Neevia
docuPrinter LT

user's manual
version 6.8

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For One (1) Computer

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Introduction

Neevia docuPrinter LT is a **PDF printer driver** which means that in order to convert a file to PDF you must print to docuPrinter from your application, just as you would with any other printer. Most applications have a Print dialog box command available in the File menu. To use docuPrinter LT:

1. Go into the File menu of your application and click **Print**;

2. Select "**docuPrinter**" as a printer;

3. Click **OK**;

4. Wait for the docuPrinter dialog to appear;

System Requirements

- Windows XP, 2003, Vista, 7, 2008, 8, 10, 2012, 2016.

- At least 25 MBytes of free disk space.

- Memory requirement is dependent on the nature of the job being converted – min 256 MB.

Output Formats

docuPrinter LT supports the following output formats:

- PDF (Portable Document Format) v1.2, v1.3, v1.4, v1.5, v1.6, v1.7;

- PostScript level 1, 1.5, 2, 3;

- PDF/A-1b

- PDF/A-2b

Installing and Uninstalling Neevia docuPrinter LT

Before installing and/or using this product, please make sure you have carefully read the copyright notice and agreed to all of its terms. If you have any questions about the licensing agreement, please feel free to call (954) 981.9252 or email sales@neevia.com.

If you are using an earlier version of Neevia docuPrinter on your system, it is recommended that you uninstall it before installing Neevia docuPrinter LT v6.8.

To install Neevia docuPrinter LT:

download and save the http://neevia.com/prods/dplt.exe file to your hard disk. After downloading the file, double-click on it and follow the instructions. The installation procedure automatically detects your operating system, copies the needed files into your system directory and installs Neevia docuPrinter LT.

NOTE: You must be logged in as an Administrator to install docuPrinter LT.

Unattended installation:

To perform an unattended (silent) installation launch docuPrinter LT installer with **/sp /verysilent /norestart** command line switches. Here is the full list of supported switches:

/SP

Disables the "This will install... Do you wish to continue?" prompt at the beginning of Setup.

/SILENT, /VERYSILENT

Instructs Setup to be silent or very silent. When Setup is silent the wizard and the background window are not displayed but the installation progress window is. When Setup is very silent the installation progress window is not displayed. Everything else is normal so for example error messages during installation are displayed and the startup prompt is (if you haven't disabled it with **'/SP'** command line option explained above). If a restart is necessary and the **'/NORESTART'** command is not used (see below) and Setup is silent, it will display a "Reboot now?" dialog. If it's very silent it will reboot without asking.

/NOCANCEL

Prevents the user from canceling during the installation process, by disabling the Cancel button and ignoring clicks on the close button. Useful along with /SILENT.

/NORESTART

Instructs Setup not to reboot even if it's necessary.

/DIR="x:\dirname"

Overrides the default directory name displayed on the Select Destination Directory wizard page. A fully qualified pathname must be specified.

/GROUP="folder name"

Overrides the default folder name displayed on the Select Start Menu Folder wizard page.

/NOMACRO

Prevents docuPrinter from installing the Microsoft Word, Excel, PowerPoint and Publisher macros.

/NOWORD

Disables the Microsoft Word docuPrinter macros installation. (Cannot be used with the /NOMACRO switch)

/NOEXCEL

Disables the Microsoft Excel docuPrinter macros installation. (Cannot be used with the /NOMACRO switch)

/NOPOWERPOINT

Disables the Microsoft PowerPoint docuPrinter macros installation. (Cannot be used with the /NOMACRO switch)

/NOPUBLISHER

Disables the Microsoft Publisher docuPrinter macros installation. (Cannot be used with the /NOMACRO switch)

/NOCONTEXTMENU

Prevents docuPrinter from installing the *Create PDF files with docuPrinter* menu option available when a file is right clicked.

/NOCONTROLPANEL

Prevents docuPrinter from installing the Neevia docuPrinter Control Panel icon.

/NOICONS

Instructs Setup not to create a Start Menu folder under Programs.

/user="username", **/company=**"company name", **/serial=**"serial number"

Use these switches to pass the registration info (username, company name and serial number) to the installer.

To remove Neevia docuPrinter LT from your system:
1. Select **Settings -> Control Panel** from the Start menu.

2. In the Control Panel click **Add/Remove programs** and select **docuPrinter LT** from the list.

3. Click the **Add/Remove** button to remove the program.

A confirmation prompt is displayed.

NOTE: In some circumstances the uninstaller is unable to remove Neevia docuPrinter LT from the Windows printing system. If that happens, you should reboot your computer and uninstall again.

Unattended uninstall:
To perform an unattended (silent) uninstall, launch **unins000.exe** from the folder where docuPrinter LT has been installed with **/verysilent /norestart** command line switches. Here is the full list of supported switches:

/SILENT, /VERYSILENT

When specified, the uninstaller will not ask the user for startup confirmation or display a message stating that uninstall is complete. Shared files that are no longer in use are deleted automatically without prompting. Any critical error messages will still be shown on the screen. When '/VERYSILENT' is specified, the uninstallation progress window is not displayed. If a restart is necessary and the '/NORESTART' command isn't used (see below) and '/VERYSILENT' is specified, the uninstaller will reboot without asking.

/NORESTART

Instructs the uninstaller not to reboot even if it's necessary.

Registering docuPrinter LT

To register docuPrinter LT, print something to it from any Windows application, then in the docuPrinter "Save As" window (screenshot) press the **Configure Output** button followed by **Register** – you should see this screen:
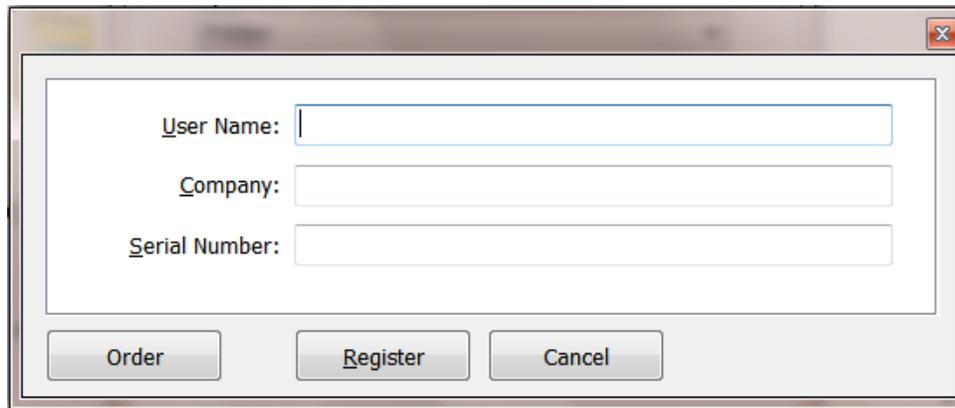
Enter the registration info from the email we sent you **(make sure that you enter User Name, Company Name and Serial Number EXACTLY as they are in the email message)** and press the **Register** button.

Getting Started

Neevia docuPrinter LT is a **PDF printer driver** which means that in order to convert a file to PDF you must print to docuPrinter from your application, just as you would with any other printer. Most applications have a Print dialog box command available in the File menu. To use docuPrinter LT:

1. Go into the File menu of your application and select **Print**;

2. Select "**docuPrinter**" as a printer;

3. Click **OK**;

4. Wait for the docuPrinter dialog to appear;

Select the Paper Size and Orientation

1. In the Windows Start menu, choose Settings -> Devices and Printers.
2. Right-click on the **docuPrinter** printer, then choose Properties.
3. Click the "**Printing Preferences …**" button followed by **Advanced**. You should see this screen:
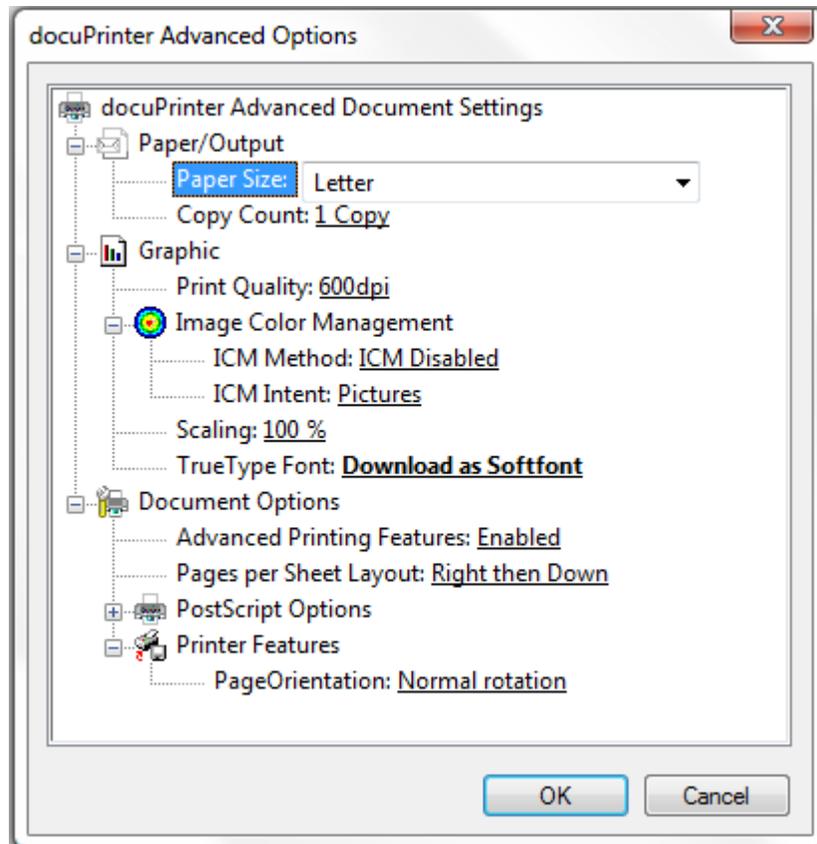
4. Adjust the values for the paper size, page orientation and scaling as desired.
5. To specify custom paper sizes, see Defining Custom Paper Sizes.
6. Click OK.

