, hidden text does not appear in the output PDF file. This option is not selected by default.

Click the **Save the document before generating .PDF file** to ensure that Microsoft Word automatically saves the document before the PDF is generated.

10.2.2.3 Links tab (Word PDF)

The options in the **Hyperlinks to Process** panel control which hyperlinks within your Word document are turned into links within the generated PDF file. With **Create PDF links from hyperlinks** in the General tab *not* selected these options are disabled.

Select **Look for hyperlinks in document header/footer areas** to convert hyperlinks in the header and footer areas of the document into links in the generated PDF.

Select **Use Internet-type hyperlinks**, to convert internet addresses into links in the output PDF. Clicking a link in the output document opens the default web browser to the specified location.

Select **Use cross-document hyperlinks** so that links to other documents are made available in the PDF.

Use the options in the **PDF Link Appearance** panel to configure how the links appear in the generated PDF file.

10.2.2.4 Bookmarks tab (Word PDF)

The **Automatically open bookmarks in the .PDF document to depth** setting in this tab collapses or expands the document headings when the PDF is opened.

NOTE: *Ensure your headings are correctly formed in the Word document so that they create correct bookmarks.*

Bookmarks are created from the heading styles in the Word document. If you want bookmarks to appear correctly in the generated PDF, you must use headings properly in the Word document. For example, if you use a style with **Heading3** in the Word

document and then set the **Automatically open bookmarks...** option to only convert headings with a level of up to 2 into bookmarks, your bookmarks may not appear correctly.

Use **Destination magnification** to set the zoom value when the PDF file is opened. A number of **Fit page...** options are provided. **Inherit zoom** opens the PDF with the zoom value currently selected in the PDF viewer.

PDF bookmarks are, by default, created using the font and color from the Word document.

Click **Use text color** to change the color of the bookmark text, which is blue by default. Click **Color** to display a color picker so you can select a new color.

Click **Use text formatting** to change the text to Italic, Bold or Bold-italic.

10.2.2.5 Cropping tab (Word PDF)

Select **Use Cropping** to enable all the other options on this dialog.

Select **Crop if current document format is smaller than destination format**, which enables the **Centered** option, to crop the document to fit the generated page size. Select **Centered** to center the generated page before being cropped.

Click **Static values** to enter specific cropping values. On selection, use the Units menu to choose your preferred units (point, mm, inch).

The following three options are available:

Set individual values

Individually set the top/bottom/left and right values.

Constrain all values to be the same

Make the top/bottom/left and right values all the same.

Constrain Top and Bottom values to be the same

Make the top and bottom values the same.

NOTE: *If the entered cropping values exceed the page size, the values are ignored and no cropping is performed.*

10.2.2.6 Watermark tab (Word PDF)

Click **Watermark Document** to enable the following options:

Use the **Text** option to enter the text you want to become your watermark.

The **Font & Style** panel provides the following controls:

Font

Lists the fonts you can use for the watermark.

Size

Click **Fit** to make the watermark fit the page size or select a text point size from the drop-down list.

Style

Select either the bold or outline style for the watermark.

Color

Click to display a color picker allowing you to select the required color for the watermark.

Opacity

Use the slider to choose an opacity level.

The **Position** panel allows you to choose the location of the watermark:

Offset from center

Select either **above** or **below** and enter a value to move the watermark from center of the document.

Select either **left** or **right** and enter a value to move the watermark from center of the document.

Units

Select your preferred units (point, mm, inch).

Rotate

Select one of the fixed watermark rotations or choose a specific angle by entering a value or using the up/down arrows.

10.2.2.7 Comments tab (Word PDF)

If your Word document contains comments, you can convert those comments into “sticky notes” type comments in the created PDF file.

Use the **Reviewer** menu to select the name of each reviewer. For each reviewer selected, choose whether to automatically include the comments by that reviewer; whether to display those comments as “open” in the generated PDF file and to select a color for any included comments.

10.2.2.8 About tab (Word PDF)

This tab provides useful contact and version information.

10.3 Add-in settings for Microsoft PowerPoint

You can change the settings for Corel PDF Fusion from within PowerPoint software.

