



Win2PDF User Guide

© 2022 Dane Prairie Systems, LLC

Win2PDF

© 2022 Dane Prairie Systems, LLC

All rights reserved. No parts of this work may be reproduced in any form or by any means - graphic, electronic, or mechanical, including photocopying, recording, taping, or information storage and retrieval systems - without the written permission of the publisher.

Products that are referred to in this document may be either trademarks and/or registered trademarks of the respective owners. The publisher and the author make no claim to these trademarks.

While every precaution has been taken in the preparation of this document, the publisher and the author assume no responsibility for errors or omissions, or for damages resulting from the use of information contained in this document or from the use of programs and source code that may accompany it. In no event shall the publisher and the author be liable for any loss of profit or any other commercial damage caused or alleged to have been caused directly or indirectly by this document.

Created: January 2022 using Win2PDF Pro.

Table of Contents

Foreword	1
Part I Installing Win2PDF	2
1 Win2PDF and Win2PDF Pro	3
2 Win2PDF Terminal Server Edition and Win2PDF Pro Terminal Server Edition	5
3 Overview of Win2PDF Components	5
4 Deploying Win2PDF	6
5 Updating Win2PDF	9
6 Adding a Win2PDF Printer	9
7 Renaming a Win2PDF Printer	11
Part II Using Win2PDF and Win2Image	13
1 Purchasing Win2PDF	14
How to Purchase Win2PDF with a credit card	14
How to Submit a Purchase Order	14
How to Enter the Win2PDF license code	15
Activation Error: Upgrade Required.....	17
Activation Error: Invalid License Code Characters.....	18
Activation Error: Invalid License Code Length.....	18
Activation Error: License Code Blocked.....	18
Activation Error: License Code Disabled.....	19
Network Error: Unable to Open Session.....	19
Network Error: Unable to Connect.....	19
Network Error: Unable to Open Network Connection.....	19
Network Error: Unable to Send.....	20
Network Error: Unable to Read.....	20
Activation Error: Win2PDF Pro TSE - Standard TSE.....	20
Activation Error: Win2PDF Pro TSE - Standard Desktop.....	20
Activation Error: Win2PDF Pro TSE - Pro Desktop.....	21
Activation Error: Win2PDF TSE - Pro TSE.....	21
Activation Error: Win2PDF TSE - Standard Desktop.....	21
Activation Error: Win2PDF TSE - Pro Desktop.....	21
Activation Error: Win2PDF Pro - Pro TSE.....	21
Activation Error: Win2PDF Pro - Standard TSE.....	22
Activation Error: Win2PDF Pro - Standard Desktop.....	22
Activation Error: Win2PDF - Pro TSE.....	22
Activation Error: Win2PDF - Pro Desktop.....	22
Activation Error: Win2PDF - Standard TSE.....	23
2 Creating a PDF File	23
3 Creating a PDF/A File	25
4 Creating a PDF Image Only File	27
5 Creating an XPS File	29
6 Creating an SVG File	31
7 Creating a TIFF File	33

8	Creating a Text File	35
9	Creating an OCR Searchable PDF	38
10	Creating a JPEG Image File	40
11	Creating a GIF Image File	44
12	Creating a PNG Image File	47
13	Creating a BMP Image File	50
14	Merging to an existing PDF file	52
15	Fonts	55
16	Paper Sizes	55
	How to create a custom paper size in Windows XP or Windows Server 2003	59
	How to create a custom paper size in Windows Vista	60
	How to create a custom paper size in Windows 7 or Windows Server 2008	62
	How to create a custom paper size in Windows 8	64
	How to create a custom paper size in Windows 10	66
	How to create a custom paper size in Windows 11	68
17	Application Settings Vs. Default Settings	70
18	Resolution	71
19	Win2PDF Pro Settings	75
	Document Information	75
	Document Security	76
	Applying a watermark	79
20	Document Settings	83
	Scaling	83
	Auto-name Files and Configure File Save Naming	84
	File Name Start	91
	Include Document Title.....	92
	Include Date	93
	Include Time	94
	User Defined	95
	Content Based File Naming.....	98
	Search Word	99
	Content Field	102
	Always Append	103
21	Advanced Settings	105
	Optimize Image File Size using JPEG2000	105
Part III Using the Win2PDF Desktop App		106
1	Win2PDF Desktop App PDF Viewer	107
	PDF Viewer	111
	XPS Viewer	112
	Export Options	115
	Editing Pages	116
	Configuring Auto-Name	117
	Auto-Rename PDFs	117
	Email Options	118
2	Win2PDF Desktop App Converter	119
	JPG To PDF	120
	PNG to PDF	121

TIFF to PDF	122
BMP to PDF	122
GIF to PDF	123
Web Page to PDF	124
XPS to PDF	126
Any to PDF	127

Part IV How To Articles 129

1 How to install Win2PDF	130
How to Download a PDF converter	130
How to Install a PDF writer	130
2 How to use Win2PDF	132
How to View a PDF file after creating it	132
How to Print a PDF file after creating it	133
How to Email a PDF file after creating it	136
How to Create a PDF/A file	137
How to Create an XPS file	139
How to Create a TIFF file	141
How to Create an SVG file	143
How to Create a non-searchable (image only) PDF file?	145
How to Automatically Name PDF files	147
How to Email a PDF to Kindle	151
How to Transfer a PDF to an Apple iPhone	152
How to Transfer a PDF to an Apple iPad	156
How to Email using web-based email	159
How to Extract pages from a PDF file	160
How to Delete pages from a PDF file	162
How to Reorder or Rearrange pages in a PDF file	164
How to Combine existing PDF files using Adobe Reader	167
How To Flatten a PDF	169
3 How to Print to PDF from Common Applications	170
How to Convert a Microsoft Word Doc to PDF	170
How to Convert a Microsoft Excel XLS to PDF	171
How to Convert a Microsoft PowerPoint PPT to PDF	172
How to Convert a Microsoft Publisher PUB to PDF	173
How to Convert a Microsoft Outlook Email to PDF	174
How to Convert a Windows Live email to PDF	175
How to Convert HTML files to PDF	176
How to Convert an Internet Explorer page to PDF	177
How to Convert an AutoCAD DWG to PDF	178
4 How to use the Win2PDF Admin Utility	179
How to Install the Win2PDF Admin Utility	179
How to Manage file save window settings	180
How to Manage email settings	182
How to Manage file name settings	183
How to Enable troubleshooting options	186
How to Manage security settings	187
5 How to use the Win2PDF Mail Helper Utility	189
How to install the Win2PDF Mail Helper Utility	189
How to configure the Win2PDF Mail Helper Utility	189
6 How to use the Win2PDF Desktop App	191
How to install the Win2PDF Desktop App on Windows XP, Vista, & Windows 7	191

How to use the Win2PDF Desktop App	191
How to append to an existing PDF	192
How to prepend to an existing PDF	193
How to extract pages from an existing PDF	193
How to delete pages from an existing PDF	195
How to split pages from an existing PDF	196
How to rotate pages from an existing PDF	198
How to create a PDF from the clipboard	199
How to Extract Text from an existing PDF	199
How To Compress an existing PDF	200
How To Export as PDF Image Only	202
How To Export a PDF to JPEG	202
How To Export a PDF to TIFF	203
How To Export a PDF to PNG	204
How to make a PDF Searchable (OCR)	205
How to Mail a PDF	206
Configure Win2PDF Mail for Microsoft Outlook.....	207
Configure Win2PDF Mail for Mozilla Thunderbird.....	209
Configure Win2PDF Mail for Gmail.....	211
Configure Win2PDF Mail for Outlook.com.....	214
Configure Win2PDF Mail for Yahoo! Mail.....	217
Configure Win2PDF Mail for a Custom SMTP Server.....	222
How To Configure Auto-Name Settings	224
Auto-Name: Printer Name.....	229
Auto-Name: Folder Name.....	231
Auto-Name: File Type.....	232
Auto-Name: File Name Start.....	234
Auto-Name: Include Document Title.....	235
Auto-Name: Include Content Field.....	237
Auto-Name: Include Search Field.....	239
Auto-Name: Include Date.....	240
Auto-Name: Include Time.....	242
Auto-Name: User Defined.....	243
Auto-Name: Always Append.....	246
Auto-Name Actions: Send File.....	248
Auto-Name Actions: Print File.....	249
How To Batch Convert	250
Batch Convert PDF to JPG.....	254
Batch Convert PDF to PNG.....	255
Batch Convert PDF to TIFF.....	257
Batch Convert PDF to Text.....	259
Batch Convert PDF to Searchable PDF.....	261
Batch Convert PDF to Compressed PDF.....	263
Batch Convert PDF to Image Only PDF.....	265
Batch Convert JPG to PDF.....	267
Batch Convert JPG to PNG.....	269
Batch Convert JPG to TIFF.....	271
Batch Convert JPG to Text.....	273
Batch Convert JPG to Searchable PDF.....	275
Batch Convert JPG to Compressed PDF.....	277
Batch Convert JPG to Image Only PDF.....	279
Batch Convert PNG to PDF.....	281
Batch Convert PNG to JPG.....	283
Batch Convert PNG to TIFF.....	285

Batch Convert PNG to Text.....	287
Batch Convert PNG to Searchable PDF.....	289
Batch Convert PNG to Compressed PDF.....	291
Batch Convert PNG to Image Only PDF.....	293
Batch Convert TIFF to PDF.....	295
Batch Convert TIFF to JPG.....	297
Batch Convert TIFF to PNG.....	299
Batch Convert TIFF to Text.....	301
Batch Convert TIFF to Searchable PDF.....	303
Batch Convert TIFF to Compressed PDF.....	305
Batch Convert TIFF to Image Only PDF.....	307
Batch Convert XPS to PDF.....	309
Batch Convert XPS to JPG.....	311
Batch Convert XPS to PNG.....	313
Batch Convert XPS to TIFF.....	315
Batch Convert XPS to Text.....	317
Batch Convert XPS to Searchable PDF.....	319
Batch Convert XPS to Compressed PDF.....	321
Batch Convert XPS to Image Only PDF.....	323
Batch Convert BMP to PDF.....	325
Batch Convert BMP to JPG.....	327
Batch Convert BMP to PNG.....	329
Batch Convert BMP to TIFF.....	331
Batch Convert BMP to Text.....	333
Batch Convert BMP to Searchable PDF.....	335
Batch Convert BMP to Compressed PDF.....	337
Batch Convert BMP to Image Only PDF.....	339
Batch Convert GIF to PDF.....	341
Batch Convert GIF to JPG.....	343
Batch Convert GIF to PNG.....	345
Batch Convert GIF to TIFF.....	347
Batch Convert GIF to Text.....	349
Batch Convert GIF to Searchable PDF.....	351
Batch Convert GIF to Compressed PDF.....	353
Batch Convert GIF to Image Only PDF.....	355
How to Rename PDF Files	357
Auto-Rename: Original File Name.....	361
Auto-Rename: Content Field.....	362
Auto-Rename: Search Field.....	364
Auto-Rename: Text	366
Auto-Rename: Document Creation Date.....	368
Auto-Rename: Document Modified Date.....	370
Auto-Rename: Document Title.....	371
Auto-Rename: Document Author.....	371
Auto-Rename: Document Subject.....	371
Auto-Rename: Document Keywords.....	371
Auto-Rename: User Name.....	372
Auto-Rename: Computer Name.....	373
Auto-Rename: Date	374
Auto-Rename: Time	375
Auto-Rename: Year	375
Auto-Rename: Month.....	376
Auto-Rename: Day	376
Auto-Rename: Hour	376

Auto-Rename: Minute.....	376
Auto-Rename: Second.....	376
Auto-Rename: Millisecond.....	376
Auto-Rename: User Defined.....	377
7 How to print to PDF using Win2PDF in Microsoft Windows 8	379
How to install Win2PDF with Windows 8	379
How to license Win2PDF with Windows 8	381
How to print to a PDF file with a Windows 8 desktop app	383
How to print to a PDF file from a Windows 8 style app	384
8 How to print to PDF using Win2PDF in Microsoft Windows 10	385
How to install Win2PDF with Windows 10	385
How to license Win2PDF with Windows 10	387
How to create a PDF using Win2PDF Print to PDF in Windows 10	389
How to view a file after using Win2PDF print to PDF in Windows 10	391
How to print a file after using Win2PDF print to PDF in Windows 10	392
How to email a file after using Win2PDF print to PDF in Windows 10	395
How to create a PDF/A file using Win2PDF print to PDF in Windows 10	396
How to create an XPS file using Win2PDF in Windows 10	398
How to create a TIFF file using Win2PDF in Windows 10	400
How to create a SVG file using Win2PDF in Windows 10	402
How to create a non-searchable (image only) PDF file using Win2PDF print to PDF in Windows 10	404
How to automatically name PDF files using Win2PDF print to PDF in Windows 10	406
9 How to print to PDF using Win2PDF in Microsoft Windows 11	409
How to install Win2PDF with Windows 11	409
How to license Win2PDF with Windows 11	411
How to create a PDF using Win2PDF Print to PDF in Windows 11	413
How to view a file after using Win2PDF print to PDF in Windows 11	415
How to print a file after using Win2PDF print to PDF in Windows 11	416
How to email a file after using Win2PDF print to PDF in Windows 11	419
How to create a PDF/A file using Win2PDF print to PDF in Windows 11	420
How to create an XPS file using Win2PDF in Windows 11	422
How to create a TIFF file using Win2PDF in Windows 11	424
How to create a SVG file using Win2PDF in Windows 11	426
How to create a non-searchable (image only) PDF file using Win2PDF print to PDF in Windows 11	428
How to automatically name PDF files using Win2PDF print to PDF in Windows 11	430
10 How to Use Microsoft Print To PDF in Windows 10	433
How to make PDF files created with Microsoft Print To PDF in Windows 10 smaller	433
How to prevent printing PDF files created with Microsoft Print To PDF in Windows 10	435
How to prevent copying text or images from PDF files created with Microsoft Print To PDF in Windows 10	437
How to prevent modification of PDF files created with Microsoft Print To PDF in Windows 10	439
How to password protect PDF files created with Microsoft Print To PDF in Windows 10	441
How to add a background image to PDF files created with Microsoft Print To PDF in Windows 10	444
How to add a watermark image to PDF files created with Microsoft Print To PDF in Windows 10	446
How to prepend to a PDF file created with Microsoft Print To PDF in Windows 10	448
How to append to a PDF file created with Microsoft Print To PDF in Windows 10	450
How to automatically name PDF files created with Microsoft Print To PDF in Windows 10	453
11 Automating Win2PDF with Microsoft Power Automate Desktop	456
How To Print To PDF Using Power Automate Desktop	456
How To Set the PDF File Name Using Power Automate Desktop	459
How To Use Win2PDF Command Line With Power Automate Desktop	464
Win2PDF Power Automate Desktop Example Flows	467
How To Convert Word Documents To PDF Using Power Automate Desktop.....	467

How To Convert Excel Documents To PDF Using Power Automate Desktop..... 469

How To Convert an HTML Web Page To PDF Using Power Automate Desktop and Microsoft Edge..... 471

How To Convert an HTML Web Page To PDF Using Power Automate Desktop and Google Chrome..... 473

How To Convert an HTML Web Page To PDF Using Power Automate Desktop and FireFox..... 475

How To Compress PDFs Using Power Automate Desktop..... 477

How To Encrypt PDFs Using Power Automate Desktop..... 477

How To Rename PDFs based on File Contents Using Power Automate Desktop 478

Part V Frequently Asked Questions 480

1 Win2PDF Support on the Internet 481

2 What is the difference between Win2PDF and the Adobe PDF Writer 481

3 Can I use Win2PDF as a shared printer on a print server? 481

4 Does Win2PDF support Windows 95/98/ME? 483

5 Does Win2PDF support Windows 8? 483

6 Does Win2PDF support Windows 10? 483

7 Does Win2PDF support Windows 11? 484

8 How does Win2PDF compare to the Microsoft Print to PDF printer in Windows 10? 484

9 How does Win2PDF compare to the Microsoft Print to PDF printer in Windows 11? 485

10 Does Win2PDF 64 bit editions of Windows? 487

11 What type of fonts does Win2PDF support 487

12 What PDF Viewers can I use to open PDF files created by Win2PDF? 488

13 Is Win2PDF free? Or do I have to pay for it? 488

14 Is there an annual fee to use Win2PDF? 489

15 I can't activate my copy of Win2PDF 489

16 How can I control the PDF file name without prompting? 490

17 Does Win2PDF create PDF files that are optimized for web downloading? 490

18 How can I improve the quality of bitmap images? 490

19 Can Win2PDF be used on a web server? 490

20 Is it possible to print multiple worksheets in a single Excel workbook to a single .pdf file? 91

21 Does Win2PDF support Asian character sets? 491

22 Is it legal to create PDF files with Win2PDF? 491

23 Can Win2PDF append to an existing PDF file? 491

24 When installing Win2PDF, I'm get the error message "AddPrinter error 126." 492

25 Can Win2PDF set the file save path to point to original document? 493

Part VI Developer Information 494

1 Windows Printer Interface 495

2 Using the Windows registry 495

 Registry Overview 495

 Specifying an output file name 499

 Environment Variable Expansion 503

Appending or Prepending to an existing PDF	505
Setting Document Information	506
Enabling encryption, email, view, and print PDF Options	506
Setting email Options	508
Controlling Encryption Options	508
Disabling File Save Options	510
Win2PDF Plug-In Interface	510
Adding a plug-in configuration to the Win2PDF file save window	512
Watermark Options	513
Controlling File Save Formats	515
Mail Helper Application	516
3 Command Line Interface	517
Win2PDF Desktop Command Line Summary	517
Command Line Version	519
Command Line PDF Append	519
Command Line PDF Image Compression	520
Command Line PDF Page Extraction	520
Command Line PDF Page Deletion	521
Command Line PDF Page Rotation	521
Command Line PDF Split Pages	522
Command Line PDF Split Pages After Search	522
Command Line PDF Page Count	523
Command Line PDF Encryption	523
Command Line PDF Sign With Certificate	524
Command Line PDF Watermark/Background	525
Command Line PDF Text Extraction	526
Command Line PDF Make Searchable (OCR)	526
Command Line PDF Image Only	526
Command Line PDF Print	527
Command Line PDF View	527
Command Line PDF Convert	528
Command Line Convert To Format	528
Command Line Batch Convert	529
Command Line Watch Folder and Convert	531
Command Line PDF To JPG	532
Command Line PDF To PNG	533
Command Line PDF To TIFF	533
Command Line TIFF To PDF	534
Command Line JPG To PDF	535
Command Line PNG To PDF	535
Command Line BMP To PDF	535
Command Line GIF To PDF	536
Command Line HTML To PDF	536
Command Line XPS To PDF	537
Command Line Image To PDF	537
Command Line Content Search	537
Command Line Set PDF Version	538
4 Programming Environments	539
.NET Framework	539
Visual Basic 6.0	540
Using the Printer object.....	540
Using the Win32 API.....	543
Crystal Reports	546

Microsoft Access	548
Part VII Dane Prairie Systems Company Information	550
Index	552

Foreword

Make everything as simple as possible, but not simpler.
- Albert Einstein

Part



1 Installing Win2PDF

1.1 Win2PDF and Win2PDF Pro

If you are using a PC with the Windows 8 operating system, please visit our help topic on "[How to install Win2PDF with Windows 8](#)".

If you are using a computer with any other supported operating system, please use the following instructions to install Win2PDF.

To install Win2PDF, download and run the Win2PDF setup program. After you run the setup program, you will have a new printer in the printers folder named "**Win2PDF**".



If you are evaluating Win2PDF, you can start creating PDF documents immediately. The evaluation version is fully functional, but every document will have an extra trailer page with Win2PDF product information. Also, a license reminder window will occasionally display. To evaluate Win2PDF or Win2PDF Pro without the trailer page, [contact us](#) for a time limited evaluation license.

The Win2PDF Pro install program can only be downloaded after you purchase the product. If you already have Win2PDF evaluation version installed, you do not need to uninstall Win2PDF before running the Win2PDF Pro install program.

If you have purchased Win2PDF, you can enter your license code by following the instructions in "[Entering the Win2PDF license code](#)".

1.2 Win2PDF Terminal Server Edition and Win2PDF Pro Terminal Server Edition

To install Win2PDF, download and run the Win2PDF setup program. After you run the setup program, you will have a new printer in the printers folder named "**Win2PDF**". All users connecting to the server in using Windows Terminal Services, Remote Desktop Services, RemoteApp, or Citrix will have access to the Win2PDF printer on the server.

If you are evaluating Win2PDF, you can start creating PDF documents immediately. The evaluation version is fully functional, but every PDF document will have an extra trailer page with Win2PDF product information. To evaluate Win2PDF or Win2PDF Pro without the trailer page, [contact us](#) for a time limited evaluation license.

The Win2PDF Pro TSE install program can only be downloaded after you purchase the product. If you already have Win2PDF TSE evaluation version installed, you do not need to uninstall Win2PDF TSE before running the Win2PDF Pro install program.

If you have purchased Win2PDF, you can enter your license code by following the instructions in "[Entering the Win2PDF license code](#)".

Win2PDF TSE is licensed per server, so once you enter your license code all users on the server are licensed. There is no limit on the number of users accessing Win2PDF on a single server.

1.3 Overview of Win2PDF Components

Win2PDF installs a few different software components as part of the default installation. These are:

- [Win2PDF](#) - A printer that will **create PDF files** from any application that can print to a Windows printer.
- [Win2Image](#) - A printer that will **create image files** (.JPG, .GIF, .TIFF, .BMP, and .PNG) files from any application that can print to a Windows printer.

- [Win2PDF Desktop App](#) - A local program that can **view and make page-leveling edits of PDF files**. This program can also be used to make some configuration settings in Win2PDF

To see a brief overview of these different components, please refer to the following slide show.



Overview of Win2PDF Software Components

1.4 Deploying Win2PDF

If you are deploying Win2PDF to a large number of computers (50+), Dane Prairie Systems can create a customized version of the Win2PDF install program that will automatically enter license codes and company information for each installed copy of Win2PDF. There are also silent install flags available for the deployment, which are documented below.

The following command line options are supported by the Win2PDF setup program:

/SILENT, /VERYSILENT

Instructs Setup to be silent or very silent. When Setup is silent the wizard and the background window are not displayed but the installation progress window is. When a setup is very silent this installation progress window is not displayed. Everything else is normal so for example error messages during installation are displayed and the start up prompt is (if you haven't disabled it with the '/SP-' command line option explained above)

If a restart is necessary and the '/NORESTART' command isn't used (see below) and Setup is silent, it will display a "Reboot now?" message box. If it's very silent it will reboot without asking.

/NORESTART

Instructs Setup not to reboot even if it's necessary.

If you invoke the install with the following command line, it will bypass all user intervention, hide the progress bar, and it will not reboot even if necessary.

```
w2pdf.exe /VERYSILENT /NORESTART
```

The Win2PDF install only has to reboot if you are upgrading a previous installation of Win2PDF.

/SUPPRESSWARNINGS=nowarnings

Instructs Setup to suppress Win2PDF specific warnings that can occur when installing on terminal servers, such as the following message: "Server operating system detected. If you decide to purchase Win2PDF and intend on using the product in a multi user server based application, you must purchase a server license of Win2PDF."

/SUPPRESSMSGBOXES

Instructs Setup to suppress message boxes. Only has an effect when combined with '/SILENT' and '/VERYSILENT'.

The default response in situations where there's a choice is:

- Yes in a 'Keep newer file?' situation.
- No in a 'File exists, confirm overwrite.' situation.
- Abort in Abort/Retry situations.
- Cancel in Retry/Cancel situations.
- Yes (=continue) in a DiskSpaceWarning/DirExists/DirDoesntExist/NoUninstallWarning/ExitSetup Message/ConfirmUninstall situation.
- Yes (=restart) in a FinishedRestartMessage/UninstalledAndNeedsRestart situation.

5 message boxes are not suppressible:

- The About Setup message box.
- The Exit Setup? message box.
- The FileNotInDir2 message box displayed when Setup requires a new disk to be inserted and the disk was not found.
- Any (error) message box displayed before Setup (or Uninstall) could read the command line parameters.
- Any message box displayed by [Code] support function MsgBox.

/LOG

Causes Setup to create a log file in the user's TEMP directory detailing file installation and [Run] actions taken during the installation process. This can be a helpful debugging aid. For example, if you suspect a file isn't being replaced when you believe it should be (or vice versa), the log file will tell you if the file was really skipped, and why.

The log file is created with a unique name based on the current date. (It will not overwrite or append to existing files.)

The information contained in the log file is technical in nature and therefore not intended to be understandable by end users. Nor is it designed to be machine-parse-able; the format of the file is subject to change without notice.

/LOG="filename"

Same as /LOG, except it allows you to specify a fixed path/filename to use for the log file. If a file with the specified name already exists it will be overwritten. If the file cannot be created, Setup will abort with an error message.

/NOCANCEL

Prevents the user from canceling during the installation process, by disabling the Cancel button and ignoring clicks on the close button. Useful along with '/SILENT' or '/VERYSILENT'.

1.5 Updating Win2PDF

If you purchased a license of Win2PDF after September 2009 and have a 20-character alphanumeric license code, you can download and install the latest version of Win2PDF 10 for free at:

<https://www.win2pdf.com/download/download.htm>

It is not necessary to uninstall Win2PDF before running the new setup program. Win2PDF Pro users should use the "Win2PDF Pro Service Pack" download.

If you purchased a license of Win2PDF before October 2009 and have a 16-digit number license code, you can upgrade to Win2PDF 3.5 for free. The Win2PDF 3.5 download is available at:

<https://www.win2pdf.com/support/updates.htm>

To upgrade to Win2PDF 10 from Win2PDF 3.5 or below, there is a one-time upgrade fee. Win2PDF 10 fully supports the Windows 7, Windows 8, Windows 10, and Windows 11, and it includes additional save formats, including PDF/A, TIFF, JPEG, PNG, GIF, BMP, and Microsoft's XPS file formats. For more information on Win2PDF 10, please visit the [Win2PDF 10 product page](#).

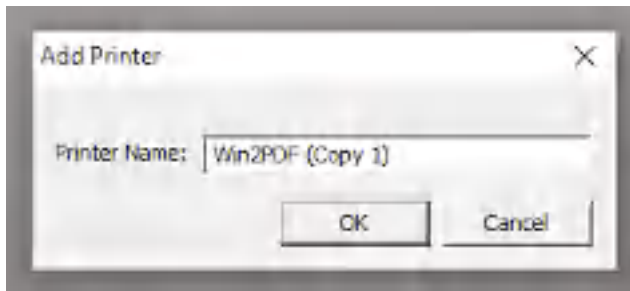
1.6 Adding a Win2PDF Printer

Settings for each Win2PDF printer are stored separately, so you can set up multiple copies of Win2PDF for settings required by different applications.

For example, you may have different actions for different types of documents. You may want to always save invoices to a specific folder and print a copy to a paper printer. You may want to save sales quotes to a different folder and automatically email them. At other times, you may create PDFs interactively and choose the file location in the Win2PDF "File Save" pop-up window. You can handle these cases by creating separate Win2PDF printers to handle each work flow. You could create a new printer named "Win2PDF Invoice" that is configured to automatically name PDF

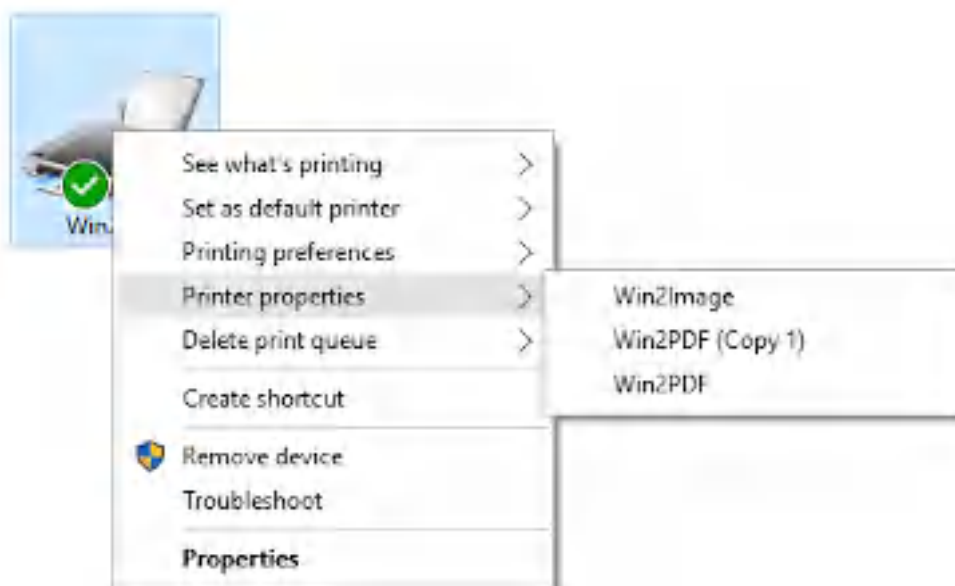
files and print, a second printer named "Win2PDF Sales Quote" that is configured automatically name to a different folder and email, and you can leave the "Auto-Name" feature off for the "Win2PDF" printer so you can still print interactively.

To add a Win2PDF printer, run the "Add Win2PDF Printer" program from the start menu under the Win2PDF program group. The following window will be displayed:



Add A Win2PDF Printer

Type a name for the new printer, or accept the default name and click OK. Win2PDF will add a new printer to the "Devices and Printers" folder. If you view printers in the "Devices and Printers" folder on Windows 8, Windows 8.1, Windows 10, or Windows 11, you will only see one Win2PDF icon even if you have multiple Win2PDF printers installed. If you right click on the Win2PDF icon, you will see all copies of Win2PDF and Win2Image as shown below:



Selecting A Win2PDF Printer

Creating different Win2PDF printers for PDF work-flows can be very powerful when combined with the [Auto-name](#) feature.

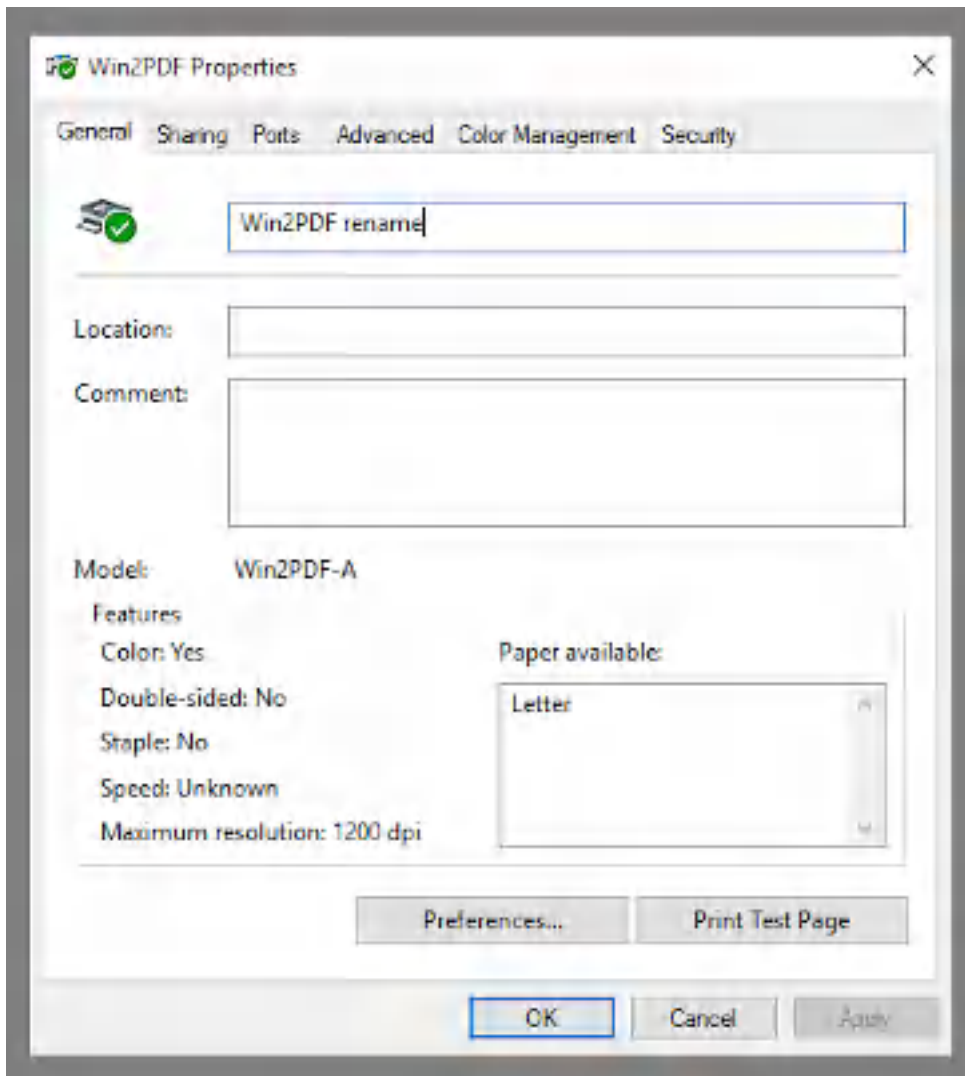


How to add a new PDF printer that has unique save settings

There is no cost to add a new Win2PDF printer instance to the same computer. If creating many instances, you should rename each instance before configuring the instance.

1.7 Renaming a Win2PDF Printer

To rename a Win2PDF printer, open the "Printer Properties" Window from the "Devices and Printers" folder.



Rename Win2PDF Printer

Type the new printer name in the field at the top of the "Printer Properties" window, and click OK. When you rename a printer, any Win2PDF settings will be reset to their default values.

Part



2 Using Win2PDF and Win2Image

2.1 Purchasing Win2PDF

2.1.1 How to Purchase Win2PDF with a credit card

You can [purchase Win2PDF online](https://www.win2pdf.com) at the <https://www.win2pdf.com> web site. We accept all major credit cards (Visa, MasterCard, American Express, Discover, Diner's Club) and use secure order pages. The Win2PDF license is perpetual and will never expire.

After you have purchased Win2PDF, you will receive an e-mail receipt containing a license code. You enter this license code as described in "[Entering the Win2PDF license code](#)" to remove the extra page from each document.

If you are purchasing Win2PDF Pro, you will receive a link to download the Win2PDF Pro setup program as part of your email receipt. If you are purchasing Win2PDF standard, you do not need to reinstall Win2PDF.

There is a 60 day money back guarantee on all orders.



2.1.2 How to Submit a Purchase Order

To submit a purchase order or receive a sales quote, contact sales@win2pdf.com.

Our mailing address is:

Dane Prairie Systems, LLC
P.O. Box 24491
Minneapolis, MN, USA 55424-0491

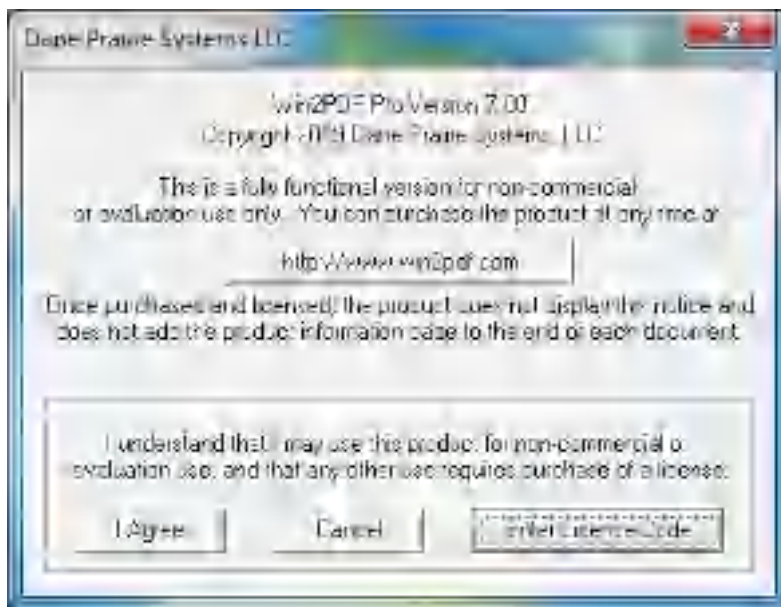
2.1.3 How to Enter the Win2PDF license code

If you are using a PC with the Windows 8 operating system, please visit our help topic on "[How to license Win2PDF with Windows 8](#)".

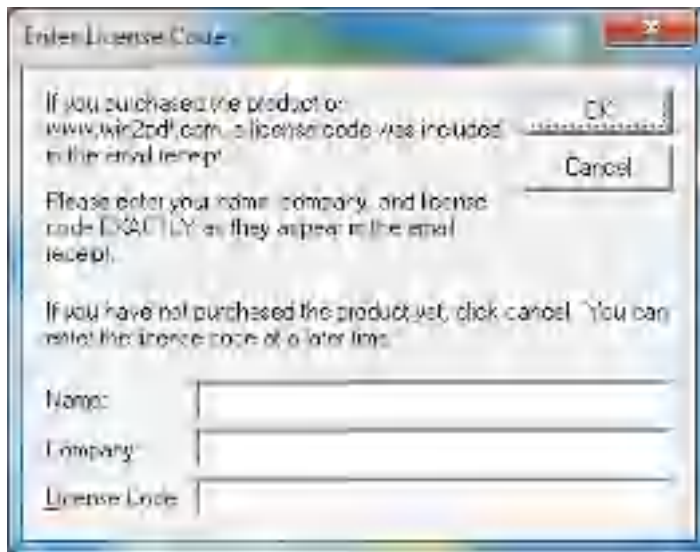
If you are using a computer with any other supported operating system, please use the following instructions to license your copy of Win2PDF.

After you have received a license code through email, you can enter the Win2PDF license code by running

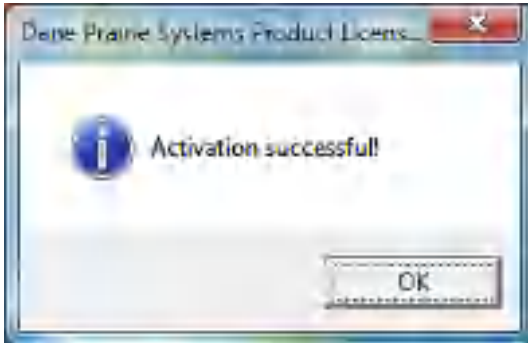
"Start->Programs->Win2PDF->Enter Win2PDF License". The following window will appear.



Click on the **"Enter license code"** button, and enter your name, company, and license code exactly as they are listed in your email receipt.



If you entered the information correctly, you should see a success message as follows.



New documents created by Win2PDF will no longer include the trailer page on each document.

The following video shows each step of entering your license.



How to Enter the Win2PDF License Code

2.1.3.1 Activation Error: Upgrade Required

"You entered a license for Win2PDF 3.5 or below, but you have Win2PDF 10 installed (error 10012). Visit www.win2pdf.com for upgrade information."

Licenses purchased before September 2009 are not compatible with Win2PDF 10. These licenses are compatible with Win2PDF 3.5 or below which can be downloaded for free at:

<https://www.win2pdf.com/support/updates.htm>

Win2PDF 3.5 is not compatible with Windows 10 or Windows 11. If you would like to upgrade to Win2PDF 10, you can purchase an upgrade at:

<https://www.win2pdf.com/support/updates.htm#Win2PDFUpgradePricing>

2.1.3.2 Activation Error: Invalid License Code Characters

"The license number is not valid - it contains the wrong characters. Please enter the license number again."

Double check the license number listed in your email receipt. The Win2PDF license code should contain 20 letters and numbers separated by dashes in the following format:

XXXXX-XXXXX-XXXXX-XXXXX

If you repeatedly get this error, please contact [support](#).

2.1.3.3 Activation Error: Invalid License Code Length

"The license number is not valid - it contains the wrong number of characters. Please enter the license number again."

Double check the license number listed in your email receipt. The Win2PDF license code should contain 20 letters and numbers separated by dashes in the following format:

XXXXX-XXXXX-XXXXX-XXXXX

If you repeatedly get this error, please contact [support](#).

2.1.3.4 Activation Error: License Code Blocked

"This Win2PDF license has been activated too many times and has been blocked (error 13903)."

The Win2PDF activation process allows for Win2PDF to be reinstalled and PCs to be upgraded, but there is a limit to how many times the license can be activated. If the number of activations exceeds this limit, this error will occur.

To purchase additional licenses of Win2PDF, see the [Win2PDF purchase page](#). [Volume license discounts](#) are available.

If you only have Win2PDF installed on single PC and believe this is an error, please contact support [support](#) and provide your license code.

2.1.3.5 Activation Error: License Code Disabled

"This Win2PDF license has been activated too many times and has been disabled (error 1395)."

The Win2PDF activation process allows for Win2PDF to be reinstalled and PCs to be upgraded, but there is a limit to how many times the license can be activated. If the number of activations exceeds this limit, this error will occur.

To purchase additional licenses of Win2PDF, see the [Win2PDF purchase page](#). [Volume license discounts](#) are available.

If you only have Win2PDF installed on single PC and believe this is an error, please contact support [support](#) and provide your license code.

2.1.3.6 Network Error: Unable to Open Session

"Network Error: Unable to Open Session (error 1312)."

Make sure you are connected to the internet. If your computer cannot be connected to the internet, [contact support](#) and supply your license code for activation instructions.

2.1.3.7 Network Error: Unable to Connect

"Network Error: Unable to Connect (error 1469)."

Make sure you are connected to the internet. If your computer cannot be connected to the internet, [contact support](#) and supply your license code for activation instructions.

2.1.3.8 Network Error: Unable to Open Network Connection

"Network Error: Unable to Open Network Connection (error 570)"

Make sure you are connected to the internet. If your computer cannot be connected to the internet, [contact support](#) and supply your license code for activation instructions.

2.1.3.9 Network Error: Unable to Send

"Network Error: Unable to Send (error 1913)."

Make sure you are connected to the internet. If your computer cannot be connected to the internet, [contact support](#) and supply your license code for activation instructions.

2.1.3.10 Network Error: Unable to Read

"Network Error: Unable to Read (error 30)."

Make sure you are connected to the internet. If your computer cannot be connected to the internet, [contact support](#) and supply your license code for activation instructions.

2.1.3.11 Activation Error: Win2PDF Pro TSE - Standard TSE

"Win2PDF Pro TSE is installed, but a Win2PDF TSE license was entered (error 10000). Please uninstall Win2PDF Pro TSE, and download and run the Win2PDF TSE setup program."

Win2PDF TSE can be downloaded from:

<https://www.win2pdf.com/download/download.htm>

2.1.3.12 Activation Error: Win2PDF Pro TSE - Standard Desktop

"Win2PDF Pro TSE is installed, but a Win2PDF workstation license was entered (error 10001). You need to purchase a Win2PDF Pro TSE license for this server."

To purchase a license for Win2PDF Pro TSE, see the [Win2PDF purchase page](#).

2.1.3.13 Activation Error: Win2PDF Pro TSE - Pro Desktop

"Win2PDF Pro TSE is installed, but a Win2PDF Pro workstation license was entered (error 10002). You need to purchase a Win2PDF Pro TSE license for this server."

To purchase a license for Win2PDF Pro TSE, see the [Win2PDF purchase page](#).

2.1.3.14 Activation Error: Win2PDF TSE - Pro TSE

"Win2PDF TSE is installed, but a Win2PDF Pro TSE license was entered (error 10003). Please download and run the Win2PDF Pro TSE setup program, and then re-enter your license."

The Win2PDF Pro TSE download link is included in your email receipt. If you don't have your email receipt, [contact support](#) with your license code for download instructions.

2.1.3.15 Activation Error: Win2PDF TSE - Standard Desktop

"Win2PDF TSE is installed, but a Win2PDF workstation license was entered (error 10004). You need to purchase a Win2PDF TSE license for this server."

To purchase a license for Win2PDF TSE, see the [Win2PDF purchase page](#).

2.1.3.16 Activation Error: Win2PDF TSE - Pro Desktop

"Win2PDF TSE is installed, but a Win2PDF Pro workstation license was entered (error 10005). You need to purchase a Win2PDF TSE license for this server."

To purchase a license for Win2PDF TSE, see the [Win2PDF purchase page](#).

2.1.3.17 Activation Error: Win2PDF Pro - Pro TSE

"Win2PDF Pro is installed, but a Win2PDF Pro TSE license was entered (error 10006)."

The Win2PDF Pro TSE download link is included in your email receipt. If you don't have your email receipt, [contact support](#) with your license code for download instructions.

2.1.3.18 Activation Error: Win2PDF Pro - Standard TSE

"Win2PDF Pro is installed, but a Win2PDF TSE license was entered (error 10007). Please uninstall Win2PDF Pro, and download and run the Win2PDF TSE setup program."

Win2PDF TSE can be downloaded from:

<https://www.win2pdf.com/download/download.htm>

2.1.3.19 Activation Error: Win2PDF Pro - Standard Desktop

"Win2PDF Pro is installed, but a Win2PDF standard license was entered (error 10008). Please uninstall Win2PDF Pro, and download and run the Win2PDF standard setup program."

Win2PDF can be downloaded from:

<https://www.win2pdf.com/download/download.htm>

2.1.3.20 Activation Error: Win2PDF - Pro TSE

"Win2PDF is installed, but a Win2PDF Pro TSE license was entered (error 10009). Please download and run the Win2PDF Pro TSE setup program, and then re-enter your license."

The Win2PDF Pro TSE download link is included in your email receipt. If you don't have your email receipt, [contact support](#) with your license code for download instructions.

2.1.3.21 Activation Error: Win2PDF - Pro Desktop

"Win2PDF is installed, but a Win2PDF Pro license was entered (error 10010). Please download and run the Win2PDF Pro setup program, and then re-enter your license."

The Win2PDF Pro download link is included in your email receipt. If you don't have your email receipt, [contact support](#) with your license code for download instructions.

2.1.3.22 Activation Error: Win2PDF - Standard TSE

"Win2PDF is installed, but a Win2PDF TSE license was entered (error 10011)."

To purchase a license for Win2PDF, see the [Win2PDF purchase page](#).

2.2 Creating a PDF File

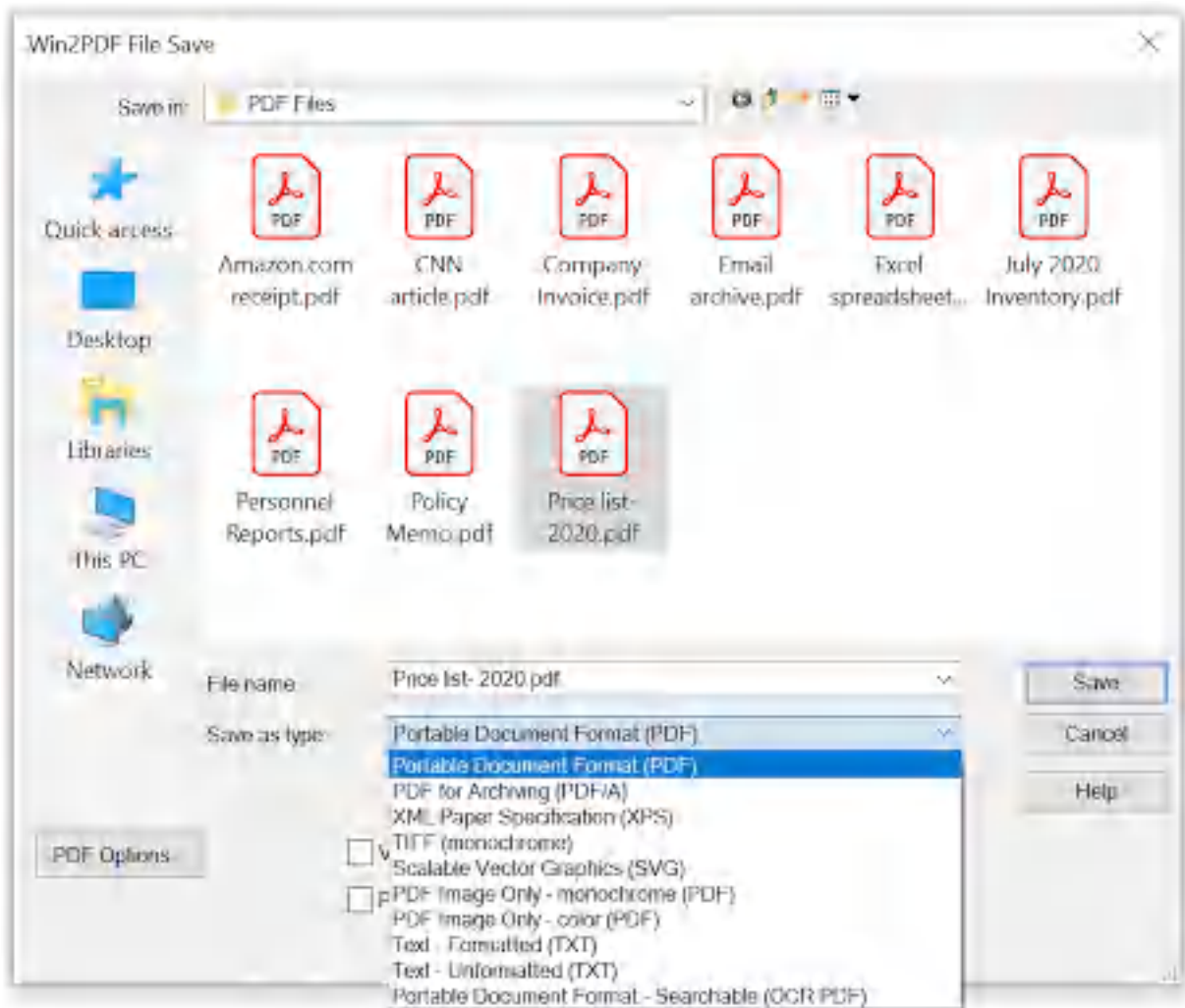
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a PDF file using Win2PDF

To create a PDF document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the PDF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"Portable Document Format (PDF)"** format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

2.3 Creating a PDF/A File

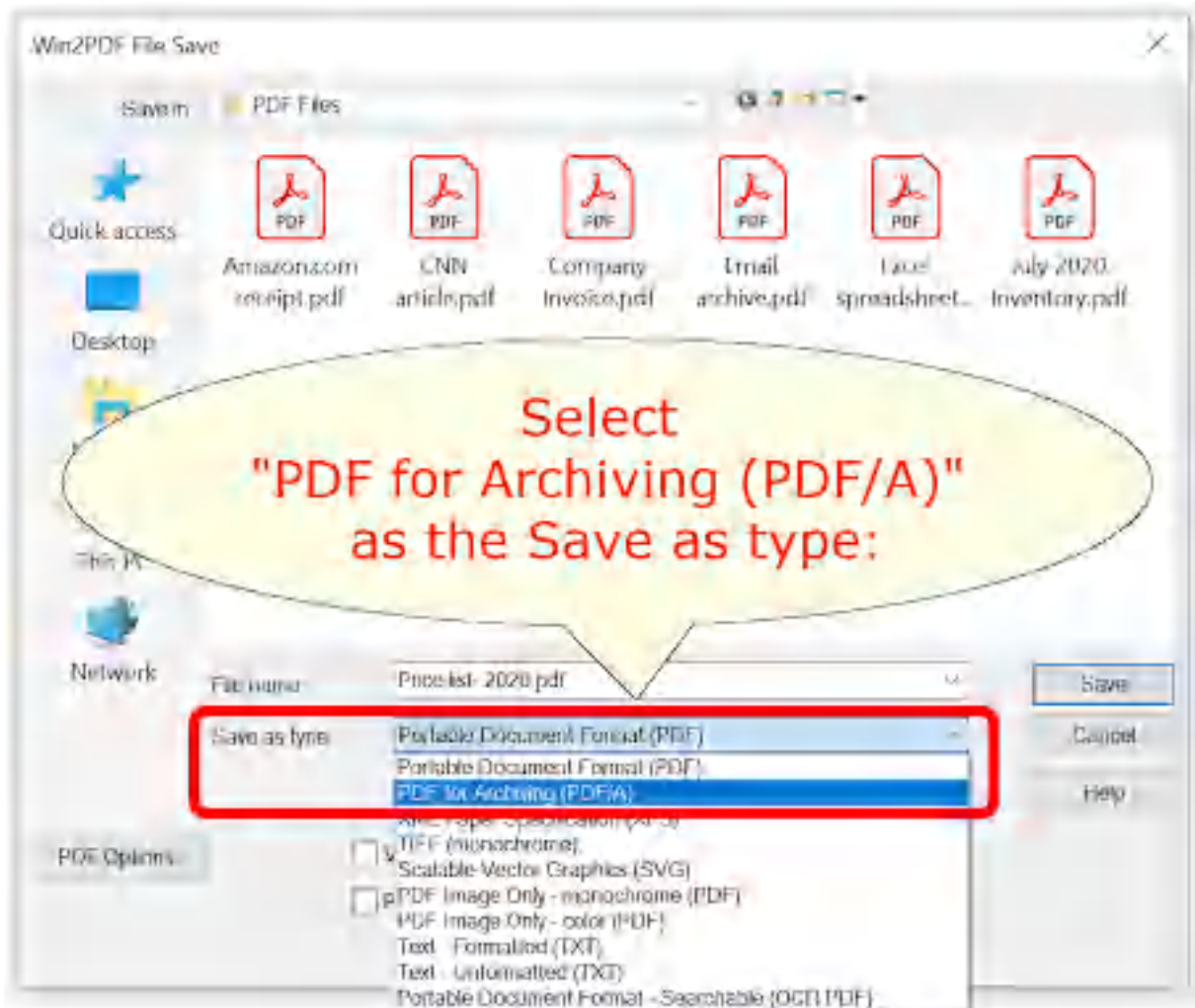
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a PDF/A file using Win2PDF

To create a PDF/A document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the PDF/A as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"PDF for Archiving (PDF/A)"** format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome (PDF)
- PDF Image Only - color (PDF)
- Text - Formatted (TXT)
- Text - Unformatted (TXT)
- PDF - Searchable (OCR) (PDF)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

2.4 Creating a PDF Image Only File

The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.

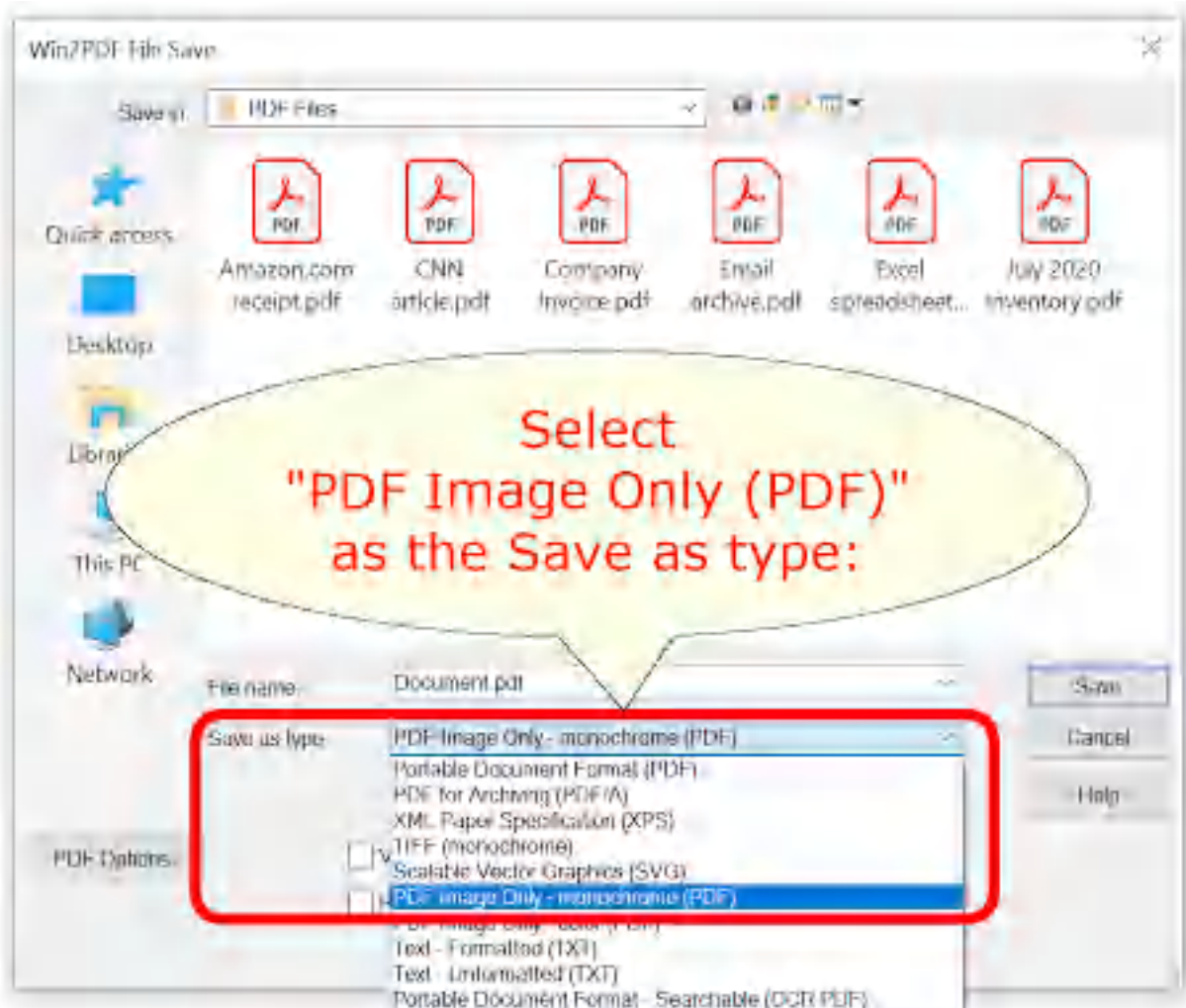


How to Create a PDF Image Only file using Win2PDF

The PDF Image Only format can be useful if you don't want the text in the PDF to be searchable. It can also be useful to speed up rendering of complex documents. To create a PDF Image Only document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer

- The Win2PDF file save window pops up, allowing you to choose a name and location for the PDF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"PDF for Image Only - monochrome (PDF)"** or **"PDF for Image Only - color (PDF)"** format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color

- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

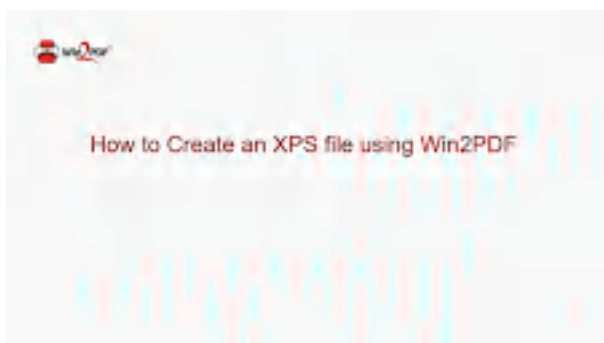
You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

To convert a PDF to PDF Image Only, you can use the Win2PDF Desktop [Export PDF to PDF Image Only](#) feature, or the [imagepdf command line](#).

2.5 Creating an XPS File

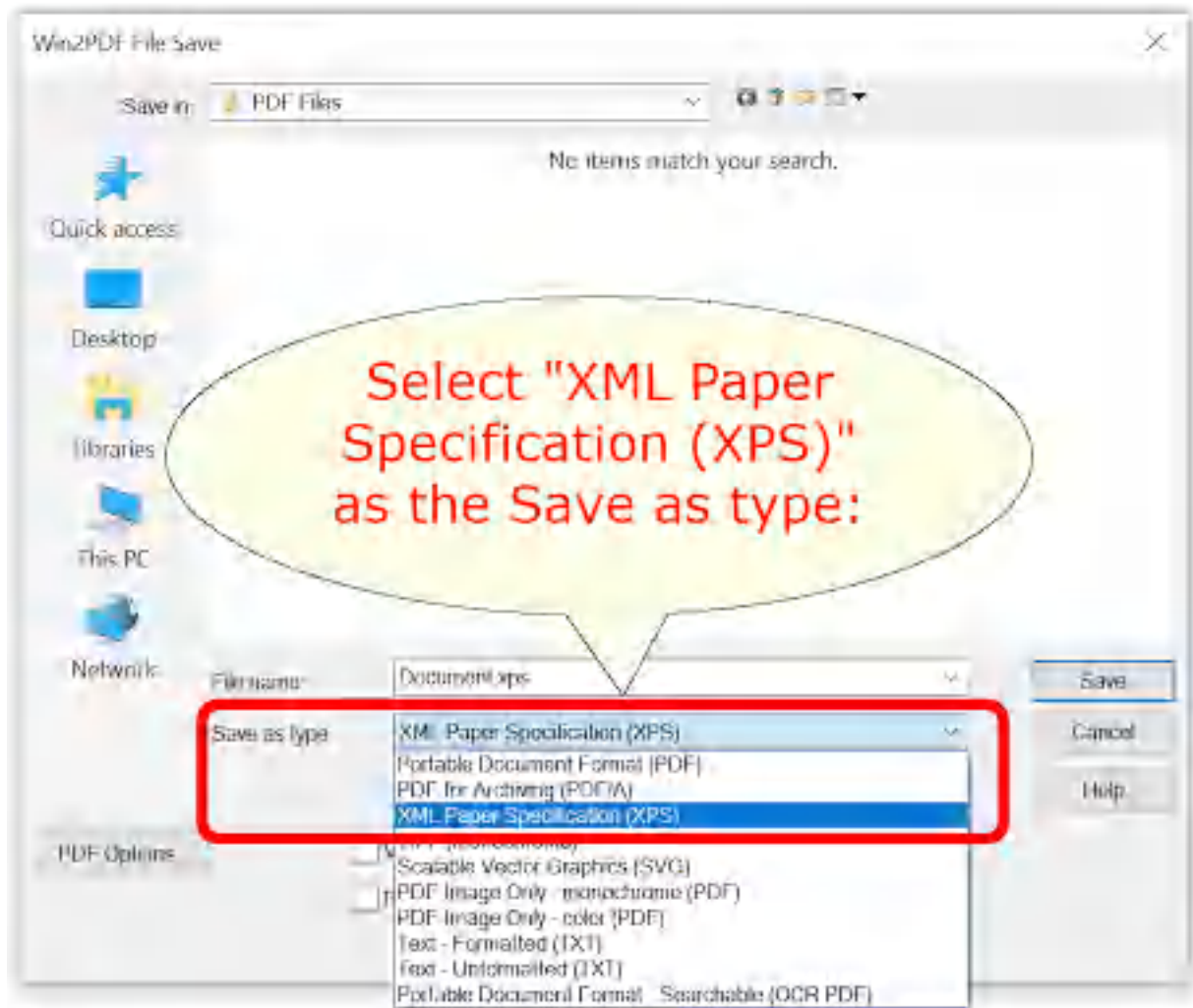
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a XML Paper Specification (XPS) file using Win2PDF

To create an XML Paper Specification (XPS) document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the XPS as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"XML Paper Specification (XPS)"** format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- TIFF (monochrome) - Tagged Image File Format

- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send an XPS using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

2.6 Creating an SVG File

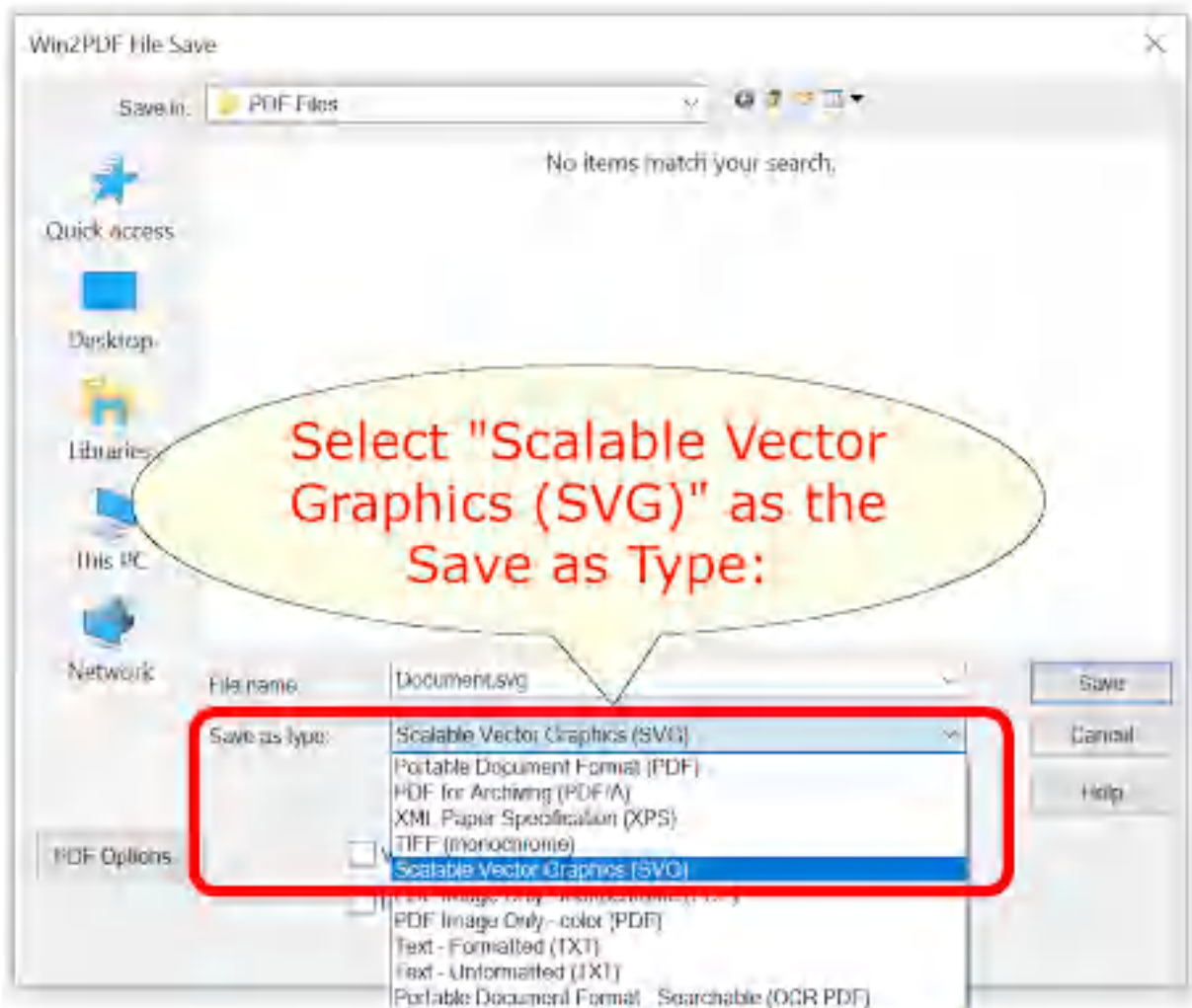
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a SVG file using Win2PDF

To create an SVG document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the SVG as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the "**Scalable Vector Graphics (SVG)**" format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)

- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send an XPS using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

2.7 Creating a TIFF File

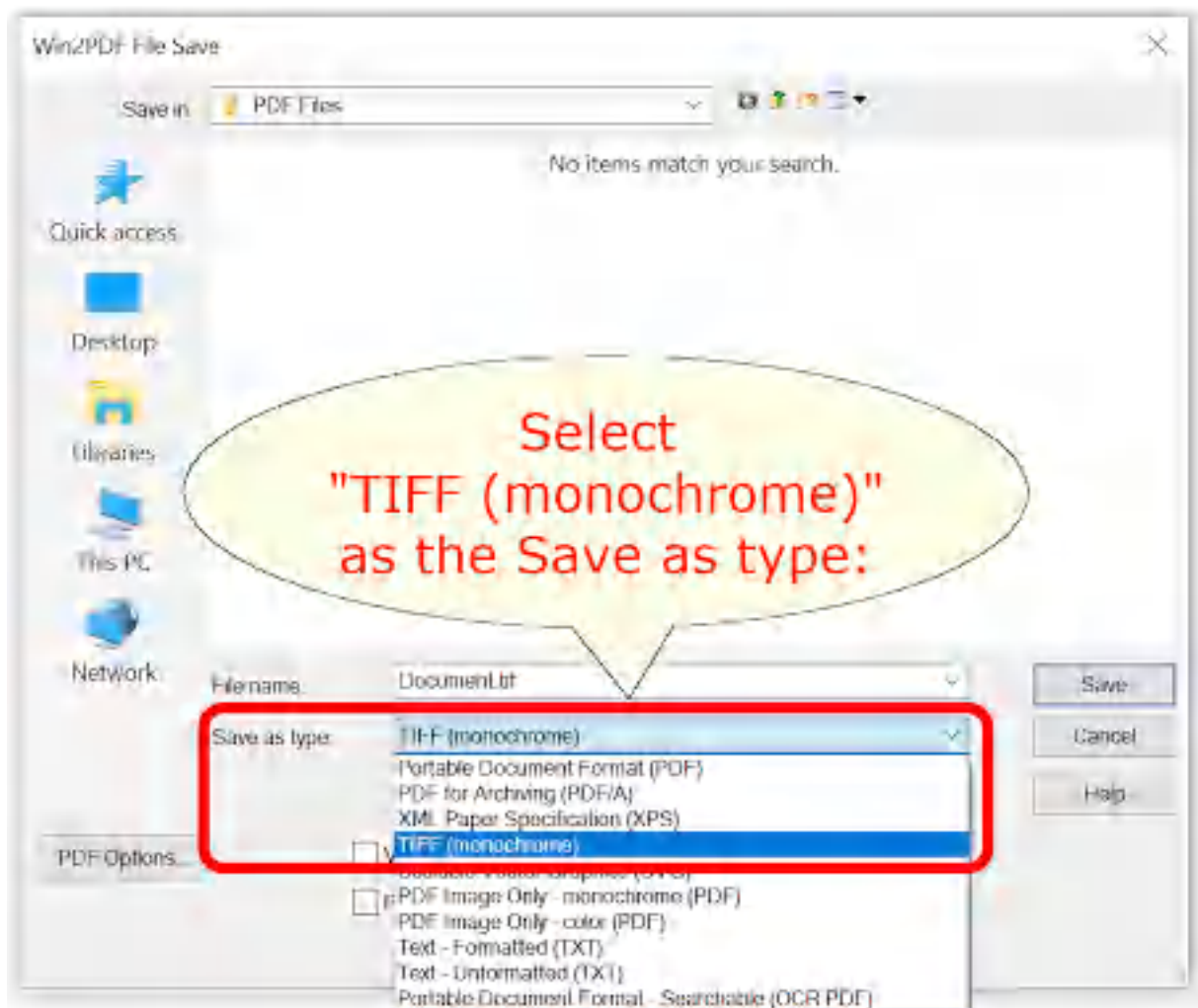
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a TIFF file using

To create a TIFF document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the TIFF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"TIFF (monochrome)"** format from the "Save as type:" options.

Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)

- XPS - XML Paper Specification
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a TIFF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

To convert a PDF to a TIFF, you can use the Win2PDF Desktop [Export PDF to TIFF](#) feature, or the [pdf2tiff command line](#).

2.8 Creating a Text File

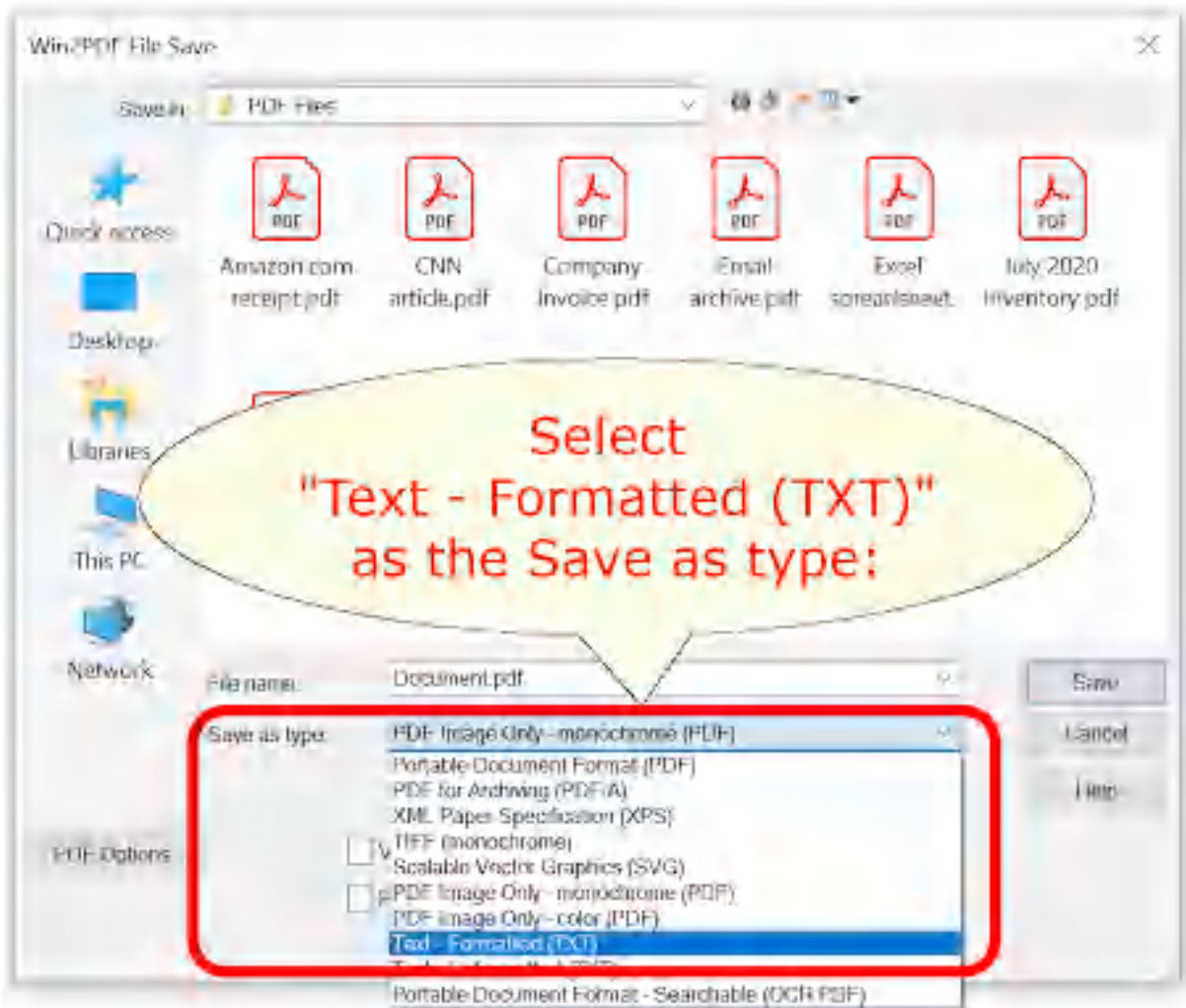
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a Text file using

To create a text only (TXT) document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the TXT file as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"Text - Formatted (TXT)"** or **"Text - Unformatted (TXT)"** format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a file using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

To convert a PDF to a TXT file, you can use the Win2PDF Desktop [Export PDF to TXT](#) feature, or the [extracttext command line](#).

2.9 Creating an OCR Searchable PDF

The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



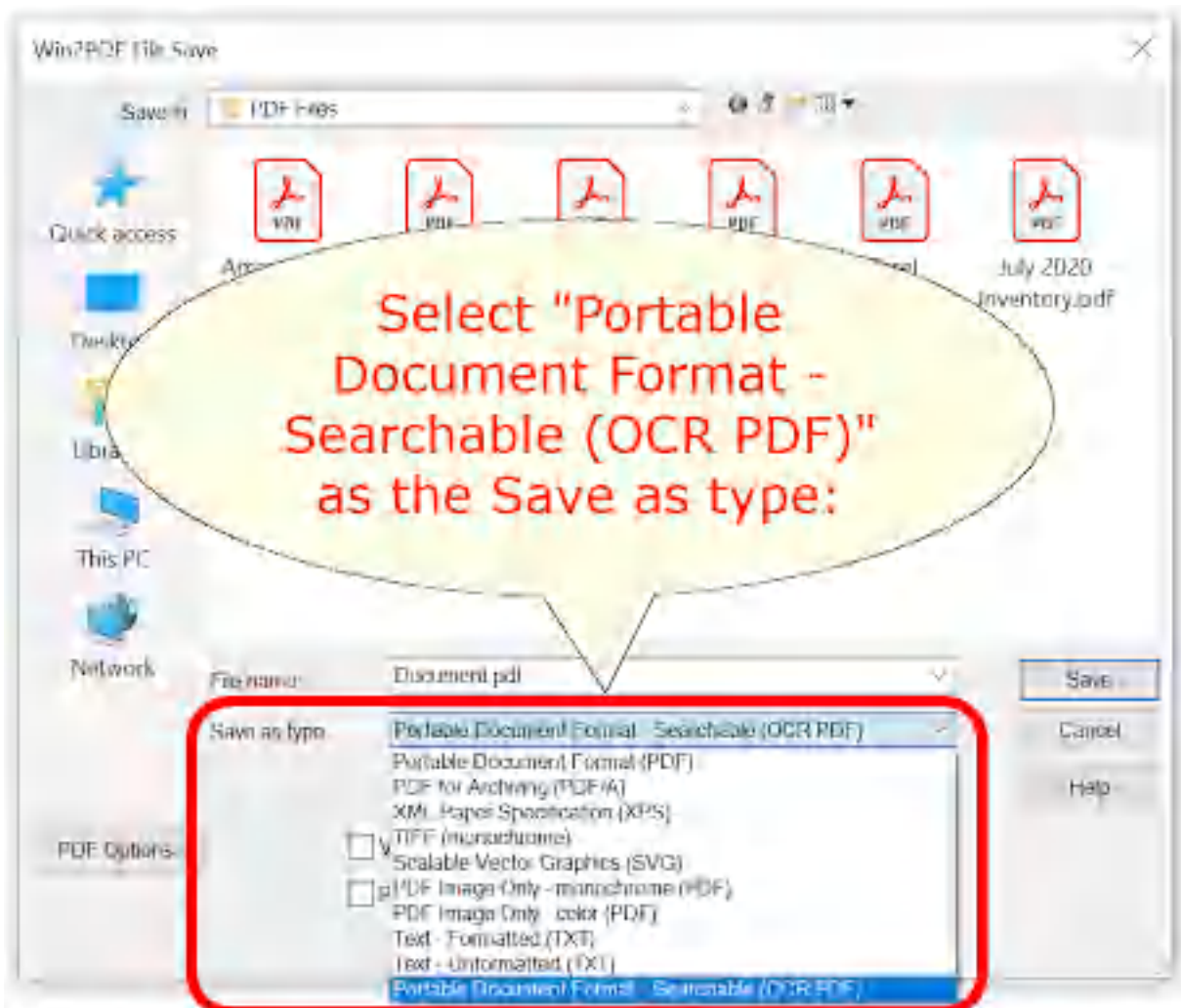
How to Create a OCR Searchable PDF file using Win2PDF

Normally, when text information is sent to the Win2PDF printer, Win2PDF converts the text into a searchable PDF. Some applications such as Google Chrome or Microsoft Edge send text to the Win2PDF printer as graphics.

This causes the PDFs created from these applications to not be searchable. To resolve the problem, Win2PDF has an extra downloadable component called the "[Win2PDF Desktop with OCR](#)" that adds optical character recognition capabilities so that Win2PDF can convert the graphics into searchable text.

To create an OCR Searchable PDF document:

- Install the "[Win2PDF Desktop with OCR](#)" component.
- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the PDF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the "**Portable Document Format - Searchable (PDF)**" format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

If you need to make an existing PDF file searchable, you can use the Win2PDF Desktop [Export to Searchable PDF \(OCR\)](#), or the [Win2PDF MAKESEARCHABLE command line](#).

2.10 Creating a JPEG Image File

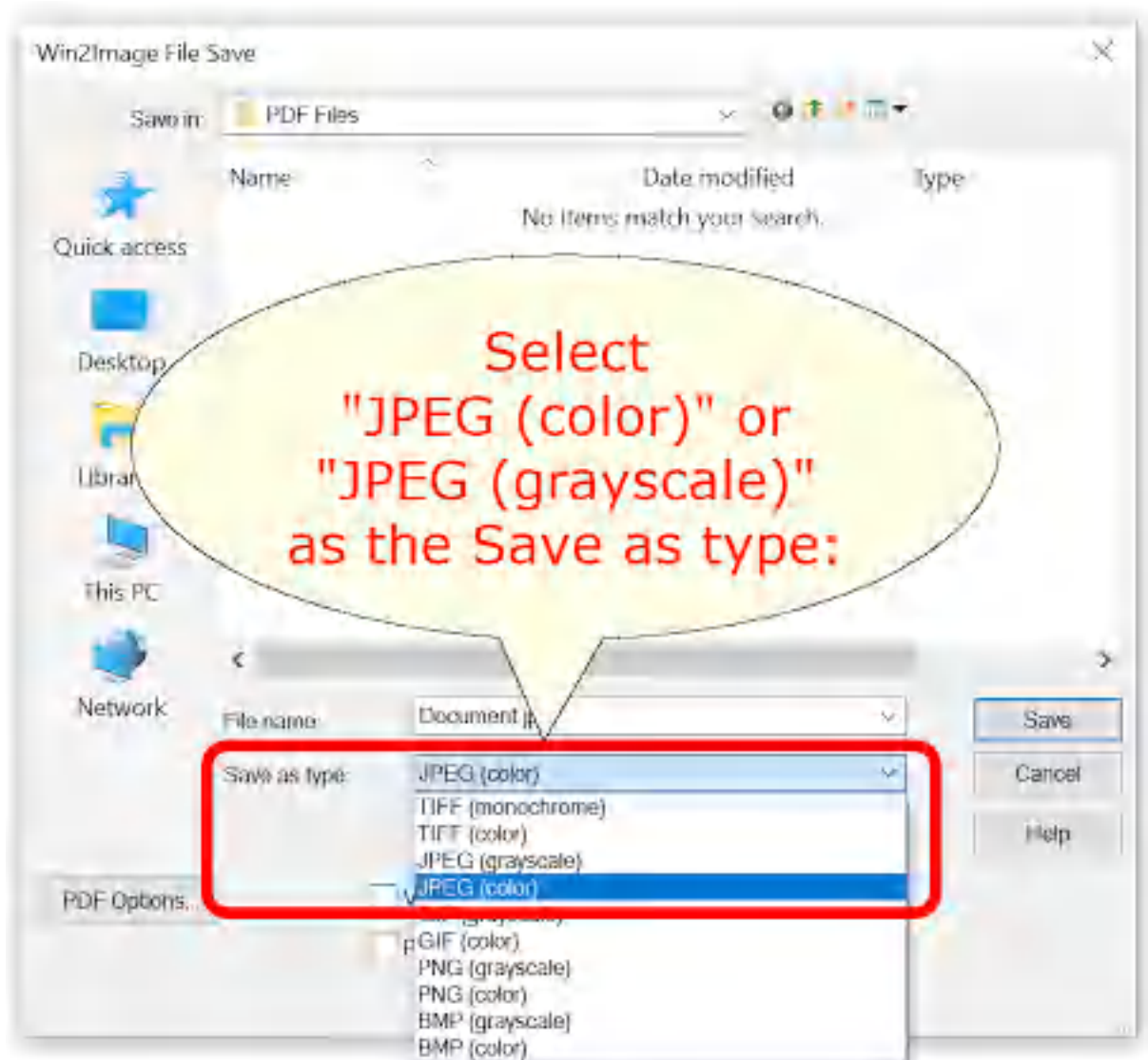
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2Image.



How to Create a JPG file using Win2PDF

To create a image file in JPEG, TIFF, GIF, PNG, or BMP format:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document as you normally do but select the Win2Image printer
- You will be prompted to enter the name of the document, as shown on this screen:

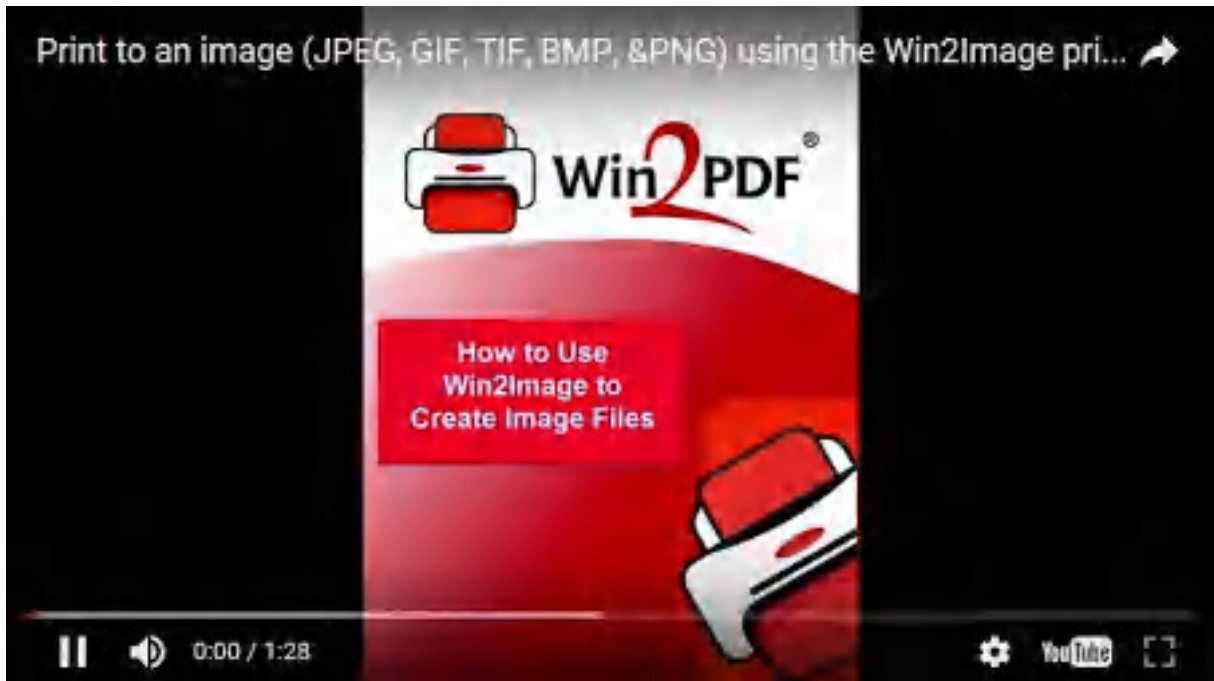


Win2Image Save As JPEG

The default file name is supplied by the sending application. You can choose the format using the "Save as type:" options. Win2Image supports the following formats in color and monochrome/grayscale:

- TIFF
- JPEG
- GIF
- PNG
- BMP

If the document contains more than one page, a separate file with a page number appended to the file name will be created for each page for all formats except TIFF.



Print to an image (JPEG, GIF, TIF, BMP, &PNG) using the Win2Image printer

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a JPEG using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2Image remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

To convert a PDF to a JPEG, you can use the Win2PDF Desktop [Export PDF to JPEG](#) feature, or the [pdf2jpg command line](#).

2.11 Creating a GIF Image File

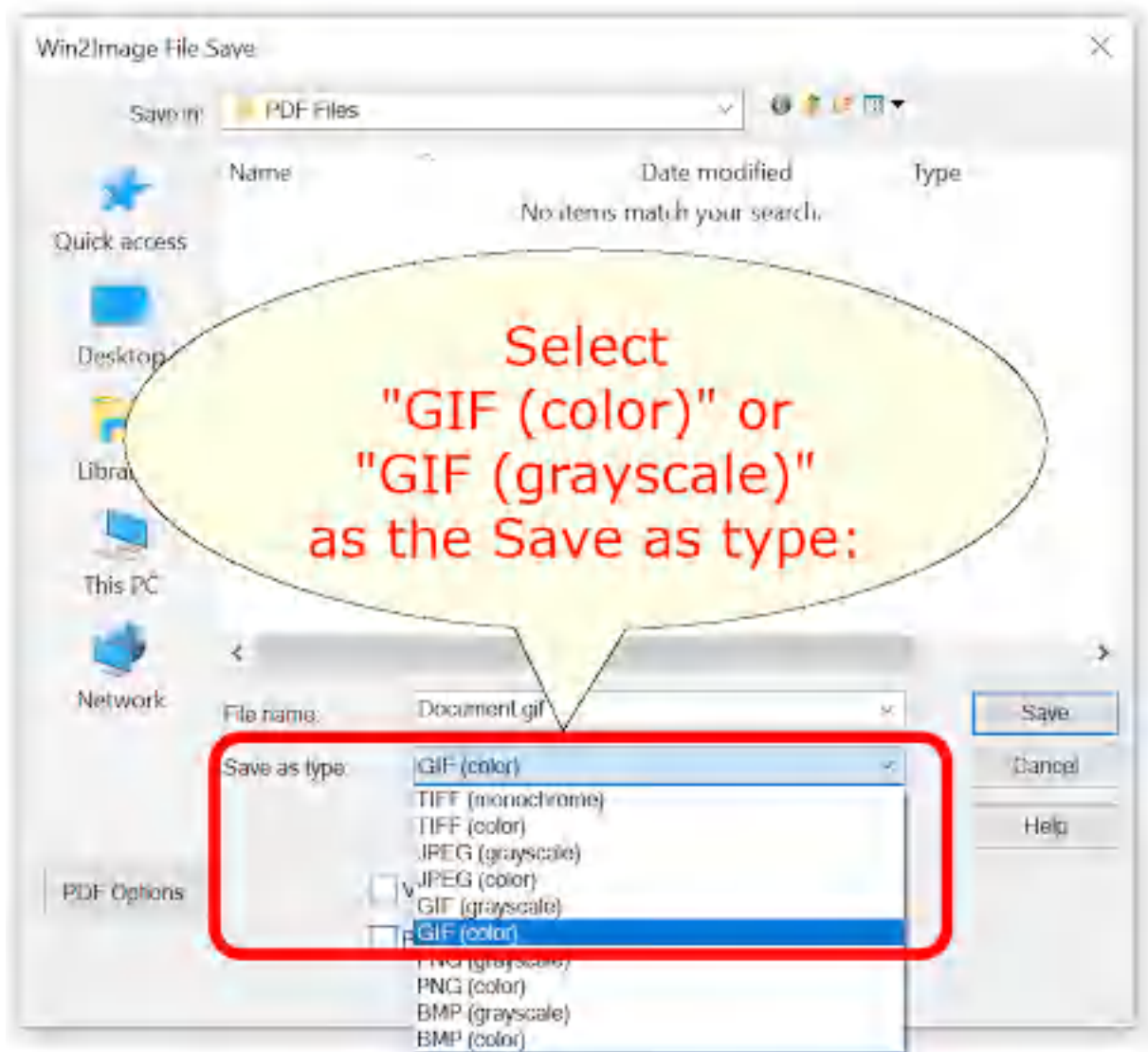
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2Image.



How to Create a GIF file using Win2PDF

To create a image file in JPEG, TIFF, GIF, PNG, or BMP format:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document as you normally do but select the Win2Image printer
- You will be prompted to enter the name of the document, as shown on this screen:

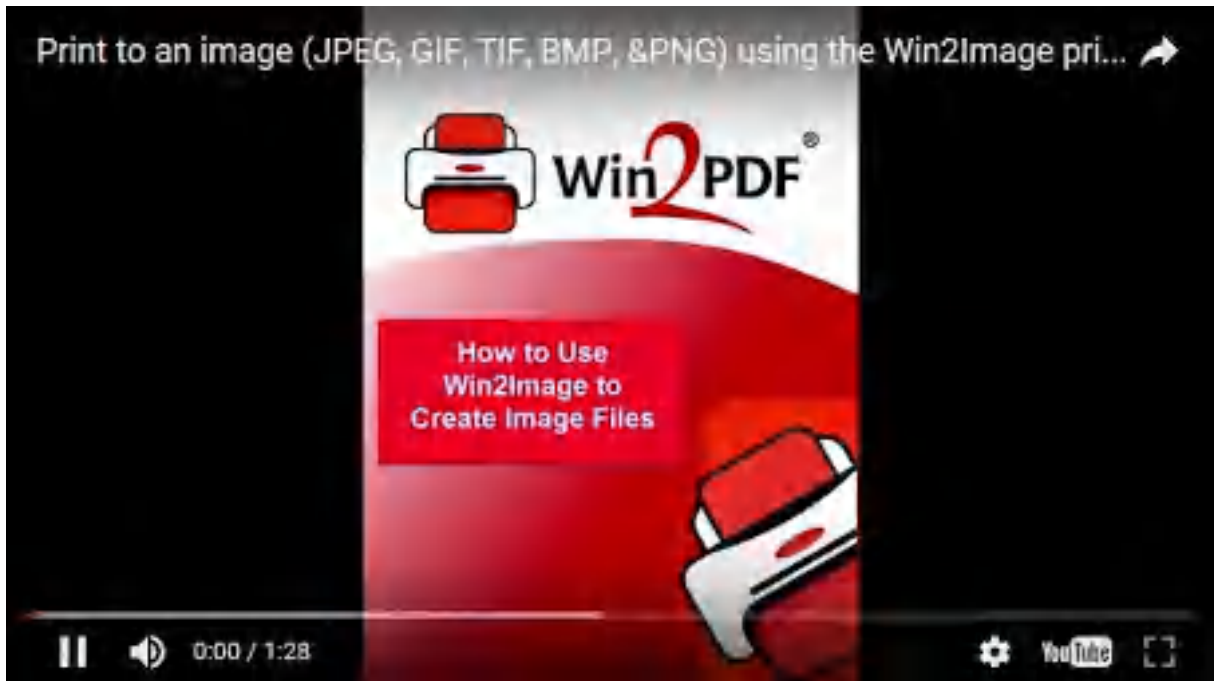


Win2Image Save As GIF

The default file name is supplied by the sending application. You can choose the format using the "Save as type:" options. Win2Image supports the following formats in color and monochrome/grayscale:

- TIFF
- JPEG
- GIF
- PNG
- BMP

If the document contains more than one page, a separate file with a page number appended to the file name will be created for each page for all formats except TIFF.



Print to an image (JPEG, GIF, TIF, BMP, &PNG) using the Win2Image printer

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a GIF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

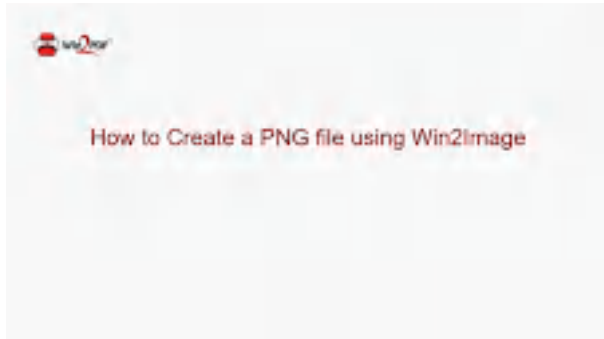
You can use the file save window to browse to a new location before saving the document. Win2Image remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

To convert a PDF to a TIFF, you can use the [pdf2tiff command line](#).

2.12 Creating a PNG Image File

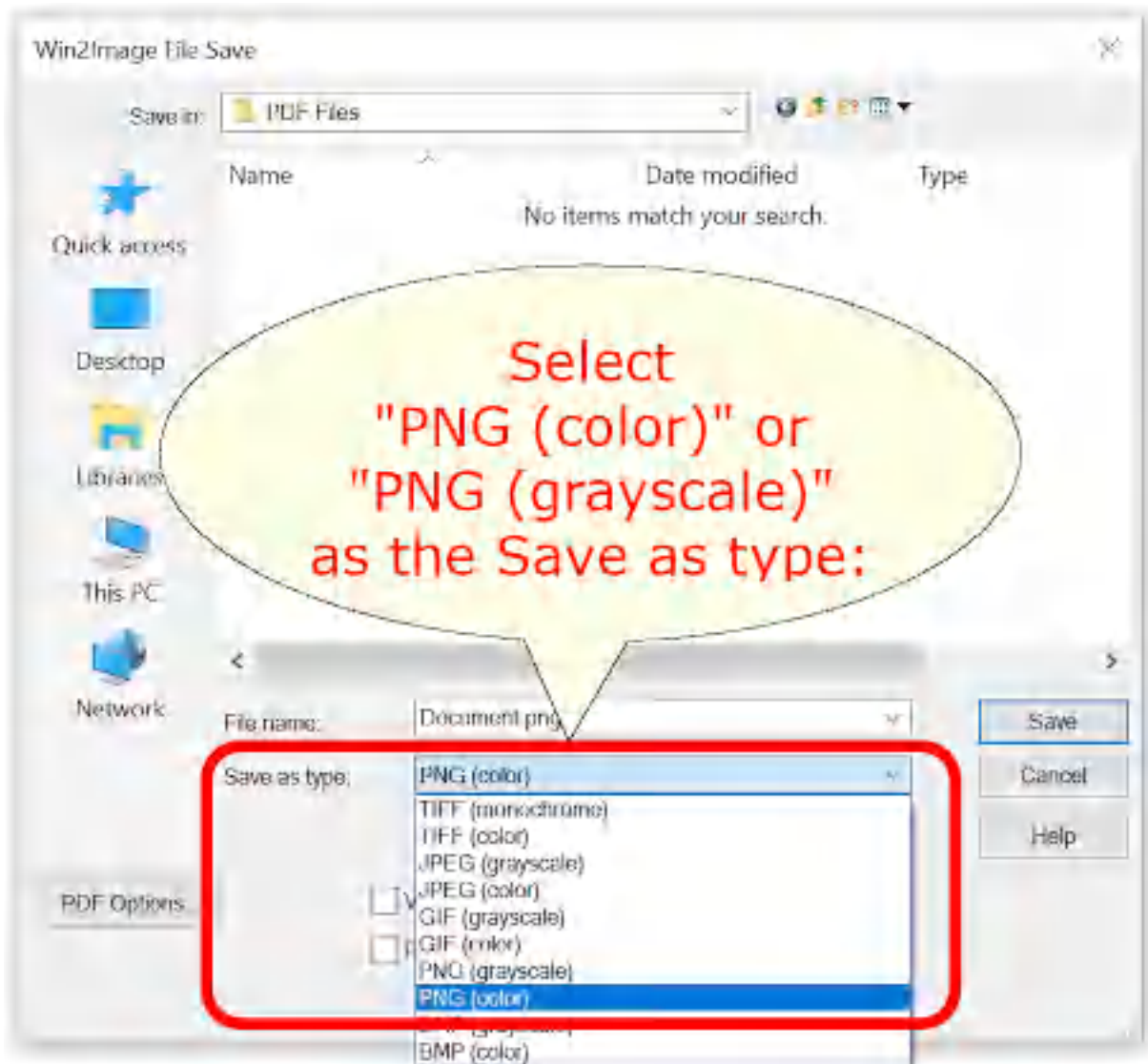
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2Image.



How to Create a PNG file using

To create a image file in JPEG, TIFF, GIF, PNG, or BMP format:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document as you normally do but select the Win2Image printer
- You will be prompted to enter the name of the document, as shown on this screen:



Win2Image Save As PNG

The default file name is supplied by the sending application. You can choose the format using the "Save as type:" options. Win2Image supports the following formats in color and monochrome/grayscale:

- TIFF
- JPEG
- GIF
- PNG
- BMP

If the document contains more than one page, a separate file with a page number appended to the file name will be created for each page for all formats except TIFF.



Print to an image (JPEG, GIF, TIF, BMP, &PNG) using the Win2Image printer

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PNG using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

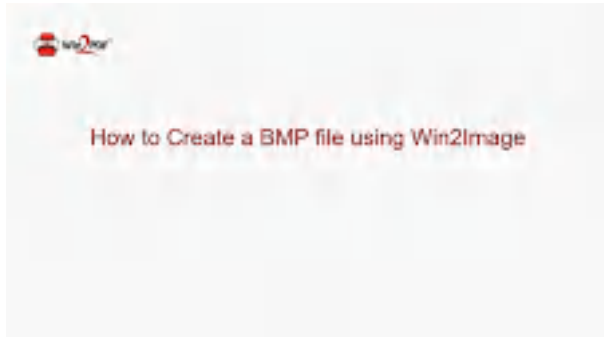
You can use the file save window to browse to a new location before saving the document. Win2Image remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

To convert a PDF to a PNG, you can use the Win2PDF Desktop [Export PDF to PNG](#) feature, or the [pdf2png command line](#).

2.13 Creating a BMP Image File

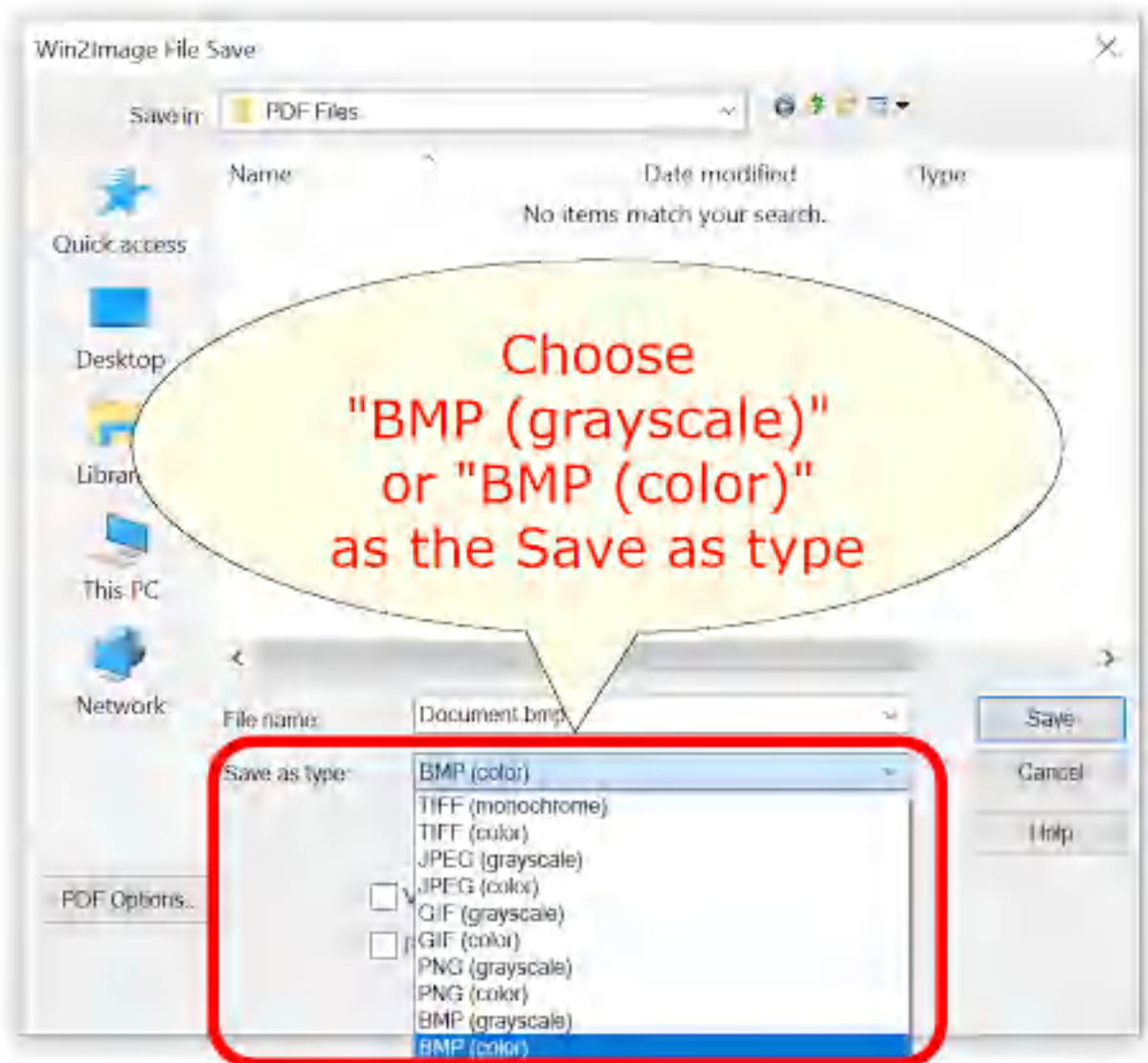
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2Image.



How to Create a BMP file using

To create a image file in JPEG, TIFF, GIF, PNG, or BMP format:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document as you normally do but select the Win2Image printer
- You will be prompted to enter the name of the document, as shown on this screen:



Win2Image Save As BMP

The default file name is supplied by the sending application. You can choose the format using the "Save as type:" options. Win2Image supports the following formats in color and monochrome/grayscale:

- TIFF
- JPEG
- GIF
- PNG
- BMP

If the document contains more than one page, a separate file with a page number appended to the file name will be created for each page for all formats except TIFF.



Print to an image (JPEG, GIF, TIF, BMP, &PNG) using the Win2Image printer

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

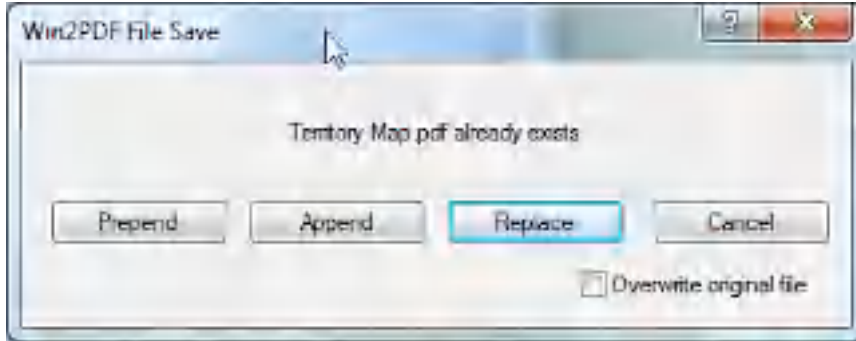
- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a BMP using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2Image remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

2.14 Merging to an existing PDF file

If you select a PDF file in the file save dialog that already exists, Win2PDF will display the following dialog:



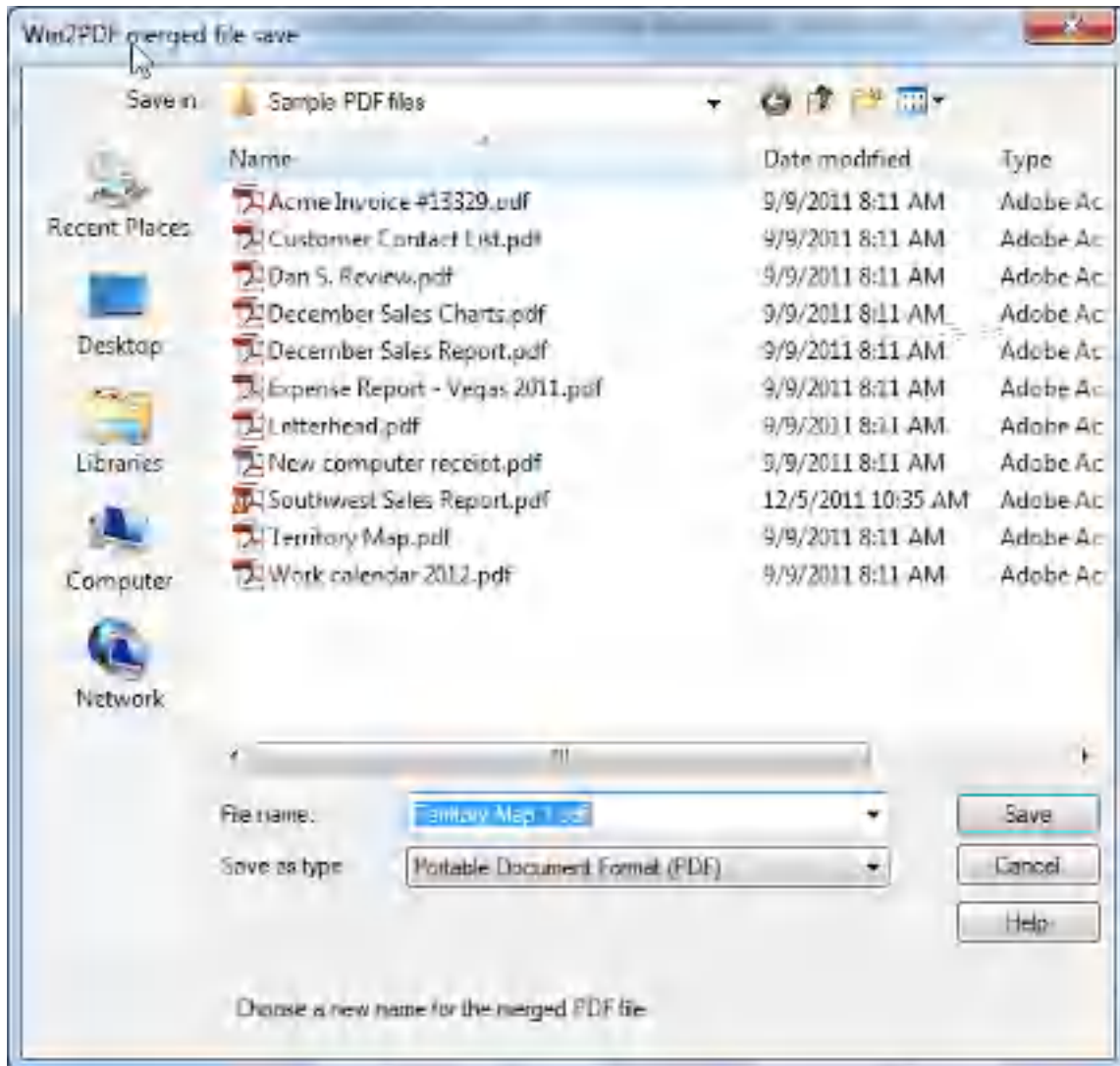
pdf-prepend-append-replace

The "**Prepend**" button will create a new document containing the existing PDF file and will insert the new document information at the beginning of the file. The "**Append**" button will create a new document containing the existing PDF file and will add the new document information to the end of the file. The "**Replace**" button will overwrite the existing PDF file, and the "**Cancel**" button will cancel the PDF creation without affecting the existing PDF file. Here is a YouTube video that shows how to append to an existing PDF file.



How to append to an existing PDF file using Win2PDF

If the "**Overwrite original file**" check box is checked, the "**Prepend**" and "**Append**" buttons will overwrite the original document with the new merged document. *This option should be used with caution since it cannot be undone.* If the "**Overwrite original file**" check box is not checked, both the "**Prepend**" and "**Append**" buttons will display an additional dialog to choose a new file name as shown below. In this case, the original PDF file will not be modified.



If you selected options to "**View File**", "**Print File**", or "**Send File**" in the first file save dialog, they will be performed after the file has been merged.

If you enabled encryption in Win2PDF Pro, the merged file will be encrypted. Win2PDF cannot append or prepend to an existing PDF file that is already encrypted.

You can also [append two existing PDF files](#) using the Win2PDF Desktop App, or using the [APPEND command line](#).

2.15 Fonts

When creating a standard PDF, Win2PDF 10 automatically embeds all fonts except for the 14 fonts that are built into Adobe Reader®. These include:

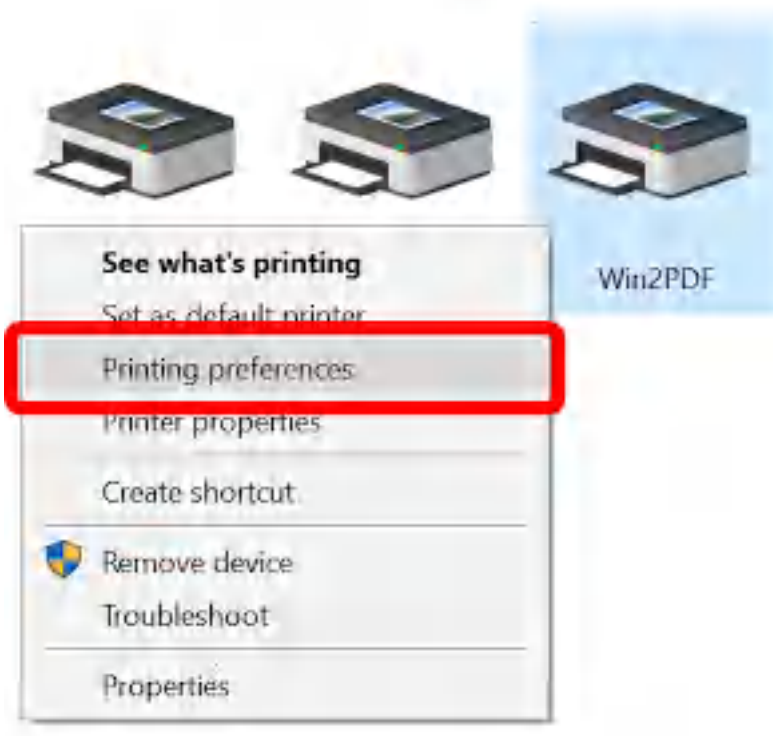
- Courier
- **Courier-Bold**
- *Courier-Oblique*
- ***Courier-BoldOblique***
- Helvetica
- **Helvetica-Bold**
- *Helvetica-Oblique*
- ***Helvetica-BoldOblique***
- Times-Roman
- **Times-Bold**
- *Times-Italic*
- ***Times-BoldItalic***
- Symbol
- ZapfDingbats

When the PDF/A format is selected, all fonts including the font Adobe Reader built-in fonts are automatically embedded in the PDF file.

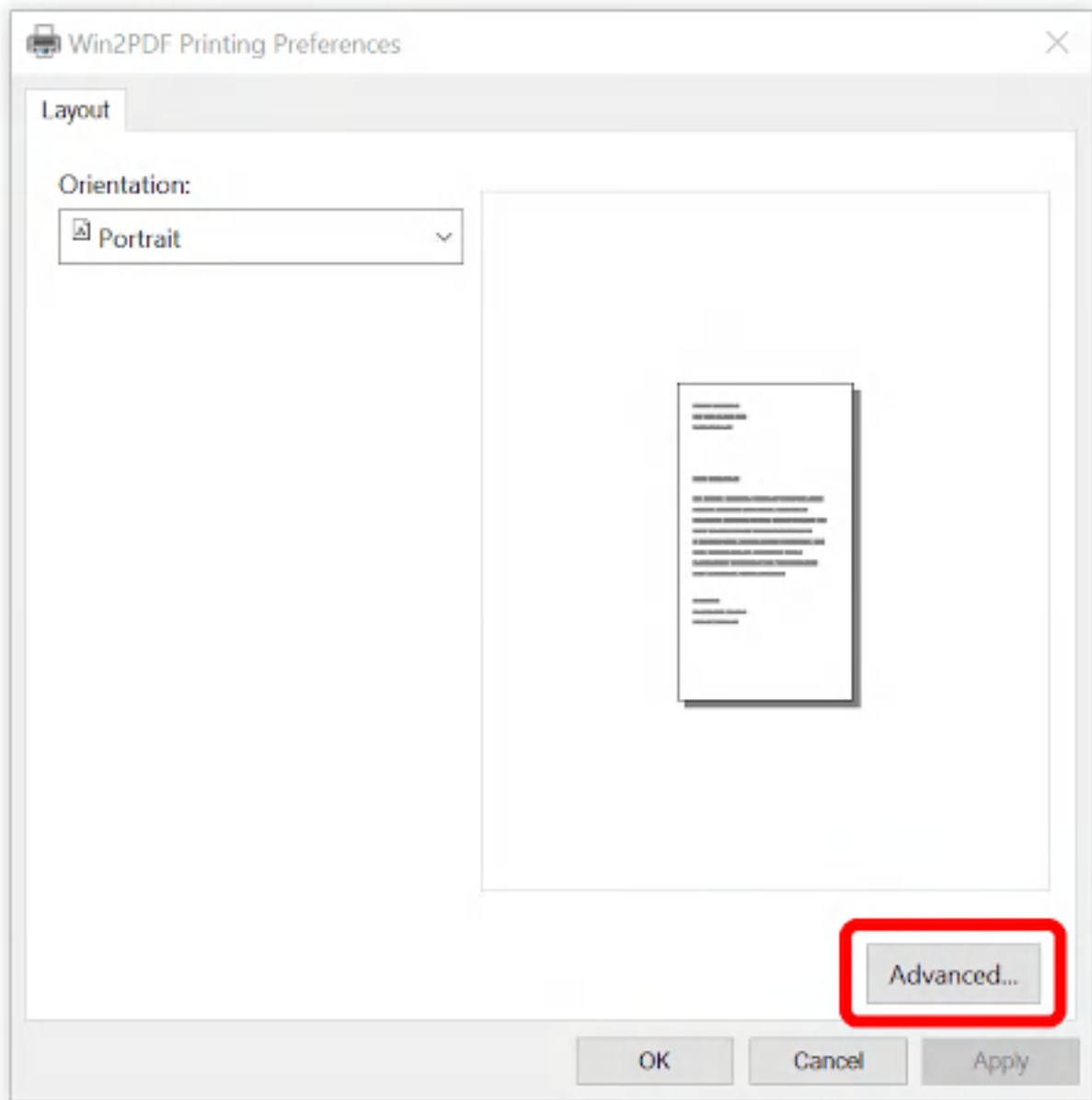
2.16 Paper Sizes

Most applications have a "Page Setup" window for configuring the document paper size. This is best place to change the Win2PDF paper size if your application supports it.

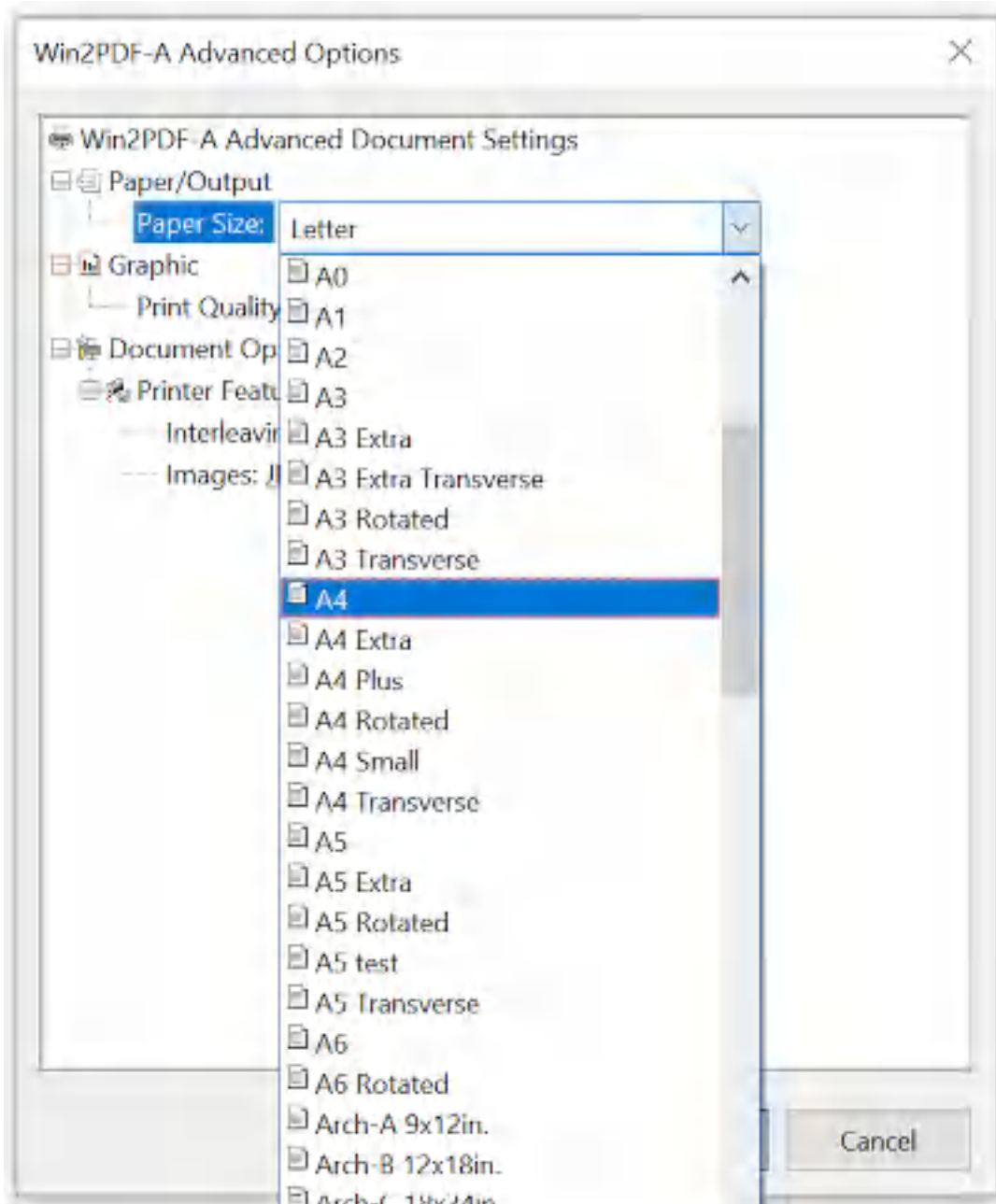
To set the default Win2PDF paper size, open the "Devices and Printers" window, right click on the Win2PDF icon, and choose "Printing Preferences":



When the "Printing Preferences" window opens, click on the "Advanced" button:



Under "Paper/Output", click on "Paper Size:" to select the default paper size.



Win2PDF supports the following paper sizes:

- US Letter
- US Legal
- 4A0
- 2A0
- A0
- A1
- A2

- A3
- A4
- B5
- US Letter Small
- A4 Small
- US Legal Small
- Ebook
- Tabloid 11x17in.
- A-Size 8.5x11in.
- B-Size 11x17in.
- C-Size 17x22in.
- D-Size 22x34in.
- E-Size 34x44in.
- Arch-A 9x12in.
- Arch-B 12x18in.
- Arch-C 18x24in.
- Arch-D 24x36in.
- Arch-E 36x48in.
- 30x42/30x42in.
- 30x48/30x48in.
- 36x60/36x60in.

In addition, Win2PDF supports user defined custom or user defined paper sizes. The steps required to create a custom paper size vary depending on the version of Windows.

[How to create a custom paper size in Windows XP or Windows Server 2003](#)

[How to create a custom paper size in Windows Vista](#)

[How to create a custom paper size in Windows 7 or Windows Server 2008](#)

[How to create a custom paper size in Windows 8](#)

[How to create a custom paper size in Windows 10](#)

[How to create a custom paper size in Windows 11](#)

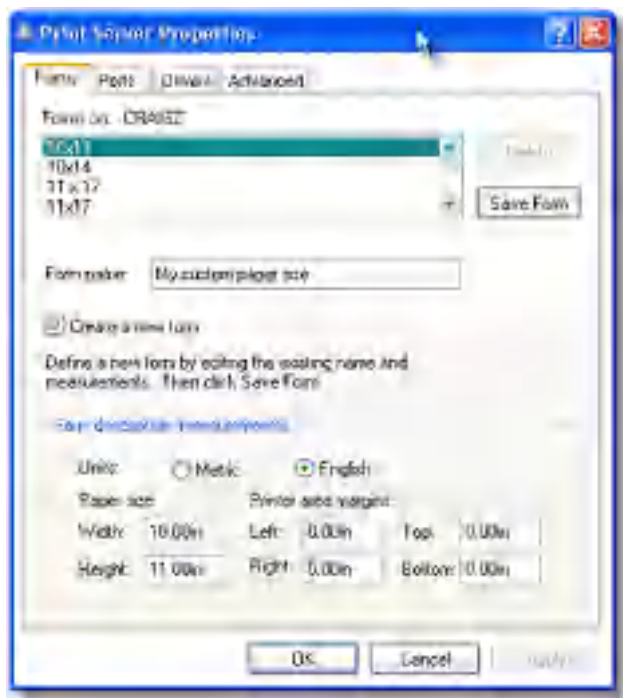
2.16.1 How to create a custom paper size in Windows XP or Windows Server 2003

To create a custom page size in Windows XP or Windows Server 2003:

1. Open the "**Printers and Faxes**" folder
2. Under the "**File**" menu, select "**Server Properties**".



3. Select the **"Forms"** tab.



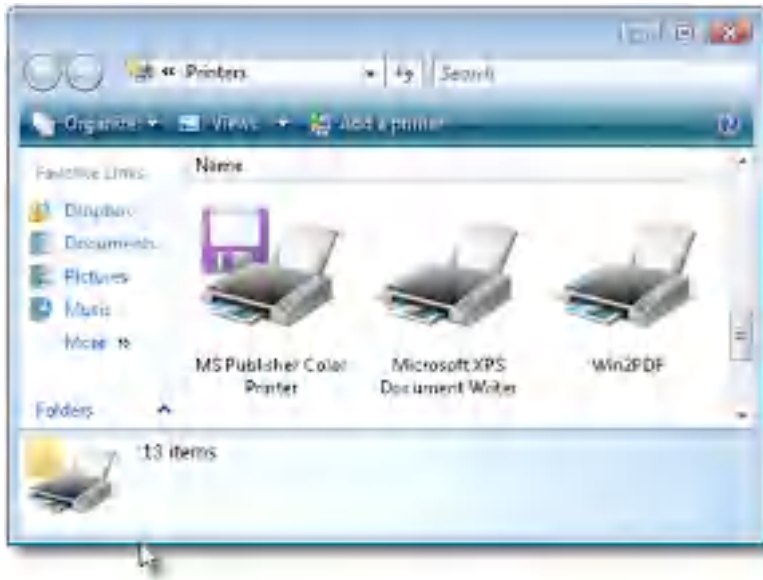
4. Check the **"Create a New Form"** box, and fill out the **"Form Description"** and **"Paper Size"** fields. It is best to leave the **"Printer Area Margins"** fields as 0.

5. Select "Save Form" and close the window. Your form should now be available to Win2PDF.

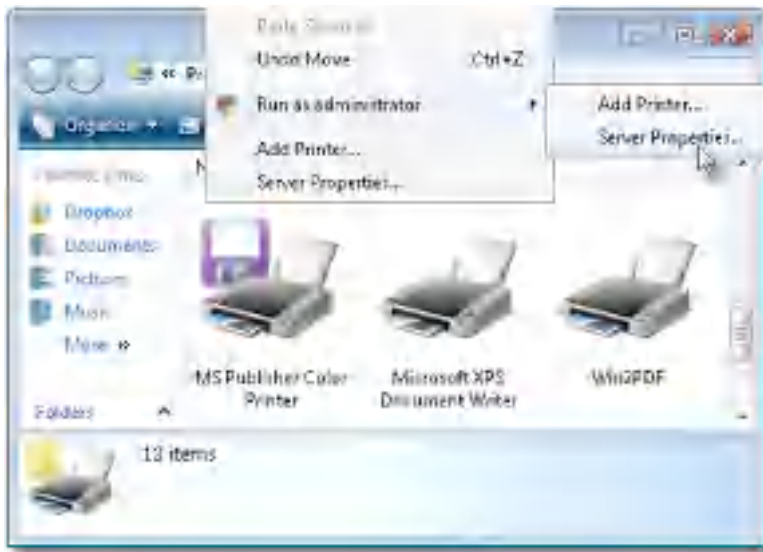
2.16.2 How to create a custom paper size in Windows Vista

To create a custom paper size in Windows Vista:

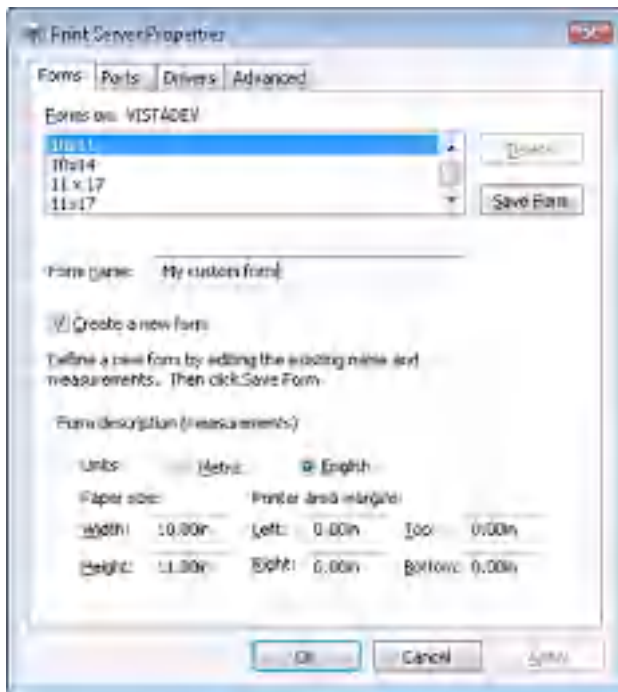
1. Open the **"Printers"** folder



2. Right click in the background of the printers folder, and select "**Run as administrator->Server Properties...**".



3. Select the "**Forms**" tab.



4. Check the **"Create a New Form"** box, and fill out the **"Form Description"** and **"Paper Size"** fields. It is best to leave the **"Printer Area Margins"** fields as 0.

5. Select "Save Form" and close the window. Your form should now be available to Win2PDF.

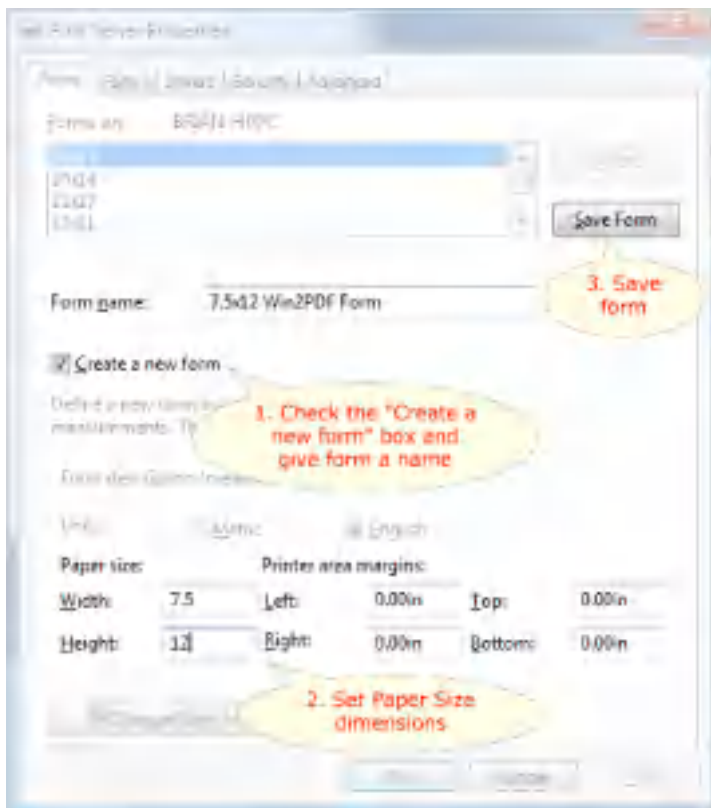
2.16.3 How to create a custom paper size in Windows 7 or Windows Server 2008

To create a custom paper size in Windows 7 or Windows Server 2008:

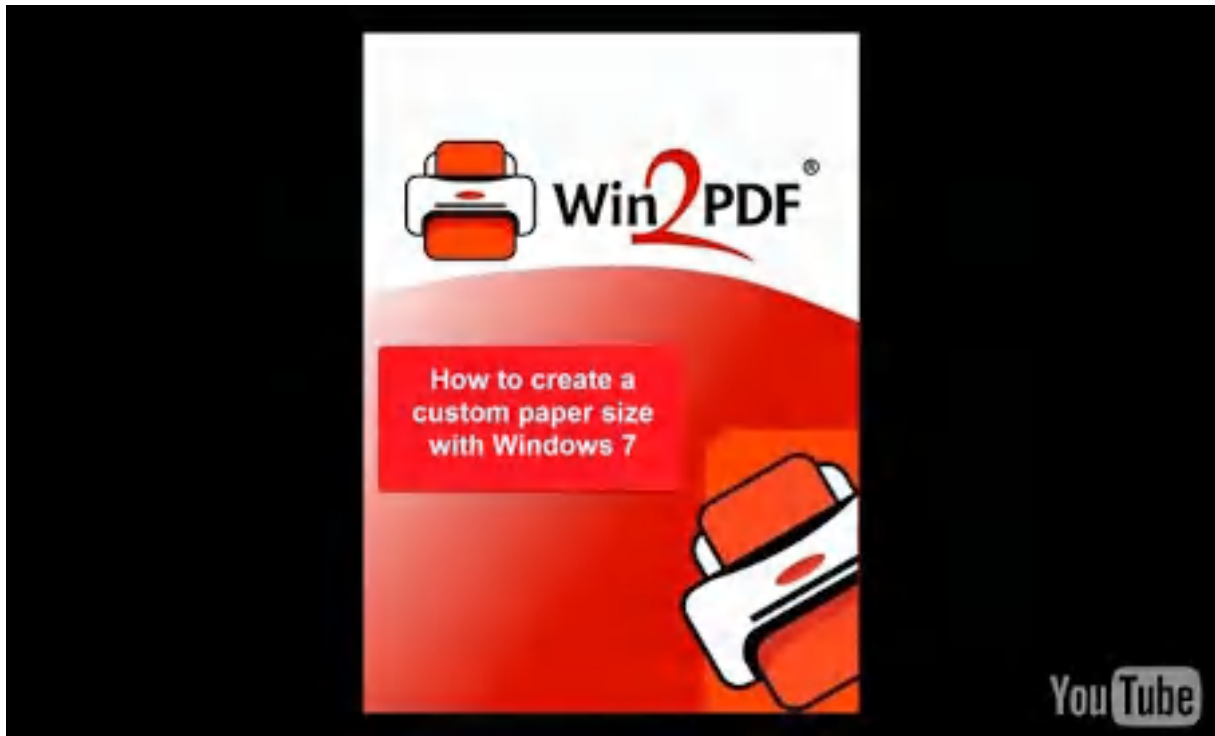
1. Open the **"Devices and Printers"** folder from the Start menu. Select the printer named **"Win2PDF"** and then click on the menu option **"Print Server Properties"**.



2. In the **"Print Server Properties"** window, name and set the paper size dimensions.



3. Select "**Save Form**" and close the window. Your form should now be available to Win2PDF. Here is a short video showing how to create and use this custom paper size.



How to create a custom paper size with Windows 7

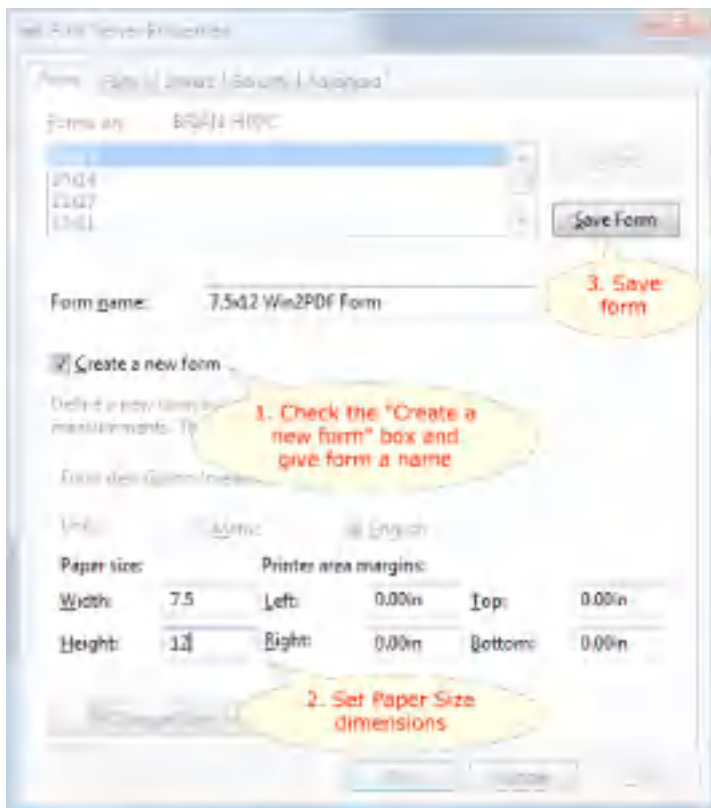
2.16.4 How to create a custom paper size in Windows 8

To create a custom page size in Windows 8, Windows 8.1, or Windows Server 2012:

1. Open the Control Panel by typing "**Control Panel**" in the start menu search box. Click "**View devices and printers**" under "**Hardware and Sound**" from the Control Panel. Select the printer named "**Win2PDF**" and then click on the menu option "**Print Server Properties**" in the window title bar.



2. In the **"Print Server Properties"** window, name and set the paper size dimensions.



3. Select "**Save Form**" and close the window. Your form should now be available to Win2PDF. Here is a short video showing how to create and use this custom paper size.



How to create a custom paper size with Windows 7

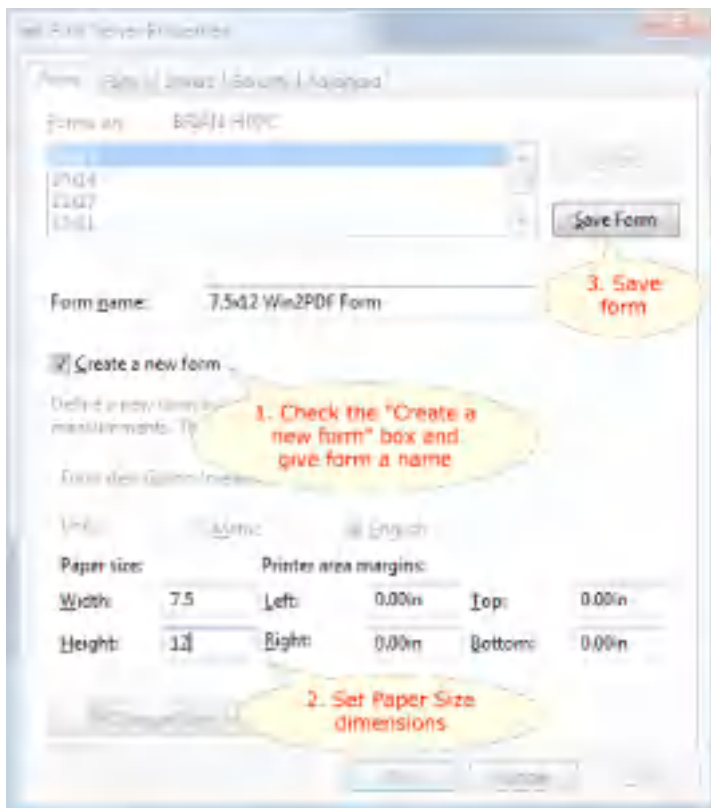
2.16.5 How to create a custom paper size in Windows 10

To create a custom page size in Windows 10:

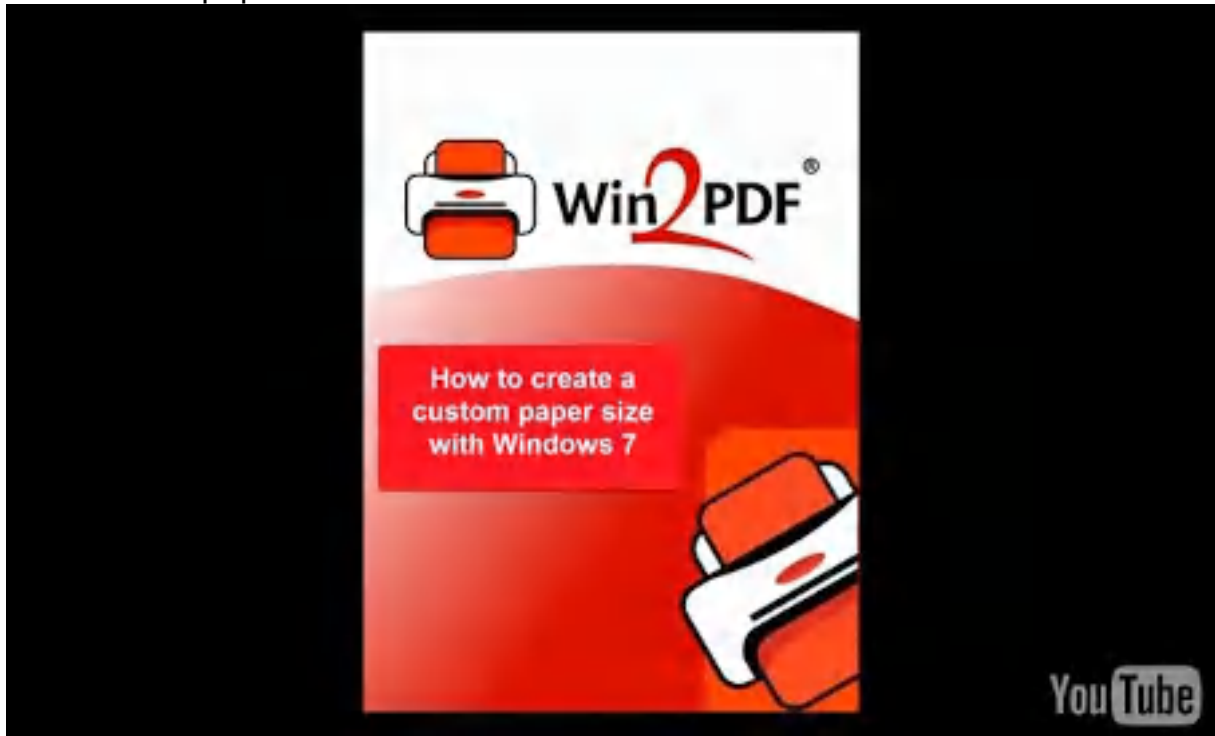
1. Open the "**Control Panel**" from the Windows 10 "**Start -> Windows System**" menu. Click "**View devices and printers**" under "**Hardware and Sound**" from the Control Panel. Select the printer named "**Win2PDF**" and then click on the menu option "**Print Server Properties**".



