

USER'S GUIDE



PDF Shrink

version 4.5

Preface – Quick Start Guide

Run the Installer to install the software.



To use the software, drag a PDF and drop it on one of the configurations displayed in the PDF Shrink Window. That's it! It's that simple.

1.0 What This Package Contains

Apago PDF Shrink CD

PDF Shrink User Guide

PDF Shrink FAQ

1.1 Using This Manual

This User Guide is organized into logical sections. Each section completely covers a topic so you do not have to read the entire manual, just the section that addresses your question.

To install your software, follow the instructions in section 2

To learn about the more advanced features of PDF Shrink, see section 3.

See section 5 for a list of frequently asked questions.

If you are still experiencing problems, technical support is available at +1 (770) 619-1884 or support@apago.com.

1.2 What is PDF Shrink?

PDF Shrink is an excellent solution for the problem of bloated, oversized PDF files. With dozens of applications that create PDF, sometimes the resulting PDF files can be rather large and inefficient. PDF Shrink can automatically reduce the size of PDF files including those created from Word, Excel, InDesign, Illustrator and other popular applications. PDF Shrink reduces the size of PDF files by optimizing the resolution and compression method of each image in the PDF file. The interface allows for setting different compression and resolution choices for color, grayscale and monochrome images. PDF Shrink takes full advantage of multithreading for seamless batch processing.

1.3 Where to get PDF Shrink

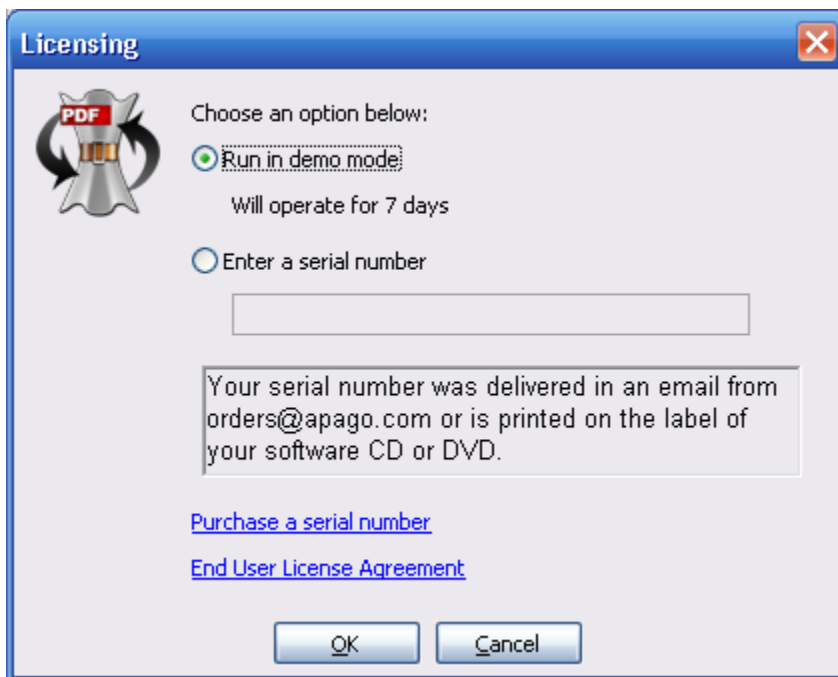
To download the latest version of PDF Shrink, go to <http://www.apago.com/PDFShrink>

2.0 Installing PDF Shrink

The PDF Shrink installer sets up all needed components to begin processing files immediately. If you purchased the software, please enter the serial number from the CD label or the email you received from orders@apago.com. If no serial number is entered, PDF Shrink will operate in trial version mode for 10 days.

2.1 Using the trial version

The trial version of PDF Shrink is fully functional for 10 days. After 10 days, the software will cease to operate unless a valid serial number is entered. The trial version will also display a registration dialog every time the software is used. The dialog will show how many days are remaining in the trial period. After entering a serial number, the registration dialog will not appear.

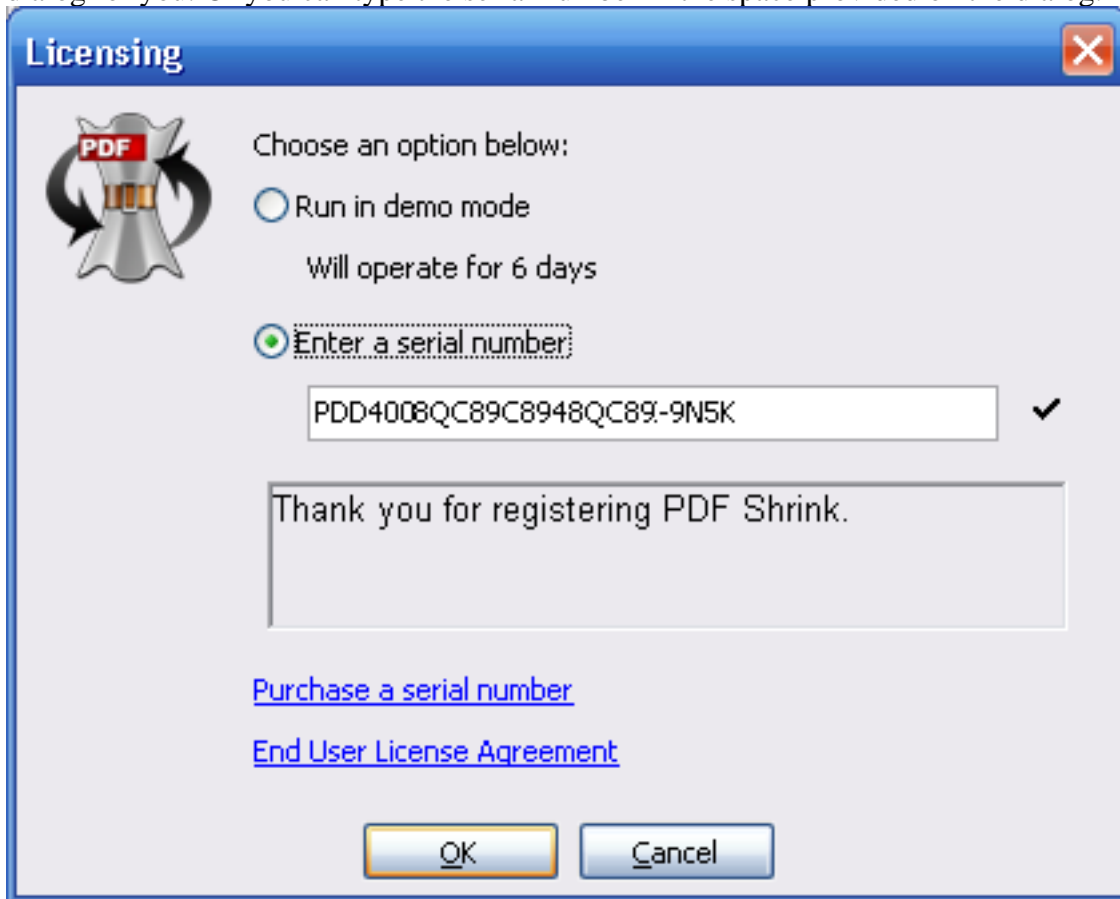


2.2 Purchasing PDF Shrink

When you are ready to purchase PDF Shrink, just click on the **Purchase a serial number** link on the trial version splash screen. This will take you directly to Apago's online store at <http://www.apagostore.com>. To purchase a serial number by phone, call Apago directly at +1-770-619-1884. PDF Shrink sells for \$35. Most major credit cards and Paypal are accepted.

2.3 Entering a serial number

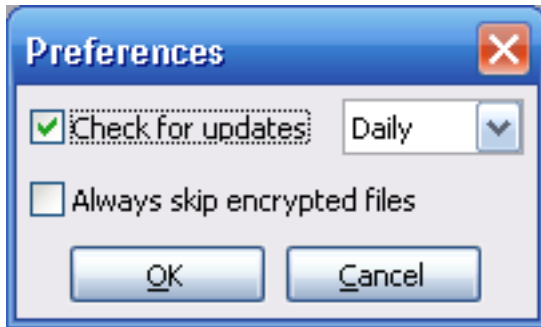
PDF Shrink requires a serial number to stop displaying the registration screen on startup or to run after expiration of the initial 10-day trial period. A serial number is delivered by email from orders@apago.com or printed on the original software CD with a software purchase. To enter the serial number, copy it from the email and launch PDF Shrink. The software will recognize the serial number on the clipboard and automatically fill in the dialog for you. Or you can type the serial number in the space provided on the dialog.



Click **OK** to enter the serial number.

