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# PrimoPDF™

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## User Manual Version 3.0

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

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## Credits

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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. (Additional disk space may be required, depending on the size and type of files being converted.)

## Installation

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To install PrimoPDF:

1. Download the PrimoPDF installer from [www.PrimoPDF.com](http://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

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To uninstall PrimoPDF:

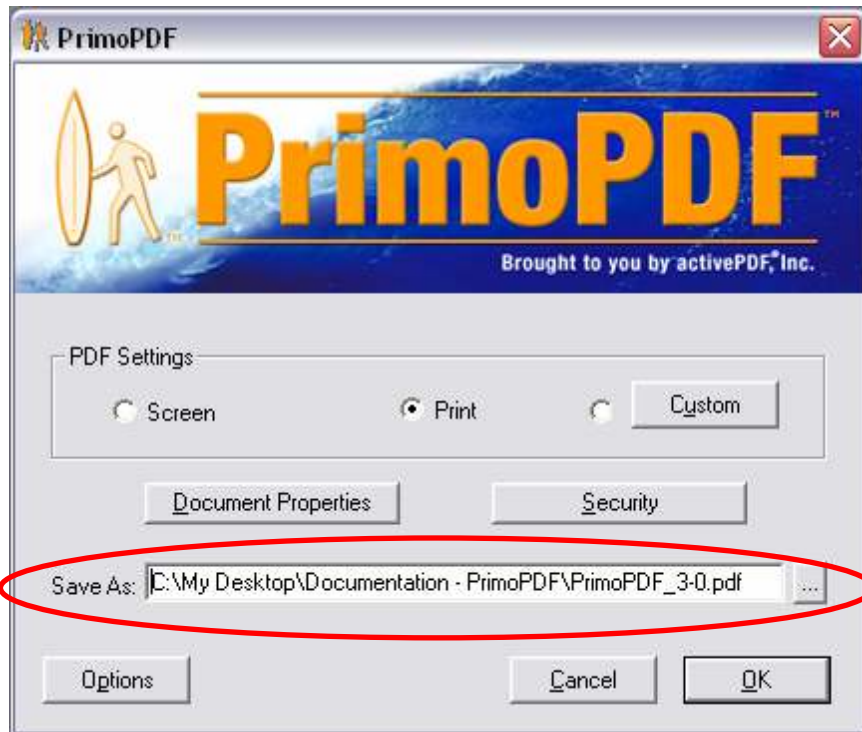
1. Click **Start**, then click **Programs > activePDF > PrimoPDF > Uninstall PrimoPDF**.
2. Follow the instructions on the screen to uninstall PrimoPDF.

## 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.

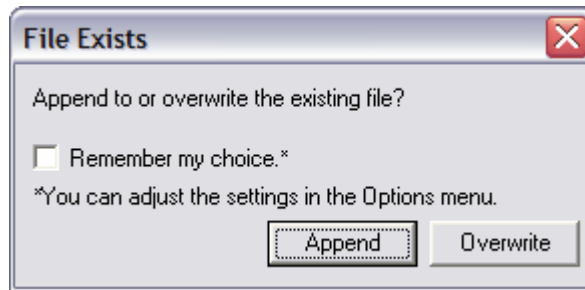
To create a PDF:

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. If the selected location already contains a PDF with the same name, you may encounter this screen:



**Figure 2. 'File Exists' dialog**

Select 'Append' to append your PDF to the existing PDF. Select 'Overwrite' to overwrite the existing PDF with your PDF. Select 'Remember my choice.' for PrimoPDF to remember your selection of 'Append' or 'Overwrite' when encountering existing files.

