

Version 3.x

TRACKER SOFTWARE PRODUCTS PDF-Tools

**Adobe PDF Compatible File
Creation, Image Conversion, contents
extraction and much more !
Manual & User Guide**

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1 Using PDF-Tools

1.1 Welcome

PDF-Tools Help **Welcome**

Please note that we are in the process of updating this document as we introduce some new features and improved functionality - you may find some minor inconsistencies whilst this is performed - we felt the improvements justified the minor inconvenience this may cause in the interests of providing a more robust and user friendly product - we ask your indulgence in the short term.

Welcome to PDF-Tools!

Thank you for choosing PDF-Tools, we continue to strive towards providing the best possible [software](#) for the task in hand at a reasonable cost, but we fully accept that our job is never done, consequently we are constantly working to improve all of our products and [updates](#) are issued on a regular basis.

If you have difficulty using this product, find problems or wish to suggest enhancements - we would be pleased to hear from you, [support requests](#) are generally best served by visiting our web based support forums, but if you have any difficulty please contact our support staff directly by [email](#).

All Support issues are acknowledged by real people, not Auto Responders and we endeavour to do so within a maximum of 24 hours and resolve within that time frame whenever possible.

We regret we cannot offer assistance by telephone unless a paid support contract is in place and these are generally geared towards OEM Distributors and Major Corporate's.

If you are interested in Distributing PDF-Tools or any of our other products please contact our [Sales Department](#).

Thank you for choosing PDF-Tools.

Tracker Software Products

Document Management & Imaging Software

1.2 Overview

PDF-Tools Help **Overview**

PDF-Tools and how it works and what it can do!

PDF-Tools is an application for the creation and manipulation of fully Adobe compatible, native PDF Files.

Unlike its sister product available from Tracker Software Products, [PDF-XChange](#), PDF-Tools is not a printer driver and does not rely on any 3rd party application for the creation of files - save a viewer to view the created files if required.

With PDF-Tools you can:

[Bookmark creation](#) - make PDF files easy to navigate by adding Bookmark's, organised, clickable links to pages and topics!

[Convert a Batch of Image files](#) to one multipage PDF file or multiple single page PDF Files

[Extract](#) pages and/or ranges of pages from existing Adobe PDF Files to create a new PDF File.

[Merge](#) 2 existing Adobe PDF Files to create a new PDF File.

[Thumbnails](#) - Add thumbnail representations of pages to allow simple navigation of your file

[Extract Images](#) From a PDF file to an image format.

[Send Documents](#) - allows you to directly send your files via email (MAPI or SMTP) or Post files via HTTP or FTP protocols.

[Scan to PDF](#) - Scan directly to a PDF File from your scanner

[Extract Text](#) from your PDF file to an ASCII or Unicode text file.

[Add Watermarks](#)

[Renummer Pages](#)

[Crop and/or Rotate Pages](#) - Crop pages within a file and/or Rotate pages.

[Encryption/Password Protection](#) - Safeguard your information and access to your documents

When converting Image files you can also:

Mount multiple images horizontally and vertically on the page, PDF-Tools will automatically scale the images to fit you can also set margins and spacing which will be taken into account when scaling.

Add Header and Footer text in your chosen font and color to each page.

*Supported Image file formats for direct conversion (not thumbnails) are currently :

BMP, DCX, GIF, JBIG, JPG, JNG, PCX, PNG, TGA, TIFF, AMF/EMF/WMF.

*It should be noted that LZW compression of any of the above formats is not supported as this requires additional 3rd party patent/licensing which we do not as yet hold. Please also note that we are adding formats all the time - please check our web site for further details.

If you need to convert directly from other formats to PDF (for example Word, Excel, AutoCad - in fact any other Windows software) then you need PDF-XChange which acts as a Virtual Print Driver and can convert almost any file from any 3rd party application to a Native Adobe PDF file.

Developer SDK's are available for both PDF-XChange and PDF-Tools and allow Royalty Free distribution without further payment, with a few simple licensing limitations,
[for more details contact us.](#)

Important Note: All of our PDF related products are compatible with Acrobat Viewer 4.xx and higher and whilst our products should work with Windows 95(V2) we recommend windows 98 or later.

1.3 Getting Started

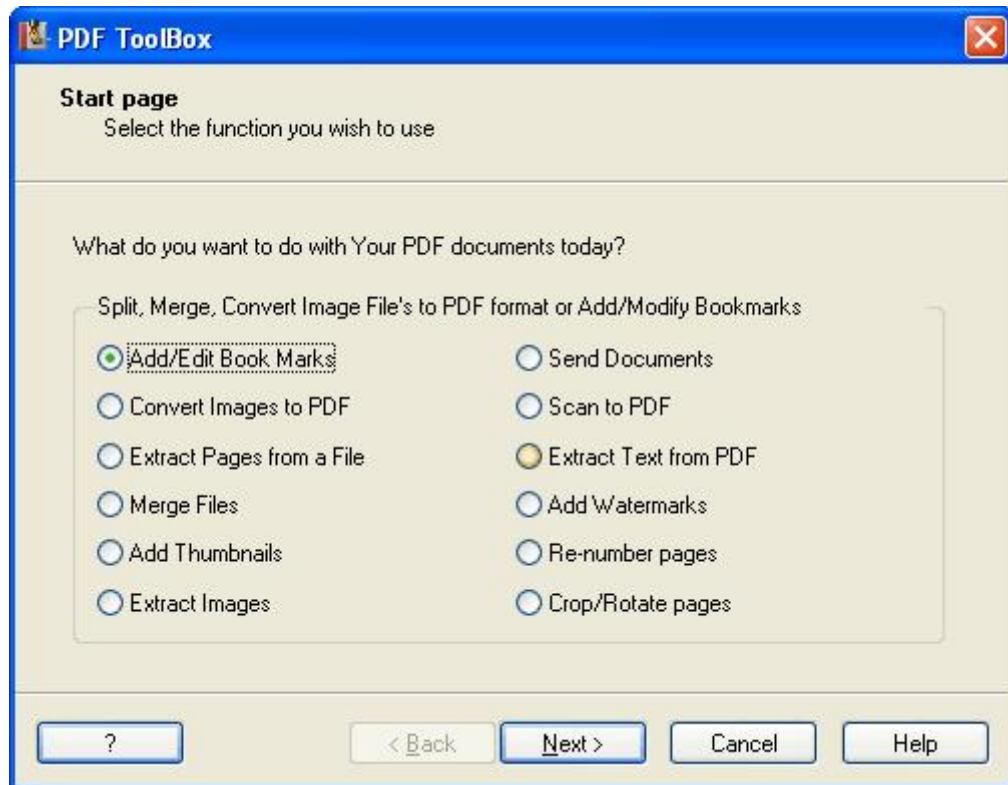
PDF-Tools Help **Getting Started**

Getting Started

On installation PDF-Tools should have created a link automatically for you, select the 'Start' Icon from your windows task bar, then Programs, from the list of applications available you should see 'PDF-Tools'.

If this is not the case, navigate to your installation folder for PDF-Tools, If you have only purchased PDF-Tools, this will be by default 'C:\Program Files\PDF-Tools' or if part of the PDF-XChange bundle this will be 'C:\Program Files\PDF-XChange'

Start PDF-Tools.exe and you will see the following screen or similar.



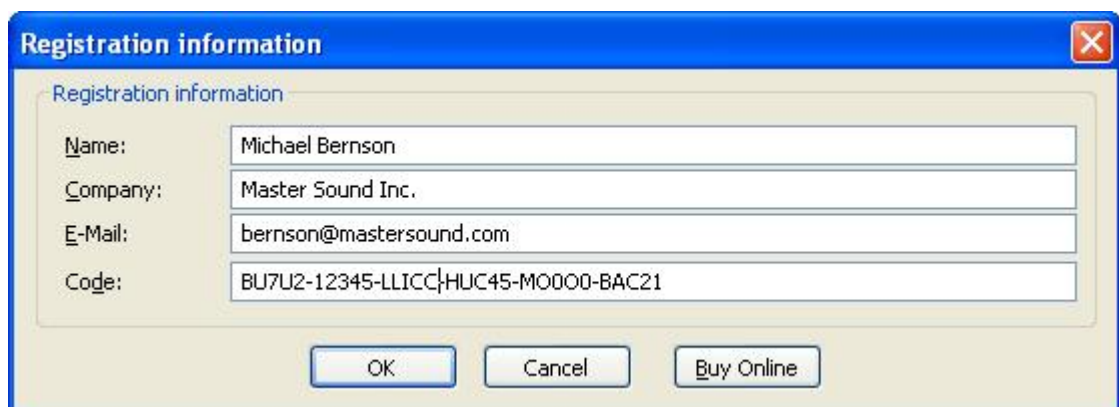
Select the Function you wish to use, [Bookmarks](#), [ExtractMerge](#) or [Images to PDF](#)

1.4 Register Your license

Registering your serial number.

Until such time as you have a license key - PDF-Tools will place an evaluation watermark on every page generated to denote the fact that the file was made using a demo version.

Once you have purchased a copy and have your license key (usually sent by email after purchase) simple copy this and paste into the Registration Window which can be located from the options available from the '?' button.



You will also require your serial number to access product updates as they are made available to entitled users from our [updates page on our web site](#)

1.5 Functions

1.5.1 BookMarks

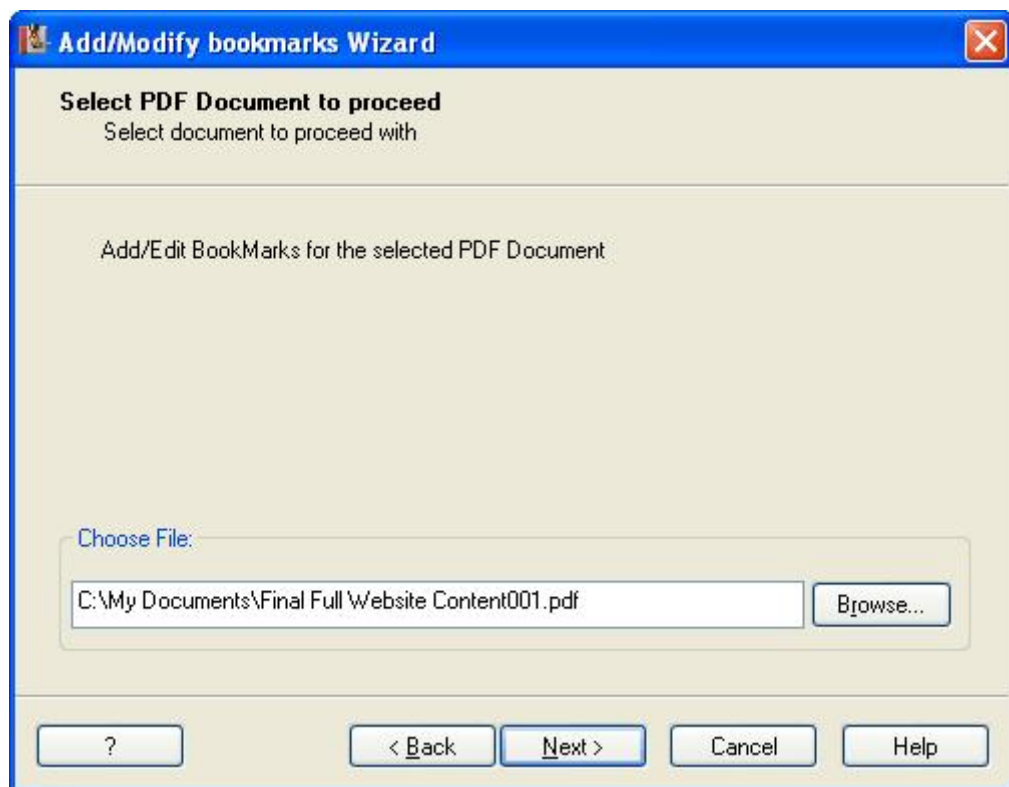
PDF-Tools Help **Bookmarks**

Bookmarks

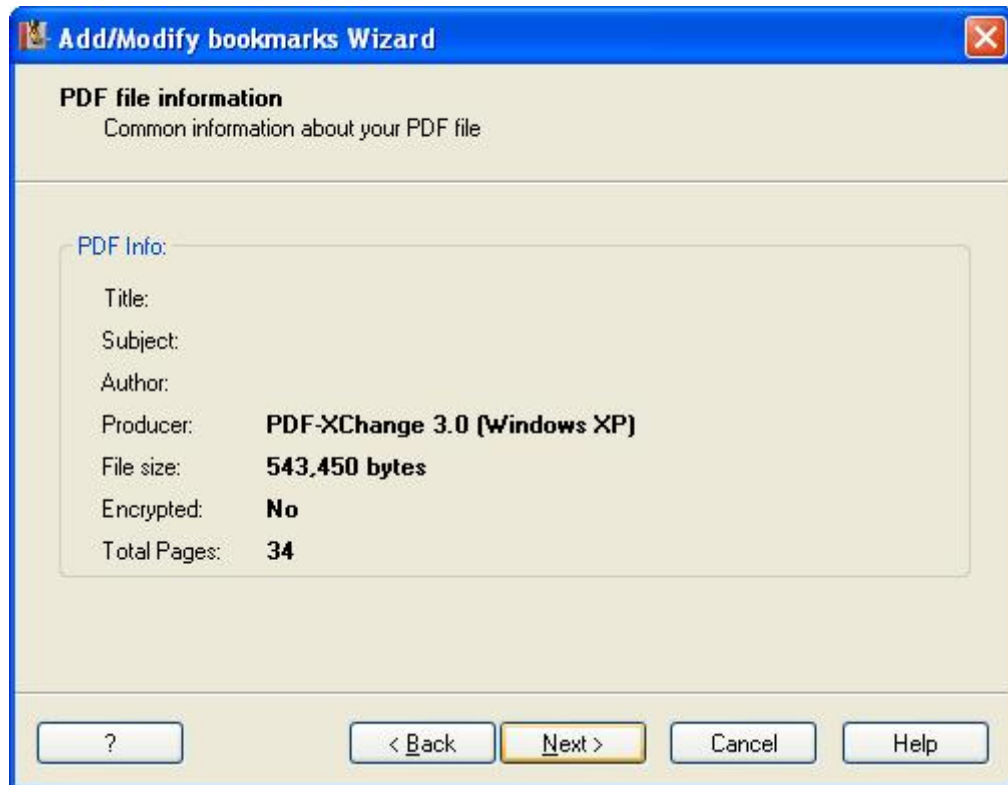
Bookmarks act like an Index to your PDF file, clickable links of text using text you specify, allowing your reader to easily navigate through the content of your file directly to the page or topic in question - start the PDF-Tools 'Manual' PDF file that came with this product to see just how useful and easy to use a file that has been created with Bookmarks - you can add new Bookmark's to an existing file any time, even if the file has been created by another product - PDF-Tools will preserve any existing bookmarks and allow you to add or amend any existing, truly native and compatible PDF file that adhere's to Adobe standards.