2. In the **"Print Server Properties"** window, name and set the paper size dimensions.



3. Select "**Save Form**" and close the window. Your form should now be available to Win2PDF. Here is a short video showing how to create and use this custom paper size.



How to create a custom paper size with Windows 7

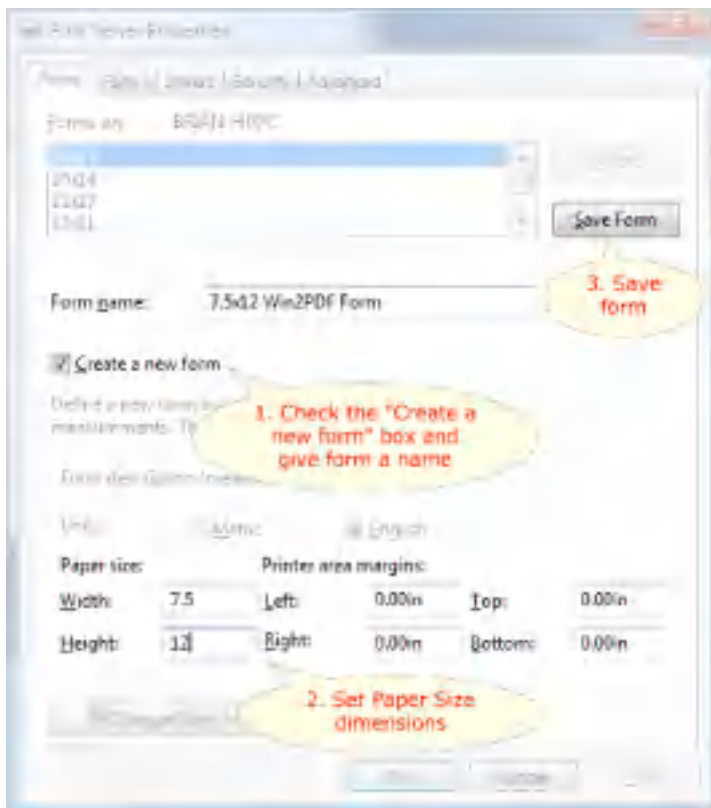
2.16.6 How to create a custom paper size in Windows 11

To create a custom page size in Windows 11:

1. Search for "**Control Panel**" from the Windows 11 "**Search**" menu. Click "**View devices and printers**" under "**Hardware and Sound**" from the Control Panel. Select the printer named "**Win2PDF**" and then click on the menu option "**Print Server Properties**".



2. In the **"Print Server Properties"** window, name and set the paper size dimensions.



3. Select "**Save Form**" and close the window. Your form should now be available to Win2PDF. Here is a short video showing how to create and use this custom paper size.

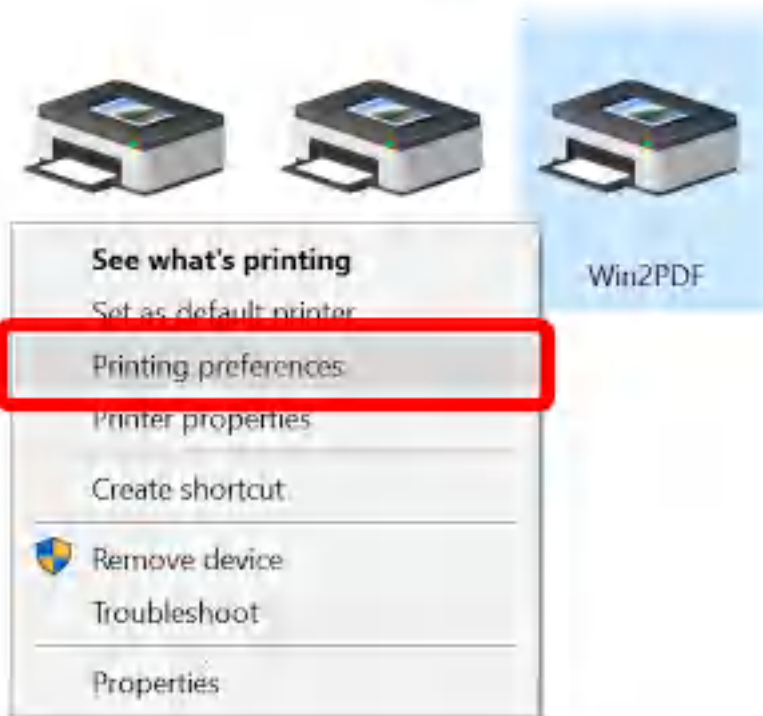


How to create a custom paper size with Windows 7

2.17 Application Settings Vs. Default Settings

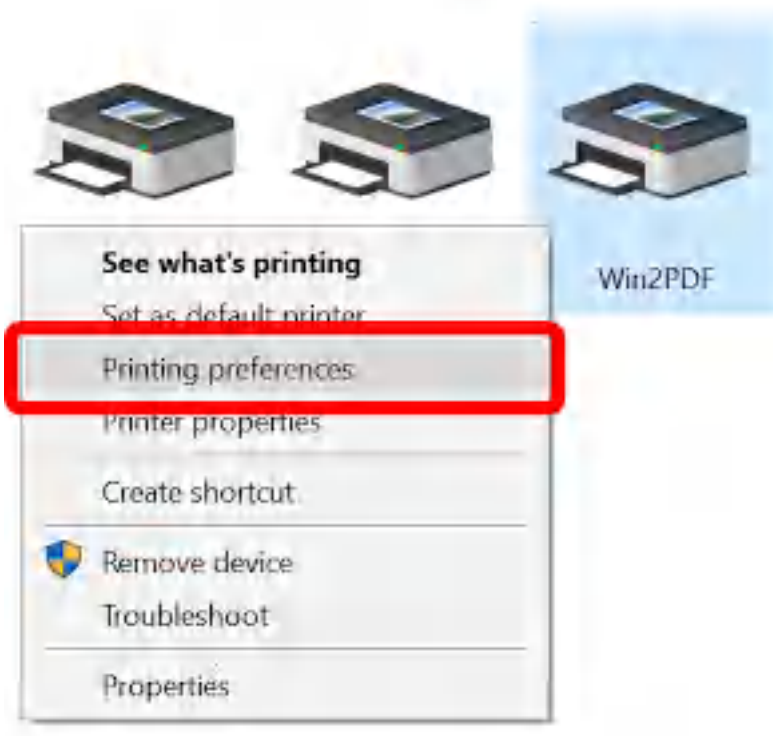
Many applications have the ability to change the printer settings from the print dialog or from a page setup dialog. If you change a setting from an application, it will not change the default setting.

To change the default printer setting, you need to change the setting in the "**Printing Preferences**" dialog. You can find this by opening the printers folder, right clicking on the "Win2PDF" icon, and choosing "**Printing Preferences**".

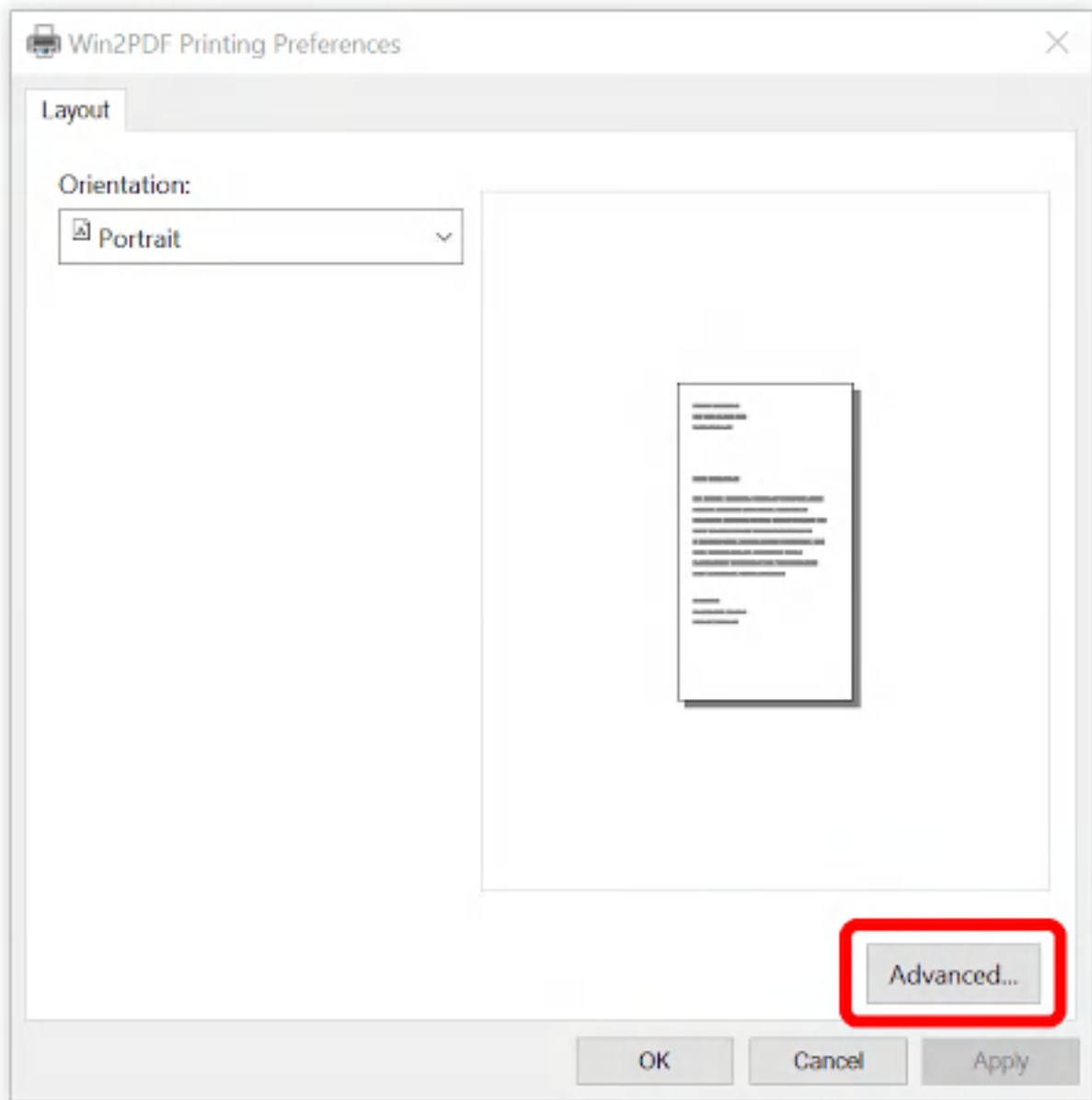


2.18 Resolution

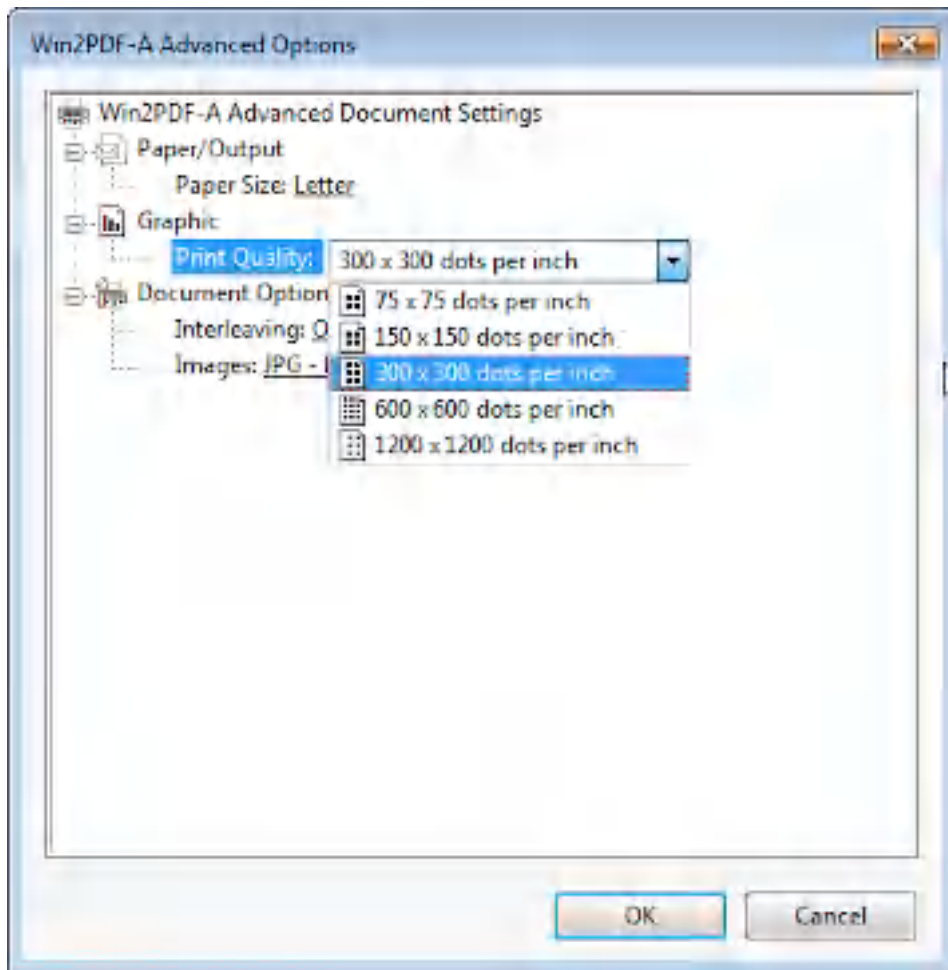
The default resolution for images is 300 DPI. You can change the default resolution by opening the "**Printers**" folder, right clicking on the Win2PDF icon, and opening "**Printing Preferences**".



In the Printing Preferences window, click "**Advanced...**":



The resolution (**Print Quality**) setting is under the "**Graphic**" section of this window.



Set Printer Resolution

Available resolutions are:

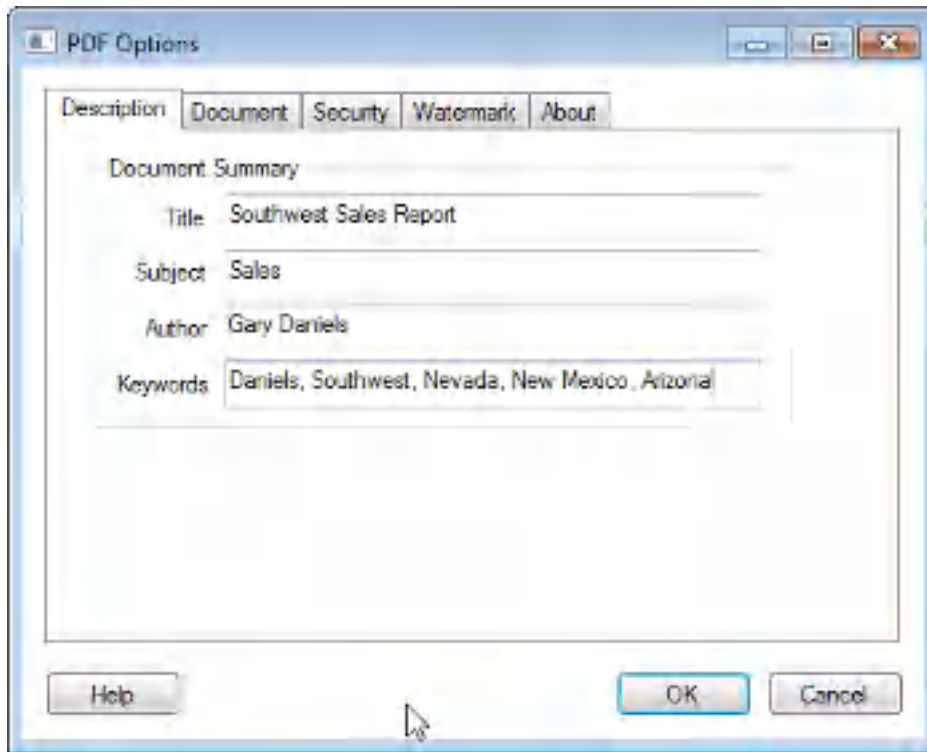
- 75 DPI
- 150 DPI
- 300 DPI
- 600 DPI
- 1200 DPI
- 2400 DPI

Increasing the resolution will improve the quality of images, but it will also increase the document size.

2.19 Win2PDF Pro Settings

2.19.1 Document Information

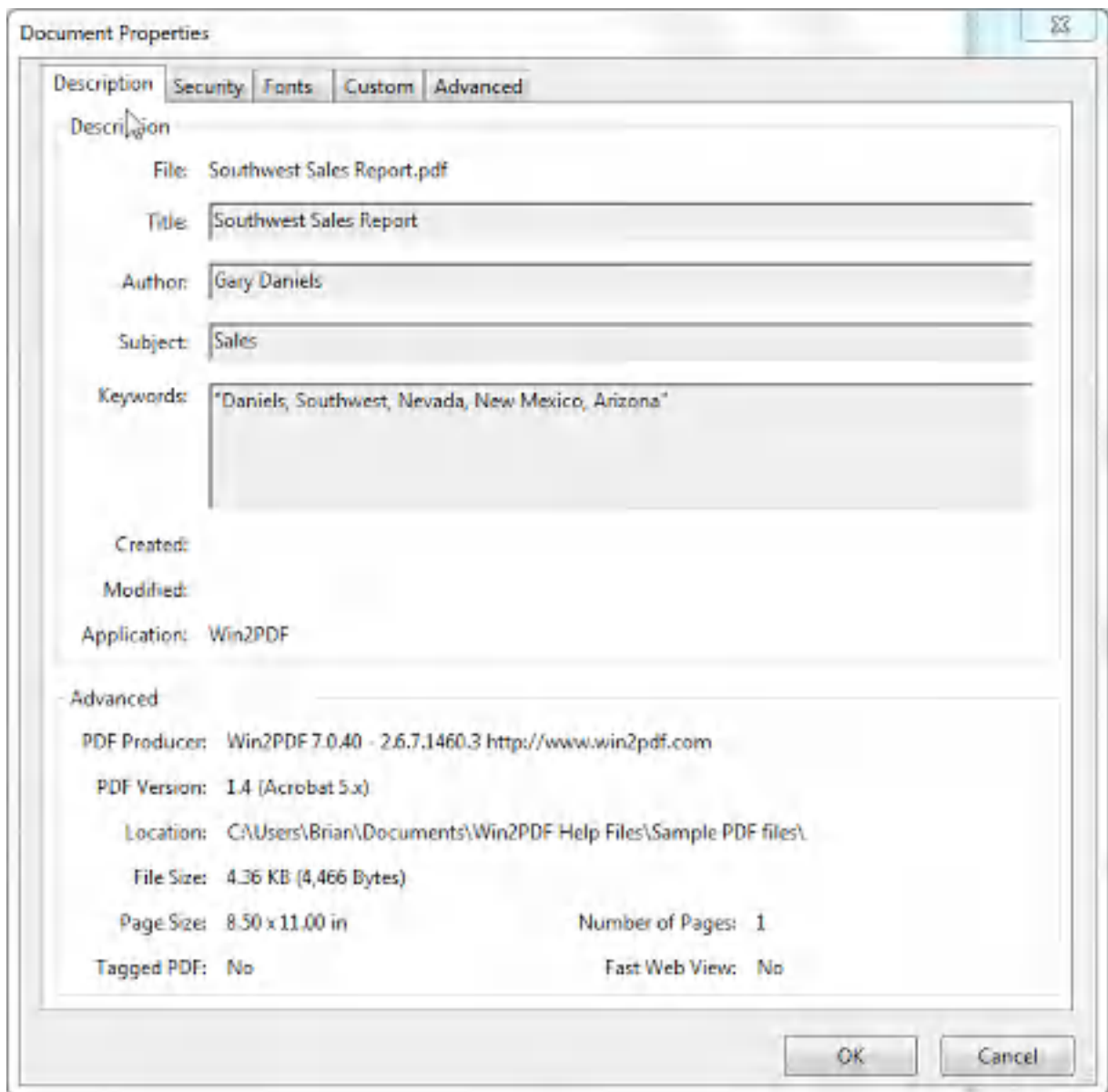
Win2PDF Pro can set the document information such as Title, Author, Subject, and Keywords. This information is entered in the "**PDF Options...**" dialog of the Win2PDF File Save dialog.



Document Summary Settings

The "**Author**" and "**Keywords**" fields are saved by Win2PDF and applied to all subsequent documents. The default value for the "**Title**" field is set by the application. The "**Subject**" field is not saved for future documents, and must be manually set for each document.

The document information can be viewed in Acrobat Reader by opening **File->Document Properties->Summary**

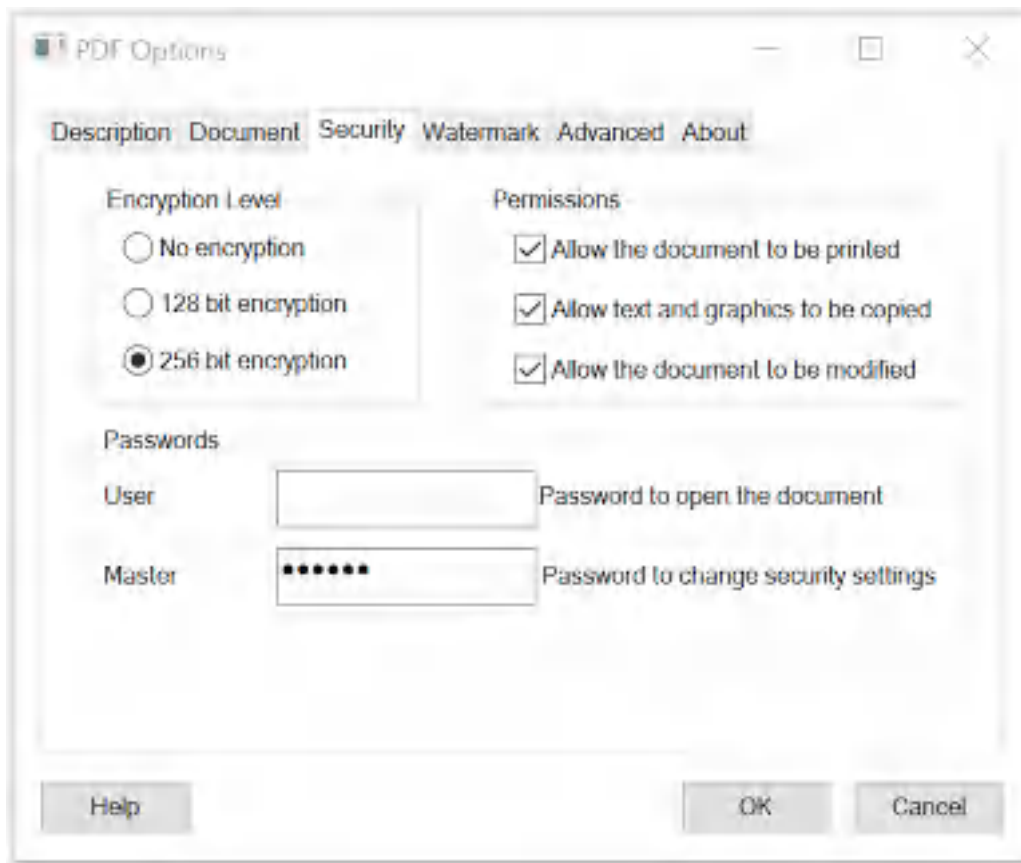


Document Properties

Information on controlling the document information from a custom application is available in "[Setting Document Information](#)" in the developer information section.

2.19.2 Document Security

Win2PDF Pro supports the standard security options and permissions available in the PDF file format. Note: security options and permissions are not valid for the PDF/A file format.



PDF Security Options

The "**Encryption Level**" setting controls the type of encryption used in the PDF file. The 128 bit AES encryption is compatible with Acrobat Reader 5.0 and above and the 256 bit AES encryption is compatible with Adobe Reader 9.0 and above. For best security, the 256 bit encryption option is recommended.

The "**Permissions**" setting controls restrictions that can be placed on the PDF file. To prevent printing of a PDF file, uncheck the "**Allow the document to be printed**" option. To prevent the text and graphics from being copied from the PDF file, uncheck the "**Allow text and graphics to be copied**" option. To prevent the document from being modified in a PDF editor, uncheck the "**Allow the document to be modified**" option.

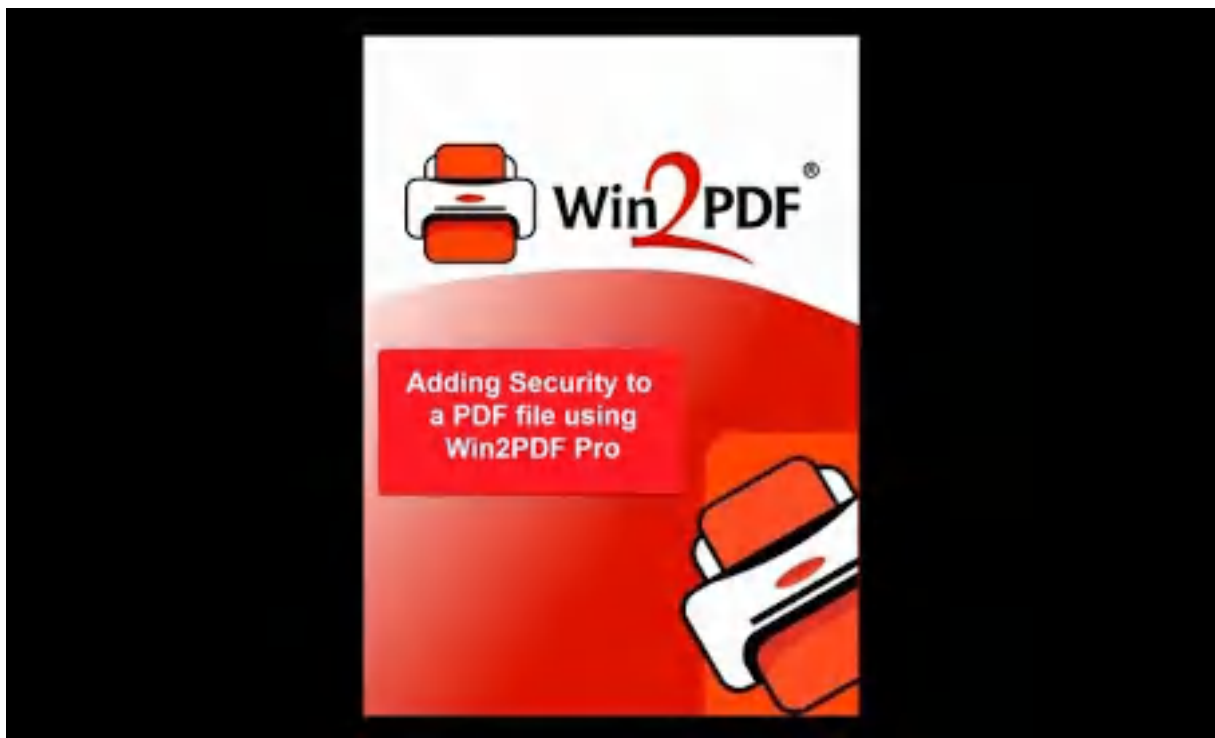
The PDF file format allows two types of passwords, a user password and a master password. The user password is used to open the document, and the master password used to encrypt the security options. When a user password is set, Acrobat Reader displays the following prompt when you open the PDF file.



Adobe Reader Enter Password Window

You must always enter a master password when security options are enabled or if a user password is specified. It is recommended that passwords be at least 8 characters long and contain at least 1 number.

The password and permissions options are only available when the "**Encryption Level**" is set to 128 or 256 bit encryption. Here is a YouTube video that shows how to set the security options:



Enabling security options in PDF with Win2PDF Pro

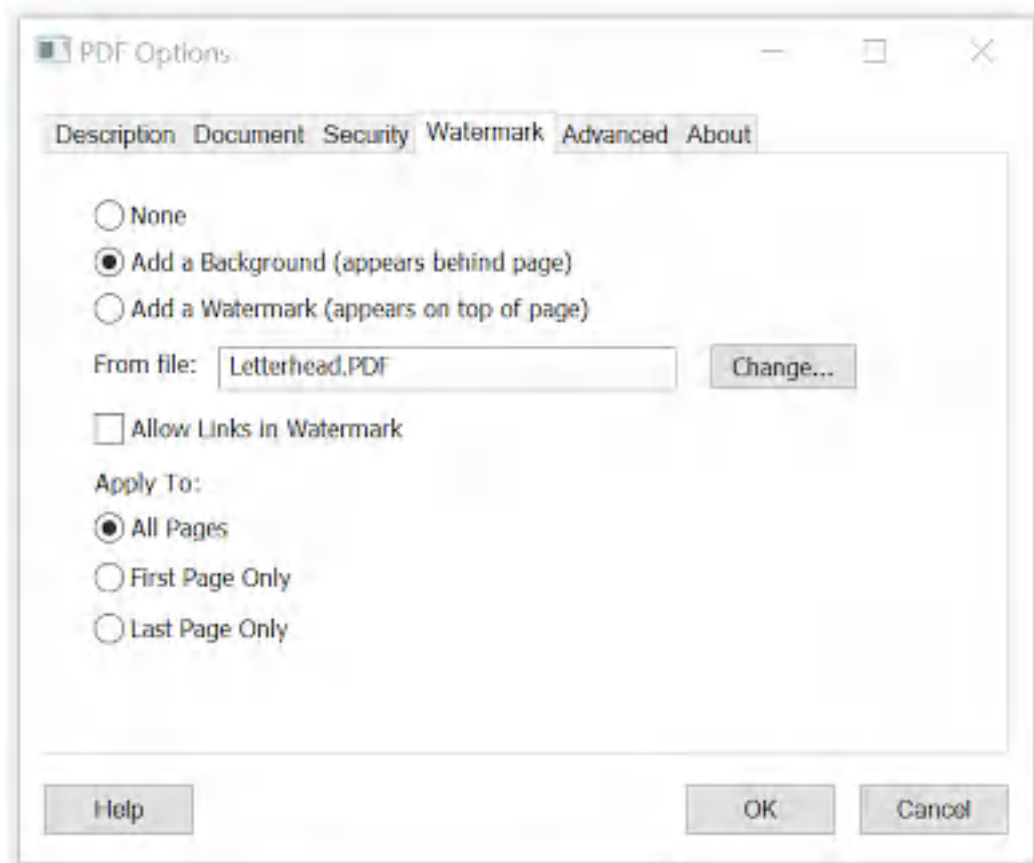
Information on controlling the encryption options from a custom application is available in "[controlling encryption options](#)" in the developer information section.

An administrator can [disable or change the default value](#) for any of the security settings using the "**Win2PDF Admin Utility**" available for download at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/187/15/win2pdf-admin-utility-download>

2.19.3 Applying a watermark

Win2PDF Pro can overlay an existing PDF file on newly created PDF files (Add a Watermark) or place an existing PDF file behind text and graphics on newly created PDF files (Add a Background). The existing watermark or background PDF file can contain any text or graphics, but it most often used to apply a "confidential" or "draft" stamp on each page of a document. To enable the watermark or background feature, select the "Add a Watermark" or "Add a Background" option in the Win2PDF "PDF Options" dialog.



Add a Background or Watermark

When the watermark or background options are enabled, a text box containing the name of the current watermark or background PDF file is shown below the options. If you would like to change the file, click the

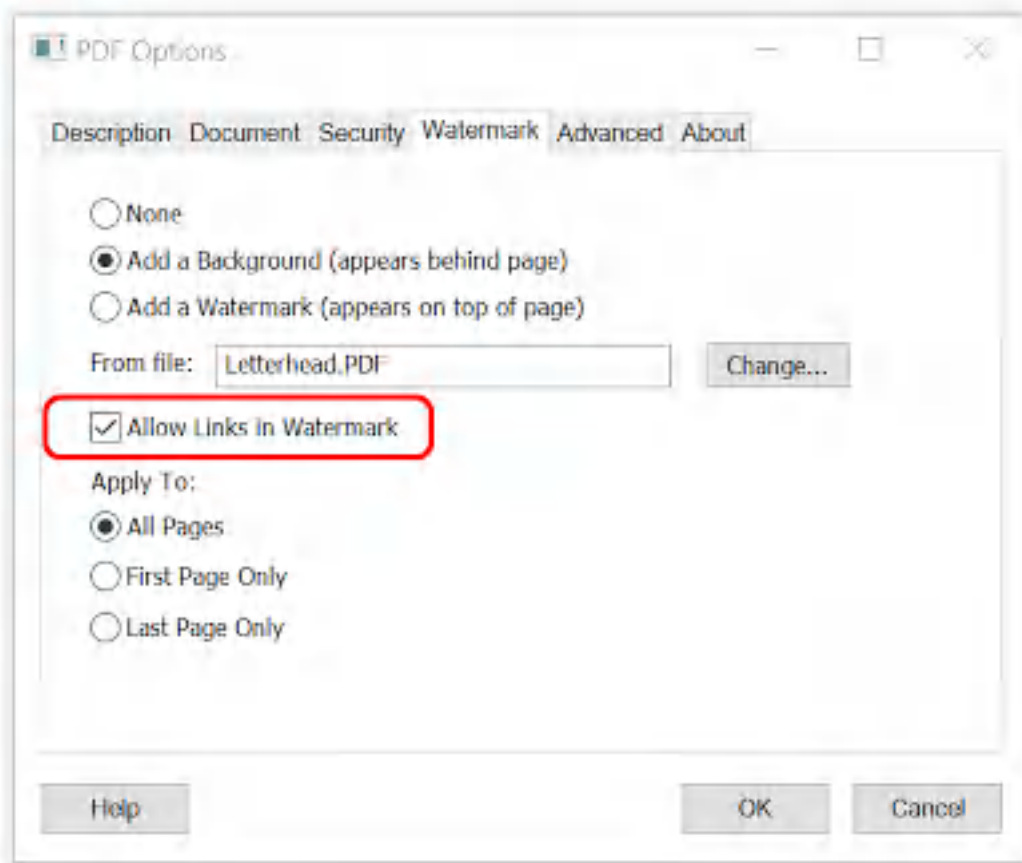
"Change..." button and select a new watermark or background PDF file. Win2PDF will always display the last used watermark or background PDF file when the feature is enabled.

If the watermark or background PDF file contains more than one page, only the first page will be applied to each page of the new document. It's best to use a watermark or background PDF file that has the same page size as the newly created PDF file. If the watermark or background file has a different page size, it will be scaled and centered on the page of the newly created PDF file.

You can create the watermark or background PDF file using Win2PDF and any Windows application such as Microsoft Word. If you are using Win2PDF Pro, the watermark or background PDF file must not be encrypted. Some sample watermark and background PDF files and the corresponding Word documents are available on the download section of the support web site at:

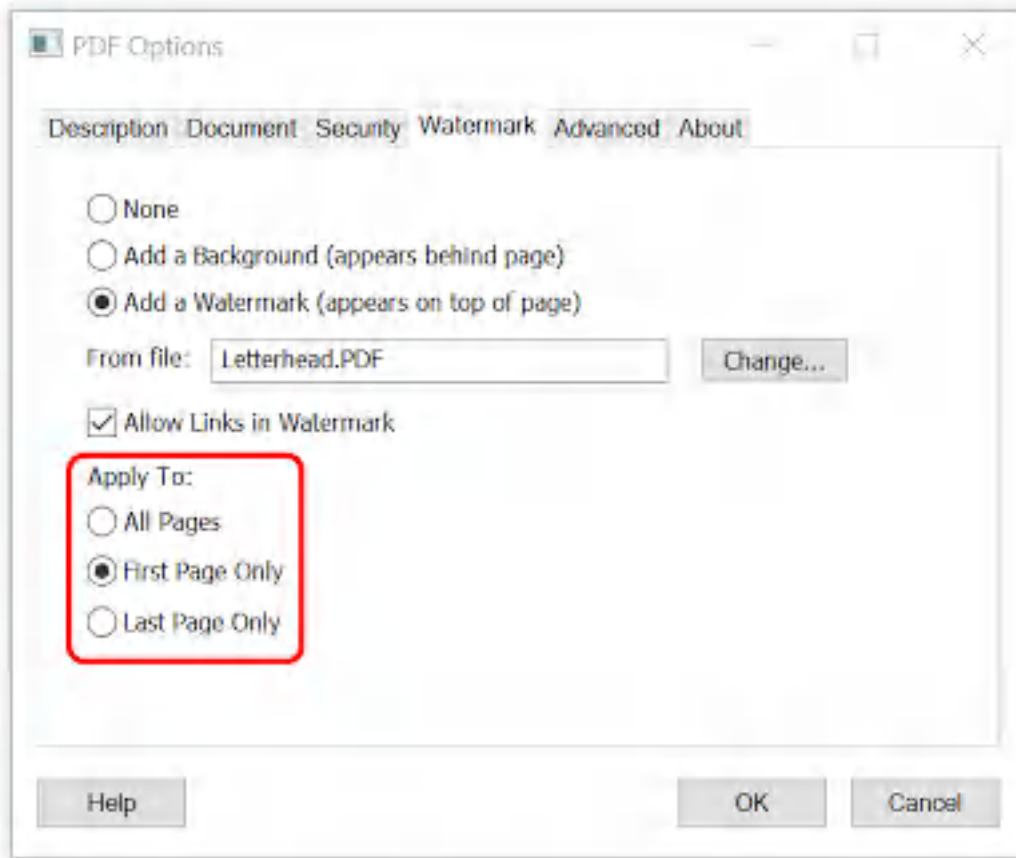
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/186/17/watermark-samples>

If the watermark file has click-able links, you can check the "Allow Links in Watermark" option to keep these links active in the final watermarked PDF file.



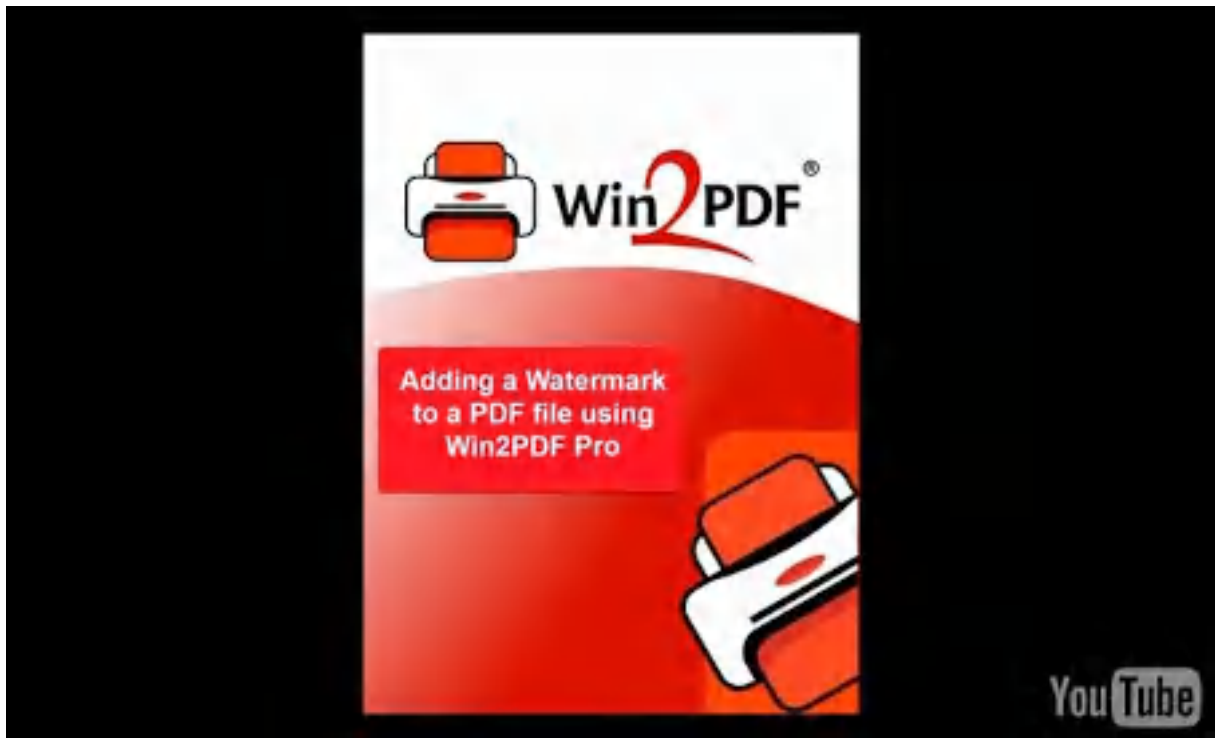
Allow Links in Watermark

If you only want to apply the watermark or background to the first or last page, you can select the "First Page Only" or "Last Page Only" options in the "Apply To:" setting:



Apply Watermark to First or Last Page

Here is a YouTube video that shows how to set the watermark options:



Adding a watermark to a PDF file using Win2PDF Pro

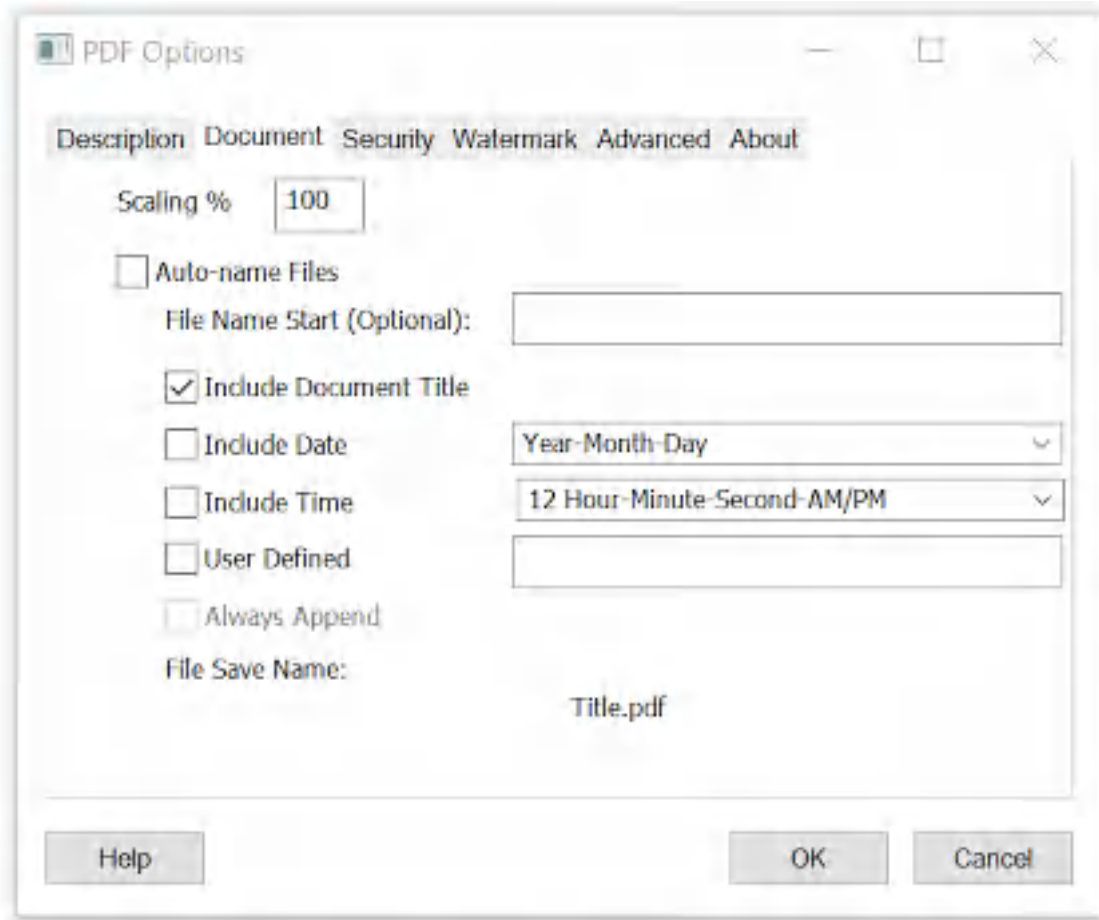
Information on controlling the watermark options from a custom application is available in "[watermark options](#)" in the developer information section.

An administrator can disable or set a default watermark PDF file for all users with the "**Win2PDF Admin Utility**" available for download at: <https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/187/15/win2pdf-admin-utility-download>

2.20 Document Settings

2.20.1 Scaling

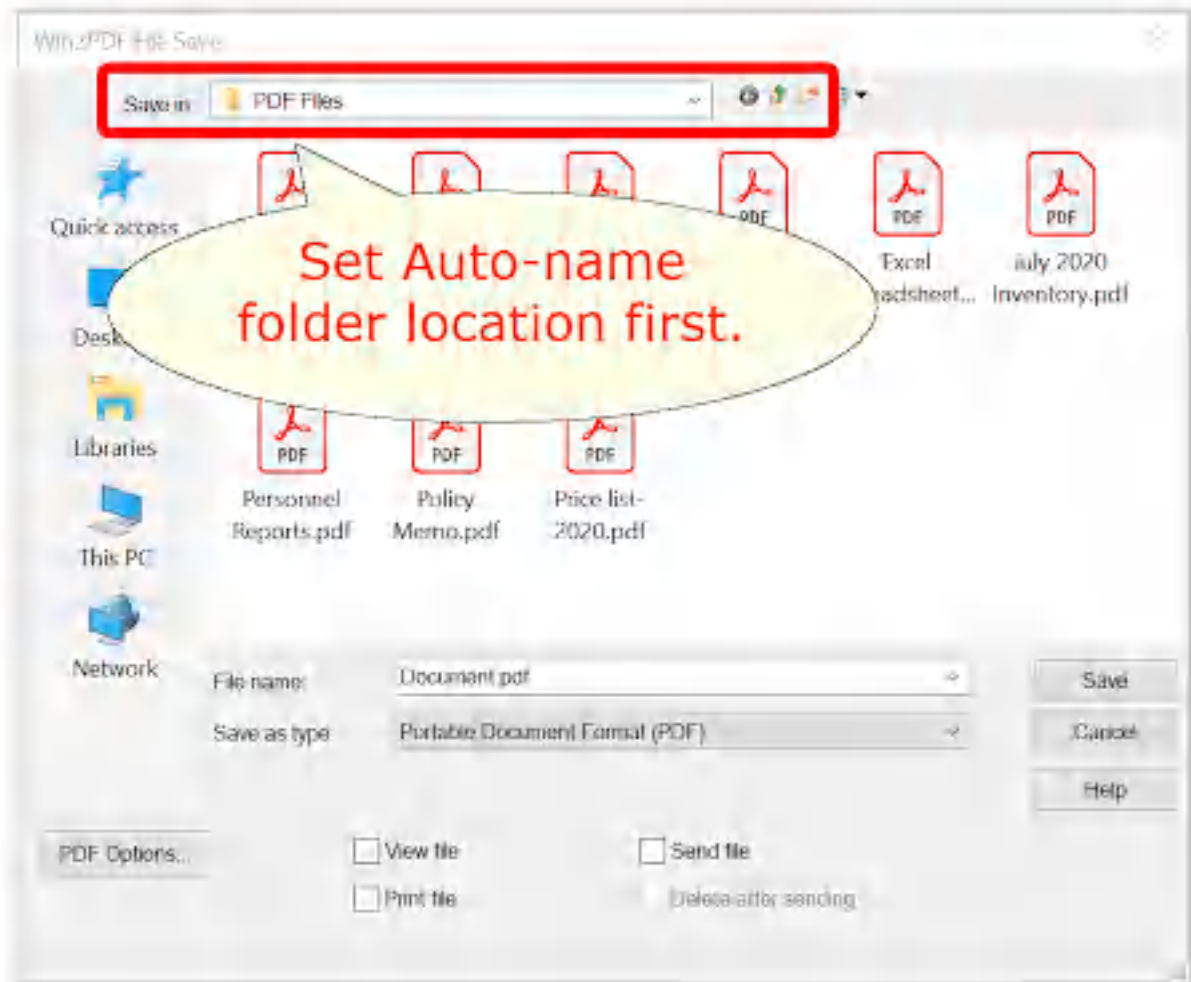
The first setting in the Document tab of the Win2PDF "PDF Options" window is labeled "Scaling". This option can scale the resulting PDF by a percentage specified. The scaling percent can be between 1 and 999, and the default is 100.



2.20.2 Auto-name Files and Configure File Save Naming

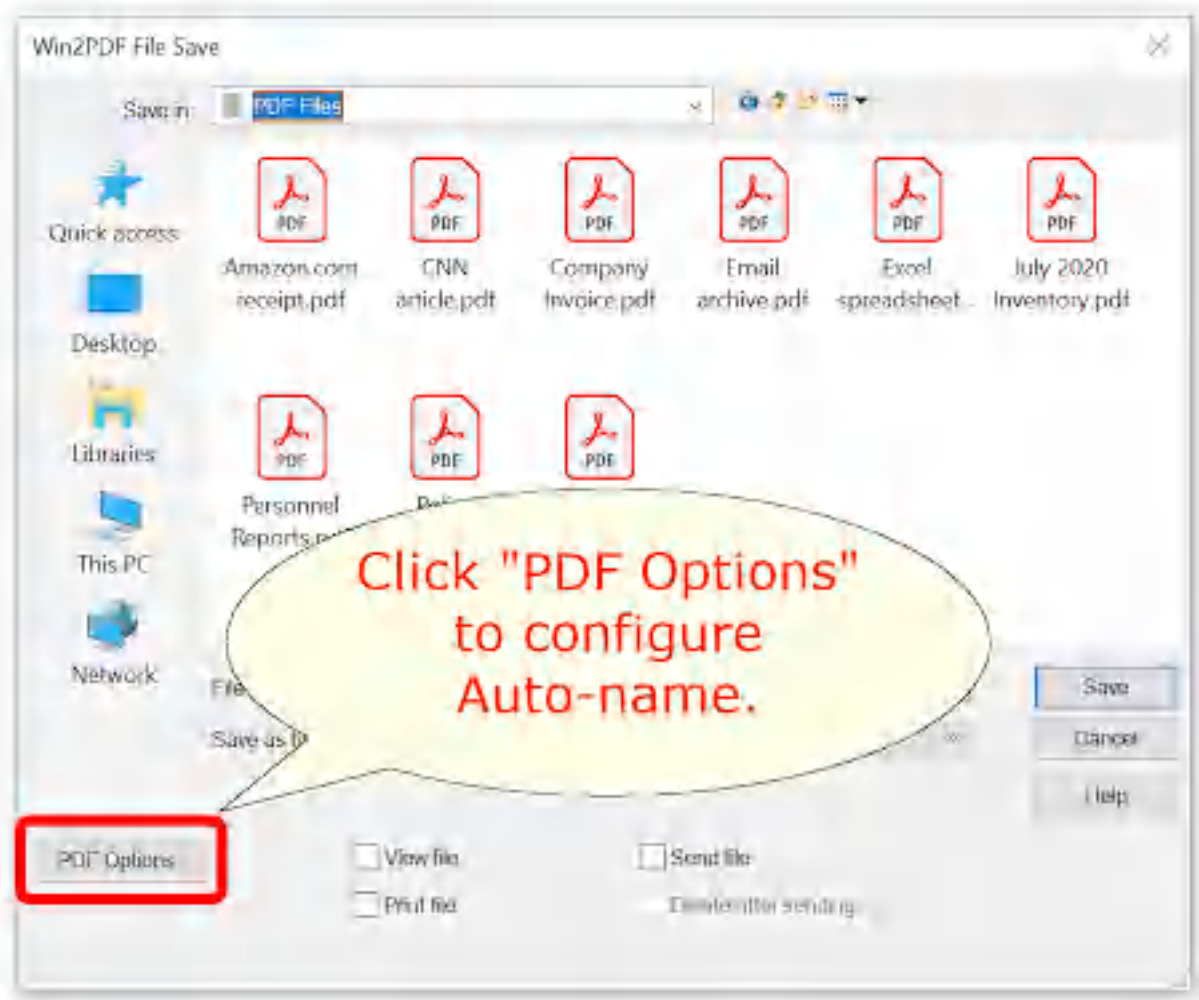
Win2PDF and Win2Image can be configured to set the default file name that is shown in the file save window. It can also be configured to automatically name files and skip the file save window.

To enable the Win2PDF auto-name feature, print to the Win2PDF printer. When the file save window pops-up, choose the auto-name folder location:



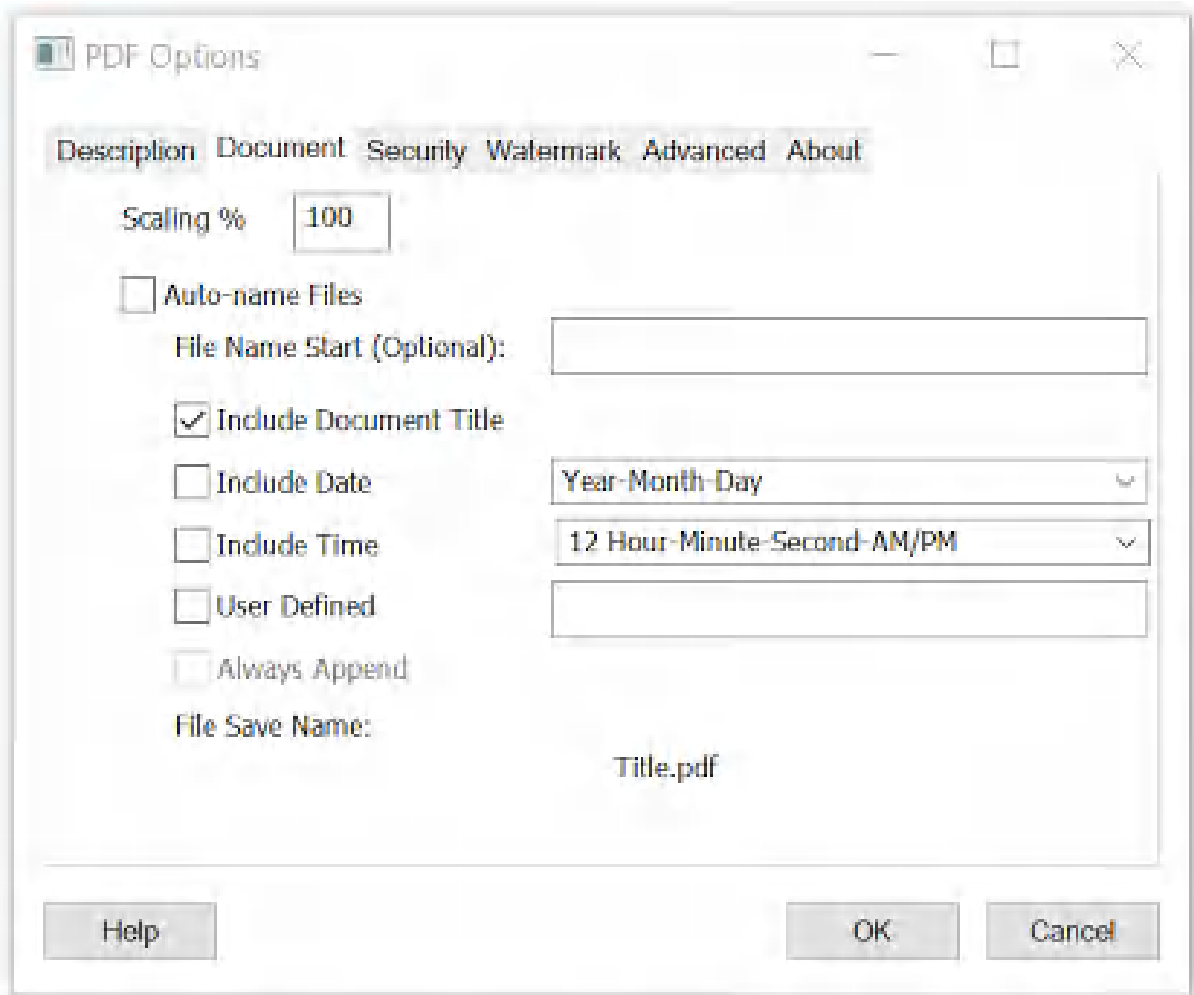
Win2PDF Auto-name set folder location

Next, click on the "PDF Options" button:



Win2PDF Open PDF Options...

Click the "**Document**" tab display the Auto-name configuration options.



Auto-name Files and Configure File Save Naming

- **When the "Auto-name Files" option is unchecked**, the settings in this window apply to the name displayed in the Win2PDF File Save window. By default, Win2PDF uses the print document name set by the application as the PDF file name. If you want to customize the default name displayed in the Win2PDF file save window, you can add a fixed [file name start](#), a [date stamp](#), or a [time stamp](#). Advanced users can customize the order of these items using the [user defined](#) setting.
- **When the "Auto-name Files" option is checked**, the settings in this window are used to automatically save the PDF file directly and Win2PDF bypasses the file save window.

The path used by the Auto-name feature is inherited from the currently selected path when you click on the "PDF Options" button in the file save window. To change the auto-name path, go back to the file save window

and browse to the desired folder before clicking on the "PDF Options..." button.

The Auto-name feature can also be configured or updated by opening the "[Configure Win2PDF Auto-Name](#)" item from the "Win2PDF" group in the Windows Start menu.

The available naming options are:

[Auto-name: File Name Start](#)

[Auto-name: Include Document Title](#)

[Auto-name: Include Date](#)

[Auto-name: Include Time](#)

[Auto-name: User Defined](#)

[Auto-name: Always Append](#)

[Auto-name Files: Content Based File Naming](#)

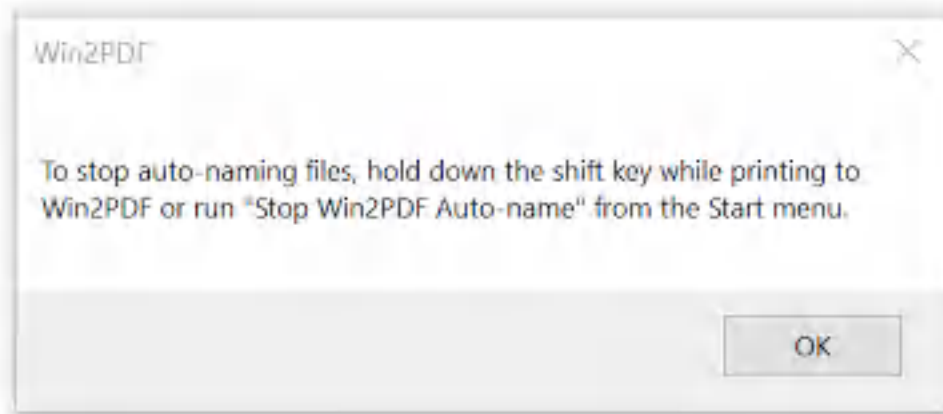
[Auto-name Files: Content Based File Naming: Search Word](#)

[Auto-name Files: Content Based File Naming: Content Field](#)



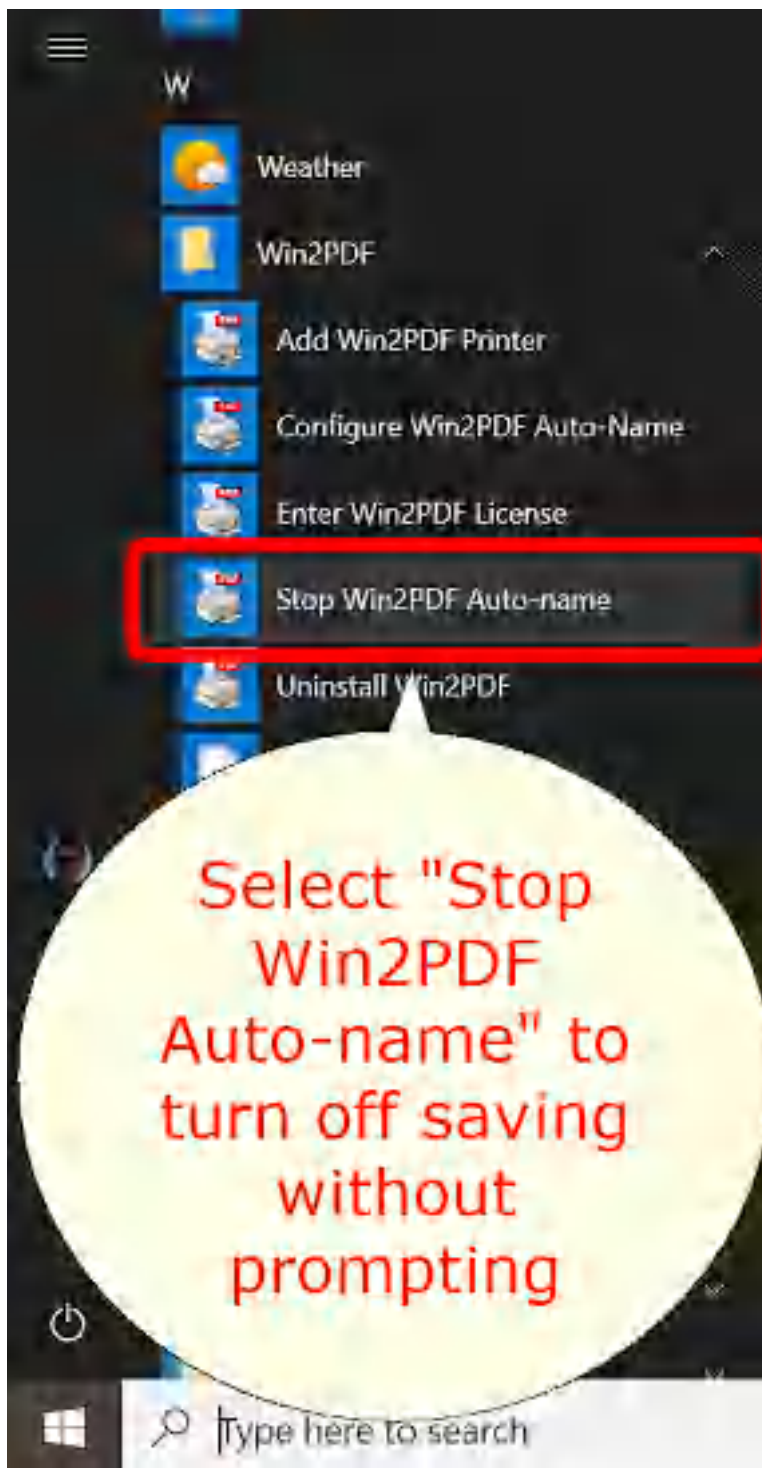
Enable Win2PDF Auto-name feature

To stop the Auto-name option, either hold down the shift key when printing to the Win2PDF printer, or run the "Stop Win2PDF Auto-name" program from the Start menu. When you save the options, the following window is displayed:



Disable Win2PDF Auto-name

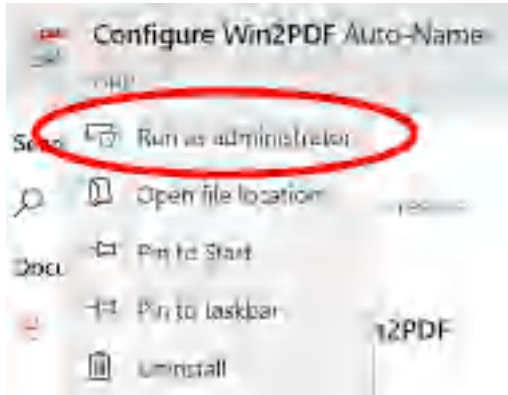
Once Auto-name is enabled, you will no longer see the Win2PDF file save window when you print. To turn off the Auto-name feature and resume prompting for the PDF file save, you will need to either hold down the SHIFT key when printing to Win2PDF, or go to the Windows Start menu and go to the Win2PDF program group. There, you will be able to select '**Stop Win2PDF Auto-name**', as shown below.



Stop Win2PDF Auto-name from the Windows Start menu

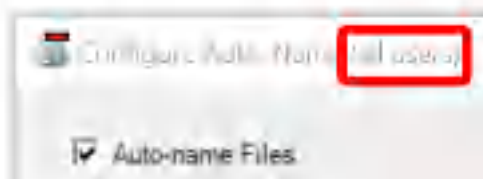
The auto-name settings only apply to the current Win2PDF printer. You can [add any number of Win2PDF printers](#) and configure each printer with different auto-name settings.

On multi-user servers, the auto-name settings only apply to the currently logged in user. If you open "Configure Win2PDF Auto-name" using "Run as administrator", the Auto-name settings will apply to all users.



Configure Win2PDF Auto-name for all users

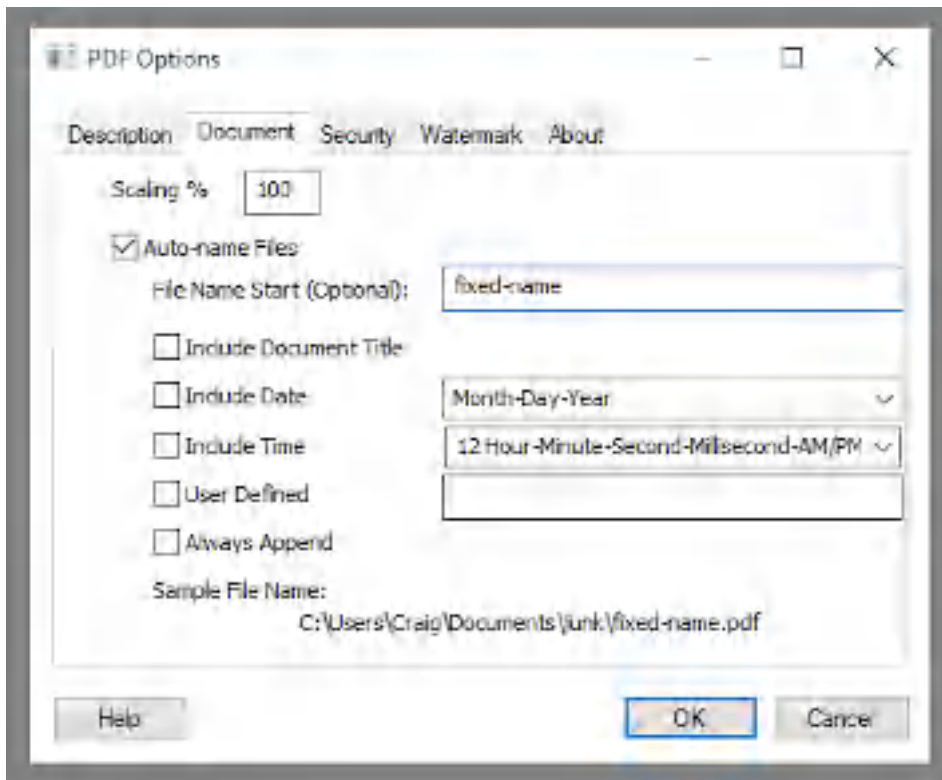
The "Configure Win2PDF Auto-Name" window title should display "All Users":



The auto-name configuration is stopped if you hold down the shift key while printing to the Win2PDF printer. If you are printing to Win2PDF in the background while typing in another program, you may accidentally stop the auto-name if you press the shift key. If you want to prevent this from happening, you can use the Win2PDF Admin Utility "Troubleshooting" option to "[Disable Auto-Name Shift Key check](#)".

2.20.2.1 File Name Start

When the "Auto-name Files" option is enabled, you can specify fixed text that will be added to the beginning of the PDF file name.

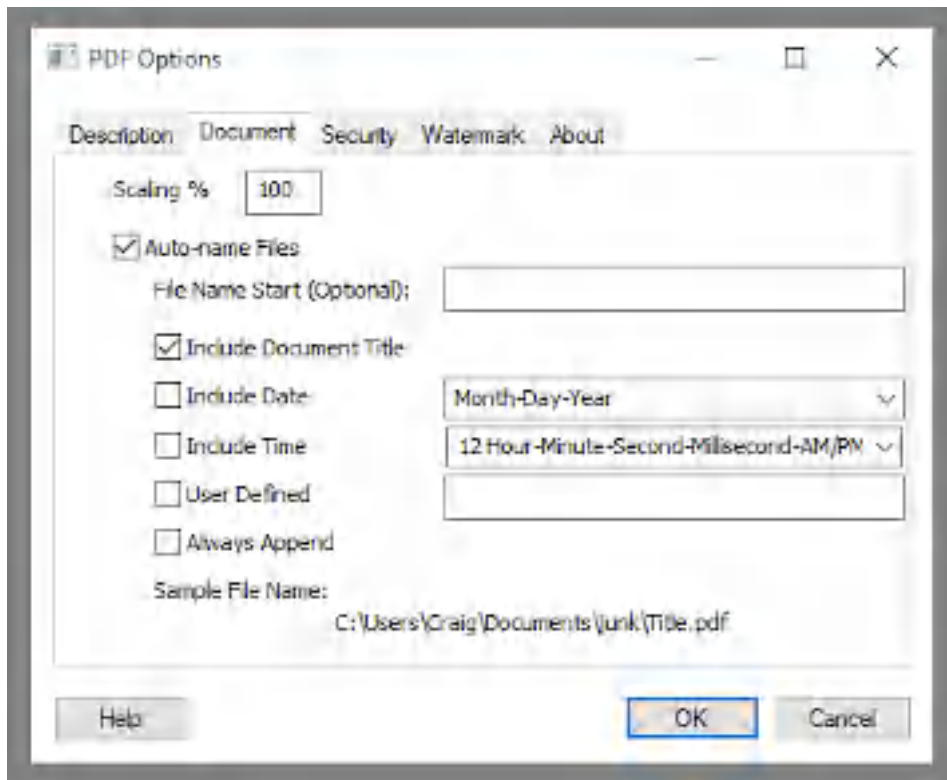


Auto-name Settings - File Name Start

The "Sample File Name" listed at the bottom of the window is updated to show what the resulting file name will be. This option can be combined with any of the other auto-name options.

2.20.2.2 Include Document Title

When the "Auto-name Files" option is enabled, you can add the document title to the file name by checking the "Include Document Title" option.



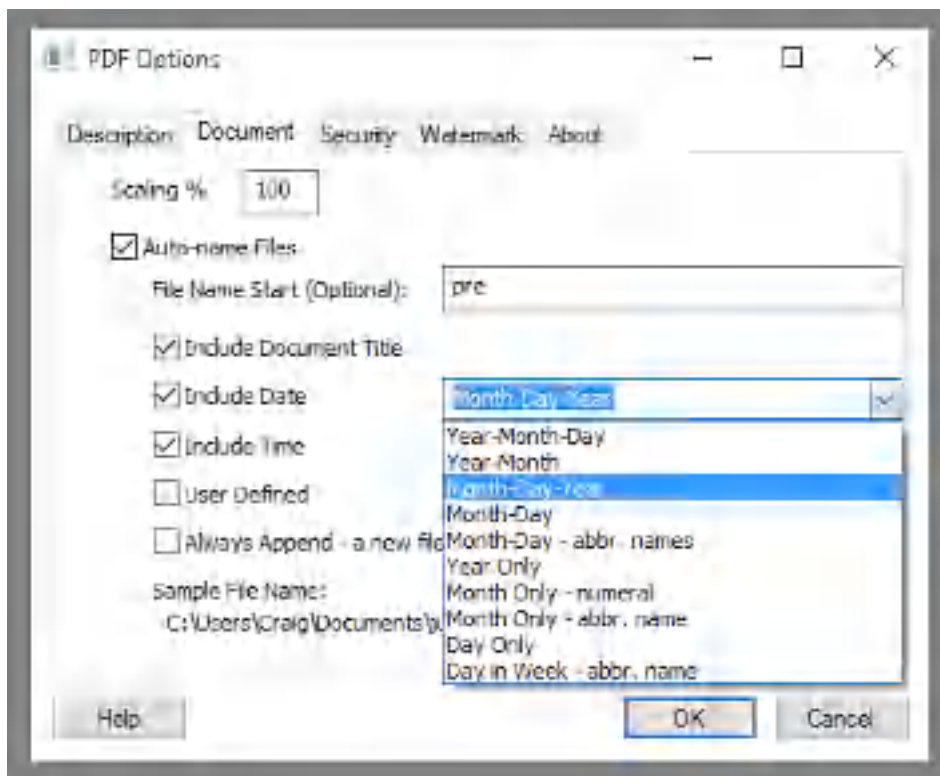
Auto Name Settings - Include Document Title

The document title is set by the calling application, and may change for each document being printed depending on the application.

The "Sample File Name" listed at the bottom of the window is updated to show the resulting file name based on the options selected using "Title" as a placeholder for the application document title. This option can be combined with any of the other auto-name options.

2.20.2.3 Include Date

When the "Auto-name Files" option is enabled, you can add a date to the file name by checking on the "Include Date" option.



Auto-name Settings - Include Date

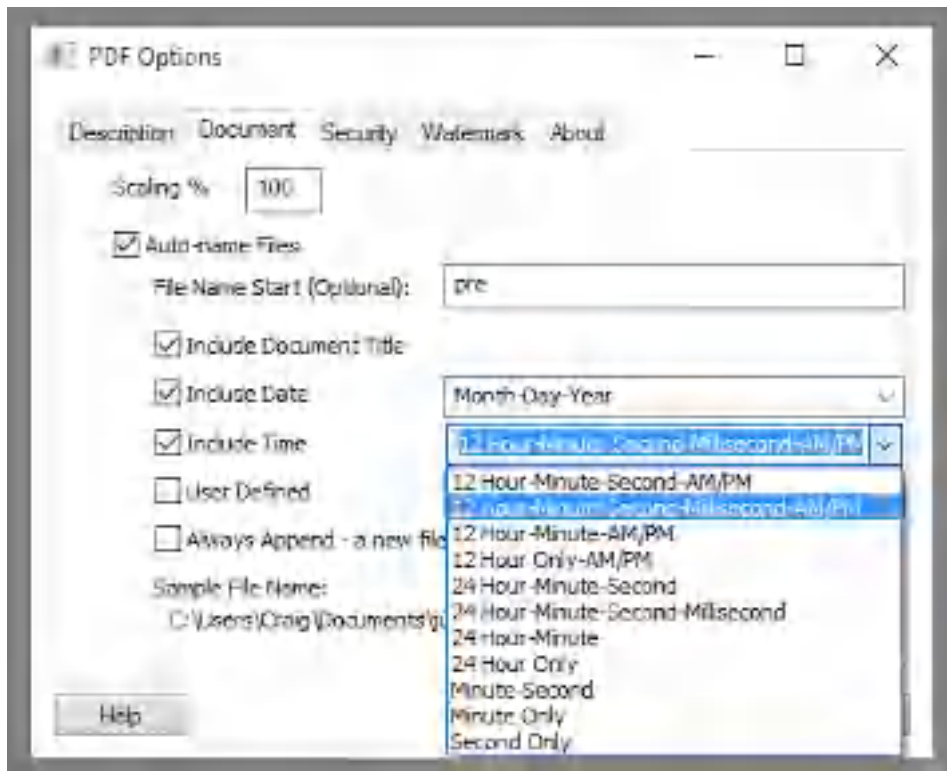
The date format can be selected to the right of the option, and available formats include:

- Year-Month-Day
- Year-Month
- Month-Day-Year (Default)
- Month-Day
- Month-Day - abbr. names
- Year Only
- Month Only - numeral
- Month Only - abbr. name
- Day Only
- Day in Week - abbr. name

The "Sample File Name" listed at the bottom of the window is updated to show the resulting file name based on the options selected. This option can be combined with any of the other auto-name options.

2.20.2.4 Include Time

When the "Auto-name Files" option is enabled, you can add a time to the file name by checking on the "Include Time" option.



Auto-name Settings - Include Time

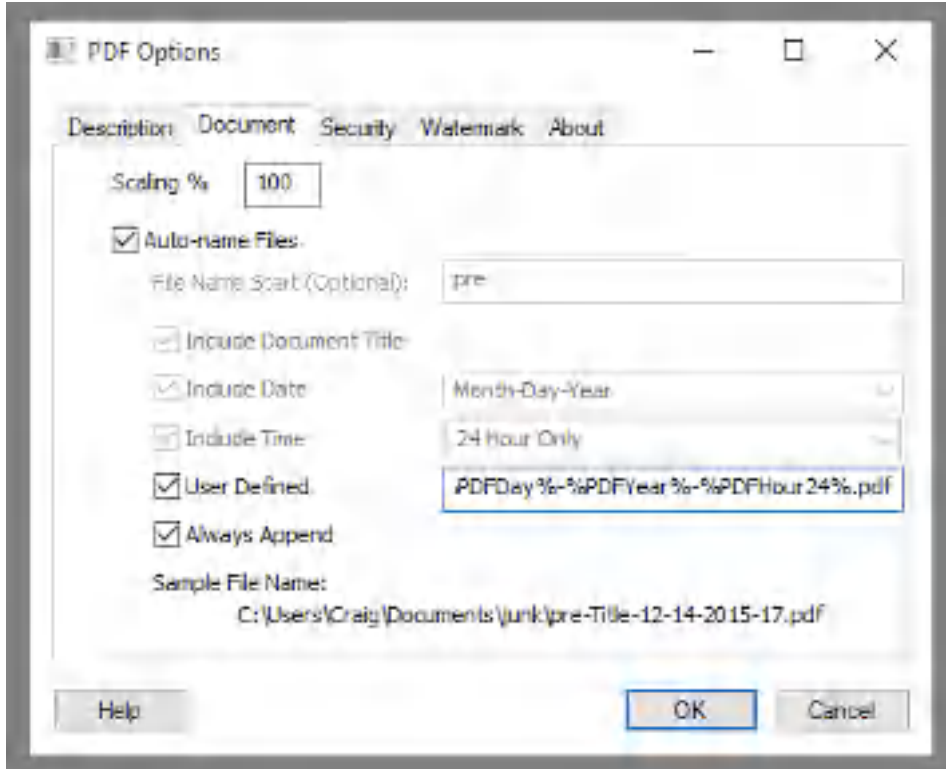
The time format can be selected to the right of the option, and available formats include:

- 12 Hour-Minute-Second-AM/PM
- 12 Hour-Minute-Second-Millisecond-AM/PM (default)
- 12 Hour-Minute-AM/PM
- 12 Hour Only-AM/PM
- 24 Hour-Minute-Second
- 24 Hour Minute-Second-Millisecond
- 24 Hour-Minute
- 24 Hour Only
- Minute-Second
- Minute Only
- Second Only

The "Sample File Name" listed at the bottom of the window is updated to show the resulting file name based on the options selected. This option can be combined with any of the other auto-name options.

2.20.2.5 User Defined

When the "Auto-name Files" option is enabled, advanced users can control the format of the file name using the "User Defined" option.



Auto-name Settings - User Defined

When the "User Defined" option is enabled, the field is filled with the currently selected options in a tag format that is delimited by % characters (e.g. %PDFHour %). Advanced users can re-order the Win2PDF tags to match their requirements, or mix and match tags to create their own file name format. The supported tags are:

%PDFTitle%	Document title set by the application including the file extension
%PDFTitleNoExtension%	Document title set by the application, excluding the 3 or 4 character file extension (if any)
%PDFDate%	Eight digit date separated by dashes in the format month-day-year (12-25-2015)
%PDFTime%	Six digit 12 hour time separated by dashes in the format hour-minute-second-AM/PM (12-59-59 PM)
%PDFYear%	Four digit number for the current year (2015)
%PDFMonth%	Two digit number for the current month (12)
%PDFMonthName%	Three character abbreviated name for the current month (Dec)
%PDFDay%	Two digit number for the current day of the month (25)
%PDFDayName%	Three character abbreviated name for the day of the week (Wed)

% One digit number for the current day of the week
PDFDayInWeek
%
%PDFHour% Two digit number for the current hour in a 12 hour format (12)
%PDFHour24% Two digit number for the current hour in a 24 hour format (24)
%PDFMinute% Two digit number for the current minute within the hour (59)
%PDFMinute5% Number for the current 5 minute interval within the hour (0, 5, 10,..55)
% Number for the current 10 minute interval within the hour (0, 10, 20, ..50)
PDFMinute10%
% Number for the current 15 minute interval within the hour (0, 15, 30, 45)
PDFMinute15%
% Number for the current 30 minute interval within the hour (0, 30)
PDFMinute30%
%PDFSecond% Two digit number for the current second within the minute (59)
% Three digit number for the current millisecond (999)
PDFMillisecond
%
% Two character abbreviation for AM or PM
PDFTimeMarker
%
% The name of the Win2PDF printer instance
PDFPrinterName
e%
%PDFIncrement The %PDFIncrement% variable starts at 1, and increments by one until the expanded file name does not exist.
% Used for [content based file naming](#). Win2PDF searches the text
PDFAutoNameContentSearch% of the current PDF for the word specified in the Win2PDF Desktop "[Define Search Field](#)" command or by the PDFAutoNameContentSearchWord registry setting. If the word is found, the auto-name variable %PDFAutoNameContentSearch% is filled with the word *after* the search word.
% Used for [content based file naming](#). Win2PDF searches the text
PDFAutoNameContentSearch2% of the current PDF for the word specified in the Win2PDF Desktop "[Define Search Field](#)" command or by the PDFAutoNameContentSearchWord2 registry setting. If the word is found, the auto-name variable %PDFAutoNameContentSearch2% is filled with the word *after* the search word.
% Used for [content based file naming](#). Win2PDF searches the text
PDFAutoNameContentSearch3% of the current PDF for the word specified in the Win2PDF Desktop "[Define Search Field](#)" command or by the PDFAutoNameContentSearchWord3 registry setting. If the word is found, the auto-name variable %PDFAutoNameContentSearch3% is filled with the word *after* the search word.

%PDFAutoNameContentField% Used for [content based file naming](#). Win2PDF searches the content field rectangle defined in the Win2PDF Desktop "[Define Content Field](#)" command. If text is found in the defined rectangle, the auto-name variable %PDFAutoNameContentField% is filled with found text.

The "Sample File Name" listed at the bottom of the window is updated to show the resulting file name based on the options selected. This option can be combined with any of the other auto-name options.

You can specify an Auto-Name folder using any of the tags. For example, to place all PDF file in a folder based on the current month and a subfolder based on the current day in the month, you could set the "User Defined" field to:

```
%PDFMonth%\%PDFDay%\%PDFTitle%.pdf
```

If the folder doesn't exist, it will be created by Win2PDF.

2.20.2.6 Content Based File Naming

Win2PDF allows the file to be named based on the contents of the PDF file. This can be helpful if the application generating the PDF can't be changed to use the [Win2PDF developer interface](#) to name the PDF files.

There are two ways that Win2PDF can name documents based on the document contents.

- The first content based naming method can search the text of a document, and then extract a word following the target [search word](#). It requires that document contains text with a common search word that exists in all PDF files.
- The second content based naming method uses the absolute position of the text in the document. This is defined by drawing a rectangle around the desired text using the Win2PDF Desktop Application and we will refer to it as the [content field](#).

To determine which method will work best, you'll need to know how the auto-named files will be formatted when they are printed. If it's a form or report that has text output in **exactly** the same position on the page in each file, then the [content field](#) method will work best. If the information to be used in the file name is always preceded by the same word or sequence of characters, then the [search word](#) method will work best. In other words, the [content field](#) is good for fixed field position and length, and [search word](#) is better for variable positioning and (possibly) variable length.

For example, suppose you have a form from an accounting system that had a fixed location for the "Invoice Number" value in the document, but a variable length value that followed the text "Purchase Order Number:". If you wanted to name the file based on the "Purchase Order Number:", you could use [search word](#) since the purchase order number immediately follows (though it may contain a variable number of characters). It would grab everything after the search term to the next space or the end of the line. If you wanted to name the file based on the "Invoice Number:", you could use [content field](#) since it is always in the same location and with the same number of characters.

The content based file naming features depend on the text in the document being searchable. The features will not work for scanned documents, or from applications that send text to the Win2PDF printer as graphics. To see the text searched by Win2PDF for both methods, you can create a sample PDF from your application and use the "[extract text](#)" feature of the Win2PDF Desktop Application to see the search text of the PDF.

If the document or parts of the document are not searchable, you should install the "Win2PDF Desktop with OCR" setup program from: <https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>
You should also set the file name to end with a .PDFO

Note: For testing, you may try printing an existing PDF to the Win2PDF printer. Most PDF viewers such as Adobe Acrobat will convert searchable text to graphics before sending to the Win2PDF printer, and the content naming features may not work correctly. It is best to test the content features by printing directly from the reporting application.

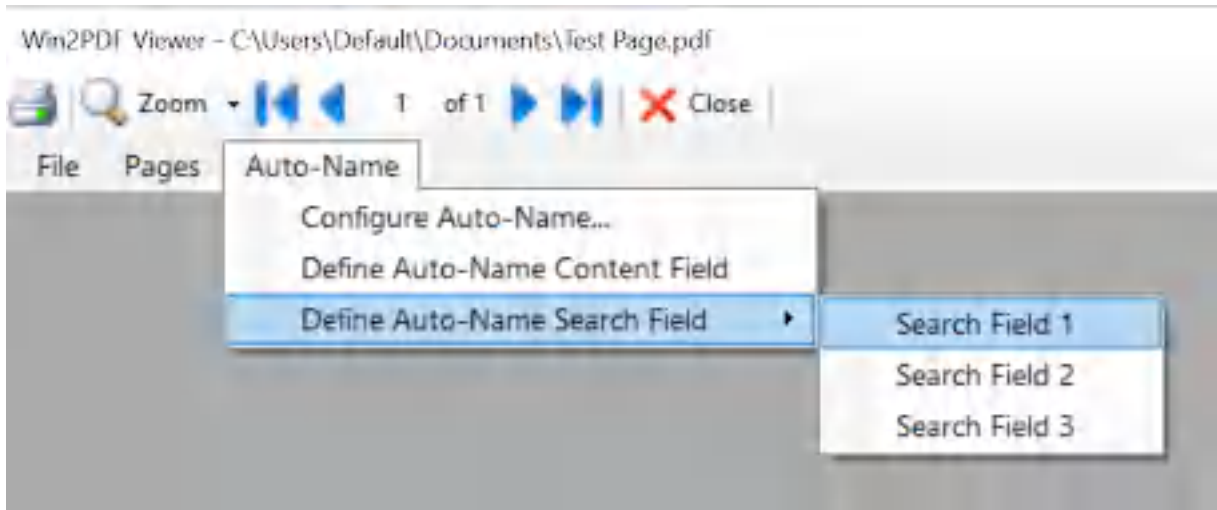
Content based file naming cannot be used when [PDF encryption](#) is enabled.

See also:

[Auto-name Files: Content Based File Naming: Search Word](#)
[Auto-name Files: Content Based File Naming: Content Field](#)

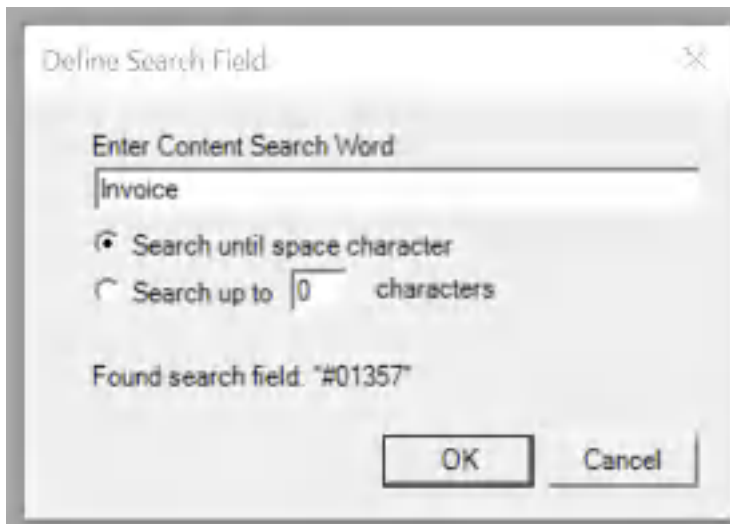
2.20.2.6.1 Search Word

To enable the first method, the content search word is specified using the Win2PDF Desktop Application using the "Define Auto-Name Search Field" item in the "Auto-Name" menu:



Define Auto Name Search Field

Type the search word into the window, and the field following the search word is displayed under "Found search field".



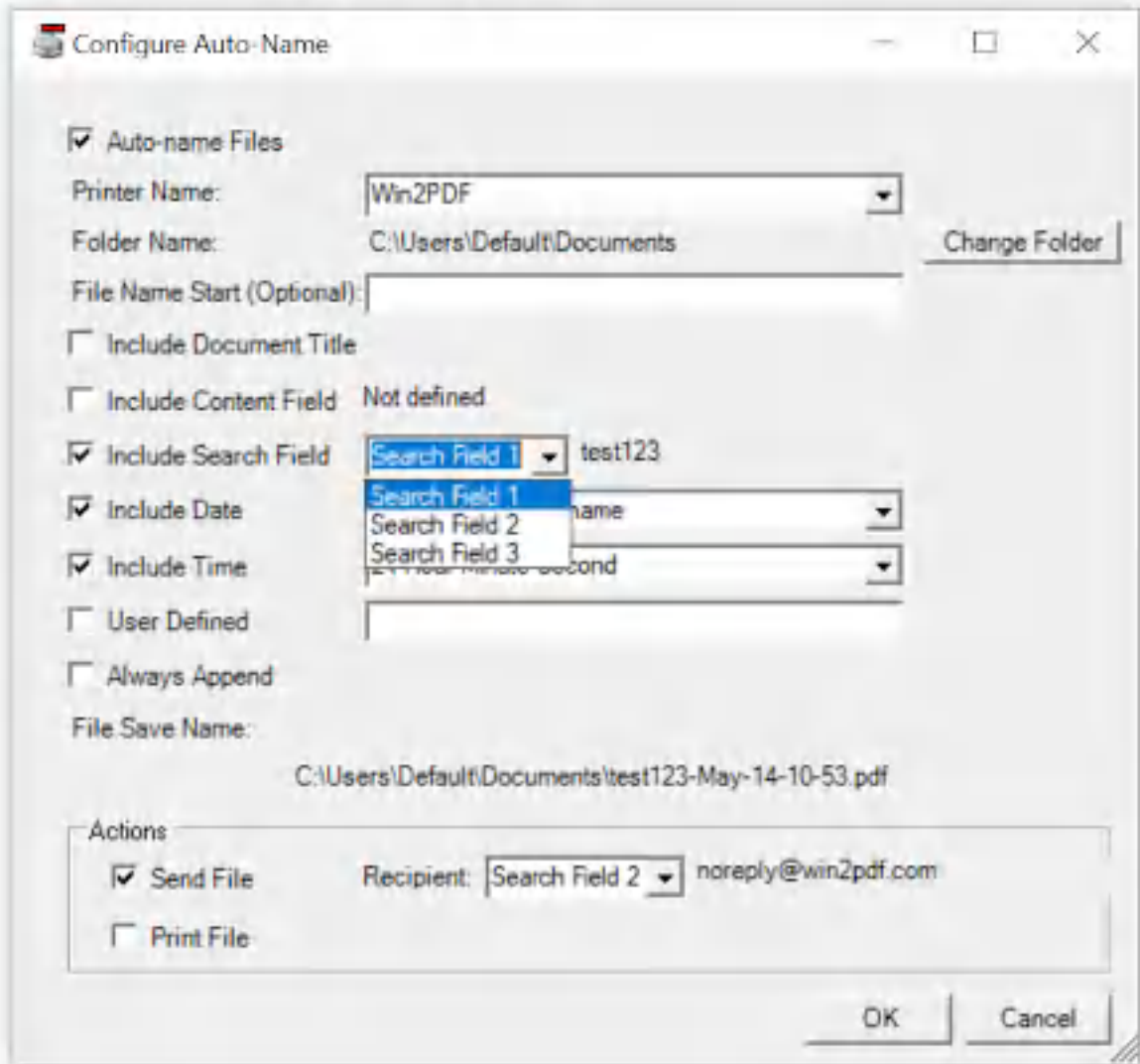
Define Search Field

Selecting the "Search until space character" option will end the search when a space, tab, or newline character occurs. Selecting "Search up to X characters" will include the specified number of characters, including any space characters. The "Found search field" sample text is updated as you type based on the current open PDF file.

You can define up to 3 different search fields, and use the fields for either file names, folder names, or email recipients. The Win2PDF Desktop

"[Configure Auto-Name](#)" allows you to use the search fields in either the file name or the email recipient:

Invoice: test123
Email: noreply@win2pdf.com



Configure Auto-Name Content Search Fields

We previously defined the "Search Field 1" as "Invoice:", so checking the "[Include Search Field](#)" option and selecting "Search Field 1" will display the search field result using the current document. The email recipient can also be configured by checking the "[Send File](#)" option and defining which field to use as the email recipient.

You can also use %PDFAutoNameContentSearch%, %PDFAutoNameContentSearch2% or %PDFAutoNameContentSearch3% in the "[User Defined](#)" configuration, and they can be combined with any of the other [user defined variables](#) to add a date and/or time stamp.

As an example, consider a document that contains the following text:

```
DATE 09 - 05 - 19      SOME COUNTY SHERIFF'S DEPARTMENT
                        123 Main Street
                        Anytown, MN 55555

Doc #: 398277

                        Affidavit Of Return

Paper #: 194094      To: STATE OF MINNESOTA
```

If we want to name the PDF based on the "Paper #:" field in the PDF, we would use the Win2PDF Desktop Application to define the "Search Field 1" to "Paper #:". After that, we would open the "[Configure Auto-name](#)" window in the Win2PDF Desktop Application, check the "[Include Search Field](#)" option, and set it to "Search Field 1". When the document is printed to the Win2PDF printer, the content based naming feature automatically names the PDF "194094.pdf" based on the contents of the document.

If you print a document that does not contain the search word when the content based naming is enabled, the PDF file is named with "%PDFAutoNameContentSearch%" in the file name.

See also:

[Auto-name Files: Content Based File Naming: Content Field](#)

2.20.2.6.2 Content Field

To enable the second method, the content field used for the name is defined in the [Win2PDF Desktop App](#).

You simply start by opening a sample file in Win2PDF Desktop that is illustrative of the format of the documents that will be used in the future. In the following example, there is a "Doc #" which is unique to each printed file. To use this unique number as part of the Auto-name for future documents, make the following settings:

1. Go to **Auto-Name** menu.
2. Select **Define Auto-Name Content Field** from the menu.

3. Use your mouse to define the area on the page where the content field resides. (Note: Each future document must have this same screen location)
4. After this has been defined, it will show you the value on the screen. Next, choose **Configure Auto-Name...** from the **Auto-Name** menu.
5. Check the box for Auto-Name and check the "**Include Content Field**" option along with any other Auto-Name settings you would like and click **OK**.

The following screen cast shows how this can be defined.



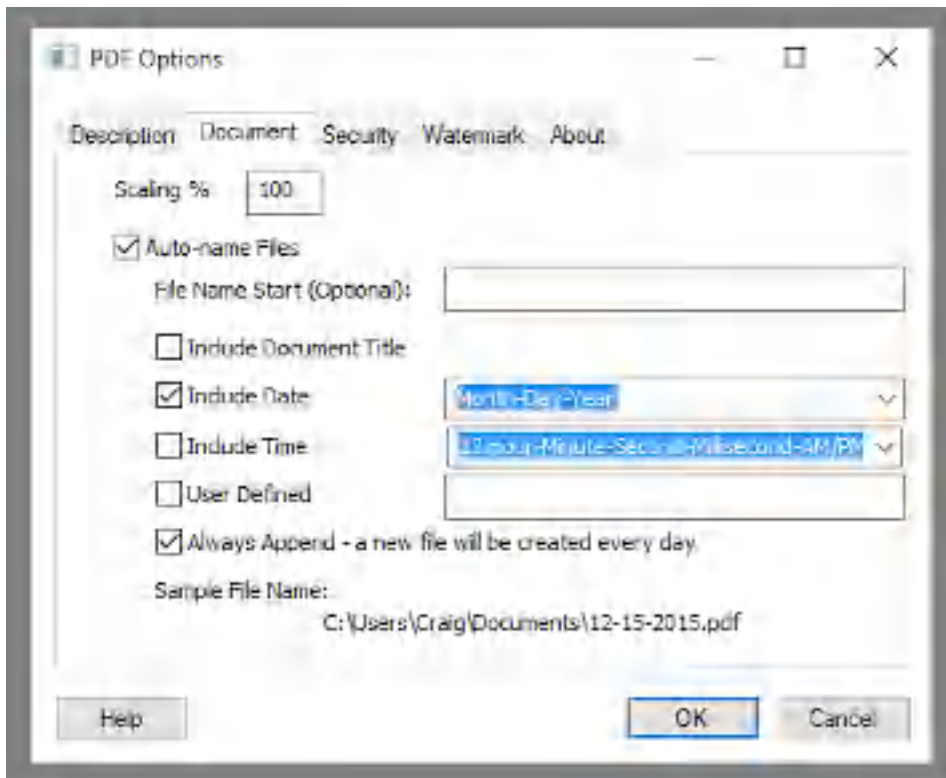
How to set the Content Name Field using Win2PDF's Auto-Name feature

See also:

[Auto-name Files: Content Based File Naming: Search Word](#)

2.20.2.7 Always Append

When the "Always Append" option is enabled, Win2PDF will automatically append to any existing document that matches the Auto-name format. This option is not available for Win2Image, or when security is enabled in Win2PDF Pro.



Auto Name Settings - Always Append

Depending on the other options selected, the "Always Append" option will append until the date and/or time changes, or until the file is manually renamed. A new file will be created if an existing file with the same format does not exist.

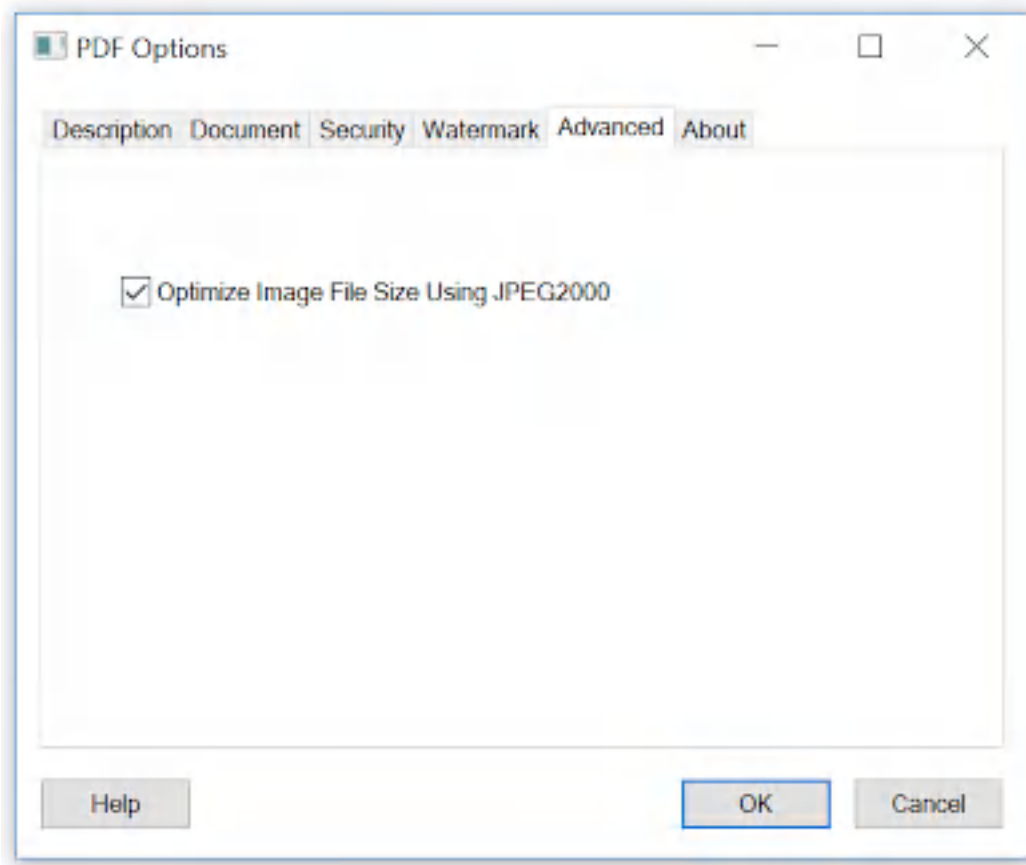
For example, if the "Include Date" option is selected with a "Month-Day-Year" format, the "Always Append" option will append to the same file when it was created on the same day. The following day, a new file will be created. If the date format is set to "Year Only", a new file will every year. If no date or time options are enabled, Win2PDF will always append to the same file until the file is manually renamed. The description following "Always Append" is updated to indicate how often a new file is created.

This option can be combined with any of the other auto-name options.

2.21 Advanced Settings

2.21.1 Optimize Image File Size using JPEG2000

The Advanced tab contains a setting for enabling or disabling JPEG2000 image compression.



Optimize Image File Size using JPEG2000

When the "Optimize Image File Size using JPEG2000" option is enabled, color images in the PDF are compressed using the JPEG 2000 format. This can result in significant reductions in file size, but can also reduce the quality of some types of color images and can slow the conversion process. The option is disabled by default.

You can also [compress PDF files using the Win2PDF Desktop App](#), or using the [COMPRESS command line](#).

Part



3 Using the Win2PDF Desktop App

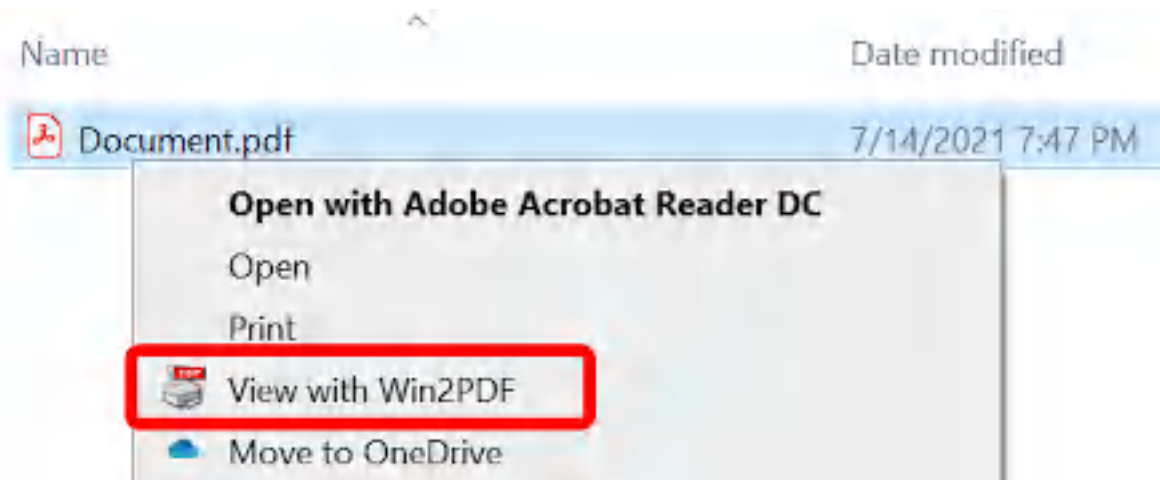
3.1 Win2PDF Desktop App PDF Viewer

The Win2PDF Desktop App is one of [three main components](#) installed with Win2PDF. It allows you to

- [View a PDF](#) or [View an XPS](#),
 - Edit PDFs at the page level ([extract pages](#), [delete pages](#), [split pages](#), [rotate pages](#), etc.),
 - [Configure Auto-name](#) settings for Win2PDF,
 - [Rename PDF files](#)
 - [Configure Mail](#) settings for Win2PDF, and
 - [Convert/export PDF Files](#) to other formats.
 - [Convert from common formats to PDF](#)
 - [Batch Convert](#)
-

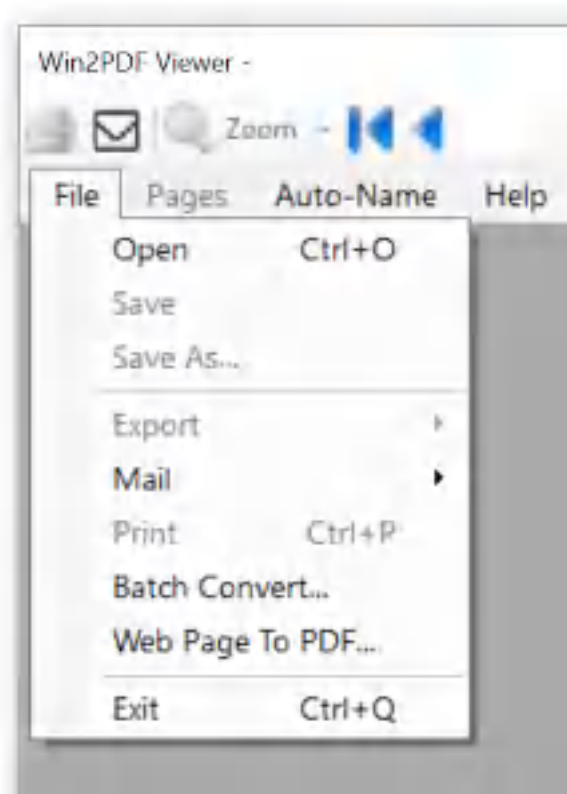
There are multiple ways of starting the Win2PDF Desktop App.

1. You can double-click the **Win2PDF Desktop icon** from your Windows desktop,
2. You can drop a PDF file onto the **Win2PDF Desktop icon**,
3. You can right-click on a PDF or XPS document in Windows Explorer or the desktop and can choose **Open With -> Win2PDF Desktop**
4. You can right-click on a PDF or XPS document in Windows Explorer or the desktop and choose "**View with Win2PDF**".



5. You can choose **Win2PDF Desktop** from the Windows Start menu

Once the **Win2PDF Desktop App** has been started, the PDF file will be displayed in Win2PDF Viewer mode and you will have the following options from the File menu:



Win2PDF Desktop - File Menu

File → Open

Opens a PDF file for [viewing](#) or [editing](#).

File → Save

Saves the currently open PDF file if changes have been made.

File → Save As...

Saves the currently open PDF to a new name.

File → [Export](#)

Converts the open PDF file to a different file format (text, PDF with options, or image formats).

File → Mail

Allows you to [configure Mail settings](#) and Mail the PDF file.

File → Print

Allows you to print the open PDF file to any printer.

File → Batch Convert...

Converts a folder of files to a new format.

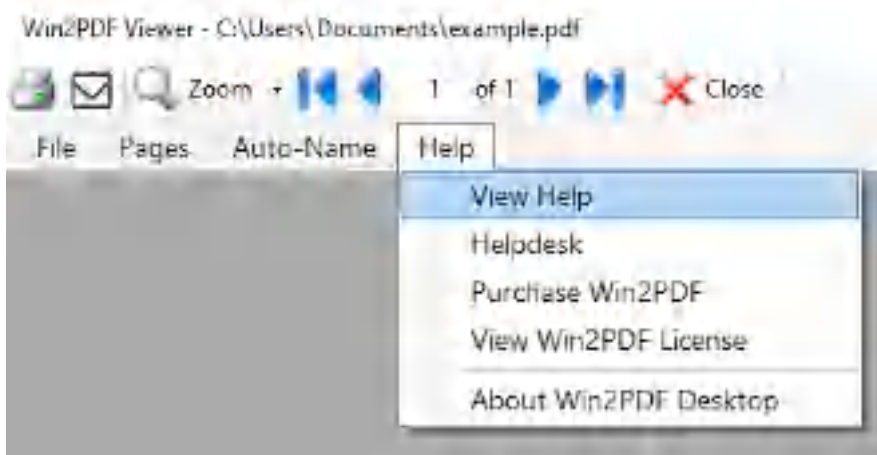
File → Web Page To PDF

Converts an online [web page to PDF](#).

File → Exit

Closes the Win2PDF Viewer window and exits the Win2PDF Desktop program.

Help for Win2PDF Desktop can be accessed through the **Help** menu:



Win2PDF Desktop - Help Menu

Help → View Help

Opens Win2PDF online support guide in a web-browser

Help → Helpdesk

Opens Win2PDF Helpdesk for access to technical support, knowledgebase articles, and product downloads

Help → Purchase Win2PDF License

Opens Win2PDF purchase page for ordering licenses

Help → View Win2PDF License

Displays Win2PDF License code and version number

Help → About Win2PDF Desktop

Displays information about Win2PDF Desktop App

Additionally, you can use the Win2PDF Desktop App to do the following:

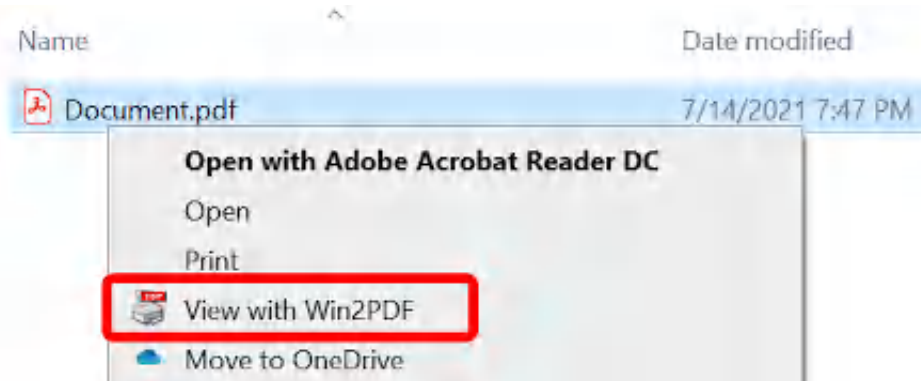
- If you to drag and drop a document (or a group of documents) onto the Win2PDF Desktop icon, Win2PDF will automatically convert the document to PDF using the default application for the document type. You can drag and drop multiple files onto the Win2PDF Desktop icon to convert them to PDF, and you can use the [Win2PDF Auto-name](#) feature to automatically name the PDF files.
- If the Windows clipboard contains an image, you can [convert the clipboard to a PDF](#).

- Use Win2PDF Desktop with [command line options](#) from a command prompt to automate Win2PDF Desktop features or integrate with other applications or process flows.

3.1.1 PDF Viewer

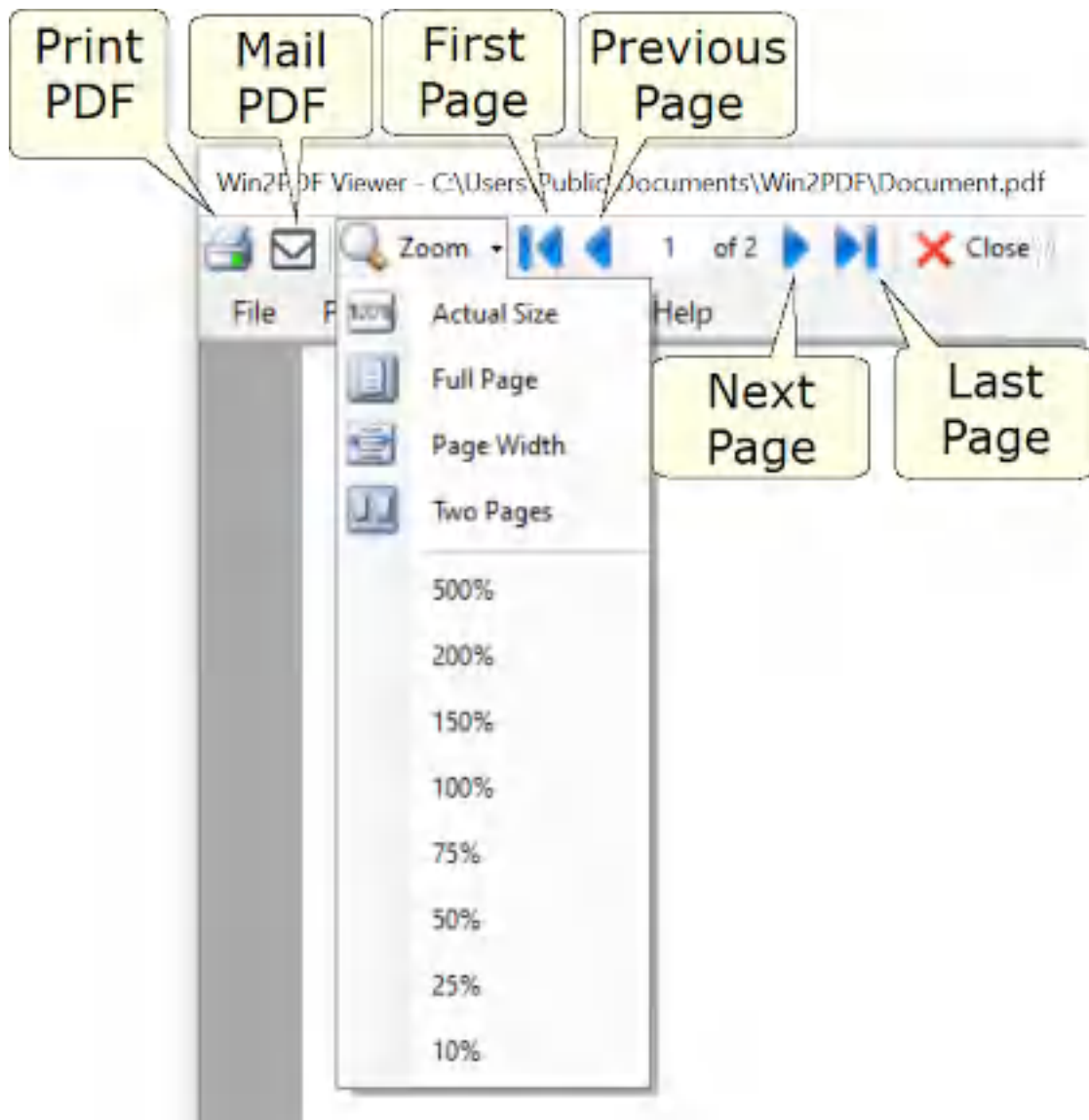
To view a PDF, open a PDF file using "**File -> Open**" or drag-and-dropping a PDF file onto the Win2PDF Desktop icon. The Win2PDF Desktop viewer will show a preview of the PDF.

You can also right-click on a PDF document in Windows Explorer or the desktop and can choose "**Open With -> Win2PDF Desktop**", or "**View with Win2PDF**". On Windows 11, choose "**Show more options -> View With Win2PDF**".



Win2PDF Desktop - View with Win2PDF

The PDF is opened in a viewer with toolbar icons for navigation and common actions.



Win2PDF Desktop - PDF Viewer Controls

3.1.2 XPS Viewer

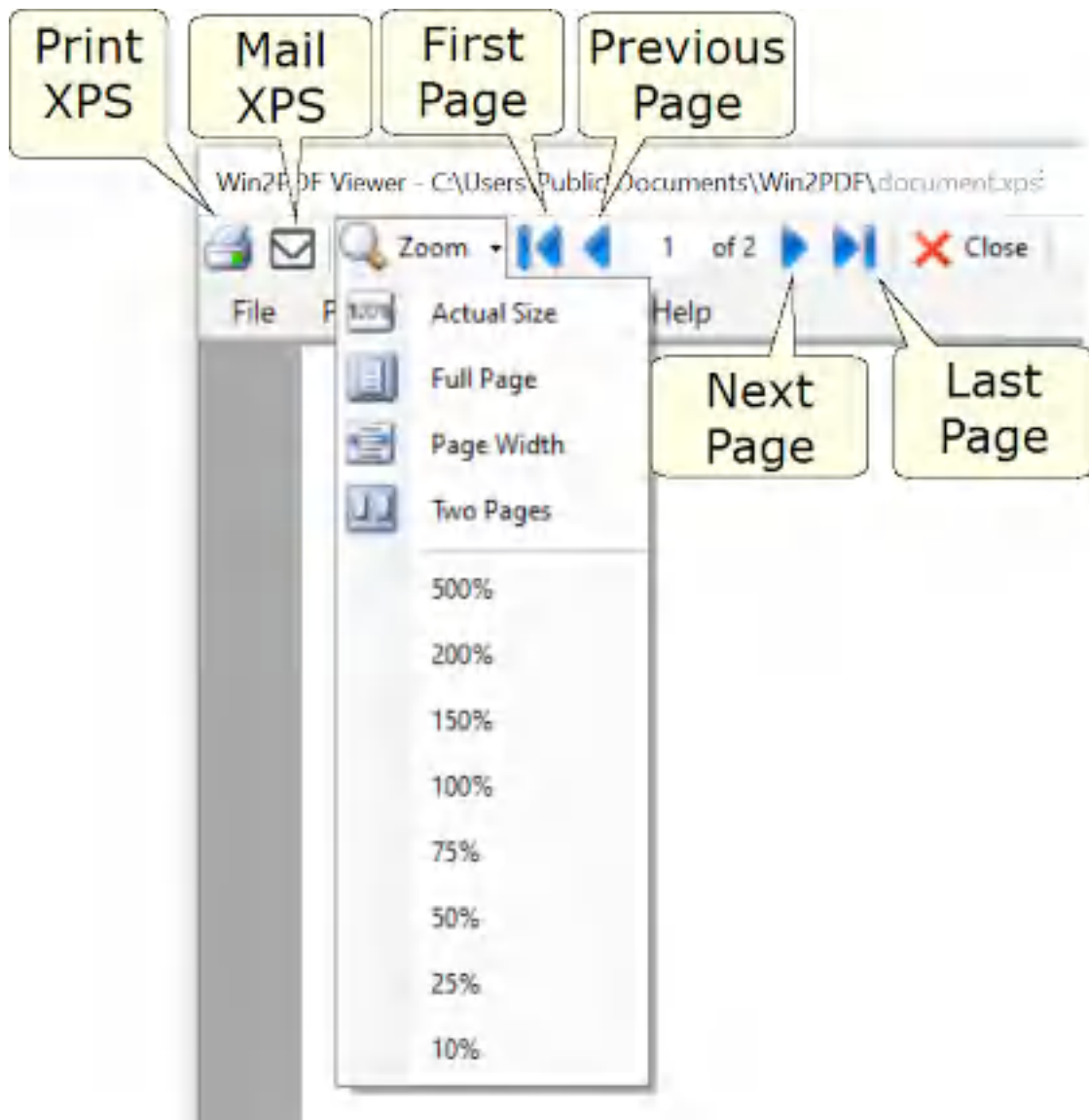
To view an XPS, open a XPS file using "**File -> Open**" or drag-and-dropping a XPS file onto the Win2PDF Desktop icon. The Win2PDF Desktop viewer will show a preview of the XPS.

You can also right-click on a XPS document in Windows Explorer or the desktop and can choose "**Open With -> Win2PDF Desktop**", or "**View with Win2PDF**". On Windows 11, choose "**Show more options -> View With Win2PDF**".



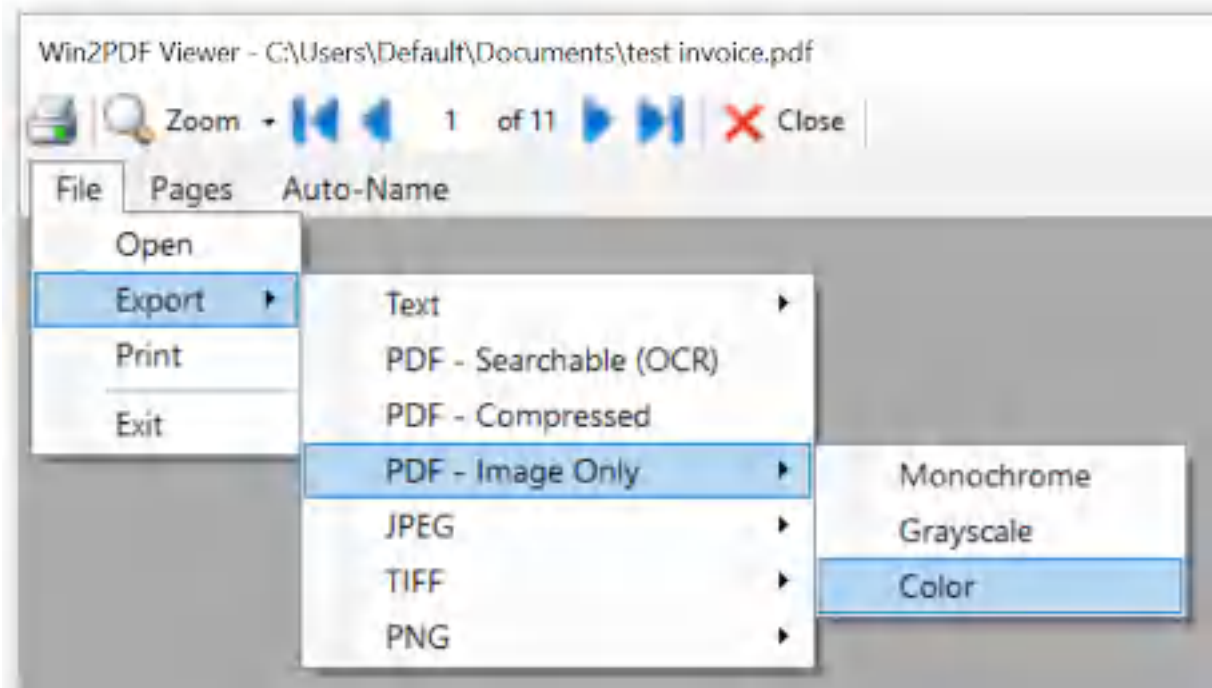
Win2PDF Desktop - View with Win2PDF

The XPS is opened in a viewer with toolbar icons for navigation and common actions.



Win2PDF Desktop - XPS Viewer Controls

3.1.3 Export Options



Win2PDF Desktop - Export Options

[File → Export → Text](#)

Converts PDF file to either an "Unformatted" or "Formatted" Text file.

[File → Export → PDF - Searchable \(OCR\)](#)

Converts PDF file to a Searchable PDF file. [This option only appears when the [Win2PDF Desktop with Searchable OCR](#) download is installed].

[File → Export → PDF - Compressed](#)

Converts PDF file to a compressed PDF file.

[File → Export → PDF - Image Only](#)

Converts PDF file to Monochrome, Grayscale, or Color Image-Only PDF file. An Image Only PDF file will not have searchable text.

[File → Export → JPEG](#)

Converts PDF file to Monochrome, Grayscale, or Color Image-Only JPEG image file.

[File → Export → TIFF](#)

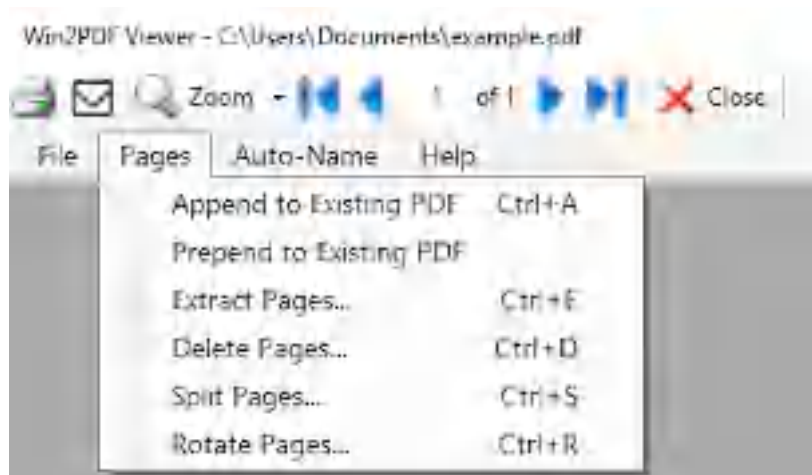
Converts PDF file to Monochrome, Grayscale, or Color Image-Only TIFF image file.

[File](#) → **[Export](#) → **[PNG](#)****

Converts PDF file to Monochrome, Grayscale, or Color Image-Only PNG image file.

3.1.4 Editing Pages

There are several editing features that can be accessed through the **Pages** menu.



Win2PDF Desktop - Append to an Existing PDF

Pages → **Append to Existing PDF**

[How to append to an existing PDF](#)

Pages → **Prepend to Existing PDF**

[How to prepend to an existing PDF](#)

Pages → **Extract Pages...**

[How to extract pages](#)

Pages → **Delete Pages...**

[How to delete pages](#)

Pages → **Split Pages...**

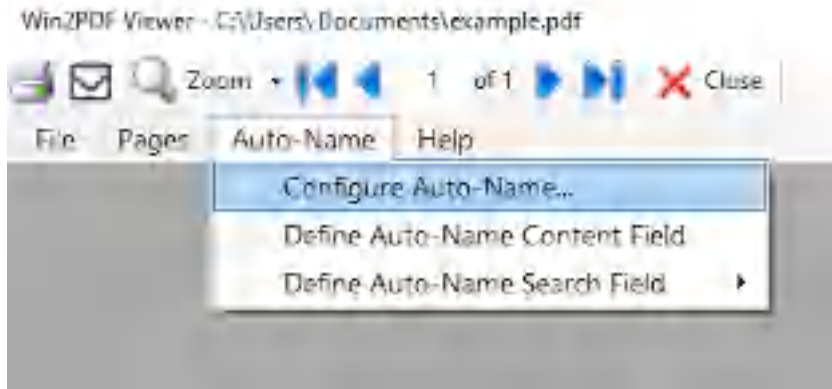
[How to split pages](#)

Pages → **Rotate Pages...**

[How to rotate pages](#)

3.1.5 Configuring Auto-Name

The Win2PDF Auto-Name feature can be configured through the **Auto-Name** menu.



Win2PDF Desktop - Configuring Auto-Name

Auto-Name → Configure Auto-Name...

[How to configure auto-name](#)

Auto-Name → Define Auto-Name Content Field

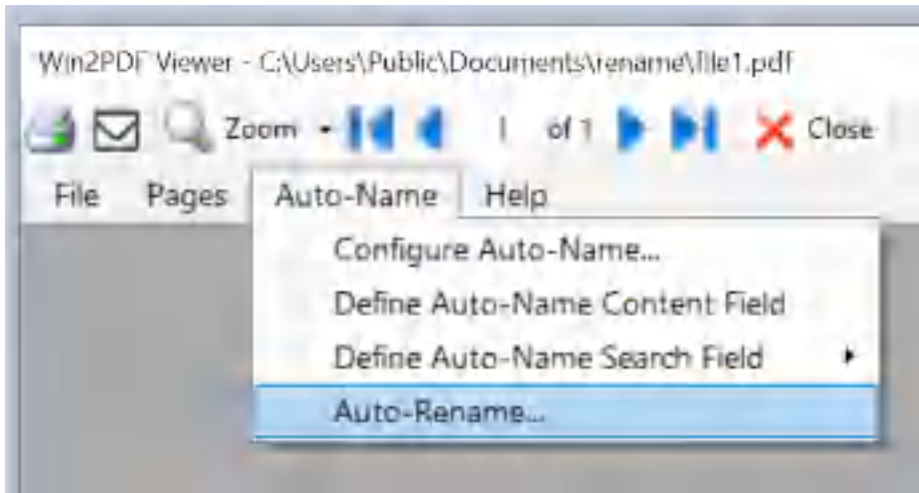
[How to define auto-name content field](#)

Auto-Name → Define Auto-Name Search Field

[How to define auto-name search field](#)

3.1.6 Auto-Rename PDFs

The Win2PDF Auto-Rename feature can be configured through the **Auto-Name** menu.



Win2PDF Desktop - Auto-Rename PDFs

Auto-Name → Configure Auto-Name...

[How to configure auto-name](#)

Auto-Name → Define Auto-Name Content Field

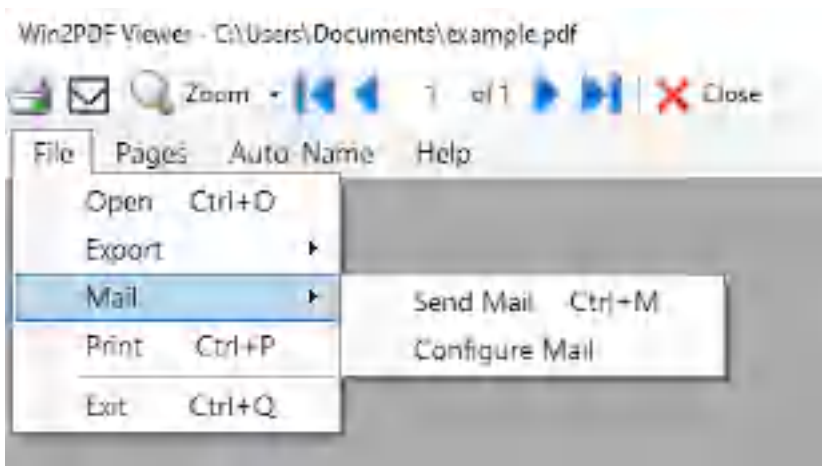
[How to define auto-name content field](#)

Auto-Name → Auto-Rename

[How to Auto-Rename PDFs](#)

3.1.7 Email Options

The Win2PDF Auto-Name feature can be configured through the **Auto-Name** menu.



Win2PDF Desktop - Email Options

File → Mail → Send Mail

[Sends the PDF file](#) through email using the current Mail settings.

File → Mail → Configure Mail

[Configures the Mail options](#) to use when sending a PDF file through email.

3.2 Win2PDF Desktop App Converter

The Win2PDF Desktop App is one of [three main components](#) installed with Win2PDF. If you open it with a PDF file, it will allow you to [view a PDF](#), edit PDFs at the page level ([extract pages](#), [delete pages](#), [split pages](#), [rotate pages](#), etc.), [configure Auto-name](#) settings for Win2PDF, [configure mail](#) settings for Win2PDF, and [convert/export](#) PDF files to other formats.

The Win2PDF Desktop App can also directly open and convert many image formats to PDF. The following formats are supported:

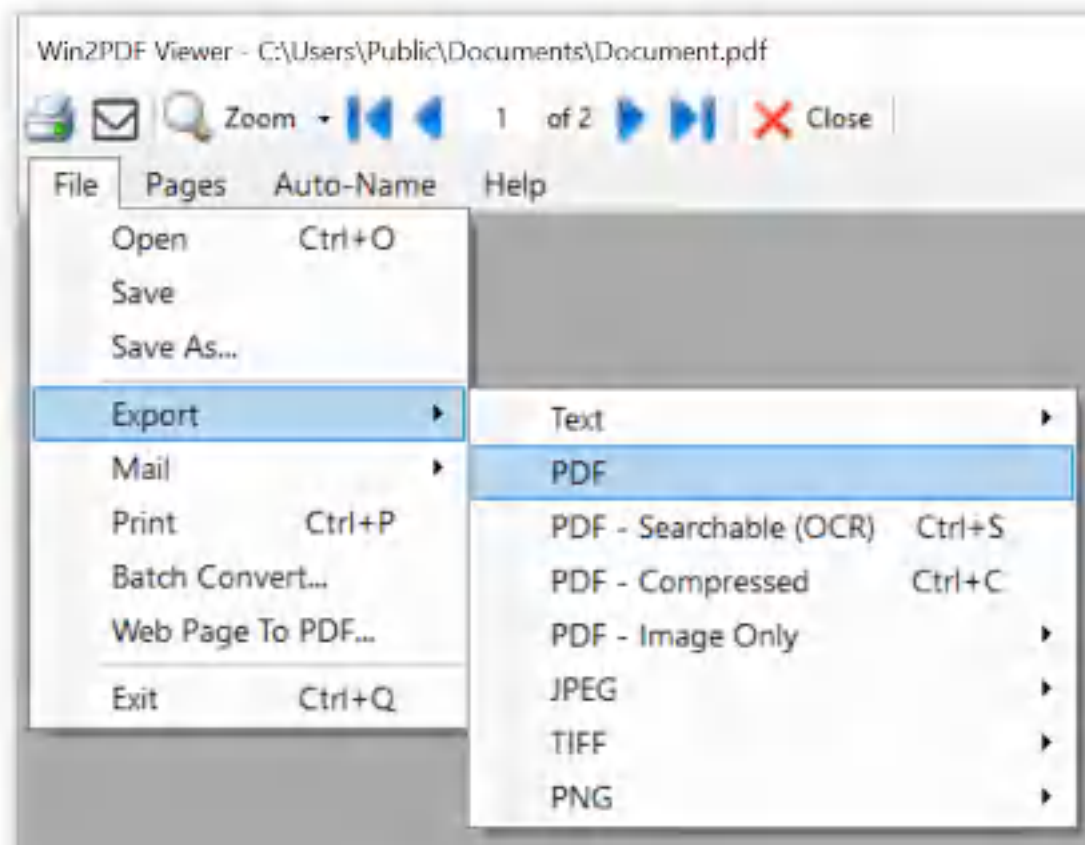
- [JPG to PDF](#)
 - [PNG to PDF](#)
 - [TIFF to PDF](#)
 - [BMP to PDF](#)
 - [GIF to PDF](#)
 - [Any to PDF](#)
-

There are multiple ways of starting the Win2PDF Desktop App.

1. You can double-click the **Win2PDF Desktop icon** from your Windows desktop,
 2. You can drop a PDF file onto the **Win2PDF Desktop icon**,
 3. You can right-click on a document in the Windows Explorer or the desktop, you can choose **Open With → Win2PDF Desktop**
 4. You can choose **Win2PDF Desktop** from the Windows Start menu
 5. You can right click on the file in Windows Explorer and choose "**Convert with Win2PDF**".
-

3.2.1 JPG To PDF

To convert a JPG to PDF using Win2PDF Desktop, open a JPG file using "**File -> Open**" or drag-and-dropping a JPG file on the Win2PDF Desktop icon. The Win2PDF Desktop converter will show a preview of the JPG file. To save as a PDF, choose "**File -> Export -> PDF**".



Win2PDF Desktop - Export JPG to PDF

Win2PDF will open a "Save File" window that lets you choose the name and location for the converted PDF file.

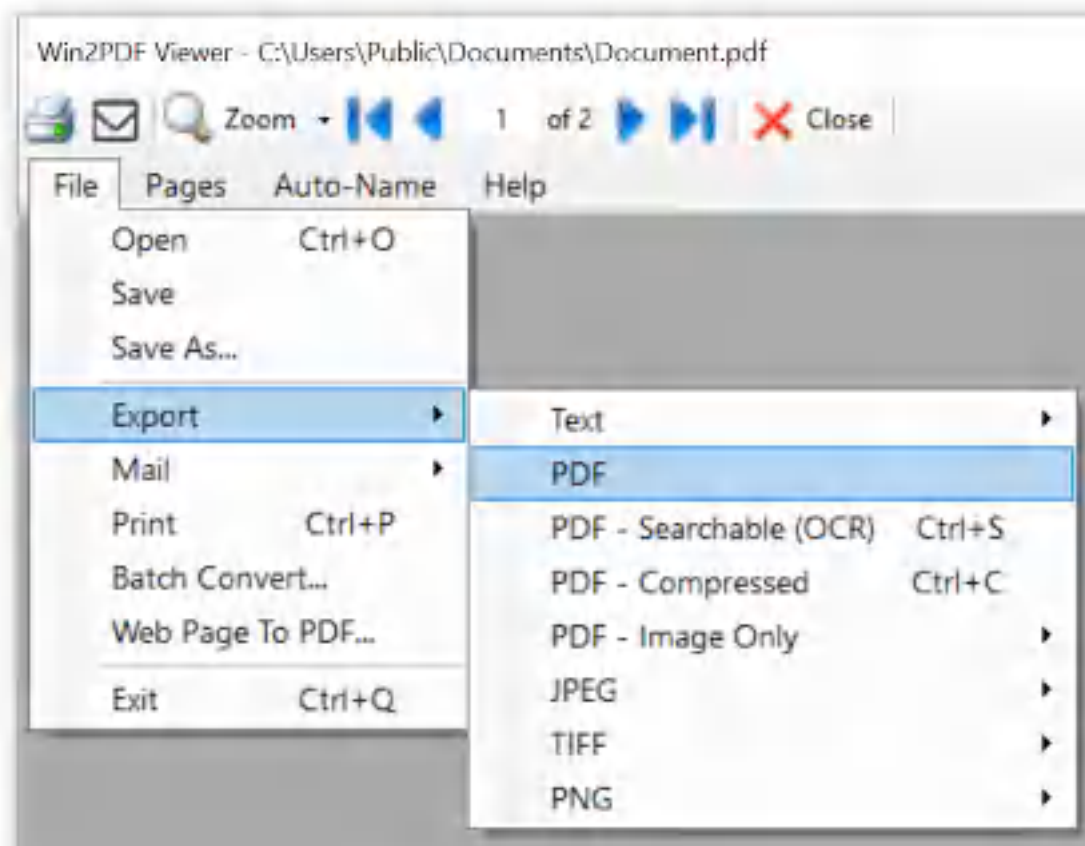
If you want to convert to PDF in the same folder as the JPG file, you can also right click on a JPG file in Windows Explorer and choose "**Convert with Win2PDF**".

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

You can also convert from JPG to PDF using the [batch convert JPG to PDF](#) feature or the [JPG2PDF command line](#).

3.2.2 PNG to PDF

To convert a PNG to PDF using Win2PDF Desktop, open a PNG file using "**File -> Open**" or drag-and-dropping a PNG file on the Win2PDF Desktop icon. The Win2PDF Desktop converter will show a preview of the PNG file. To save as a PDF, choose "**File -> Export -> PDF**".



Win2PDF Desktop - Export PNG to PDF

Win2PDF will open a "Save File" window that lets you choose the name and location for the converted PDF file.

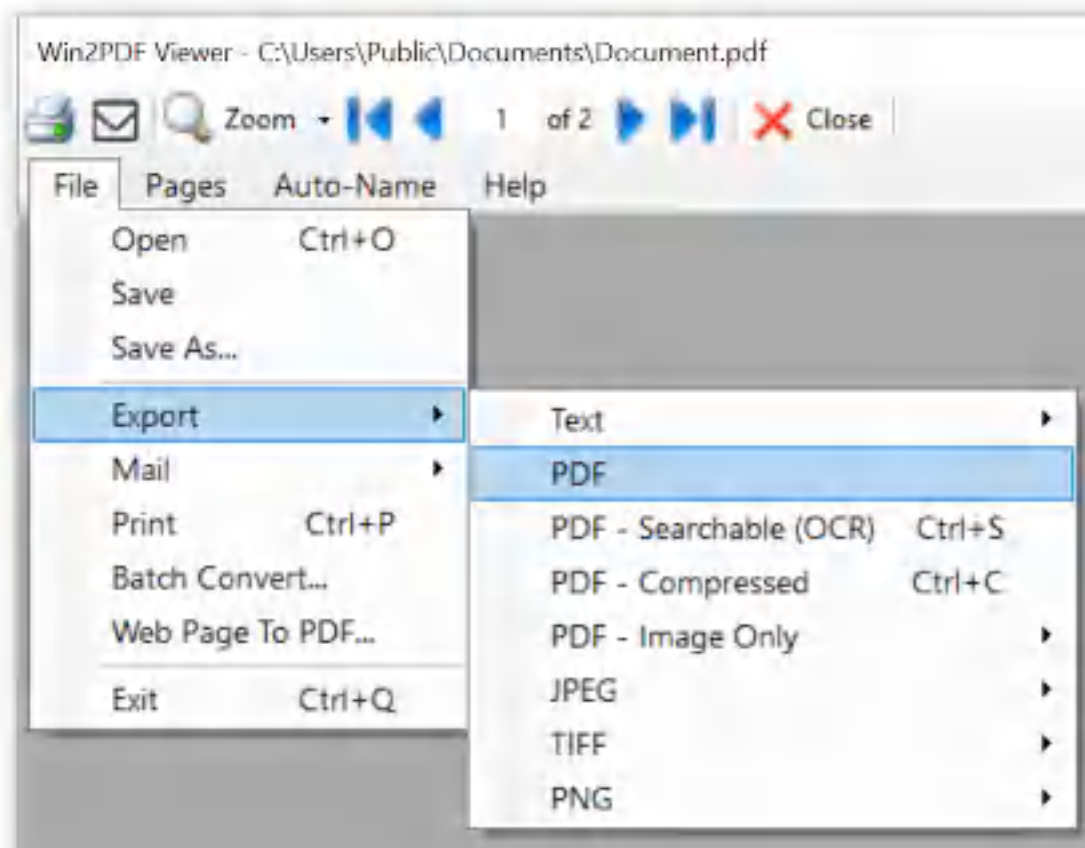
If you want to convert to PDF in the same folder as the PNG file, you can also right click on a PNG file in Windows Explorer and choose "**Convert with Win2PDF**".

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

You can also convert from PNG to PDF using the [batch convert PNG to PDF](#) feature or the [PNG2PDF command line](#).

3.2.3 TIFF to PDF

To convert a TIFF to PDF using Win2PDF Desktop, open a TIFF file using "**File -> Open**" or drag-and-dropping a TIFF file on the Win2PDF Desktop icon. The Win2PDF Desktop converter will show a preview of the TIFF file. To save as a PDF, choose "**File -> Export -> PDF**".



Win2PDF Desktop - Export TIFF to PDF

If you want to convert to PDF in the same folder as the TIFF file, you can also right click on a TIFF file in Windows Explorer and choose "**Convert with Win2PDF**".