Define Custom Paper Sizes

To create a custom paper size:
1. In Windows click **Start** -> **Settings** then **Printers and Faxes**.
2. On the File menu, click **Server Properties**.
3. On the Forms tab, select the Create a new form checkbox.
4. In the Form name text box, type a name for the new form.
5. Under Form description (measurements), enter the dimensions you want for the new paper size.
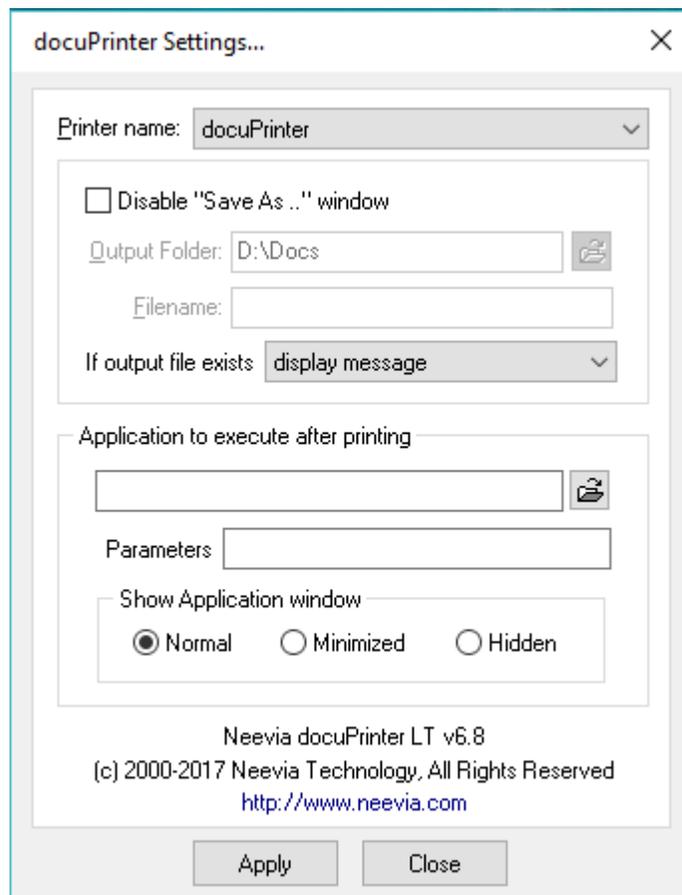6. Click OK.

Select the output file name and format

When you print to Neevia docuPrinter LT from an application, docuPrinter prompts you for a destination folder for the output file – see the image below.
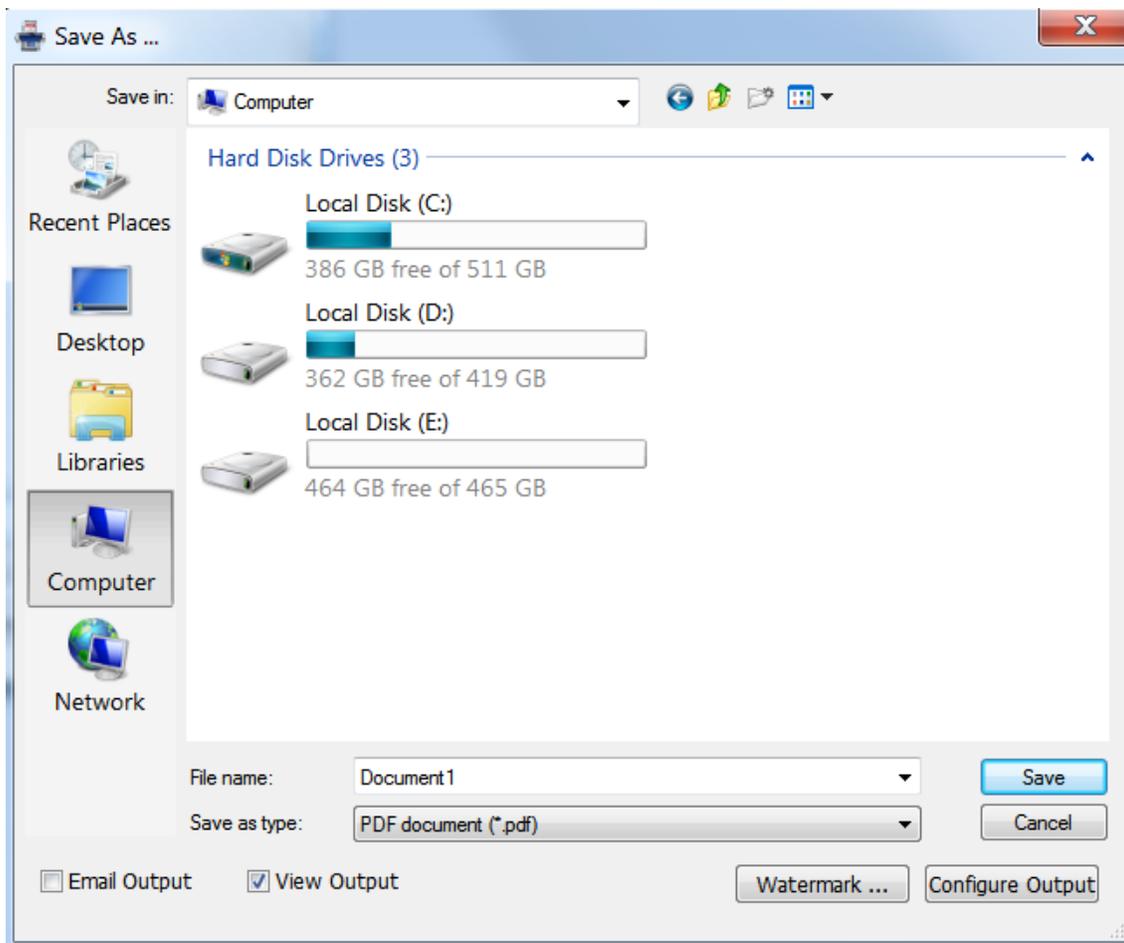
The default destination folder is the last folder you used, and the file name is constructed from the document name provided by the application. You may change either of these before clicking the **Save** button to save the output file.

Stop docuPrinter LT from prompting for an output file name

To stop docuPrinter from prompting for an output file name in windows go Start -> Settings -> Control Panel and click the docuPrinter icon – you should see this screen:

Check the "Disable the Save As … window" checkbox – this will stop docuPrinter from prompting for an output file name.

Execute an application after printing

1. In the Start menu, choose Settings -> Control Panel.
2. Click the **docuPrinter** icon.
3. In the **"Application to execute after printing"** section specify the application you want docuPrinter to execute after printing (you can also specify vbs scripts).
4. Press the Apply button to apply your settings and close the "docuPrinter LT Settings …" window.

View document after printing

When you print to Neevia docuPrinter from an application, docuPrinter prompts you for a destination folder for the output file (screenshot). In that window select the desired output folder and document name, check the **"View Output"** checkbox and press the **"Save"** button – docuPrinter will create the output document and display it on screen.

Email document after printing

When you print to Neevia docuPrinter LT from an application, docuPrinter prompts you for a destination folder for the output file (screenshot). In that window select the desired output folder and document name, check the **"Email Output"** checkbox and press the **"Save"** button – docuPrinter will create the output document then launch the default email program from Windows.

