

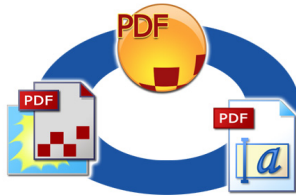
ScanSoft®

# PDF Converter 3 PROFESSIONAL

## Quick Reference Guide

Welcome to ScanSoft PDF Converter Professional

ScanSoft® PDF Converter Professional 3 offers the full circle of functionality for handling Portable Document Format (PDF) files. It can open PDF files from versions 1.0 to 1.6 for viewing, editing, annotation and re-assembly. It can create PDF files from versions 1.3 to 1.5. This professional product has three parts that are installed and activated with a single procedure.



### Create PDF Files



**ScanSoft PDF Create! 3** lets you convert a wide range of file types to Portable Document Format (PDF) files. When working in Microsoft® Word™, Excel™ or PowerPoint® you can call on the program to create a PDF file directly from your current document. When converting from Microsoft Word, hyperlinks and comments can be transferred and you can set bookmarks to be generated from the structure of the Word document. Files can be protected by passwords and can include watermarks. Compression and font settings give you control over PDF file size and appearance.

### Edit PDF Files



**ScanSoft PDF Converter Professional** gives you extensive control over your PDF files: through an easy-to-use browsing and reading interface. You can edit pages and documents, annotate and review them, adjust document security, sign your documents and more. PDF documents can be compiled from different sources and pages can be rearranged. The program delivers a powerful document management system: use it to create archives from related documents to index and search them later.

### Export PDF Files



**ScanSoft PDF Converter 3** lets you unlock PDF files to edit them as Microsoft® Word, Microsoft Excel, Corel® WordPerfect®, and generic RTF files. It also lets you open PDF files directly from these applications, edit them and save them in the appropriate file type. The program offers three types of conversions, resulting in documents, forms or spreadsheets.

## Installation and Activation

Please remove any previous version of PDF Converter or Create! before the installation. Please remove any version of the Zeon™ DocuCom™ PDF printer driver utility before the installation. ScanSoft PDF Converter Professional contains a customized and updated version of that utility and it cannot co-exist with other versions.

### 1. Insert the CD-ROM in your CD-ROM drive.

The installation program will start automatically. If it does not, locate your CD-ROM drive in Windows® Explorer and double-click the converter's setup.exe file. Select a language for installation.

The InstallShield® wizard will appear. If you have downloaded the converter from the ScanSoft web site, double-click its setup.exe file.

### 2. Follow the on-screen instructions.

You must accept the license agreement in order to proceed. You must enter a serial number. You will find this on the CD sleeve or on the ScanSoft web site at the download location. Be sure to keep the serial number in a safe place; it is fully checked only during product activation and is also needed for any re-installations. The installer offers a default location for the program. Accept it or define a different one.

When prompted, it is recommended that you also install PDF Converter 3 along with the program (leave the checkbox marked in the relevant installation screen). PDF Converter 3 lets you unlock your PDF files to edit them in various applications, as already described.

### 3. Click Finish.

Registration runs at the end of installation. Select Register Online to establish a connection to the ScanSoft web site. We provide an easy electronic form that can be completed in a few moments. When the form is filled, click Submit. If you decide not to register or to be reminded later, you can go to [www.scansoft.com](http://www.scansoft.com) to register online any time later. Click on Support and from the main support screen choose Register in the left-hand column. For a statement on the use of your registration data, please see ScanSoft's Privacy Policy.

### 4. Activate.

You will be invited to activate the product at the end of installation. Please ensure that web access is available. Provided your serial number is found at its storage location and has been correctly entered, no user interaction is required and no personal information is transmitted. If you do not activate the product at installation time, you will be invited to do this each time you invoke the program. PDF Converter Professional can be launched only five times without activation.

We recommend Automatic Activation. If you choose Manual Activation, you have to activate both PDF Converter and PDF Converter Professional separately.

**Note:** System requirements are presented on the product box and in online Help. The user performing installation or un-installation should have Administrator rights on the computer. Administrator rights are recommended for activation and de-activation.

## How to Get Help

This printed Quick Reference Guide accompanies ScanSoft PDF Converter Professional when it is supplied on a CD. This guide is also available as a PDF file on the CD and after installation in the program folder. It can also be accessed from the About panel. When the program is delivered electronically, this PDF document should be consulted. It is available at the download site.

