

Neevia

Document Converter

personal edition

documentation

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License

NEEVIA TECHNOLOGY

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For One (1) Computer/Server

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The following are definitions that should be noted by the user:

a. SERVER

This is a single computer owned, rented or leased by a single individual or entity on which one or more applications load and execute software in the memory space of that computer. Software is installed on a server for one or more users. All servers must be licensed to utilize Neevia software.

a. VIRTUAL SERVER

This is a single computer that is owned, rented or leased by an individual or entity who turns around and rents or leases access to others. The virtual server may have one or more applications on it for the end users to use. The purpose of the virtual server is to give multiple users access to many software programs. This is very common in ISP or ASP environments.

c. DEVELOPMENT

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ENTIRE AGREEMENT

You acknowledge that you have read this Agreement, understand it and agree to be bounded by its terms and conditions. It is the complete and exclusive statement of the Agreement between us, which supersedes any proposal or prior agreement, oral or written, and other communication between us relating to the subject matter of this Agreement.

Neevia Technology
129 N.W. 25th Terrace
Fort Lauderdale, Florida 33311
Tel: 954.444.4032
Fax: 954.979.9398
Web: <http://neevia.com>

System Requirements

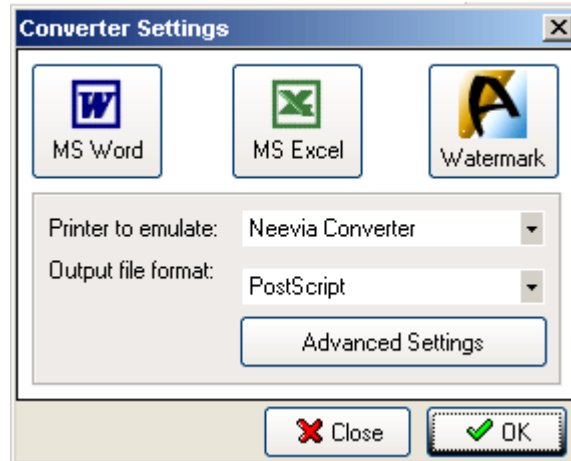
- PC compatible computer with Intel Pentium 150 MHz or higher CPU, 32Mb RAM or more.
- Windows 95/98/Me/NT/2000/XP.
- Microsoft Office 97 or higher.

Getting Started

To convert several MS office documents into PDF format press the "Add files" or "Add folders" button, select the files you want to convert and press the "Convert" button.

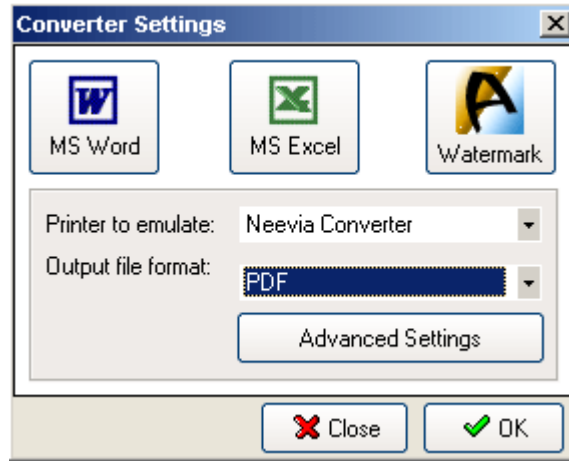
Converting to PostScript

To convert your documents to PostScript, in the Document Converter main window press the “Settings” button, select PostScript as “Output File format:”, press OK, then press the “Convert” button.

