



USERGUIDE FOR NXPOWERLITE

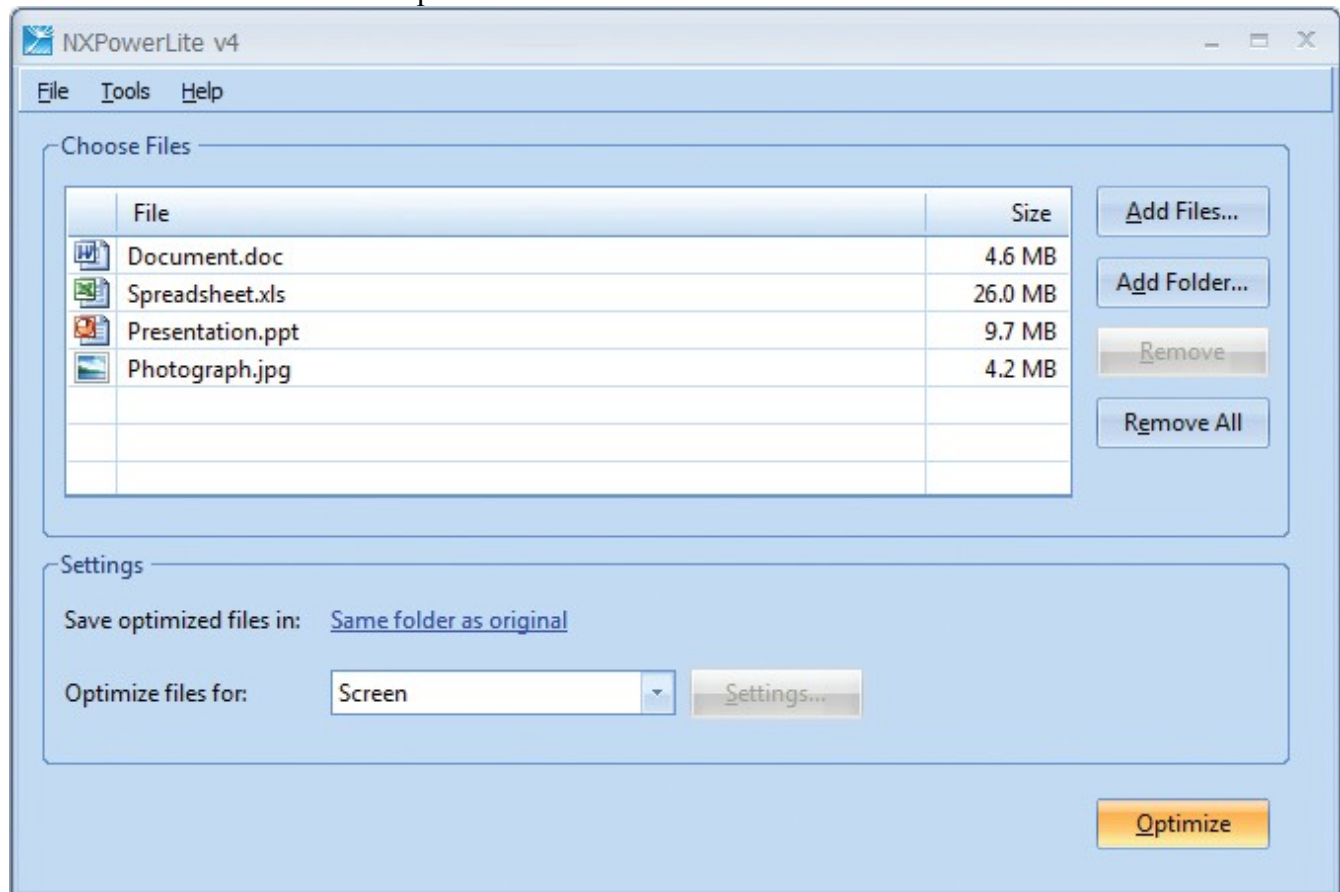
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INTRODUCTION

NXPowerLite Desktop Edition radically reduces the size of Word documents, Excel® spreadsheets, PowerPoint® presentations and JPEG images. They remain in their original format, with no discernible loss of quality - and there's no need to unzip before using them.

Getting started

The main NXPowerLite Desktop Edition window looks like this:



To optimize a file, either drag it onto the window or select it using the 'Add Files..' button. You can select all Word, Excel®, PowerPoint®, JPEG or ZIP files within a folder by clicking the 'Add Folder..' button.

If a ZIP file is selected, NXPowerLite will optimize any Word, Excel®, PowerPoint® or JPEG files within it. Please note that NXPowerLite can only open standard/ legacy ZIP archives.

To remove a file from the list, select the file and either hit the 'Delete' key or click the 'Remove' button. Next, choose an optimization level.

The default option, 'Screen', is suitable for most purposes. Files will look great on screen, but may not be suitable for high quality printing.

