



PrimoPDF™

User Manual Version 3.0

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

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(VERSION 9, SEPTEMBER 18, 2000) –

SECTION 0 REVISED FOR PRIMOPDF (FEBRUARY 9, 2004)

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Technical Writer: activePDF, Inc.

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Getting Started

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

- Microsoft® Windows® 98, Windows ME, Windows 2000, Windows NT, Windows XP, or Windows Server 2003.
- A minimum of 30 MB of available disk space. Note: Additional disk space may be required, depending on the size and type of files being converted.

Installation

To install PrimoPDF:

1. Download the PrimoPDF installer from www.PrimoPDF.com.
2. When prompted for a destination, navigate to your desktop and click **OK**.
3. On the desktop, double-click the file named **PrimoSetup.exe**.
4. Follow the instructions on the screen to complete the installation.

Uninstalling PrimoPDF

To uninstall PrimoPDF:

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

Creating PDFs

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

To create a PDF:

1. In the document-authoring program, select **File>Print**.
2. Select the PrimoPDF printer from the list of available printers and click **OK**.
3. The **Create PDF** window appears. Enter a name and select a location for the PDF file.

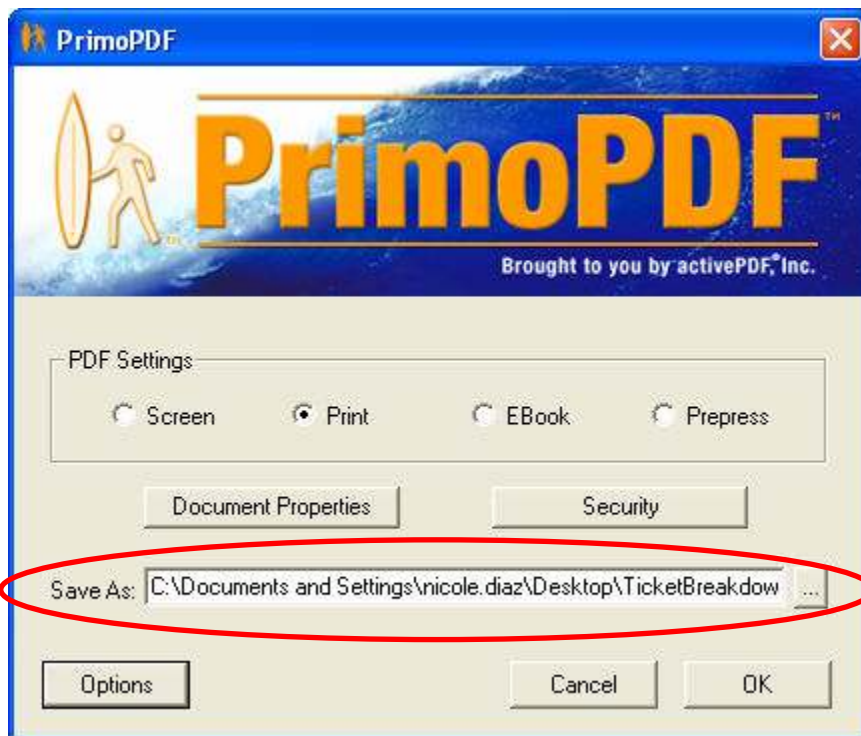


Figure 1. 'Create PDF' window

4. Select whether the PDF will be used for **Screen**, **Print**, **EBook** or **Prepress**.

NOTE: **Prepress** embeds all fonts.

5. Click **Security** to access the security settings window.

NOTE: Security settings are optional. See the [Security](#) section for details.

6. Click **Document Properties** to enter a brief description of the PDF.

NOTE: Document Properties are optional. See the [Document Properties](#) section for details.

7. Click **Save**.

NOTE: By default, the PDF will be opened in your default PDF viewer upon completion. You can change this behavior in the PrimoPDF program options. Refer to [PrimoPDF Program Options](#) for additional details.

Security

PrimoPDF enables you to set security for your PDF document, so that you can control what types of actions users can perform on the file (see Figure 2).

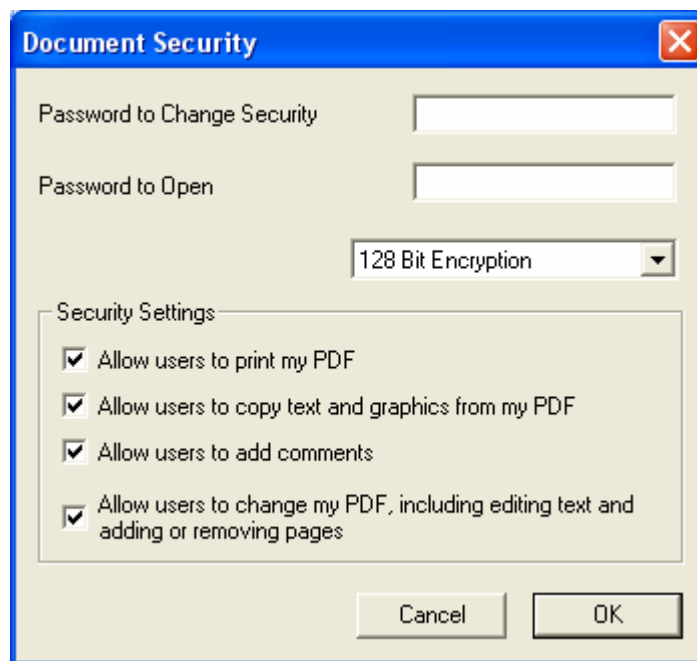


Figure 2. Document Security

Password to Change Security. If set, users must provide the specified password in order to change security settings for the PDF.