How to use the Bookmark function.

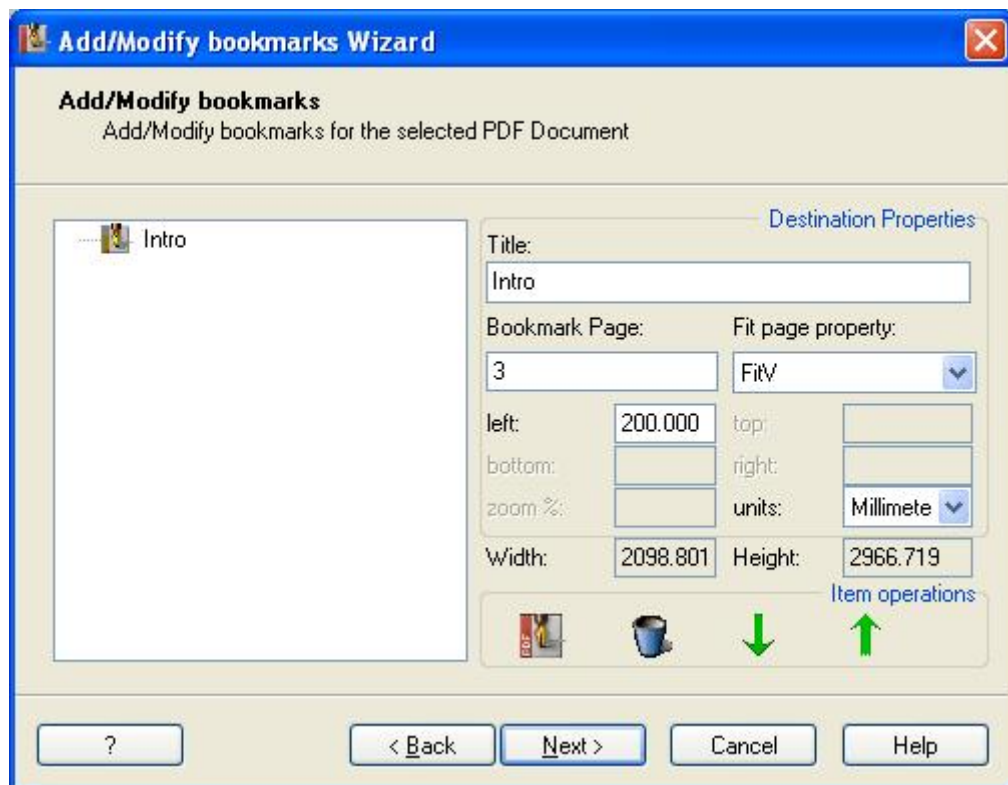
Select the PDF File you wish to work with.



The existing file information is presented to you - this cannot be edited:



Any existing Bookmarks will be preserved and displayed for you to edit if required or move up and down in the display order, or indeed delete so that you can start again.



Give your Book Mark a Title, select the page in the PDF file that the Bookmark refer's to and to which the reader will be taken to when they click the bookmark link. Finally choose the 'Fit' method, this sets up the alignment and the way in which the bookmark will 'Fit' in the list in terms of visual

representation, if this is wrong you can go back and edit at a later time.

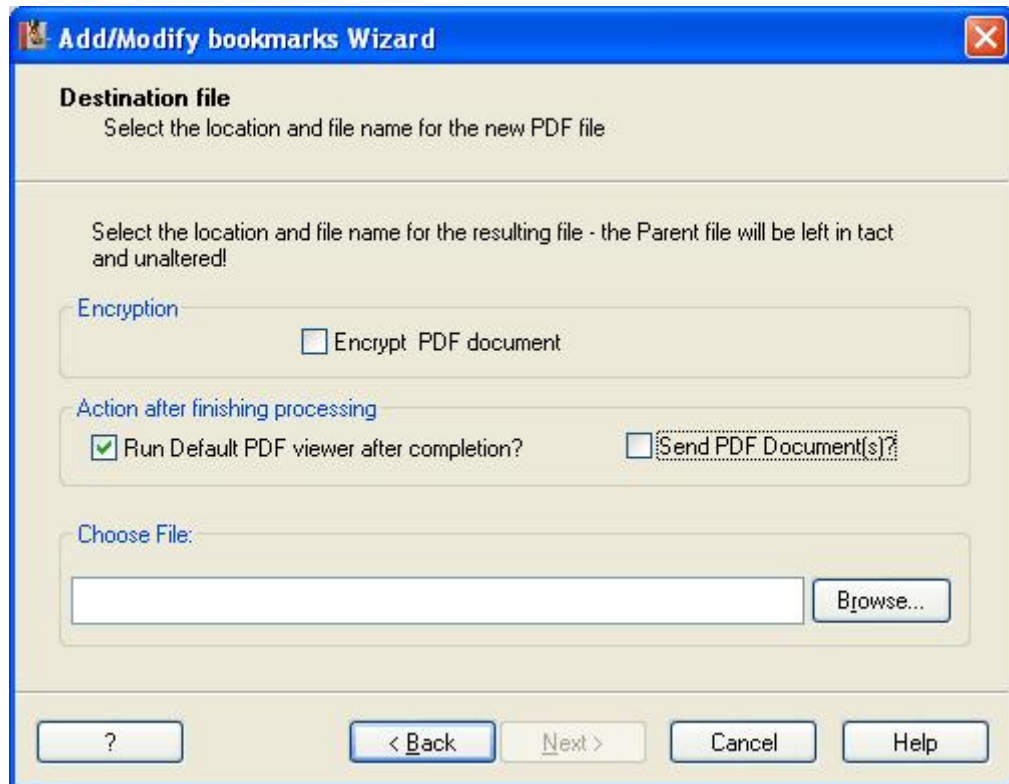
You can also 'Drag and Drop' Bookmarks to re-order them as required in your Bookmark list as shown above.

Important: Please note the page co-ordinates used for Bookmarks are measured from the bottom left corner - not the top as you might expect - this is in keeping with the specification of the PDF Format as detailed by Adobe.

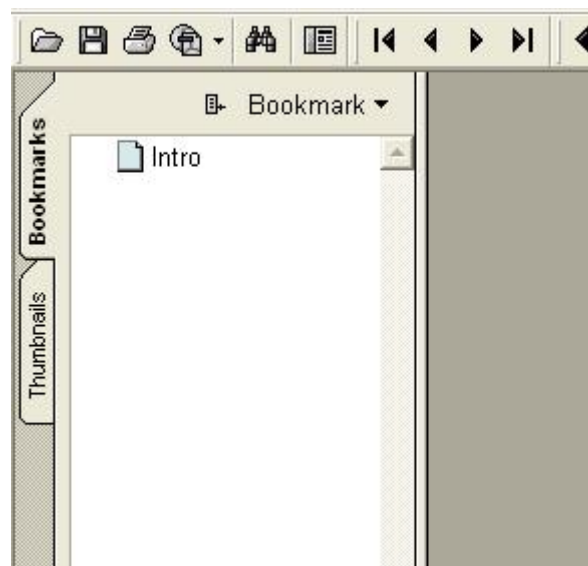
Please look at the table below to check Fit page properties available with the short descriptions

Name	Parameters	Specification	Description
XYZ	left top zoom	All versions	Display the page, with the coordinates (<i>left</i> , <i>top</i>) positioned at the top-left corner of the window and the contents of the page magnified by the factor <i>zoom</i> . A null value for any of the parameters <i>left</i> , <i>top</i> , or <i>zoom</i> specifies that the current value of that parameter is to be retained unchanged. A <i>zoom</i> value of 0 has the same meaning as a null value.
Fit		All versions	Display the page with its contents magnified just enough to fit the entire page within the window both horizontally and vertically. If the required horizontal and vertical magnification factors are different, use the smaller of the two, centering the page within the window in the other dimension.
FitH	top	All versions	Display the page with the vertical coordinate <i>top</i> positioned at the top edge of the window and the contents of the page magnified just enough to fit the entire width of the page within the window.
FitV	left	All versions	Display the page with the horizontal coordinate <i>left</i> positioned at the left edge of the window and the contents of the page magnified just enough to fit the entire height of the page within the window.
FitR	left bottom right top	All versions	Display the page with its contents magnified just enough to fit the rectangle specified by the coordinates <i>left</i> , <i>bottom</i> , <i>right</i> , and <i>top</i> entirely within the window both horizontally and vertically. If the required horizontal and vertical magnification factors are different, use the smaller of the two, centering the rectangle within the window in the other dimension.
FitB		PDF 1.1 and higher	Display the page with its contents magnified just enough to fit its bounding box entirely within the window both horizontally and vertically. If the required horizontal and vertical magnification factors are different, use the smaller of the two, centering the bounding box within the window in the other dimension.
FitBH	top	PDF 1.1 and higher	Display the page with the vertical coordinate <i>top</i> positioned at the top edge of the window and the contents of the page magnified just enough to fit the entire width of its bounding box within the window.
FitBV	left	PDF 1.1 and higher	Display the page with the horizontal coordinate <i>left</i> positioned at the left edge of the window and the contents of the page magnified just enough to fit the entire height

Click 'Next' when you have added all your Bookmarks and give your file a name.



Then click Process and your file will be created - if you selected to run the 'Default Viewer' on completion, your new PDF file will be displayed for viewing, and, if you selected to run the 'Send Wizard' on completion, you will be able to [send new PDF file via e-mail](#). If 'Encrypt PDF document' is selected - you will be prompted to set [Encryption/Password Protection](#).



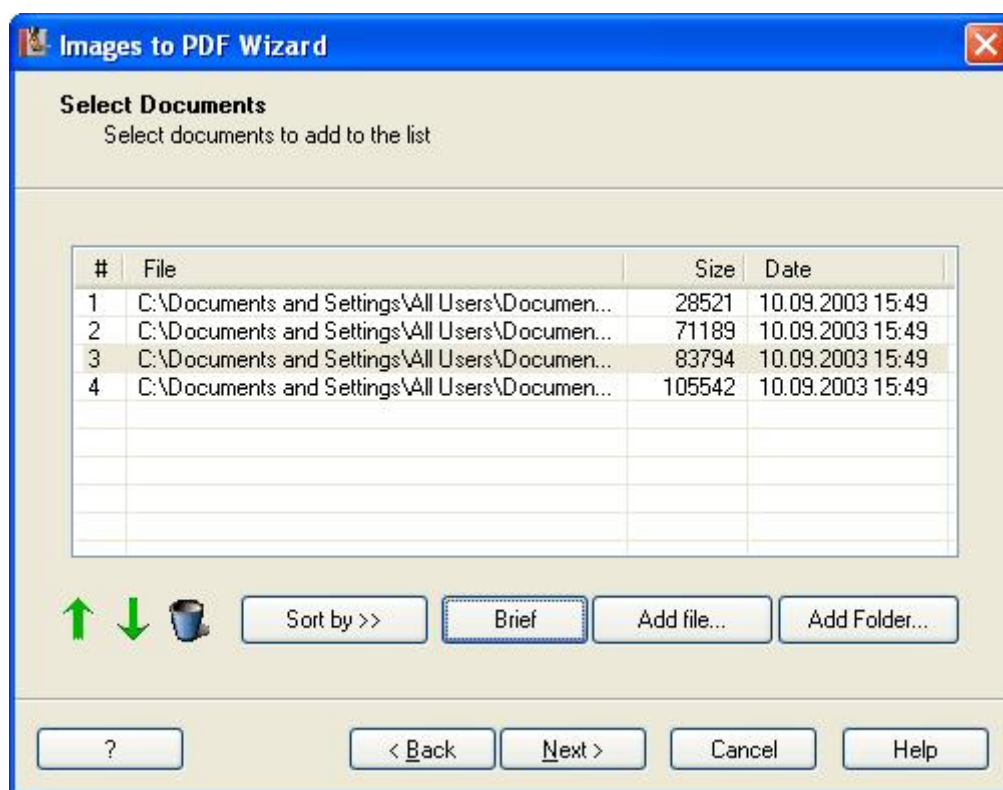
And that's it - you now have a professional and elegant PDF file, complete with Bookmarks!

1.5.2 ImagesToPDF

PDF-Tools Help **ImagesToPDF**

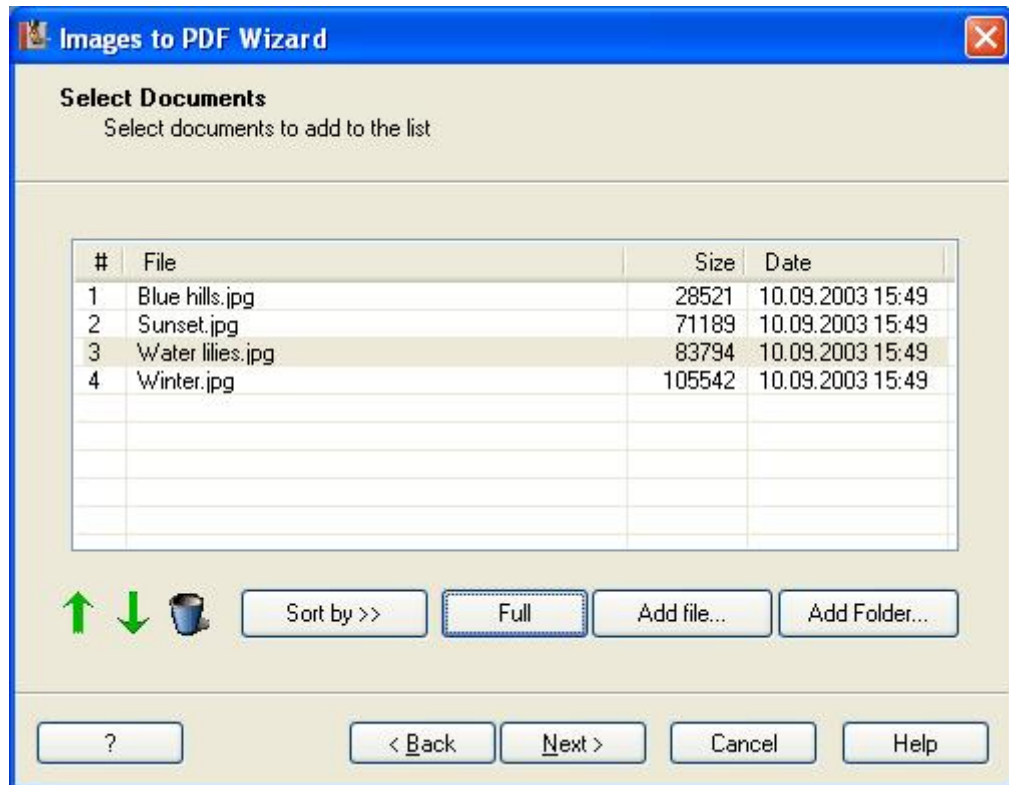
Images To PDF

If you wish to directly convert Image files to a single or multipage PDF file (batches can be converted in a single pass) select the 'Images to PDF' option and you will be presented with the following opening screen.

