Right PDF 사용자 매뉴얼

Right PDF Server 6 (영어)

마지막 업데이트 날짜: 2026/09/11

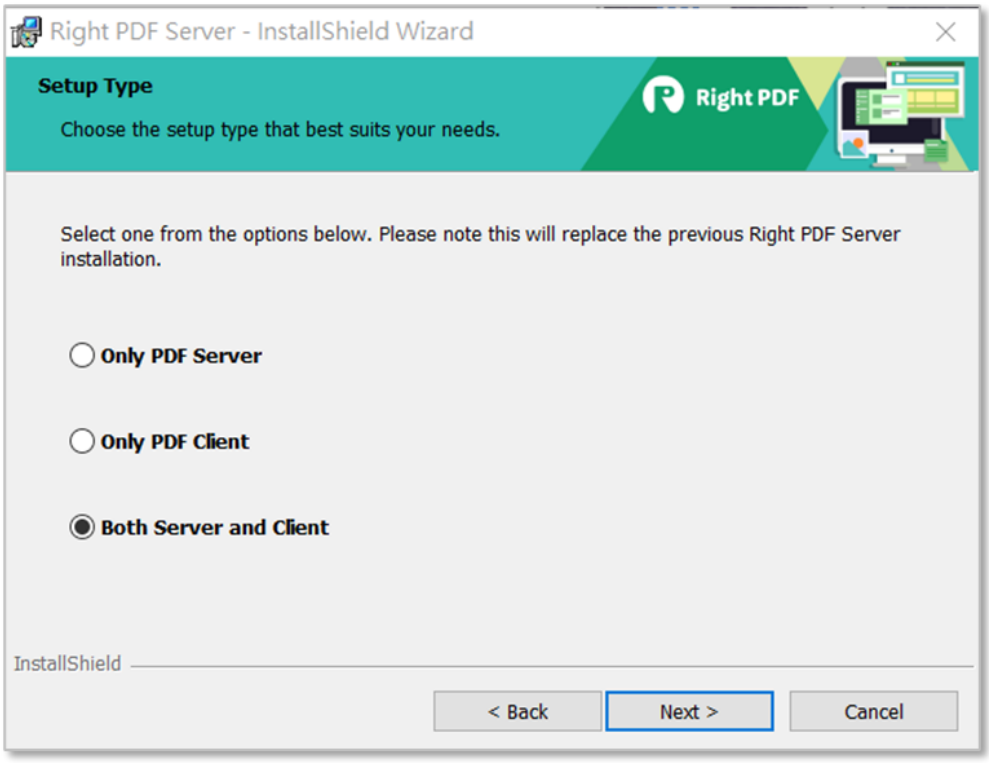
Chapter 1: Getting started

Download and installation

Download Right PDF Server on Right PDF Online Store. When the download is complete, double-click the setup file to start the installation wizard. If the wizard detects any Right PDF product on your computer, the installation will stop. Please uninstall the software before you try again.

Visit Right PDF Online Support if you have any problems with downloading or installing the software.

Setup type



1. **Only PDF Server:** This type installs **PDF Server Console** and **Watch Folder**. Whereas PDF Server Console controls and monitors connections from each client PC, Watch Folder is a program developed based on the Create APIs of PDFCMD, and an alternate conversion method. Both Server Console and Watch Folder must be installed on the server machine.

2. **Only PDF Client:** This type installs **PDF Server Client** application only. Each client computer can connect to a server and initiate PDF conversion.
3. **Both Server and Client:** This type installs **Console**, **Client** and **Watch Folder**.

License activation

Online activation

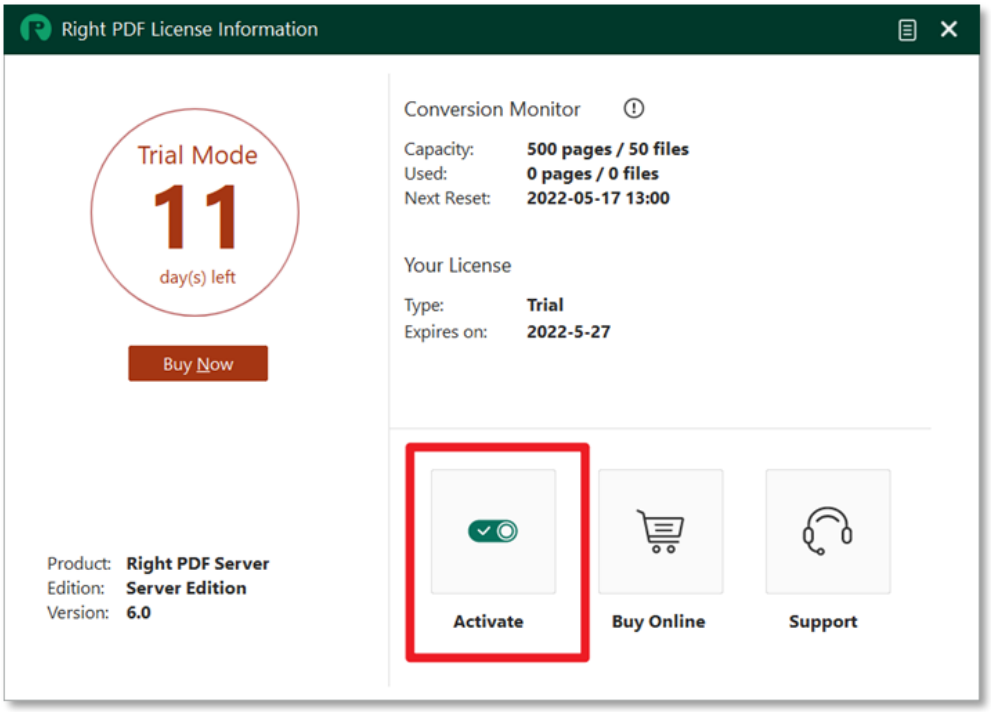
You will be promoted to activate the software within 14 days after installation. License activation is mandatory if you want to continue using the software after 14 days. If you don't activate the software, it will be disabled as the trial period comes to the end.

The activation process does not collect, reveal, or transmit any identity information of our users. Activation requires your license code which is available in your purchase confirmation email or in the product box. You have to activate the software on the server machines only, not the client computer.

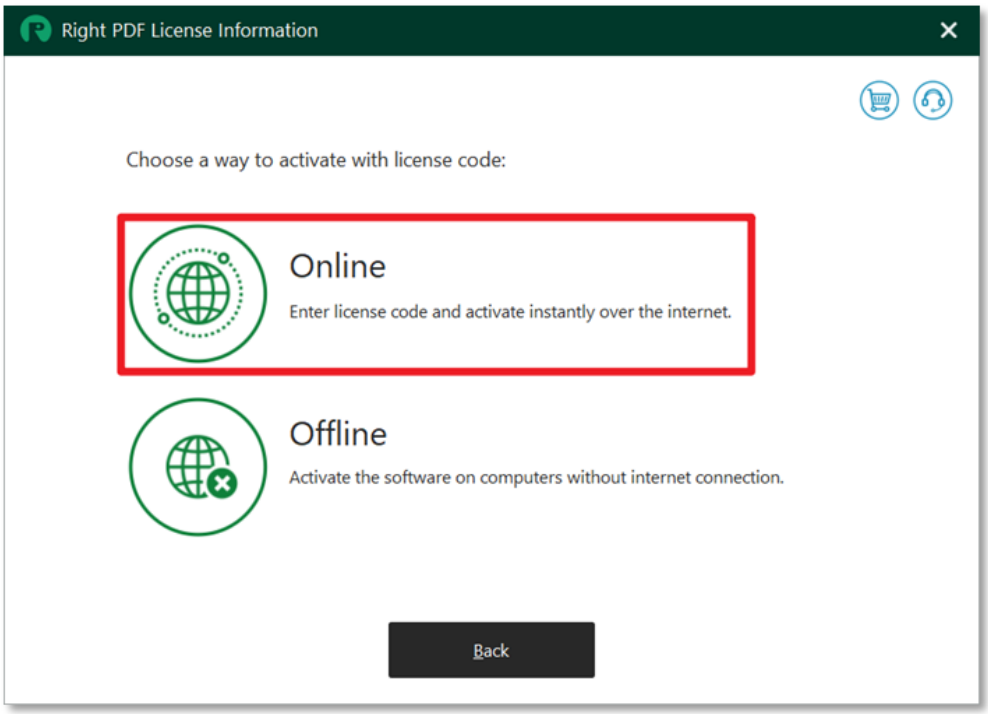
If your computer already has an internet connection, you can activate the product immediately by entering the license code.

1. Go to Start > All Programs > Right PDF Server> License Information OR:
    - For **Right PDF Server**, launch it and click on "About".

2. In the Right PDF License Information window, click on "Activate".



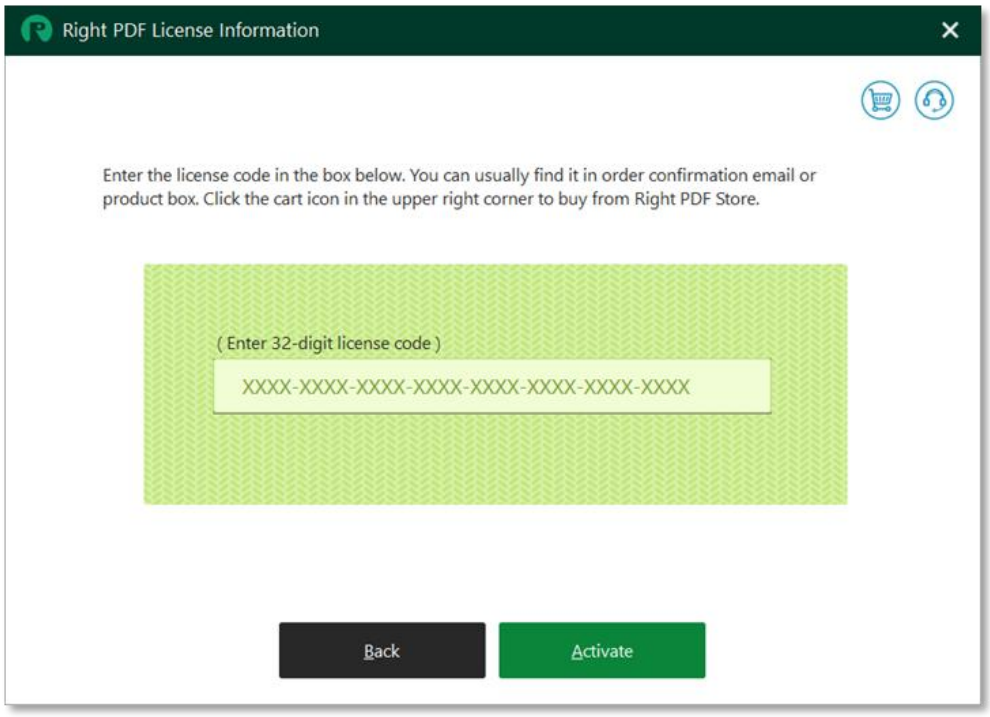
3. Choose a way to activate:
    - For **Right PDF Server**, choose “Online”.



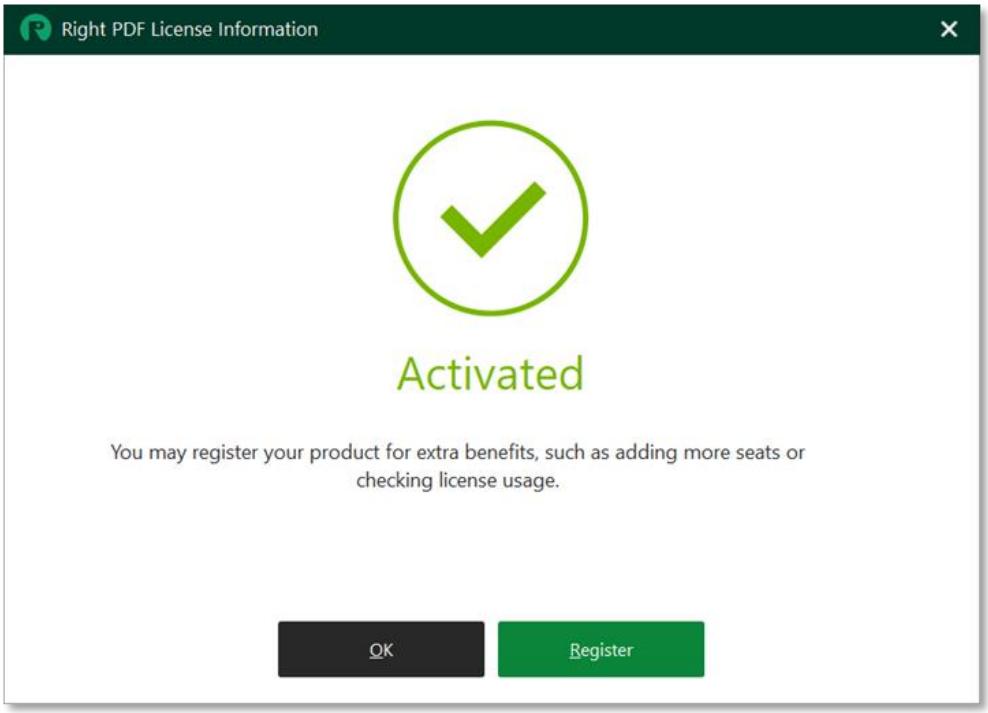
4. Enter the license code and then click “Activate”. (You will receive a confirmation e-mail that includes a license code after purchase.)

   A Right PDF license code looks like this:

   4W00-E12Y-WB9V-74H2-PD87-5XP7-E008-CNP3



5. Online activation complete.

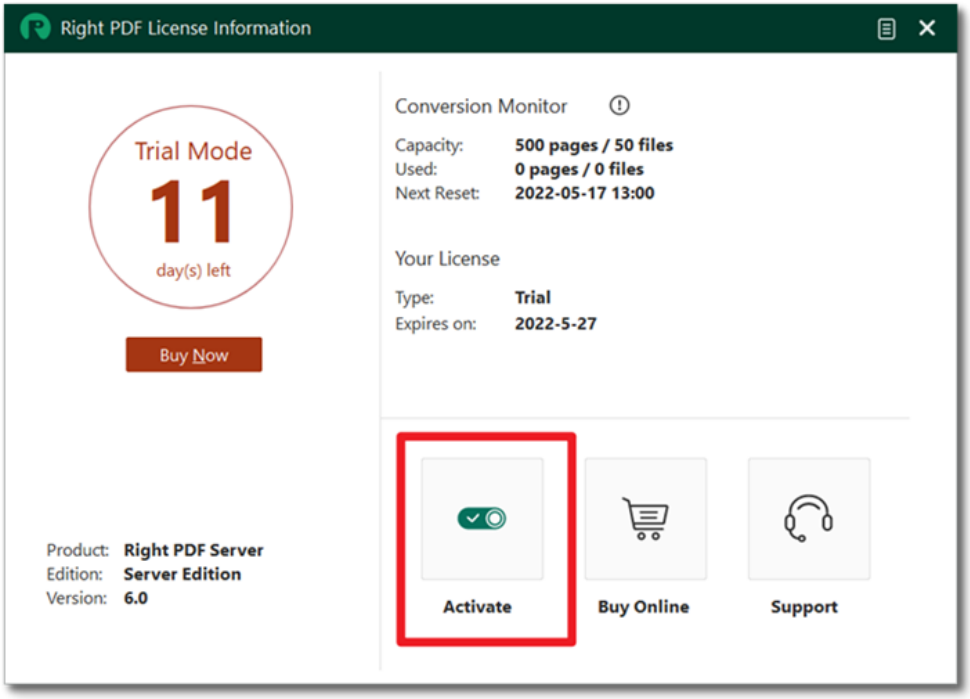


Offline activation

If the computer does not have an Internet connection, you have to export the activation data and upload it to our Activation Server on another computer with Internet access.

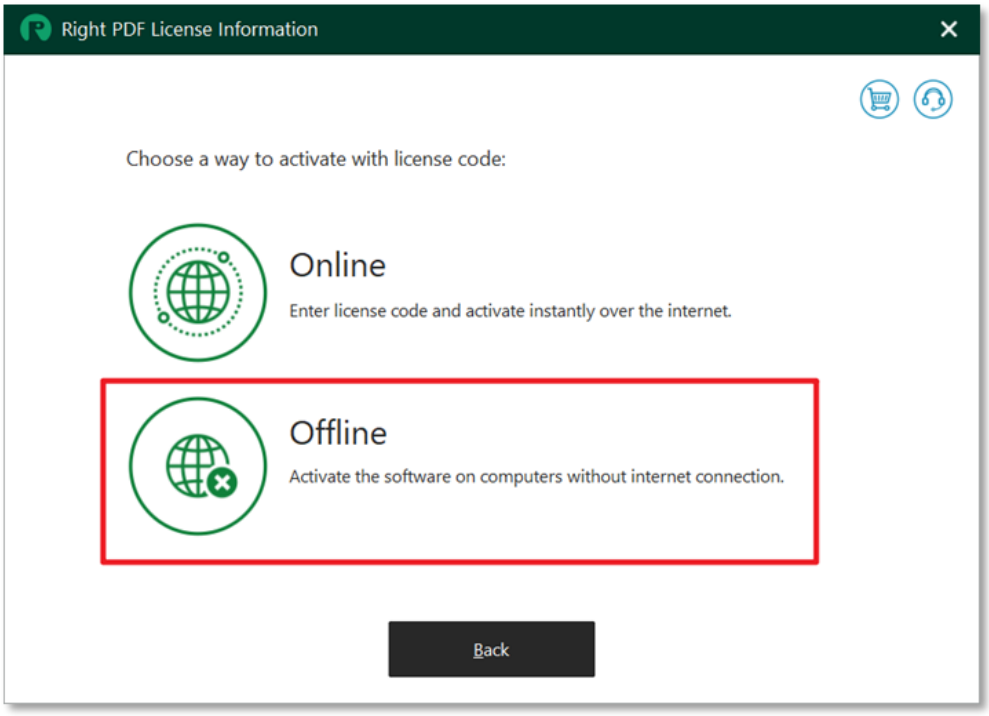
1. Go to Start > All Programs > Right PDF Server > License Information OR:
    - For **Right PDF Server**, launch it and click on "**About**".