**NOTE:** All messages can be enabled in PrimoPDF Options. See [PrimoPDF Program Options](#) section for details.

5. Select whether the PDF will be used for **Screen** or **Print**. Alternately, you can choose **Customize** to create custom settings for your document. Refer to the section [Customizing your PDFs](#). 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

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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 3. 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**

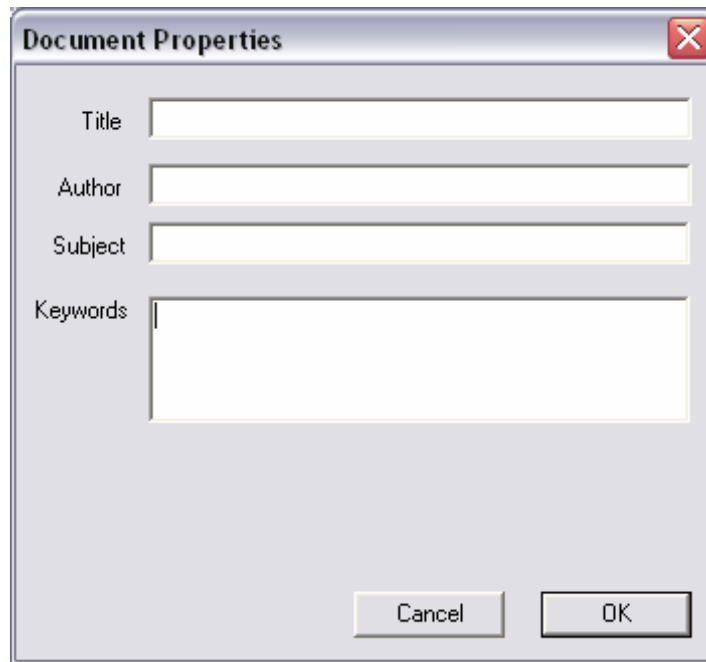
**NOTE:** The **Security Setting** options remain dimmed until you specify an **Owner Password**.

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## Document Properties

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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 4. Document Properties**

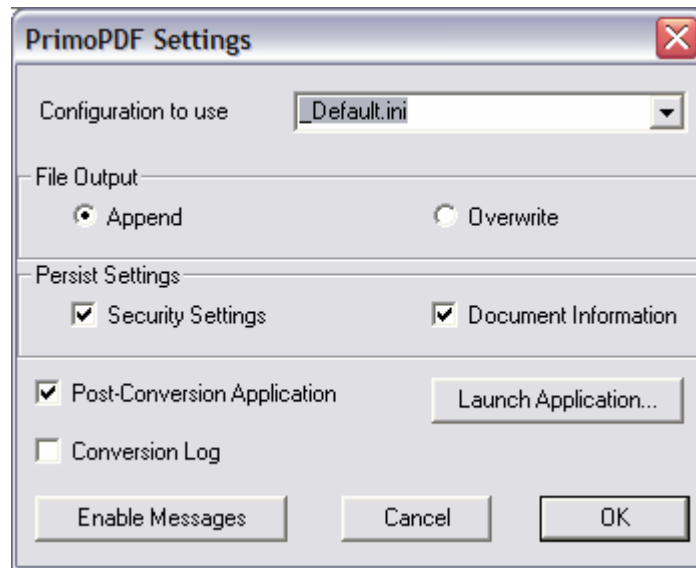
**Document Properties.** The Title, Author, Subject, and Keywords can be set to provide the user with additional information about the document.

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## PrimoPDF Program Options

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PrimoPDF's program options enable you to control how the program operates (see Figure 4).



**Figure 5. PrimoPDF Settings**

**Configuration to Use.** Allows you to select from your previously saved configurations or the following custom configurations:

- **Ebook.** If selected, PrimoPDF will create a PDF using settings optimized for e-Books.
- **Prepress.** If Selected, PrimoPDF will create a PDF using settings optimized for printing on a commercial printer. This configuration will automatically embed all fonts.
- **Default.** If selected, PrimoPDF will create a PDF using its default settings, designed for output intended to be useful across a wide variety of uses.

**File Output.** Allows you to decide how PrimoPDF handles an existing file:

- **Append.** If selected, PrimoPDF will append your PDF to the existing PDF selected. This is the default setting in PrimoPDF.

- **Overwrite.** If selected, PrimoPDF will overwrite the existing PDF with your PDF conversion.

