

**Thank you for choosing PDF Creator Plus!**

PDF Creator Plus 5.0 has been successfully installed on your computer:

- the PDF Creator Plus preview application is now available from the shortcut placed on your desktop
- the PDF Creator Plus 5.0 printer is now available from your printers list.

**Getting Started**

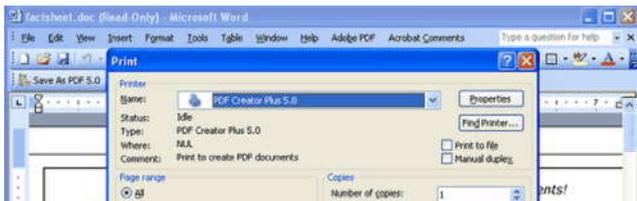
- [How do I create a PDF using PDF Creator Plus?](#)
- [How do I create a PDF with hyperlinks and outline information?](#)
- [How can I merge my documents into a single PDF?](#)

**CREATING A PDF USING PDF CREATOR PLUS**

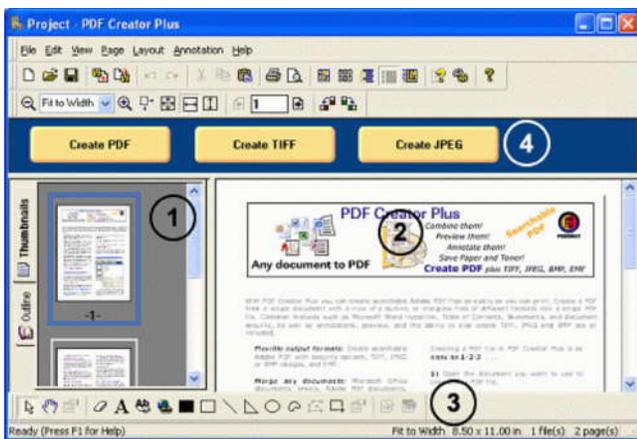
Creating a PDF using PDF Creator Plus is a simple, 3-step process : **Print** your document, **Preview** your pages, and then **Create your PDF**.

**1. PRINT**

Select the **Print** option from your application's menu, choose the **PDF Creator Plus 5.0** printer from the **Print** dialog and press **OK** to start.



**2. PREVIEW YOUR PAGES**

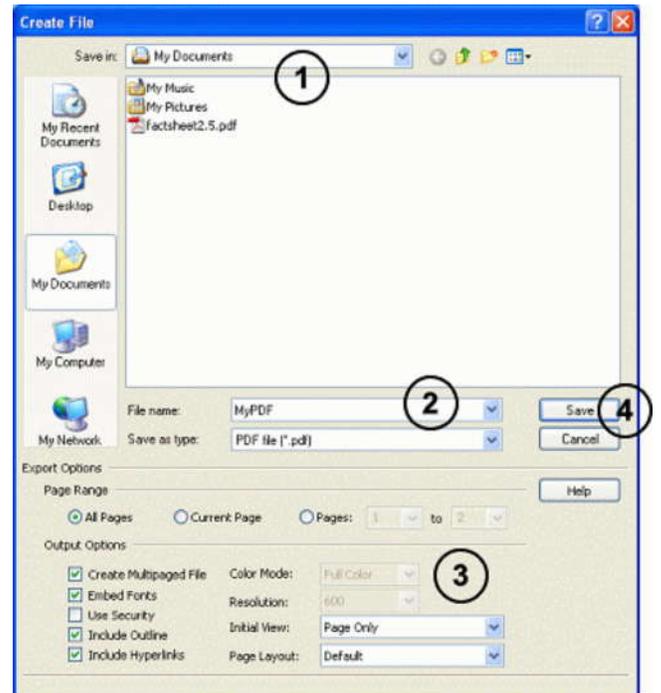


1. The **Thumbnails** view shows a small image of each page. You can use this view to move from page to page or to re-arrange the pages by clicking

2. and dragging the thumbnail image within the view. The currently selected page is displayed in the **Page** view.
3. The annotation toolbar can be used to add text boxes and hyperlinks, and shape objects such as lines or circles.
4. The three most common file formats are available from the **Create PDF**, **Create TIFF** and **Create JPEG** buttons in the blue Task view at the top of the application.

**3. CREATE PDF**

Click the **Create PDF** button in the blue task view to create your PDF file. From the **Create File** dialog you can choose the type of PDF file to create and where on your computer to save your PDF file.



1. Browse to the folder on your computer in which you want to save your PDF file.
2. Enter a name for your PDF file.
3. Output options, such as **Embedded Fonts**, **Include Hyperlinks**, **Security**, **Initial View** and **Page Layout** can also be configured.
4. When you are ready, click the **Save** button to create your PDF file.

