

# Introduction

novaPDF Printer is a virtual printer driver for Windows 2000/XP/XP x64/2003 Server/2003 Server x64/Vista/Vista x64. Instead of printing on paper, it creates Adobe compatible PDF files.

## What is PDF?

Adobe PDF (Portable Document Format) is a universal file format that preserves the fonts, images, graphics, and layout of any source document, regardless of the application, hardware and operating system used to create it. PDF files are compact and complete, and can be shared, viewed, and printed by anyone with free Adobe Reader® software (or other third party PDF readers). PDF documents are also independent of the output device on which they are to be displayed or printed.

PDF has become the de facto standard for the electronic exchange of documents. Major corporations, government agencies, and educational institutions streamline their operations by replacing paper-based workflow with electronic exchange of information.

## Why use novaPDF Printer?

novaPDF Printer converts any printable file into a PDF file. Its purpose is to enable users to exchange electronic documents easily, independently of the environment in which they were initially created. It also helps companies to publish reports, marketing plans, price lists, contracts, and any other documents in a portable electronic document format.

## How to use novaPDF?

All you have to do is to click Print from the application displaying the document and choose the novaPDF to create PDF files. You can generate high-quality and searchable PDF files from any Windows application.

You can choose a default folder and file name for generated PDF files, or you can set them at each print job. You can also choose different options for the output PDF file, including custom paper size, resolution, portrait and landscape orientation, scale, image compression, font embedding, PDF security and document metadata.

To create a PDF file you only need a windows application that can print (like Notepad or WordPad).

To view PDF files, you need the FREE Adobe Acrobat Reader® (you can download it from [www.adobe.com](http://www.adobe.com)) or any other PDF viewer application.

