

USER'S GUIDE



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. While MacOS X can easily create PDF files from any application, these PDF files can be rather large and inefficient. PDF Shrink can automatically reduce the size of MacOS X generated PDF files and those created by Adobe Distiller, 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 MacOS X multithreading for seamless batch processing. PDF Shrink is fully compatible with MacOS 10.2 (Jaguar).

1.3 Where to get PDF Shrink

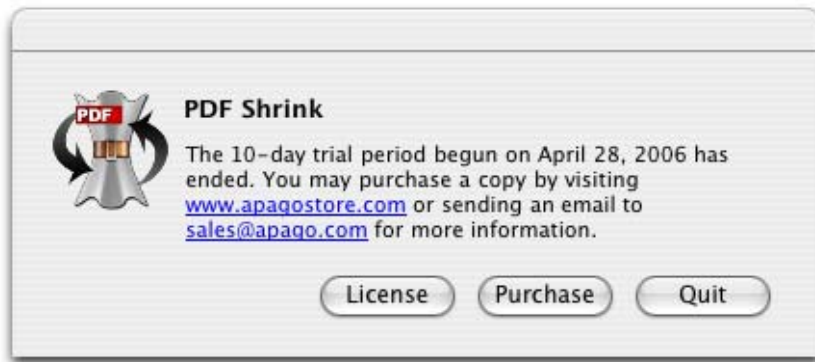
To download the latest version of PDF Shrink go to <http://www.apago.com/PDFShrink>

2.0 Installing PDF Shrink

PDF Shrink is delivered in a Disk Image file (.dmg). Double-click the dmg to mount it. To install the software, drag PDF Shrink folder to the alias of the Applications folder on the dmg. The software is available for use immediately. If you purchased the software, please enter the serial number. 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. After entering a serial number, the registration dialog will not appear.



2.2 Purchasing PDF Shrink

To purchase a serial number online, visit <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 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 the initial 10-day trial period. A serial number is delivered by email or printed on the original software CD with a software purchase. To enter the serial number, copy it from the email and select **License** from the PDF Shrink menu. A message is displayed seeking confirmation of the serial number on the clipboard.



Click **Yes** to enter the serial number. When no serial number is present on the clipboard, selecting **License** from the PDF Shrink menu will bring up a dialog for entering the serial number. Type the serial number as displayed on the software CD.

2.4 Setting the preferences for PDF Shrink

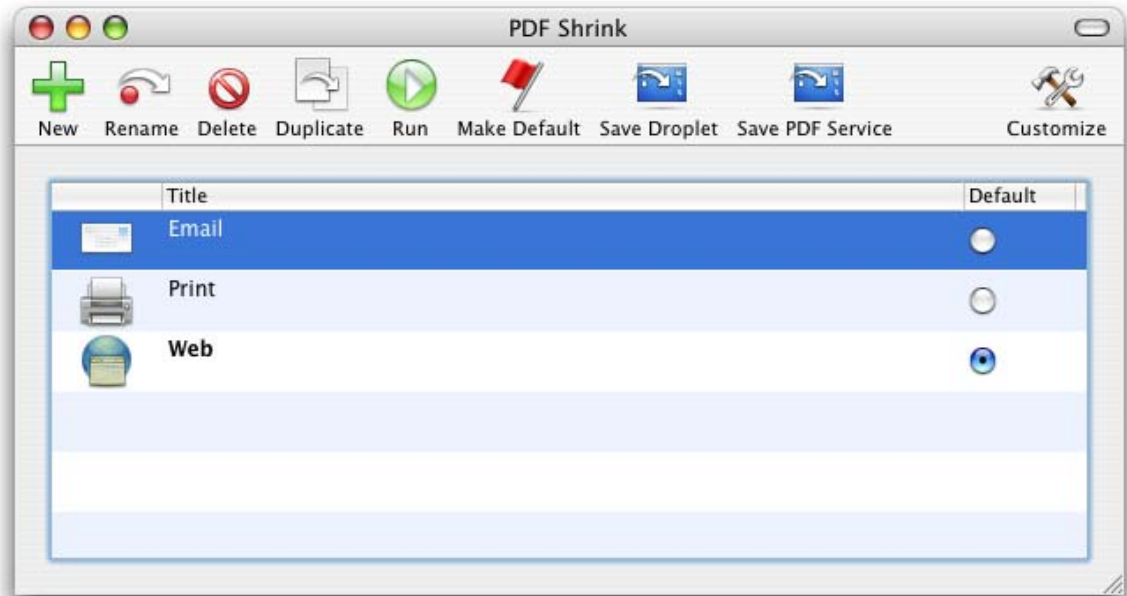
Select **Preferences** from the PDF Shrink menu to access the preferences dialog.

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

Report Crashes. PDF Shrink contains a built-in crash reporter for quality assurance. If enabled with this checkbox, PDF Shrink will report any crashes to Apago. 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.

3.0 Compression and Resolution Options

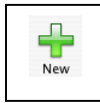
PDF Shrink provides control over the image compression, resolution and security in the output PDF. These options are specified and saved in a named configuration or settings file. To shrink PDFs or create a Droplet or PDF Service, you must first create a named configuration set. See **Section 3.1 - Basic Compression and Resolution Options** for more information on creating and editing configuration sets. The PDF Shrink Document Manager displays saved configuration sets. PDF Shrink comes with three basic configurations. These provided configurations can be changed or new configurations can be created as needed. To process a PDF using the options selected in a configuration set, drag and drop the PDF to a configuration to be used.