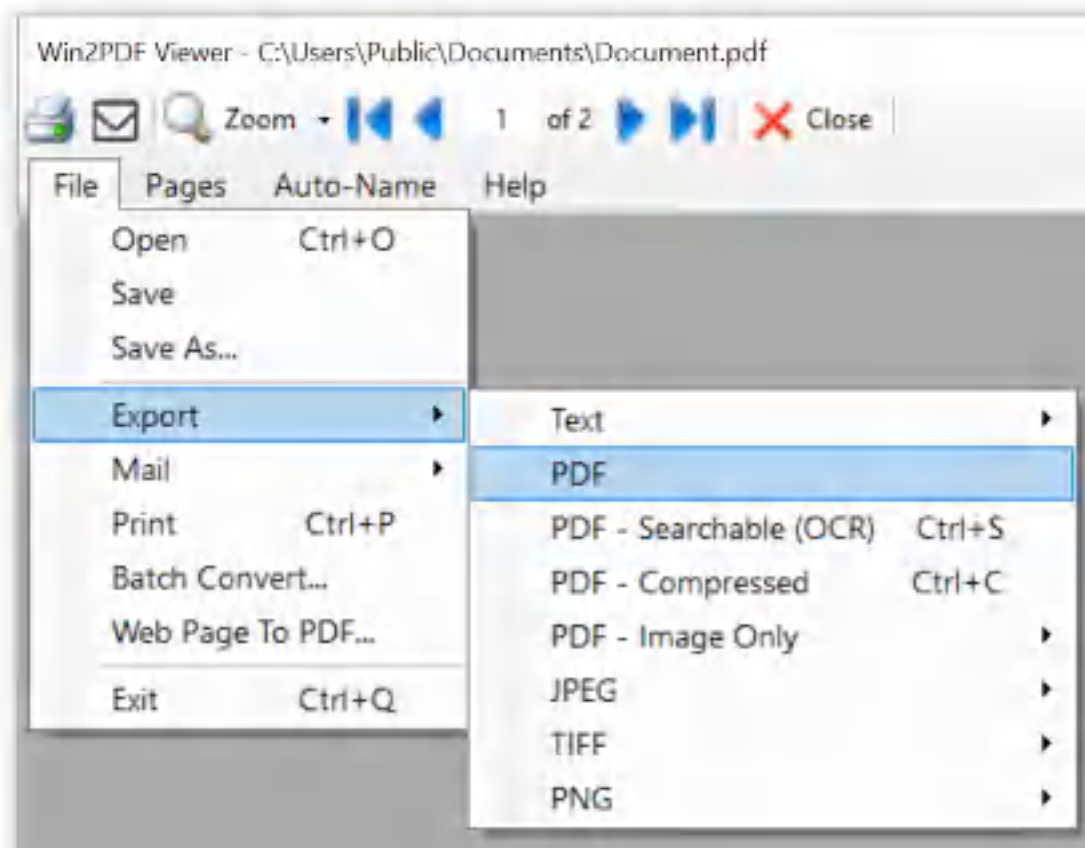
This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

You can also convert from TIFF to PDF using the [batch convert TIFF to PDF](#) feature or the [TIFF2PDF command line](#).

3.2.4 BMP to PDF

To convert a BMP to PDF using Win2PDF Desktop, open a BMP file using "**File -> Open**" or drag-and-dropping a BMP file on the Win2PDF Desktop

icon. The Win2PDF Desktop converter will show a preview of the BMP file. To save as a PDF, choose "**File -> Export -> PDF**".



Win2PDF Desktop - Export BMP to PDF

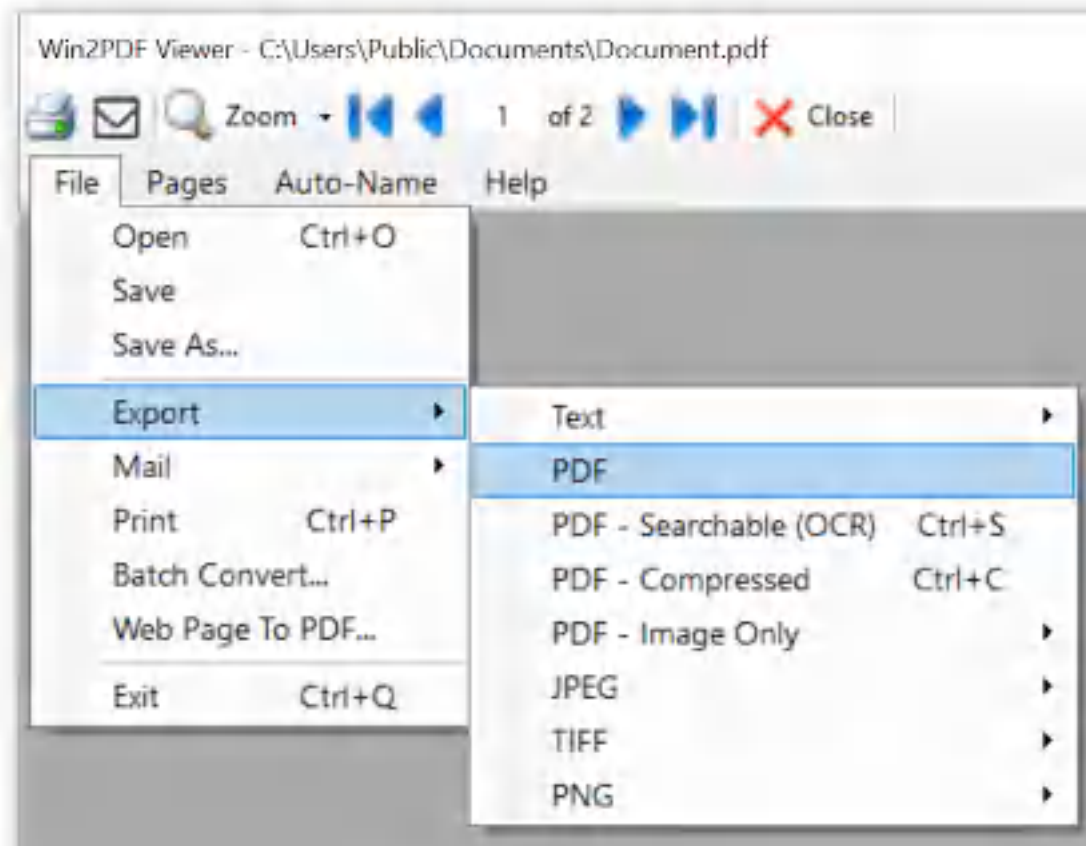
If you want to convert to PDF in the same folder as the BMP file, you can also right click on a BMP file in Windows Explorer and choose "**Convert with Win2PDF**".

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

You can also convert from BMP to PDF using the [batch convert BMP to PDF](#) feature or the [BMP2PDF command line](#).

3.2.5 GIF to PDF

To convert a GIF to PDF using Win2PDF Desktop, open a GIF file using "**File -> Open**" or drag-and-dropping a GIF file on the Win2PDF Desktop icon. The Win2PDF Desktop converter will show a preview of the GIF file. To save as a PDF, choose "**File -> Export -> PDF**".



Win2PDF Desktop - Export GIF to PDF

If you want to convert to PDF in the same folder as the GIF file, you can also right click on a GIF file in Windows Explorer and choose "**Convert with Win2PDF**".

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

You can also convert from GIF to PDF using the [batch convert GIF to PDF](#) feature or the [GIF2PDF command line](#).

3.2.6 Web Page to PDF

There are multiple ways of starting the Win2PDF Desktop App to convert an HTML file to PDF.

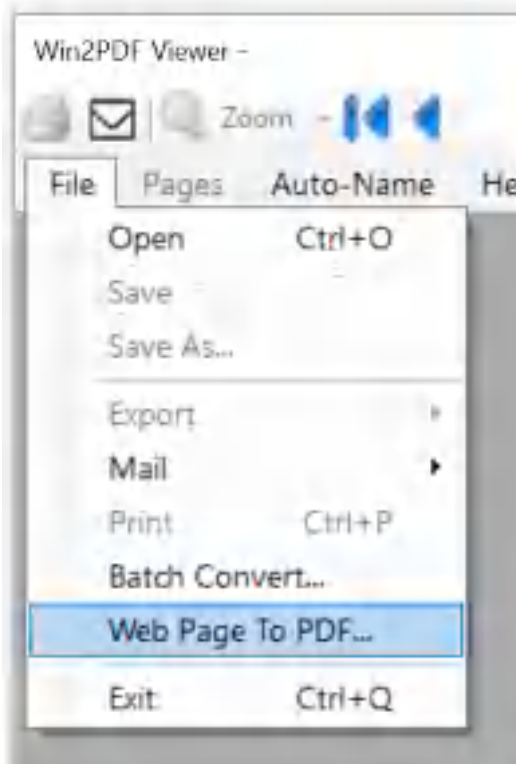
1. You can choose **Web Page To PDF** from the Windows Start menu, and then type the web address of the page that you would like converted to

PDF.



Win2PDF Desktop - Web Page to PDF

2. You can double-click the **Win2PDF Desktop icon** from your Windows desktop or Windows Start menu, and then choose an HTML file on your computer in the "Open File" window.
3. You can drop an HTML file onto the **Win2PDF Desktop icon**.
4. You can choose **Win2PDF Desktop** from the Windows Start menu, and then choose "Web Page To PDF" from the Start menu.



Win2PDF Desktop - Web Page to PDF Menu

5. You can right click on the file in Windows Explorer and choose "**Convert with Win2PDF**".

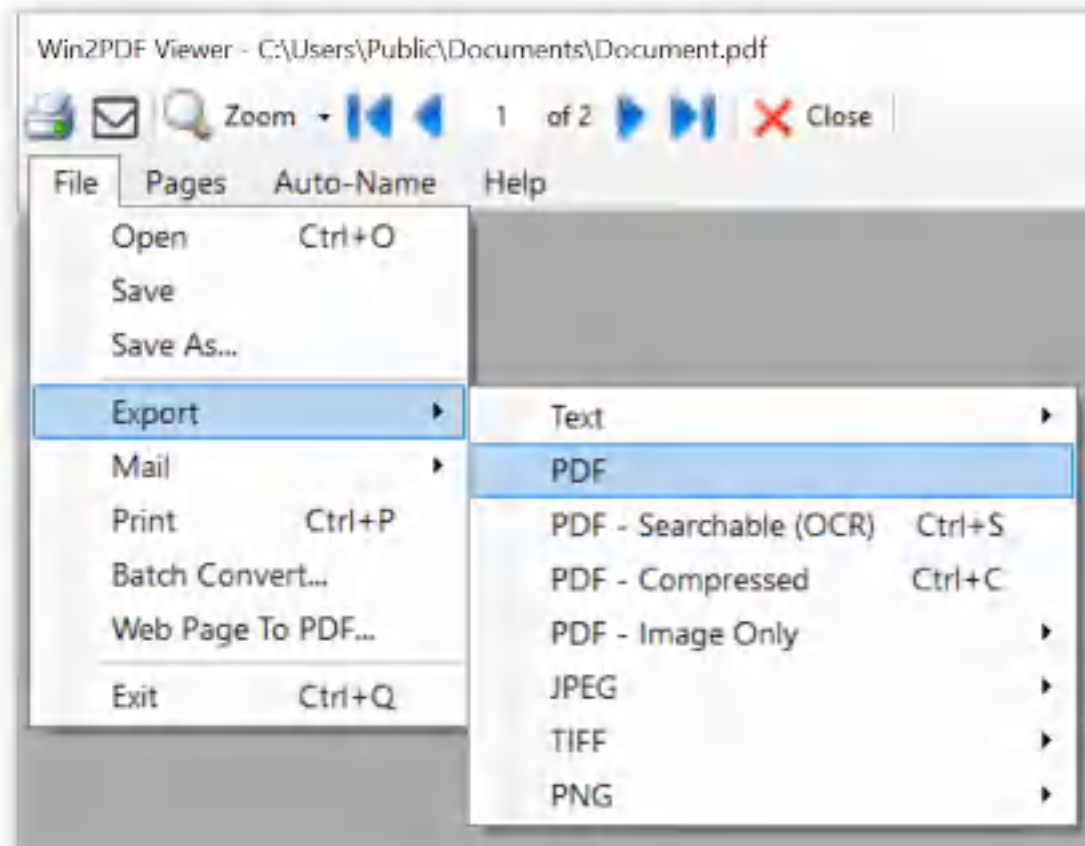
The Win2PDF Desktop converter will open a "Save File" window that lets you choose the name and location of the converted PDF file. The default PDF file name is the path and name of the HTML file. If the Win2PDF [Auto-name](#) feature is enabled, the converted PDF file will be named based on the configuration of the Auto-name settings.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

You can also convert from HTML to PDF using the [HTML2PDF command line](#).

3.2.7 XPS to PDF

To convert a XPS to PDF using Win2PDF Desktop, open a XPS file using "**File -> Open**" or drag-and-dropping a XPS file on the Win2PDF Desktop icon. The Win2PDF Desktop converter will show a preview of the XPS file. To save as a PDF, choose "**File -> Export -> PDF**".



Win2PDF Desktop - Export XPS to PDF

If you want to convert to PDF in the same folder as the XPS file, you can also right click on a XPS file in Windows Explorer and choose "**Convert with Win2PDF**".

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

You can also convert from XPS to PDF using the [batch convert XPS to PDF](#) feature or the [XPS2PDF command line](#).

3.2.8 Any to PDF

The Win2PDF Desktop converter can directly convert image formats in [JPG](#), [PNG](#), [TIFF](#), [BMP](#), and [GIF](#) to PDF, but it can also convert any other document to PDF using Windows file associations. As long as you have a program installed in Windows that can open and print the document, Win2PDF can convert it by opening the program and using the program to print to the Win2PDF printer.

There are multiple ways of starting the Win2PDF Desktop App to convert any document to PDF.

1. You can double-click the **Win2PDF Desktop icon** from your Windows desktop, and then choose the document in the "Open File" window.
2. You can drop a document onto the **Win2PDF Desktop icon**.
3. You can choose **Win2PDF Desktop** from the Windows Start menu, and then choose the document the "Open File" window.

If the Win2PDF [Auto-name](#) feature is enabled, the converted PDF file will be named based on the configuration of the Auto-name settings. Otherwise, Win2PDF will open a "Save File" window that lets you choose the name and location of the converted PDF file.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

You can also convert to PDF using the [CONVERT command line](#).

Part



4 How To Articles

4.1 How to install Win2PDF

4.1.1 How to Download a PDF converter

You can download the latest versions of the Win2PDF and Win2PDF Terminal Server Edition PDF converters from our web page here:

<https://www.win2pdf.com/download/download.htm>

The trial versions of this PDF converter are available for free, and are not time limited. The trial version will add an extra page to each printed PDF file until the software is purchased, and then the extra page will be removed from any new PDF files. To evaluate Win2PDF or Win2PDF Pro without the trailer page, [contact us](#) for a 30 day demo license.



4.1.2 How to Install a PDF writer

First you'll need to download the Win2PDF PDF writer software. You can download the latest versions of the Win2PDF and Win2PDF Terminal Server Edition PDF converters from our web page here:

<https://www.win2pdf.com/download/download.htm>

After you have downloaded the setup file for the Win2PDF PDF writer to your hard disk, double-click on the file to start the installation wizard.



Click on the '**Next >**' button and follow the prompts to install the software. After it has been installed, you will see a printer named '**Win2PDF**' in the printers folders.

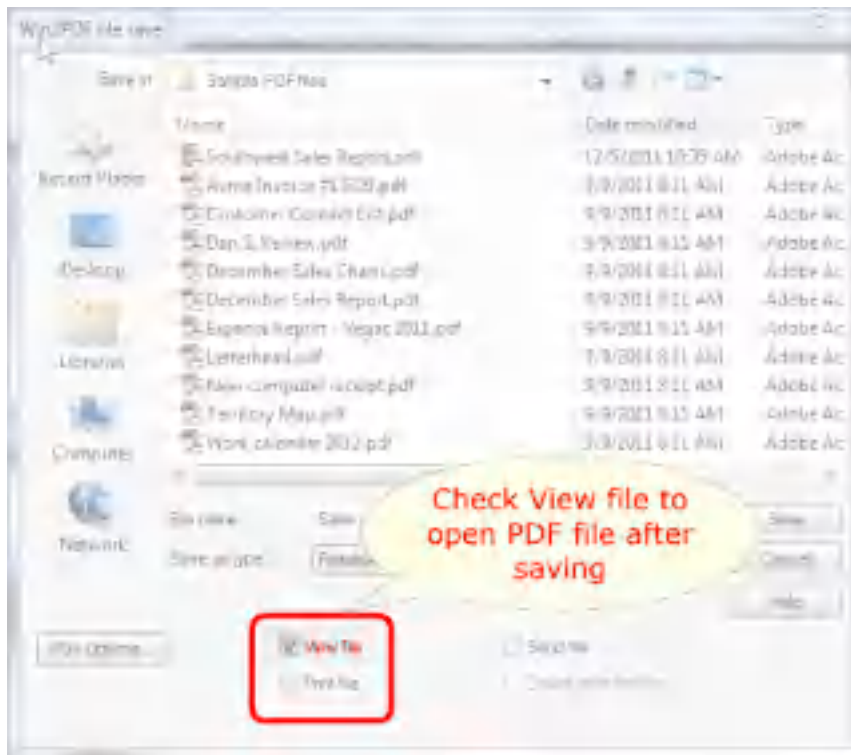


To use Win2PDF , just select **Print** from any application and then choose the printer named Win2PDF. You will then be able so save the document as a PDF file.

4.2 How to use Win2PDF

4.2.1 How to View a PDF file after creating it

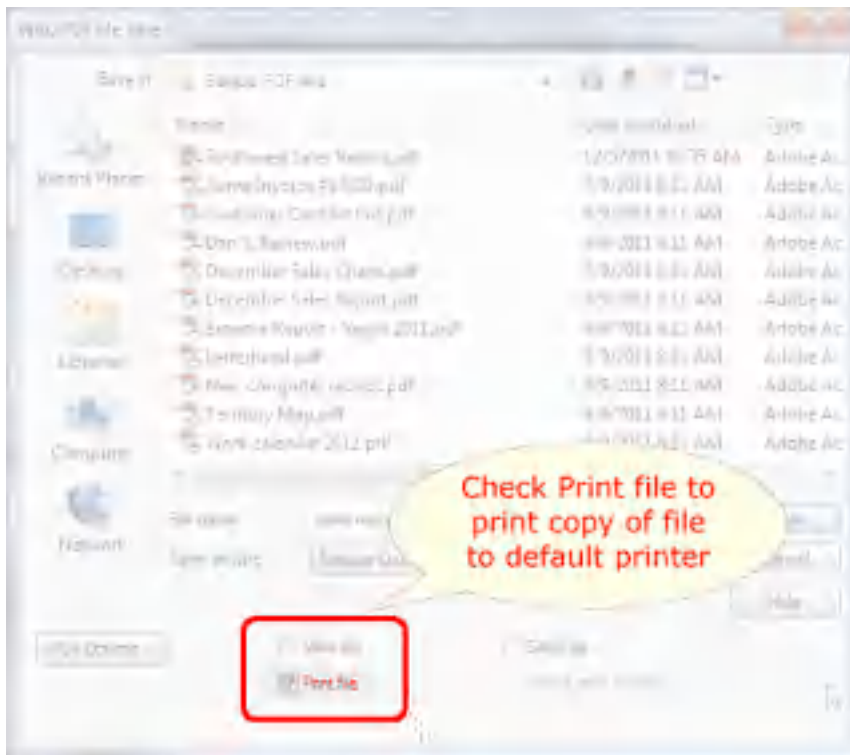
To view a PDF file after creating it, just select the '**View file**' option on the Win2PDF file save window.



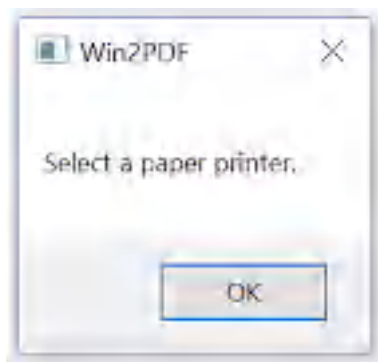
When you save the PDF file, the file will automatically be opened with your default PDF viewer application, which is typically the free Adobe Reader software.

4.2.2 How to Print a PDF file after creating it

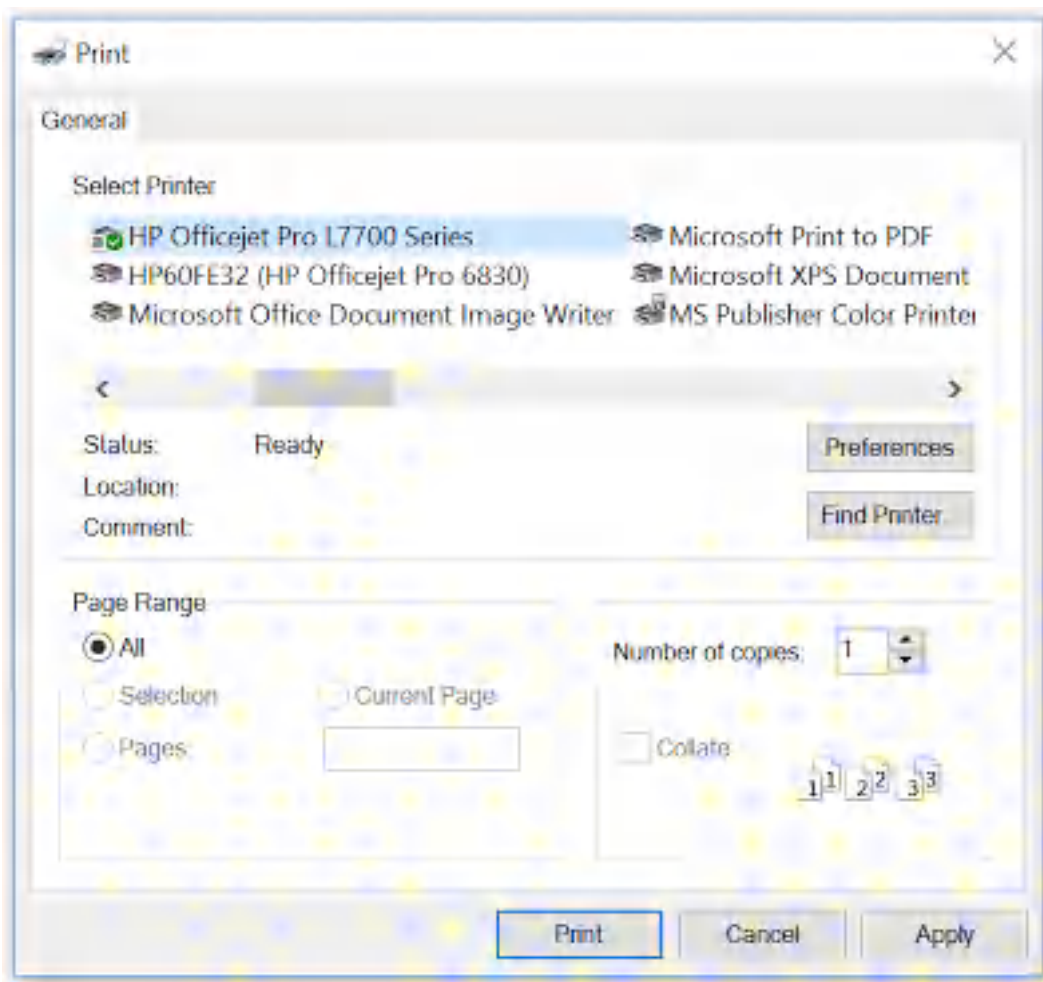
To print a copy of the PDF file to a paper printer after creating it, just select the **'Print file'** option on the Win2PDF file save window.



When you check the "Print file" option, you will be prompted to select a paper printer.



Select the paper printer where you want the hard copy sent.



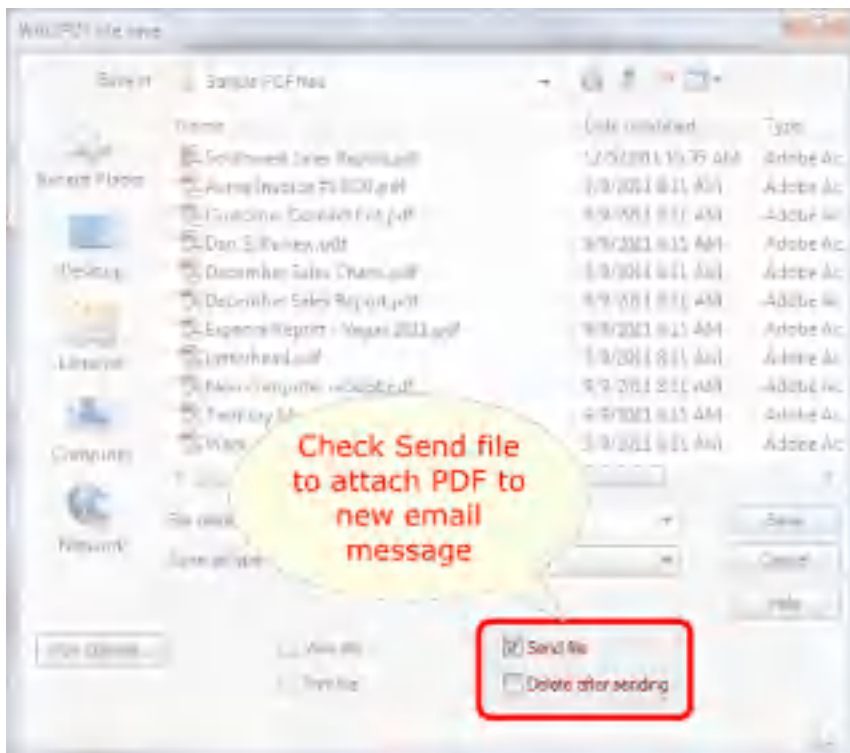
When you save the PDF file, the file will automatically be sent to your selected printer.



How to print a hard copy to a paper printer when saving a PDF file using the Win2PDF printer

4.2.3 How to Email a PDF file after creating it

To email the PDF file after creating it, just select the '**Send file**' option on the Win2PDF file save window.



When you save the PDF file, the file will automatically be attached as a new PDF file to your default MAPI e-mail client (e.g. Microsoft Outlook). You can then address the e-mail and send it as a file attachment.

You can also configure Win2PDF to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP servers](#).

If the '**Delete after sending**' option is checked, the PDF file will be deleted from your hard disk after the e-mail has been sent.

4.2.4 How to Create a PDF/A file

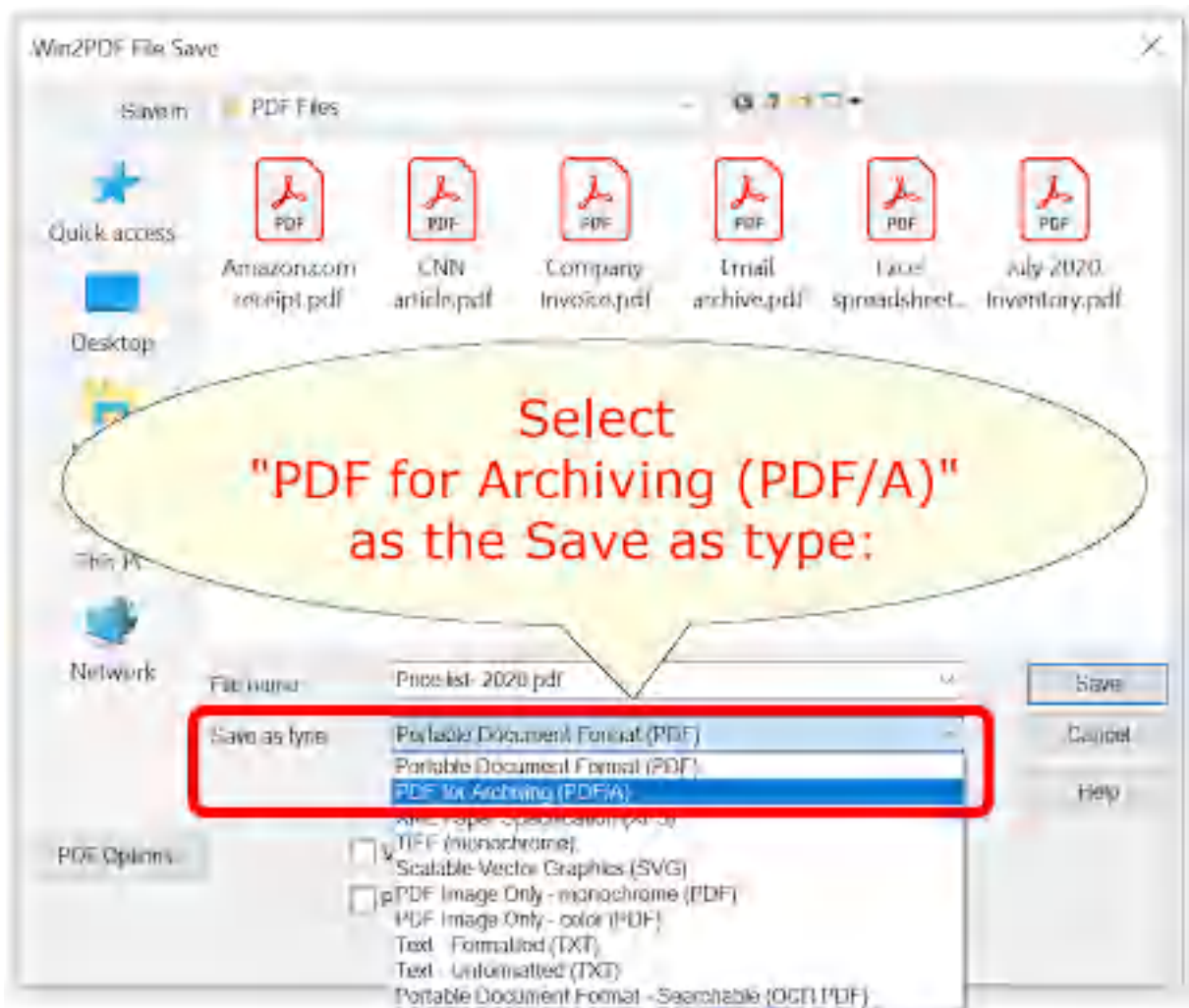
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a PDF/A file using Win2PDF

To create a PDF/A document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the PDF/A as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"PDF for Archiving (PDF/A)"** format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

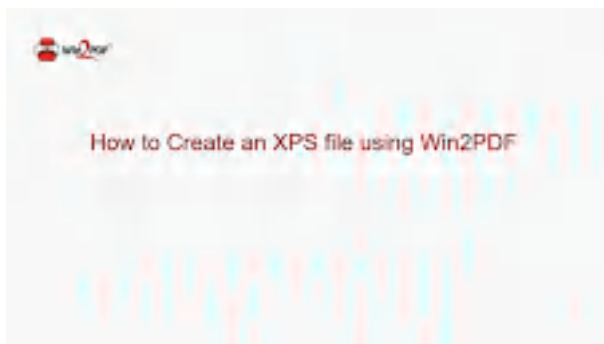
- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.2.5 How to Create an XPS file

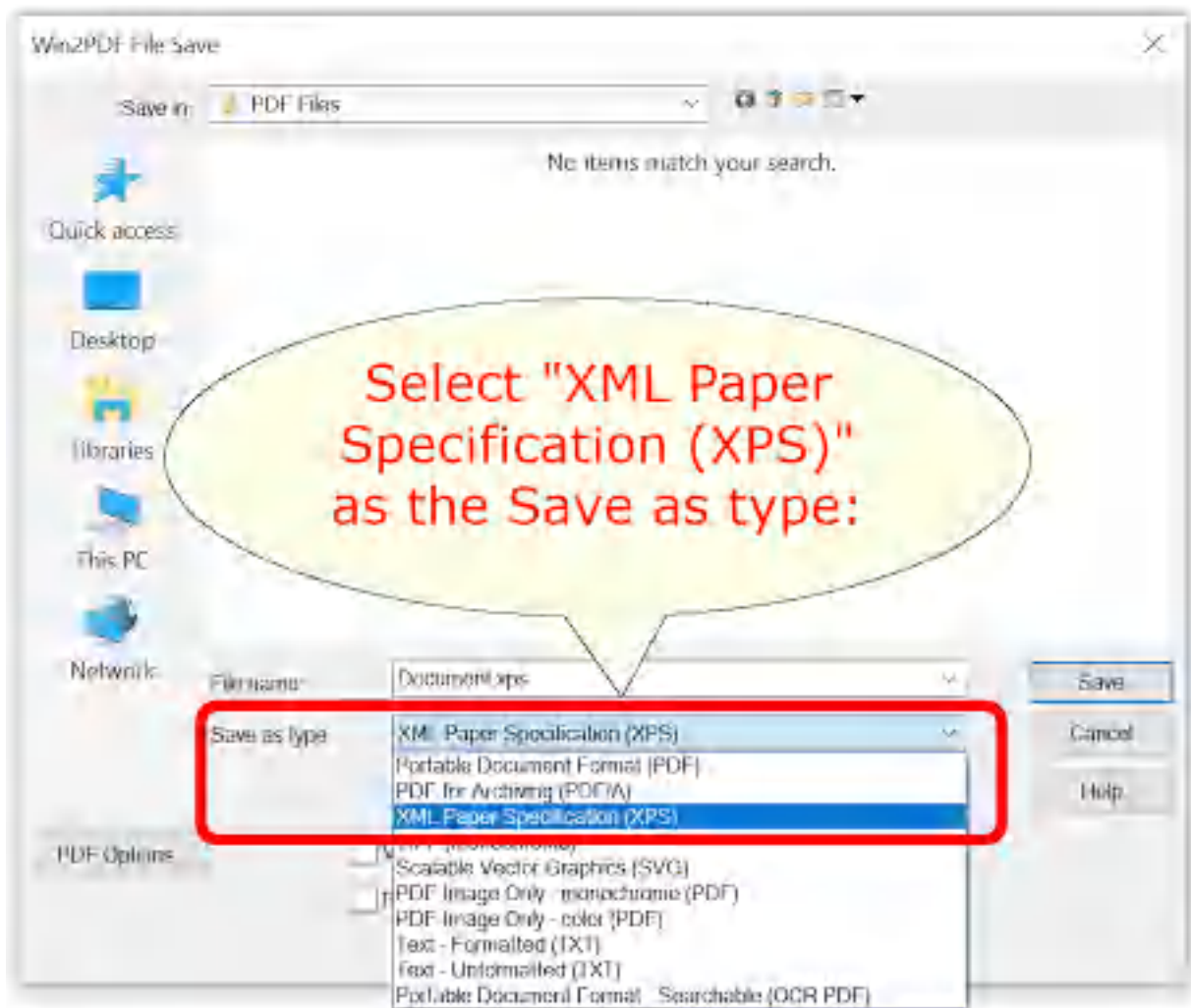
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a XML Paper Specification (XPS) file using Win2PDF

To create an XML Paper Specification (XPS) document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the XPS as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the "**XML Paper Specification (XPS)**" format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send an XPS using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.2.6 How to Create a TIFF file

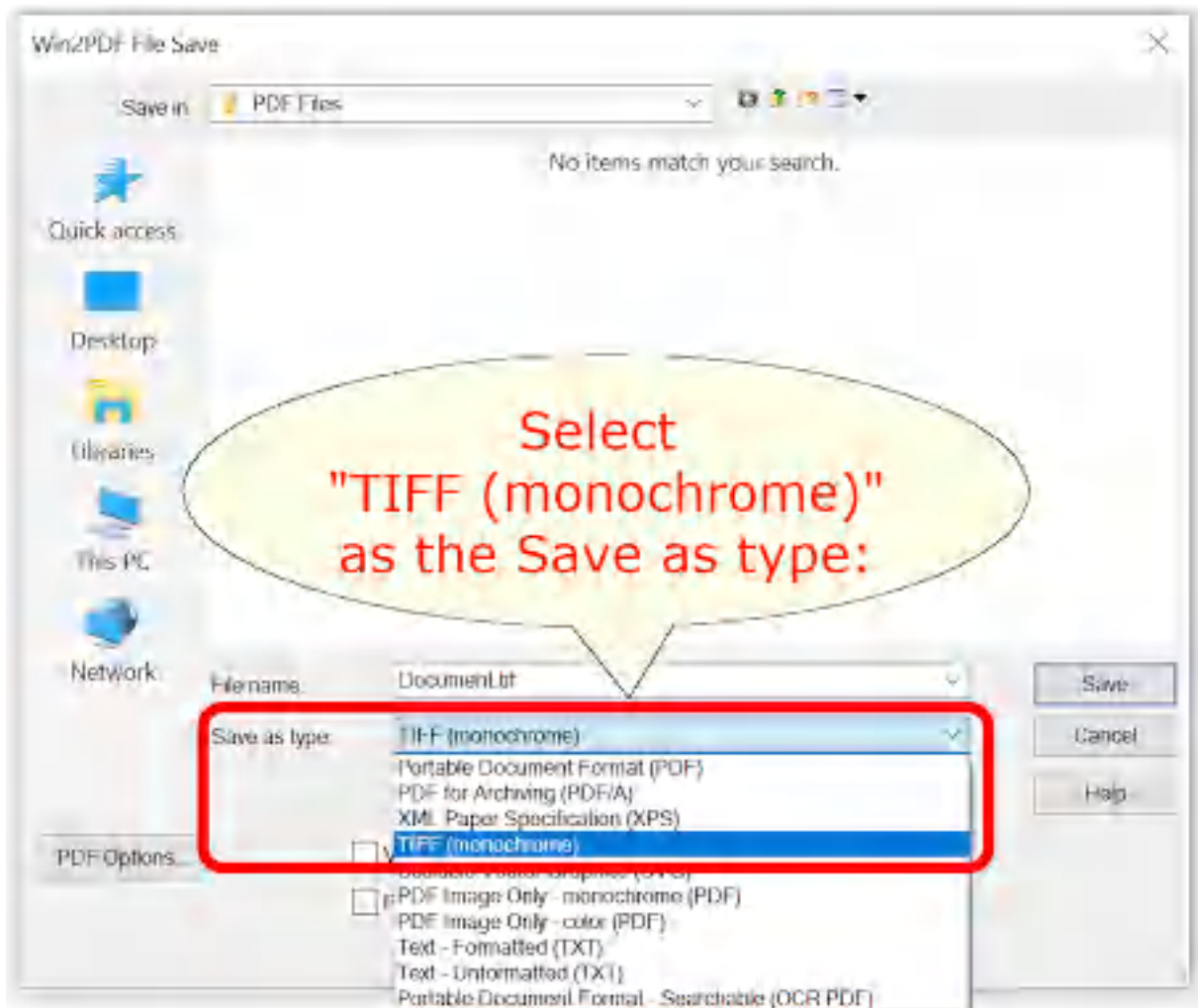
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a TIFF file using

To create a TIFF document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the TIFF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"TIFF (monochrome)"** format from the "Save as type:" options.

Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a TIFF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.2.7 How to Create an SVG file

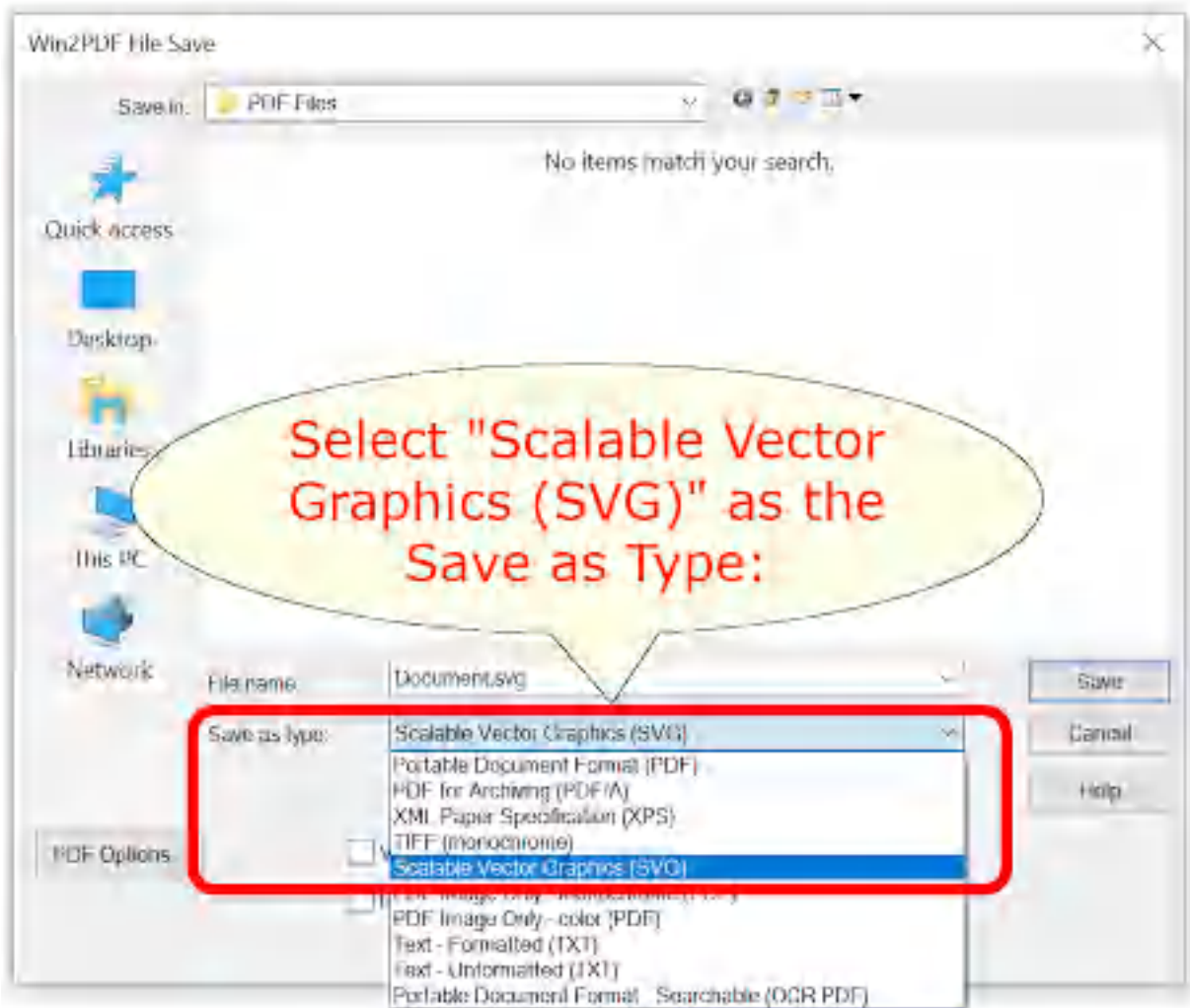
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a SVG file using Win2PDF

To create an SVG document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the SVG as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the "**Scalable Vector Graphics (SVG)**" format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send an XPS using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.2.8 How to Create a non-searchable (image only) PDF file?

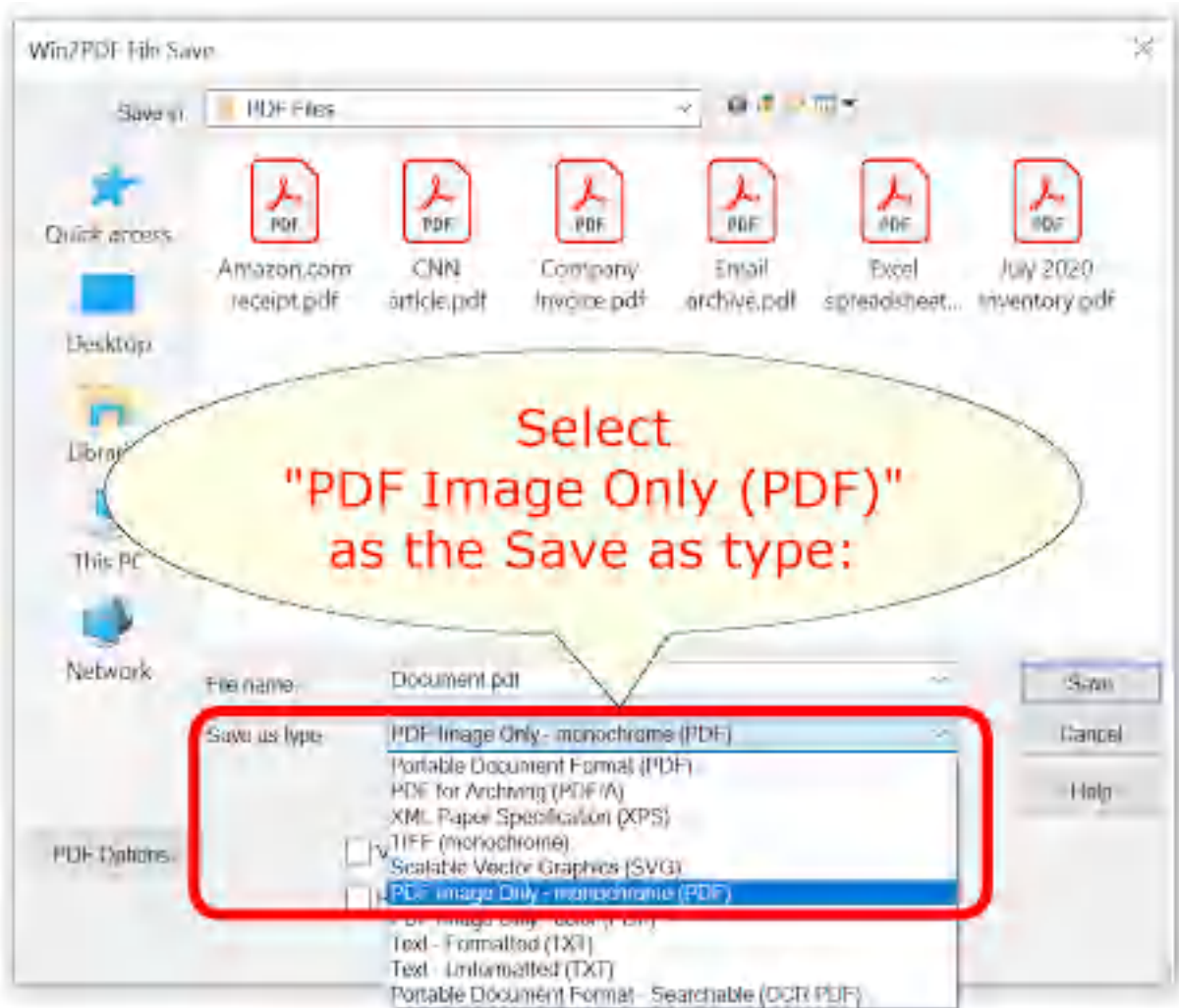
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a PDF Image Only file using Win2PDF

To create a PDF Image Only document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the PDF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"PDF for Image Only - monochrome (PDF)"** or **"PDF for Image Only - color (PDF)"** format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted

- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

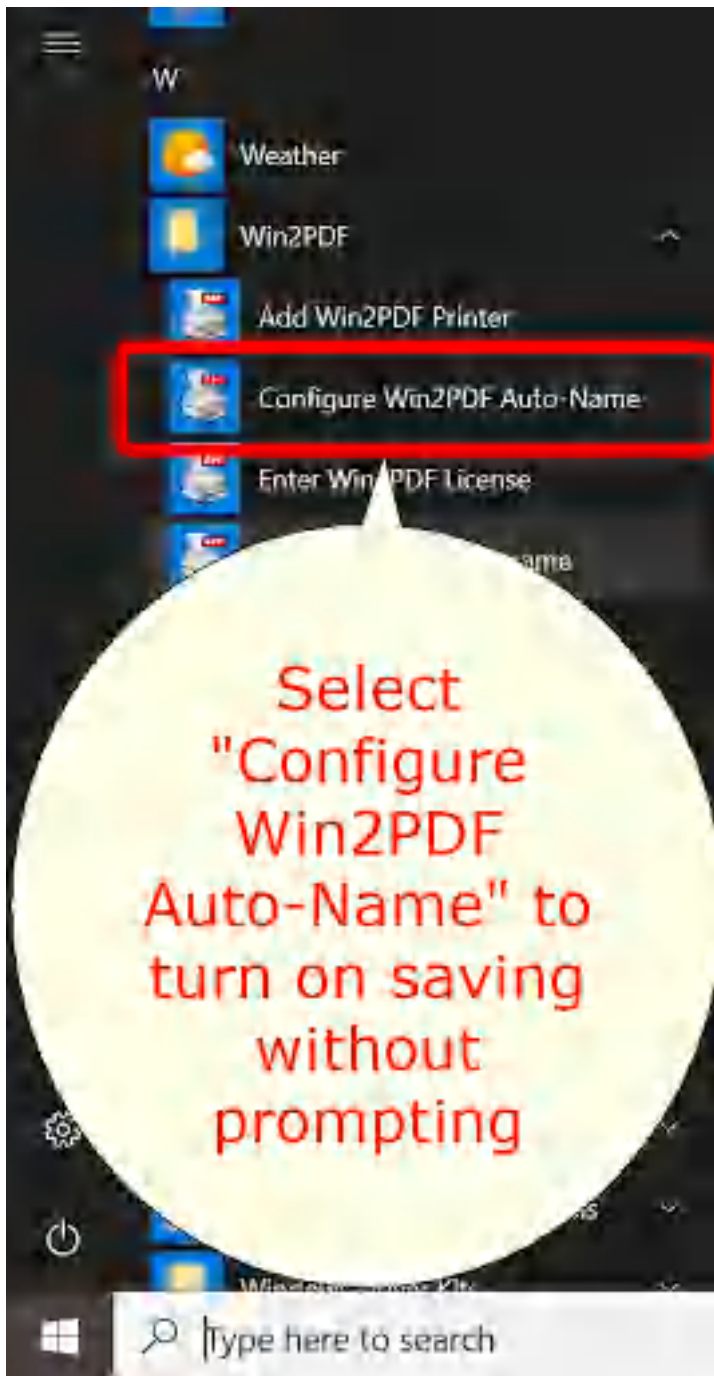
You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.2.9 How to Automatically Name PDF files

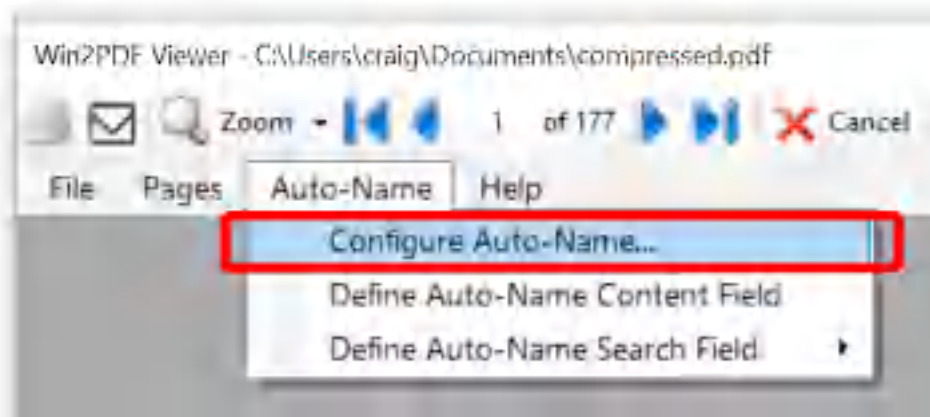
Win2PDF and Win2Image can be configured to automatically name files and skip the file save window. There are 3 ways to configure this:

1. You can run the "**Configure Win2PDF Auto-Name**" shortcut from the Windows Start menu at "Start -> Win2PDF -> Configure Win2PDF Auto-Name".



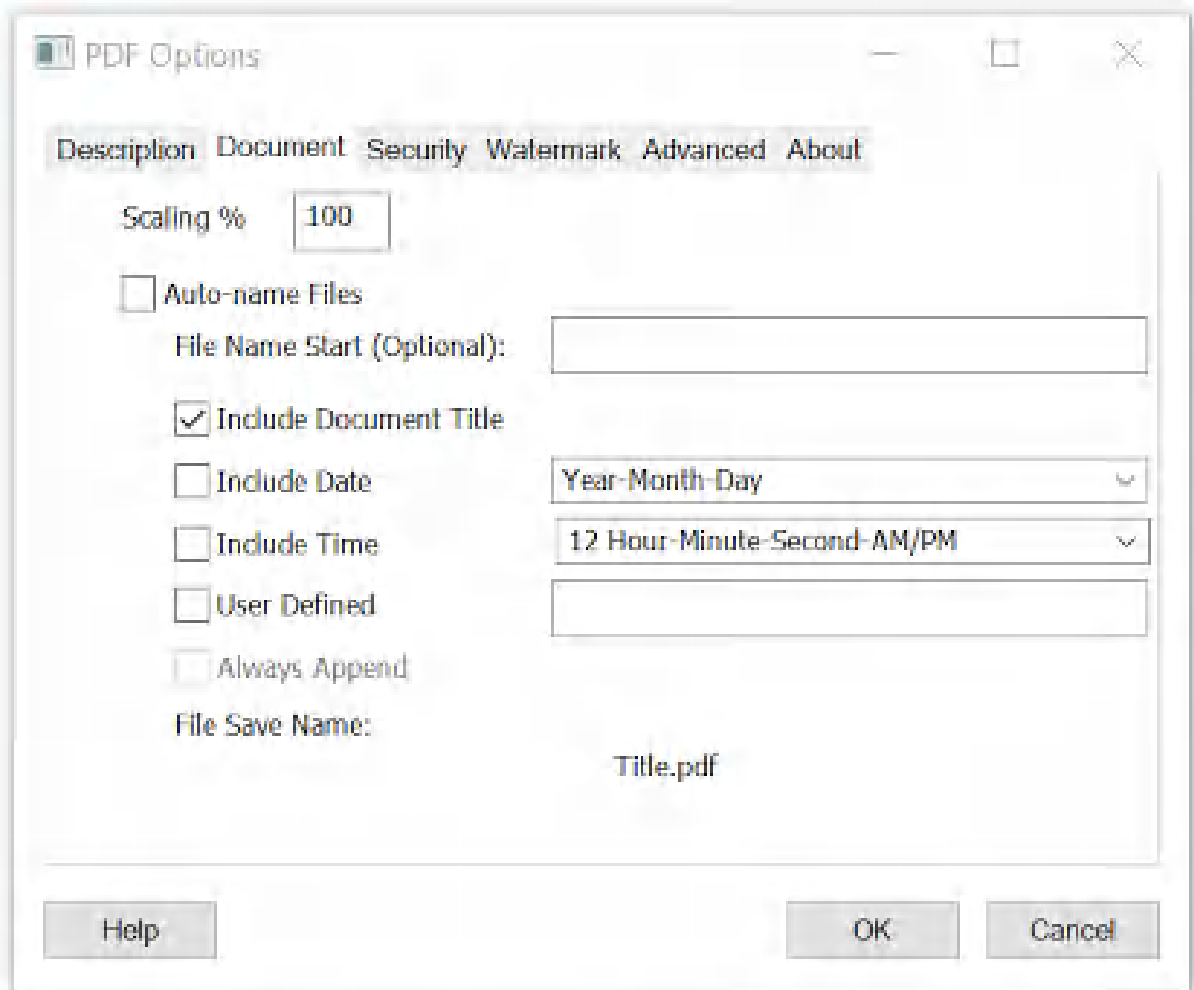
Start Menu Configure Win2PDF Auto-Name

2. You can open "**Configure Win2PDF Auto-Name**" from the "Auto-Name" menu of the Win2PDF Desktop App.



Win2PDF Desktop Open Configure Win2PDF Auto-Name

3. You can print to the Win2PDF printer, and open the ["Document" tab of PDF Options](#) when you print to the Win2PDF printer.



Auto-name Files and Configure File Save Naming

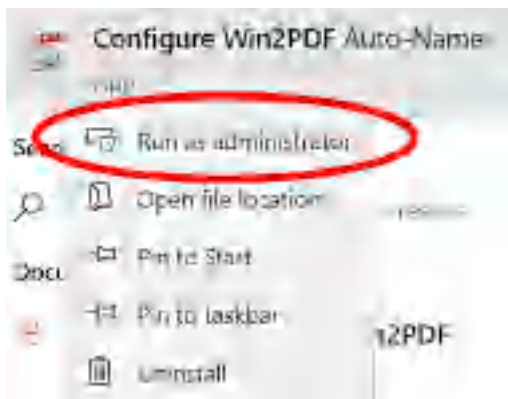
Options 1 and 2 are best if you need to change an existing auto-name configuration, [add a new printer](#) with auto-name enabled, use [content based naming](#), or [configure auto-name for all users](#). Option 3 is best if you need to enable Win2PDF Pro [document security](#) or [watermark](#) settings as part of the auto-name settings.

If you previously configured Auto-Name through the ["Document" tab of PDF Options](#), the settings will be reflected in the Configure Win2PDF Auto-Name window.

Checking the "Auto-name Files" option enables the auto-name feature for the printer selected under "Printer Name". To turn off the auto-name feature and configure Win2PDF to display a file save window, un-check the "Auto-name Files" option.

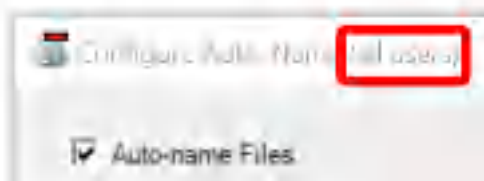
The auto-name configuration is also stopped if you hold down the shift key while printing to the Win2PDF printer. If you are printing to Win2PDF in the background while typing in another program, you may accidentally stop the auto-name if you press the shift key. If you want to prevent this from happening, you can use the Win2PDF Admin Utility "Troubleshooting" option to ["Disable Auto-Name Shift Key check"](#).

The auto-name settings in this window only apply to the currently logged in user. Administrators can enable Auto-Name for all users by right clicking on the "Configure Auto-Name" shortcut and select "Run As Administrator".



**Configure Win2PDF Auto-name
for all users**

The "Configure Win2PDF Auto-Name" window title should display "All Users":



The available naming options are:

[Auto-name: Printer Name](#)

[Auto-name: Folder Name](#)

[Auto-name: File Type](#)

[Auto-name: File Name Start](#)

[Auto-name: Include Document Title](#)

[Auto-name: Include Content Field](#)

[Auto-name: Include Search Field](#)

[Auto-name: Include Date](#)

[Auto-name: Include Time](#)

[Auto-name: User Defined](#)

[Auto-name: Always Append](#)

[Auto-name Actions: Send File](#)

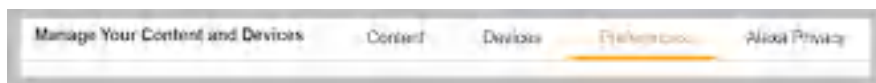
[Auto-name Actions: Print File](#)

4.2.10 How to Email a PDF to Kindle

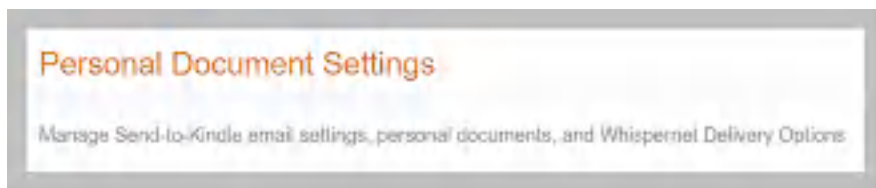
The Amazon Kindle ebook reader supports PDF files through Amazon's Kindle Personal Documents Service. Win2PDF offers a convenient way to add documents to your Kindle by emailing PDF files directly to your Kindle.

In order to use this service, you must first tell Amazon to accept email from your email address. Use the following steps to enable email to your Kindle:

1. Log in to amazon.com and go to [Manage Your Content and Devices](#) and click on the **Preferences** tab.



2. Scroll down and click on **Personal Document Settings**.



3. Under **Approved Personal Document E-mail List**, click on **Add a new approved e-mail address** and add your email address.



4. Under **Send-to-Kindle E-Mail Settings**, find and record your Kindle's email address. This address should end in "@kindle.com". This is the address that you will use to email PDF files to your kindle.



Once the Amazon Personal Document Settings have been configured, you can send PDF files directly to your Kindle by following the instructions under "[How to email a PDF file after creating it?](#)" and specifying the Kindle address recorded in step 4 as the email recipient.

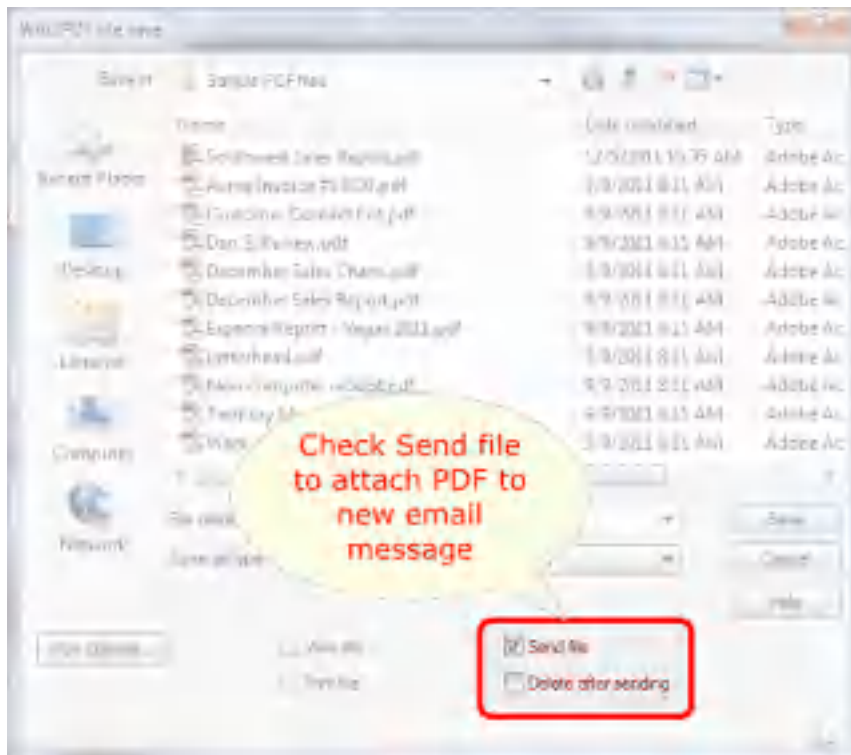
Amazon charges fees for sending files to your Kindle for some devices.

- For Kindle devices with WiFi only (no 3G), there is no charge to receive PDF files. The Kindle must be connected to a WiFi network to receive PDF files.
- For Kindle devices with 3G, Amazon charges a small fee to deliver the PDF files over 3G if the Kindle is not currently connected to a WiFi network. To avoid fees on 3G Kindles, you can use "[@free.kindle.com](#)" as the email address to prevent PDF files from being delivered over 3G.

4.2.11 How to Transfer a PDF to an Apple iPhone

The Apple iOS devices (iPhone and iPad) support viewing PDF files through their iBooks application, and through a variety of other 3rd party apps (such as the Adobe Reader for iOS app). Win2PDF offers a convenient way to add documents to your iPhone by emailing PDF files directly to yourself. If you follow these steps, you will be able to create and transfer PDF files to your iPhone.

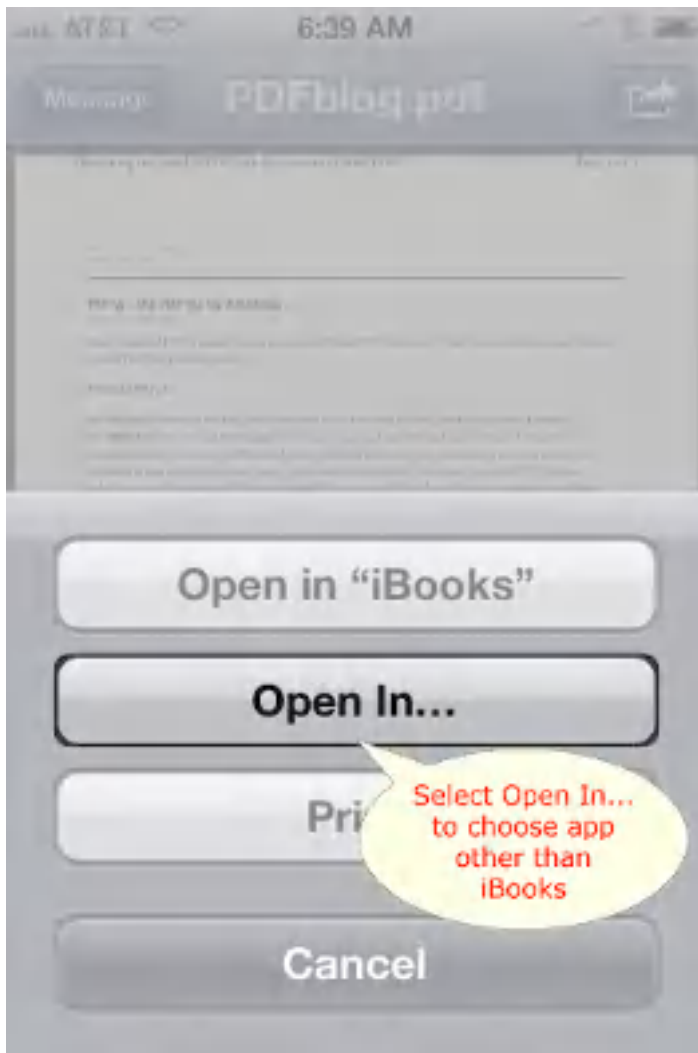
1. Create a PDF file using Win2PDF, and check the [Send file](#) option to send an email to yourself (using any email account you can access through the native iPhone Mail app).



2. After you have sent the email with the PDF file to yourself, then open the Mail app on the iPhone. Touch the PDF file attachment to open the PDF file. It will look something like this:



3. The PDF file can be opened and viewed with the iBooks app, or you can use any number of other PDF capable viewers (provided you have previously downloaded these apps to your device through the iTunes app store).



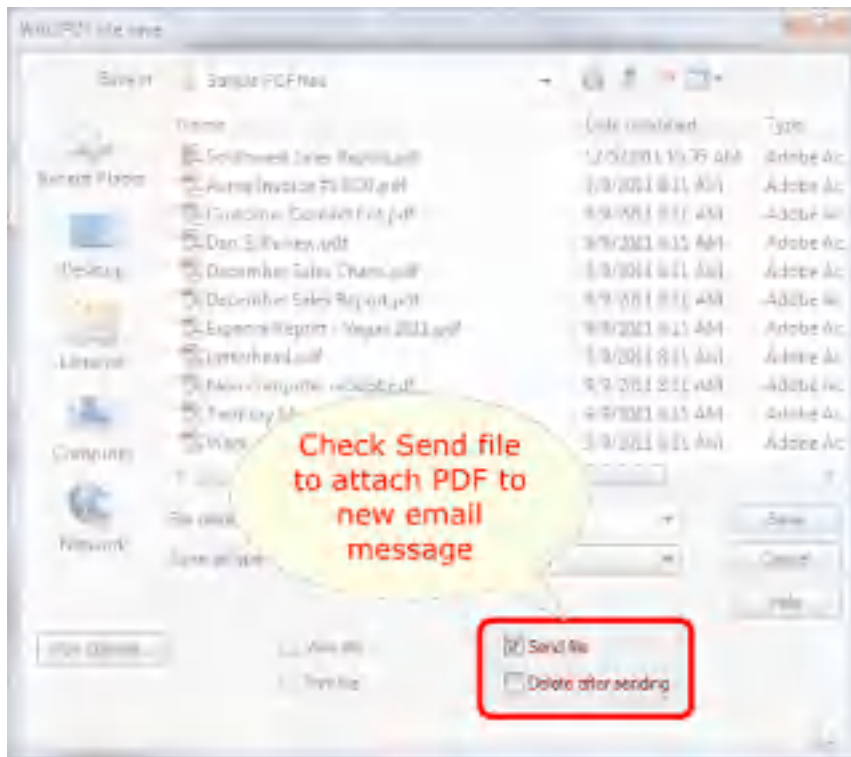
4. If you want to use Adobe Reader, for example, just click on the "Open In..." button and then you will be able to select Adobe Reader from the list of available apps.



4.2.12 How to Transfer a PDF to an Apple iPad

The Apple iOS devices (iPhone and iPad) support viewing PDF files through their iBooks application, and through a variety of other 3rd party apps (such as the Adobe Reader for iOS app). Win2PDF offers a convenient way to add documents to your iPad by emailing PDF files directly to yourself. If you follow these steps, you will be able to create and transfer PDF files to your iPad.

1. Create a PDF file using Win2PDF, and check the [Send file](#) option to send an email to yourself (using any email account you can access through the native iPad Mail app).



2. After you have sent the email with the PDF file to yourself, then open the Mail app on the iPad. Touch the PDF file attachment to open the PDF file. It will look something like this:



3. The PDF file can be opened and viewed with the iBooks app, or you can use any number of other PDF capable viewers (provided you have previously downloaded these apps to your device through the iTunes app store).

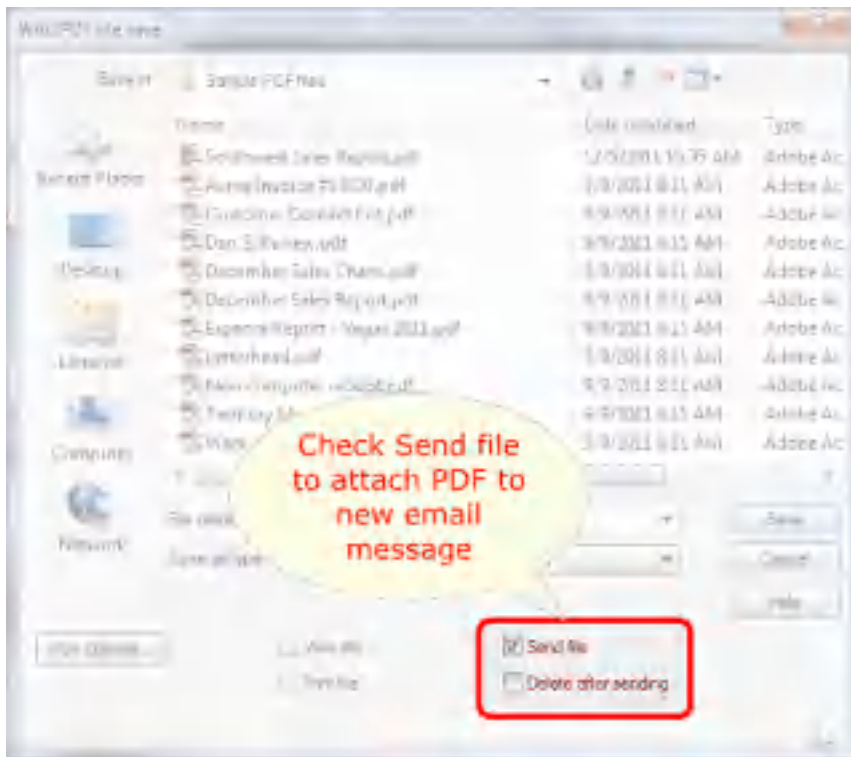


4. If you want to use Adobe Reader, for example, just click on the "Open In..." button and then you will be able to select Adobe Reader from the list of available apps.



4.2.13 How to Email using web-based email

Win2PDF has a feature to "Send file" that can be enabled on the file save window (see below).



When this option is checked, Win2PDF will create the PDF file and automatically attach it to a new email message using the computer's default MAPI email client (which is typically Microsoft Outlook or Windows Live Mail).

If you do not use a full MAPI email client like Outlook and rely on web-based email, Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.

You can also use a third party program called [Affixa](#) for users that want to use the "Send file" feature with a web-based email program. Affixa resides in the background and acts as a connector to these web-based email services. When you use the "Send file" feature in Win2PDF it automatically creates a web email message with the PDF attached.

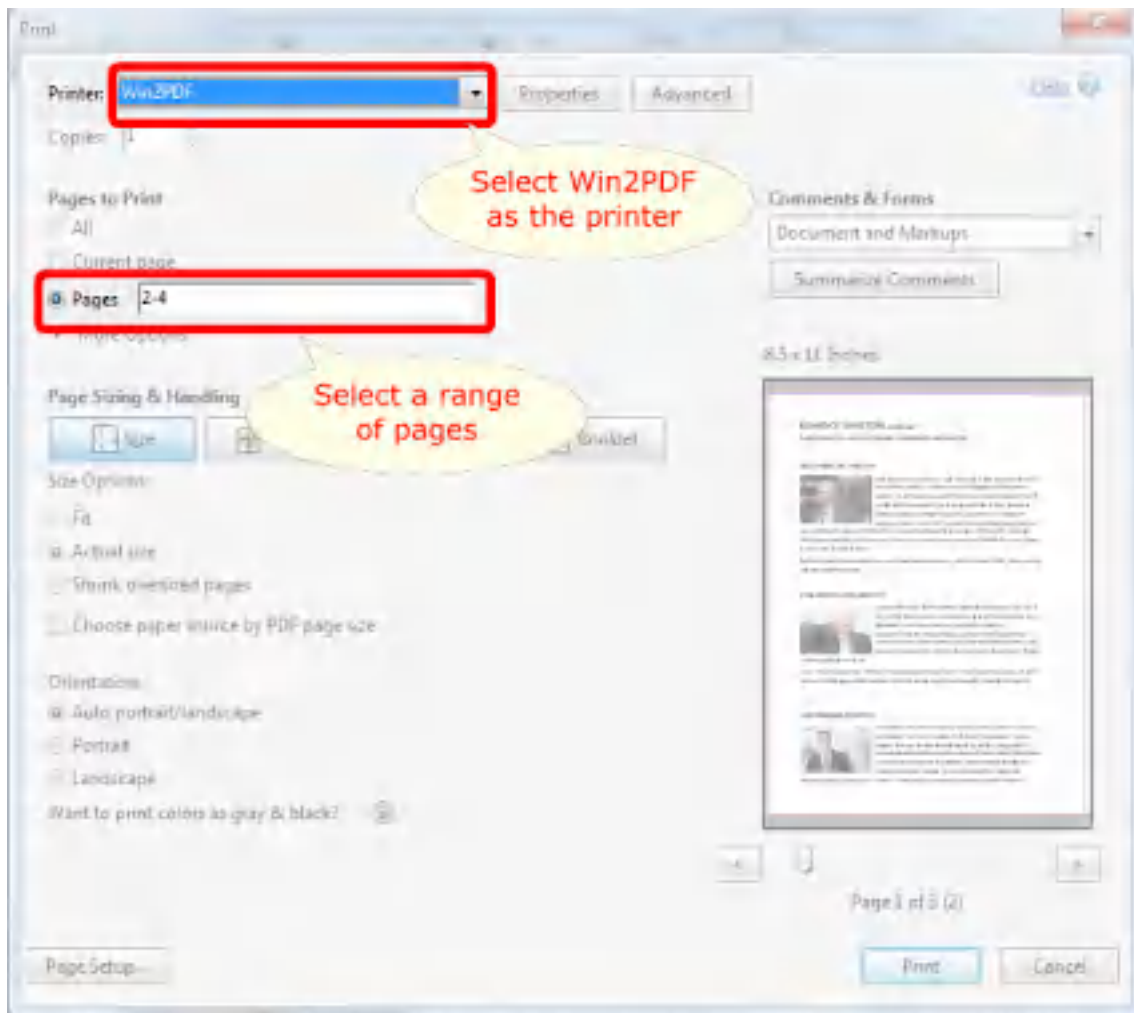
More information on Affixa and its products can be found at www.affixa.com

4.2.14 How to Extract pages from a PDF file

See also: [How to extract pages from an existing PDF](#) using the Win2PDF Desktop app.

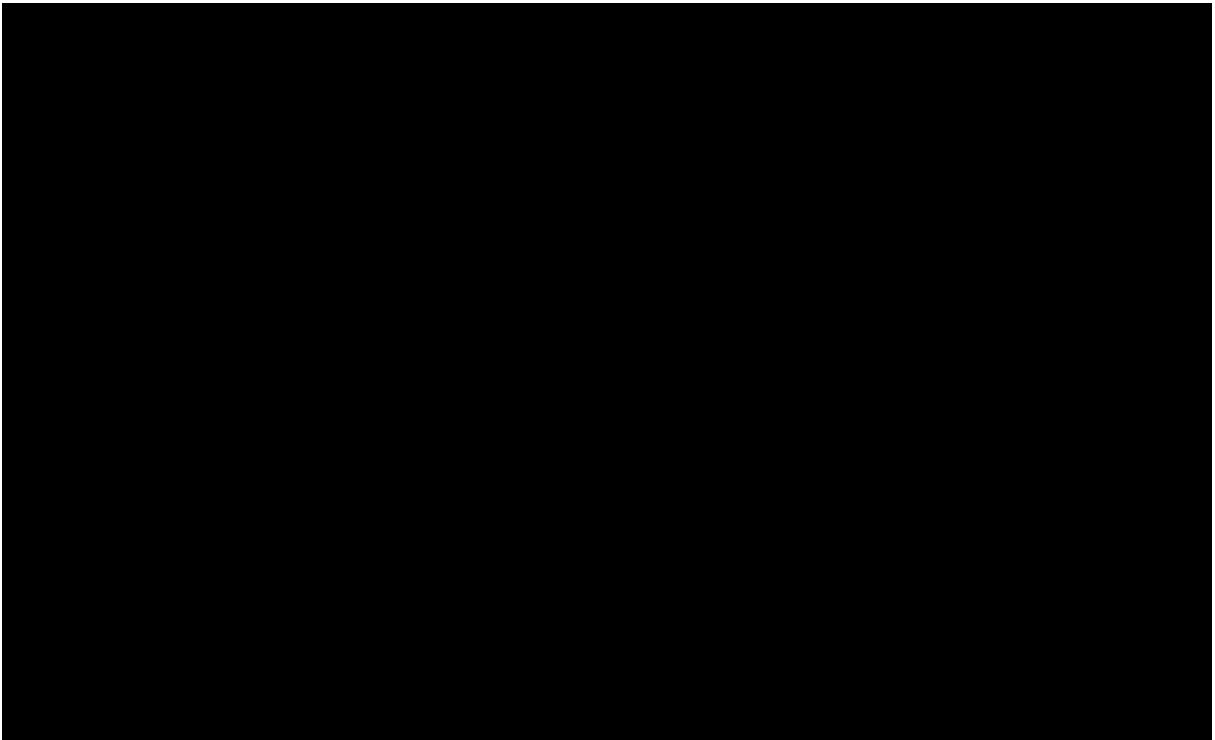
Because Win2PDF installs as printer, it does not have a native editing program. However, you can use the printing capability with a PDF Reader application to extract a page or series of pages in a PDF file. Here is the general procedure to use:

- 1). Open the original PDF file in Adobe Reader, or in another PDF Reader application
- 2). Select '**Print**' and choose a range of pages and Win2PDF as the printer



- 3). Save the results of this subset of pages as a new PDF file (e.g., "newfile.pdf")

Using this technique, you can effectively extract the pages of an existing PDF file and save the results to a new PDF file. The following video shows how this is done.

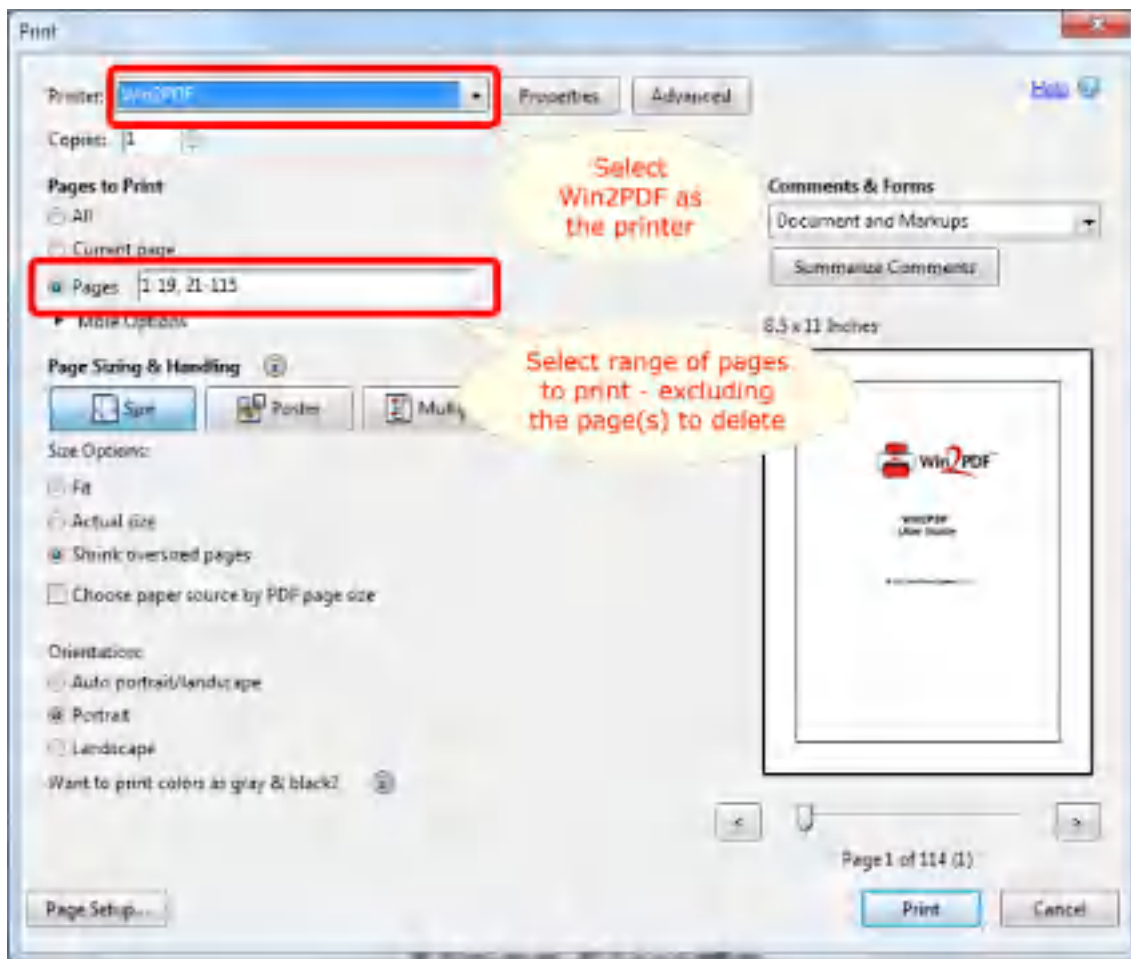


4.2.15 How to Delete pages from a PDF file

See also: [How to delete pages from an existing PDF](#) using the Win2PDF Desktop app.

You can use the printing capability with a PDF Reader application to delete a page or series of pages in a PDF file. Here is the general procedure to use:

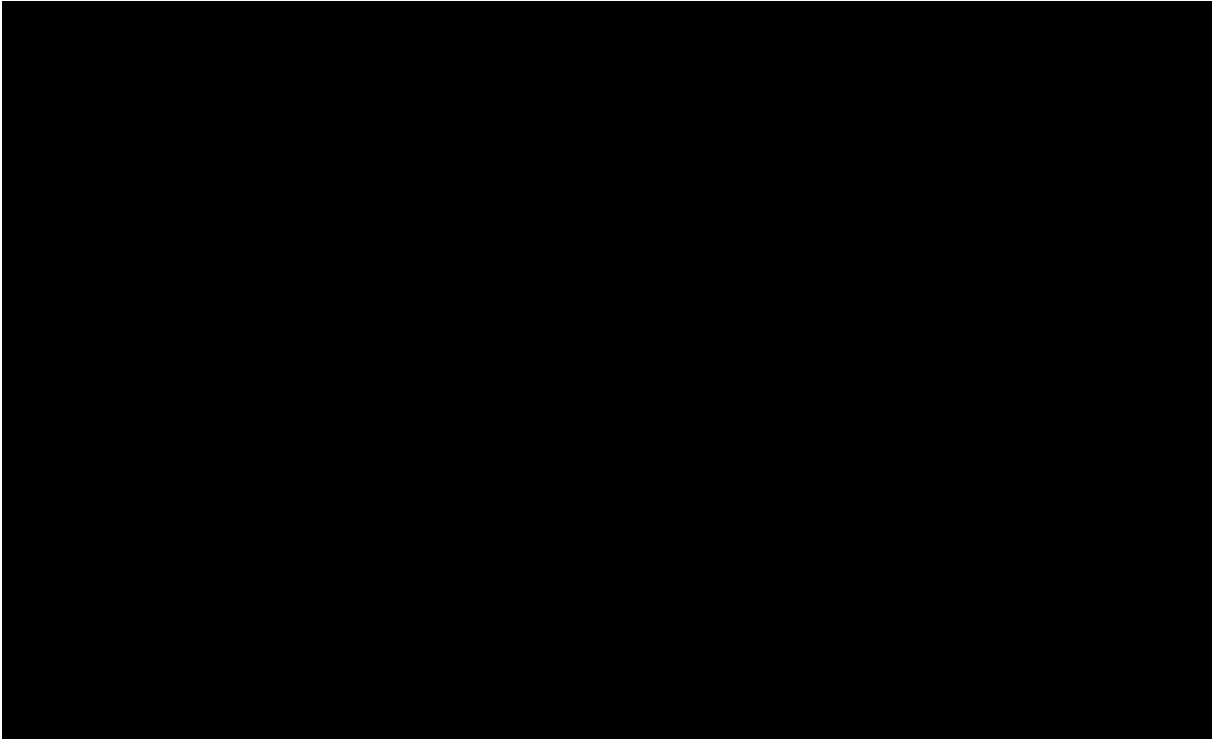
- 1). Open the original PDF file in Adobe Reader, or in another PDF Reader application
- 2). Select '**Print**' and choose a range of pages EXCLUDING the pages you want to delete, and select Win2PDF as the printer.



In this screen shot example, the application will print pages 1 through 19, and then pages 21 through 115 -- effectively "deleting" page 20 from the new PDF document.

3). Save the results of this subset of pages as a new PDF file (e.g., "newfile.pdf")

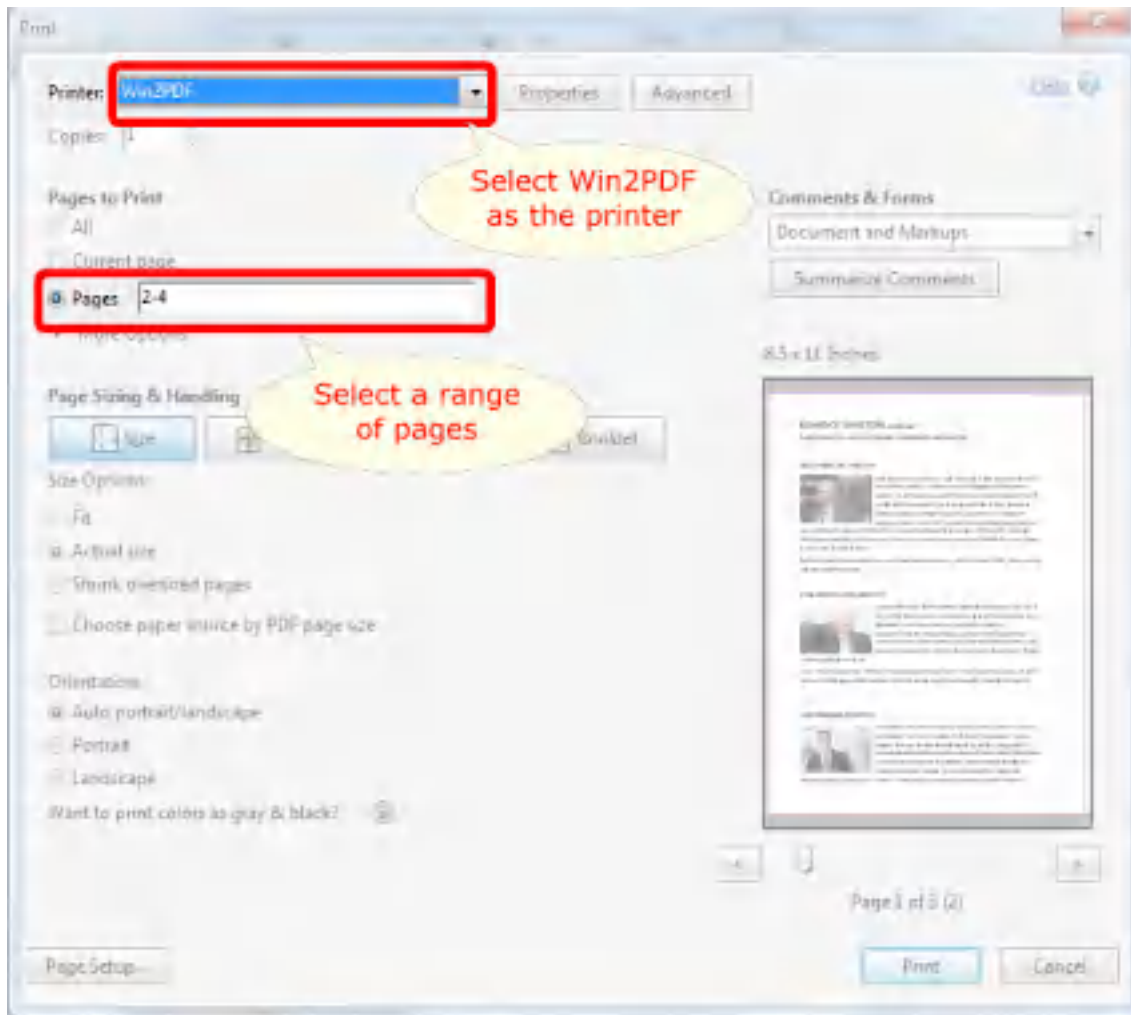
Using this technique, you can effectively delete pages of an existing PDF file and save the results to a new PDF file. The following video shows how this is done.



4.2.16 How to Reorder or Rearrange pages in a PDF file

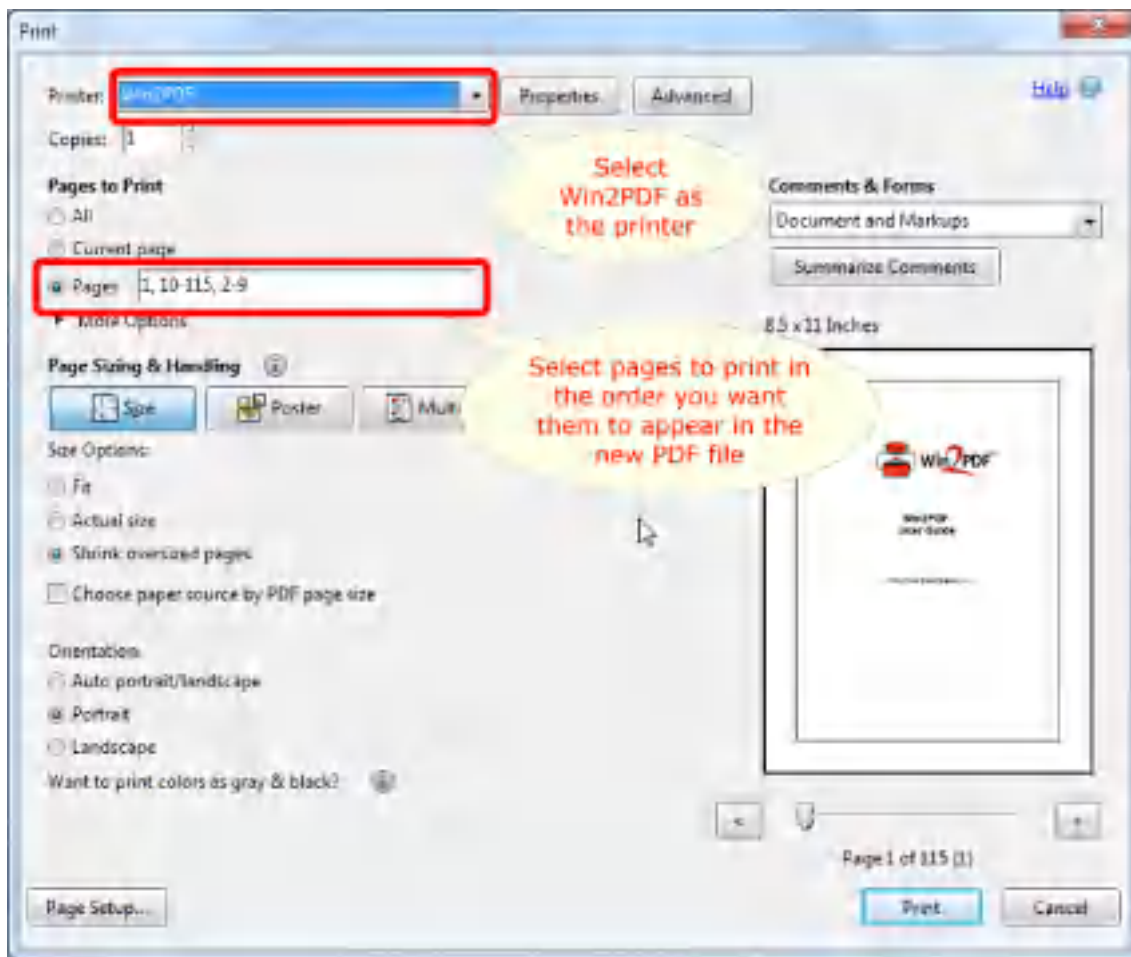
Because Win2PDF installs as printer, it does not have a native editing program. However, you can use the printing capability with a PDF Reader application to reorder or rearrange pages in a PDF file. Here is the general procedure to use:

- 1). Open the original PDF file in Adobe Reader, or in another PDF Reader application
- 2). Select '**Print**' and choose a range of pages and Win2PDF as the printer.



In the above screen shot, pages 2 through 4 of the original document will be saved as a new PDF file. This is effectively "extracting" these pages and saving them to a new PDF file.

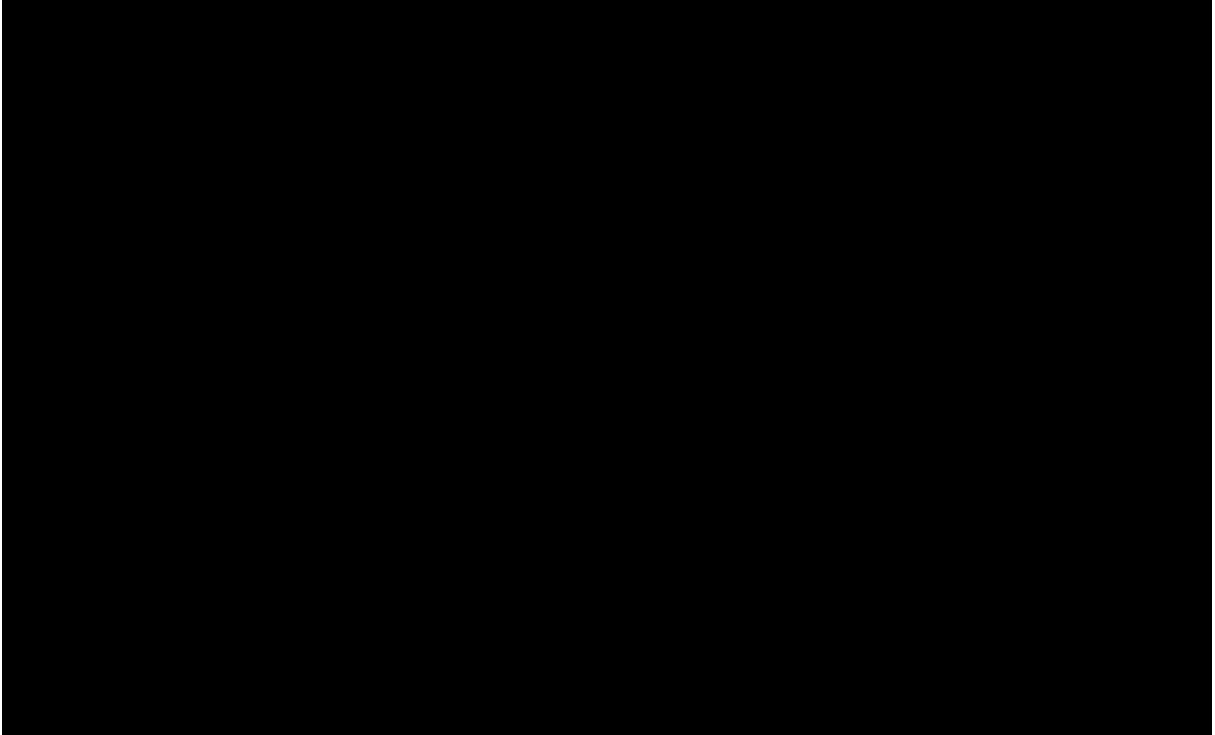
A more complicated operation might include rearranging the pages as well. For instance, consider the following screen shot:



In this example, the new PDF file will have the pages rearranged so that page 1 will appear first, followed by pages 10 through 115, and then pages 2 through 9 will be added to the end.

- 3). Save the results of this subset of pages as a new PDF file (e.g., "newfile.pdf")
- 4). (Optional) If you want to rearrange pages from multiple documents, repeat step 2) using the 2nd PDF document
- 5). Save the results of the new subset of page(s) and select the **same** file name (e.g., "newfile.pdf")
- 6). When prompted, you can either append (add to the end) or prepend (add to the beginning) to [merge](#) your new pages with the first set of pages you printed.

Using this technique, you can effectively reorder or rearrange the pages of an existing PDF file (or multiple files) and save the results to a new PDF file. The following video shows how this is done.

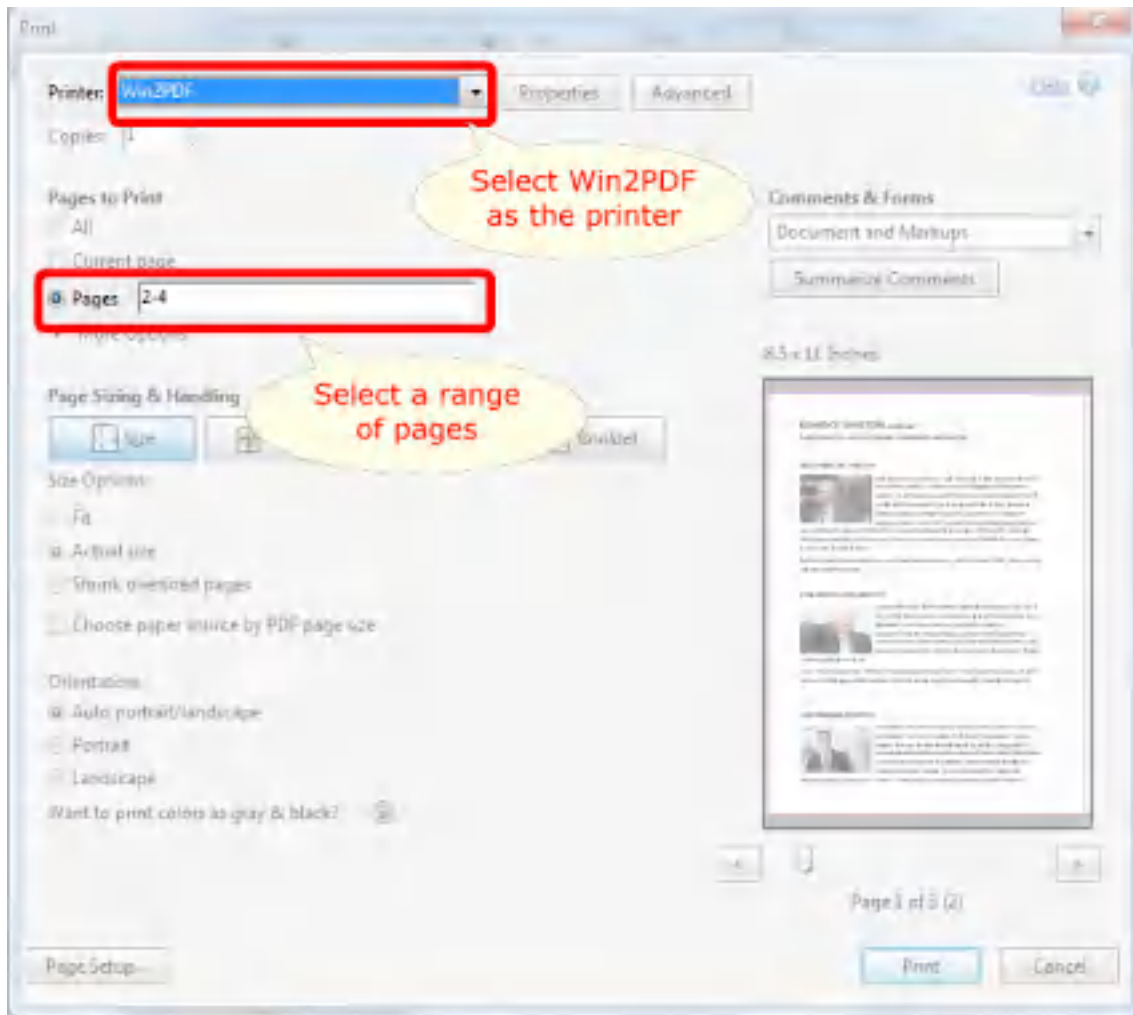


4.2.17 How to Combine existing PDF files using Adobe Reader

See also: [How to append to an existing PDF](#) and [How to prepend to an existing PDF](#) using the Win2PDF Desktop App.

You can use the printing capability with a PDF Reader application to merge or combine two or more PDF files. Here is the general procedure to use if you wanted to combine "sample1.pdf" and "sample2.pdf" into a new document called "newsample.pdf":

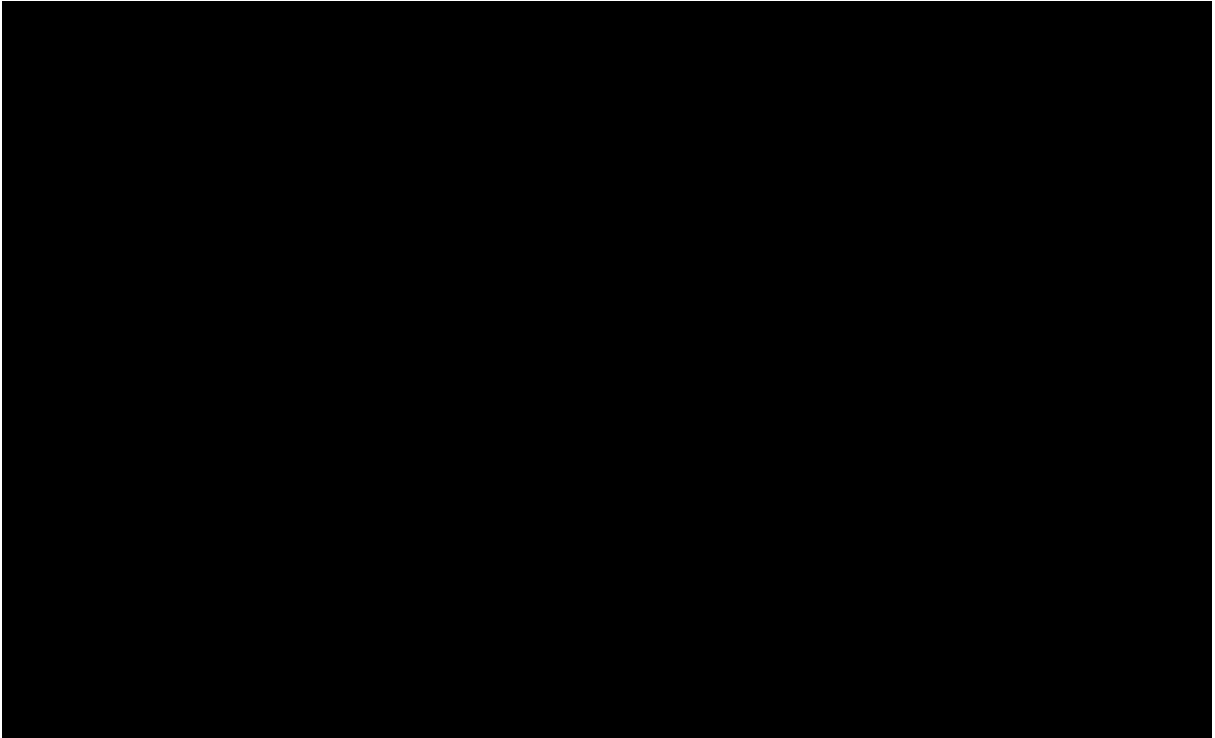
- 1). Open the "sample2.pdf" file in Adobe Reader
- 2). Select '**Print**' and choose a range of pages (if desired) and Win2PDF as the printer



3). Save the results of this print and select the first file name -- "sample1.pdf"

4). When prompted, you can either append (add to the end) or prepend (add to the beginning) to [merge](#) your new pages with the first set of pages you printed. Select Append and choose the file name "newsample.pdf"

Using this technique, you can effectively combine both files -- "sample1.pdf" and "sample2.pdf" -- into a new PDF file called "newsample.pdf". The following video shows how this is done.



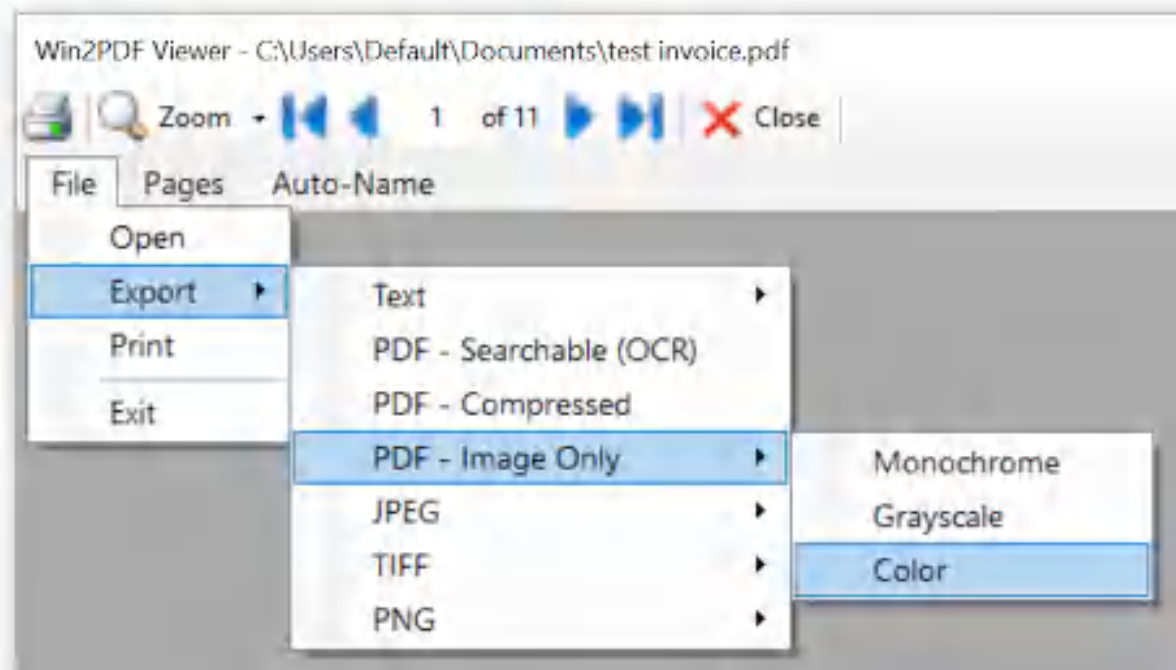
4.2.18 How To Flatten a PDF

It is sometimes desirable to flatten PDF form fields and combine the form field layers into a single layer. This prevents active form fields from being modified, and can fix display problems when viewing filled forms on some PDF viewers.

The easiest way to flatten a PDF using Win2PDF is to open the PDF in a PDF viewer such as "Adobe Acrobat Reader DC" and print the PDF to the Win2PDF printer. You can choose either standard [PDF](#), or [PDF Image Only](#) as the "Save As Type". The resulting PDF will be a flattened PDF that can be viewed in any PDF viewer.

After you print from a PDF viewer to Win2PDF, the resulting flattened PDF will no longer be searchable. If you want the flattened PDF to be searchable, you can download and install the "[Win2PDF Desktop with OCR](#)" add-on and select "[Portable Document Format - Searchable](#)" as the Win2PDF "Save As Type".

You can also open the PDF file in the Win2PDF Desktop app, and choose "Export -> PDF Image Only -> Monochrome", "Export -> PDF Image Only -> Grayscale", or "Export -> PDF Image Only -> Color" you will be prompted to save as a flattened Image Only PDF file.



Win2PDF Desktop - Export PDF Image Only Menu

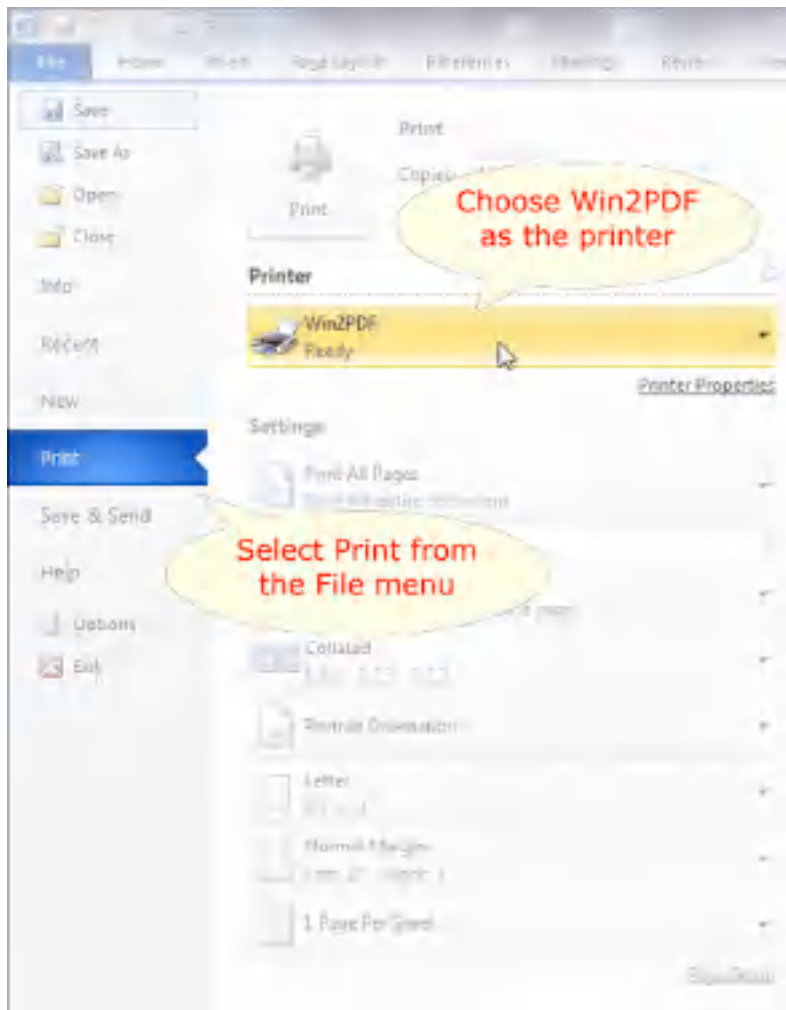
If you want to apply other PDF operations to the PDF such as [appending an existing PDF](#) or [applying a watermark](#), you can use the "[Flatten PDF Layers and Save as Image Only PDF](#)" plug-in to flatten the PDF as the last step in the process.

4.3 How to Print to PDF from Common Applications

4.3.1 How to Convert a Microsoft Word Doc to PDF

To print from Microsoft Word, first open the document you wish to convert in Microsoft Word.

Select '**Print**' from the '**File**' menu and choose the printer named Win2PDF, and then click on the '**Print**' button.



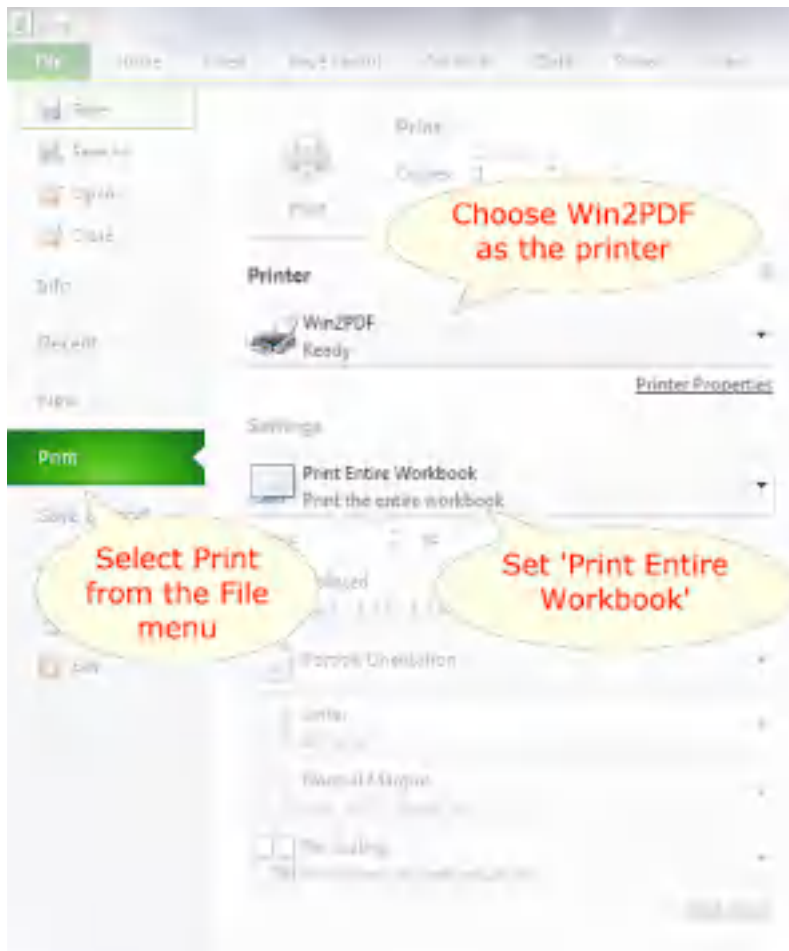
You will then be presented with the Win2PDF file save window, and you can save the .doc or .docx Microsoft Word document as a PDF file.

4.3.2 How to Convert a Microsoft Excel XLS to PDF

To print from Microsoft Excel, first open the .xls or .xlsx document you wish to convert in Microsoft Excel.

Select '**Print**' from the '**File**' menu and choose the printer named Win2PDF, and then click on the '**Print**' button.

If you are creating a document from an Excel workbook that contains multiple worksheets, selecting the "**Entire workbook**" option from the Excel print dialog will create a separate document for each worksheet. If you would like to have all worksheets in a single document, you can select multiple worksheets before printing to the Win2PDF printer.



You can select multiple worksheets by holding down the "shift" or "control" key while clicking on the sheet tab. Select the "**Print...**" command from the "**File**" menu and make sure "**Active sheet(s)**" is enabled in the Excel print dialog. More information on selecting multiple worksheets is available at:

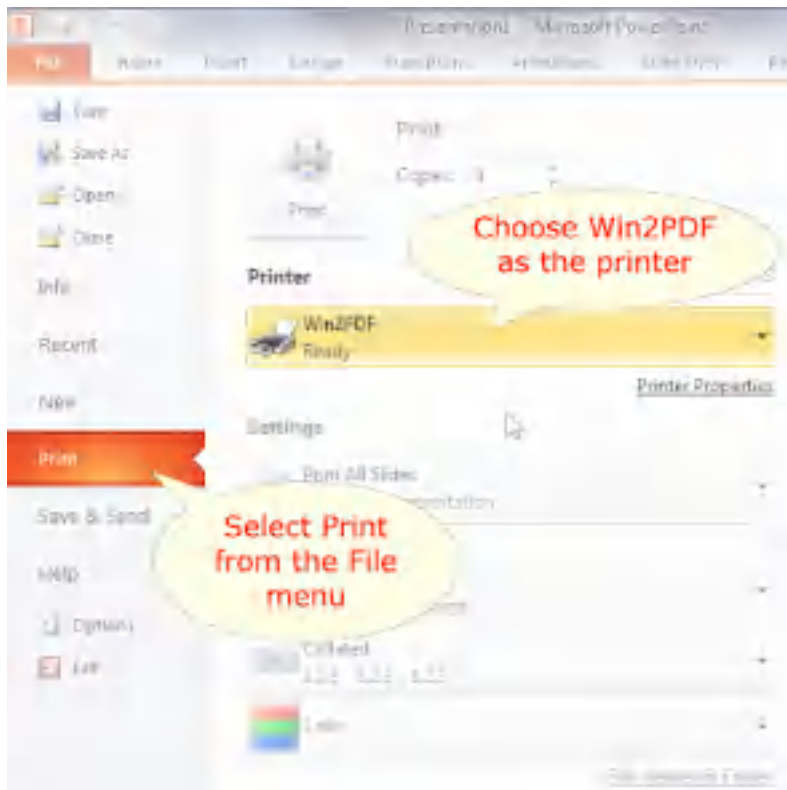
<https://support.office.com/en-us/article/Select-one-or-multiple-worksheets-096b40c9-0ee7-4980-bac6-cc92aec7b266>

Alternatively, if you select "**print to file**" from the Excel print dialog all worksheets will be created in a single document.

4.3.3 How to Convert a Microsoft PowerPoint PPT to PDF

To print from Microsoft Powerpoint, first open the .ppt or .pptx document you wish to convert in Microsoft PowerPoint.

Select '**Print**' from the '**File**' menu and choose the printer named Win2PDF, and then click on the '**Print**' button.

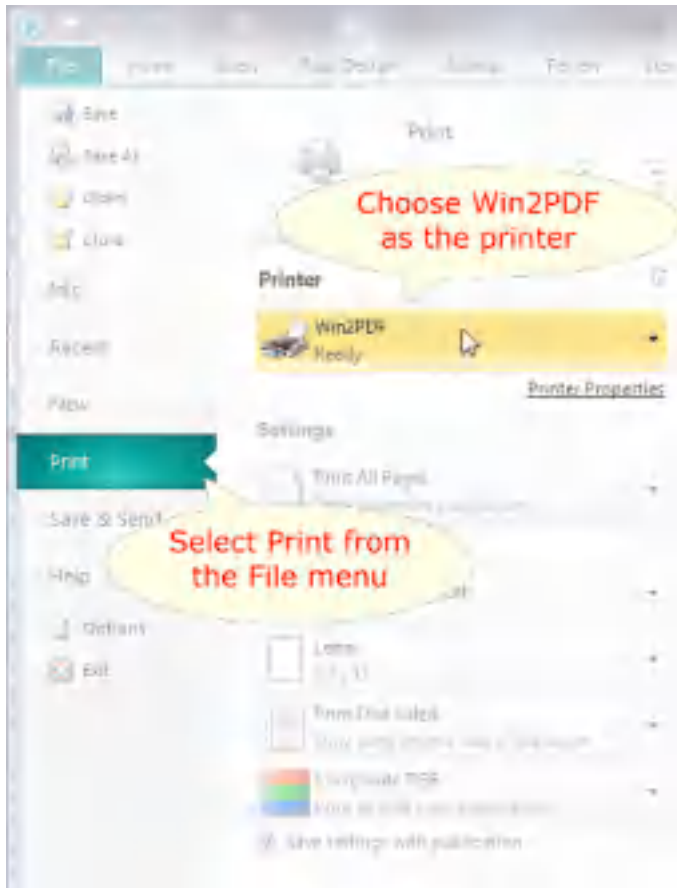


You will then be presented with the Win2PDF file save window, and you can save the .ppt or .pptx Microsoft PowerPoint document as a PDF file.

4.3.4 How to Convert a Microsoft Publisher PUB to PDF

To print from Microsoft Publisher, first open the .pub document you wish to convert in Microsoft Publisher.

Select '**Print**' from the '**File**' menu and choose the printer named Win2PDF, and then click on the '**Print**' button.

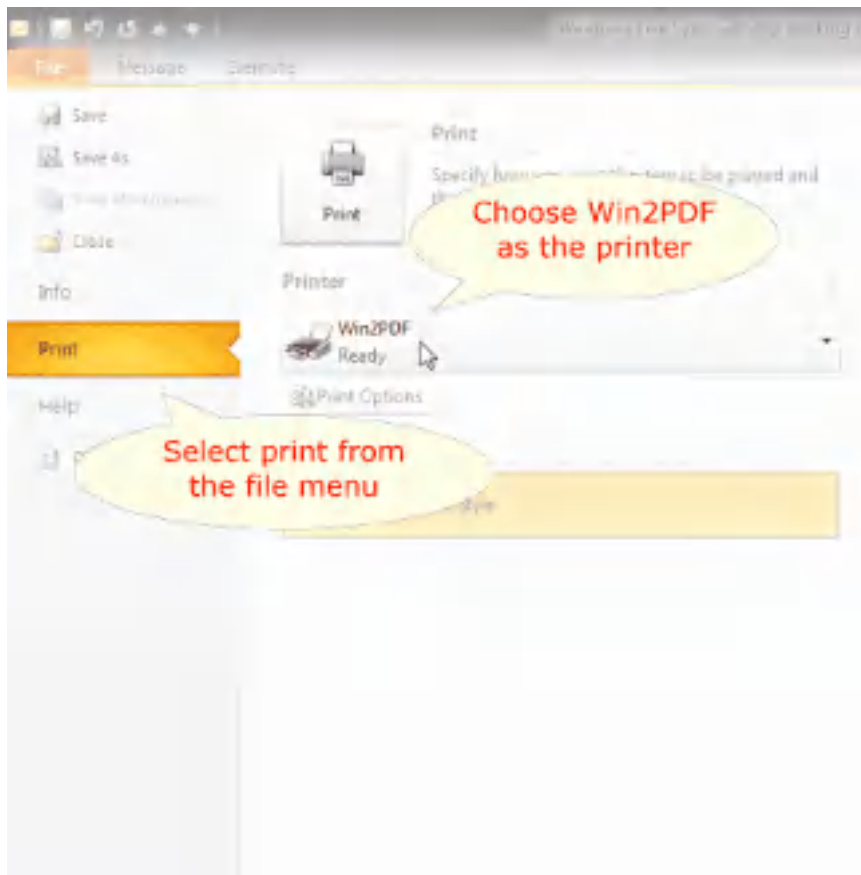


You will then be presented with the Win2PDF file save window, and you can save the .pub Microsoft Publisher document as a PDF file.

4.3.5 How to Convert a Microsoft Outlook Email to PDF

To print from Microsoft Outlook, first open the email you wish to convert.

Select '**Print**' from the '**File**' menu and choose the printer named Win2PDF, and then click on the '**Print**' button.

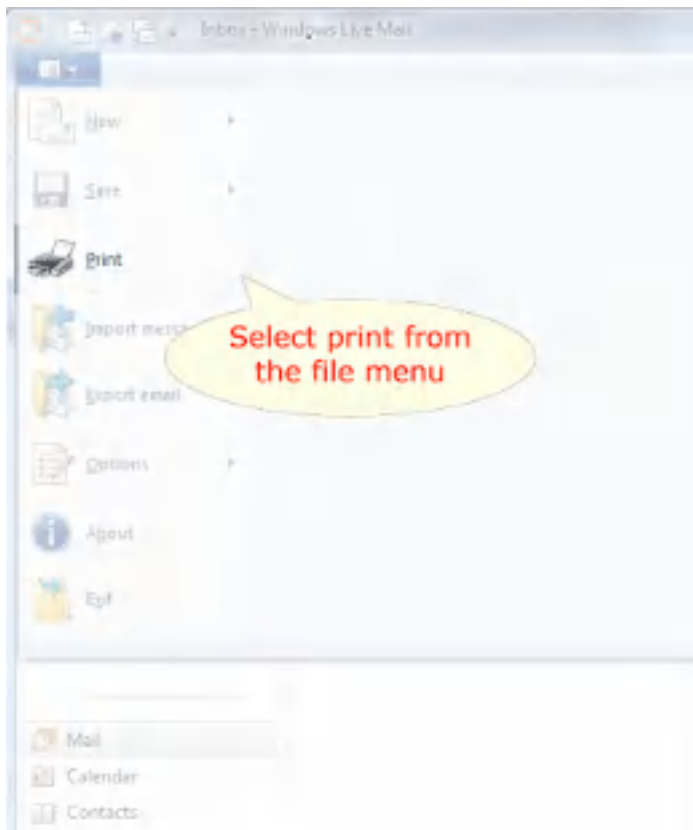


You will then be presented with the Win2PDF file save window, and you can save the email as a PDF file.

4.3.6 How to Convert a Windows Live email to PDF

To print from Microsoft Outlook 2010, first open the email you wish to convert.

Select '**Print**' from the '**File**' menu and choose the printer named Win2PDF, and then click on the '**Print**' button.



You will then be presented with the Win2PDF file save window, and you can save the email as a PDF file.

4.3.7 How to Convert HTML files to PDF

In Win2PDF 10.0.113 or later, you can open the "[Web Page to PDF](#)" shortcut in the start menu.

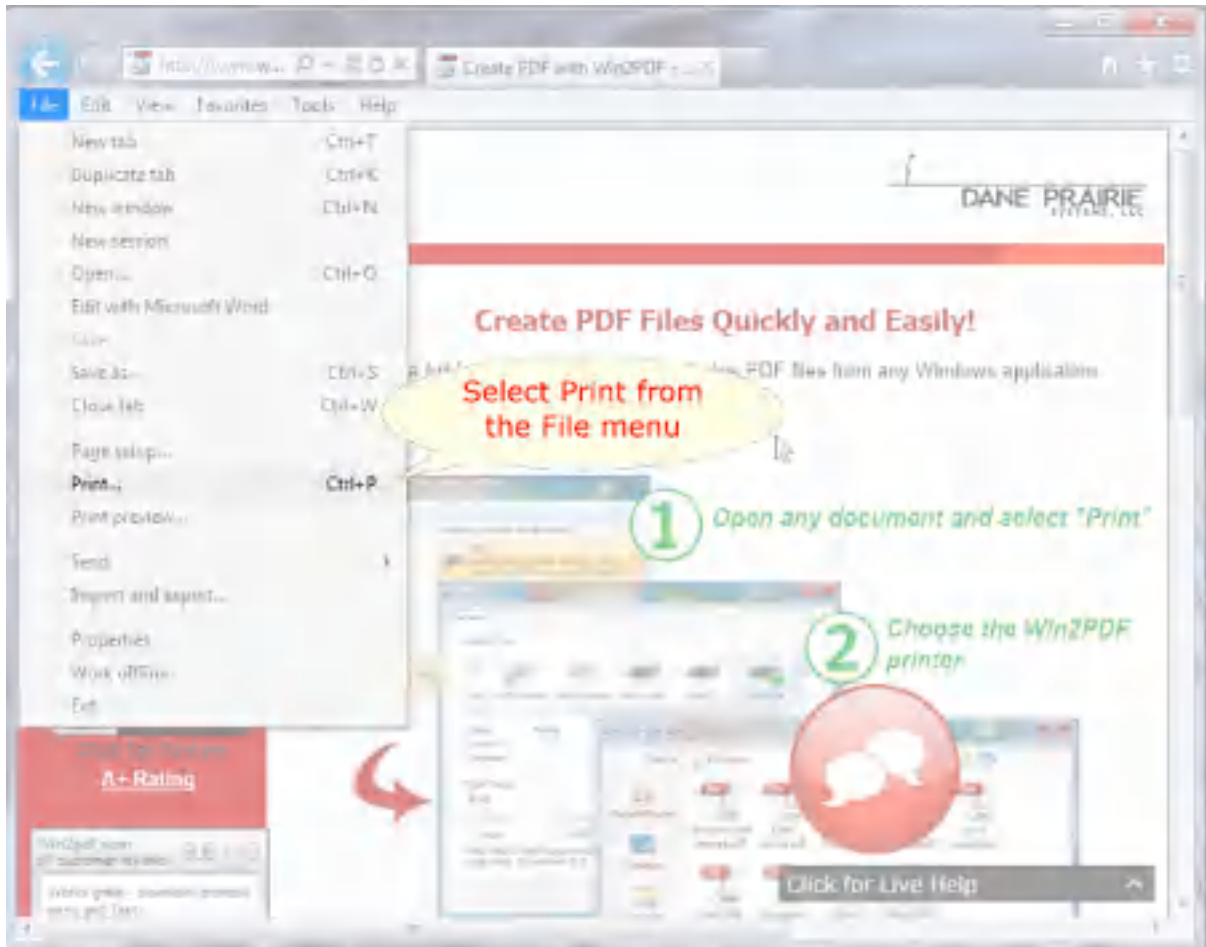
If the HTML file is local on your computer, you can right click on the file in Windows Explorer and choose "Convert with Win2PDF".

To convert a public web page to PDF, you can use the free HTML to PDF service at <https://www.win2pdf.com/html-to-pdf.html>.

You can automate the HTML to PDF conversion using the [HTML2PDF command line](#) or [Microsoft Power Automate Desktop HTML To PDF](#).

You can also convert HTML files to a PDF document by printing to Win2PDF using any Windows browser (e.g., Edge, Firefox, Chrome, etc.).

First, open the HTML file or load the web site page in your browser window. Then select '**Print...**' from the web browser's File menu.



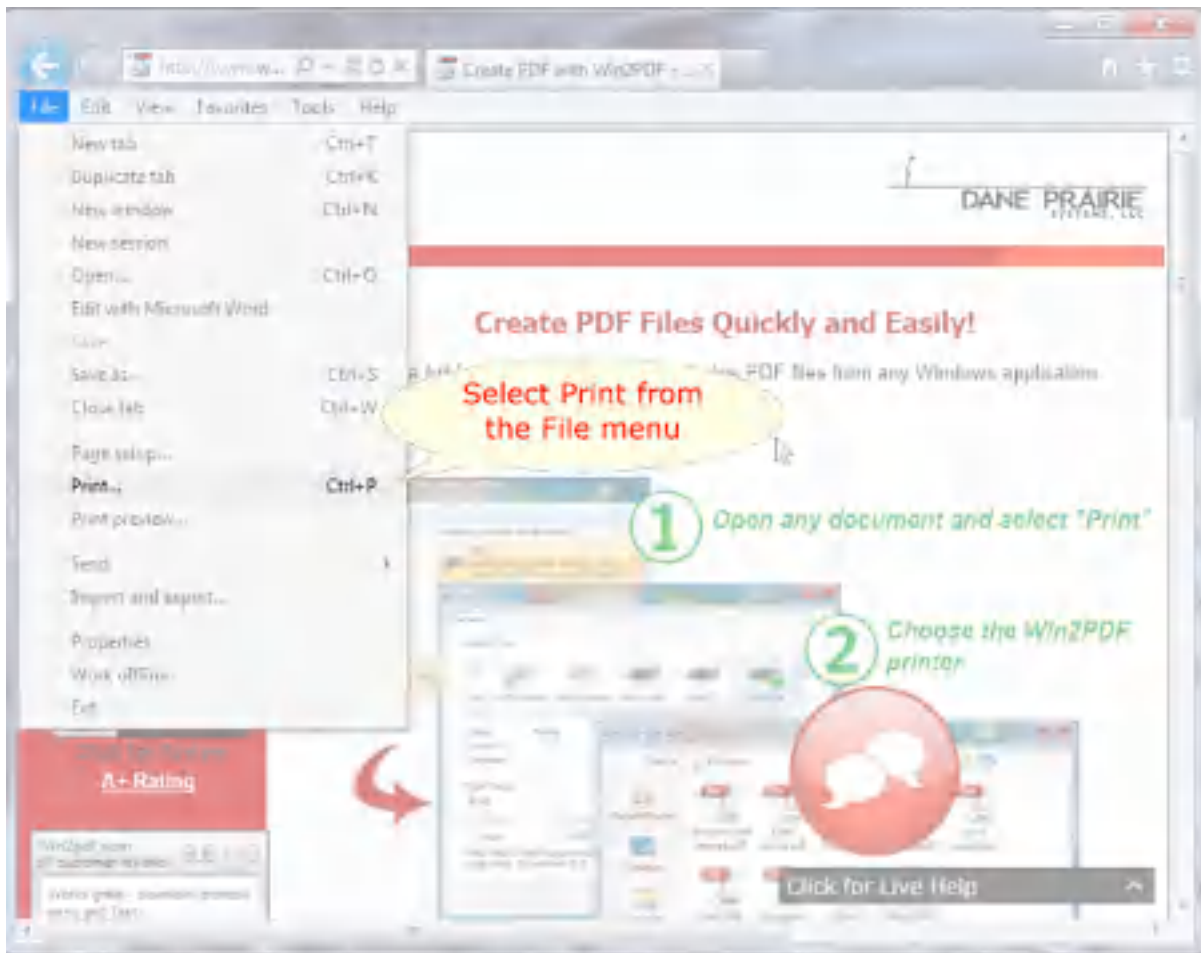
You will then be able to convert the HTML web page to a PDF copy of the page on your computer.

4.3.8 How to Convert an Internet Explorer page to PDF

To convert a public web page to PDF, you can use the free HTML to PDF service at <https://www.win2pdf.com/html-to-pdf.html>.

You can also convert HTML files to a PDF document by printing to the Win2PDF printer using Internet Explorer.

First, open the HTML file or load the web site page in your Internet Explorer browser window. Then select 'Print...' from the web browser's File menu.



You will then be able to convert the HTML web page to a PDF copy of the page on your computer.

4.3.9 How to Convert an AutoCAD DWG to PDF

In AutoCAD, plot to a PDF as follows :

Command '**PLOT**'.

- Select '**Plot Device**' Tab.
- In the '**Plotter Configuration**' frame, click the '**Properties...**' button.
- A new dialog box opens.
- Select '**Device and Document Settings**' tab.
- If necessary highlight '**Custom Properties**' in the tree.

- Click the '**Custom Properties**' button.
- A new dialog box opens.
- Select the '**Paper Orientation**' (Note A).
- Click the '**Advanced...**' button.
- A new dialog box opens.
- Highlight '**Paper Size**' in the tree.
- Select the paper size from the drop-down list. This is an important step. (Note B)
- Click '**OK**' 3 times to close the dialog boxes and save to a .pc3 file if necessary.
- Back in the AutoCAD plot dialog, select the '**Plot Settings**' tab. In the '**Paper Size...**' frame the paper size should have changed to the value set earlier at (Note B). Do **not** change the paper size here as this may produce inconsistent rotations, sizes and offsets. In the '**Drawing Orientation**' frame select '**Portrait**' or '**Landscape**'. Note that this orientation selection overrides orientations that were set at (Note A) or (Note B).
- Click '**OK**' to plot.

4.4 How to use the Win2PDF Admin Utility

4.4.1 How to Install the Win2PDF Admin Utility

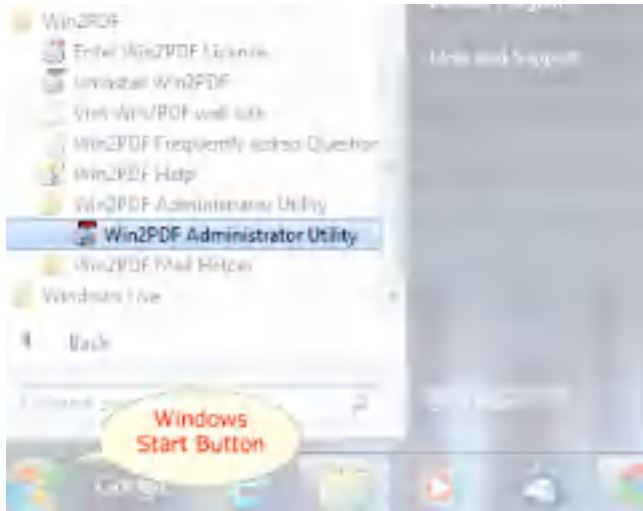
The Win2PDF Admin Utility is a free download used for managing Win2PDF settings, disabling Win2PDF features, setting defaults for all users, setting automatic email and file save features, and troubleshooting.

To download this software, visit the [Win2PDF Admin Utility](#) page in our technical support section.

Once you have downloaded this file, double-click the setup file to install.

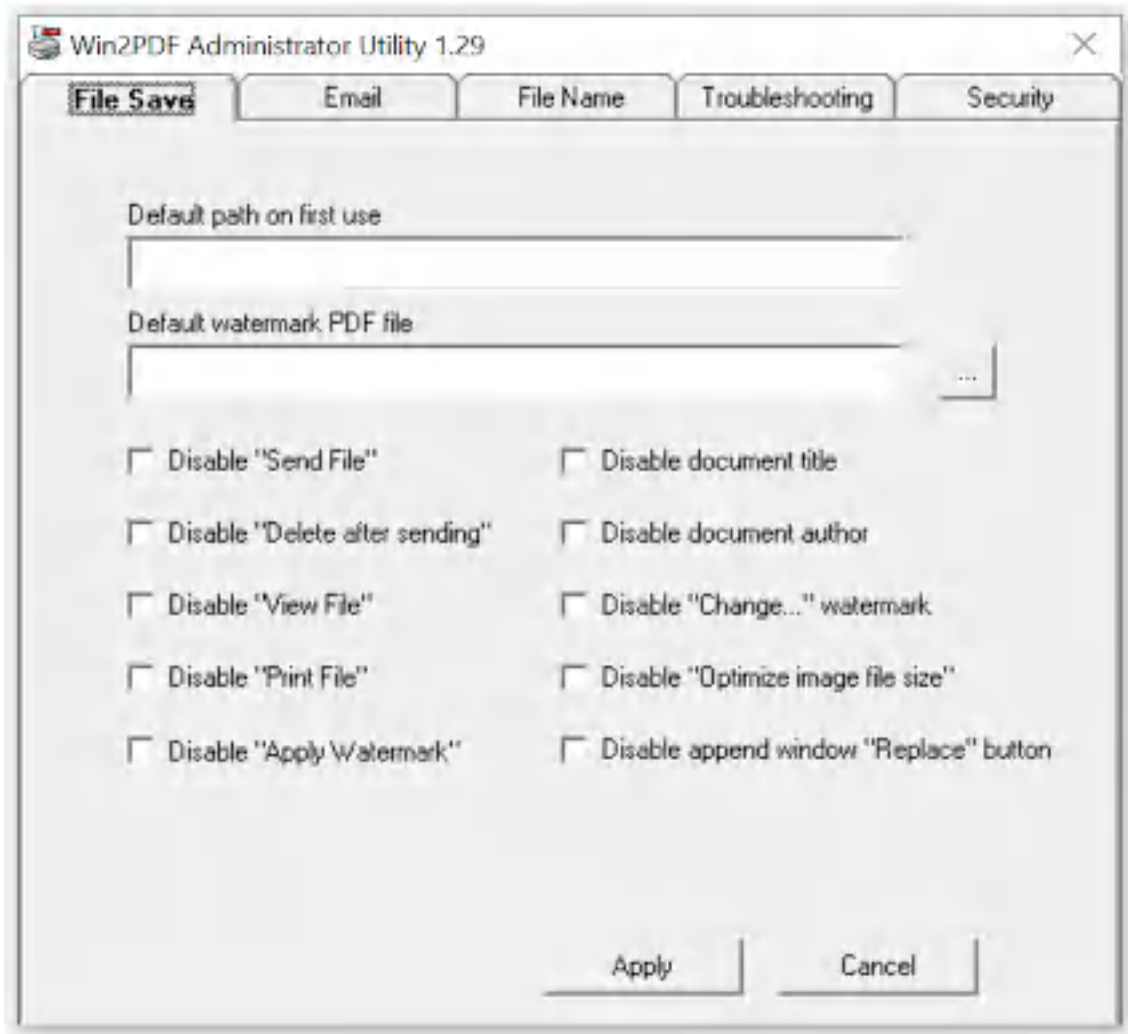
After it has been installed, you will be able to access the Win2PDF Admin Utility by going to:

"Start->Programs->Win2PDF->Win2PDF Admin Utility->Win2PDF Admin Utility"



4.4.2 How to Manage file save window settings

The first tab of the Win2PDF Admin Utility allows you to set defaults for the initial default path and watermark (Win2PDF Pro feature only), and to customize the options that are available on the main Win2PDF file save window.



Win2PDF Admin Utility File Save Configuration

Default path on first use: this is the location that Win2PDF will use for the initial file save location. You will need to enter the full path in this box (e.g., "C:\Users\Bob\Documents"). You can use environment variables such as "%USERPROFILE%\Documents\PDF Files". This value will only be used the first time that the Win2PDF file save window appears. If the user changes the save to folder through the interface, Win2PDF will remember that new location on the next use. This file location is saved with respect to each application (e.g., Word files will always save to the last saved location for Word prints, Excel files will always be saved to the last save location for Excel prints, etc.)