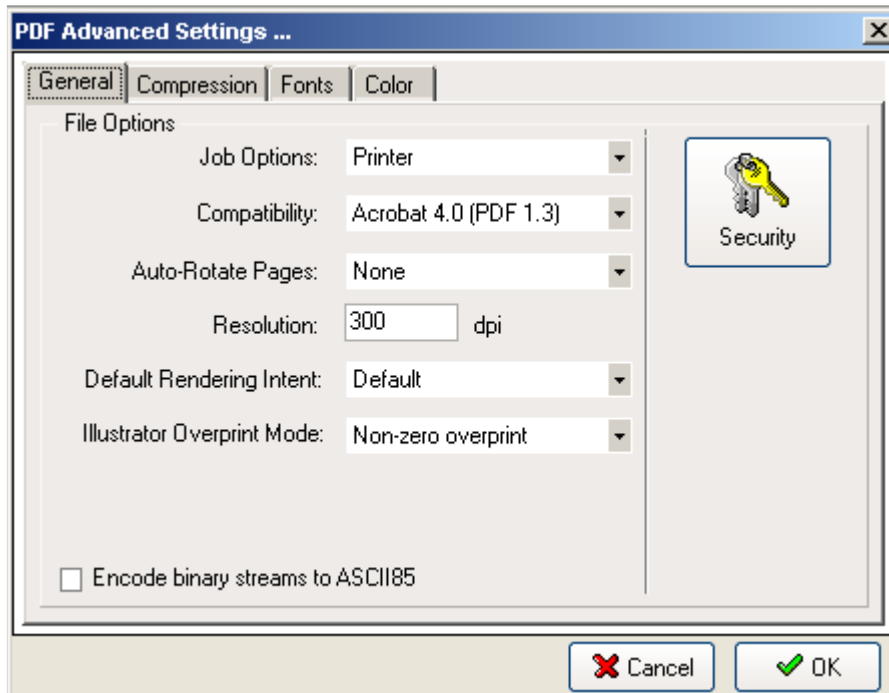


Converting to PDF

To convert your documents to PDF, in the Document Converter main window press the “Settings” button, select PDF as “Output File format:”, press OK, then press the “Convert” button.



If you want to configure the advanced settings for the PDF format press the "**Advanced Settings**" button.



There are 4 tabs on the top of the screen:

General tab - Specify compatibility, document resolution, optimization and other general information.

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

Fonts tab - select the font embedding options.

Color tab – select the color profiles for the output PDF file.

General tab

Job Options

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** job option - 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 the Default job option are compatible with Acrobat 4.0 (and later).

- **Screen** job option - 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. It also optimizes files for byte serving (fast web view).

- **Printer** job option - 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, but it also embeds subsets of all fonts used in the file, tags everything for color management, and prints to a medium resolution to create a reasonably accurate rendition of the original document.

- **Prepress** job option - 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.

Compatibility

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

Auto-Rotate Pages

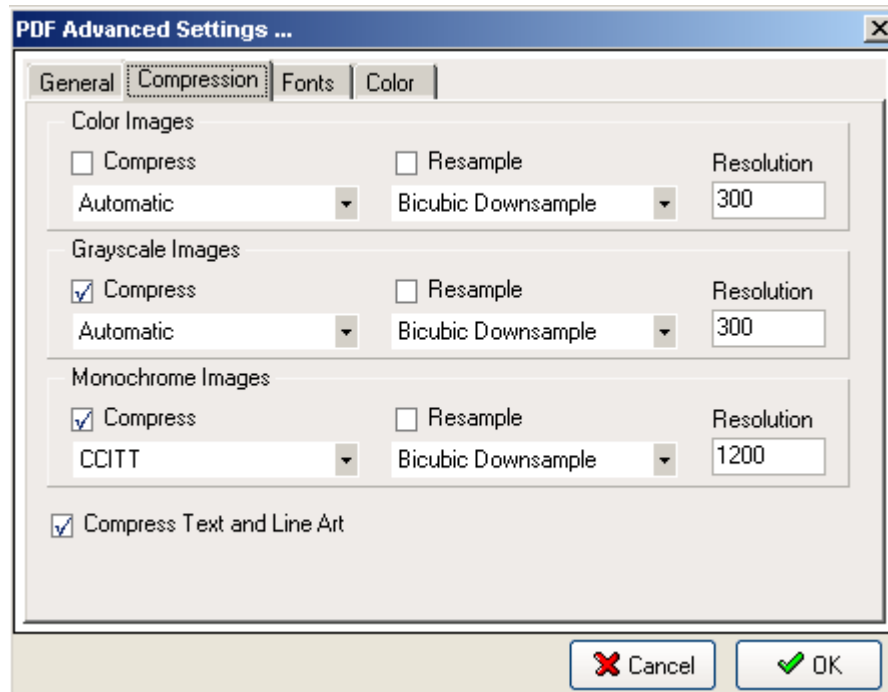
Auto-Rotate Pages automatically rotates pages based on the orientation of the text. For example, some pages (such as those containing tables) in a document may require the document to be turned sideways to be read. Choose "**None**" to disable the Auto-Rotate Pages option. Choose "**All**" to rotate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

