Nuance®
Power PDF
Advanced

Create a PDF

Printing to PDF using a "PDF Print Driver" is the most common method for creating PDF files.
– Open a document in a desired application.
– Click **File > Print**.
– Select the **Nuance PDF** printer driver from the list of available printers.
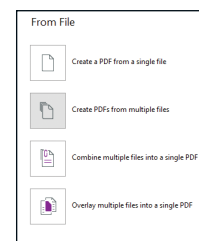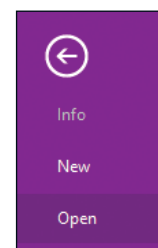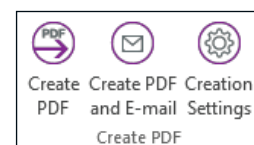– Select a location to save the PDF.

Note: Within MS Office applications, you can also click on the Nuance PDF menu buttons to create PDF files, create and email PDF files, and access PDF creation settings.

Creating a PDF within Power PDF is as simple as opening a file.
– Choose **File > Open > Browse**.
– Change the file types field to "All Files".
– Select the file and click **Open**.
– The document will automatically convert to a PDF file, and open in Power PDF.

Batch creation allows users to convert multiple files at the same time.
– Click **File > New**, and select **From File > Create PDFs from multiple files**.
– Click **Add**, then browse to select your documents. (Make sure "Create a PDF for each input document" is selected in the drop down.)
– Click the **Create** button.

Convert a PDF

Converting a PDF file into MS Word within Power PDF.
– Open a PDF within Power PDF.
– Select the **MS Word** button on the **Home** ribbon.
– Select the pages to be converted.
– Select a location to save to and click **Save**.

Export Area feature is a great way to reuse a portion of an existing document.
– Open a PDF in Power PDF and click on the **Advanced Processing** ribbon.
– Select the **Export Area** tool.
– Select area of document you'd like to convert.
– When the "Save As" menu opens, name your file and select the file type.
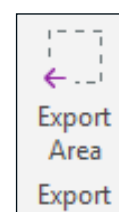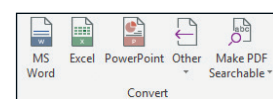
The Convert Assistant completes the conversion of the area you selected.

For example, if you select Word Document as your file type, the area that was selected for conversion will appear within a Microsoft Word document allowing you to perform edits to the text and formatting.

Note: Power PDF provides the ability to convert a selected area of a page to Word, Excel, PowerPoint and WordPerfect!

Edit a PDF

Advanced Editor converts and displays your document as a fully editable document. This allows much faster and more fluid editing without having to move to a word processor.
– Open a PDF within Power PDF.
– Select the **Convert to editable** command on the **Edit** ribbon.
– Choose "Document" or "Form" based on the type of your PDF file. Click **Convert**.
– Edit the PDF document.
– Click on the **Close Advanced Editor** button on the **Home** ribbon when you finished with your edits. Select the **Finalize** check-box and click **OK** to return to normal mode.
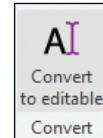
**Edit your PDF documents with Notes, Callouts and Text Boxes.**
– Open a PDF within Power PDF and select the **Comment** ribbon.
– Click the desired icon and click the area where the **Note**, **Text Box**, or **Callout** should appear.
– Type your text into the box.
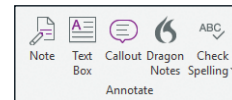
Note: You can use Dragon Notes, also available on the Comment ribbon, to enter text into a Note using your voice and a microphone. You need an active internet connection to use this tool.

You can make minor modifications in the content of your PDF document with the Edit Object tool.
– Open a PDF in Power PDF.
– Select the **Edit Object** tool on the **Edit** ribbon.
– Select the text, or the picture you want to change in the document. Right click to access the commands you can use for editing, or select from the commands on the **Tools** ribbon.
– Edit your document and click on the **Close** button or the **Hand** tool when you are done.
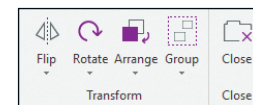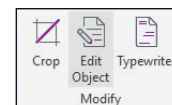
Note: With the Edit Object tool you can edit the text in your PDF if you have the same fonts installed on your computer as used in the PDF file.

