

Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your generated pdf documents.

About A-PDF Word to PDF

A-PDF Word to PDF is a fast, affordable way to batch convert Microsoft Word documents into professional-quality documents in the popular PDF file format. Its easy-to-use interface allows you to batch create PDF files which can be viewed on any computer with a PDF viewer. A-PDF Word to PDF supports font embedding, adding watermark, security, page number and multi-language.





Example:



MS WORD DOC

Converted PDF

A-PDF Word to PDF lets you instantly convert Microsoft Word documents into fullyformatted and professional-quality PDF file format. Support Microsoft Word 97, 2000, XP or higher.

A-PDF Word to PDF retains the layout of the original Doc document, and it supports all PDF file settings, such as PDF Compatibility, Auto-Rotate, Resolution, Compress settings of PDF document, Colors settings of PDF document, Fonts settings of PDF document.

Simply drag and drop. Easily **batch** convert Microsoft Word documents into PDFs from your documents.



Feature

Batch

Converting Microsoft Word documents into PDF normal files couldn't be any easier. Simply Drag the DOC files to the file list which you want to convert into PDF file and click the "Convert to PDF And <u>Save as</u>" button, A-PDF Word to PDF quickly re-creates your DOC file as a fully formatted PDF files.

Fast

Get the job done in seconds or minutes, not hours or days. A-PDF Word to PDF eliminates the need to re-key and re-format PDF documents, saving you both time and money.

Accurate

You will be amazed at the results you get from Word to PDF Converter. It accurately retains the layout of the original Doc file. Converts text in over 100 languages and separates graphics from tables and text.

Powerful.

Now you can do more than view PDF files. Document Format (PDF) is the fact standard for the secure and reliable distribution and exchange of electronic documents and forms around the world, and now you can convert any Ms word documents into professional-quality PDF file format only by one click.

A-PDF Word to PDF does NOT require Adobe Acrobat, and produces documents compatible with Adobe Acrobat Reader Version 5 and above.



Before use A-PDF Word to PDF, Microsoft Word 97 or higher Version must be installed.





Using A-PDF Word to PDF

A-PDF Word to PDF can be started either by launching the application via a desktop shortcut, or directly from within Windows/Windows Explorer.



When you start the program, you will be presented with the primary screen.

A-PDF FordToPDF	A-PDF Word To PDF - Batch convert Word To unlimited Searchable PDF files easily Watermark • Security • Page Number • Batch Processing
	● Batch Convert Mode Batch convert Microsoft Word Documents into professional-quality documents in the PDF file format file format
	Monitor a directories Mode Monitor a directory in a server, when some one copying the Microsoft Word Documents in, the files will be converted to PDF(s) and sent to an output directory automatically
	Please select a mode and click 'Next >' to begin. or 'Exit' to exit wizard.

Quick Convert Word file in Windows Explorer

Right click a Word file in windows explorer, select "Convert to PDF..." from contextsensitive menu popped up, and choose a name, then the A-PDF Word to PDF will convert the file to PDF quickly.



Using A-PDF Word to PDF in command line

A-PDF Word to PDF can be used in command line also.

Usage:

```
WordToPDF <input word file> <output pdf file>
Return code:
    1: Does not find GhostSrcript
    2: Input file does not exist
    3: Output file path not exists
    5: Source file is not word file (.doc, .rtf, .txt etc)
    6: Output file name error
    8: Convert successfully
    9: Convert Failed
    10: Error because another A-PDF Word to Word is running.
An example:
    WordToPDF "c:\help.doc" "c:\output\help.pdf"
```

Batch Convert Mode

Select the option **Batch Convert Mode** and push the button **Next** >, a WORD TO PDF Batch Convert window will be opened.