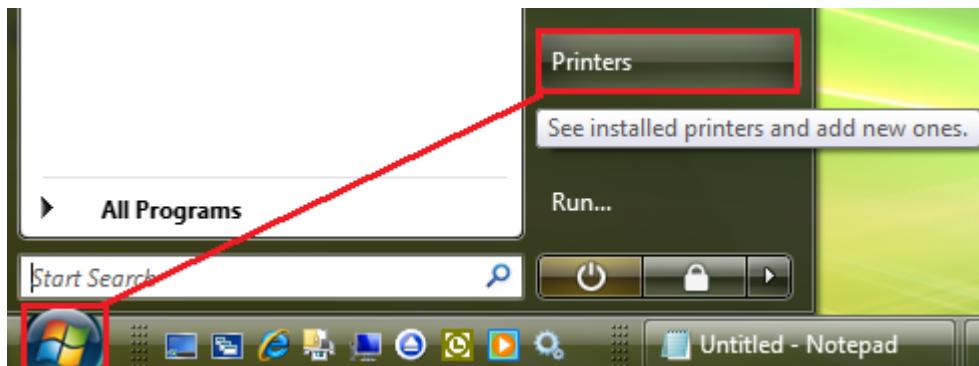
# Getting Started

## Printing a test page

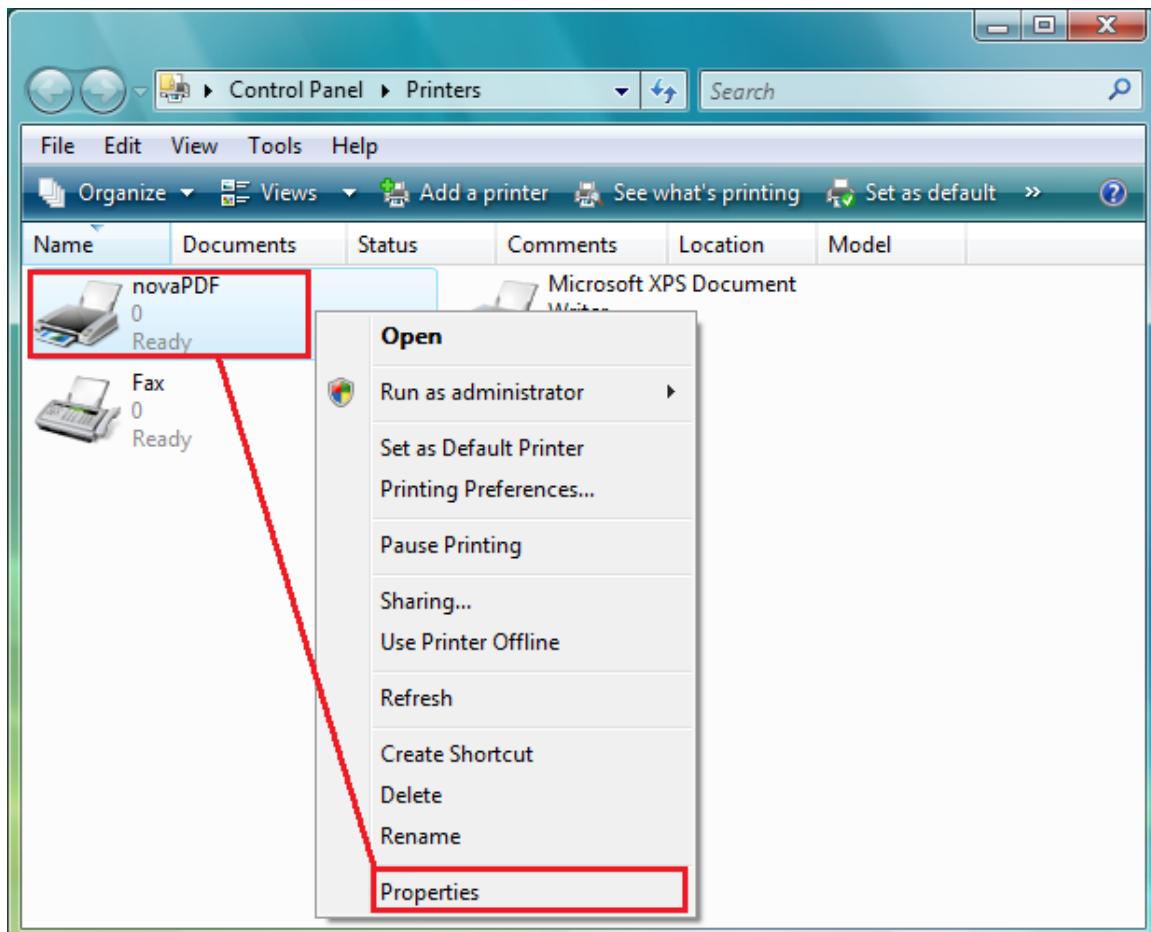
After installation you can test if novaPDF is working properly by printing a test page.

### To print a test page in Windows Vista:

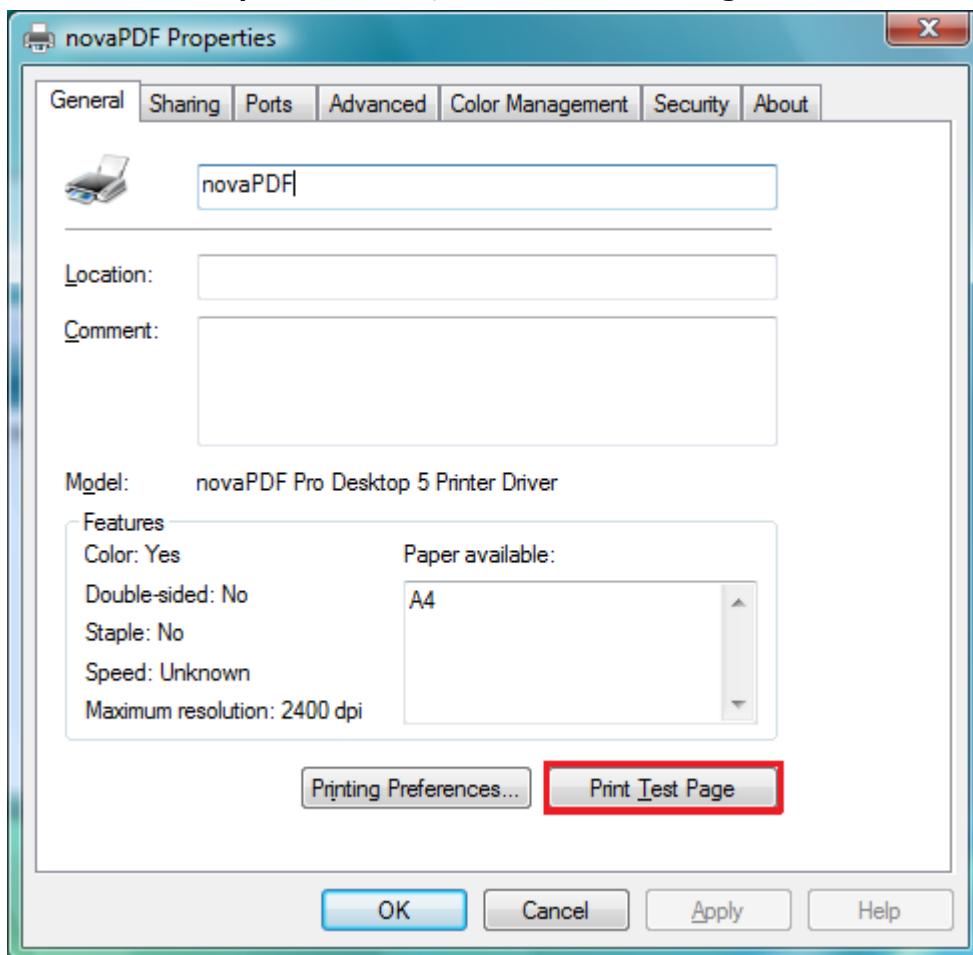
1. Go to **Start** and click on **Printers** (if you have the **Classic** menu go to **Start->Settings->Printers**)