**CREATING A PDF WITH HYPERLINKS**

PDF Creator Plus includes a Microsoft® Word Add-In that allows you to create PDF documents from Microsoft® Word and keep the *hyperlinks*, *bookmarks* and any *table of contents* information.

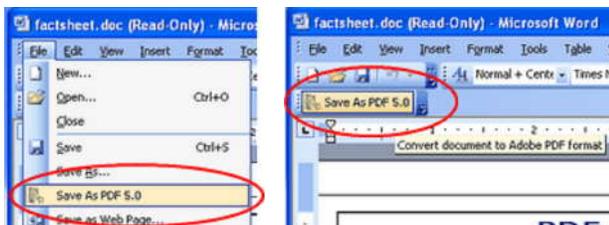
Instead of printing the Word document to the PDF Creator Plus 5.0 printer, the document must be sent to PDF Creator Plus using the **Save As PDF Add-In** in order to transfer the hyperlink, bookmark and table of contents information from Word.

**1. FINDING THE ADD-IN**

In Microsoft® Word 2007 and 2010, the toolbars are now replaced with a tabbed ribbon. The **Save As PDF 5.0 Add-In** is located on the **Add-Ins** tab of the ribbon.



On versions of Microsoft® Word prior to 2007, the **Save As PDF 5.0 Add-In** creates a new menu item, Save As PDF, under the **File** menu, as well as creating a new custom **Save As PDF 5.0** toolbar.



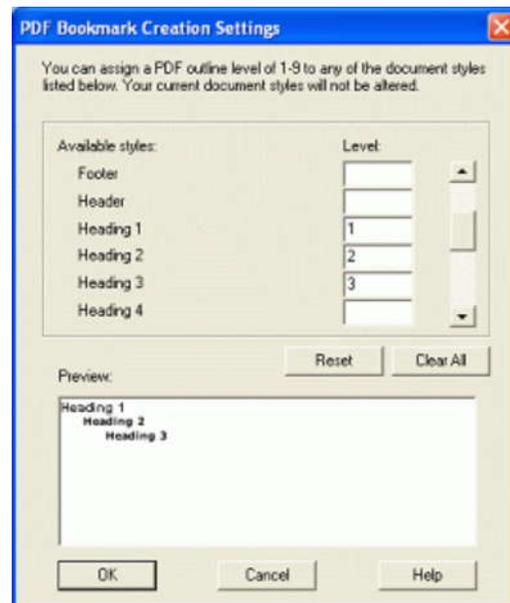
**2. RUNNING THE ADD-IN**

The **Save As PDF 5.0 Add-In** launches the **PDF Bookmark Creation Settings** dialog which allows you to customize the outline of your PDF file. The outline information in PDF Creator Plus is used to create the Bookmarks tab in Adobe.

From this dialog, choose what outline level, from 1 to 9, to assign each available style in the document. By default, the styles Heading 1, Header 2 and Heading 3, if they are used in the document, are already assigned as Outline Levels 1, 2 and 3.

Any text in the document with a style that has an assigned outline level will be included as a bookmark in the PDF when it is created. Changes made here are only used during the **Save As PDF 5.0 Add-In** process. They do not affect the current styles and formatting in the document.

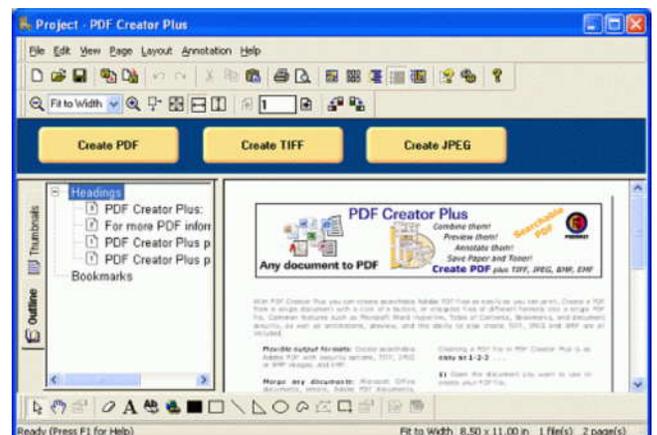
When you are satisfied with the settings, click the OK button to start the **Save As PDF 5.0** process.



A progress dialog displays feedback on what step of the process is currently being done. You will see different parts of the document being selected as the **Save As PDF 5.0 Add-In** moves through the document and processes each page.