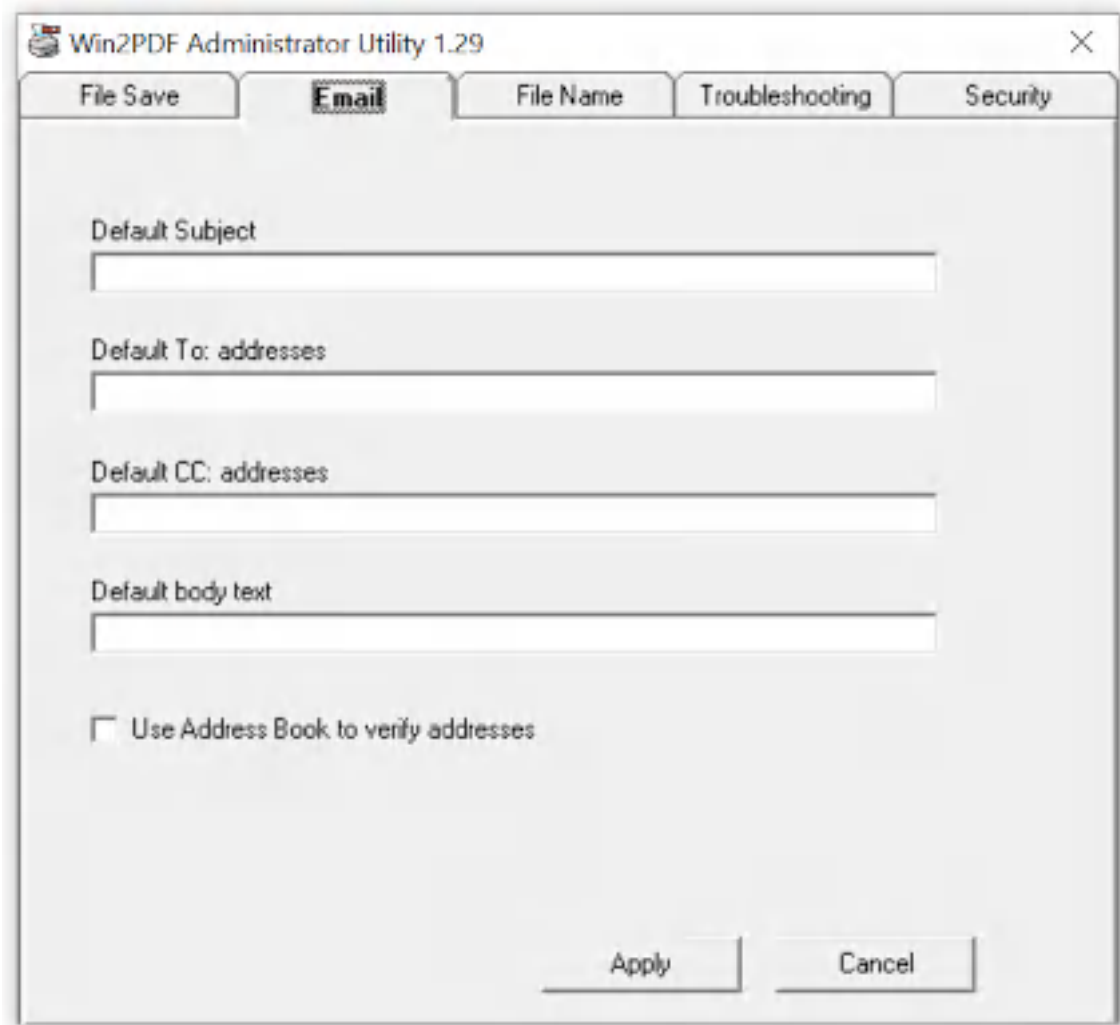
Default watermark PDF file: [Win2PDF Pro feature only] This allows you to set the default watermark PDF file. This fill will always be set until the user changes the file, and then the new file will be remember for successive

uses (until change). If you click on the [...] button, you will be able to browse and select the default watermark PDF file.

Disable [feature]: When any of these options are checked, the feature will be disabled ("grayed out") in the Win2PDF file save window. For example, if you checked the "Disable Send PDF" option, the user would not be able to change this option through the main Win2PDF file save window interface.

4.4.3 How to Manage email settings

The second tab of the Win2PDF Admin Utility allows you to set email options that are used when the "Send PDF" option is enabled on the Win2PDF file save window.



The screenshot shows the 'Win2PDF Administrator Utility 1.29' window with the 'Email' tab selected. The window contains the following fields and options:

- Default Subject: [Text input field]
- Default To: addresses: [Text input field]
- Default CC: addresses: [Text input field]
- Default body text: [Text input field]
- Use Address Book to verify addresses
- Buttons: Apply, Cancel

Win2PDF Admin Utility Email Configuration

Default subject: the default subject line that will be filled in on the new email message (e.g., " - The PDF file you requested is attached"). The PDF file name is automatically added to the beginning of the subject line, so the previous example would be expanded to something like "Invoice.pdf - The PDF file you requested is attached".

Default To: addresses: list of To: email address to be automatically set in the new email message. The value can be a single email address in the form "someone@somedomain.com", or multiple recipients separated by semicolon ';' or comma ',' characters.

Default CC: addresses: list of CC: (carbon copy) email address to be automatically set in the new email message. The value can be a single email address in the form "someone@somedomain.com", or multiple recipients separated by semicolon ';' or comma ',' characters.

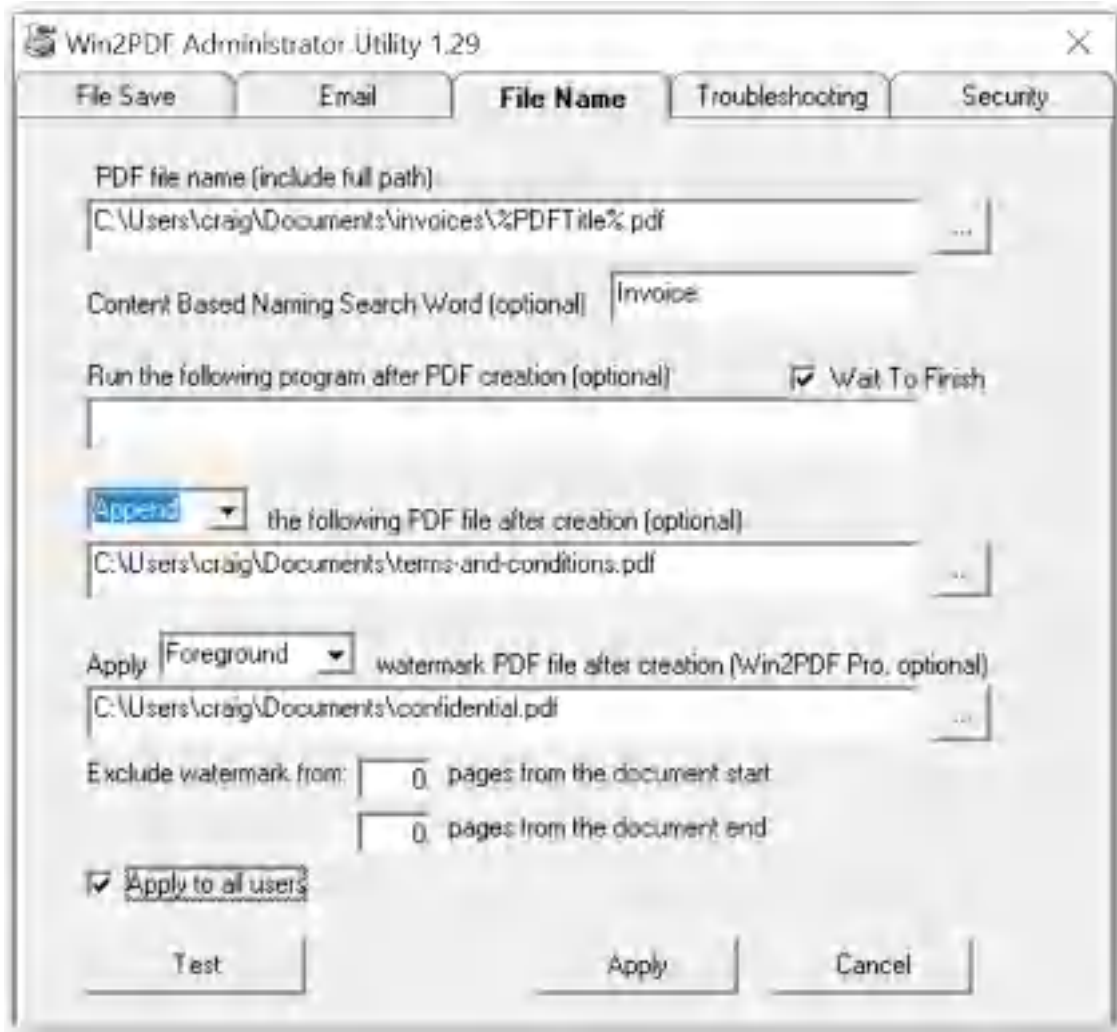
Default body text: the default body text in the new email message (e.g., "Please find the attached PDF file. Thanks.")

Use Address Book to verify addresses: When this option is checked, the list of email addresses will be checked against your current address book. This can improve the reliability of sent email in some environments, but may cause the email client to display a warning window.

4.4.4 How to Manage file name settings

See also: [How to Automatically Name PDF files](#)

The third tab of the Win2PDF Admin Utility allows you to set default file name options, and to set merging and watermark features to the file save.



Win2PDF Admin Utility File Name Configuration

PDF file name (include full path): Use the [...] button to browse for an existing PDF file, or use the %PDFTitle% variable to pick up the file name from the original document. Any variables listed in the [PDF Auto-name: User Defined](#) documentation can be used in this field. For example, if you want to place the files in a folder named "PDF Files" on your "C:" drive, you would type the following in the Admin Utility:

```
c:\PDF Files\%PDFTitle%.pdf
```

The current date and time can be added to the file name using the %PDFDate% and %PDFTime% environment variables in a similar manner. If an existing PDF file with the same name exists in the folder, it will be overwritten. To prevent files from being overwritten, append a "*" character to the name as in:

```
c:\PDF Files\%PDFTitle%*.pdf
```

This will append a number to the PDF file if an existing PDF file is already in the destination folder.

If you wanted to save the file as a different file type, like .xps or .tif, you just need to add the appropriate file extension in this box (e.g., substitute `c:\TIFF Files\%PDFTitle%.tif` in the above example). To save a file as PDF/A, add a .pdfa extension to the file. The file created will have a .pdf extension, but it will be in the PDF/A format. Other formats can be specified by setting the extension as listed in the [setting the file name documentation](#).

You will have to run the Win2PDF Admin Utility again and remove the file name when you want to create PDF files interactively.

Content Based Naming Search Word (optional): Searches the contents of the PDF for the word specified. If the search word is found, the world following the search word is placed in the `%PDFAutoNameContentSearch%` variable which can be referenced in the "PDF file name" field. This feature requires Win2PDF 10.0.57 or above.

Run the following program after PDF creation (optional): this setting allows you automatically launch a program after the PDF file has been created. For example, if you wanted to add the PDF file to a document management program, you'd just need to specify the command line to this program in this area. The "Wait To Finish" checkbox determines if Win2PDF waits for the program to exit before returning control back to the printing application.

[Append/Prepend] the following PDF file after creation (optional): the settings allows you to automatically add an existing PDF file to the beginning of your PDF file (Prepend), or to the end of your PDF file (Append).

Apply [Background/Foreground] watermark PDF file after creation (Win2PDF Pro, optional): this setting allows you to automatically apply a watermark PDF file. When set to [Background], the PDF file will be placed "under" the new printed PDF file results (useful for setting a company letterhead, for example). When set to [Foreground], the PDF file will be placed "on top" of the new printed PDF file results (useful for applying a watermark that says "Confidential", for example).

The **Exclude watermark from** settings allows you to see pages at the beginning or end of the new document where the new watermark will not be applied. For example if you had a cover page (which should not have a watermark) followed by a 20 page report (which should have the watermark), you can set the value to be *Exclude watermark from: 1 pages from the document start*.

Apply to all users - when this option is checked, the settings apply to all users on the PC or server. If it is unchecked, the settings only apply to the current user.

Test - Button allows you to test create a PDF file with the file name and settings you've configured.

4.4.5 How to Enable troubleshooting options

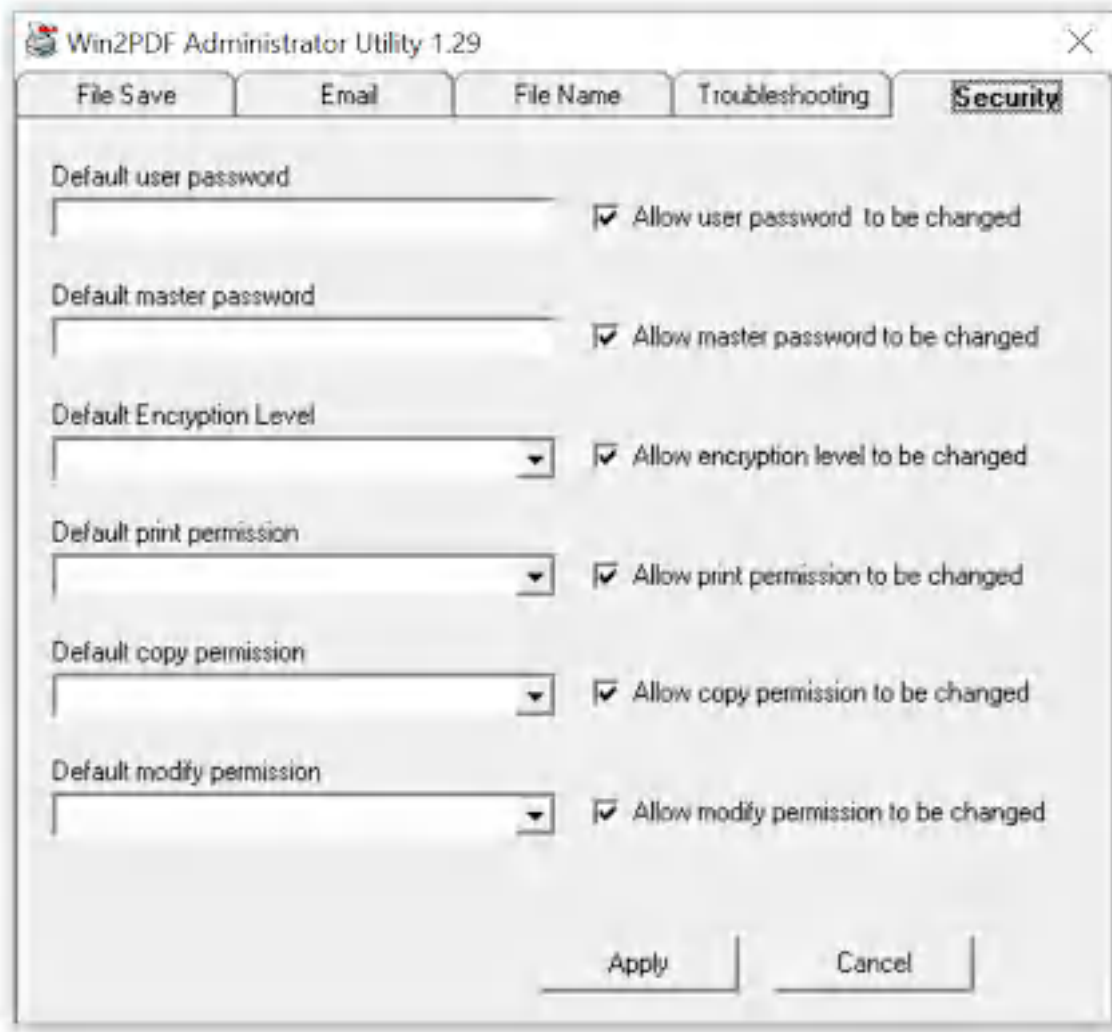
The fourth tab of the Win2PDF Admin Utility allows you to set various troubleshooting options. **Use these options only when directed by Win2PDF's technical support group.**



Win2PDF Admin Utility Troubleshooting Configuration

4.4.6 How to Manage security settings

The fifth tab of the Win2PDF Admin Utility allows you to set default security options. These options are ONLY applicable to the Win2PDF Pro and Win2PDF Pro Terminal Server Edition (TSE) versions of the software.



Win2PDF Admin Utility Security Configuration

Default [feature]: These boxes allow you to set default passwords or other security features in the Win2PDF file save window.

Allow [feature] to be changed: When these check boxes are enabled ("checked"), it will allow the user to change these values in the Win2PDF file save window. When these check boxes are disabled ("unchecked"), it will not allow the user to change these values. The features will appear "grayed out" in the interface.

4.5 How to use the Win2PDF Mail Helper Utility

4.5.1 How to install the Win2PDF Mail Helper Utility

Note: In the latest version of Win2PDF, the Win2PDF Mail Helper functionality has been incorporated in to the Win2PDF Desktop application (See [How to Mail a PDF](#)).

The Win2PDF Mail Helper application is an optional SMTP mail client that integrates with Win2PDF and supports sending email with or without user interaction. This application can be downloaded from the Win2PDF support download site at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/189/15/win2pdf-mail-helper-download>

After you have downloaded this file, double-click on it and it will install to your PC.

4.5.2 How to configure the Win2PDF Mail Helper Utility

Note: In the latest version of Win2PDF, the Win2PDF Mail Helper functionality has been incorporated in to the Win2PDF Desktop application (See [Configure Win2PDF Mail for Microsoft Outlook](#), [Configure Win2PDF Mail for Gmail](#), [Configure Win2PDF Mail for Yahoo! Mail](#), [Configure Win2PDF Mail for Mozilla Thunderbird](#), [Configure Win2PDF Mail for Outlook.com](#), [Configure Win2PDF Mail for a Custom SMTP Server](#)).

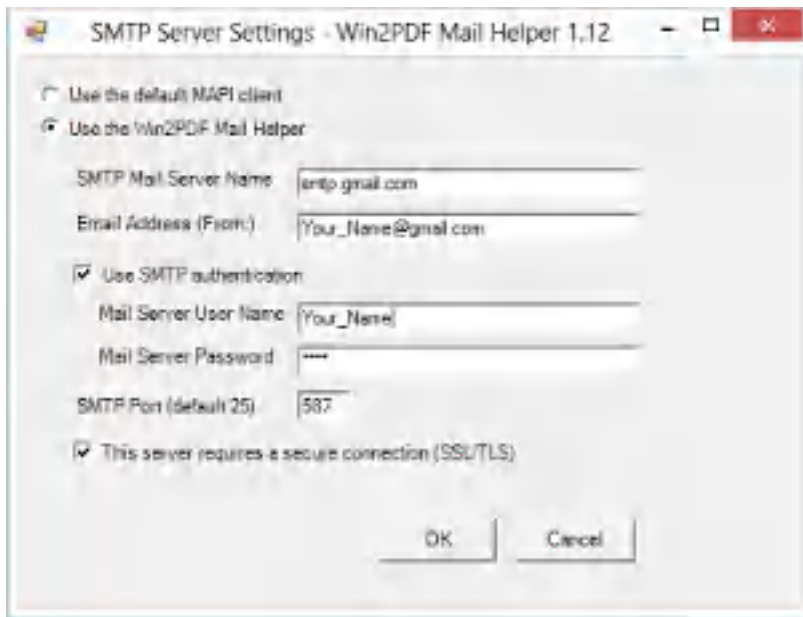
You can open the Win2PDF Mail Helper Utility by going to:

Start -> Programs -> Win2PDF -> Win2PDF Mail Helper

(for Windows XP, Vista, and Windows 7, Windows 10, and Windows 11 users), or

by accessing the "Configure Win2PDF Mail Helper" start tile in Windows 8.

Once opened, the user interface will look like this:



If "**Use the default MAPI client**" is selected, Win2PDF will send the email using the default email program (typically Microsoft Outlook, Windows Live Mail, Thunderbird, or other native Windows Mail application) installed on the computer. This is the default option.

If "**Use the Win2PDF Mail Helper**" is selected, Win2PDF will use the Win2PDF Mail Helper to send the email. This will bypass the default Windows email program on your PC like Outlook, Windows Live Mail, or Thunderbird.

To use the Win2PDF Mail Helper with **Gmail**, set the following:

- "**SMTP Mail Server Name**" set to "**smtp.gmail.com**"
- "**Use SMTP authentication**" is checked, and user name and password set using your Gmail email address including @gmail.com and password.
- "**SMTP Port**" set to "**587**", and
- "**This server requires a secure connection (SSL/TLS)**" should be checked.

To use the Win2PDF Mail Helper with **Yahoo Mail**, set the following:

- "**SMTP Mail Server Name**" set to "**smtp.mail.yahoo.com**".
- "**Use SMTP authentication**" is checked, and user name and password set using your Yahoo email address including @yahoo.com and password.

- "SMTP Port" set to "465", and
- "This server requires a secure connection (SSL/TLS)" should be checked.

To use the Win2PDF Mail Helper with **Windows Live Hotmail or Outlook.com**, set the following:

- "SMTP Mail Server Name" set to "**smtp.live.com**"
- "Use SMTP authentication" is checked, and user name and password set using your Windows Live Hotmail email address including @live.com, @hotmail.com, or @outlook.com and password.
- "SMTP Port" set to "587", and
- "This server requires a secure connection (SSL/TLS)" should be checked.

4.6 How to use the Win2PDF Desktop App

4.6.1 How to install the Win2PDF Desktop App on Windows XP, Vista, & Windows 7

The Win2PDF Desktop is installed with the Win2PDF setup program on Windows 10 and Windows 11. To install the Win2PDF Desktop App on Windows XP, Vista, or Windows 7, you can download the setup file here:

https://helpdesk.win2pdf.com/index.php?/default_import/Knowledgebase/Article/View/197/0/win2pdf-desktop-download

Double-click on the **win2pdf-desktop-setup.exe** file to install. If you do not have Win2PDF installed, it will automatically be downloaded with this setup. Win2PDF is required for this Desktop App add-on.

4.6.2 How to use the Win2PDF Desktop App

The [Win2PDF Desktop App](#) is one of [three main components](#) installed with Win2PDF. It allows you to

- View a PDF,
- Edit PDFs at the page level (extract pages, delete pages, rotate pages, etc.),
- Configure Auto-name settings for Win2PDF,

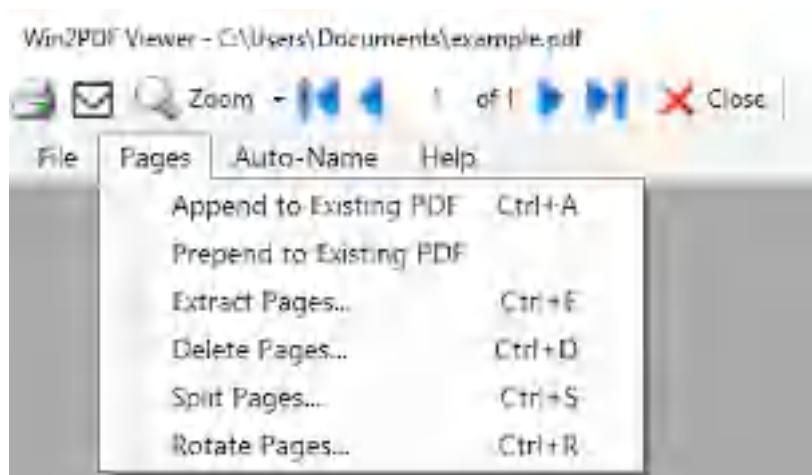
- Configure Mail settings for Win2PDF, and
 - Convert or export files to other formats.
-

There are multiple ways of starting the Win2PDF Desktop App.

1. You can double-click the **Win2PDF Desktop icon** from your Windows desktop,
2. You can drop a PDF file onto the **Win2PDF Desktop icon**,
3. You can right-click on a document in the Windows Explorer or the desktop, you can choose **Open With -> Win2PDF Desktop**
4. You can choose **Win2PDF Desktop** from the Windows Start menu

4.6.3 How to append to an existing PDF

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "Pages" menu:



Win2PDF Desktop - Append to an Existing PDF

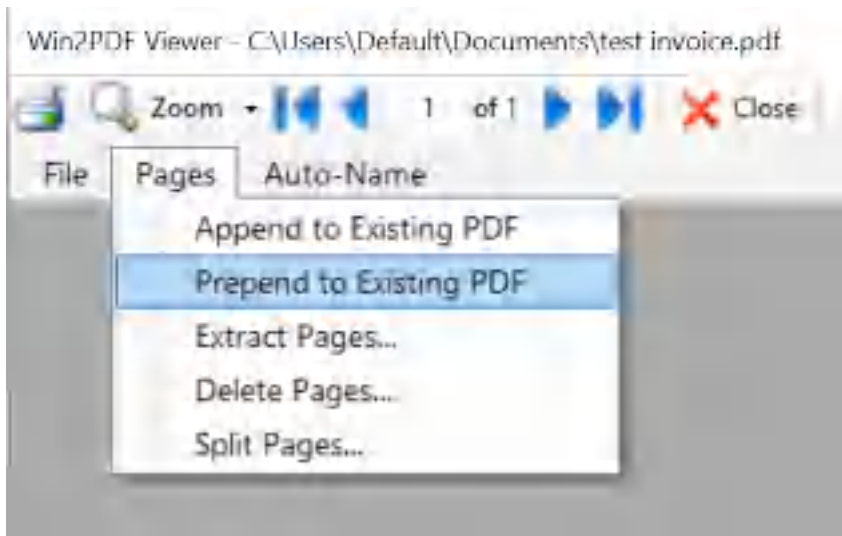
To append (add to the end of the existing PDF), choose "Append to Existing PDF" and click "Continue". A file open Window will be displayed allowing you to select the existing PDF to append to.

This is also available using the [APPEND command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

4.6.4 How to prepend to an existing PDF

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "Pages" menu:



Win2PDF Desktop - Prepend to an Existing PDF

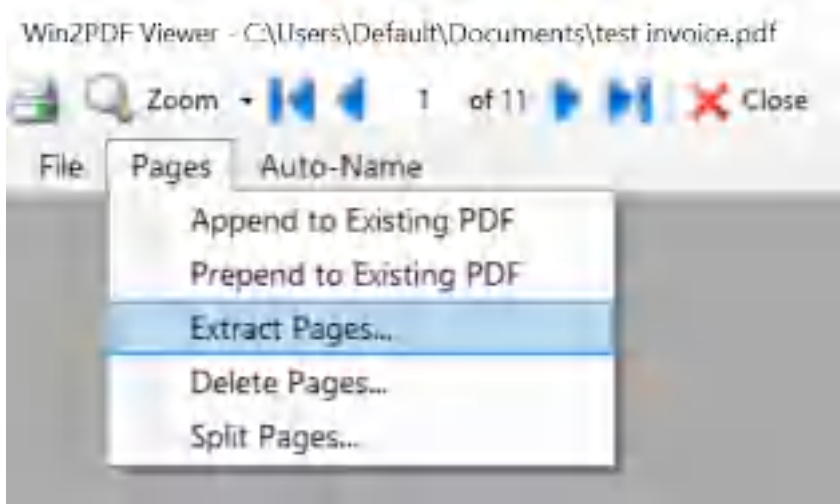
To prepend (add to the beginning of the existing PDF), choose "Prepend to Existing PDF" and click "Continue". A file open Window will be displayed allowing you to select the existing PDF to prepend to.

This is also available using the [APPEND command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

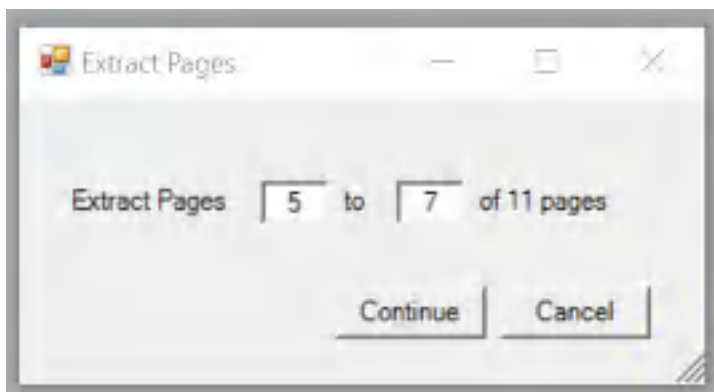
4.6.5 How to extract pages from an existing PDF

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "Pages" menu:



Win2PDF Desktop - Extract Pages Menu

Selecting "Extract Pages..." will open the following window:



Win2PDF Desktop - Extract Pages from an Existing PDF

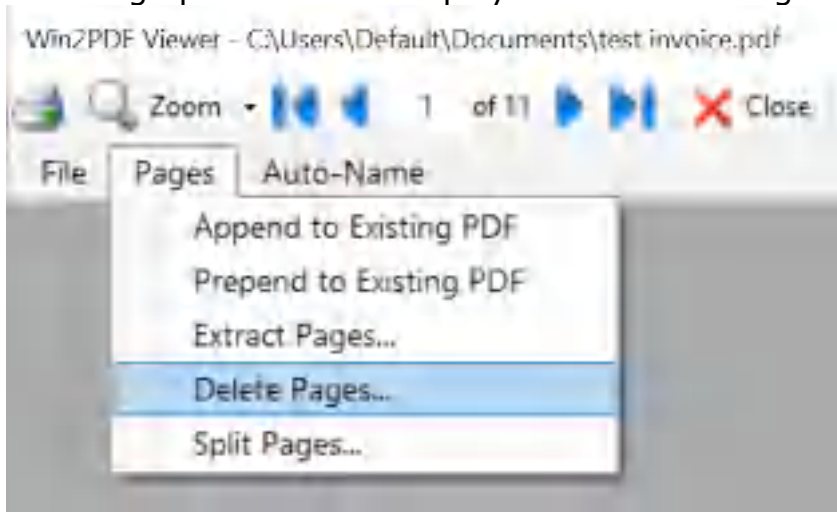
Enter a page range to extract pages from the document. The total number of pages in the document are listed. To extract a single page, enter the same page number in both boxes. If the document only contains one page, the extract pages item is not available.

This is also available using the [EXTRACTPAGES command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

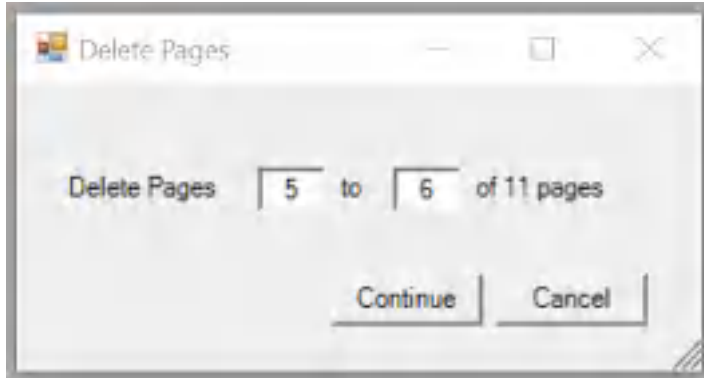
4.6.6 How to delete pages from an existing PDF

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "Pages" menu:



Win2PDF Desktop - Delete Pages Menu

Selecting "Extract Pages..." will open the following window:



Win2PDF Desktop - Delete Pages

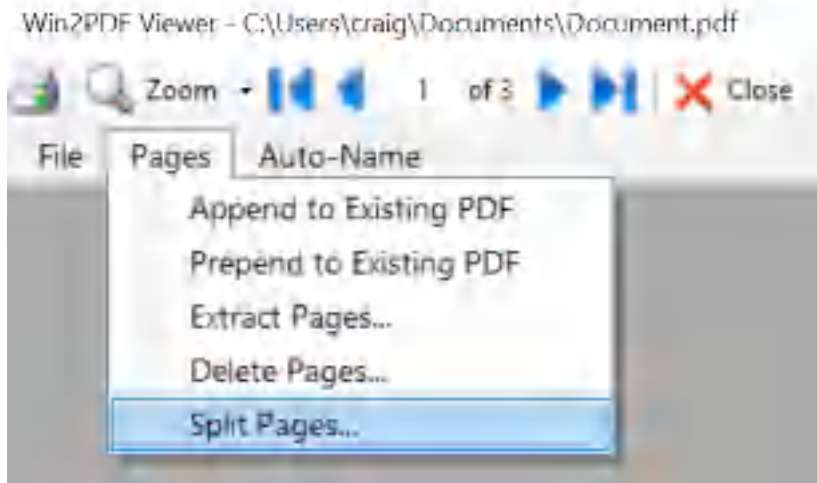
Enter a page range to delete pages from the document. The total number of pages in the document are listed. To delete a single page, enter the same page number in both boxes. If the document only contains one page, the delete pages item is not available.

This is also available using the [DELETEPAGES command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

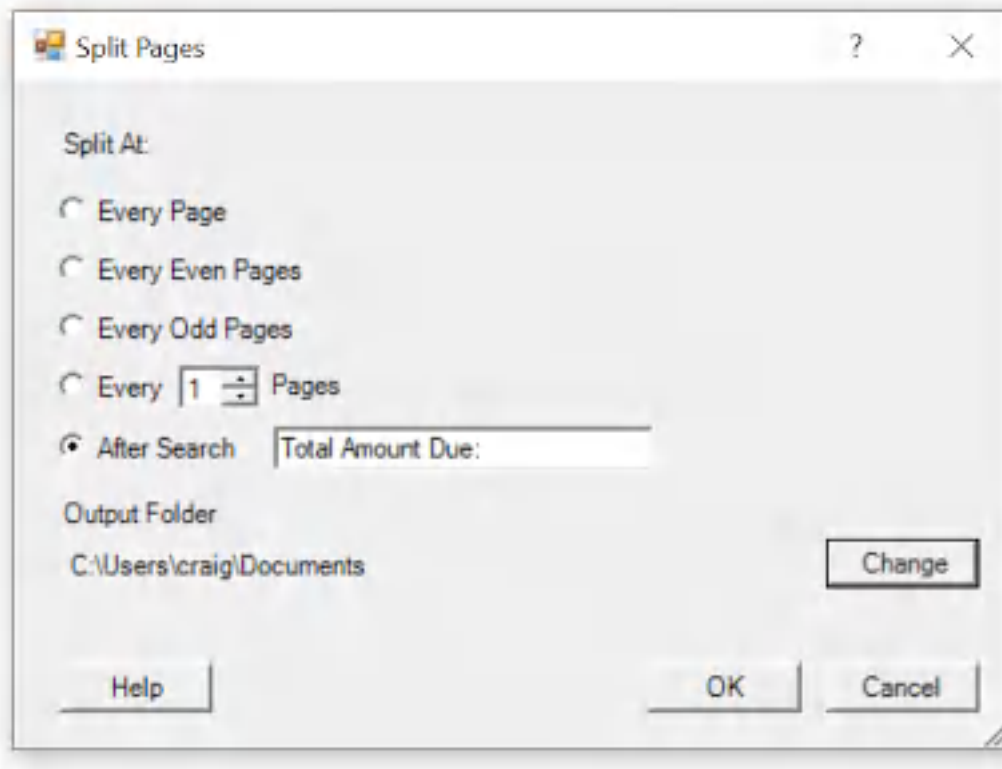
4.6.7 How to split pages from an existing PDF

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "Pages" menu:



Win2PDF Desktop - Split Pages Menu

Selecting "Split Pages..." will open the following window:



Win2PDF Desktop - Split Pages

The split files are placed in the folder specified by the "Output Folder".

The "Split At" options are:

- Every Page - each page is saved to a separate file with the format filename.1.pdf, filename.2.pdf, filename.3.pdf, etc.
- Every Even Pages - each 2 pages is saved to a separate file with the format filename.1.pdf, filename.3.pdf, filename.5.pdf, etc.
- Every Odd Pages - each 2 pages is saved to a separate file with the format filename.1.pdf, filename.2.pdf, filename.4.pdf, etc. Useful for documents with a separate cover page.
- Every N Pages - each N pages is saved to a separate file with the format filename.1.pdf, filename.N+1.pdf, etc.
- After Search - split pages after the text specified in the search box is encountered. This is useful if you want to split a PDF into variable length PDFs based on the content of the PDF.

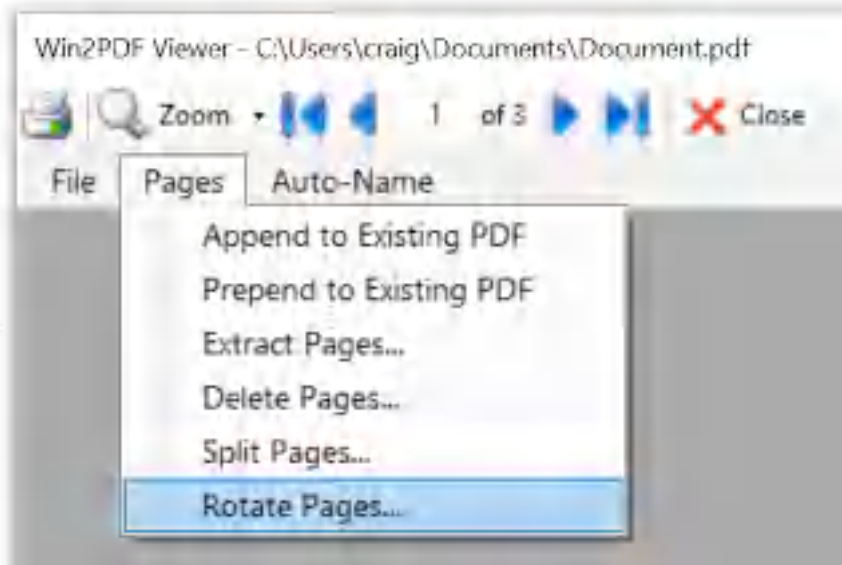
This is also available using the [SPLITPAGES command line](#) and [SPLITPAGESAFTERSEARCH command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time

limited evaluation license.

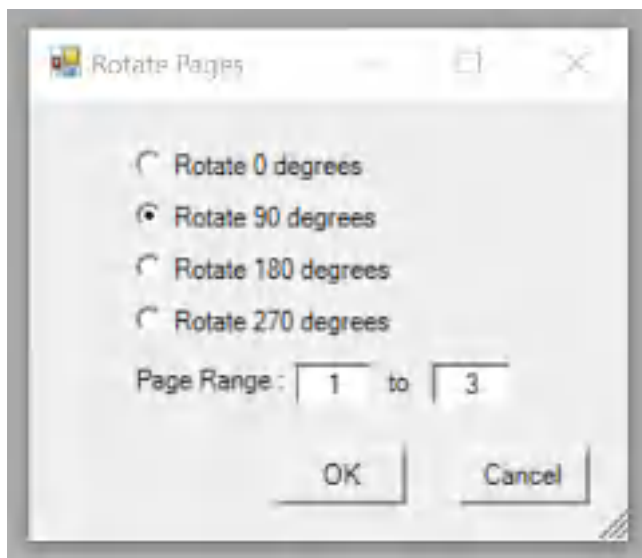
4.6.8 How to rotate pages from an existing PDF

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "Pages" menu:



Win2PDF Desktop - Rotate Pages Menu

Selecting "Rotate Pages..." will open the following window:



Win2PDF Desktop - Rotate Pages

Select the desired rotation amount and page range, and click OK. You will be prompted to save a new PDF with the rotation applied.

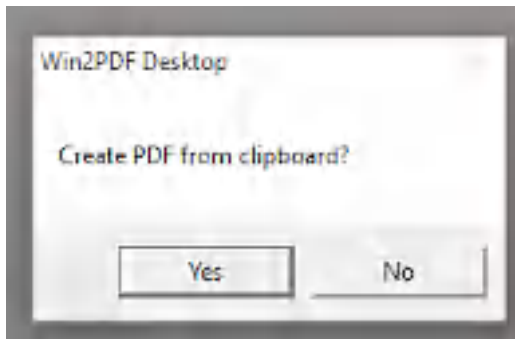
The rotation is absolute, not relative. If a page is already rotated by 90 degrees, rotating the page again by 90 degrees will have no affect.

This is also available using the [ROTATEPAGES command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

4.6.9 How to create a PDF from the clipboard

If the Windows clipboard contains an image when the Win2PDF Desktop app is launched, the following screen will be displayed:

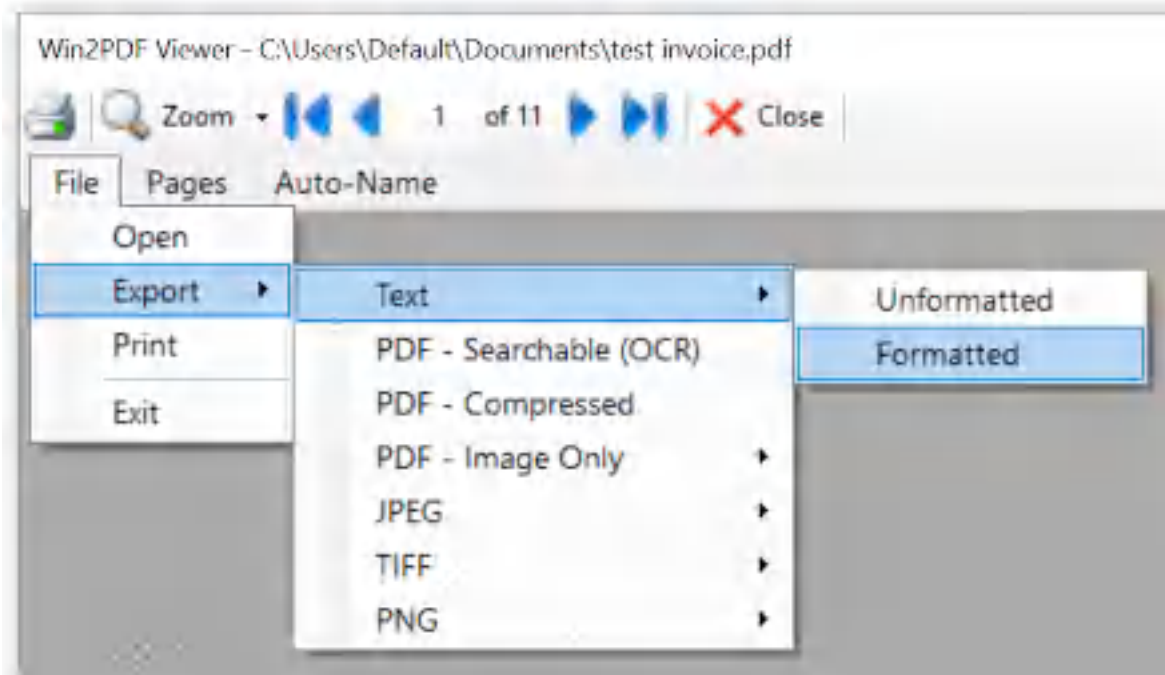


Win2PDF Desktop - Create PDF from clipboard

If you choose "Yes", the Window PDF file save window will open and allow you to choose a name of the converted PDF.

4.6.10 How to Extract Text from an existing PDF

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "File" menu:



Extract Text

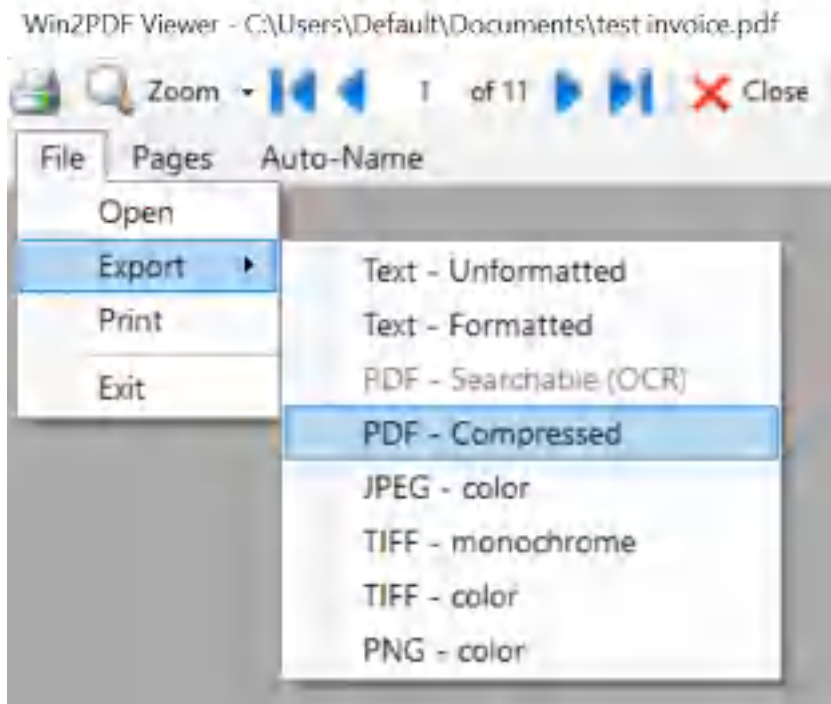
After selecting "Export -> Text -> Unformatted" or "Export -> Text -> Formatted", you will be prompted to save the extracted text to a file.

This is also available using the [EXTRACTTEXT command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

4.6.11 How To Compress an existing PDF

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "File" menu:



Win2PDF Desktop - Compress PDF Menu

After selecting "Export -> PDF - Compressed", you will be prompted to save compressed PDF file. After saving the file, you will be given a summary of the compression results:



Win2PDF Desktop - Compress PDF Results

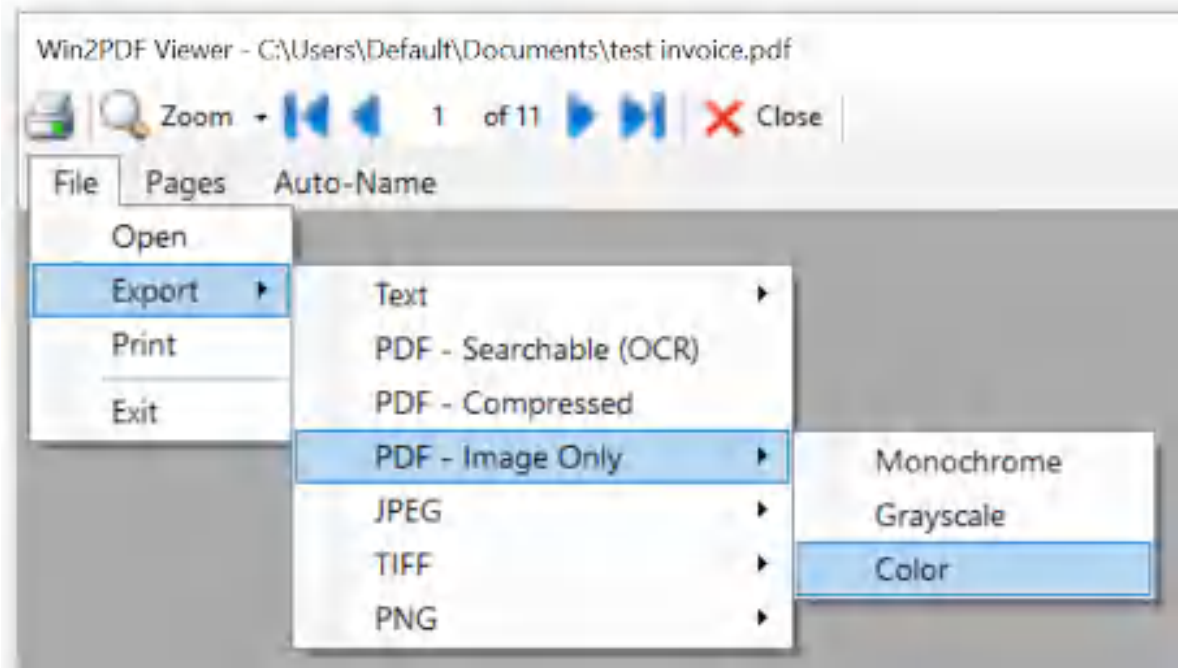
The compression savings will vary depending on the document, but files with color images will benefit the most from compression.

This is also available using the [COMPRESS command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

4.6.12 How To Export as PDF Image Only

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "File" menu:



Win2PDF Desktop - Export PDF Image Only Menu

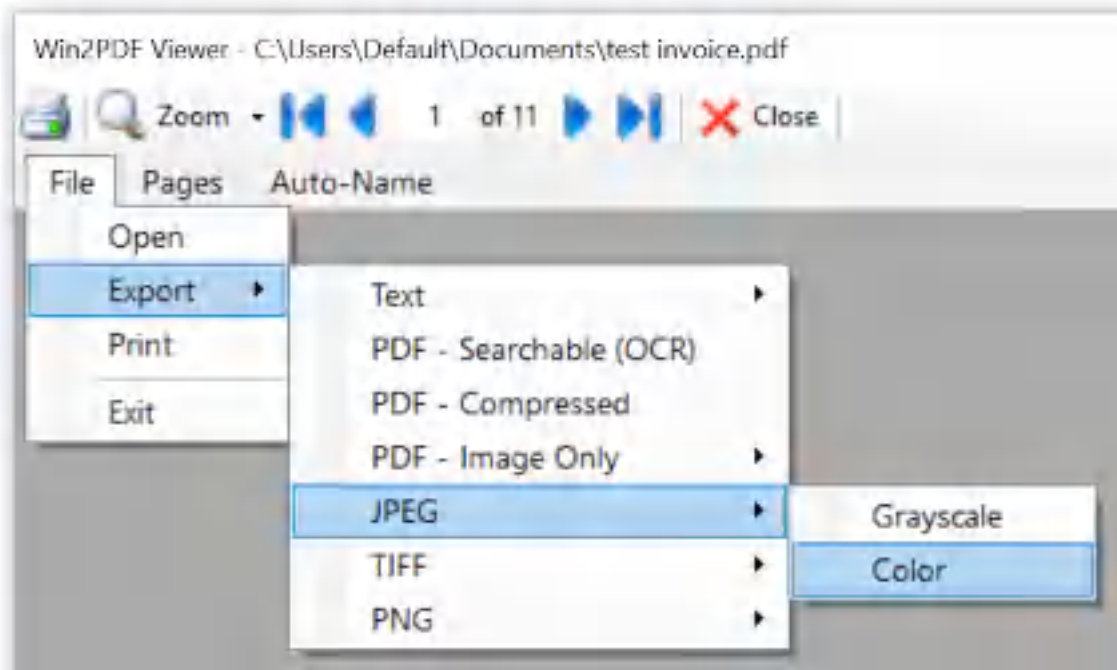
After selecting "Export -> PDF Image Only -> Monochrome", "Export -> PDF Image Only -> Grayscale", or "Export -> PDF Image Only -> Color" you will be prompted to save as an Image Only PDF file.

This is also available using the [IMAGEPDF command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

4.6.13 How To Export a PDF to JPEG

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "File" menu:



Win2PDF Desktop - Export PDF to JPEG

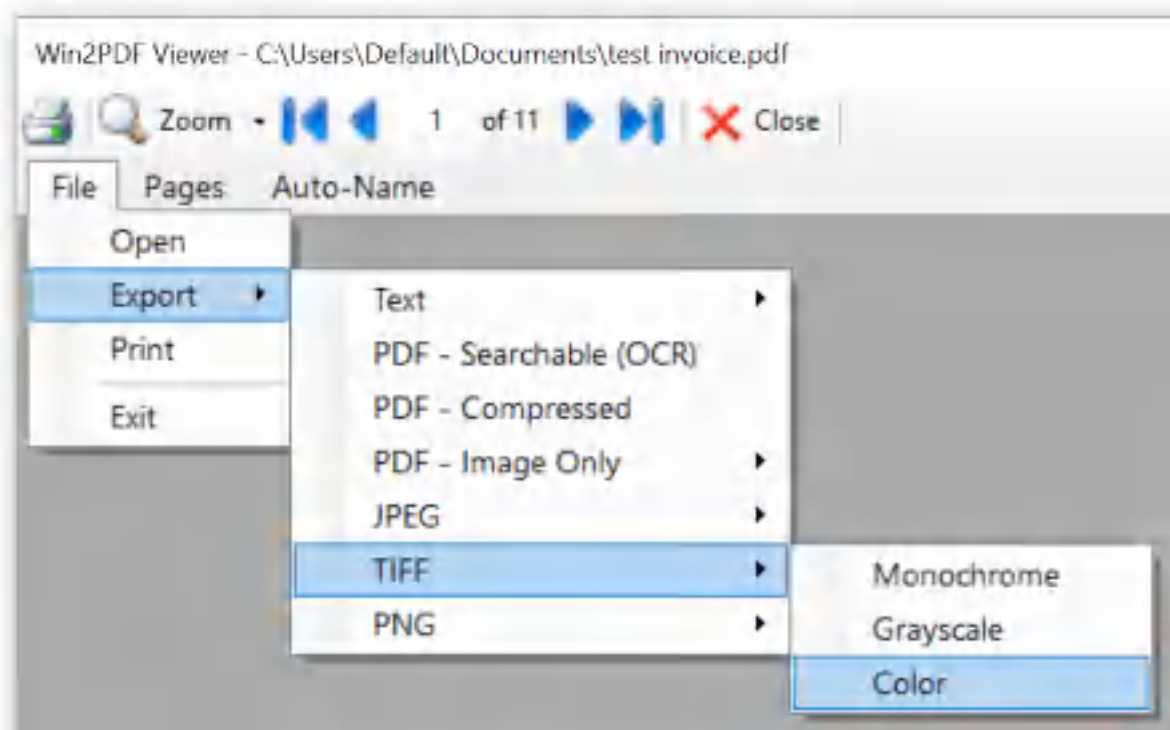
After selecting "Export -> JPEG -> Color" or "Export -> JPEG -> Grayscale", you will be prompted to save the JPEG file.

This is also available using the [PDF2JPG command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

4.6.14 How To Export a PDF to TIFF

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "File" menu:



Win2PDF Desktop - Export PDF to TIFF menu

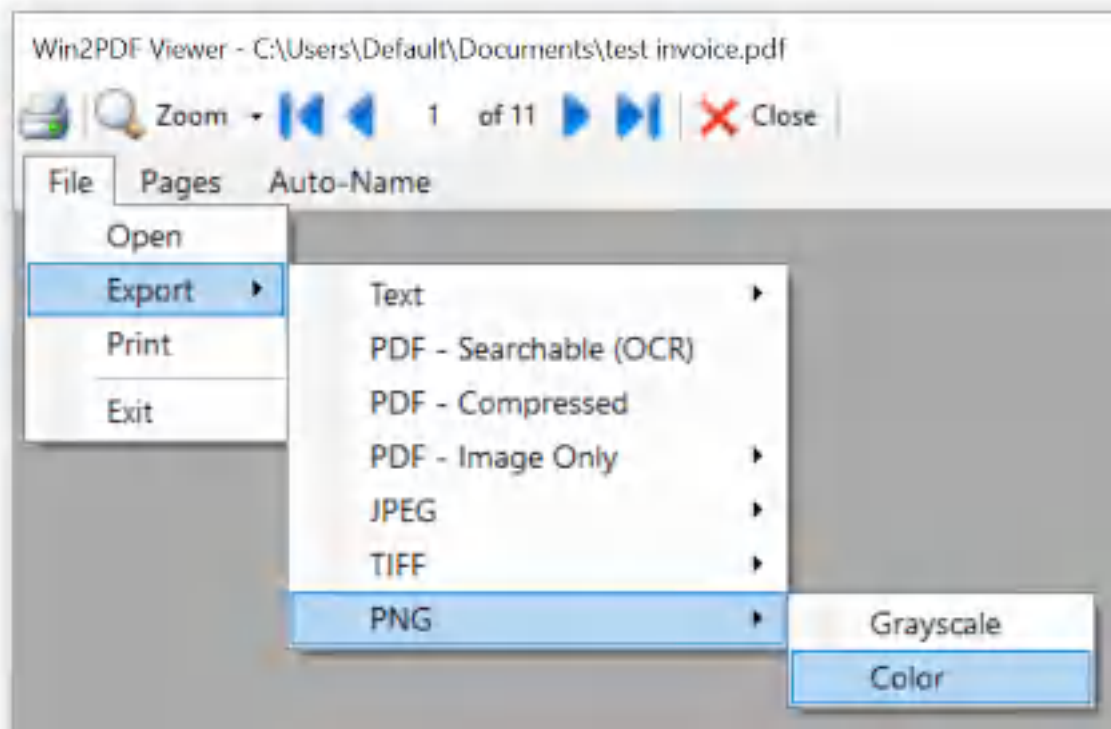
After selecting "Export -> TIFF -> Monochrome", "Export -> TIFF -> Grayscale" or "Export -> TIFF -> Color", you will be prompted to save the multi-page TIFF file.

This is also available using the [PDF2TIFF command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

4.6.15 How To Export a PDF to PNG

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "File" menu:



Win2PDF Desktop - Export PDF to PNG

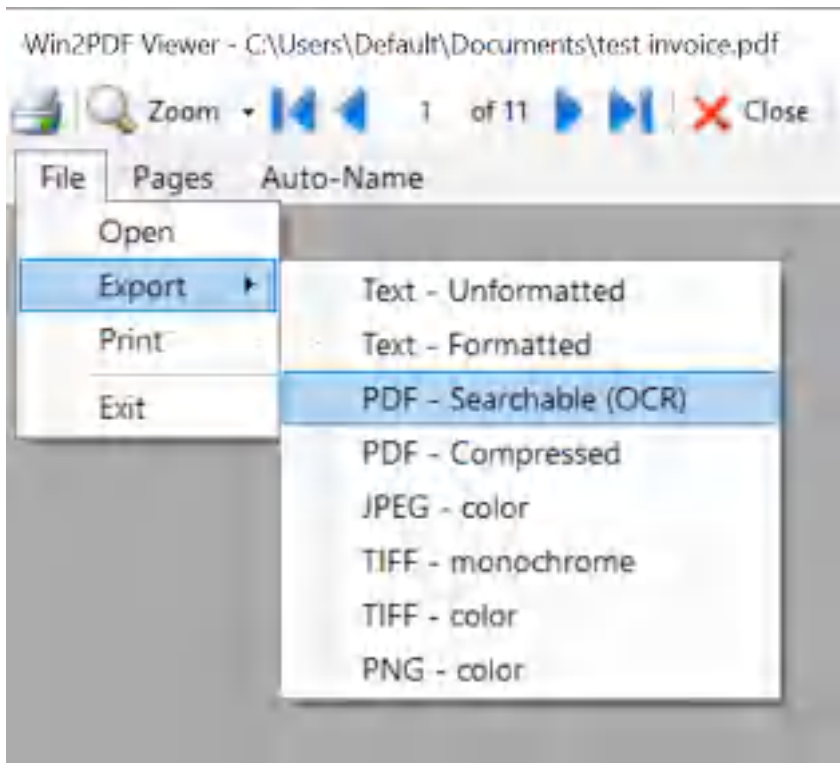
After selecting "Export -> PNG - Color" or "Export -> PNG - Grayscale", you will be prompted to save the PNG file.

This is also available using the [PDF2PNG command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

4.6.16 How to make a PDF Searchable (OCR)

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "File" menu:



Win2PDF Desktop - Make PDF Searchable

After selecting "Export -> PDF - Searchable (OCR)", you will be prompted to save the searchable PDF file. If the option is grayed out, you need to download the "Win2PDF Desktop with OCR" setup program from: <https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>

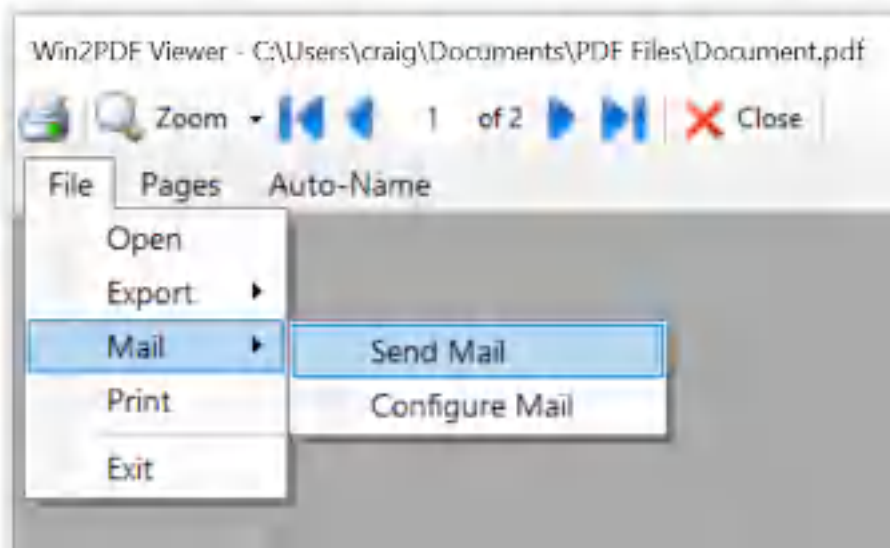
Win2PDF will recognize text from images and graphics using Optical Character Recognition (OCR), and will save the text information in an invisible text layer to make the PDF searchable.

This is also available using the [MAKESEARCHABLE command line](#).

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

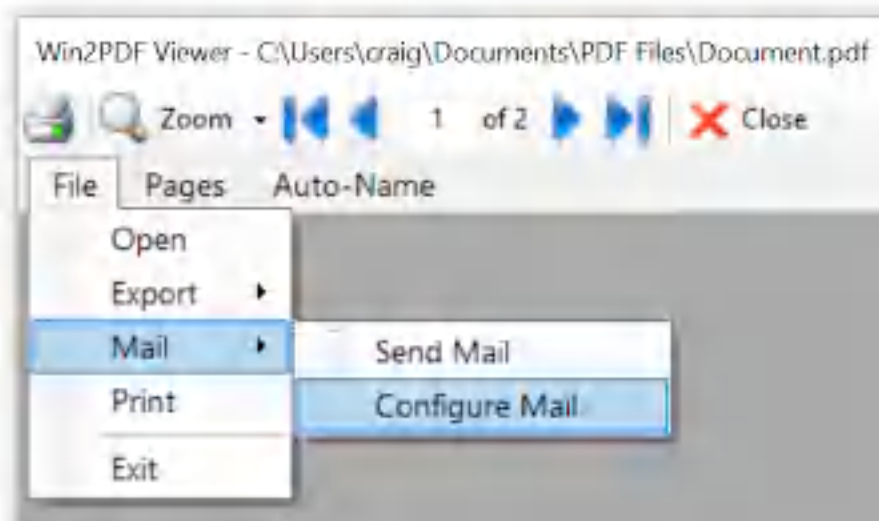
4.6.17 How to Mail a PDF

If you drag a PDF to the Win2PDF Desktop icon, or select a PDF from the open window when launching the Win2PDF Desktop application, the following options will be displayed under the "File" menu:



Win2PDF Desktop Send Mail

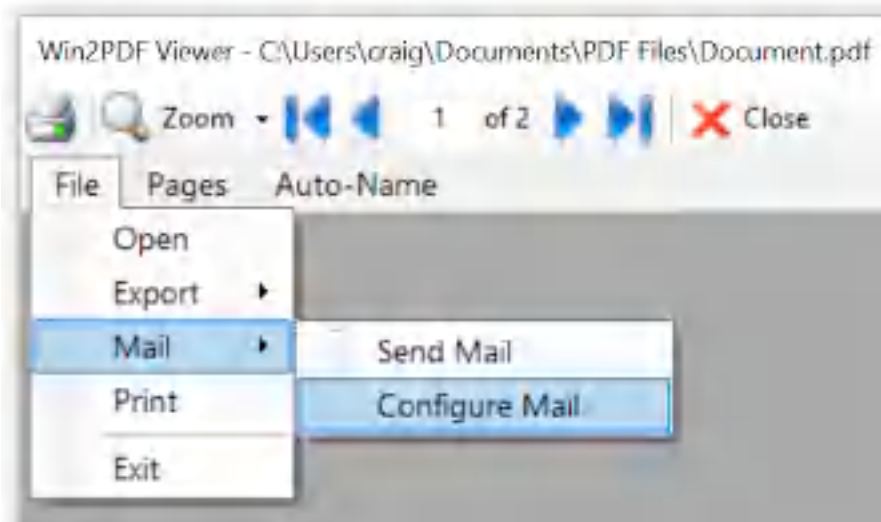
After selecting "Send Mail", the currently opened PDF will be attached to an email message. The "Send Mail" option can send using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers. The Mail Provider can be configured by selecting "Configure Mail".



Win2PDF Desktop Configure Mail

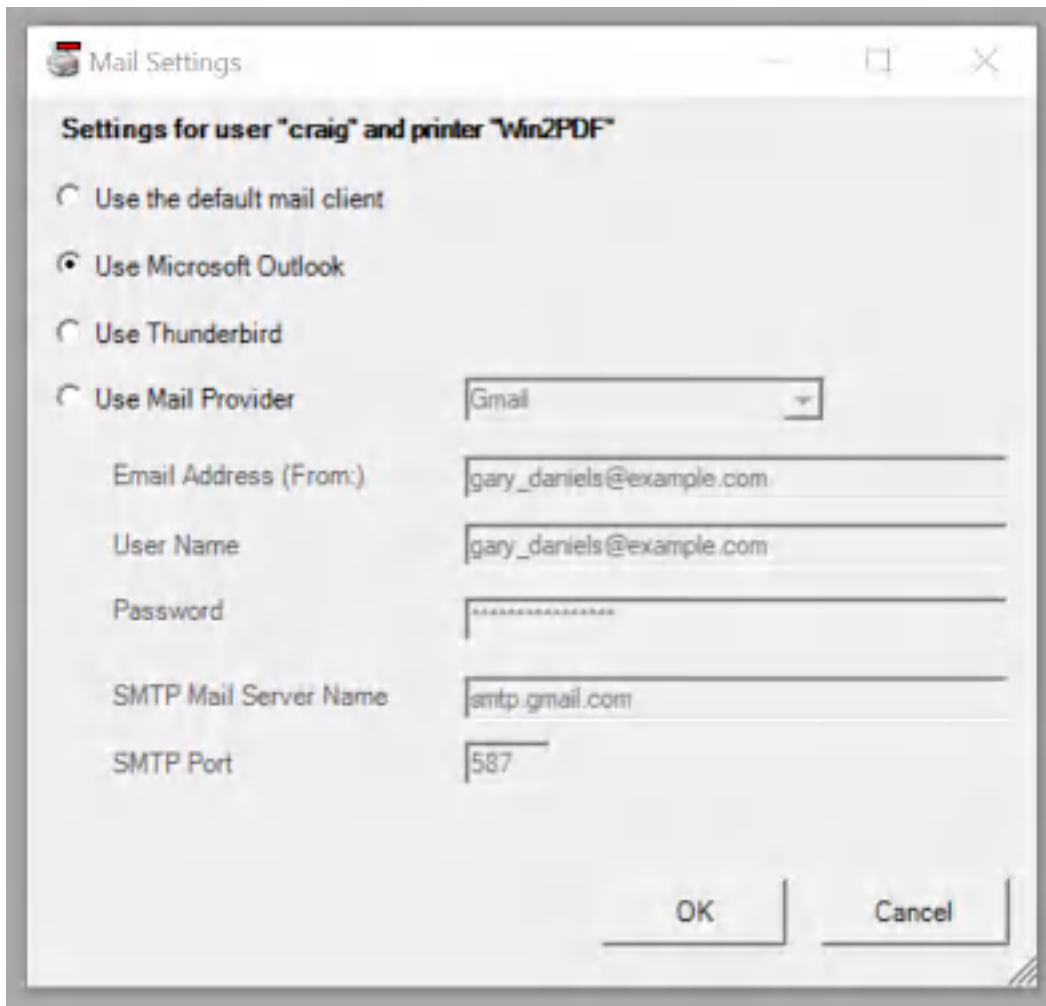
4.6.17.1 Configure Win2PDF Mail for Microsoft Outlook

To configure Win2PDF to send using Outlook, first open the "Configure Mail" from the Win2PDF Desktop file menu.



Win2PDF Configure Mail

You can also open "**Configure Win2PDF Mail**" from the Windows start menu under the "Win2PDF" program group. The following Window is displayed:



Win2PDF Mail Configure Outlook

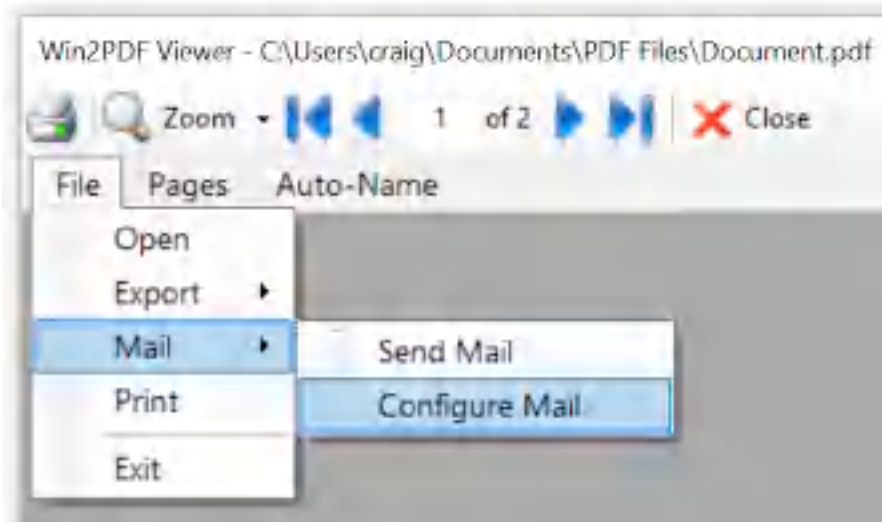
Select "Use Microsoft Outlook" and click OK. The Win2PDF Desktop "[Send Mail](#)" and the Win2PDF "[Send File](#)" features will now use Microsoft Outlook to attach a PDF to a new email message.

4.6.17.2 Configure Win2PDF Mail for Mozilla Thunderbird

Mozilla Thunderbird is a free and open source email client developed by the Mozilla Foundation that can be downloaded at:

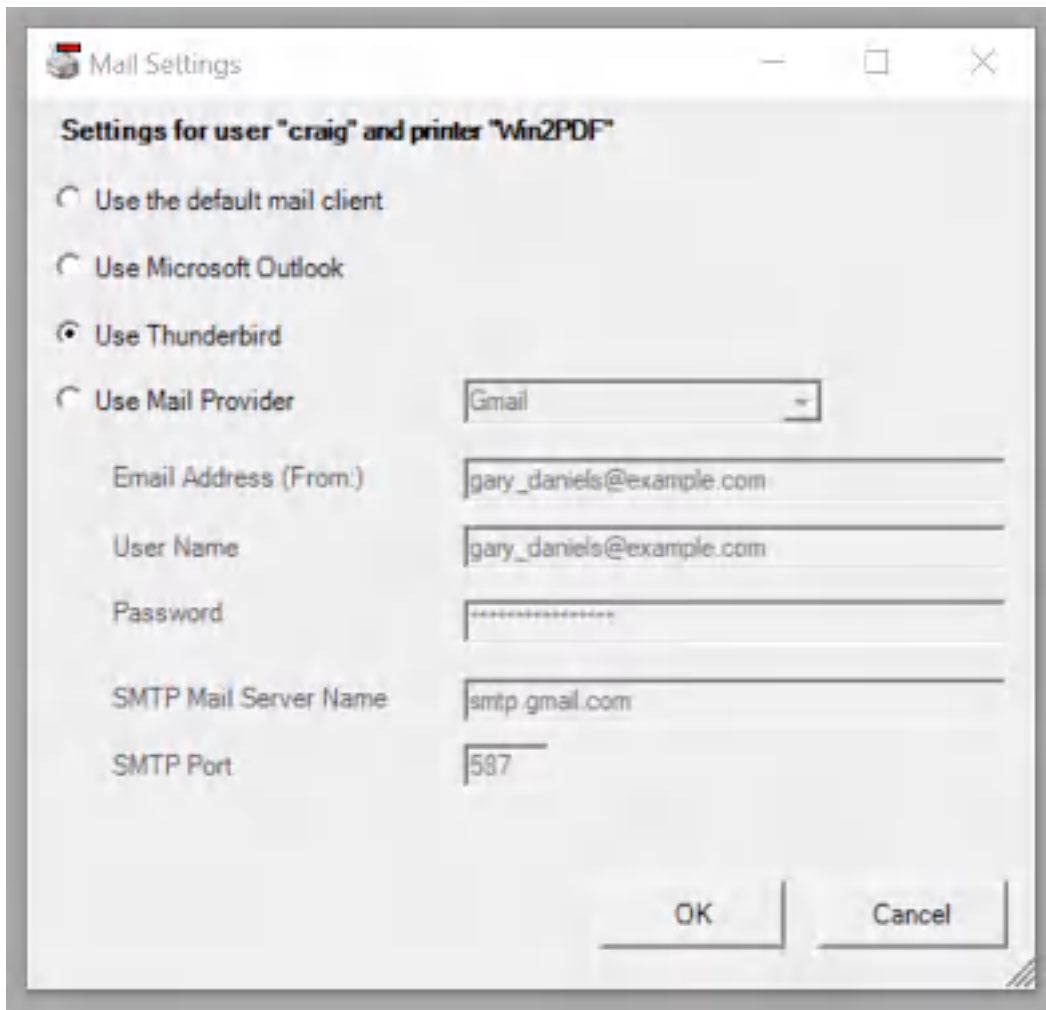
<https://www.thunderbird.net/>

To configure Win2PDF to send using Mozilla Thunderbird, first open the "Configure Mail" from the Win2PDF Desktop file menu.



Win2PDF Configure Mail

You can also open "**Configure Win2PDF Mail**" from the Windows start menu under the "Win2PDF" program group. The following Window is displayed:

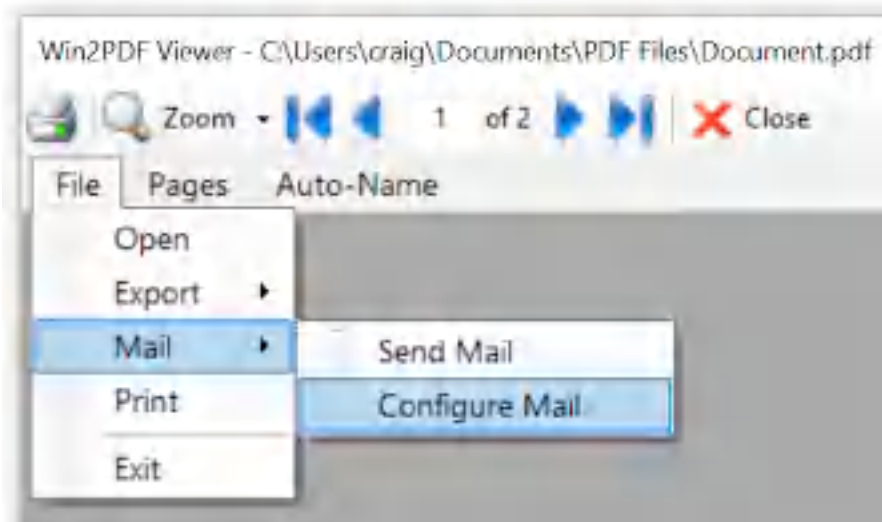


Win2PDF Mail Configure Thunderbird

Select "Use Thunderbird" and click OK. The Win2PDF Desktop "[Send Mail](#)" and the Win2PDF "[Send File](#)" features will now use Mozilla Thunderbird to attach a PDF to a new email message.

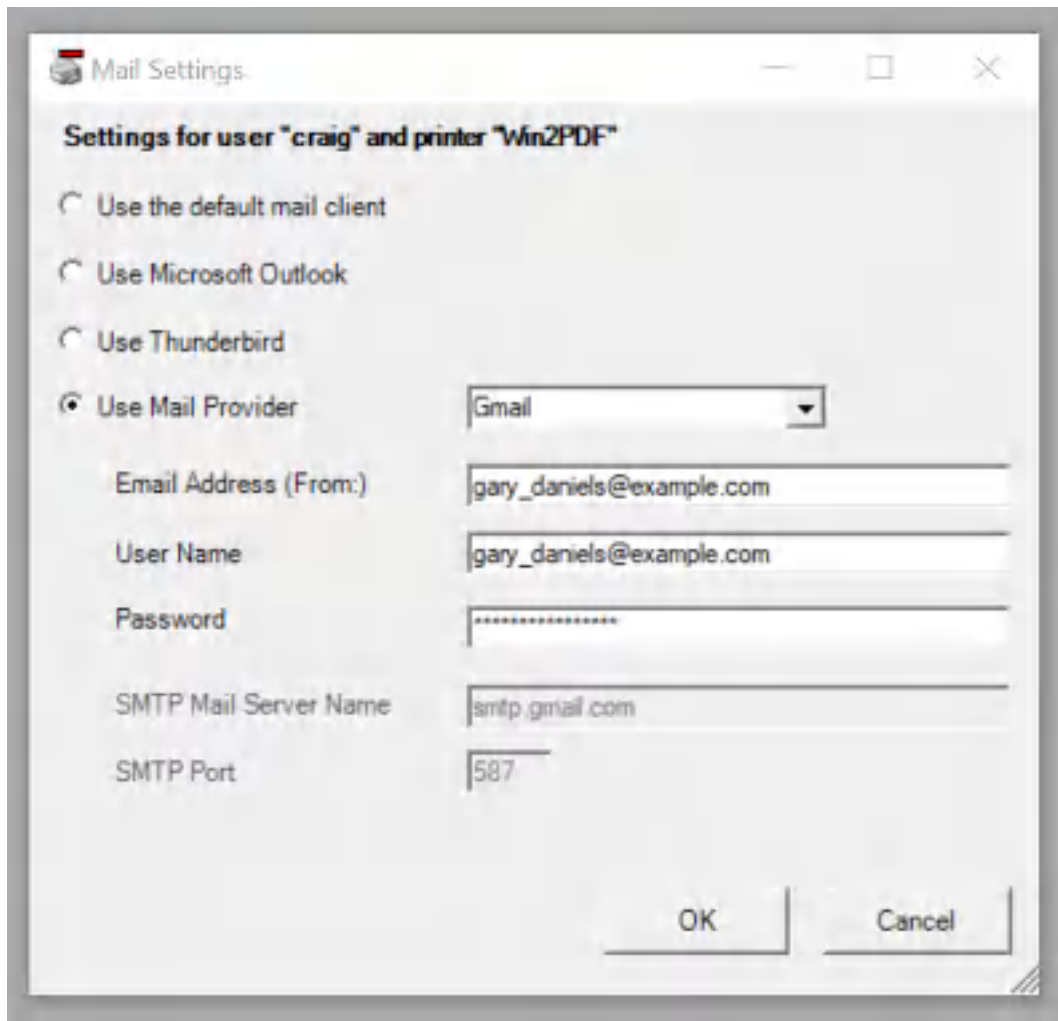
4.6.17.3 Configure Win2PDF Mail for Gmail

To configure Win2PDF to send using Google Gmail, first open the "Configure Mail" from the Win2PDF Desktop file menu.



Win2PDF Configure Mail

You can also open "**Configure Win2PDF Mail**" from the Windows start menu under the "Win2PDF" program group. The following Window is displayed:



Configure GMail Mail Provider

Select "Use Mail Provider" and select "Gmail". Fill in the "Email Address (From:)" and "User Name" fields with your Gmail address. If you have 2 factor verification enabled on your Gmail account (recommended), follow these steps to create an App Password.

Go to your [Google Account](#).

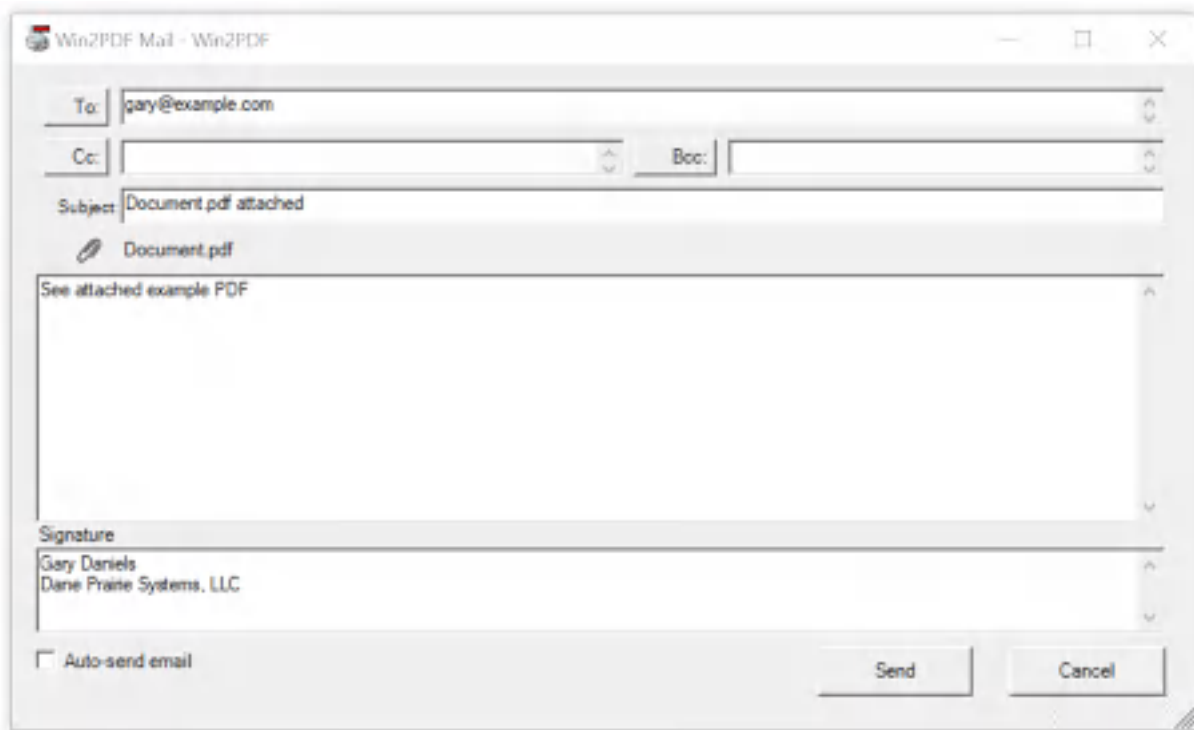
1. Select Security.
2. Under "**Signing in to Google**," select **App Passwords**. You may need to sign in. If you don't have this option, it might be because:
 - o 2-Step Verification is not set up for your account.
 - o 2-Step Verification is only set up for security keys.
 - o Your account is through work, school, or other organization.
 - o You turned on Advanced Protection.
3. At the bottom, choose "**Select app**" and choose "**Other (Custom Name)**". Type "Win2PDF Mail" and then click "**Generate**".

4. Follow the instructions to enter the App Password. The App Password is the 16-character code in the yellow bar on your device.
5. Copy the 16-character code or write it down.
6. Paste or enter the 16 character code into the Win2PDF Mail Settings "**Password**" field.
7. Click OK.

Note: You'll only have to enter an App Password once, so don't worry about memorizing it. You can generate a new App Password if you need to reconfigure Win2PDF Mail.

If you don't have 2 factor verification enabled, just enter your Gmail password in the "**Password**" field. If you get a password error, you may need to turn on "[Allow less secure app access](#)".

The Win2PDF Desktop "[Send Mail](#)" and the Win2PDF "[Send File](#)" features will display the following window when you send a PDF:

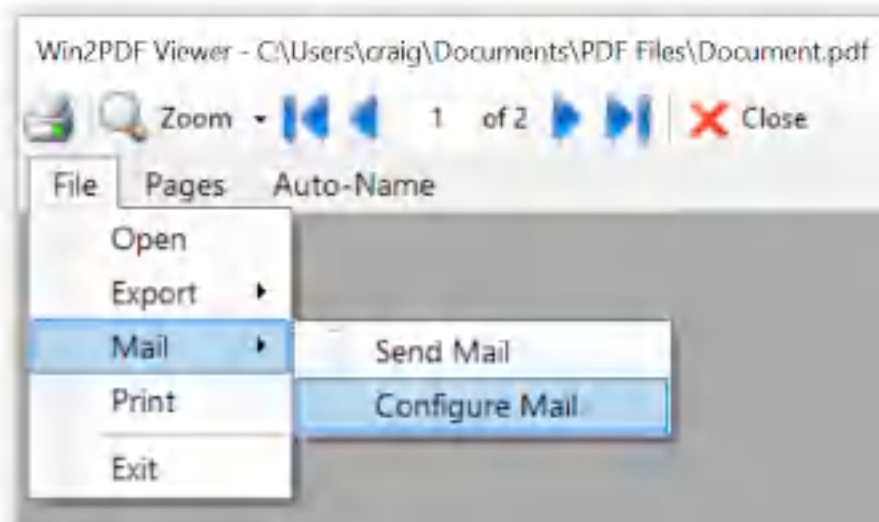


Win2PDF Compose Mail

When you click "Send", the email will be sent using the Gmail server.

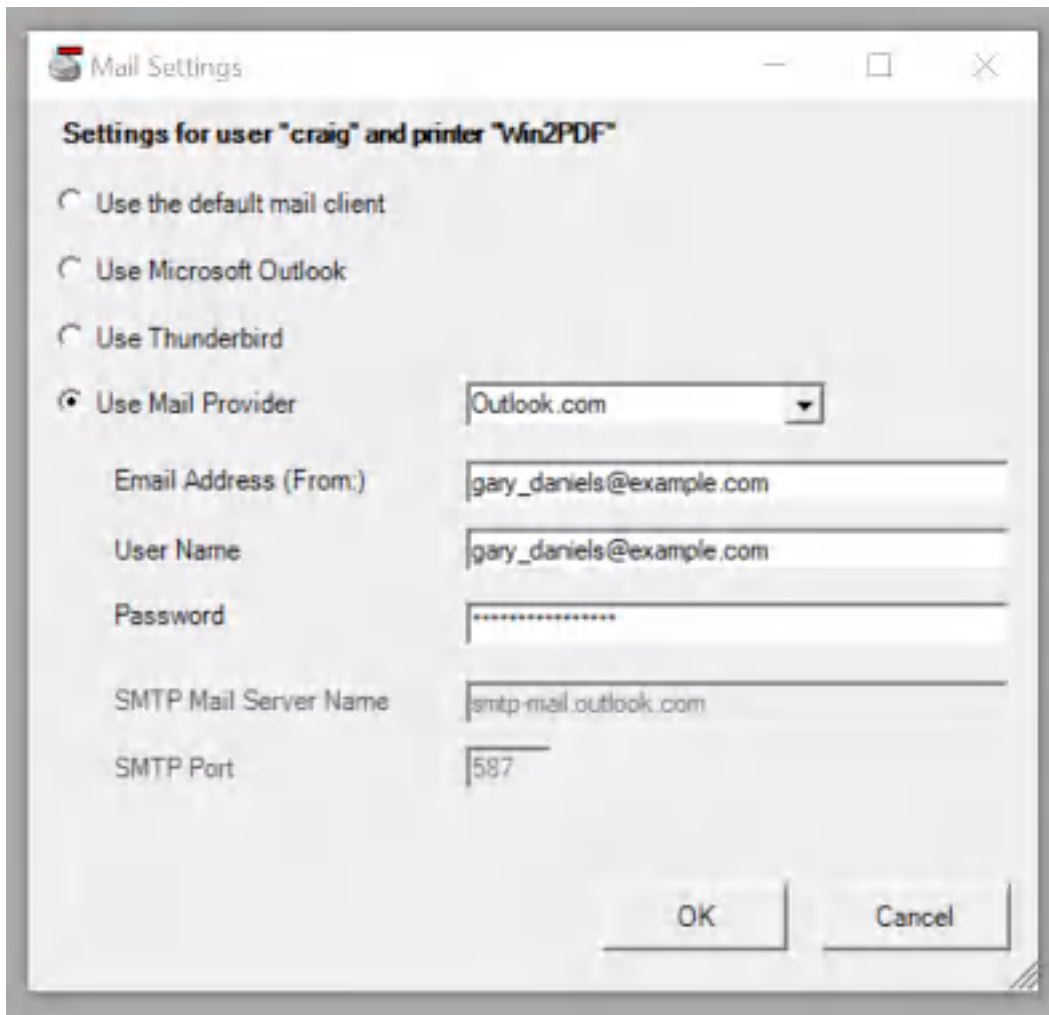
4.6.17.4 Configure Win2PDF Mail for Outlook.com

To configure Win2PDF to send using Outlook.com, first open the "Configure Mail" from the Win2PDF Desktop file menu.



Win2PDF Configure Mail

You can also open "**Configure Win2PDF Mail**" from the Windows start menu under the "Win2PDF" program group. The following Window is displayed:



Configure Outlook.com Mail Provider

Select "Use Mail Provider" and select "Outlook.com". Fill in the "Email Address (From:)" and "User Name" fields with your Outlook.com or Hotmail.com address. If you have 2 step verification enabled on your Outlook.com account (recommended), follow these steps to create an

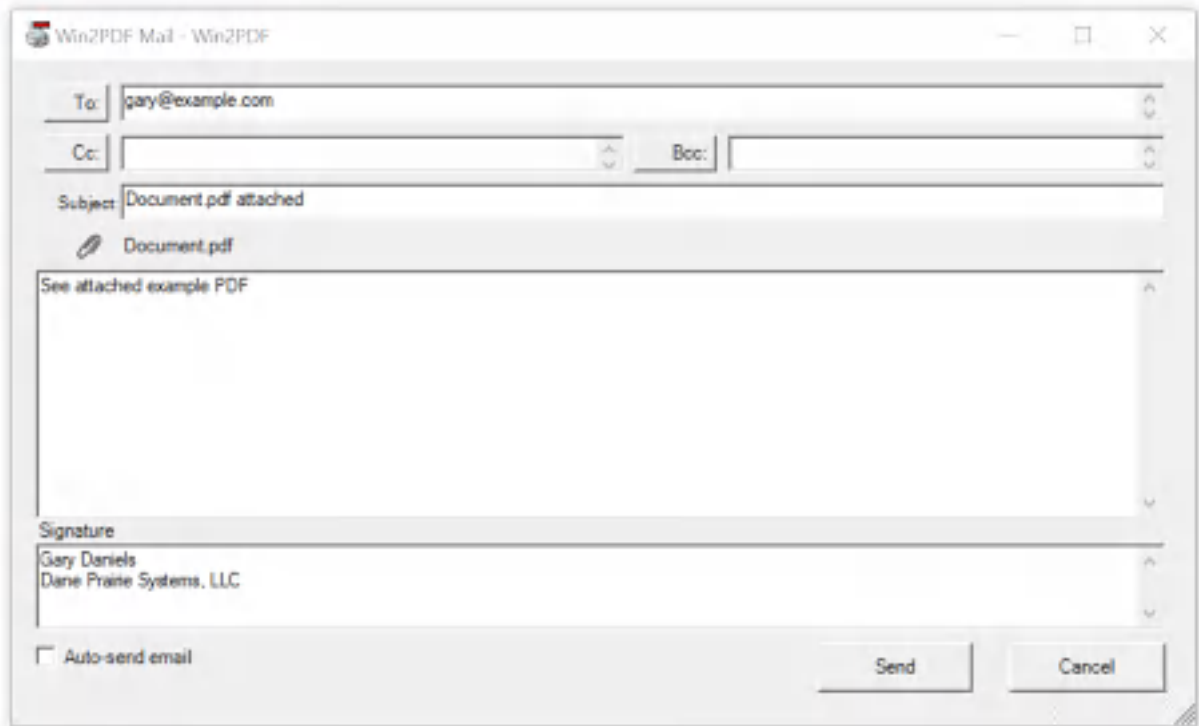
Go to the [Security basics](#) page and sign in to your Microsoft account.

1. Select "**Advanced security options**".
2. Under App passwords, select Create a new app password. A new app password is generated and appears on your screen.
3. Copy this password to the clipboard, or write it down.
4. Enter this app password in the Win2PDF Mail Settings "**Password**" field.

Note: You'll only have to enter an App Password once, so don't worry about memorizing it. You can generate a new App Password if you need to reconfigure Win2PDF Mail.

If you don't have 2 step verification enabled, just enter your Outlook.com password in the "**Password**" field.

The Win2PDF Desktop "[Send Mail](#)" and the Win2PDF "[Send File](#)" features will display the following window when you send a PDF:

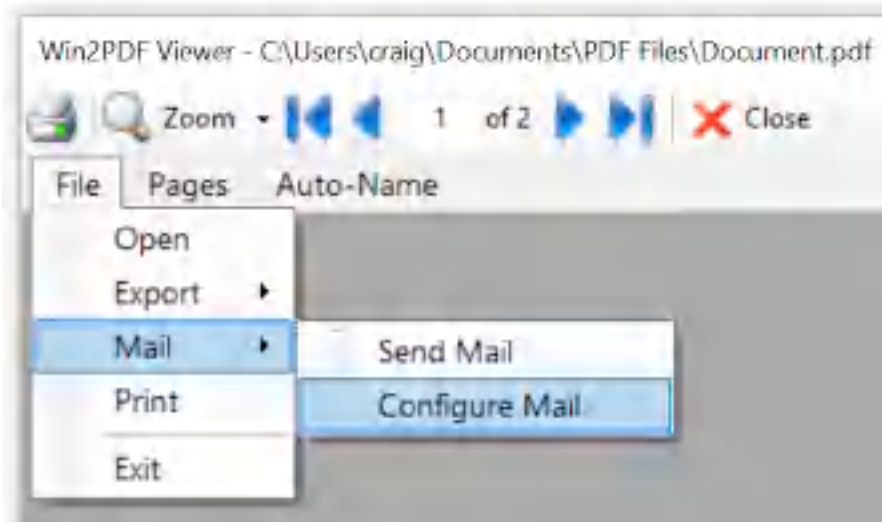


Win2PDF Compose Mail

When you click "Send", the email will be sent using the Outlook.com server.

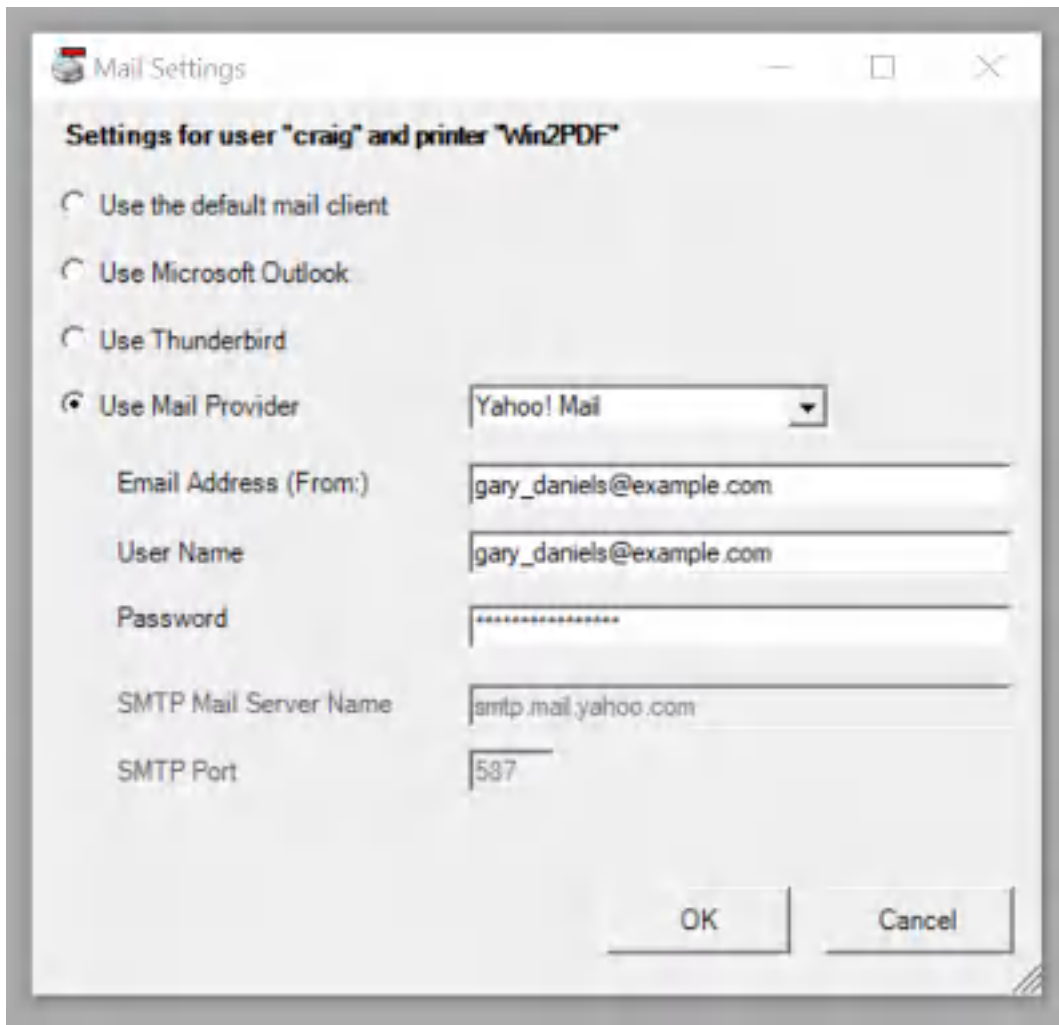
4.6.17.5 Configure Win2PDF Mail for Yahoo! Mail

To configure Win2PDF to send using Yahoo! Mail, first open the "Configure Mail" from the Win2PDF Desktop file menu.



Win2PDF Configure Mail

You can also open "**Configure Win2PDF Mail**" from the Windows start menu under the "Win2PDF" program group. The following Window is displayed:

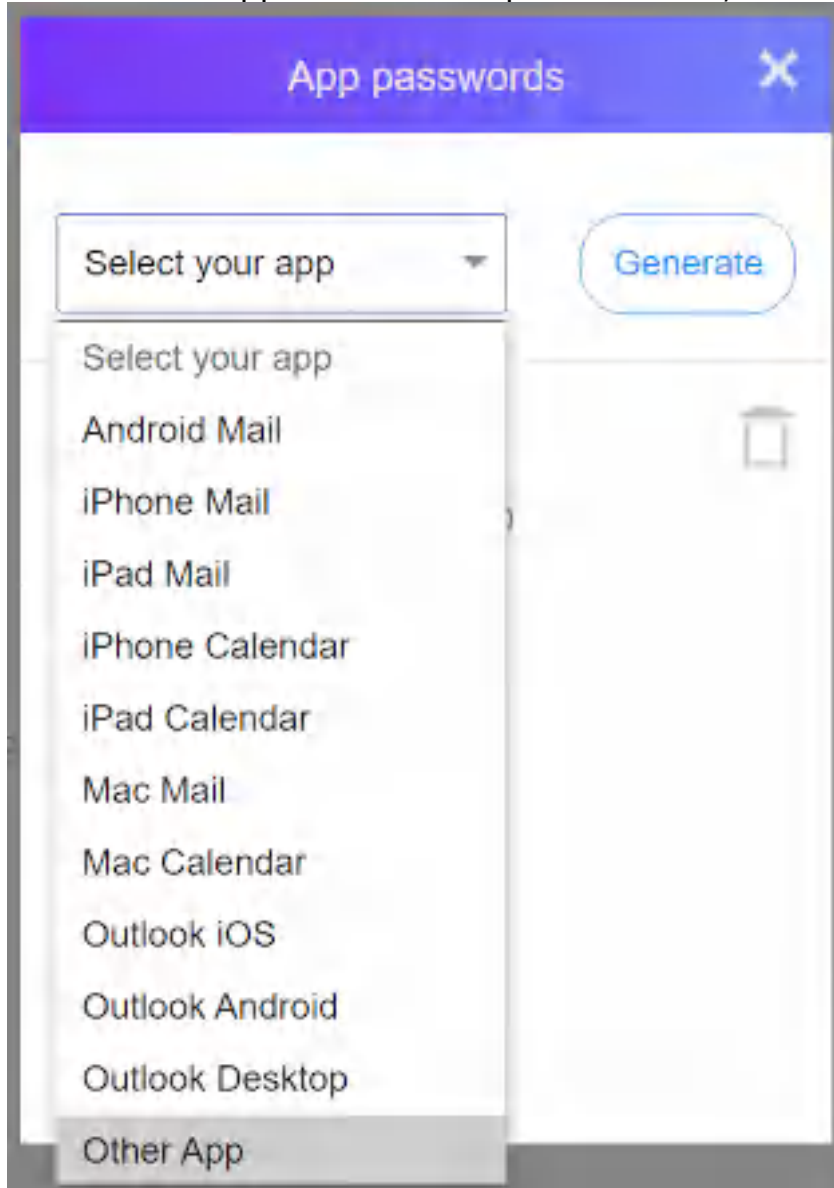


Configure Yahoo! Mail Provider

Select "Use Mail Provider" and select "Yahoo! Mail". Fill in the "Email Address (From:)" and "User Name" fields with your Yahoo! Mail address. If you have Yahoo! Account Key enabled on your Yahoo! Mail account (recommended), follow these steps to create an App Password for Win2PDF Mail.

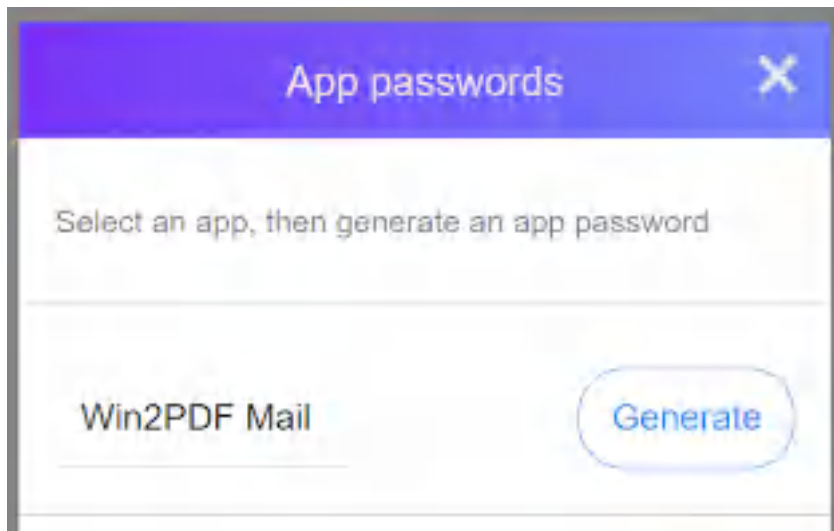
1. [Sign in to Yahoo! and go to your Account security page.](#)
2. Click Generate app password or Manage app passwords.

3. Select "Other App" from the drop down menu,



Configure Yahoo! Mail App Password

type in "Win2PDF Mail" in the "Enter custom name" box,



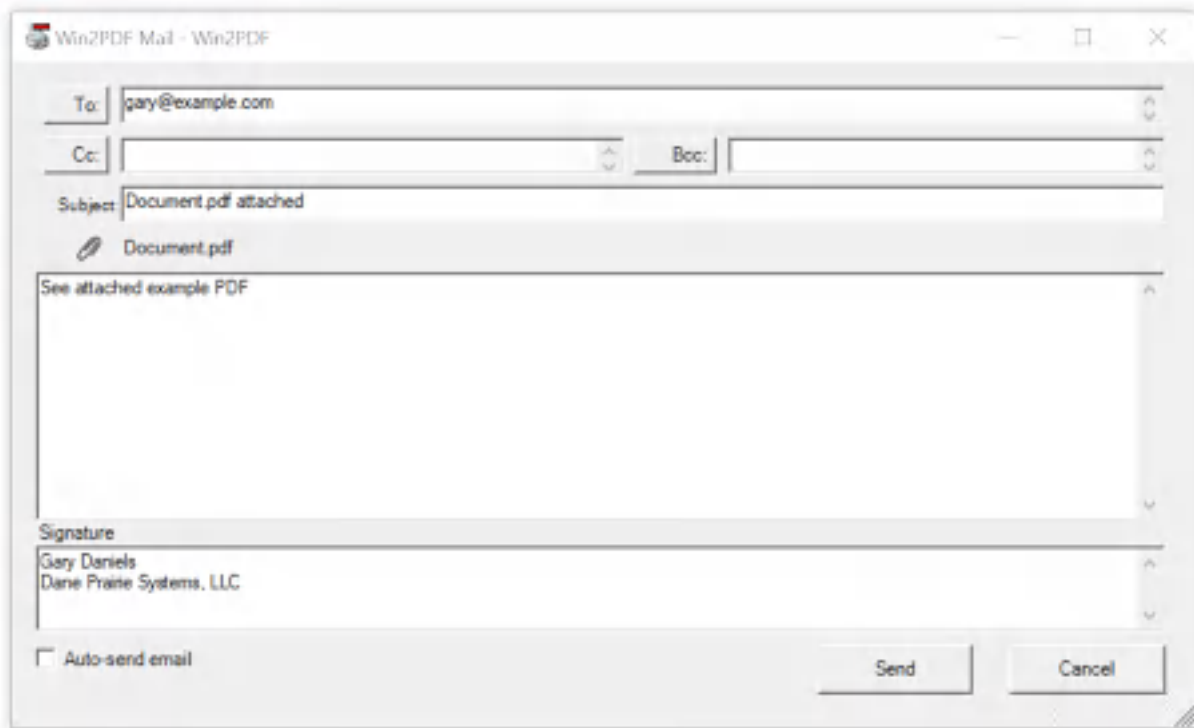
Generate Yahoo! Mail App Password

- and click Generate.
4. Copy the password to the clipboard, or write it down.
 5. Click Done.
 6. Paste or enter the password into the Win2PDF Mail Settings "**Password**" field.

Note: You'll only have to enter an App Password once, so don't worry about memorizing it. You can generate a new App Password if you need to reconfigure Win2PDF Mail.

If you don't have Yahoo! Account Key enabled, just enter your Yahoo! Mail password in the "**Password**" field.

The Win2PDF Desktop "[Send Mail](#)" and the Win2PDF "[Send File](#)" features will display the following window when you send a PDF:

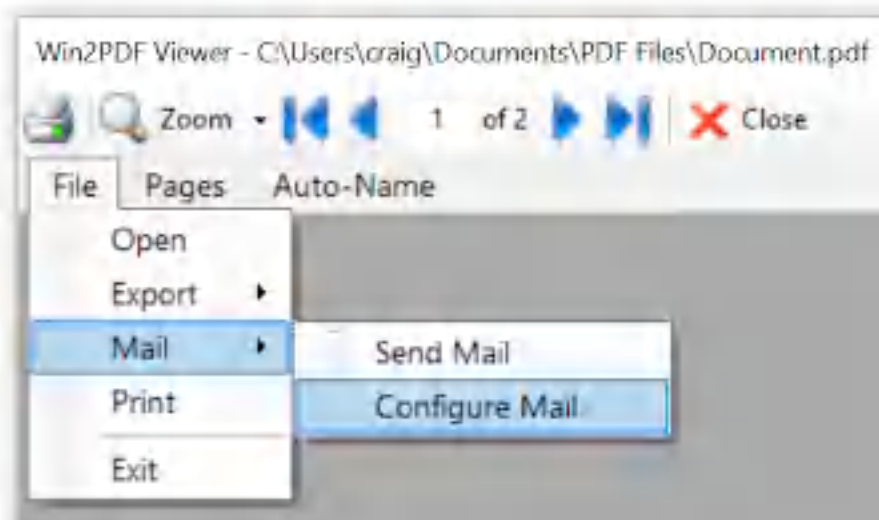


Win2PDF Compose Mail

When you click "Send", the email will be sent using the Yahoo! Mail server.

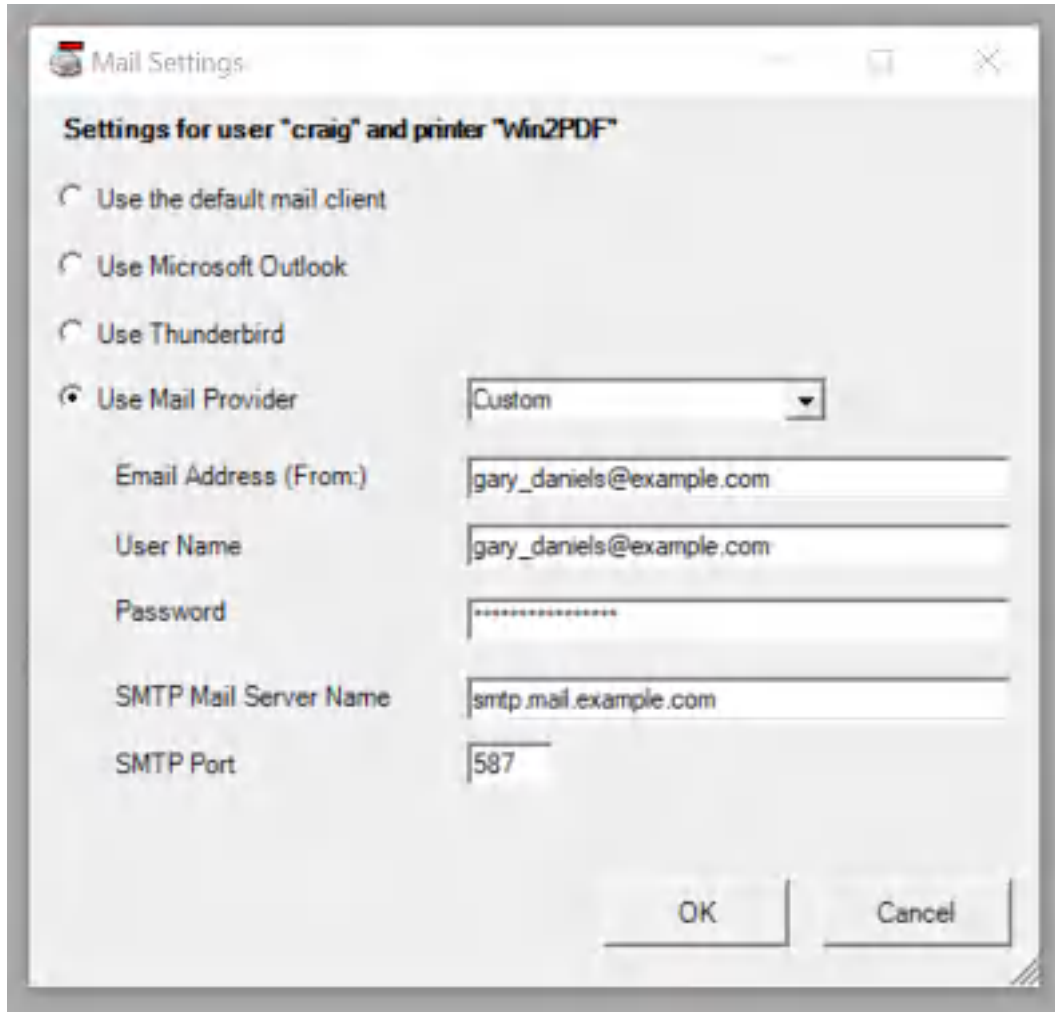
4.6.17.6 Configure Win2PDF Mail for a Custom SMTP Server

Most email providers support sending email through a Simple Mail Transport Protocol (SMTP) server. To configure Win2PDF Mail to use a SMTP server, first open the "Configure Mail" from the Win2PDF Desktop file menu.



Win2PDF Configure Mail

You can also open "**Configure Win2PDF Mail**" from the Windows start menu under the "Win2PDF" program group. The following Window is displayed:



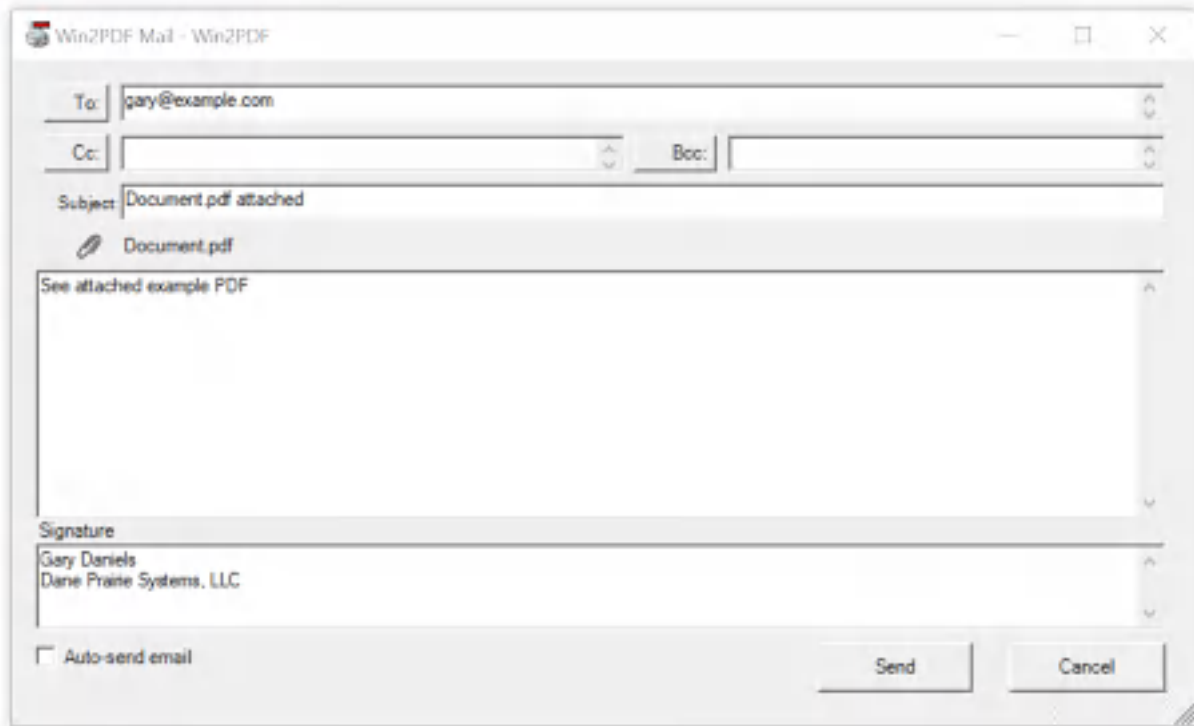
Configure Custom Mail Provider

Select "Use Mail Provider" and select "Custom". Fill in the "Email Address (From:)" and "User Name" fields with your email address, and enter your Password in the "Password" field.

Enter the SMTP Server Name provided by your email administrator in the "SMTP Server Name" field. Enter the SMTP port number in the "SMTP Port" field. The most common ports are 587 and 465.

Note: Win2PDF Mail only supports SMTP servers that require authentication and that use SSL.

The Win2PDF Desktop "[Send Mail](#)" and the Win2PDF "[Send File](#)" features will display the following window when you send a PDF:



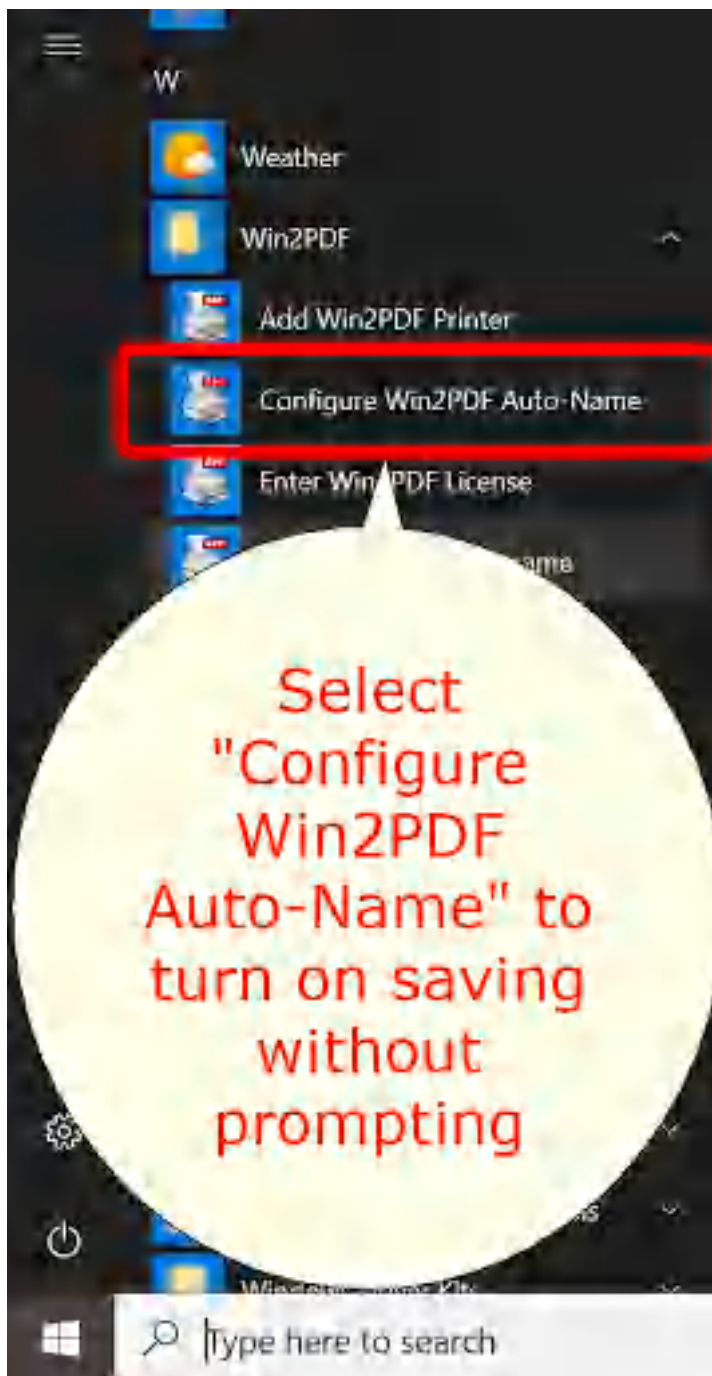
Win2PDF Compose Mail

When you click "Send", the email will be sent using the Yahoo! Mail server.

4.6.18 How To Configure Auto-Name Settings

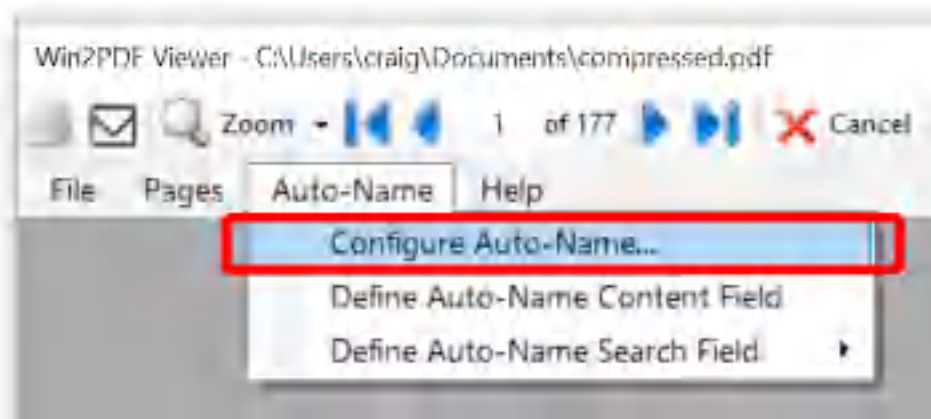
Win2PDF and Win2Image can be configured to automatically name files and skip the file save window. There are 3 ways to configure this:

1. You can run the "[Configure Win2PDF Auto-Name](#)" shortcut from the Windows Start menu.



Start Menu Configure Win2PDF Auto-Name

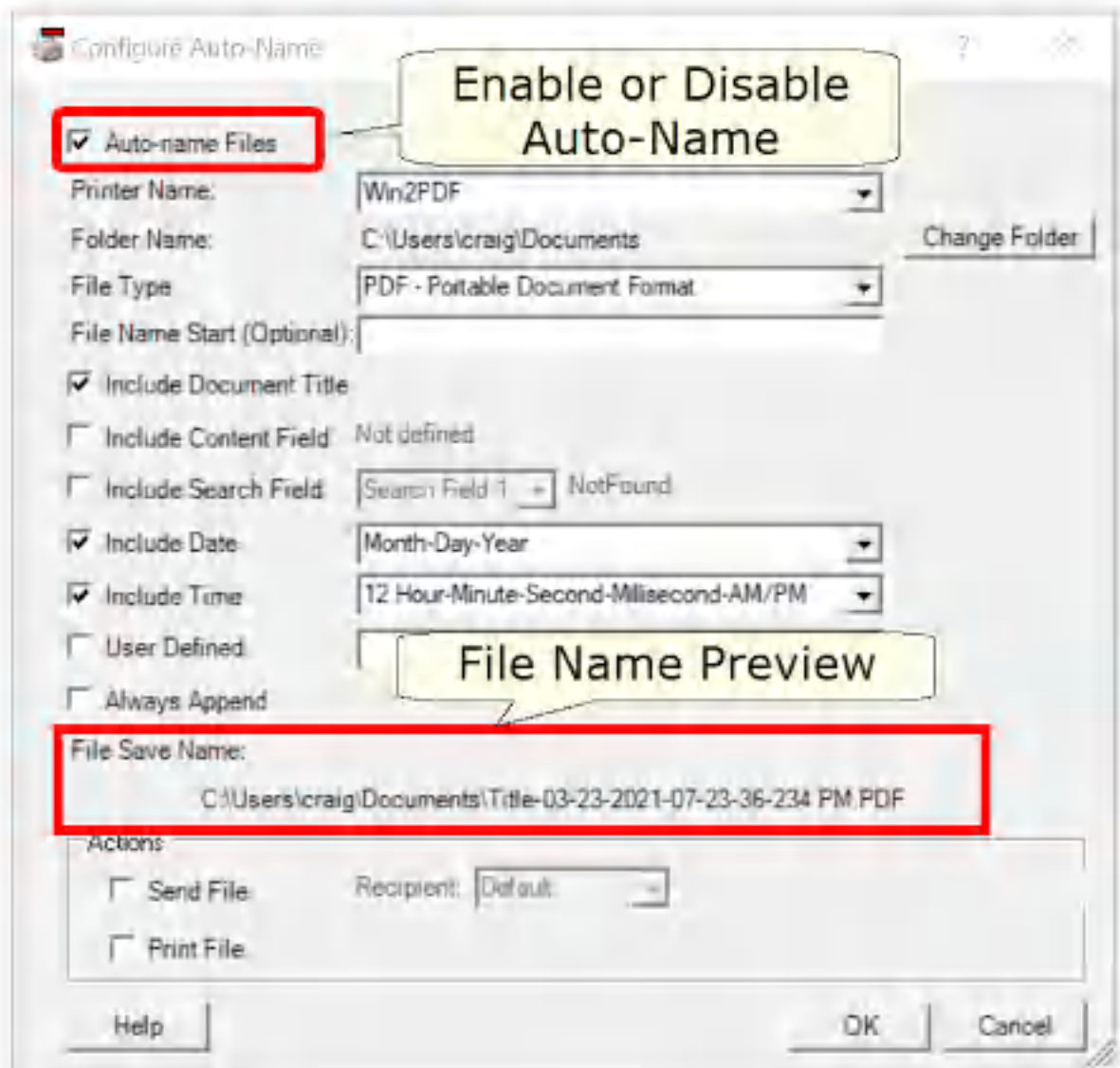
2. You can open "[Configure Win2PDF Auto-Name](#)" from the "Auto-Name" menu of the Win2PDF Desktop App.



Win2PDF Desktop Open Configure Win2PDF Auto-Name

3. You can print to the Win2PDF printer, and open the ["Document" tab of PDF Options](#) when you print to the Win2PDF printer.

Options 1 and 2 will display the following window:



Win2PDF Desktop Configure Auto-Name

Checking the "Auto-name Files" option enables the auto-name feature for the printer selected under "Printer Name". To turn off the auto-name feature and configure Win2PDF to display a file save window, un-check the "Auto-name Files" option.

You can configure the naming options by checking options. The "File Save Name" preview will automatically update as you enable and disable options to show an example file name.

The available naming options are:

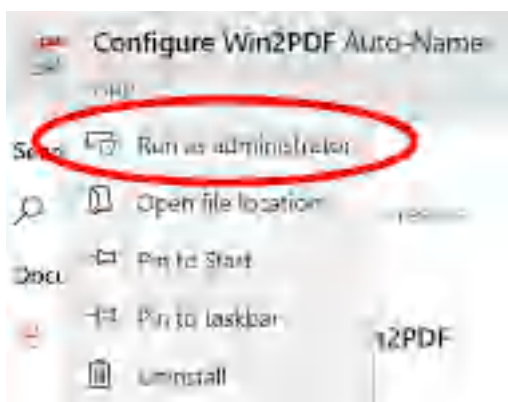
[Auto-name: Printer Name](#)

[Auto-name: Folder Name](#)
[Auto-name: File Type](#)
[Auto-name: File Name Start](#)
[Auto-name: Include Document Title](#)
[Auto-name: Include Content Field](#)
[Auto-name: Include Search Field](#)
[Auto-name: Include Date](#)
[Auto-name: Include Time](#)
[Auto-name: User Defined](#)
[Auto-name: Always Append](#)
[Auto-name Actions: Send File](#)
[Auto-name Actions: Print File](#)

If you previously configured Auto-Name through the ["Document" tab of PDF Options](#), the settings will be reflected in the Configure Win2PDF Auto-Name window.

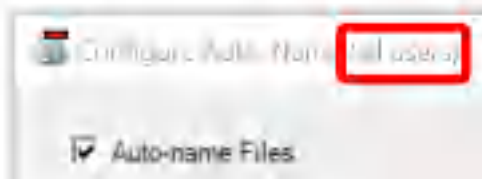
The auto-name configuration is stopped if you hold down the shift key while printing to the Win2PDF printer. If you are printing to Win2PDF in the background while typing in another program, you may accidentally stop the auto-name if you press the shift key. If you want to prevent this from happening, you can use the Win2PDF Admin Utility "Troubleshooting" option to ["Disable Auto-Name Shift Key check"](#).

The auto-name settings in this window only apply to the currently logged in user. Administrators can enable Auto-Name for all users by right clicking on the "Configure Auto-Name" shortcut and select "Run As Administrator".



Configure Win2PDF Auto-name for all users

The "Configure Win2PDF Auto-Name" window title should display "all users".

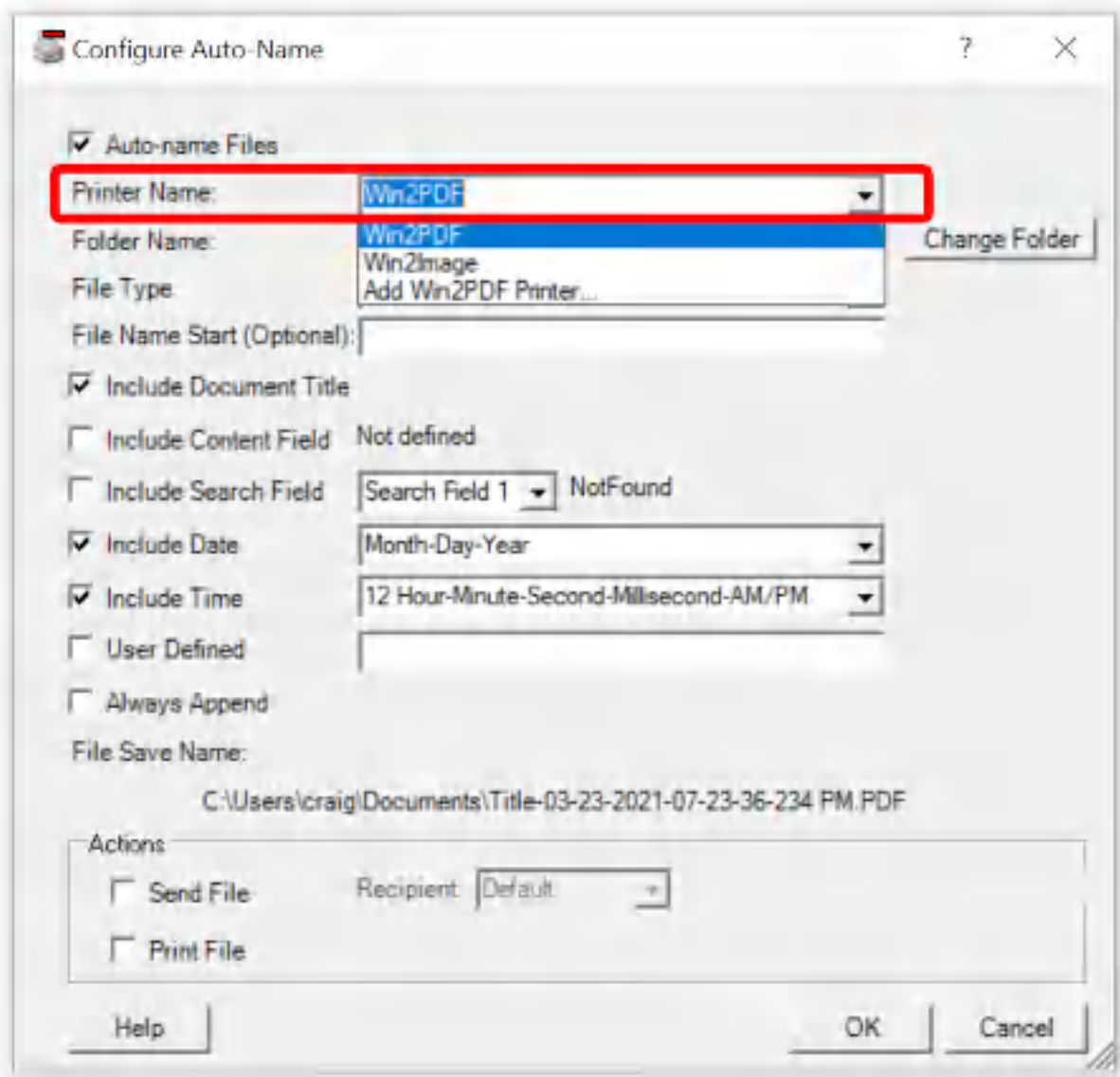


4.6.18.1 Auto-Name: Printer Name

The "Printer Name" setting allows you to change the Auto-name settings for each individual printer. Each printer can have a different configuration with auto-name enabled or disabled, different folder names, and different options for the file name.

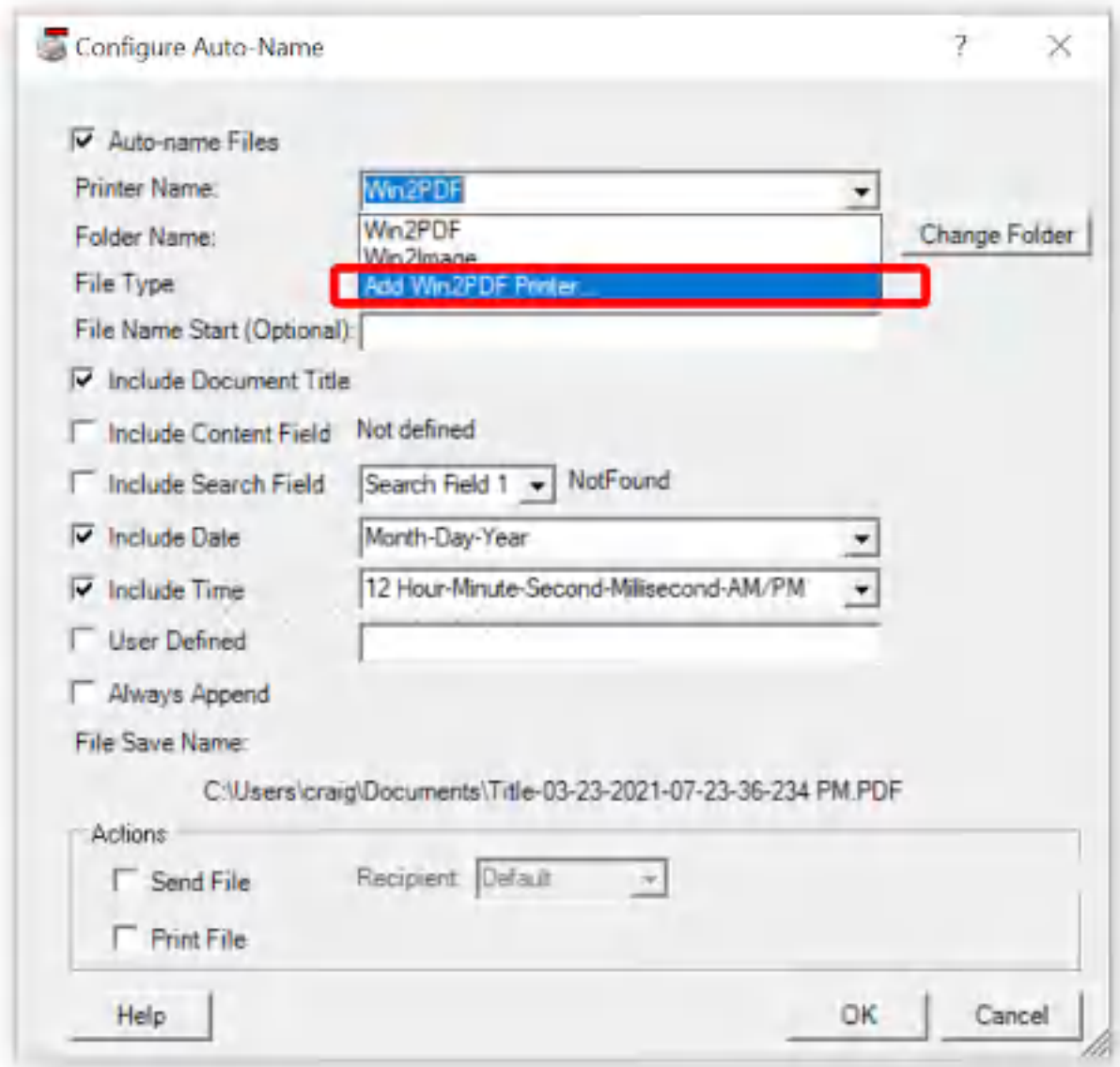
For example, you may have different actions for different types of documents. You may want to always save invoices to a specific folder and print a copy to a paper printer. You may want to save sales quotes to a different folder and automatically email them. At other times, you may create PDFs interactively and choose the file location in the Win2PDF "File Save" pop-up window. You can handle these cases by creating separate Win2PDF printers to handle each work flow. You could create a new printer named "Win2PDF Invoice" that is configured to automatically name PDF files and print, a second printer named "Win2PDF Sales Quote" that is configured automatically name to a different folder and email, and you can leave the "Auto-Name" feature off for the "Win2PDF" printer so you can still print interactively.

The "Printer Name" setting displays all available Win2PDF and Win2Image printers are displayed.



Configure Win2PDF Auto-Name: Select Printer

The "Printer Name" setting also allows you to add a printer by selecting "Add Win2PDF Printer..." at the bottom of the printers list.

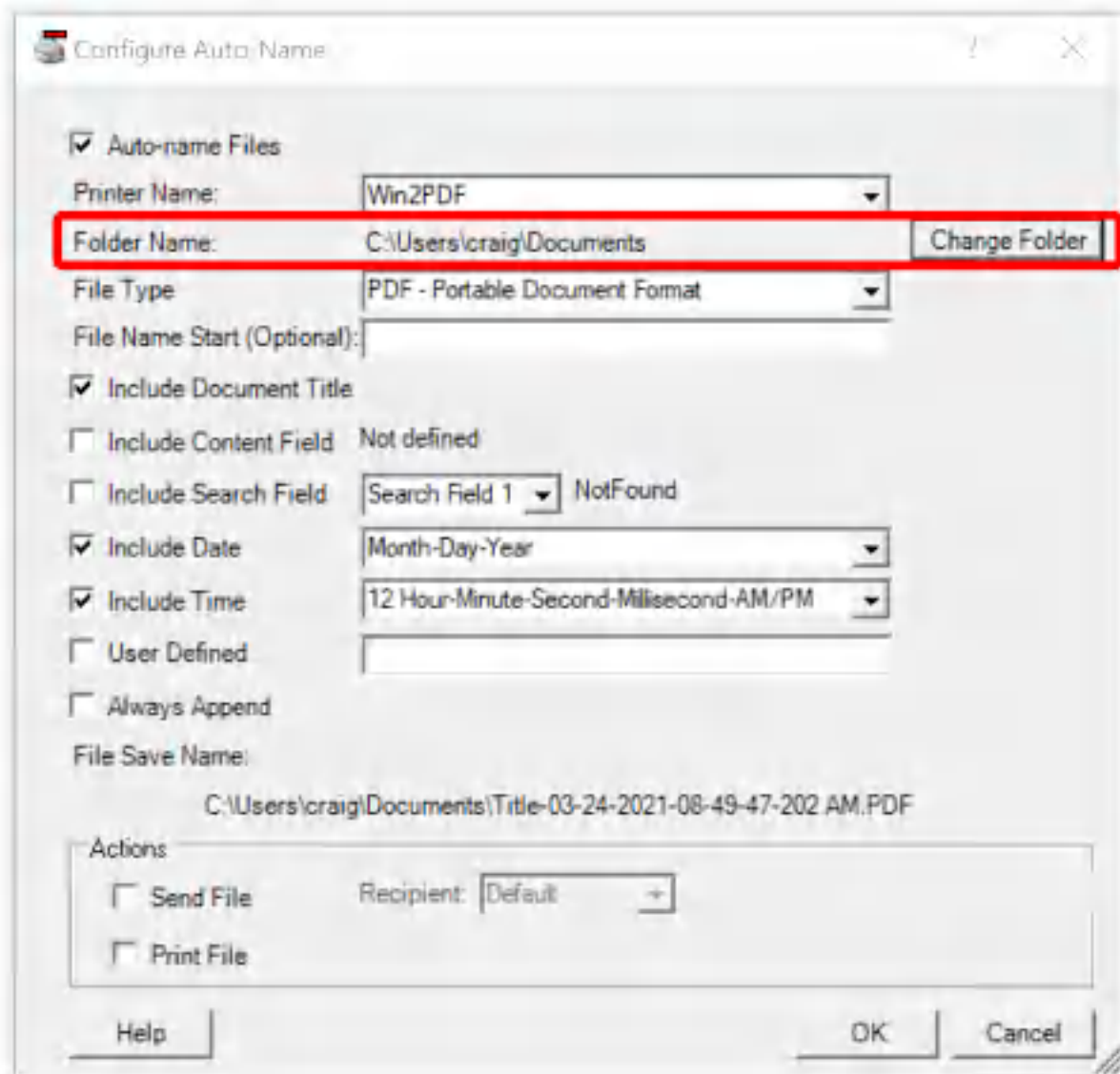


Configure Win2PDF Auto-name: Add Printer

Auto-name settings are stored separately for each printer, and it's often helpful to create a new Win2PDF printer when defining a new Auto-Name configuration.

4.6.18.2 Auto-Name: Folder Name

The "Folder Name" setting displays the current Auto-name folder for the currently selected printer. Clicking the "Change Folder" button allows you to change the folder. The folder can be either on the local computer or on a shared network location, but you must have write permissions to the folder.

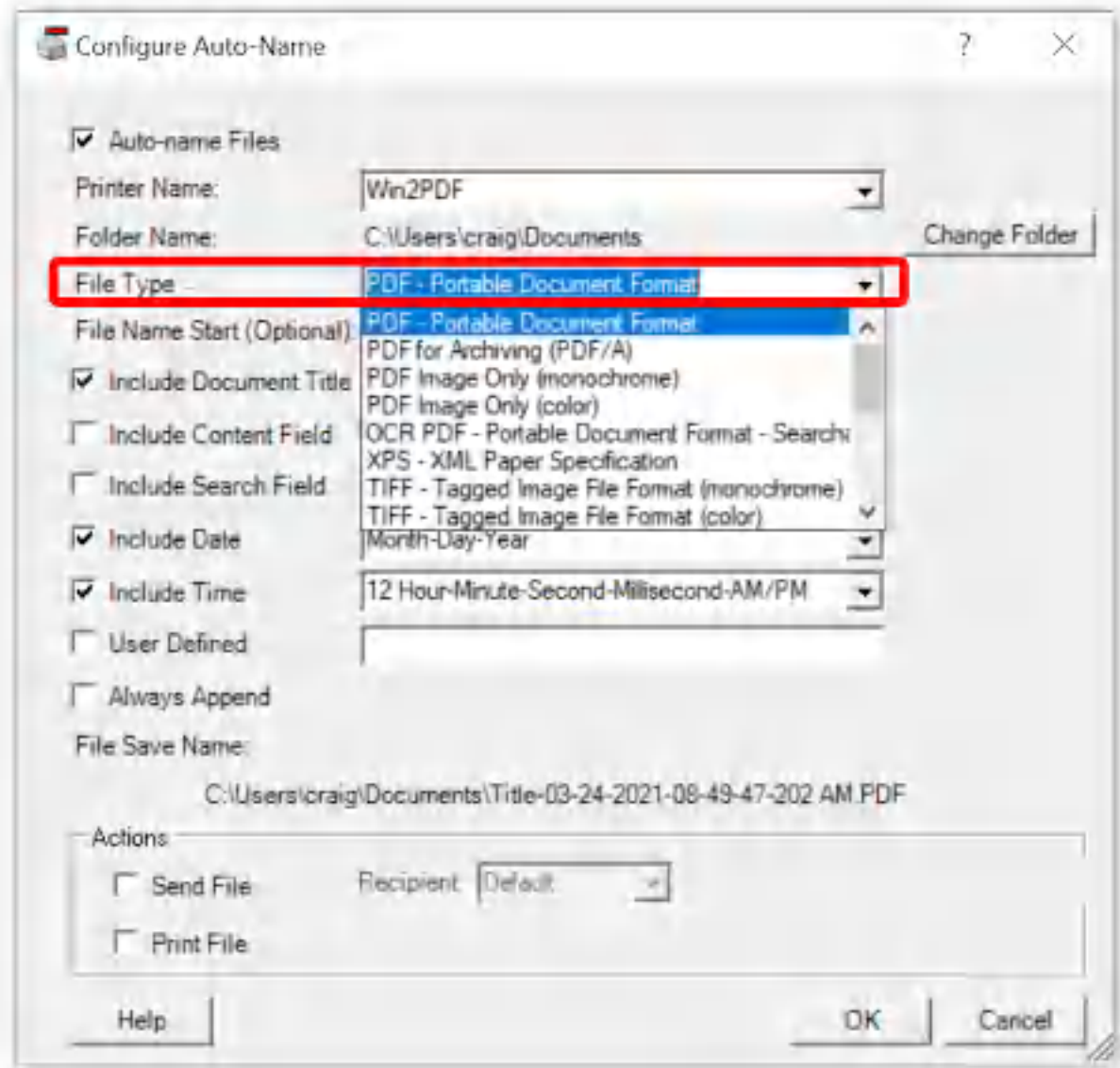


Win2PDF Desktop Configure Auto-Name Folder

The "Sample File Name" listed at the bottom of the window is updated to show what the resulting file name will be. This option can be combined with any of the other auto-name options.

4.6.18.3 Auto-Name: File Type

The "File Type" setting allows you to configure the type of file created by Win2PDF when the auto-name feature is enabled.