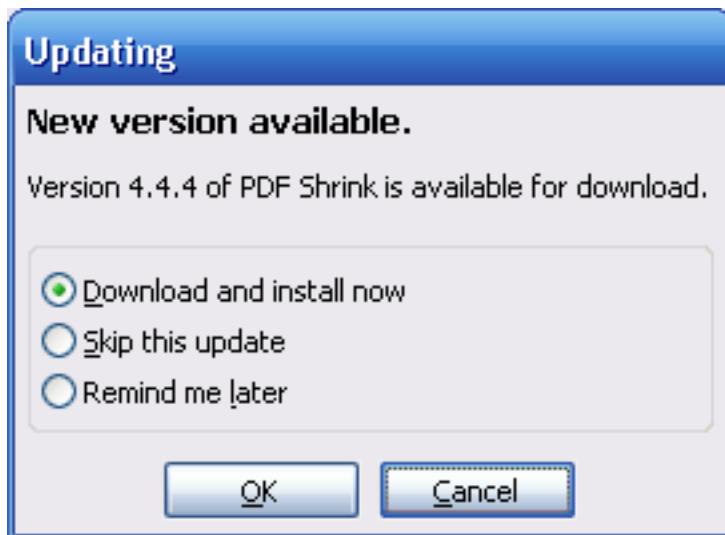
To enter a serial number when PDF Shrink is already running, just quit and re-launch PDF Shrink. When the startup splash screen appears, type the serial number as displayed on the software CD or from the email.

2.4 Setting the preferences for PDF Shrink



Select **P**references from the File menu to access the preferences dialog.

Check for updates. Enable this checkbox to have PDF Shrink automatically check Apago's website for updates. Checks can be Daily, Weekly or Monthly. PDF Shrink will only check for updates when the software is running. A prompt appears when an update is available offering the choice to Download and install the update, Skip this update or defer until later.

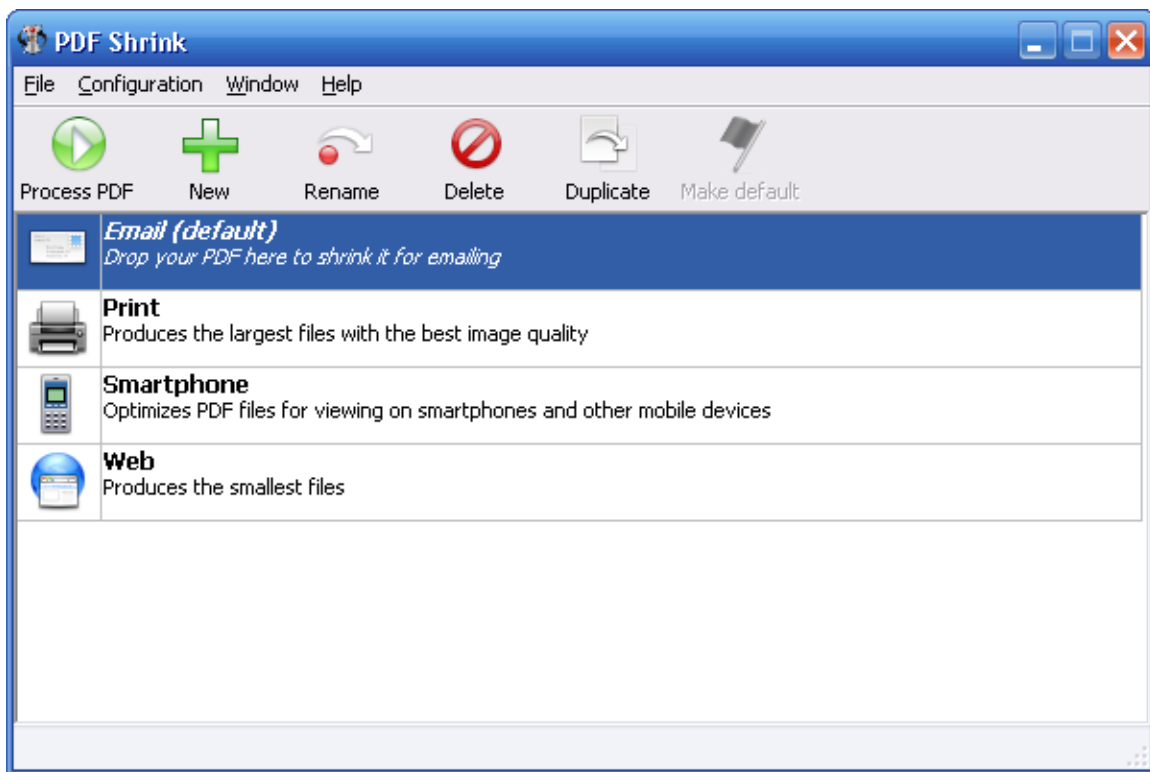


You can have PDF Shrink check for updates anytime by selecting **C**heck for Updates under the **F**ile menu.

Always skip encrypted files instructs PDF Shrink to automatically skip any encrypted file presented for processing. If this option is not selected, PDF Shrink will prompt for the password when it encounters an encrypted file.

3.0 Compression and Resolution Options

PDF Shrink provides control over the image compression, resolution and security in the output PDF. These options are specified and saved in a named configuration or settings file. To shrink PDFs, you submit the files to a named configuration set. The software ships with four common configurations but you can create as many as you want. See **Section 3.1 - Basic Compression and Resolution Options** for more information on creating and editing configuration sets. The PDF Shrink Configuration Window displays saved configuration sets. To process a PDF using the options selected in a configuration set, drag and drop the PDF to a configuration to be used.



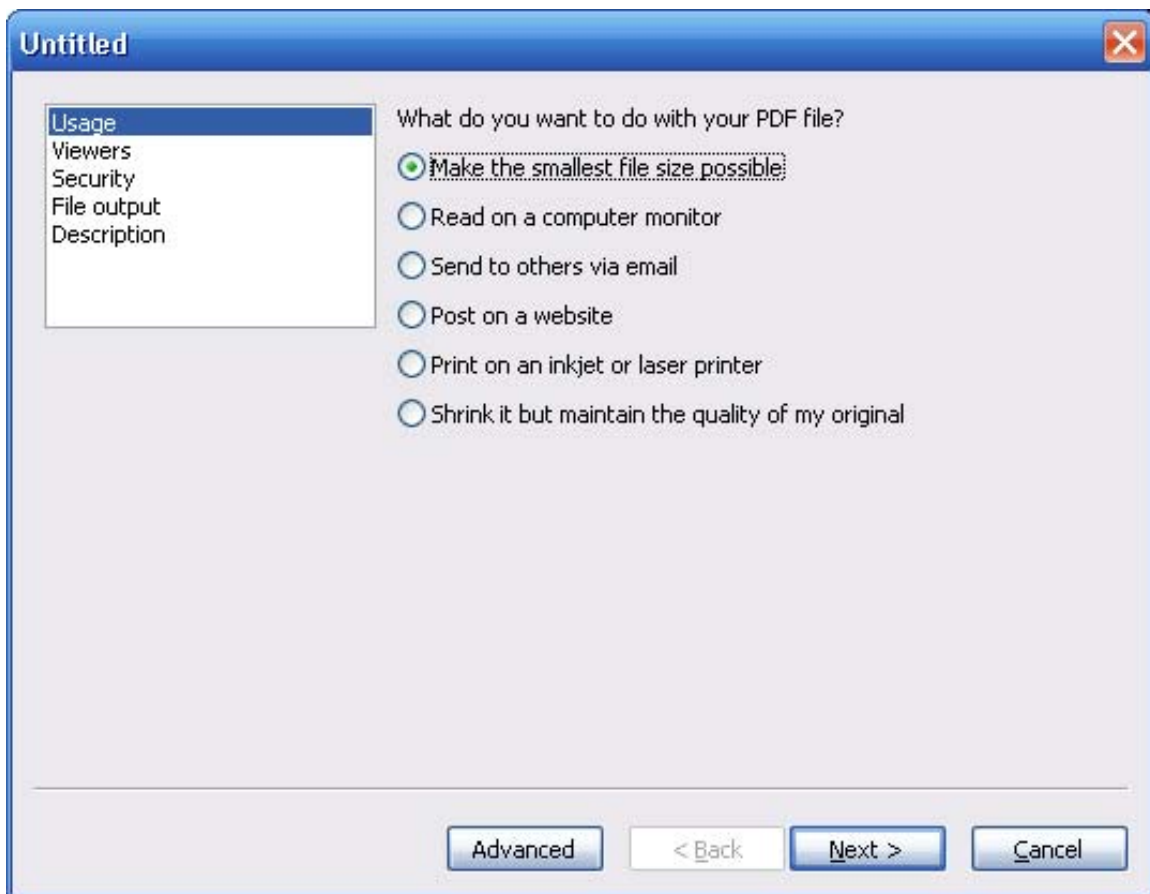
The toolbar provides buttons to use the saved configuration sets. To create a new set, select **New** from the document manager toolbar to access the configuration wizard. See **Section 3.1 - Basic Compression and Resolution Options** for more information on creating and editing configuration sets. **Rename**, **Delete** and **Duplicate** allow you to manage the configuration sets displayed in the PDF Shrink Document Manager. **Process PDF** will process a PDF using the selected configuration. **Make Default** sets the selected configuration for use when a PDF is dropped on the PDF Shrink application icon.

3.1 Basic Compression and Resolution options

To change the settings in PDF Shrink, first decide whether to create a new configuration or edit an existing configuration.