2. In the Right PDF License Information window, click on "**Activate**".

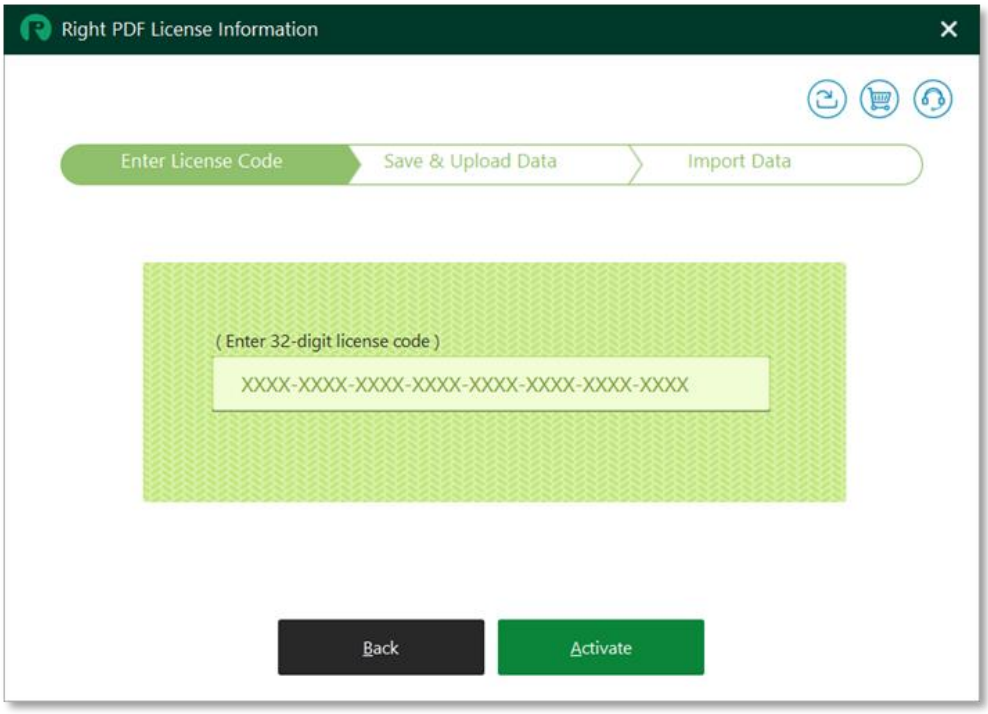


3. Choose a way to activate:

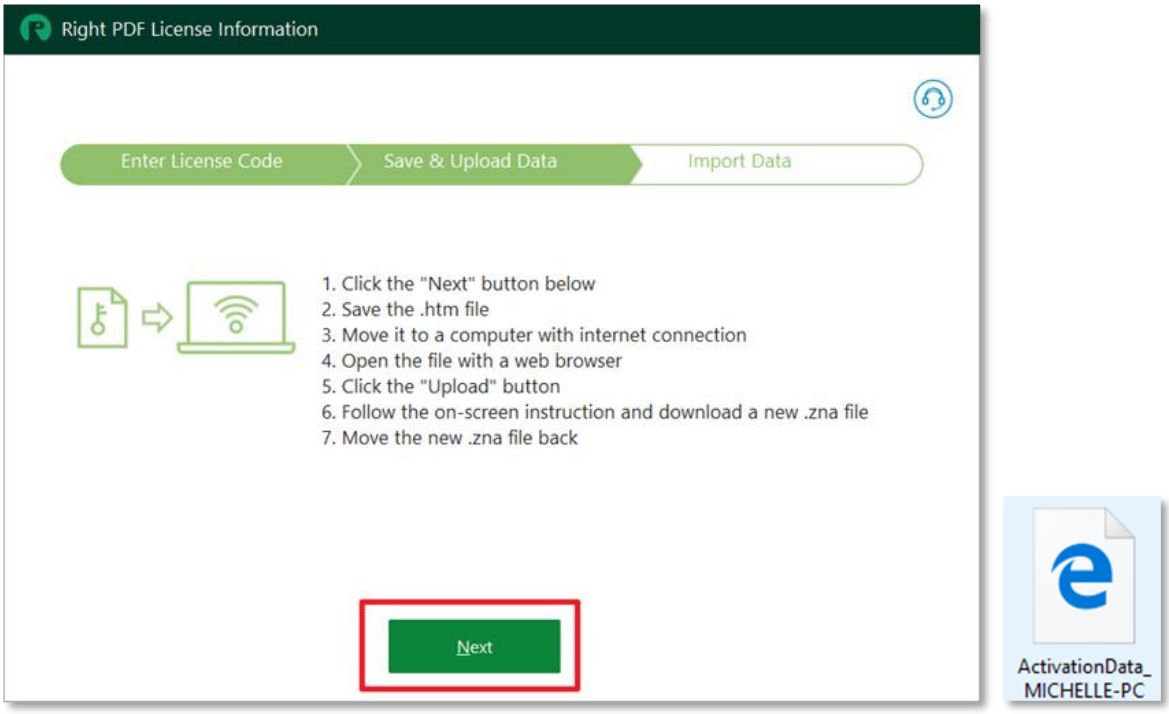
- For **Right PDF Server**, choose “Offline”.



4. Enter the license code and then click “Activate”. (You will receive a confirmation e-mail that includes a license code after purchase.)

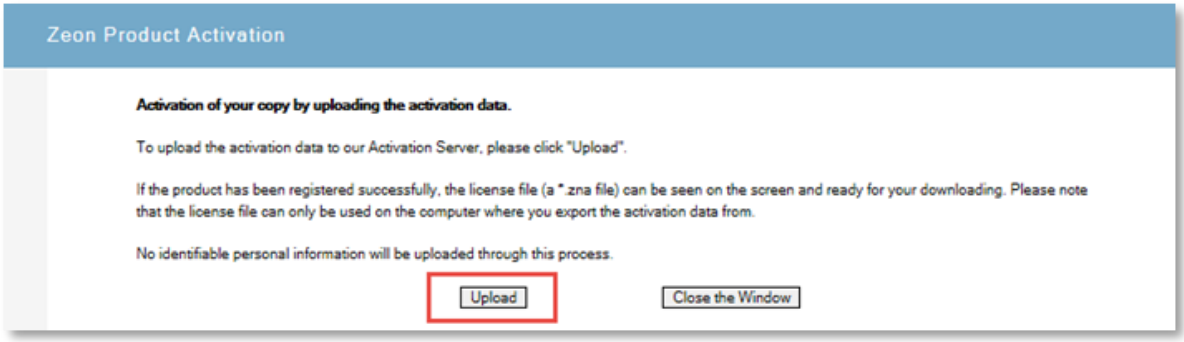


5. Click “Next” and save the .htm activation file.

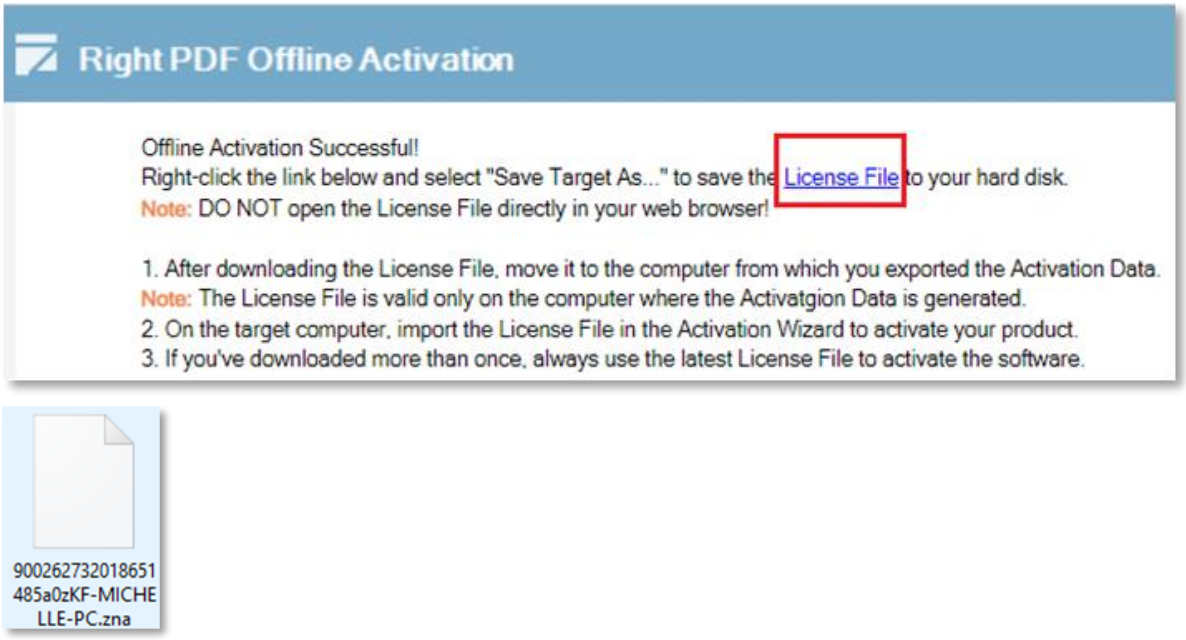


6. Copy the saved activation data to any computer with Internet access, and use a browser to open the file.

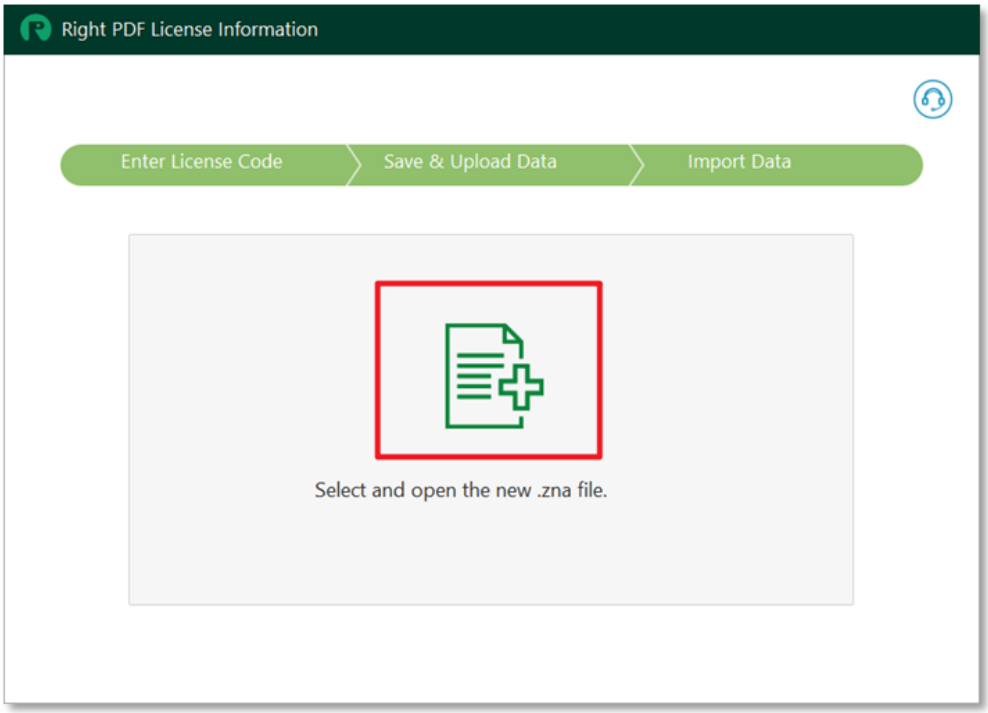
7. Click "Upload" on the web page.



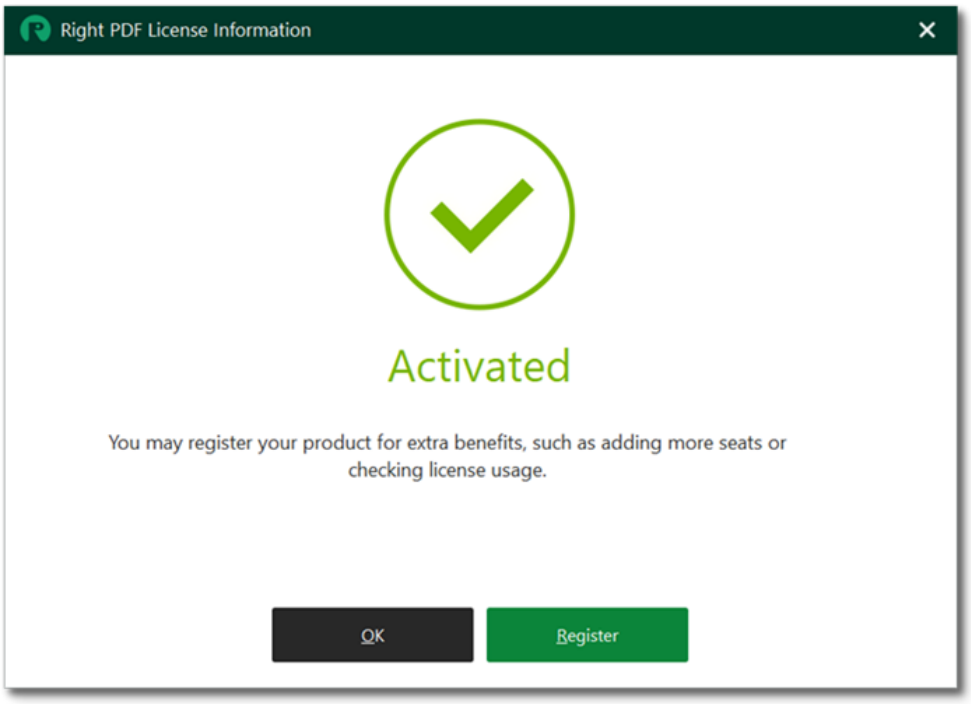
8. Click “License File” to download a license file (.zna) and save it.



9. Copy the .zna license file back to the computer with Right PDF product installed. Click on the icon at the center and browse to find the activation file (*.zna). Select it and click Open.



10. Offline activation complete.



Deactivation

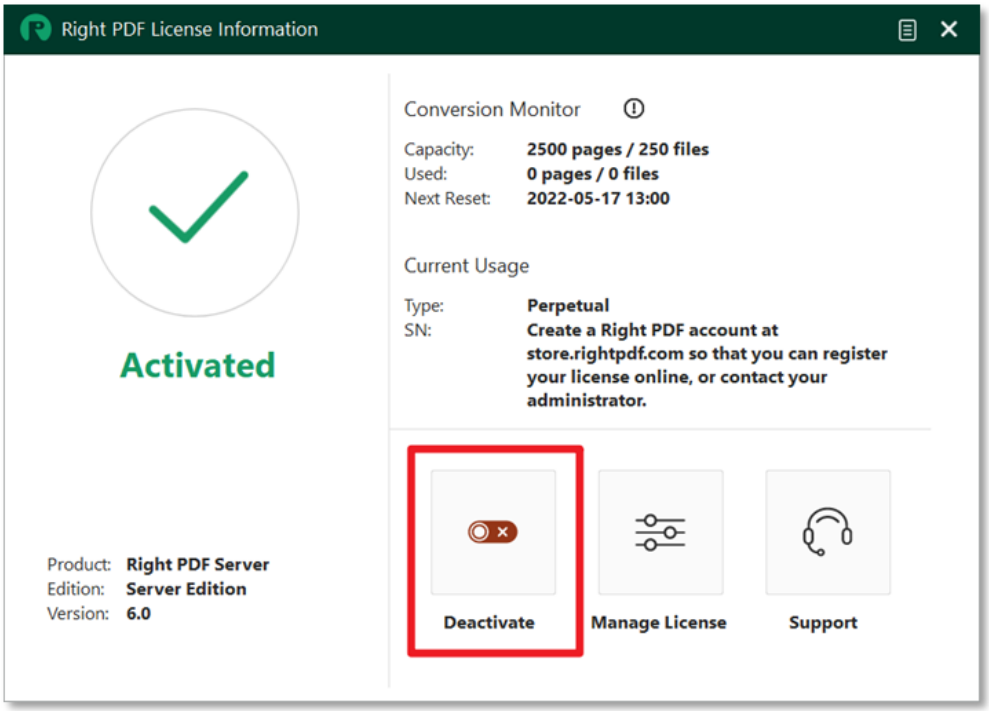
Online deactivation

License activation supports only one computer at a time. For example if you want to install the software on a different computer, you must first deactivate it and then you are free to install and activate it on another computer.

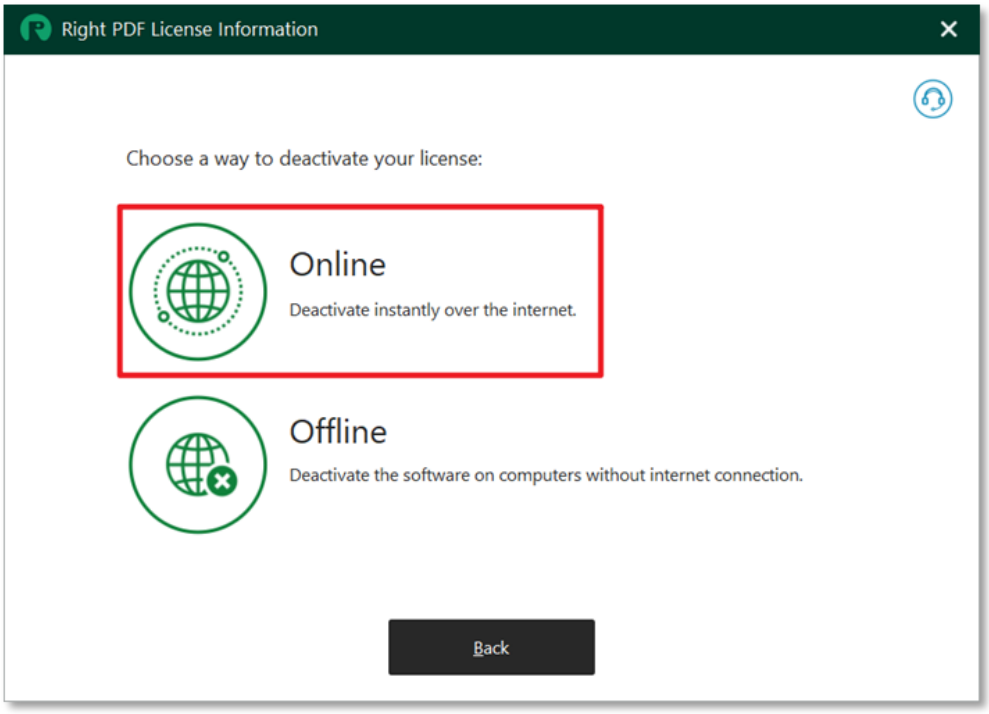
If your computer is with Internet connection, you can deactivate the product immediately online.