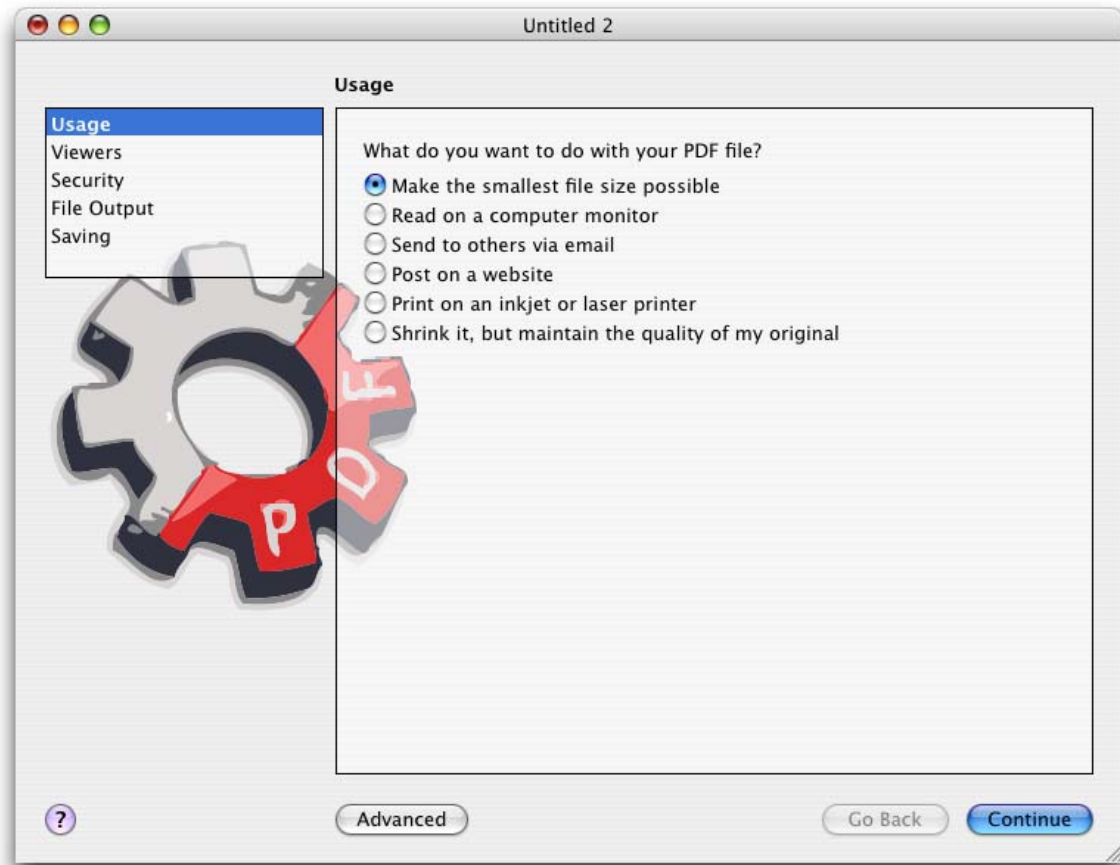
The toolbar provides buttons to use the saved configuration sets. To create a new set, select **New** from the document manager toolbar to access the configuration wizard. See **Section 3.1 - Basic Compression and Resolution Options** for more information on creating and editing configuration sets. **Rename**, **Delete** and **Duplicate** allow you to manage the configuration sets displayed in the PDF Shrink Document Manager. **Run** 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. **Save Droplet** makes a tiny application called a droplet using the selected configuration. Any PDF dropped on the droplet is processed by PDF Shrink using the specified configuration. For more information on the use and creation of Droplets, see **Section 4.4 - Working with Droplets**. A PDF Service can be evoked from the print dialog to shrink PDFs as they are created. Save PDF Service will create a PDF Service form the selected configuration. See **Section 4.5 – Working with PDF Services** to learn more about PDF Services.

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.

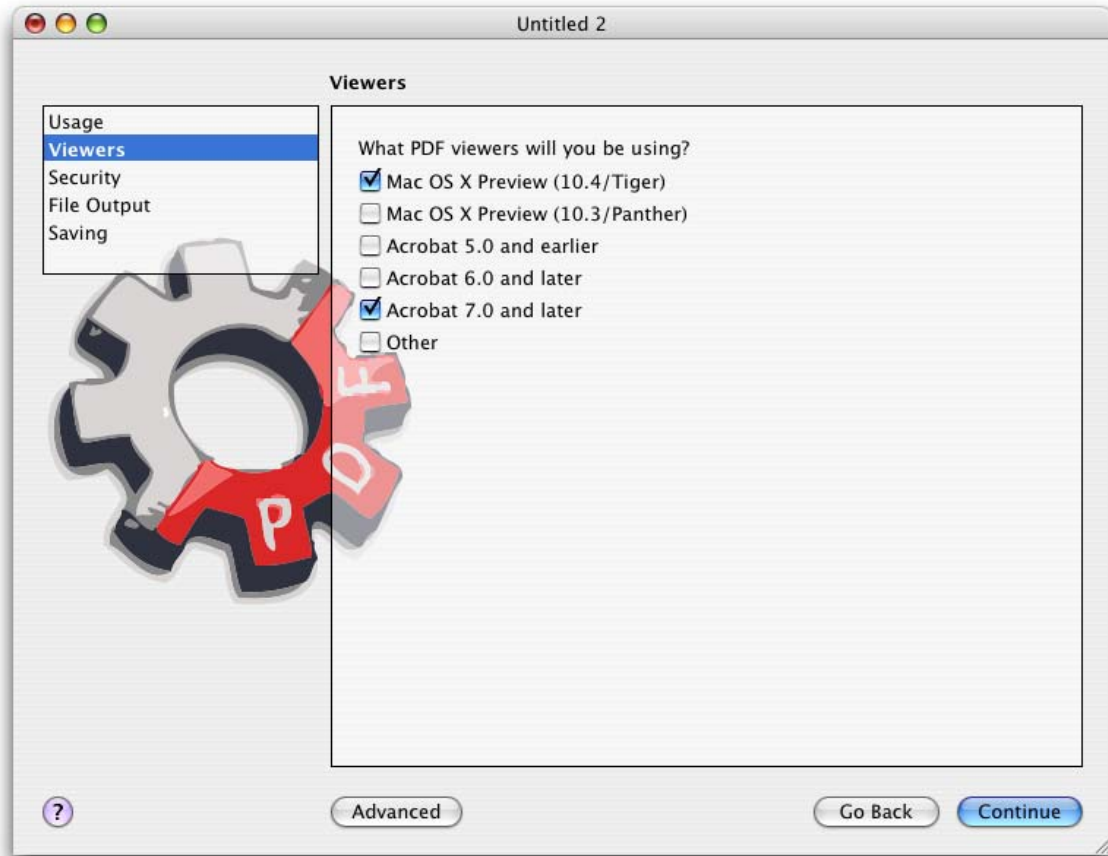


To Create a New configuration, click the new button. To Edit an existing Configuration, double-click on the configuration name in the Document Manager Window. Both methods launch the Configuration Wizard. By default, the wizard presents questions designed to determine the intended use of the PDF output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



Usage is the first panel of the Configuration Wizard. Chose 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 quality of the output PDF.