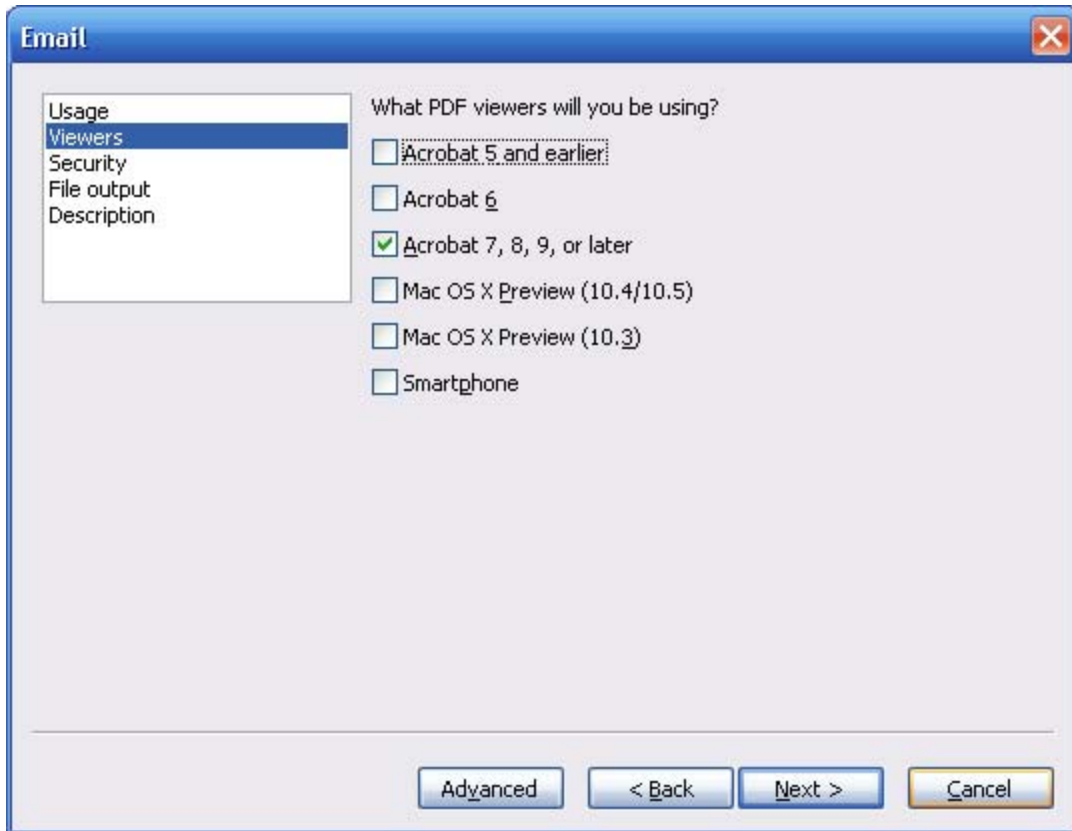


To create a new configuration, click the **New** button. To edit an existing Configuration, double-click on the configuration name in the Configuration Window. Both methods launch the Configuration wizard. By default, the wizard presents questions designed to determine the intended use of the PDF output to arrive at the optimum settings. Complete the wizard by answering the questions. For users who prefer to specify exactly what settings PDF Shrink will apply, see **Section 3.2 - Advanced Compression and Resolution Options**.



Usage is the first panel of the Configuration wizard. Choose the answer that best fits and click continue.

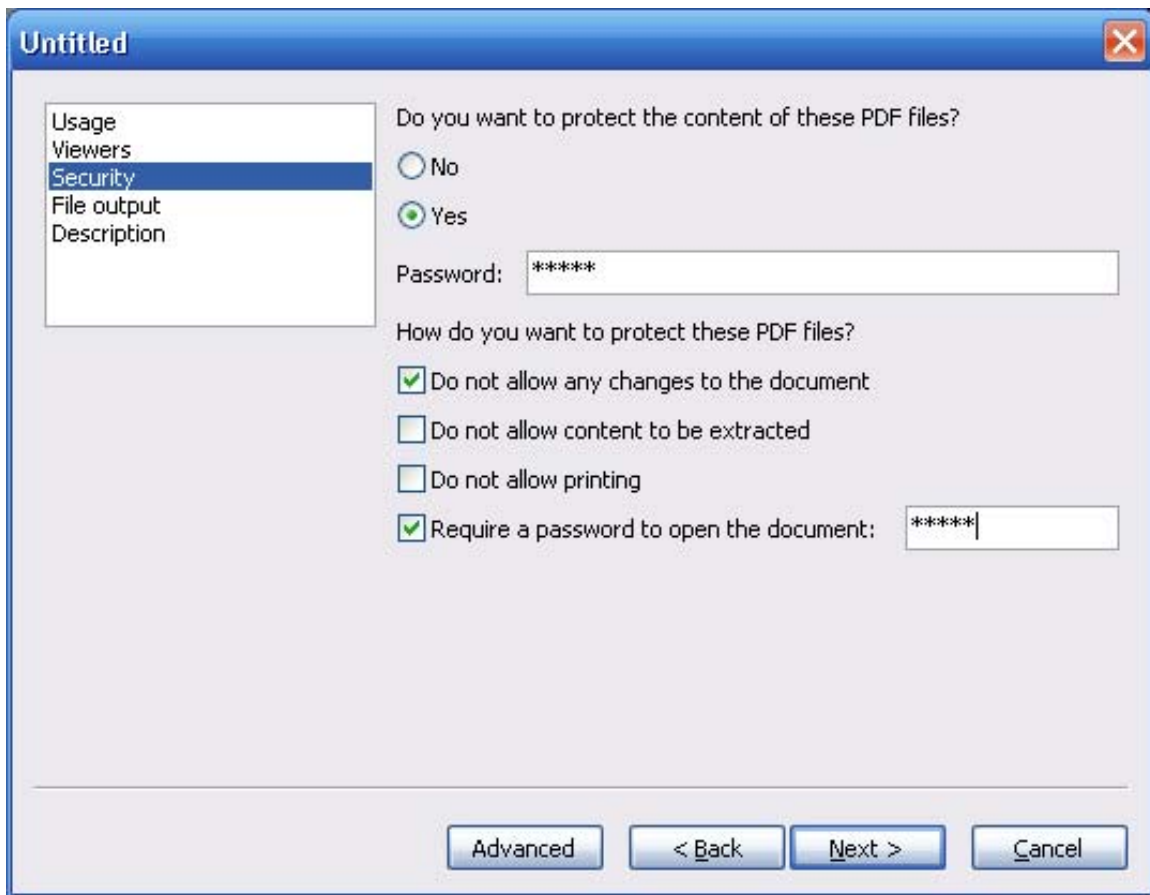
The Usage panel of the Configuration wizard allows the specification of the intended use of the output PDF. Choose the answer that best fits. Only one choice is allowed. This choice sets priorities for the Configuration manager when deciding choices that impact the size and quality of the output PDF.



Viewers is the second screen of the Configuration wizard. Select all that apply.

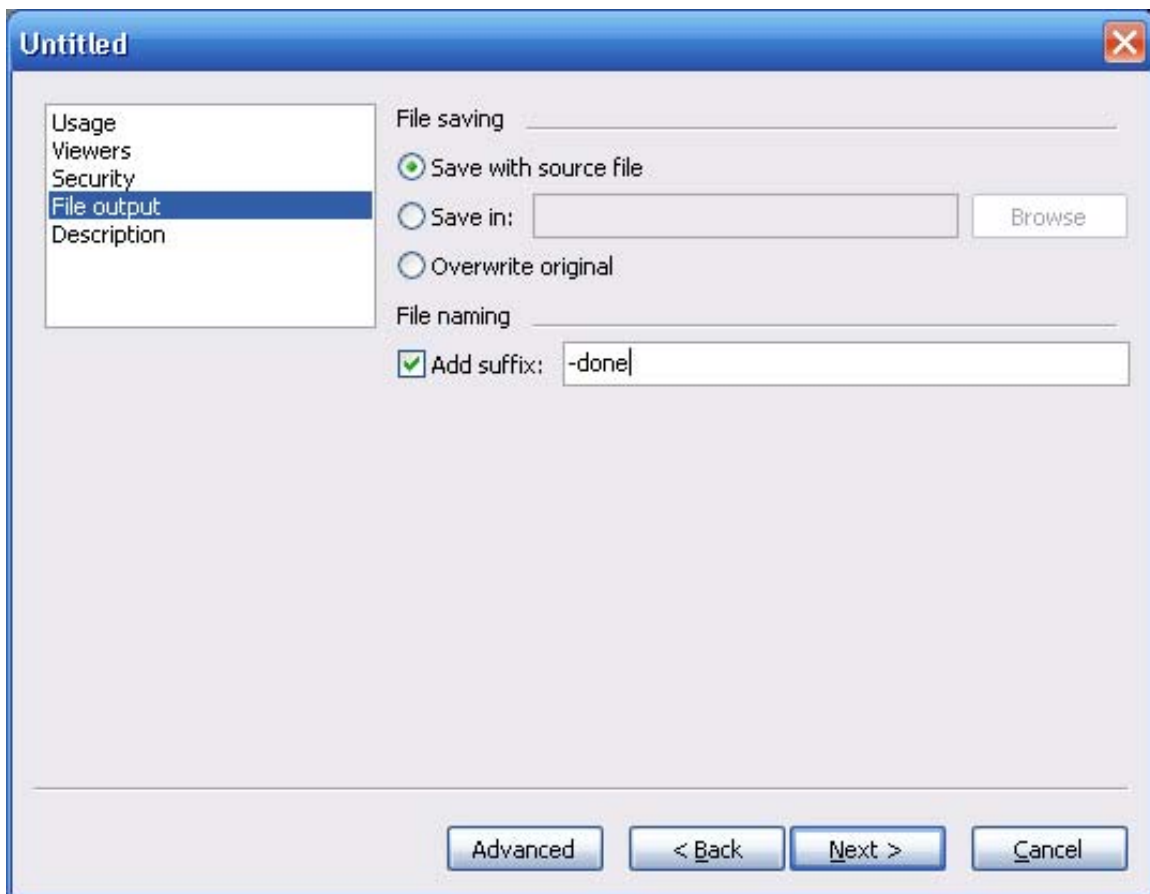
Different PDF Viewers support different compression methods. Select all the viewers from the list that are anticipated to be used when reading the output PDF. PDF Shrink uses this information to determine which compression methods can be used to reduce the file size of the original PDF.