User Documentation



A-PDF VordIoPDF		TO PDF - Batch convert Wor Settings • Watermark • Se	d To unlimited Searchable PDF fil	es easily
Name	Information	Size Modified	Full fi	
Test.doc		50 KB 2009-1-15 10:00:10	C:\Do A	dd
readme.txt		2 KB 2009-2-28 17:55:52	C:\Do	
₩]example.doc				
<			>	
Output Settings	etting 🔍 Add Security 🧯	🕹 Add Watermark 🧼 Propert	ies 🗟 <u>Viewer</u> 🔬 Add Page	<u>s Number</u>
	👔 Help 😒 Settings Hot (Directories <u>M</u> ode	Convert to PDF And Save	As
l items selected readme	txt			

Selecting Files

Clicking the **Add** icon **W** then will open the standard file browse and select window. From that window you can navigate to the folder and find the files you want to add to the list of files to be worked.

Alternatively, if you are using Windows Explorer to locate files, you have the convenience of being able to 'drag and drop' files into the document window.

A-PDF Word to PDF even allows you to select all files in a

particular directory/folder by using the Add <u>Folder ¹¹</u> button! Adding a directory also supports sub-folders.

Each added file is displayed in the document list window. You can

view any of the files in the window by 'double-clicking' them. That will open DOC files in your MS Word program.







You can click the **<u>Remove</u>** icon \bigotimes Docs by clicking the <u>**Clear**</u> icon \bigotimes

You can click the **<u>Remove</u>** icon \times to remove selected files in list or you can clear all

Convert to PDF And Save As

Click the **Convert to PDF And <u>Save</u> as** icon to convert all of Microsoft Word documents in the document windows to PDF and save the resultant file to a directory which you selected.



Hot Directories Mode

You may want to monitor a directory in a server, when some one copying the PPT files in, the files will be converted to PDF and sent to an output directory automatically.

In A-PDF PPT to PDF wizard window, select the option **Hot Directories Mode** and push the button **Next** >, a Hot Directories Service window will be opened.

₩ A-PDF WordToPDF	
Word To PDF Hot Directory Setting. Set monitored directory, all microsoft word documents written in will be converted to pdf and saved to output directory. All of the operations will be recorded in log files.	
Hot Directory Setting	
Input Directory: C:\pdffiles\Input	Browse
Include Sub-Directory	
Out Directory: C:\pdffiles\Output	Bro <u>w</u> se
Log File Path: C:\pdffiles\log Browse	Open LogDir
Image: Stop Return to	Batch Mode
	Sectiment of the section of the sect
Server Stopped	

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User Documentation

Hot Directory Setting:

- Monitor Directory, set the directory to monitor. Even Include Sub-Directory.
- **Output Directory**, set output directory where all of converted files will be sent to.
- Log File Directory, Log files will be saved in. Log files will record the detail of operation. Such as when to monitor, which file converted, if converting successfully or not.

After setting the directories, click **Start** button to start work, **Stop** button to stop monitoring hot directory.

Output Settings

A-PDF Word To PDF allows you to undertake a number of special actions to apply to

your output document. Click the

Settings	icon
	1001

This brings up a multi-tab list with options for accessing and changing your PDF document. You can edit the Properties, adjust Security settings (passwords,view/print permissions, etc.)in the document, Add Page Numbering to the Output document with complete control over where and how page numbering is displayed, as well as change the Output file's "view" layout.

Option – Properties

The Properties changer allows you to add/edit Title, Subject, Author, and Keywords for the Output PDF document.

Option	
Properties S	ecurity Watermark Viewer Page Number
<u>T</u> itle:	title
Subject	subject
Author	chj
<u>K</u> eywords	cs
	Ok Cancel

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Option - Security

The Security options are self-guided and intuitively obvious making them very simple to use. In each case, check the uppermost checkbox to 'activate' the alternative selections on either tab.

Option 🔀
Properties Security Watermark Viewer Page Number
Adding Security
Require a password to open the document
Document open password: 123
Permissions Image: Description of the second seco
Permissiongs Password: 123
Print Allowed:
Changes Allowed: Filling in form fields and signing existing signature f
☑ Enable copying of content
Ok Cancel

Option - Page-Numbering

The page-numbering feature allows you to select how page numbering is added to output documents. Check the 'Add page number to output file' box, and you can make selections simply for your output document.