Win2PDF Desktop Configure Auto-Name File Type

The file type can be one of:

- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- PDF Image Only - monochrome
- PDF Image Only - color
- OCR PDF - Portable Document Format - Searchable *
- XPS - XML Paper Specification
- SVG - Scalable Vector Graphics
- Text - Formatted
- Text - Unformatted
- TIFF

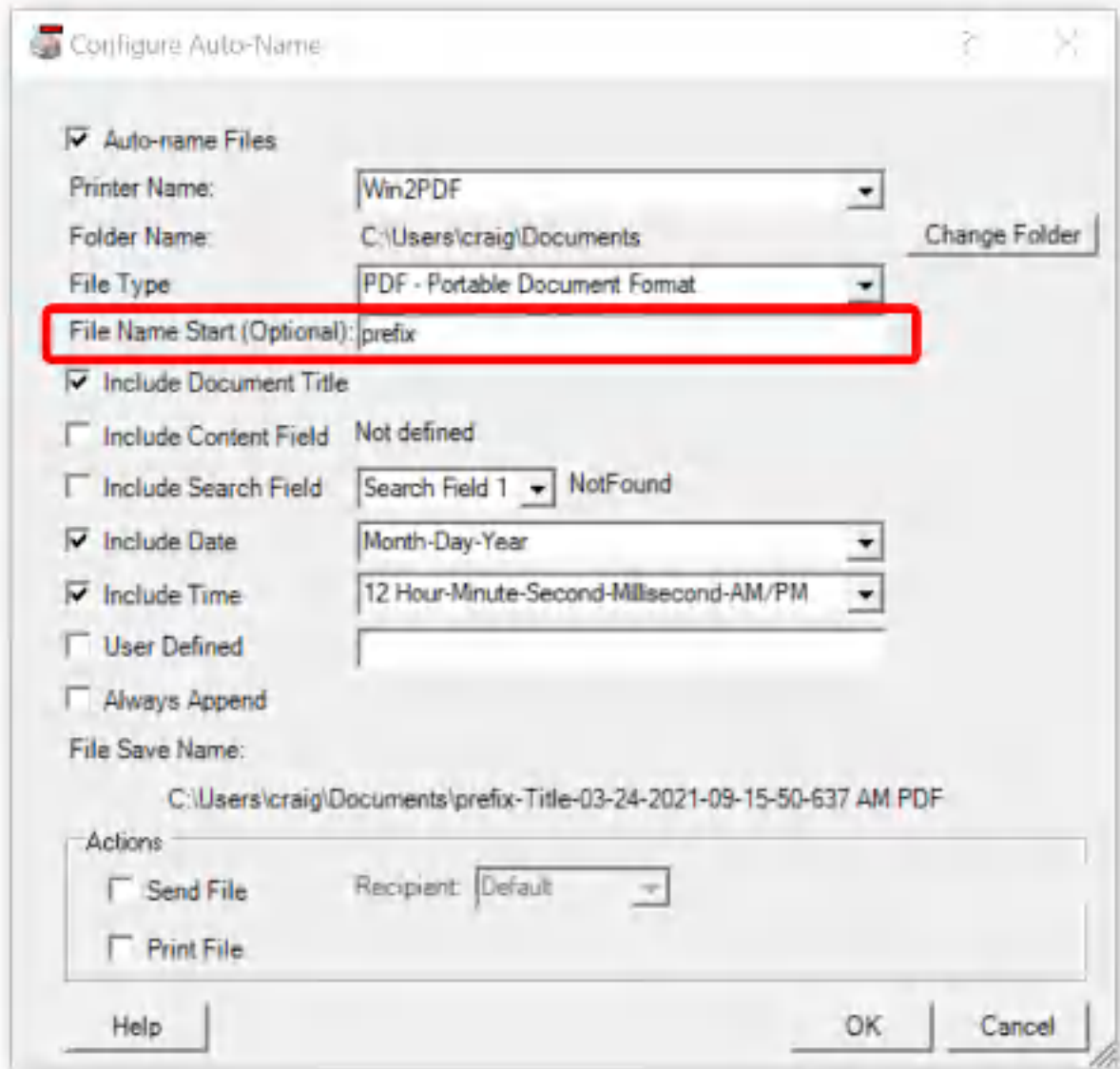
- JPEG
- GIF
- PNG
- BMP

*The "OCR PDF" file type is only available if you download and install the optional "Win2PDF Desktop with OCR" setup program from:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>

4.6.18.4 Auto-Name: File Name Start

When the "Auto-name Files" option is enabled, you can specify fixed text that will be added to the beginning of the PDF file name.

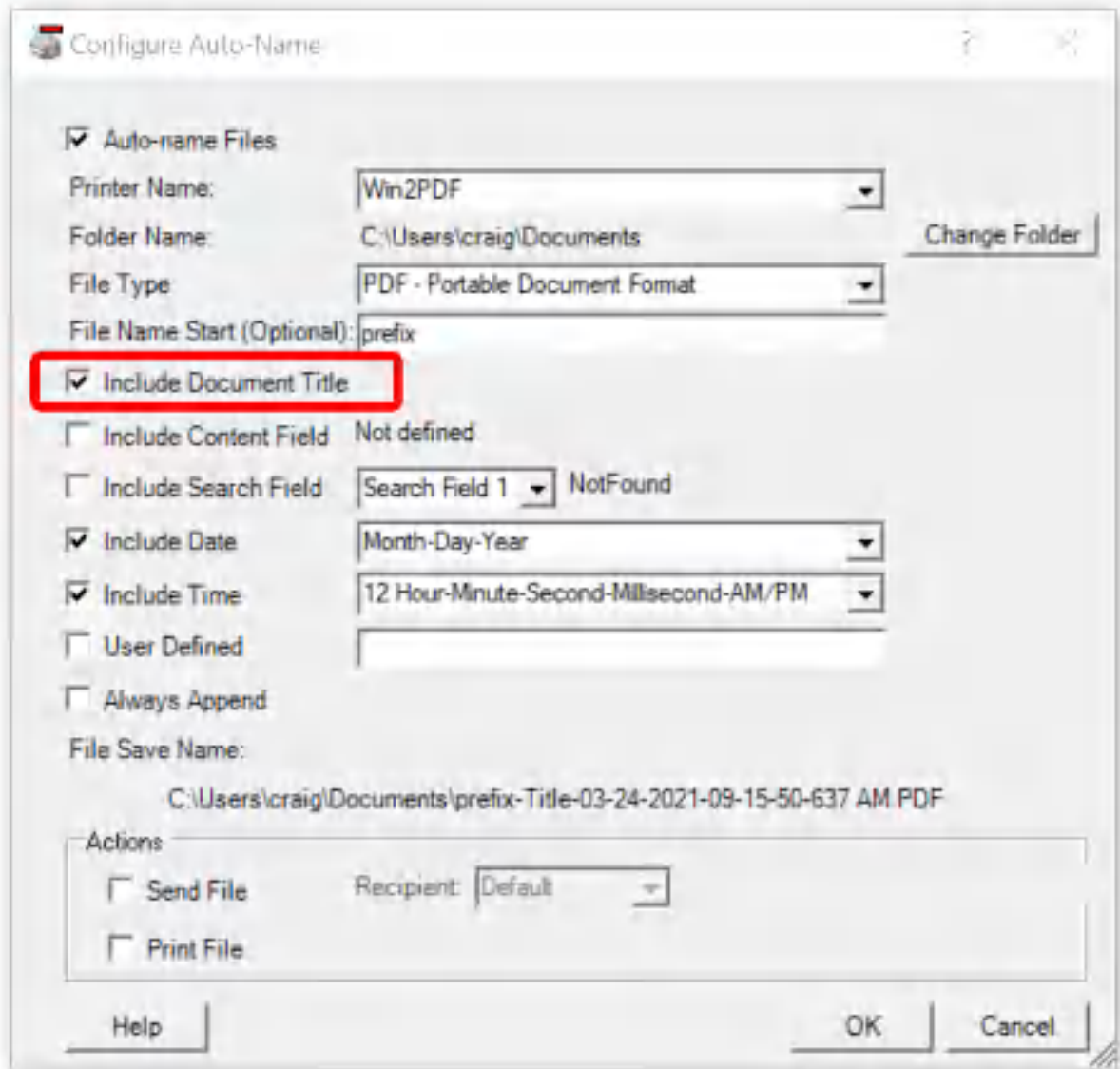


Auto-name Settings - File Name Start

The "Sample File Name" listed at the bottom of the window is updated to show what the resulting file name will be. This option can be combined with any of the other auto-name options.

4.6.18.5 Auto-Name: Include Document Title

When the "Auto-name Files" option is enabled, you can add the document title to the file name by checking the "Include Document Title" option.



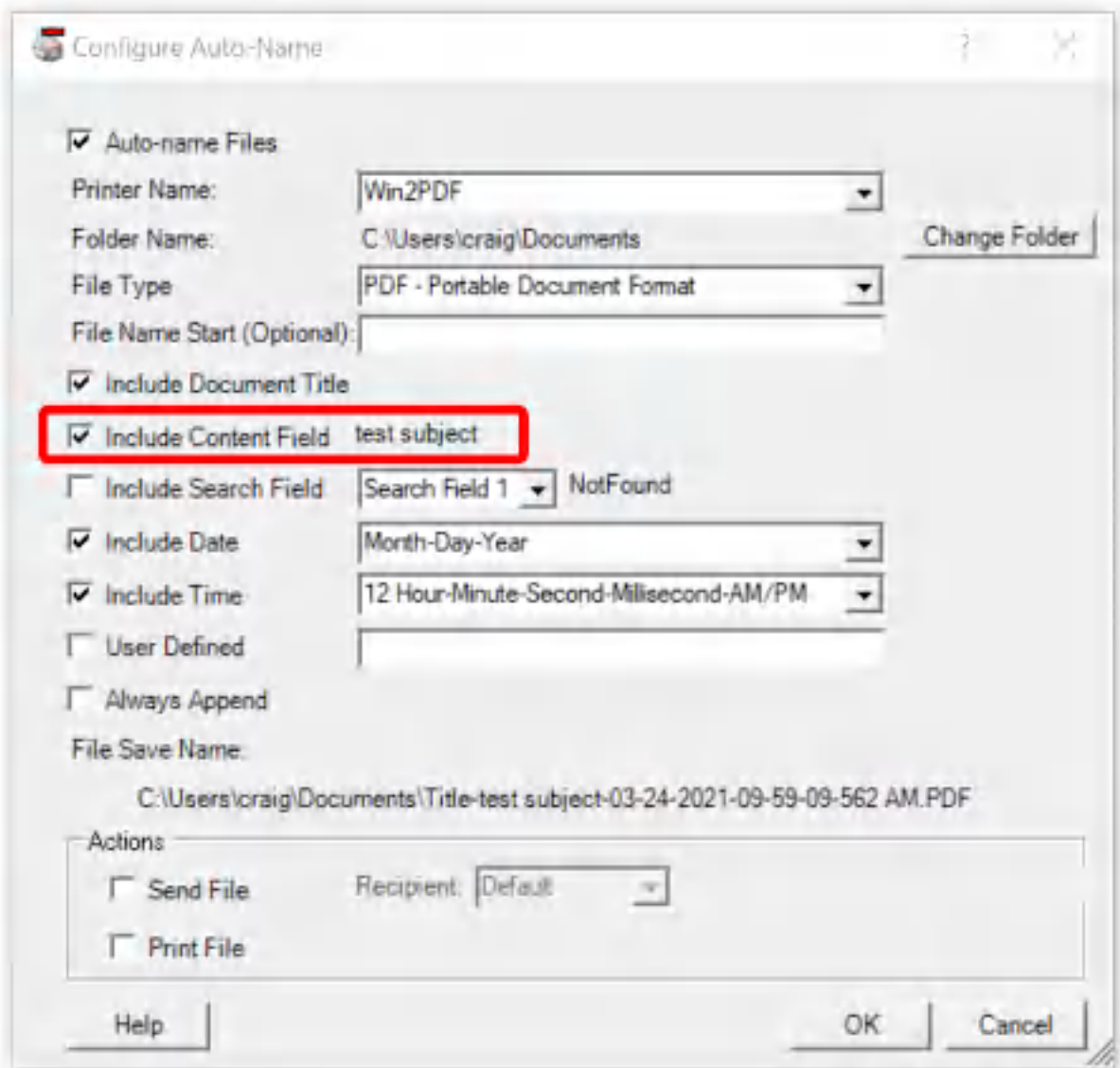
Win2PDF Desktop Auto-Name Settings - Include Document Title

The document title is set by the calling application, and may change for each document being printed depending on the application.

The "Sample File Name" listed at the bottom of the window is updated to show the resulting file name based on the options selected using "Title" as a placeholder for the application document title. This option can be combined with any of the other auto-name options.

4.6.18.6 Auto-Name: Include Content Field

When the "Auto-name Files" option is enabled, you can add a previously defined content field to the file name by checking the "Include Content Field" option.



Win2PDF Desktop Configure Auto-Name: Include Content Field

To define a content field, first open a representative PDF in the Win2PDF Desktop app. The content field is defined by selecting "[Define Auto-Name Content Field](#)" from the "Auto-Name" menu, and dragging a rectangle around the content in the open PDF document. If text is found in the rectangle defined by the content field, it will be displayed as sample text

after the "Include Content Field" item. If the content field hasn't been defined, the sample text will say "Not defined".

The "Sample File Name" listed at the bottom of the window is updated to show the resulting file name based on the options selected using the sample text from content field. This option can be combined with any of the other auto-name options.

The following screen cast shows how this can be defined.

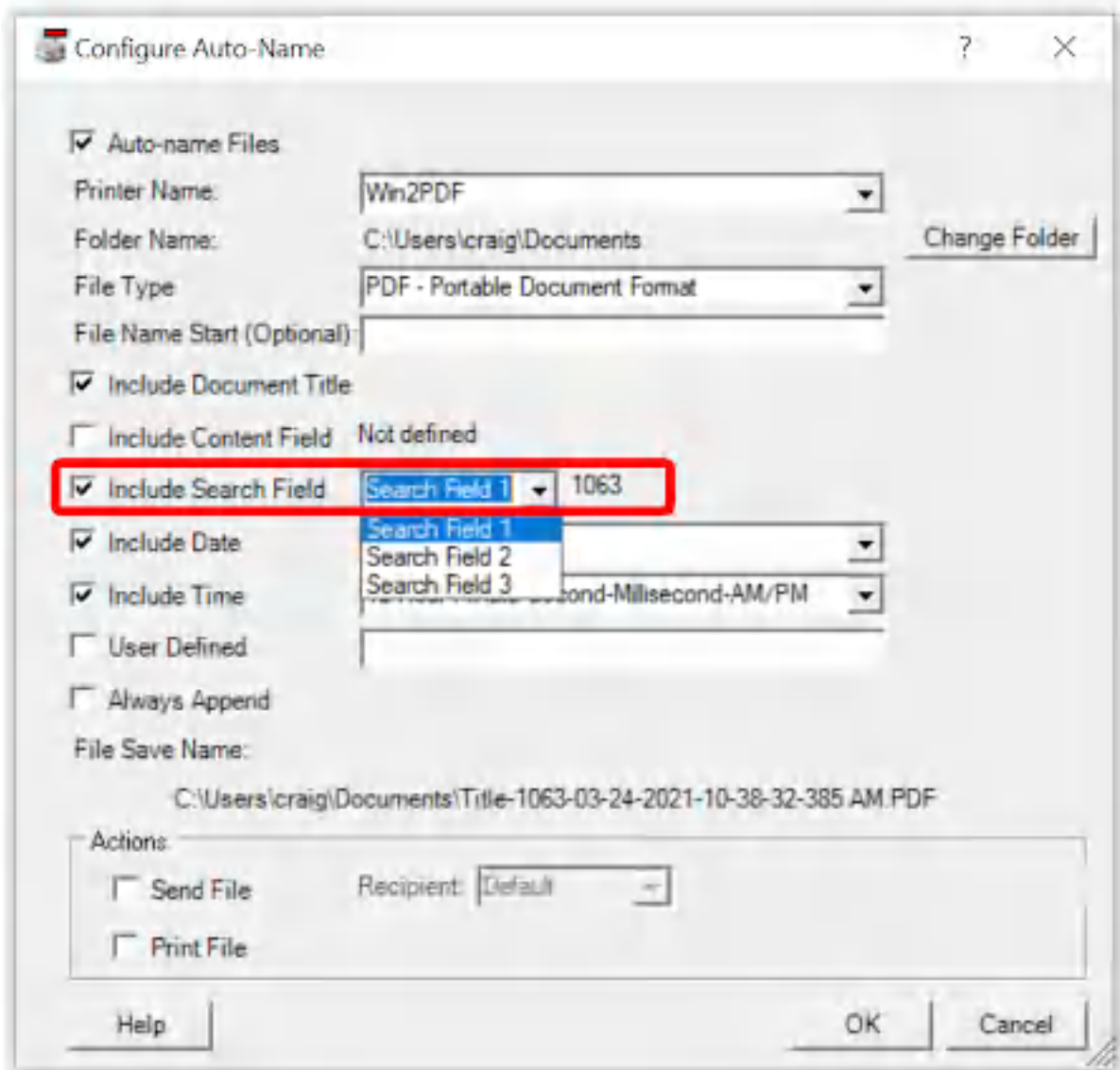


How to set the Content Name Field using Win2PDF's Auto-Name feature

If the text in the PDF file is not searchable, you can download and install the optional "Win2PDF Desktop with OCR" setup program from: <https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>
You should [make the PDF searchable](#) before defining the content field, and you should select "OCR PDF" as the [file type](#) in the auto-name settings.

4.6.18.7 Auto-Name: Include Search Field

When the "Auto-name Files" option is enabled, you can add a previously defined content field to the file name by checking the "Include Search Field" option.



Win2PDF Desktop Configure Auto-Name: Include Search Field

To define a search field, first open a representative PDF in the Win2PDF Desktop app. The search field is defined by selecting "[Define Auto-Name Search Field](#)" from the "Auto-Name" menu, and specifying the search word that precedes the desired text field. If text is found after the search word, it will be displayed as sample text after the "Include Content Field" item. If the search field hasn't been defined, the sample text will say "Not defined".

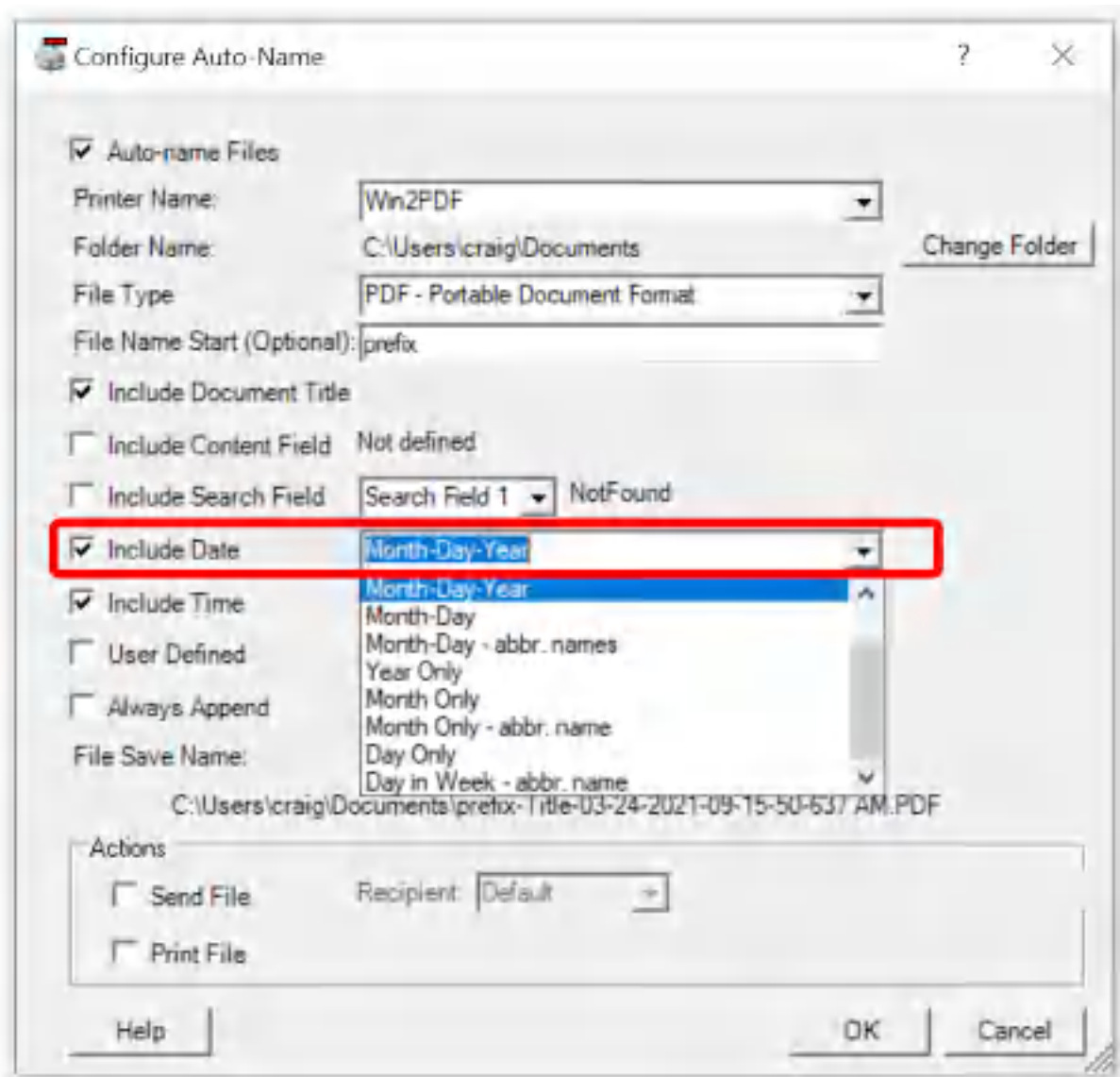
You can define up to three search fields, and select the desired search field using the drop down menu.

If the text in the PDF file is not searchable, you can download and install the optional "Win2PDF Desktop with OCR" setup program from: <https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>
You should [make the PDF searchable](#) before defining the content field, and you should select "OCR PDF" as the [file type](#) in the auto-name settings.

The "Sample File Name" listed at the bottom of the window is updated to show the resulting file name based on the options selected using the sample text from search field. This option can be combined with any of the other auto-name options.

4.6.18.8 Auto-Name: Include Date

When the "Auto-name Files" option is enabled, you can add a date to the file name by checking on the "Include Date" option.



Win2PDF Desktop Auto-Name Settings - Include Date

The date format can be selected to the right of the option, and available formats include:

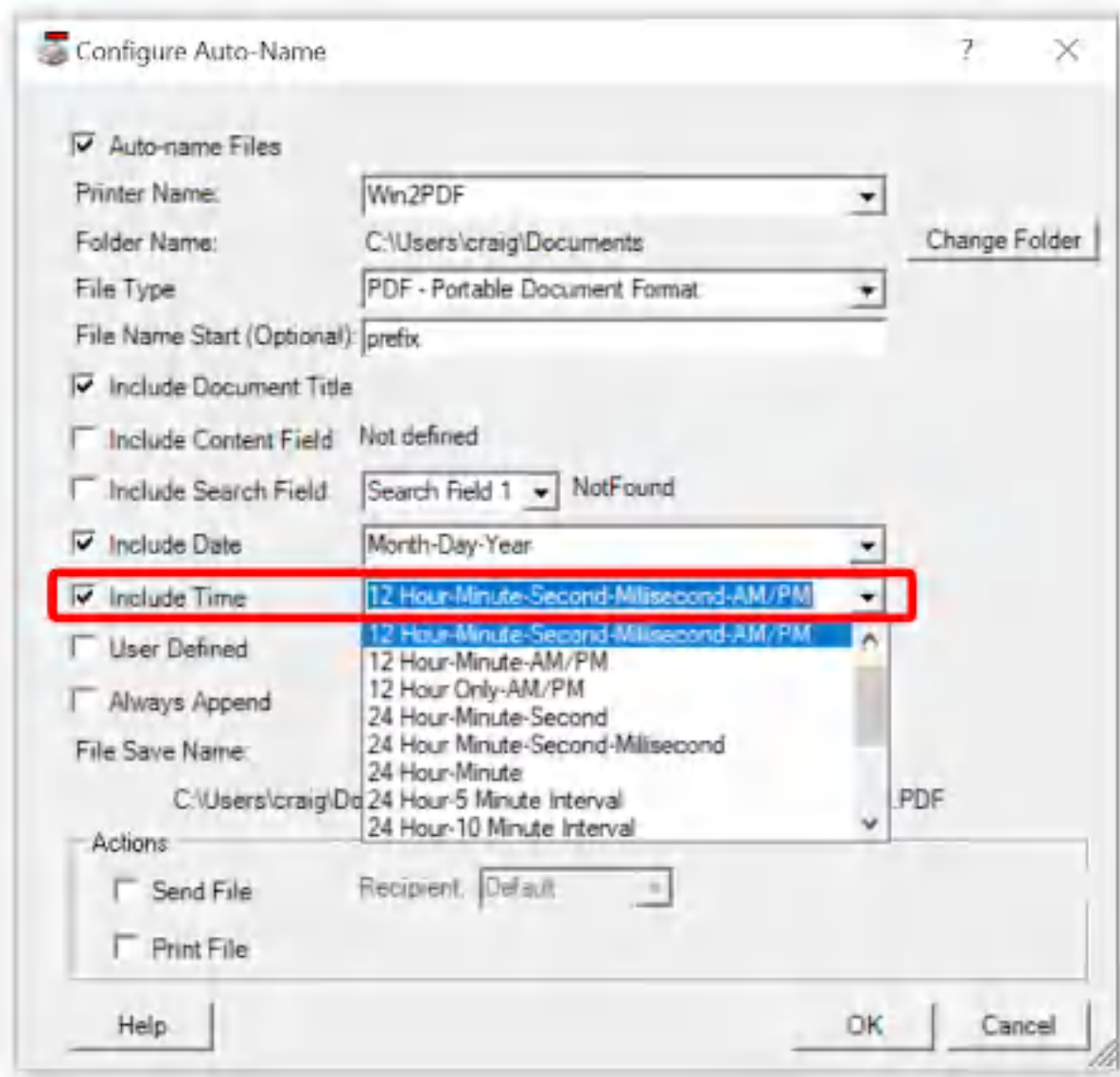
- Year-Month-Day
- Year-Month
- Month-Day-Year (Default)
- Day-Month-Year
- Month-Day
- Month-Day - abbr. names
- Year Only
- Month Only - numeral
- Month Only - abbr. name

- Day Only
- Day in Week - abbr. name

The "Sample File Name" listed at the bottom of the window is updated to show the resulting file name based on the options selected. This option can be combined with any of the other auto-name options.

4.6.18.9 Auto-Name: Include Time

When the "Auto-name Files" option is enabled, you can add a time to the file name by checking on the "Include Time" option.



Win2PDF Desktop Auto-Name Settings - Include Time

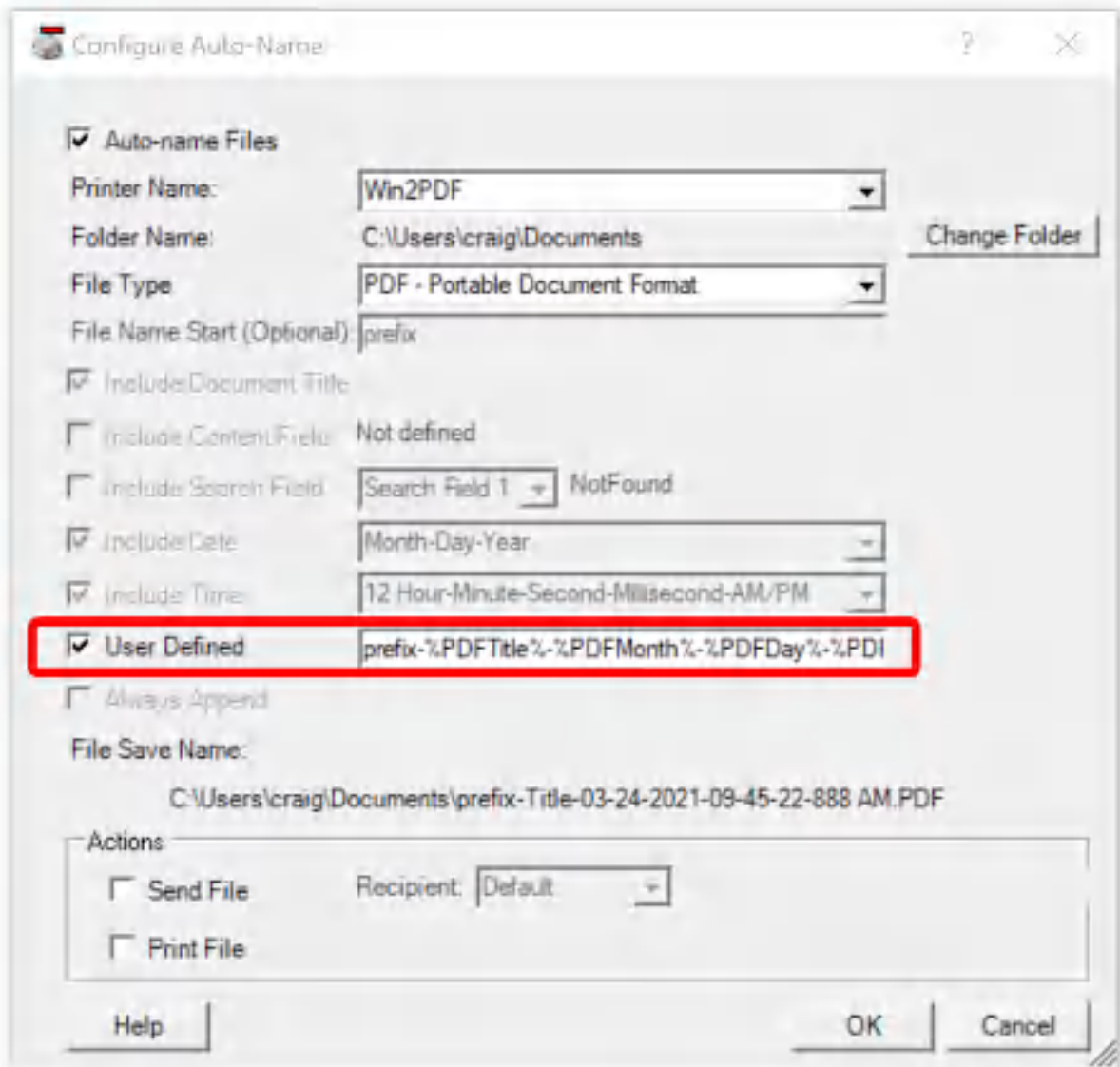
The time format can be selected to the right of the option, and available formats include:

- 12 Hour-Minute-Second-AM/PM
- 12 Hour-Minute-Second-Millisecond-AM/PM (default)
- 12 Hour-Minute-AM/PM
- 12 Hour Only-AM/PM
- 24 Hour-Minute-Second
- 24 Hour Minute-Second-Millisecond
- 24 Hour-Minute
- 24 Hour Only
- Minute-Second
- Minute Only
- Second Only

The "Sample File Name" listed at the bottom of the window is updated to show the resulting file name based on the options selected. This option can be combined with any of the other auto-name options.

4.6.18.10 Auto-Name: User Defined

When the "Auto-name Files" option is enabled, advanced users can control the format of the file name using the "User Defined" option.



Win2PDF Desktop Auto-Name Settings - User Defined

When the "User Defined" option is enabled, the field is filled with the currently selected options in a tag format that is delimited by % characters (e.g. %PDFHour %). Advanced users can re-order the Win2PDF tags to match their requirements, or mix and match tags to create their own file name format. The supported tags are:

%PDFTitle%	Document title set by the application including the file extension
%PDFTitleNoExtension%	Document title set by the application, excluding the 3 or 4 character file extension (if any)
%PDFDate%	Eight digit date separated by dashes in the format month-day-year (12-25-2015)
%PDFTime%	Six digit 12 hour time separated by dashes in the format hour-minute-second-AM/PM (12-59-59 PM)

%PDFYear%	Four digit number for the current year (2015)
%PDFMonth%	Two digit number for the current month (12)
%PDFMonthName	Three character abbreviated name for the current month (Dec)
%PDFDay%	Two digit number for the current day of the month (25)
%PDFDayName	Three character abbreviated name for the day of the week (Wed)
%PDFDayInWeek	One digit number for the current day of the week
%PDFHour%	Two digit number for the current hour in a 12 hour format (12)
%PDFHour24%	Two digit number for the current hour in a 24 hour format (24)
%PDFMinute%	Two digit number for the current minute within the hour (59)
%PDFMinute5%	Number for the current 5 minute interval within the hour (0, 5, 10,..55)
%PDFMinute10%	Number for the current 10 minute interval within the hour (0, 10, 20, ..50)
%PDFMinute15%	Number for the current 15 minute interval within the hour (0, 15, 30, 45)
%PDFMinute30%	Number for the current 30 minute interval within the hour (0, 30)
%PDFSecond%	Two digit number for the current second within the minute (59)
%PDFMillisecond	Three digit number for the current millisecond (999)
%PDFTimeMarker	Two character abbreviation for AM or PM
%PDFPrinterName	The name of the Win2PDF printer instance
%PDFIncrement	The %PDFIncrement% variable starts at 1, and increments by one until the expanded file name does not exist.
PDFAutoNameContentSearch%	Used for content based file naming . Win2PDF searches the text of the current PDF for the word specified in the Win2PDF Desktop " Define Search Field " command or by the PDFAutoNameContentSearchWord registry setting. If the word is found, the auto-name variable %PDFAutoNameContentSearch% is filled with the word <i>after</i> the search word.
PDFAutoNameContentSearch2%	Used for content based file naming . Win2PDF searches the text of the current PDF for the word specified in the Win2PDF Desktop " Define Search Field " command or by the PDFAutoNameContentSearchWord2 registry setting. If the word is found, the auto-name variable %PDFAutoNameContentSearch2% is filled with the word <i>after</i> the search word.

- `%PDFAutoNameContentSearch3%` Used for [content based file naming](#). Win2PDF searches the text of the current PDF for the word specified in the Win2PDF Desktop "[Define Search Field](#)" command or by the `PDFAutoNameContentSearchWord3` registry setting. If the word is found, the auto-name variable `%PDFAutoNameContentSearch3%` is filled with the word *after* the search word.
- `%PDFAutoNameContentField%` Used for [content based file naming](#). Win2PDF searches the content field rectangle defined in the Win2PDF Desktop "[Define Content Field](#)" command. If text is found in the defined rectangle, the auto-name variable `%PDFAutoNameContentField%` is filled with found text.

The "Sample File Name" listed at the bottom of the window is updated to show the resulting file name based on the options selected.

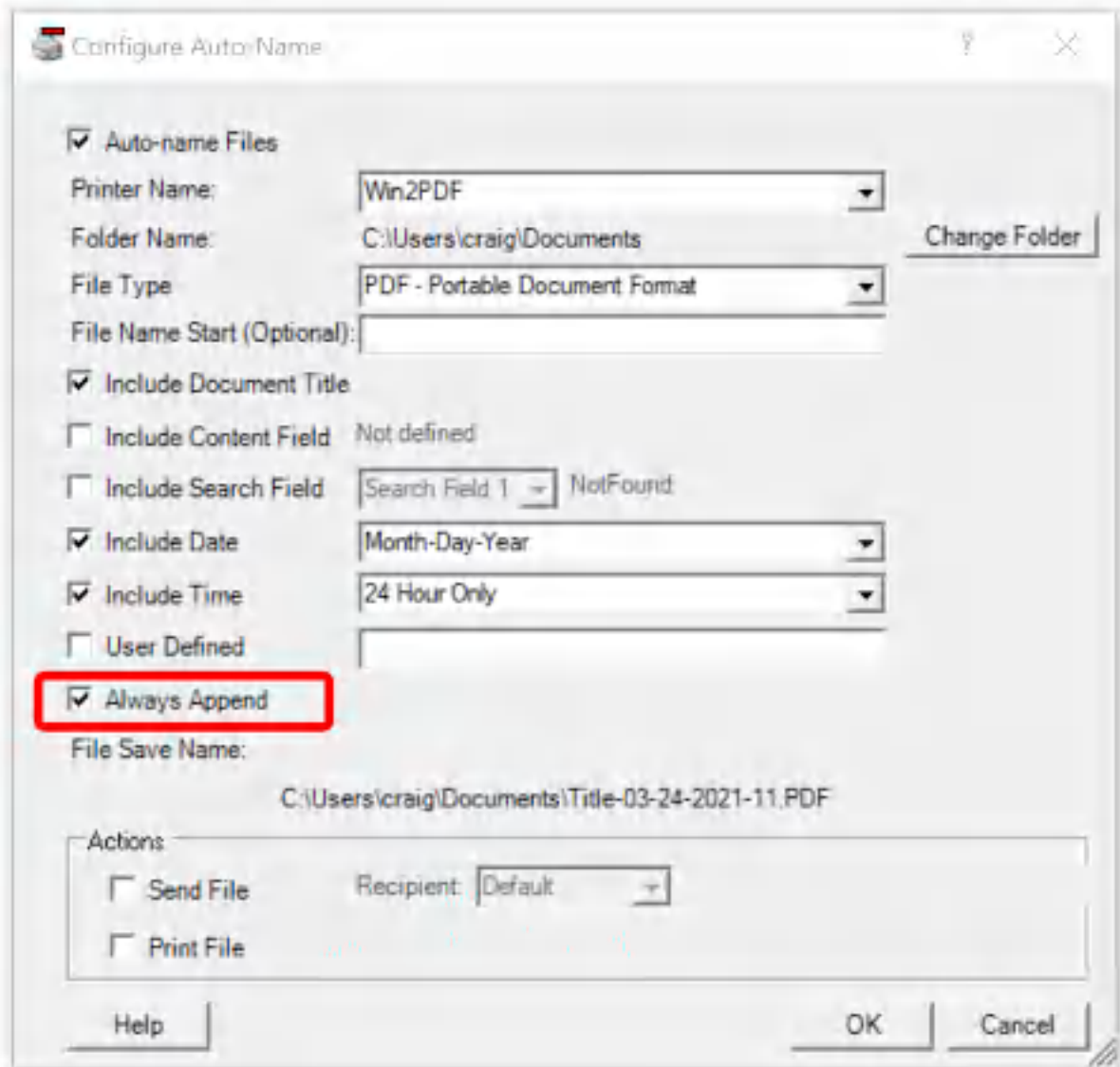
You can specify an Auto-Name folder using any of the tags. For example, to place all PDF file in a folder based on the current month and a subfolder based on the current day in the month, you could set the "User Defined" field to:

```
%PDFMonth%\%PDFDay%\%PDFTitle%.pdf
```

If the folder doesn't exist, it will be created by Win2PDF.

4.6.18.11 Auto-Name: Always Append

When the "Always Append" option is enabled, Win2PDF will automatically append to any existing document that matches the Auto-Name format. This option is not available for Win2Image, or when security is enabled in Win2PDF Pro.



Win2PDF Desktop Configure Auto Name Settings: Always Append

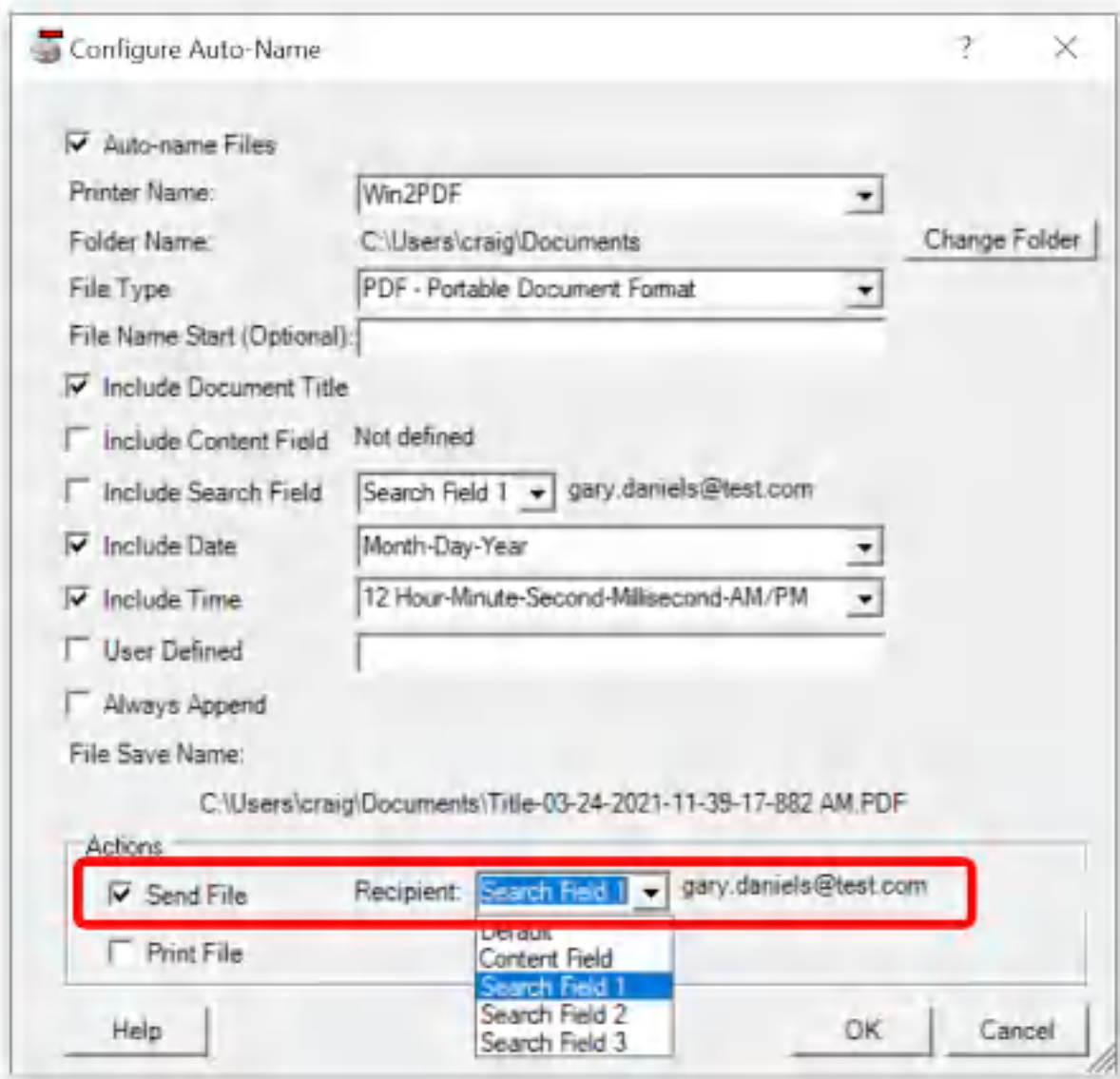
Depending on the other options selected, the "Always Append" option will append until the date and/or time changes. A new file will be created if an existing file with the same format does not exist.

For example, if the "Include Date" option is selected with a "Month-Day-Year" format, the "Always Append" option will append to the same file when it was created on the same day. The following day, a new file will be created. If the date format is set to "Year Only", a new file will every year. If no date or time options are enabled, Win2PDF will always append to the same file. The description following "Always Append" is updated to indicate how often a new file is created.

This option can be combined with any of the other auto-name options.

4.6.18.12 Auto-Name Actions: Send File

When the "Auto-name Files" option is enabled, you can configure Win2PDF to automatically send the file by checking the "Send File" button.



Win2PDF uses the email client configured in the "[Configure Mail](#)" menu. The recipient can be configured in the drop down menu. The following options are available:

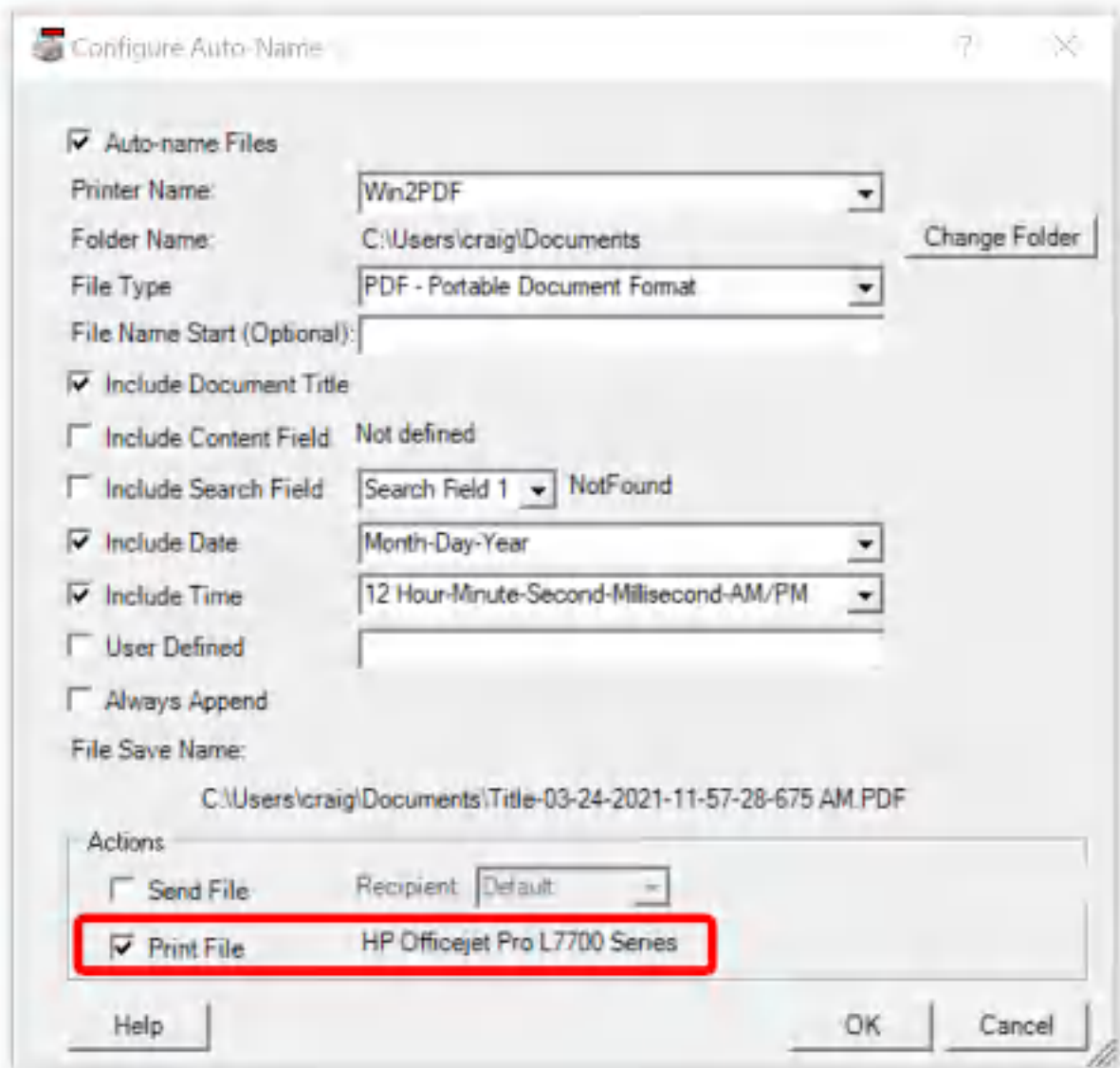
- Default - uses the email client default recipient

- Content Field - uses the content field defined by the "[Define Auto-Name Content Field](#)"
- Search Field 1 - uses the search field defined by the "[Define Auto-Name Search Field](#)" for "Search Field 1"
- Search Field 2 - uses the search field defined by the "[Define Auto-Name Search Field](#)" for "Search Field 2"
- Search Field 3 - uses the search field defined by the "[Define Auto-Name Search Field](#)" for "Search Field 3"

If a content field is defined, the sample text is displayed next to the "Recipient" field.

4.6.18.13 Auto-Name Actions: Print File

When the "Auto-name Files" option is enabled, you can configure Win2PDF to automatically print the file by checking the "Print File" button.



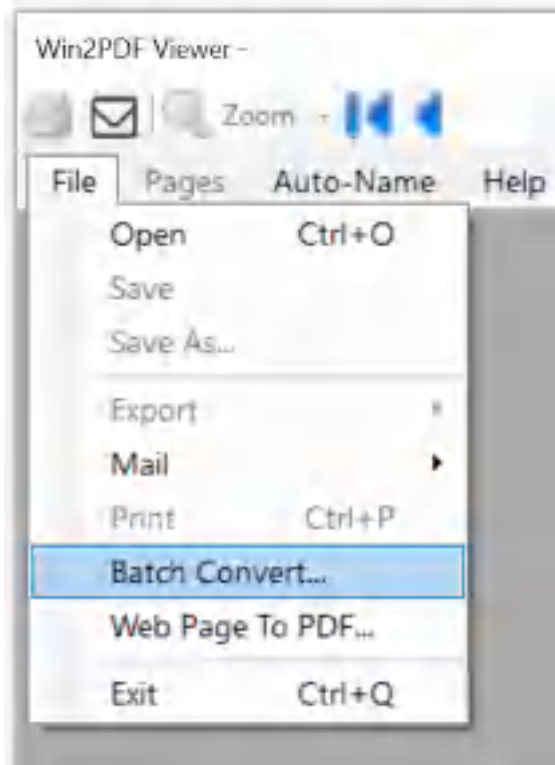
Win2PDF Desktop Configure Auto-Name Print File

When you select the "Print File" option, a printer selection window opens and allows you to choose a paper printer. The selected printer is displayed next to the "Print File" option.

4.6.19 How To Batch Convert

You can batch convert folders of files from one format to another by opening the "Batch Convert..." window from the Win2PDF Desktop "File"

menu:



Win2PDF Desktop - Batch Convert Menu

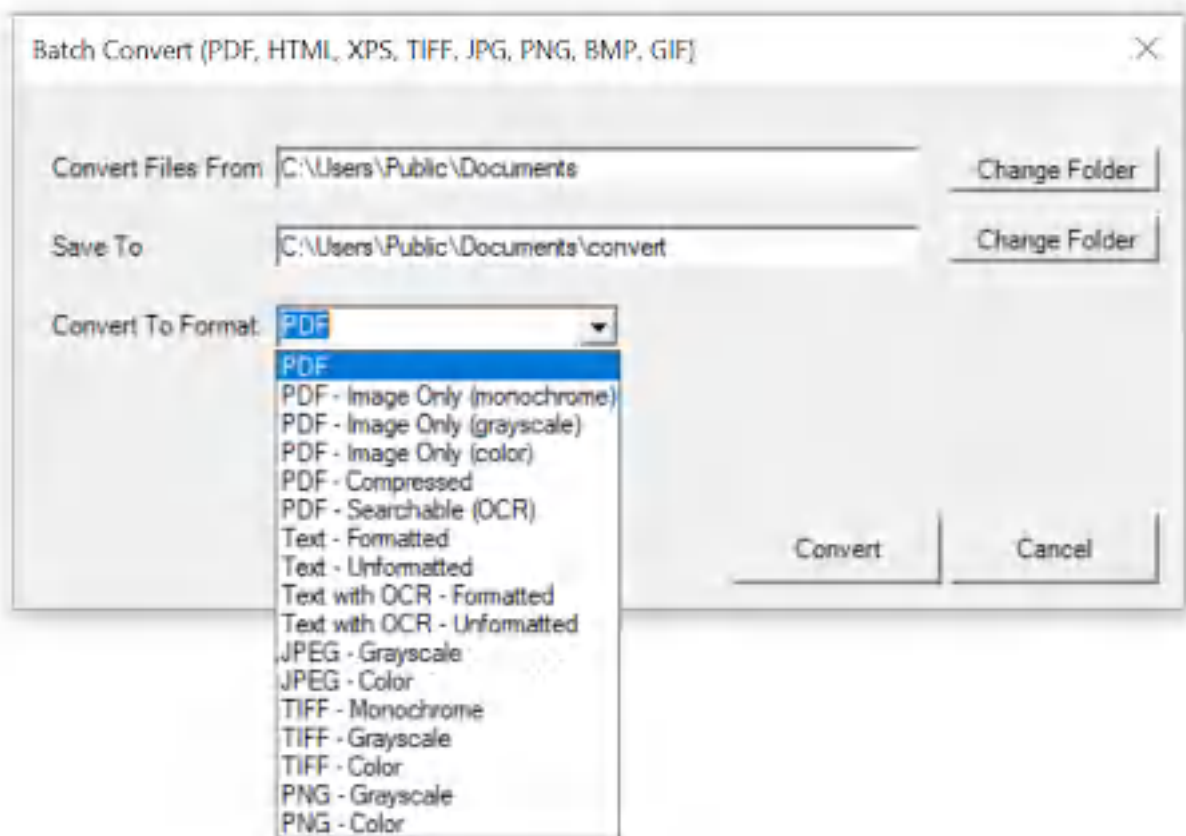
Win2PDF Pro can batch convert folders of files in one of the following input formats:

- PDF
- HTML
- XPS
- TIFF
- JPG
- PNG
- BMP
- GIF

It can convert them to one of the following output formats:

- PDF
- PDF Image Only - monochrome
- PDF Image Only - grayscale
- PDF Image Only - color
- PDF - compressed

- PDF - searchable (OCR)
- Text - formatted
- Text - unformatted
- Text - formatted after making searchable (OCR)
- Text - unformatted after making searchable (OCR)
- JPEG - grayscale
- JPEG - color
- TIFF - monochrome
- TIFF - grayscale
- TIFF - color
- PNG - Grayscale
- PNG - Color

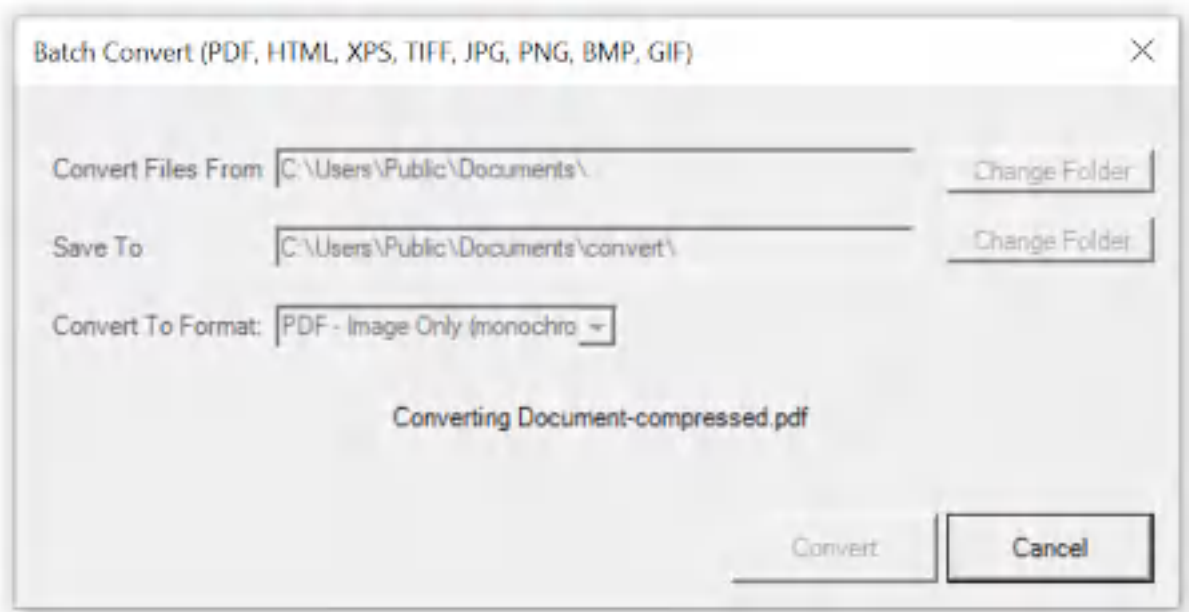


Win2PDF Desktop - Batch Convert

The "Convert Files From" setting allows you to configure the location of the files to convert. Any files in this folder that are supported will be converted to the "Convert To Format". You can type in the location, or click "Change Folder" to browse to the location.

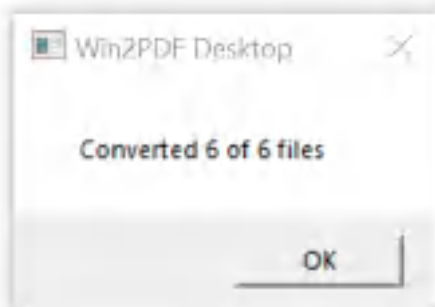
The "Save To" folder setting allows you to configure the location of the converted files. It must be a different location from the "Convert Files From" folder. You can type in the location, or click "Change Folder" to browse to the location.

The "Convert" button will start the conversion process. Depending on the number of files in the "Convert Files From" folder and the "Convert To Format" selected, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



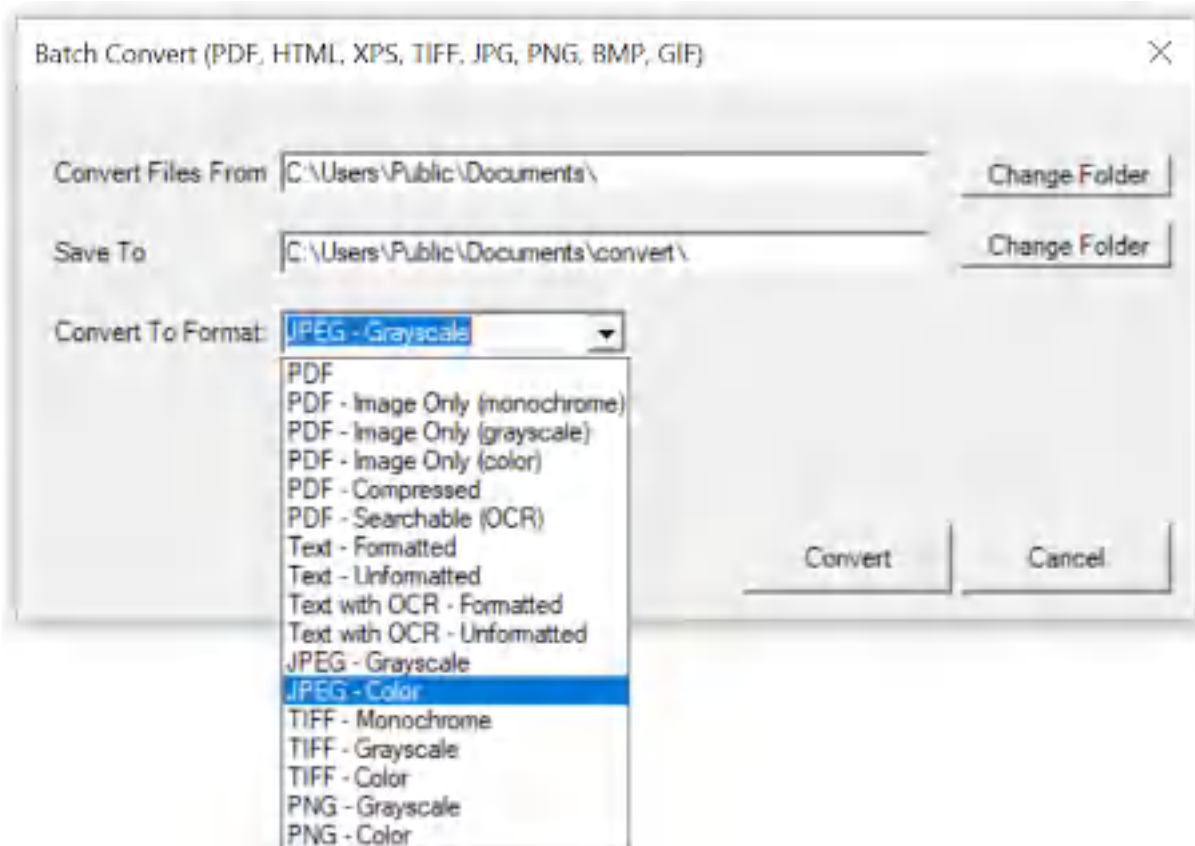
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.1 Batch Convert PDF to JPG

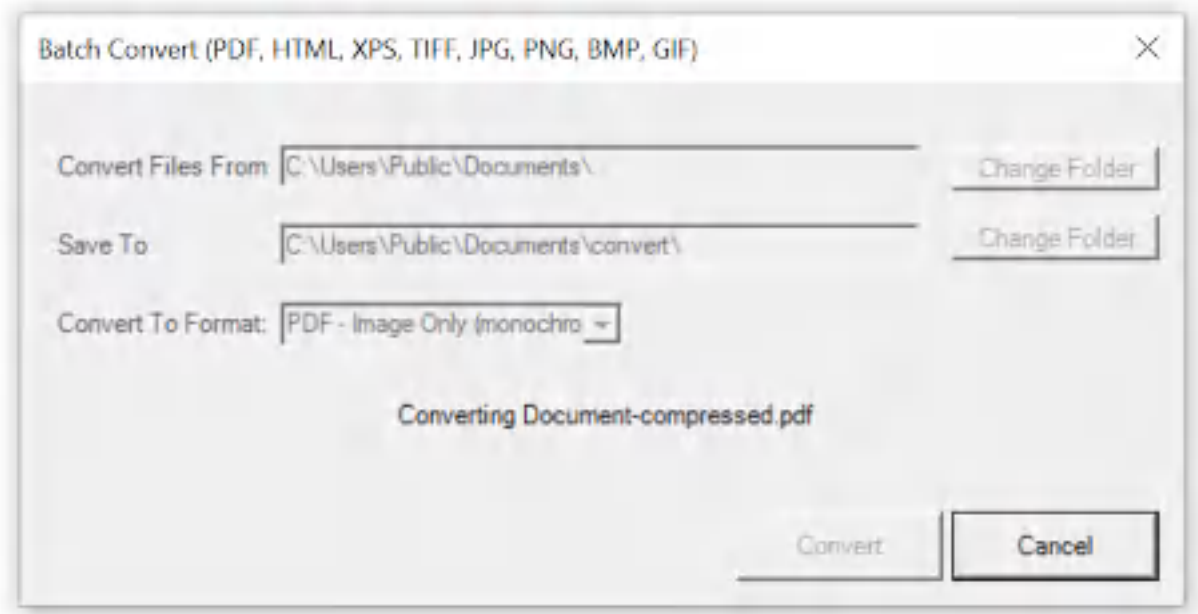
To batch convert from PDF to JPG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "JPEG - Grayscale" or "JPEG - Color".



Win2PDF Desktop - Batch Convert PDF to JPG

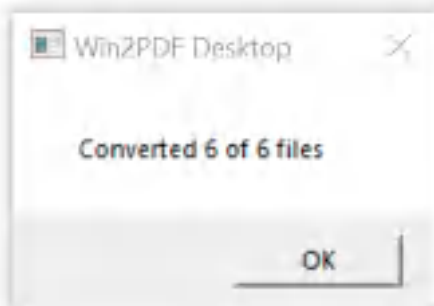
Set the "Convert Files From" location to the folder containing the PDF files to convert, and set the "Save To" folder to the location for the converted JPG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



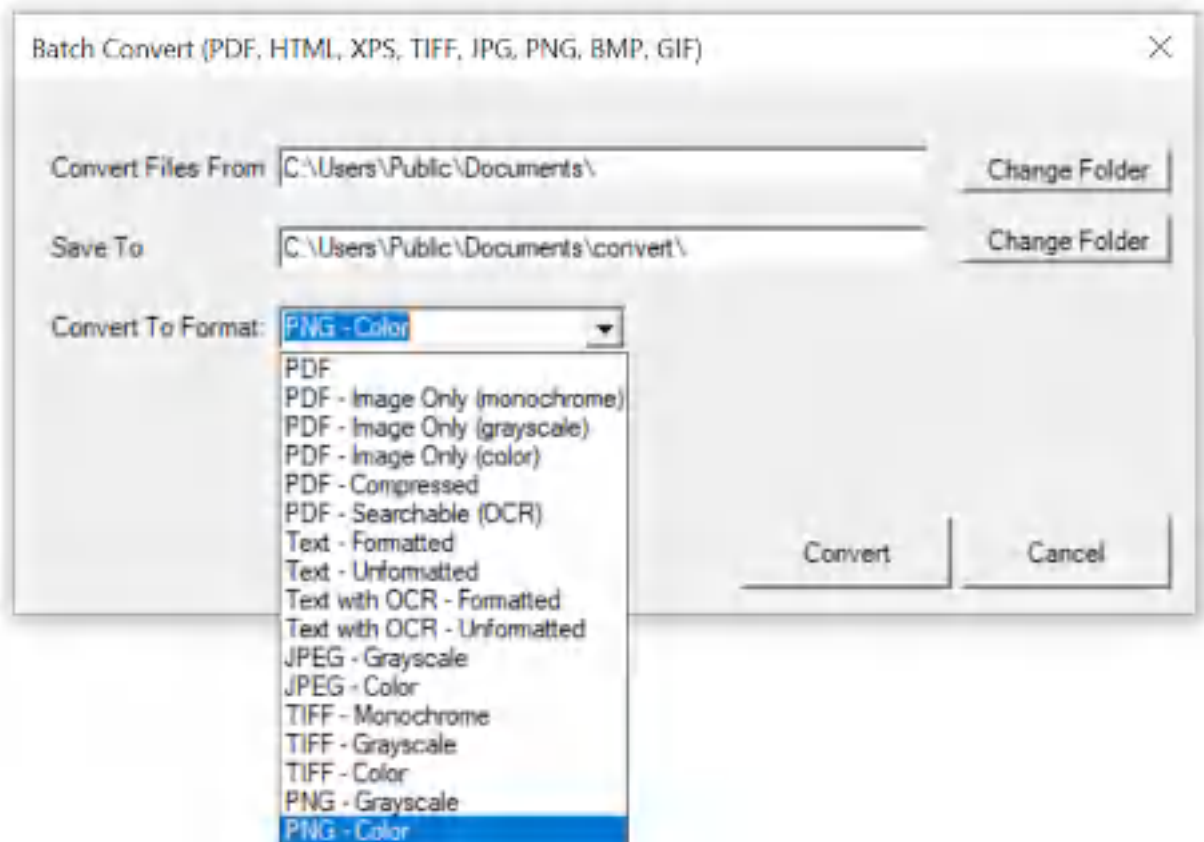
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.2 Batch Convert PDF to PNG

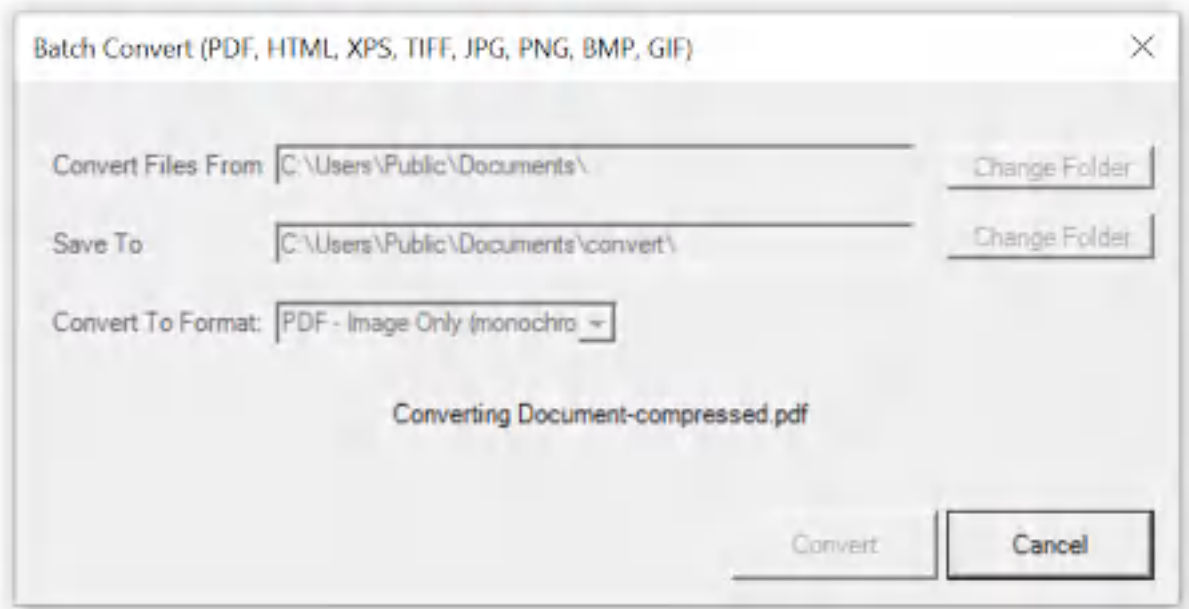
To batch convert from PDF to PNG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PNG - Grayscale" or "PNG - Color".



Win2PDF Desktop - Batch Convert PDF to PNG

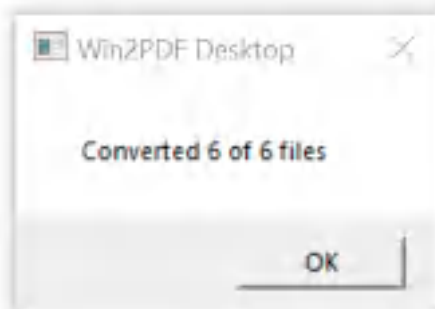
Set the "Convert Files From" location to the folder containing the PDF files to convert, and set the "Save To" folder to the location for the converted PNG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



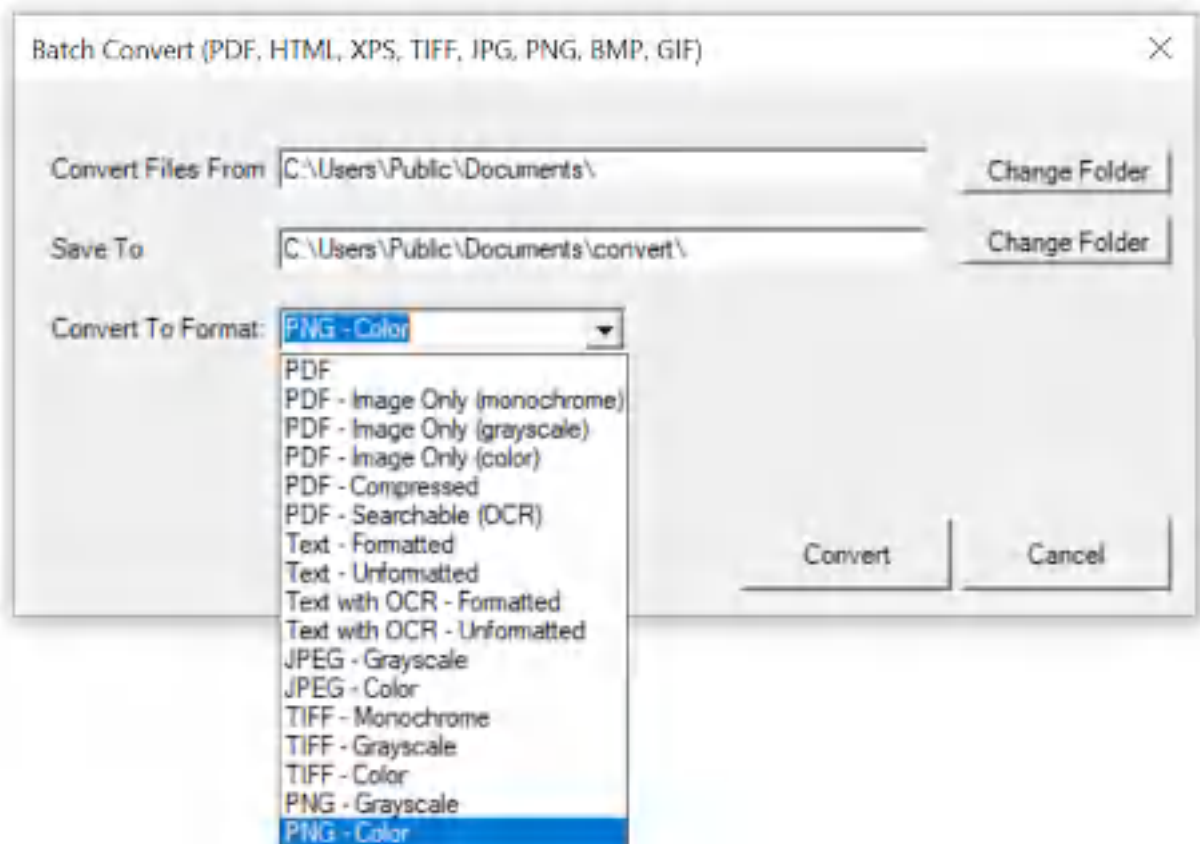
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.3 Batch Convert PDF to TIFF

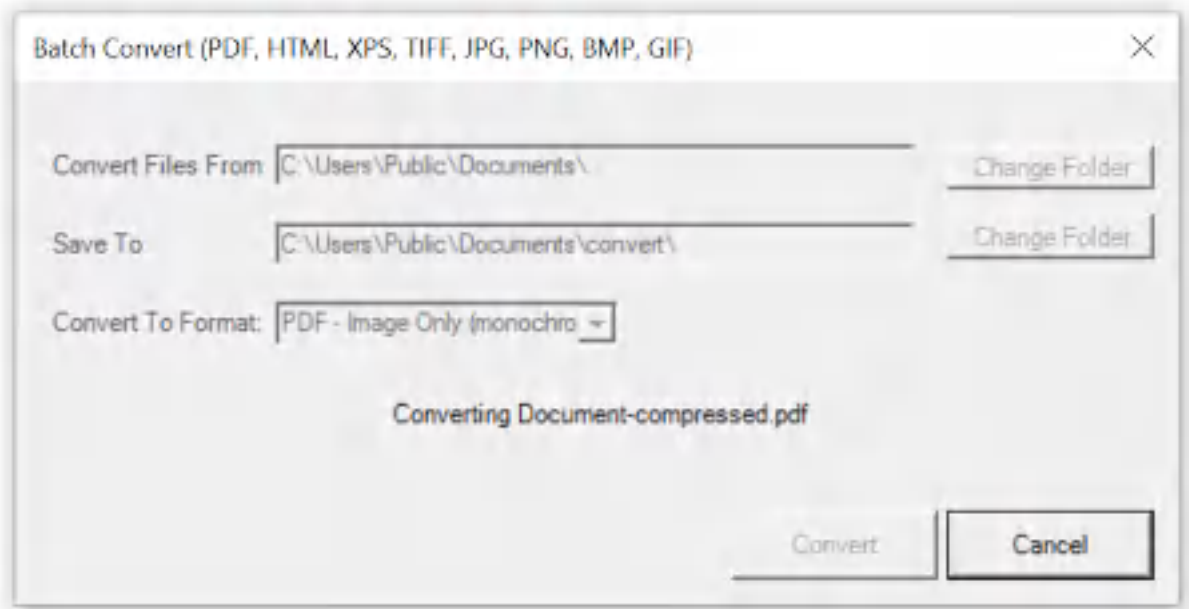
To batch convert from PDF to TIFF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "TIFF - Monochrome", "TIFF - Grayscale" or "TIFF - Color".



Win2PDF Desktop - Batch Convert PDF to TIFF

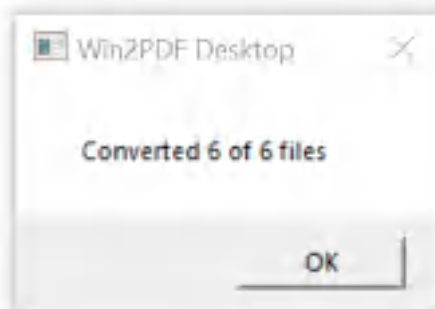
Set the "Convert Files From" location to the folder containing the PDF files to convert, and set the "Save To" folder to the location for the converted TIFF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

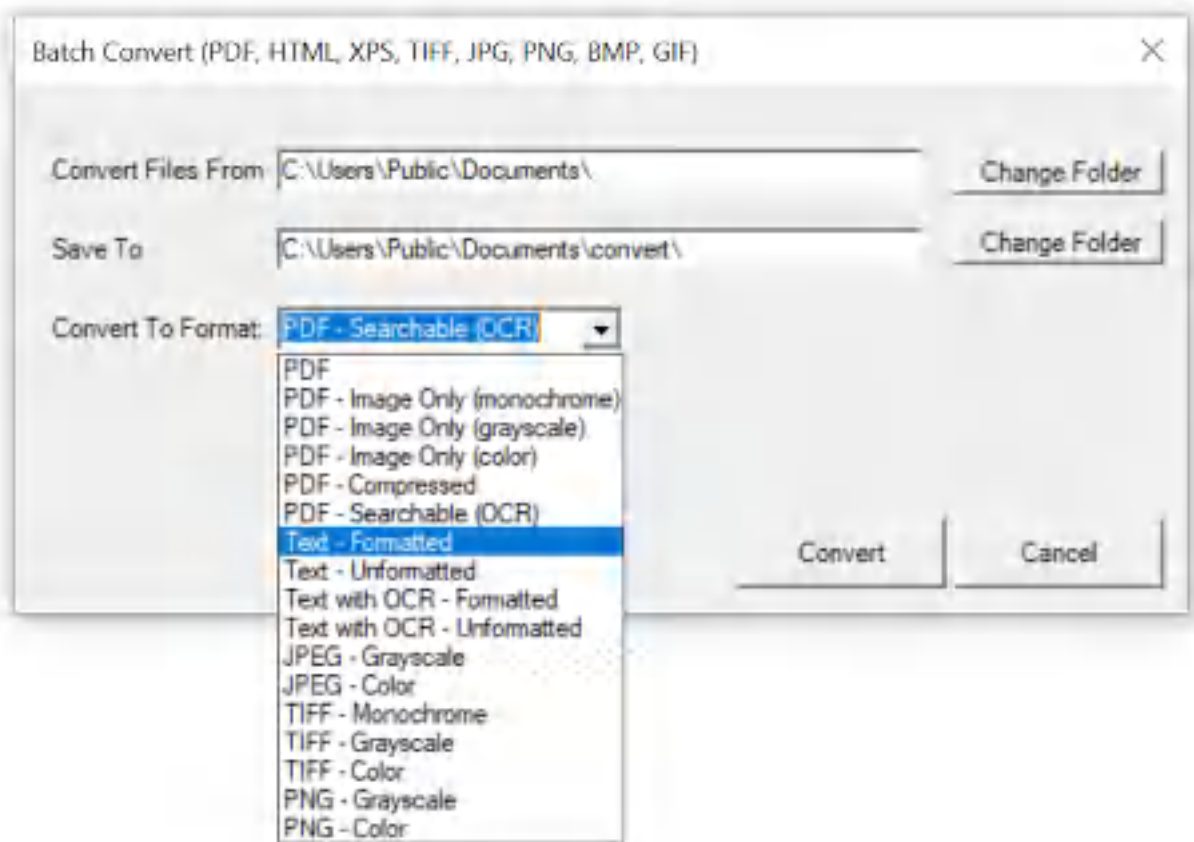
4.6.19.4 Batch Convert PDF to Text

To batch convert from PDF to Text, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "Text - Formatted", "Text - Unformatted", "Text with OCR - Formatted", or "Text with OCR - Unformatted". The "OCR" formats attempt to make non-

searchable sections of the PDF searchable using optical character recognition (OCR) before converting to text, and requires the "Win2PDF Desktop with OCR" setup program from:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>

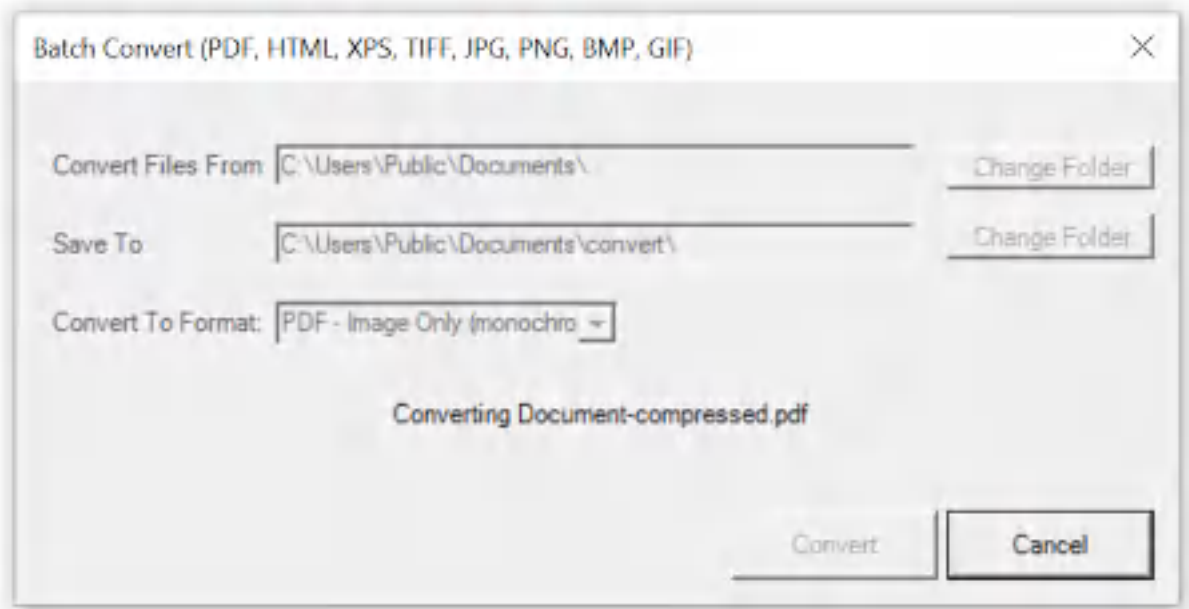
The "OCR" formats are much slower, and should only be used for PDF files that contain unsearchable text.



Win2PDF Desktop - Batch Convert PDF to Text

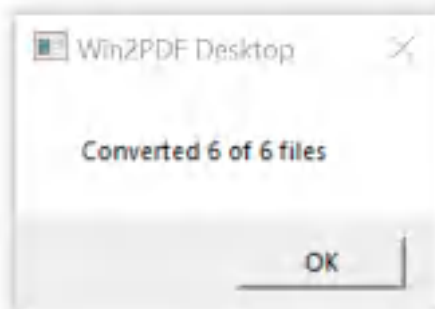
Set the "Convert Files From" location to the folder containing the PDF files to convert, and set the "Save To" folder to the location for the converted text files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

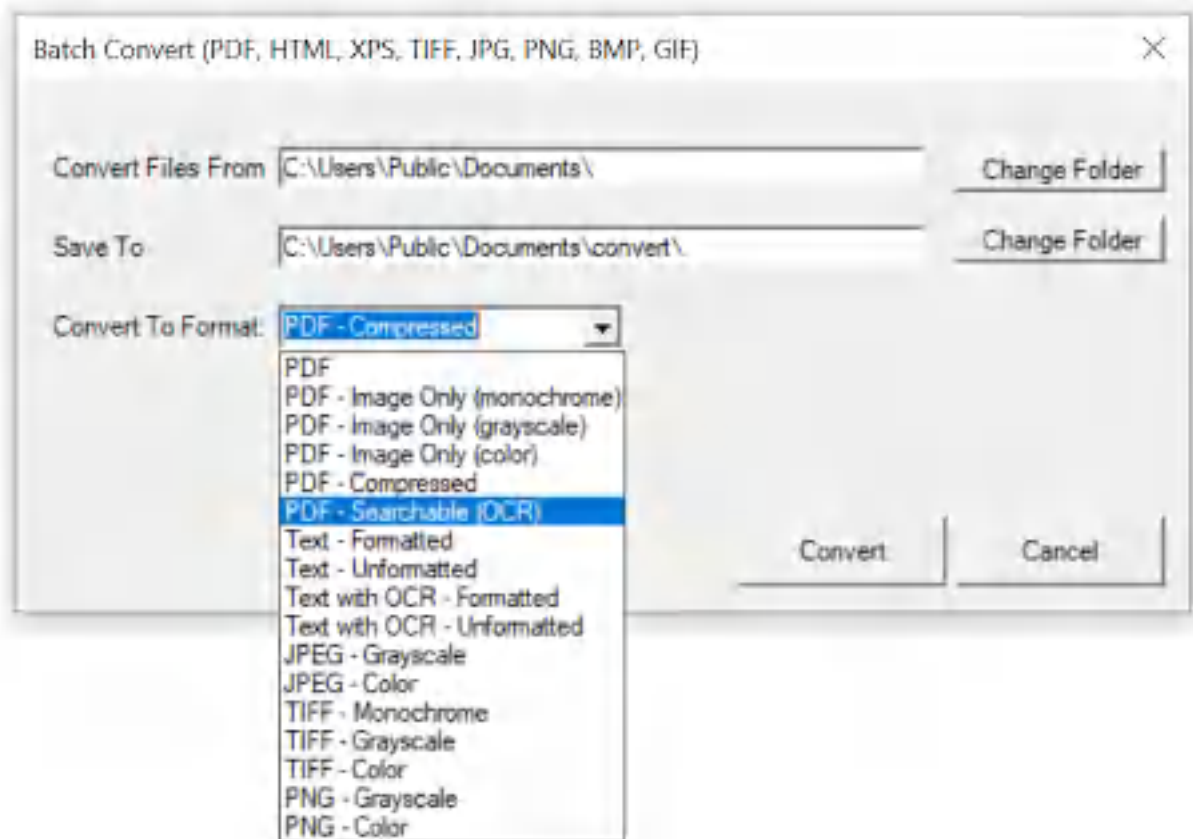
This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.5 Batch Convert PDF to Searchable PDF

To batch convert from PDF to searchable PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Searchable (OCR)". This attempts to make non-searchable sections of the

PDF searchable using optical character recognition (OCR), and requires the "Win2PDF Desktop with OCR" setup program from:

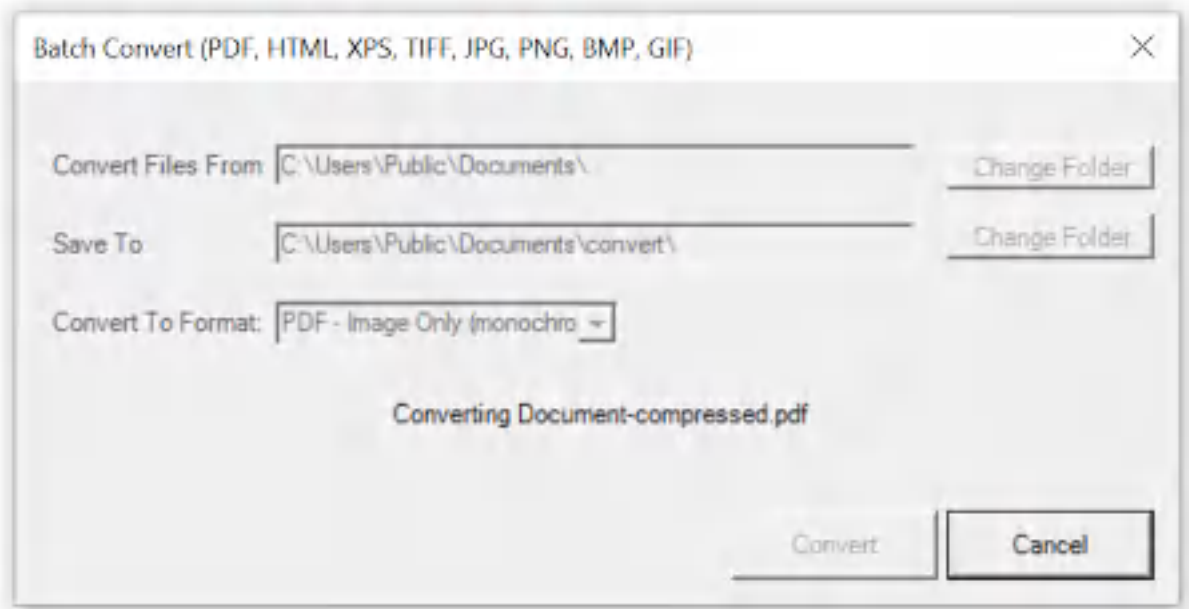
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert PDF to Searchable PDF

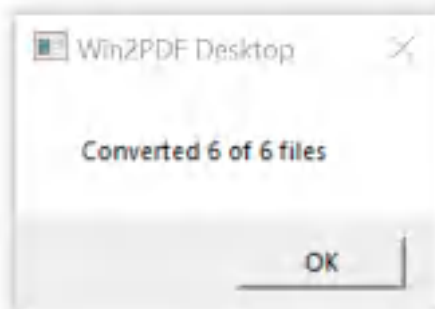
Set the "Convert Files From" location to the folder containing the PDF files to convert, and set the "Save To" folder to the location for the converted searchable PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



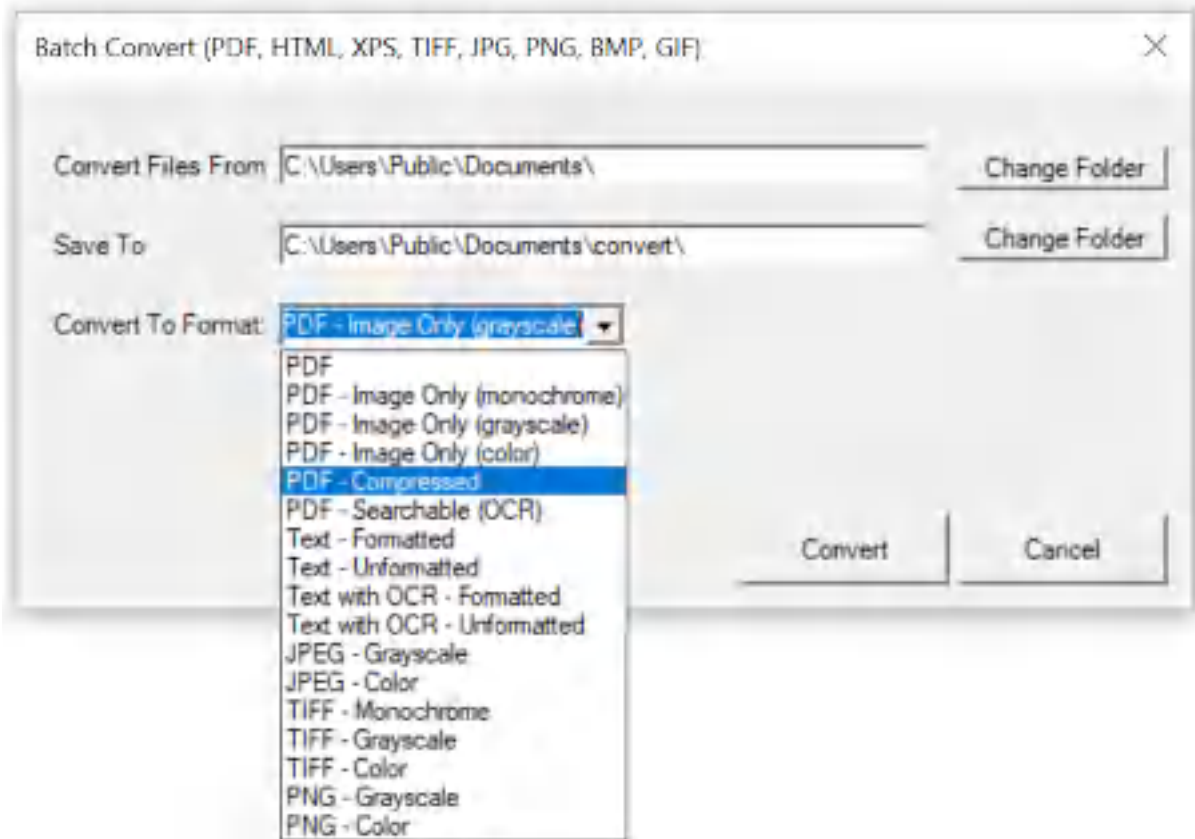
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.6 Batch Convert PDF to Compressed PDF

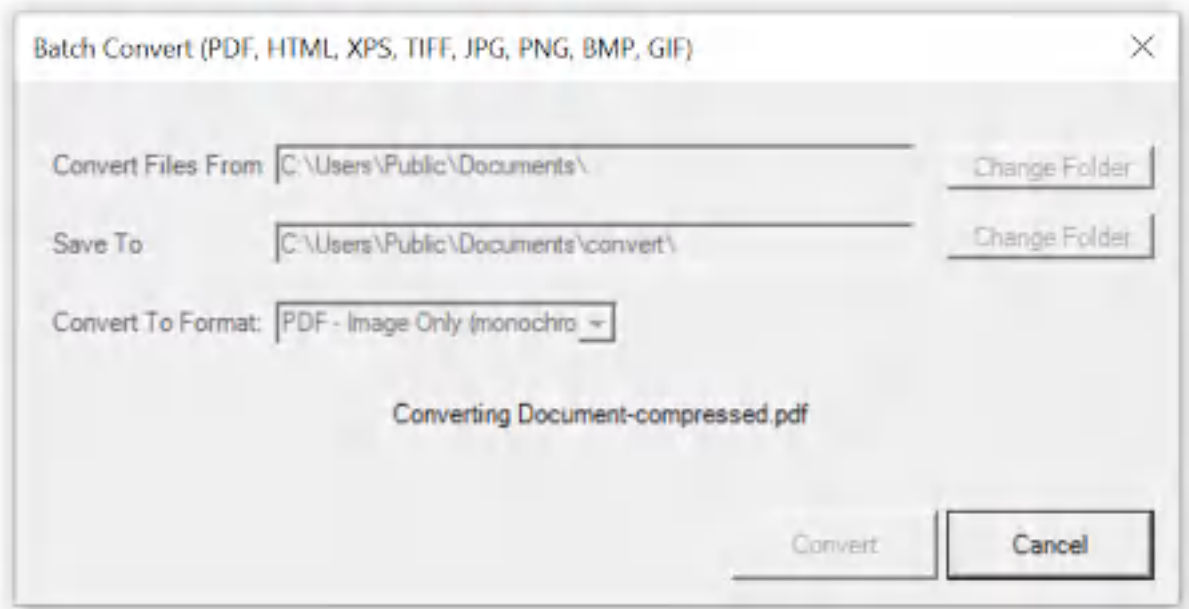
To batch convert from PDF to compressed PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Compressed".



Win2PDF Desktop - Batch Convert PDF to Compressed PDF

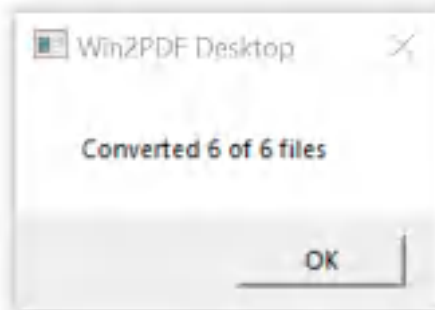
Set the "Convert Files From" location to the folder containing the PDF files to convert, and set the "Save To" folder to the location for the converted compressed PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



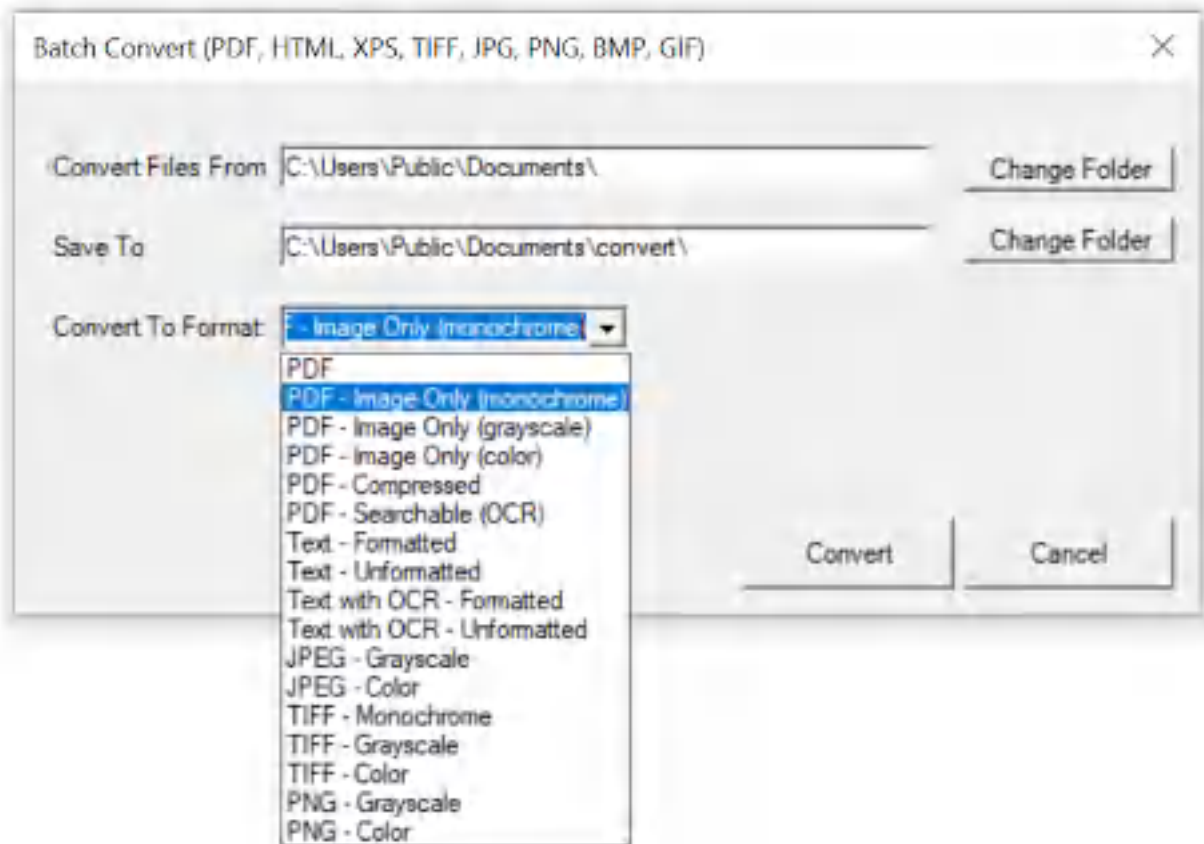
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.7 Batch Convert PDF to Image Only PDF

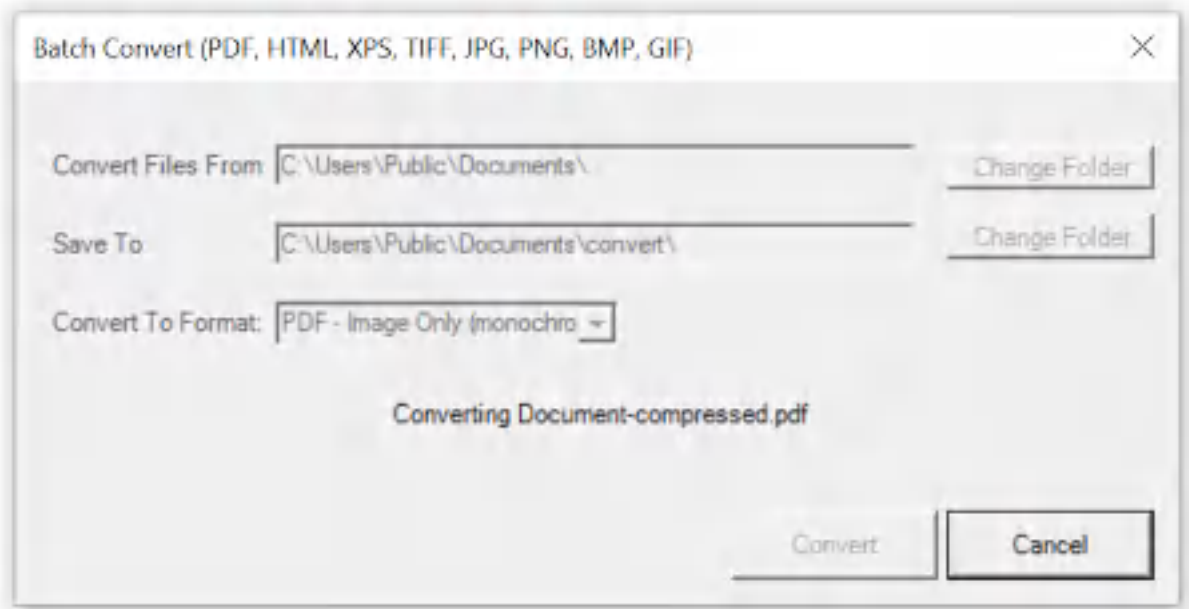
To batch convert from PDF to an image only PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Image Only (monochrome)", "PDF - Image Only (grayscale)", or "PDF - Image Only (color)".



Win2PDF Desktop - Batch Convert PDF to Image Only PDF

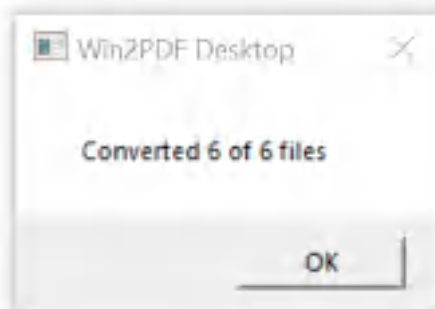
Set the "Convert Files From" location to the folder containing the PDF files to convert, and set the "Save To" folder to the location for the converted image only PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



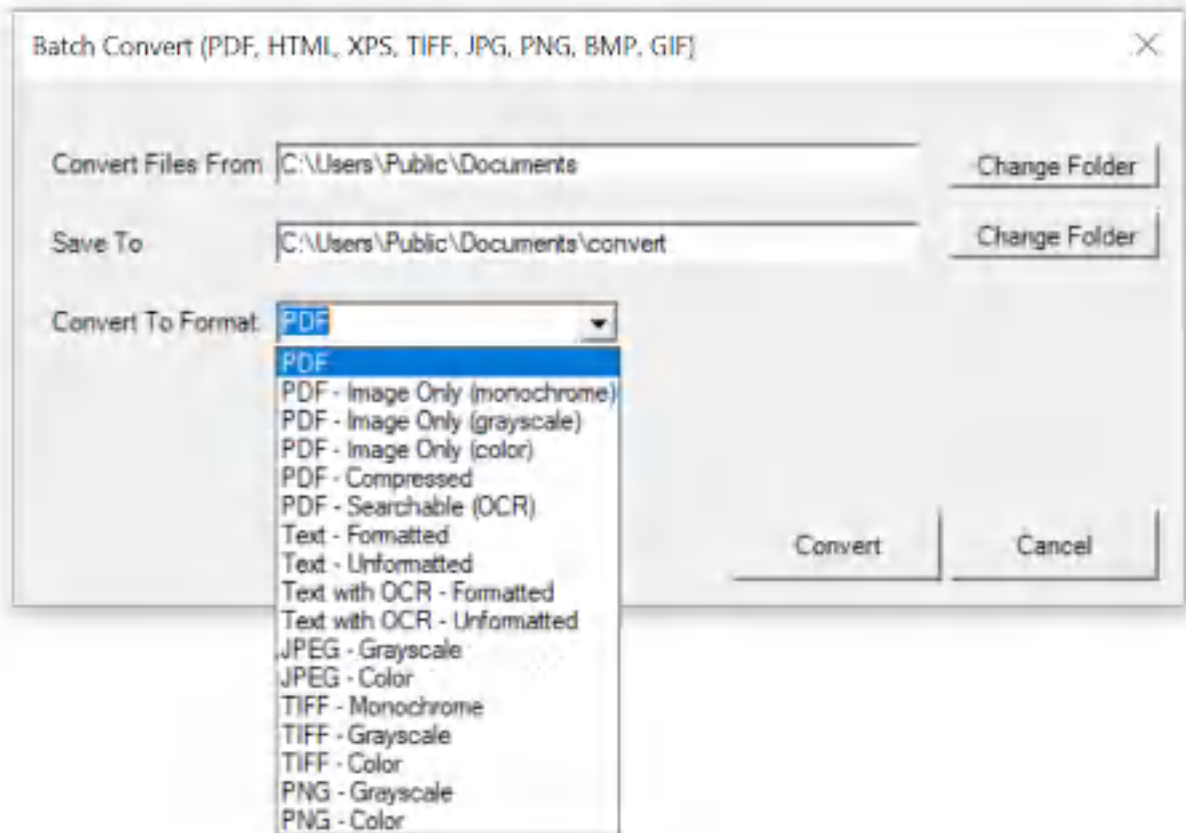
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.8 Batch Convert JPG to PDF

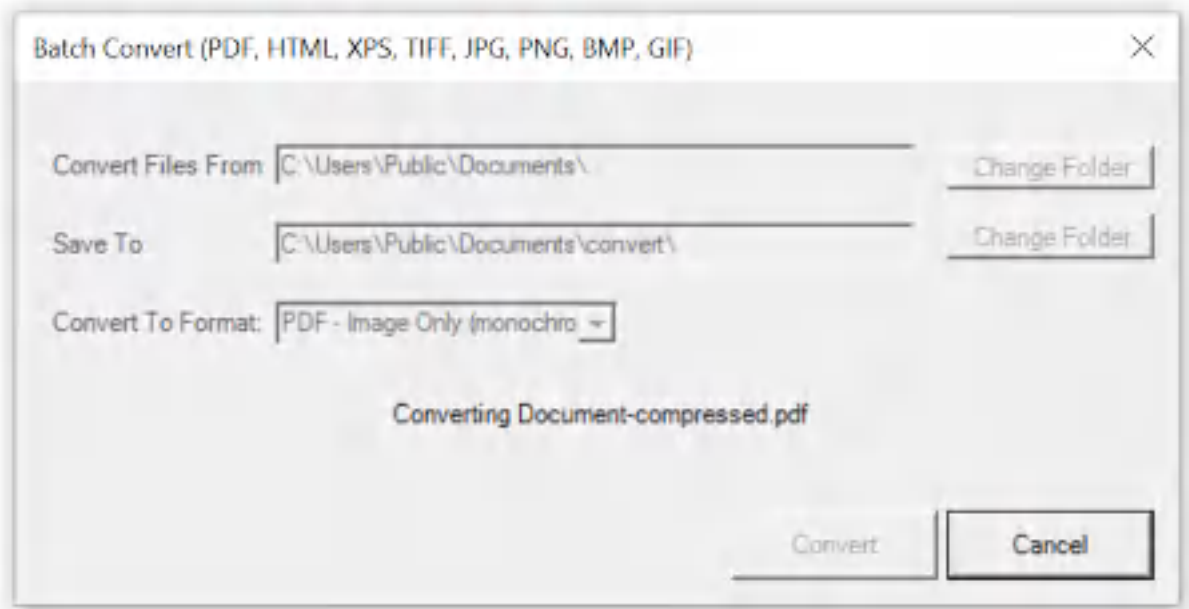
To batch convert from JPG to PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "PDF".



Win2PDF Desktop - Batch Convert JPG to PDF

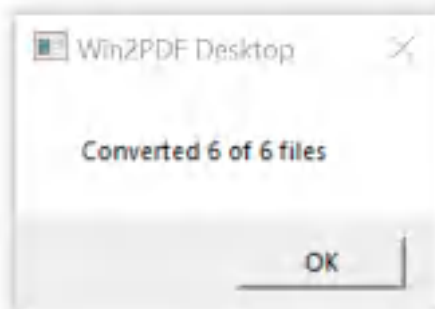
Set the "Convert Files From" location to the folder containing the JPG files to convert, and set the "Save To" folder to the location for the converted PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



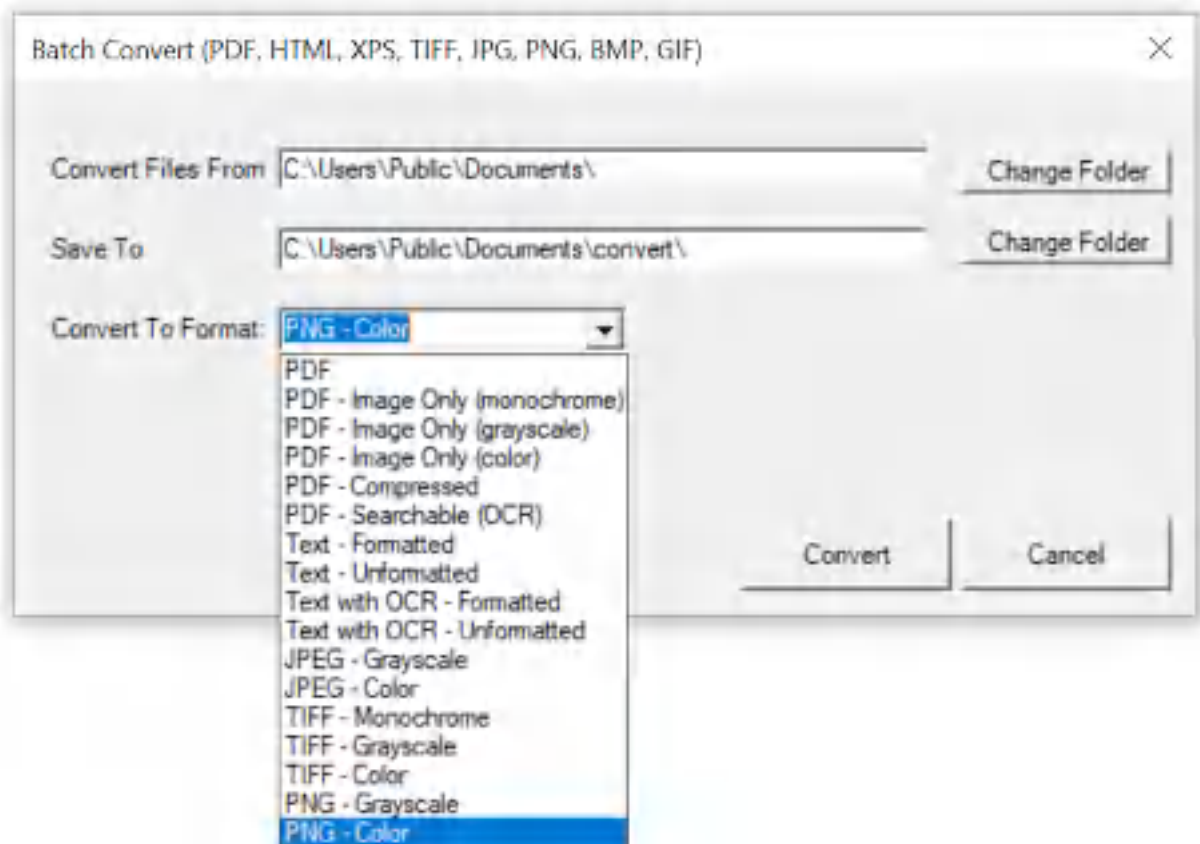
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.9 Batch Convert JPG to PNG

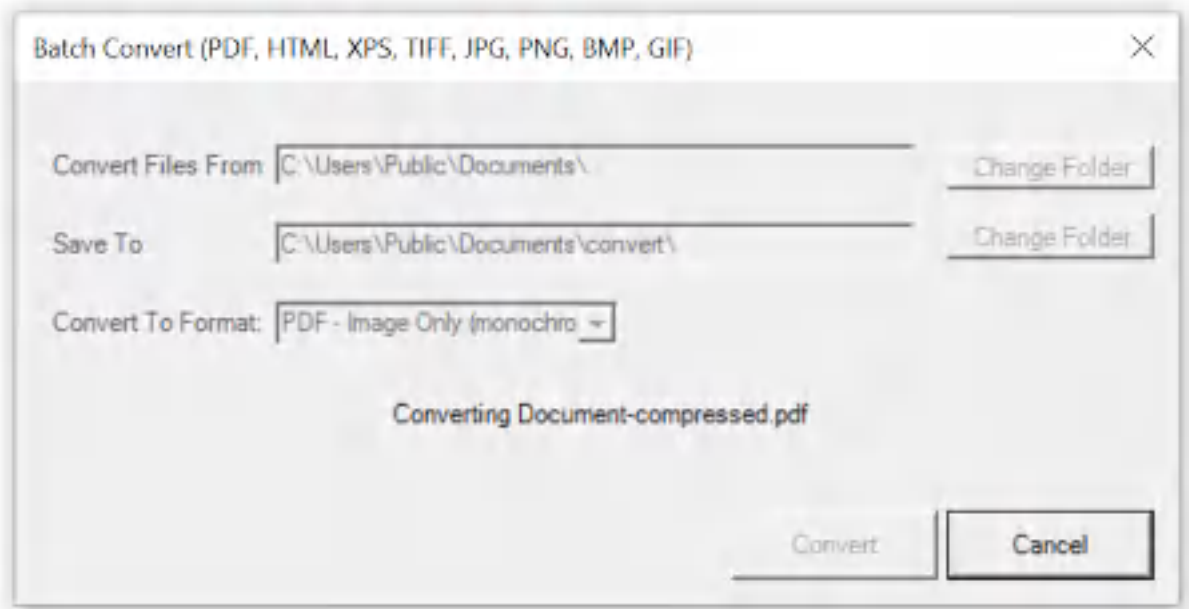
To batch convert from JPG to PNG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PNG - Grayscale" or "PNG - Color".



Win2PDF Desktop - Batch Convert JPG to PNG

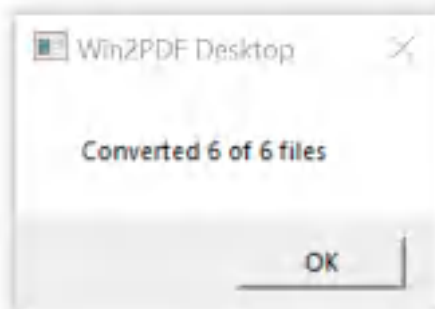
Set the "Convert Files From" location to the folder containing the JPG files to convert, and set the "Save To" folder to the location for the converted PNG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



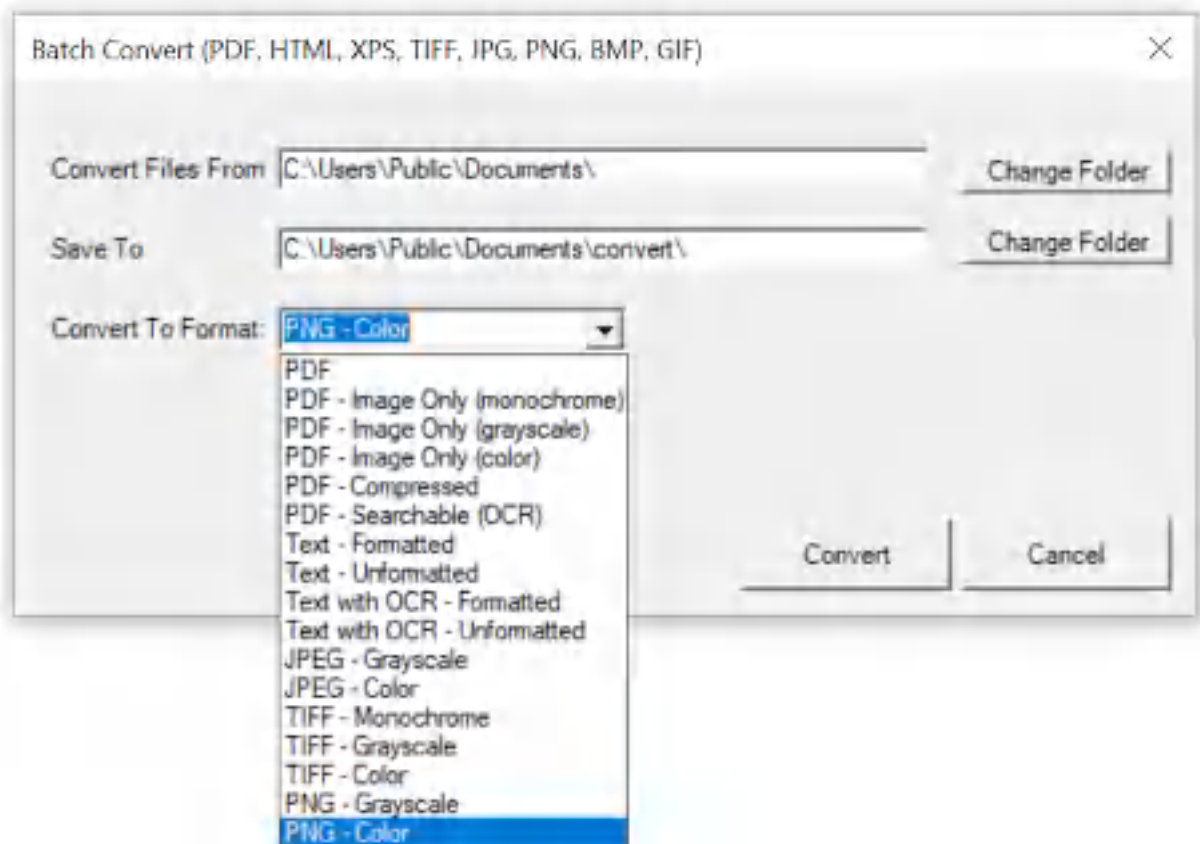
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.10 Batch Convert JPG to TIFF

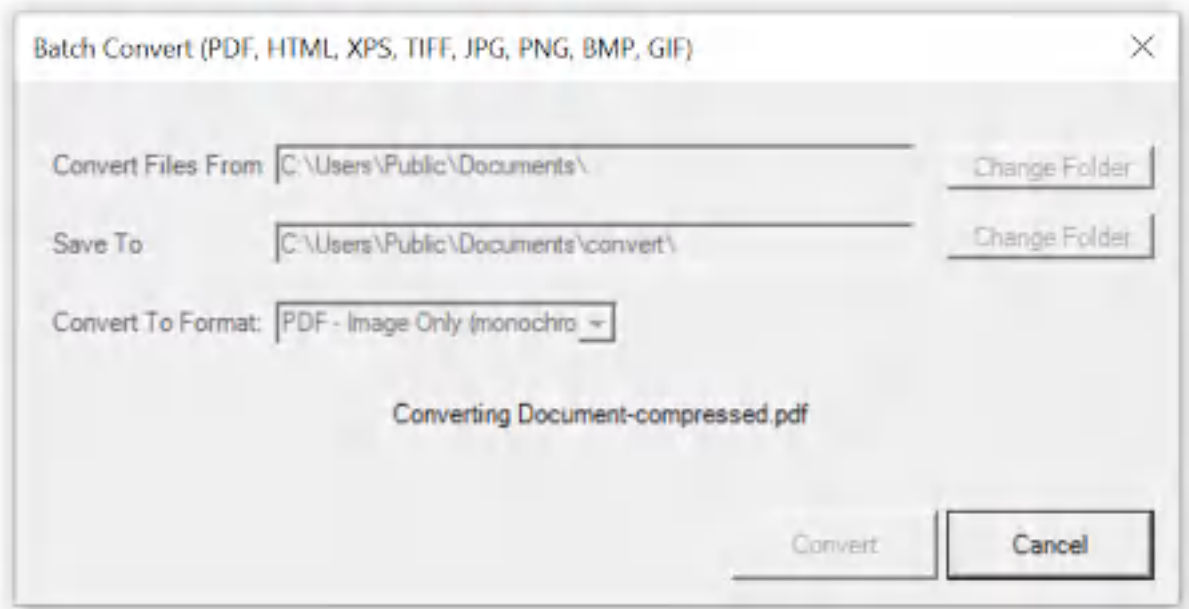
To batch convert from JPG to TIFF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "TIFF - Monochrome", "TIFF - Grayscale" or "TIFF - Color".



Win2PDF Desktop - Batch Convert JPG to TIFF

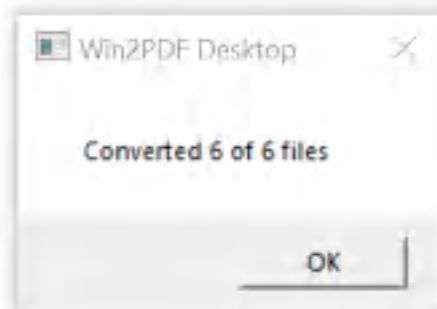
Set the "Convert Files From" location to the folder containing the JPG files to convert, and set the "Save To" folder to the location for the converted TIFF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

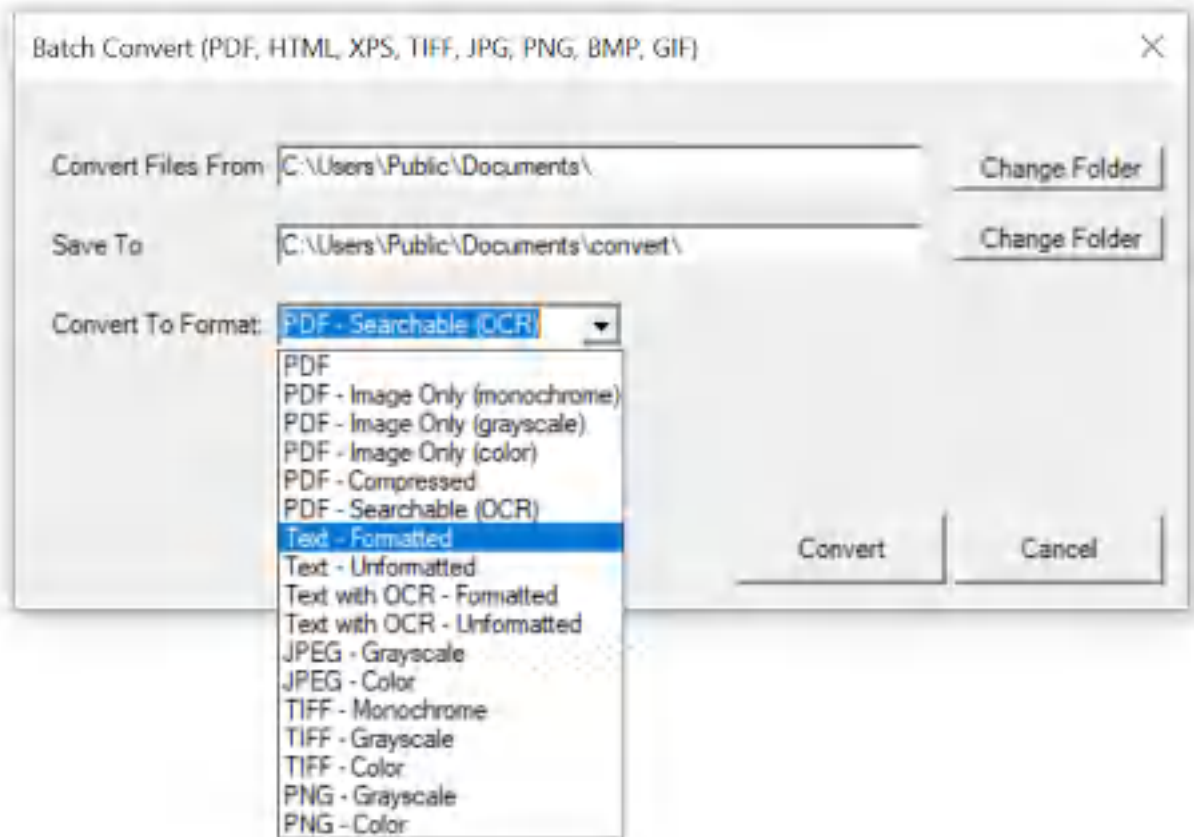
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.11 Batch Convert JPG to Text

To batch convert from JPG to Text, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "Text with OCR - Formatted", or "Text with OCR - Unformatted". This requires the "Win2PDF Desktop with OCR" setup program from:

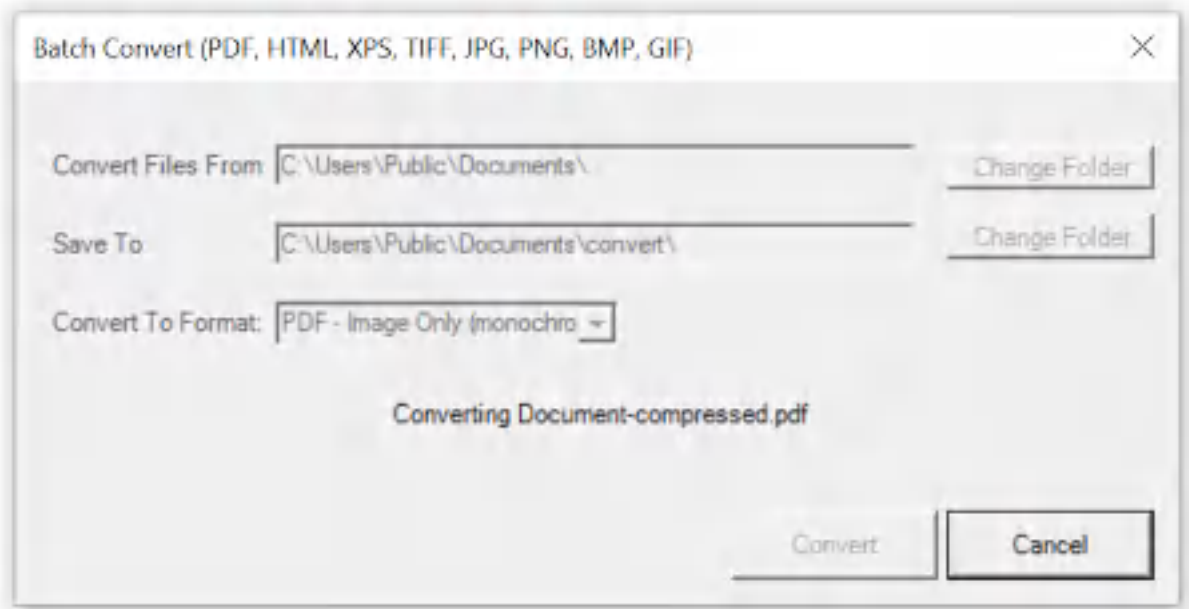
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert JPG to Text

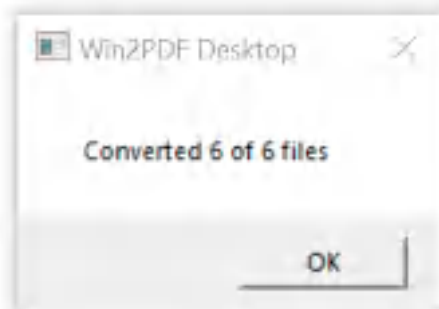
Set the "Convert Files From" location to the folder containing the JPG files to convert, and set the "Save To" folder to the location for the converted text files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

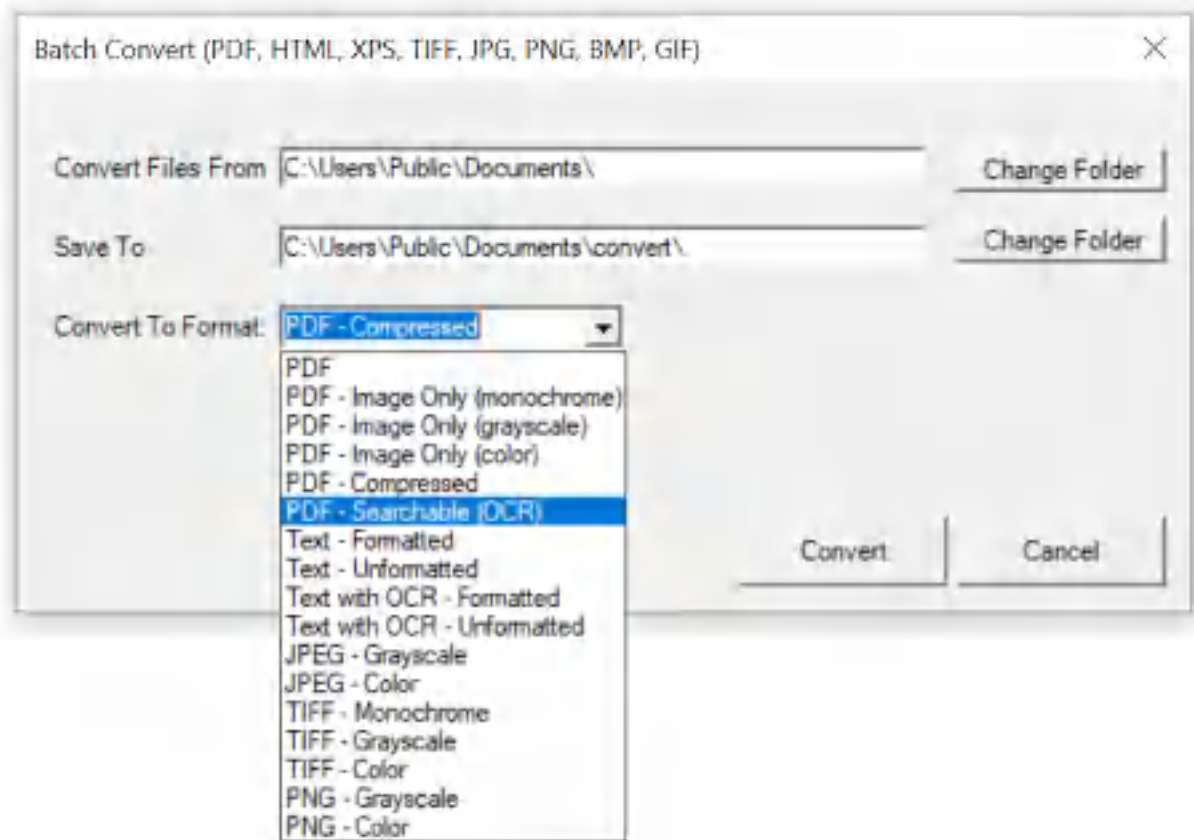
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.12 Batch Convert JPG to Searchable PDF

To batch convert from JPG to searchable PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Searchable (OCR)". This requires the "Win2PDF Desktop with OCR" setup program from:

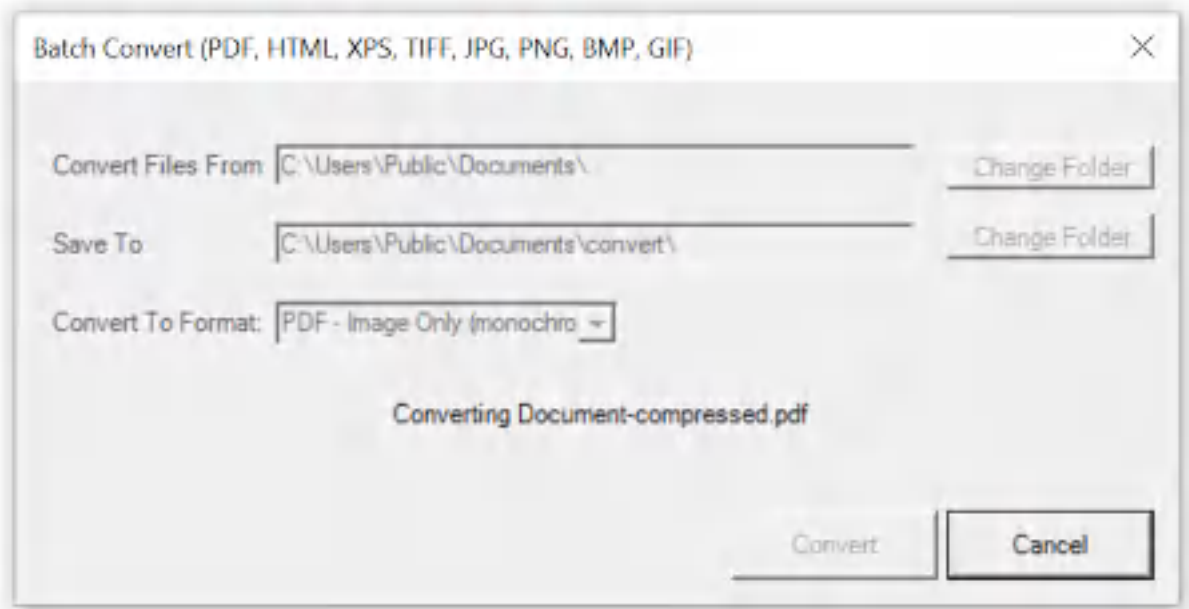
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert JPG to Searchable PDF

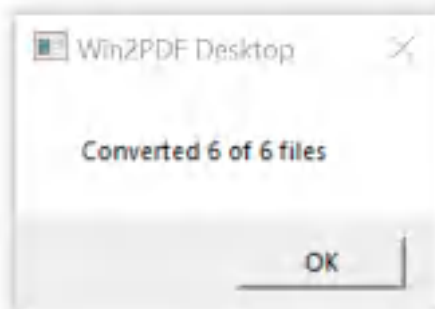
Set the "Convert Files From" location to the folder containing the JPG files to convert, and set the "Save To" folder to the location for the converted searchable PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



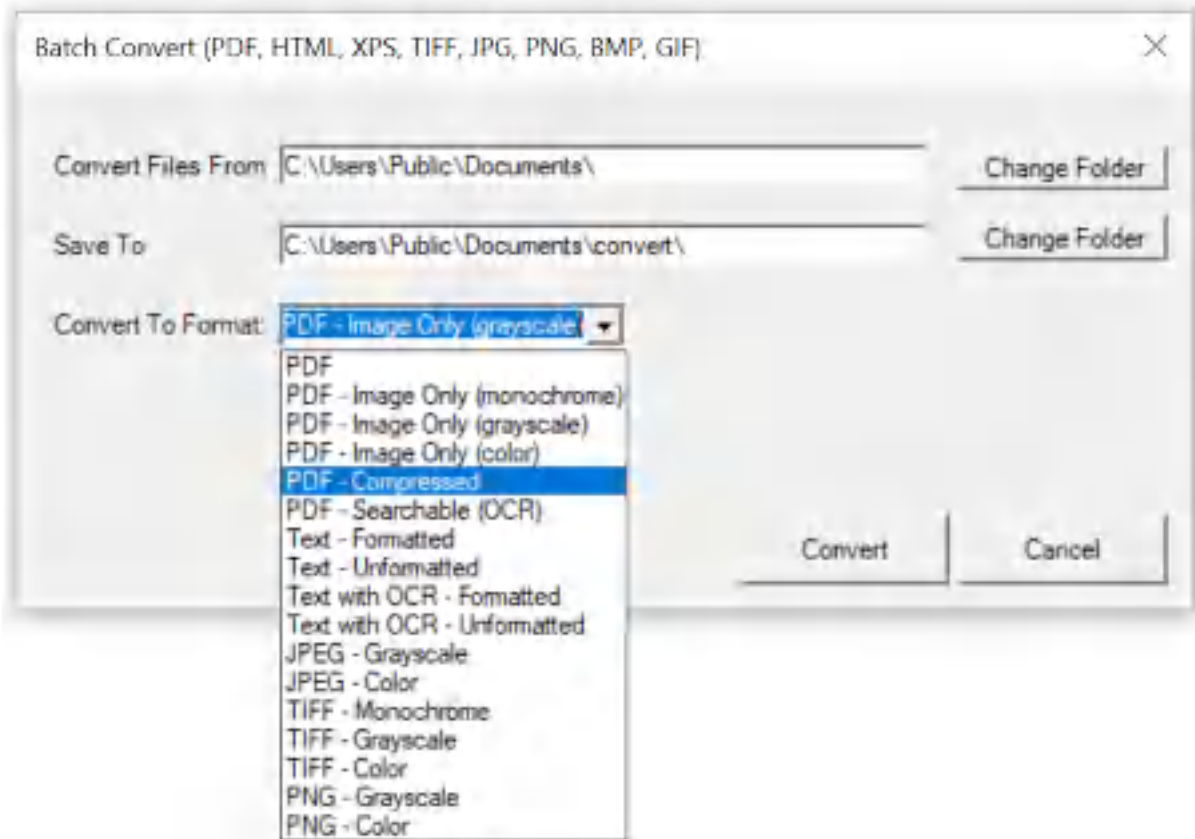
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.13 Batch Convert JPG to Compressed PDF

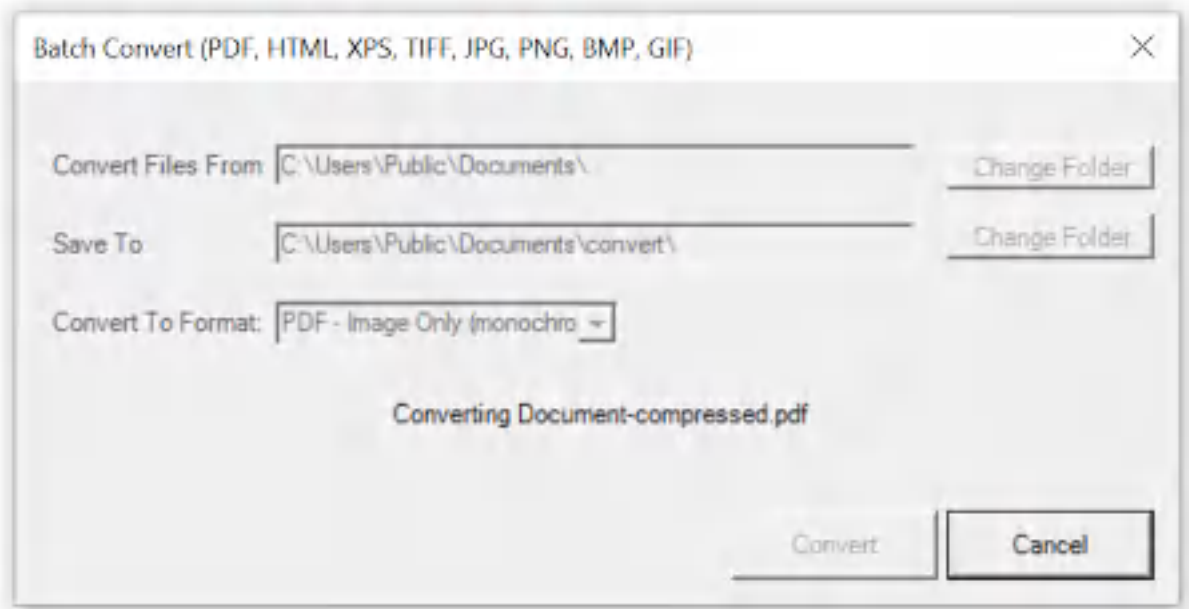
To batch convert from JPG to compressed PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Compressed".



Win2PDF Desktop - Batch Convert JPG to Compressed PDF

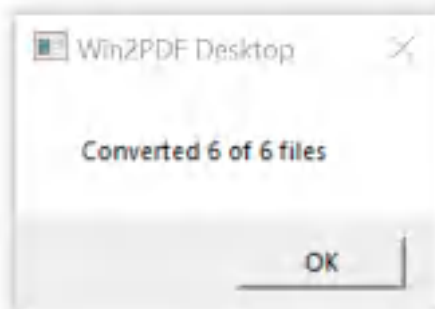
Set the "Convert Files From" location to the folder containing the JPG files to convert, and set the "Save To" folder to the location for the converted compressed PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



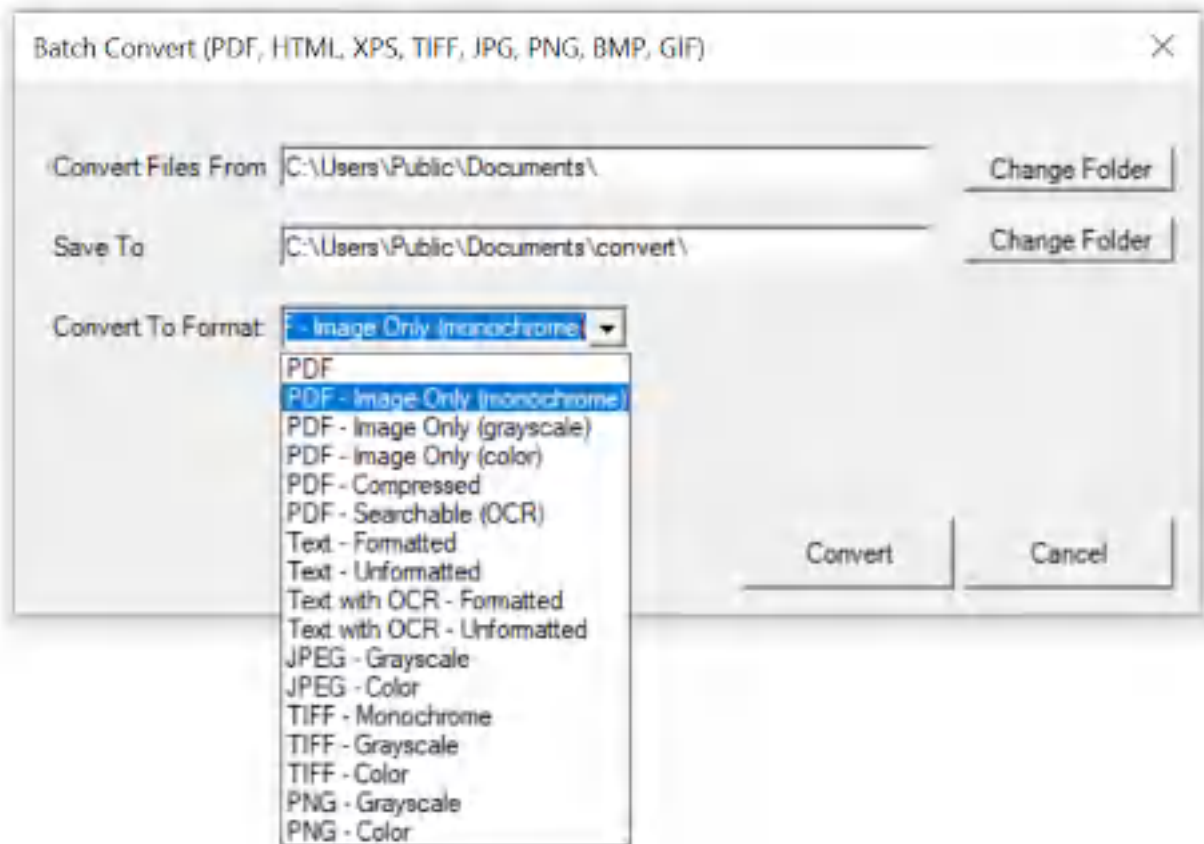
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.14 Batch Convert JPG to Image Only PDF

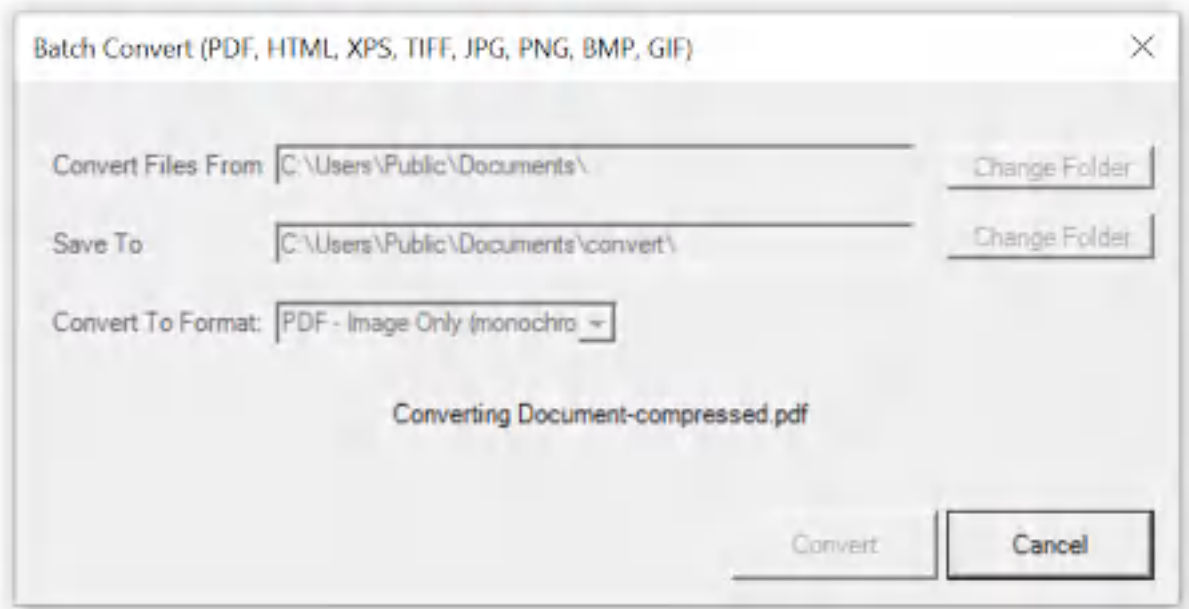
To batch convert from JPG to an image only PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Image Only (monochrome)", "PDF - Image Only (grayscale)", or "PDF - Image Only (color)".