- In PowerPoint software 2003 click on the Add-in toolbar icon and select **Settings > PDF**. Alternatively, select, from the **File** menu **Corel PDF Fusion > Edit Settings > PDF**.

In PowerPoint software 2007, click on the Add-ins tab and select **Settings** from the PDF panel. Alternatively, select **Corel PDF Fusion > Edit Settings > PDF** from **Menu commands**.

Click the **Restore Defaults** button to return all tabs settings in the Corel PDF Fusion configuration dialog to their default settings.

10.3.1 PDF settings

The following tabs are available for the PDF settings:

- [“General tab \(PowerPoint PDF\)” on page 135](#)
- [“Document tab \(PowerPoint PDF\)” on page 135](#)
- [“Links tab \(PowerPoint PDF\)” on page 136](#)
- [“Bookmarks tab \(PowerPoint PDF\)” on page 136](#)
- [“Cropping tab \(PowerPoint PDF\)” on page 136](#)
- [“Watermark tab \(PowerPoint PDF\)” on page 136](#)
- [“About tab \(PowerPoint PDF\)” on page 137](#)

10.3.1.1 General tab (PowerPoint PDF)

The **Create PDF Bookmarks** and **Create PDF links from hyperlinks** options are selected as a default and should generally be left selected. If required, you can deselect either of these options.

Select **Automatically open the generated .PDF file** to automatically open in your PDF viewer every PDF file created from the PowerPoint Add-in. The setting of this option overrides the setting of **View the PDF document after creation** option in the General tab of the Corel PDF Fusion Setup manager. For more information see [“General tab \(PDF\)” on page 115](#).

Select **Prompt for the location of the output .PDF file** to display a dialog allowing you to change the location and name of every PDF file generated from the PowerPoint Add-in.

Click **Print in Black and White** to convert any color elements in the PowerPoint presentation to monochrome output.

Click **Save the document before generating .PDF file** to ensure that Microsoft PowerPoint automatically saves the document before the PDF is generated.

10.3.1.2 Document tab (PowerPoint PDF)

The options in the **Open Options** panel let you configure how you would like your PDF viewer to display the generated PDF. There are various view options, magnifications and document page number selections. You can change the options once the PDF is viewed within your PDF viewer.

Select **Allow editing of document information prior to converting each document** to display a Document Information dialog every time a file is converted to PDF.

Enter information in each text box of the dialog and click **OK**.

Select **Include hidden slides** to create a PDF which includes any slide designated as hidden within PowerPoint.

10.3.1.3 Links tab (PowerPoint PDF)

Use **Hyperlinks to Process** panel to control which hyperlinks within your PowerPoint document are turned into links within the generated PDF file.

Select **Use Internet-type hyperlinks** to convert internet addresses into links in the PDF. Clicking the link in the PDF opens the default web browser at the specified location.

Use the options in the **PDF link appearance** panel to configure how the links appear in the generated PDF file.

10.3.1.4 Bookmarks tab (PowerPoint PDF)

Use the **Automatically open bookmarks in the .PDF document to depth** setting to collapse or expand the document headings when the PDF is opened.

The **Destination magnification** option decides the zoom value when the PDF file is opened. A number of **Fit page to...** options are provided. The **Inherit zoom** option opens the PDF with the zoom value currently selected in the user's PDF viewer.

10.3.1.5 Cropping tab (PowerPoint PDF)

The **Use Cropping** option is enabled by default and is used to enable all the other options on this dialog.

The **Crop if current document format is smaller than destination format** is enabled by default, and enables the **Centered** option, to crop the document to fit the generated page size. **Centered** is enabled by default and centers the generated page before being cropped.

Click **Static values** to enter specific cropping values. On selection, use the Units menu to choose your preferred units (point, mm, inch).

The following three options are available:

Set individual values

Individually set the top/bottom/left and right values.

Constrain all values to be the same

Make the top/bottom/left and right values all the same.

Constrain Top and Bottom values to be the same

Make the top and bottom values the same.

NOTE: *If the entered cropping values exceed the page size, the values are ignored and no cropping is performed.*

10.3.1.6 Watermark tab (PowerPoint PDF)

Click **Watermark Document** to enable the following options:

Use the **Text** option to enter the text you want to become your watermark.