1. Go to Start > All Programs > Right PDF Server > License Information OR:
    - For **Right PDF Server**, launch it and click on “About”.

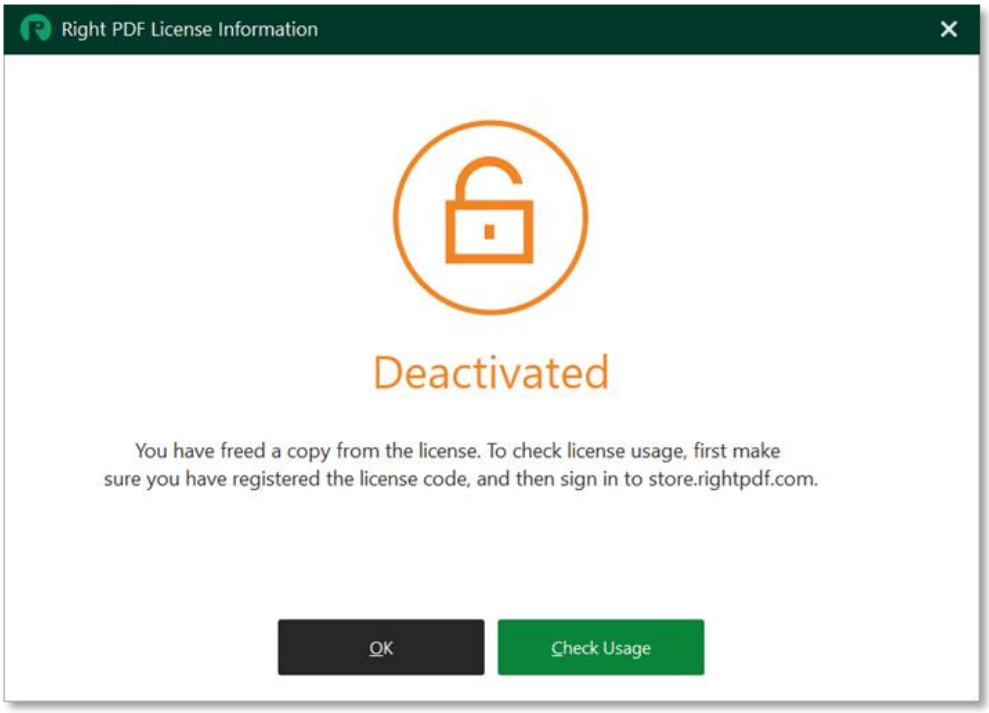
2. In the Right PDF License Information window, click on “Deactivate”.



3. Select “Online” to deactivate the product.



4. Deactivation complete.

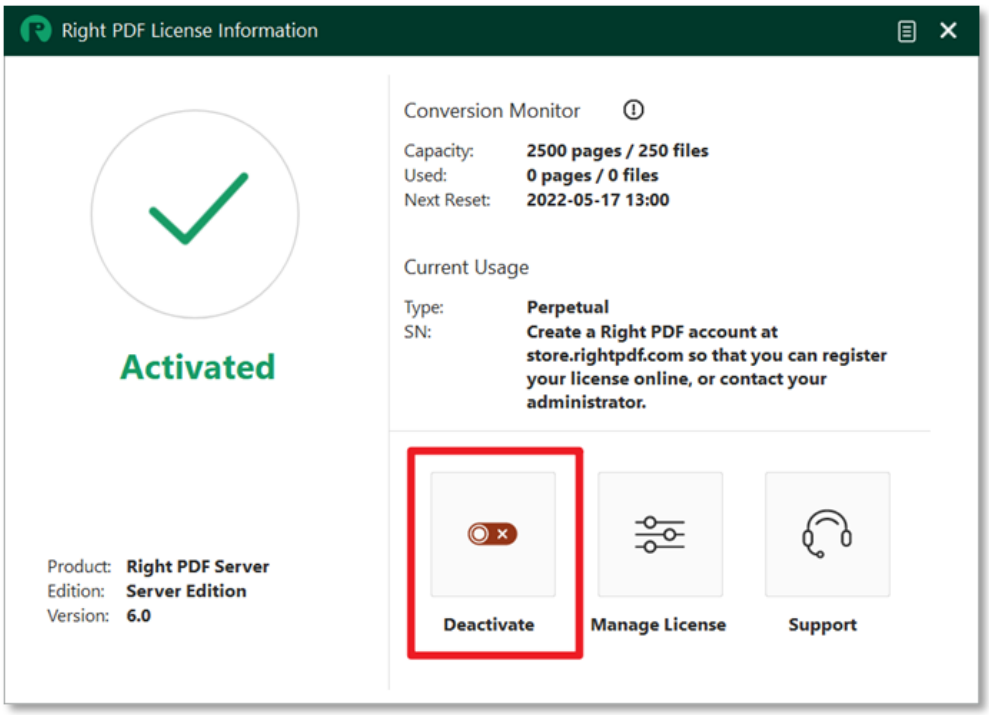


Offline deactivation

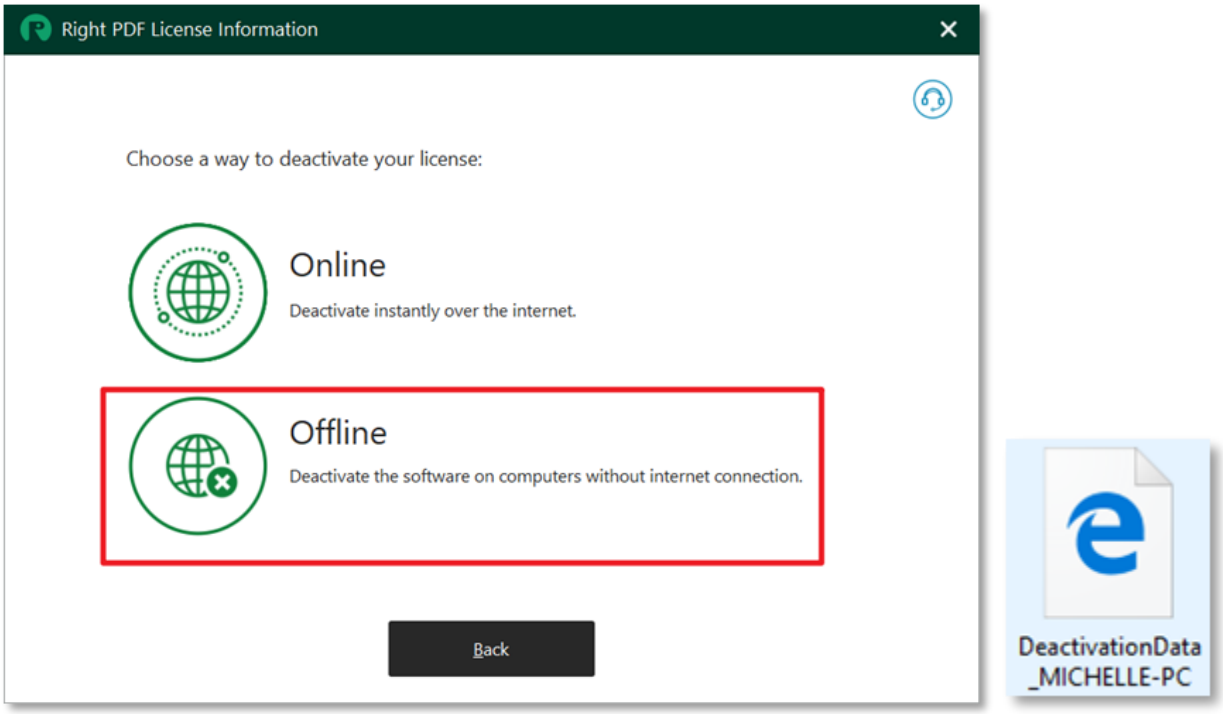
If your computer has no Internet connection, you have to export the deactivation data and upload it to our Deactivation Server through another machine with Internet access.

1. Go to Start > All Programs > Right PDF Server > License Information OR:
    - For **Right PDF Server**, launch it and click on “About”.

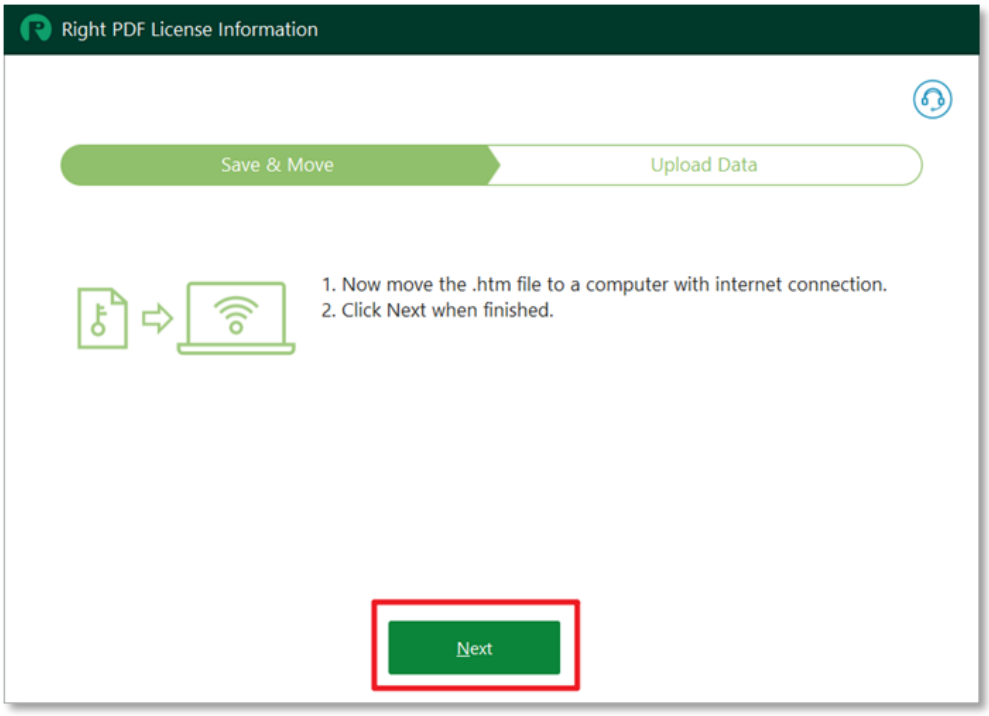
2. In the Right PDF License Information window, click on “Deactivate”.



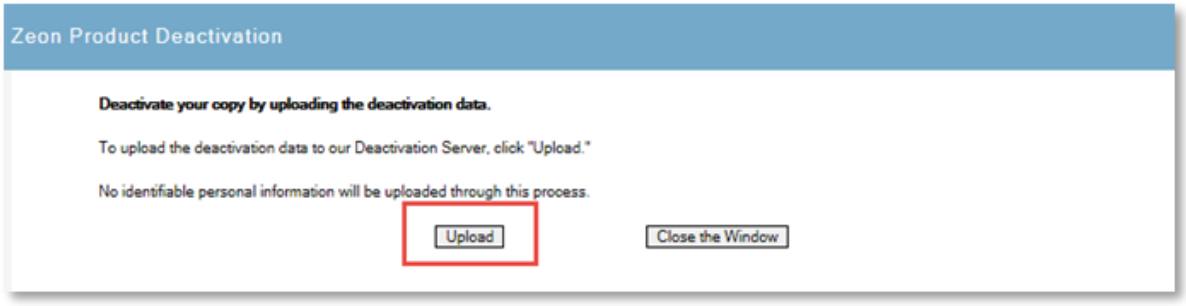
3. Select “Offline” and save the deactivation file (*.htm) to your desktop.



4. Click Next and copy the DeactivationData (*.htm) file to any computer with Internet access, and open it with a browser.



5. Click "Upload" on the web page.



6. Offline deactivation complete.



Updates, upgrades and maintenance

Updates

Users of full-function versions of Right PDF products are able to update within the same "Major" number version (e.g. v6.0 to v6.1). Updates are free and license code remains unchanged.

Upgrades

Users of full-function versions of Right PDF products can upgrade to a higher "Major" version (e.g. v6.0 to v6.0) by purchasing an upgrade from ZEON. Upgrade discount may be available at Right PDF Online Store for registered Right PDF users.

Maintenance

Software Maintenance Services (SMS) entitles you to the following:

- **New Product Release Versions** - Keep up to date with free software upgrades. If you are planning on upgrading, it is more cost-effective to do so through SMS instead of purchasing a new version.
- **Same License Code** - Keep your original License Code for simple control and management.
- **Preferred Technical Support** – subscribers receive prioritized technical support.

Please visit Right PDF Online Store for more information about SMS.

Chapter 2: PDF Server

PDF Server

Right PDF Server is a centrally-deployed tool that can create PDFs from other file types on a large scale. Any PCs connected to the server machine can use the **PDF Server Client** program to convert files in batch. Though there is no restriction on the number of concurrent users accessing the server, the processing capacity varies depending on the license tier that you purchased. Each client PC connected to the server will be able to create a single PDF, combine files into one PDF, overlay files as one PDF, or package files into one PDF Portfolio.

There are two programs in PDF Server: **PDF Server Console** (for the server machine), and **PDF Server Client** (for client PCs). SDK is also available to enterprises that have the need to integrate the software into their systems or workflows.

PDF Server Console

Right PDF Server Console basics

PDF Console monitors and manages the connections from client devices to the server. You can see details of each connection and conversion job (such as connection status, job size, job type, etc.), configure conversion settings and decide which IPs are allowed to connect to the server.

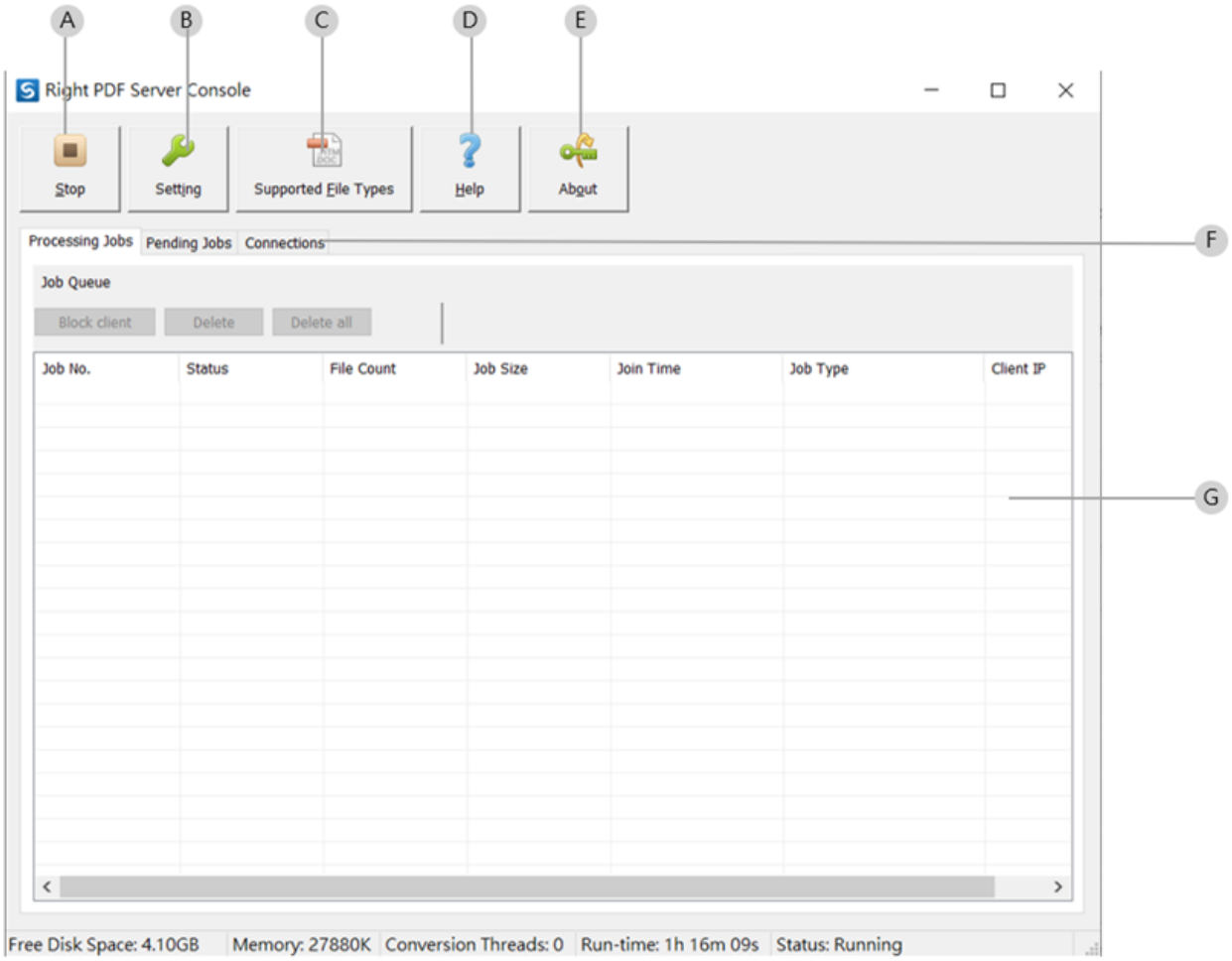
Note: PDF Server Console should be installed on the server machine only and can only be activated once at a time.