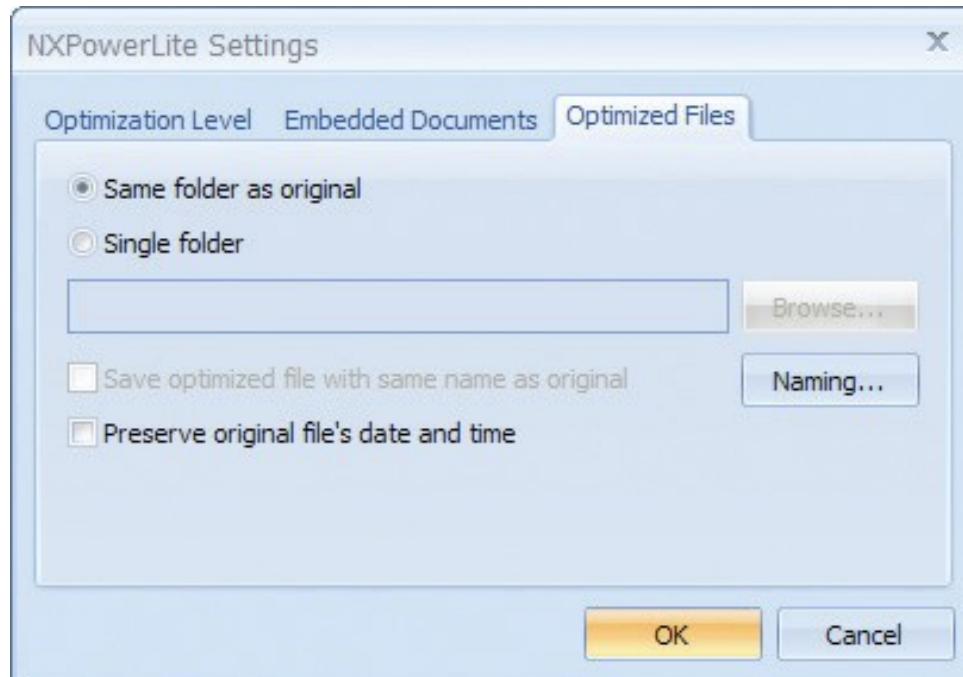
'Print' can be used if high quality printouts are required. Files will be print-quality, but file sizes will be slightly larger.

'Mobile device' can be used if files only need to be viewed on cellphones or PDAs. File sizes will be tiny, but picture quality may be poor on larger screens.

Once you've chosen an optimization level, click the 'Optimize' button to optimize your files.

Optimized File Names and Locations

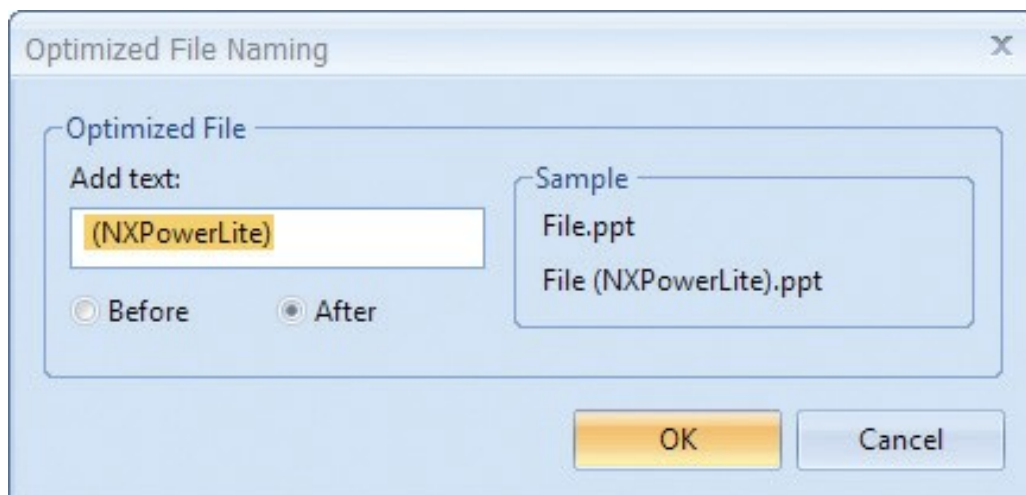
By default, NXPowerLite will save an optimized file in the same folder as the original and add '(NXPowerLite)' to the optimized file's name. You can change this behavior by selecting 'Settings' from NXPowerLite's 'Tools' menu and clicking on the 'Optimized Files' tab:



If you'd prefer to save your optimized files in a different folder, select 'Single folder'. The address bar and 'Browse...' button will then become active. Type the new folder path or click the 'Browse..' button and browse to the folder.

Check the 'Save optimized file with same name as original' box if you'd like to keep the original file name.