Win2PDF Desktop - Batch Convert JPG to Image Only PDF

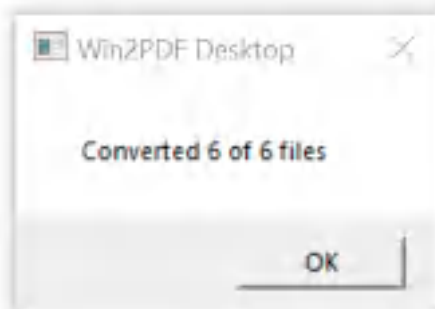
Set the "Convert Files From" location to the folder containing the JPG files to convert, and set the "Save To" folder to the location for the converted image only PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



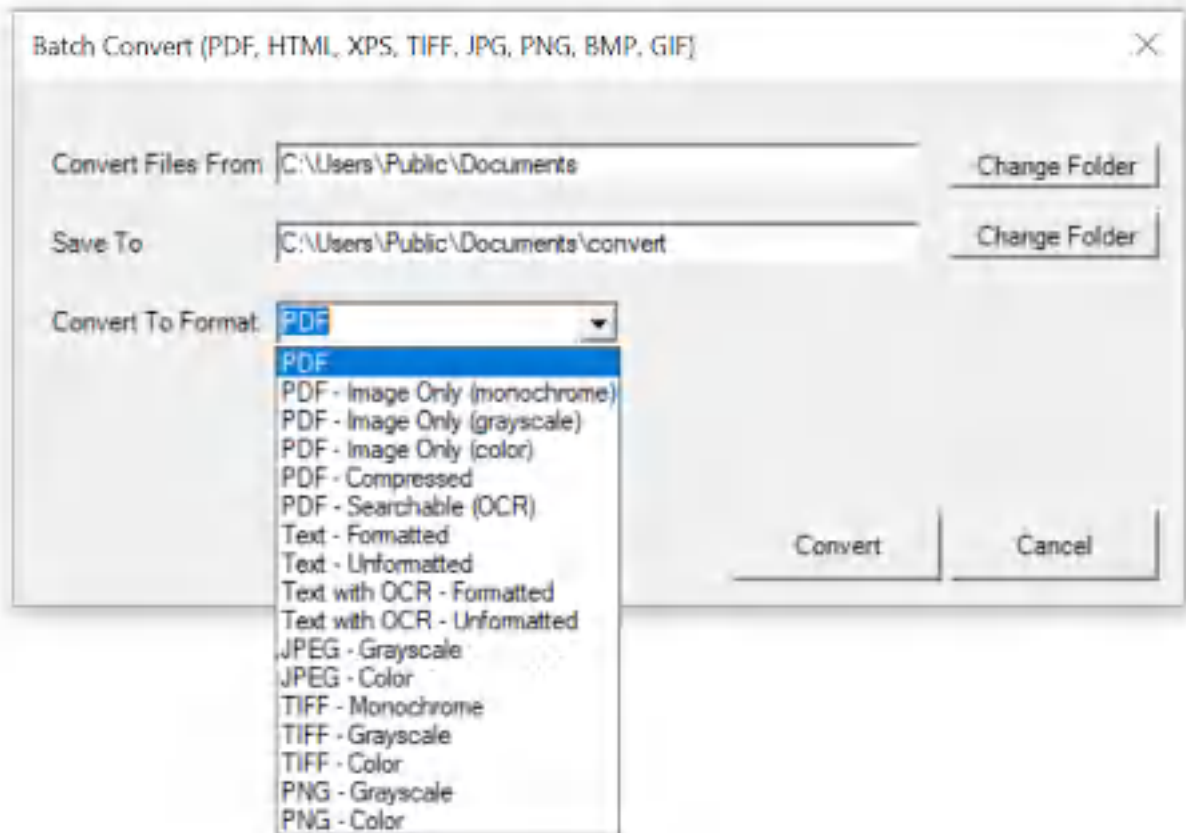
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.15 Batch Convert PNG to PDF

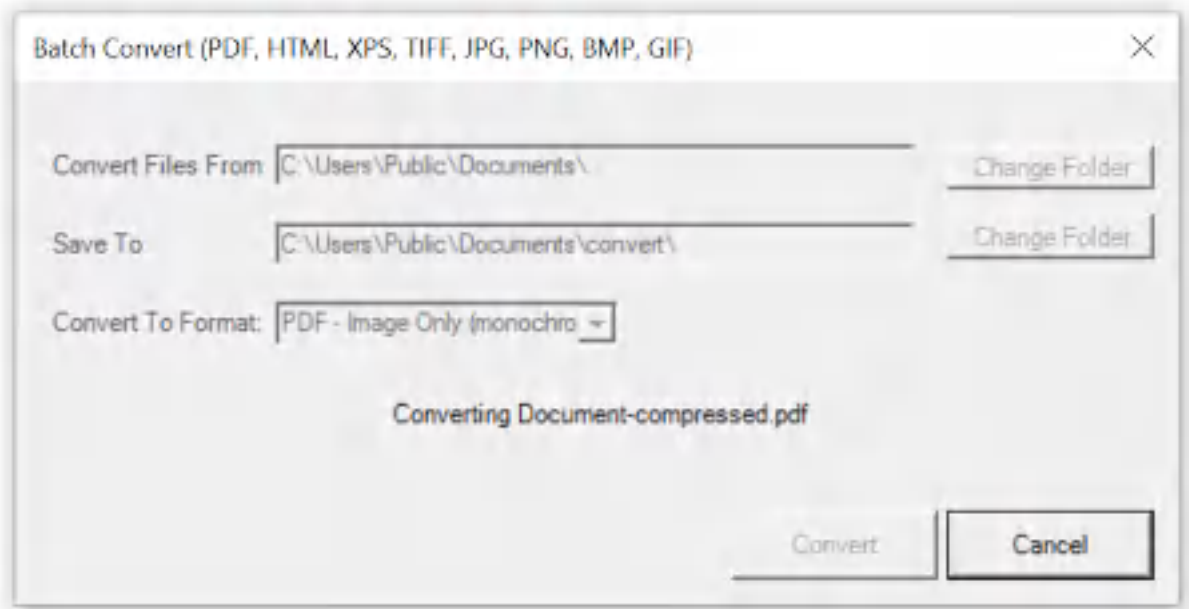
To batch convert from PNG to PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "PDF".



Win2PDF Desktop - Batch Convert PNG to PDF

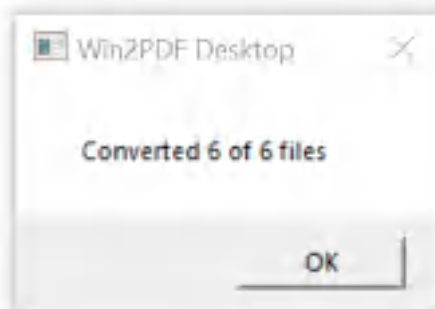
Set the "Convert Files From" location to the folder containing the PNG files to convert, and set the "Save To" folder to the location for the converted PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



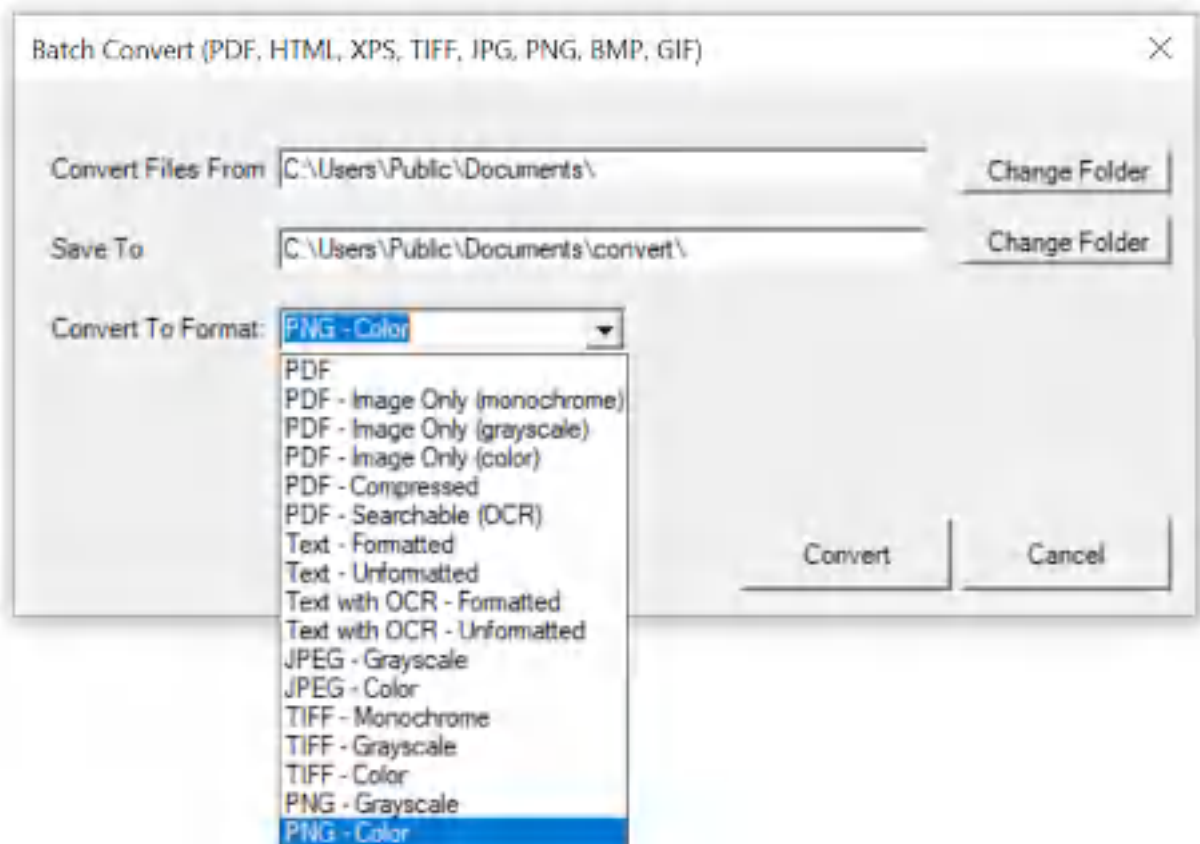
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.16 Batch Convert PNG to JPG

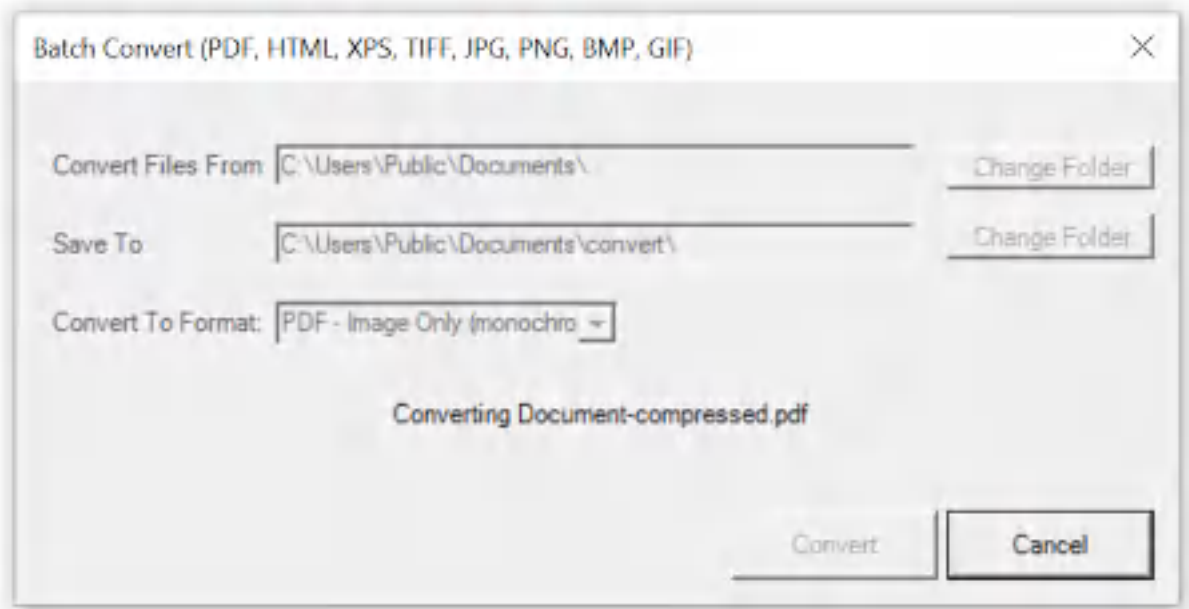
To batch convert from PNG to JPG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "JPG - Grayscale" or "JPG - Color".



Win2PDF Desktop - Batch Convert PNG to JPG

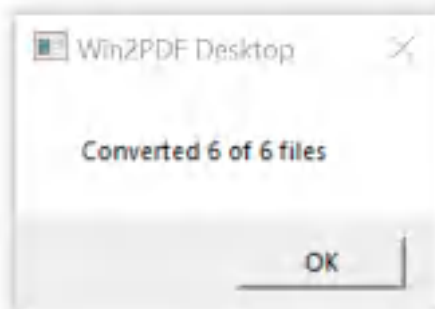
Set the "Convert Files From" location to the folder containing the PNG files to convert, and set the "Save To" folder to the location for the converted JPG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



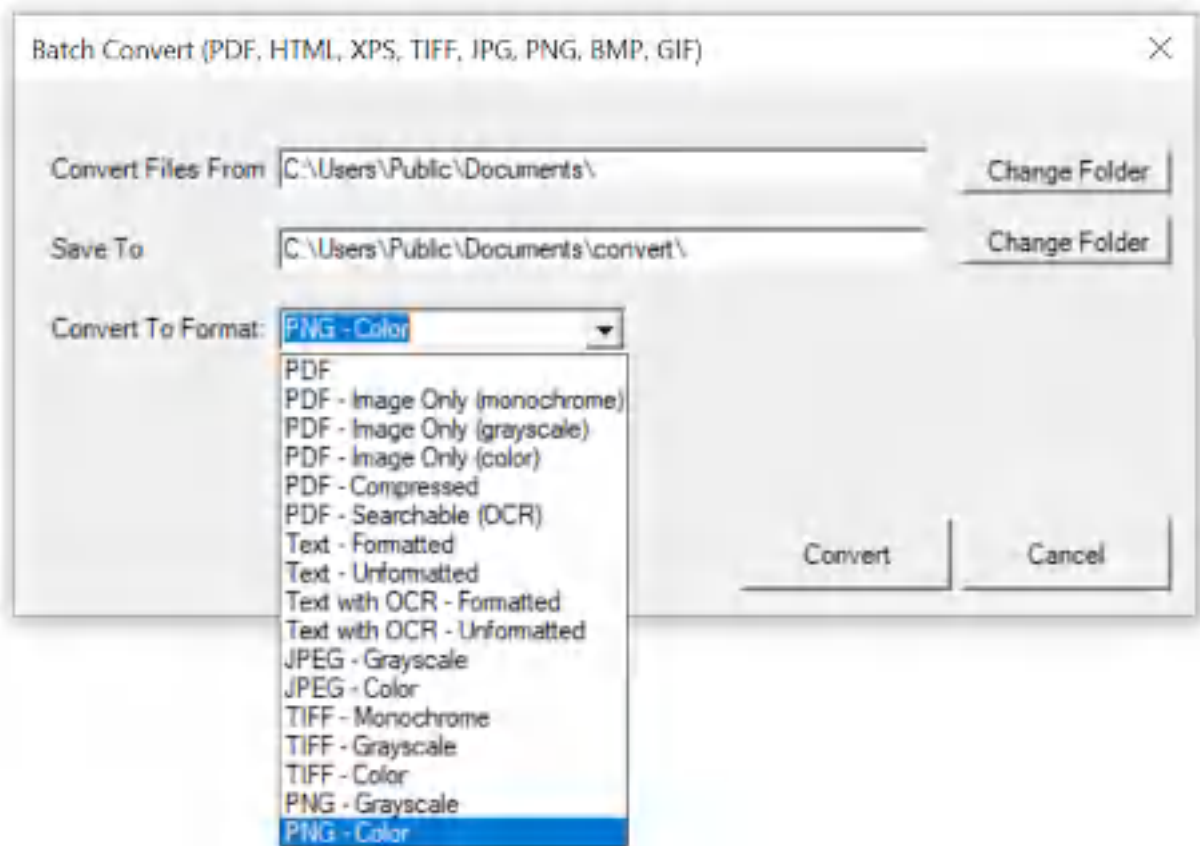
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.17 Batch Convert PNG to TIFF

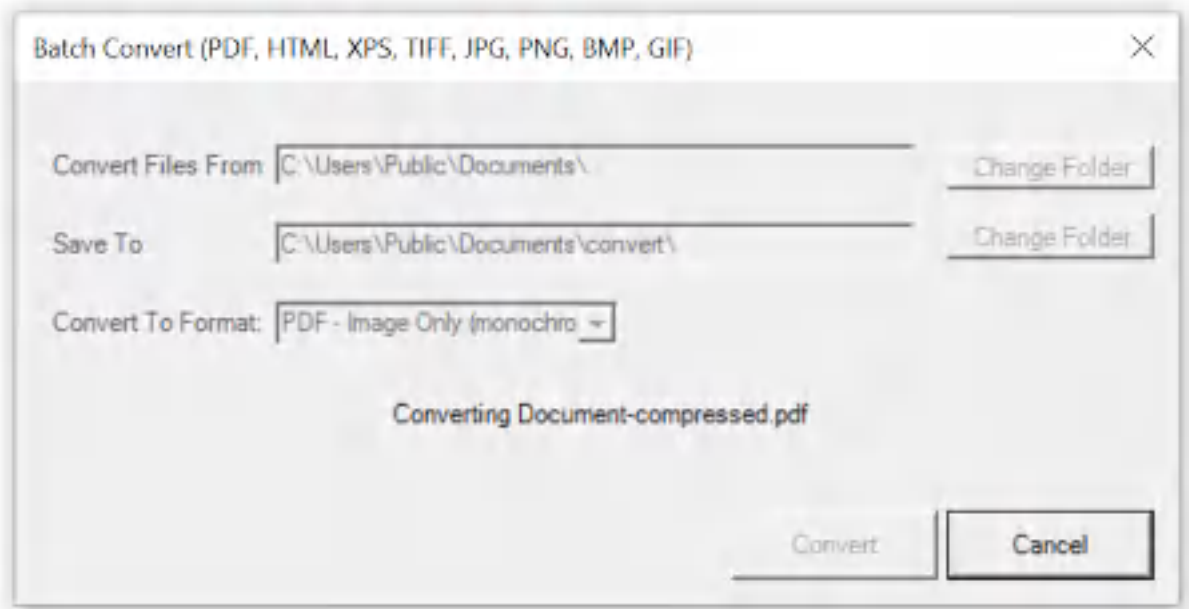
To batch convert from PNG to TIFF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "TIFF - Monochrome", "TIFF - Grayscale" or "TIFF - Color".



Win2PDF Desktop - Batch Convert PNG to TIFF

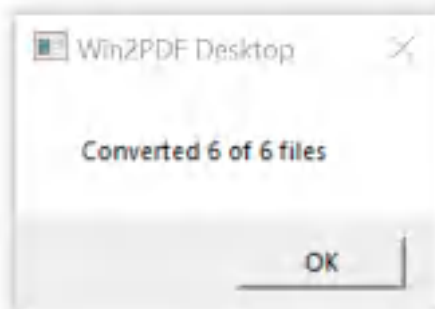
Set the "Convert Files From" location to the folder containing the PNG files to convert, and set the "Save To" folder to the location for the converted TIFF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

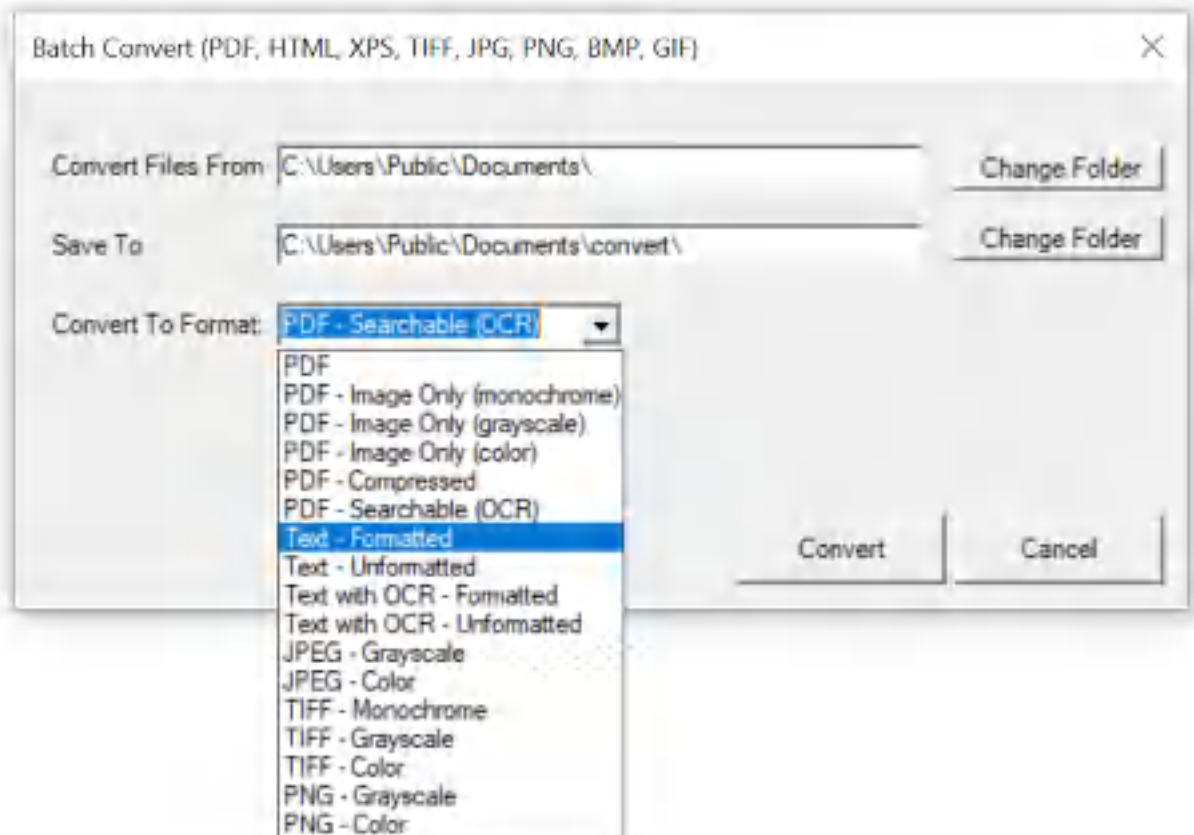
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.18 Batch Convert PNG to Text

To batch convert from PNG to Text, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "Text with OCR - Formatted", or "Text with OCR - Unformatted". This requires the "Win2PDF Desktop with OCR" setup program from:

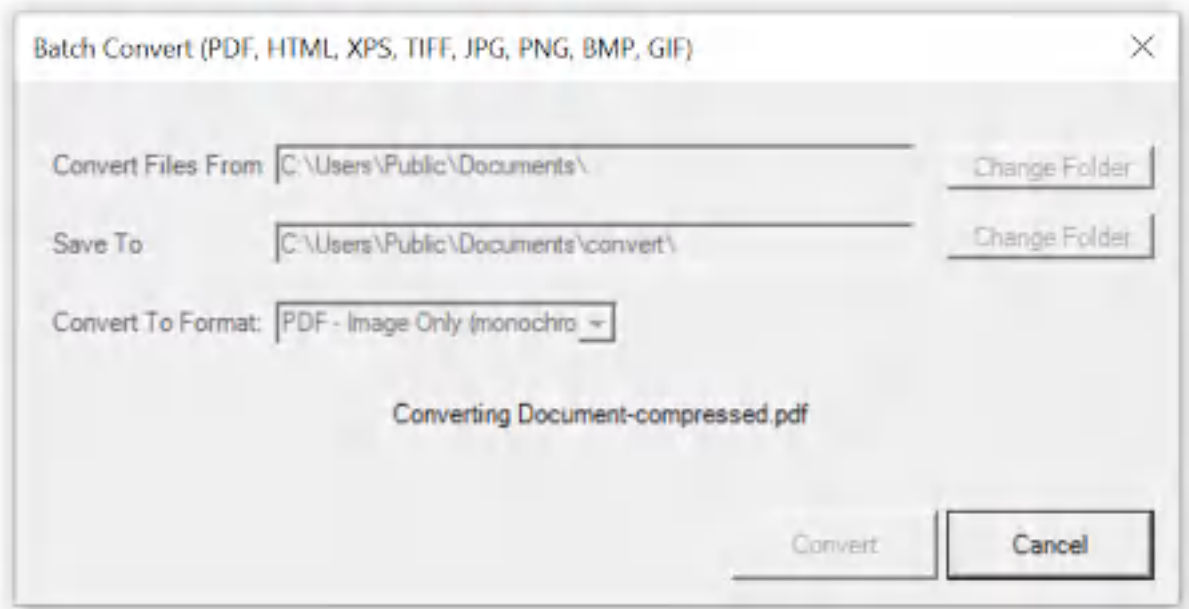
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert PNG to Text

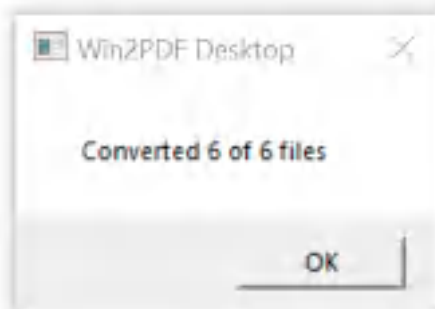
Set the "Convert Files From" location to the folder containing the PNG files to convert, and set the "Save To" folder to the location for the converted text files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

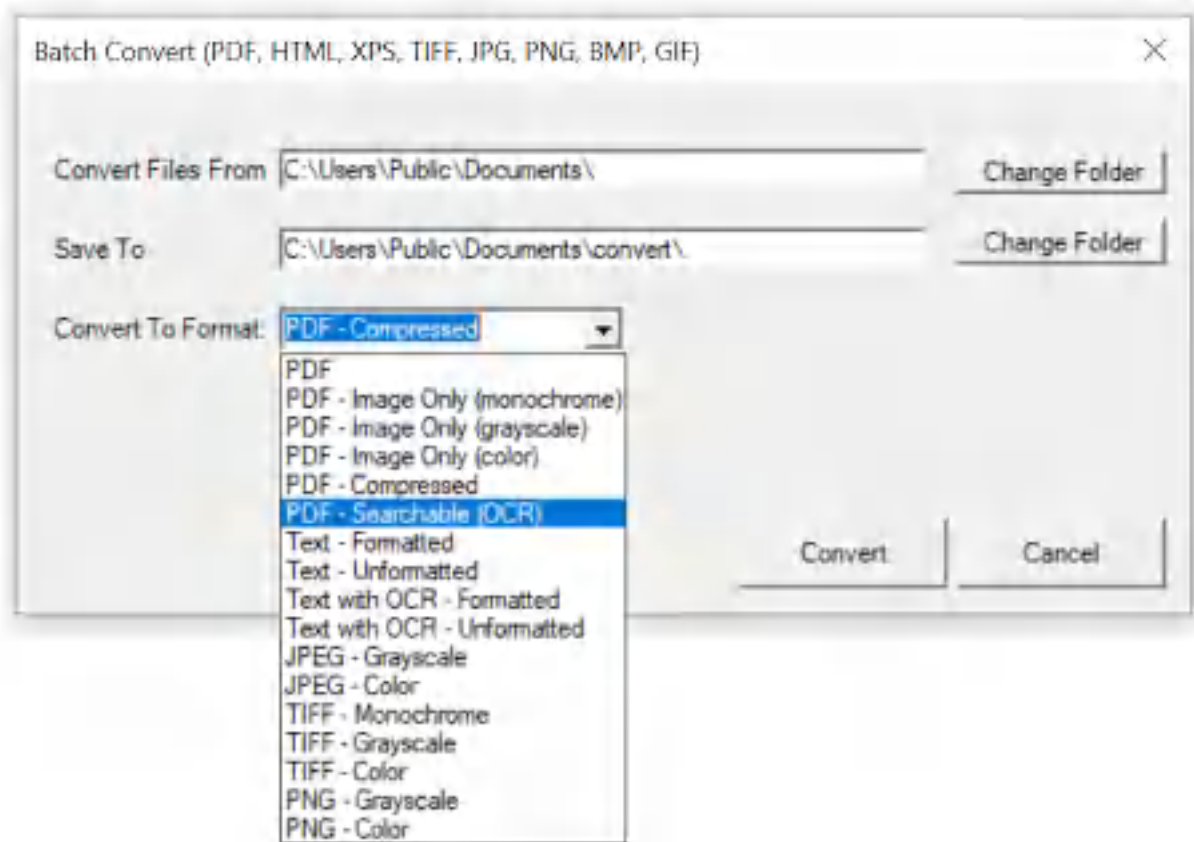
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.19 Batch Convert PNG to Searchable PDF

To batch convert from PNG to searchable PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Searchable (OCR)". This requires the "Win2PDF Desktop with OCR" setup program from:

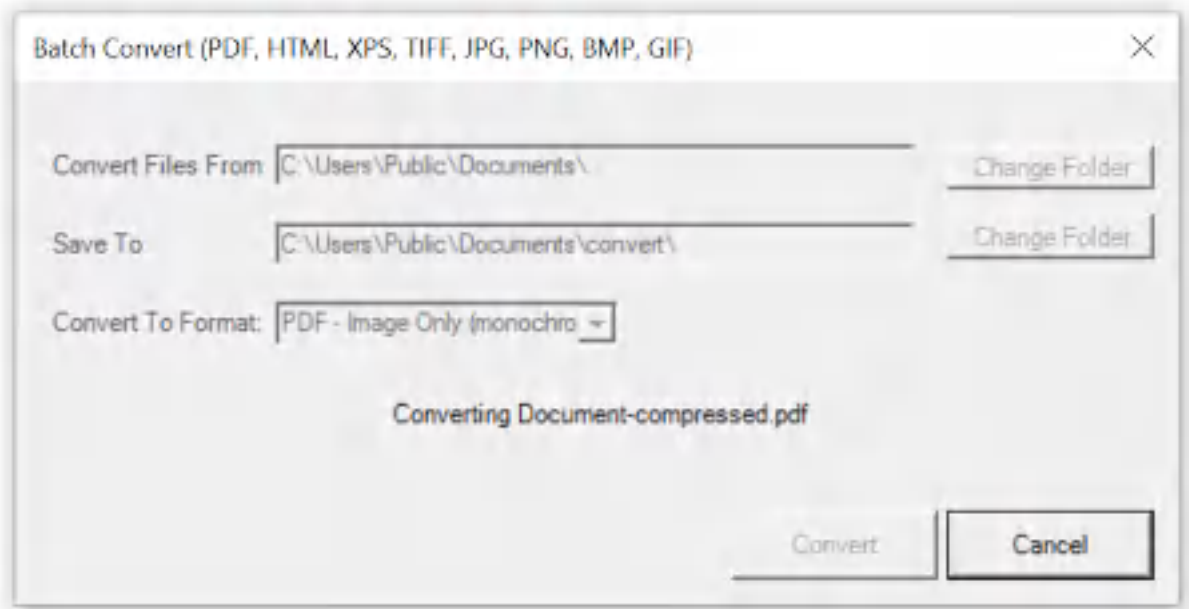
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert PNG to Searchable PDF

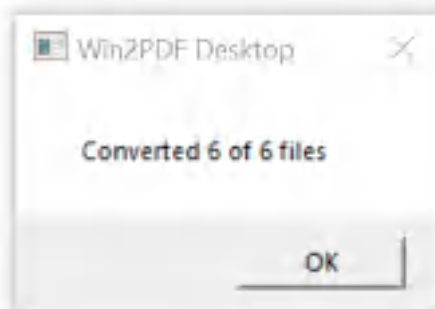
Set the "Convert Files From" location to the folder containing the PNG files to convert, and set the "Save To" folder to the location for the converted searchable PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



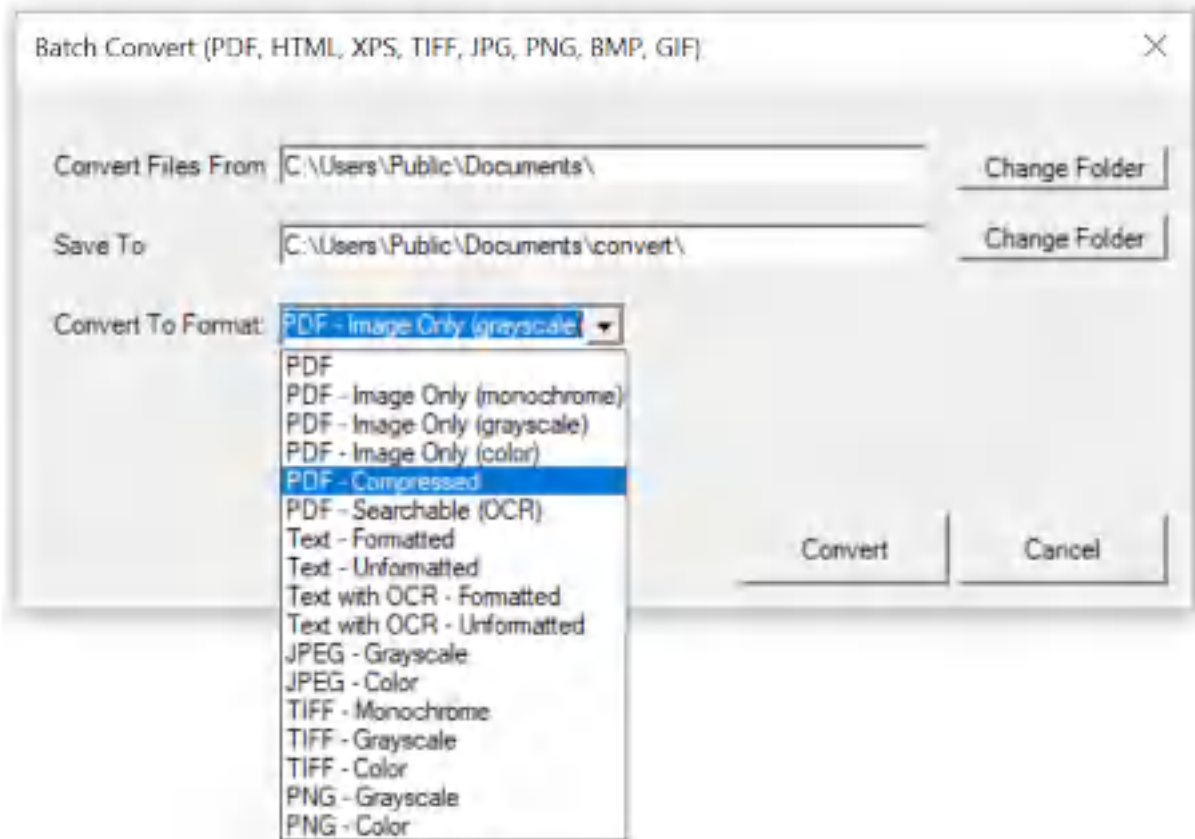
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.20 Batch Convert PNG to Compressed PDF

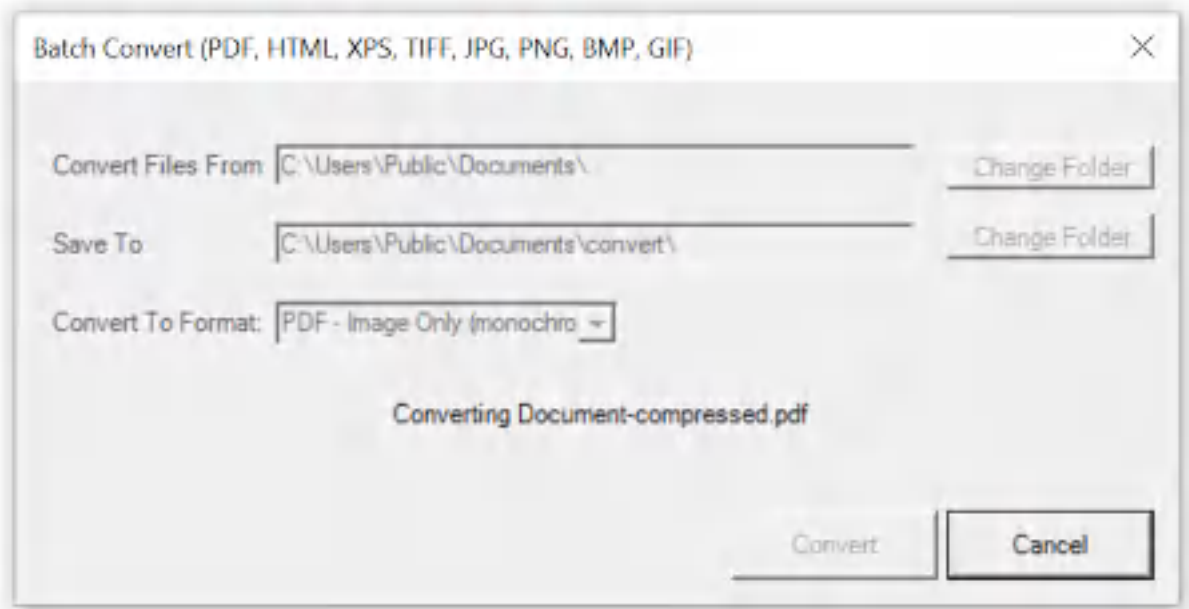
To batch convert from PNG to compressed PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Compressed".



Win2PDF Desktop - Batch Convert PNG to Compressed PDF

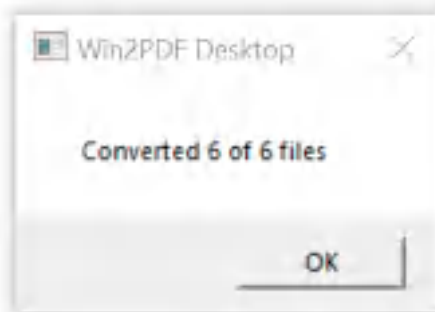
Set the "Convert Files From" location to the folder containing the PNG files to convert, and set the "Save To" folder to the location for the converted compressed PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



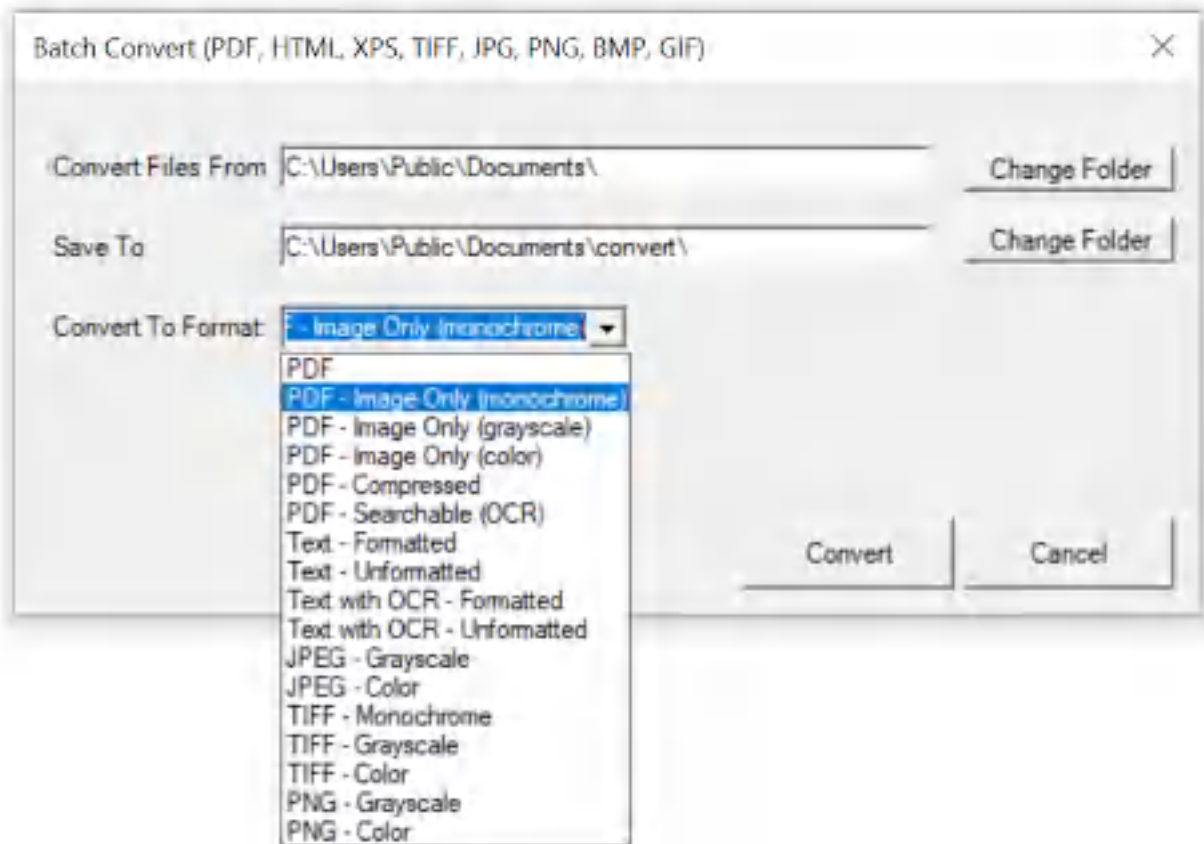
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.21 Batch Convert PNG to Image Only PDF

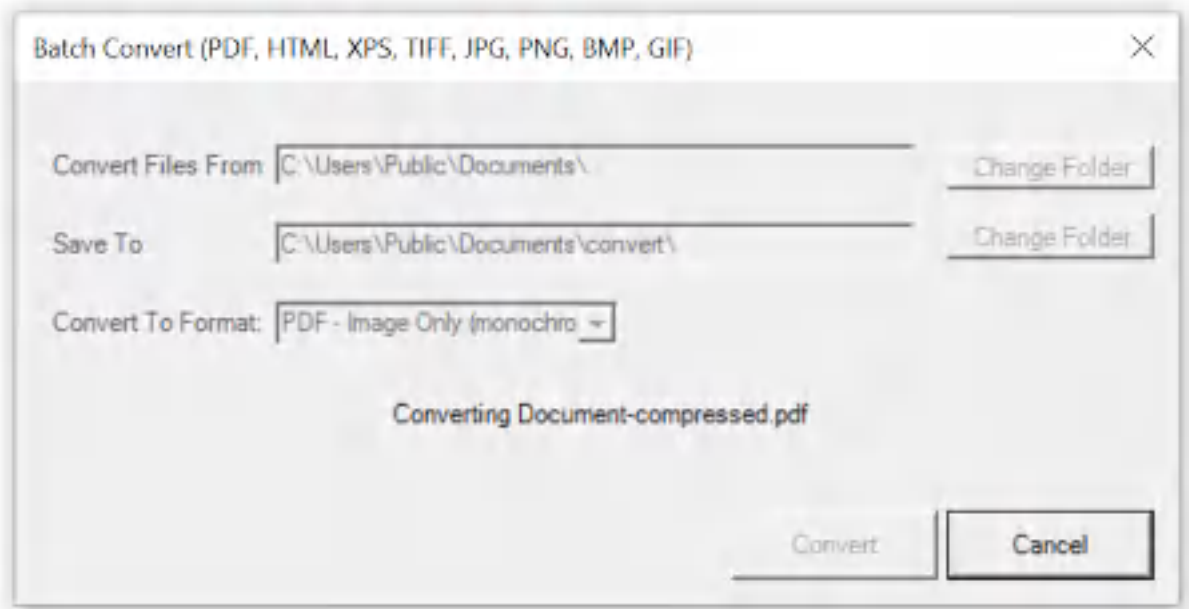
To batch convert from PNG to an image only PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Image Only (monochrome)", "PDF - Image Only (grayscale)", or "PDF - Image Only (color)".



Win2PDF Desktop - Batch Convert PNG to Image Only PDF

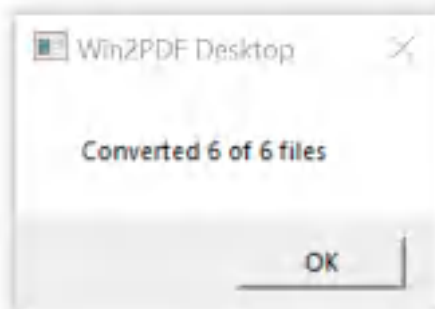
Set the "Convert Files From" location to the folder containing the PNG files to convert, and set the "Save To" folder to the location for the converted image only PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



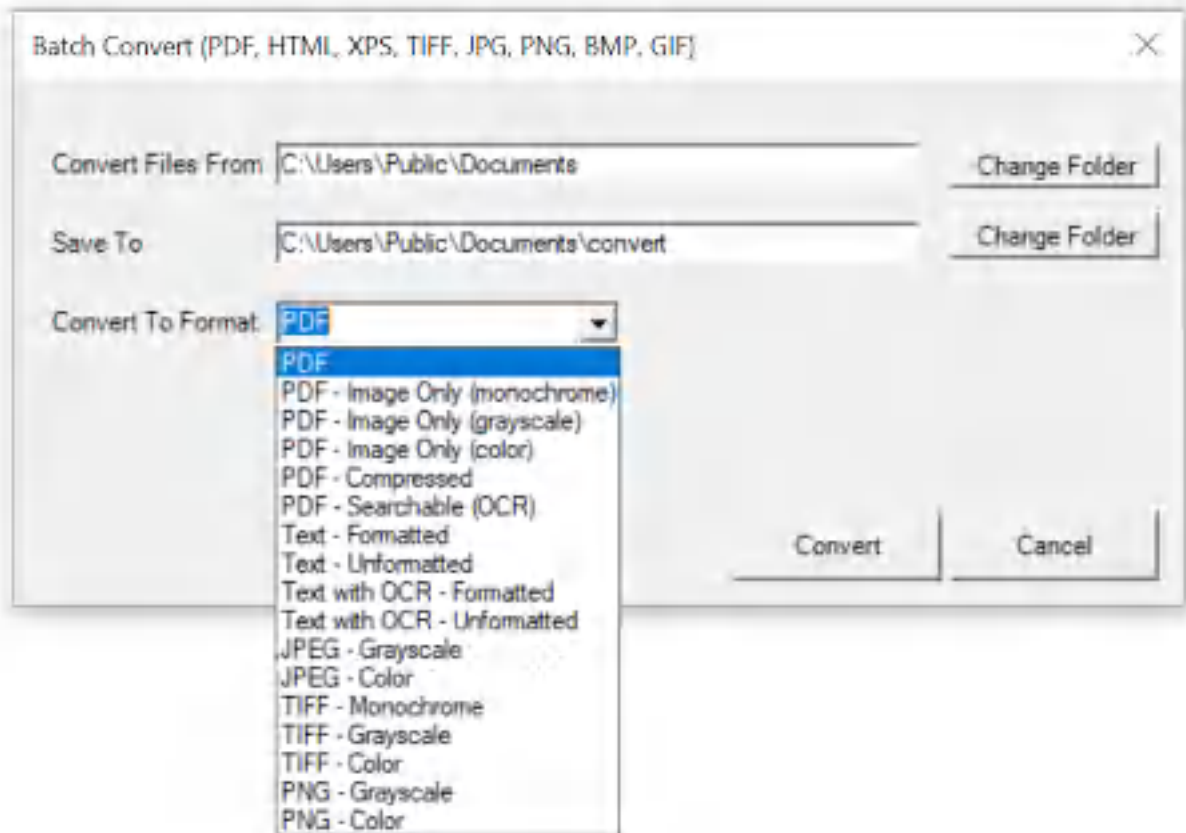
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.22 Batch Convert TIFF to PDF

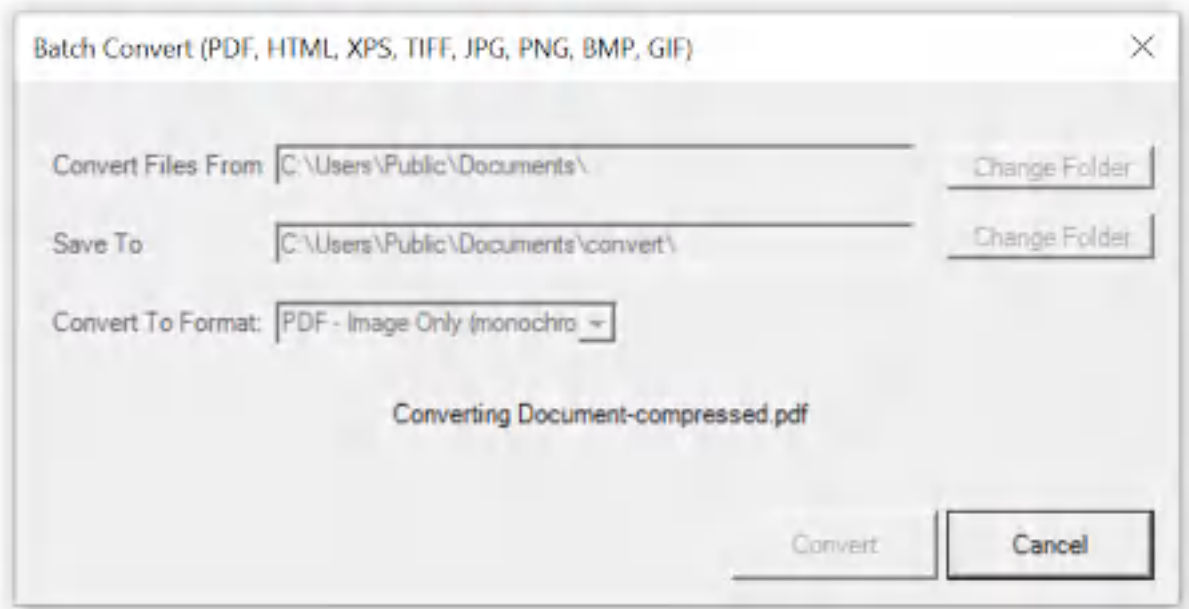
To batch convert from TIFF to PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "PDF".



Win2PDF Desktop - Batch Convert TIFF to PDF

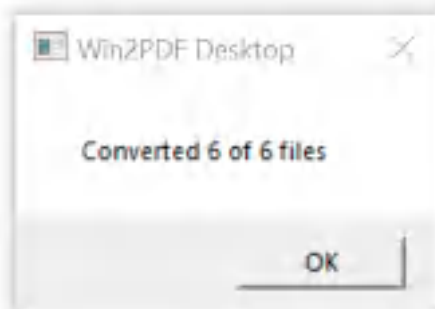
Set the "Convert Files From" location to the folder containing the TIFF files to convert, and set the "Save To" folder to the location for the converted PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



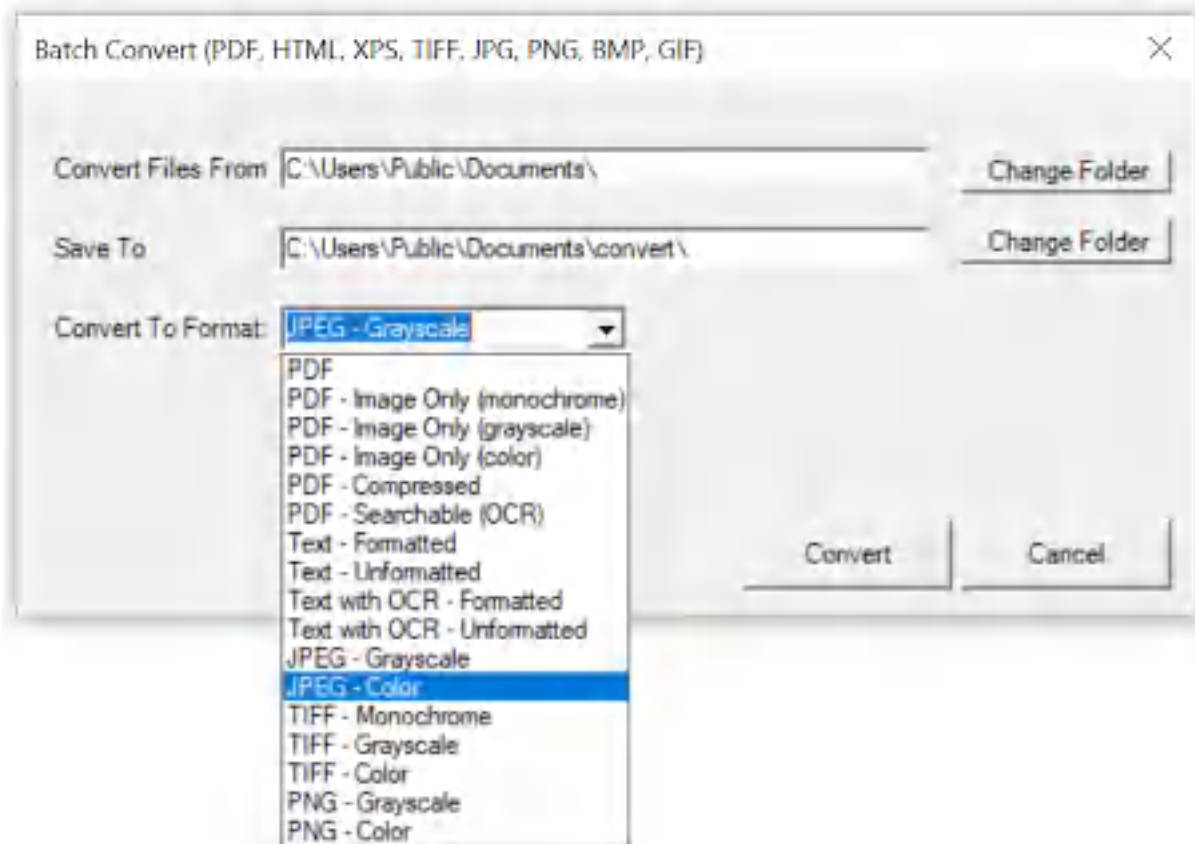
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.23 Batch Convert TIFF to JPG

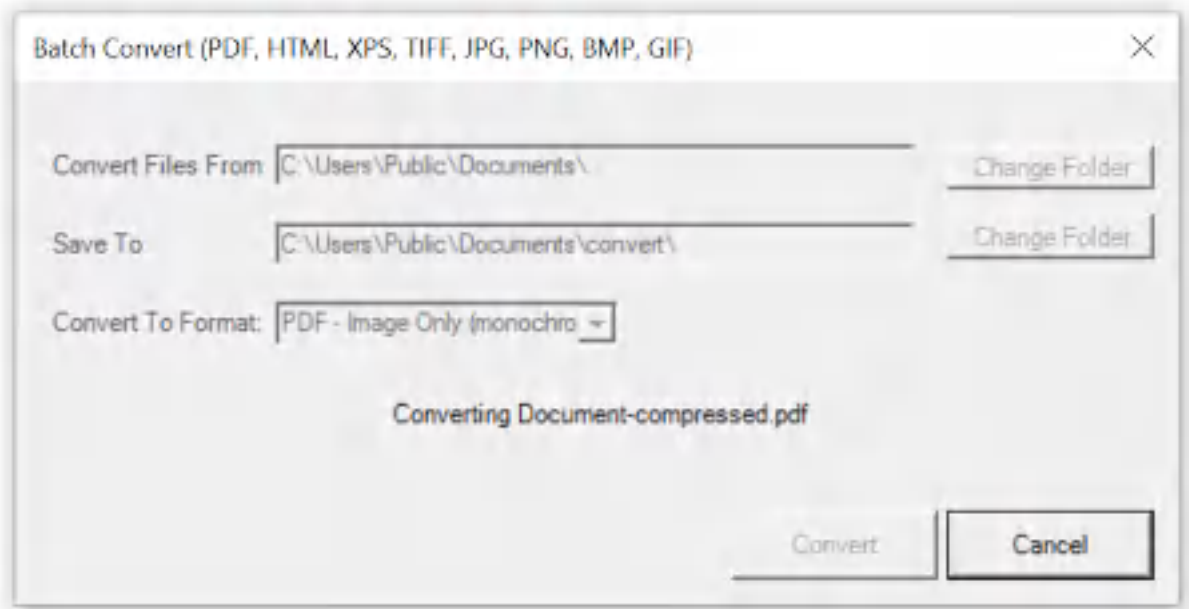
To batch convert from TIFF to JPG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "JPG - Grayscale" or "JPG - Color".



Win2PDF Desktop - Batch Convert TIFF to JPG

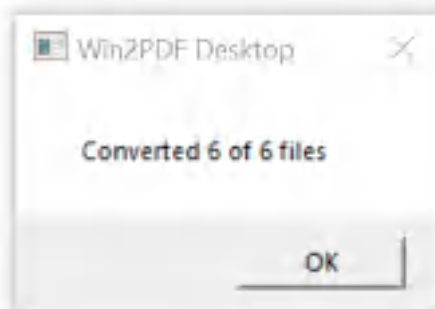
Set the "Convert Files From" location to the folder containing the TIFF files to convert, and set the "Save To" folder to the location for the converted JPG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



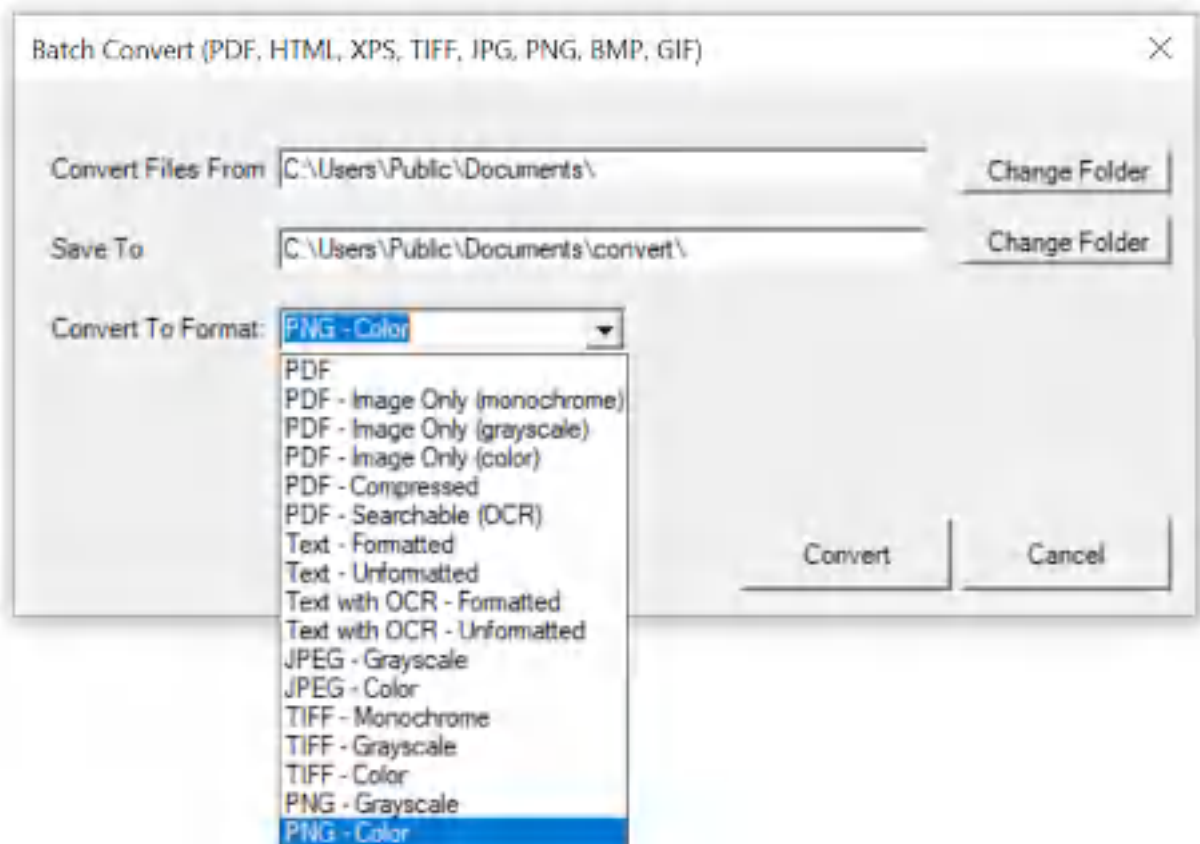
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.24 Batch Convert TIFF to PNG

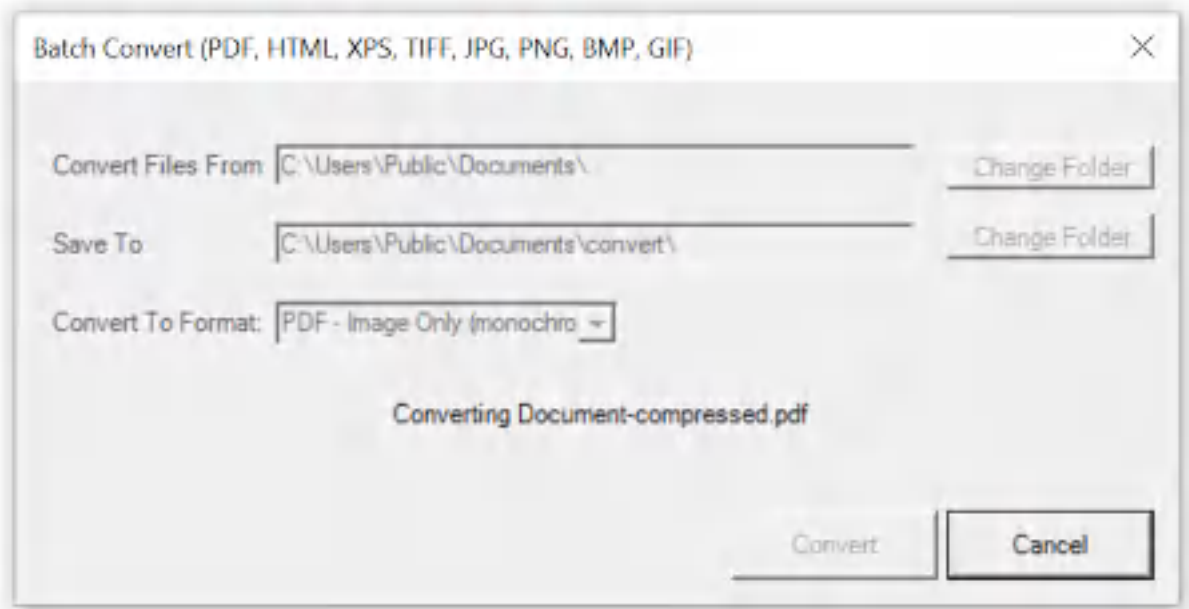
To batch convert from TIFF to PNG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PNG - Grayscale" or "PNG - Color".



Win2PDF Desktop - Batch Convert TIFF to PNG

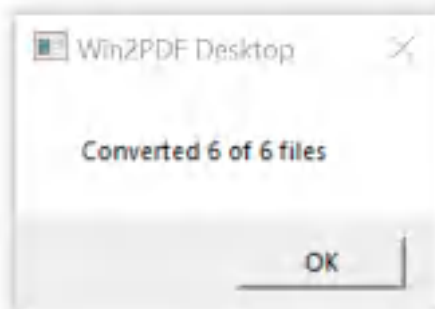
Set the "Convert Files From" location to the folder containing the TIFF files to convert, and set the "Save To" folder to the location for the converted PNG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

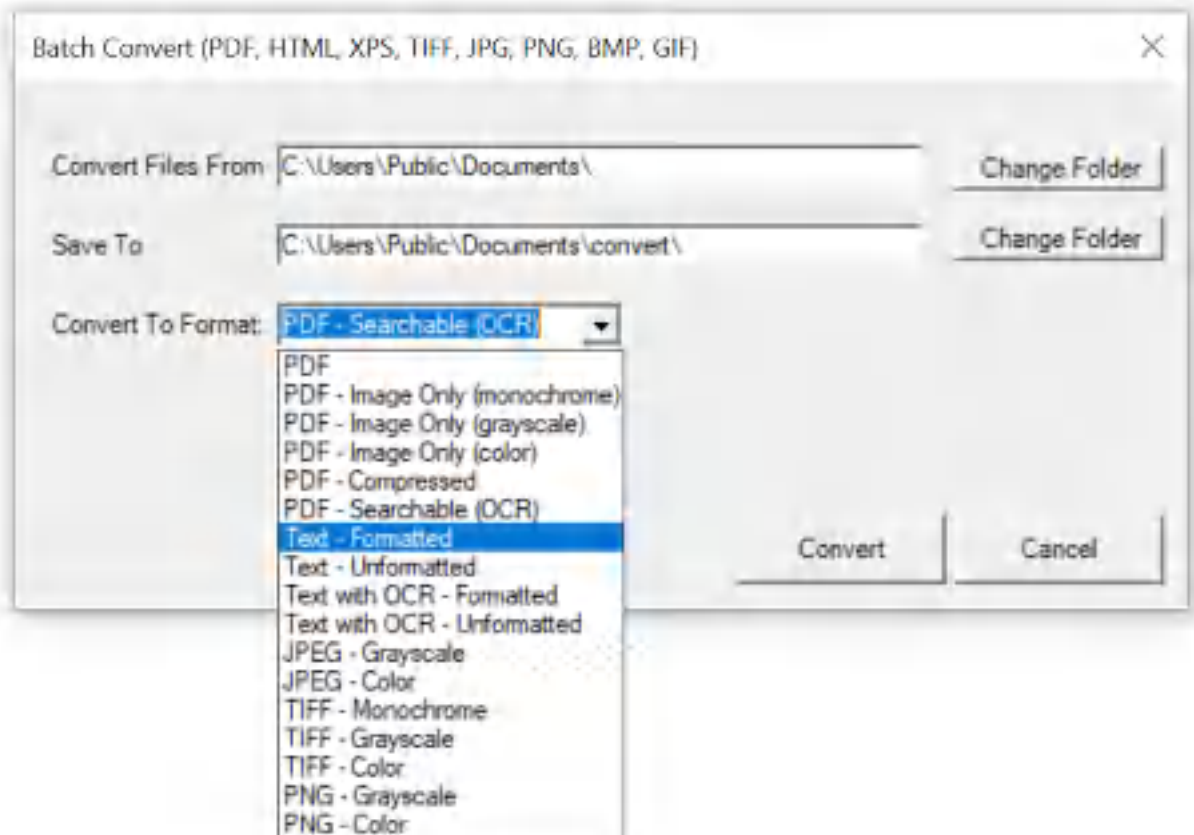
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.25 Batch Convert TIFF to Text

To batch convert from TIFF to Text, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "Text with OCR - Formatted", or "Text with OCR - Unformatted". This requires the "Win2PDF Desktop with OCR" setup program from:

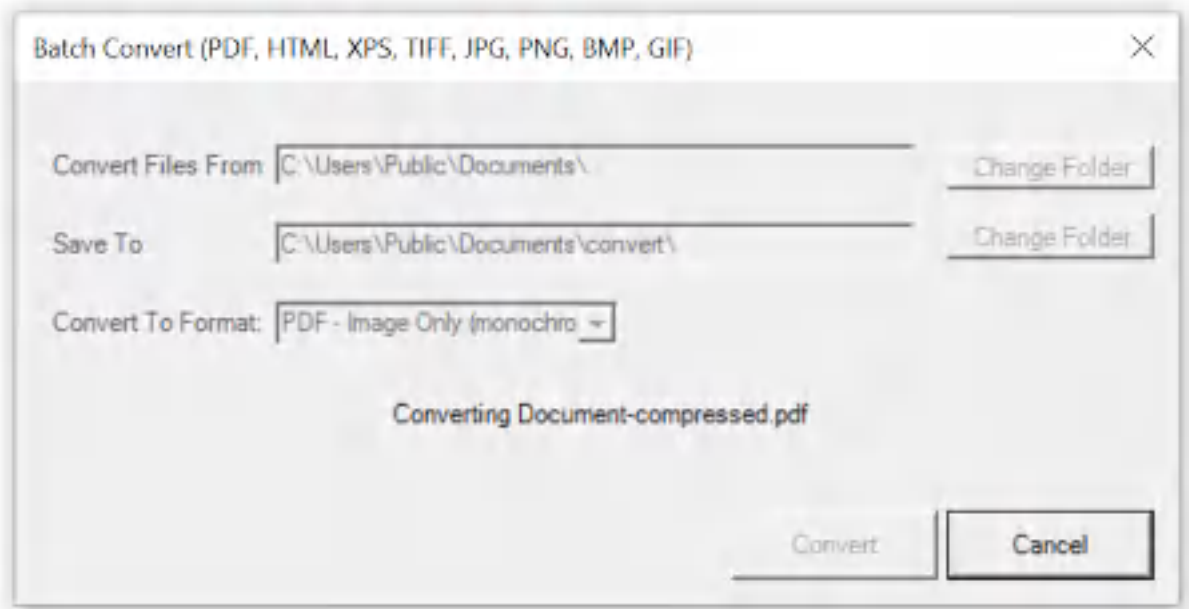
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert TIFF to Text

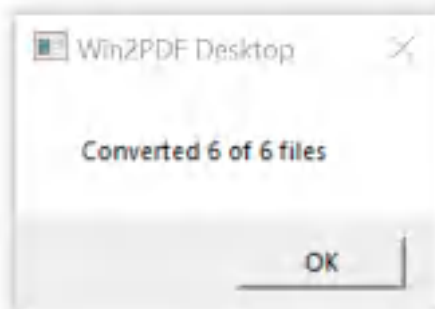
Set the "Convert Files From" location to the folder containing the TIFF files to convert, and set the "Save To" folder to the location for the converted text files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

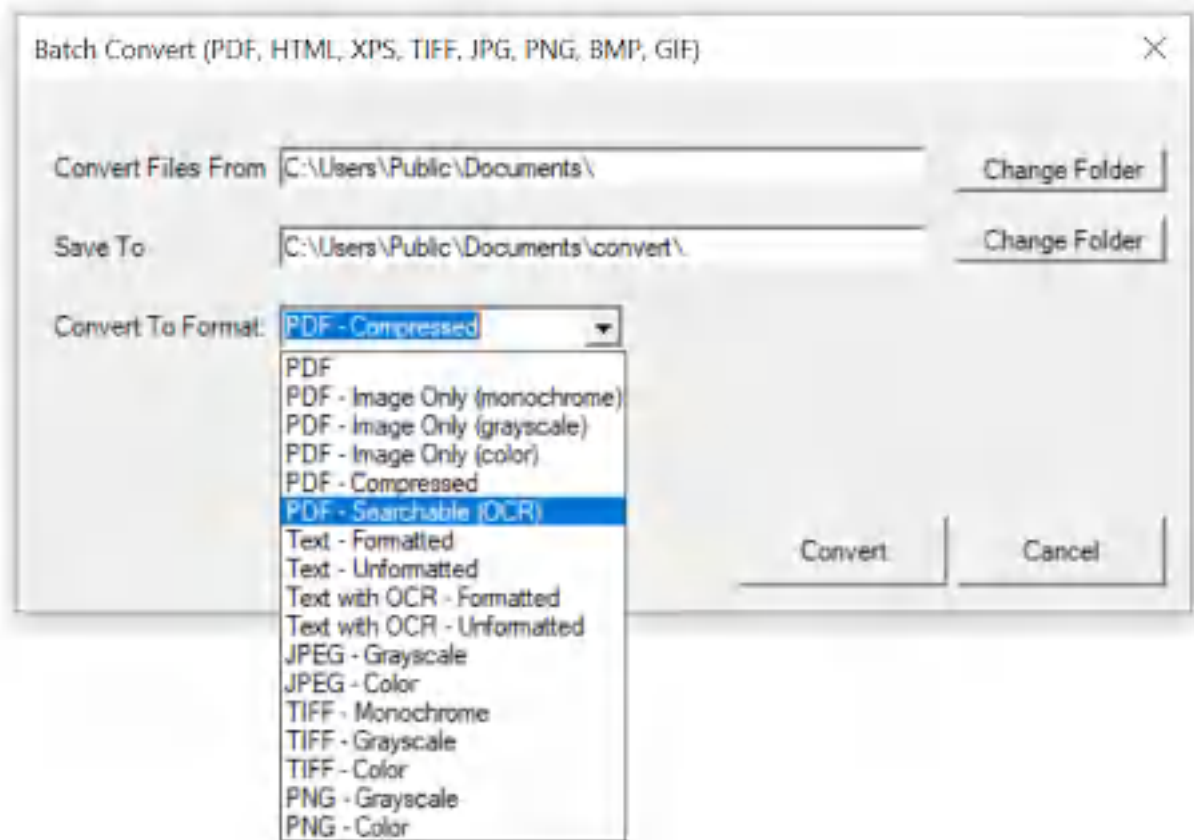
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.26 Batch Convert TIFF to Searchable PDF

To batch convert from TIFF to searchable PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Searchable (OCR)". This requires the "Win2PDF Desktop with OCR" setup program from:

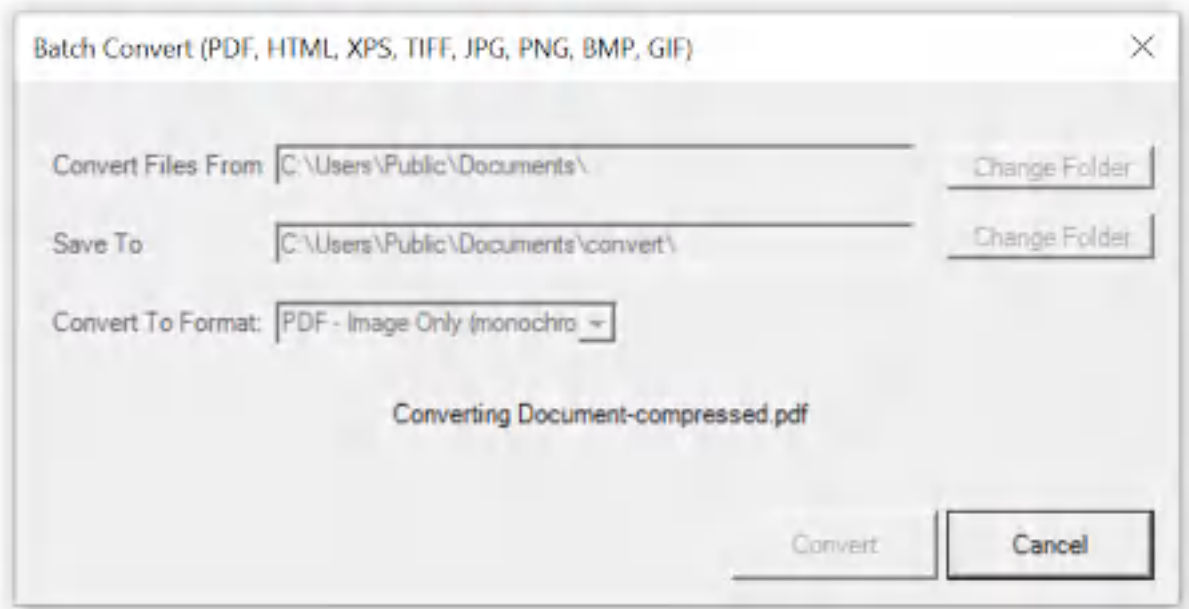
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert TIFF to Searchable PDF

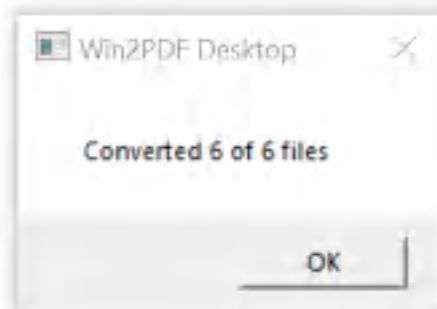
Set the "Convert Files From" location to the folder containing the TIFF files to convert, and set the "Save To" folder to the location for the converted searchable PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



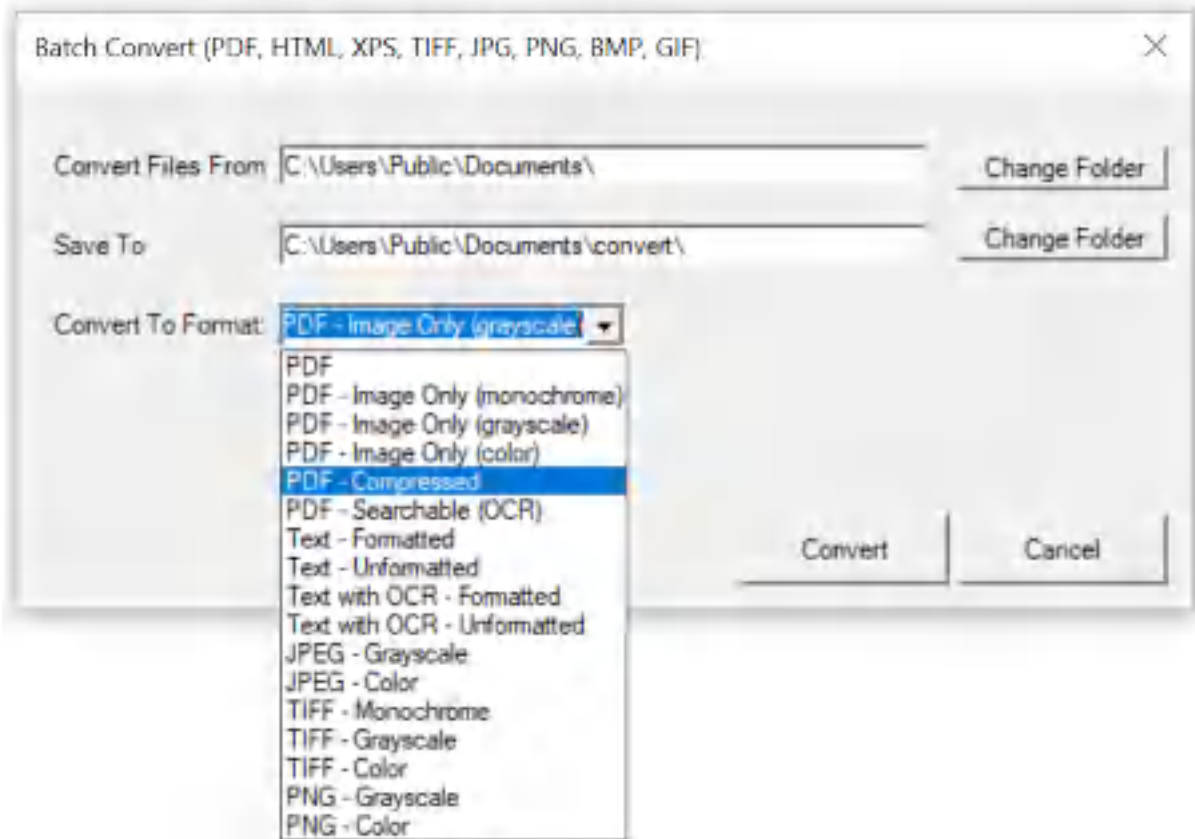
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.27 Batch Convert TIFF to Compressed PDF

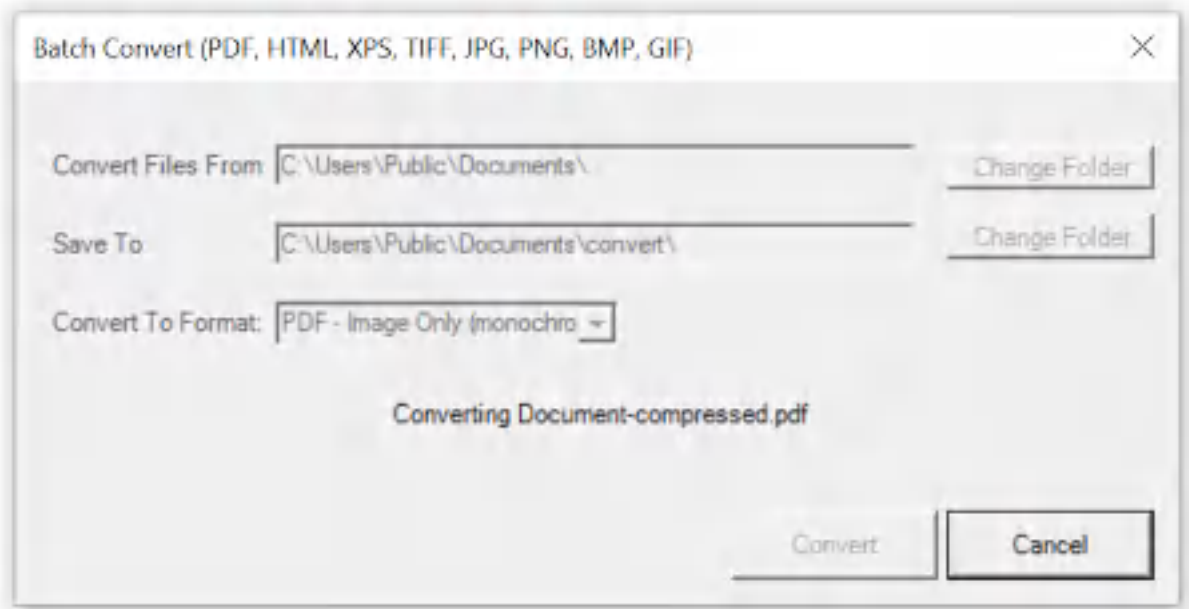
To batch convert from TIFF to compressed PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Compressed".



Win2PDF Desktop - Batch Convert PNG to Compressed PDF

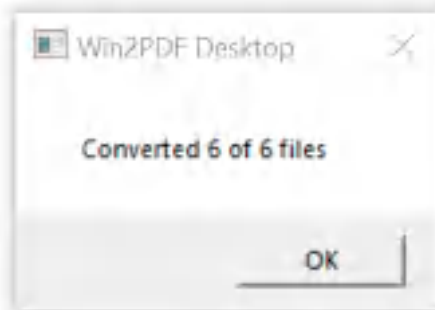
Set the "Convert Files From" location to the folder containing the TIFF files to convert, and set the "Save To" folder to the location for the converted compressed PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



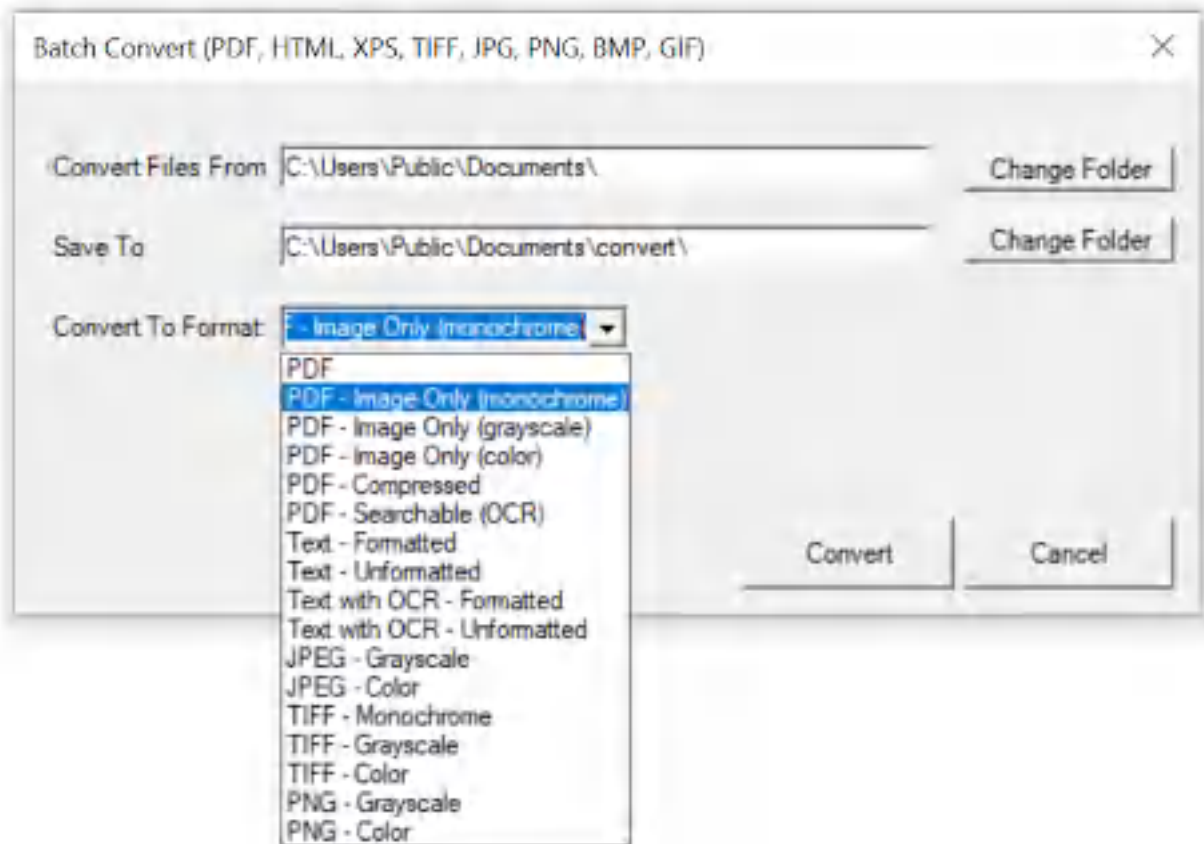
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.28 Batch Convert TIFF to Image Only PDF

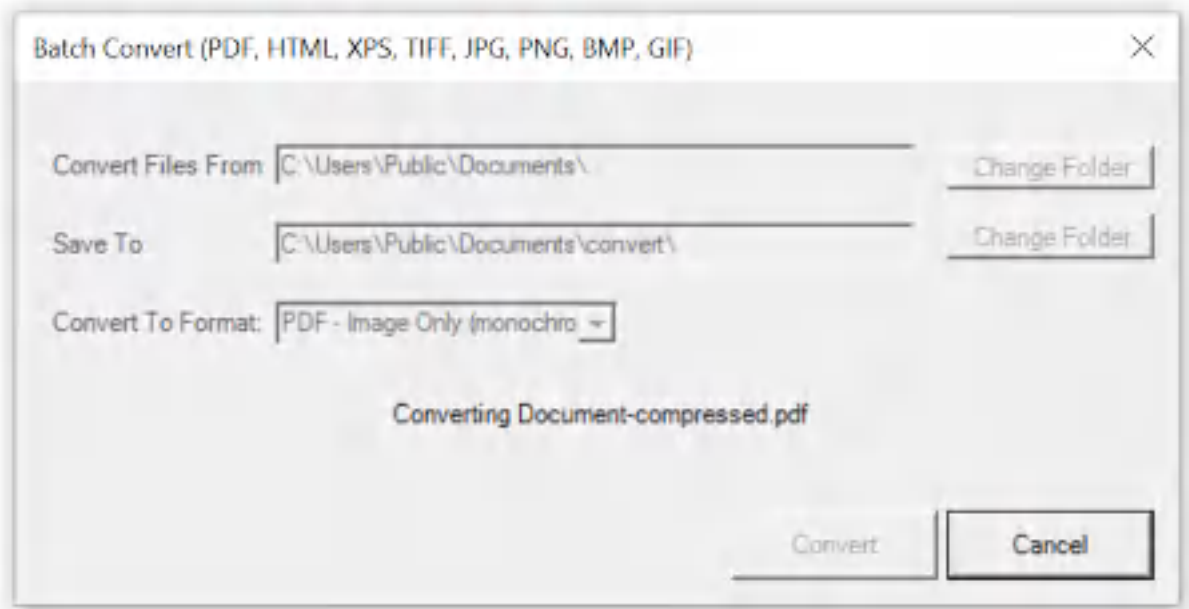
To batch convert from TIFF to an image only PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Image Only (monochrome)", "PDF - Image Only (grayscale)", or "PDF - Image Only (color)".



Win2PDF Desktop - Batch Convert TIFF to Image Only PDF

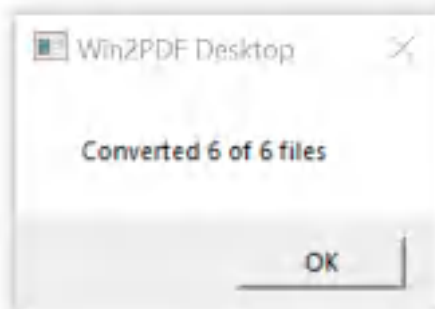
Set the "Convert Files From" location to the folder containing the TIFF files to convert, and set the "Save To" folder to the location for the converted image only PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



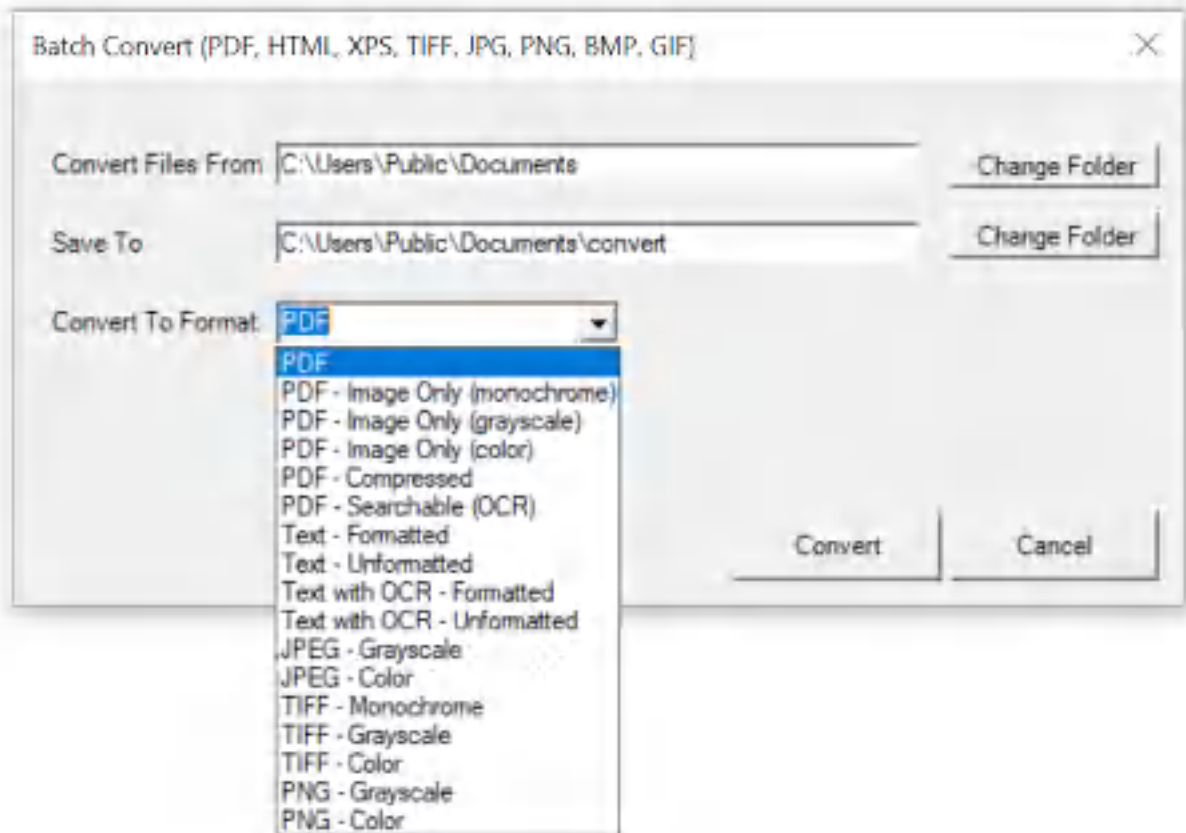
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.29 Batch Convert XPS to PDF

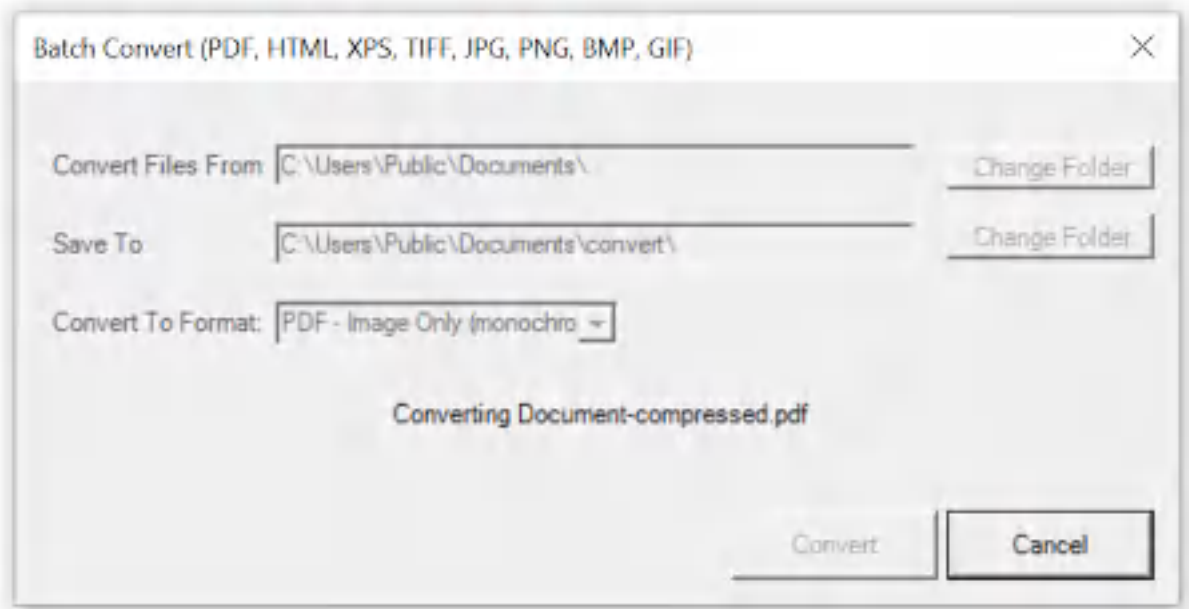
To batch convert from XPS to PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "PDF".



Win2PDF Desktop - Batch Convert XPS to PDF

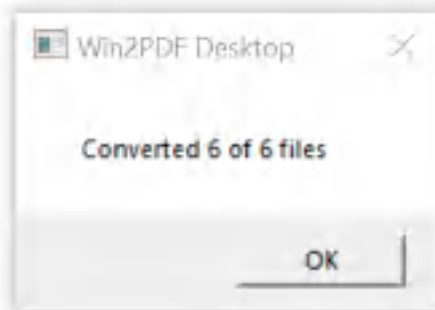
Set the "Convert Files From" location to the folder containing the XPS files to convert, and set the "Save To" folder to the location for the converted PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



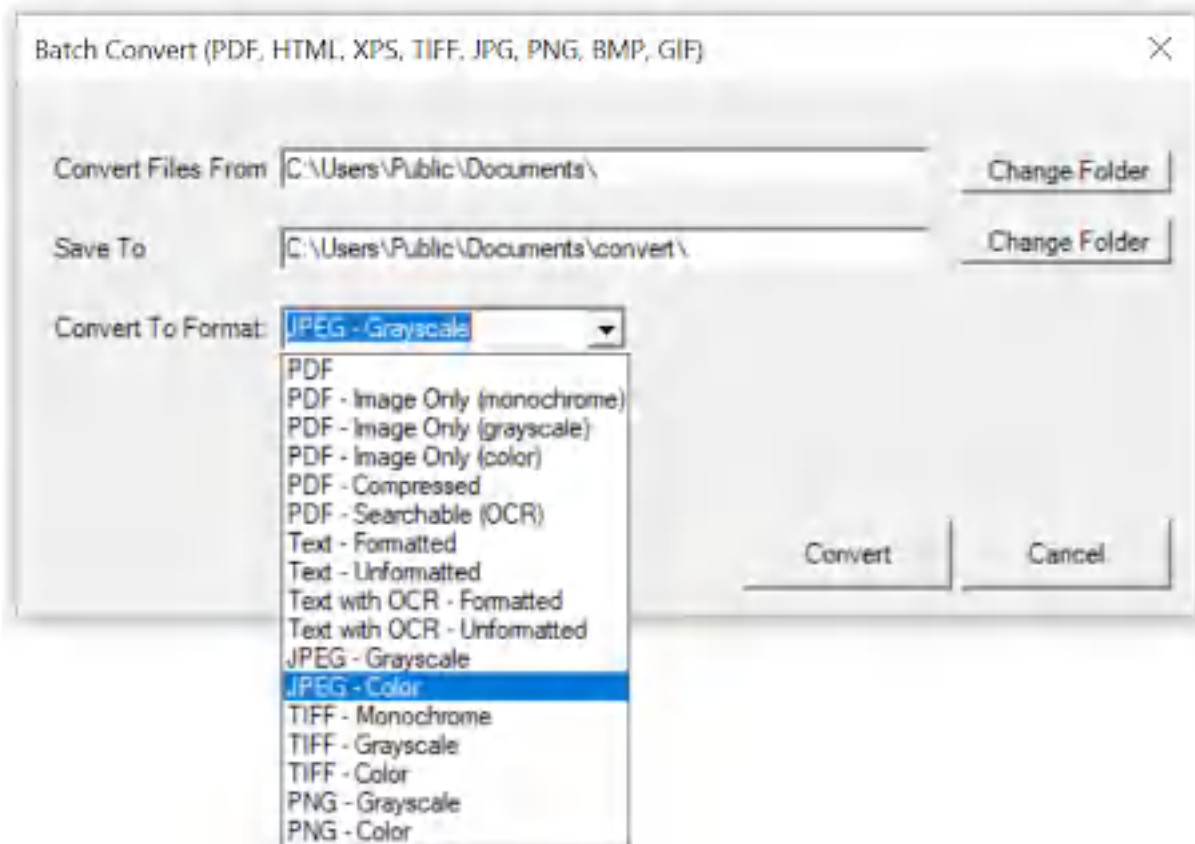
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.30 Batch Convert XPS to JPG

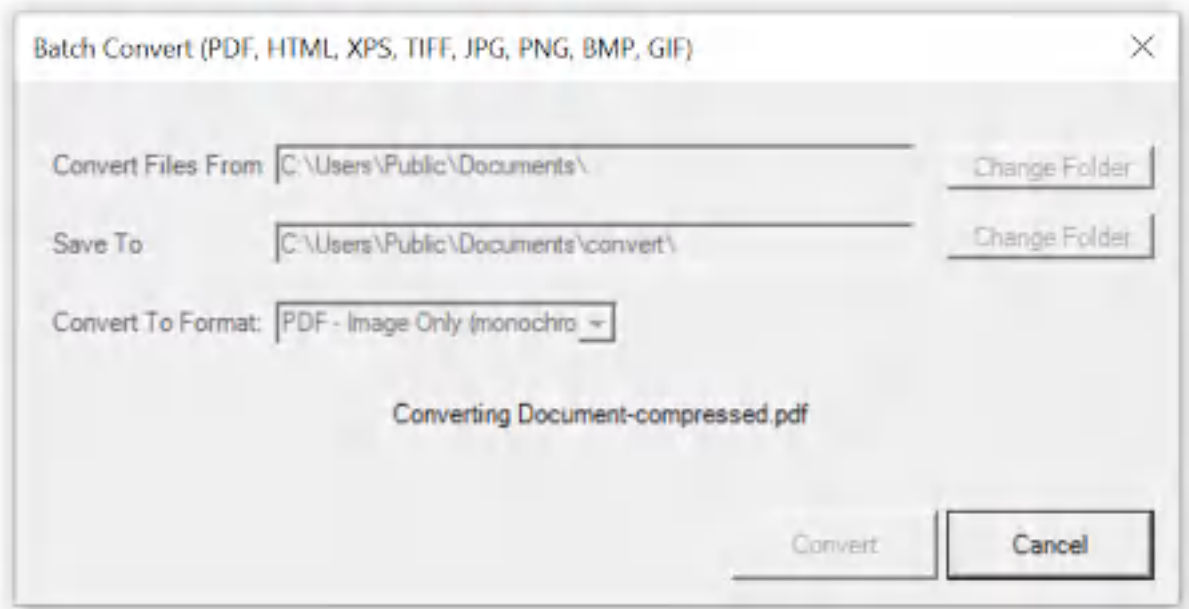
To batch convert from XPS to JPG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "JPG - Grayscale" or "JPG - Color".



Win2PDF Desktop - Batch Convert XPS to JPG

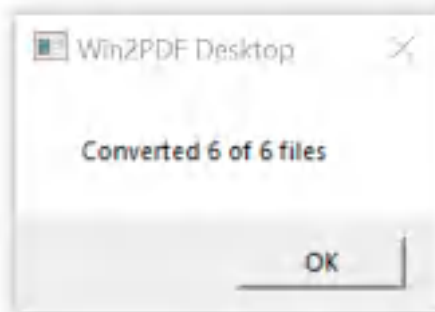
Set the "Convert Files From" location to the folder containing the XPS files to convert, and set the "Save To" folder to the location for the converted JPG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



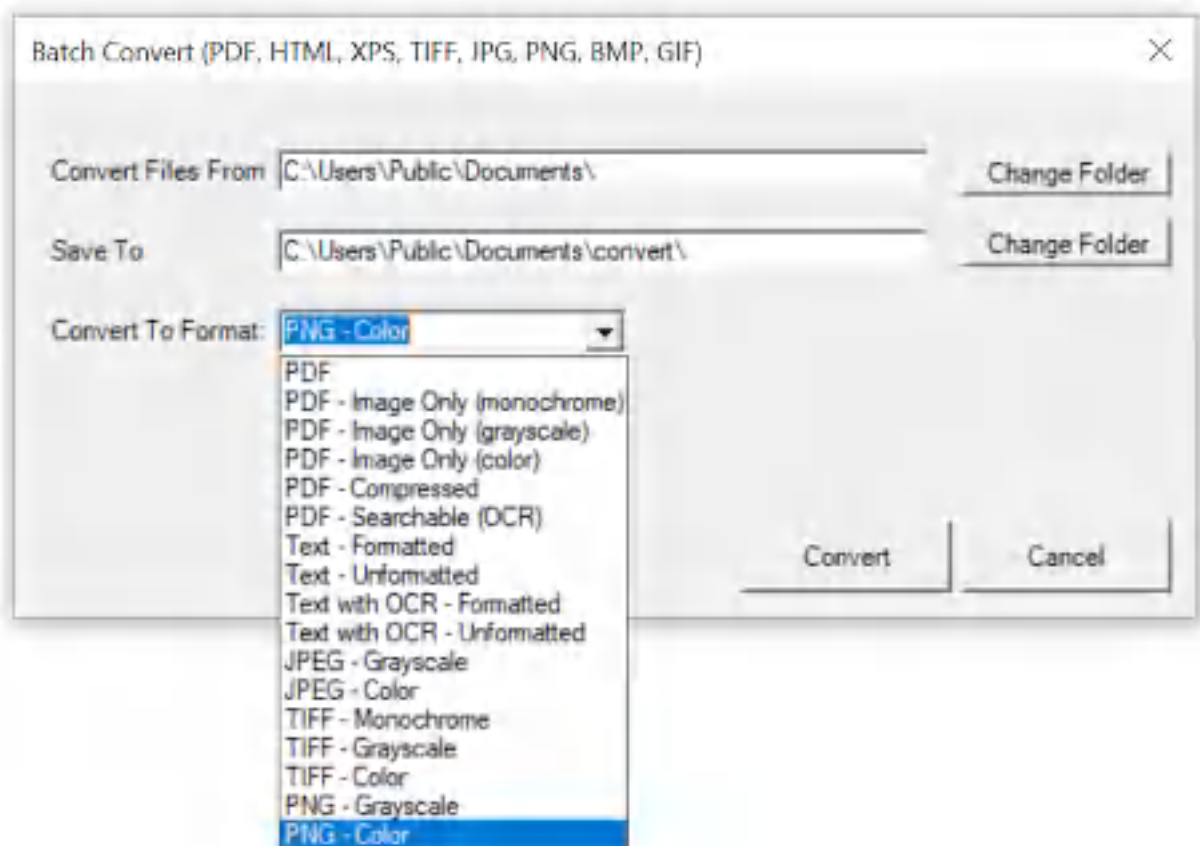
**Win2PDF Desktop - Batch
Convert Complete**

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.31 Batch Convert XPS to PNG

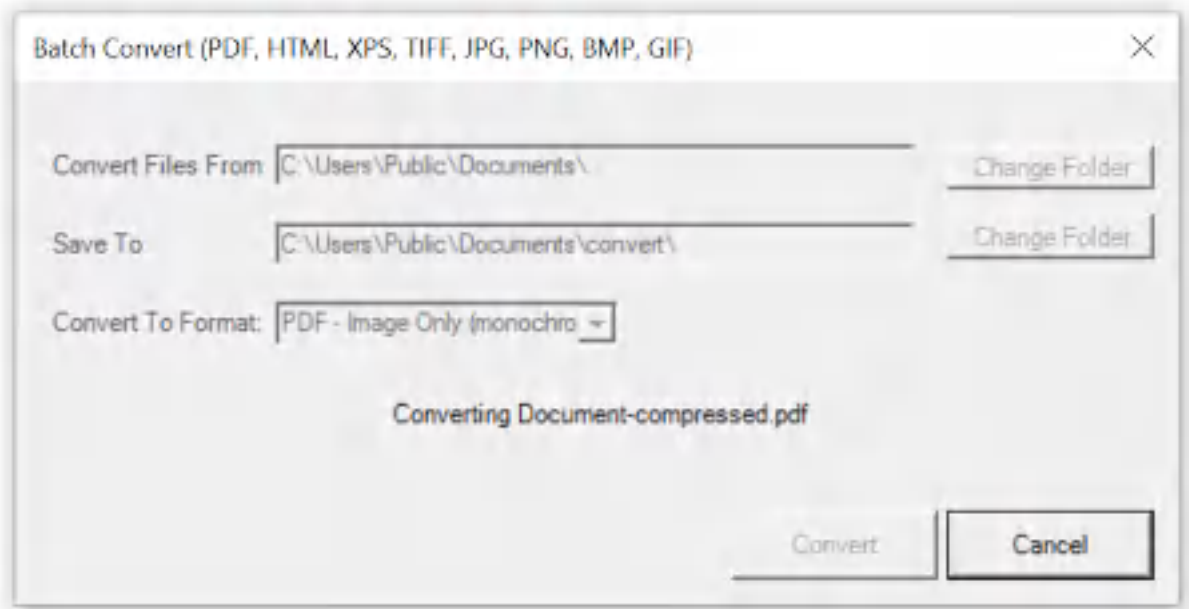
To batch convert from XPS to PNG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PNG - Grayscale" or "PNG - Color".



Win2PDF Desktop - Batch Convert XPS to PNG

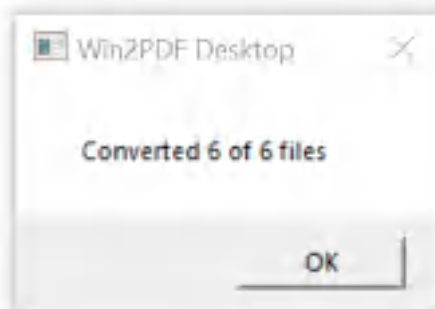
Set the "Convert Files From" location to the folder containing the XPS files to convert, and set the "Save To" folder to the location for the converted PNG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



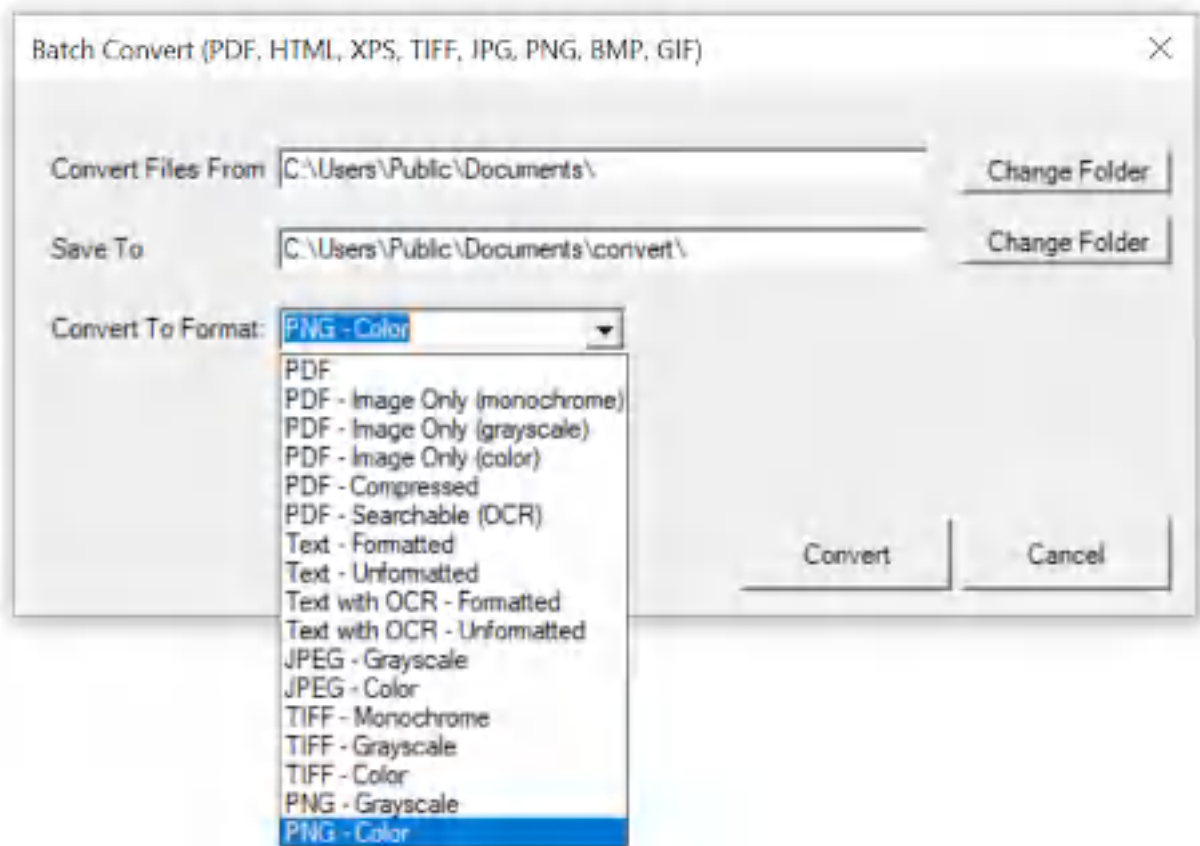
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.32 Batch Convert XPS to TIFF

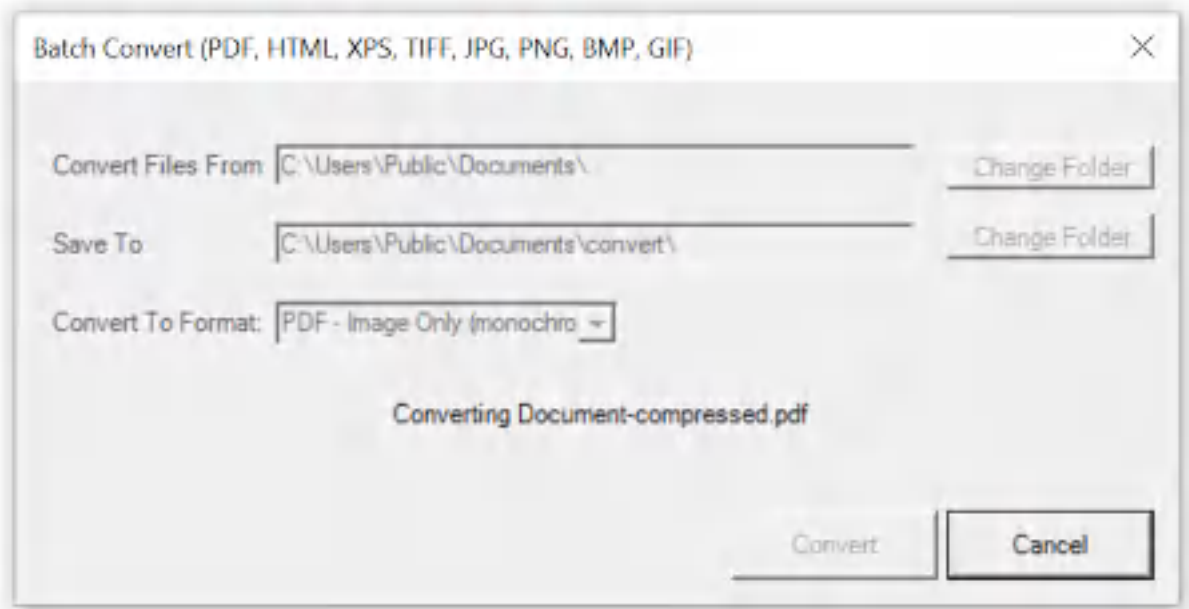
To batch convert from XPS to TIFF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "TIFF - Monochrome", "TIFF - Grayscale" or "TIFF - Color".



Win2PDF Desktop - Batch Convert XPS to TIFF

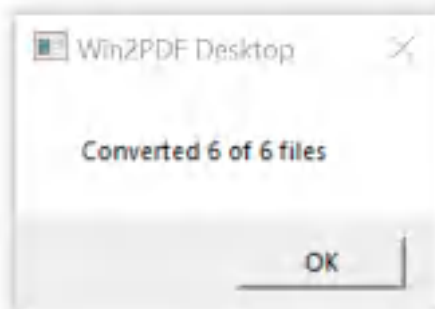
Set the "Convert Files From" location to the folder containing the XPS files to convert, and set the "Save To" folder to the location for the converted TIFF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

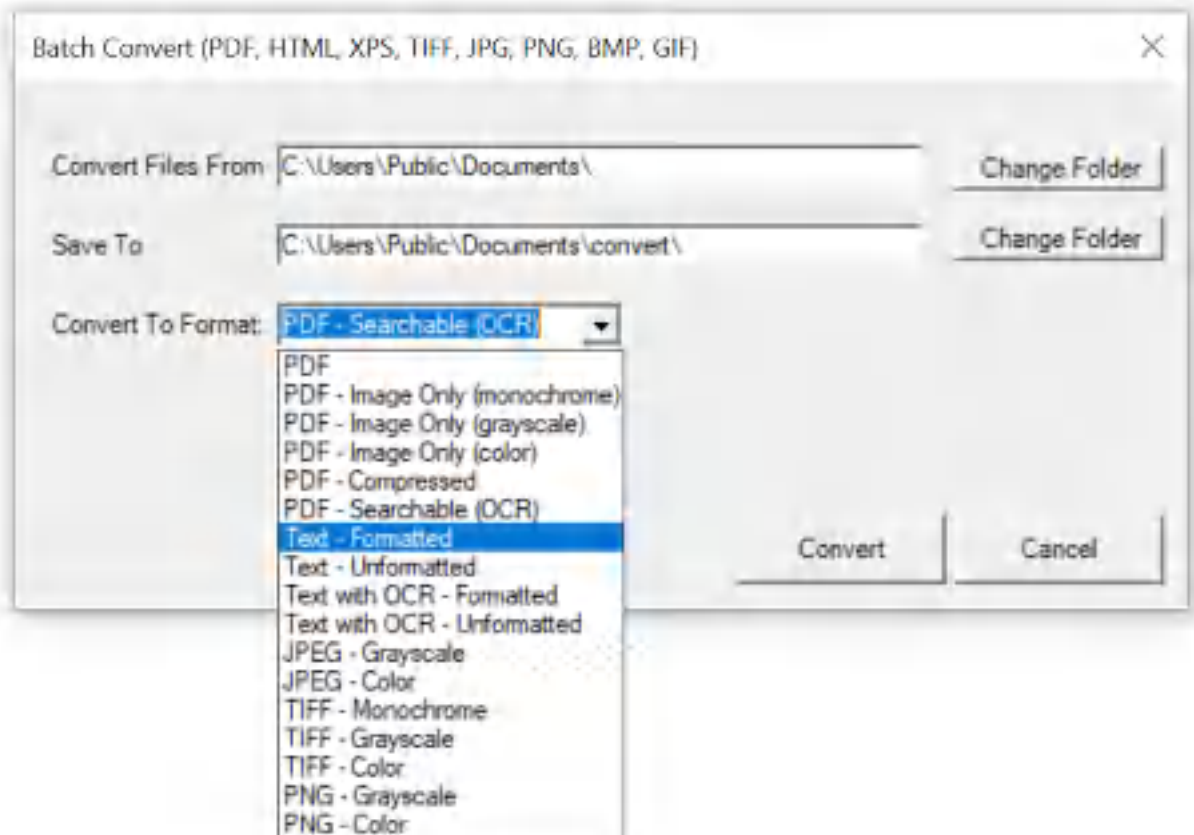
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.33 Batch Convert XPS to Text

To batch convert from XPS to Text, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "Text with OCR - Formatted", or "Text with OCR - Unformatted". This requires the "Win2PDF Desktop with OCR" setup program from:

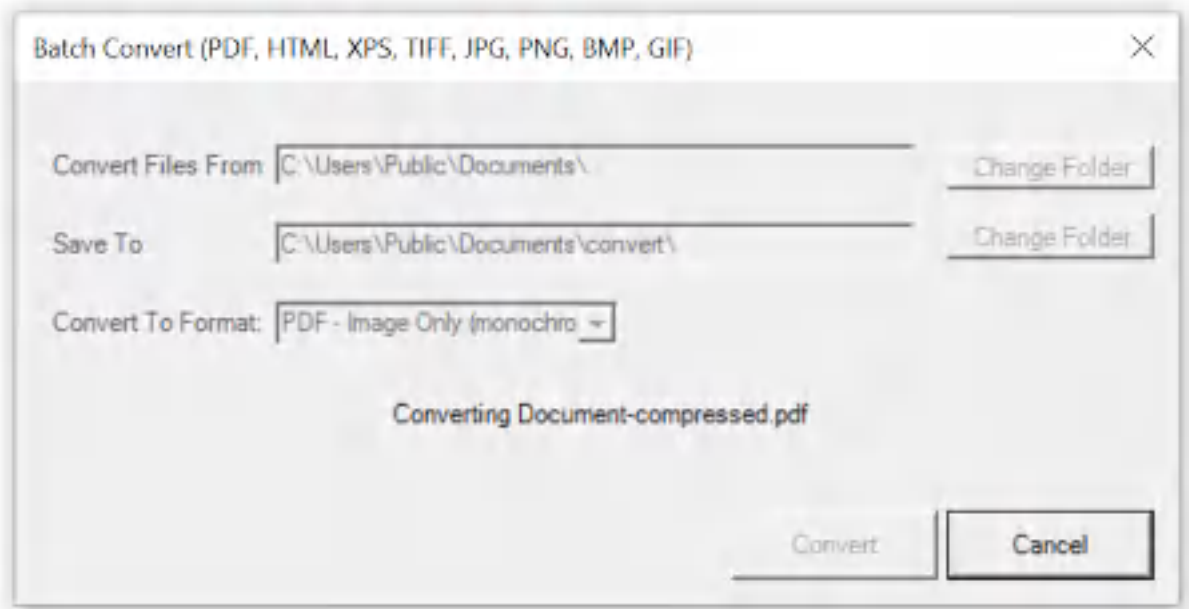
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert XPS to Text

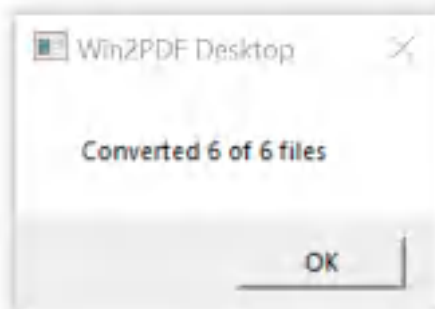
Set the "Convert Files From" location to the folder containing the XPS files to convert, and set the "Save To" folder to the location for the converted text files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

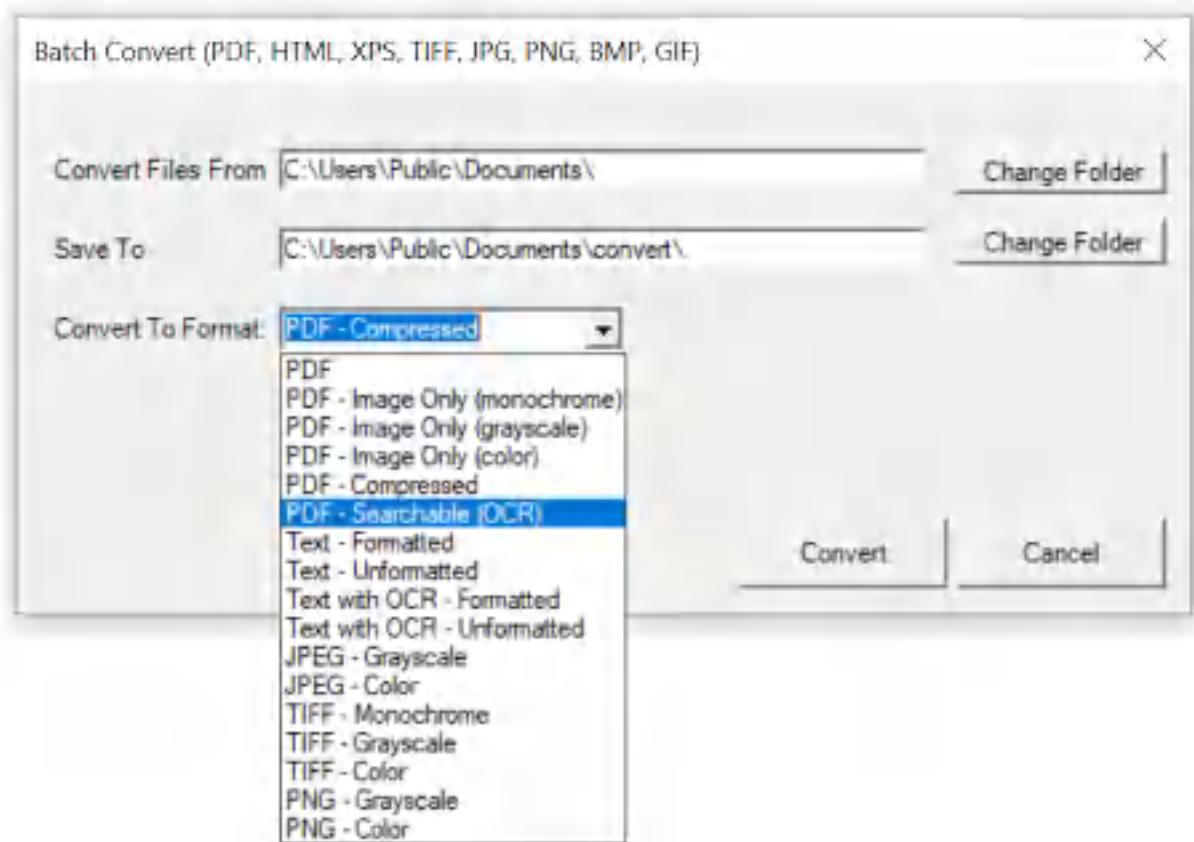
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.34 Batch Convert XPS to Searchable PDF

To batch convert from XPS to searchable PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Searchable (OCR)". This requires the "Win2PDF Desktop with OCR" setup program from:

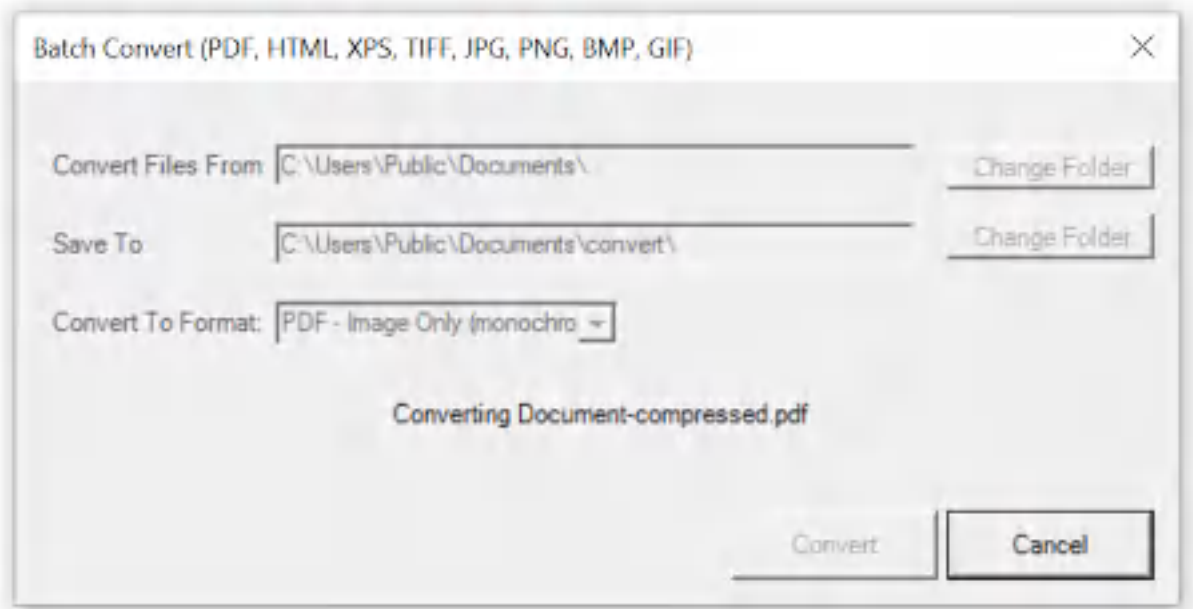
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert XPS to Searchable PDF

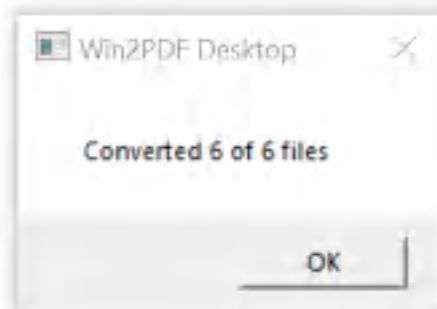
Set the "Convert Files From" location to the folder containing the XPS files to convert, and set the "Save To" folder to the location for the converted searchable PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



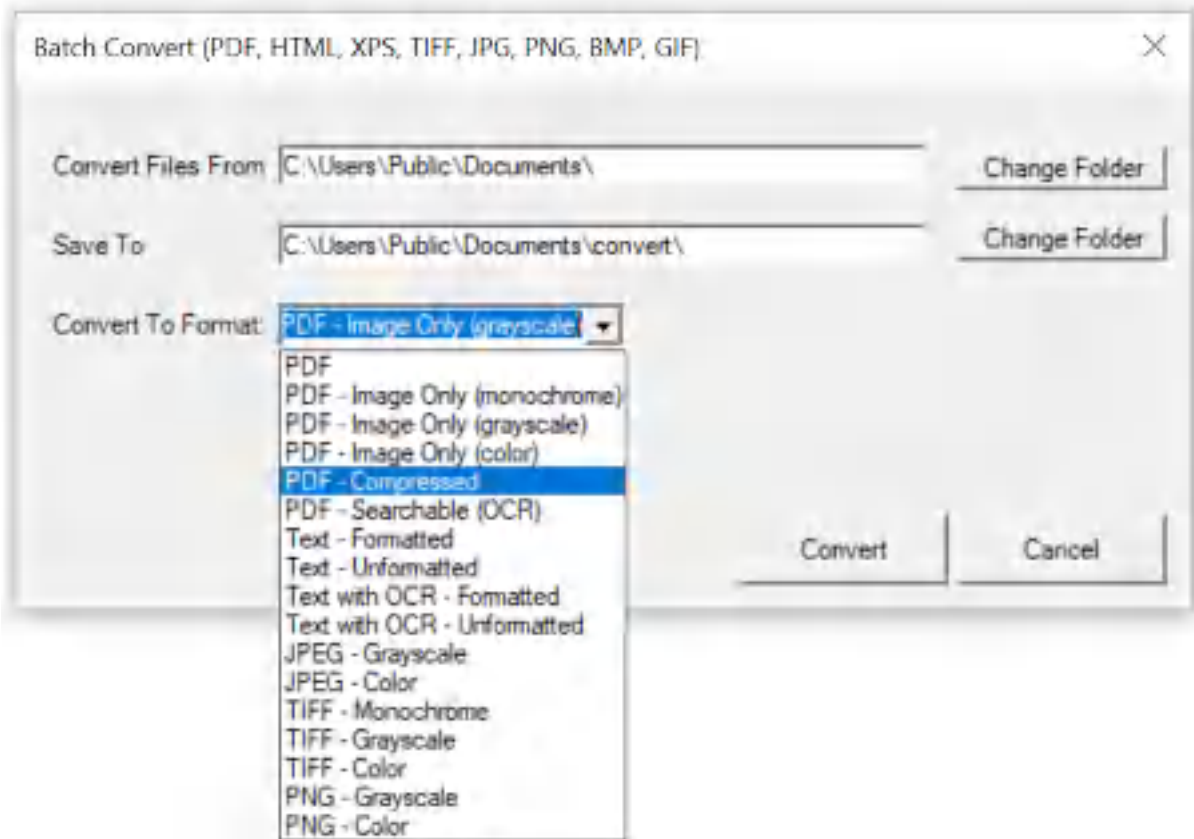
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.35 Batch Convert XPS to Compressed PDF

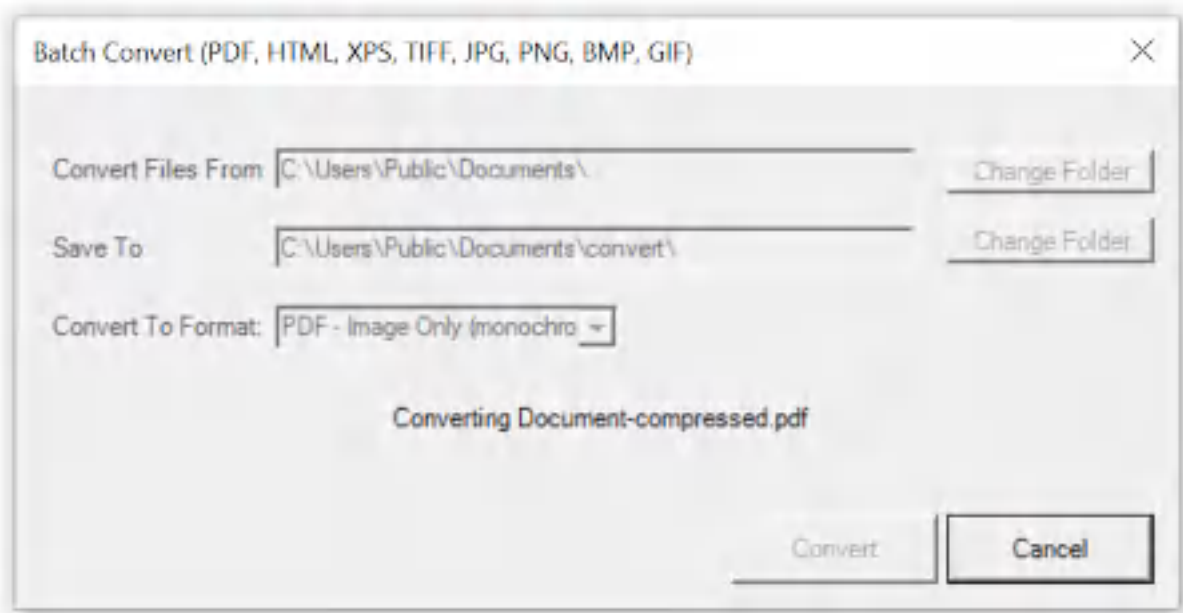
To batch convert from XPS to compressed PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Compressed".



Win2PDF Desktop - Batch Convert XPS to Compressed PDF

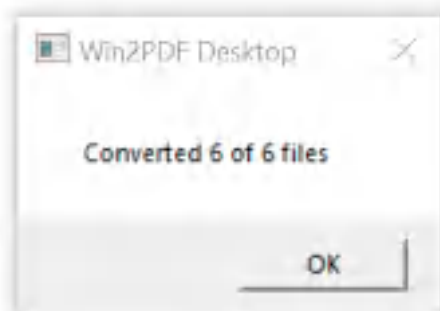
Set the "Convert Files From" location to the folder containing the XPS files to convert, and set the "Save To" folder to the location for the converted compressed PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



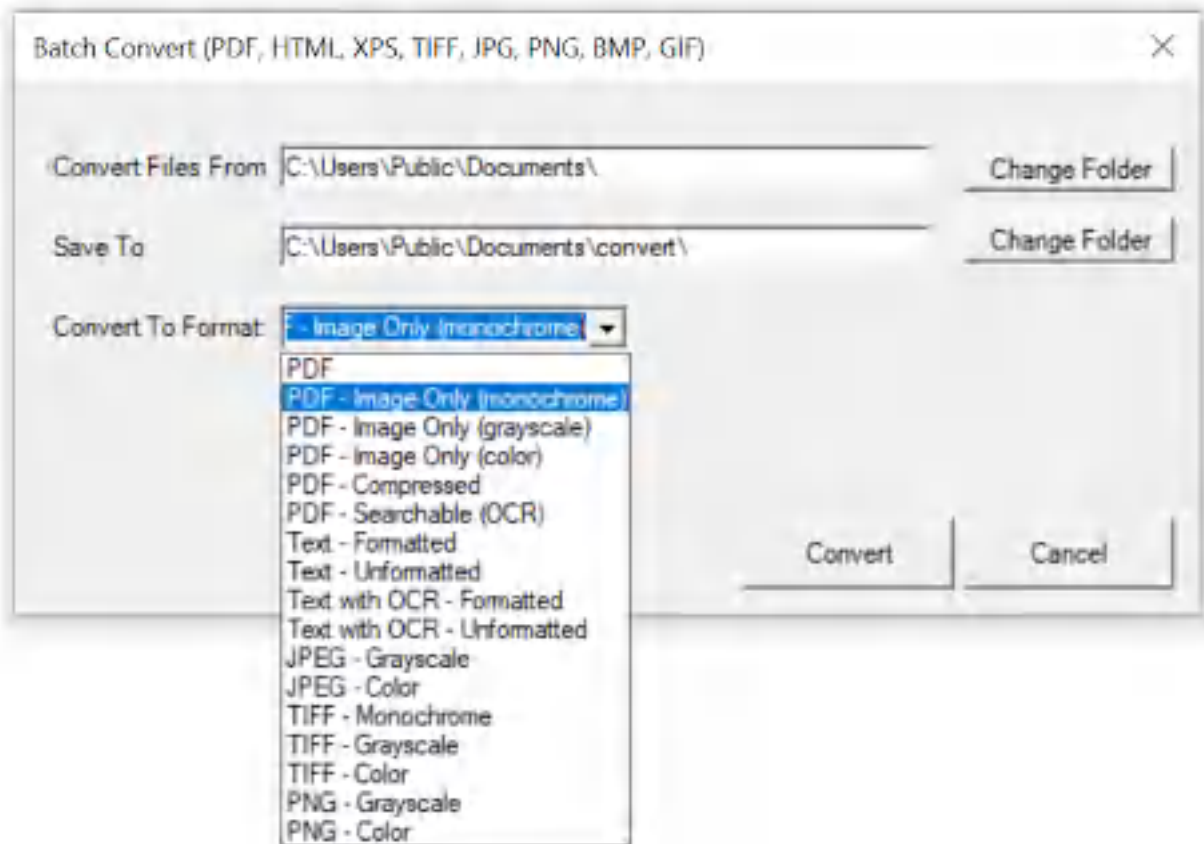
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.36 Batch Convert XPS to Image Only PDF

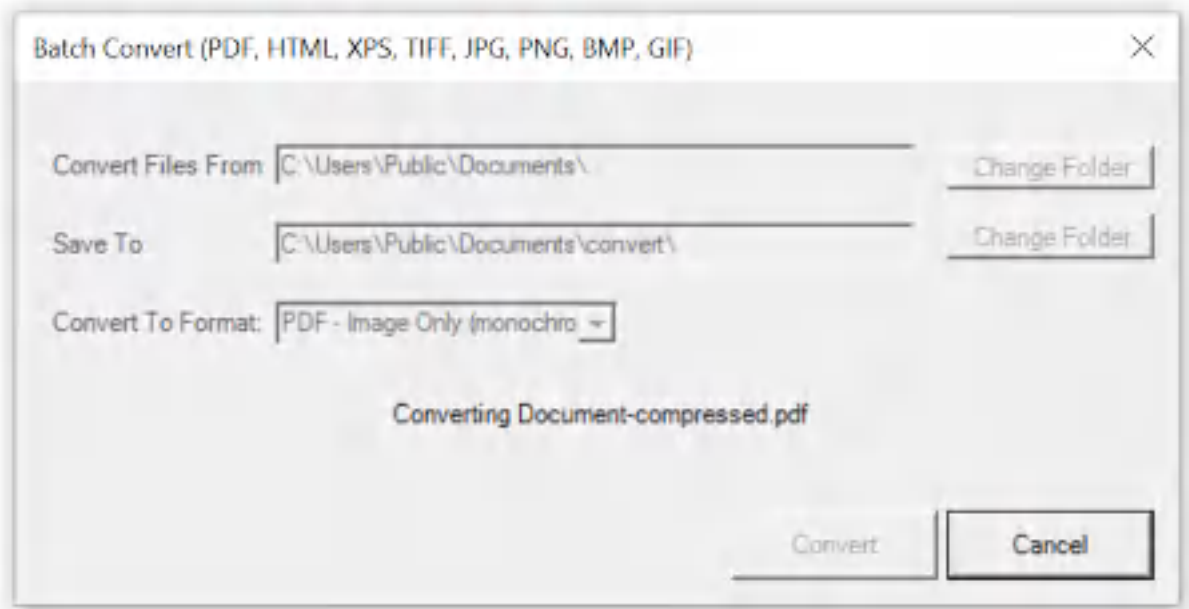
To batch convert from XPS to an image only PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Image Only (monochrome)", "PDF - Image Only (grayscale)", or "PDF - Image Only (color)".