Watermark and Stationery

With docuPrinter LT you can apply watermarks / stationery to the output document. To do this print to docuPrinter, then in the docuPrinter "Save As" screen (screenshot) select the output file format and press the Watermark button – you will see this screen:
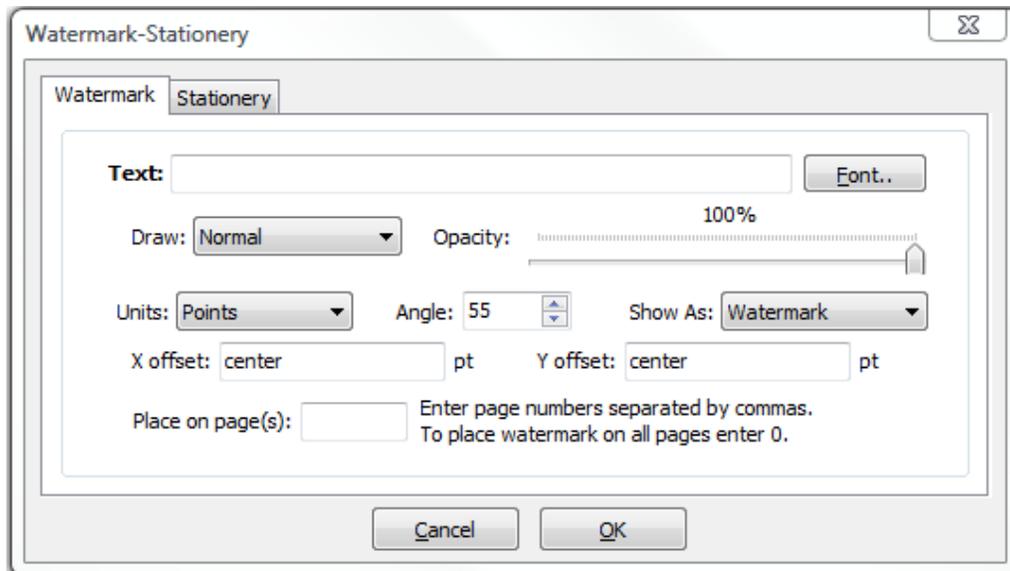

 Enter your text and select the desired font. By modifying the values for X Offset, Y Offset and Angle you can change the watermark position on the resulting document. For the X coordinate, instead of numbers you can also use as values **center, left** and **right** - these will position the watermark in the center of the page, on the left or right.
 For Y you have **center, top and bottom** which will cause the watermark to be placed in the center of the page on top or in the bottom. To position your watermark on the right lower corner use *X offset = right* and *Y offset = bottom*.

To specify the opacity level simply position the cursor on the desired value.
Enter 0 in the "Place on page(s)" textbox to place the watermark on all pages otherwise enter page numbers separated by commas

In case you would like to use an existing PDF file as stationery click on the "Stationery" tab and enter the path to the file. To have the stationery appear an all your pages enter 0 in the "Place on page(s)" textbox otherwise enter page numbers separated by commas.
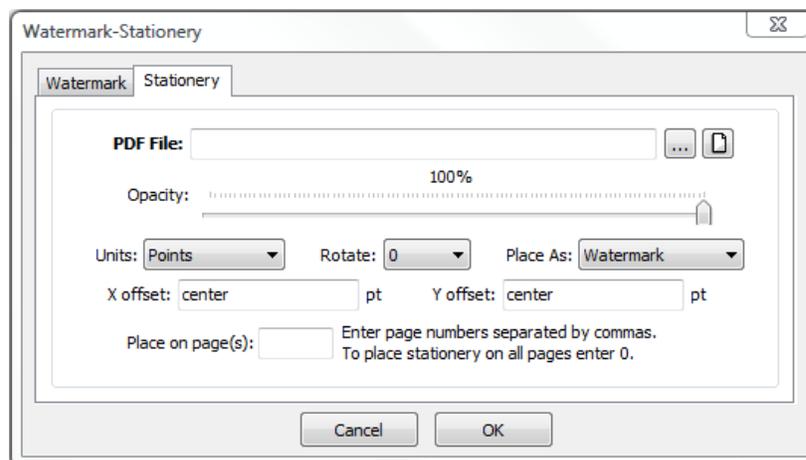
Create PDF files

When you print to Neevia docuPrinter from an application, docuPrinter prompts you for a destination folder for the output file (screenshot). In that window select PDF as output format then press the "Configure Output" button to edit the output settings – the following screen will be displayed:
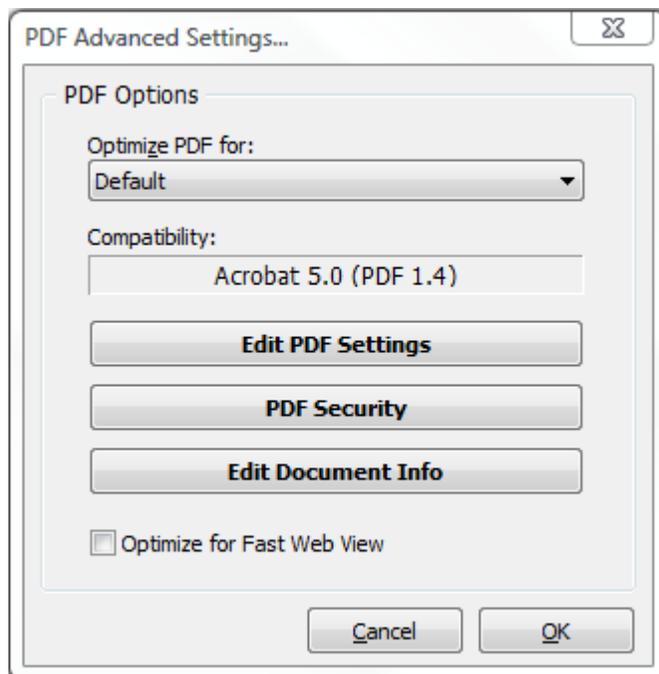

Optimize for

For your convenience there are several sets of predefined settings for creating PDF files. These settings are designed to balance file size with quality, depending on how the PDF file is to be used:

• **Default** - is intended to be useful across a wide variety of uses, possibly at the expense of a larger output file. All color and grayscale images are downsampled at 72 dpi, monochrome images at 300 dpi; subsets of all fonts used in the file are embedded; and all information is compressed. PDF files created using this setting are compatible with Acrobat 4.0 (and later).

• **Screen** - is for PDF files that will be displayed on the World Wide Web or an intranet, or that will be distributed through an e-mail system for on-screen viewing. This set of options uses compression, downsampling, and a relatively low resolution; converts all colors to RGB; maintains compatibility with Acrobat 3.0; to create a PDF file that is as small as possible.

• **Printer** - is for PDF files that are intended for desktop printers, digital copiers, publishing on a CD-ROM, or to send to a client as a publishing proof. In this set of options, file size is still important, but it is not the only objective. This set of options uses compression and downsampling to keep the file size down, tags everything for color management, and prints to a medium resolution to create a reasonably accurate rendition of the original document.

• **Prepress** - is for PDF files that will be printed as high-quality final output to an imagesetter or platesetter, for example. In this case, file size is not a consideration. The objective is to maintain all the information in a PDF file that a commercial printer or service bureau will need to print the document correctly. This set of options downsamples color and grayscale images at 300 dpi, monochrome images at 1200 dpi, embeds subsets of all fonts used in the file, prints to a higher resolution, and uses other settings to preserve the maximum amount of information about the original document.

PDF Settings

To edit the PDF settings click the "Edit PDF settings" button – you should see this screen
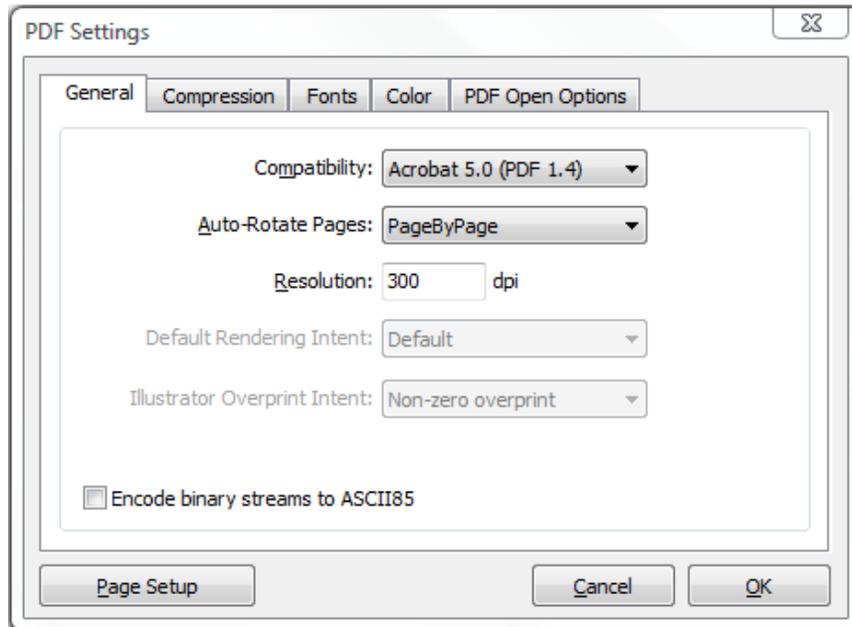
There are 5 tabs on the top of the screen:

General - Specify compatibility level, document resolution, optimization and other general information;

Compression - choose appropriate compression options to reduce the size of the output PDF document;

Fonts - select the font embedding options;

Color - select the color profiles for the output PDF file;

PDF Open Options - select the color profiles for the output PDF file.

General Tab

Compatibility

Select the PDF document compatibility level (a.k.a. PDF version).