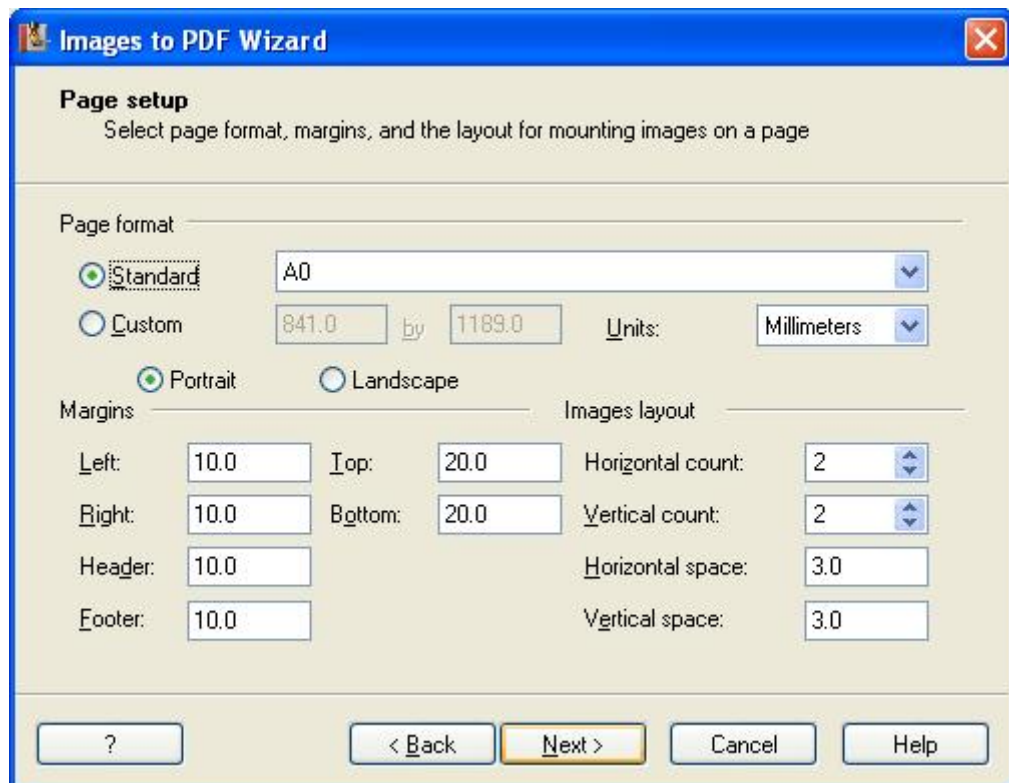


Select the Files you wish to convert, you can change the order pages/files should be processed and therefore displayed within a multipage file, using the up and down arrow icons. The bin icon removes a file from the list (useful if you have added an entire folder for ease and just wish to remove a small number of the files from the full folder list)

The 'Brief' buttons removes the files 'Path' or location from the listing just leaving the file name itself on show.



The file formats supported for direct conversion are listed on this window and will be added to in the future as PDF-Tools matures and demand requires given formats to be added to the conversion formats available.

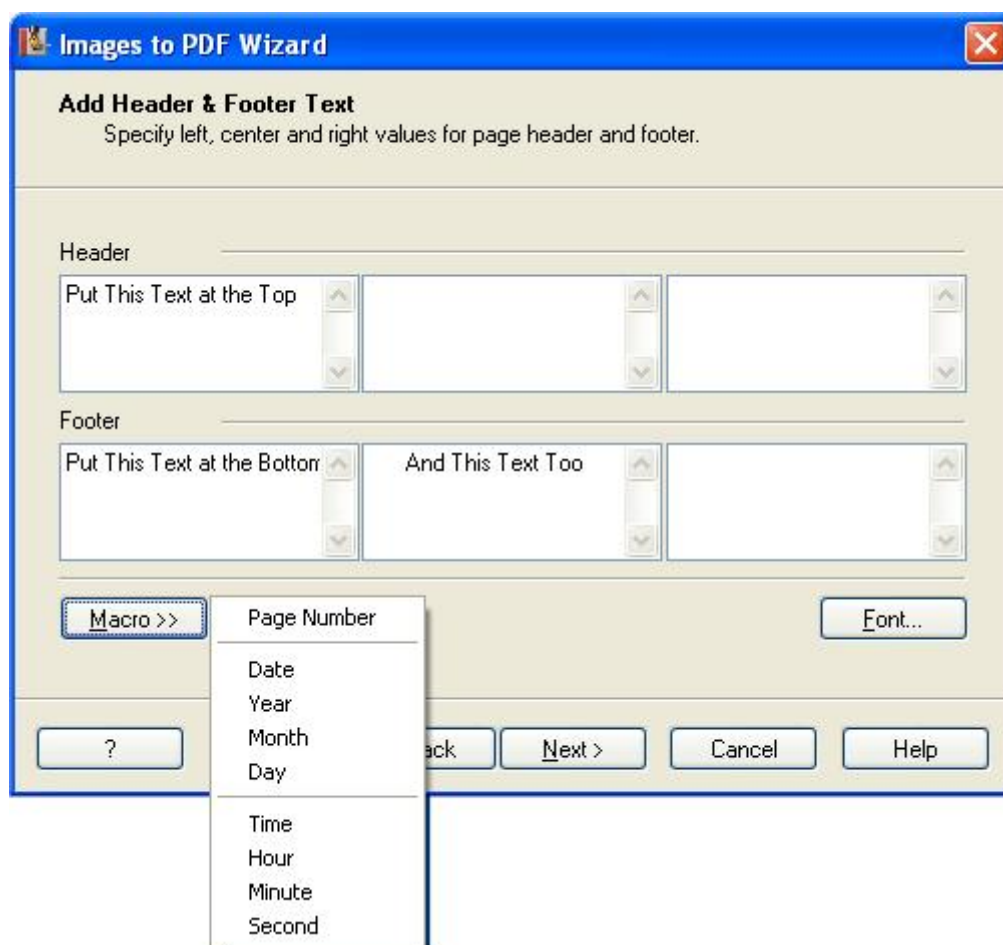


Next you can set various attributes - many of which will be obvious, margins etc.

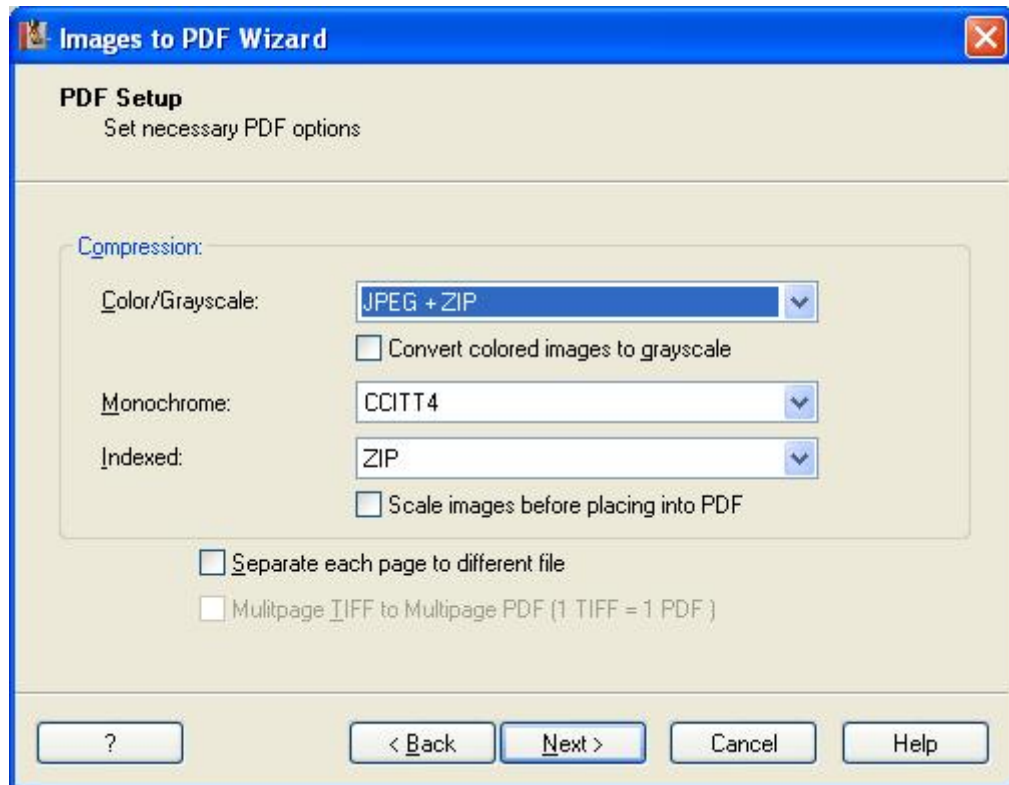
The Images layout however is a very useful means to mount several individual image file's onto a single page in your new PDF file, the window above shows 2 images presented horizontally and 2 vertically, meaning that the page (and any subsequent pages) will hold 4 image files per page and PDF-Tools will automatically scale the images to size to fit the parameters specified. This is a very useful feature and can offer many variations - we suggest you have a 'play' and test all the options to see what is possible.

IMPORTANT NOTE: Conversion of 1000's of images is entirely possible, but please note this can take sometime and the more demanding the task the greater the demands on system resources. If you do intend to make large conversion's in a single pass - ensure you have adequate, RAM, adequate FREE Drive space and that your 'Virtual Memory' settings are as large as possible - or you may encounter long delays and Windows could run low on resources!

We ran a test on a PC with Windows 2000, 256K RAM, and approx 8 GBytes of Virtual memory, 3000 JPG images of around 150KB each took around 22 minutes to create a single multipage file with 6 images (2x3) per page.



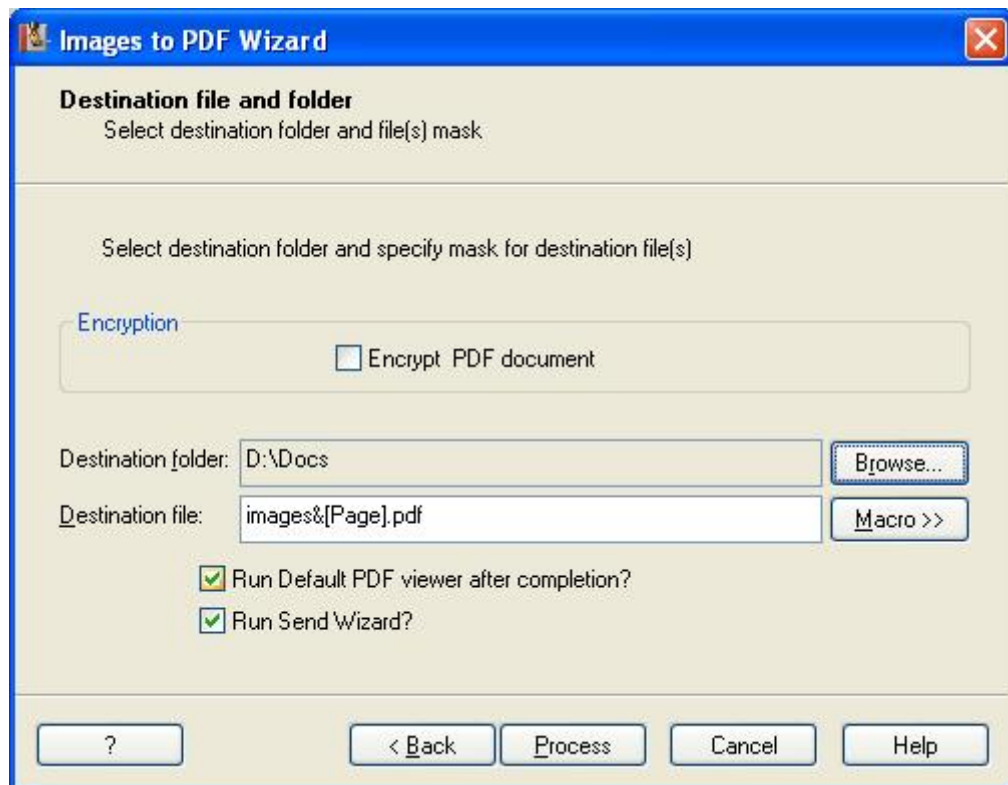
This next screen allows you to add Header and Footer text to your pages - you can enter the text yourself or use the 'Macro' formula's to create Headers/Footers uniquely for each page. The Font used for the Header/Footer is also completely in your control!



Select the compression you require and whether full color images should be converted to mono/gray scale to ensure the most compact file sizes are created.

If you choose to 'Separate each page to a different file' - PDF-Tools will create a sperate file for each page created - rather than a single Multipage file.

Note:If you choose to create a sperate file for each page - to ensure unique file naming for file created a Macro must be used for the file naming (see next window) you cannot use your own filename, or each new file created would overwrite the last.



If you have selected to create individual files for every page - choose a macro for the naming of this files - otherwise enter a location and filename for the destination file. Select Process to create the file, depending on the complexity and size of the file being created - this will take from a few seconds to some minutes, also the configuration/specification of your PC will have some affect on the time this process will take - but you will be kept informed of progress and when complete - if you selected to run the 'Default Viewer' on completion, you new PDF file will be displayed for viewing, and, if you selected to run the 'Send Wizard' on completion, you will be able to [send new PDF file via e-mail](#) . If 'Encrypt PDF document' is selected - you will be prompted to set [Encryption/Password Protection](#).