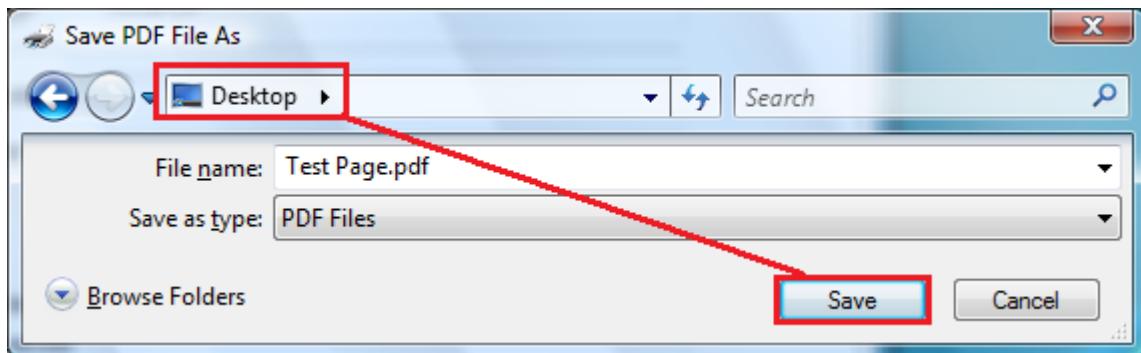
2. In the **Printers** window, right-click novaPDF and select **Properties**



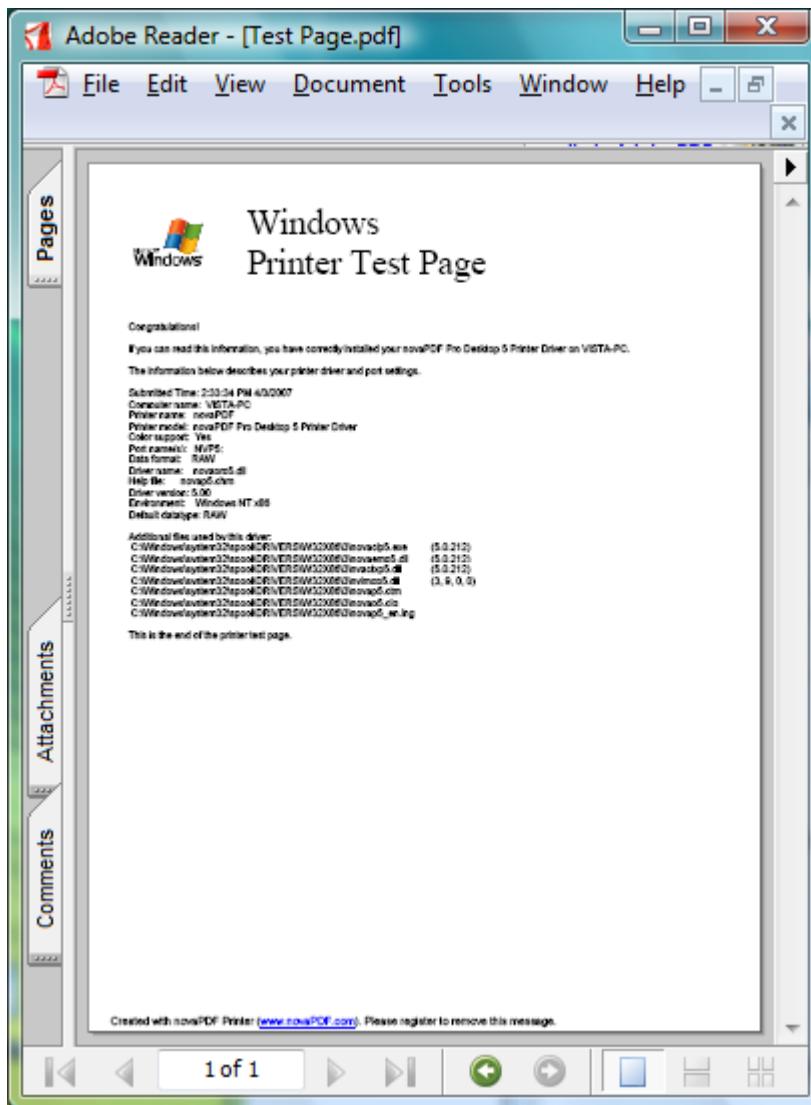
3. In the **novaPDF Properties** window, click on **Print Test Page**