**Persist Settings.** Allows you to decide if you security and document information settings should be stored for future PrimoPDF conversions:

- **Security Settings.** If selected, PrimoPDF will save your security settings (password, encryption key length, permissions, etc...) for future conversions.
- **Document Information.** If selected, PrimoPDF will save your document information settings (Title, Author, Subject, Keywords) for future conversions.

**Post PDF Launch.** If checked, PrimoPDF will automatically launch the selected application after printing. Click **Launch Application** for additional configuration options.

- **Automatically launch default viewer upon completion.** If checked, PrimoPDF will automatically open the output PDF in your computer's default PDF viewer.
- **Launch Application.** If set, PrimoPDF will launch the chosen application or file path after the PDF is created. You must disable **Automatically launch default viewer upon completion.**

**Conversion Log.** If Selected, PrimoPDF will generate a conversion log detailing problems encountered during the PDF conversion.

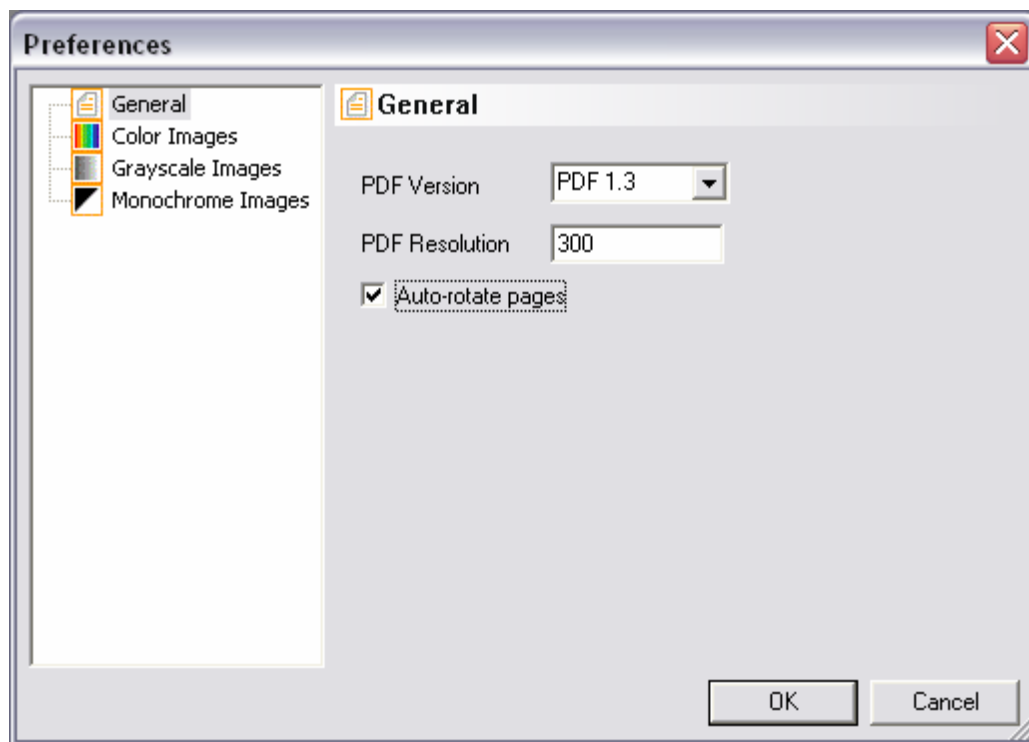
**Enable Messages.** If pressed, PrimoPDF will once again display any message(s) previously ignored via the "Remember my choice" selection.

## Customizing your PDFs

All PrimoPDF's custom settings can be accessed by clicking the Customize button on the main PrimoPDF dialog box.

### General

The General pane allows you to set custom settings for your PDF output (see Figure 6).