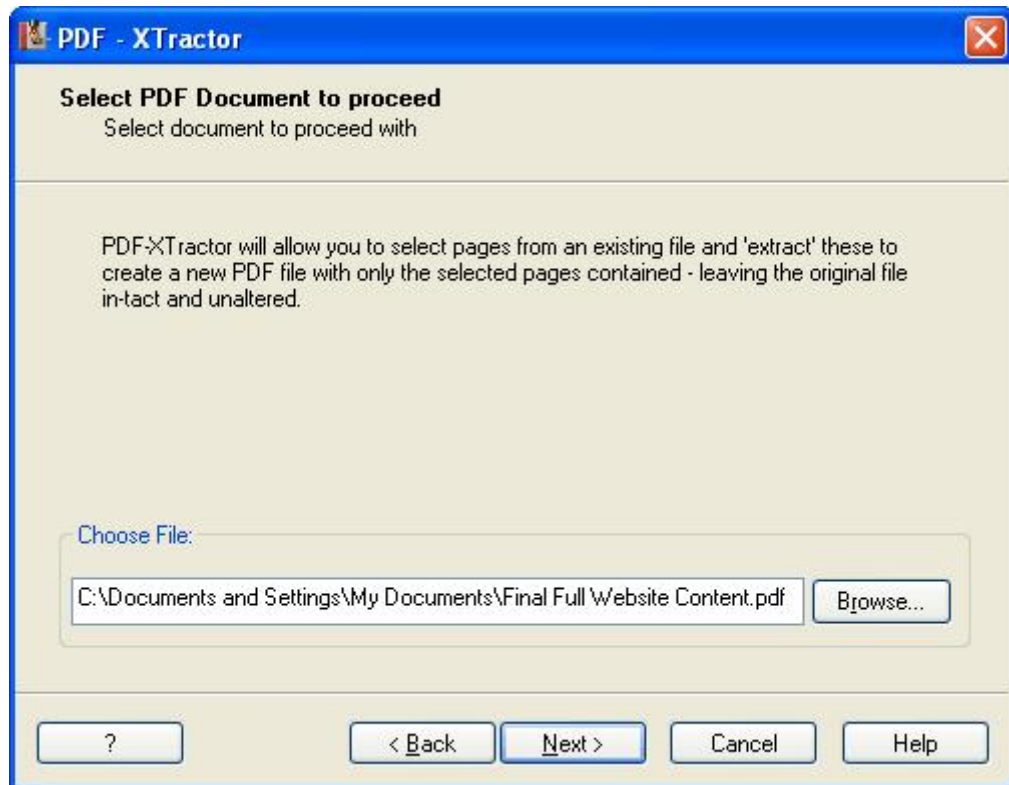
1.5.3 Extract Pages

PDF-Tools Help **Extract**

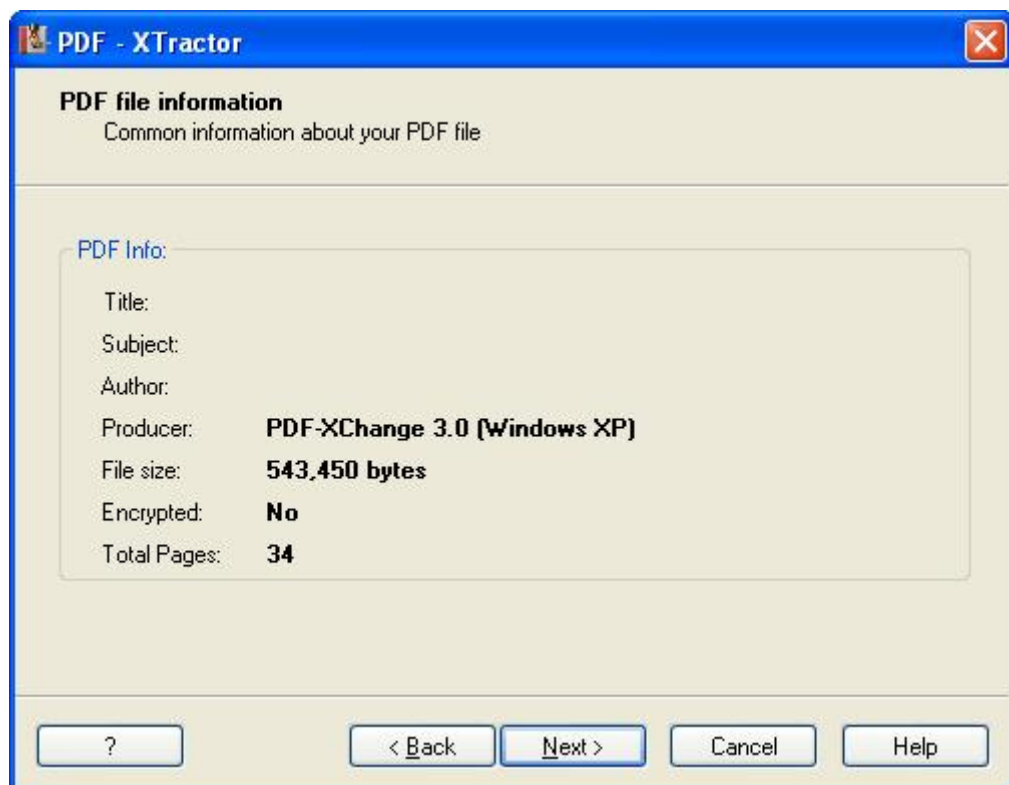
Extract

This function allows you to extract specific pages and/or ranges of pages from an existing File to create a New PDF File.

On selection you will see the following screen - follow the on screen instructions, firstly to select the 'source' file from which you wish to extract pages from.

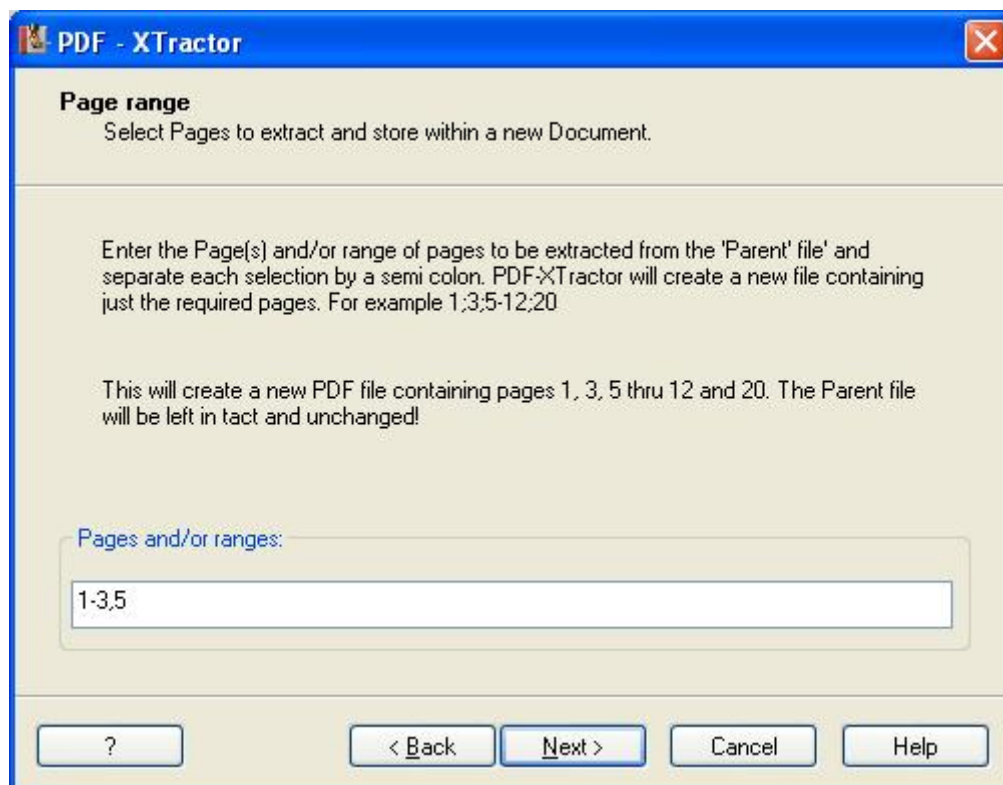


You will then see the following screen giving information about the file you have selected, such as any Title etc - but also the number of pages resident in the file.

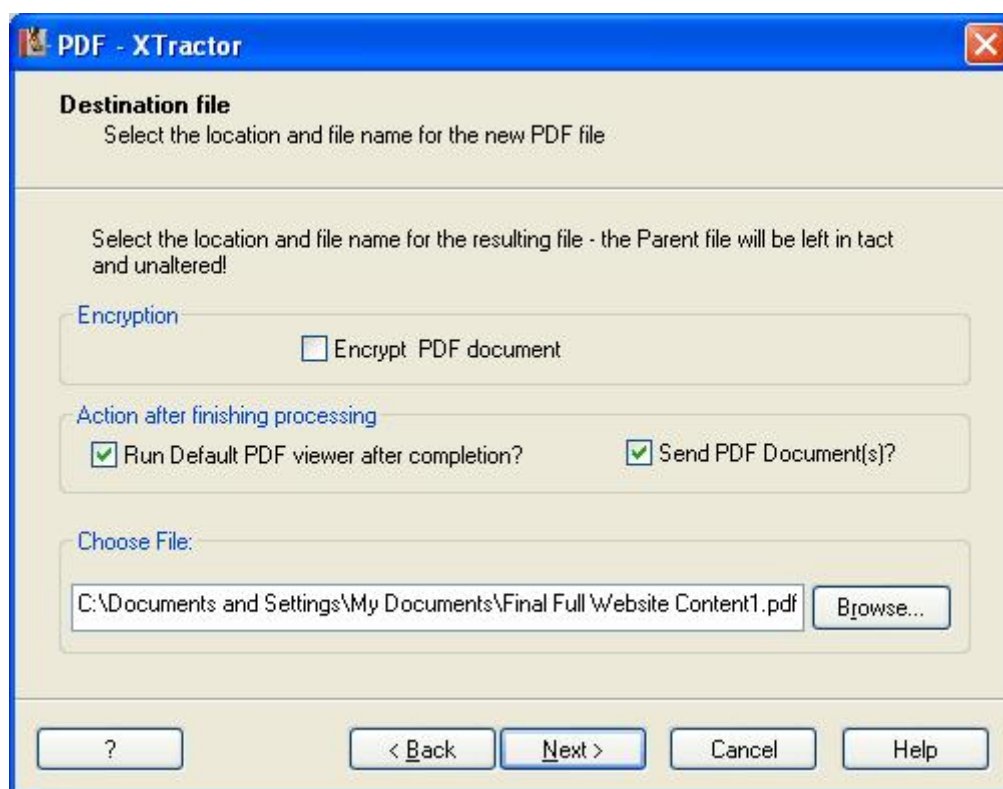


Next you must select the specific pages and/or range of pages your new file should contain.

The example below uses pages 1-5 in the source file (which is a 34 page file) except page 4 which is omitted.



Select the name and location for the new file.



When you select 'Next' creation of you new file will begin, depending on the complexity and size of

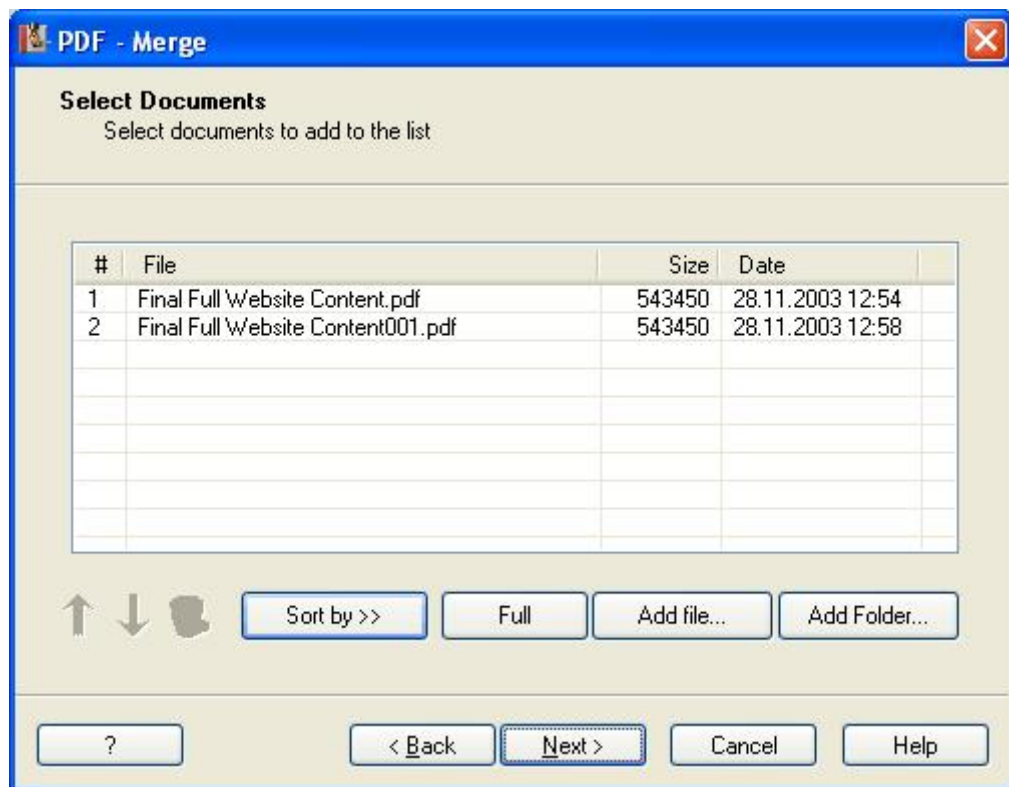
the file being created - this will take from a few seconds to some minutes, also the configuration/specification of your PC will have some affect on the time this process will take - but you will be kept informed of progress and when complete - if you selected to run the 'Default Viewer' on completion, your new PDF file will be displayed for viewing, and, if you selected to run the 'Send Wizard' on completion, you will be able to [send new PDF file via e-mail](#) .
If 'Encrypt PDF document' is selected - you will be prompted to set [Encryption/Password Protection](#).

1.5.4 Merge PDF Files

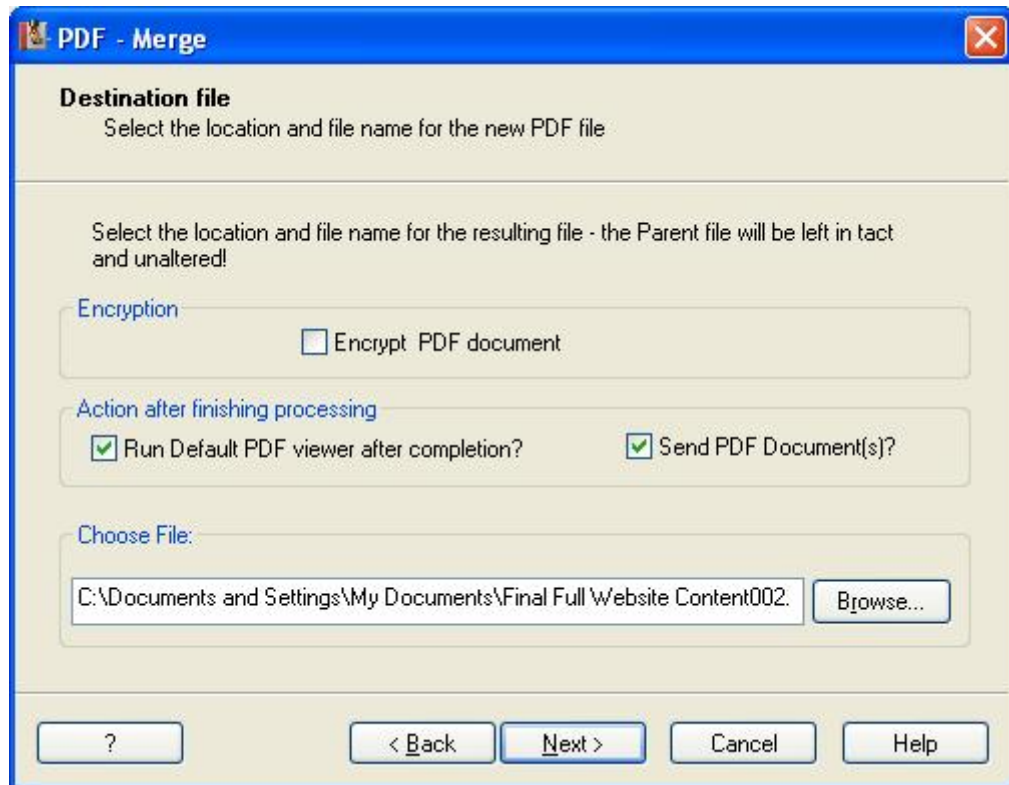
PDF-Tools Help **MergeTopic**

Merge

Should the need arise at any time to combine existing PDF files into a single file - PDF-Tools is up to the task, the simple process is described below.