4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.



5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.



#### To print a test page in Windows XP or Windows 2003 Server:

1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)
2. In the **Printers and Faxes** window, right-click novaPDF and select **Properties**
3. In the **novaPDF Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.

#### To print a test page in Windows 2000:

1. Go to **Start** and click on **Printers**
2. In the **Printers** window, right-click novaPDF and select **Properties**

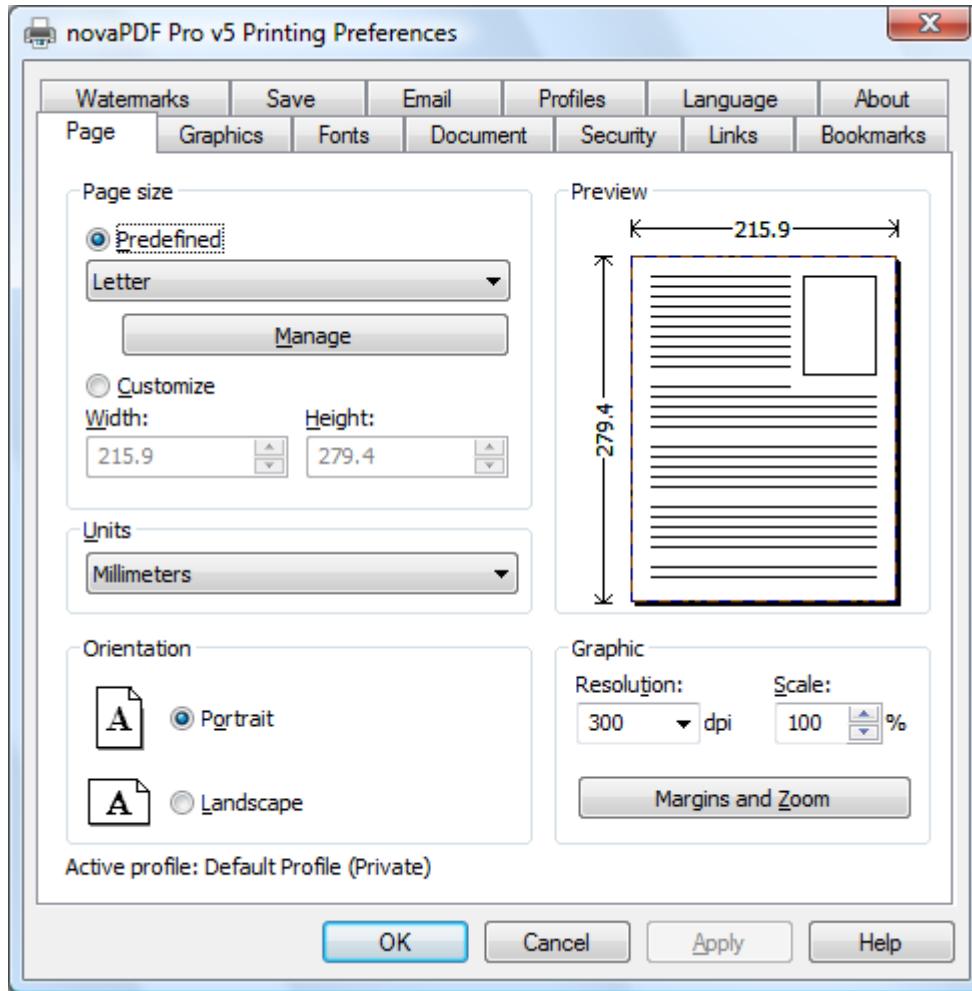
3. In the **novaPDF Properties** window, click on **Print Test Page**
4. You will be prompted to select a location and name for the test PDF file. Choose one and click **Save**.
5. After the PDF was created and saved, it will open in your default PDF reader and you will see the printed test page. If novaPDF is not registered, a notice is printed at the end of the PDF file. This can be removed from further created PDF files by purchasing a license and registering it.