User Documentation

Option		
Properties S	Security Watermark Viewer	Page Number
Add pa	ge number to output file 👘	Preview:
Page begin	1	
Page end	999999	
Offset:	1	
-Number t		
O Numb		
	n number (IV)	
ORoma	n number (iv)	
Position:	Middle bottom	
Prefix:		
Font:	🛚 Courier 🛛 👻	
Size:	12 💌	
Color:	EXAMPLE	I
		Ok Cancel

You can use any standard or .ttf font on your computer for displaying page numbers. The small live preview shows you how your selections will look before applying them. Truetype[™] fonts will embed with your output PDF document.



User Documentation

Option - Watermark

The Watermark option allows you to add multiple watermarks to output documents
Option
Properties Security Watermark Viewer Page Number

Applying Watermark			
Watermark Name	Туре	~	
A Text - CONFIDENTIAL	Text		
🔲 A Text - FINAL 🛛 🚽 Waterr	mark list window		
A Text - COMPLETED	Text	Edit w	vatermark
Text - FOR PUBLIC RELEASE	Text		
A Text - NOT FOR PUBLIC RELEASE	Text		text watermark
A Text - NOT APPROVED	Text		image watermark
A Text - LOGO (left-top)	Text		inage waternark
A Text - LOGO (Left-Bottom)	Text	Dela	ete watermark
A Text - LOGO (Right-Bottom)	Text		
A Text - Dynamic - (title)	Text	🦺 🚽 Μοι	e down watermark
A Text - Dynamic - (Subject)	Text		
A Text - Dynamic - (Author)	Text	🧄 👌 🔶 Μοι	/e up watermark
A Text - Dynamic - (Keywords)	Text		
A Text - Dynamic - (Filename)	Text		
A Text - Dynamic - (LocalDate)	Text		
A Text - Dynamic - (Localtime)	Text		
Mage - LOGO	Image	▼	
	Ok	Cancel	

The watermarks for applying to PDF(s) are listed in the Watermark list, where you can find text and image Watermark items list in here, You can apply watermark by marking one or multiple Watermark items checked, The watermark items which checked will to be applied to Output PDF(s)

Watermark Name	Туре
A Text - FINAL	Checked watermark

Create Text Watermark

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In Watermark list window, Click the icon 🏘 to open the **New Text Watermark** configuration window. You can configure the text watermark properties here. Once you set the desired options for the text watermark, you can click OK to save it, Options that you can set:

	😤 Edit Text Watermark - (Text - NOT APPROVED)	
Name - you can	🎄 Edit Text Watermark	
enter a name for	Text Name	
the watermark	Name: Text - NOT APPROVED	
(note this is not	Text: NOT APPROVED Macro:	
the text that will	Text Preperties	
appear in the pdf,	Eont: 🖉 Helvetica 💌 Embeded Font	
it's used only in	Size: 45 😋 Color:	
the list of available	Style: Bold VItalic Underline	
watermarks that	Text Layout	
you see on the		
Watermarks list		
and must be a	Position in margins Margins	
unique name).		
	Iop: 20	
Text - the text you	Left: 20	
enter here is		
actually the text	Text Effect Opacity: 0% 100%	
that will appear as	Rotation: 0 Cegree	
the PDF watermark.	Metric units	
You can use macro	Inches	
to specify dynamic		
text, either select	Ōĸ	⊆ancel
from the Macro list		

or input directly. As you type you will see in the Preview section how the watermark looks.

Text properties - You can select the type of the font (in the Font section), color, style (bold, italic, underline) and size of the text. If the font is true type, you have choice to embed the font or not.

Text Layout - If the Fit to margins options is selected the size of the font will be automatically adjusted to fit in the limits of the page margins. If the As background option is not checked, the text watermark will be placed on top of the content that currently exists in the document, otherwise it will be placed under the existing content. You can place the text to a fix position or tile in pages by check or uncheck Tile style option. Offx means x-offset, Offy means y-offset. Position and Margin helps you to adjust the position of text watermark. The margin can use either inch/millimeter or percent as unit.