Auto-Rotate Pages

Auto-Rotate Pages automatically rotates pages based on the orientation of the text. For example, some pages (such as those containing tables) in a document may require the document to be turned sideways to be read. Choose "**None**" to disable the Auto-Rotate Pages option. Choose "**All**" to rotate all pages in the document based on the orientation of the majority of text. Choose "**PageByPage**" to rotate each page based on the direction of the text on that page.
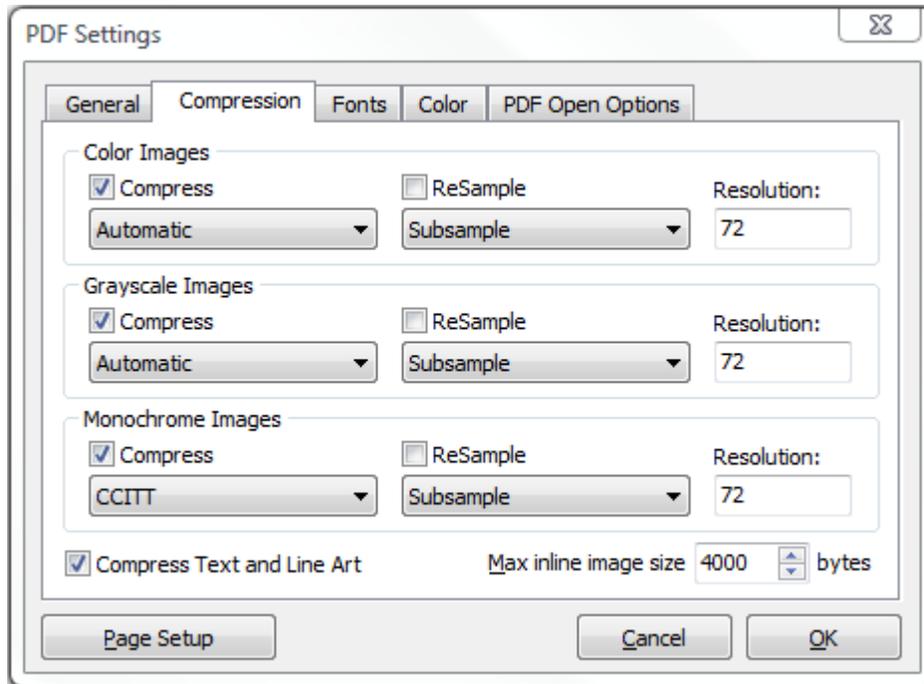
Resolution

Here you can define the output document resolution. Usually, a higher resolution setting will result in larger but higher quality PDF, while a lower setting will result in smaller but lower quality PDF. You can enter a value from 72 to 2400.
Important: Low resolution is ideal for screen viewing. However, if high-quality paper print or the accurate control of character position is required, you should choose resolution above (include) 600dpi.

Encode binary streams to ASCII85

Enabling this option will force docuPrinter to encode binary strings in the PDF file with ASCII85 algorithm.

Compression Tab

Neevia docuPrinter allows the compression of the images (bitmaps), text, and graphics (line art). **ReSampling** feature provides a further reduction to very large or high-resolution images.

Since the effectiveness of compression is highly data dependent for the best result, you might want to try different compression setting for different kinds of data sources.

Compression/Image Quality

Set the compression to be applied to color, grayscale, and monochrome images. For color and grayscale images, also set the image quality. For color or grayscale images, choose ZIP to apply the compression that works well on images with large areas of single colors or repeating patterns, such as screen shots, simple images created with paint programs, and black-and-white images that contain repeating patterns. Choose JPEG, quality minimum to maximum, to apply the compression that is suitable for grayscale or color images, such as continuous-tone photographs that contain more detail than can be reproduced on-screen or in print. Choose Automatic to determine automatically the best quality for color and grayscale images.

NOTE: For monochrome images, choose CCITT or ZIP compression.

Make sure that monochrome images are scanned as monochrome and not as grayscale. Scanned text is sometimes saved as grayscale images by default. Grayscale text compressed with the JPEG compression method is "muddy" at best and may be unreadable.

ReSample

To resample color, grayscale, or monochrome images, docuPrinter combines pixels in a sample area to make one larger pixel. You provide the resolution of your output device in dots per inch (dpi) and select the resample algorithm:

Average Downsample – this algorithm averages the pixels in a sample area and replaces the entire area with the average pixel color at the specified resolution.

Subsample – this algorithm chooses a pixel in the center of the sample area and replaces the entire area with that pixel at the specified resolution. Subsample significantly reduces the conversion time compared with downsampling but results in images that are less smooth and continuous.

Bicubic Downsample – this algorithm uses a weighted average to determine pixel color and usually yields better results than the simple averaging method of downsampling. Bicubic is the slowest but most precise method, resulting in the smoothest tonal gradations.

NOTE: Resampling monochrome images can have unexpected viewing results, such as no image display. If this happens, turn off resampling and convert the file again. This problem is most likely to occur with subsample and least likely with bicubic downsample.

Max inline image size

Specifies the maximum size of an inline image in bytes. For images larger than this size, docuPrinter will create a XObject instead of embedding the image into the context stream. The default value is **4000**. Note that redundant inline images must be embedded each time they occur in the document, while multiple references can be made to a single XObject image. Therefore it may be advantageous to set a small or zero value if the source document is expected to contain multiple identical images, reducing the size of the generated PDF.

Fonts Tab
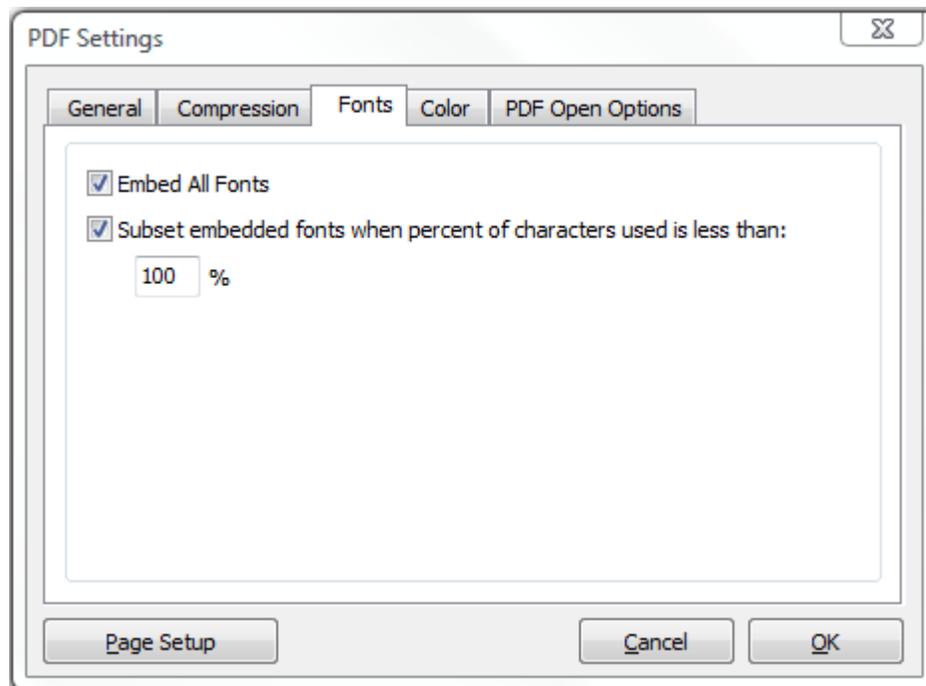
The Fonts tab allows you to embed the fonts in the resulting PDF file.

Select **Subset embedded font** option to include only those characters of a font that are used in the PDF document, to reduce document size. A "threshold" is specified to tell if font-subset is necessary. If the percentage of used characters (compared with the total characters of the particular font) exceeds this threshold, the entire font is embedded.