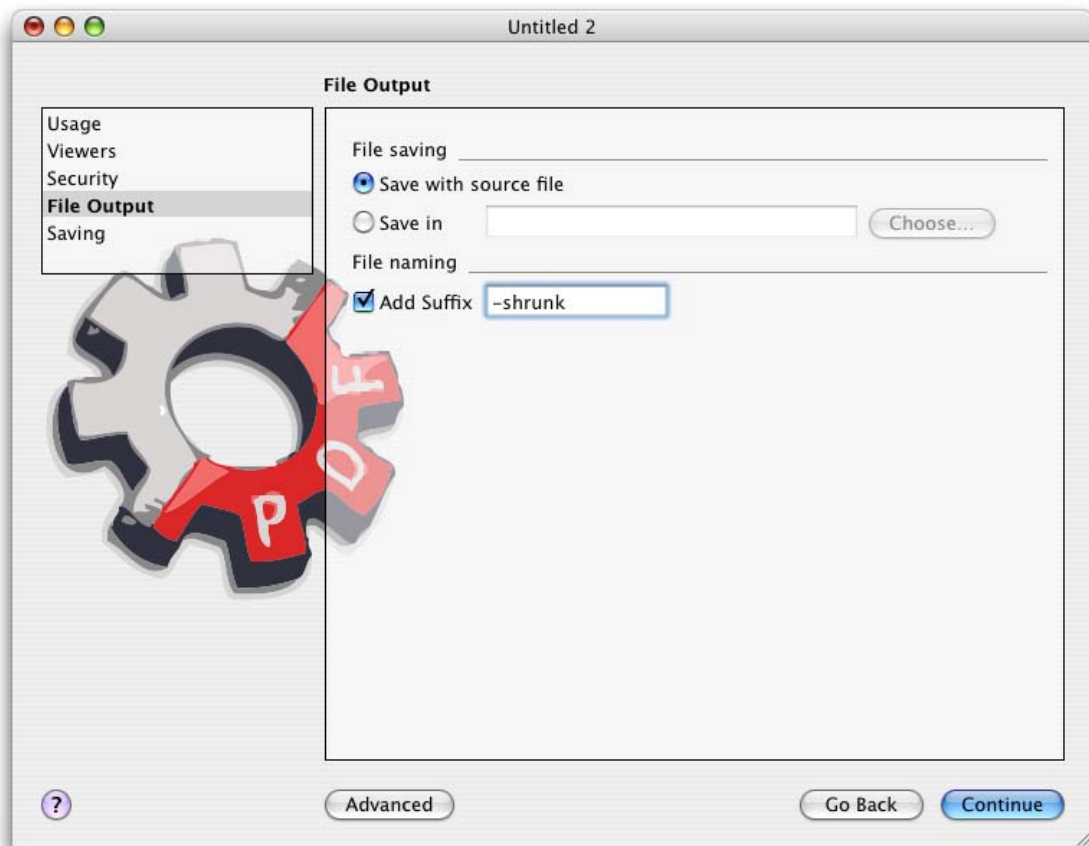
Viewers is the second screen of the Configuration wizard. Select all that apply.

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.



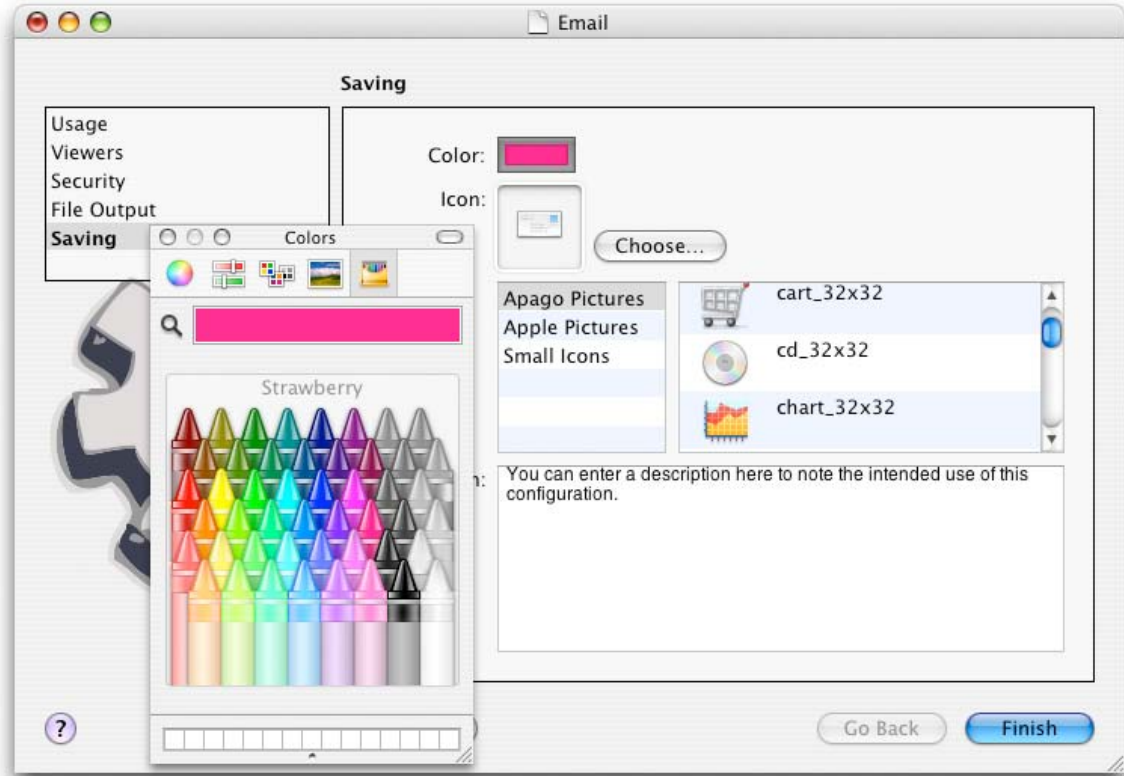
Security, the third panel of the configuration, determines whether to encrypt the output PDF.

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 manager 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 in the same directory as the original or to use a specific directory without regard to the original file's location. If you elect to write the output to the same directory as the 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.