Text Effect – you can choose a rotation angle if you want the text to be rotated (Rotation, values accepted between 0 and 360) and set an Opacity value so that the text is transparence (values from 0 to 100). 0 means invisible, 100 means visible solid.

Preview - in this section you will be able to see how the text watermark will be displayed in the PDF file.

Now the text watermark has been defined and saved, it will be shown in the **Watermarks list window**.

Create Image Watermark

In Watermark list window, click the icon store to open the **New Image Watermark** configuration window. In here you can configure the image watermark properties.

Once you set the desired options for the image watermark, you can click OK to save it, Options that you can set:

Name - you can enter a name for the image watermark.

Image - You can browse and choose an image that will be used as the watermark. Image formats that can be recognized: .BMP, .GIF, .I CO, .JPG, .TIF, .JPEG, .JP E, .PBM, .PCX, .PNG, .PP M, .PSD, .TGA, .TGA etc. After you click ok you will

see it in the Preview section.

🖑 Edit Image Watermark - (Image - LOGO (backg	round)) 🛛 🔀
👍 Edit Image Watermark	
/Image Name	
Name: Image - LOGO (background)	
Image: Browse	0 (5)
Image Preperties Width: 2.22 Height: 2.50	
Eit to margins	
Image Effect Qpacity: 0%	
Rotation: 0 😋 degree 🗌 As background	
Position in margins Margins VUse %	
	AFFUE
Left: 0 🗘 Right: 0 🗘	10/
	Watermark
Metric units	
Inches	
	<u>O</u> K <u>C</u> ancel

Image properties and margins - by default the **Fit to margin** are checked. The **Fit to margins** option will adjust automatically the image to fit in the limits of the page margins. If you uncheck the **Fit to margins** option you can enter custom dimensions for your image (units for the dimensions are those selected in the Units drop-down includes inches, millimeters or points) and the image will be automatically adjusted as seen in the Preview section. The **Stretch to margins** option will adjust automatically the image to stretch in the limits of the page margins



Image Effect - Using options in this section you can choose a rotation angle if you want the image to be rotated (Rotation, values accepted between 0 and 360) or set an Opacity value so that the image is not fully visible (values from 0 to 100).

Preview - in this section you will be able to see how the image watermark will be displayed in the PDF file.

Now the image watermark has been defined and saved. It will be shown in the **Watermarks list window.**

Option	5
oberon	
Properties Security	Watermark Viewer Page Number Page Setting
Apply Page Setting	
Page range	
💽 Aļļ pages	◯Range(X) From 1 🔶 To 1
Orientation	
A	Portrait A OLandscape
Print	
Print w <u>h</u> at:	DocumentContent 🗸 🗸
P <u>r</u> int:	All pages in range
Page size:	
Paper <u>s</u> ize:	A4 💌
	Ok Cancel

Option – Page Settings

The Page setting option allows you to set output PDF documents pages size, orientation, page layout, slide pages range for converting, etc...

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- Page Range: You can choose all pages, or select specific MS word pages to convert
- Page Size Select the formats the outputted paper size will be used for from the pages sized for drop-down list
- Page Orientation: to choose which pages to print and orientation landscape or portrait.
- The convert what area: has Seven options in the drop-down list include: Document Content, Properties, Comments, Styles, Auto Text Entries, Key Assignments, Envelope

Option - Viewer

The Viewer option allows you to set various parameters as the defaults to be used when your output pdf is viewed. Use the dropdowns to set the document options, and the checkboxes to choose window and interface options to completely customize how your output document first appears when opened.



User Documentation

Option 🔀	
Properties Security Watermark Viewer Page Number	
Show: Sl	how the thumbnail panel 💌
Magnification: 1	00%
Open to page number: 1	
Window Options	
Fit Window	
Center Window	
Full Screen	
User Interface Options	
Hide Menu Bar	
Hide Tool Bars	
Hide Window Controls	
	Ok Cancel

Ending Your Session

When you have completed your work click the **Quit** icon to exit program.

For more information: <u>http://www.a-pdf.com</u>