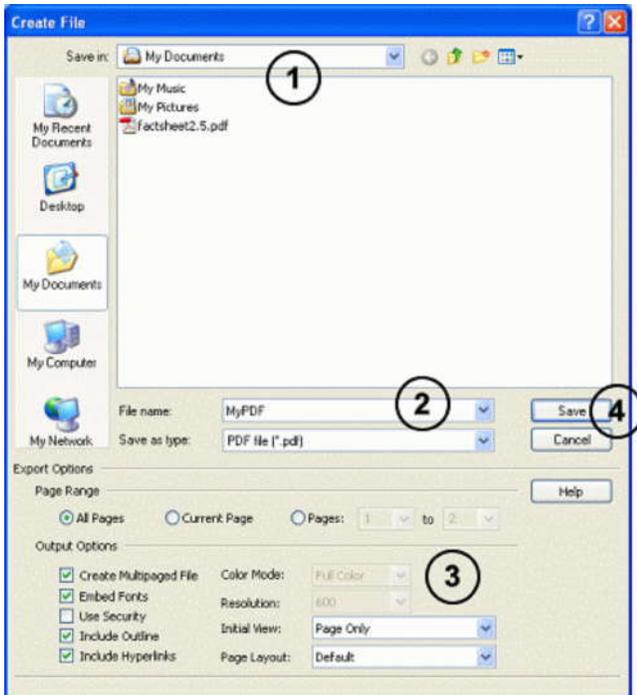
**3. PREVIEW YOUR PAGES**

When finished, the PDF Creator Plus application will launch and display the document as a new project. Any document styles that were assigned an outline level will be displayed in the **Outline** tab of the Navigation view.



#### 4. CREATE YOUR PDF

Click the **Create PDF** button in the blue Task view area to create your PDF file. The PDF created will have the same *hyperlinks*, *bookmarks* and any *table of contents* information as the original Word document.



1. Browse to the folder on your computer in which you want to save your PDF file.
2. Enter a name for your PDF file.
3. Different output options, such as **Embedded Fonts**, **Include Hyperlinks**, **Security**, **Initial View** and **Page Layout** can also be configured. Make sure to leave the **Include Outline** and **Include Hyperlinks** options checked to create hyperlink information in your PDF file.
4. When you are ready, click the **Save** button to create your PDF file.

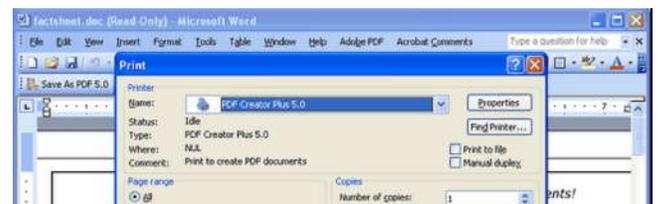
#### MERGING DOCUMENTS INTO A SINGLE PDF

PDF Creator Plus makes it easy to merge files of different formats together into a single PDF file. Want to include maps and directions from the internet with your travel itinerary? Want to add an Excel spreadsheet to the end of a report from an in-house application?

With PDF Creator Plus it's easy!

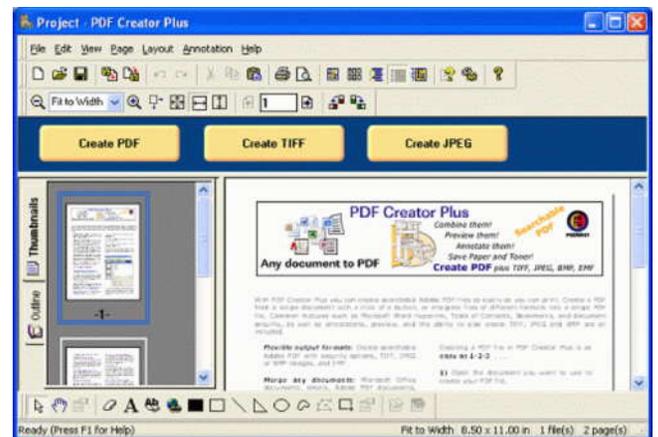
##### 1. PRINT THE FIRST DOCUMENT

Open your first document and select the **Print** option from your application's menu. Choose the PDF Creator Plus 5.0 printer from the Print dialog and press **OK** to send the document to PDF Creator Plus.



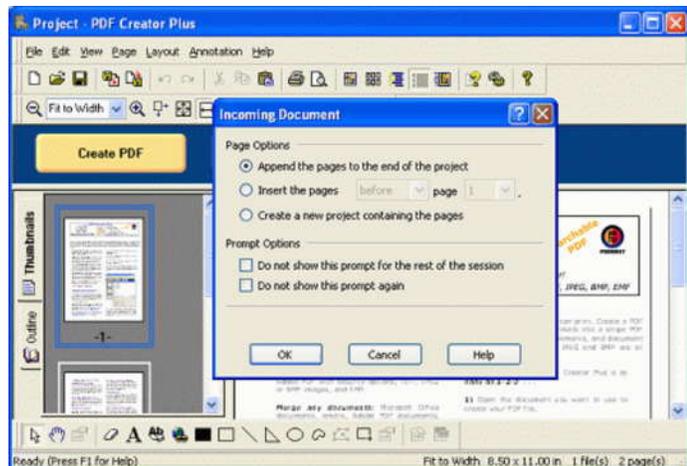
##### 2. PREVIEW THE PAGES

The PDF Creator Plus preview application will automatically open and display the pages you printed. Leave the preview application open and continue printing the other documents.