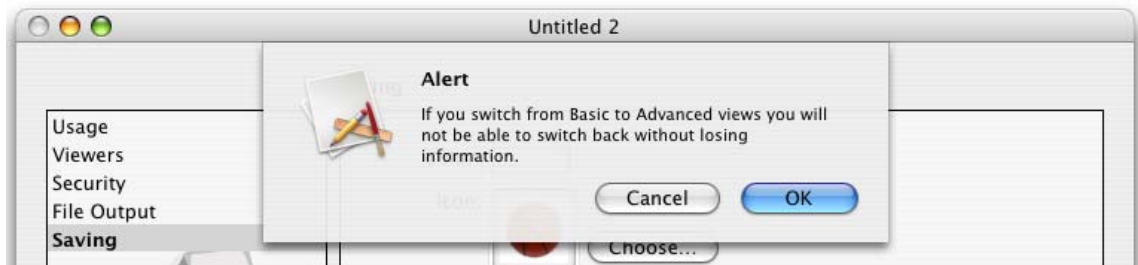


Saving Panel determines the name, color and icon displayed for the configuration in the document manager.

Each configuration is identified by an icon, name and color. The saving panel is used to select or edit those values. The icon and color selected here pertain only to the configuration set. They do not change the output PDF in anyway.

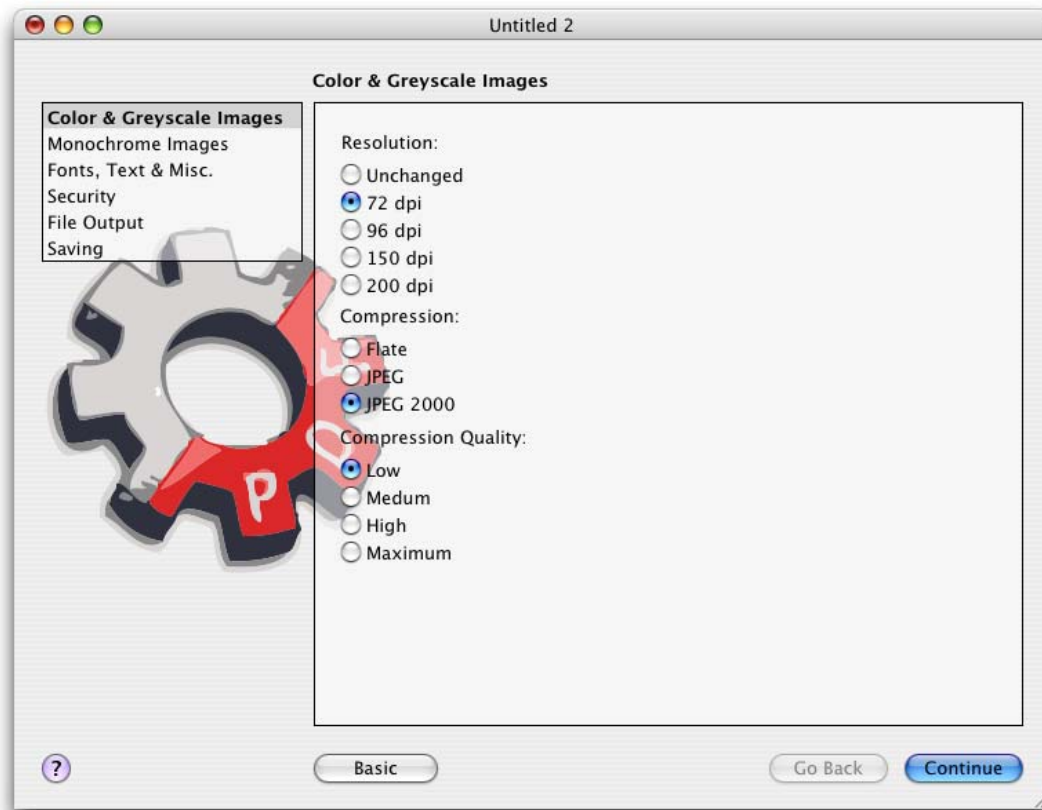
Section 3.2 – Advanced Compression & Resolution Options

Click the Advanced button to switch to the advanced configuration menus 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 menu views.

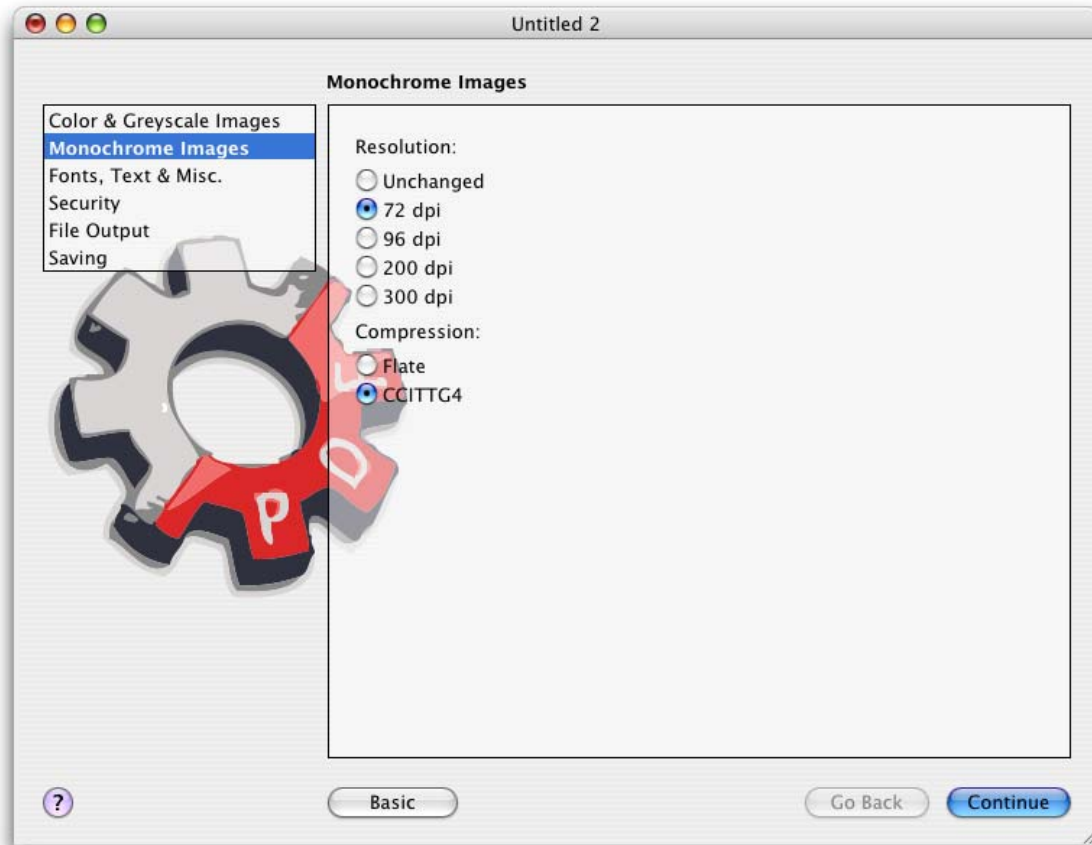
The Color and Grayscale images dialog determines what resolution and compression options PDF Shrink applies to images in the original PDF.