If you select Smartphone, PDF Shrink will force all images in your PDF to use a type of compression that may result in a larger file than your original PDF. This is necessary to insure that the images can be viewed on most smartphones like the Apple the iPhone and similar devices like the Apple iPod touch. Most of these devices will not display JPEG2000 compressed images. PDF Shrink will automatically recompress JPEG 2000 images using the less effective JPEG compression when you select Smartphone from this list.



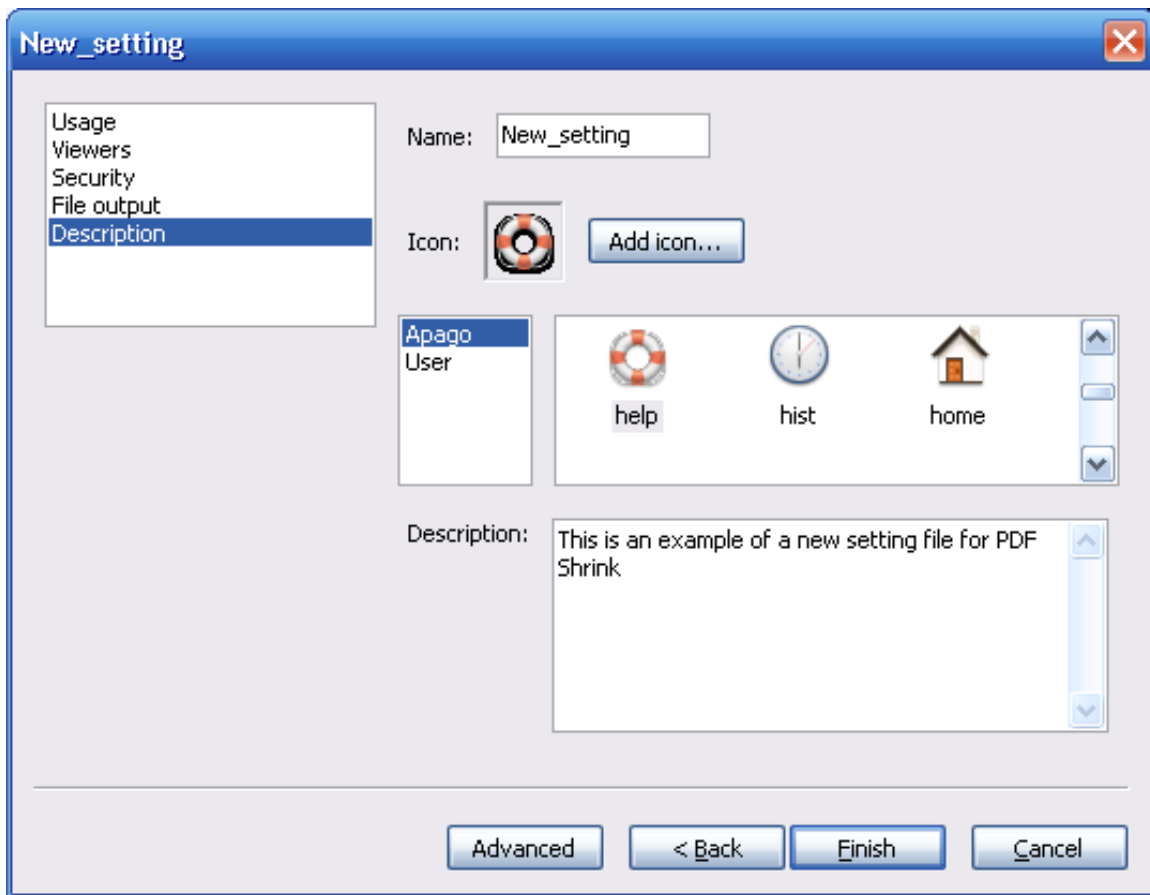
Security, the third panel of the configuration, determines whether to encrypt the output PDF.

A PDF file can be secured and protected from users through the use of passwords and/or the assignment of permissions. These permissions, sometimes referred to as “Digital Rights” tell a PDF viewer what things a user can and can not do with the document - for example, if they are allowed to print it. In this panel, you can enable these security features of PDF documents that have been processed with this saved configuration set.



The fourth panel of the Configuration wizard controls the location and name used when saving the output PDF.

The File output panel determines how PDF Shrink handles the file naming of the output PDF. Select whether to save the output PDF with the source file in the same directory as the original; whether to save in a specific directory without regard to the original file's location; or whether to overwrite the original file. If you elect to save with source file or overwrite original, you will get an error message if you try to process files on read-only media like DVD and CD-ROM. A file suffix is optional and can be useful in identifying PDFs that have been processed by PDF Shrink using this particular configuration. If you elect to save with source file but do not use a file suffix, PDF Shrink will append a sequential number to the file name.



Description panel determines the name and icon displayed in the Configuration window.

Each configuration is identified by an icon and name. The Description panel is used to select or edit those values. The icon selected here pertains only to the configuration set. It does not change the output PDF in any way.

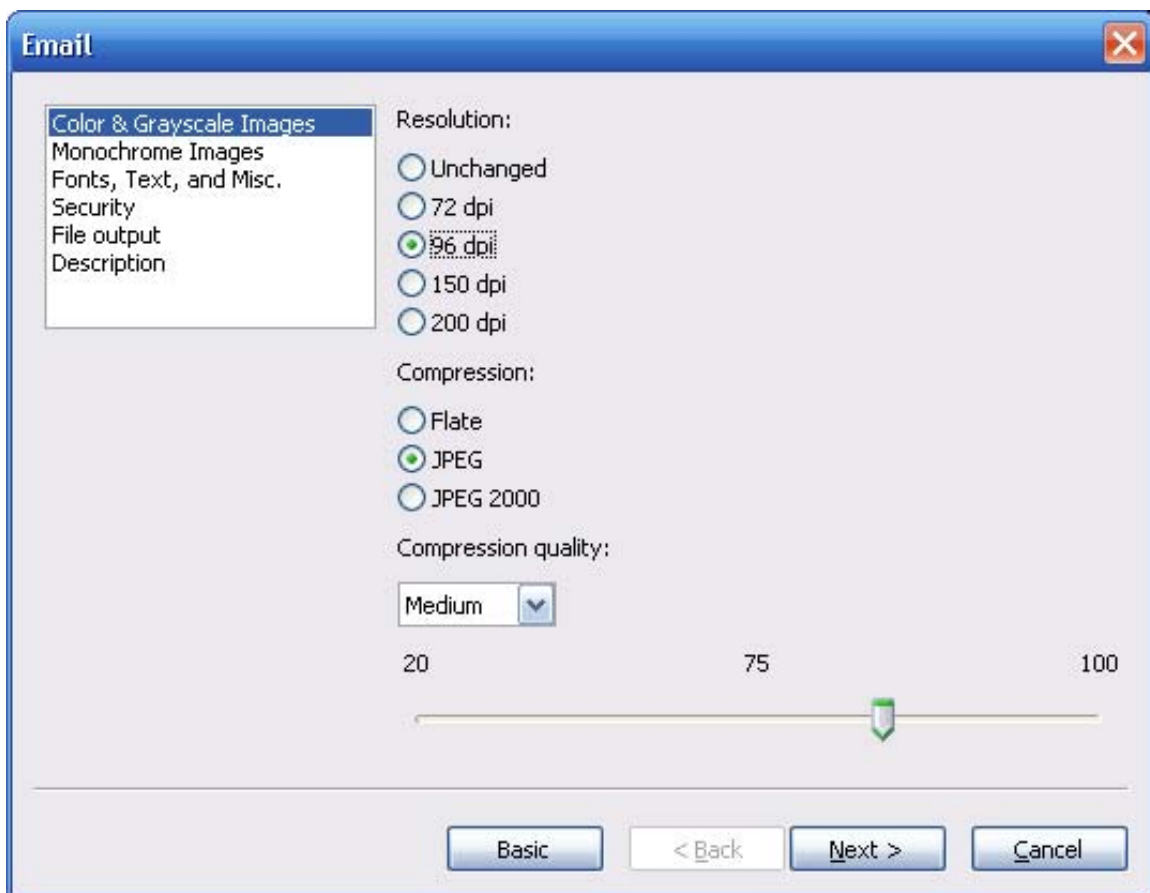
Section 3.2 – Advanced Compression & Resolution Options

Click the **Advanced** button to switch to the advanced configuration mode to specify exactly what setting PDF Shrink will apply. Once you use the Advanced menu views to edit a configuration set, you can no longer use the Basic menus with that configuration set. Reverting to the use of the Basic menus with that configuration will discard any advanced editing options you selected. You may continue to use the basic wizard to edit other configurations and to create new configurations. The warning displayed must be acknowledged to access the advanced menu views.