Select the source files you wish to combine, making sure that the file that contains page 1 for the new file is listed first.



Select a filename and location for the resulting file and select 'Process' to begin creation, depending on the complexity and size of the file being created - this will take from a few seconds to some minutes, also the configuration/specification of your PC will have some affect on the time this process will take - but you will be kept informed of progress and when complete - if you selected to run the 'Default Viewer' on completion, you new PDF file will be displayed for viewing, and, if you selected to run the 'Send Wizard' on completion, you will be able to [send new PDF file via e-mail](#) . If 'Encrypt PDF document' is selected - you will be prompted to set [Encryption/Password Protection](#).

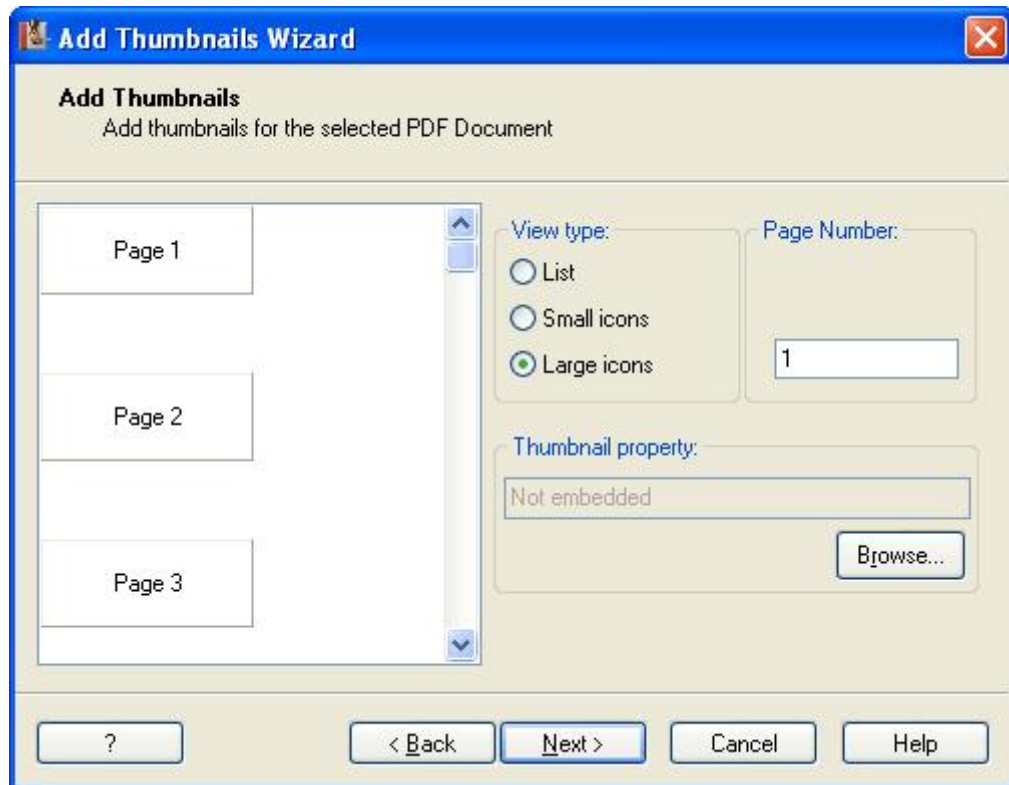
1.5.5 Thumbnails

PDF-Tools Help Thumbnails

You can add thumbnails to your PDF file to offer a graphical representation of the file contents and enhance navigation for your viewers very simply with PDF-Tools.

Select the 'Add Thumbnails' option and the file you wish to process.

Select the options you wish to add



PDF-Tools will create default thumbnails for you or you can add an image file to a specific page within your file using the 'browse' button and selecting the image file from those available on your system.

Select next to give the file and name and process your chosen selections!

1.5.6 Extract Images

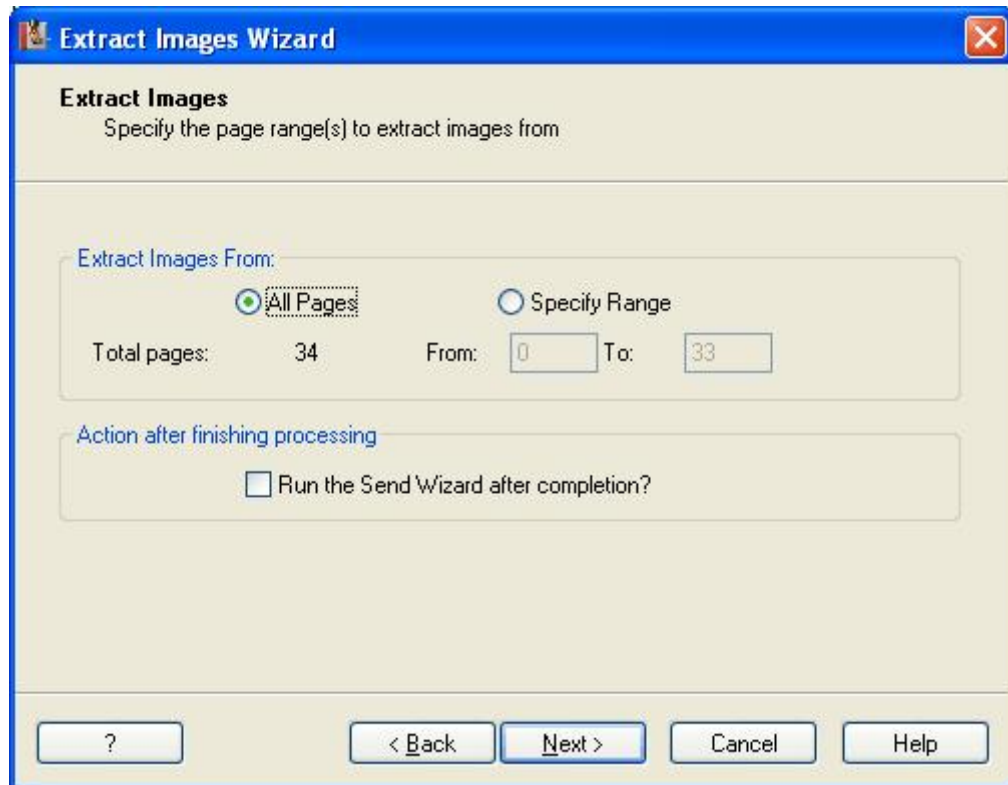
PDF-Tools Help Extract Images

It may at times be useful to extract the image content of a PDF file for use in other software etc.

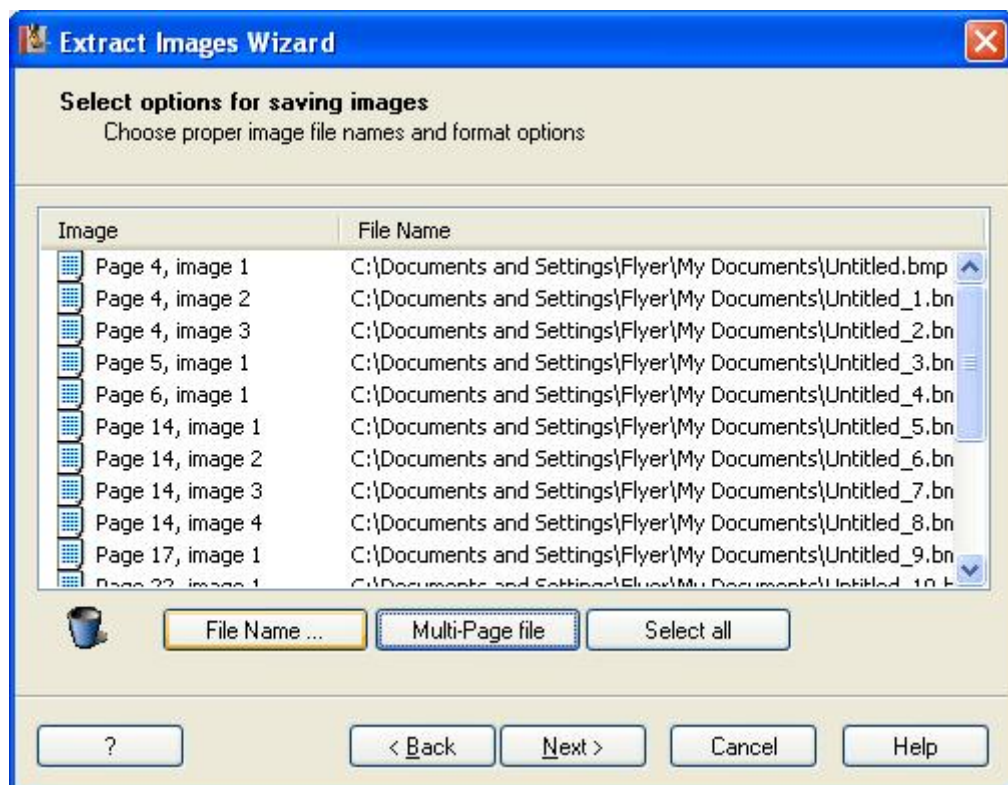
Provided that the PDF file in question was created in a compatible manner incorporating images from conventional Image file formats you can extract those images to any of the supported Raster Image formats.

Select Extract Images from the Wizard option buttons and then the PDF file from which you wish to extract images

The File will be processed to ascertain its contents and the next page reports a summary of this information select Next and continue.



Select the pages from which you wish to extract images - you can specify all pages or a range of pages - do be aware the bigger the file and the images it contains - the more demanding on your system resources the process will be and of course the longer it will take.



After analyzing the document is finished - you will see the list of images, found in the document.

Select the image(s) you want to extract (you may use 'Select All' button to choose all the images) and use one of 2 buttons: 'File Name...' or 'Multi-Page file' to save your images.

1.5.7 Send Documents

PDF-Tools Help **Send Documents**

Using the Send Documents Options.

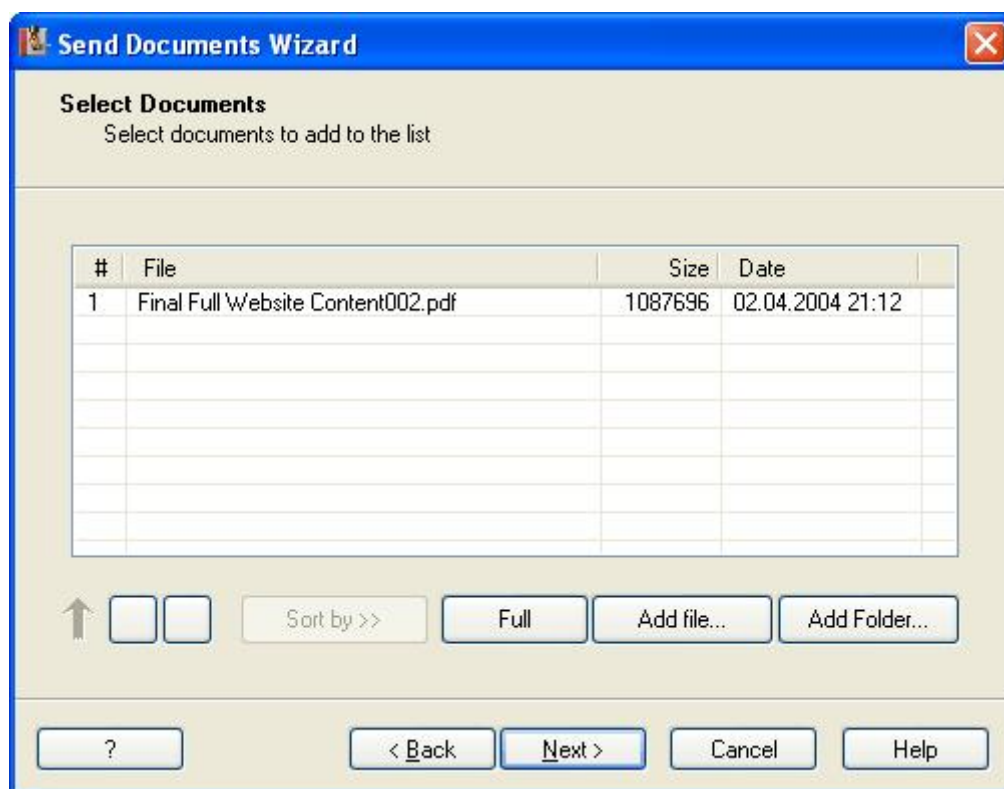
MAPI/SMTP/HTTP/FTP

PDF-Tools provides a simple set of communication options to transmit files created with PDF-Tools or indeed any other files which you may wish to send - this function is not simply restricted to just PDF Files.

These functions are intended as simple and convenient alternatives to having to open/load your main Email or FTP applications just to send a simple email with a file or 2 - they are not designed to replace all the functionality of a good email client or FTP tool.