Password to Open. If set, users must enter the password to view the PDF.

Encryption. Choose from either 40-bit (use for Acrobat Reader® 4.0 and below) or 128-bit encryption (use for Reader 5.0 and above).

Security Settings: These settings will restrict a user's ability to change the PDF document. If the password to change security is set, the user must enter the password in order to change these settings.

The following security settings can be selected:

- **Allow users to print my PDF**
- **Allow users to copy text and graphics from my PDF**
- **Allow users to add comments**
- **Allow users to change my PDF, including editing text and adding or removing pages**

NOTE: The **Security Setting** options remain dimmed until you specify an **Owner Password**.

Document Properties

You can use Document Properties to record information about your document to help organize your PDFs so that you can find them easily later (see Figure 3).

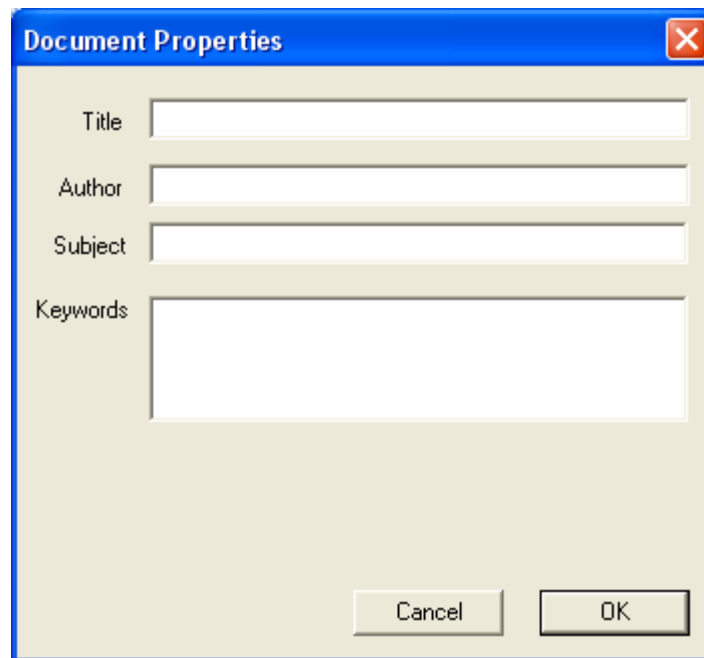


Figure 3. Document Properties

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

PrimoPDF Program Options

You can access the PrimoPDF program options by clicking the “Options” button on the main PrimoPDF window. These settings enable you to control how the program operates (see Figure 4).

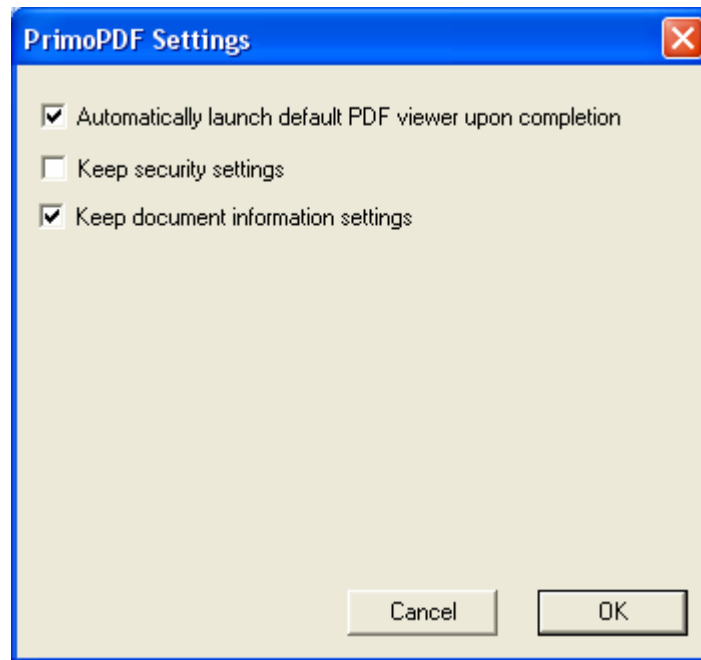


Figure 4. PrimoPDF Settings

Automatically launch default viewer upon completion. If checked, PrimoPDF will automatically open the output PDF in your computer’s default PDF viewer.

Keep security settings. If checked, PrimoPDF will save your security settings so you can easily apply them to subsequent PDF files created with PrimoPDF.

Keep document information settings. If checked, PrimoPDF will save your document information settings so you can easily apply them to subsequent PDF files created with PrimoPDF.