Color Tab
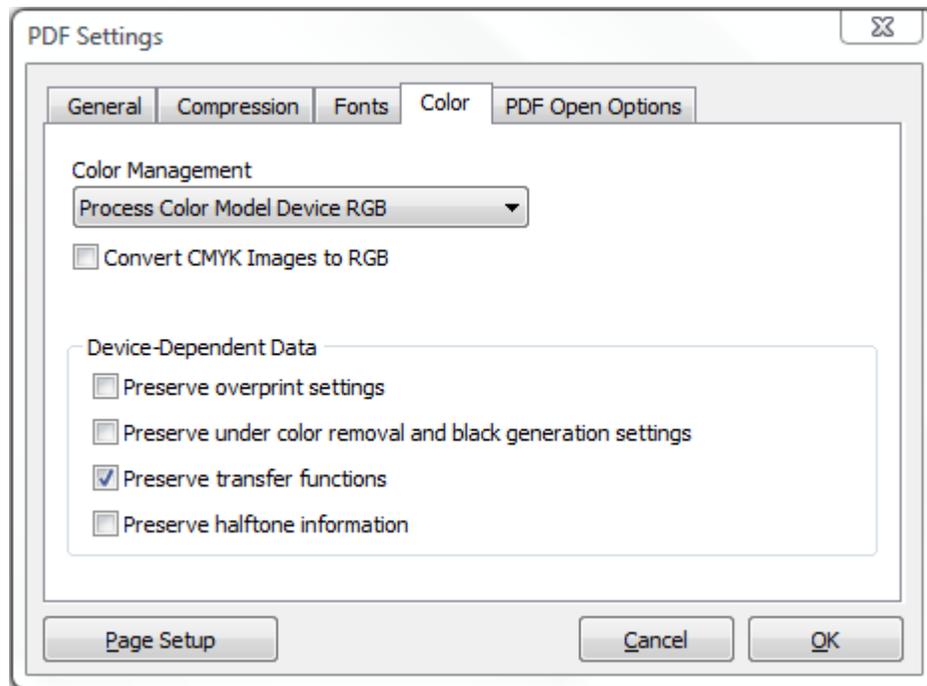
Process Color Model Device RGB

Sets the color space to be used for device-dependent colors in the output document to DeviceRGB. *NOTE: this does not affect images and shadings.*

Process Color Model Device CMYK

Sets the color space to be used for device-dependent colors in the output document to DeviceCMYK. *NOTE: this does not affect images and shadings.*

Process Color Model Device Gray

Sets the color space to be used for device-dependent colors in the output document to DeviceGray. *NOTE: this does not affect images and shadings.*

Convert CMYK Images to RGB

Enabling this option will force docuPrinter to convert CMYK images from the original document into RGB images.

Device-Dependent Data

Choose any of the options in this section if you are working with documents created with high-end documentation and graphics applications, such as Adobe Illustrator and Adobe InDesign. For more information, see the documentation that came with the application.

"Preserve overprint settings" retains any overprint settings in files being converted to PDF. Overprinted colors are two or more inks printed on top of each other. For example, when a cyan ink prints over a yellow ink, the resulting overprint is a green color. Without overprinting, the underlying yellow would not be printed, resulting in a cyan color.

Transfer functions are used for artistic effect and to correct for the characteristics of a specific output device. For example, a file that is intended for output on a particular imagesetter may contain transfer functions that compensate for the dot gain inherent with that printer.

"Preserve under color removal and black generation" retains these settings if they exist in the PostScript file. Black generation calculates the amount of black to be used when trying to reproduce a particular color. Undercolor removal (UCR) reduces the amount of cyan, magenta, and yellow components to compensate for the amount of black that was added by the black generation. Because it uses less ink, UCR is generally used for newsprint and uncoated stock.

"Preserve Transfer Functions" retains the transfer functions traditionally used to compensate for dot gain or dot loss that may occur when an image is transferred to film. Dot gain occurs when the ink dots that make up a printed image are larger (for example, due to spreading on paper) than in the halftone screen; dot loss occurs when the dots print smaller. With this option, the transfer functions are kept as part of the file, and are applied to the file when the file is output.

"Preserve halftone information" retains any halftone information in files. Halftone information consists of dots that control how much ink is deposited by halftone devices at a specific location on the paper. Varying the dot size and density creates the illusion of variations of gray or continuous color. For a CMYK image, four halftone screens are used: one for each ink used in the printing process. In traditional print production, a halftone is produced by placing a halftone screen between a piece of film and the image and then exposing the film. Electronic equivalents, such as the ones in Adobe Photoshop, let users specify the halftone screen attributes before producing the film or paper output. Halftone information is intended for use with a particular output device.

PDF Open Options Tab
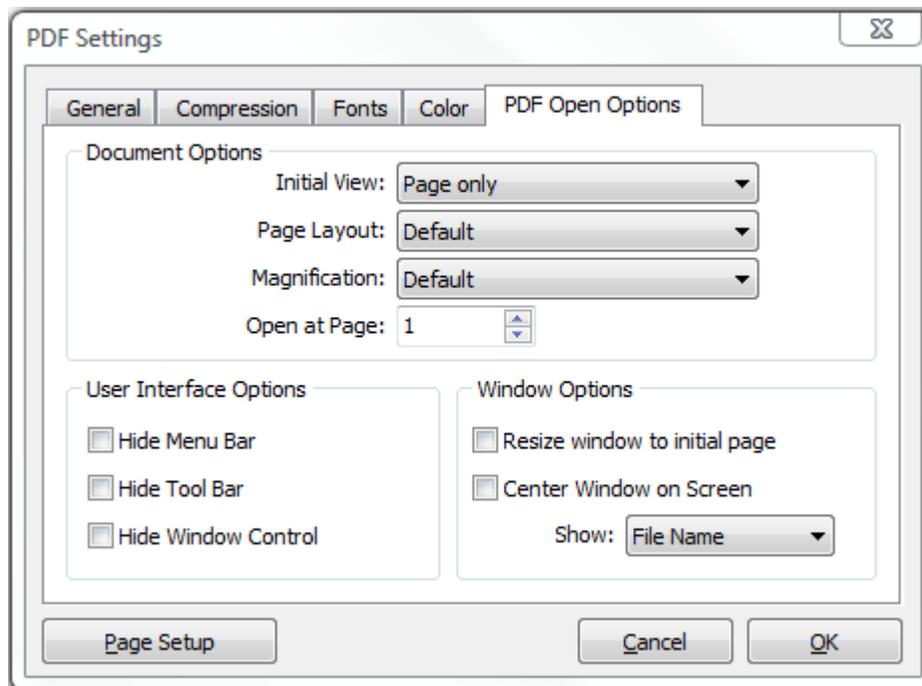
The **PDF Open Options** are organized into three areas: **Document Options**, **Window Options**, and **User Interface Options**. The Document Options control the appearance of the document within the document window, such as the magnification level and how it scrolls. The Window Options apply to the document window itself in relationship to the screen area of the user's monitor. The User Interface Options determine which controls appear when the user opens the document.

Document Options

Determine which panes open, the page layout and magnification, and the page number at which the document opens. **Initial View** determines which panes and tabs are displayed in the application window by default. Page and Bookmarks opens the document pane and the Bookmarks tab. **Page Layout** determines whether the document is viewed in single-page, facing page, continuous page, or continuous facing page mode. **Magnification** sets the zoom level at which the document will display when opened. Default uses the magnification set by the user. **Open at Page** sets the page at which the document opens (usually page 1).
NOTE: Setting Default for the Magnification and Page Layout options uses the individual users' settings in their PDF viewer software.

Window Options

Determine how the window adjusts in the screen area when a user opens the document. **Resize Window to Initial Page** adjusts the document window to fit snugly around the opening page, according to the options that you selected under Document Options. **Center Window on Screen** positions the window in the center of the screen area. **Show File Name** shows the file name in the title bar of the window. **Show Document Title** shows the document title in the title bar of the window. The document title is obtained from the Description panel of the Document Properties dialog box.

User Interface Options

Determine which parts of the interface - the menu bar, the toolbar, and the window controls are hidden.

PDF Security

To encrypt the output PDF document, in "PDF Advanced Settings …" click the **PDF Security** button. The following screen will be displayed:

Selecting the Encrypt PDF Document checkbox will turn on the security options and apply them to the PDF file.

Encryption Strength:

- use the 128 bit options if users of Acrobat 5.0 or higher need to be able to read the document.

- use the 256 bit option if you need the strongest possible encryption and the user of the PDF file has access to Acrobat 9.0 or greater. When you select 256 you can encrypt all document contents including metadata. If you do not want to encrypt metadata select Encrypt all document contents except metadata.

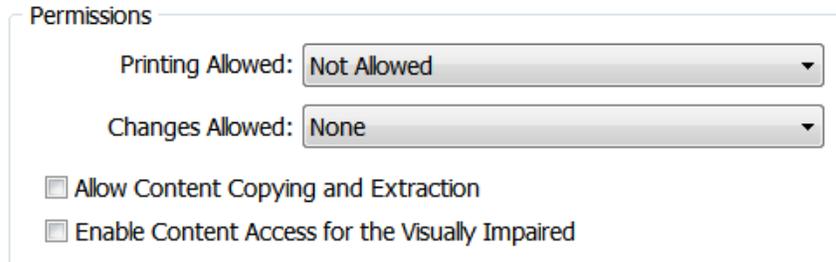Restrictions can be set such that users of the PDF cannot:

- open the document without password: this option will force the user of the PDF file to enter a password before Acrobat will allow it to be viewed.

- change permissions and passwords without password: this option will force the user of the PDF file to enter a password before changing the security permissions and passwords.

NOTE: There are programs available to crack the password. The longer the password, the harder it is to crack. Please consider this when selecting a password.

Permissions (40 bits encryption):

- **copy text and graphics from document**: this option is useful if viewing is allowed but content copying should be restricted.
- **print document**: select this option if printing the PDF is not allowed.
- **change document**: select this option if deleting pages, inserting pages or otherwise altering the PDF file is not allowed.
- **add or change comments and form fields in the document**: select this option changing annotations or forms is not allowed.

Permissions (128/256 bits encryption):

Printing Allowed

Specify the quality of printing for the PDF document:
- **Not Allowed -** prevents users from printing the document.
- **Low Resolution** - allows users to print the document at a resolution no higher than 150-dpi. Printing may be slower because each page is printed as a bitmapped image.
- **Fully Allowed** – users can print at any resolution, directing high-quality vector output to PostScript and other printers that support advanced high-quality printing features.