Right PDF Server Console basics

1. Do one of the following to start PDF Server Console:
    - Double-click on the **PDF Server Console** icon  on your desktop.

- Click on the **PDF Server Console** icon on your taskbar. To stick it to the taskbar, open Server Console, right-click on its icon on the taskbar, and select **Pin to taskbar**.
- **Start > All Program > Right PDF Server > PDF Server Console**.

2. In the Right PDF Server Console window, you can activate/deactivate the server, adjust console settings, check which file types are supported for conversion, and view all current jobs and connections:



- **Start** (A). Activate the server and begin accepting connections. Once you activate the server, it becomes available on the clients. You can use the **Stop** that appears after the server has been activated to shut down the Server and terminate any current operations. See Activate the server. You may always use the Print function to create PDFs on the Server machine in spite of its activation status.
- **Setting** (B). This provides general and advanced console settings. See Console settings.

- **Supported File Tyles** (C). Click to view a list of file types that can be converted. See Supported File Types.
- **Help** (D). This opens a webpage that contains links to user manuals.
- **About** (E). This opens the **Right PDF License Information** dialog box where you activate and deactivate your server license and view software properties.
- (F) Monitor jobs requested from each client that connects to the server and view details of each connection. You are allowed to block certain clients, cancel pending jobs, or change the order in which the jobs are run.
- All processing and pending jobs, and connections queue below (G) with details provided such as job processing status, job size, job type, client IP, jobs count of each connection, and connection status. See View jobs and connection status.

Activate the server

You have to activate the server console application to begin accepting connections; otherwise, clients will not be able to find the server when they try to connect to it.

1. Do one of the following to start PDF Server Console:
   - Double-click on the **PDF Server Console** icon  on your desktop.
   - Click on the **PDF Server Console** icon  on your taskbar. To stick it to the taskbar, open Server Console, right-click on its icon on the taskbar, and select **Pin to taskbar**.
   - **Start > All Program > Right PDF Server > PDF Server Console**.
2. In the Right PDF Server Console window, click the Start  button to activate the Server and start accepting connections. To shut down the Server and stop any processing jobs, click the Stop  button.

Note: you can still convert files from other file formats to PDF using Right PDF printer on the Server machine regardless of whether the server console is active or not.

Console settings

Right PDF Server Console settings  provide options to set up log files, conversion settings, clients IP, and the max number of jobs to run at a time.

General settings

- **Automatically start conversion when Windows starts.** Launch PDF Server automatically upon Windows startup.
- **Return document processing details to client.** Send the conversion information back to the client during operation. This setting is on by default.
- **Allow _ concurrent jobs.** Restrict the number of jobs on PDF Server at a given time. Your hardware specs determine conversion performance.
- **Server IP.** Set the IP address of the current server. This setting is disabled if the server has already been activated.
- **Create new file.** Set how often a log file is created. Choose **every day** to create a log file every day, or **when file size is** to create one when the log file reaches the size you specified in the **_ MB** field. The _ MB setting is disabled if you choose every day.
- **Log file folder.** Set where to save log files. The log file name is PDFServer_#.log by default.

Advanced settings

- **Work folder.** The work folder stores all files that have been uploaded, which may occupy a large disk space. When available disk space drops below 200 MB, there will be a warning message in the status bar.
- **Clients may customize conversion settings.** Apply conversion settings of each client to the result PDF document. This option is disabled when the server has been activated.
- **Clients must use conversion settings specified by server.** Different from the above option, this applies Server's conversion settings to the result PDF document. This option is disabled when the server has been activated.
- **Edit conversion settings….** Configure Server's conversion settings. See Conversion settings.

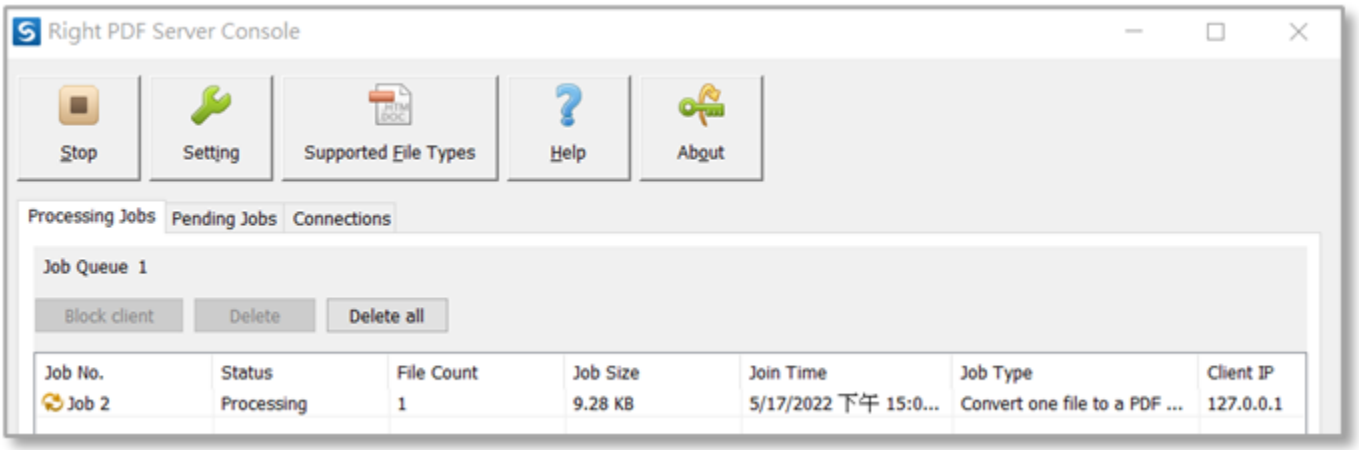
- **Allow _ clients to connect to server simultaneously.** Set the number of clients allowed to connect to the server at a time. The default is 100.
- **Allow all clients to connect to server.** Remove restriction on the number of connections. Use the **Except** window to add the IP addresses you would like to block.
- **Block all clients.** Allow only certain users to access the server. Use the **Add…** and **Remove** buttons to edit the list of IP addresses that are allowed to connect.

View jobs and connection status

The Server Console window provides details of each connection and conversion job of the PDF Server. You can block clients, cancel pending jobs, or change the order in which the jobs are performed. Extra information is also available, such as Job No., current status, job type, and client IP.

Jobs in process

Under the Processing Jobs tab the queue lists all jobs which are being processed. You can select a current job and click the **Delete** button (you can also right-click and select Delete) to delete it, block a selected client from using **Block client** (you can always lift the block in the Console settings), or cancel all jobs using **Delete all**.



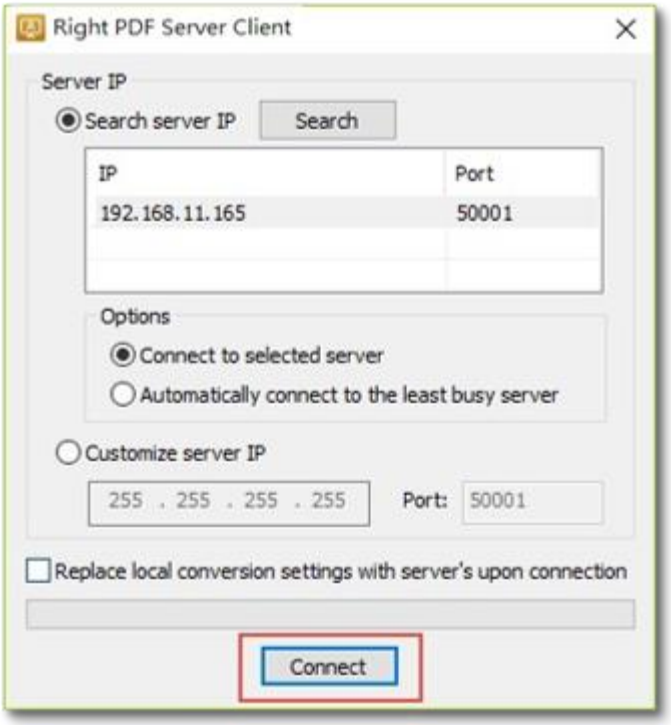
Pending jobs

Under the Pending Jobs tab the queue lists all jobs that are waiting for conversion. The number of jobs the server can handle at a time is specified in the Console settings. The order of pending jobs can be edited using the Up and Down buttons. Jobs at the top are next in line to be converted. You can also block clients directly in this window using the **Block client** button and cancel all pending jobs using the **Delete all** button.

A list of connections

Under the Connections tab the queue lists all connections from client PCs at the time. You can block certain IPs, disconnect selected clients, or set a restriction on the number of concurrent connections in the Console settings.

- **Block client**: To permanently prevent a client from accessing the server, select the connection and click **Block client**. After clicking OK, blacklisted clients can no longer connect to the server. To remove a client from the blacklist, go to console Settings > Advanced > Clients IP > Except.
- **Disconnect:** Disconnect the selected client from the server. As a result, all processing and pending jobs from this connection will be canceled, and the server will no longer accept new jobs. To reconnect to the server, close the client window, restart PDF Server Client, and click on **Connect**.


Right PDF Server Client
Server IP
Search server IP
Search
IP
Port
192.168.11.165
50001
Options
Connect to selected server
Automatically connect to the least busy server
Customize server IP
255 . 255 . 255 . 255
Port:
50001
Replace local conversion settings with server's upon connection
Connect

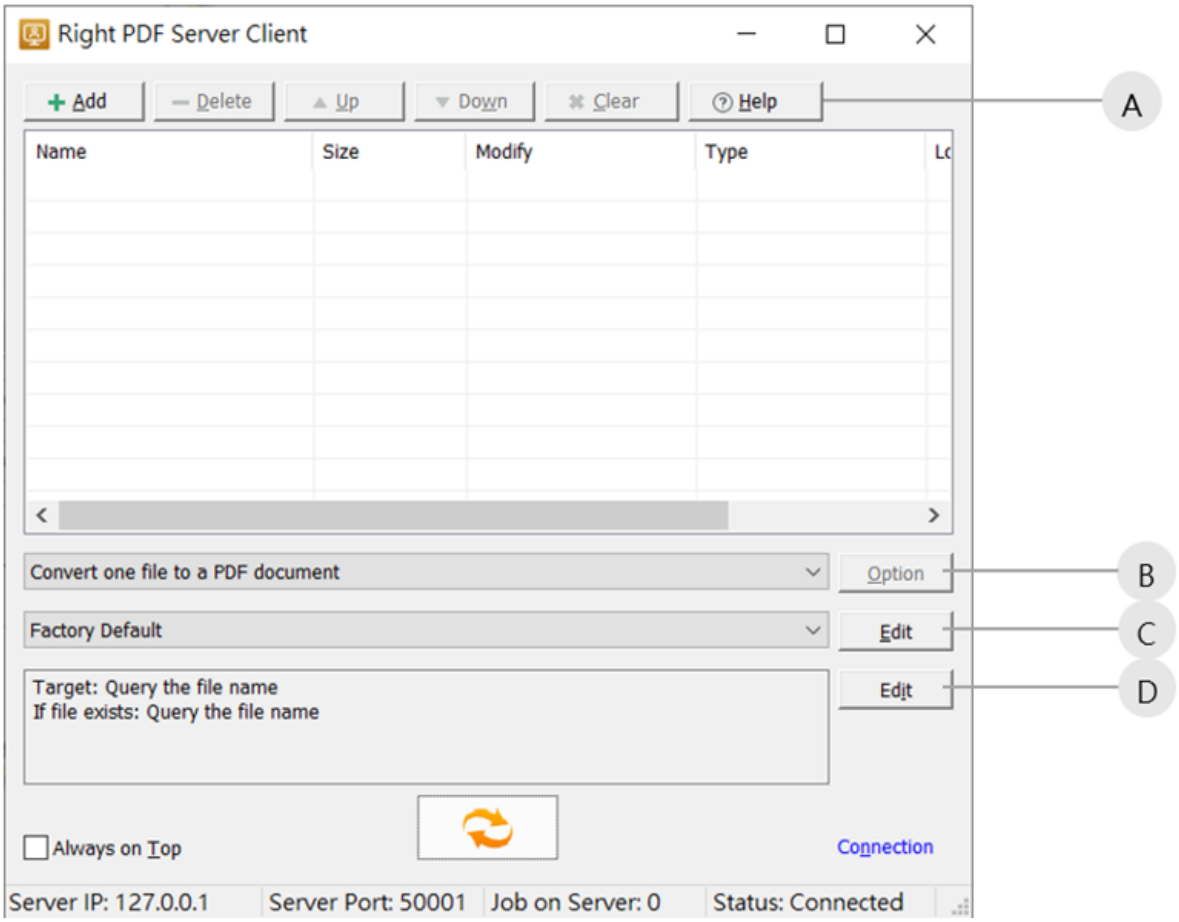
PDF Server Client

Start and run PDF Client

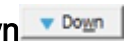
PDF Server Client is a program that you use to initiate conversion jobs. Note that the server console must be activated in advance so that the client can find the server and connect to it. In addition to creating PDFs, you can also combine, overlay and package files.

Users may use their own custom conversion profile only when the Server Console allows it. On the console, go to the conversion settings to determine whether to let clients use their own, or set an unified profile for all.

The Client window



Using the file queue (A)

- **Add**  . Build up a list of files to convert. Choose to open files from a local computer or DMS server, or you can simply drag-and-drop files to the list.
- **Delete**  / **Clear**  . Remove selected files from the list using the Delete button. Or delete all the files using the Clear button. The buttons affect only the file list; the removed files will not be removed from your computer.
- **Up**  / **Down**  . Rearrange the file sequence using the Up and/or Down buttons. Files will be converted to PDF following the order.
- **Help**  . There are two options in the drop-down menu: Help File and Supported File Types. Select **Help File** to open a webpage that contains links to user manuals; select **Supported File Types** to show a list of files on your system that can be converted to PDF. See Supported File Types. If you do not have a program to print a file type, you cannot convert it. A general rule is if the file is printable, it can likely be converted.

Note: results may not be ideal when converting file types not listed as “supported”.

Conversion methods (B). Choose one conversion method in the selection box (See Conversion methods):

- **Convert one file to a PDF document**. Create a separate PDF for each source document.
- **Combine files into one PDF document**. Combine the files in the given order to create a single PDF file.
- **Overlay files into one PDF document**. Overlay contents of two or more files.
- **Package files into one PDF document**. Package multiple files into a PDF portfolio but keep each document separate.

Conversion profiles (C). Where you can edit conversion settings, including compatibility, font embed, compression, security, and watermark. See Conversion profiles.

Destination settings (D). Choose a save path for generated PDF files and decide how the program behaves when there are files with the same file name already existing. See Destination settings.

Always on Top. Make the PDF Client window always appear on top of other windows.

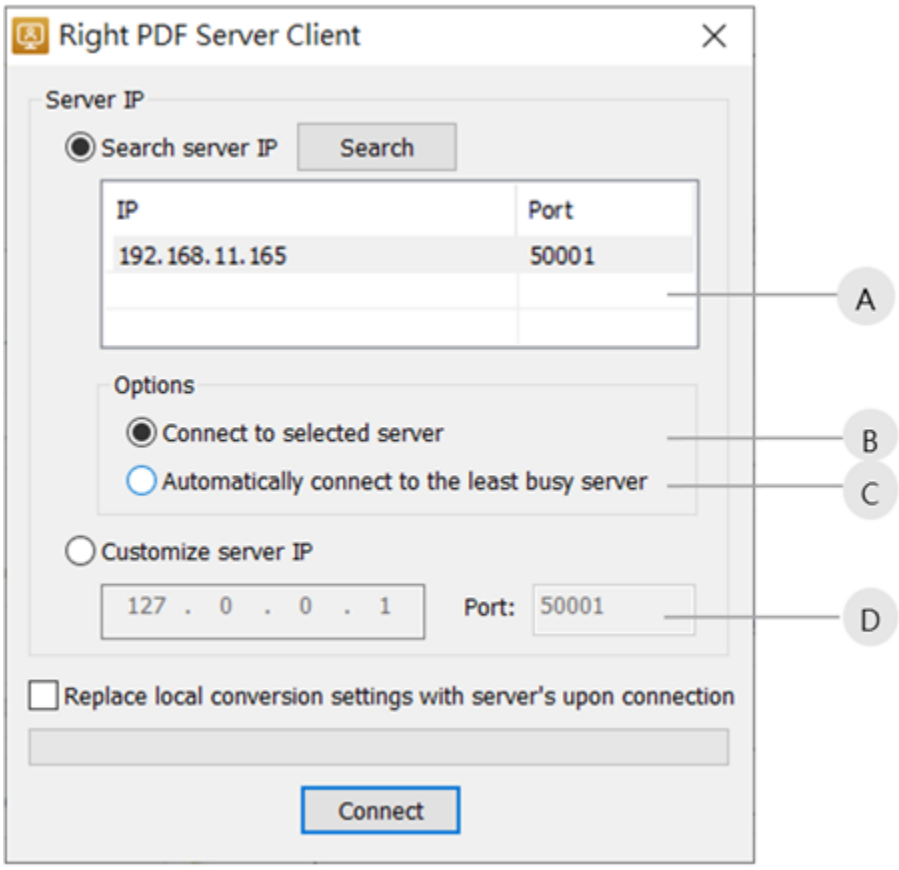
Connect. Set up an IP address to connect to upon startup.

Connect to server

To start converting files with PDF Client, you must first connect to the server.

How to connect:

1. Double-click on the desktop shortcut to open Right PDF Server Client, or go to **Start > All Program > Right PDF Server > PDF Server Client**.
2. In the Right PDF Server Client dialog box, select the option that suits your need depending on whether you know the server IP address that you are connecting to. If you know the IP address of the server you are connecting to, type it in under Custom server IP; otherwise, select Search server IP and click the Search button.