Win2PDF Desktop - Batch Convert XPS to Image Only PDF

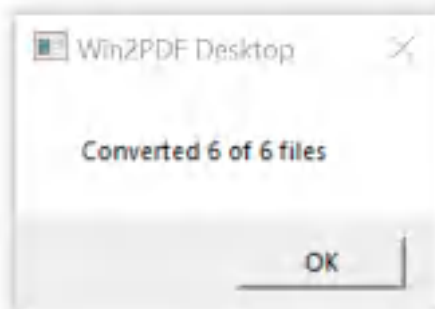
Set the "Convert Files From" location to the folder containing the XPS files to convert, and set the "Save To" folder to the location for the converted image only PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



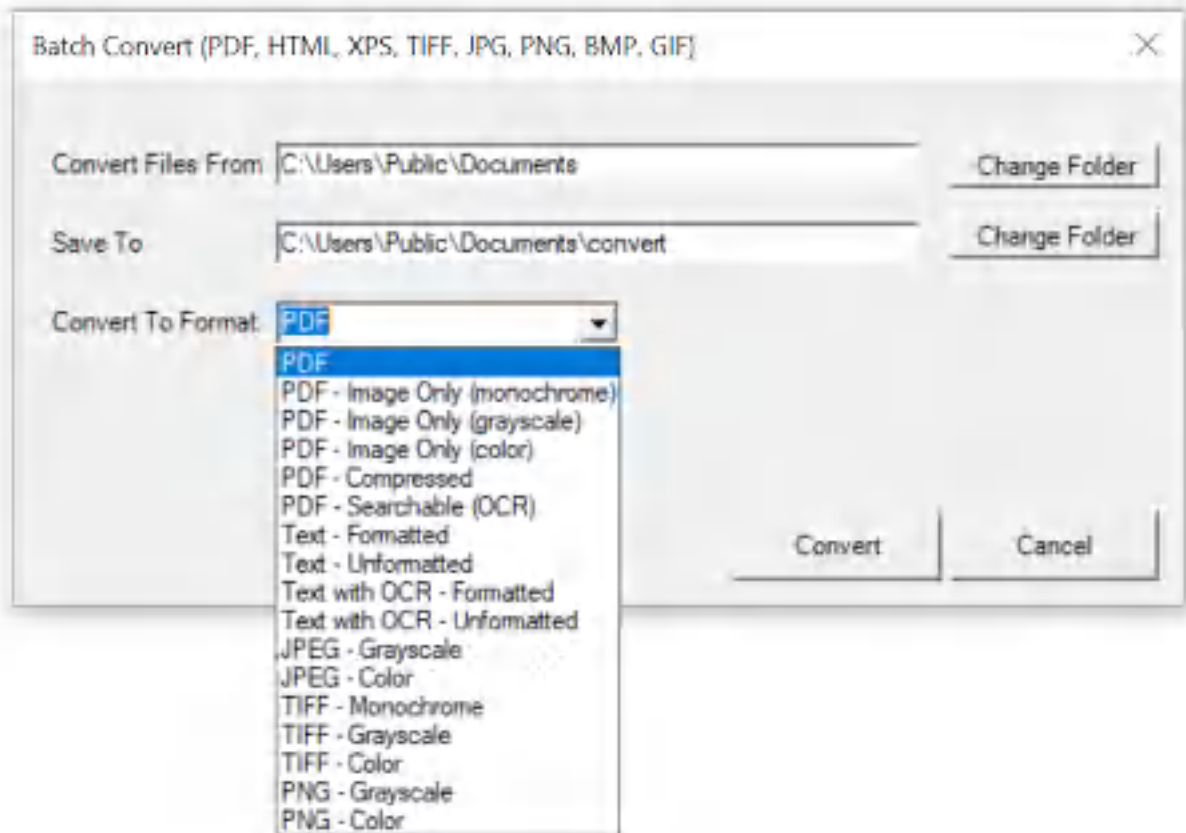
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.37 Batch Convert BMP to PDF

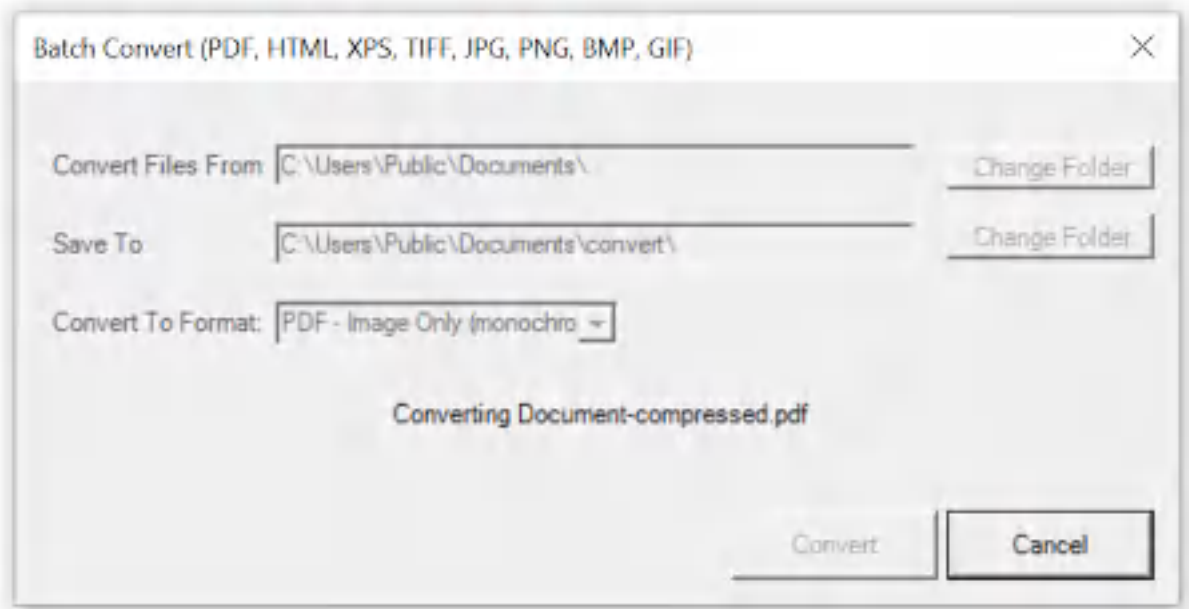
To batch convert from BMP to PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "PDF".



Win2PDF Desktop - Batch Convert BMP to PDF

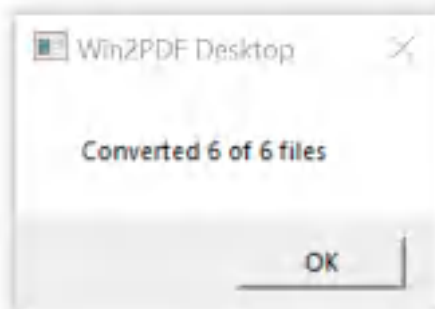
Set the "Convert Files From" location to the folder containing the BMP files to convert, and set the "Save To" folder to the location for the converted PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



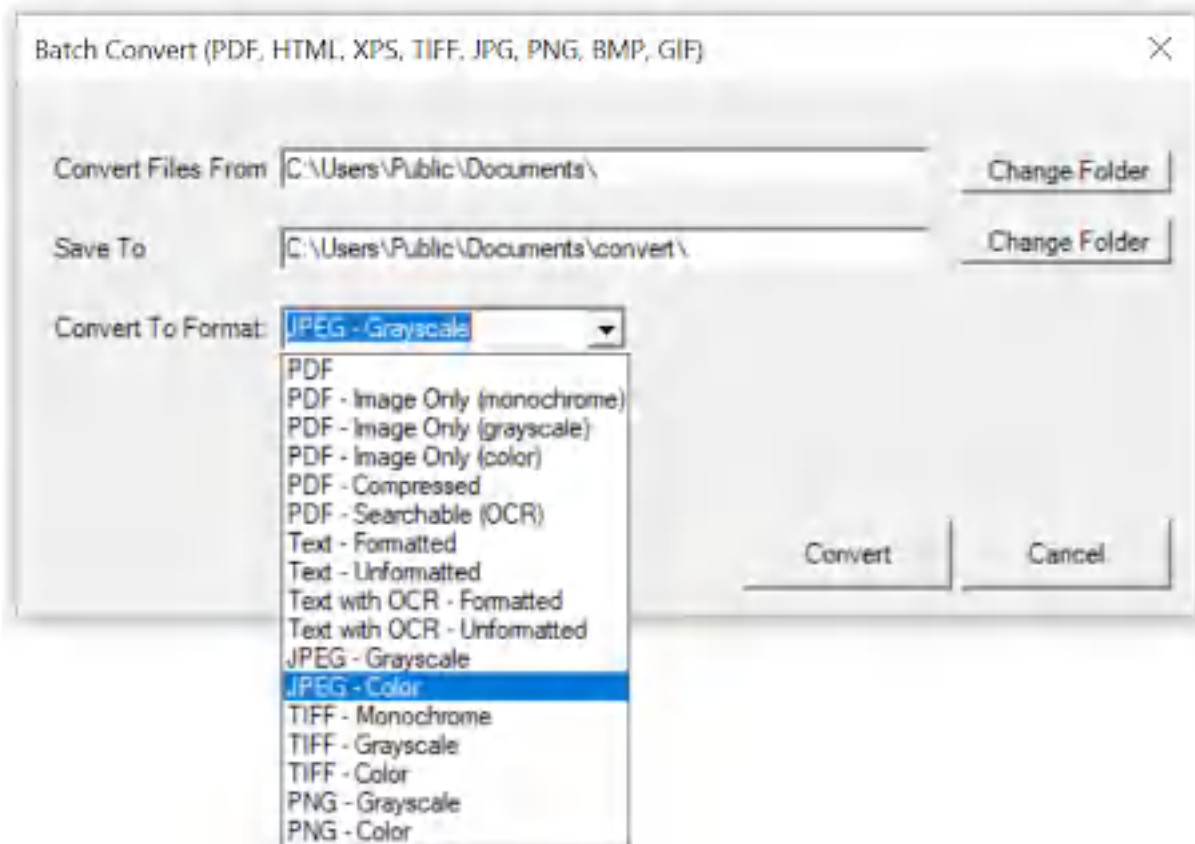
**Win2PDF Desktop - Batch
Convert Complete**

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.38 Batch Convert BMP to JPG

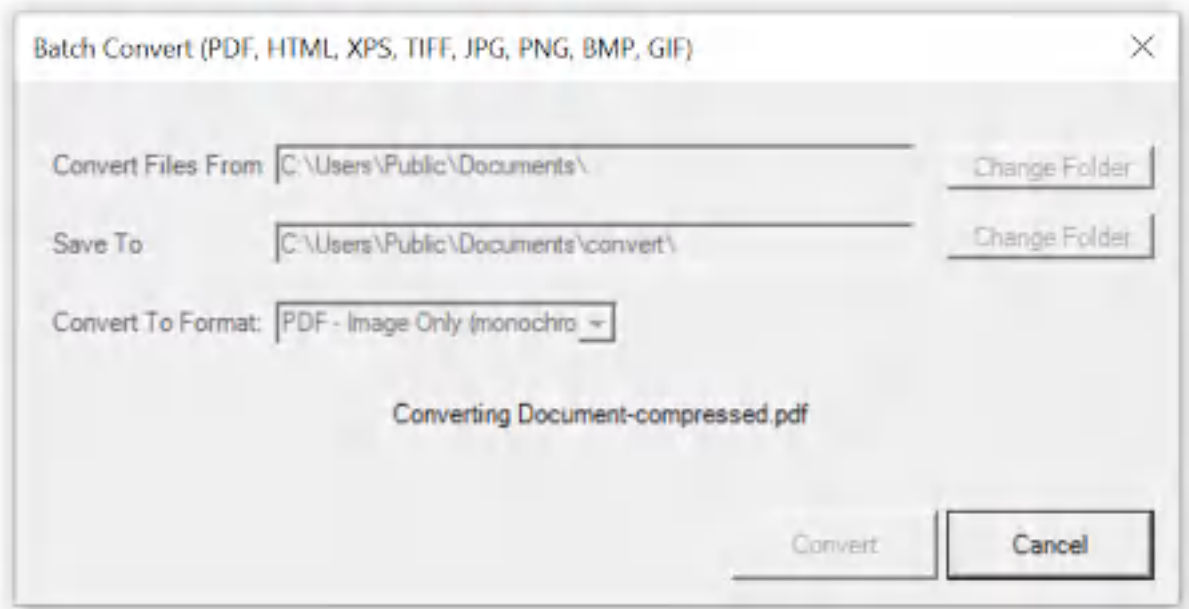
To batch convert from BMP to JPG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "JPG - Grayscale" or "JPG - Color".



Win2PDF Desktop - Batch Convert BMP to JPG

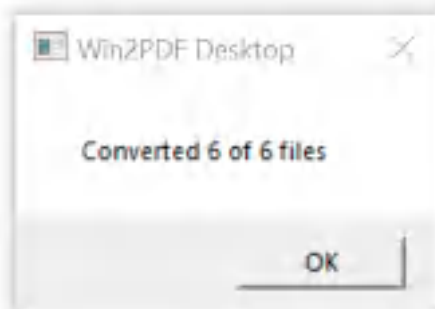
Set the "Convert Files From" location to the folder containing the BMP files to convert, and set the "Save To" folder to the location for the converted JPG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



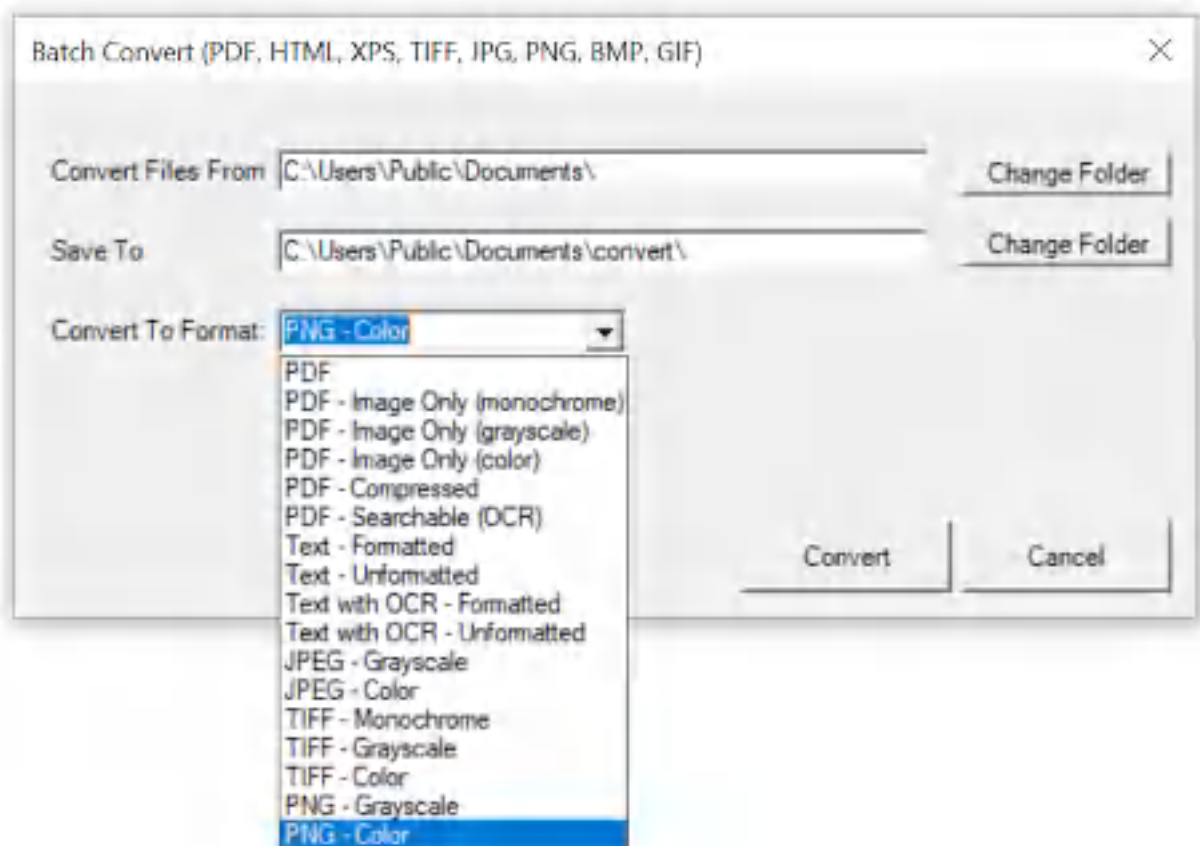
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.39 Batch Convert BMP to PNG

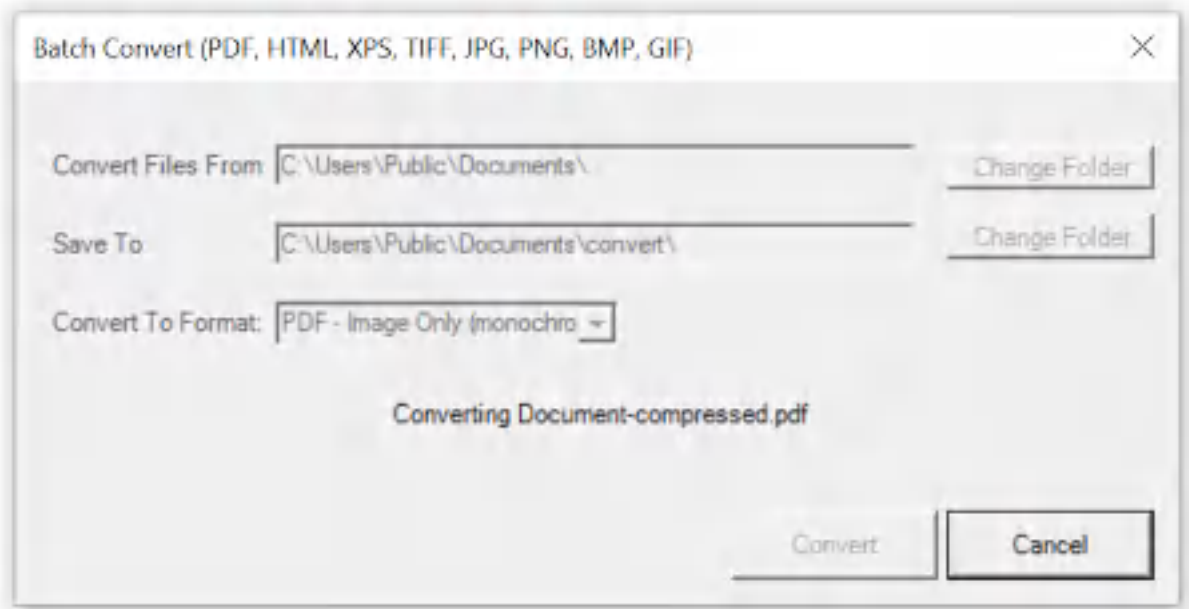
To batch convert from BMP to PNG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PNG - Grayscale" or "PNG - Color".



Win2PDF Desktop - Batch Convert BMP to PNG

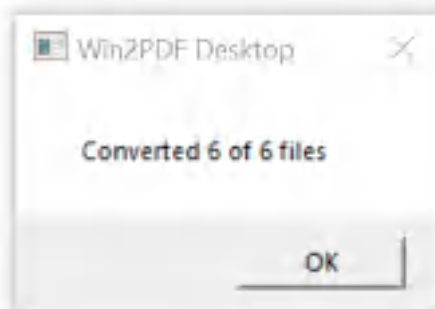
Set the "Convert Files From" location to the folder containing the BMP files to convert, and set the "Save To" folder to the location for the converted PNG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



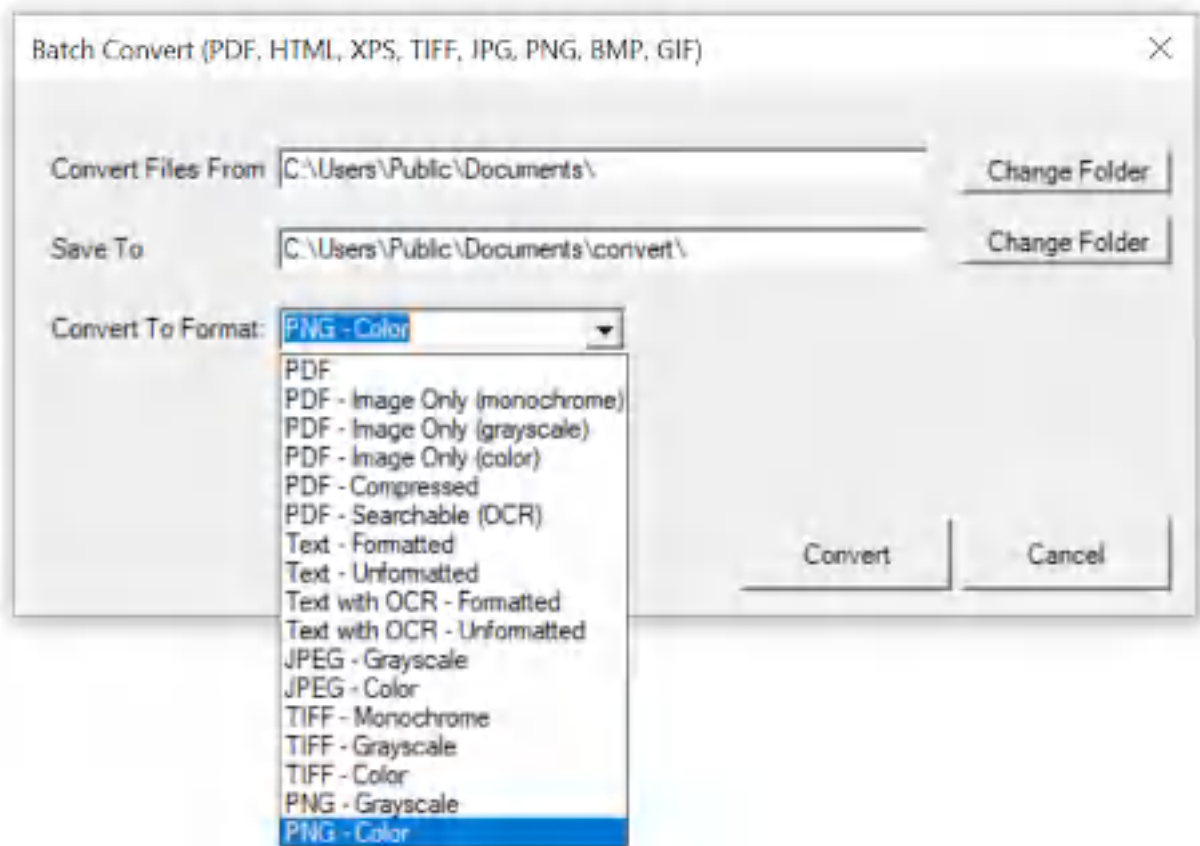
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.40 Batch Convert BMP to TIFF

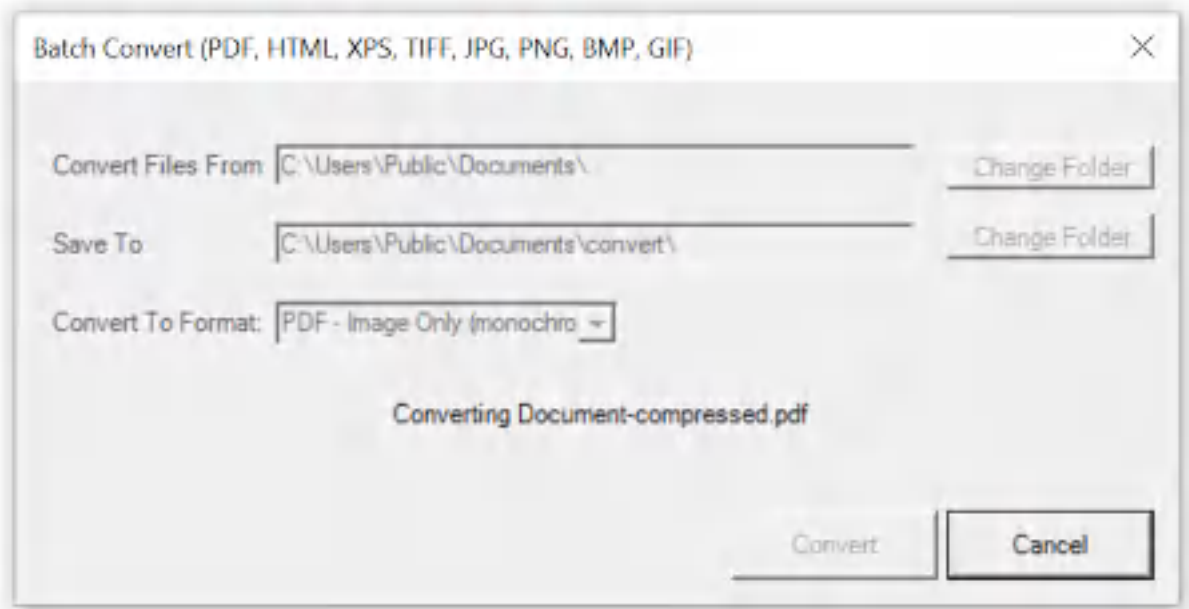
To batch convert from BMP to TIFF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "TIFF - Monochrome", "TIFF - Grayscale" or "TIFF - Color".



Win2PDF Desktop - Batch Convert BMP to TIFF

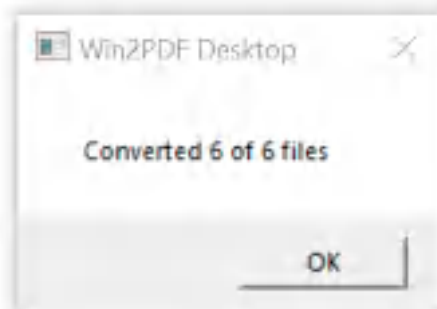
Set the "Convert Files From" location to the folder containing the BMP files to convert, and set the "Save To" folder to the location for the converted TIFF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

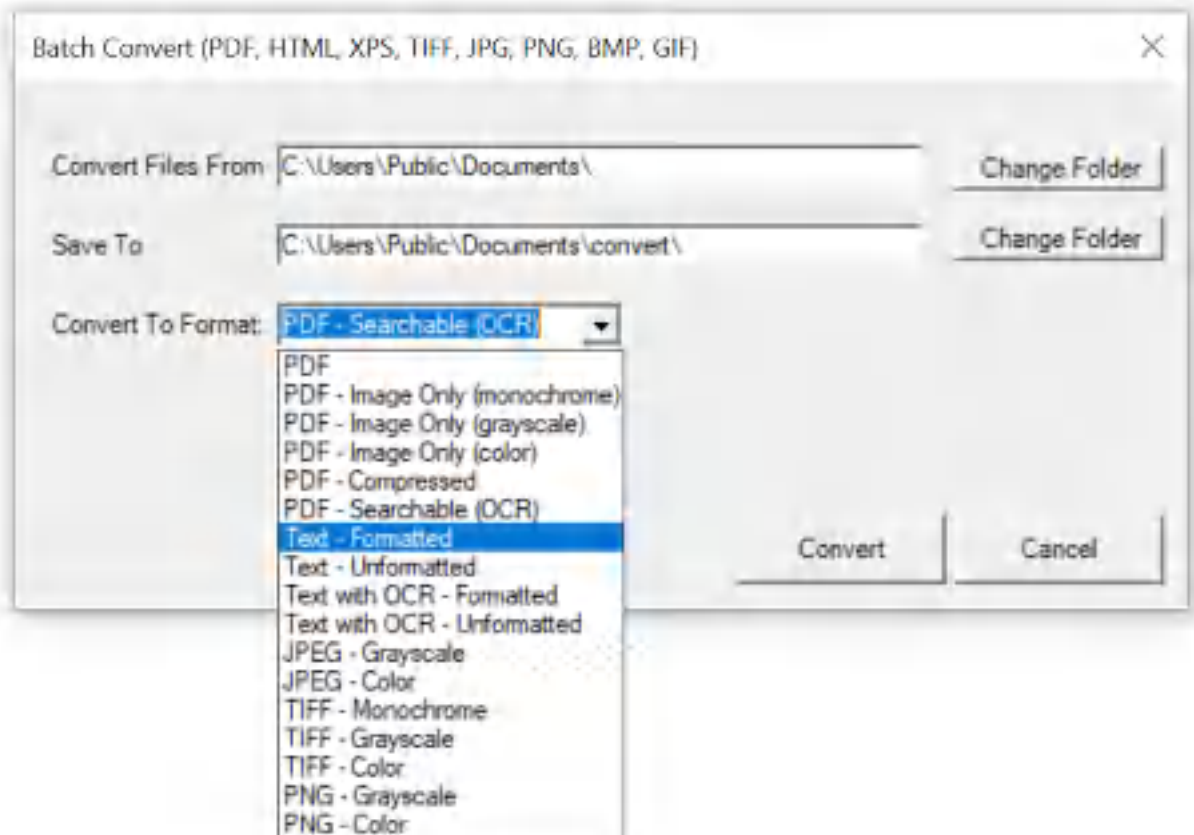
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.41 Batch Convert BMP to Text

To batch convert from BMP to Text, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "Text with OCR - Formatted", or "Text with OCR - Unformatted". This requires the "Win2PDF Desktop with OCR" setup program from:

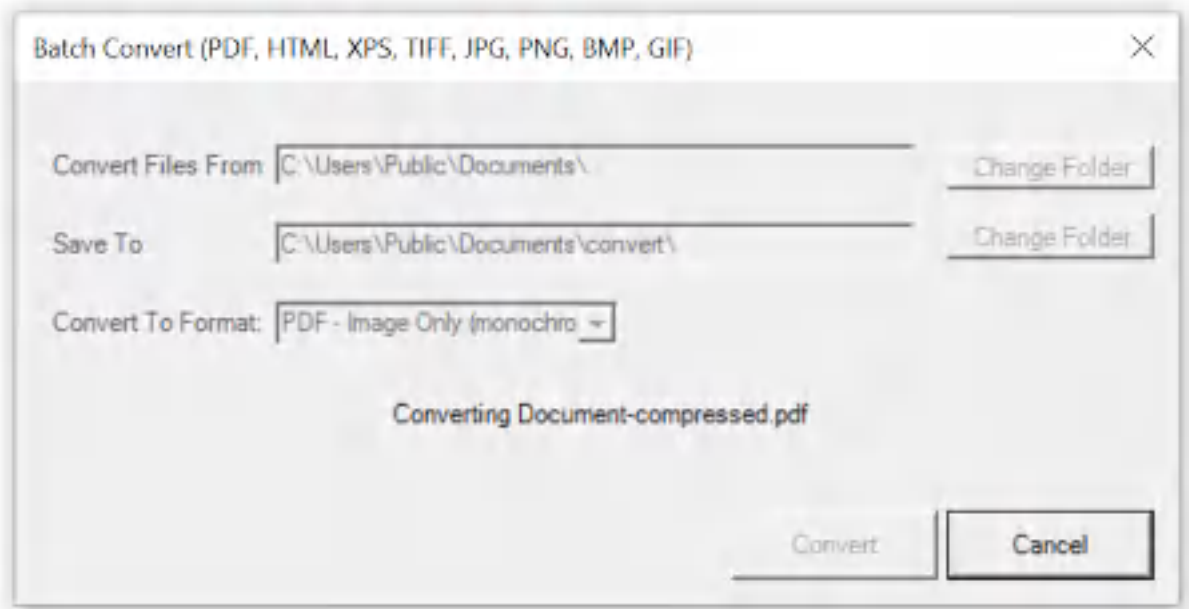
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert BMP to Text

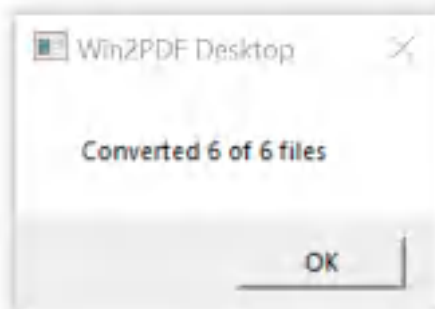
Set the "Convert Files From" location to the folder containing the BMP files to convert, and set the "Save To" folder to the location for the converted text files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

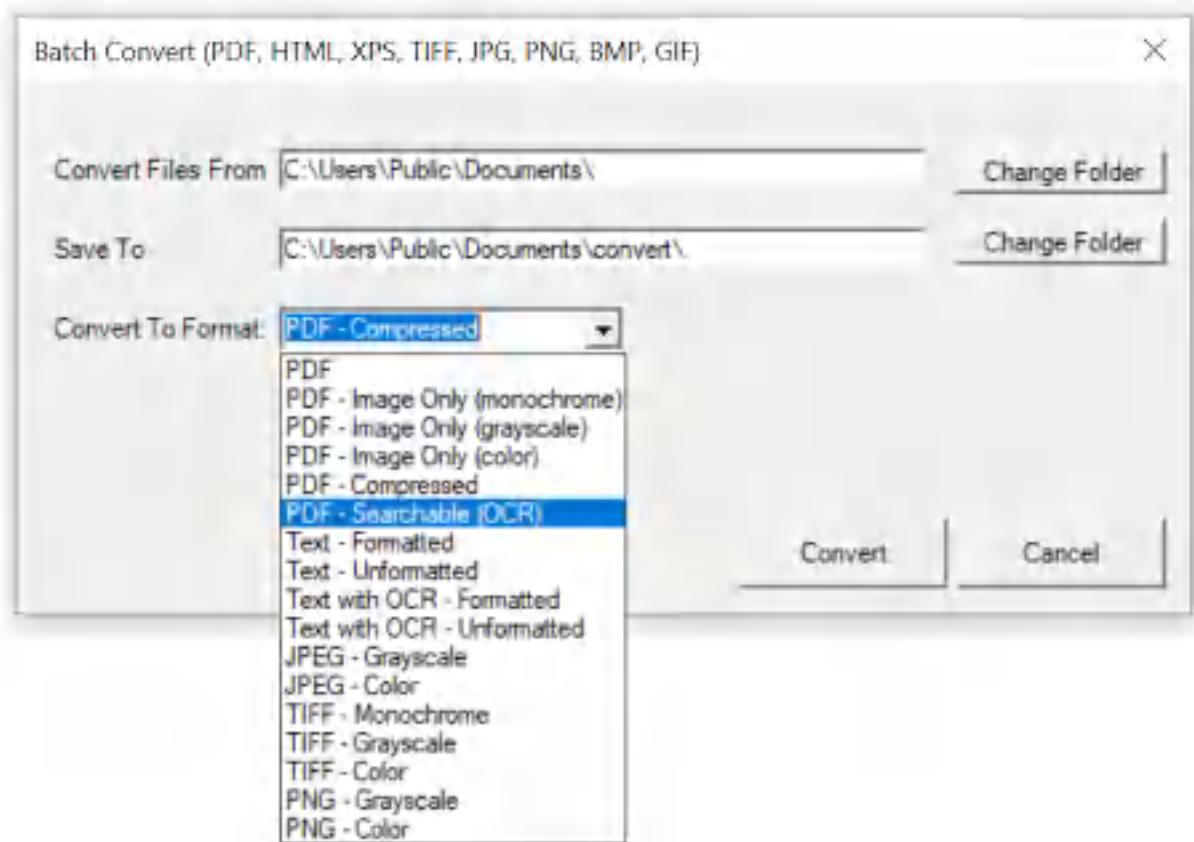
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.42 Batch Convert BMP to Searchable PDF

To batch convert from BMP to searchable PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Searchable (OCR)". This requires the "Win2PDF Desktop with OCR" setup program from:

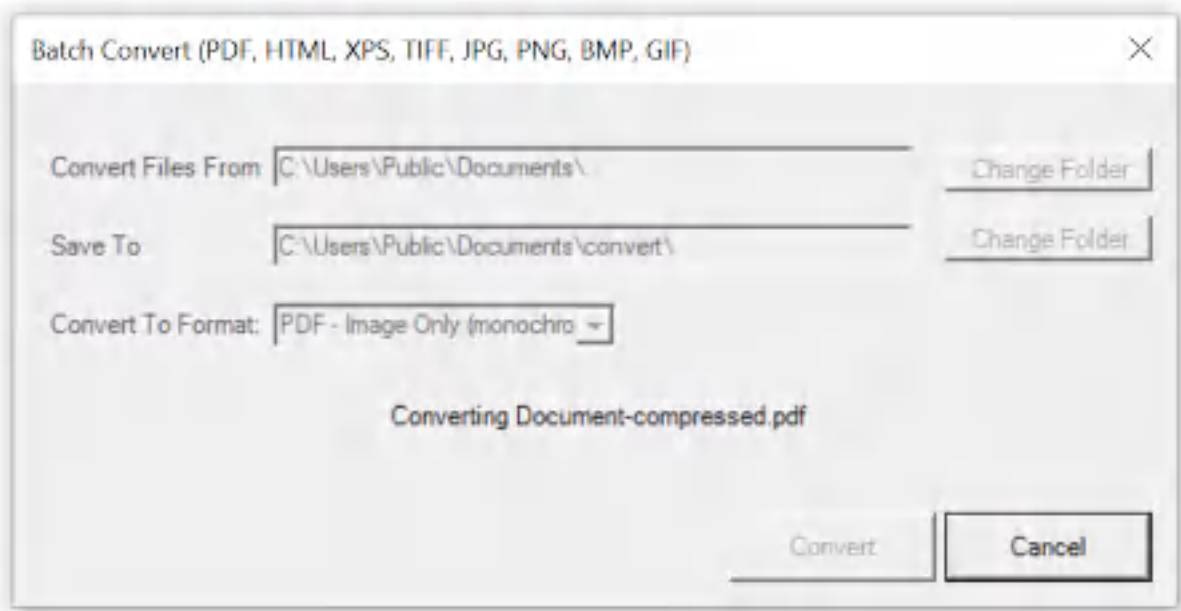
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert BMP to Searchable PDF

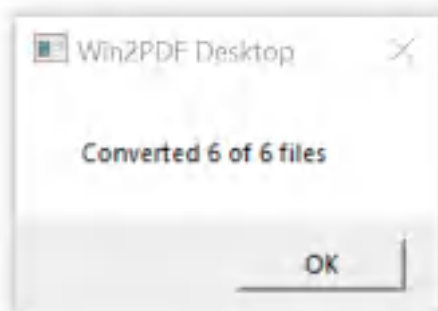
Set the "Convert Files From" location to the folder containing the BMP files to convert, and set the "Save To" folder to the location for the converted searchable PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



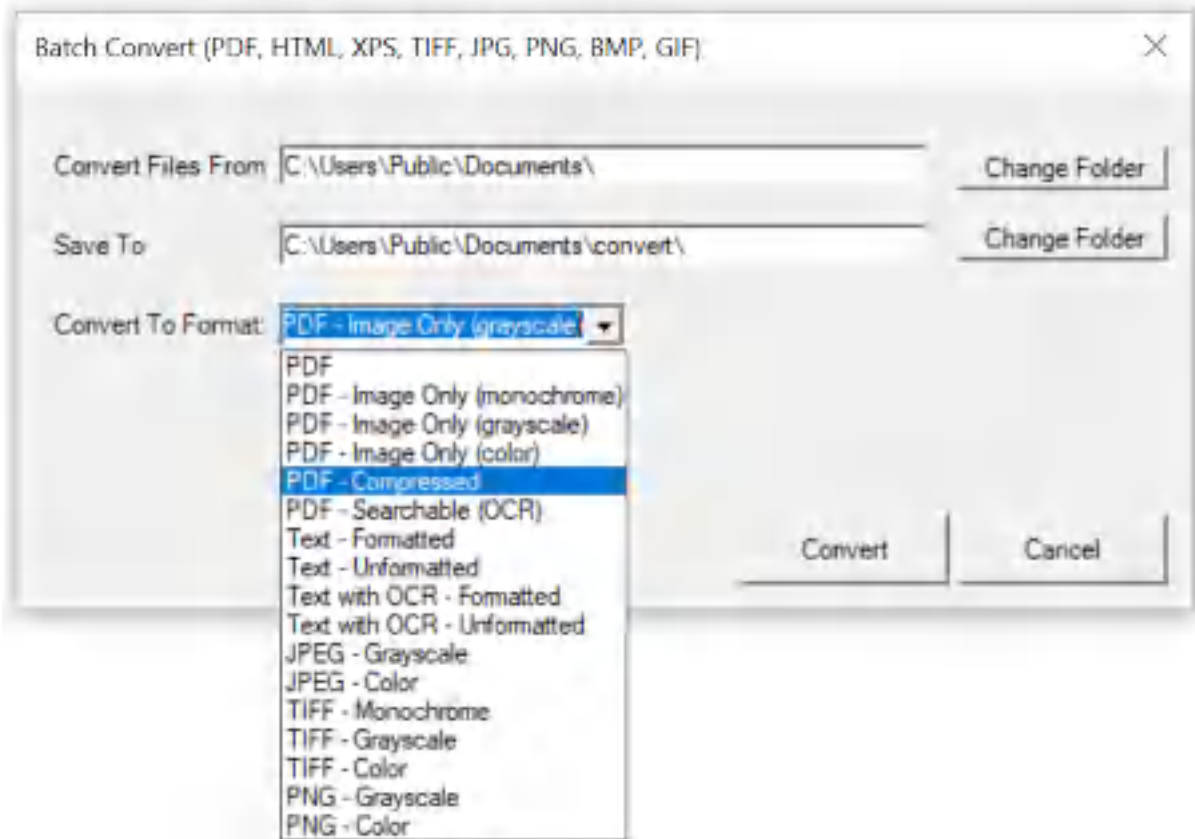
**Win2PDF Desktop - Batch
Convert Complete**

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.43 Batch Convert BMP to Compressed PDF

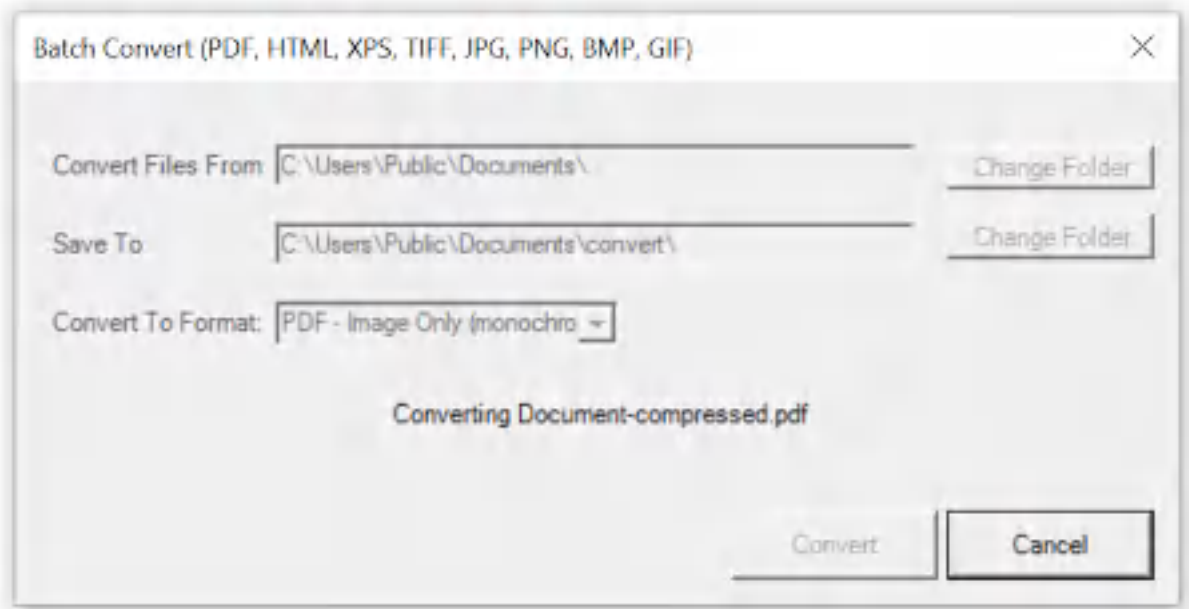
To batch convert from BMP to compressed PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Compressed".



Win2PDF Desktop - Batch Convert BMP to Compressed PDF

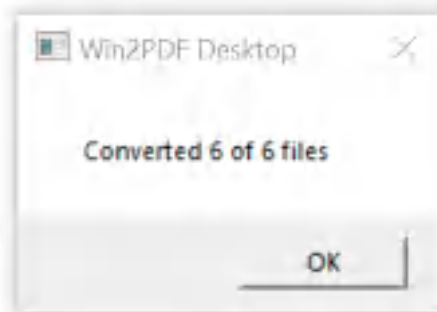
Set the "Convert Files From" location to the folder containing the BMP files to convert, and set the "Save To" folder to the location for the converted compressed PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



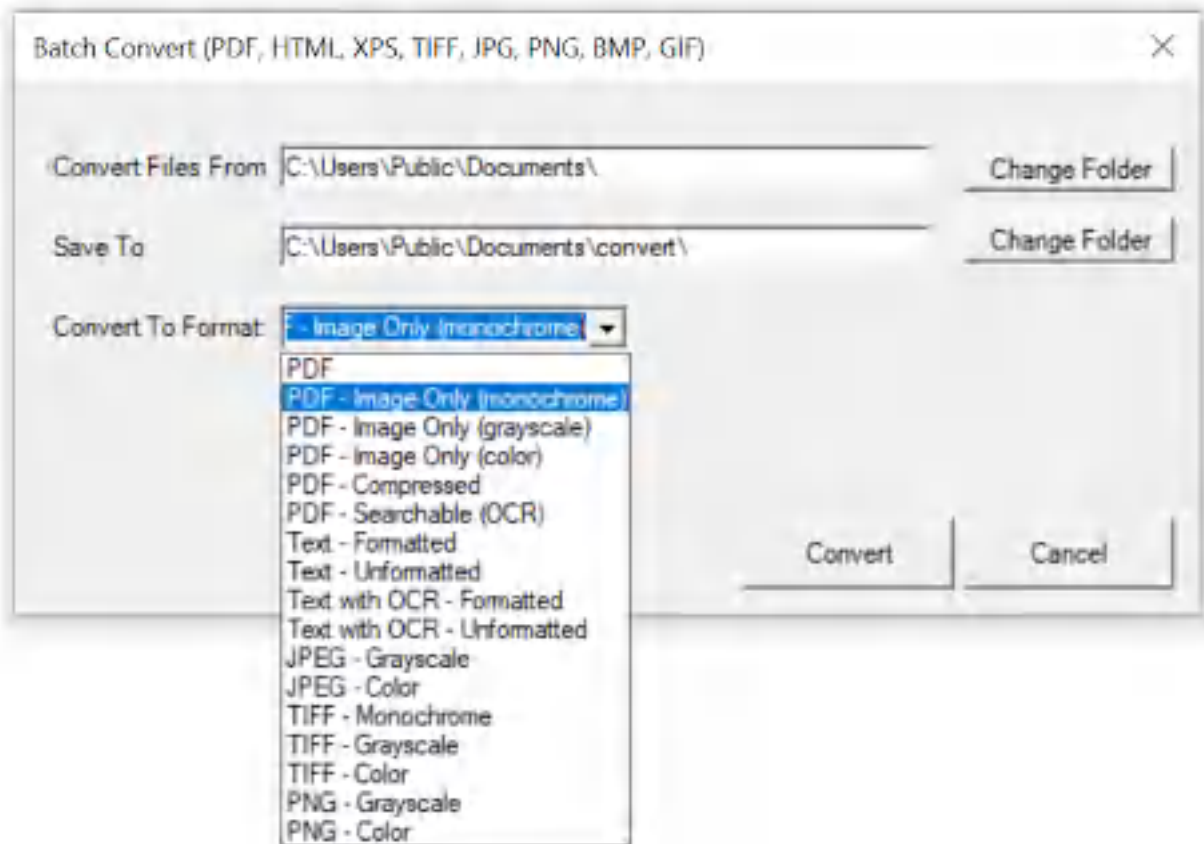
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.44 Batch Convert BMP to Image Only PDF

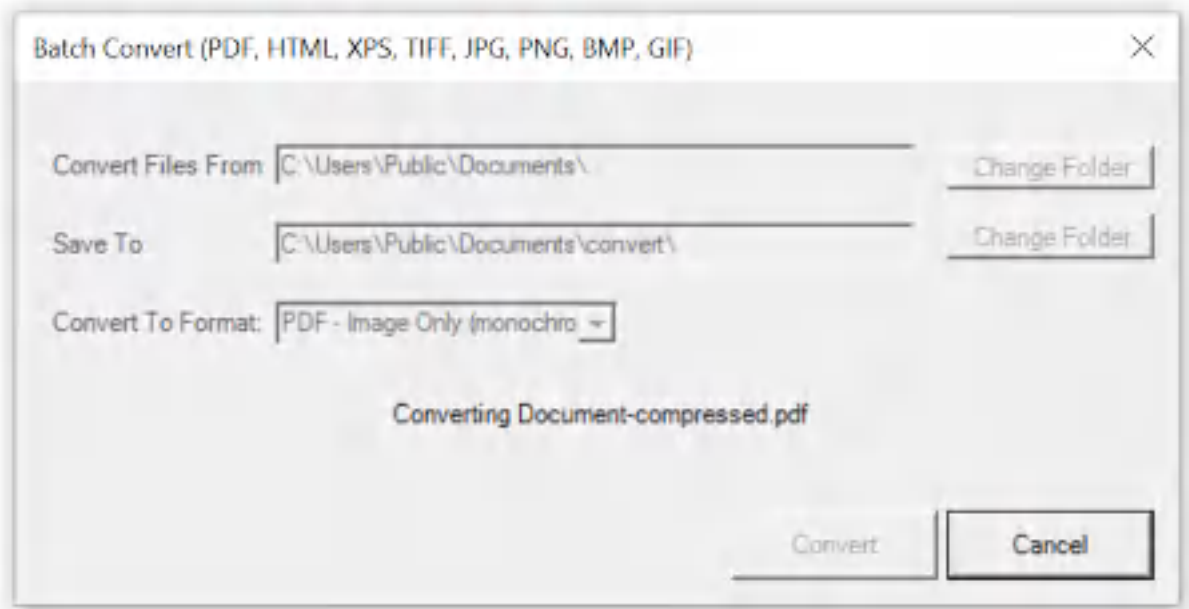
To batch convert from BMP to an image only PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Image Only (monochrome)", "PDF - Image Only (grayscale)", or "PDF - Image Only (color)".



Win2PDF Desktop - Batch Convert BMP to Image Only PDF

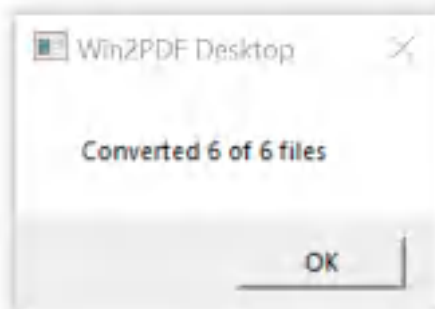
Set the "Convert Files From" location to the folder containing the BMP files to convert, and set the "Save To" folder to the location for the converted image only PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



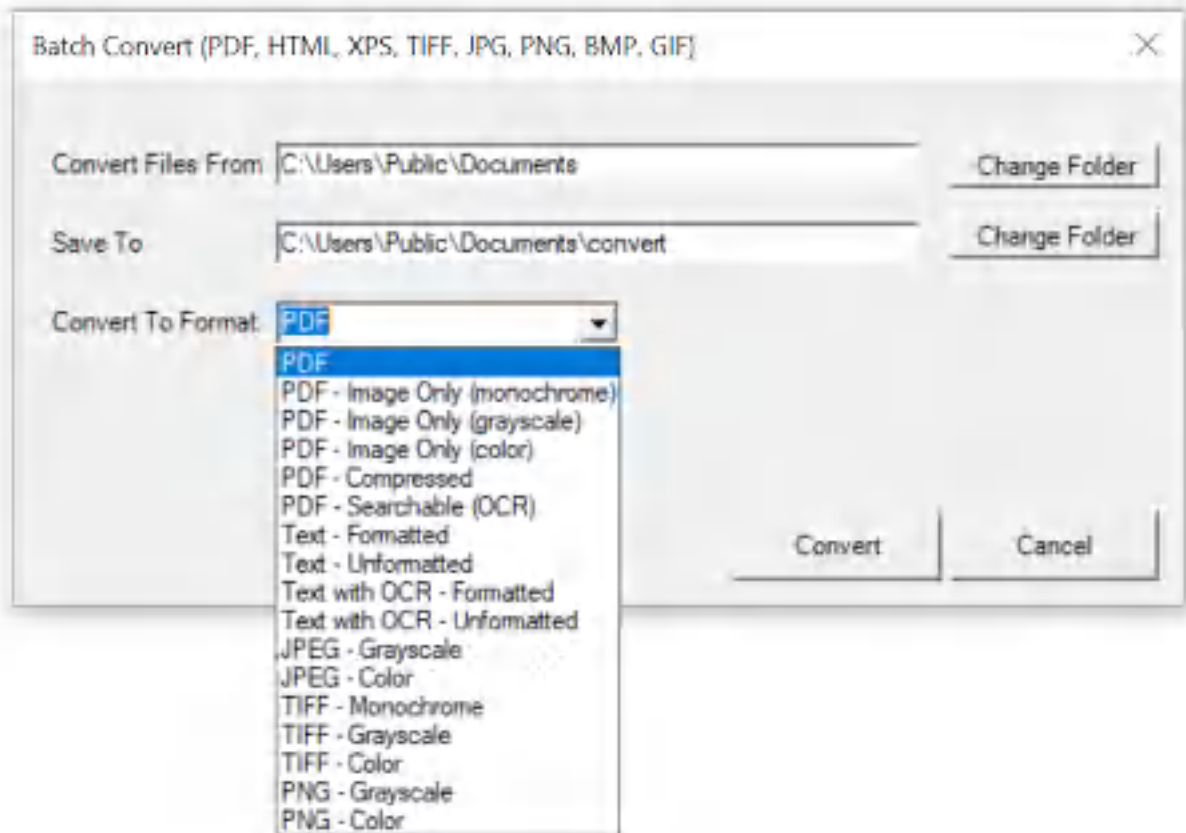
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.45 Batch Convert GIF to PDF

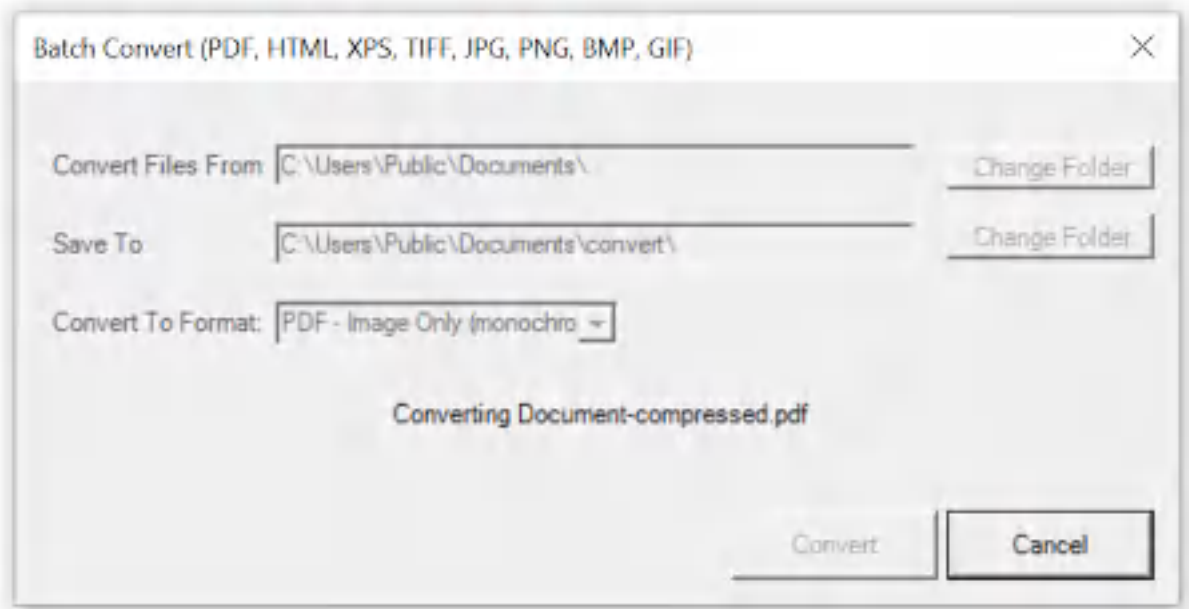
To batch convert from GIF to PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "PDF".



Win2PDF Desktop - Batch Convert GIF to PDF

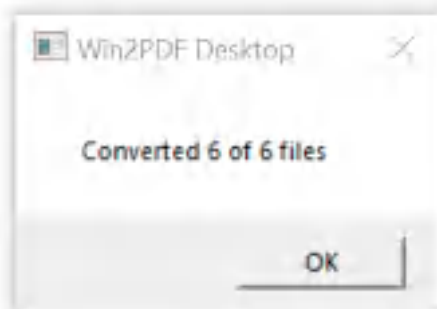
Set the "Convert Files From" location to the folder containing the GIF files to convert, and set the "Save To" folder to the location for the converted PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



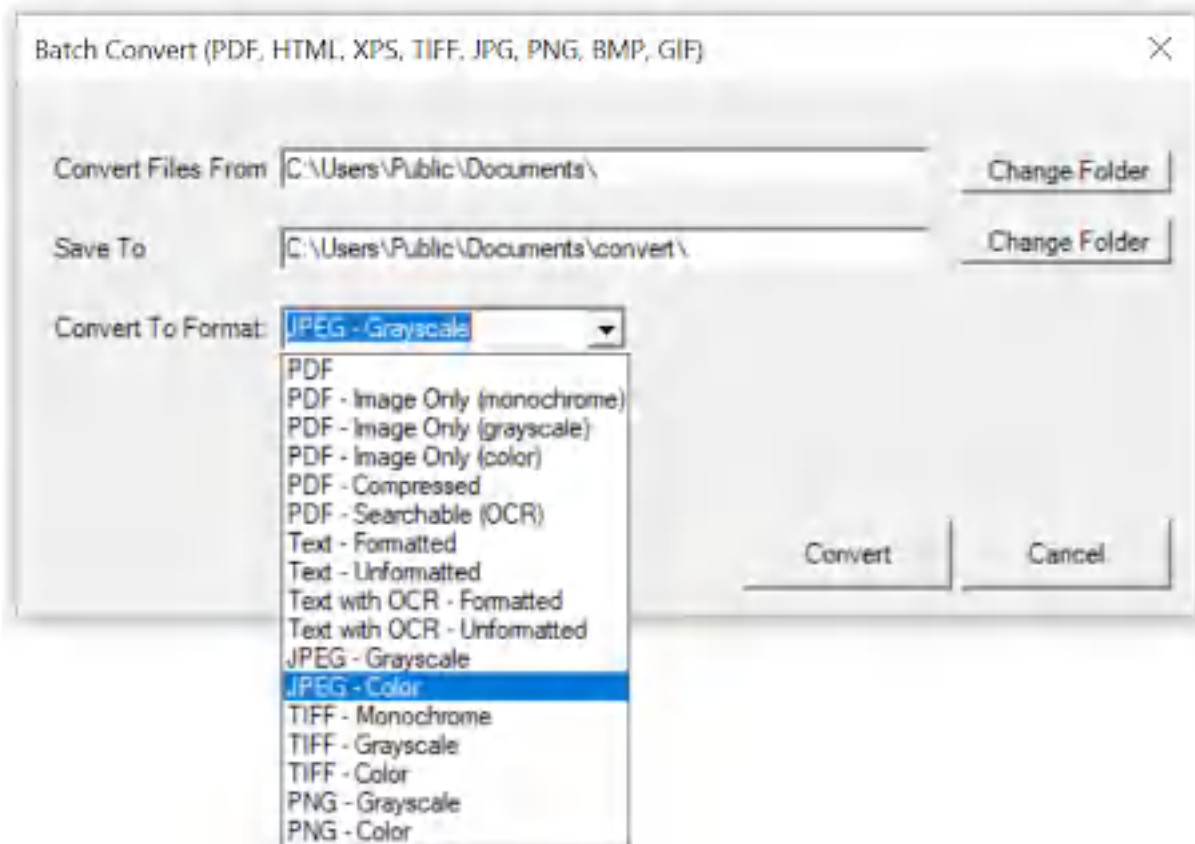
**Win2PDF Desktop - Batch
Convert Complete**

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.46 Batch Convert GIF to JPG

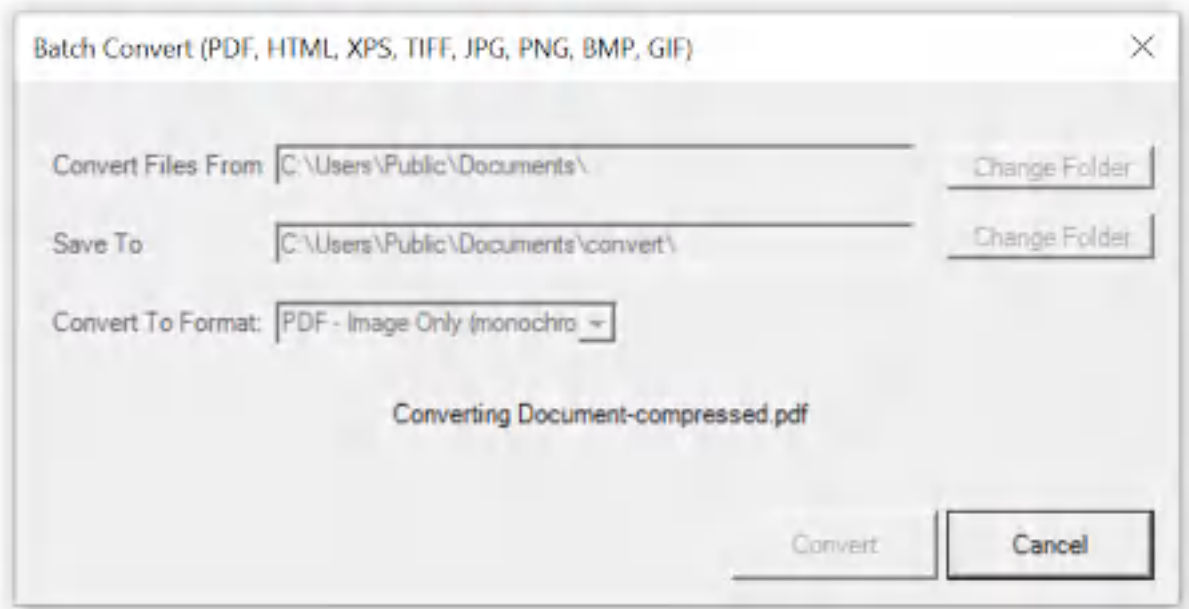
To batch convert from GIF to JPG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "JPG - Grayscale" or "JPG - Color".



Win2PDF Desktop - Batch Convert GIF to JPG

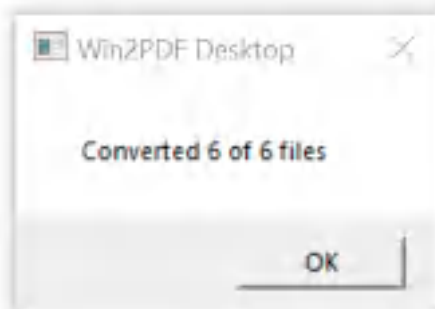
Set the "Convert Files From" location to the folder containing the GIF files to convert, and set the "Save To" folder to the location for the converted JPG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



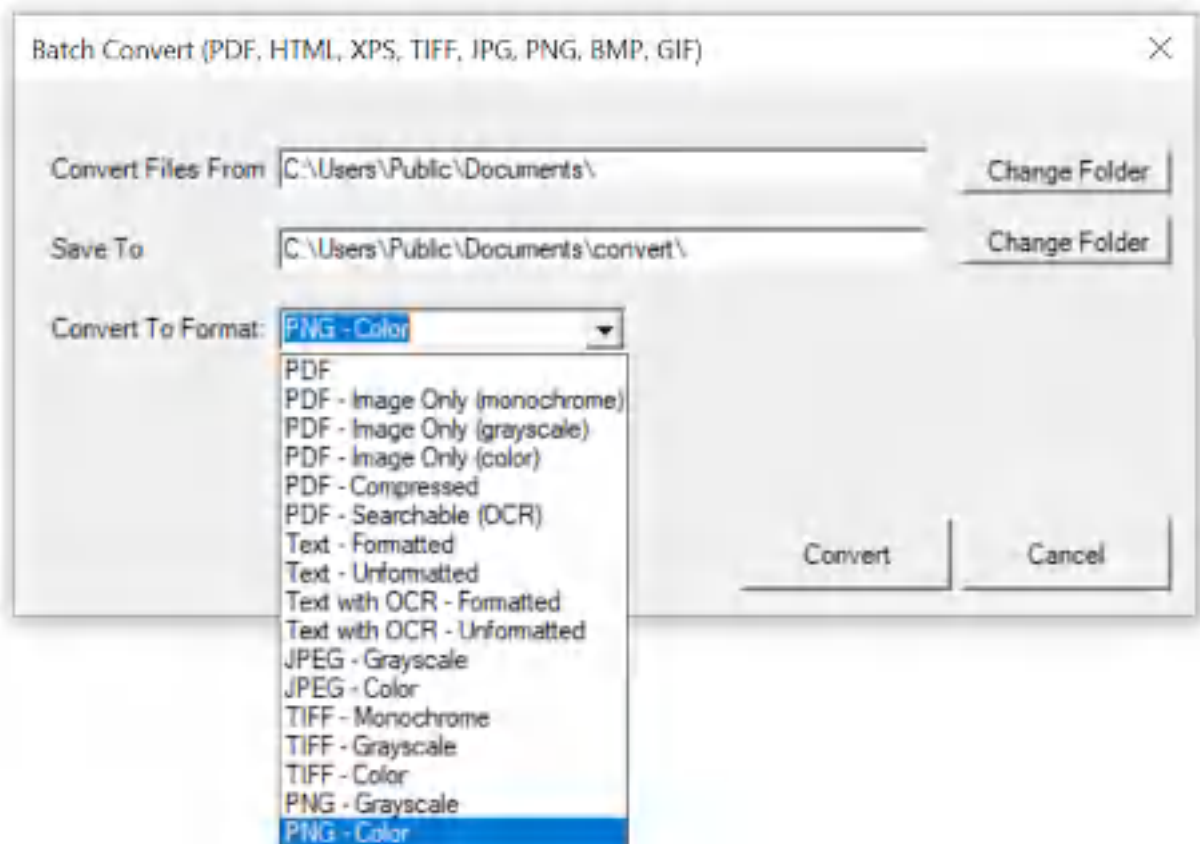
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.47 Batch Convert GIF to PNG

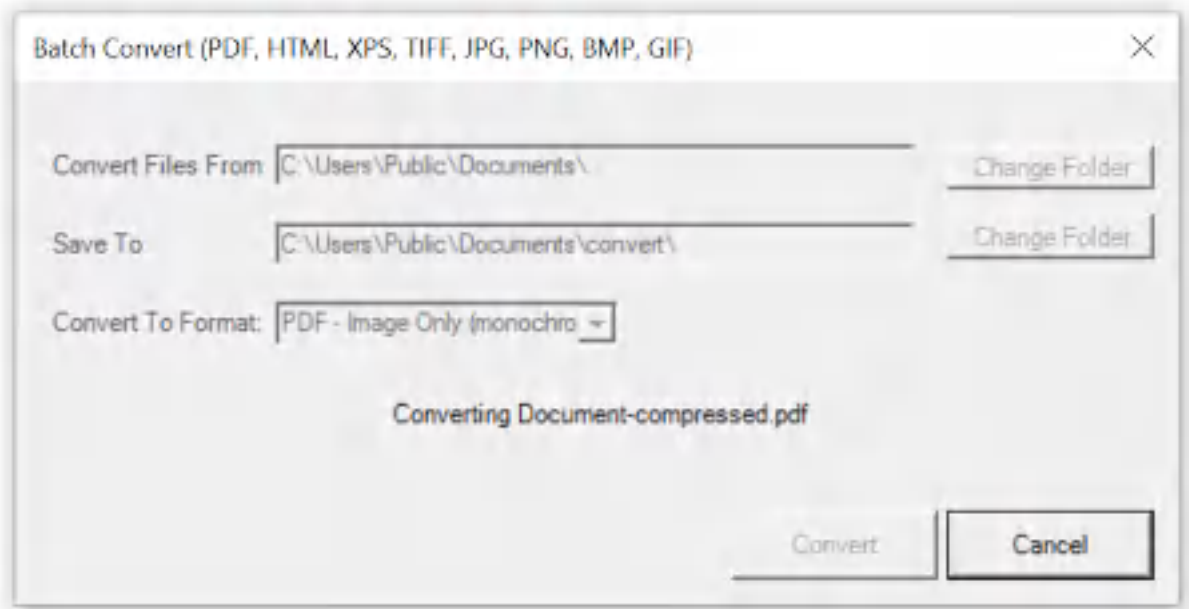
To batch convert from GIF to PNG, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PNG - Grayscale" or "PNG - Color".



Win2PDF Desktop - Batch Convert GIF to PNG

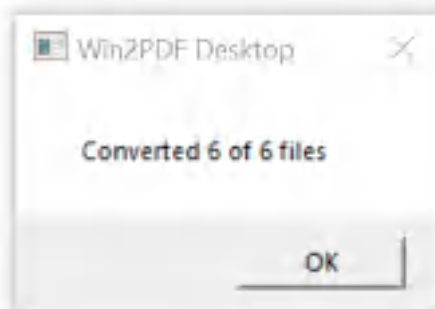
Set the "Convert Files From" location to the folder containing the GIF files to convert, and set the "Save To" folder to the location for the converted PNG files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



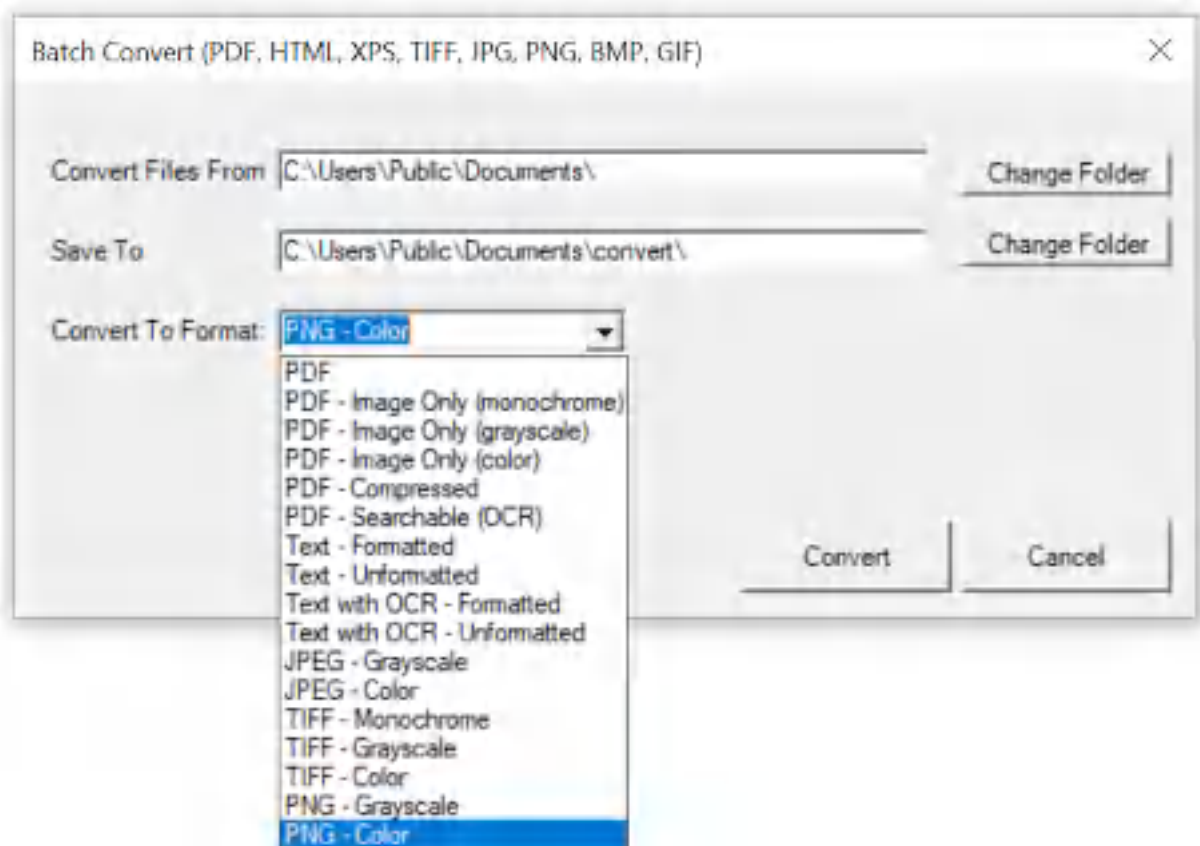
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.48 Batch Convert GIF to TIFF

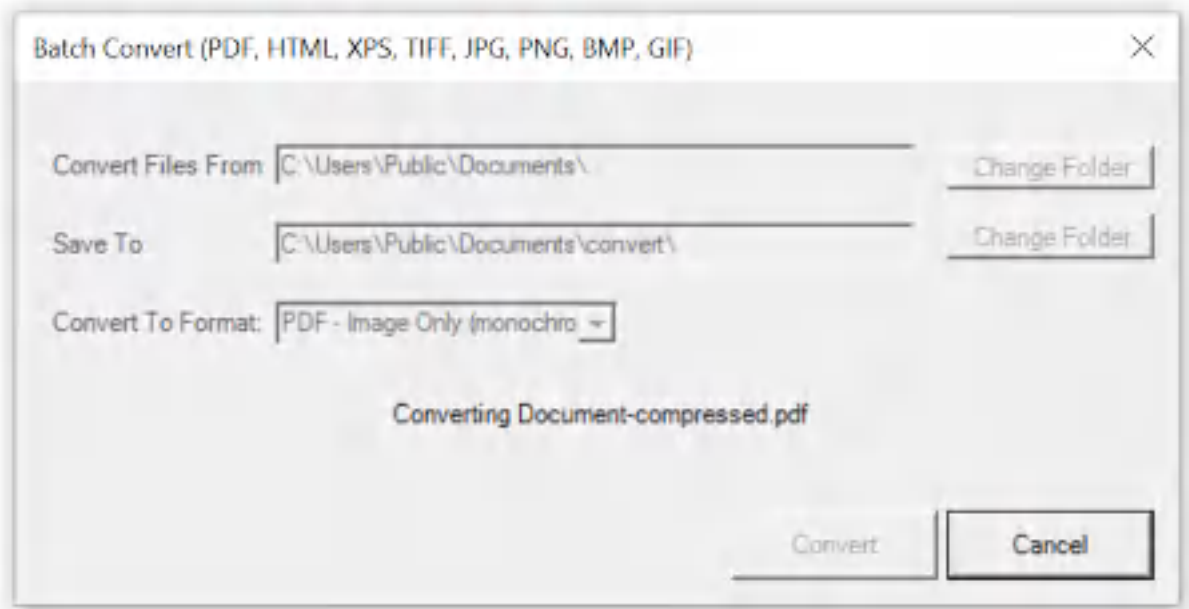
To batch convert from GIF to TIFF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "TIFF - Monochrome", "TIFF - Grayscale" or "TIFF - Color".



Win2PDF Desktop - Batch Convert GIF to TIFF

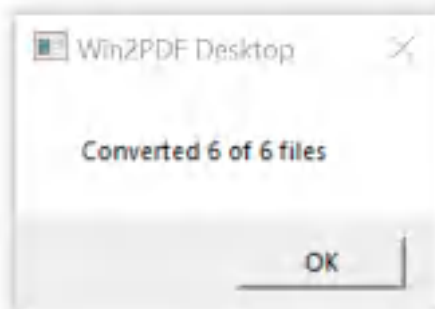
Set the "Convert Files From" location to the folder containing the GIF files to convert, and set the "Save To" folder to the location for the converted TIFF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

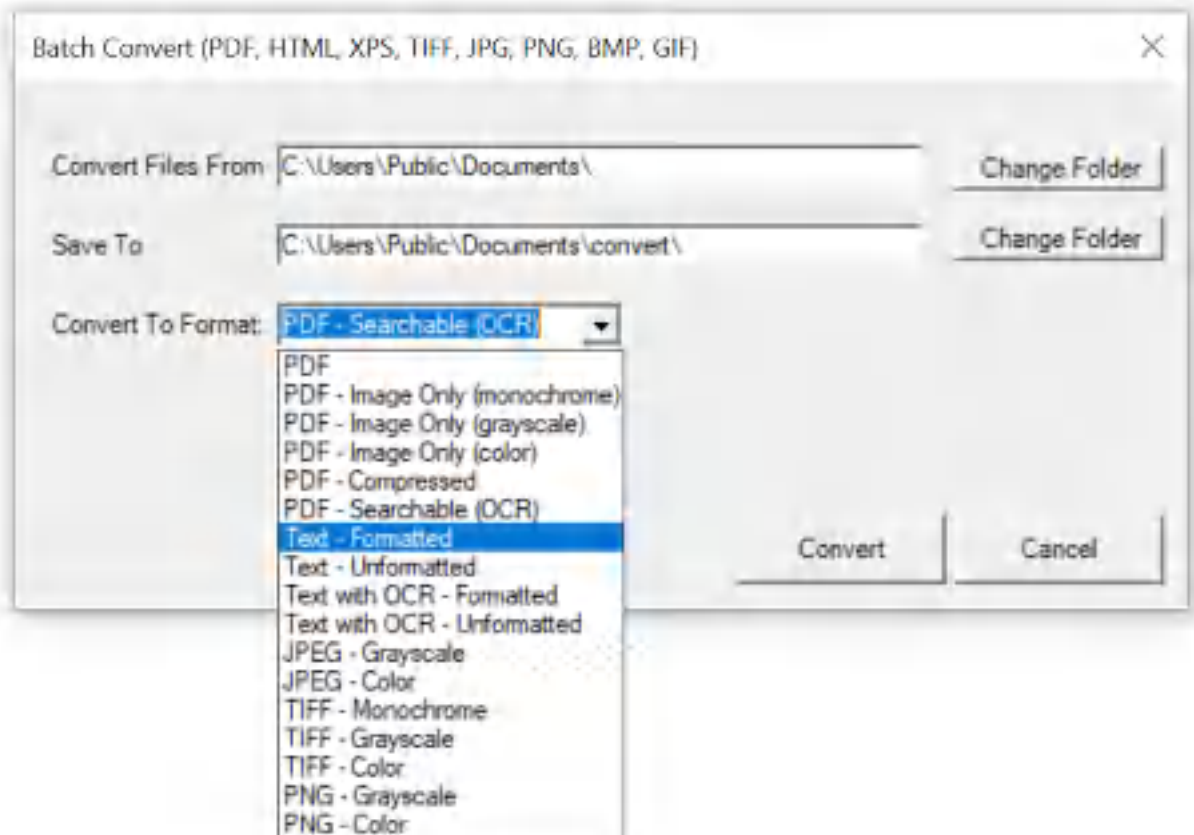
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.49 Batch Convert GIF to Text

To batch convert from GIF to Text, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to "Text with OCR - Formatted", or "Text with OCR - Unformatted". This requires the "Win2PDF Desktop with OCR" setup program from:

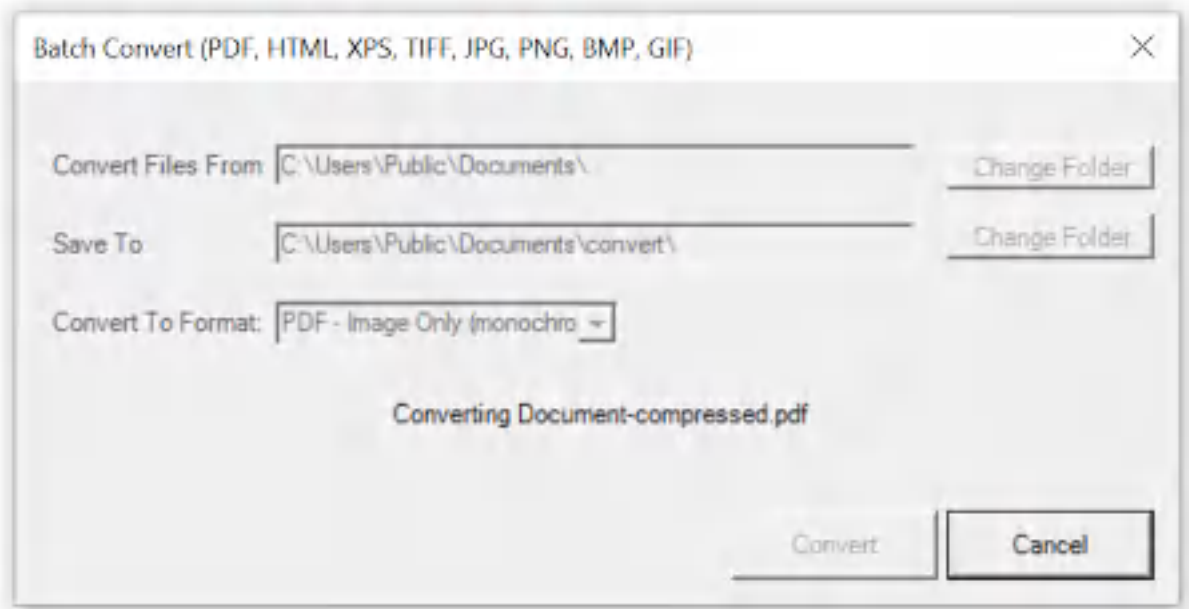
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert GIF to Text

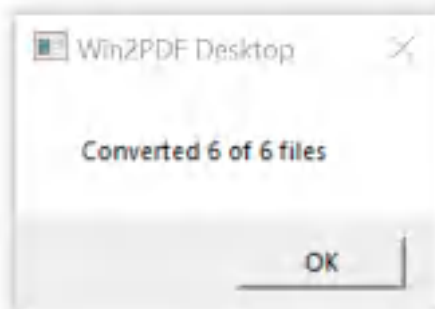
Set the "Convert Files From" location to the folder containing the GIF files to convert, and set the "Save To" folder to the location for the converted text files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

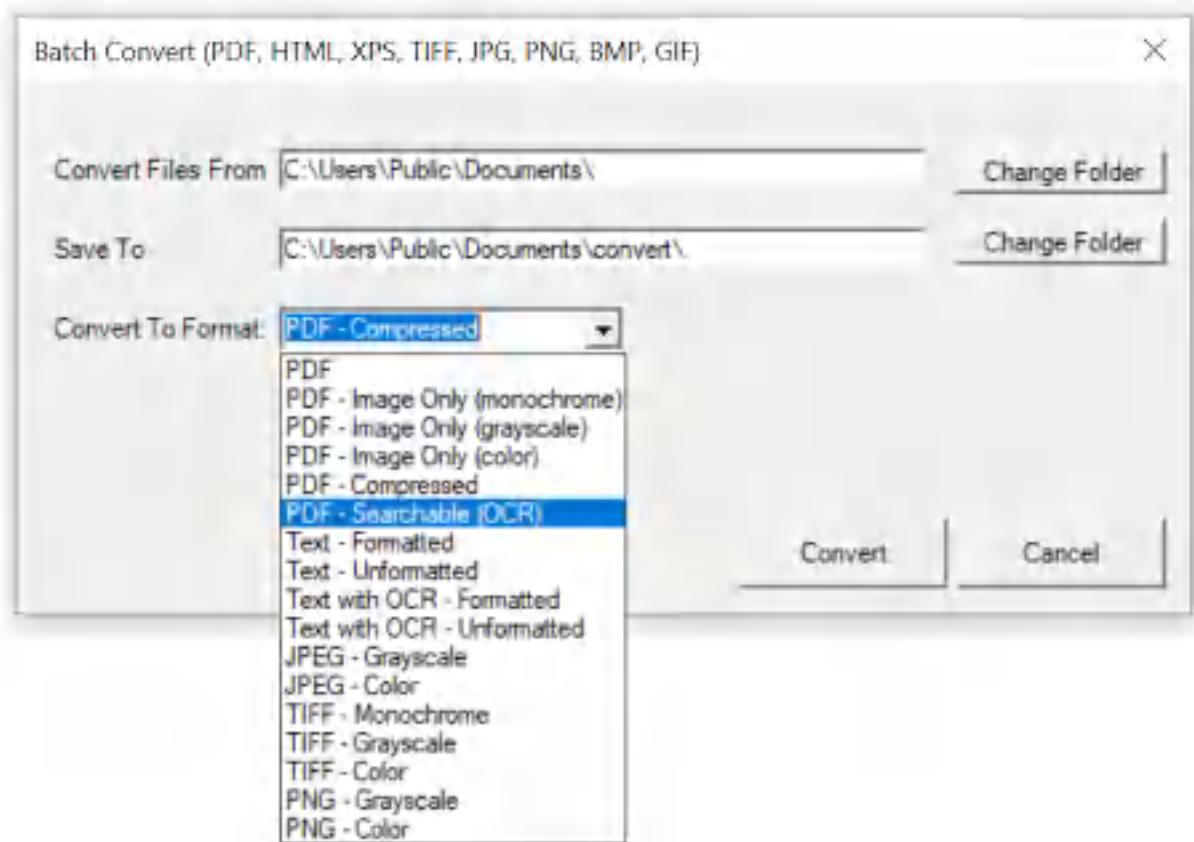
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.50 Batch Convert GIF to Searchable PDF

To batch convert from GIF to searchable PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Searchable (OCR)". This requires the "Win2PDF Desktop with OCR" setup program from:

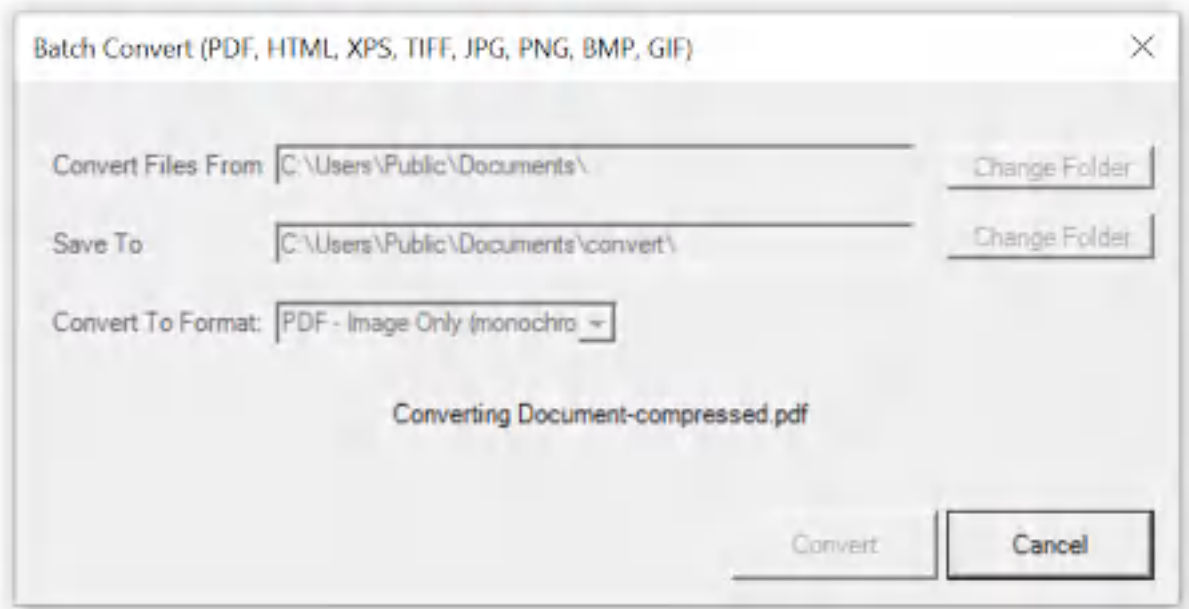
<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/197/15/win2pdf-desktop-with-ocr-download>



Win2PDF Desktop - Batch Convert GIF to Searchable PDF

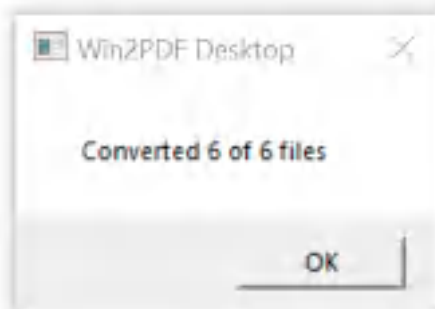
Set the "Convert Files From" location to the folder containing the GIF files to convert, and set the "Save To" folder to the location for the converted searchable PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



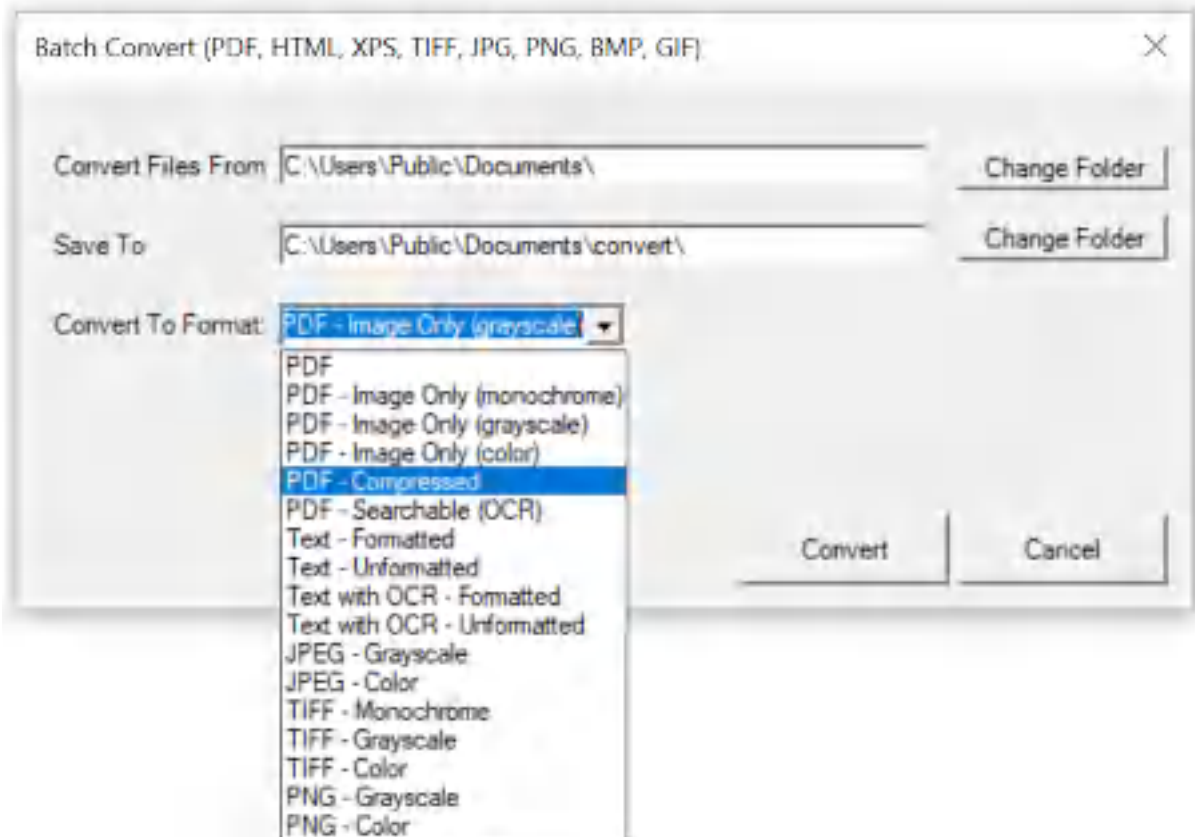
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.51 Batch Convert GIF to Compressed PDF

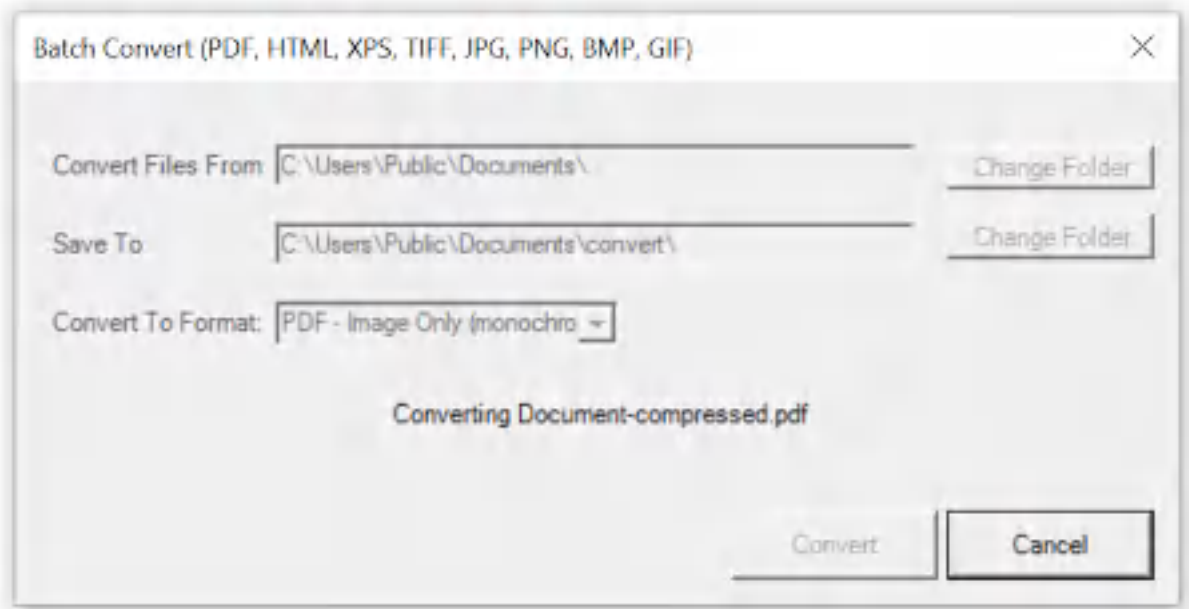
To batch convert from GIF to compressed PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Compressed".



Win2PDF Desktop - Batch Convert GIF to Compressed PDF

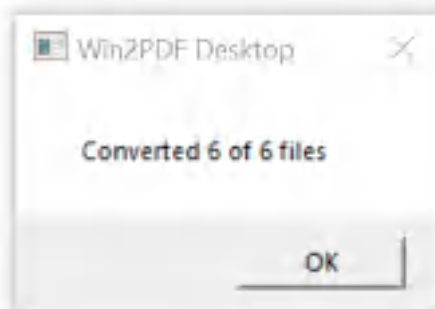
Set the "Convert Files From" location to the folder containing the GIF files to convert, and set the "Save To" folder to the location for the converted compressed PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



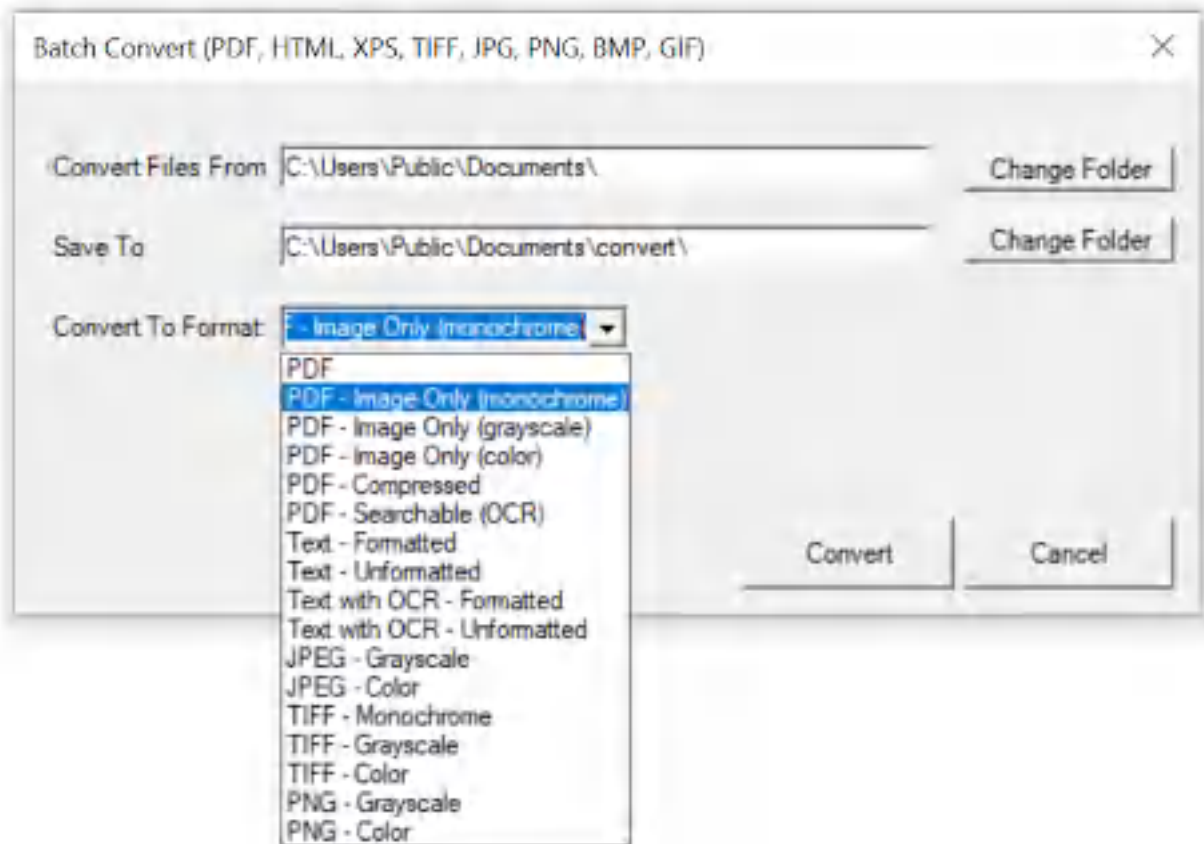
Win2PDF Desktop - Batch Convert Complete

You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.19.52 Batch Convert GIF to Image Only PDF

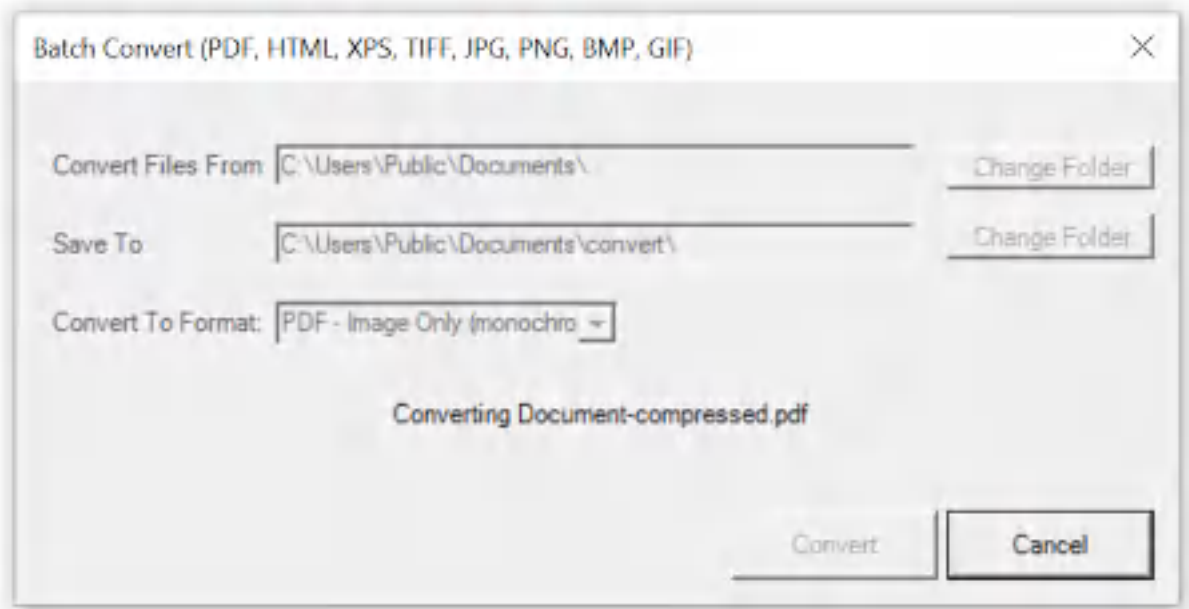
To batch convert from GIF to an image only PDF, [open the Win2PDF Desktop "Batch Convert"](#) window and set the "Convert To Format" to either "PDF - Image Only (monochrome)", "PDF - Image Only (grayscale)", or "PDF - Image Only (color)".



Win2PDF Desktop - Batch Convert GIF to Image Only PDF

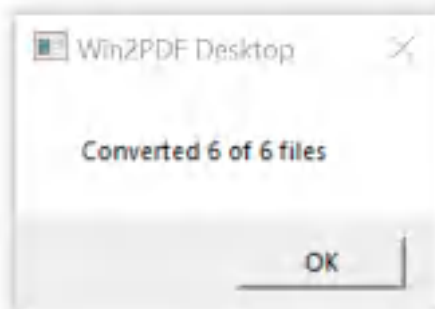
Set the "Convert Files From" location to the folder containing the GIF files to convert, and set the "Save To" folder to the location for the converted image only PDF files. These locations must be different.

Click the "Convert" button to start the conversion process. Depending on the number of files in the "Convert Files From" folder, it can take a long time to convert all files. The "Cancel" button remains active during the conversion process, and allows you to cancel the batch convert.



Win2PDF Desktop - Batch Converting

After the conversion is complete, a summary of the conversion is displayed.



Win2PDF Desktop - Batch Convert Complete

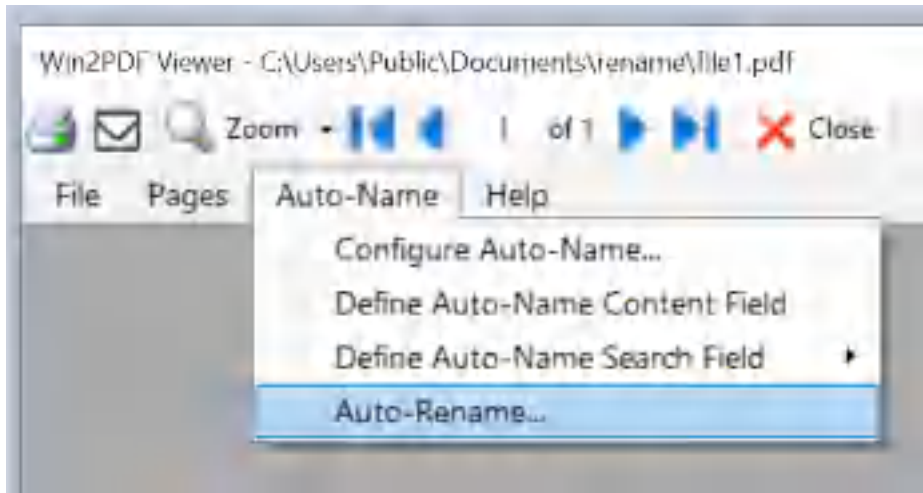
You can also batch convert folders of files from one format to another using the [BATCHCONVERT](#) command line.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.20 How to Rename PDF Files

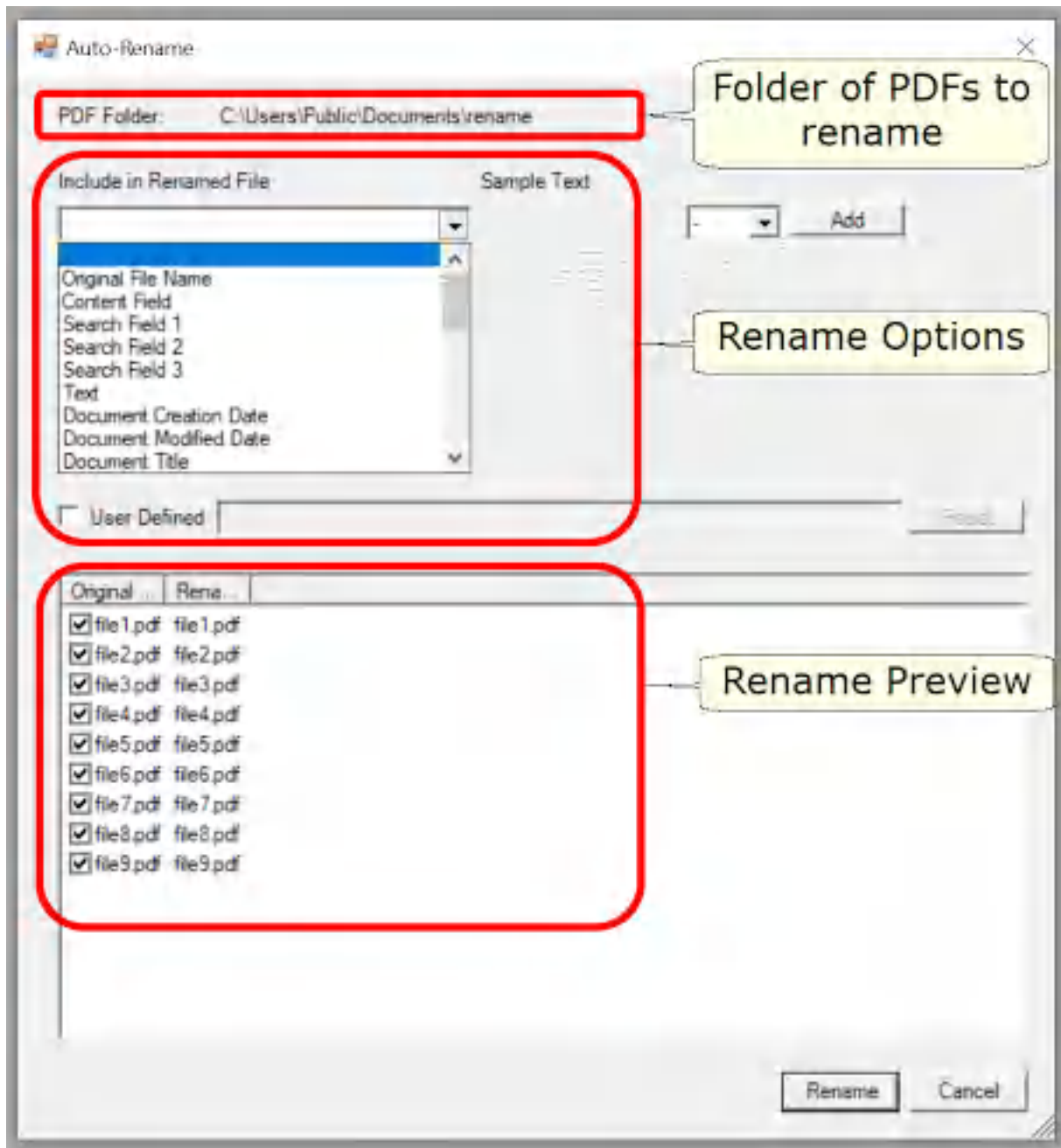
Win2PDF Pro can rename folders of existing PDF files using the contents of the PDF file such as account numbers, invoice numbers, or client names. You can rename based on combinations of document information, text, or user defined fields based on the content of the document. To rename a

folder of PDF files, [open one of the PDFs](#) in the folder using the Win2PDF Desktop App and select "Auto-Rename" from the "Auto-Name" menu:



Win2PDF Desktop Auto-Rename

A configuration window shows the currently selected folder for PDFs to rename, rename options, and a preview of the renamed files in the folder.



Win2PDF Desktop Auto-rename Configuration

All PDFs in the selected folder will be renamed. If you want to exclude a file from the rename operation, uncheck the box next to the file name.

You can select up to 5 different options which can be combined to build the renamed file name. The rename options can include:

[Auto-Rename: Original File Name](#)

[Auto-Rename: Content Field](#)

[Auto-Rename: Search Field](#)

[Auto-Rename: Text](#)
[Auto-Rename: Document Creation Date](#)
[Auto-Rename: Document Modified Date](#)
[Auto-Rename: Document Title](#)
[Auto-Rename: Document Author](#)
[Auto-Rename: Document Subject](#)
[Auto-Rename: Document Keywords](#)
[Auto-Rename: User Name](#)
[Auto-Rename: Computer Name](#)
[Auto-Rename: Date](#)
[Auto-Rename: Time](#)
[Auto-Rename: Year](#)
[Auto-Rename: Month](#)
[Auto-Rename: Hour](#)
[Auto-Rename: Minute](#)
[Auto-Rename: Second](#)
[Auto-Rename: Millisecond](#)
[Auto-Rename: User Defined](#)

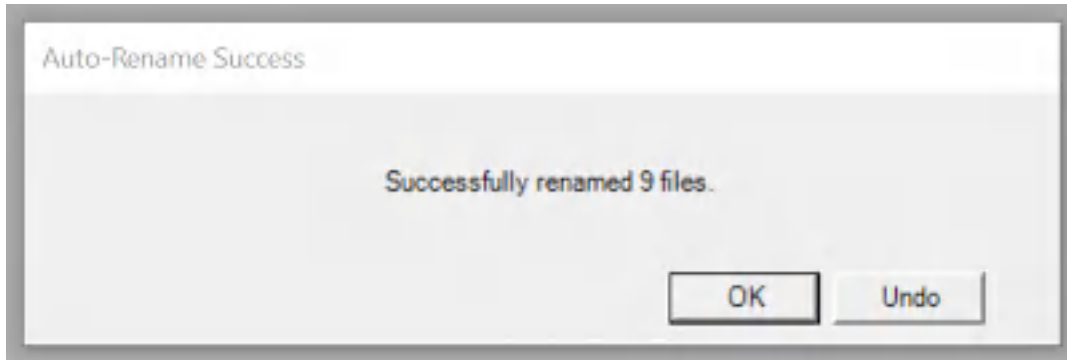
You can add additional rename options by clicking the "Add" button. You can configure the separator between rename options to be "none", a space character, or a special character (-, +, _, #, *, ^, !, ~).



The rename preview at the bottom of the window automatically updates when you change any of the rename options.

If you want to customize the formatting or order of the standard rename options or use more than 5 options, you can use the [Auto-Rename: User Defined](#) setting.

When the "Renamed file name" preview looks correct, click the "Rename" button to rename all files in the folder. A confirmation window will display the number of files that were renamed.

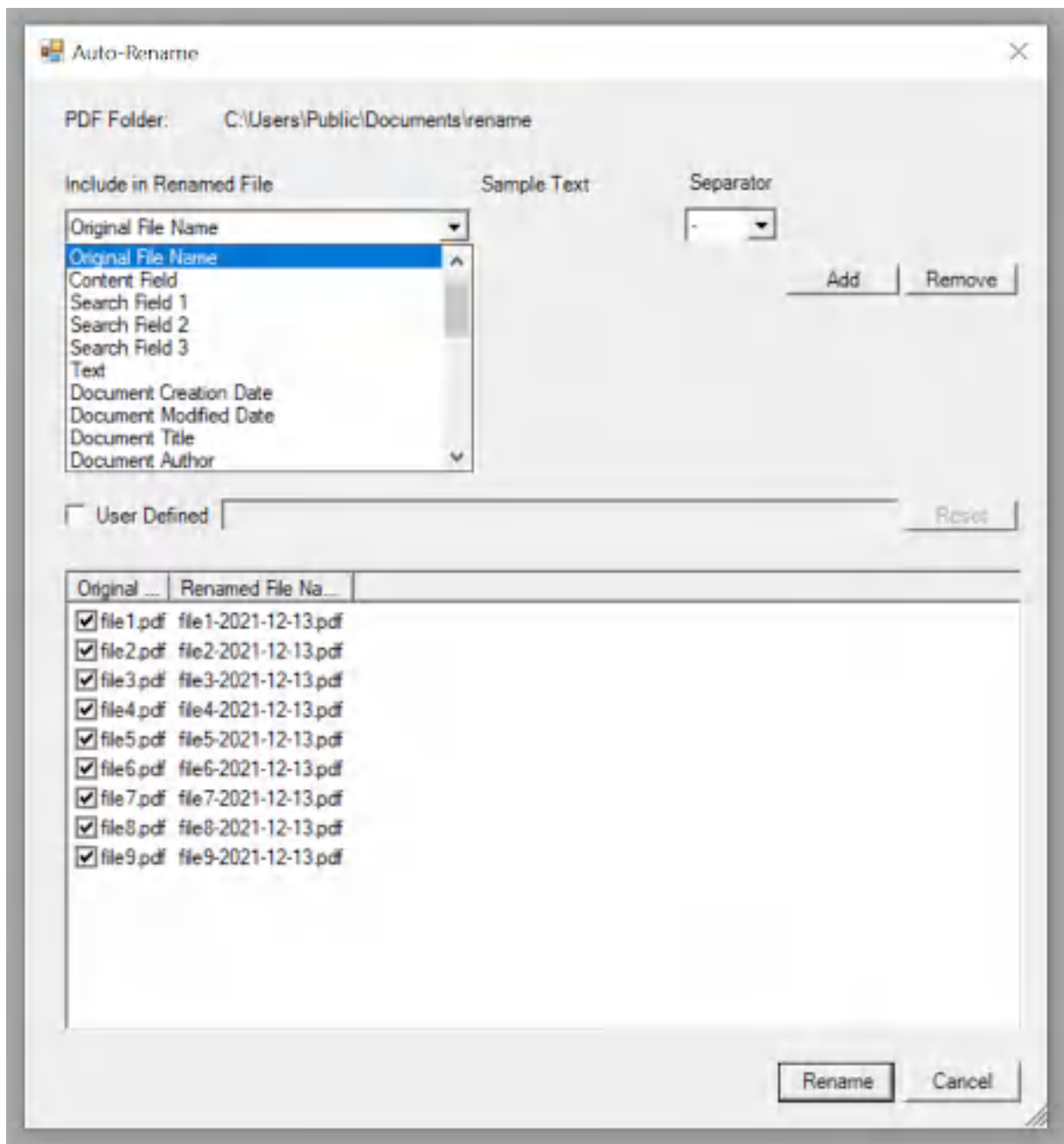


Clicking the "Undo" button will reverse the rename operation.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

4.6.20.1 Auto-Rename: Original File Name

Selecting the "Original File Name" as a [rename option](#) uses the original file name without the ".PDF" extension.



Win2PDF Auto-Rename Original File Name

This can be useful when combined with other rename options to build a renamed file that includes part of the original file name.

4.6.20.2 Auto-Rename: Content Field

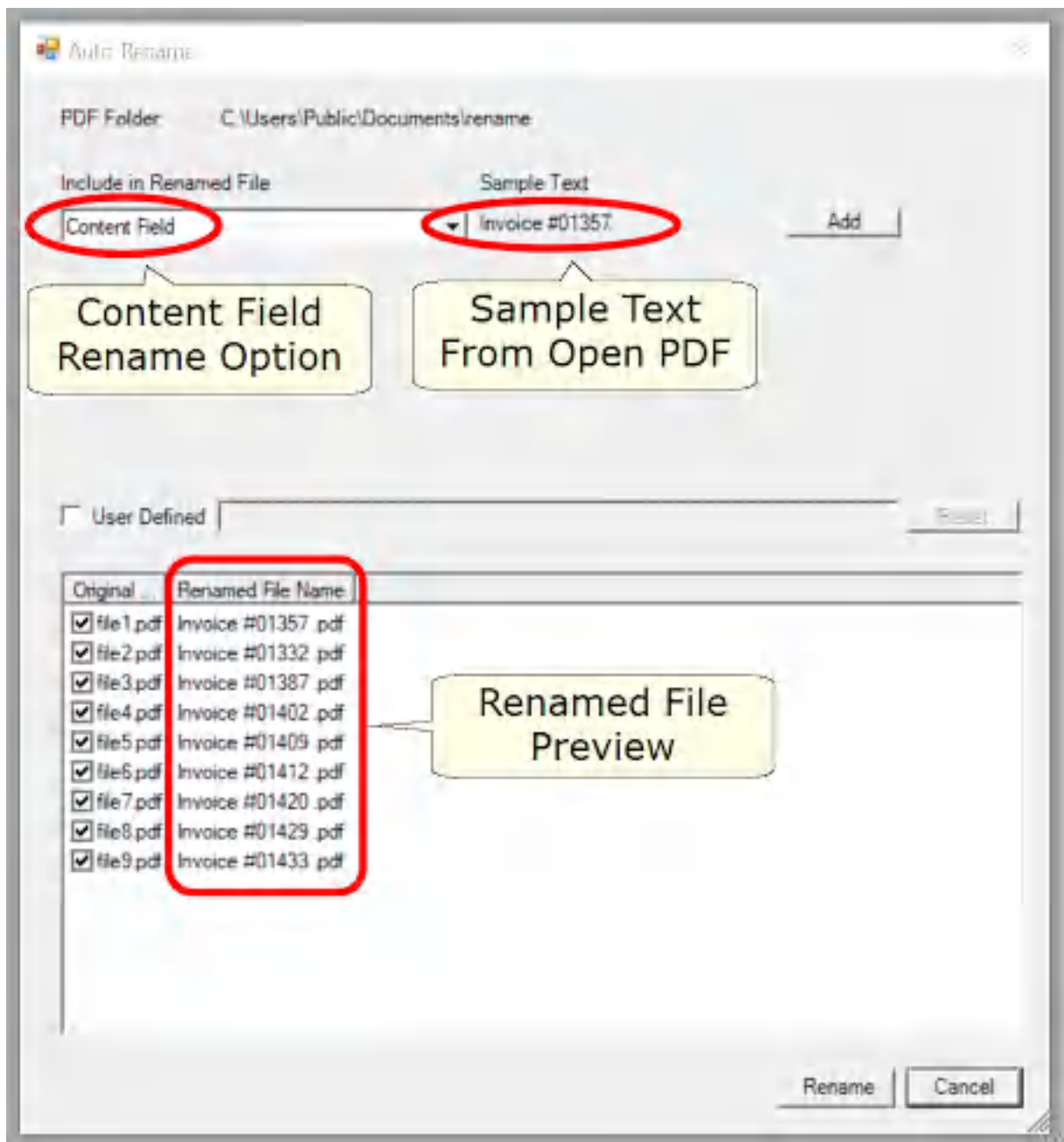
If you would like to rename a PDF based on text in a PDF at a specific location, choose "[Define Auto-Name Content Field](#)" from the "Auto-Name" menu and draw a rectangle around the desired text to be used in the renamed file.

The following screen cast shows how this can be defined.



How to set the Content Name Field

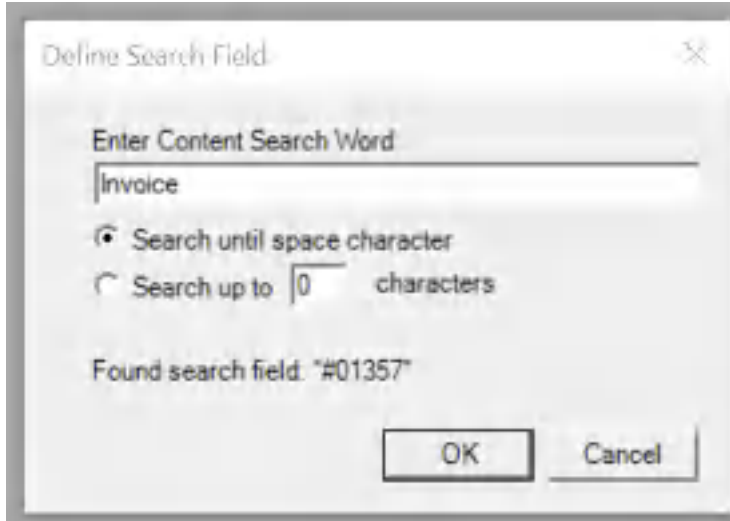
After the content field is defined, selecting "content field" as a [rename option](#) will use the content at the defined location for each PDF in the renamed file name. The preview window will be updated to show the renamed file with the content field.



Win2PDF Auto-Rename Content Field

4.6.20.3 Auto-Rename: Search Field

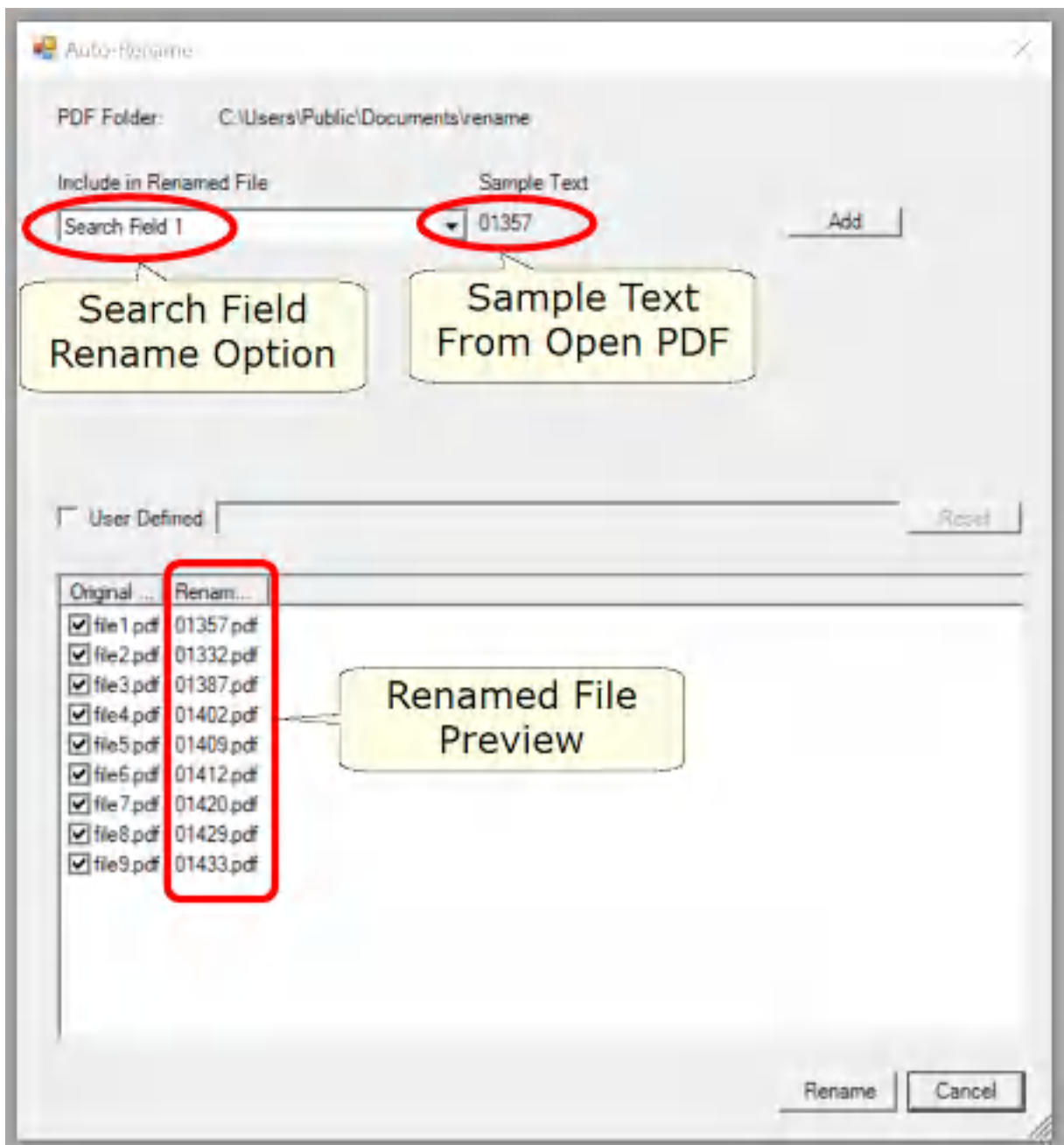
If you would like to rename a PDF based on text that always occurs after a search word, Choose "[Define Auto-Name Search Field](#)" from the "Auto-Name" menu. Type the search word into the window, and the field following the search word is displayed under "Found search field".



Define Search Field

Selecting the "Search until space character" option will end the search when a space, tab, or newline character occurs. Selecting "Search up to X characters" will include the specified number of characters, including any space characters. The "Found search field" sample text is updated as you type based on the current open PDF file.

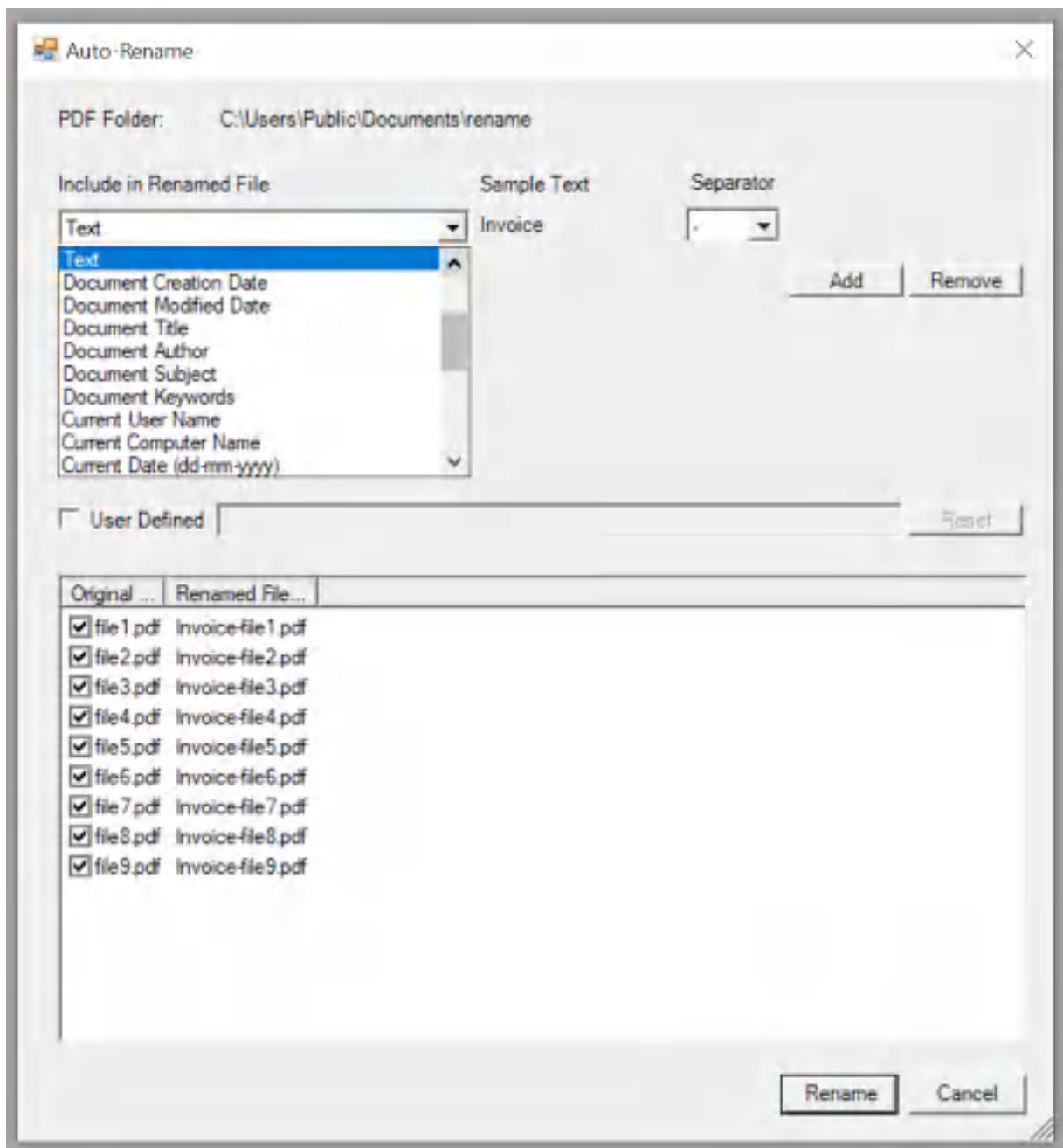
After the search field is defined, selecting "search field 1", "search field 2", or "search field 3" as a [rename option](#) will use the search content for each PDF in the renamed file name. The preview window will be updated to show the renamed file with the search field.



Win2PDF Auto Rename Search Field

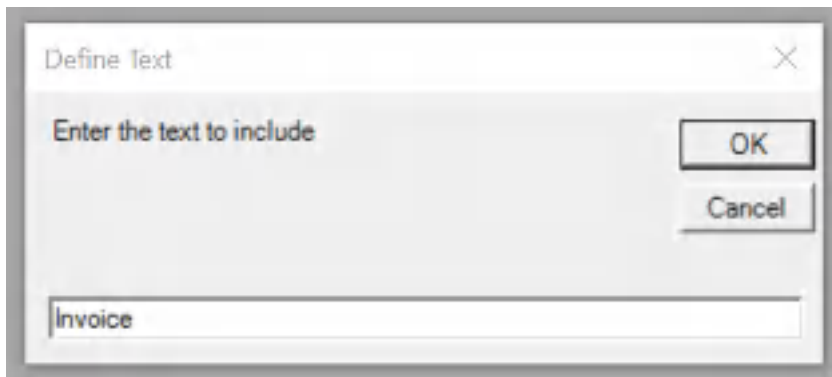
4.6.20.4 Auto-Rename: Text

The "Text" [rename option](#) allows you to include fixed user defined text in the renamed file name.



Win2PDF Auto-Rename Text

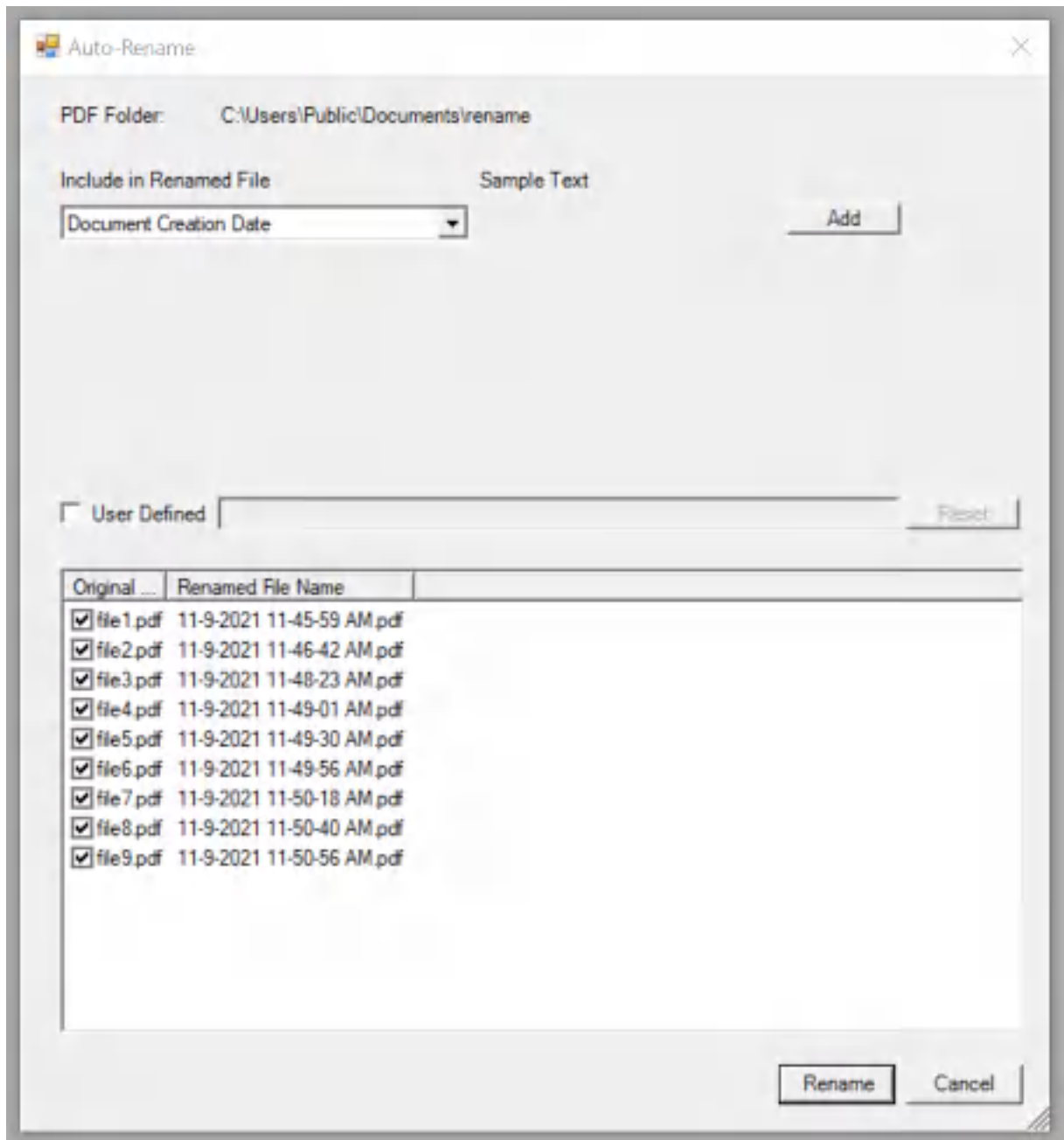
You are prompted to enter any text that you would like included in the renamed files.



The entered text can include any valid characters in Windows file names, including spaces. The renamed file preview is automatically updated to include the entered text.

4.6.20.5 Auto-Rename: Document Creation Date

Selecting the "Document Creation Date" [rename option](#) uses the creation date metadata embedded in the PDF file in the renamed file name.



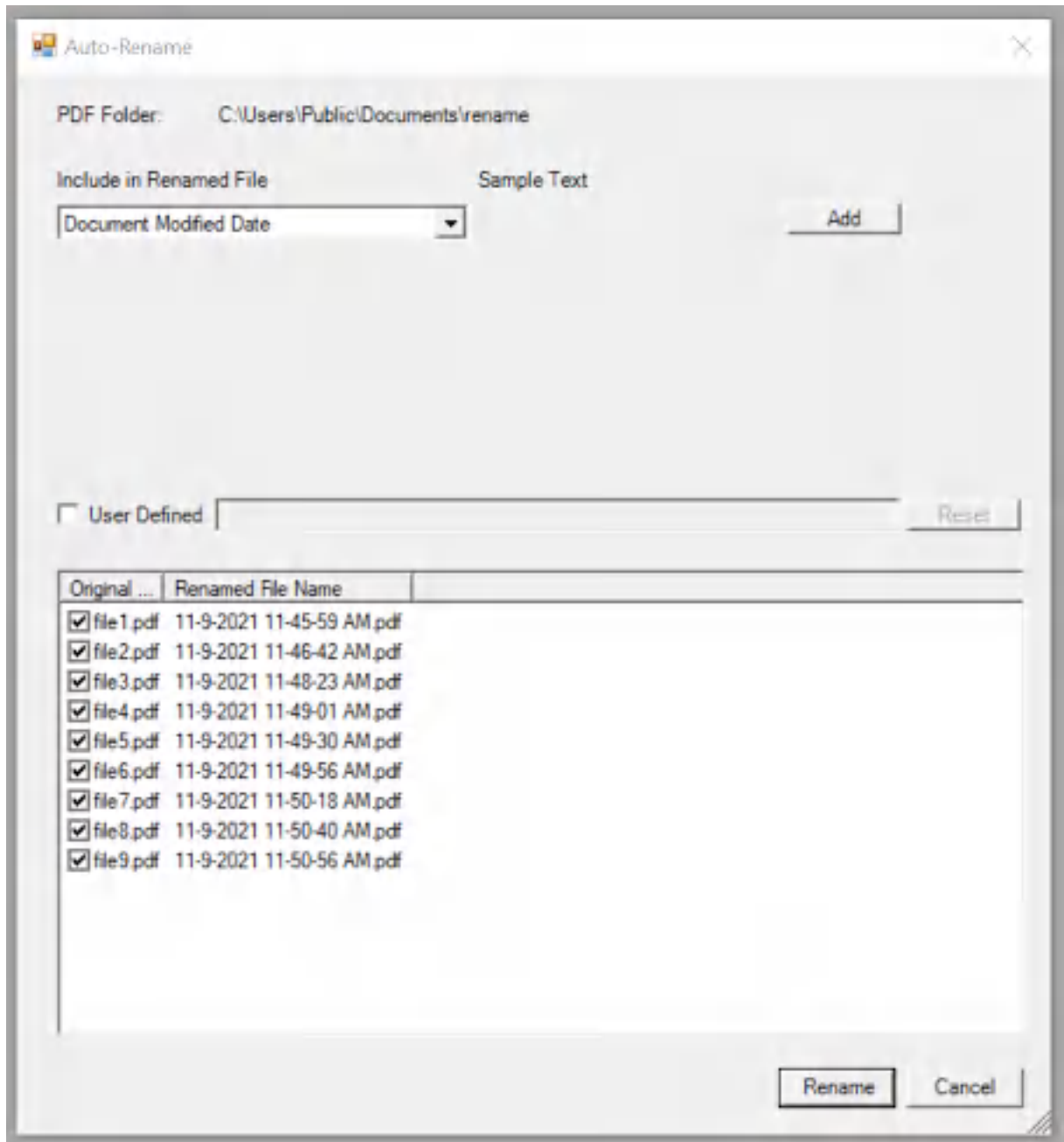
Win2PDF Auto-Rename Document Creation Date

Some documents do not have the "Document Creation Date" metadata set in the PDF. If the "Document Creation Date" metadata is empty, a "-" character is substituted in the renamed file.

You can view the PDF metadata fields by opening the PDF in Adobe Acrobat Reader DC and viewing the "Document Properties" under the "File" menu.

4.6.20.6 Auto-Rename: Document Modified Date

Selecting the "Document Modified Date" [rename option](#) uses the modified date metadata embedded in the PDF file in the renamed file name.



Win2PDF Auto-Rename Document Modified Date

Some documents do not have the "Document Modified Date" metadata set in the PDF. If the "Document Modified Date" metadata is empty, a "-" character is substituted in the renamed file.

You can view the PDF metadata fields by opening the PDF in Adobe Acrobat Reader DC and viewing the "Document Properties" under the "File" menu.

4.6.20.7 Auto-Rename: Document Title

Selecting the "Document Title" [rename option](#) uses the document title metadata embedded in the PDF file in the renamed file name.

Some documents do not have the "Document Title" metadata set in the PDF. If the "Document Title" metadata is empty, a "-" character is substituted in the renamed file.

You can view the PDF metadata fields by opening the PDF in Adobe Acrobat Reader DC and viewing the "Document Properties" under the "File" menu.

4.6.20.8 Auto-Rename: Document Author

Selecting the "Document Author" [rename option](#) uses the document author metadata embedded in the PDF file in the renamed file name.

Some documents do not have the "Document Author" metadata set in the PDF. If the "Document Author" metadata is empty, a "-" character is substituted in the renamed file.

You can view the PDF metadata fields by opening the PDF in Adobe Acrobat Reader DC and viewing the "Document Properties" under the "File" menu.

4.6.20.9 Auto-Rename: Document Subject

Selecting the "Document Subject" [rename option](#) uses the document subject metadata embedded in the PDF file in the renamed file name.

Some documents do not have the "Document Subject" metadata set in the PDF. If the "Document Subject" metadata is empty, a "-" character is substituted in the renamed file.

You can view the PDF metadata fields by opening the PDF in Adobe Acrobat Reader DC and viewing the "Document Properties" under the "File" menu.

4.6.20.10 Auto-Rename: Document Keywords

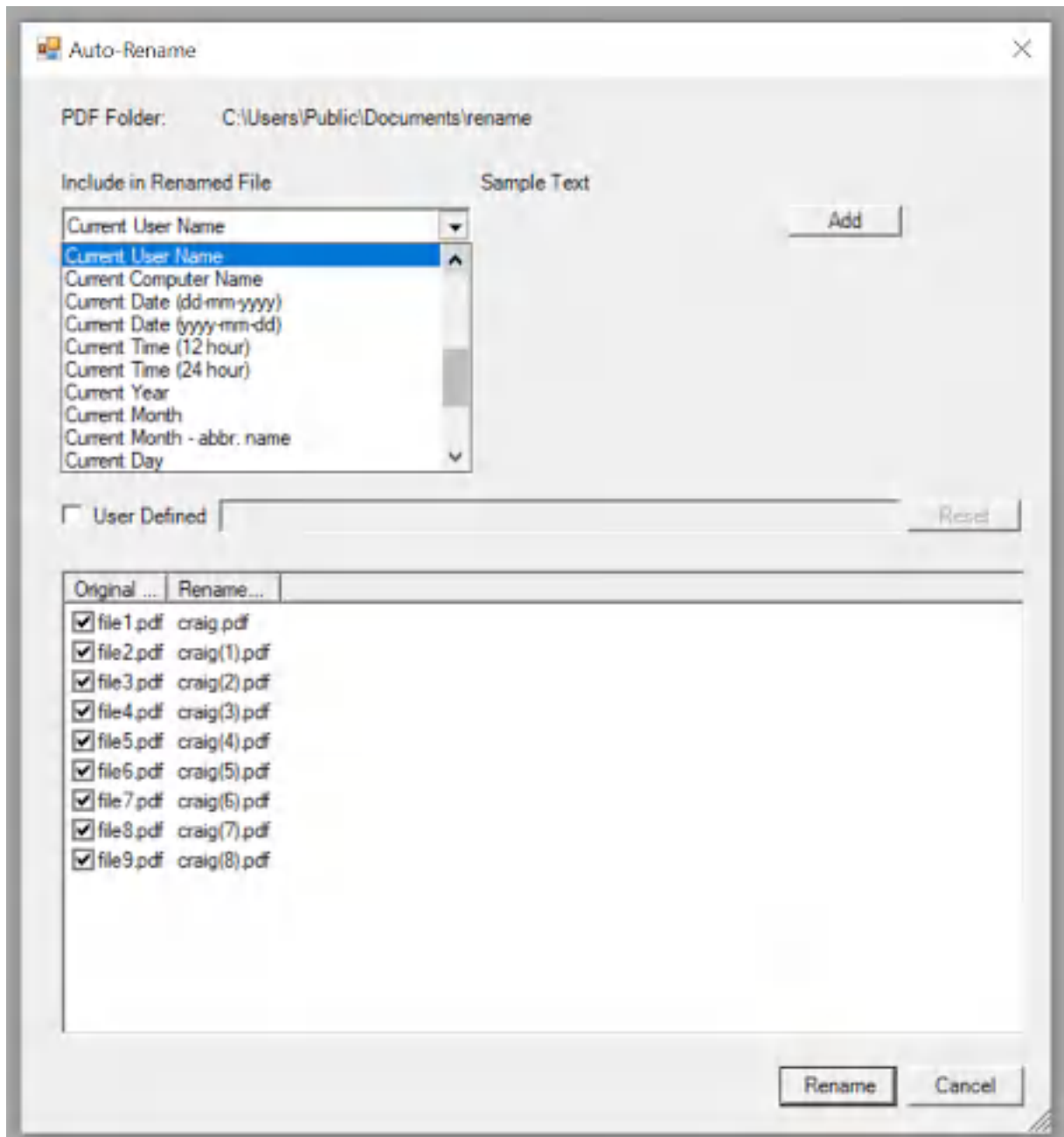
Selecting the "Document Keywords" [rename option](#) uses the document keywords metadata embedded in the PDF file in the renamed file name.