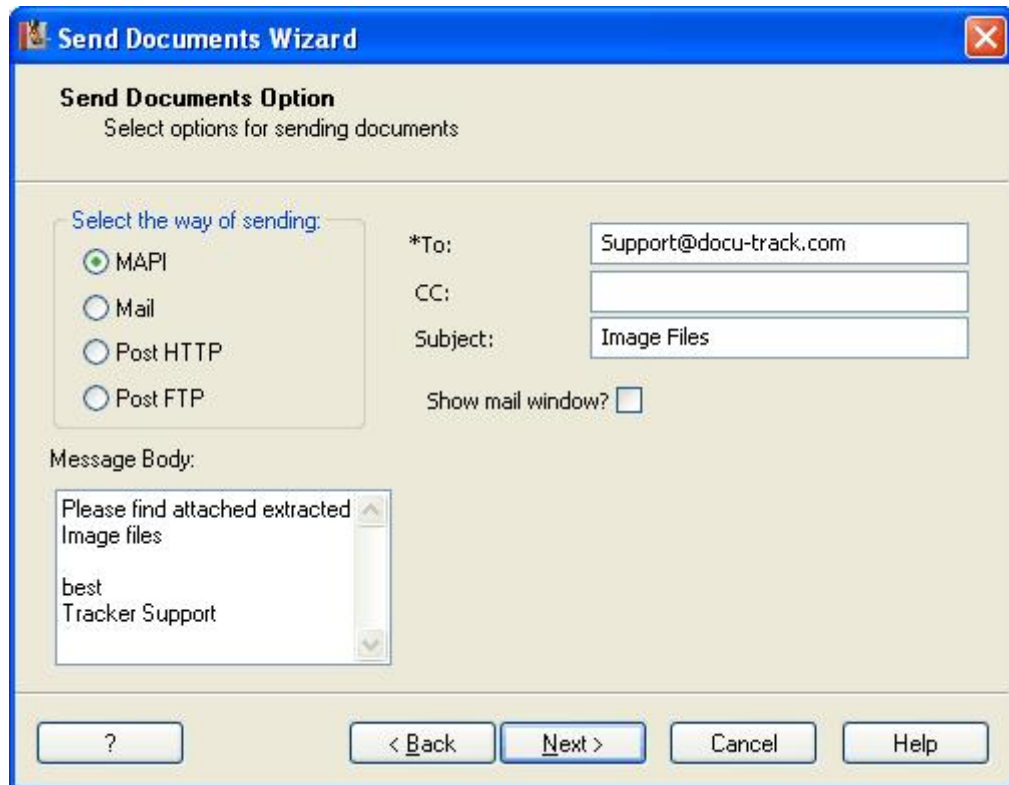
Very soon we will be updating the Wizard so that you can optionally open the required option automatically at the conclusion of any of the file creation processes to send the file and any settings previously entered - for now this is a sperate set of options and your parameters must be entered afresh at the beginning of each new PDF-Tools session.

Select the Send Documents option and add the files and attachments (of all required file types) to the file send list. Then select the protocol you wish to use to transmit your selection.



MAPI (Simple)

The Simple MAPI option allows you to create an email and add attachments and then via your installed default MAPI compliant Email client (MS OUTLOOK, Netscape Communicator etc) this will be automatically sent out and a log entry of the action and the item processed will be retained in this program as though the email had been created and processed through your normal email client.



The image shows a Windows-style dialog box titled "Send Documents Wizard". The main heading is "Send Documents Option" with the subtitle "Select options for sending documents".

Under the heading "Select the way of sending:", there are four radio buttons: "MAPI" (which is selected), "Mail", "Post HTTP", and "Post FTP".

To the right of the radio buttons are three text input fields: "*To:" containing "Support@docu-track.com", "CC:" (empty), and "Subject:" containing "Image Files". Below these is a checkbox labeled "Show mail window?" which is currently unchecked.

Below the radio buttons is a section labeled "Message Body:" containing a text area with the text: "Please find attached extracted Image files", "best", and "Tracker Support".

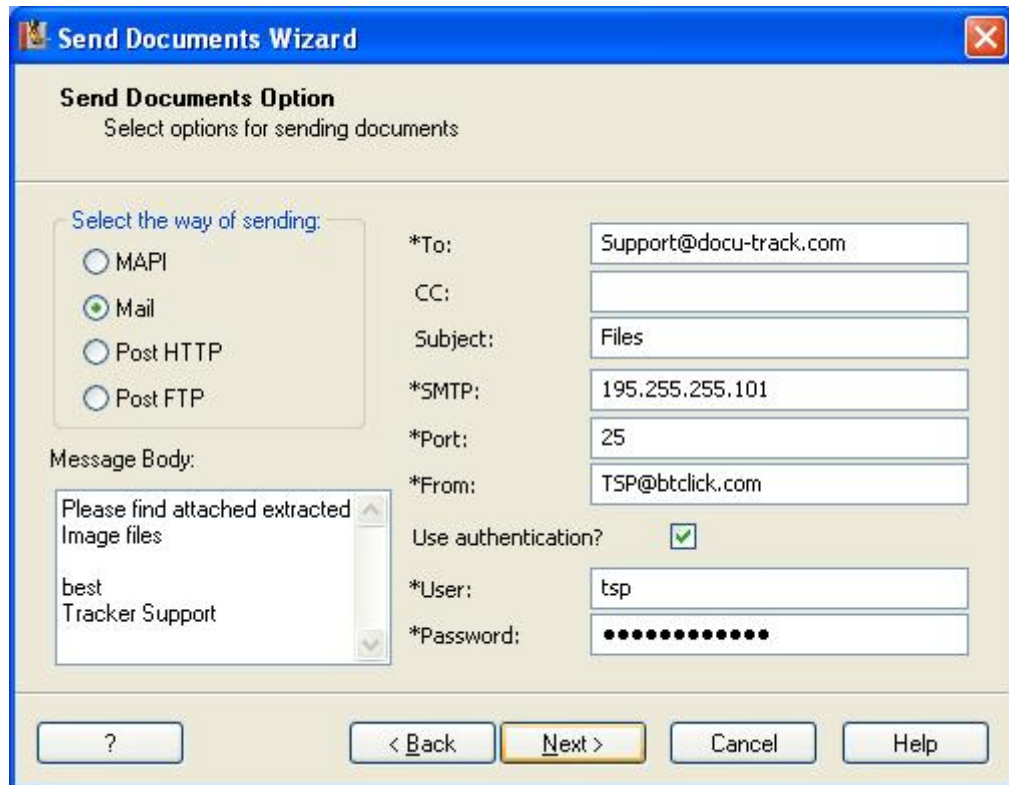
At the bottom of the dialog are five buttons: a question mark "?", "< Back", "Next >", "Cancel", and "Help".

Enter the destination email address and subject along with your message Text - then select 'Next' to process your request to send.

Note: If check box "Show mail window?" is not checked - the e-mail will be sent immediately. If it's checked - you will see the created message and will be able to edit it before sending.

Mail (SMTP)

This option does not use your existing MAPI email client as described above - but sends the message directly through your ISP's Mail Server.



Send Documents Wizard

Send Documents Option
Select options for sending documents

Select the way of sending:

☐ MAPI
☒ Mail
☐ Post HTTP
☐ Post FTP

Message Body:

Please find attached extracted Image files

best
Tracker Support

*To: Support@docu-track.com
 CC:
 Subject: Files
 *SMTP: 195.255.255.101
 *Port: 25
 *From: TSP@btclick.com
 Use authentication? ☒
 *User: tsp
 *Password:

? < Back Next > Cancel Help

You must complete all the items indicated with an '*' here is a brief explanation of the required information, you may need to contact your Network Administrator or ISP for some of this information if you do not already know it.

SMTP = Your ISP's SMTP Server (ie MAIL.BTCLICK.COM) or if you are using a Proxy Server the IP Address of the Proxy server itself.

TO = The email address of the intended recipient.

FROM = This can be a little contentious and is important to complete correctly as some ISP's will reject you message otherwise - this should be the address that your ISP requires in this field to allow you to connect to the server - not necessarily your reply address - though it could be, if in doubt contact your ISP.

Subject = This will appear in the Subject field of the Email received.

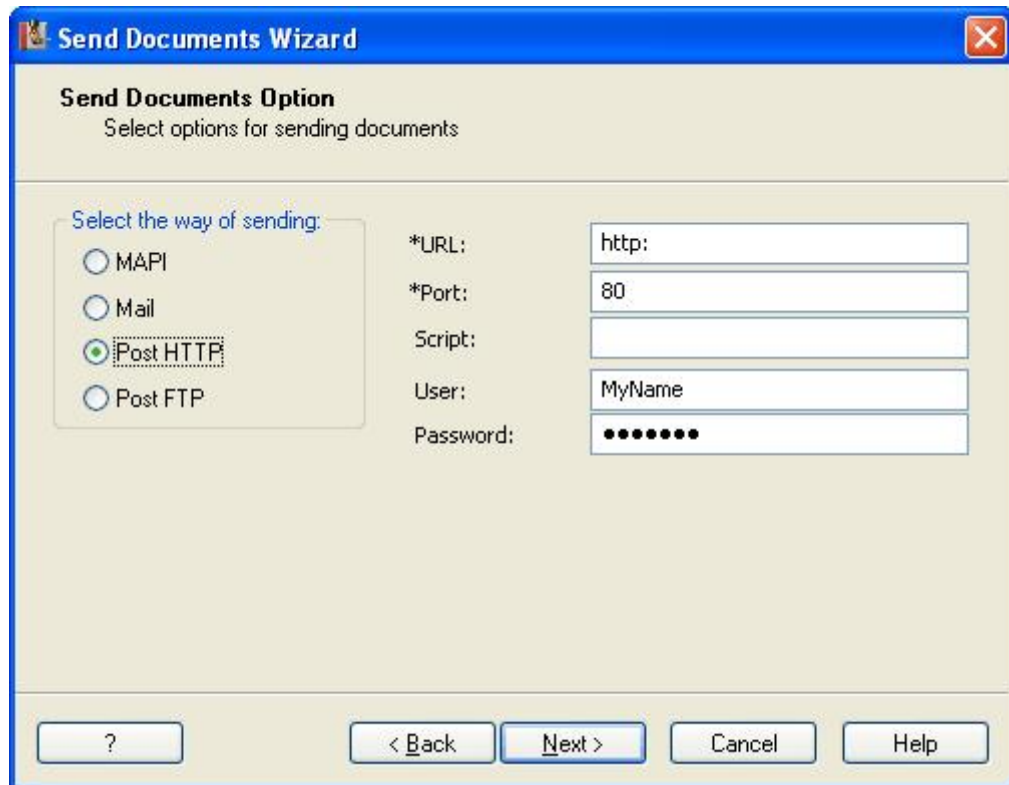
Port = Unless your ISP has specified a different SMTP port 25 is usually the accepted default.

If you SMTP server needs authentication - please select check-box "Use authentication?" and enter User and Password.

Type your message and select 'Next' to process your message and send.

POST HTTP

This option is similar to FTP in that it is generally used to upload files to Web Servers and Extranets.



The image shows a Windows-style dialog box titled "Send Documents Wizard". Inside, the main heading is "Send Documents Option" with the subtitle "Select options for sending documents". Below this, there is a section titled "Select the way of sending:" containing four radio button options: "MAPI", "Mail", "Post HTTP" (which is selected), and "Post FTP". To the right of these options are five input fields: "*URL:" with the text "http:", "*Port:" with the text "80", "Script:" which is empty, "User:" with the text "MyName", and "Password:" with a masked password represented by eight dots. At the bottom of the dialog box, there are five buttons: a question mark button, a "< Back" button, a "Next >" button, a "Cancel" button, and a "Help" button.

You must complete all the Items or your upload will fail.

URL = The Web server location

Port = Usually 80 unless you are instructed to use an alternate.

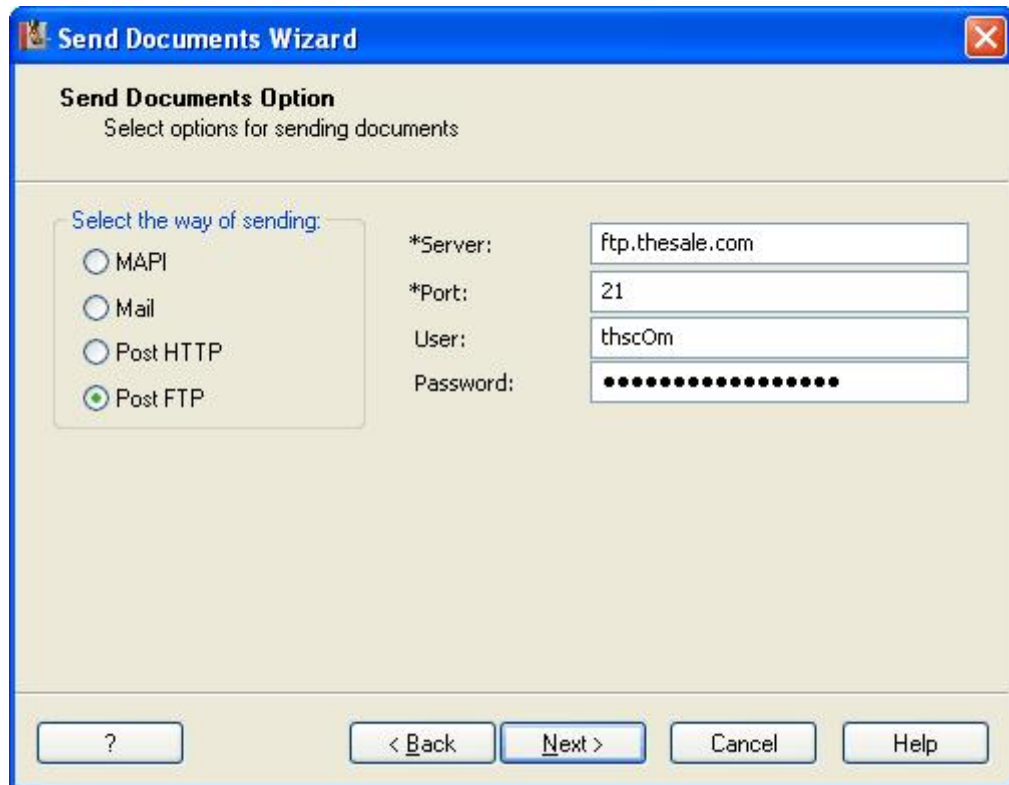
User = The User name that allows you access to perform this function on the server.

Password = The Password that allows you access to perform this function on the server.

Once completed in full select 'Next' to process your request and send.

FTP

FTP is similar to HTTP in that it is generally used to upload files to a Web Server or Extranet.



Send Documents Wizard

Send Documents Option
Select options for sending documents

Select the way of sending:

☐ MAPI
☐ Mail
☐ Post HTTP
☒ Post FTP

*Server: ftp.thesale.com
 *Port: 21
 User: thscOm
 Password:

? < Back Next > Cancel Help

You must complete all the above for your request to be processed successfully.

Server = The Server Address - ie. 'ftp.thesale.com'

Port = The prescribed port - 21 is a commonly used port.

User = Your server's expected user login

Password = The password your server will expect to allow you to gain access

Once completed in full select 'Next' to process your request and send.

1.5.8 Scan to PDF

PDF-Tools Help **Scan to PDF**

Scanning to a PDF File.