ScanSoft PDF Converter Professional has online Help that covers the components PDF Create! 3, and PDF Converter 3. All program screens and some warning messages have Help buttons. Help is provided in a PDF file; use the Table of Contents or the search function to find information you need.



Press F1 or click the Help button to open the online Help system at the first page.

A Readme file with latest information is available on the CD and in the program folder. The ScanSoft web site offers program information, with a regularly updated knowledge base and user forums.


# Creating PDF Files

ScanSoft PDF Create! 3 lets you convert a wide range of file types to Portable Document Format (PDF) files in versions 1.3, 1.4 or 1.5. Files can be protected by passwords and can include watermarks. Compression and font settings give you control over PDF file size and appearance. The program has the following parts:

## Print dialog box addition

The Print dialog box appearing in your print-capable applications will include the printer driver ScanSoft PDF Create!

## PDF Create! Assistant

Click this button  and choose PDF Create! Assistant. It lets you compile a list of files to be converted. These files may have been created in different applications. Choose to combine the files in the given order to create a single PDF file or have each file converted separately. Files can also be overlaid for the conversion.

## ScanSoft PDF Create! Properties

This gives you full control over the conversions. In the General panel you define page size, orientation, resolution for the PDF and choose whether or not to view it after creation. The PDF Settings panel lets you define the PDF version, control font embedding, set compression types and severity, define passwords and add watermarks. It gives you choices for naming the created PDF file(s) and defining properties such as title, author, subject and keywords. The created file(s) can also be directed as attachments to an E-mail message, ready for distribution.

The ScanSoft PDF Create! Properties dialog box can be accessed from the Print dialog box in your applications, the PDF Create! Assistant, the PDF Links dialog box in Microsoft Word, from the PDF Create! menu in Microsoft Word, Excel and PowerPoint, and from the shortcut menu of any file from which a PDF can be generated.



## PDF Links

This dialog box can be accessed from Microsoft Word, from a toolbar button or an item in the PDF Create! menu.

It lets you define settings that are applicable only when creating a PDF from a Word document. Define which paragraph styles in the Word document should be converted to bookmarks in the PDF, which comments should be transferred and how hyperlinks should appear.

## How to Start PDF Creation

When you are satisfied with your settings, you can start PDF creation as follows:

- Select ScanSoft PDF Create! as the name of your printer in the Print dialog box of any print-capable application on your system. Click OK to have the current document in that application converted to a PDF file under a name you specify.
- Click  in the Main toolbar of PDF Converter Professional 3, or select Create PDF from the File menu. Choose your source for PDF creation. Multiple files can be selected, even if they were created in different applications. Choose to combine the files in the given order to create a single PDF file or have each file converted separately. Files can also be overlaid for the conversion.
- Choose Create PDF or Create and E-mail PDF or Create/Combine/Overlay PDFs from a shortcut menu of a file that is a valid source for PDF creation. In the first cases, the PDF is created using existing settings. In the last case the selected file or files are listed in the PDF Create! Assistant, where more files can be added and settings made before conversion is started.
- Click the PDF Create! button  in a Microsoft Word, Excel or PowerPoint toolbar to have the current document converted to a PDF file using existing settings. Click the PDF Create and E-mail button in the same toolbars to additionally have the PDF attached to a new empty E-mail message, ready to be sent. Choose Convert to PDF or Convert to PDF and E-mail in the PDF Create! menu for the same functionality.
- Drag-and-drop any file created in a print capable application onto the PDF Converter Professional workspace.

# Editing PDF Files

PDF Converter Professional 3 is a powerful tool for viewing, editing and archiving PDF files.

## Starting the Program


Use the Windows Start menu and choose (All) Programs > ScanSoft PDF Professional 3.0 > PDF Converter Professional 3.0. On its first use, you can choose to set the program as your default PDF viewer. If you do this, you can have all PDF files opened in it by default, either from your file system, or from links to PDF files in web pages.

## Presenting the Program

The workspace consists of the following parts:

- Document View
- Navigation Panel
- Organizer


The Document View displays your PDF files.

Click  to show or hide the Navigation Panel on the left side and use it to display page thumbnails, bookmarks, comments, signatures or document properties.

The Organizer panel gives access to Document and Digital Signature Preferences, Comment, Form, and Touchup Text Properties, the Search Tool, Actions, Stamps, Watermarks and Clip Art.