- **Search server IP**. For those who don't know the server's IP address, select this option and click on **Search**. Successfully connected IP addresses will be preserved in the drop-down box for easy access (A). After the list of available servers is created, select the

one you would like to connect to. Under **Options**, select **Connect to selected server** (B) if you want to connect to the selected server (default), or select **Automatically connect to the least busy server** (C).

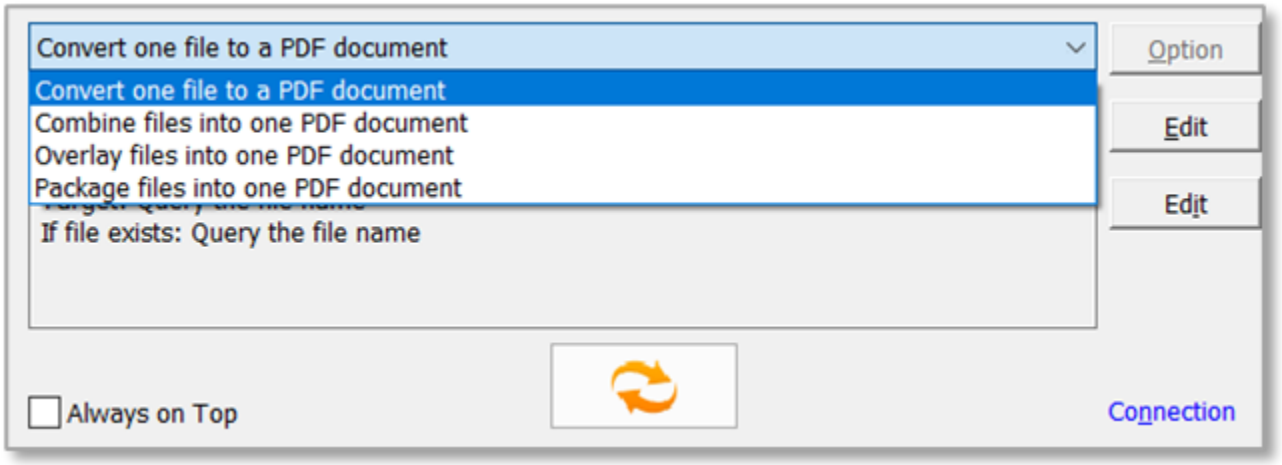
- **Custom server IP**. If you know your server's IP address, select this option and type it into the box under Custom server IP (D).

3. Check **Replace local conversion settings with server's upon connection** if you would like to use the server's conversion settings instead of your own.
4. Click **Connect** to start PDF Client.

Note: if you do not know the IP address and the search is unsuccessful, request assistance from your network administrator.

Conversion methods

The client application is able to convert files from other formats to PDF once it gets connected to a server. The conversion supports not only converting files to PDFs, but also merging multiple documents in the form of combining or overlaying. It also allows you to package multiple files into one PDF portfolio.



- **Convert one file to a PDF document**. Create a separate PDF for each source document.
- **Combine files into one PDF document**. Combine the files in the given order to create a single PDF file. To add bookmarks to the result PDF document, click Option and check **Add file names as bookmark**.
- **Overlay files into one PDF document**. Overlay contents of selected source files into one PDF document. Click Option to specify where the logo should be placed on every page of the

generated PDF document. Also check **Repeat the last page of the shortest document for page overlay** to have all the pages overlaid when you are overlaying multiple files with different number of pages. See Overlay files as one PDF document.

- **Package files into one PDF document**. Convert and package multiple files into one PDF portfolio but keep each document separate. Click Option to adjust cover sheet settings.

Conversion profiles

A conversion profile is an array of settings that determine the properties of result PDFs (e.g. compatibility, font embed, compression, security, and watermark) and can be reused. PDF Client comes with five built-in, editable profiles for your convenience.

Open the Convert Setting dialog, do one of the following:

- Click the **Edit** button next to the Conversion Profiles selection box in PDF Client.
- Right-click on the application icon  in the Windows notification area and select Edit Conversion Settings.

Here are the five predefined profiles by default listed in the panel on the left side of the Convert Setting dialog box:

- **Factory Default**
- **Draft Only**
- **Company Confidential**
- **Publishing Quality**
- **My Stamp**

You can create new profiles or modify/delete existing ones.

Note: you will not be able to adjust profile settings if someone has disabled the feature in the conversion settings in the PDF console. In other words, you must abide by the conversion settings on the server's side.

Create a new profile

1. In the Convert Setting dialog box, right-click anywhere in the panel to the left where existing profiles are listed and select **New**.
2. In the **New Setting** dialog box, enter a profile name in the **New setting name** box and click OK. The newly created profile will be added to the existing ones with default values.
3. Adjust profile values as required.

Note: You can delete any profile, both predefined or your own creations

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Modify existing conversion profiles

In the Convert Setting dialog box, existing profiles are listed in the panel to the left. As needed, make changes to the profiles. To edit settings, adjust the combo boxes and select an item from the list. For more options, click the Advanced… button to the right of each property:

- To create a new profile, select a profile, right-click anywhere in the profile panel and select **New**. In the New Setting dialog box, type a name in the **New setting name** box and then click **OK**.
- To delete a profile, select one, right-click anywhere in the panel and select **Delete**. Click **OK**. You can delete any profiles, both predefined ones or those created your own.
- To rename a profile, either double-click on one profile and type in a new name, or right-click anywhere in the panel, select **Rename** and type in a new name.

Note: if you delete a profile by mistake, create a new one with default settings and readjust the values.

Convert settings

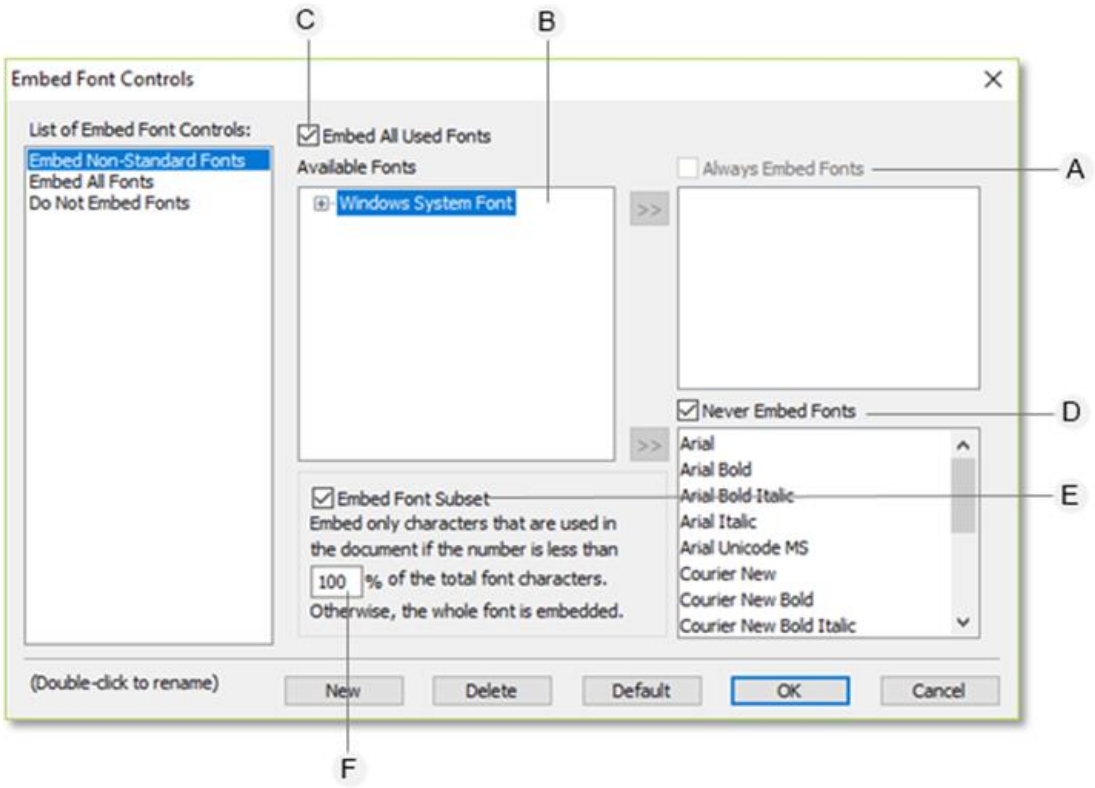
Compatibility. It decides the PDF version of result PDFs. Right PDF Server 6.0 supports PDF version 1.3 to 1.7, and 2.0. You might have to change the compatibility level of a PDF file to match the version of your client or colleague’s PDF application.

Right PDF Server 6.0 supports creating PDF 2.0 documents that can be opened, viewed, and modified in Right PDF Editor 6.0. Generally speaking, we recommend always using the most recent version (in this case, PDF 2.0); however, if the document would be widely distributed, consider using PDF 1.6 or 1.7 to ensure that all recipients can view and print your document.

Optimize for Web Viewing. Choose this option to increase the viewing speed of your PDF documents on
websites.

Font Embed. PDF Server lets you include fonts inside PDF documents. Font embedding slows down PDF creation and increases the file size, but it ensures document layout and appearance are preserved, regardless of the fonts available on a reader's computer. Specify which fonts to embed and whether to embed font subset in the PDF.

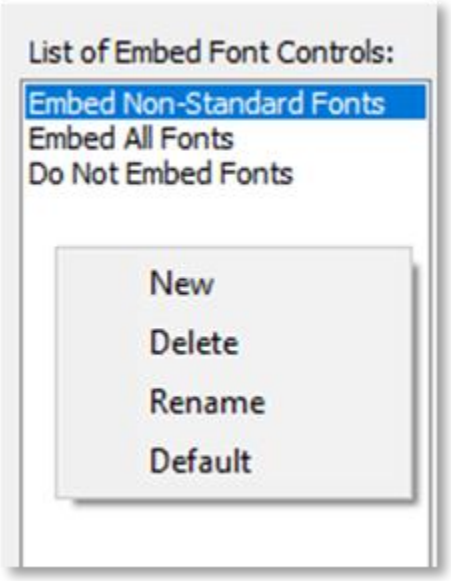
Choose a standard control from the Font Embed drop-down menu**: Embed Non-Standard Fonts** (default), **Embed All Fonts**, or **Do Not Embed Fonts**. The default setting embeds all fonts except the most common fonts that all computers should have: typically Arial, Times New Roman, Courier and Symbol. To see the settings of each standard control, click the **Advanced…** button to the right of the Font Embed drop-down menu to open the Embed Font Controls dialog box and select the following options as needed:



- **Always Embed Fonts** (A). Specify a list of fonts to always be embedded. Deselect Embed All Used Fonts, select Always Embed Fonts and select the desired fonts one-by-one from the **Available Fonts** (B) box and move them to the **Always Embed Fonts** settings box using the >> button.
- **Embed All Used Fonts** (C). Select to embed all fonts used in the file. To embed only certain fonts, deselect this option and move the fonts from the Available Fonts list to the **Always Embed Fonts** box.
- **Never Embed Fonts** (D). To have all fonts embedded except those you choose, select **Embed All Used Fonts** and then select **Never Embed Fonts**. Add or remove fonts until the desired ones are listed.
- **Embed Font Subset** (E). Embed only characters that are used less than a certain percent (F) in the document. For example, if you set the threshold at 90%, and there are less than 90% of the characters used, then it embeds only those characters used in the document. Otherwise, the whole font is embedded.

To specify more precise settings, right-click on the List of Embed Font Controls panel to the left and choose **New** from the menu. Name a new control in the New Control Title dialog box, click OK, and then customize the embed options. To delete a control, select it, right-click on the panel and choose

Delete. To return supplied controls to default values, right-click on the panel and choose **Default**; this also removes user-defined controls.



Compression. Apply compression to text and graphics (line art) as well as color, grayscale, and monochrome (black-and-white) images, which makes your PDF files smaller. You can select a compression level to reduce the file size or use your own compression settings. Select a compression level from the Compression drop-down menu: Lossless (level 100), High Quality (level 75), Medium Quality (level 50), Low Quality (level 25), Image Place Holder (level 5), or No Image (level 0). Set level 0 to have pictures in the source document dropped from the PDF.

To view and edit compression settings for each control, add a new control, or delete an existing control, click the **Advanced…** button to open the Compression Controls dialog box where you can do all the settings.

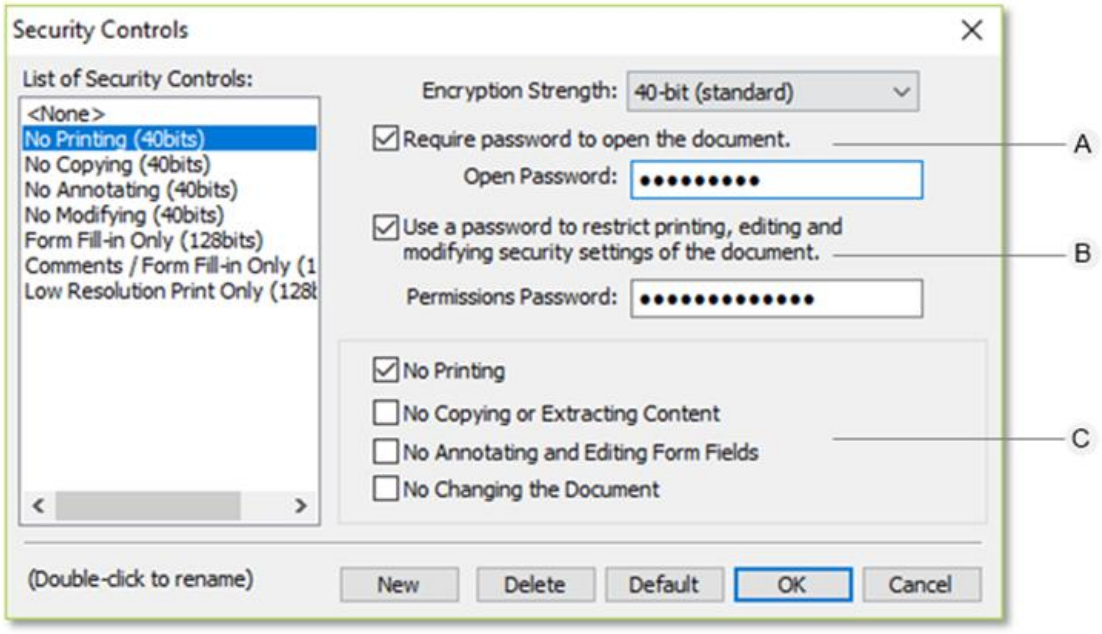
From the **List of Compression Controls** to the left, select a compression control and edit its settings using the options to the right if needed:

- **Use Auto Settings (Recommended).** Select a compression percentage using the slider. Move the slider from a pre-set value to a value of your choice. The compression applies to text, line art, and images in your documents. The smaller the file, the lower the quality.
- **Use Custom Settings.** Define compression, resampling, and resolution settings for color, grayscale, and monochrome images to get better balance between file size and image quality.

- **Compress Using**. Apply compression to color, grayscale, and monochrome images using a specific format. The options are: JPEG2000, JPEG and ZIP for color and grayscale images, and three for monochrome images that are ZIP, CCITT Group, and Run Length. The CCITT (International Coordinating Committee for Telephony and Telegraphy) compression method works best for black-and-white images made by paint programs and 1-bit scanned images. The Run Length produces the best results for images containing large areas of solid white or black.
- **Quality**. There are five predefined image quality options to choose from for color and grayscale images: High, Medium-High, Medium, Medium-Low, and Low.
- **Resample**. It changes the pixel dimensions for the images. DownSample decreases the number of pixels in the image by combining pixels in a sample area of the image to make one larger pixel. SubSample replaces an entire area with the pixel selected from that sample area at the specified resolution.
- **Resolution**. Specify a resolution for downsampling or subsampling.

Security. Add passwords to protect your output PDF documents. Select a security control from the Security drop-down menu: No Printing, No Copying, No Annotating, No Modifying, Form Fill-in Only, Comments/Form Fill-in Only, or Low Resolution Print Only. You can then click **Advanced…** to view or edit passwords and permissions of the security control you select.

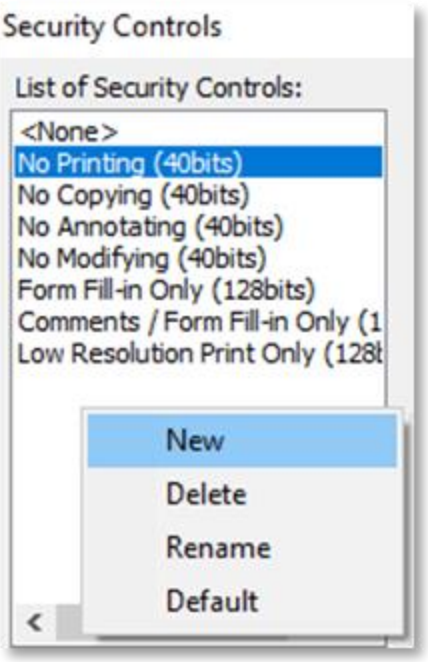
In the Security Controls dialog box, select an encryption level from the **Encryption Strength** drop-down menu and specify the type of encryption to use:



- **Require password to open the document** (A). A correct open password is required to open the PDF document the password protects. Only people who have the correct open password can open and view the PDF file. Set an open password by typing it in the **Open Password** Further use of such a PDF depends on which permissions are set.
- **Use a password to restrict printing, editing and modifying security settings of the document** (B). Anyone with the correct permission used to protect the PDF file can view it and use it freely, regardless of permissions settings. Select to restrict certain functions, such as printing, copying or extracting content, annotating, editing, modifying, and more (C). This password does not restrict opening the PDF. Only those who have the correct permissions password can change the restriction settings. Set a permissions password by typing it in the **Permissions Password**

Before setting permissions you must supply and confirm a permissions password and specify the encryption strength: 40-bit (standard) or 128-bit. This determines which permissions are available.

You can add new security controls, delete an existing one or return to default settings by right-clicking on the List of Security Controls panel. Select **New** and name a new control; select **Delete** to remove a selected security control; use **Default** to return supplied controls to default values and remove user-defined controls.