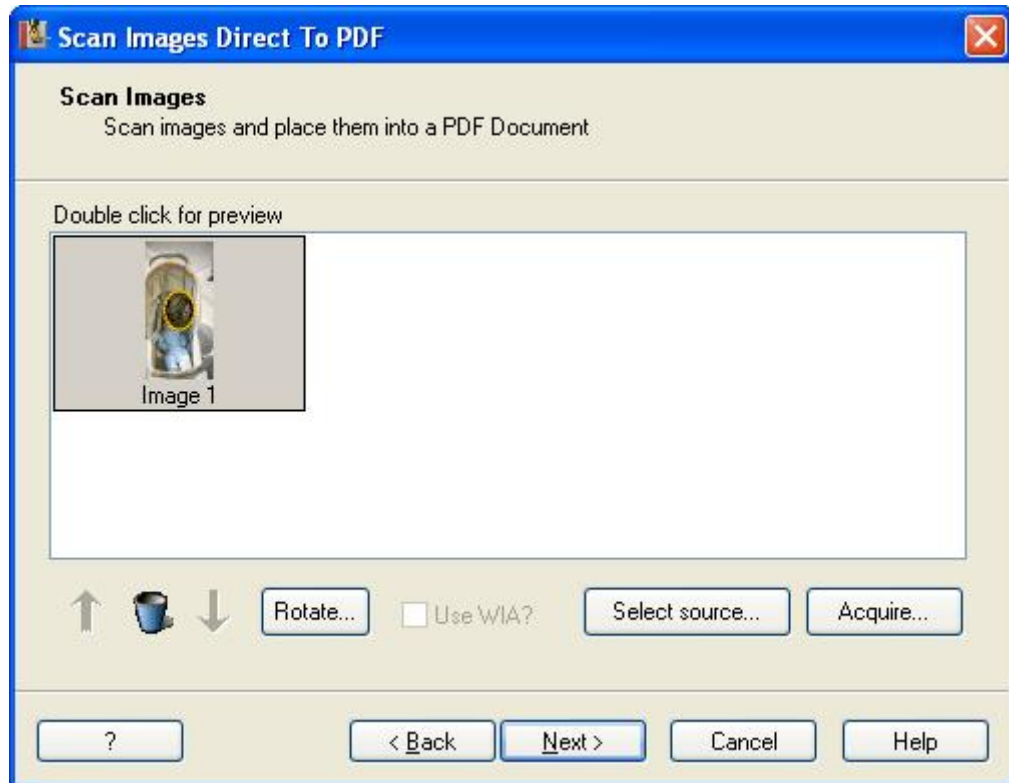
If you wish to scan directly to a PDF file without the need to scan to another Windows application and then convert that file to a PDF file, PDF Tools provides the means to do so. You may scan from virtually any TWAIN compatible device via PDF-Tools.

Firstly an Image file is created and then from this using your selections below a PDF file(s) will be generated. Because Image files are created first from the scanned documents this means at a later date you may use the 'Extract' Images from a file option to create an Image file in any of the supported formats from one or more of the Images within the PDF file generated!

Select the PDF-Tools Scan option and the first time used it is necessary to 'Select' the source TWAIN device from which you wish to Scan from those available in your system. This need be performed only once - unless you wish to change the device from which you set now as the default.

Once you have set a default device proceed to scan using the 'Acquire' button, this will bring up your

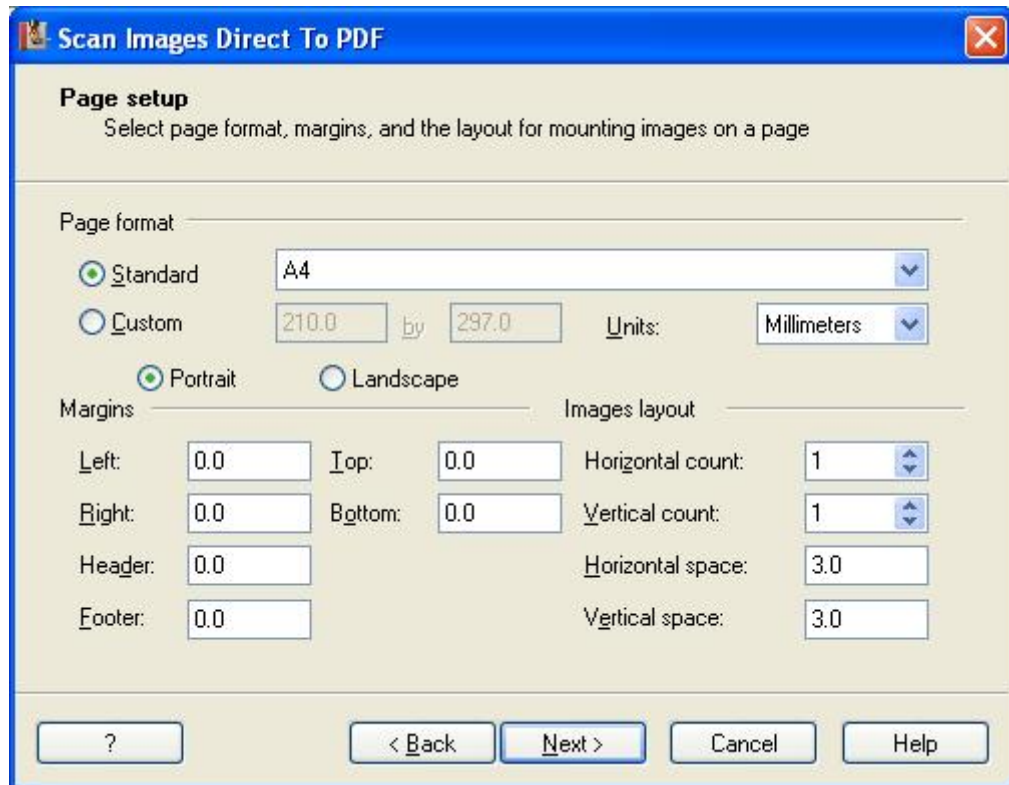
devices interface to allow you to select options and settings for the scan session - and then Scan. As you scan a small thumbnail representation of the image stored in memory is placed in the PDF-Tools scanner window as seen below. Once you have finished scanning, you may alter the page order or delete pages that have not scanned correctly or you may have noticed were not fed correctly - you may rescan these and then re-order them as necessary.



Note you can re-order the pages using the arrow keys, delete a page using the 'trash' bin, Rotate pages by entering a rotate value using the 'Rotate' button, or preview the image in full sizes by clicking with your mouse on the page required!

You can continue to scan pages until your document scan is complete.

Once you are satisfied that Scanning is complete, select the 'Next' Button to specify the paper and Margin settings as may be required.



You may of course place the images 1 to a page or spread them vertically and horizontally across a single or multiple pages, PDF-Tools will scale them to fit your selection if there is more than a single image to a page, for 1 image to a page - we suggest you have 'Scaling' off.

When ready click 'Next'

The next page allows you to add Header and Footer Text as when you convert Images to a PDF file in the Images to PDF Option.

Scan Images Direct To PDF

Add Header & Footer Text
Specify left, center and right values for page header and footer.

Header

Put This Text at the Top		
--------------------------	--	--

Footer

Put This Text at the Bottom	And This Text Too	
-----------------------------	-------------------	--

Macro >> Font...

? < Back Next > Cancel Help

Once you have completed the parameters required here - click 'Next' to select your compression options.

Scan Images Direct To PDF

PDF Setup
Set necessary PDF options

Compression:

Color/Grayscale: JPEG + ZIP

☐ Convert colored images to grayscale

Monochrome: CCITT4

Indexed: ZIP

☐ Scale images before placing into PDF

☐ Separate each page to different file

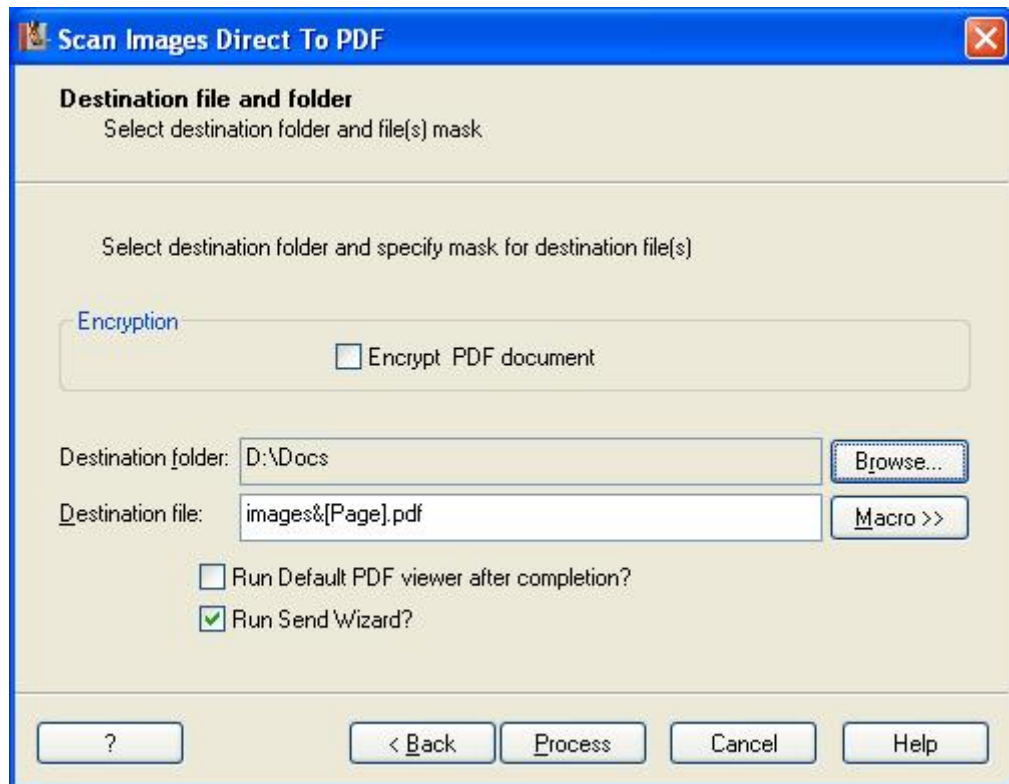
☐ Multipage IIFF to Multipage PDF (1 TIFF = 1 PDF)

? < Back Next > Cancel Help

You can Separate each page to a single file or make a single multipage PDF file as required.

Again when you are ready click 'Next'

Now you need to select your save file settings - all the usual settings are available such as the location, and file naming - or you can set a Macro to create a file name should you wish.



Once you have completed the options select 'Process' and your PDF file will be created in the desired location.

If you selected to run the 'Default Viewer' on completion, your new PDF file will be displayed for viewing, and, if you selected to run the 'Send Wizard' on completion, you will be able to [send new PDF file via e-mail](#).

If 'Encrypt PDF document' is selected - you will be prompted to set [Encryption/Password Protection](#).

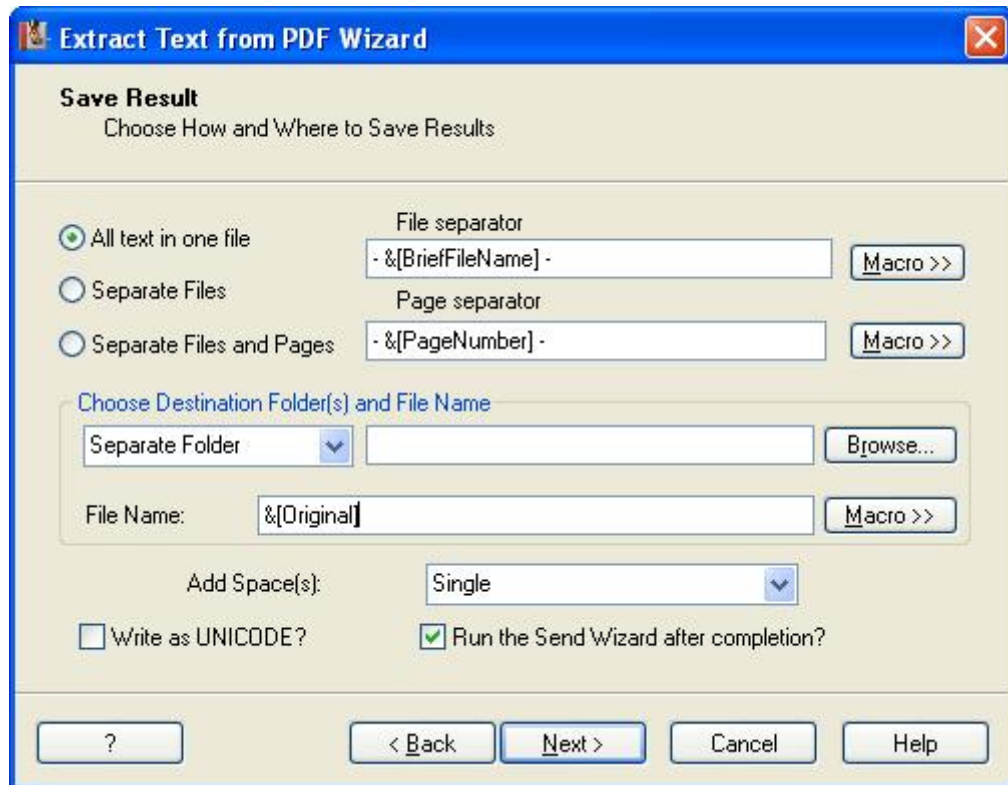
1.5.9 Extract Text

PDF-Tools Help Extract to a Text File

PDF-Tools allows you extract the text content of a selected file provided that the file is not encrypted or password protected by the Author - if it is - you must be in possession of the password to process the file.

Select the Extract Text option and a file to process and then 'Next'

The file will be analysed to establish the contents can be extracted and the contents - then :



Set the parameters you wish to use from those offered - you can choose to extract the text to a single file or separate the contents of each page in the PDF file into a file for each page.

The Macros provide a convenient means by which to name the file(s) created based on the original filename or page etc.

Choose a folder to save the files to and finally the master filename - again you can choose to base this on one of the supplied Macro's for convenience - or enter your own name - or a combination of your name and one of the Macro's provided.

You can also choose to add a space in between words and content to ensure the generated file is readable - PDF files have a tendency to strip spacing in the interests of file compression and optimization - test whether this will or will not be necessary for your needs.

Finally choose whether you wish the generated file to be in ASCII (default setting) or Unicode text and whether the send wizard should be opened after file creation to Email or Post the file to a web server etc.

If you selected to run the 'Send Wizard' on completion, you will be able to [send new PDF file via e-mail](#).

Select the 'Next' button to process the PDF file and extract the text !