## Opening PDF files

There are several ways to open your PDF files with PDF Converter Professional:


- Drag-and-drop PDF files onto the open Workspace in PDF Converter Professional 3.0.
- Click Open  in the Main toolbar or choose Open in the File menu.
- Choose from Recent Files in the File menu.

Once you have a PDF open, you can use the bookmarks or page thumbnails in the Navigation Panel to browse it. Alternatively, you can use the extensive set of document navigation tools available on the Main toolbar, including flipping pages, panning, dynamic zooming and more.

# Editing PDF files

PDF Converter Professional 3 provides a number of tools to edit your PDF files.

## Basic Editing

Use the Touchup Text and Image tools  to edit the text content and images of your PDF. The program also has a Clip Art collection that you can use, organize or extend with your own images.

## Revision and annotation

The program offers you a variety of revision tools:



Use these tools to bookmark a place in the document, insert a link, a note or a text box; highlight text; stamp or draw your own revision marking on a page.

When done you can sort annotations by author, type, date and more. Choosing to show or hide a given set of them will help you navigate through the document's revision history.

## Editing Forms

Click the Auto FormTyper button or choose Auto FormTyper from the Tools menu to have form elements detected and activated automatically in the current PDF.



Choose Form Fields in the Tools menu or the corresponding button to add form controls and elements manually. You can add buttons, check boxes, radio buttons, combo boxes, list boxes, text fields and signatures. Once a control is added, its properties are displayed in the Organizer - ready for editing.

If you decide to edit a form element later, select the tool you used to create it, then click the given element and use the Organizer the same way as above.

## Document Security


To modify the security settings for your document, click Document > Properties > Document Security. The Navigation Panel will display your current settings. You can choose to protect your document by passwords or PDF self-sign security at different levels.

## Searching and Archiving Documents

You can carry out text searches in the currently open PDF, a given folder or on an Index file. Use the Organizer to specify the search criteria.

A PDF Index file (.zpi) is a searchable archive of PDF documents. Click Tools > Index either to create a new index or to modify an existing one.

When compiling a new archive, browse to the files to be included, click Build, then specify the name of your index file.

When finished, click  to search your Index file the same way as you search files or folders.

## Saving PDF files

Use the Save As command if you do not want to overwrite your original file. From this dialog box, PDF files can also be unlocked and exported into the supported file formats.

## Exporting PDF Files

Using PDF Converter Professional 3, you can unlock PDF files to edit them as Microsoft Word, Microsoft Excel, Corel WordPerfect, and generic RTF files. This unlocking facility is called PDF Converter 3. It also lets you open PDF files directly from these applications, edit them and save them in the appropriate file type. It converts Portable Document Format (PDF) files up to and including version 1.6. PDF Converter 3 has two dialog boxes, each containing tabbed panels:

### PDF Converter Assistant

This lets you start conversions and control the process. It can be accessed from the Open PDF menu item and button in target applications, Microsoft Outlook, Internet and Windows Explorer. Its first panel shows you a preview of the PDF file to be converted. It lets you specify whether the PDF should be handled as a document, as a form or as a spreadsheet, and set a page range if desired. One or more of the following panels will be available: Document Options, Form Options and Spreadsheet Options. The About panel gives access to product support and help.

## PDF Converter Settings

This can be accessed from two places.


- Tools > Export Settings in PDF Converter Professional. Make settings for each processing type: document, form and spreadsheet. Settings are stored separately for each type. The Enable Shortcuts panel gives you control over integration with other programs.
- The Tools menu of the supported applications (Microsoft Word, Excel and Corel WordPerfect).

When you call it from Microsoft Word, the additional File Open Settings panel lets you choose whether to use the PDF Converter Assistant or not for future conversions started from the Microsoft Word Open dialog box.

## Starting the Program

To make the services of PDF Converter easy to call on, it can be started from several locations, as described in the following procedures:

### 1. In PDF Converter Professional

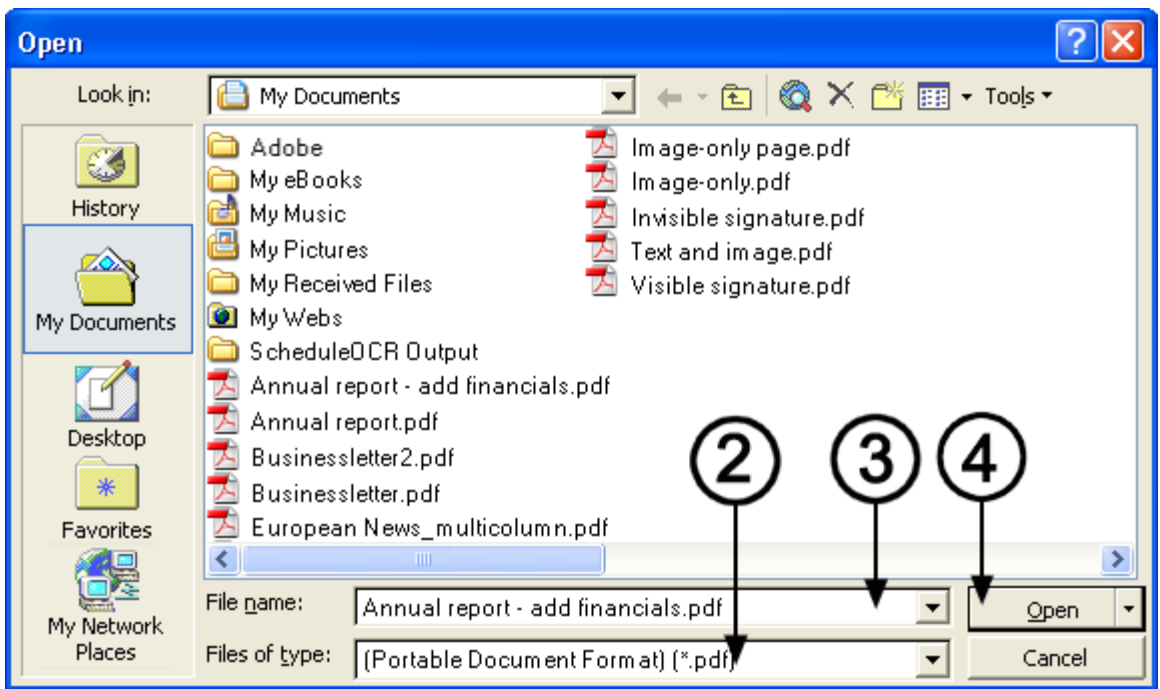
Open a PDF and click the button  in the Advanced Edit toolbar. Select your target (Word Document, Word Form, Excel, WordPerfect) and specify the file name. After the PDF has been unlocked, it appears in the target application, ready for editing.

### 2. The Save As command in PDF Converter Professional


Exporting your PDF files to the supported formats and applications is also possible directly through the Save As dialog box. Choose your preferred file type and click Save. After the PDF has been unlocked, it appears in the target application, ready for editing.

### 3. The Open PDF button in a Microsoft Word Toolbar

Use the Open PDF button in a Microsoft Word toolbar or the Open PDF item in the File menu to call the PDF Converter Assistant, displaying its Preview panel. It allows you to name an input PDF file, an output Word document file, choose between Document and Form-type processing, and more. The resulting file is displayed in Microsoft Word, ready for editing.



#### 4. The Open Dialog Box in Microsoft Word

1. Click the File Open button  or go to the Microsoft Word File menu and click Open...
2. Click the PDF (Portable Document Format) (\*.pdf) format in the Files of type box.
3. Select the PDF file you want to convert. Here (and only here) multiple selection is possible.
4. Click Open. (See the screen shot).
5. Conversion starts with or without the Converter Assistant, as specified in PDF Converter 3.0 Settings (Tools menu).
6. If the PDF Converter Assistant is enabled, the PDF is previewed and you can change settings before starting the conversion.  
  
If the PDF Converter Assistant is disabled, conversion starts immediately, using existing settings.
7. The progress monitor is displayed along with a series of tips.
8. The converted, editable document is displayed in Microsoft Word. See the following section on how to save the file.

#### 5. Corel WordPerfect

Use the Open PDF item in the File menu of WordPerfect to call the PDF Converter Assistant, displaying its Preview panel. It allows you to name an input PDF file and an output WordPerfect document file. The resulting file is displayed in WordPerfect, ready for editing.

#### 6. Microsoft Excel

Use the Open PDF button in a Microsoft Excel toolbar or the Open PDF item in the File menu to call the PDF Converter Assistant, displaying its Preview panel. It allows you to name an input PDF file and an output Excel spreadsheet file. Each detected table is converted and placed in a separate worksheet inside the Microsoft Excel file.

#### 7. Microsoft Outlook

1. Select a message that has a PDF attachment. The PDF Converter buttons will become active.
2. Click the PDF Converter button in the Outlook® toolbar or in the message toolbar.
3. If the message has more than one PDF, select which PDF to convert and click Open.