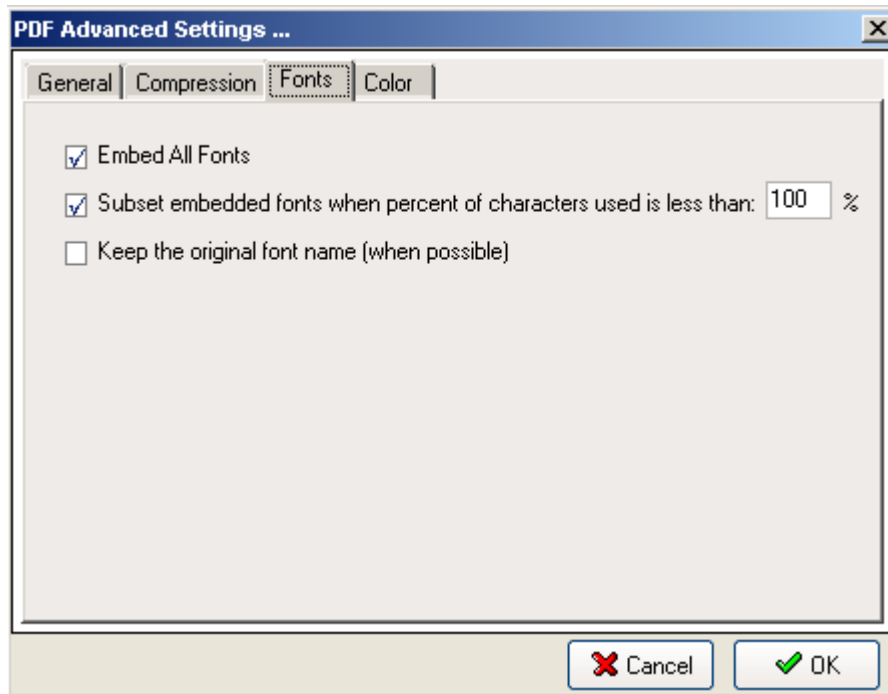
Compression Tab



Neevia Document Converter personal edition 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 kind of data sources.

Fonts Tab

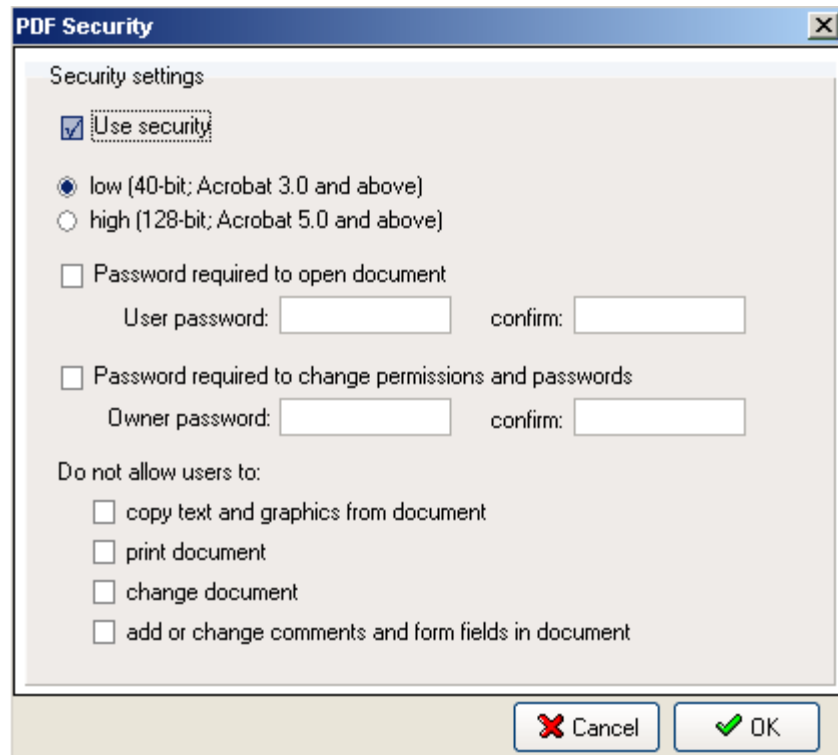


The Fonts tab allows you to embed the fonts in the PDF file.

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 (compare with total characters of the particular font) exceeds this threshold, the entire font is embedded.

PDF Security

To encrypt the output PDF document click the **Security** button



Selecting the Use Security checkbox will turn on the security options and apply them to the PDF.

Encryption Strength:

- low: use the 40 bit option if users of Acrobat 3.0 or higher need to be able to read the document.
- high: use this if you need the strongest possible encryption and that the user of the PDF has or has access to Acrobat 5.0 or greater.

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 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 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.

- copy text and graphics from the document: this option is useful if viewing is allowed but content copying should be restricted.
- print the document: select this option if printing the PDF is not allowed.

- change the document: select this option if deleting pages, inserting pages or otherwise altering the PDF is not allowed.
- add or change comments and form fields in the document: select this option changing annotations or forms is not allowed.

Converting to JPEG/TIFF/PNG/PCX/BMP

To convert your documents to JPEG/TIFF/PNG/PCX/BMP, in the Document Converter main window press the "Settings" button, select JPEG (or TIFF, PNG, PCX, BMP) as "Output File format:", press OK, then press the "Convert" button.