1.5.10 Add Watermark

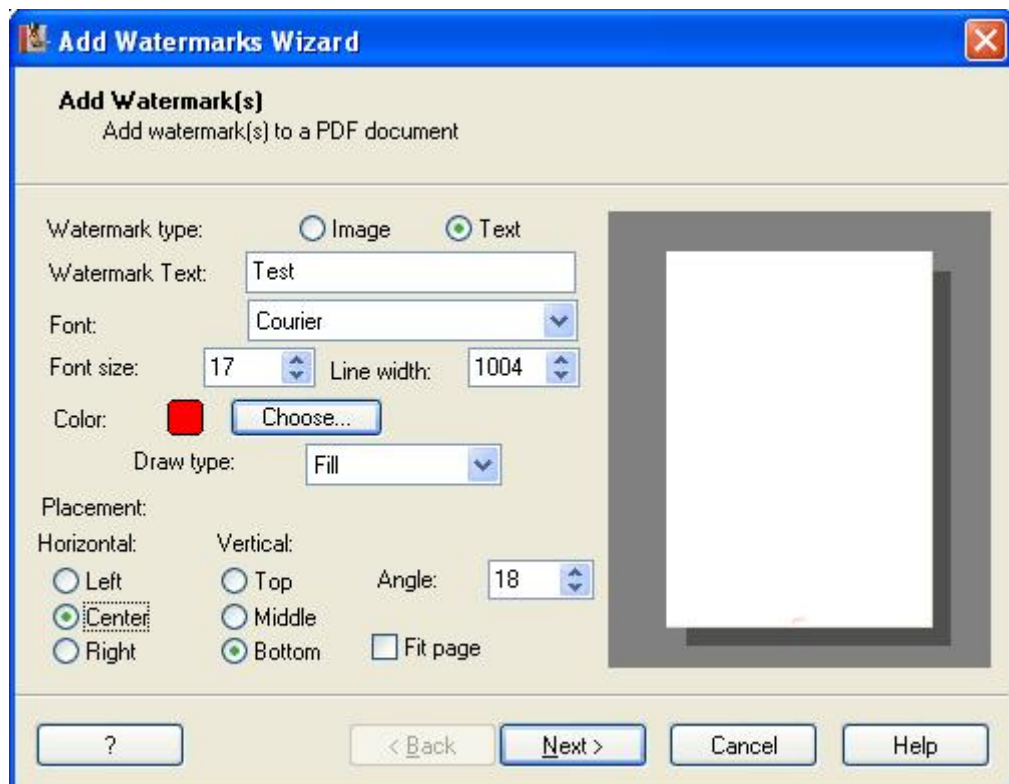
PDF-Tools Help - Add Watermark

As Always - select the PDF file and then proceed through the wizard options until you reach the first property page of the 'Add Water Mark' function.



To add a watermark - click on the first Icon under the watermark list that has a 'W' in the left hand upper corner - this is the 'Add Watermark' Icon.

This will allow you to create your first watermark to apply - this can be text or image based - or a combination of both.



Create a watermark based on the properties above - note particularly the 'Fit page' option as this will size the watermark to be applied in the location fitted - sized and scaled as required.

Do experiment with the options available to see which best suit your needs. watermarks are saved for you to use and apply again a future date as may be needed.

Move on to the next screen and you can set the options on which pages to apply the watermark - or add/edit additional watermarks to apply to the pages of the file.

Complete the wizard screens as usual to make your new file with the watermarks applied.

1.5.11 Renumber Pages

PDF-Tools Help - Renumber Pages

When you use the options available with PDF-Tools to extract pages from a PDF file or to merge numbers of files to create a new PDF document - all works well - except that often the page numbers printed on the pages of the file may no longer make sense or run consecutively - this can cause confusion and inconvenience.

Now PDF-Tools allows you to mask any given line on a Page/Pages and apply new numbers to that Page/Pages so your file no longer looks like it is a subset of a document or pages merged from multiple files!

As always select the PDF document that you wish to work with and the Wizard will take you to the window below to apply various properties and renumber the pages of your file in the position required.

Add page numbers Wizard

Page numbering options
Set options to number pages in the PDF document

Position: Bottom of page Place on: Pages range Page Range: 15-20

Alignment: Right Start number: 15 ☒ Show number on first page?

Placement correction:

Size for page: 1

Width: 595

Height: 841

Shift up: 0

Shift right: 0

☒ Blank rect? **Format...**

Make rect blank:

Color: **Choose...**

Left: 0 Right: 0

Top: 0 Bottom: 0

? < Back Next > Cancel Help

The properties above are explained thus :

Position - select the position on the page where the new numbering needs to be placed from the options offered - if you numbering appears in an odd place on the page - it is best to place the new numbering in the bottom left corner of the page and then using the 'Placement Correct' values to move the page numbering content up and right from this start position - please see the description of

this below for more details.

Place On - Decide whether the numbering is to appear on every page, odd ore Even pages - or specify a range of pages.

Page Range - Available only when you select the 'Place On' value of 'Pages range'

Alignment - decide how the text of your page numbering will be aligned.

Start Number - If you are numbering from a certain page position within the file, enter here the numeric value start position for which PDF-Tools should begin to print and increment the page number values subsequently.

Placement Correction - All values here are 'points' based 1 point = 1 / 72 inch

Size for page - This is the page number for which the page dimension information is presented to help with positioning of the new numbering.

Width - this is the Page Width Size found

Height - This is the Page Height Size found

Shift up - The value to shift the numbering from the start position to more precisely place where required

Shift right - The value to shift the numbering from the start position to more precisely place where required

Blank Rect - Check box to determine if the background for the text box for the page numbering should be transparent or coloured

Format - Format the Text, Font, Colour and size etc to use for the page numbering values.

Make Rect Blank - Allows you to size and colour a blank box to act as a mask for any existing page numbering or text, this can also act as a background for the overprinted page numbering if it is to be located in the same location.

The left, right, top and bottom values allows you to size and position the 'mask' on which the re-numbering would be printed.

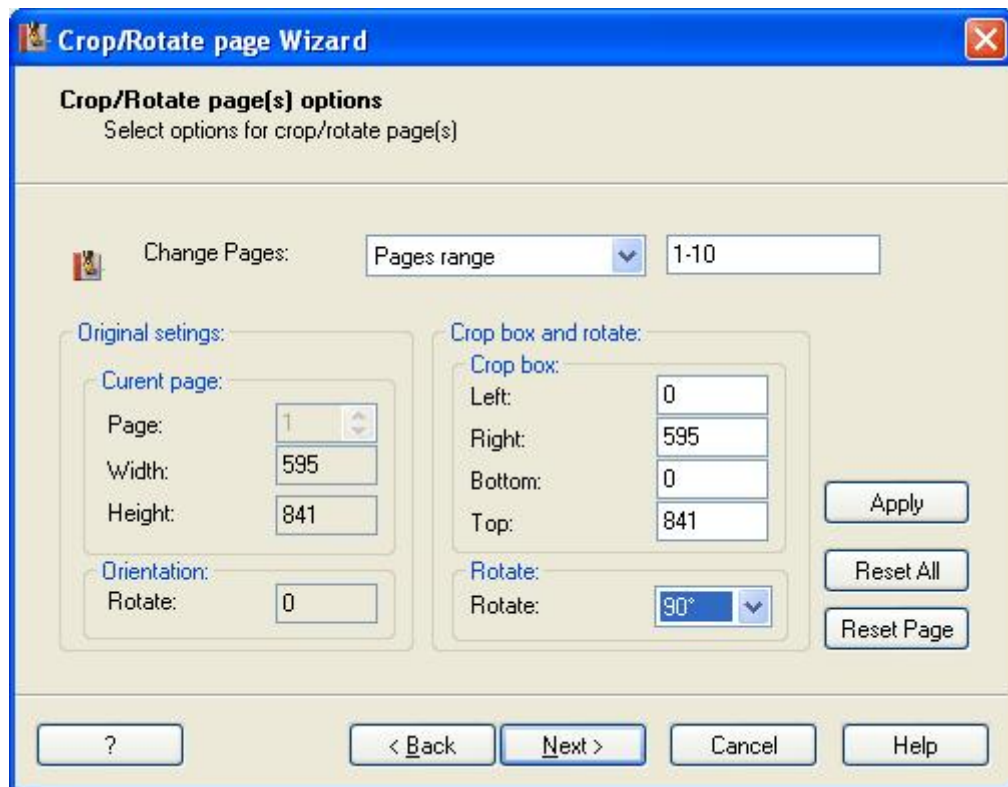
1.5.12 Crop/Rotate Pages

PDF-Tools Help

Crop/Rotate Pages

PDF-Tools now allows you to Select pages or ranges of pages to Crop the dimensions or Rotate them to a new orientation.

These functions can be applied individually or across a range of pages.



Once you have selected a file to work with and the file has been analysed you can then apply the changes as may be required to the pages of the file.

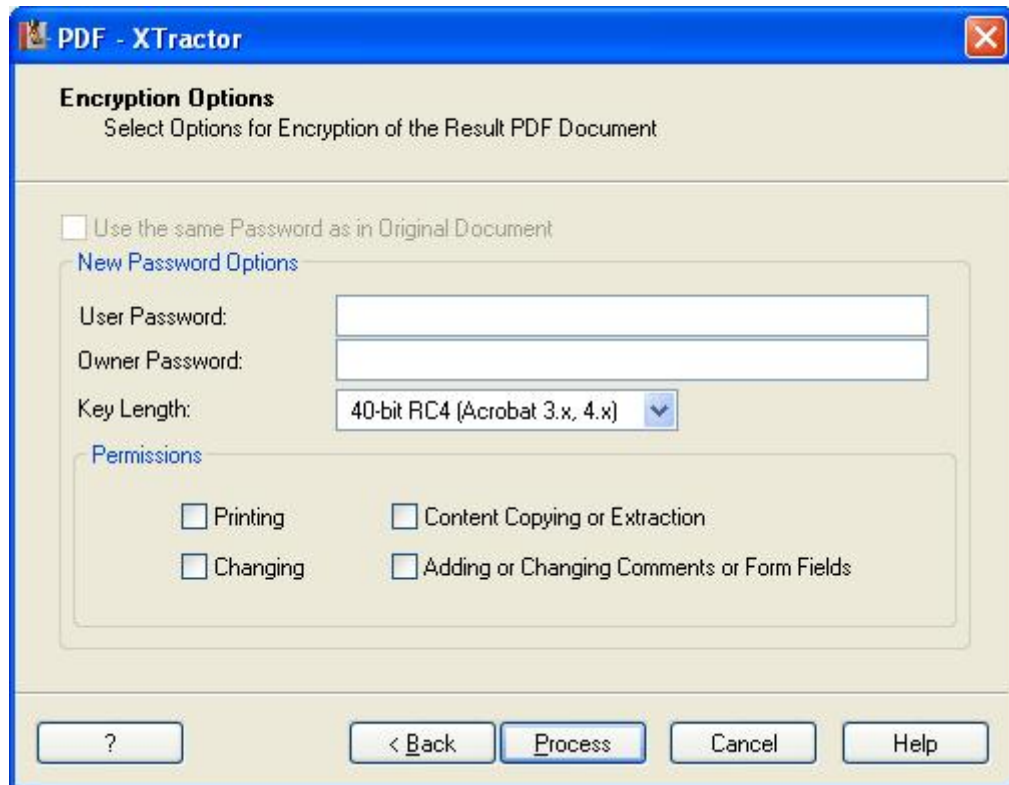
1.5.13 Encryption/Password Protection

PDF-Tools Help

Encryption.

PDF-Tools now adds the ability to encrypt and decrypt Adobe PDF files.

When encrypting files you will be offered the following options :



Set a user password that the viewer of the document must use to allow access to the document and the prescribed viewer options you set below for access.

The Owner password are for you to use and allow the encryption and password settings to be amended in the future.

Key Length is very important - Versions of Acrobat reader prior to 5 can only access documents using the 40 bit key - so for widest access to the document use this algorithm - otherwise if you can be sure the recipient has Adobe Acrobat Reader Version 5 or above you can safely use the 128 bit algorithm.

Select the access permissions you will allow from the 4 options given (Printing, Content Copying/Extraction, Changing or Adding and Changing information in Comment or Form Fields)

Then Process the Document for creation.

2 Tracker Software Products

2.1 How to contact us

PDF-Tools Help **How to contact us**

How to contact us

Our Business address is :

Tracker Software Products Ltd

Units 1-3 Burleigh Oaks

East Street Turners Hill,

RH10 4PZ Sussex England.

Tel:+44(0)1342-719150 Sales/Administration (pls do not use for support issue's)

Fax: +44(0)1342-718060

To contact us for support related issues:

We recommend you use our web forums and scan the existing library of questions and answers, if you don't find a suitable response then feel free to post your own - all questions receive an answer within 1 business day at worst!

If for any reason you have difficulty linking to the forum or feel it is inappropriate for your needs then please contact us via email, Support@docu-track.com, we regret we cannot answer support requests via telephone without a valid support contract. The number above is answered by administration staff who are not trained to assist with technical problems.

To Contact us for Sales/Administration related issues:

Email Sales sales@docu-track.com

Email Administration Admin@docu-track.com

All this information and a good deal more is available via our web site www.docu-track.com and the links provided.

2.2 Products and Software

PDF-Tools Help **Products and Software**

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Updates Can be downloaded from our Update's page at our Web site

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To install any of our products the downloaded file will require the entry of a Password (again provided at the time of purchase or subsequently by email if updated.)

Passwords are changed from time to time in an attempt to thwart unauthorized use of pirated software and passwords.

End User/Retail Products

You can Purchase Direct from our web site and be using any of our products the same day!

PDF-XChange - Create fully native Adobe compatible PDF Files from virtually any Windows 32 Bit software application

PDF-Tools - Create and manipulate Adobe PDF Files and batch Convert Images to PDF Files and more ...

[OFFice2PDF](#) - Convert Batches of Office Format files (.Doc, Rtf, Txt, XLS, HTML etc) - without opening Office!

TIFF-XChange - Create industry standard TIFF files in CCIT Grp 3/4 and unpacked formats from virtually any Windows 32 Bit software application

Raster-XChange - Convert to and from over 70+ raster imaging formats and flavours!

DocuTrack - Document Management and Archiving made easy, suitable for companies with 1 to 100+ networked users. **In the United Kingdom (Only)** DocuTrack is Distributed and Supported by Excelerate Technology Ltd

Software Developers SDK's and other Products - all SDK's offer Royalty Free Distribution of the 'End User' components.

You can Purchase Developer SDK's from our web site and be using any of our products the same day!

PDF-XChange - Create fully native Adobe compatible PDF Files from your application output.

PDF-Tools - Create and manipulate Adobe PDF Files and batch Convert Images to PDF Files and more ...

TIFF-XChange - Create industry standard TIFF files in CCIT Grp 3/4 and unpacked formats from your application output.

[Image-XChange](#) - A complete toolkit offering multi format support, Scanning and much more, Active X/DLL Library !

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