4. Here you can choose to use the PDF Converter Assistant for conversion or unlock your PDF file without it. If you prefer automatic conversion, you can decide on your preferred file handling and the target application.

## 8. Microsoft Internet Explorer

1. Right-click on a hyperlink leading to a PDF file or an HTML page hosting a PDF.
2. Choose Open with ScanSoft PDF Converter 3.0.
3. Conversion is performed through the Assistant.

## 9. Windows Explorer

1. Right-click on a PDF icon or file name in Windows Explorer or a PDF icon on your desktop.
2. Choose a conversion method and target from the shortcut menu. If you choose to use the Assistant, you make these choices in its Preview panel.

**Note:** All starting methods except for the one from PDF Converter Professional can be enabled and disabled in the Enable Shortcuts panel in the PDF Converter Settings dialog box.

## How to Convert PDF Documents

For files to be converted as documents, select your settings in the Document Options panel. Choose how the layout should be maintained:

- **True Page®** places all elements in text boxes or frames.
- **Flowing Column** uses text boxes and frames only when necessary, allowing body text to flow from one column to another.

## How to Convert Form-like PDF Files

There are two ways of processing form-like PDF files:

- **Logical Form Recognition™ Technology.** Choose Form as PDF handling and use the settings in the Form Options panel. Prefer this when retaining the form structure is more important.

- **True Page® Conversion.** Choose Document as PDF handling and choose True Page under Document Options along with the other document options. Prefer this when converting text content is more important and when the form is only a part of the PDF content.

## How to Convert Spreadsheet-like PDF Files

This conversion can be used for PDF files containing partly or mainly tables. Each detected table is converted and placed in a separate worksheet inside a Microsoft Excel file (extension XLS). All content not detected as a table is placed in a separate worksheet at the end. The detected tables do not appear here, but are replaced by hyperlinks leading to the relevant worksheet table.

When you do document conversions, tables in the PDF become tables in the output file.

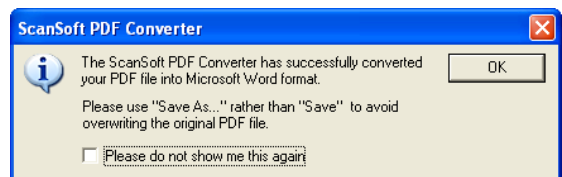
## Handling Mixed PDF Files

PDF files often have mixed content: flowing text, tables and forms. In many cases you can process these files with the setting Document and receive good results. For more precise control, you can use page ranges to separate forms and tables and convert them separately.

For example, to best unlock a PDF with two pages of illustrated text, followed by a one-page table you want to do calculations on, and finally a three-page form – convert pages 1 and 2 as Document, page 3 as Spreadsheet and pages 4-6 as Form.

## Saving Converted Files

When you use the Open command from the Microsoft Word File menu for conversion, your document will display as if it were still the PDF file. You must save it as a Word document with the command Save As.... If you use Save or Close without saving, you will lose either the converted document or the original PDF. The program warns you of this:



## Handling Image-only PDF Files

PDF files without a text layer are a special case for conversion. You can decide how the program should handle these pages: convert them with the built-in Optical Character Recognition (OCR), transfer them as images to the Word document or skip them.

You can require inspection of the first pages (up to ten) in PDF files you open. Optionally, you can set conversion to be stopped, if no text-layer pages are detected. If you have ScanSoft OmniPage® Pro software installed, you can use this to have more control over the recognition process.

## Language Support

PDF Converter Professional can handle a wide range of languages, depending on the language support in your system. The same is true for PDF Create!

When converting (unlocking) a PDF file you classified as a Form, the following languages are supported: Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish and Swedish.

When converting (unlocking) a PDF file you classified as a Document, ScanSoft PDF Converter can handle over a hundred languages using the Latin alphabet, including all the above and, for instance, Catalan, Czech, Hungarian, Indonesian, Polish, Quechua, Romanian, Swahili and Turkish.

The program can convert multi-lingual documents. A full list of supported languages is provided in online Help.

## Un-installation

1. Select Add/Remove Programs from the Control Panel.
2. Select ScanSoft PDF Professional 3.0.
3. Click Remove to uninstall the program or Change to auto-repair it.

A de-activation step is performed at the start of un-installation, allowing you to reinstall the program later without re-activation problems. De-activation requires web access.

[www.scansoft.com](http://www.scansoft.com)