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.

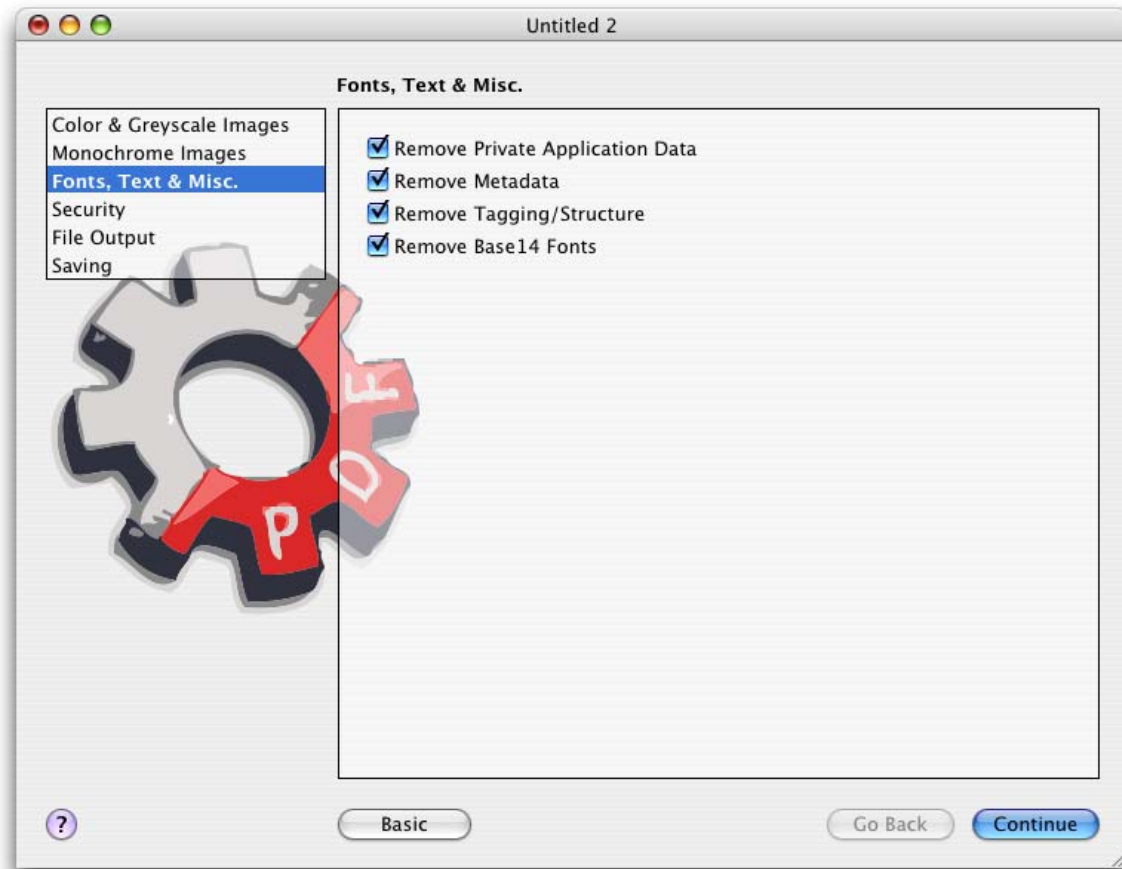
Compression choices for Color & Grayscale images are Flate, JPEG or JPEG 2000. **Flate** is a loss-less compression technique that is compatible with all PDF viewers. Lossless compression does not alter the image in any way but results in large file sizes than JPEG or JPEG 2000 compression methods. **Flate** 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 he 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 the lowest quality images. Conversely, Maximum provides the least compression and the highest quality images.



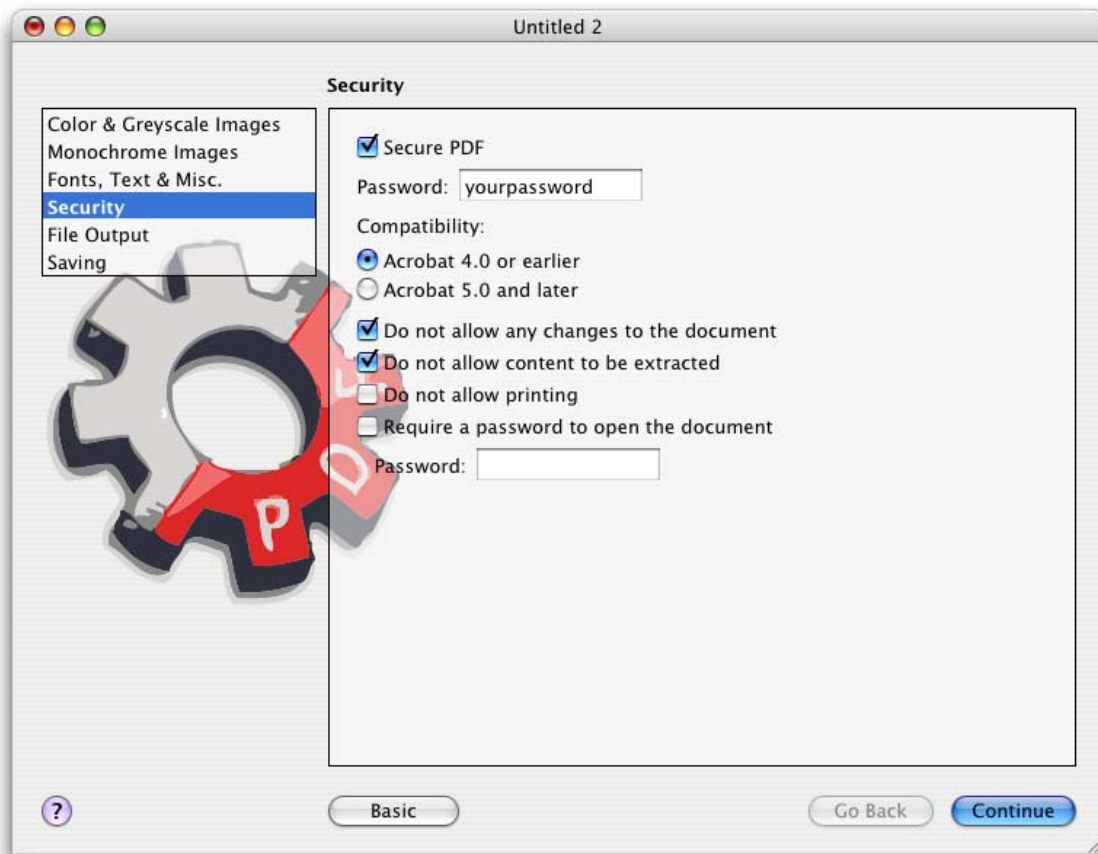
Monochrome Images controls the resolution and compression of bitmaps.