Click OK to access the Advanced mode.

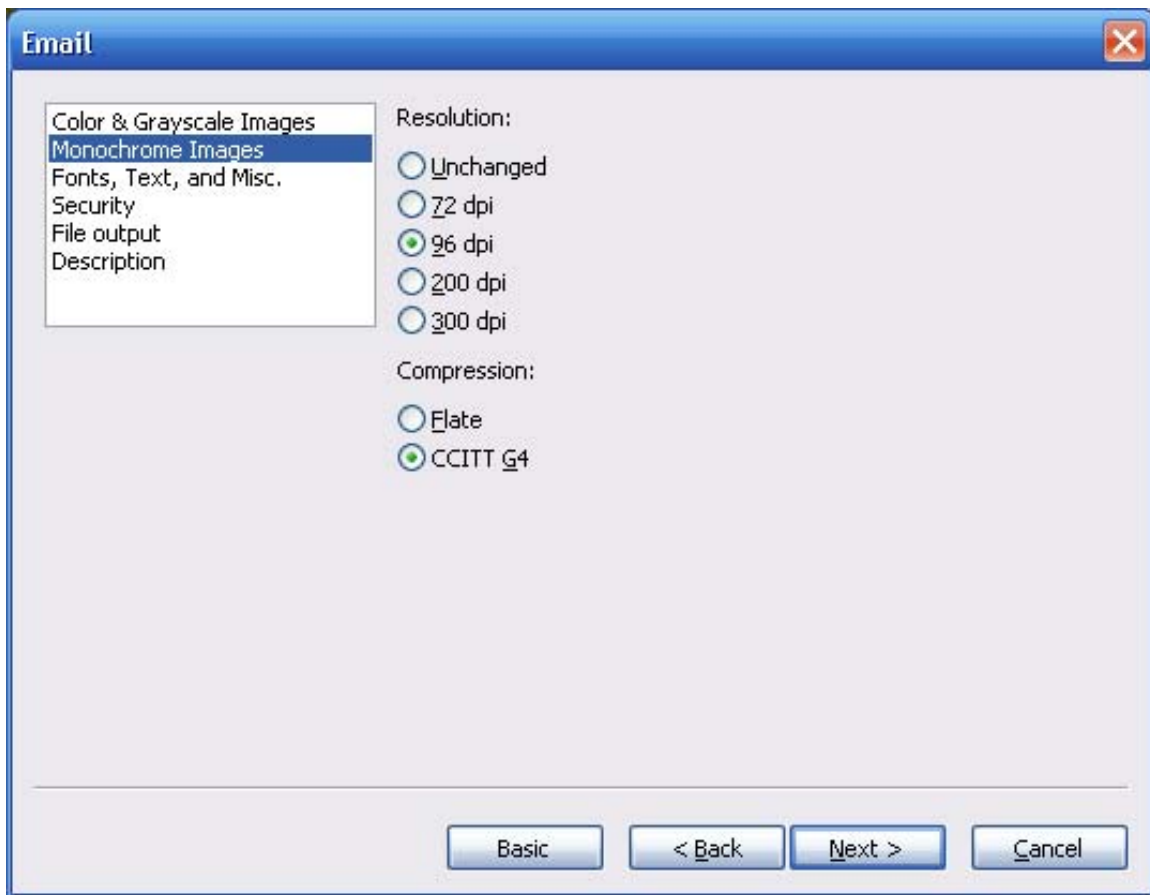
The Color and Grayscale images dialog determines what resolution and compression options PDF Shrink applies to color and grayscale images in the original PDF.



Resolution choices for Color & Grayscale Images are Unchanged, 72, 96, 150 or 200 dpi. 72 and 96 dpi are most suitable for on screen display and result in the smallest file size. 150 or 200 dpi generally provide enough resolution for adequate prints on desktop printers but will result in larger file size. Images in the original PDF that are lower than specified resolution will not be scaled to the higher resolution since this will result in a larger file without improving the quality of the images. Choose **Unchanged** to leave the resolution of color and grayscale images unmodified. Images will still be compressed according to the setting chosen for compression.

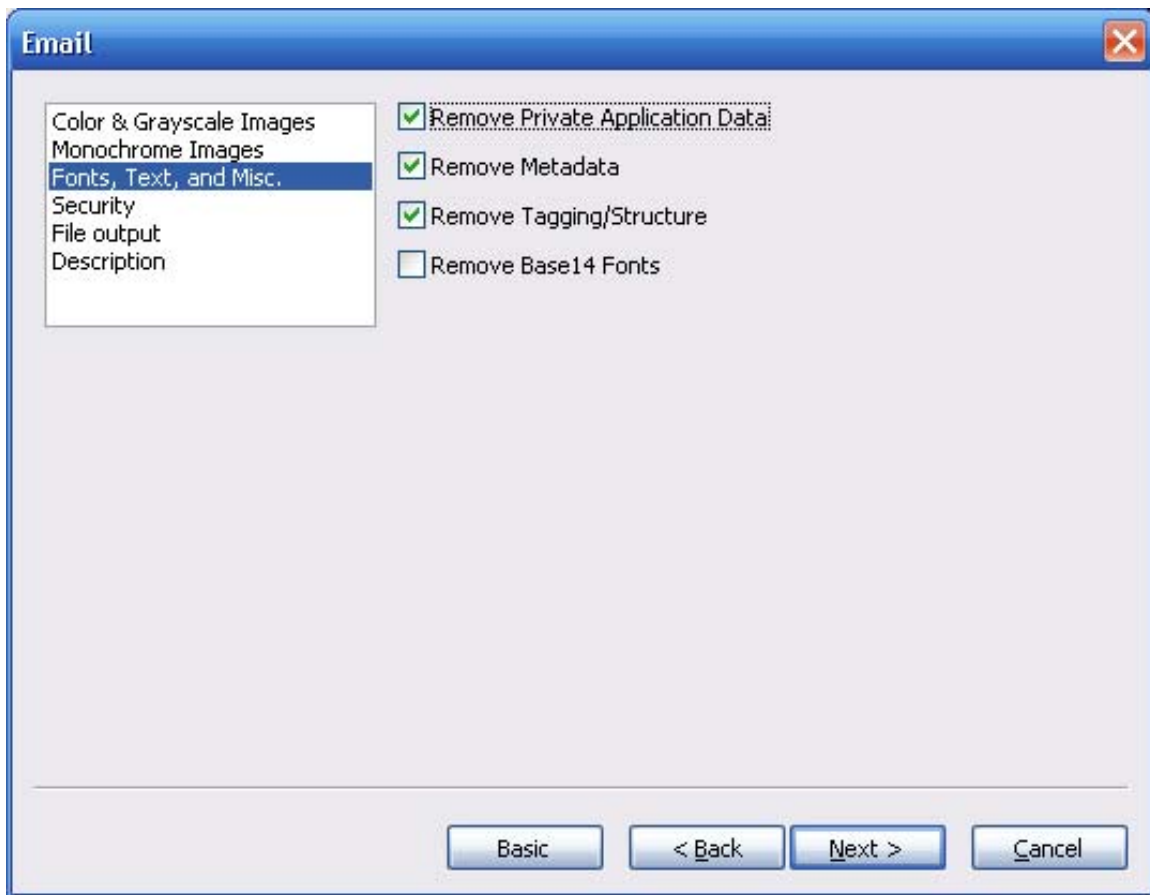
Compression choices for Color & Grayscale images are Flate, JPEG or JPEG 2000. **Flate** is a loss-less compression technique that is compatible with all PDF viewers. Lossless compression does not alter the image in any way but results in larger file sizes than JPEG or JPEG 2000 compression methods. **Flate** is also used in the popular ZIP compression software. Chose flate to prevent changes to the quality of the images. **JPEG** is a lossy compression that provides smaller file sizes but with a trade off in image quality. JPEG compression is also compatible with all PDF Viewers. If JPEG compression is selected, you must choose a quality level. The choices for Quality are Low, Medium, High and Maximum. Low provides the greatest compression but the lowest quality images. Conversely, Maximum provides the least compression and the highest quality images. **JPEG 2000** is a newer compression scheme that provides smaller file sizes and better quality images. Using JPEG 2000 may make a PDF that cannot be viewed correctly with older viewers that may not support this compression method. JPEG 2000 is supported by Acrobat 6 and later and Apple Preview 10.3 and later. If JPEG 2000 compression is selected, you must choose a quality level. The choices for Quality are Low, Medium, High and Maximum. Low provides the greatest compression but he lowest quality images. Conversely, Maximum provides the least compression and the highest quality images.