Changes Allowed

Define which editing actions are allowed in the PDF document:
- **None -** prevents the user from making any changes to the document, including filling in signature and form fields.
- **Only Document Assembly -** allows users to insert, delete, and rotate pages, as well as create bookmarks and thumbnail pages.
- **Only Form Field Fill-in or Signing** - allows users to fill in forms and add digital signatures. This option doesn't allow users to add comments or create form fields.
- **Comment Authoring, Form Field Fill-in or Signing** – users are allowed to fill in forms and add digital signatures and comments.
- **General Editing, Comment and Form Field Authoring –** users can change the document using any method listed in the Changes Allowed menu, except remove pages.

Allow Content Copying and Extraction

Users can select and copy the contents of the PDF document. It also allows utilities that need access to the contents of a PDF file, such as Acrobat Catalog, get to those contents.

Enable Content Access for the Visually Impaired

Allows visually impaired users read the document with screen readers. This option doesn't allow users to copy or extract the document's contents.

Create PDF files from Microsoft Word

If you choose to install the "docuPrinter Word Bar" during the docuPrinter installation then you can use the Neevia docuPrinter tab on the Microsoft Word ribbon to convert your document to PDF.

When you click the Neevia docuPrinter tab the following screen will be displayed:
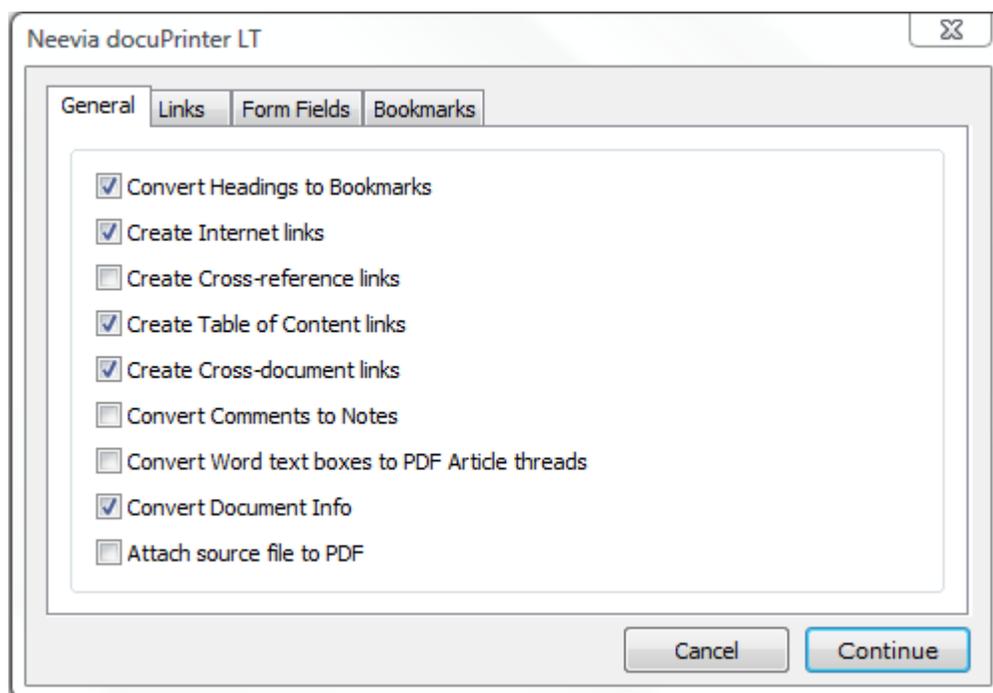
General Tab

| Option	Effect
Convert Headings to Bookmarks	Converts Word headings to PDF bookmarks
Create Internet links	Converts Internet hyperlinks to PDF links
Create Cross-reference links	Converts cross-references in the Word file into PDF links
Create Table of Content links	Converts table-of-contents entries into PDF links
Create Cross-document links	Converts hyperlinks that point to other documents into PDF links
Convert Comments to Notes	Converts Word comments to PDF text notes
Convert Word text boxes to PDF Article Threads	Converts Word Text boxes to PDF article threads
Convert Document Info	Converts Word document properties (for example, author or creation date) to PDF document information

Links Tab
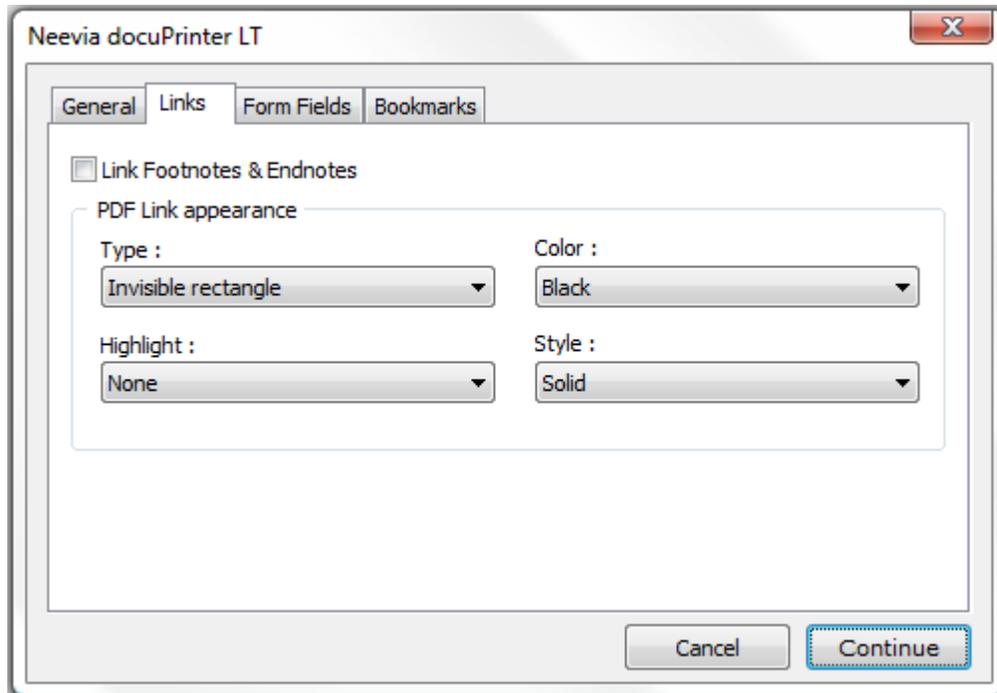
The PDF Link Appearance group controls the appearance of links when the PDF file is viewed. The **Type** list box allows you to select whether the links will be invisible, visible with thin border, or visible with thick border. The **Highlight** list box allows you to select how links are highlighted when they are clicked. The four choices are None, Invert, Outline, and Inset. The **Color** list box sets the color of the links. The **Style** list box selects between solid or dashed lines for links border.

Link Footnotes & Endnotes
Enabling this option will force docuPrinter to convert footnotes and endnotes into PDF links to the respective citations.

Form Fields Tab
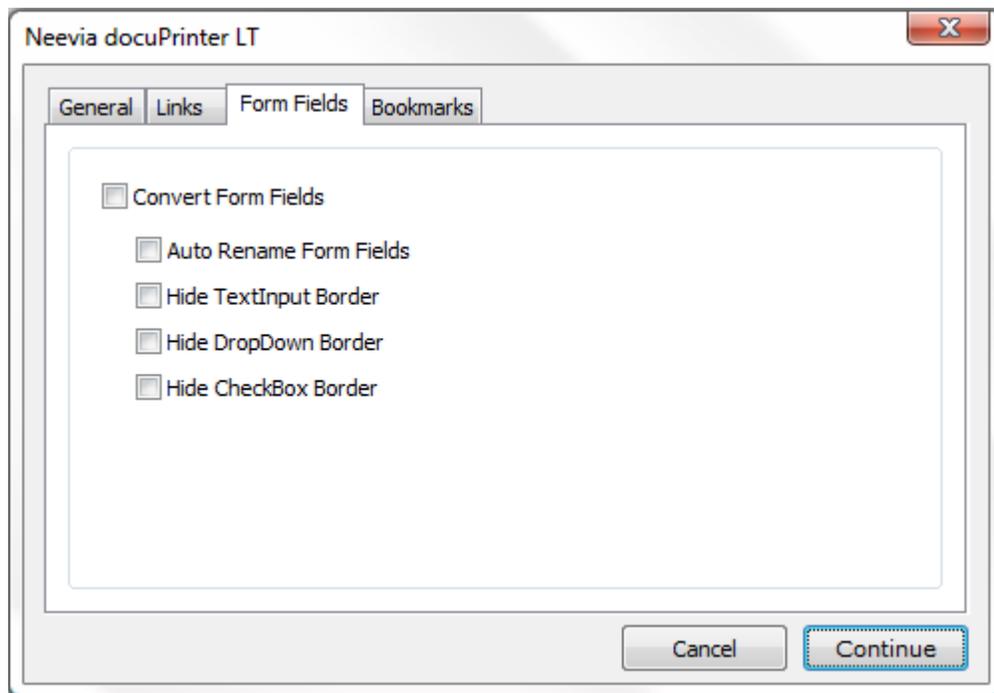
**Convert Form Fields** enables word form fields conversion into PDF form fields.