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 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 G3/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.)



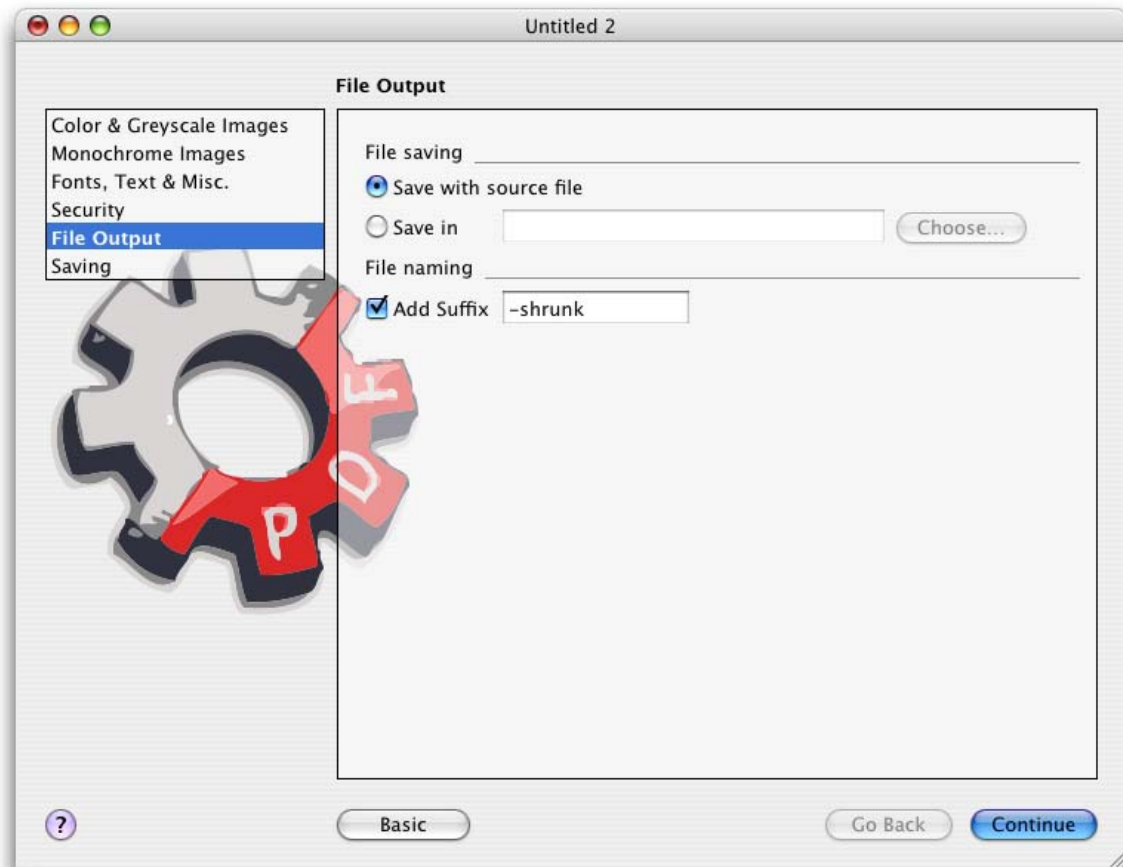
The Fonts Text & Misc. dialog controls the handling of non-image data.

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.



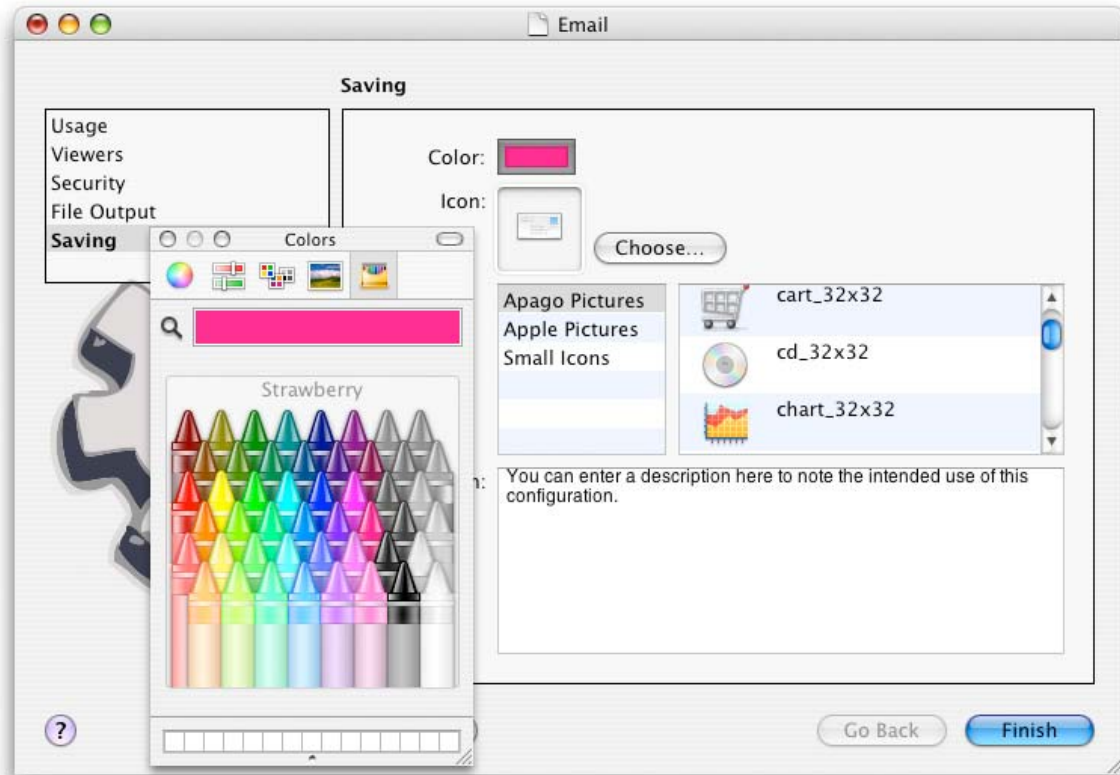
Security, the fourth panel of the configuration, determines whether to encrypt the output PDF.