The **Font & Style** panel provides the following controls:

Font

Lists the fonts you can use for the watermark.

Size

Click **Fit** to make the watermark fit the page size or select a text point size from the drop-down list.

Style

Select either the bold or outline style for the watermark.

Color

Click to display a color picker allowing you to select the required color for the watermark.

Opacity

Use the slider to choose an opacity level.

The **Position** panel allows you to choose the location of the watermark:

Offset from center

Select either **above** or **below** and enter a value to move the watermark from center of the document.

Select either **left** or **right** and enter a value to move the watermark from center of the document.

Units

Select your preferred units (point, mm, inch).

Rotate

Select one of the fixed watermark rotations or choose a specific angle by entering a value or using the up/down arrows.

10.3.1.7 About tab (PowerPoint PDF)

This tab provides useful contact and version information.

10.4 Add-in settings for Microsoft Excel

You can change the settings for Corel PDF Fusion from within Excel software.

- In Excel software 2003 click on the Add-in toolbar icon and select **Settings > PDF**. Alternatively, select, from the **File** menu, **Corel PDF Fusion > Edit Settings > PDF**.

In Excel software 2007, click on the Add-ins tab and select **Settings** from the PDF panel. Alternatively, **Corel PDF Fusion > Edit Settings > PDF** from **Menu commands**.

Click the **Restore Defaults** button to return all tabs settings in the Corel PDF Fusion configuration dialog to their default settings.

10.4.1 PDF settings

The following tabs are available for the PDF settings:

- [“General tab \(Excel PDF\)” on page 138](#)
- [“Document tab \(Excel PDF\)” on page 139](#)
- [“Links tab \(Excel PDF\)” on page 139](#)
- [“Bookmarks tab \(Excel PDF\)” on page 140](#)
- [“Cropping tab \(Excel PDF\)” on page 140](#)
- [“Watermark tab \(Excel PDF\)” on page 140](#)
- [“About tab \(Excel PDF\)” on page 141](#)

10.4.1.1 General tab (Excel PDF)

Select the **Create PDF links from worksheet links** to create links in the PDF where links occur in the current document. Select the **Create PDF links from cell links** option to create links in the PDF where these links occur in the Excel document, including: links to a cell in the current worksheet of the document (workbook), and links to a cell in a different worksheet in the current document.

Select **Create PDF links from named destinations** to create links in the PDF where links exist for a named cell or cells (the Named Destination) in the Excel document.

These options are selected as a default and should generally be left selected. If required, you can deselect either of these options.

Select **Automatically open the generated .PDF file** to automatically open, in your PDF viewer, every PDF file created from the Excel Add-in. The setting of this option overrides the setting of **View the PDF document after creation** option in the General tab of the Corel PDF Fusion Setup manager. For more information see [“General tab \(PDF\)” on page 115](#).

Select **Prompt for the location of the output .PDF file** to display a Save as dialog allowing you to change the location and name of every PDF file generated from the Excel Add-in.

Click **Save the document before generating .PDF file** to ensure that Microsoft Excel automatically saves the document before the PDF is generated.

10.4.1.2 Document tab (Excel PDF)

The options in the **Open options** panel let you configure how you would like your PDF viewer to display the generated PDF.

The **Initial View** options decide how the created PDF is first displayed, Pages only, Pages and Bookmarks and so on.

Select **Magnification** option to choose the zoom value when the PDF file is opened. A number of **Fit page...** selections are provided. Use **Inherit zoom** to open the PDF with the zoom value currently selected in the PDF viewer.

NOTE: *The Adjust to % zoom option in the Scaling panel of the Excel > File > Page Setup > Page tab is inherited as the zoom percentage when opening a PDF created by the Excel Add-in.*

Use the **Open at Page** option to choose the first page of the PDF to be displayed.

Select either **Create one PDF file for each worksheet in the document**, or **Create one PDF file for the entire document**.

Choose one of **Create PDF file from the current worksheet**, **Create PDF file from the current (active) worksheets**, or **Create PDF file from all worksheets**.

Select **Allow editing of document information prior to converting each document** to display a Document Information dialog every time a file is converted to PDF.