PDF Shrink will not compress images in a PDF using the compression selected here if the result is a larger PDF. It does not force this compression type if the original compression is more efficient. If you need to do this to make your PDF's images viewable on one of Apple's handheld devices, please use the Basic configuration Wizard and select Smartphone on the Viewers pane.



Monochrome Images controls the resolution and compression of bitmaps.

Monochrome images are described in bitmaps with a 1-bit pixel depth. Most often, they come from scanners or separated, screened output from RIP software. They can be resized to your choice of four different resolutions. Your choices are Unchanged, 72, 96, 200 and 300 dpi. 72 and 96 dpi are best suited for on-screen use of graphics that lack fine detail. Use 200 dpi to preserve more details or 300 dpi when the output PDF is likely to be printed on a desktop printer. Monochrome images can be compressed using CCITT G4, or Flate compression. CCITT G4 encoding is a lossless compression technique for monochrome images commonly used in fax machines. (CCITT is an abbreviation for the French spelling of International Telegraph and Telekeyed Consultive Committee.)



The Fonts Text & Misc. dialog controls the handling of non-image data.

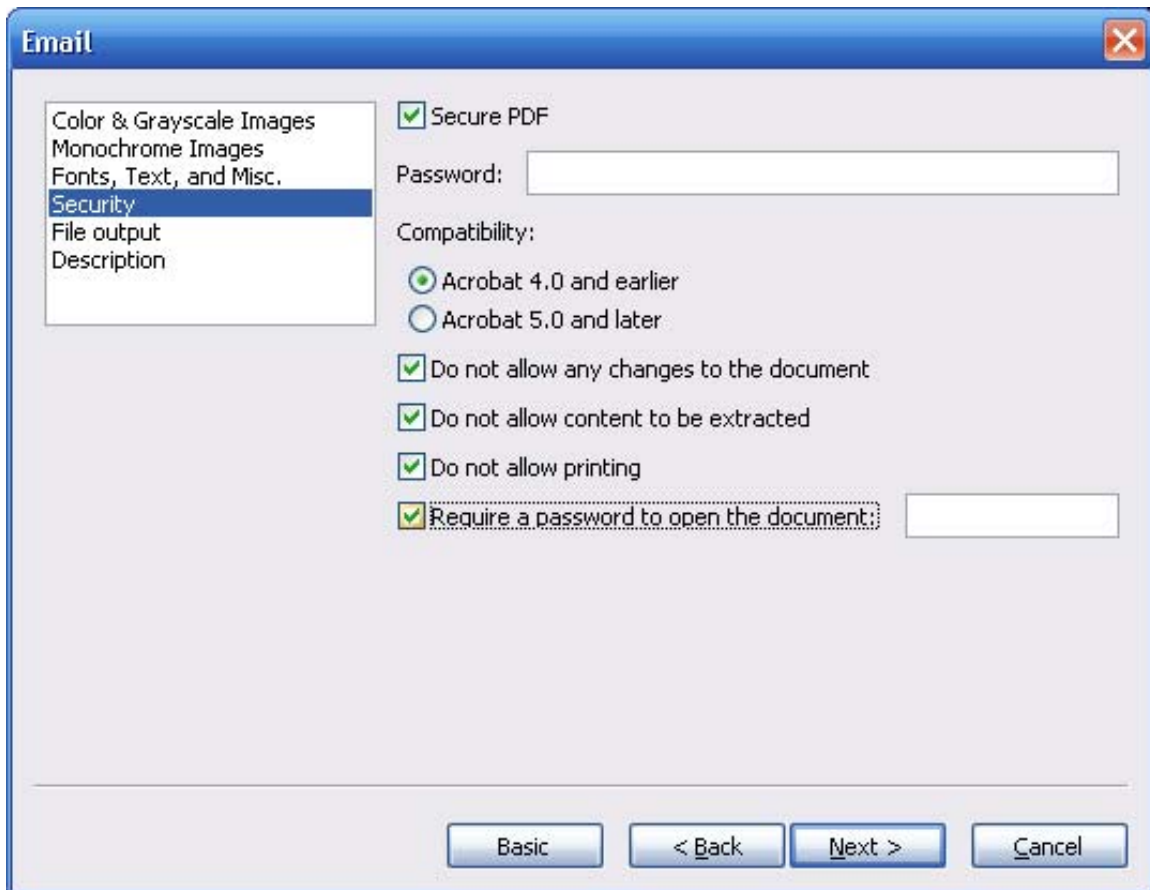
Select **Remove Private Application Data** to remove application specific information from the PDF files. This information is used by applications like Adobe InDesign, Illustrator and Photoshop to allow editing of PDF files created by these applications. Removing this information leaves a valid PDF file readable by any PDF viewer. Some editing features may be disabled but often the PDF file can still be edited in Illustrator or Photoshop since those applications can read PDF natively. Also the PDF file can be edited with Acrobat and other general PDF editing tools after this information is removed.

Select **Remove Metadata** to strip any metadata saved in the PDF file. Often metadata is inserted for tracking or certification purposes that may no longer be needed in the downsized PDF. An example of metadata is Adobe XMP, which is used to store XML data in a PDF file.

Select **Remove Tagging/Structure** to remove verbose tagging from the PDF. Tagging and structure is used by screen readers or screen magnifiers as part of the Accessibility features of Acrobat. Also, PDFs created from document authoring programs such as InDesign and FrameMaker tend to have highly verbose tagging to improve data

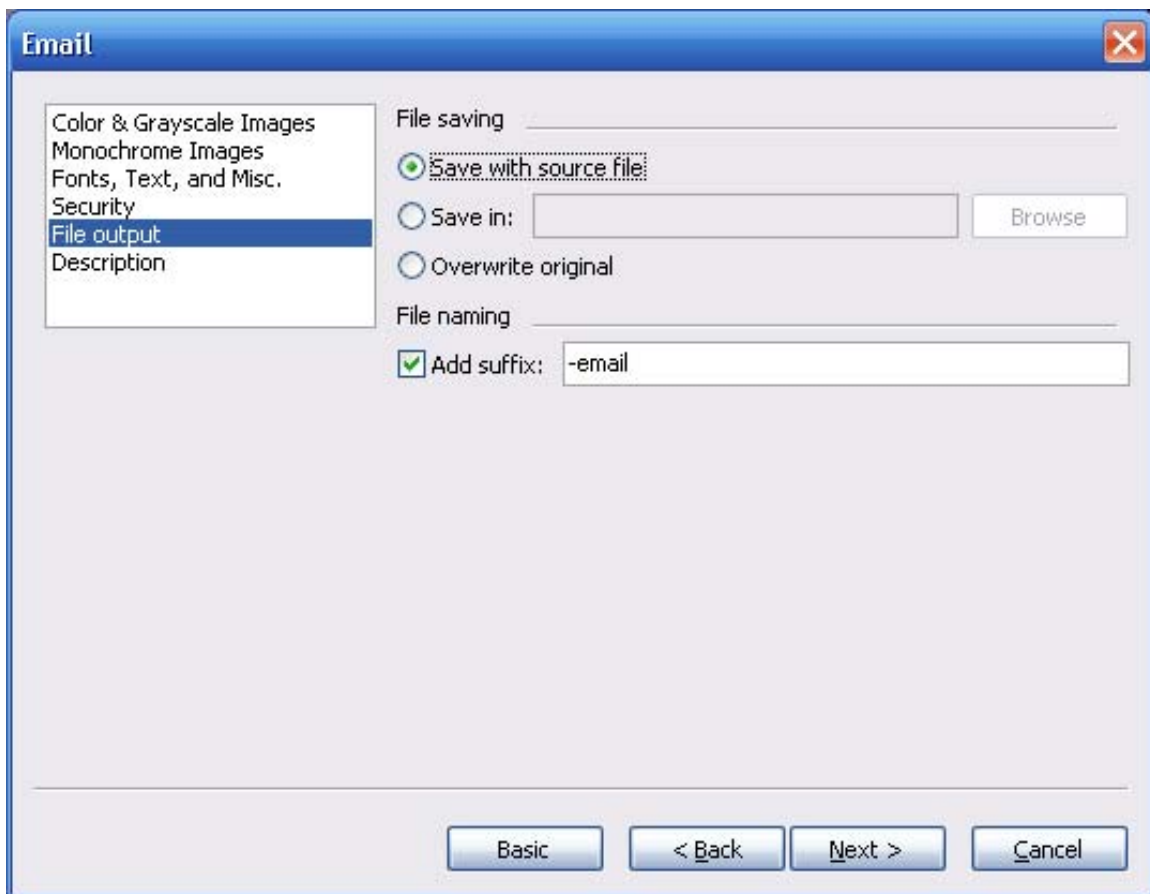
extraction. If your PDFs will not be read by someone requiring the Accessibility features of Acrobat, you can safely remove this information, resulting in a smaller PDF document.