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 manager 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 in the same directory as the original or to use a specific directory without regard to the original file's location. If you elect to write the output to the same directory as the 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.



Saving Panel determines the name, color and icon displayed for the configuration in the document manager.

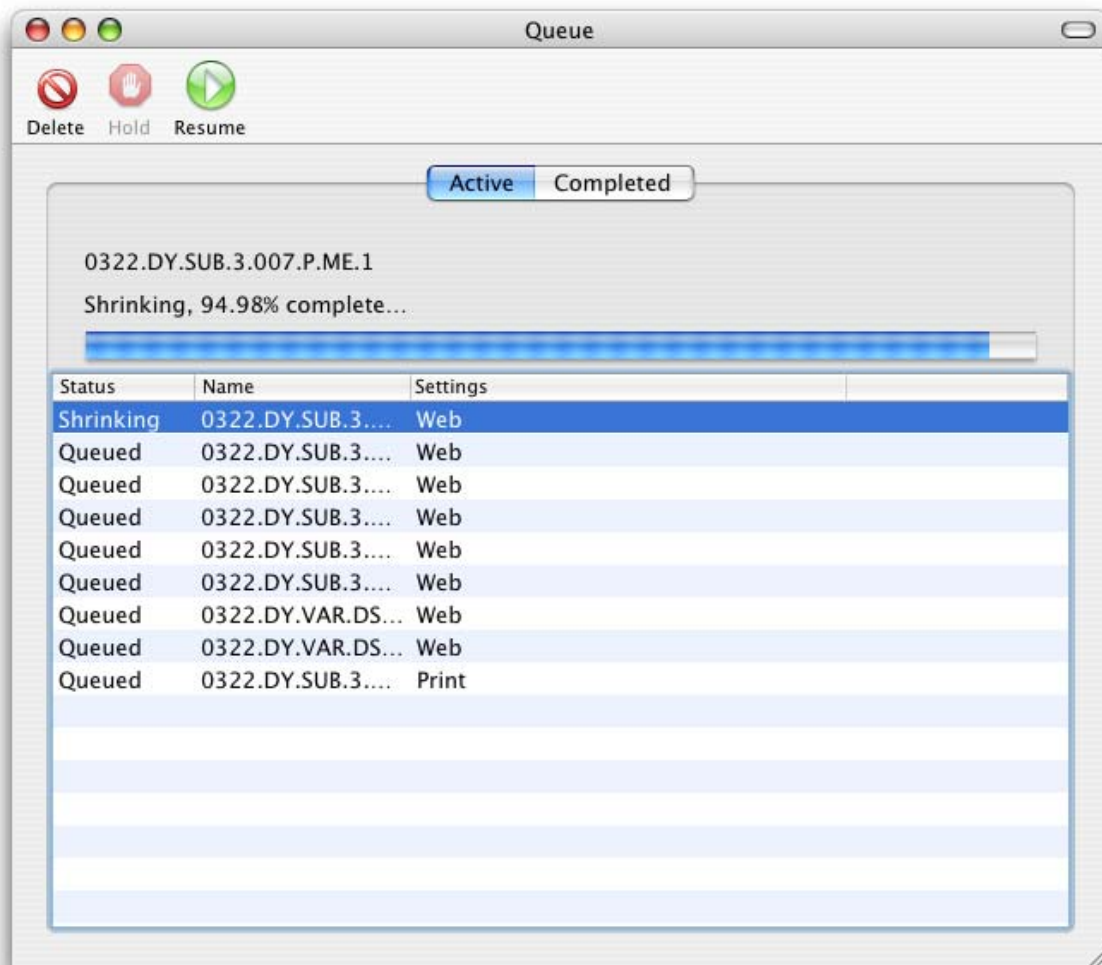
Each configuration is identified by an icon, name and color. The saving panel is used to select or edit those values. The icon and color selected here pertain only to the configuration set. They do not change the output PDF in anyway.

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 specify another configuration by launching the application and selecting the configuration from a list. And PDF shrink can be used as Droplets or PDF Services – each one referencing a different configuration. When processing a file, PDF Shrink’s Queue Monitor displays job progress and current status messages. The Queue Monitor also shows completed job information.