Enter information in each text box of the dialog and click **OK**.

Select **Convert document bookmarks into .PDF named destinations** to convert Excel bookmarks into named destinations within the generated PDF. This provides direct access to those topics using **Bookmarks** options within your PDF viewer.

10.4.1.3 Links tab (Excel PDF)

Select **Create PDF links from hyperlinks** to convert hyperlinks in the Excel document to links within the generated PDF.

The **Hyperlinks to Process** panel controls which hyperlinks within your Excel document are turned into links within the generated PDF file.

Select **Use Internet-type hyperlinks** to convert internet addresses into links in the PDF. Clicking the link opens the default web browser to the specified URL.

Select **Use cross-document hyperlinks** to convert links to other documents to links in the PDF.

Use the **PDF link appearance** panel to configure how links appear in the generated PDF file.

NOTE: *The hyperlink box in the converted file is not always correctly aligned with the hyperlink text. This occurs because in Excel the row height is dependent on the font style, size and cell padding. In the Excel Add-in implementation, the hyperlink box calculation is based on various items including the cell position, the font height and width. This calculation works for some rows and columns, but not all.*

10.4.1.4 Bookmarks tab (Excel PDF)

Select the **Create PDF bookmarks** to create PDF bookmarks from the Excel document.

Use **Destination magnification** to choose the zoom value when the PDF file is opened. A number of **Fit page to...** options are provided. Select **Inherit Zoom** option to open the PDF with the zoom value currently selected in the user's PDF viewer.

PDF bookmarks are, by default, created using the font and color from the Excel document.

The **Bookmark appearance** panel allows you to change the appearance of the generated bookmarks:

Click **Use text color** to change the color of the bookmark text, which is blue by default. Click **Color** to display a color picker so you can select a new color.

Click **Use text formatting** to change the text to Italic, Bold or Bold-italic.

10.4.1.5 Cropping tab (Excel PDF)

Select **Use Cropping** to enable all the other options on this dialog.

Select **Crop if current document format is smaller than destination format**, which enables the **Centered** option, to crop the document to fit the generated page size. Select **Centered** to center the generated page before being cropped.

Click **Static values** to enter specific cropping values. On selection, use the Units menu to choose your preferred units (point, mm, inch).

The following three options are available:

Set individual values

Individually set the top/bottom/left and right values.

Constrain all values to be the same

Make the top/bottom/left and right values all the same.

Constrain Top and Bottom values to be the same

Make the top and bottom values the same.

NOTE: *If the entered cropping values exceed the page size, the values are ignored and no cropping is performed.*

10.4.1.6 Watermark tab (Excel PDF)

Click **Watermark Document** to enable the following options:

Use the **Text** option to enter the text you want to become your watermark.

The **Font & Style** panel provides the following controls:

Font

Lists the fonts you can use for the watermark.

Size

Click **Fit** to make the watermark fit the page size or select a text point size from the drop-down list.

Style

Select either the bold or outline style for the watermark.

Color

Click to display a color picker allowing you to select the required color for the watermark.

Opacity

Use the slider to choose an opacity level.

The **Position** panel allows you to choose the location of the watermark:

Offset from center

Select either **above** or **below** and enter a value to move the watermark from center of the document.

Select either **left** or **right** and enter a value to move the watermark from center of the document.

Units

Select your preferred units (point, mm, inch).

Rotate

Select one of the fixed watermark rotations or choose a specific angle by entering a value or using the up/down arrows.

10.4.1.7 About tab (Excel PDF)

This tab provides useful contact and version information.

Appendix A

Keyboard shortcut reference

This appendix contains a list of all the keyboard shortcuts and accelerator (or access) keys for Corel PDF Fusion.

- [“How to use shortcut keys” on page 142](#)
- [“File menu” on page 143](#)
- [“Edit menu” on page 144](#)
- [“View menu” on page 145](#)
- [“Document menu” on page 146](#)
- [“Advanced menu” on page 147](#)
- [“Windows menu” on page 147](#)
- [“Help menu” on page 147](#)

A.1 How to use shortcut keys

Press the **Ctrl** key followed by the designated letter or number. For example, use **Ctrl + O** to display the Open dialog.