Select **Remove Base 14 Fonts** to remove all embedded copies of the base 14 fonts from the PDF. These fonts are normally installed on Macintosh and Windows computers.



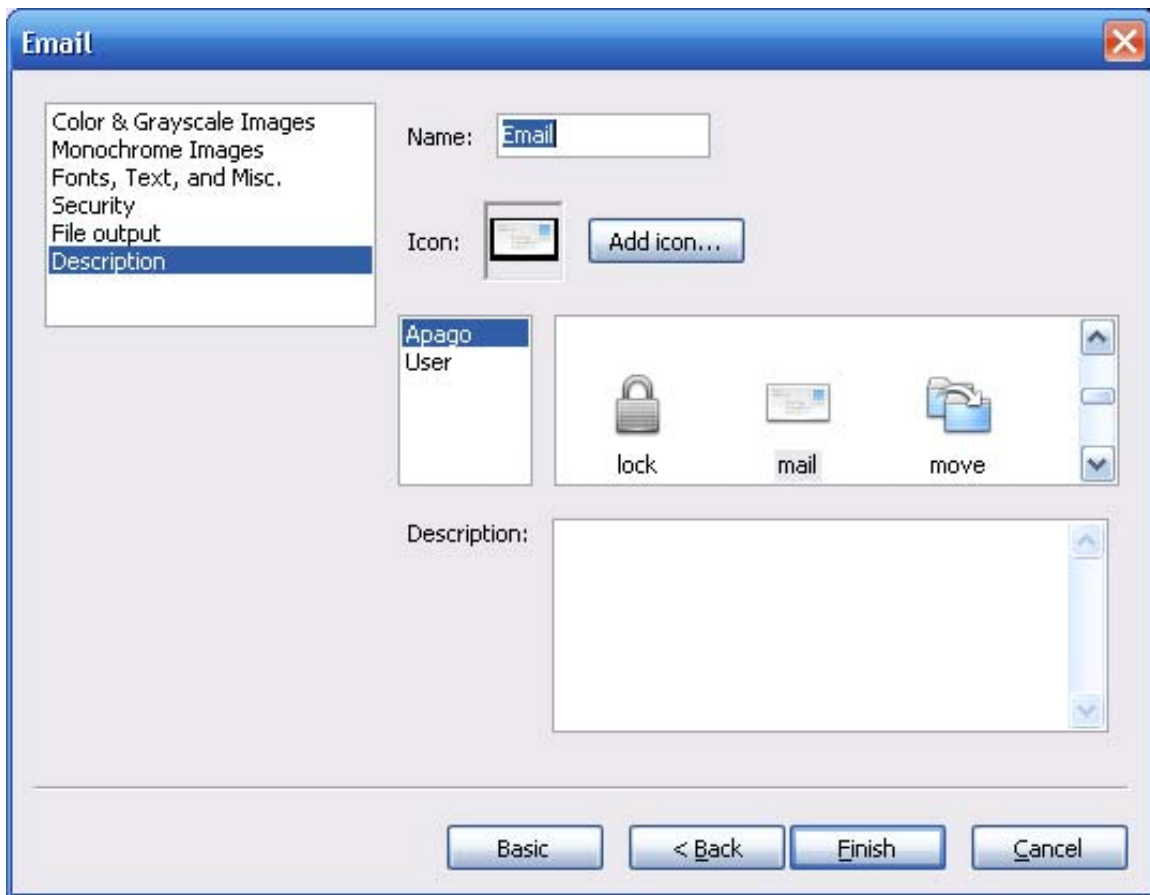
Security, the fourth panel of the configuration, determines whether to encrypt the output PDF.

A PDF file can be secured and protected from users through the use of passwords and/or the assignment of permissions. These permissions, sometimes referred to as “Digital Rights” tell a PDF viewer what things a user can and can not do with the document - for example, if they are allowed to print it. In this panel you can enable these security features on their PDF documents.



The fifth panel of the Configuration wizard controls the location and name used when saving the output PDF.

The File Output panel determines how PDF Shrink handles the file naming of the output PDF. Select whether to save the output PDF with the source file in the same directory as the original; whether to Save In a specific directory without regard to the original file's location; or whether to overwrite the original file. If you elect to save with source file or overwrite original, you will get an error message if you try to process files on read-only media like DVD and CD-ROM. A file suffix is optional and can be useful in identifying PDFs that have been processed by PDF Shrink using this particular configuration. If you elect to save with source file but do not use a file suffix, PDF Shrink will append a sequential number to the file name.



Description panel determines the name and icon displayed in the configuration window.

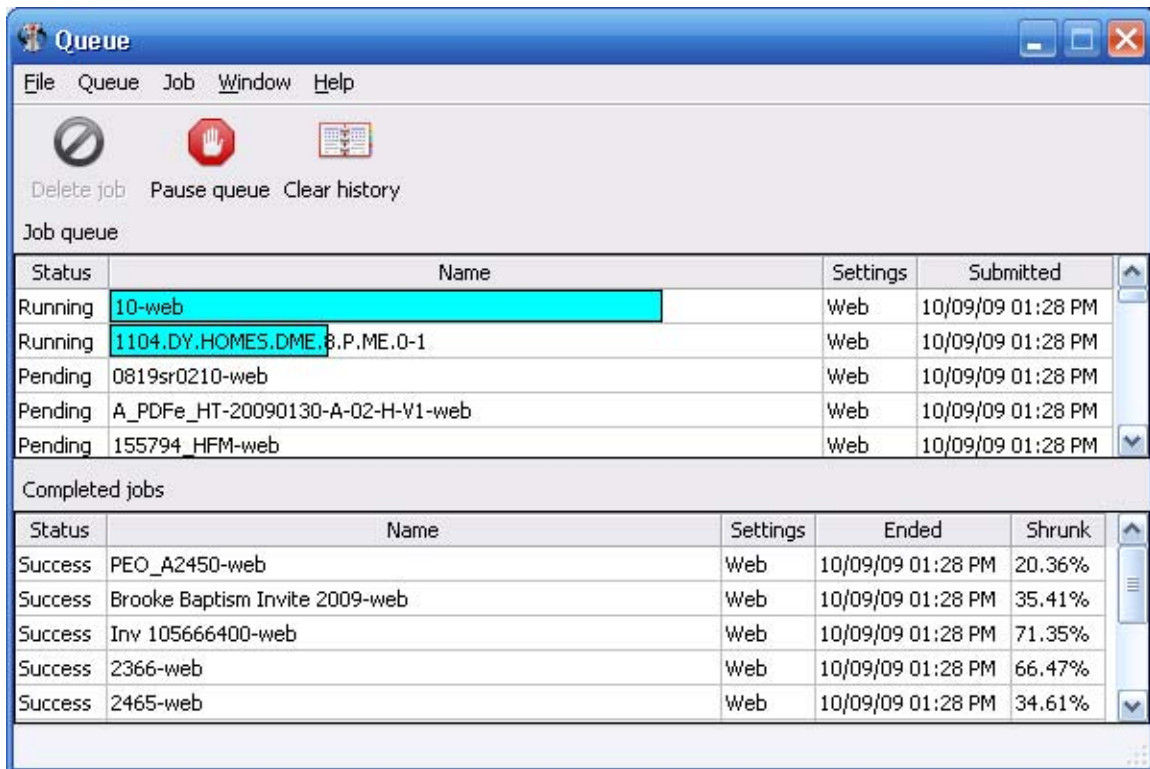
Each configuration is identified by an icon and name. The Description panel is used to select or edit those values. The icon a selected here pertains only to the configuration set. They do not change the output PDF in any way.

4.0 Using PDF Shrink

PDF Shrink is a flexible application that can be used several different ways. PDF documents can be dropped on the application icon to process them with the default configuration. Or, you can launch the application and drop the PDF on the configuration displayed in a list. When processing a file, PDF Shrink's Queue Monitor displays job progress and current status messages. The Queue Monitor also shows completed job information.

4.1 Basic PDF Processing

The easiest way to reduce PDF document size with PDF Shrink is to drag a PDF onto the PDF Shrink application icon in the Finder. This launches PDF Shrink and submits the file to the default PDF Shrink configuration for processing. The progress can be monitored with the Queue Monitor. PDF Shrink remains open after the file has been processed.