## Accessing the novaPDF Printing Preferences – test the multiline bookmark detection option

You can access the Printing Preferences window and change the various settings available.

### To access the novaPDF Printing Preferences window in Windows Vista:

1. Go to **Start** and click on **Printers** (if you have the **Classic** menu go to **Start->Settings->Printers**)
2. In the **Printers** window, right-click **novaPDF** and select **Printing Preferences**
3. **novaPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available (grouped in tabs)



### To access the novaPDF Printing Preferences window in Windows XP and Windows 2003 Server:

1. Go to **Start** and click on **Printers and Faxes** (if you have the **Classic** menu go to **Start->Settings->Printers and Faxes**)
2. In the **Printers and Faxes** window, right-click **novaPDF** and select **Printing Preferences**
3. **novaPDF Printing Preferences** window will be displayed and you will have the option to change the various settings available (grouped in tabs)

### To access the novaPDF Printing Preferences window in Windows 2000:

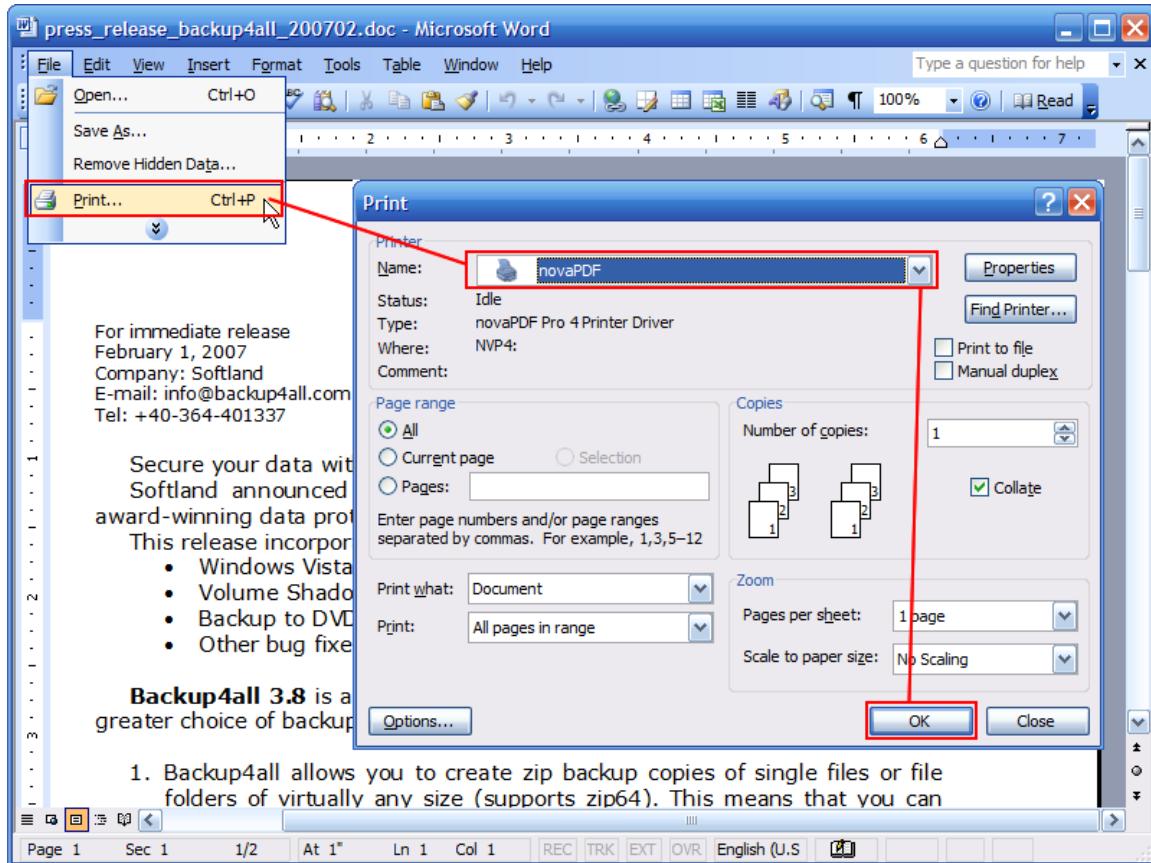
1. Go to Start and click on Printers
2. In the Printers window, right-click novaPDF and select Printing Preferences
3. novaPDF Printing Preferences window will be displayed and you will have the option to change the various settings available (grouped in tabs)

# Creating PDF Files

novaPDF installs itself as a virtual printer driver so there is no exe file to run in order to create PDF files. To create PDF files, you just have to print your documents to the novaPDF Printer, like you would print to a normal printer.