By pressing the **Alt** key you will see the accelerator keys underlined in the drop-down menus.

Press the **Alt** key followed by the underlined letter to display the option. For example, **Alt + F** to display the File menu. Once the **Alt** key is pressed the menu items show an underline. When this underline is displayed you can select the next underlined letter for the required option. For example, **F** for File.

In summary, the commands **Ctrl + O** and **Alt + F + O** both display the Open dialog.

When a menu is displayed, use the left, right, up and down arrow keys to display sub options. The **Enter** or **Return** key makes the selection.

When two menu items have the same letter such as Find Next and Preferences in the Edit menu, pressing the character (in this case N) switches between the two. Select your required option and press **Enter** or **Return** to select.

A.2 File menu

File menu		Alt + F	
Command	Ctrl key shortcuts	Accelerator keys	Other keys
<u>N</u> ew	Ctrl + N	Alt + F + N	
<u>O</u> pen	Ctrl + O	Alt + F + O	
Open Recent	1, 2, 3.... 9	Alt + F + T	
<u>C</u> lose	Ctrl + W	Alt + F + C	Ctrl + F4
C <u>l</u> ose All		Alt + F + L	
Finish Document Wizard		Alt + F + Z	
<u>S</u> ave	Ctrl + S	Alt + F + S	
Save <u>A</u> s	Ctrl + Shift + S	Alt + F + A	
Save All		Alt + F + V	
<u>E</u> xport		Alt + F + E	
<u>E</u> mail		Alt + F + M	
<u>E</u> mail > Document as <u>P</u> DF		Alt + F + M + P	
<u>E</u> mail > Document as <u>X</u> PS		Alt + F + M + X	
<u>E</u> mail > <u>C</u> omments		Alt + F + M + C	
Print Set <u>u</u> p...	Ctrl + Shift + P	Alt + F + U	
<u>P</u> rint...	Ctrl + P	Alt + F + P	
<u>E</u> xit		Alt + F + X	

A.3 Edit menu

Edit menu		Alt + E	
Command	Ctrl key shortcuts	Accelerator keys	Other keys
U <u>ndo</u>	Ctrl + Z	Alt + E + U	
R <u>edo</u>	Ctrl + Y	Alt + E + R	
Cu <u>t</u>	Ctrl + X	Alt + E + T	
C <u>o</u> py	Ctrl + C	Alt + E + C	
P <u>a</u> ste	Ctrl + V	Alt + E + P	
D <u>e</u> lete		Alt + E + D	Del
S <u>e</u> lect <u>A</u> ll	Ctrl + A	Alt + E + A	
D <u>e</u> select All		Alt + E + E	Esc
F <u>i</u> nd...	Ctrl + F	Alt + E + F	
F <u>i</u> nd N <u>e</u> xt	Ctrl + Shift + F	Alt + E + X	
R <u>e</u> place...	Ctrl + H	Alt + E + L	
P <u>r</u> efer <u>e</u> nces	Ctrl + K	Alt + E + N	

A.4 View menu

View menu		Alt + V	
Command	Ctrl key shortcuts	Accelerator keys	Other keys
Page View		Alt + V + P	F3
Assembly View		Alt + V + S	F4
Flick View		Alt + V + F	F5
Go to		Alt + V + G	
Go to > First Page	Ctrl + Home	Alt + V + G + F	Home
Go to > Previous Page	Ctrl + PgUp	Alt + V + G + P	
Go to > Next Page	Ctrl + PgDn	Alt + V + G + N	
Go to > Last Page	Ctrl + End	Alt + V + G + L	End
Go to > Page...	Ctrl + G	Alt + V + G	
Fit Page	Ctrl + 0	Alt + V + T	
Fit Width	Ctrl + 2	Alt + V + W	
Actual Size	Ctrl + I	Alt + V + A	
Presentation		Alt + V + R	F7
Zoom In	Ctrl + +	Alt + V + I	
Zoom Out	Ctrl + -	Alt + V + O	
Zoom Tool		Alt + V + M	
Zoom to		Alt + V + Z	
Zoom to > 1600%		Alt + V + Z + 9	
Zoom to > 800%		Alt + V + Z + 8	
Zoom to > 400%		Alt + V + Z + 7	
Zoom to > 200%		Alt + V + Z + 6	
Zoom to > 150%		Alt + V + Z + 5	
Zoom to > 100%		Alt + V + Z + 4	
Zoom to > 75%		Alt + V + Z + 3	
Zoom to > 50%		Alt + V + Z + 2	
Zoom to > 25%		Alt + V + Z + 1	
Single Page Mode		Alt + V + N	
Continuous Page Mode		Alt + V + C	