Note: PDF Client usually creates "Normal" PDF files, which means they can be viewed, printed, searched and modified in a PDF editor. But if some actions are prohibited and a user cannot supply the correct permissions password, the PDF may appear as image-only.

Watermark. Add watermarks to the first page or all pages of your PDF files. A watermark is like a stamp: it can come from text (such as Confidential, Draft, or Sample from an image (such as a company logo) or from a composite, which is a combination of existing watermarks. A page from an existing PDF can also be used as a watermark in a new PDF.

Select the type of watermark to use according to your requirement and set its properties and position as needed. Select a watermark control from the **Name** drop-down menu and then click **Advanced…** to view or edit settings of it.

- Watermark Name
  - **Company logo** (import your company logo from an image or PDF file)
  - **Do Not Copy** (gray vertical text, top left)
  - **Draft Only** (gray, angled text, centered)
  - **Sample Only** (red, angled text, bottom left)
  - **Cross-page Watermark** (import image from an image or PDF file)
  - **PDF Watermark** (import your company logo)

    - **Composite Watermark** (mixture of text and image watermarks)
    - **Confidential** (5 choices: gray text in left-top, right-top, left bottom or right-bottom locations)
- **Opacity.** This defines how transparent the watermark should be. Use the slider or edit box to define a value between 0 (fully transparent) and 100 (fully opaque).
- **First Page Only.** Select this to have the watermark placed only on the first page. If you de-select this, the watermark will be placed on all pages in a PDF.
- **As Background.** Select this to have the watermark placed in the background of the PDF, underneath the other page content. If you de-select this, the watermark is placed on the top of the page content. In this case a partly transparent watermark is usually advisable.

In the Watermark Controls dialog box, select the following options and you can see the preview in the box to the right:

- **Watermark Type**. When modifying or adding a new watermark, first choose a watermark type (**text, image/PDF, composite**) because this determines options that will appear below.
    - **Text.** Enter the text to appear and adjust text properties such as font, size, color, style and displayed angle (from -90 degrees to 90 degrees). Select **Outline Only** to have watermark characters displayed in outline. De-select it to have filled in characters at the defined opacity. Choose an **anchor point** for the text, and vertical and horizontal **offsets** (X and Y margins) relative to the anchor point.

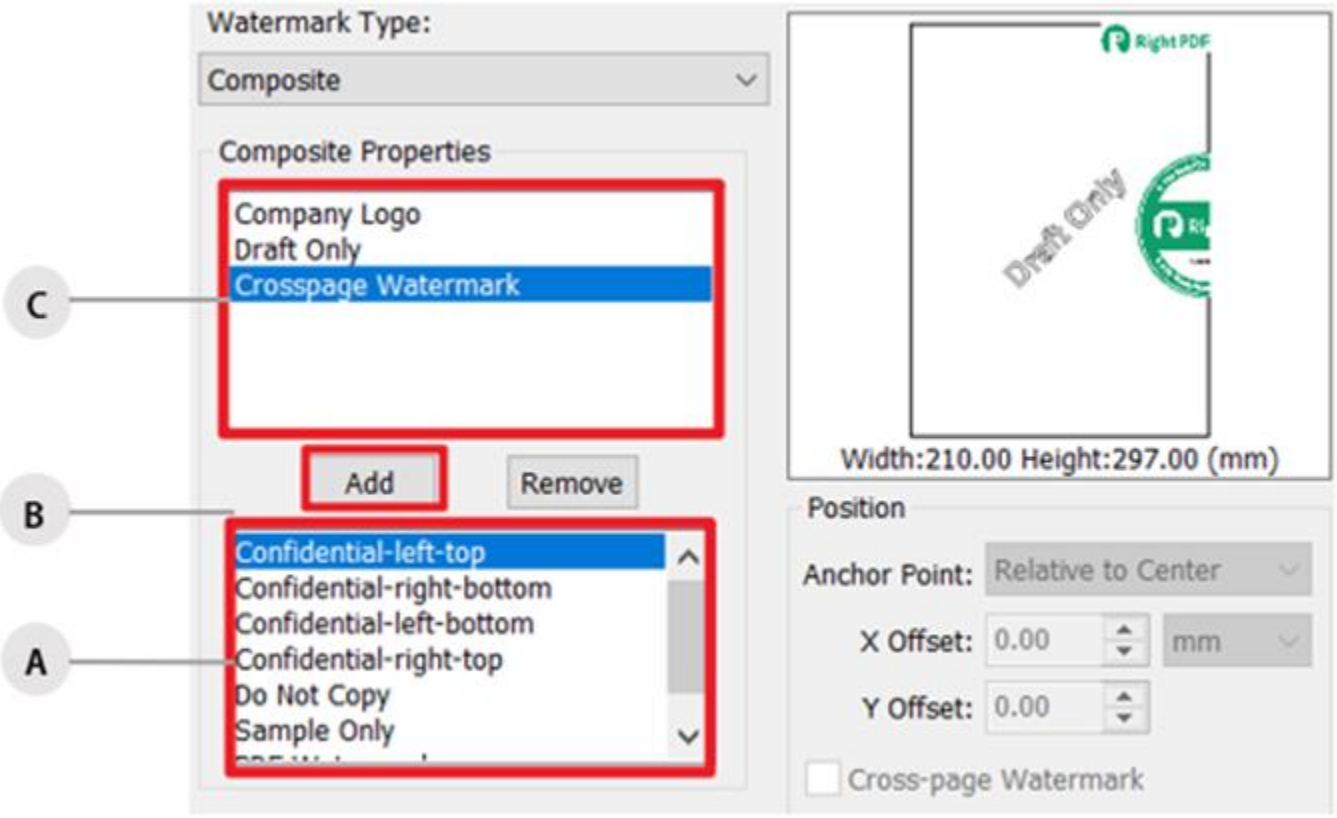


Outline Only off (left) , Outline Only on (right)

    - **Image/PDF**. Browse for an image file (JPG, PNG, BMP, TIFF, Photoshop, Zsoft PCX, Targa, or Windows Metafiles) or a PDF file. When a multi-page file is chosen, specify one page to be used. **Marked Area Only** relates only to PDF files. Select it to use only the bounding box area of the PDF page. A bounding box area is a rectangle that

encloses all text, graphics, and images on the page. If this setting is deselected, the entire PDF page will be used. **Keep Aspect Ratio** fixes the ratio of the scale width to the scale height. If you de-select **Cover Whole Page**, you can define the size and location for the image; otherwise, the image occupies the entire page.

- **Composite**. Build a composite watermark using existing ones. All available watermarks are listed in the lower box (A). Select the desired ones and click Add (B) to add them to the list of displayed watermarks above. Watermarks listed in the upper box (C) contribute to the composite.



- **Position**. A cross-pages watermark appears split across two consecutive pages. When you select this, the positioning options change. Select a binding side and a clearance from the binding side (default is 0). Select **Duplex** to have the watermark appear on facing pages. The Cross-page Watermark setting is disabled if you select Composite as the watermark type.



Cross-page watermark off (left), Cross-page watermark on (right)

MS Word Conversion Setting

Create PDF tags, embed metadata and generate bookmarks in generated PDF files, and/or convert comments and links from Word files to PDF files.

Check **Embed metadata in the resulting document**, **Generate Bookmarks in resulting PDF file**, **Convert Word Comments to PDF comments**, **Convert Word "Linked Text Boxes" to PDF articles**, and you will get a corresponding conversion into the newly created PDF document.

- **Convert Word Links.** You can convert almost all types of Word document links to PDF links, including footnotes and endnotes, cross-document links, Internet links and cross reference links.
    - **Foot & Endnote Links.** Select this option to convert footnotes and endnotes in the Word document to PDF links. Footnotes appear at the bottom of the page containing the note. Endnotes appear at the end of the section or document.
    - **Cross-document Links.** Cross-document links let you access other Word documents. Select this option to convert Word's cross-document links to PDF links that include an index directory of multiple documents.
    - **Internet Links.** Check this option to automatically convert Internet URL addresses to PDF links. Internet addresses include HTTP, HTTPS and WWW addresses. The link texts and the underlying URL addresses are converted.

    - **Cross Reference Links.** Cross document links are links that point to other parts in the documents. Select this option to have these converted to PDF links. If you deselect this option, the link text remains with its formatting, but has no active hyperlink.
- **Tags.** To create PDF Tags, you can check **Create PDF tags**, then check **Create tags from textboxes**, **Create tags from shapes**, and/or **Create tags from in-line shapes**. In-line shapes are shapes in the textbox. Click on OK to complete the settings or click on Cancel to cancel settings.

Document Settings

Define how the resulting PDF is displayed (e.g. which page to display as the initial page). You can also add Document Information such as Title, Subject, Author, Keywords or Custom Defined Fields to make it easier to search PDF documents by category.

How to access the Document Settings dialog

For Right PDF printer

1. Select Right PDF in Windows Printers & scanners and click on Manage and Printing preferences.
2. Go the PDF Settings tab.
3. Check Document Settings at the bottom and click Edit...

For Right PDF Server Client

1. Open Right PDF Server Client, click on Edit next to the conversion profiles selection box.
2. In the Convert Setting dialog box, check Document Settings and click on Edit….

What you can do in the document settings dialog box

- Adjust the Open Options to decide how the documents display when they are opened.
- Define Document Information like Title, Author, Subject, and Keywords to the document's metadata and add Custom Defined Fields.

Open Option

You can set the appearance of windows and panes, whether they should be shown or hidden when the document is opened.

Document

Navigation Pane. Set whether to open the Bookmark or Thumbnail panel at startup. This provides three options for navigation display: None, Bookmark and Thumbnail.

Page Layout. Set a specific initial view for PDF documents.

- **Single Page.** Displays one page in the document pane at a time.
- **Continuous.** Arranges pages in a continuous vertical column.
- **Facing Page.** Displays two pages side-by-side in the document panel at a time.
- **Continuous Facing**. Displays side-by-side page pairs, one below another pair in a continuous vertical column.
- **Facing (Cover Page)**. Displays two pages side-by-side in the document pane at a time except the first page. The first page as the cover page is displayed as a single page.
- **Continuous Facing (Cover Page).** All pages are displayed side-by-side in pairs, one below the other in a continuous vertical column except the first page (cover page). The first page pair consists of only the first page which is placed on the right.

Magnification. Decide what magnification level to use when first viewing document. Choose a magnification level that suits your needs.

Initial Page To Display

Set the page that is initially displayed. Usually set to page 1.

Window

- **Window.** Determine how the program window should appear. Resize the window to the first page, center it on screen, or open it in Full Screen mode.
- **Display Page Title.** The original title of the source file will be displayed, regardless of the new file name.

Hide. Decide whether to Hide Menu Bar, Hide Toolbars or Hide Window controls. Check the box next to the elements you would like to hide open startup. They can always be opened later.

Document Information

Through this option you can edit document information, including Title, Author, Subject and/or Keywords to supply metadata to your documents. You can also add custom defined fields to your document so that you can find certain documents quicker with software like Right PDF Editor. Click OK once you finished your changes. See Custom Defined Fields.

Optimize for Web Viewing

Choose this option to increase the viewing speed of your PDF documents on websites.

Custom Defined Fields

By running a full-text search for a given phrase only on the documents with Custom defined fields, which contains additional information beyond the scope of the standard fields (author, title, subject, etc.), you are able to find PDF documents more quickly. There is no restriction on the number of custom fields you can create.

To add a custom defined field

1. In the Document Settings dialog, click the Document Information tab.
2. Under Custom, enter a field name in the Name box.
3. Enter a field value in the Value box. Click Add.
4. The newly created field with its value appears in the box at the bottom of the dialog box. Click OK.

To delete a custom defined field

1. In the box where all the custom defined fields are listed, select a row to delete.
2. Click Delete.

To change a custom defined field

1. In the box, select the row where you want to change the value of a field.
2. In the Value box, type in a new value.
3. Click the Change button. The selected row displays the new value.

Destination settings

Specify "target" location. The Destination settings make it possible to choose a save path for generated PDF files. You can save results in source folder, in specified folder, as email attachment, or to DMS. If you select Query the file name, you will be prompted to designate a file name each time a PDF is generated.

1. In the Right PDF Server Client dialog box, click the **Edit** button next to the Destination selection box. Or right-click on the application icon in the notification area of the Windows taskbar and select **Edit Destination Settings**.
2. In the Destination Setting dialog box, select a destination from the **Target** drop-down menu.

    - **Query the file name (default).** You will be prompted to designate a file name each time a PDF is created.
    - **Save results in source folder.** The generated PDFs will be saved to the folder that contains the source files.
    - **Save results in specified folder.** The generated PDFs will be saved in the folder you specify. Click **Browse** next to the **Folder** field and specify a folder to which you want to save the generated PDFs.
    - **Send results as e-mail attachment only.** The generated PDF files will not be saved to your computer. Instead, they will be sent as e-mail attachments in a new email opened by your default email client. The option **Send as E-mail** is disabled if this option is chosen. If needed, check **View Resulting PDF** to display the resulting PDF file after creation.
    - **Save to DMS.** Save files to a Document Management System, such as SharePoint.

Folder. This field is available only when “Save results in specified folder” is selected at the Target field. Click Browse to specify where to save the result PDF files.

Define “if file exists”. You can also define what happens if a file with the same file name already exists in the specified location. The default setting is Query the file name, meaning that you will be prompted to rename the file if it happens.

1. In the Right PDF Server Client dialog box, click the **Edit** button next to the Destination setting box.
2. In the Destination Setting dialog box, select a destination from the Target drop-down menu.
3. Select one of the following options from the **If File Exists** menu:

- **Query the file name (default).** You will be prompted to rename the resulting PDF if there is a file with the same name in the specified path.
- **Replace existing file.** If selected, the exiting file with the same name will be replaced with the resulting PDF.
- **Auto-rename the resulting file.** The resulting PDF will be automatically renamed if the target file name already exists in the specified folder. The new PDF file will use the name of the source file along with a sequential number, e.g. Document_1, Document_2.

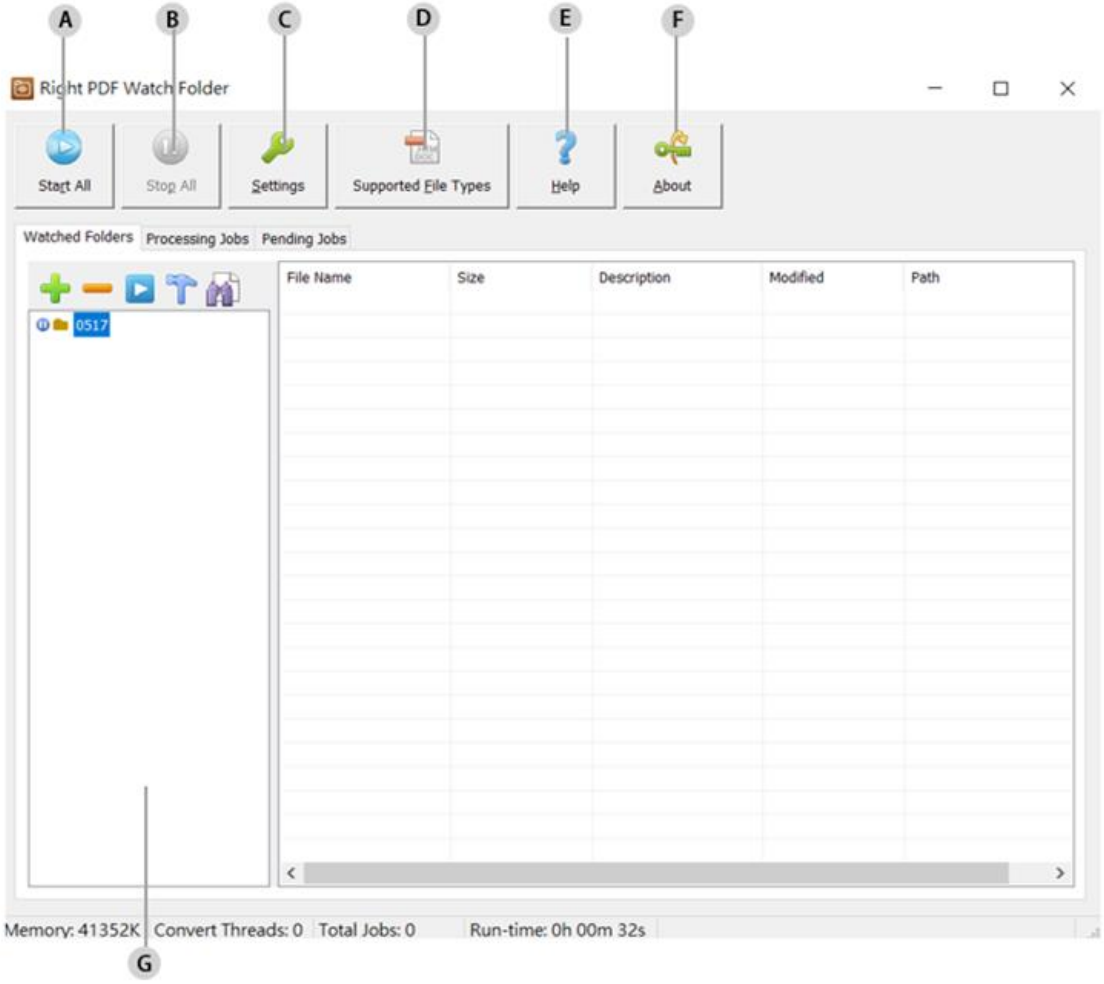
Send as E-mail. Send a copy of the resulting PDF file as an email attachment by your default email client and also save it to the location you specify.

View Resulting PDF. This automatically opens the resulting PDF right after it is created.

Chapter 3: Watch Folder

Watch Folder basics

Right PDF Server includes Watch Folder, a program that automatically creates PDFs from the files in watched folders. It is developed based on the Create APIs of PDFCMD, and an alternate conversion method. Each watched folder can have its own conversion settings. You can retrieve log files, set the number of jobs allowed to be processed at a time, and whether to launch at startup.