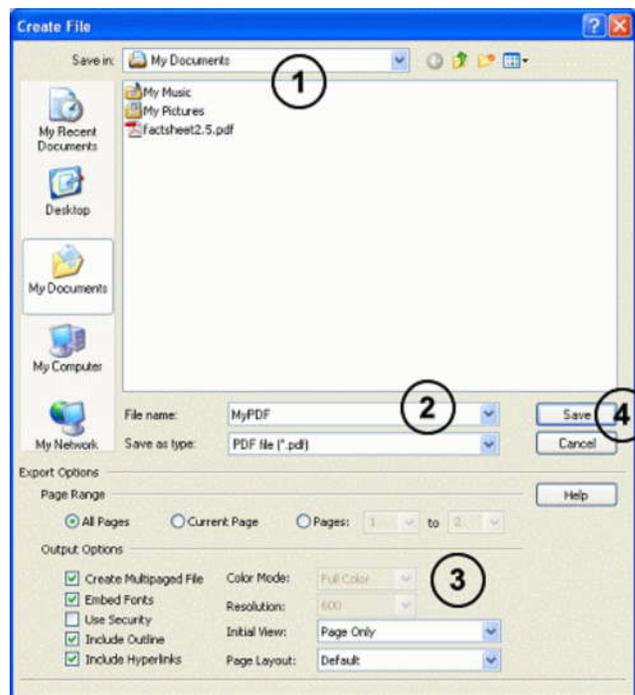
### 3. CONTINUE PRINTING

For each other document printed to the PDF Creator Plus 5.0 printer, the preview application will display a prompt asking where to add the new pages. The default action is to **Append the new pages to the end of the project**; if desired you can insert the pages at any point in the current list of pages.



### 4. CREATE YOUR PDF

When you have combined all the documents you want together in the preview application, click the **Create PDF** button in the blue Task view to create your PDF file.



1. Browse to the folder on your computer in which you want to save your PDF file.
2. Enter a name for your PDF file.
3. Output options, such as **Embedded Fonts**, **Include Hyperlinks**, **Security**, **Initial View** and **Page Layout** can also be configured. If you have used the Microsoft® Word **Save As PDF 5.0 Add-In** to send outline and hyperlink information, make sure to leave the **Include Outline** and **Include Hyperlinks** options checked to include the hyperlink information in your PDF file.
4. When you are ready, click the **Save** button to create your PDF file.

### NEW FEATURES FOR VERSION 5.0

PDF Creator Plus 5.0 includes the following new features:

- new image downsampling options allow you to create smaller PDF files
- increased performance to display preview window faster; no more waiting for the file to print
- supports the upcoming release of Microsoft® Word 2010, both 32-bit and 64-bit versions.
- added support for RAW mode printing from applications such as Quicken® and QuarkXPress®
- ability to handle large files that fail in the previous versions

### CONTACT INFORMATION

Please contact us for more information, comments or feedback.

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Phone: 1-800-883-7980 (North America only)  
1-613-224-6894 (outside North America)  
Fax: 1-613-224-6899

### COMMON QUESTIONS

#### What applications work with PDF Creator Plus 5.0?

Any Microsoft Windows application that supports printing will work with the PDF Creator Plus application - just choose the **PDF Creator Plus 5.0 printer** from the **Print** dialog of your application. This will not create a paper copy of your document - a digital copy is instead sent to PDF Creator Plus. From within PDF Creator Plus you can then create PDF documents, or TIFF or JPEG images of your original document.

#### Why don't I get any hyperlinks or outline information in my PDF document?

Hyperlinks can only be retained from Microsoft® Word documents when using the **Save As PDF 5.0 Add-In**. See [Creating a PDF with Hyperlinks](#) for step-by-step instructions. If you have used the **Save As PDF 5.0 Add-In** to send your Word document to PDF Creator Plus, you also need to have the **Include Outline** and **Include Hyperlinks** options checked in the **Create File** dialog when creating your PDF file.

#### Still have questions?

Visit the [PEERNET Forum](#) to search our knowledge base of frequently asked questions, or contact the [PEERNET Technical Support](#) team with your question.