A.5 Document menu

Document menu		Alt + D	
Command	Ctrl key shortcuts	Accelerator keys	Other keys
Pages		Alt + D + P	
Pages > Insert New Page	Ctrl + Shift + N	Alt + D + P + I	
Pages > Extract Pages	Ctrl + Shift + X	Alt + D + P + X	
Pages > Delete		Alt + D + P + D	
Pages > Rotate Left	Ctrl + Left	Alt + D + P + L	
Pages > Rotate Right	Ctrl + Right	Alt + D + P + R	
Pages > Crop Pages		Alt + D + P + C	
Bookmarks		Alt + D + B	
Bookmarks > Add Bookmark		Alt + D + B + B	Alt + B
Bookmarks > Add Text Bookmark	Ctrl + Shift + B	Alt + D + B + T	
Bookmarks > Add Area Bookmark	Ctrl + Alt + B	Alt + D + B + A	
Bookmarks > Properties		Alt + D + B + P	Alt + Enter
Comments		Alt + D + C	
Comments > Note		Alt + D + C + N	Alt + N
Comments > Free Text		Alt + D + C + F	
Comments > Highlight		Alt + D + C + H	
Comments > Underline		Alt + D + C + U	
Comments > Strikeout		Alt + D + C + S	
Comments > Properties		Alt + D + C + P	Alt + Enter
Comments > Show Comments		Alt + D + C + W	F8
Comments > Import Comments	Ctrl + Alt + I	Alt + D + C + I	
Comments > Export Comments	Ctrl + Alt + E	Alt + D + C + E	
Comments > Email Comments	Ctrl + Alt + M	Alt + D + C + M	
Set Document Security		Alt + D + S	
Set Document Security > None		Alt + D + S + N	
Set Document Security > Standard		Alt + D + S + S	
Document Settings	Ctrl + D	Alt + D + D	
Watermark		Alt + D + W	
Batch Conversion		Alt + D + A	

A.6 Advanced menu

<u>A</u> dvanced menu		Alt + A	
Command	Ctrl key shortcuts	Accelerator keys	Other keys
<u>R</u> edact Selection	Ctrl + R	Alt + A + R	
<u>F</u> ind and Redact...	Ctrl + Shift + R	Alt + A + F	
<u>C</u> orrect selected text...		Alt + A + E	

A.7 Windows menu

<u>W</u> indows menu		Alt + W	
Command	Ctrl key shortcuts	Accelerator keys	Other keys
Show <u>N</u> avigation		Alt + W + N	F9
Show <u>M</u> enu		Alt + W + M	F10
Show <u>T</u> oolbar		Alt + W + T	F11
Show <u>S</u> tatusbar		Alt + W + S	F12
Welcome		Alt + W + O	
<i>Open file name</i>		Alt + W + I	

A.8 Help menu

<u>H</u> elp menu		Alt + H	
Command	Ctrl key shortcuts	Accelerator keys	Other keys
<u>C</u> ontents		Alt + H + C	F1
<u>T</u> ooltips		Alt + H + T	
<u>T</u> ool Labels		Alt + H + O	
<u>A</u> bout...		Alt + H + A	
<u>B</u> uy...		Alt + H + B	
Enter <u>S</u> erial Number...		Alt + H + S	
<u>R</u> egister Products...		Alt + H + R	
Check for <u>U</u> pdates...		Alt + H + U	

Appendix B

Supported document formats

This appendix contains a list of all the document formats supported for input to Corel PDF Fusion.