Clicking the 'Naming...' button opens the 'Optimized File Naming' window:

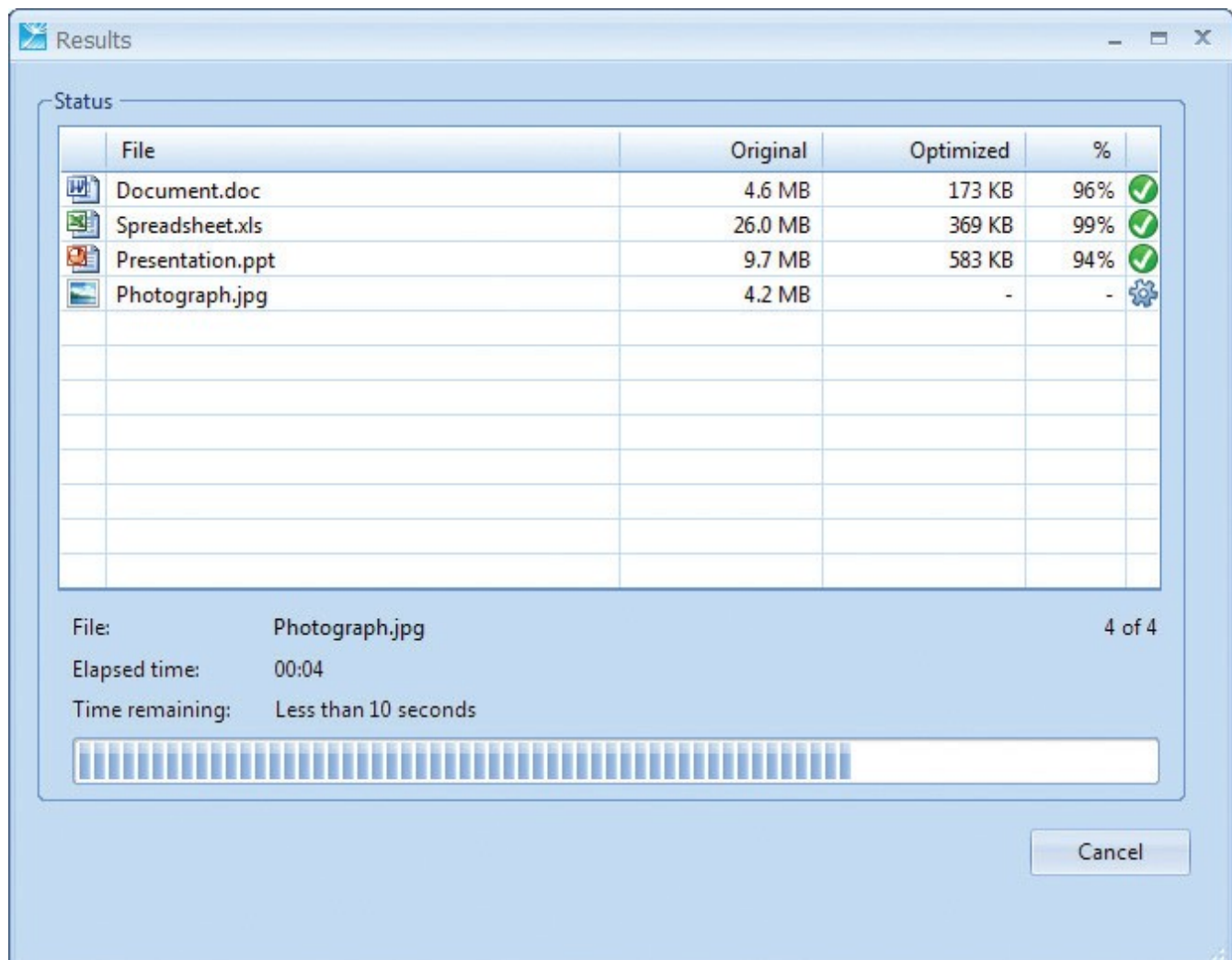


In this window, you can edit the text that is automatically added to the names of your optimized files. You can also choose whether the text appears at the beginning or end of the file name.

Additionally, you can chose to 'preserve original file's date and time'. If you select this option, your optimized files will have the same date and time information as the originals, rather than the date and time that the originals were optimized.

The 'Results' Window

When NXPowerLite Desktop Edition has finished optimizing your files, you'll be shown a summary of the results, including the reduction in file size that has been acheived:



A green tick in the right-hand column means that a file was optimized successfully. An icon that consists of two overlapping documents means that NXPowerLite was unable to optimize the file (usually because it was already fully optimized, or because it contained no graphics or embedded documents). A red cross means that an error occurred. For additional information, right-click a file and select 'Details'.

From the 'Results' window, you can 'Open', 'Email' or 'Zip & Email' the selected file (or files) by clicking the appropriate button (hold down the 'Shift' or 'Control' key to select multiple files).

If you select 'Open', the optimized file will be opened in your default application.

If you select 'Email', the optimized file will be attached to a blank email in your default email client.

If you select 'Zip & Email', the optimized file will be zipped and attached to a blank email in your default email client.

Right-clicking a file in the 'Results' window will enable you to perform any of these actions on either the optimized or the original file. Additionally, you can choose to view details on, or delete the optimized/ original file.

*****END*****