

Using pdfFactory

We recommend that you have **Adobe® Reader® Version 9.1.2 or later** installed on your computer to insure that this feature functions properly.

To utilize the **pdfFactory** capabilities, select your documents to print, and click print twice until you get to the Windows “Print” dialog box. At that point, select “**pdfFactory**” as the printer you’re going to send the job to. Then click “print”. A “**pdfFactory**” screen will pop up or an icon for it will appear on your task bar. On it you will see three useful buttons at the bottom. They are “Save...”, “Send...”, and “View PDF”.

“Save...” If you plan on saving your document to a specific directory, you might want to do so at this point. If you forget to, and close out of **pdfFactory**, don’t worry. You can set **pdfFactory** to automatically save documents if you wish.

“Send...” If you click on this button, **pdfFactory** will create an email message in your default email client with the Attachment field set to the name of the .pdf file which **pdfFactory** created. **pdfFactory**’s default behavior is as follows:

- if you have just one email client defined, **pdfFactory** will use it.
- if you have more than one email client defined, **pdfFactory** will use the default profile. If there is no default profile, **pdfFactory** will prompt you to select a profile.
- The newly created email message will be empty except for the Attachment field (i.e. no To, Cc, or Bcc recipients, no Subject, and no message body).
- **pdfFactory** will create the message in your default email client but will not send it. You will need to explicitly send the message yourself when you are ready to do so.

“View PDF” If you click on this button, **pdfFactory** will open up the documents you selected in a .pdf file. You can preview, but not make changes to, the documents at this point. If you choose to view the documents first (before you saved them), you now have another option to save.

You can also print from this .pdf file if you wish. Just hit the “Print” icon, choose your printer, and be sure to indicate that you want to print “all” if you want to print the entire print job. Or, if you want to select which pages will print, click on the “Pages” tab in the left hand margin, and choose the ones you want to print. Then hit the “Print” icon, choose your printer, and indicate that you want to print only the “selected” documents.

pdfFactory has many other capabilities that you can explore. Decide for yourselves which features will be useful for you particular needs. You may want to purchase and register the **pdfFactory** virtual printer instead of running the trial version. Once a computer is registered, your printouts will no longer display the **pdfFactory** advertising banner that appears in the trial version. Simply click on “web site” in the “About” tab of **pdfFactory**. Licenses are available from **FinePrint Software** at \$49.95 each.

A helpful hint:

If you want to combine several documents into one “package”, simply leave **pdfFactory** open on your task bar as you choose other documents to print to it. You can then either preview the entire package, print it, or send it as an e-mail.