The generating applications are divided into the following categories:

- [“Word processing” on page 148](#)
- [“Spreadsheet” on page 150](#)
- [“Presentation” on page 151](#)
- [“Raster image” on page 152](#)
- [“Vector image” on page 153](#)
- [“Text and markup” on page 154](#)
- [“Other” on page 155](#)

B.1 Word processing

Application	Version
Adobe FrameMaker (MIF only)	3.0–6.0
Adobe Illustrator PostScript language	Level 2
Ami	
Ami Pro for OS2	
Ami Pro for Windows	2.0, 3.0
DEC DX	Through 4.0
DEC DX Plus	4.0, 4.1
Enable Word Processor	3.0–4.5
First Choice WP	1.0, 3.0
Framework WP	3
Hangul	97–2007
IBM DCA/FFT	
IBM DisplayWrite	2.0–5.0

Table B.1 Supported word processing formats

IBM Writing Assistant	1.01
Ichitaro	5.0, 6.0, 8.0–13.0, 2004
JustWrite	Through 3.0
Legacy	1.1
Lotus Manuscript	Through 2.0
Lotus WordPro	9.7, 96–Millennium 9.6
Lotus WordPro (non Win32)	97–Millennium 9.6
MacWrite II	1.1
Mass I I	Through 8.0
Microsoft Publisher (File ID only)	2003–2007
Microsoft Word for DOS	4.0–6.0
Microsoft Word for Macintosh	4.0–6.0, 98–2008
Microsoft Word for Windows	1.0–2007
Microsoft Word for Windows	98-J
Microsoft WordPad	
Microsoft Works WP for DOS	2
Microsoft Works WP for Macintosh	2
3.0, 4.0	
Microsoft Write for Windows	1.0–3.0
MultiMate	Through 4.0
MultiMate Advantage	2
Navy DIF	
Nota Bene	3
Novell PerfectWorks Word Processor	2
OfficeWriter	4.0–6.0
OpenOffice Writer	1.1–2.0
PC File Doc	5
PFS: Write	A, B
Professional Write for DOS	1.0, 2.0
Professional Write Plus for Windows	1
Q&A Write	2.0, 3.0
Samna Word IV	1.0–3.0

Table B.1 Supported word processing formats

Samna Word IV+	
Signature	I
SmartWare II WP	1.02
Sprint	I
StarOffice Writer	5.2–8.0
Total Word	1.2
Wang IWP	Through 2.6
WordMarc Composer	
WordMarc Composer+	
WordMarc Word Processor	
WordPerfect for DOS	4.2
WordPerfect for Macintosh	1.02–3.1
WordPerfect for Windows	5.1–X3
Wordstar 2000 for DOS	1.0–3.0
Wordstar 2000 for DOS	2.0, 3.0
Wordstar for DOS	3.0–7.0
Wordstar for Windows	I
XyWrite	Through III+

Table B.1 Supported word processing formats

B.2 Spreadsheet

Application	Version
Enable Spreadsheet	3.0–4.5
First Choice SS	rough 3.0
Framework SS	3
IBM Lotus Symphony Spreadsheets	1.x
Through Millennium 9.6	
Lotus 1-2-3 Charts (DOS and Windows)	Through 5.0
Lotus 1-2-3 for OS/2	2
Microsoft Excel Charts	2.x–2007
Microsoft Excel for Macintosh	98–2008

Table B.2 Supported spreadsheet formats

Microsoft Excel for Windows	3.0–2007
Microsoft Excel for Windows (File ID only)	2007 Binary
Microsoft Works SS for DOS	2
Microsoft Works SS for Macintosh	2
Microsoft Works SS for Windows	3.0, 4.0
Multiplan	4
Novell PerfectWorks Spreadsheet	2
OpenOffice Calc	1.1–2.0
PFS: Plan	1
QuattroPro for DOS	Through 5.0
QuattroPro for Windows	Through X3
SmartWare Spreadsheet	
SmartWare II SS	1.02
StarOffice Calc	5.2–8.0
SuperCalc	5
Symphony	Through 2.0
VP-Planner	1