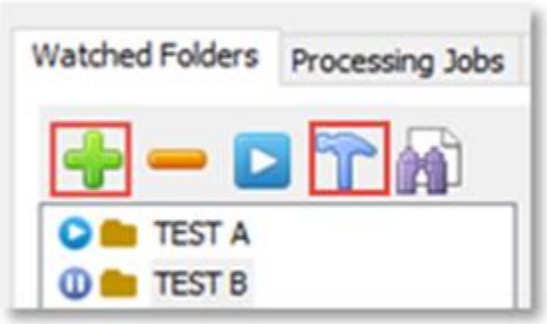
- **Start All** (A). Turn on all watched folders.
- **Stop All** (B). Turn off all watched folders.
- **Settings** (C). Open the Settings dialog box where you can adjust conversion settings, log file settings, etc. See Watch Folder Settings.

- **Supported File Types** (D). A list of file types that can be converted from the Server.
- **Help** (E). This opens Right PDF Server online help.
- **About** (F). Open the Right PDF License Information dialog where you can view details of your license, activate/deactivate the program, and access log file.
- (G). The panel shows all watched folders. The blue icon next to each watched folder lets you know whether the folder is active or not.

Manage your watch folders

Add and configure a Watch Folder

Click Add… in the Watched Folders tab or select an existing watch folder and click Configure… . Please note that as long as the folders are switched on, you cannot configure the watch folder. In the Configure Watched Folder dialog, you can specify folder title, source folder, operation schedule, naming method for resulting files, and whether to convert subfolders.



General settings

- **Title**. Enter a name recognizable to you. It might not be necessarily identical to the real folder name.
- **Source Folder**. This is the pathname of the source folder, in which source files are dropped and automatically converted to PDF.

- **Result, Success, Error**. Once you've specified the Source folder above, the Result, Success, and Error folders are created automatically as sub-folders of the Source folder. Adjust the location of each folder by clicking the Browse… button.
    - **Result**. Result folder keeps all PDF files that have been created.
    - **Success**. The Success folder keeps the source files that were successfully processed.
    - **Error**. The Error folder keeps the source files that couldn't be processed successfully.
- **Options (Conversion profiles).** Choose a conversion profile in the drop-down list. There are 5 default options – Factory Default, Draft Only, Company Confidential, Publishing Quality, and My Stamp. You can add new and modify existing profiles in Settings .
- **Watch subfolder**. If checked, all sub-folders of the Source Folder will be processed. It means files dropped in the subfolders will also be converted to PDF automatically.

Note: all folders must have read/write permission and be accessible to users (could be network clients) who can "Drop" files to the watch folders.

Advanced settings

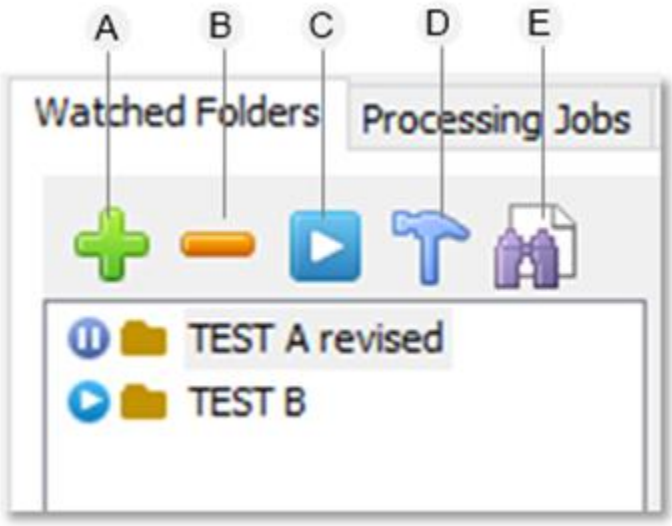
Click the Advanced tab in the Configure Watched Folder dialog box to access these settings:

- **Remove source files when job is complete**. Check this box to remove the source files after PDF creation has been completed (as opposed to moving them to the Success folder).
- **Operation schedule**. Check this box if you would like to set an operation schedule for the Watch Folder, namely the conversion service will only be available between the designated Start and Stop times (daily). Please note the schedule does not override the Stop All function.
- **Name resulting file**. Add a custom prefix and/or suffix to the file names of result PDFs. A prefix appears at the beginning of file name, and a suffix at the end. For example, a file named "Document" with a prefix of "001" and a suffix of "VOID" will be named "001_Document_VOID."
- **If File exists**. Set whether to auto-rename the new file or replace the existing file for all folders (Result, Success and Error).

Watch folder panel

Watched Folders

You can manage your Watch Folders in the Watched Folders panel. On the left side you will see a list of all added folders. Click each folder to see its contents in the queue to the right.



- **Add…** (A). Create a new watch folder and configure it in the Configure Watched Folder dialog.
- **Remove** (B). Select a Watch Folder and remove it from the list.
- **Start Watching / Pause Watching** (C). Select a paused Watch Folder and click Start Watching to make it active. Or select an active watch folder and click Pause Watching to stop watching it.
- **Configure…** (D). Select a paused Watch Folder and click Configure… to adjust Folder settings. Since you cannot configure a folder that has been started, please use pause in order to proceed.
- **Log…** (E). This opens the Log file folder. Each log file will be named after the original title you entered when creating the Watch Folder.

Processing and pending jobs

From the Processing and Pending Jobs panels you can monitor PDF production.

- **Processing Jobs.** Lists all conversion jobs that are being processed now.
- **Pending Jobs.** Shows all pending jobs and allows you to modify the order by moving a job up or down in the list. Either right-click a job or select it and use the Up/Down/Bring to top/Send to bottom buttons.

Watch folder settings

- **Automatically run when Windows starts**: Check this box to run the Watch Folder upon startup.
- **Allow ___ concurrent jobs**: Restrict the number of jobs the Watch Folder can process at a given time.
- **Edit conversion settings**: Click to add or edit conversion settings. See Conversion Settings. You can also set which conversion profile to use for each folder when adding a new Watch Folder or configuring an existing one in the Configure Watched Folder dialog box by clicking **Configure...** .
- **Create new Log file**: Set how large a log file needs to get before creating a new one.
- **Log file folder**: Set where to save the log files.

Chapter 4: Convert files to PDF

Convert files to PDF

There are three ways to convert files to PDF with Right PDF Server:

1. **Convert with PDF Server Client**
2. **Convert with Watch folder, or**
3. **Print files to PDF using Right PDF Printer.**

A Client must be connected to a server in order to be operational, and Watch Folder, a program designed to run on server machine, will start converting whenever a file is put into a watched folder (source folder). For more information, see Convert with Watch Folder.

Right PDF Printer is a virtual printer through which PDF Server convert files and it is available only on the machine where PDF Server Console is installed. For more information, see Create PDFs with Right PDF printer.

Create PDFs with PDF Client

Convert files to PDF documents

With Right PDF Server Client, you can create PDFs from a variety of supported file types. This is especially useful when converting a large number of files to PDFs. To check which file types are supported, see the list in the Right PDF Server Console window installed on the server machine.

Before starting file conversion, make sure (1) Server Console is activated and (2) your client PC was connected to the Server (see Connect to server). For other conversion methods and profile settings on Client, see Client conversion settings.

You can convert files to PDF, merge multiple files in the form of combining or overlaying, or package multiple files into one PDF portfolio.

Create a single PDF document

You can create separate PDF files for each source file.

1. In the Right PDF Server Client dialog box, add files to the file list. Click **Add** and select **Open files…** or **Open from DMS…** from the menu. Or you can directly click and drag files to the queue.
2. As needed, do the following actions to delete, remove all, and/or arrange the order of selected files:

    - **Delete:** Remove the selected files from the file list. Click on one file or hold down Ctrl to select multiple files and then click Delete to delete them all.
    - **Up/Down:** Rearrange the file order in the list. Click on one or hold down Ctrl to select multiple files and then use Up or Down to move them forward or backward.
    - **Clear:** Remove all files from the list.

3. Select **Convert one file to a PDF document** in the selection box.
4. Choose a conversion profile and set up destination settings as needed.
5. Click the Convert button  .
6. Decide a location to save the resulting PDF file, name it and click Save.

Combine multiple files into one PDF

Right PDF enables combining multiple source files from a variety of file types into one PDF document, with page order mirroring the order the files are placed in the file list in the Client window. This method is possible only when there is more than one file in the file list of PDF Client. The difference between combining and packaging is the former connects each file by page to create a large document, whereas packaging keeps each file independent of each other. See Package files into a PDF portfolio.

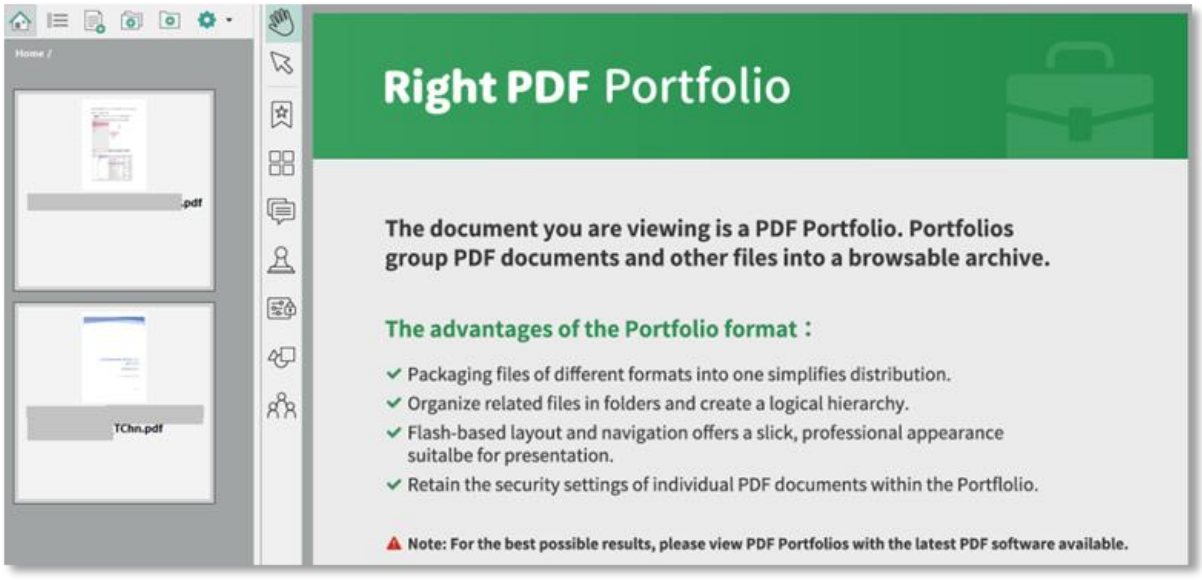
1. In the Right PDF Server Client dialog box, add at least two files to the file list. Click **Add** and select **Open files…** or **Open from DMS…** from the menu. Or you can directly click and drag files to the queue.

2. Arrange the files in the desired order using the Up and Down buttons.
3. Select **Combine files into one PDF document** in the selection box.
4. Adjust profiles and save settings as needed.
5. Click the Convert button . You will get a prompt stating you cannot perform combining on a single file.
6. Name the file and select a location to save it. Click Save.

Package files into a PDF portfolio

This method converts files to PDF and packages them into a PDF portfolio. It is different from Combining, which merges multiple documents into one.

1. In the Right PDF Server Client dialog box, add at least two files to the file list that you would like to package. Click **Add** and select **Open files…** or **Open from DMS…** from the menu, or you can directly click and drag files to the queue.
2. Arrange the files in a desired order using the Up and Down buttons.
3. Select **Package files into one PDF document** in the selection box.
4. Click **Option** to open the Cover Sheet dialog box. You must set a Cover Sheet for your package. This is the page readers will see when they first open the document:
    - **Use default template:** The built-in Right PDF template offers an explanatory description of the PDF Package feature.



- **Use the first file:** The first file in the package set as the cover sheet.

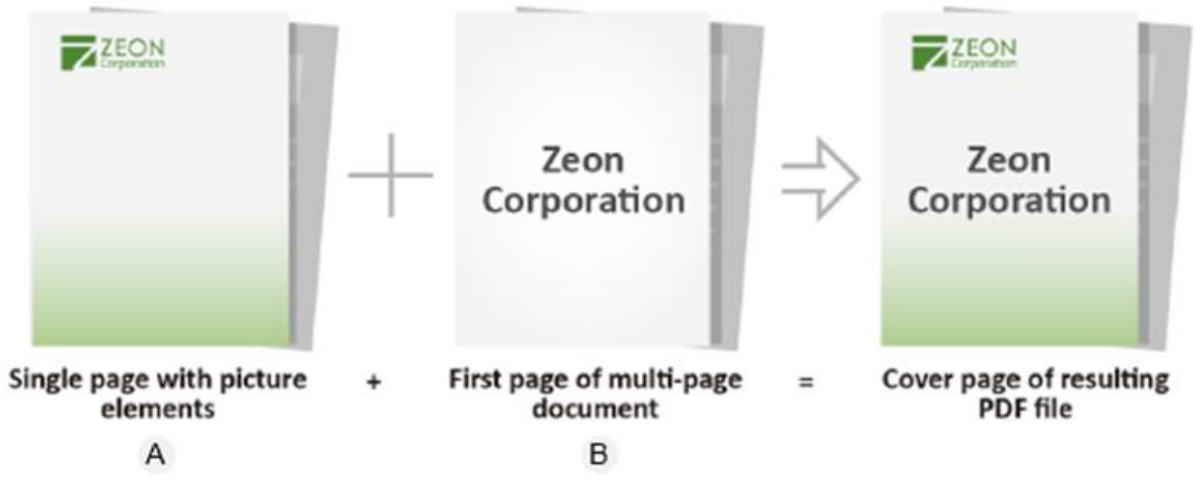
5. Adjust conversion profiles and destination settings as needed.
6. Click the Convert button to start conversion. If there is only one file in the list, a prompt pops up stating that you cannot perform Packaging on just a single file.
7. Name the file and select a location to save it. Click Save.

Overlay files as one PDF document

This feature overlays contents of two or more files as one PDF document. For instance, through overlaying a logo image and a document, the logo will be placed in the specified position on every page of the output PDF document. Overlaying files is only possible if you have more than one file in the file list of PDF Client. Please see examples below:

Example 1

Here you can see an example of making a cover page:



1. In the Right PDF Server Client dialog box, click **Add** and select **Open file…** or **Open form DMS…** from the menu. Locate and select files to be converted and overlaid as one PDF file. Or you can directly click and drag files to the queue. You need a single-page file containing the

picture elements (A) for the cover and a multi-page file in which the first page contains cover page text (B).

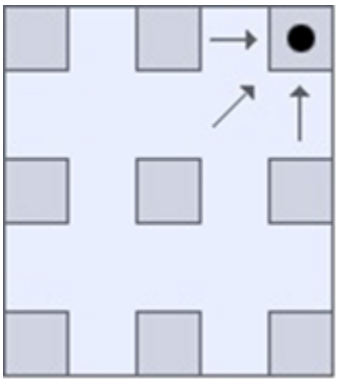
2. Select **Overlay files into one PDF document** in the selection box.
3. To place the selected image in a desired position, click **Option**. Make sure Page Center is selected and the checkbox **Repeat the last page of the shortest document for page overlay** Click OK.
4. Adjust profiles and save settings as needed.
5. Click the Convert button . Select a location to save and click Save. If there is only one file in the list, you will get a prompt stating that you cannot perform Overlaying on a single file.

You can get the same result by overlaying three files if you have the two picture elements in two separate files. The picture elements should be placed in the source file in the position where they should appear in the resulting PDF.

Example 2

To put a logo on every page of a document:

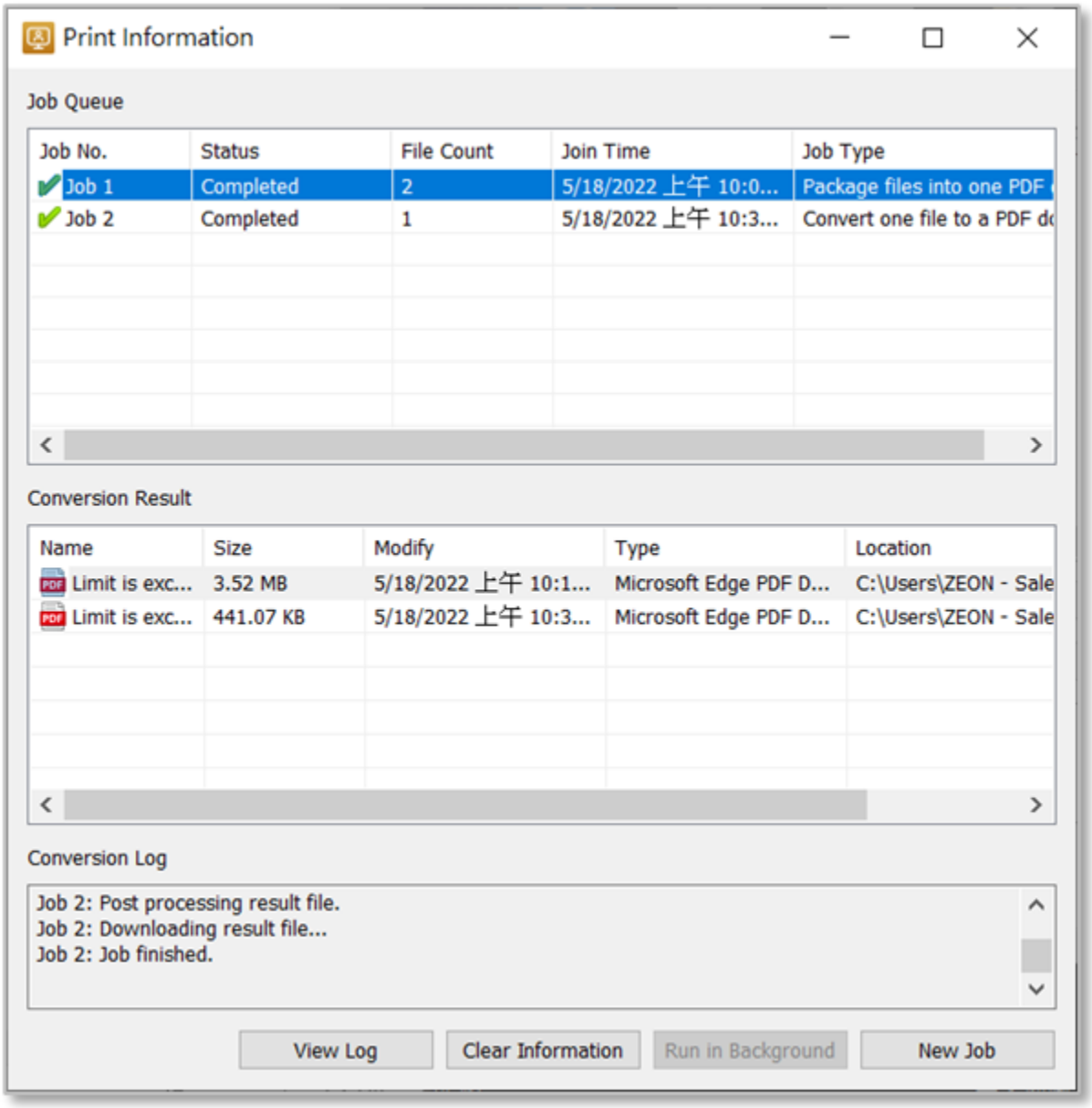
1. In the Right PDF Server Client dialog box, click **Add** and select **Open file…** or **Open form DMS…** from the menu. Locate and select files to be converted and overlaid as one PDF file. Or you can directly click and drag files to the queue. You need an image or other file containing a logo.
2. Select **Overlay files into one PDF document** in the selection box.
3. Click **Option** and select a desired location (e.g. top-right corner)



4. Select the checkbox **Repeat the last page of the shortest document for page overlay.**
5. All pages get the logo in their top-right corner.