Auto Rename Form Fields automatically renames form fields that have the same name so all the fields in the PDF document will have unique names.

Hide TextInput Border disables the text field border in the PDF file.

Hide DropDown Border disables the combobox/listbox field border in the PDF file.

Hide CheckBox Border disables the checkbox field border in the PDF file.

Bookmarks Tab
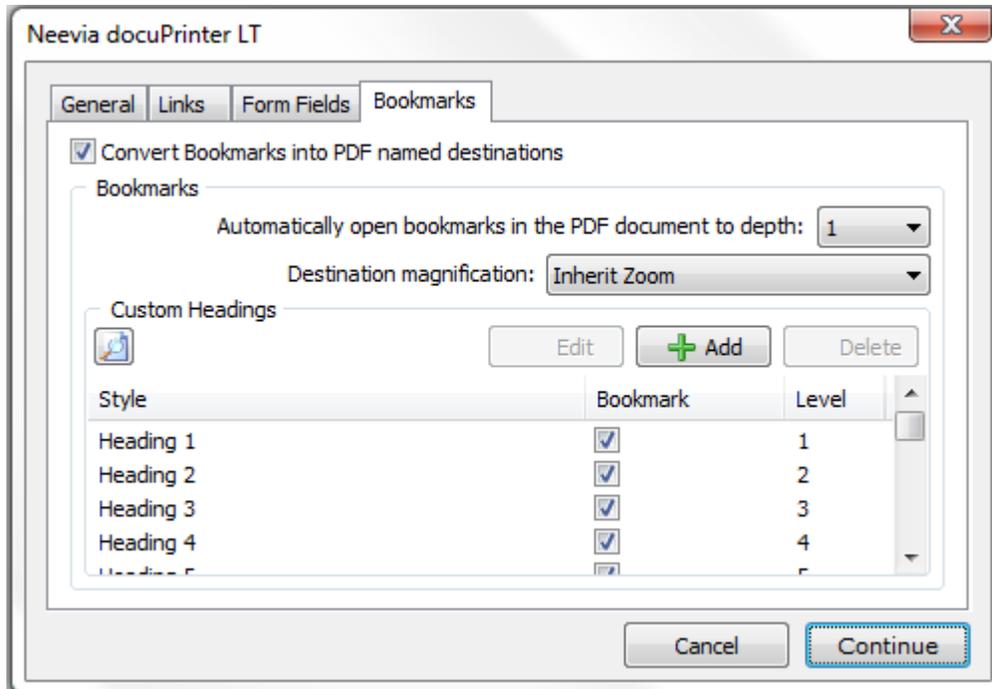
Convert Bookmarks into PDF named destination converts word bookmarks into PDF named destinations.

Automatically open bookmarks in the PDF document to depth collapses or expands the document headings when the PDF is opened.

**Destination magnification** controls the open magnification of the bookmark destination.

Custom Headings
In the Bookmark column, deselect bookmarks for headings (or other items) that you don't want to be converted. You can change the level of the bookmark associated with a heading (or other item) only if that heading (or item) is selected. If a file contains paragraphs formatted using discontinuous heading levels, docuPrinter inserts blank bookmarks for each of the missing levels.

Create PDF files from Microsoft Excel

If you choose to install "docuPrinter Excel Bar" during the docuPrinter installation then you can use the Neevia docuPrinter tab on the Microsoft Excel main ribbon to convert your document to PDF.

When you click the docuPrinter tab the screen below will be displayed:
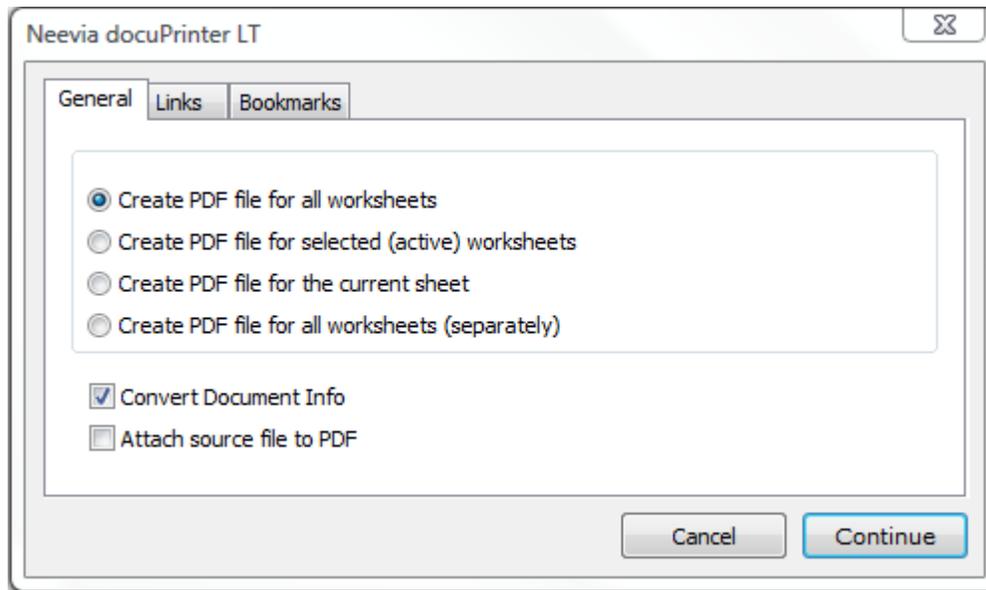
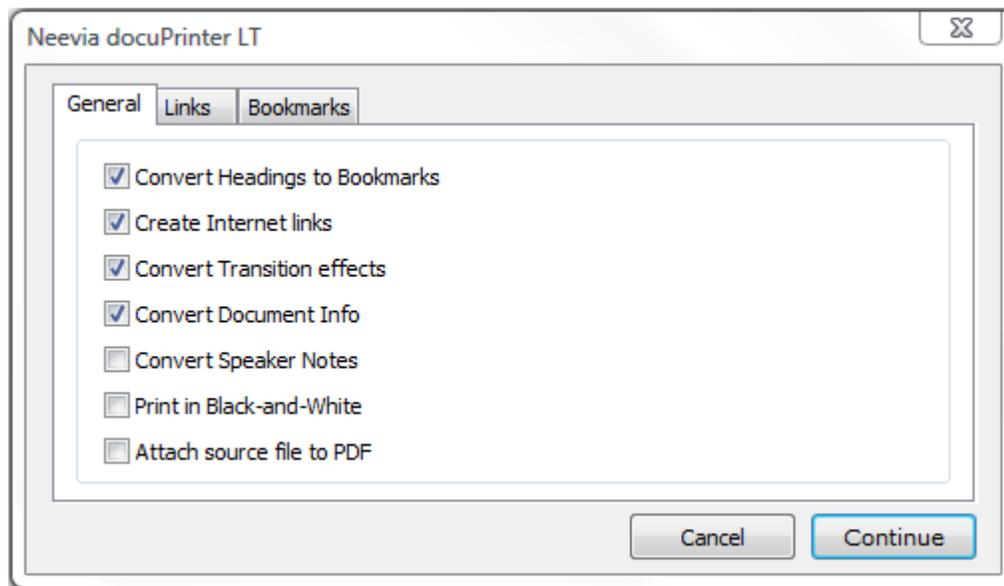**Note:** for those using older versions of Excel (XP and 2003), docuPrinter Pro 6.8 will place a separate icon called docuPrinter on the main toolbar.

Create PDF files from Microsoft PowerPoint

If you choose to install the "docuPrinter PowerPoint Bar" during the docuPrinter installation then you can use the Neevia docuPrinter tab on the Microsoft PowerPoint main ribbon to convert your document to PDF.

When you click the docuPrinter tab the following screen will be displayed:

Note: for those using older versions of PowerPoint (XP and 2003), docuPrinter Pro 6.8 will place a separate icon called docuPrinter on the main toolbar.