Table B.2 Supported spreadsheet formats

B.3 Presentation

Application	Version
Corel Presentations	6.0–X3
Harvard Graphics Presentation DOS	3
IBM Lotus Symphony Presentations	1.x
Lotus Freelance	1.0–Millennium 9.6
Lotus Freelance for OS/3	2
Lotus Freelance for Windows	95, 97
Microsoft PowerPoint for Macintosh	4.0–2008
Microsoft PowerPoint for Windows	3.0–2 007
Novell Presentations	3.0, 7.0
OpenOffice Impress	1.1, 2.0

Table B.3 Supported Presentation formats

StarOffice Impress	5.2–8.0
WordPerfect Presentations	

Table B.3 Supported Presentation formats

B.4 Raster image

Application	Version
CALS Raster (GP4)	Type I
CALS Raster (GP4)	Type II
Computer Graphics Metafile	ANSI
Computer Graphics Metafile	CALS
Computer Graphics Metafile	NIST
Encapsulated PostScript (EPS)	TIFF header only
GEM Image (Bitmap)	
Graphics Interchange Format (GIF)	
IBM Graphics Data Format (GDF)	I
IBM Picture Interchange Format	I
JBIG2	Graphic Embeddings in PDF
JFIF (JPEG not in TIFF format)	
JPEG	
JPEG 2000	JP2
Kodak Flash Pix	
Kodak Photo CD	I
Lotus PIC	
Lotus Snapshot	
Macintosh PICT	BMP only
Macintosh PICT2	BMP only
MacPaint	
Microsoft Windows Bitmap	
Microsoft Windows Cursor	
Microsoft Windows Icon	
OS/2 Bitmap	

Table B.4 Supported raster image formats

OS/2 Warp Bitmap	
Paint Shop Pro (Win32 only)	5.0, 6.0
PC Paintbrush (PCX)	
PC Paintbrush DCX (multi-page PCX)	
Portable Bitmap (PBM)	
Portable Graymap PGM	
Portable Network Graphics (PNG)	
Portable Pixmap (PPM)	
Progressive JPEG	
StarOffice Draw	6.x–8.0
Sun Raster	
TIFF	Group 5 and 6
TIFF CCITT	Group 3 and 4
TruVision TGA (Targa)	2
WBMP wireless graphics format	
Word Perfect Graphics	1
X-Windows Bitmap	x10 compatible
X-Windows Dump	x10 compatible
X-Windows Pixmap	x10 compatible
WordPerfect Graphics	2.0–10.0

Table B.4 Supported raster image formats

B.5 Vector image

Application	Version
Adobe Illustrator	4.0–7.0, 9.0
Adobe Illustrator (XMP only)	11–13 (CS 1–3))
Adobe PDF	1.0–1.7 (Acrobat 1–9)
Adobe Photoshop	4
Ami Draw	SDW
AutoCAD Drawing	2.5, 2.6
AutoCAD Drawing	9.0–14.0

Table B.5 Supported vector image formats

AutoCAD Drawing	2000i–2007
AutoShade Rendering	2
Corel Draw	2.0–8.0
Corel Draw Clipart	5.0, 7.0
Enhanced Metafile (EMF)	
Escher graphics	
FrameMaker Graphics (FMV)	3.0–5.0
Gem File (Vector)	
Harvard Graphics Chart DOS	2.0–3.0
Harvard Graphics for Windows	
HP Graphics Language	2
IGES Drawing	5.1–5.3
Micrografx Designer	Through 3.1
Micrografx Designer	6
Micrografx Draw	Through 4.0
Microsoft XPS (Text only)	
Novell PerfectWorks Draw	2
OpenOffice Draw	1.1–3.0
Visio (Page Preview mode WMF/EMF)	4
Visio	5.0–2007
Visio XML VSX (File ID only)	2007
Windows Metafile	

Table B.5 Supported vector image formats

B.6 Text and markup

Application	Version
HTML (CSS rendering not supported)	1.0–4.0
IBM DCA/RFT	
Rich Text Format (RTF)	
Unicode Text	3.0, 4.0
UTF-8	

Table B.6 Supported text and mark-up formats

Wireless Markup Language	
XML (text only)	
XHTML (file ID only)	1

Table B.6 Supported text and mark-up formats

B.7 Other

Application	Version
vCalendar	2.1
vCard	2.1
Yahoo! Messenger	6.x–8

Table B.7 Supported other formats

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