**Figure 6. General Settings**

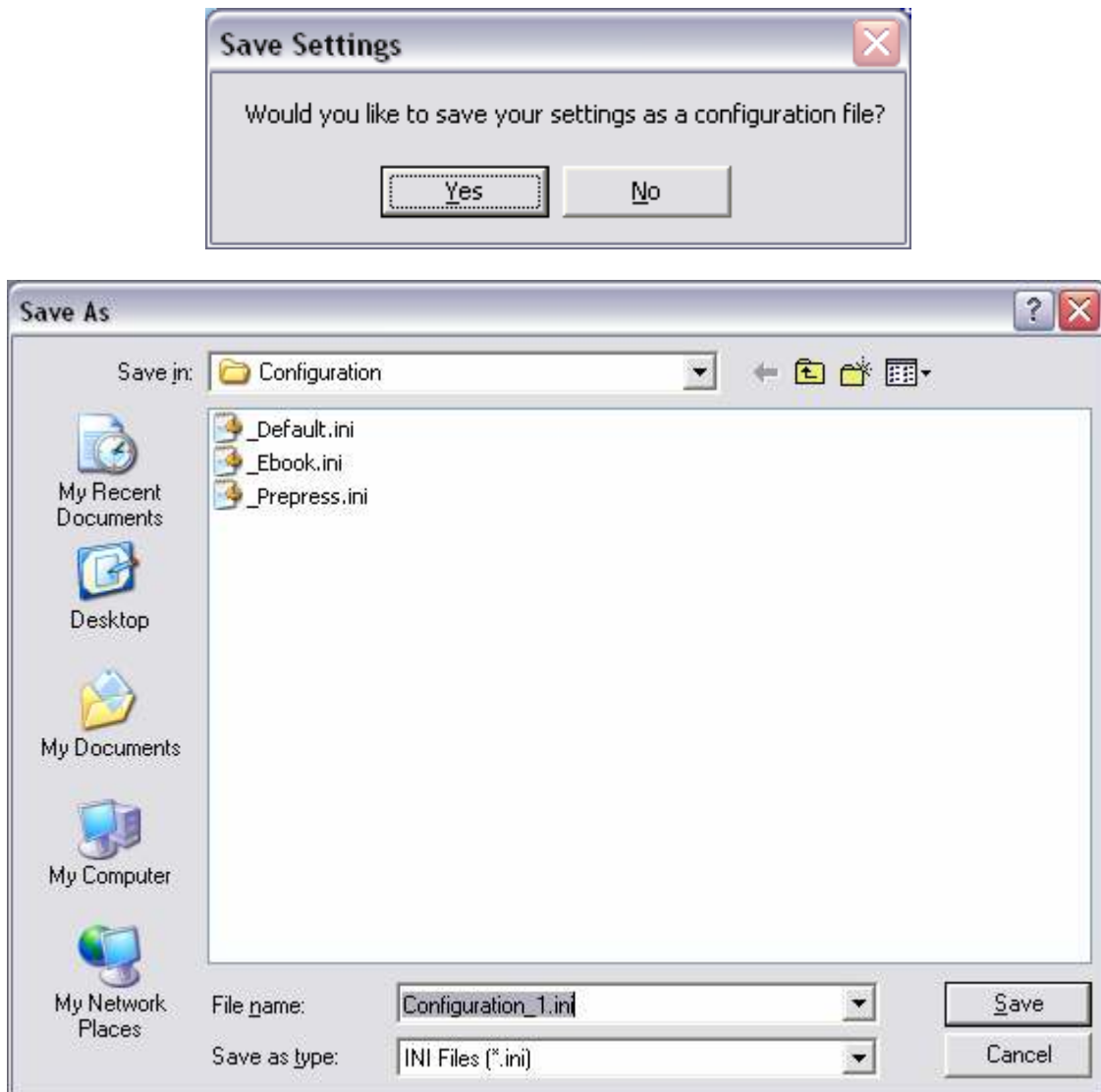
**PDF Version.** Sets the PDF version for compatibility with PDF viewing and editing applications.

- **PDF Version 1.3.** Compatible with Adobe Reader version 4.0 or later.
- **PDF Version 1.4.** Compatible with Adobe Reader version 5.0 or later.