View conversion status and results

The Print Information panel provides information on jobs and conversion results. It appears either after a PDF creation task has been started from PDF Client, or after right-clicking the application icon and selecting Show Job Information.



- **Job Queue:** The job queue section contains job number, status, file count, join time and job type. Hover the cursor over a job to see a message showing the file name of each file that the job includes. You can delete a selected item, reorder the jobs, or remove all the jobs from the list by right-clicking on the queue and choose an option accordingly.

- **Conversion Result:** The conversion result section contains file name, file size, date modified, file type, and location of the result PDF files.
- **Conversion Log:** This informs you of the status of the creation process.
- **View Log:** The .txt log file is a history record of all conversions the server has processed. It is named PDFClientLog by default.



- **Clear Information:** Click this button to clear the Conversion Log box.
  Tip: If you want to bring back the Print Information dialog box, right-click on the application icon  in the Windows notification area and choose Show Job Information from the menu.
- **Run in Background:** Click this button to keep the Print Information dialog hidden during conversion. This option is disabled when there is no conversion job in queue.
- **New Job:** Click this button to close the Print Information dialog and go back to the Right PDF Server Client window.

Send outputs as email attachments

As an option, you can send resulting PDF files as e-mail attachments with or without saving them.

- **Send PDF files as e-mail attachments with saving**
  1. Display the Destination setting dialog box.
  2. Click on the **Target** selection box and choose one from the following options: Query the file name, Save results in source folder, or Save results in specified folder.
  3. Check **Send as E-mail** and click OK.
- **Send PDF files as e-mail attachment without saving**
  1. Display the Destination Setting dialog box.
  2. Click on the **Target** selection box and select **Send results as e-mail attachment only**. The results will not be saved to your computer.

All PDF files created in the current job will be attached to a blank e-mail. You may proceed to add recipients, subject, etc.

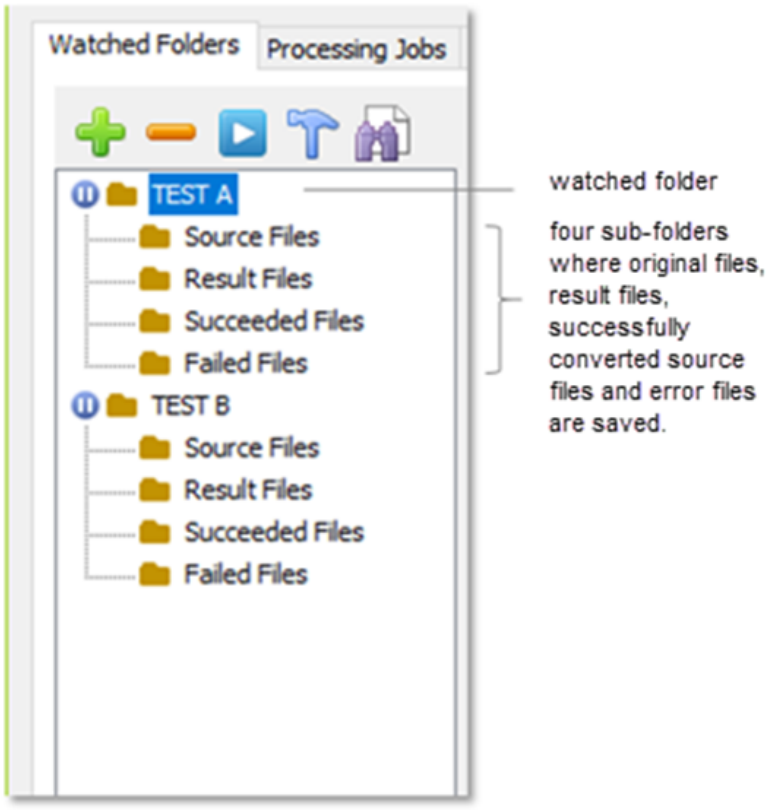
Create PDFs with Watch Folder

All files in the source folder (specified when creating a watch folder) will be converted to PDF after you “start” watching it. As an option, files can be automatically converted to PDF at Windows startup if you have set it up in the Watch Folder Settings. The source folder could be on any computer as long as it can be connected to a PDF Server.

Add a watch folder

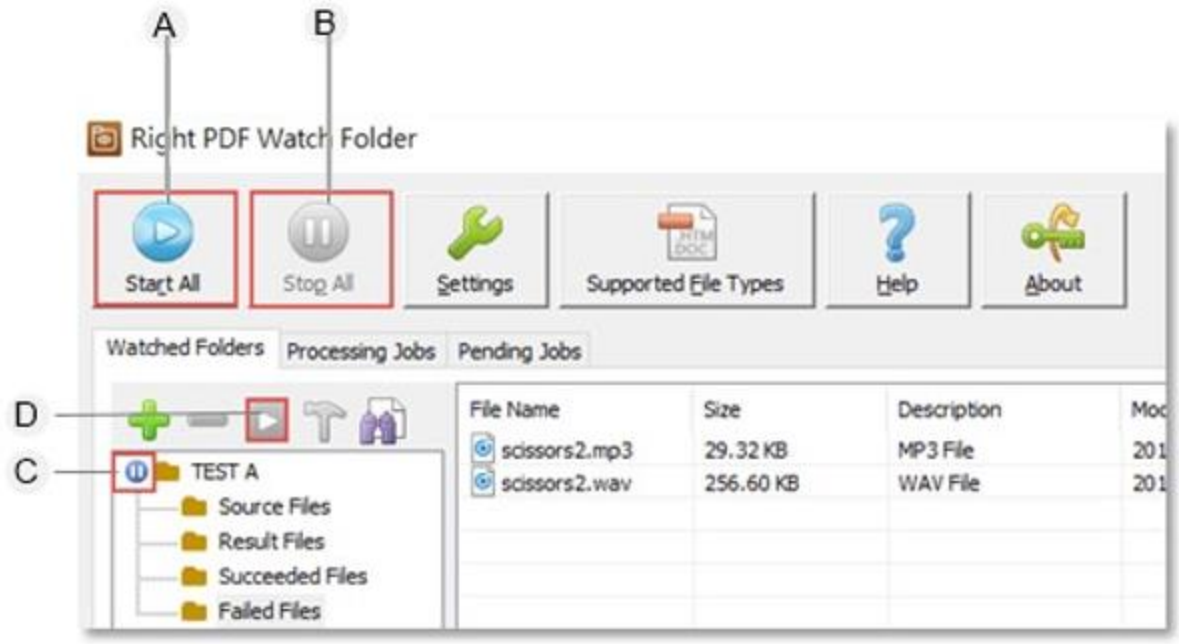
Before running PDF conversion on a specified folder, you have to set it as a watched folder so that any files put into the folder can be converted once it is active.

1. In the Right PDF Watch Folder window, under the **Watched Folders** tab, click on **Add…** .
2. Configure the new folder by naming it, setting which folder to be watched and whether to watch subfolders in the watched folder. Under the Advanced tab, set up the operation schedule, naming method and how the system should behave if file with the same file name exists. See Manage you watch folders.
3. Click OK.
4. All created folders are listed in the panel under the **Watched Folders** Each folder has four subfolders: Source Files, Result Files, Succeeded Files and Failed Files. You can double-click on the title of each watched folder to collapse or expand it.



Run a watch folder

You can choose to manually click **Start All** to start conversion for all watched folders or let the application automatically run when Windows starts.



1. Put files you want to convert into the source solder and do either of the following:
    - Click on **Start All** (A) then all the watched folders in the panel are activated, meaning files within are being converted with the conversion settings you specified. To stop conversion on all folders, click **Stop All** (B).
    - In the Watched Folders panel, click on the tiny **pause** icon (C) next to the watched folder you want to run conversion on and click on **Start Watching** (D). Click on **Pause Watching** to stop watching the folder.
2. Double-click on **Source Files** or directly open the source folder that this watch folder links to to check source files, result files and failed files.
    - **Result Files** opens the **_Result** folder where successfully converted resulting PDF files are stored.
    - **Succeeded Files** opens the **_Success** folder where original files are stored.
    - **Failed Files** opens the **_Error** folder where source files with conversion failure are stored. Since conversion on those files was failed, they are not stored in _Success nor _Result.

Create PDFs with Right PDF printer

Right PDF is a virtual printer through which PDF Server converts all PDF documents. On the computer that PDF Server is installed, you can convert documents by using the Print command in other programs.

Print a source file to PDF

1. Create a new document or open an existing document in any print-capable Windows application.
2. On the File menu, select **Print**. In the Printer dialog box, select **Right PDF** as your printer.
3. Click **Print**.
4. Specify printing options: enter the target PDF file name and location in the Save As dialog box. To view the PDF file, select **View Resulting PDF**.
5. Click **Save**.

Note: The available printing options may differ depending on the settings specified for Right PDF.

Printer properties

Do one of the following to open the Right PDF Properties (printing preferences) dialog box:

- Click the Printer Properties button in the Print dialog box in any print-capable Windows application when Right PDF is selected under Printer.
- Choose Start > Settings > Devices > Printers & scanners and select Right PDF. Click Manage and select Printing preferences.

The Right PDF Properties (Printing Preferences) dialog box includes three tabs: **General**, **PDF Settings** where you modify printing settings, and **About**, the third tab, which displays version information and license agreement.

Note: The Right PDF printer properties affect only files converted with the Print command on the server machine.

- **General**. The General tab provides controls for the size and page layout of the PDF file.

Note: Page Setup settings in applications such as Microsoft Word may override some General settings made in Right PDF printer.

  - **Paper Size**. Select Standard and then choose a page size from the pull-down list, or choose Custom and specify the page dimensions and margins.
    Click Add to define or modify additional standard page sizes using the page dimensions you specify.
  - **Orientation**. Select Portrait or Landscape.
  - **Resolution**. This setting influences character spacing, line breaks, and image quality. Usually, higher resolution produces a more accurate layout but a larger file size.
    Select a resolution: Screen (72 dpi), Low (150 dpi), Medium (300 dpi), High (600 dpi), 1200 or 2400 dpi (dots per inch). Low resolution is ideal for screen viewing. However, if you require high-quality hard copy or accurate control of character position, choose a resolution of at least 600 dpi.
  - **Color**. Select the color scheme used to print the resulting PDF. (Color, Grayscale, or Black & White).
  - **Scale**. Specify whether to reduce or enlarge a document, and by what percentage, between 1 and 1000 percent.
    Enter a value less than 100 percent to reduce the size of the text and images on the page; enter a value greater than 100 percent to enlarge them.
  - **View Resulting PDF**. Select this option to view the resulting PDF file. By default it is selected.
- **PDF Settings.** The PDF Settings Tab provides controls for Compatibility, Font Embedding, Compression, Watermarks and Security. Choose a standard control or click the corresponding Advanced… button for further options. See Conversion profiles. Check Optimize for Web Viewing to increase the viewing speed of your PDF document. Define saving options, including the ability to append or overlay PDF files. See Destination Controls.

You can display the Document Settings panel from the PDF Settings panel of the **Right PDF Properties** dialog box. In this panel you can specify options for PDF files. These options define how the resulting PDF is displayed (e.g. which page to display as the initial page). You can also add Document Information such as Title, Subject, Author, Keywords or Custom Defined Fields to make it easier to search PDF documents by category.

- **About**. View version information and license agreement.

Destination Controls

The Destination section provides controls that specify where to save the output files, how to name them, and how the system should behave when there are files with the same name exiting in the specified save location.

- **Naming Method**. Select a naming method from the drop-down menu:
  - **Query the filename (default)**. During printing, Right PDF printer will display the Save As dialog box in which you can enter a target file name. See Save As dialog.
  - **Specify filename below**. Click **Browse…** and in the Save As dialog box that pops up, specify where to save the file and enter a file name in the **File name** Click Save and a full file directory path appears in the **PDF Name or Folder** field. See Save As dialog.
  - **Save in named folder; prompt filename**. Choose this method to create a PDF file in the directory specified in the **PDF Name or Folder** Right PDF will prompt you to enter the file name during printing.
  - **Save in named folder; auto-name file**. Depending on the application, Right PDF will generate the PDF file name automatically and store the file in the directory specified in the **PDF Name or Folder**
  - **Mail result only, do not save file**. Choose this method to create a PDF file and attach it to a new e-mail without saving. The file will not exist elsewhere on your system.
  - **Save to DMS.** Save the created PDF files to DMS. If you are generating multiple PDF files, you must save them to DMS one-by-one.
- **PDF Name or Folder.** Enter the target location. PDF Server saves files to this location and/or name unless you choose **Query the file name.**
- **If File Exists**. Choose one of following options to resolve a file name conflict:

- **Show warning dialog**. If selected, a warning message will pop up given the save location already contains a file with the same name. You can choose to replace the existing file, insert the new file at the beginning of the existing file, append to the existing file, overlay with the existing file, or add a trailing number to the target file name. Click Cancel to proceed without saving anything.
- **Replace existing file**. Replace the existing file with the newly-created PDF file.
- **Add trailing number to filename**. The new PDF file name uses the target file name followed by a sequential number. For example: *pdf* will be turned into Sample (1), Sample(2), Sample(3), etc.
- **Insert at start of existing file**. The new PDF pages will be inserted at the beginning of the existing file.
- **Append to existing file**. The new PDF pages will be inserted at the end of the existing PDF file.
- **Overlay with existing PDF**. The pages of the new and the existing documents will be overlaid. Click the Options.... button to control how the overlay should be performed. Merge rules and other options are available:

    1. **Merge Rules.** Choose a location from both selection boxes to adjust overlay between a newly created page and an existing page.
    2. **Place newly created pages as "Foreground".** Select this to place the original page in the background, and the newly created page in the foreground to have it on the top of the original page content. It can be useful if you want to place a logo on a document.
    3. **Repeat last page of the shorter document for page overlay.** Select this to put a header / footer or a logo on each page of a longer document. The last page of the shorter document must contain the header / footer or logo to be repeated.
    4. **Use existing file's "Document Settings" for newly created file.** The newly created file will inherit the Document Settings of the existing file. If not selected, the default values will be used. This option is useful if you want to add a set of document settings (common properties) to several PDF files.

- **Send as E-mail.** Check this setting to attach your PDF file to a new e-mail message. If you do not want to save the PDF file, you should also select **Mail result only, do not save the file** at Naming Method above.

Save As dialog

This dialog box appears if Query the file name, Specify filename below, or Save in named folder; prompt filename is selected as the Naming Method. When printing a PDF file, the Save As dialog will appear with extra options at the bottom of the dialog.

The Save As Dialog serves to:

- Change the offered folder and file name if necessary.
- Enable/disable the View Result PDF option.
- Enable/disable the Document Settings option.
- Enable Document Settings and click Edit…. See Document Settings to change document properties.

Supported file types

File types that can be converted to PDF with PDF Server (or through PDF Client):

PDF Files (*.pdf)	PCX Files (*.pcx)	BMP Files (*.bmp)
Photo CD Files (*.pcd)	GIF Files (*.gif)	Photoshop Files (*.psd)
HTML Files (*.htm, *.html, *.shtml)	PNG Files (*.png)	JPEG Files (*.jpeg, *.jpg)
Targa Files (*.tga)	JPEG2000 Files (*.j2c, *.j2k, *.jp2, *.jpx, *.jpf)	Text Files (*.txt)
Metafiles (*.emf, *wmf)	TIFF Files (*.tiff, *.tif)	Microsoft Office Files (*.rtf, *.xls, *.ppt, *.doc)
Wireless BMP Files (*.wbmp)	Microsoft Office 2007 Files (*.xlsx, *.pptx, *.docx)	AutoCAD Files(*.dwg)
OpenOffice (*.odt, *.odp, *ods)	Microsoft Project Files (*.mpp)	Microsoft Visio Files (*.vsd)
WordPerfect Files (*.wpd)		

To convert files using Client, you must have a program installed on the Server machine that can open the file you are trying to convert. Otherwise, the Right PDF printer cannot read the file. For example, if you do not have Microsoft Word installed on the Server, you cannot convert .doc files to PDFs. File formats that you do not have an appropriate program to open will not be in the list of Supported File Types.