Create PDF files from Microsoft Publisher

If you choose to install "docuPrinter Publisher Bar" during the docuPrinter installation then you can use the Neevia docuPrinter icon on the Microsoft Publisher toolbar or the File->Create PDF menu item to convert your document to PDF. If you click this icon or select the File->Create PDF menu item the following screen will be displayed:
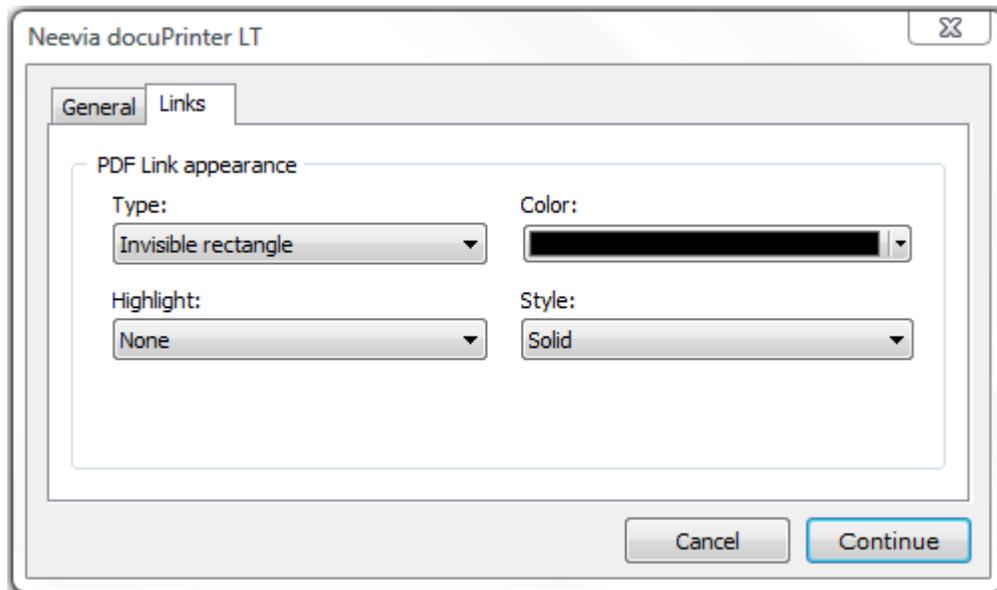
Create PDF/A files

PDF/A was defined as a subset of PDF 1.4 and is mainly used for long-term archiving purposes.
With docuPrinter you can create PDF/A-1b and PDF/A-2b documents which ensure a reliable reproduction of the visual appearance of the original.

To create PDF/A files, print to docuPrinter, then in the "Save As" window (see screenshot below) select "PDF/A document" as output file format and press the Save button. To switch from PDF/A-1b, which is the default option, to PDF/A-2b click Configure Output then select PDF/A-2b and click OK.
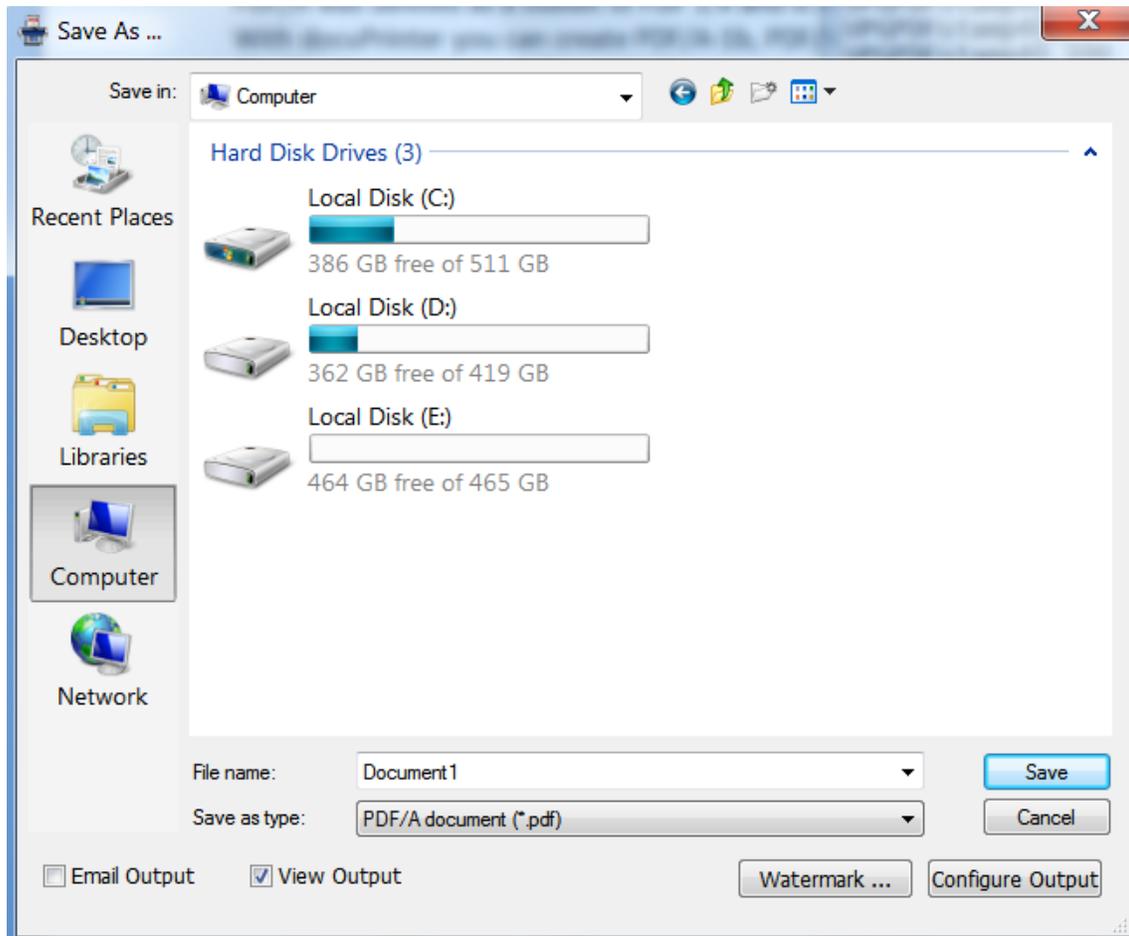

PDF/A standard requires that resulting files must include embedded fonts, device-independent color and XMP metadata. This means that encryption, LZW compression, embedded files, external content references, transparency, multimedia and JavaScript are not allowed.

Create PostScript files

To create a PostScript file, print to docuPrinter, then in the "Save As" screen ([screenshot](#)) select "**PostScript document (*.ps)**" as output file format and press the Save button.

To configure the advanced output settings click the **Configure Output** button – you should see the following screen:
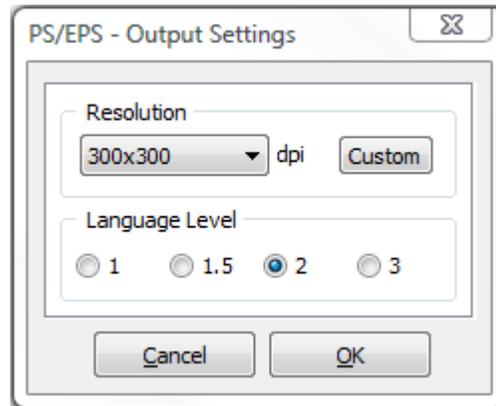
In this screen you can select output resolution and PostScript language level.

Convert PostScript or Encapsulated PostScript (EPS) files

Neevia docuPrinter LT can convert PostScript or EPS (Encapsulated PostScript) files. To do this – launch Neevia docuPrinter (Start->Programs->docuPrinter->docuPrinter) – the following screen will be displayed:
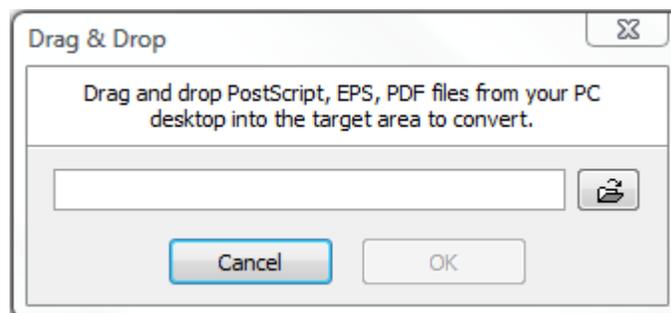
then drag-and-drop the PostScript or EPS file you want to convert into the docuPrinter window and press the **OK (Continue)** button - you will be redirected to the docuPrinter LT Save As window ([screenshot](#)).

How to …

Append pages to a PDF document …

Let's say you have a word document (file B) and want to append it to an existing PDF file (file A). For this:

    a. Start MS Word and open file B;
    b. Go **File**->**Print** ;
    c. In the list of printer names, click the drop-down arrow and select **docuPrinter**;
    d. Click **OK**;
    e. In the docuPrinter "Save As" window select PDF file A as output file name …;
    f. Click **Save**;
    g. Click on the check box next to **Append to Existing File**;
    h. Click **Continue**. File B is appended to the end of PDF File A. To view the new document, open PDF File A and scroll to the end to see the additional pages.

Encrypt the PDF document produced by docuPrinter …

    a. From your application print to docuPrinter;
    b. In the docuPrinter **Save As** screen click the **Configure Output** button;
    c. Click the **PDF Security** button;
    d. Check the **Use security** checkbox;
    e. Select the **low** or **high** encryption algorithm;
    f. Enter the owner password;
    g. Select other encryption options;
    h. When you are finished, click **OK**.

Insert additional pages at the beginning of an existing PDF

In your application click File -> Print, select docuPrinter as printer to print to and click OK. When the "Save As" window comes up locate and select the PDF file you want to insert pages into as output file name and click the Save button. In the next menu check "Insert before", click "Continue" and you're done.