**PDF Resolution.** The resolution that you can set the entire document too.

**Auto Rotate Pages.** If set, PDF page will be automatically rotated so that the majority of text is horizontal. This can be useful when creating PDFs from landscape documents, so that pages are easier to read onscreen.

**Saving Custom Configurations.** Any Custom setting can be saved by making selections then clicking **OK**. Before creating the PDF, a window will prompt you to save your settings as a configuration file. Click **Yes**, and then name your custom configuration before clicking **Save** (see Figure 5). A saved custom configuration can be recalled by using the **Configurations to Use** drop down Window.



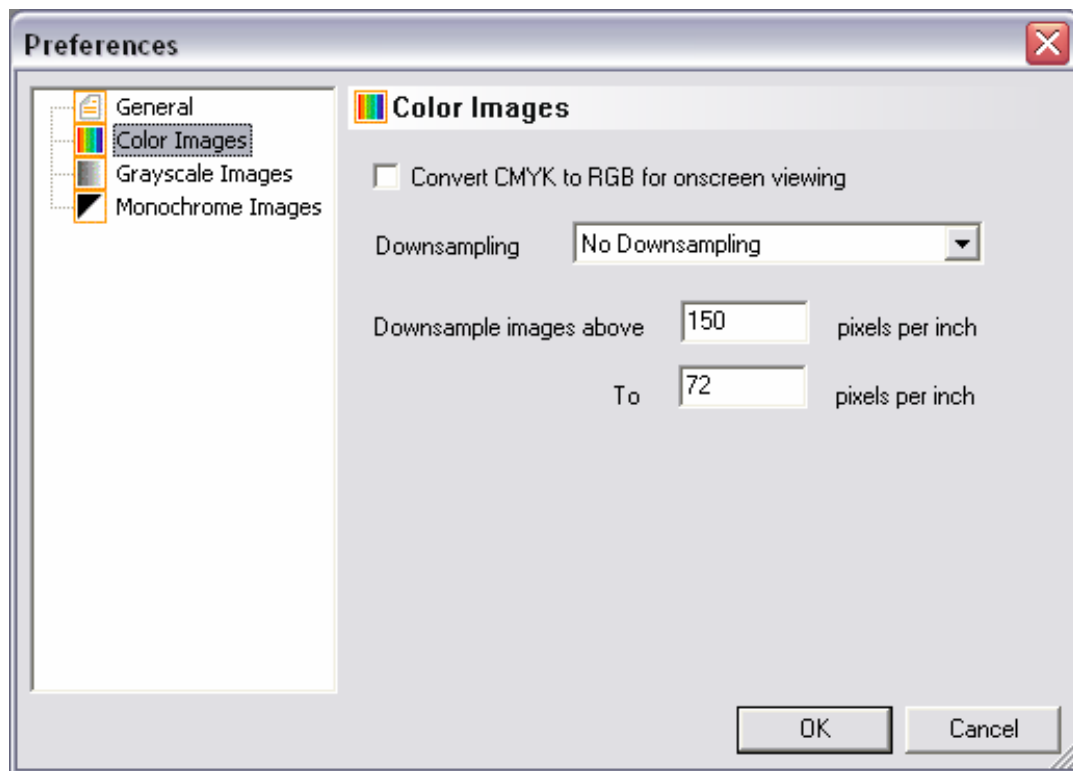
**Figure 7. Saving a custom configuration**

## Images

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Downsampling is used to help reduce the size of your outputted PDF file. It allows you to optimize the images in the PDF to achieve the best balance between visual quality and file size.

### Color Images



**Figure 8. Color Images**

**Convert CMYK to RGB for onscreen viewing.** Converts color images from the CMYK color model (used for printing) to the RGB color model (used for onscreen display).

**Downsampling.** Reduces image resolution to assist in reducing the file size. Select from the following settings:

- **Don't Downsample.** No images are downsampled in the PDF.
- **Average.** A sample of pixels from the document is averaged to attain the downsampled value.