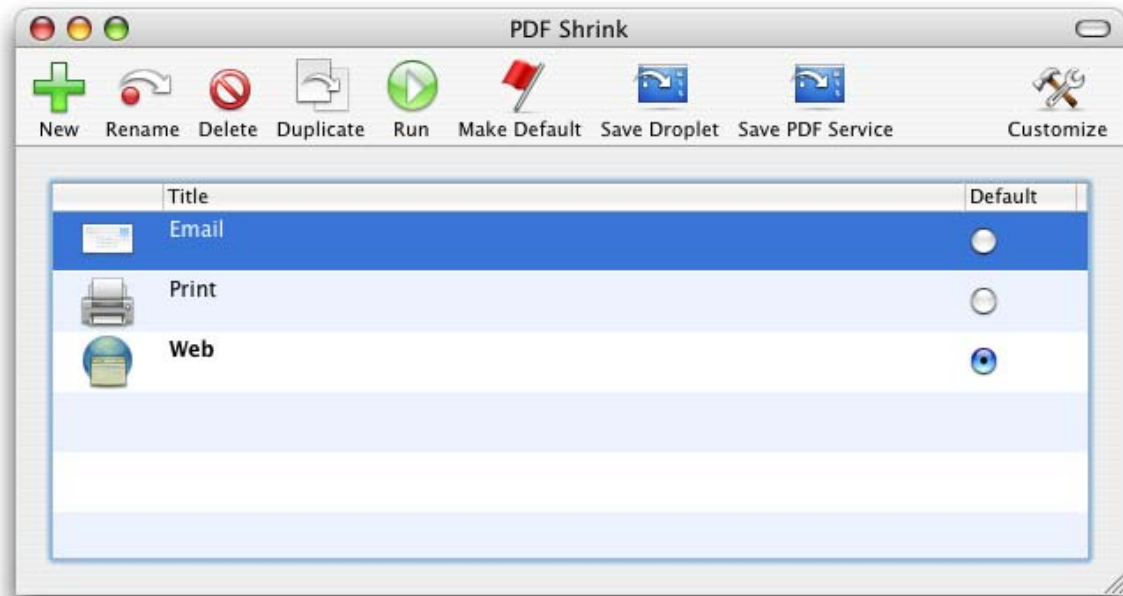
4.1 Basic PDF Processing

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.



4.2 Submitting Jobs Through the Document Manager

The PDF Shrink Document Manager window opens when the program is launched. You can process PDF documents using the Document Manager. If the window is closed, press CMD-1 to open the window again or select **Show Document Manager** from the **Window** menu.



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



Alternatively, highlight the configuration you wish to use to process a single file, and click the run button. A file open dialog is displayed allowing you to pick the PDF to be processed.

4.3 Using PDF Shrink Queue monitor

When processing a file, PDF Shrink displays this status dialog. Queued jobs are waiting to be processed. Completed jobs are listed on the Completed pane. You can also submit PDFs through the Queue manager. Drag and drop the PDF that you want to process into the Active tab. PDF Shrink will process them with the default configuration settings. 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 CMD-2. When your PDF has been processed, you can doubleclick on the file name in the completed pane to open the output in your PDF viewer.

4.4 Working with Droplets



A droplet is a small Applescript application that process files that are dropped on to it. PDF Shrink has the ability to create droplets that will optimize PDF documents using a specified configuration. To create a droplet, highlight your configuration in the document manager and click the **Save as Droplet** button. You will be prompted to name the script. Click save to complete creation of the droplet. You can place the droplet anywhere you like. Once a droplet is created, you can drag and drop PDFs on the droplet in order to process them.

4.5 Working with PDF Services

With Mac OS X 10.2.4, Apple introduced a PDF Services feature that provided the ability to extend the built-in Save as PDF functionality. PDF Services allow post-processing of PDF files generated by the PDF button on standard Apple Print dialogs. PDF Shrink can create a script and add it to the PDF Service button. When executed, this will create a PDF and run the PDF through PDF Shrink using the configuration designated when the script was created.



From the Document Manager, select the configuration you want to use and click the **Save PDF Service** button to create a PDF Service script. You will be prompted to name the script. Click save to complete creation of the PDF Services script. PDF Shrink creates the service and places it in a PDF Shrink folder inside the PDF Services folder in the user's Library directory. Whenever the Print dialog is displayed, you can select the PDF Service by clicking on the PDF button. Then navigate to the PDF Shrink drop down and select your PDF Service from the list. Processed PDFs will named with the document name be placed in the directory specified in the configuration set using the specified suffix. If the original document has not be saved, the output PDF will be named "untitled" and placed on the desktop.

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) There are at least three possible reasons:

- 1) You create PDF files on MacOS X and want to reduce their file size.
- 2) You create PDF files using Adobe Acrobat Distiller or InDesign, or another program and want to reduce their size so that you can reuse the PDF on the web or email them to someone.
- 3) You want to remove unneeded data like Photoshop and Illustrator edit information or metadata which may not be needed for your purposes. This information takes up space in the PDF file.

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 4 different levels of JPEG compression so that you can choose the best 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 interpretation 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 (ie. "_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, ie. 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 ColorSync and ICC profiles?

A) No. However, our PDF Enhancer software does fully support ICC color management. Visit http://www.apago.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) Yes. The configuration filesets are stored in the user's home Library/Application Support/Apago/PDF Shrink/Settings directory. The files can be copied to the same location on any machine.

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

A) No, PDF Shrink is currently only available for Mac OS X. Please send email to sales@apago.com if you would like to use PDF Shrink on another operating system.

Q) What are the system requirements to run PDF Shrink ?

A) An Apple Macintosh G3 or G4 computer running MacOS 10.4 (Tiger) with at least 128MB of RAM.

Q) Does PDF Shrink require Adobe Acrobat?

A) No.

Q) Is PDF Shrink a universal application?

A) Yes, PDF Shrink 4 is a universal application. PDF Shrink 3 and earlier are Cocoa applications.

Q) Does PDF Shrink support Dual-core Intel architecture and the dual CPUs in G4 towers and XServe?

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

Q) Does PDF Shrink support drag and drop?

A) Yes. You can drag PDF files or entire folders to any configuration in the main window. If you drag the files to the PDF Shrink icon or to the **Active** pane in the Queue Monitor, the document will be optimized with the default configuration.

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

A) Not with the current version of PDF Shrink. We intend for PDF Shrink to be used before the password is applied to the file. If you would like to see this feature added, please email sales@apago.com with your request.

Q) Does PDF Shrink support AppleScript?

A) Yes.

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 and would like to import my settings – is there a way to do that?

A) Yes. The first time you run PDF Shrink 4, it will import settings from PDFshrink 3.1. Or you can just hold down the option key when you launch PDF Shrink 4 until you see a dialog asking if you want to import settings from a previous version.

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

A) If the software crashes, you can use the built-in crash report. Otherwise, please send an email to support@apago.com or call us at +1 770 619-1884.



COPYRIGHT 2002-2006 BY Apago, Inc.
4080 MCGINNIS FERRY ROAD, SUITE 601
ALPHARETTA, GA 30005
PHONE 770.619.1884 - FAX 770.619.1885

EMAIL: support@apago.com, sales@apago.com

Apago, and PDF Shrink, are trademarks of Apago, Inc.

All other trademarks are acknowledged and remain the property of their respective owners.