Assemble a PDF

Using the Document Assembly view allows pages of a document to be easily assembled and inserted with simple drag and drop control.
– Open a multi-page document in Power PDF.
– Select **Home > Document Assembly**.
– Click on a page number to drag and drop the page to a different location within the document. Using the Document Assembly feature, you can **Insert, Replace, Delete** and **Extract** pages.
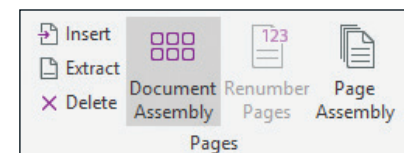
Note: Non-PDF files can be selectively inserted using the Page Assembly icon in the Home ribbon while in the Document Assembly view. Non-PDF's will be automatically converted to PDF prior to being inserted into the document.

Document Splitting allows a user to choose from 8 different splitting methods to split large documents into smaller segments.
– Open a multi-page document in Power PDF.
– Click on **Home > Split**.
– Select the appropriate split mode and select a folder to save the split files, and click **OK**.

Secure a PDF

There are a variety of methods for securing PDF documents, including password security, certificate security, encryption, digital signatures, redaction and metadata removal.

Redaction

The redaction tool allows you to create text redactions (by highlighting words) or zone redactions (by drawing boxes).

– Open a PDF file within Power PDF.
– Click on **Security > Mark Redaction**.
– Click and drag the cursor to draw a box over the defined area.
– Click on **Apply Redaction**.
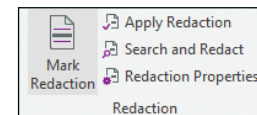
Password security

Security schemes can be created in which document passwords, restrictions, encryption and permissions can be defined.

– Open a PDF file within Power PDF.
– Click on the **lock icon** on the panel on the left side of the application window.
– Click on an available security theme and perform a right mouse-click to access a shortcut menu.
– Click on **Apply Security Theme**.

PDF/A Compliance

Create PDF/A documents directly via the Nuance PDF printer driver.
– Open a document in the application where you created it (e.g. in MS Word)
– Select **Print** and change the default printer driver to **Nuance PDF**.
– Click on the printer properties link or button and select the **PDF Settings** tab.
– Change the **Compatible with…** setting to the desired PDF/A format.
– Click **OK** and print the document.
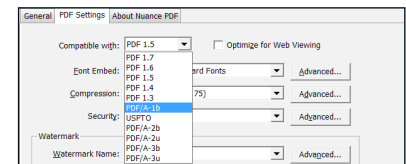
Search a PDF

Using the intelligent Looks Like Search capability provides the option to quickly find content, like phone numbers, email addresses and credit card numbers, via an alphanumeric pattern rather than exact text.

Predefined Pattern

– Open a PDF within Power PDF.
– Select **Home > Search > Search Multiple**.
– Select the **Looks Like Search Pattern radio button**.
– Select a predefined pattern from the drop-down menu.
– Click **Search**.
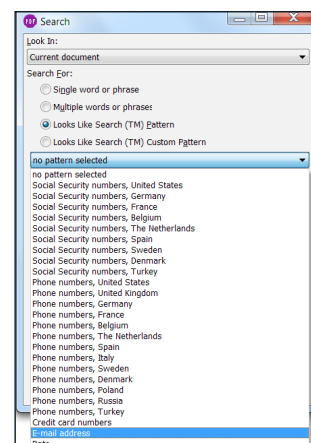
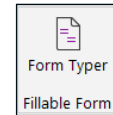## Create a Fillable Form

Create fillable forms with a click of a button using Form Typer and easily export data from forms in a variety of formats.

Creating a fillable form

– Open a PDF form with non-fillable fields within Power PDF.
– Select **Forms > Form Typer**.
– Select **File > Save As > Browse** and choose PDF to save the fillable form.
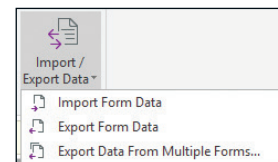
Exporting text from forms

– Open a filled PDF form within Power PDF.
– Select **Forms > Import / Export Data > Export Form Data**.
– Save as selected file format.

Exporting text from multiple forms

– Open Power PDF.
– Select **Forms > Import / Export Data > Export Data From Multiple Forms**.
– Add the filled forms for batch processing.
– Select **Export**.
– Select Export format (.csv or .xml).
– Save as selected file format.