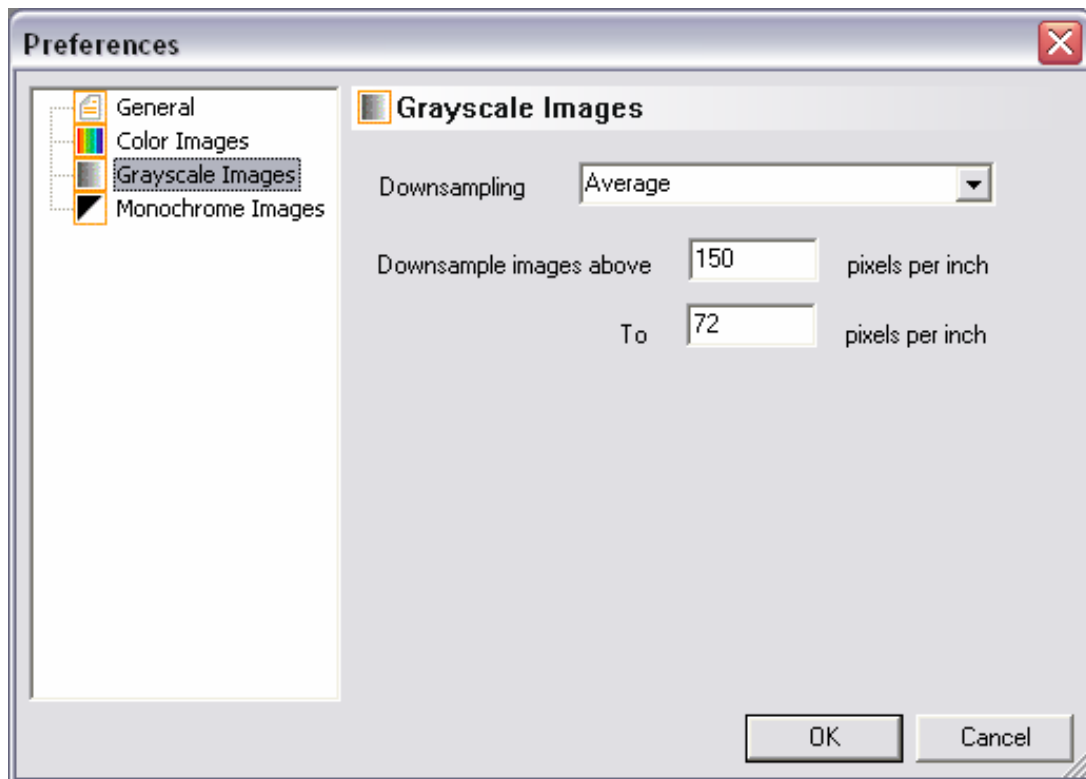


- **Bicubic.** Bicubic interpolation is used on a sample of pixels from the document to attain the downsample value.
- **Subsample.** A center sample from a group of pixels from the document is used to attain the downsample value.

**Downsampling Threshold.** Reduces image resolution to assist in reducing the PDF file size. You can establish a color image resolution threshold. Any images having a resolution above the value specified will be downsampled to the resolution specified.