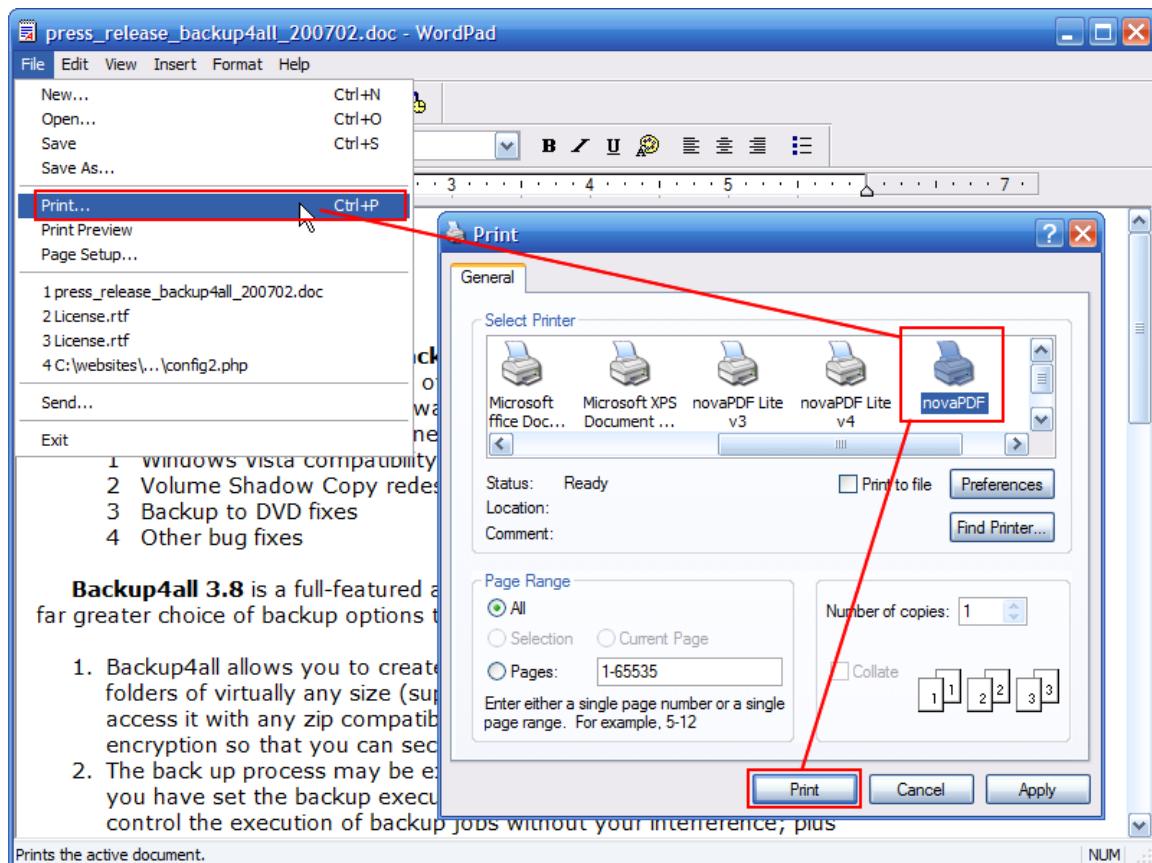
## How to create PDF files from Microsoft Word

1. Open the Word document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers** combo-box
3. Click on **Ok** and choose a location for your PDF file



## How to create PDF files from Microsoft WordPad

1. Open the document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers'** list
3. Click on **Print** and choose a location for your PDF file



## How to create PDF files from NotePad

1. Open the NotePad document that you want to convert to a PDF file
2. Go to **File->Print** and select novaPDF from the **Printers'** list
3. Click on **Print** and choose a location for your PDF file