Job queue

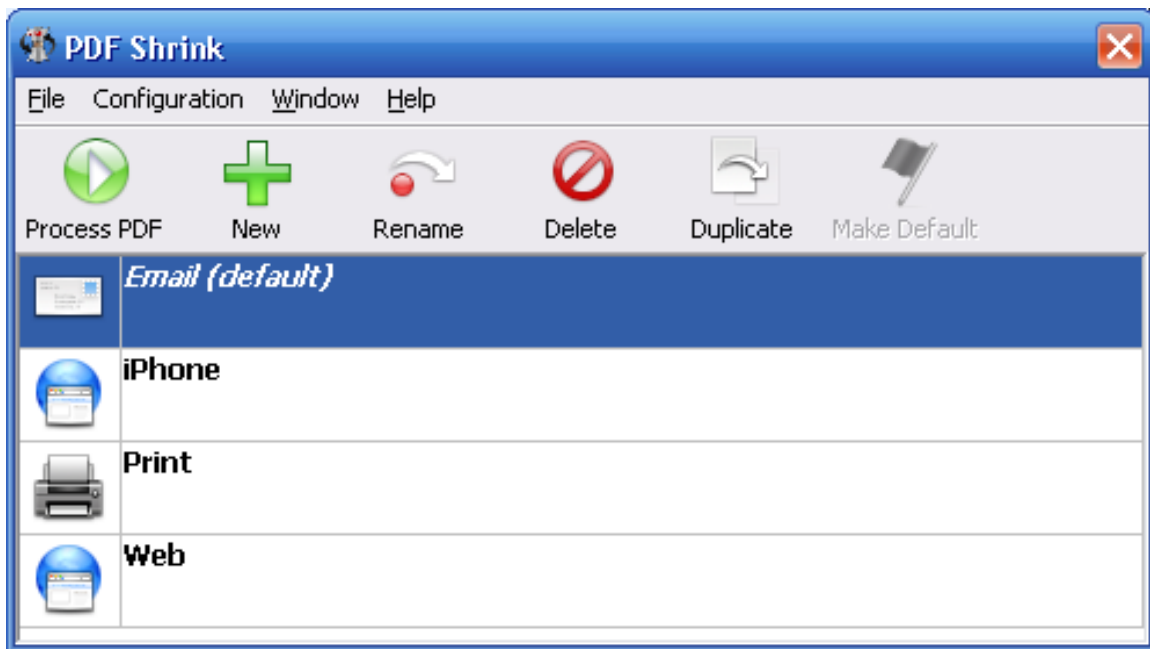
Status	Name	Settings	Submitted
Running	10-web	Web	10/09/09 01:28 PM
Running	1104.DY.HOMES.DME.8.P.ME.0-1	Web	10/09/09 01:28 PM
Pending	0819sr0210-web	Web	10/09/09 01:28 PM
Pending	A_PDFe_HT-20090130-A-02-H-V1-web	Web	10/09/09 01:28 PM
Pending	155794_HFM-web	Web	10/09/09 01:28 PM

Completed jobs

Status	Name	Settings	Ended	Shrunk
Success	PEO_A2450-web	Web	10/09/09 01:28 PM	20.36%
Success	Brooke Baptism Invite 2009-web	Web	10/09/09 01:28 PM	35.41%
Success	Inv 105666400-web	Web	10/09/09 01:28 PM	71.35%
Success	2366-web	Web	10/09/09 01:28 PM	66.47%
Success	2465-web	Web	10/09/09 01:28 PM	34.61%

4.2 Submitting Jobs Using the Configuration Window

The PDF Shrink Configuration window opens when the program is launched. You can process PDF documents using the Configuration window.



To process a PDF or a group of PDFs, drag the files to the Configuration window, dropping the files on the configuration you want to use.



Alternatively, highlight the configuration you wish to use to process a single file or group of files, and click the Process PDF button. A file open dialog is displayed allowing you to pick the PDF or PDFs to be processed.

4.3 Using PDF Shrink Queue monitor

When processing a file, PDF Shrink displays this queue monitor dialog. Queued jobs are waiting to be processed. Completed jobs are listed on the Completed pane. Any jobs that fail are flagged in the completed jobs pane. If the window is not present or has been closed, select **Show Queue Monitor** from the **Window** menu or press Ctrl-2. When your PDF has been processed, you can right-click on the file name in the completed pane to open the output in your PDF viewer.

5.0 Frequently Asked Questions

Q) What is PDF Shrink?

A) PDF Shrink is a tool for making PDF files smaller by shrinking images within the PDF file, removing unneeded or duplicate objects, and optimizing compression methods.

Q) Why do I need PDF Shrink?

A) Anytime you want to make your PDF smaller, PDF Shrink is a great option. Perhaps you have PDFs that are scans of paper documents. Or maybe you create PDF files using Adobe Acrobat Distiller, InDesign, and Microsoft Word, Excel or another program and want to reduce their size so that you can reuse the PDF on the web or email them to someone. It could be you have PDFs with application data like Photoshop and Illustrator edit information or metadata which may not be needed for your purposes.

Q) If I use Acrobat Distiller, InDesign, etc. do I have a use for PDF Shrink?

A) Yes, once you have created a PDF with these programs, PDF Shrink is a safe, easy and cost effective means to reduce the resolution or change the compression of the images in the PDF file.

Q) Why are MacOS X PDF files so large?

A) When MacOS X creates a PDF file it is simply reproducing what would normally go to a printer. The PDF software doesn't look for repeated images such as the background image repeated on each slide of PowerPoint slide show, a small image such as a bullet item in Word, or a company logo that appears on each page of a document. Each time an image is used in your document it is written to the PDF file. There are several other inefficiencies in MacOS X PDF files that PDF Shrink automatically fixes.

Q) Does MacOS X use compression in the PDF files it creates?

A) Yes, MacOS X generated PDF files use Flate, a loss-less compression technique. Beginning with MacOS X 10.4 (Tiger), Mac OS X created PDF files can use JPEG compression but do not offer the choices provided by PDF Shrink.

Q) What type of PDF files does PDF Shrink support?

A) PDF Shrink is compatible with PDF 1.4 and above. It supports PDF created by virtually any application.

Q) Will I lose things such as my annotations, forms, Javascripts, and digital signatures like I do when I convert PDF to PS and redistill?

A) Absolutely not! PDF Shrink only modifies the elements in the PDF that you specify. Everything else is unchanged.

Q) What compression techniques does PDF Shrink support?

A) PDF Shrink supports JPEG, Flate, CCITT G4, JPEG 2000 and, of course, no compression. PDF Shrink does not support JBIG2 compression at this time.

Q) Can I control the quality of the JPEG compression?

A) Yes, PDF Shrink offers complete control including 4 common levels of JPEG compression and a slider to fine tune the image quality vs. file size for your needs.

Q) Can I scale images to a higher resolution?

A) No, PDF Shrink will not scale image resolution up. There is really no benefit gained from scaling up to a higher resolution since no new information will be added to the image – it will simply be a larger version of the same information.

Q) What type of image scaling does PDF Shrink use?

A) PDF Shrink uses bicubic interpolation for color and grayscale images. For monochrome images it uses subsample.

Q) Will PDF Shrink overwrite my original PDF file?

A) You can configure PDF Shrink to overwrite the original PDF file, append a user-defined suffix to the filename (i.e. "_web") or write the modified PDF file to a user defined directory.

Q) Can I tell PDF Shrink to not scale images below a certain resolution, i.e. screenshots, which are already 72dpi?

A) PDF Shrink will not scale images that are already at or below the specified output resolution. All other images will be scaled.

Q) Can PDF Shrink use ICC profiles?

A) No. However, our PDF Enhancer software does fully support ICC color management. Visit http://www.apagoinc.com/pdf_enhancer for more information and a trial version.

Q) Can I export/import configurations so that I can reuse them on another system?

A) Not at this time on Windows.

Q) Is PDF Shrink available for Mac OS 9, Windows, Linux, etc?

A) PDF Shrink is currently only available for Mac OS X and Windows NT/2000/XP/Vista/7. Please send email to sales@apago.com if you would like to use PDF Shrink on another operating system.

Q) Does PDF Shrink require Adobe Acrobat?

A) No.

Q) Does PDF Shrink support multi-core CPUs and multiple CPUs?

A) Yes, PDF Shrink is fully multi-threaded.

Q) Does PDF Shrink support drag and drop?

A) Yes. You can drag PDF files to any configuration in the main window. If you drag the files to the PDF Shrink icon, the document will be optimized with the default configuration.

Q) Can I shrink a PDF that already has password encryption?

A) Yes, provided you know the password.

Q) Can I try PDF Shrink before purchasing it?

A) Yes, PDF Shrink is fully functional for 10 days before you will need to purchase it.

Q) How much does PDF Shrink cost?

A) PDF Shrink sells for \$35.

Q) Where can I purchase PDF Shrink?

A) At Apago's store. Go to <http://www.apago.com> and click on "The Store". Or go directly to the online store at <http://www.apagostore.com>

Q) I already have PDFshrink 3.1 on the Mac and would like to import my settings – is there a way to do that?

A) No. The settings files from the Mac can not be read on the Windows machine at this time.

Q) How do I report a bug or submit a suggestion?

A) If the software crashes, PDF Shrink contains a built-in crash reporter for quality assurance. The information gathered in the crash report will be used solely to help Apago improve its software. No information will be gathered or sent without approval. If you have a problem or suggestion that doesn't involve a crash or prefer not to use the crash reporter, please send an email to support@apago.com or call us at +1 770 619-1884.



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