**NOTE:** Resolution is measured in pixels per inch.

## Grayscale Images



**Figure 9. Grayscale Images**

**Downsampling.** Reduces image resolution to assist in reducing the file size. Select from the following settings:

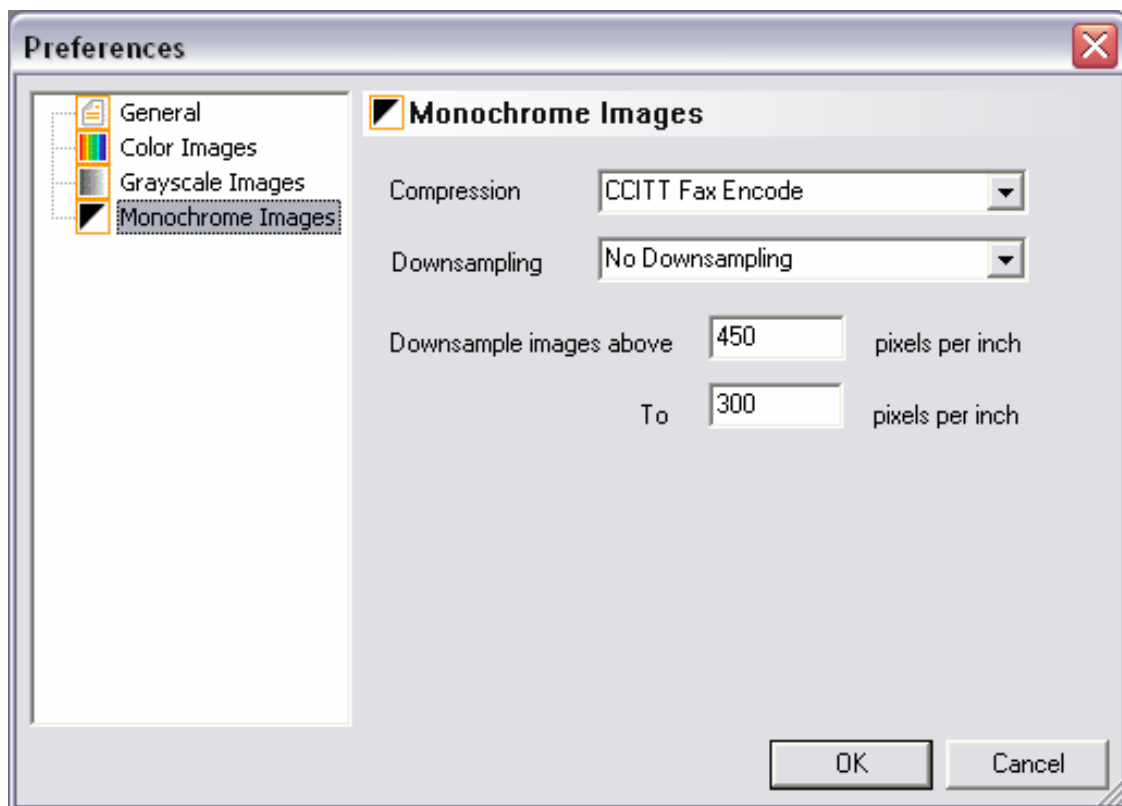
- **Don't Downsample.** No images are downsampled in the PDF.

- **Average.** A sample of pixels from the document is averaged to attain the downsampled value.
- **Bicubic.** Bicubic interpolation is used on a sample of pixels from the document to attain the downsample value.
- **Subsample.** A center sample from a group of pixels from the document is used to attain the downsample value.

**Downsampling Threshold.** Reduces image resolution to assist in reducing the PDF file size. You can establish a color image resolution threshold. Any images having a resolution above the value specified will be downsampled to the resolution specified.

**NOTE:** Resolution is measured in pixels per inch.

## Monochrome Images



**Figure 10. Monochrome Images**

**Compression.** Set the compression filter for monochrome images:

- **CCITT (International Coordinating Committee for Telephony and Telegraphy) Fax Encoding.** This is a lossless compression method that uses standard fax compression and only applies to black and white bitmap images.
- **Run Length Encode.** A form of compression that is particularly effective on files that contain many long runs of the same byte, value, or character. It is primarily used on binary files.
- **Flate Encode.** Uses the ZIP compression method to reduce image size without affecting the image's quality.

**Downsampling.** Reduces image resolution to assist in reducing the file size. Select from the following settings:

- **Don't Downsample.** No images are downsampled in the PDF.
- **Average.** A sample of pixels from the document is averaged to attain the downsampled value.
- **Bicubic.** Bicubic interpolation is used on a sample of pixels from the document to attain the downsample value.
- **Subsample.** A center sample from a group of pixels from the document is used to attain the downsample value.

**Downsampling Threshold.** Reduces image resolution to assist in reducing the PDF file size. You can establish a color image resolution threshold. Any images having a resolution above the value specified will be downsampled to the resolution specified.

**NOTE:** Resolution is measured in pixels per inch.