Some documents do not have the "Document Keywords" metadata set in the PDF. If the "Document Keywords" metadata is empty, a "-" character is substituted in the renamed file.

You can view the PDF metadata fields by opening the PDF in Adobe Acrobat Reader DC and viewing the "Document Properties" under the "File" menu.

4.6.20.11 Auto-Rename: User Name

The "User Name" [rename option](#) allows you to include the name of the currently logged in user in the renamed file name. This is equivalent to the "USERNAME" environment variable.

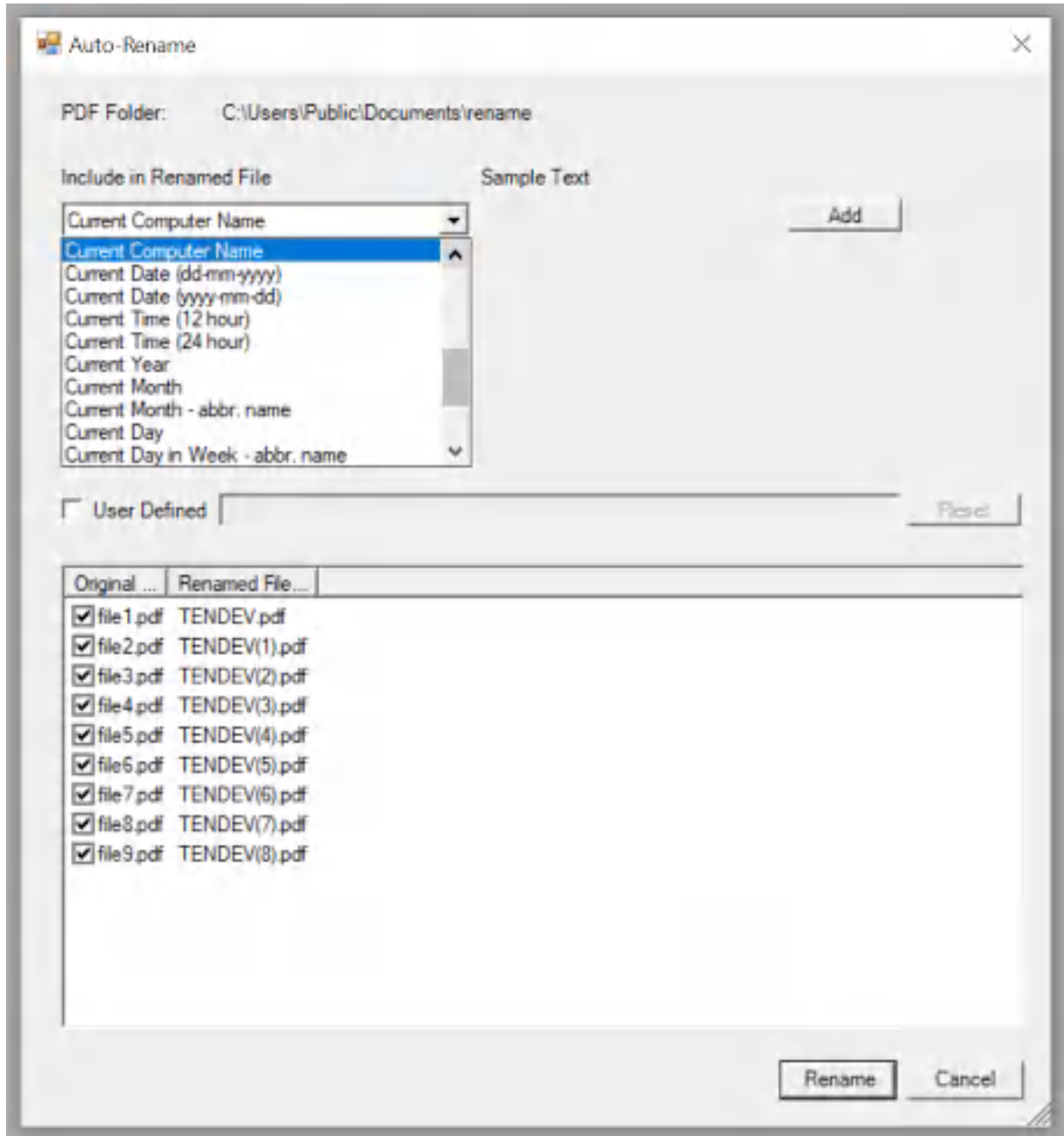


Win2PDF Auto-Rename Current User Name

This can be combined with other rename options to make the renamed file unique.

4.6.20.12 Auto-Rename: Computer Name

The "User Name" [rename option](#) allows you to include the name of the computer in the renamed file name. This is equivalent to the "COMPUTERNAME" environment variable.

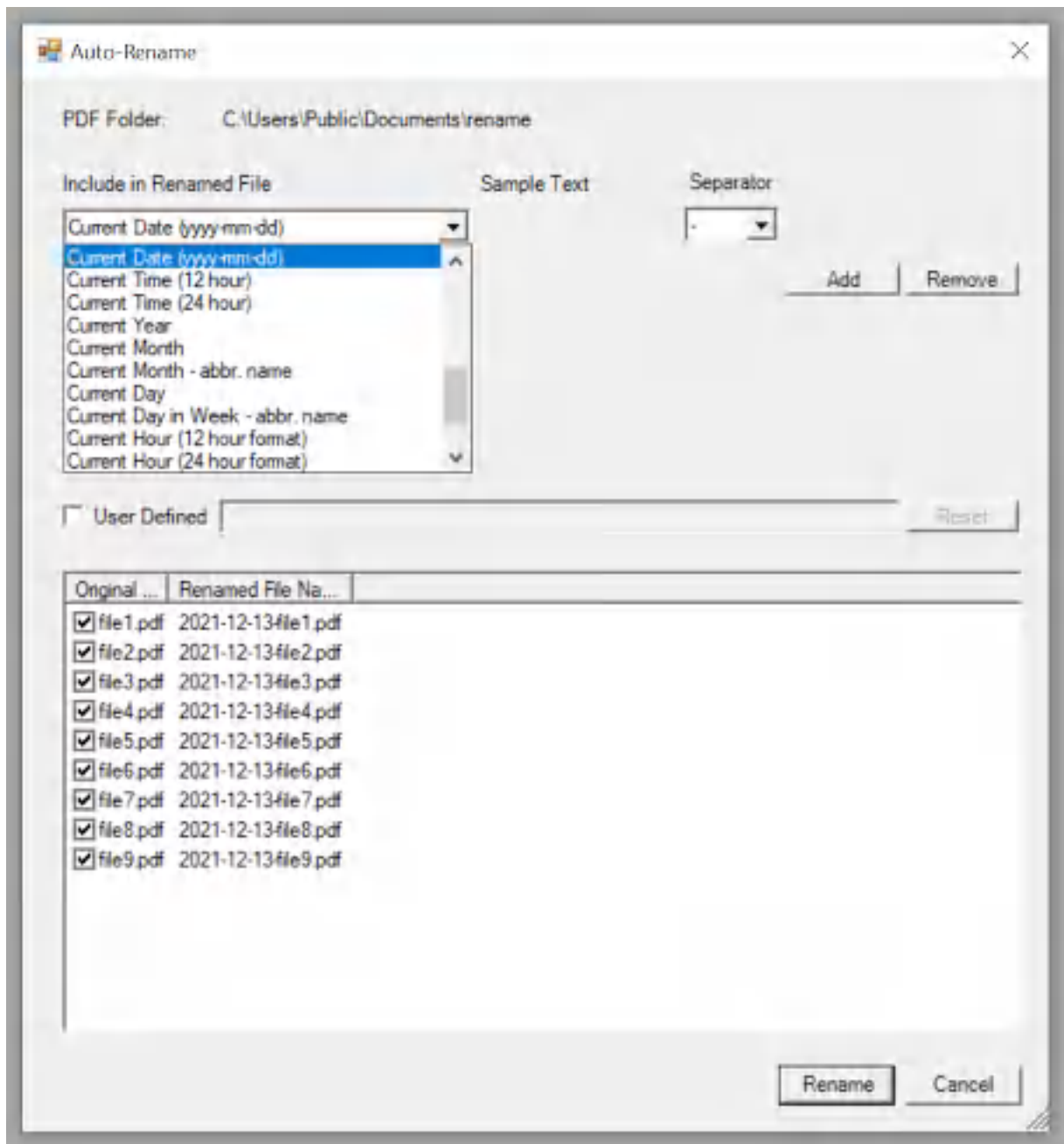


Win2PDF Auto-Rename Current Computer Name

This can be combined with other rename options to make the renamed file unique.

4.6.20.13 Auto-Rename: Date

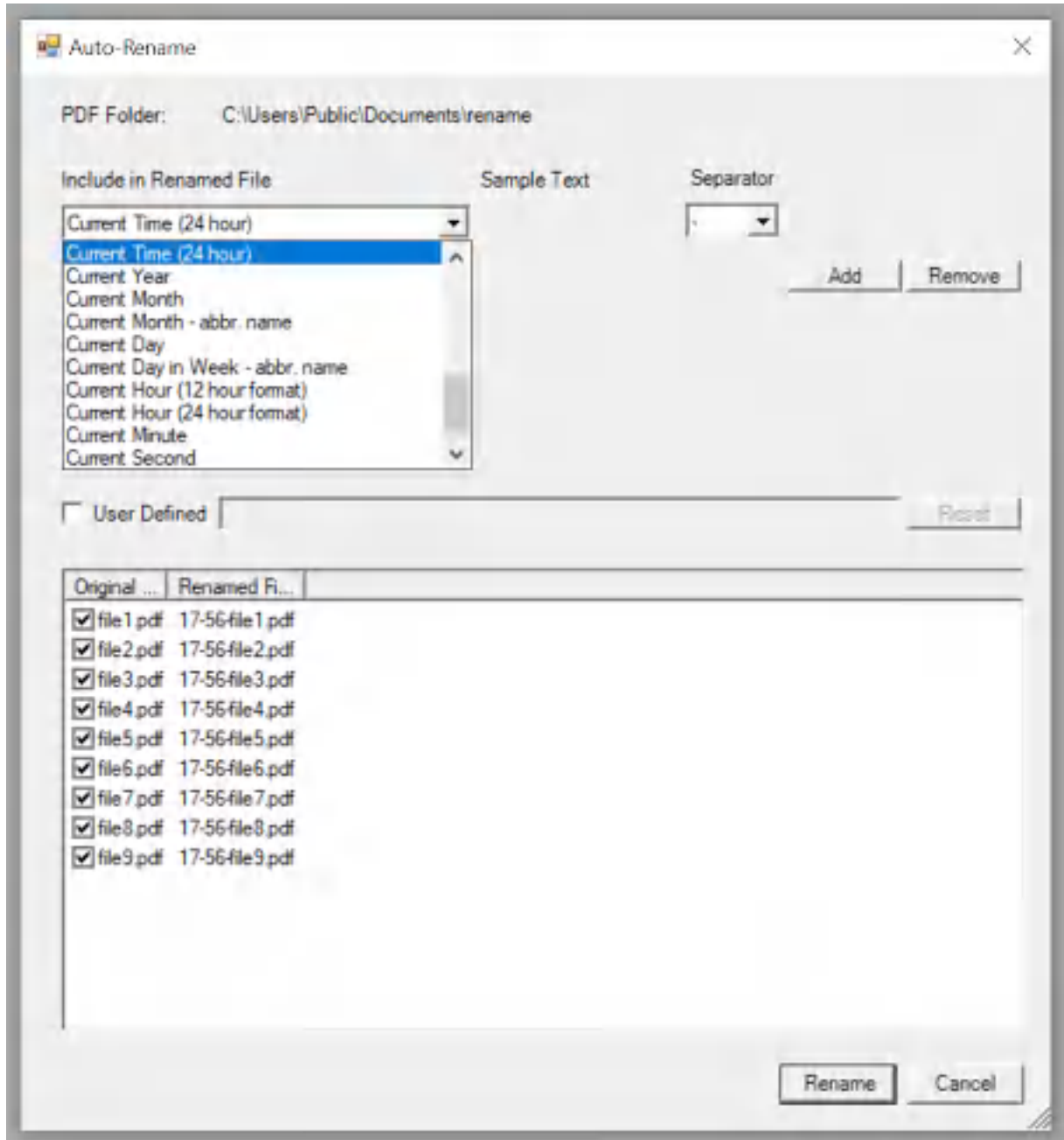
Selecting the "Current Date" as a [rename option](#) uses the current date in either MM-DD-YYYY format or YYYY-MM-DD format.



Win2PDF Auto-Rename Date

4.6.20.14 Auto-Rename: Time

Selecting the "Current Time" as a [rename option](#) uses the current date in either 12 or 24 hour format.



Win2PDF Auto Rename Time

4.6.20.15 Auto-Rename: Year

Selecting the "Current Year" as a [rename option](#) uses the current year (YYYY) in the renamed file name. This can be combined with [Auto-](#)

[Rename: Month](#) and/or [Auto-Rename: Day](#) to create a custom date format in the renamed file name.

4.6.20.16 Auto-Rename: Month

Selecting the "Current Month" or "Current Month - abbr. name" as a [rename option](#) uses the current month in either a numeric format (MM) or an abbreviated name format in the renamed file name. This can be combined with [Auto-Rename: Year](#) and/or [Auto-Rename: Day](#) to create a custom date format in the renamed file name.

4.6.20.17 Auto-Rename: Day

Selecting the "Current Day" or "Current Day in week - abbr. name" as a [rename option](#) uses the current day in either a numeric format (DD) or current day in week format ("Mon", "Tue", etc.) in the renamed file name. This can be combined with [Auto-Rename: Year](#) and/or [Auto-Rename: Month](#) to create a custom date format in the renamed file name.

4.6.20.18 Auto-Rename: Hour

Selecting the "Current Hour" as a [rename option](#) uses the current hour in either a 12 or 25 hour format the renamed file name. This can be combined with [Auto-Rename: Minute](#), [Auto-Rename: Second](#) and/or [Auto-Rename: Millisecond](#) to create a custom time format in the renamed file name.

4.6.20.19 Auto-Rename: Minute

Selecting the "Current Minute" as a [rename option](#) uses the current hour in the renamed file name. This can be combined with [Auto-Rename: Hour](#), [Auto-Rename: Second](#) and/or [Auto-Rename: Millisecond](#) to create a custom time format in the renamed file name.

4.6.20.20 Auto-Rename: Second

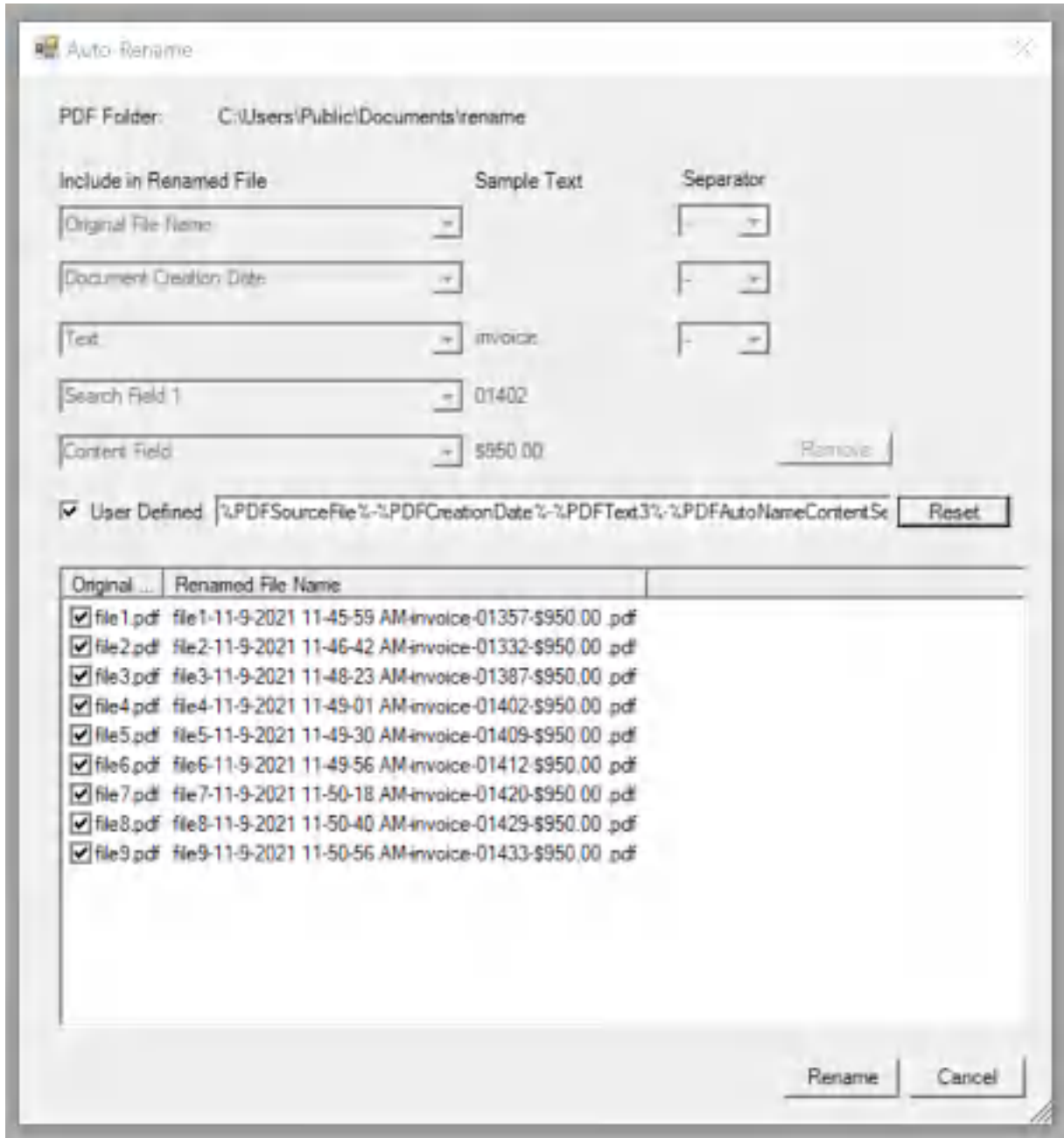
Selecting the "Current Second" as a [rename option](#) uses the current second in the renamed file name. This can be combined with [Auto-Rename: Minute](#), [Auto-Rename: Hour](#) and/or [Auto-Rename: Millisecond](#) to create a custom time format in the renamed file name.

4.6.20.21 Auto-Rename: Millisecond

Selecting the "Current Millisecond" as a [rename option](#) uses the current millisecond (1/1000 second) in the renamed file name. This can be combined with [Auto-Rename: Hour](#), [Auto-Rename: Minute](#) and/or [Auto-Rename: Second](#) to create a custom time format in the renamed file name.

4.6.20.22 Auto-Rename: User Defined

Advanced options for controlling the format of the renamed file can be configured using the "User Defined" [rename option](#).



Win2PDF Auto-Rename User Defined

When the "User Defined" option is checked, the field is filled with the currently selected options in a tag format that is delimited by % characters (e.g. %PDFHour %). Advanced users can re-order the Win2PDF tags to match their requirements, or

mix and match tags to create their own file name format. Clicking the "Reset" button fills in the currently selected rename options. The supported tags are:

%PDFSourceFile%	The original file name with no extension.
%PDFTitle%	Document title from the PDF metadata (if set)
%PDFAuthor%	Document author from the PDF metadata (if set)
%PDFSubject%	Document subject from the PDF metadata (if set)
%PDFKeywords%	Document keywords from the PDF metadata (if set)
%PDFCreationDate	Document creation date from the PDF metadata (if set).
%	
%PDFModifiedDate	Document modified date from the PDF metadata (if set).
%	
%PDFText1%	User defined text defined in the first rename option
%PDFText2%	User defined text defined in the second rename option
%PDFText3%	User defined text defined in the third rename option
%PDFText4%	User defined text defined in the fourth rename option
%PDFText5%	User defined text defined in the fifth rename option
%PDFDate%	Eight digit date separated by dashes in the format month-day-year (12-25-2015)
%PDFTime%	Six digit 12 hour time separated by dashes in the format hour-minute-second-AM/PM (12-59-59 PM)
%PDFYear%	Four digit number for the current year (2015)
%PDFMonth%	Two digit number for the current month (12)
%PDFMonthName	Three character abbreviated name for the current month (Dec)
%	
%PDFDay%	Two digit number for the current day of the month (25)
%PDFDayName%	Three character abbreviated name for the day of the week (Wed)
%PDFDayInWeek%	One digit number for the current day of the week
%PDFHour%	Two digit number for the current hour in a 12 hour format (12)
%PDFHour24%	Two digit number for the current hour in a 24 hour format (24)
%PDFMinute%	Two digit number for the current minute within the hour (59)
%PDFMinute5%	Number for the current 5 minute interval within the hour (0, 5, 10,..55)
%PDFMinute10%	Number for the current 10 minute interval within the hour (0, 10, 20, ..50)
%PDFMinute15%	Number for the current 15 minute interval within the hour (0, 15, 30, 45)
%PDFMinute30%	Number for the current 30 minute interval within the hour (0, 30)
%PDFSecond%	Two digit number for the current second within the minute (59)
%PDFMillisecond%	Three digit number for the current millisecond (999)
%PDFTimeMarker%	Two character abbreviation for AM or PM
%PDFIncrement%	The %PDFIncrement% variable starts at 1, and increments by one until the expanded file name does not exist.
%	Used for content based file naming . Win2PDF searches the PDFAutoNameCont text of the current PDF for the word specified in the Win2PDF

entSearch%	Desktop " Define Search Field " command or by the PDFAutoNameContentSearchWord registry setting. If the word is found, the auto-name variable %PDFAutoNameContentSearch% is filled with the word <i>after</i> the search word.
%PDFAutoNameContentSearch2%	Used for content based file naming . Win2PDF searches the text of the current PDF for the word specified in the Win2PDF Desktop " Define Search Field " command or by the PDFAutoNameContentSearchWord2 registry setting. If the word is found, the auto-name variable %PDFAutoNameContentSearch2% is filled with the word <i>after</i> the search word.
%PDFAutoNameContentSearch3%	Used for content based file naming . Win2PDF searches the text of the current PDF for the word specified in the Win2PDF Desktop " Define Search Field " command or by the PDFAutoNameContentSearchWord3 registry setting. If the word is found, the auto-name variable %PDFAutoNameContentSearch3% is filled with the word <i>after</i> the search word.
%PDFAutoNameContentField%	Used for content based file naming . Win2PDF searches the content field rectangle defined in the Win2PDF Desktop " Define Content Field " command. If text is found in the defined rectangle, the auto-name variable %PDFAutoNameContentField% is filled with found text.

The "Renamed File Name" column listed at the bottom of the window is updated to show the resulting file name based on the options selected.

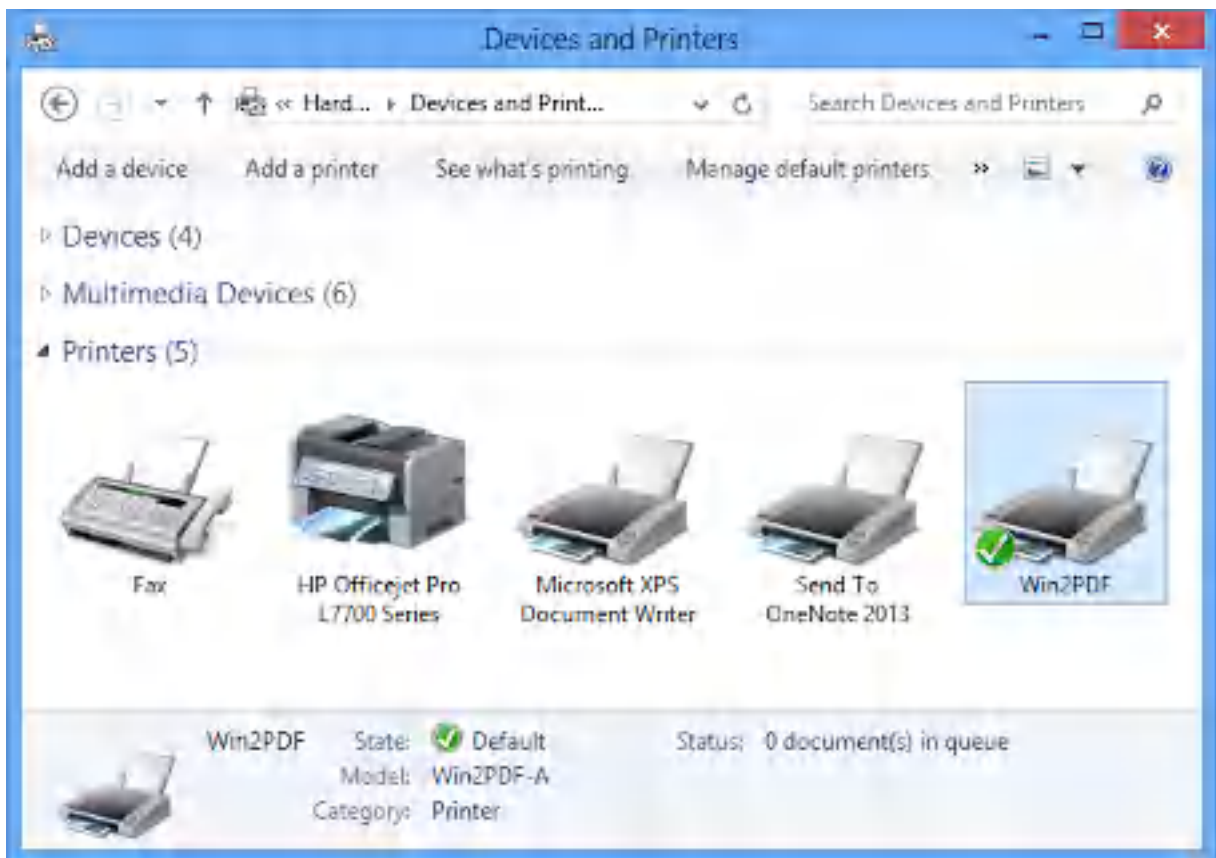
4.7 How to print to PDF using Win2PDF in Microsoft Windows 8

4.7.1 How to install Win2PDF with Windows 8

Win2PDF 10 is available for download from our [Win2PDF download page](#). This version of Win2PDF will support Windows 8 and Windows 8.1 on all Intel-based computers.

Currently, Win2PDF will not work with the **Windows 8 RT** version for ARM-based devices.

To install Win2PDF, download and run the Win2PDF setup program. After you run the setup program, you will have a new printer in the "Devices and Printers" folder named "**Win2PDF**".



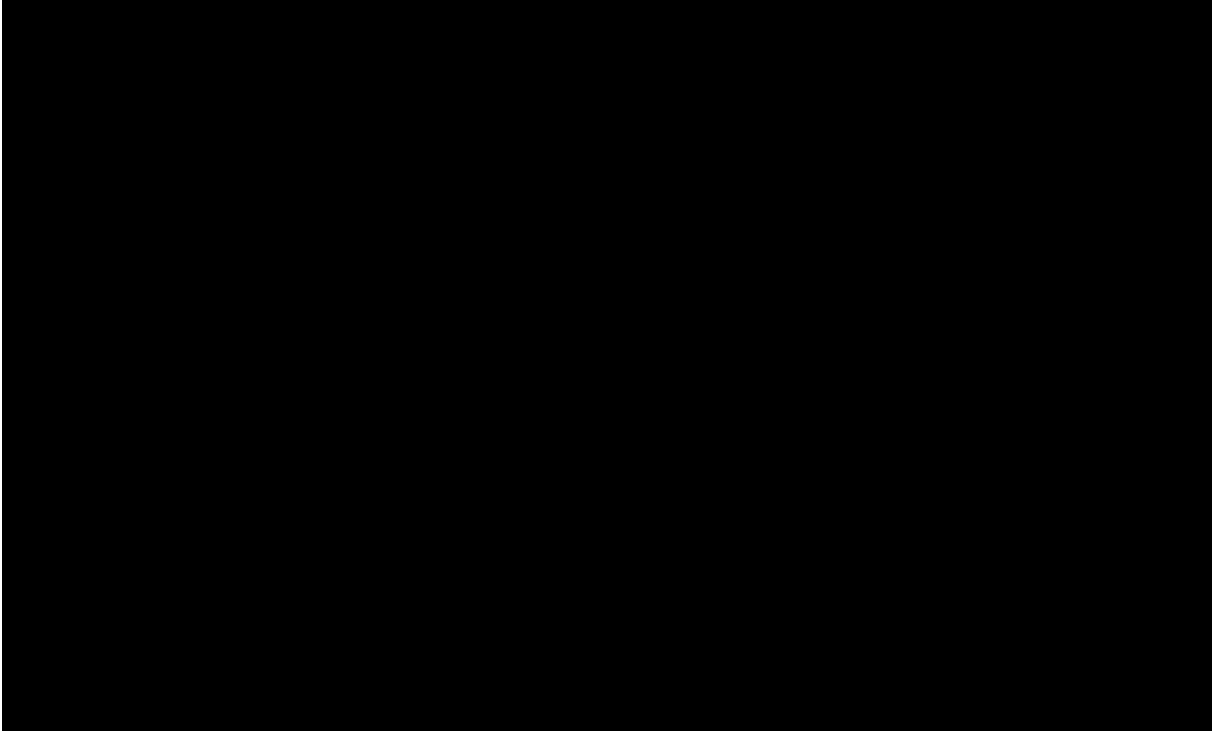
If you are evaluating Win2PDF, you can start creating PDF documents immediately. The evaluation version is fully functional, but every document will have an extra trailer page with Win2PDF product information. Also, a license reminder dialog will occasionally display. To evaluate Win2PDF or Win2PDF Pro without the trailer page, contact support@win2pdf.com for a 30 day demo license.

The Win2PDF Pro install program can only be downloaded after you purchase the product, and the download link will be included in your purchase receipt. If you already have Win2PDF evaluation version installed, you do not need to uninstall Win2PDF before running the Win2PDF Pro install program.

If you have purchased Win2PDF, you can enter your license code by following the instructions in "[Entering the Win2PDF license code](#)".

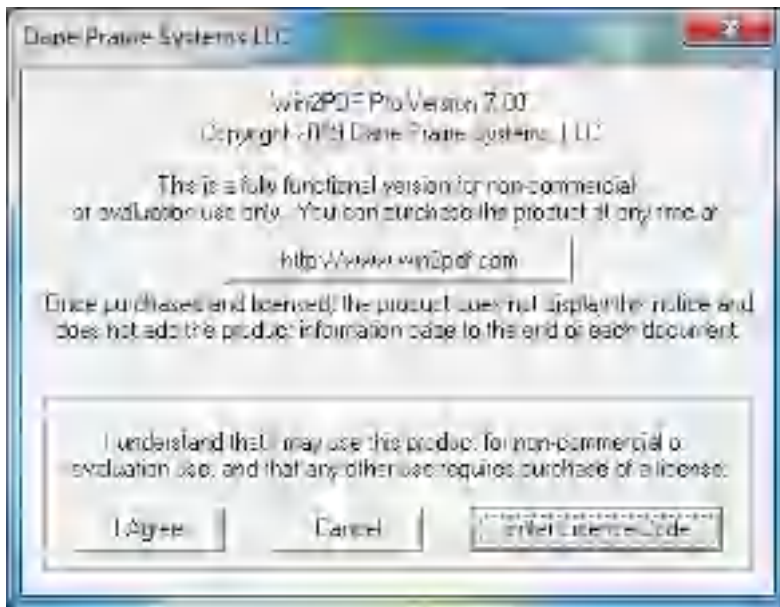
4.7.2 How to license Win2PDF with Windows 8

To enter the license code on a Windows 8 PC or tablet you'll first need to find the "**Enter Win2PDF License**" app from the Windows 8 Start screen. You can either locate it visually as a tile on your Start screen, or you can use the Search charm to find this application. Here is a short video showing how the "Enter Win2PDF License" app is used to license your copy of Win2PDF.

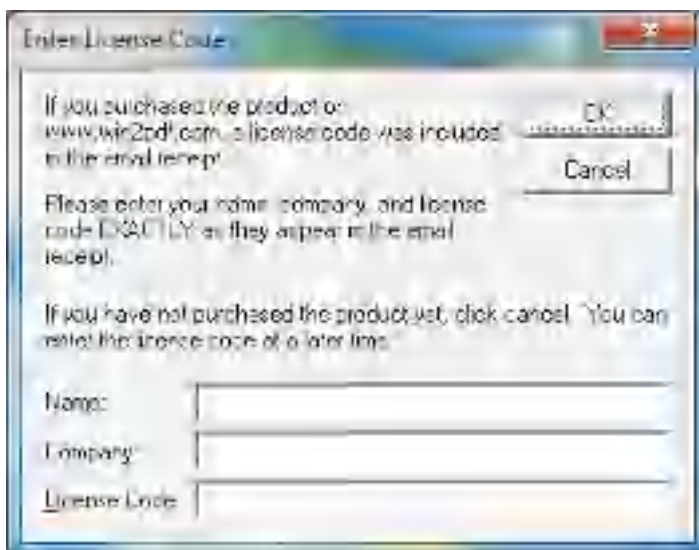


How to license your copy of Win2PDF in Windows 8

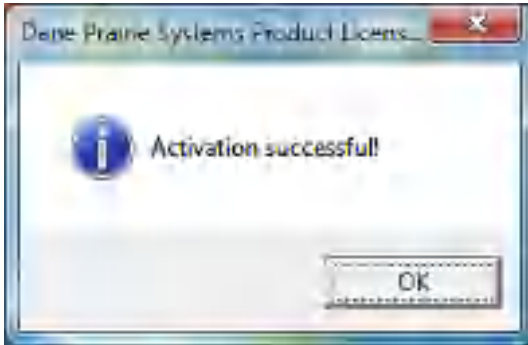
Once you start the "**Enter Win2PDF License**" app, the following window will appear.



Click on the "**Enter license code**" button, and enter your name, company, and license code exactly as they are listed in your email receipt.



If you entered the information correctly, you should see a success message as follows.

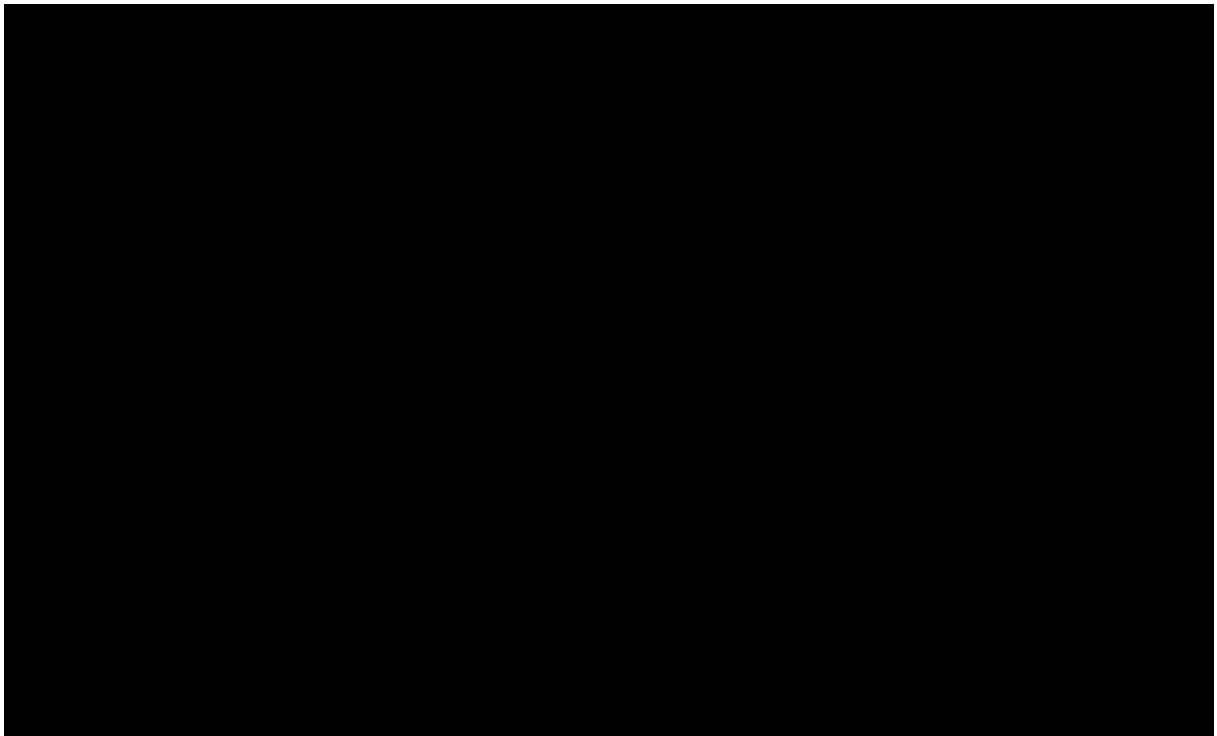


New documents created by Win2PDF will no longer include the trailer page on each document.

4.7.3 How to print to a PDF file with a Windows 8 desktop app

[Creating a PDF, XPS, TIFF, or SVG File](#) from a Windows 8 or Windows 8.1 desktop application works the same as it did with Windows 7, Vista, or XP applications.

Here's a short video that shows Win2PDF creating a PDF file from a Windows 8 desktop app:



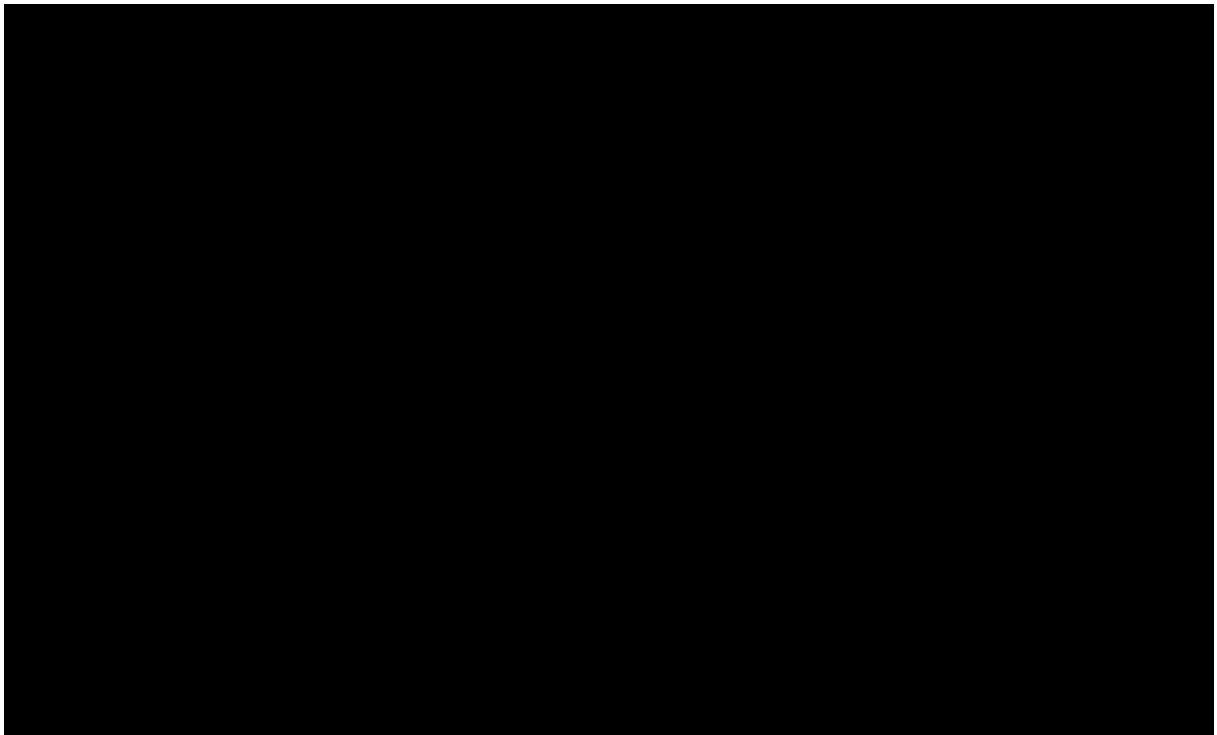
How to print to Win2PDF from Windows 8 desktop apps

4.7.4 How to print to a PDF file from a Windows 8 style app

The key differences with printing to Windows 8 style apps are:

1. Printers are accessed as **Devices**, which can be found in the **Charm bar**. You can access the **Charm bar** by moving the cursor to the right side of the screen and swiping up in a Windows 8 style app.
2. From **Devices**, you choose the printer named '**Win2PDF**' and then print. Immediately after printing, you will receive a notification in the upper right corner of the screen. "*The printer requires your attention. Go to the desktop to take care of it.*"
3. [Click on this notification](#). This will bring you to the desktop where you will see the normal Win2PDF file save window.
4. Then you can set the file name and save the PDF as you normally would. If you click 'View file' and your default PDF viewer is a Windows 8 style app such as Microsoft Reader, then it will open up back in the Windows 8 full screen interface.

Here's a short video that shows Win2PDF creating a PDF file from a Windows 8 style app:



How to print to Win2PDF from Windows 8 style apps

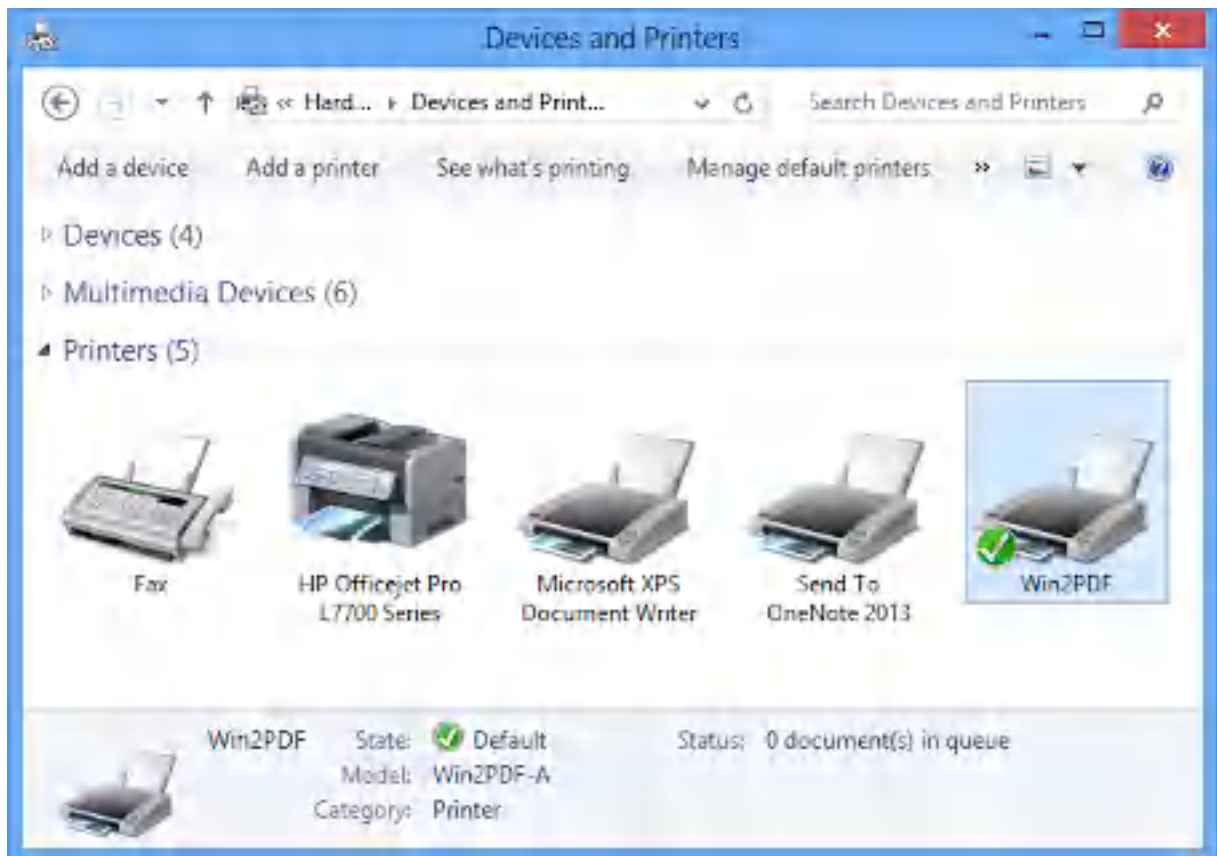
4.8 How to print to PDF using Win2PDF in Microsoft Windows 10

4.8.1 How to install Win2PDF with Windows 10

Win2PDF 10 is available for download from our [Win2PDF download page](#). This version of Win2PDF will support Windows 10 on all Intel-based computers and tablets.

Currently, Win2PDF will not work with the **Windows 10 Mobile** or **Windows 10 Mobile Enterprise** editions of Windows 10 that use ARM or Qualcomm Snapdragon processors.

To install Win2PDF, download and run the Win2PDF setup program. After you run the setup program, you will have a new printer in the "Devices and Printers" folder named "**Win2PDF**".



If you are evaluating Win2PDF, you can start creating PDF documents immediately. The evaluation version is fully functional, but every document will have an extra trailer page with Win2PDF product information. Also, a license reminder dialog will occasionally display. To evaluate Win2PDF or

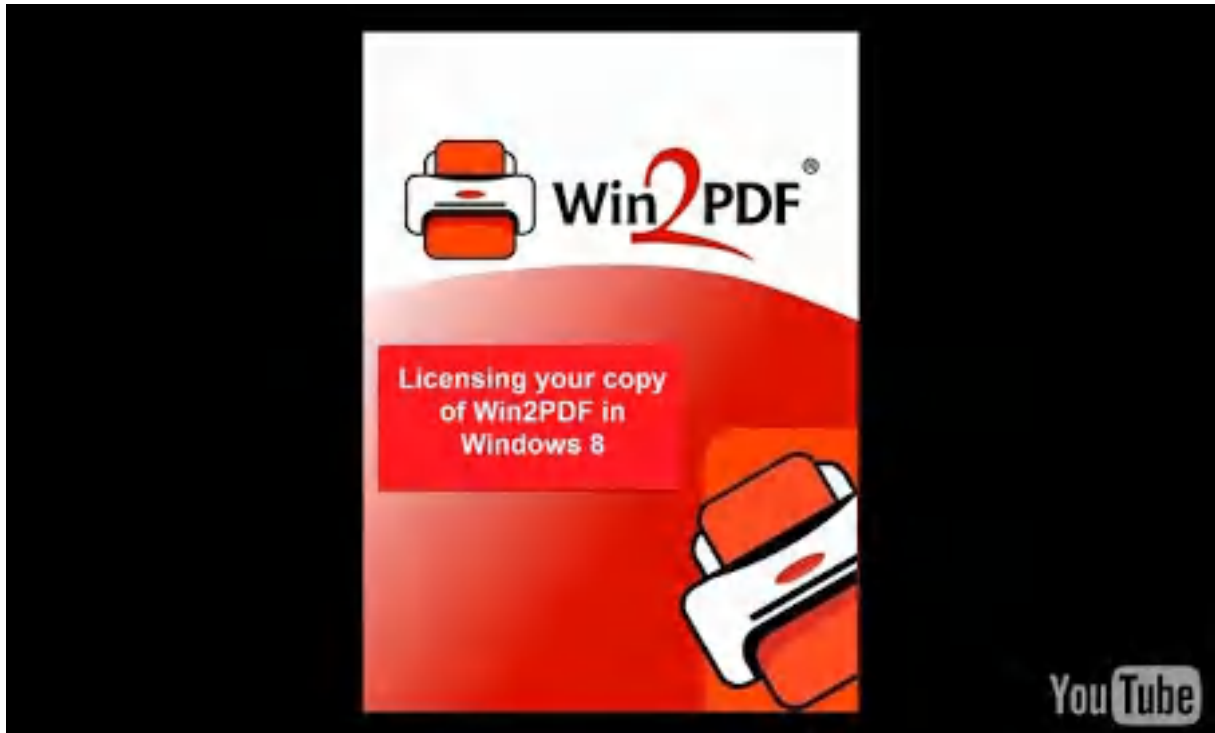
Win2PDF Pro without the trailer page, contact support@win2pdf.com for a 30 day demo license.

The Win2PDF Pro install program can only be downloaded after you purchase the product, and the download link will be included in your purchase receipt. If you already have Win2PDF evaluation version installed, you do not need to uninstall Win2PDF before running the Win2PDF Pro install program.

If you have purchased Win2PDF, you can enter your license code by following the instructions in "[Entering the Win2PDF license code](#)".

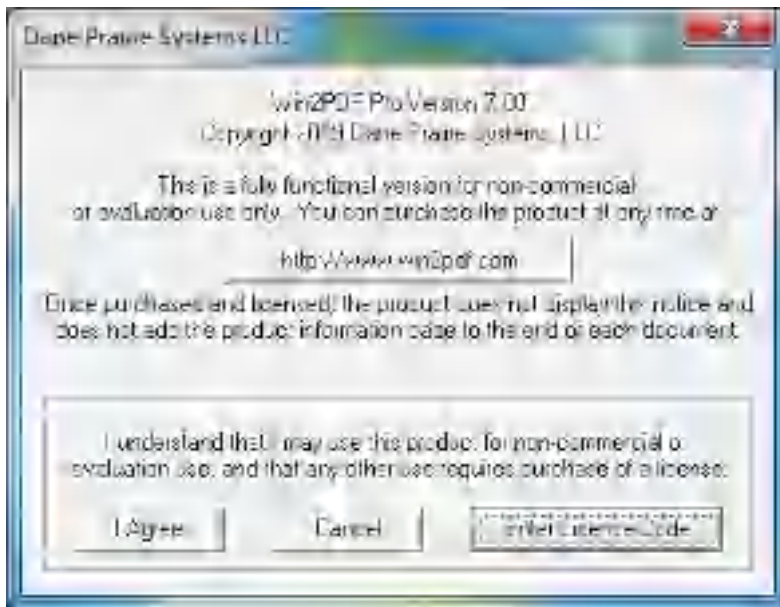
4.8.2 How to license Win2PDF with Windows 10

To enter the license code on a Windows 10 PC or tablet you'll first need to find the "**Enter Win2PDF License**" app from the Windows 10 Start screen. You can either locate it visually as a tile on your Start screen, or you can use the Search charm to find this application. Here is a short video showing how the "Enter Win2PDF License" app is used to license your copy of Win2PDF.

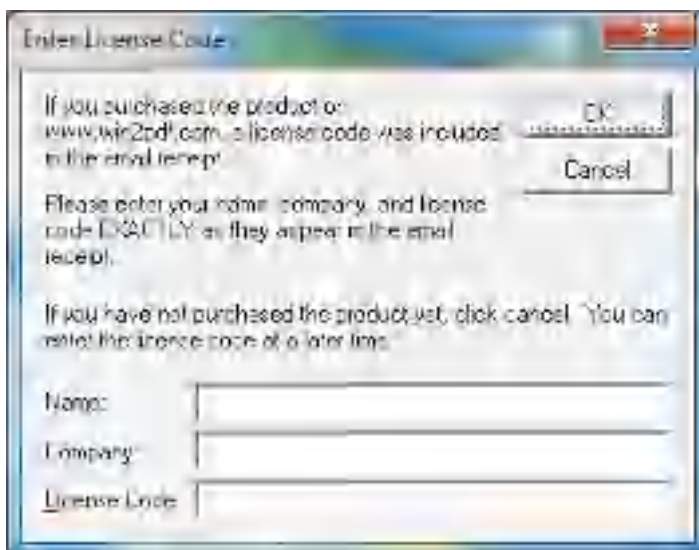


How to license your copy of Win2PDF in Windows 8

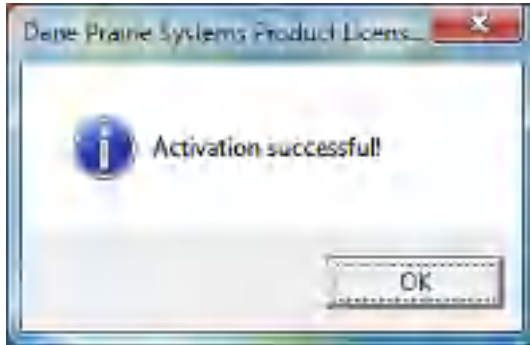
Once you start the "**Enter Win2PDF License**" app, the following window will appear.



Click on the "**Enter license code**" button, and enter your name, company, and license code exactly as they are listed in your email receipt.



If you entered the information correctly, you should see a success message as follows.



New documents created by Win2PDF will no longer include the trailer page on each document.

4.8.3 How to create a PDF using Win2PDF Print to PDF in Windows 10

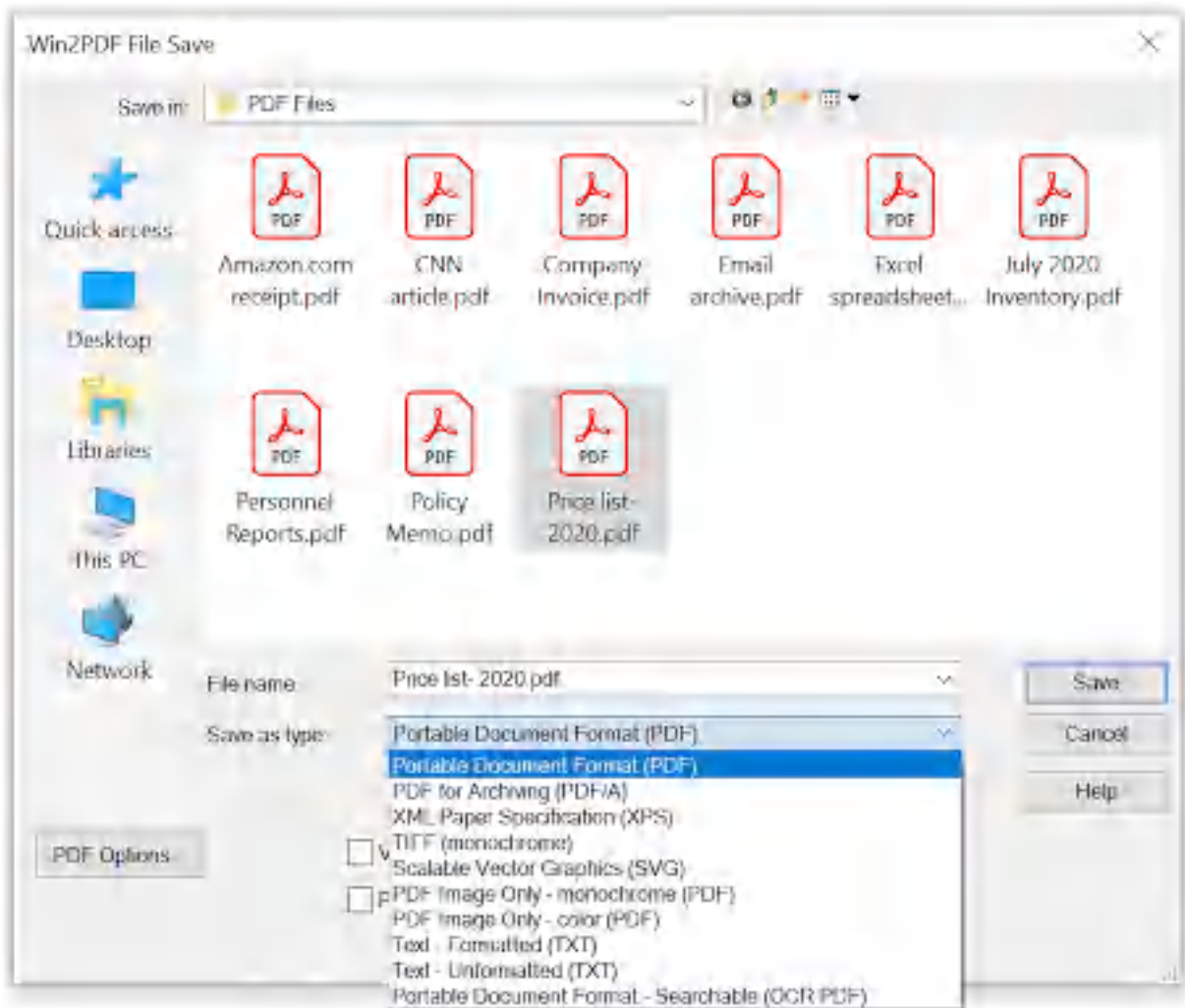
The Win2PDF setup program creates a printer in the Windows 10 "Devices and Printers" folder named Win2PDF.



How to Create a PDF file using Win2PDF

To create a PDF document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF print to PDF file save window pops up, allowing you to choose a name and location for the PDF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"Portable Document Format (PDF)"** format from the "Save as type:" options. Win2PDF print to PDF also supports the following formats:

- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

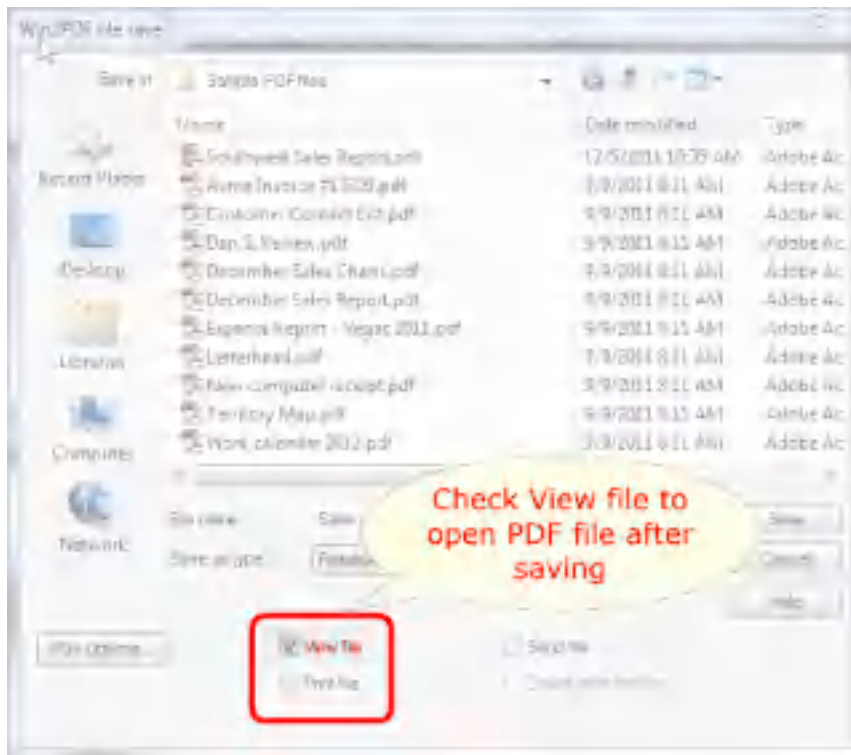
- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.8.4 How to view a file after using Win2PDF print to PDF in Windows 10

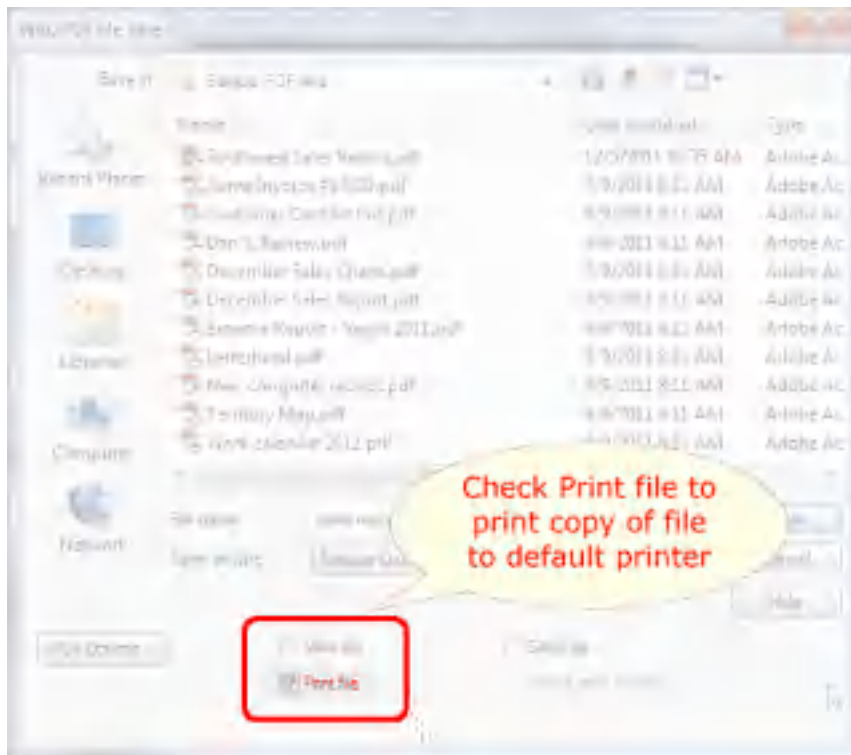
To view a PDF file after using the Win2PDF Print to PDF instead of the Microsoft Print to PDF feature, just select the '**View file**' option on the Win2PDF file save window.



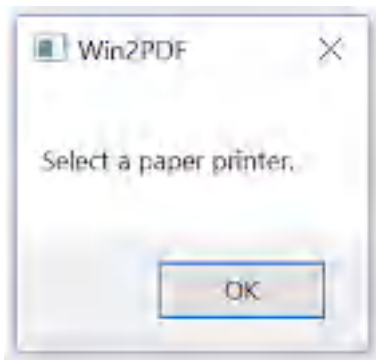
When you save the PDF file, the file will automatically be opened with your default PDF viewer application, which is typically the new Microsoft Edge browser for Windows 10. Alternately, it may be the Adobe Reader software if that has been installed and configured as the default PDF viewer.

4.8.5 How to print a file after using Win2PDF print to PDF in Windows 10

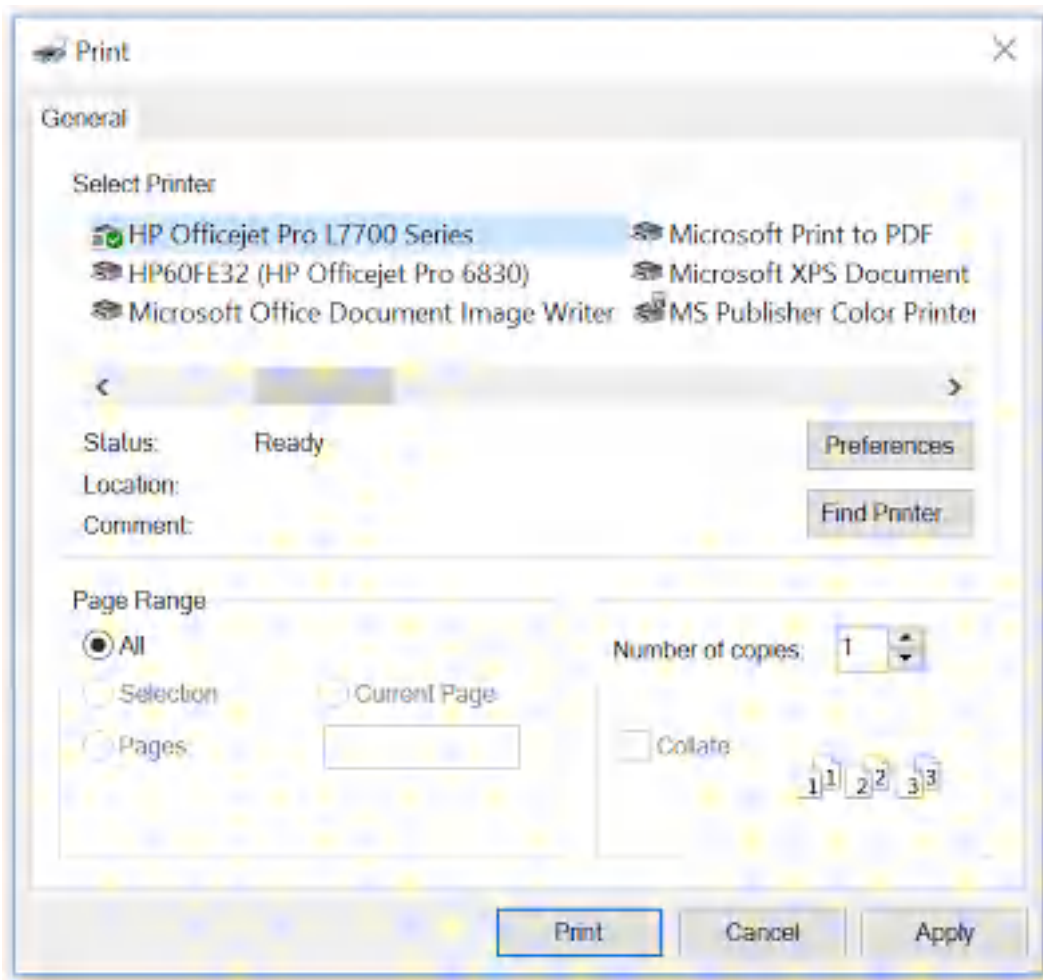
To print a copy of the PDF file to a paper printer after creating it, just select the '**Print file**' option on the Win2PDF file save window.



When you check the "Print file" option, the you will be prompted to select a paper printer.



Select the paper printer where you want the hard copy sent.



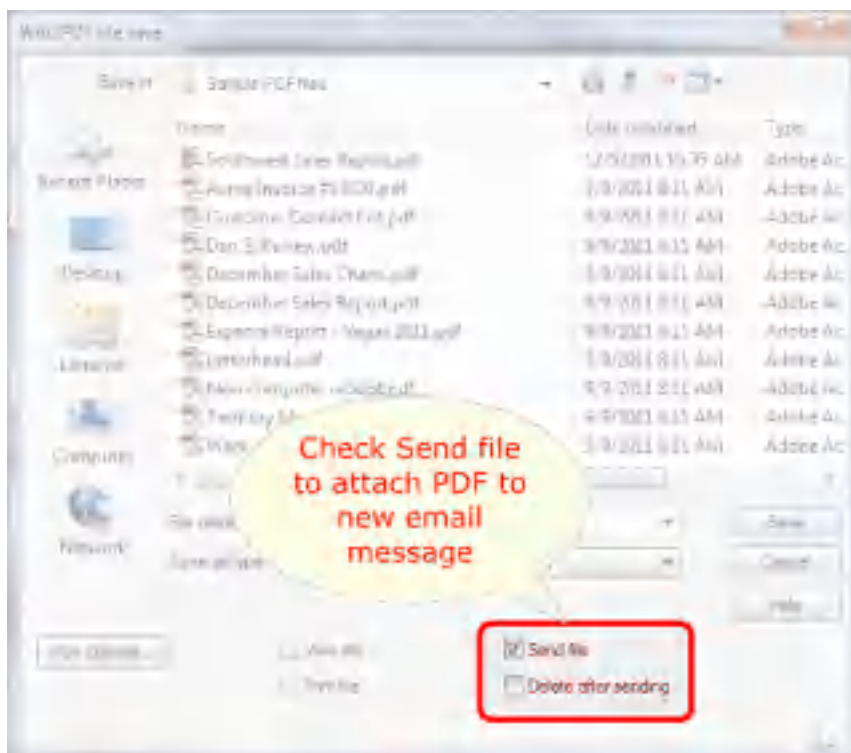
When you save the PDF file, the file will automatically be sent to your selected printer.



How to print a hard copy to a paper printer when saving a PDF file using the Win2PDF printer

4.8.6 How to email a file after using Win2PDF print to PDF in Windows 10

To email the PDF file after creating it with the Win2PDF Print to PDF printer, select the **'Send file'** option on the Win2PDF file save window.



When the file is saved, it will automatically be attached as a new PDF file to your default MAPI e-mail client (e.g. Microsoft Outlook). You can then address the e-mail and send it as a file attachment.

You can also configure Win2PDF to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP servers](#).

If the '**Delete after sending**' option is checked, the PDF file will be deleted from your hard disk after the e-mail has been sent.

4.8.7 How to create a PDF/A file using Win2PDF print to PDF in Windows 10

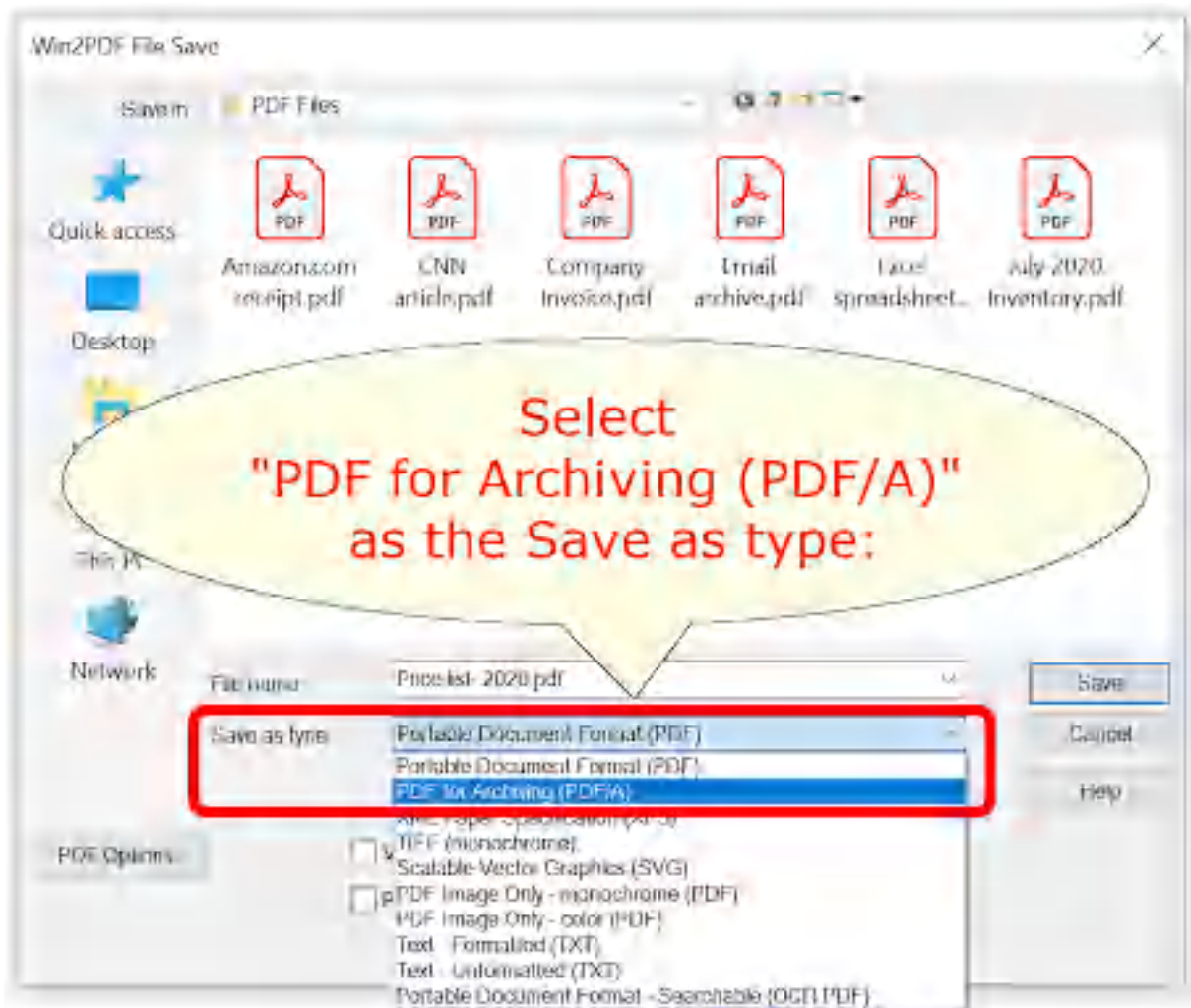
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a PDF/A file using Win2PDF

To create a PDF/A document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF print to PDF file save window pops up, allowing you to choose a name and location for the PDF/A as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"PDF for Archiving (PDF/A)"** format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

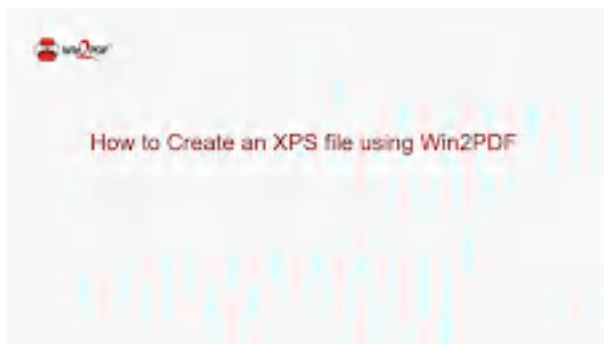
- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.8.8 How to create an XPS file using Win2PDF in Windows 10

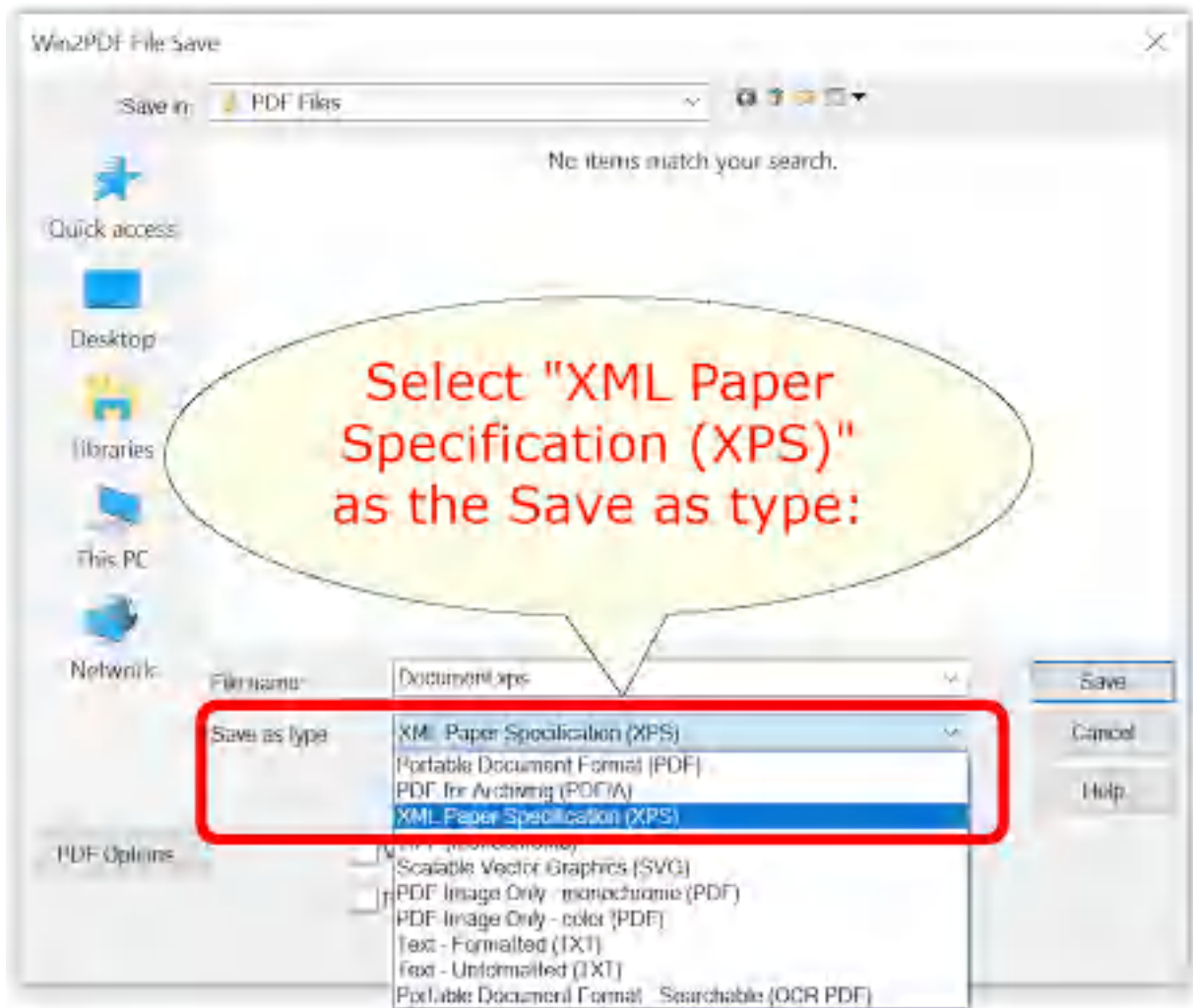
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a XML Paper Specification (XPS) file using Win2PDF

To create an XML Paper Specification (XPS) document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the XPS as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the "**XML Paper Specification (XPS)**" format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send an XPS using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.8.9 How to create a TIFF file using Win2PDF in Windows 10

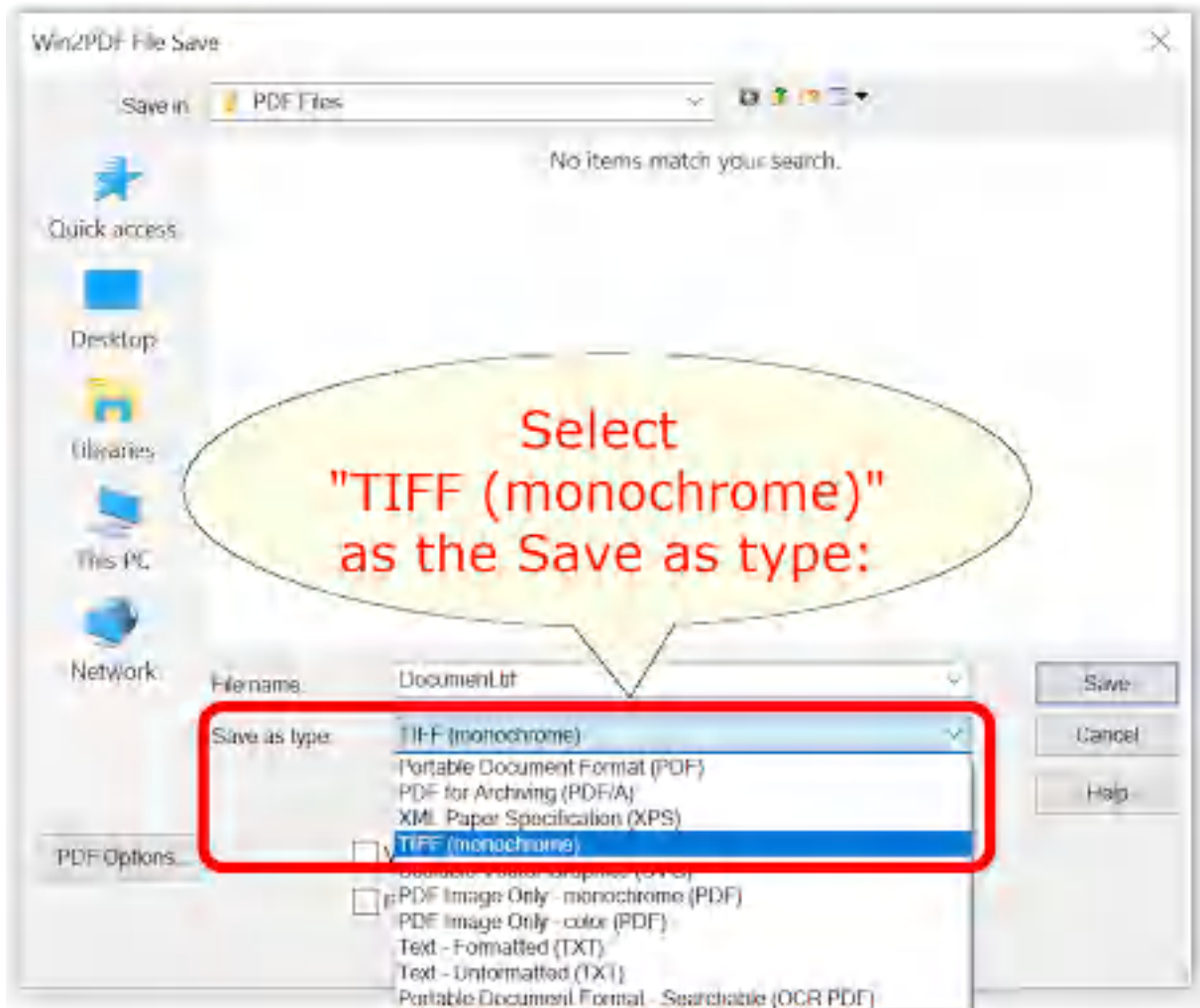
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a TIFF file using

To create a TIFF document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the TIFF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"TIFF (monochrome)"** format from the "Save as type:" options.

Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a TIFF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.8.10 How to create a SVG file using Win2PDF in Windows 10

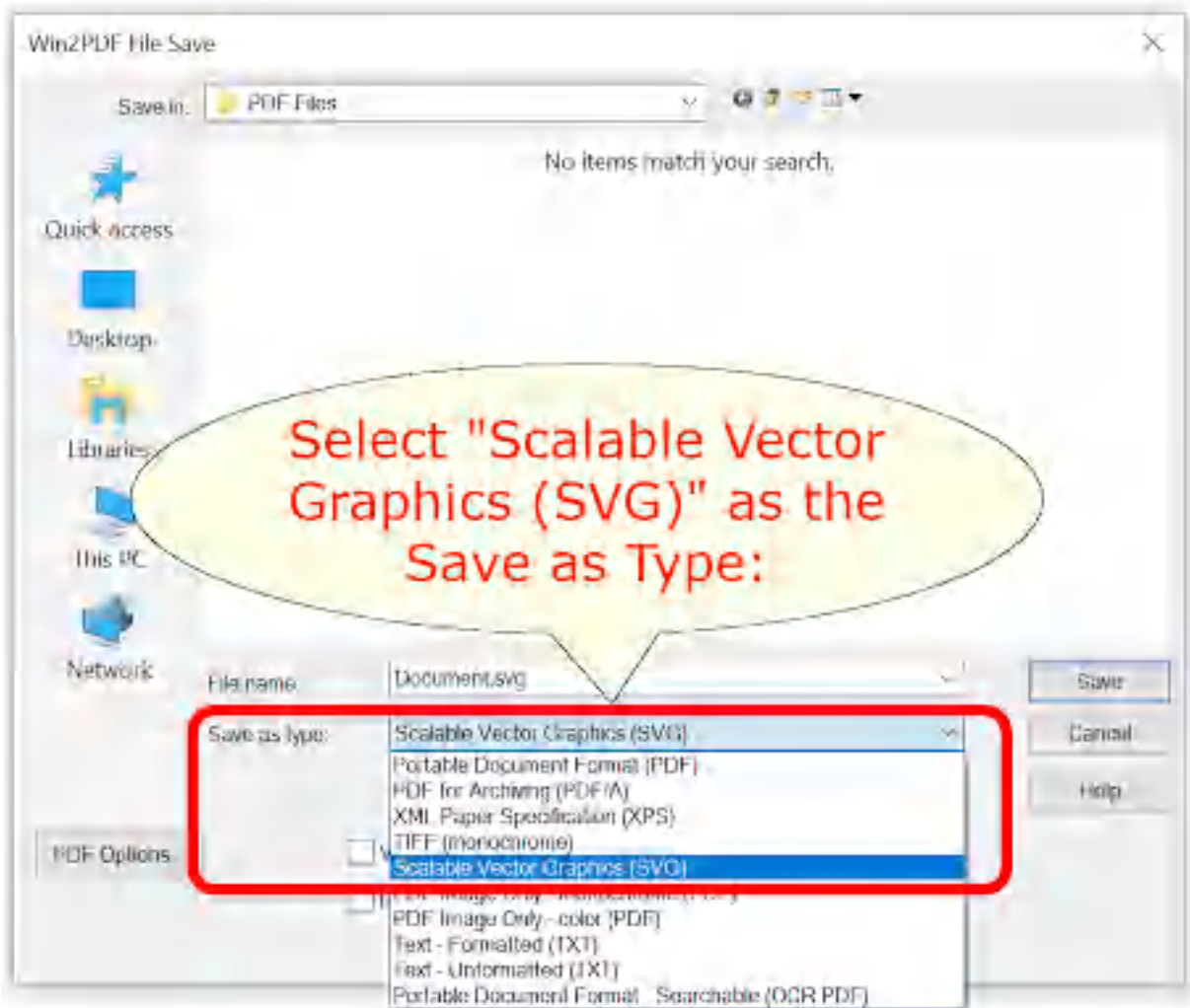
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a SVG file using Win2PDF

To create an SVG document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the SVG as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the "**Scalable Vector Graphics (SVG)**" format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send an XPS using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.8.11 How to create a non-searchable (image only) PDF file using Win2PDF print to PDF in Windows 10

The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.

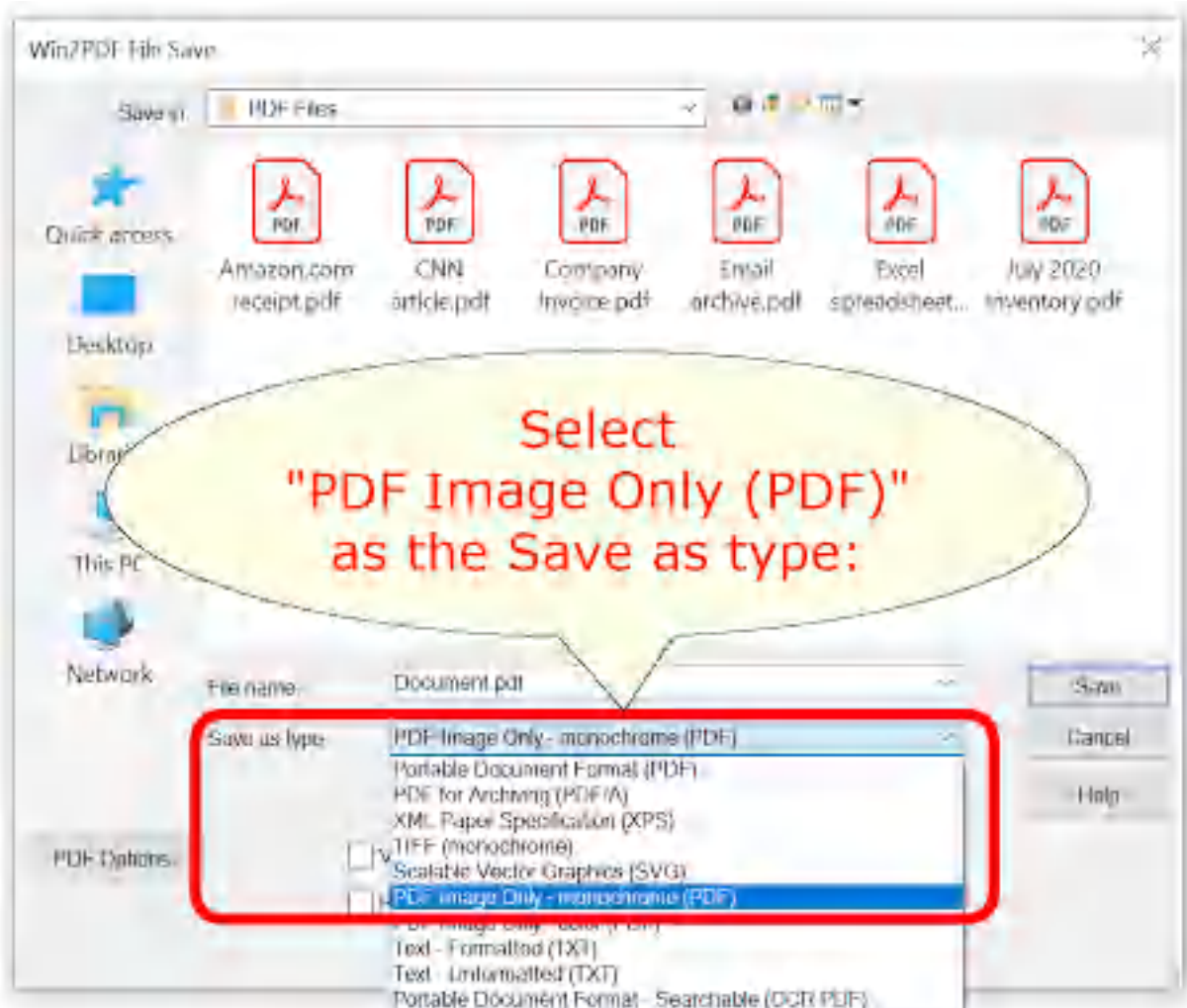


How to Create a PDF Image Only file using Win2PDF

To create a PDF Image Only document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer

- The Win2PDF file save window pops up, allowing you to choose a name and location for the PDF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"PDF for Image Only - monochrome (PDF)"** or **"PDF for Image Only - color (PDF)"** format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color

- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

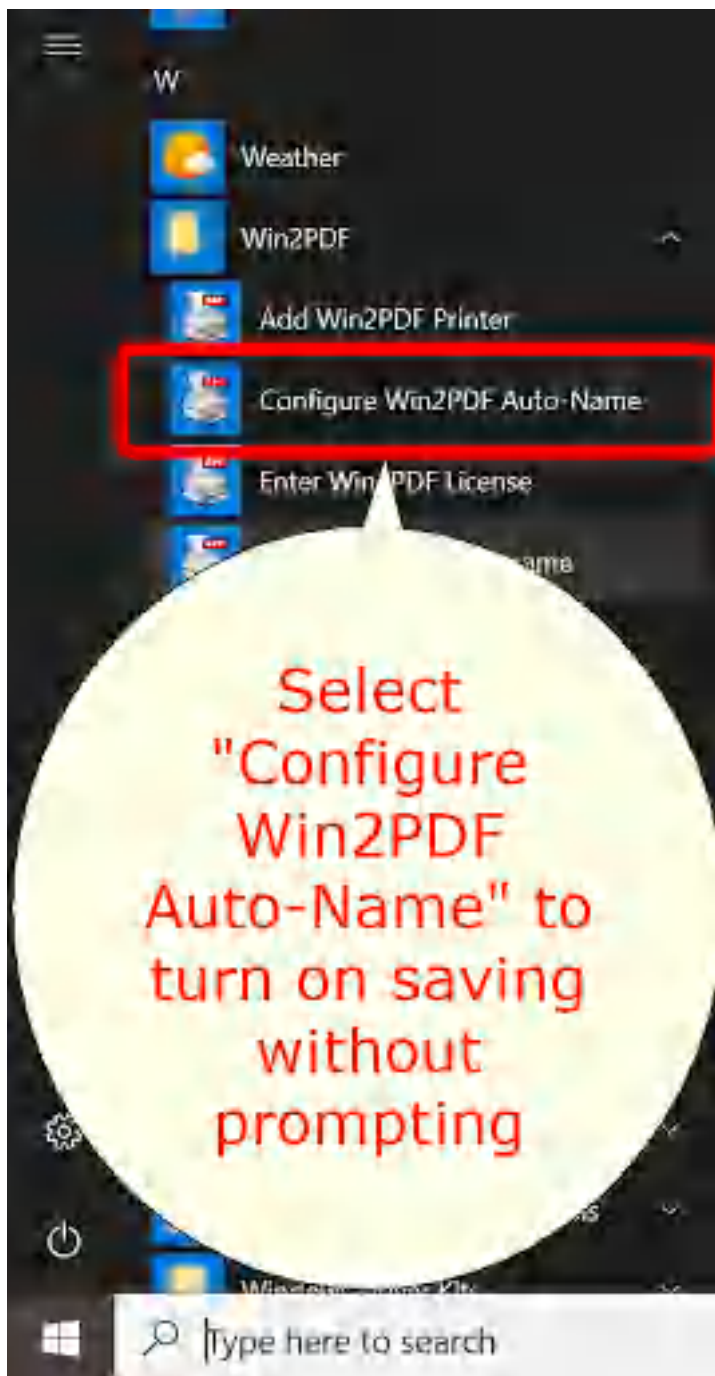
You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.8.12 How to automatically name PDF files using Win2PDF print to PDF in Windows 10

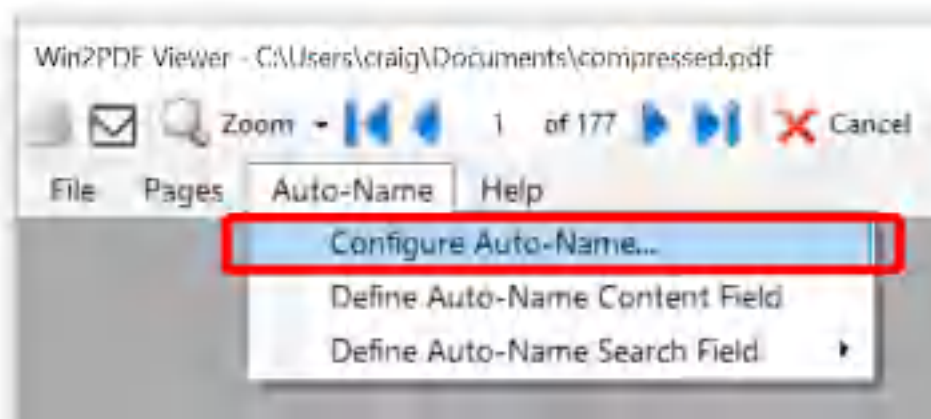
Win2PDF and Win2Image can be configured to automatically name files and skip the file save window. There are 3 ways to configure this:

1. You can run the "[Configure Win2PDF Auto-Name](#)" shortcut from the Windows Start menu at "Start -> Win2PDF -> Configure Win2PDF Auto-Name".



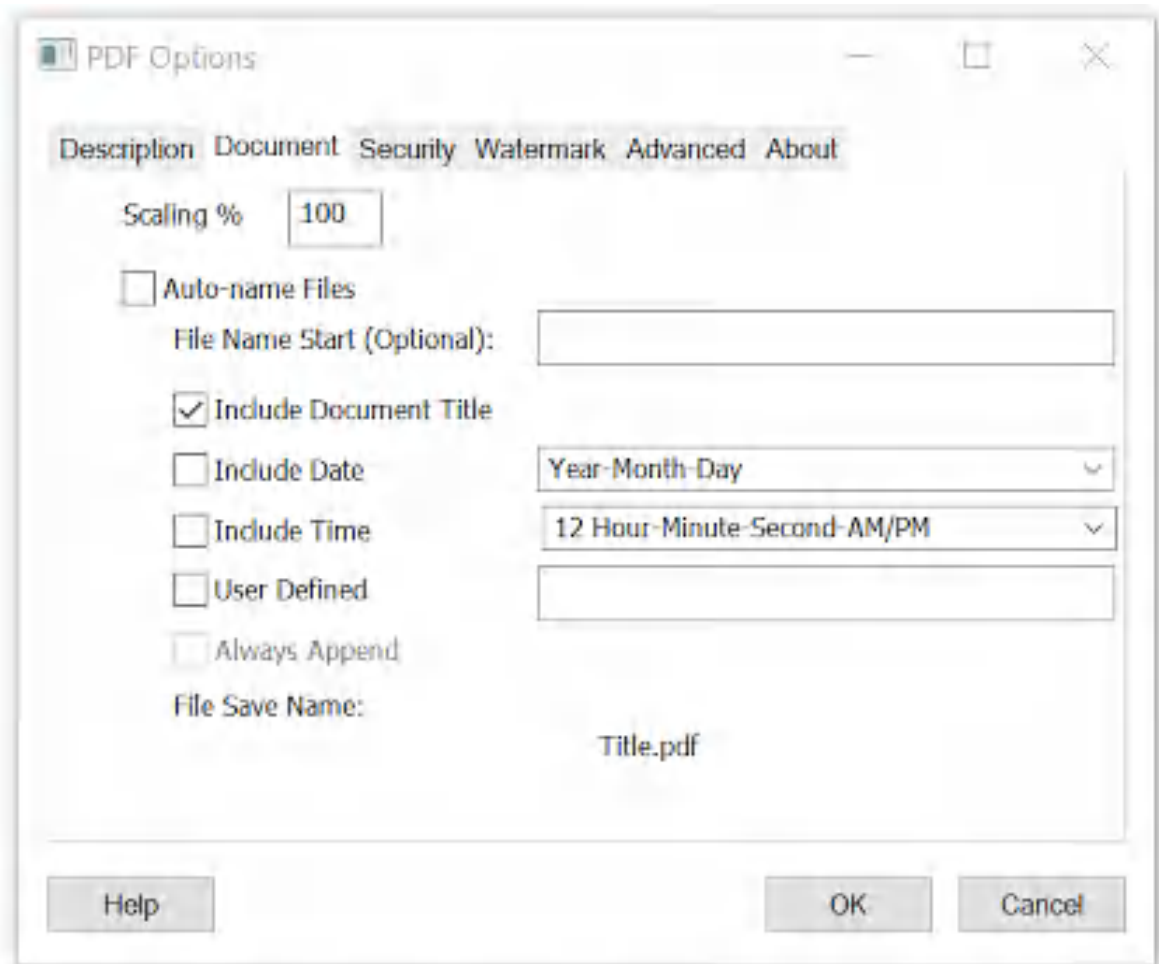
Start Menu Configure Win2PDF Auto-Name

2. You can open "[Configure Win2PDF Auto-Name](#)" from the "Auto-Name" menu of the Win2PDF Desktop App.



Win2PDF Desktop Open Configure Win2PDF Auto-Name

3. You can print to the Win2PDF print to pdf printer, and open the ["Document" tab of PDF Options](#) when you print to the Win2PDF printer.



Auto-name Files and Configure File Save Naming

Options 1 and 2 are best if you need to change an existing auto-name configuration, or [add a new printer](#) with auto-name enabled, use [content based naming](#), or [configure auto-name for all users](#). Option 3 is best if you need to enable Win2PDF Pro [document security](#) or [watermark](#) settings as part of the auto-name settings.

For more advanced methods for controlling the PDF file name, please visit the [How to Manage file name settings](#) section of the **How to use the Win2PDF Admin Utility** section of our online help.

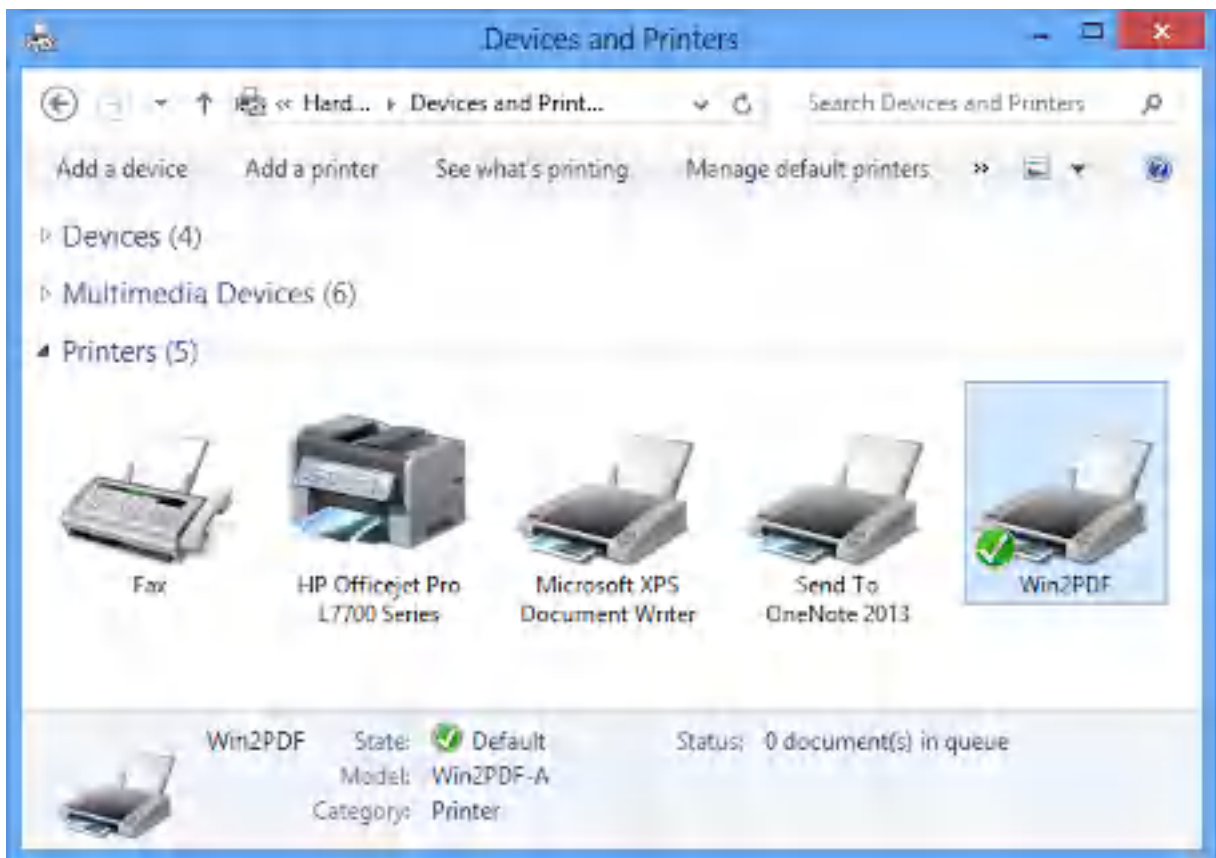
4.9 How to print to PDF using Win2PDF in Microsoft Windows 11

4.9.1 How to install Win2PDF with Windows 11

Win2PDF 10 is available for download from our [Win2PDF download page](#). This version of Win2PDF will support Windows 11 on all Intel-based computers and tablets.

Currently, Win2PDF will not work with editions of Windows 11 that use ARM or Qualcomm Snapdragon processors.

To install Win2PDF, download and run the Win2PDF setup program. After you run the setup program, you will have a new printer in the "Devices and Printers" folder named "**Win2PDF**".



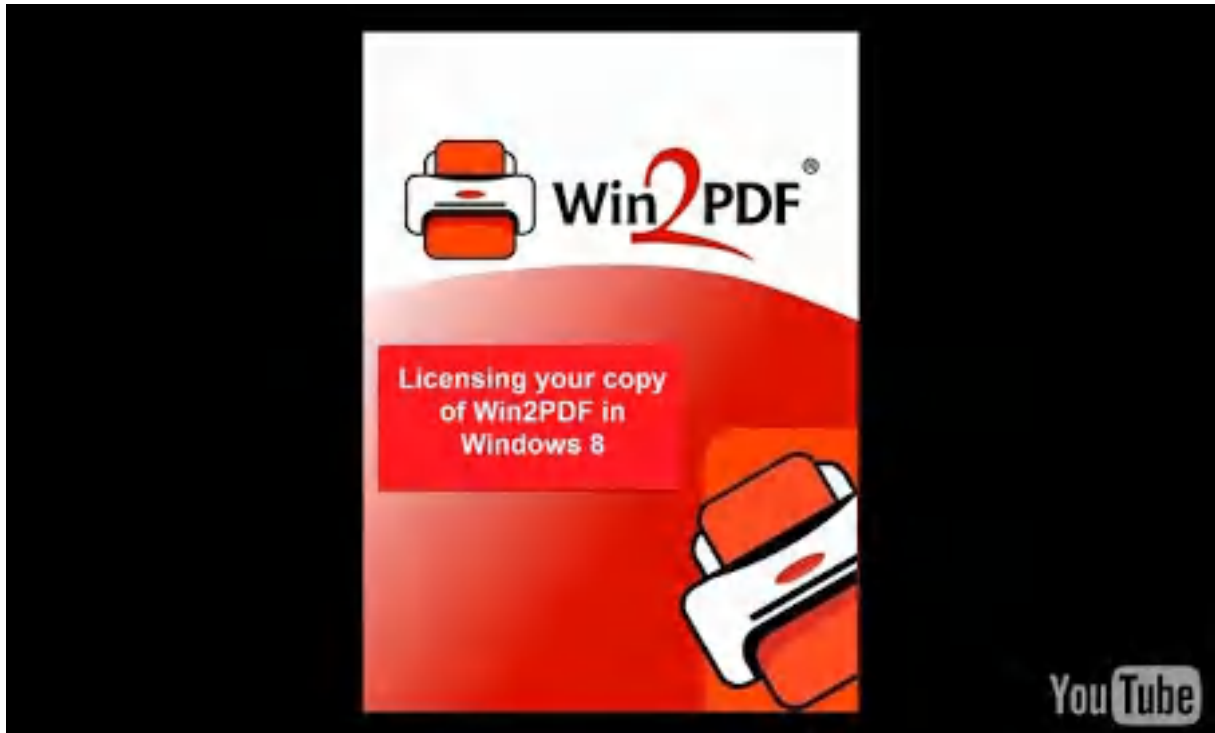
If you are evaluating Win2PDF, you can start creating PDF documents immediately. The evaluation version is fully functional, but every document will have an extra trailer page with Win2PDF product information. Also, a license reminder dialog will occasionally display. To evaluate Win2PDF or Win2PDF Pro without the trailer page, contact support@win2pdf.com for a 30 day demo license.

The Win2PDF Pro install program can only be downloaded after you purchase the product, and the download link will be included in your purchase receipt. If you already have Win2PDF evaluation version installed, you do not need to uninstall Win2PDF before running the Win2PDF Pro install program.

If you have purchased Win2PDF, you can enter your license code by following the instructions in "[Entering the Win2PDF license code](#)".

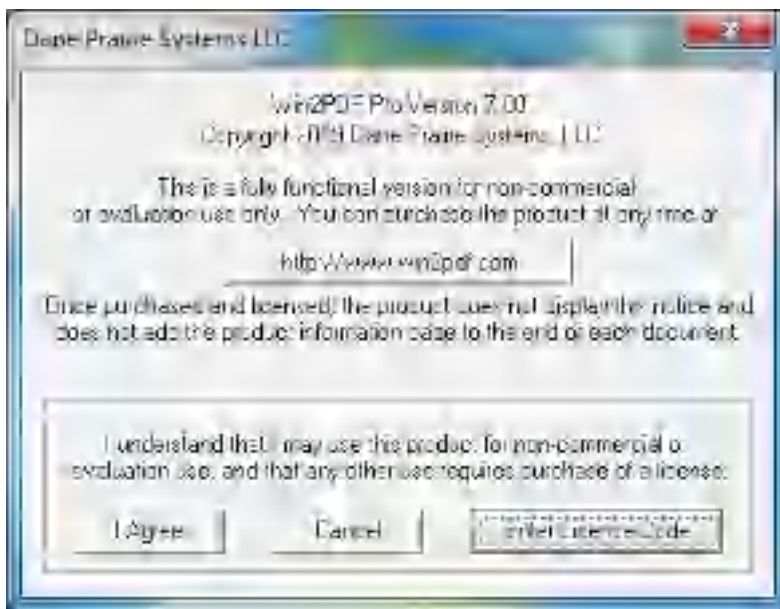
4.9.2 How to license Win2PDF with Windows 11

To enter the license code on a Windows 11 PC or tablet you'll first need to find the "**Enter Win2PDF License**" app from the Windows 11 Start screen. You can either locate it visually as a tile on your Start screen, or you can use the Search menu to find this application. Here is a short video showing how the "Enter Win2PDF License" app is used to license your copy of Win2PDF.

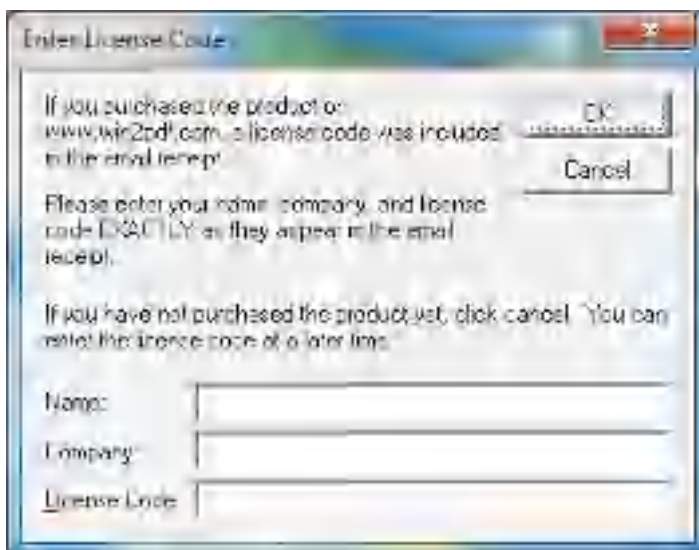


How to license your copy of Win2PDF in Windows 8

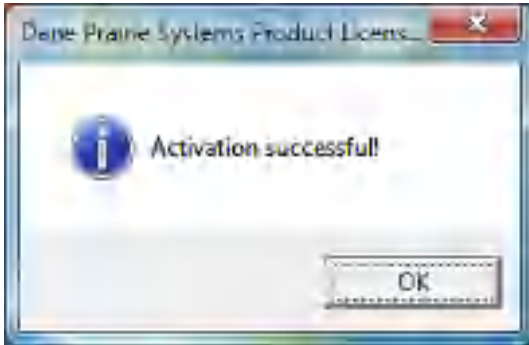
Once you start the "**Enter Win2PDF License**" app, the following window will appear.



Click on the "**Enter license code**" button, and enter your name, company, and license code exactly as they are listed in your email receipt.



If you entered the information correctly, you should see a success message as follows.



New documents created by Win2PDF will no longer include the trailer page on each document.

4.9.3 How to create a PDF using Win2PDF Print to PDF in Windows 11

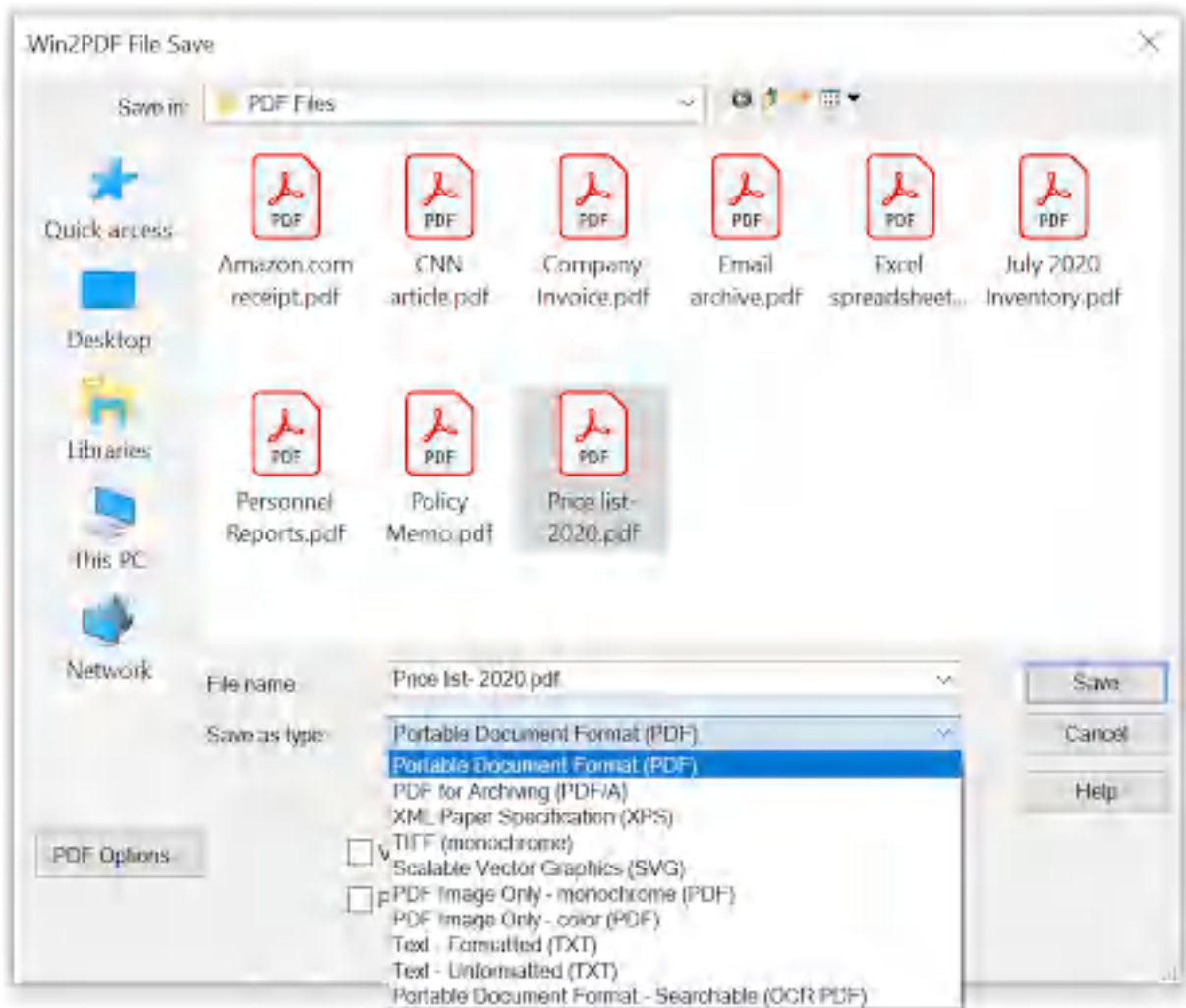
The Win2PDF setup program creates a printer in the Windows 11 "Devices and Printers" folder named Win2PDF.



How to Create a PDF file using Win2PDF

To create a PDF document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF print to PDF file save window pops up, allowing you to choose a name and location for the PDF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"Portable Document Format (PDF)"** format from the "Save as type:" options. Win2PDF print to PDF also supports the following formats:

- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

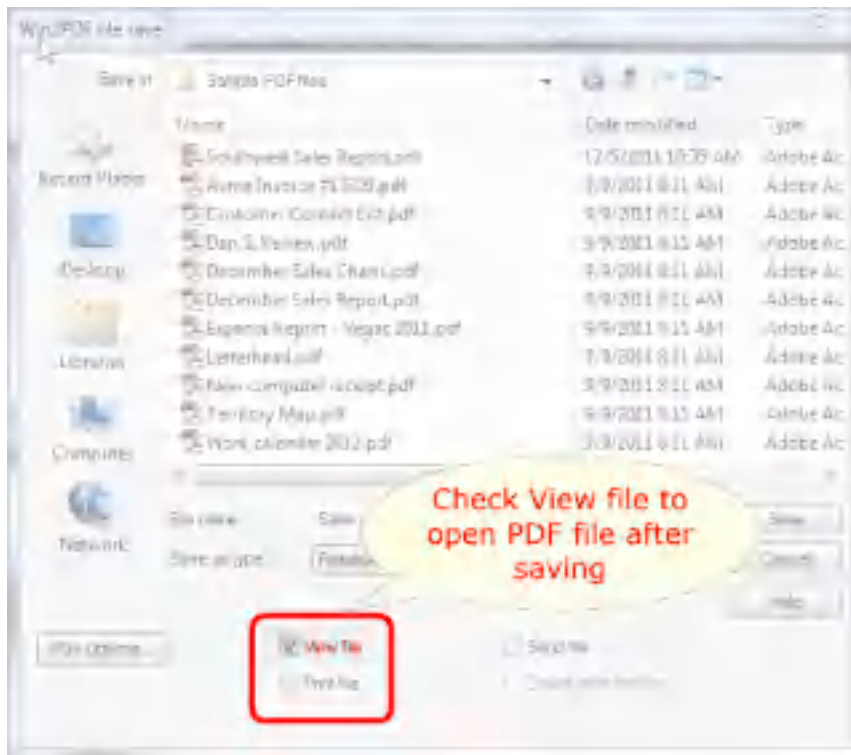
- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.9.4 How to view a file after using Win2PDF print to PDF in Windows 11

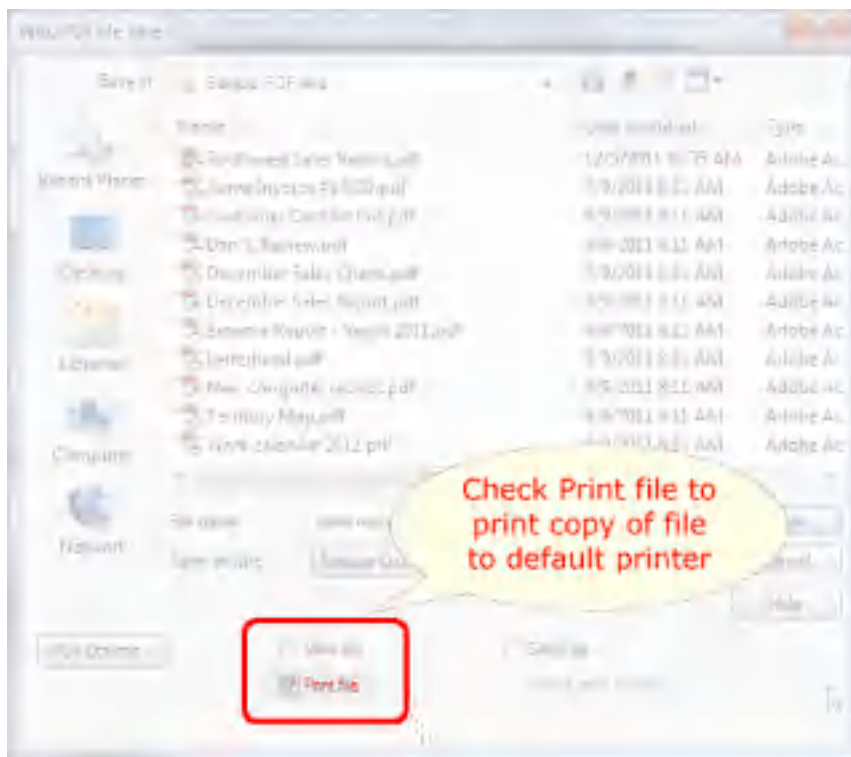
To view a PDF file after using the Win2PDF Print to PDF instead of the Microsoft Print to PDF feature, just select the '**View file**' option on the Win2PDF file save window.



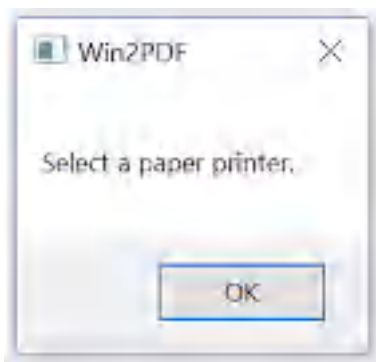
When you save the PDF file, the file will automatically be opened with your default PDF viewer application, which is typically the new Microsoft Edge browser for Windows 11. Alternately, it may be the Adobe Reader software if that has been installed and configured as the default PDF viewer.

4.9.5 How to print a file after using Win2PDF print to PDF in Windows 11

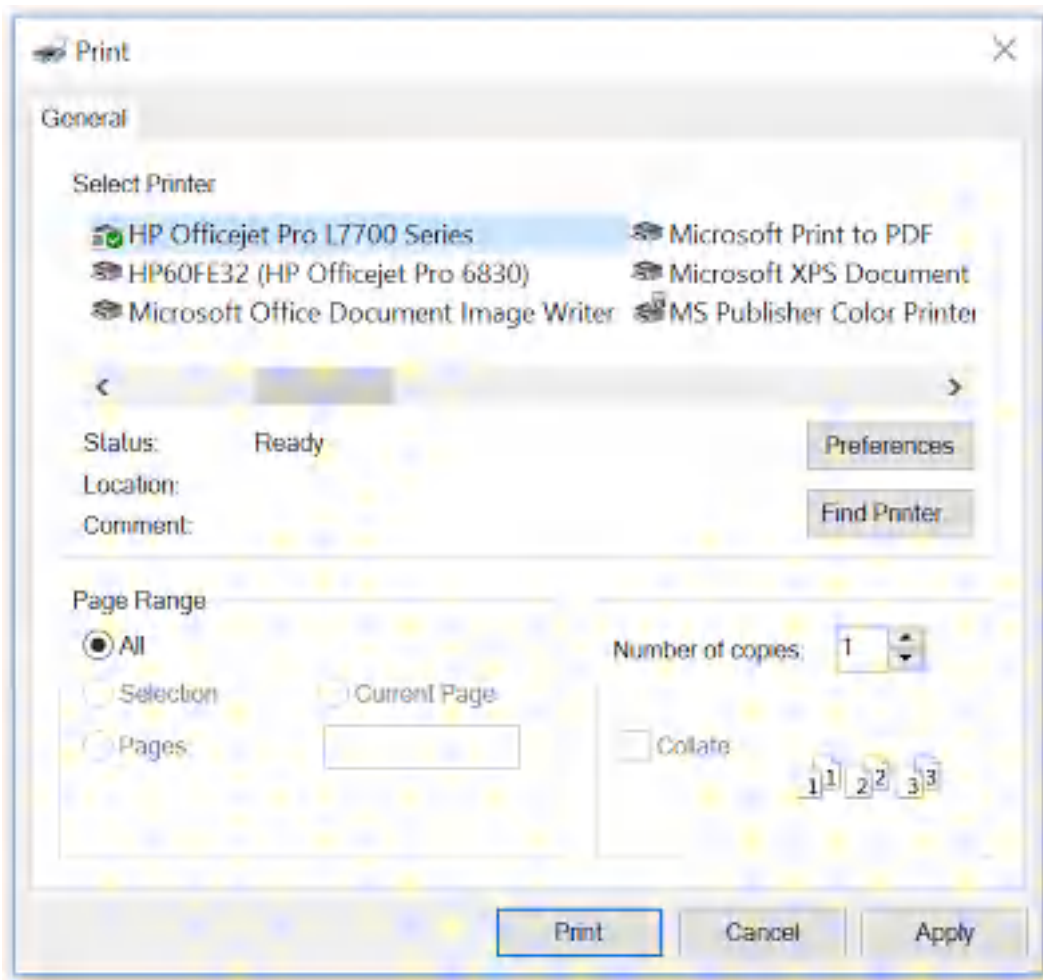
To print a copy of the PDF file to a paper printer after creating it, just select the **'Print file'** option on the Win2PDF file save window.



When you check the "Print file" option, you will be prompted to select a paper printer.



Select the paper printer where you want the hard copy sent.



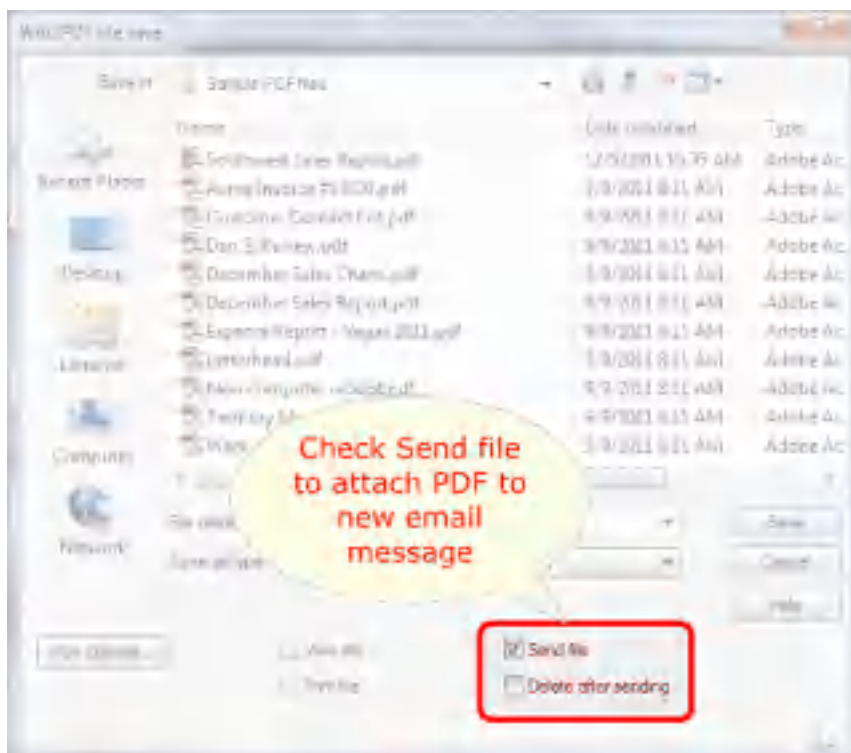
When you save the PDF file, the file will automatically be sent to your selected printer.



How to print a hard copy to a paper printer when saving a PDF file using the Win2PDF printer

4.9.6 How to email a file after using Win2PDF print to PDF in Windows 11

To email the PDF file after creating it with the Win2PDF Print to PDF printer, select the **'Send file'** option on the Win2PDF file save window.



When the file is saved, it will automatically be attached as a new PDF file to your default MAPI e-mail client (e.g. Microsoft Outlook). You can then address the e-mail and send it as a file attachment.

You can also configure Win2PDF to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP servers](#).

If the '**Delete after sending**' option is checked, the PDF file will be deleted from your hard disk after the e-mail has been sent.

4.9.7 How to create a PDF/A file using Win2PDF print to PDF in Windows 11

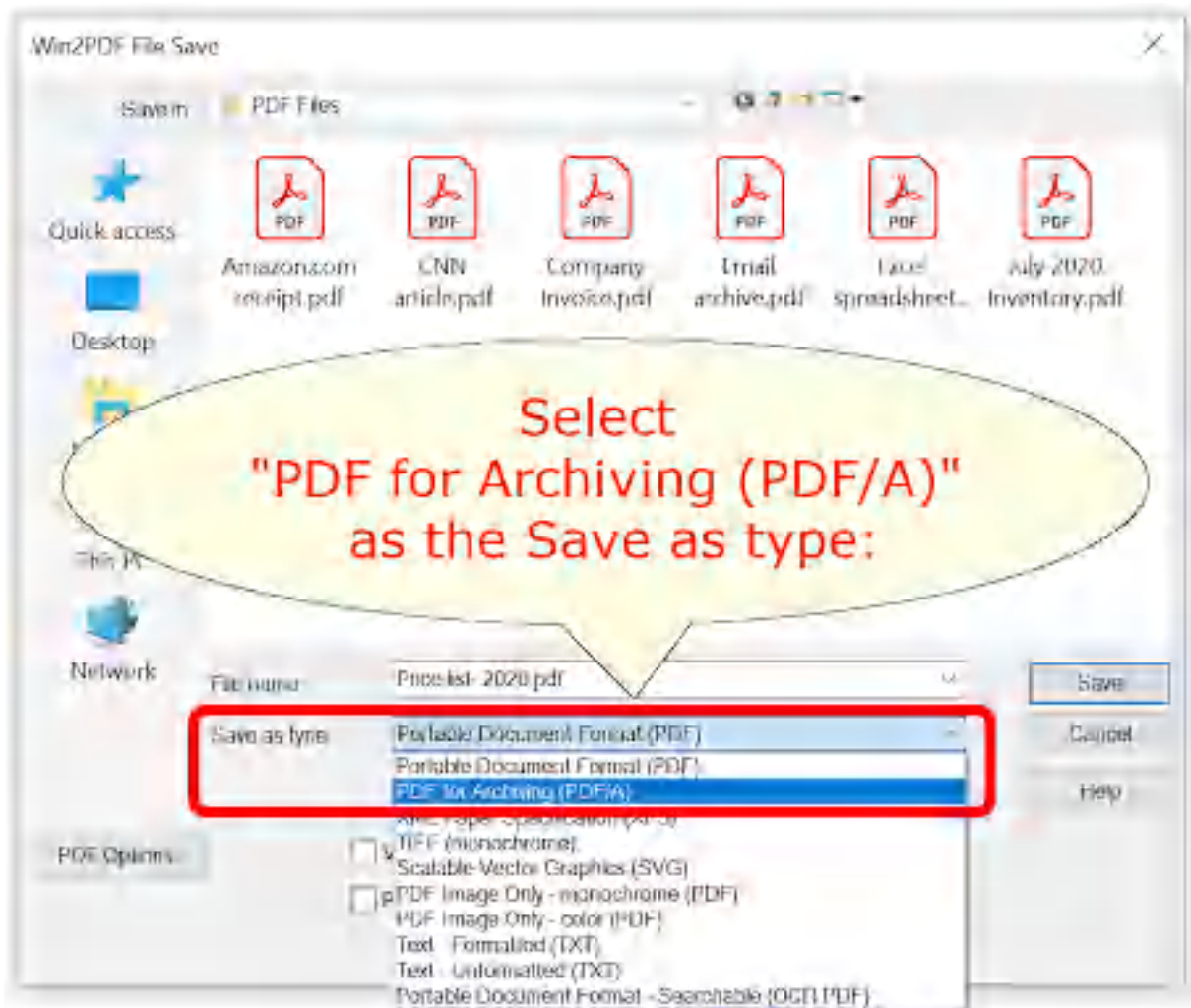
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a PDF/A file using Win2PDF

To create a PDF/A document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF print to PDF file save window pops up, allowing you to choose a name and location for the PDF/A as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the "**PDF for Archiving (PDF/A)**" format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

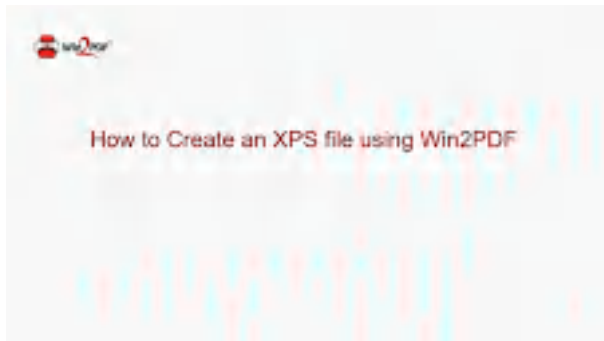
- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.9.8 How to create an XPS file using Win2PDF in Windows 11

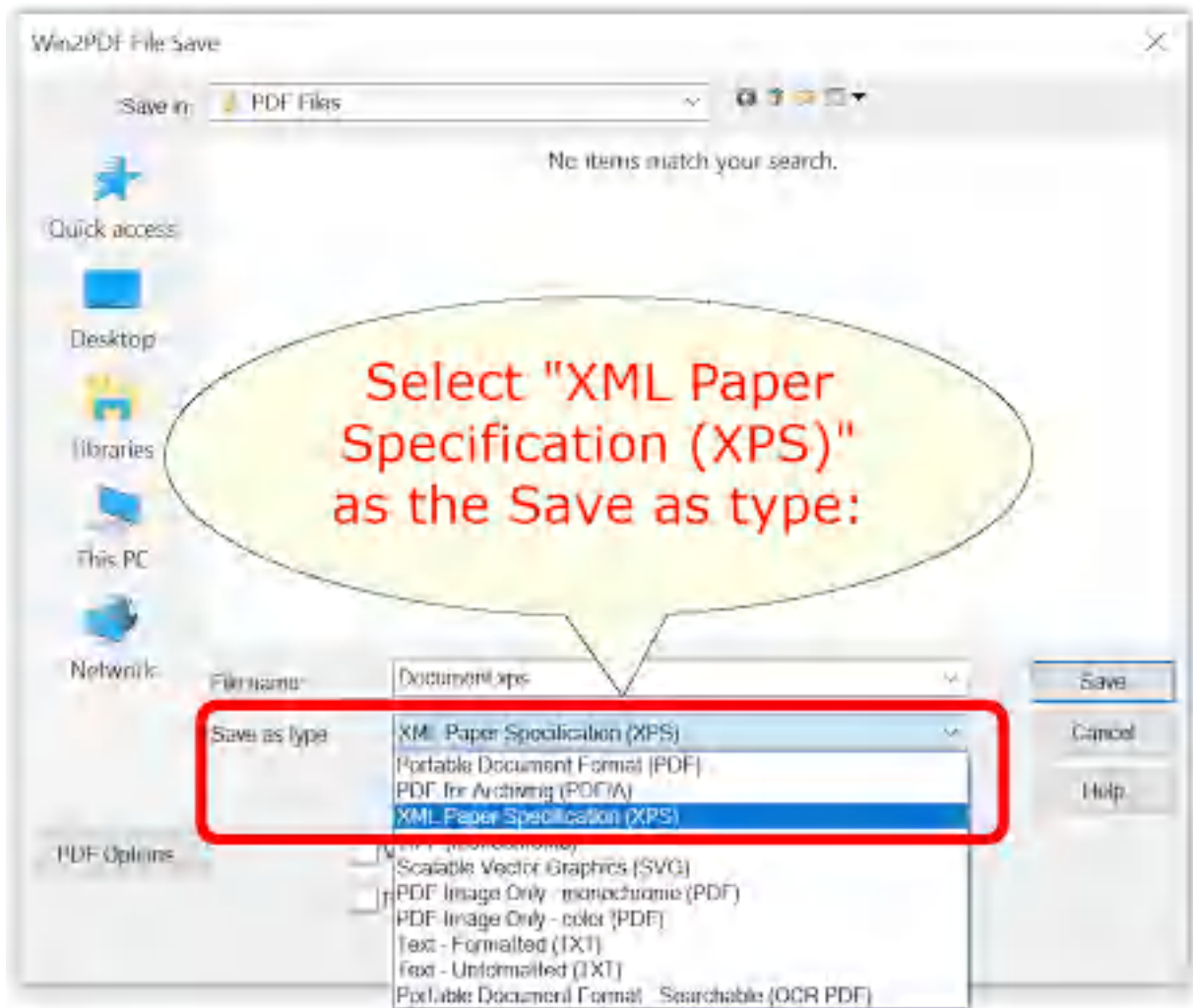
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a XML Paper Specification (XPS) file using Win2PDF

To create an XML Paper Specification (XPS) document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the XPS as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the "**XML Paper Specification (XPS)**" format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send an XPS using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.9.9 How to create a TIFF file using Win2PDF in Windows 11

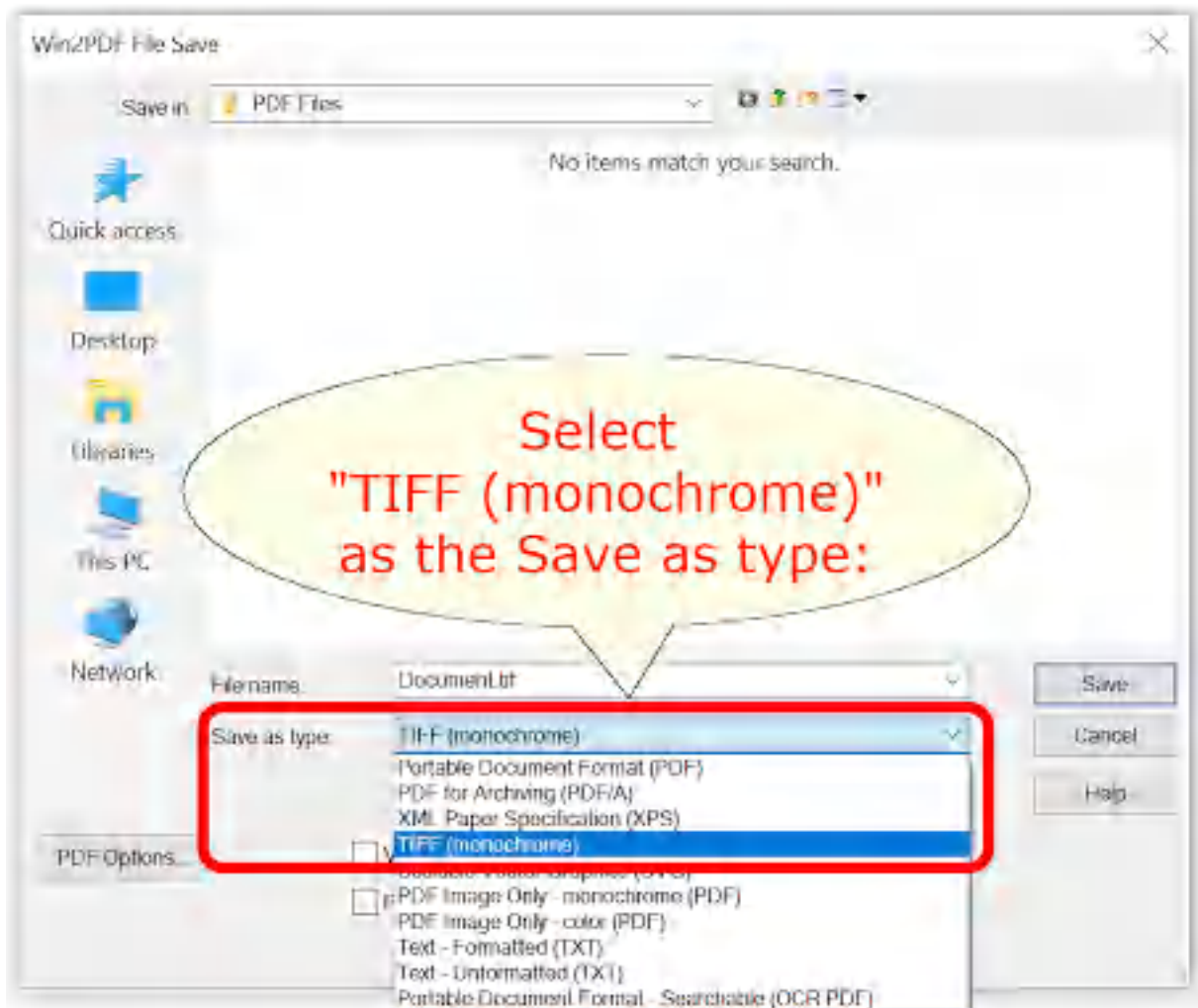
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a TIFF file using

To create a TIFF document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the TIFF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"TIFF (monochrome)"** format from the "Save as type:" options.

Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a TIFF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.9.10 How to create a SVG file using Win2PDF in Windows 11

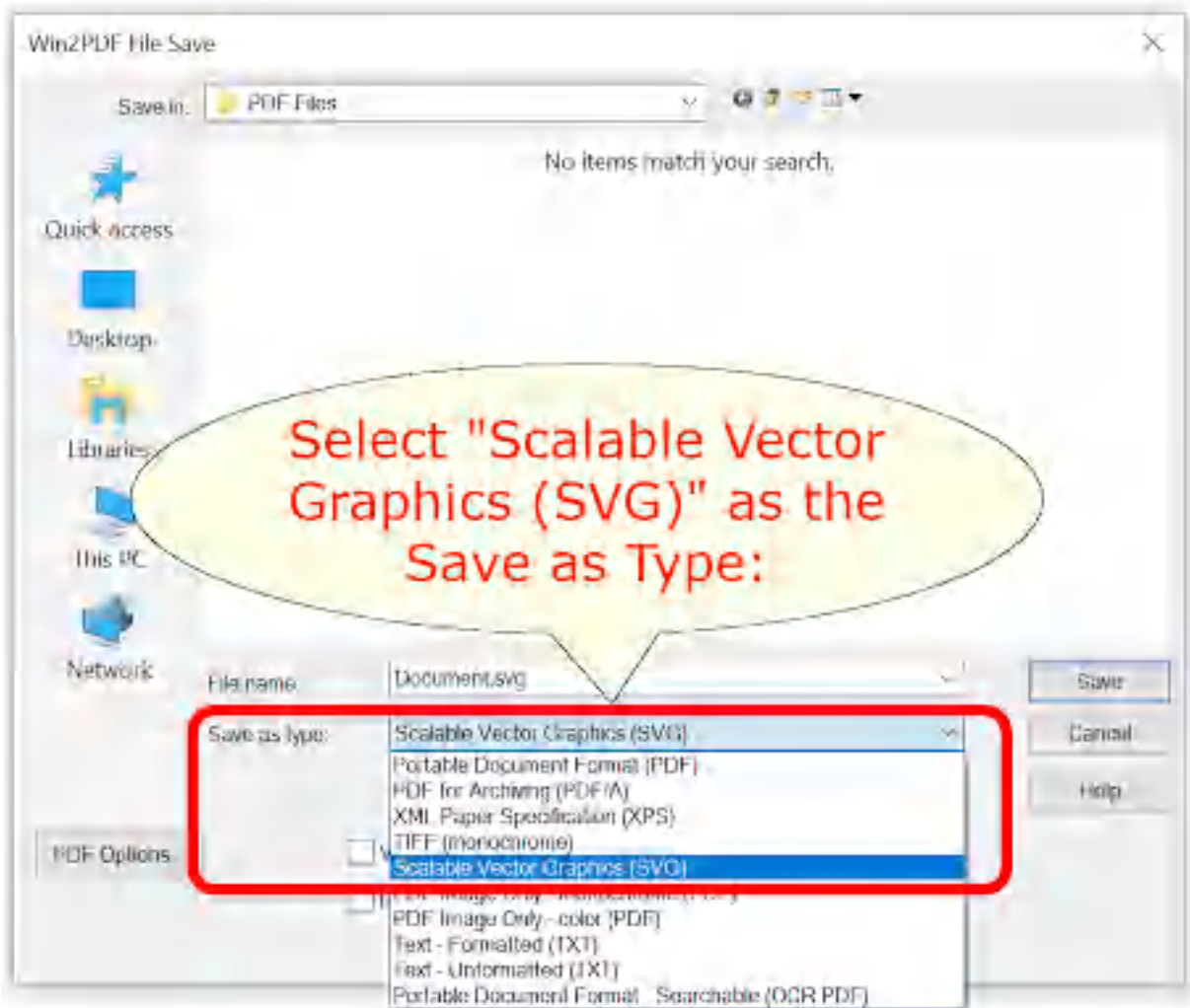
The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.



How to Create a SVG file using Win2PDF

To create an SVG document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer
- The Win2PDF file save window pops up, allowing you to choose a name and location for the SVG as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the "**Scalable Vector Graphics (SVG)**" format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- PDF Image Only - monochrome
- PDF Image Only - color
- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send an XPS using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.9.11 How to create a non-searchable (image only) PDF file using Win2PDF print to PDF in Windows 11

The Win2PDF setup program creates a printer in the "Devices and Printers" folder named Win2PDF.

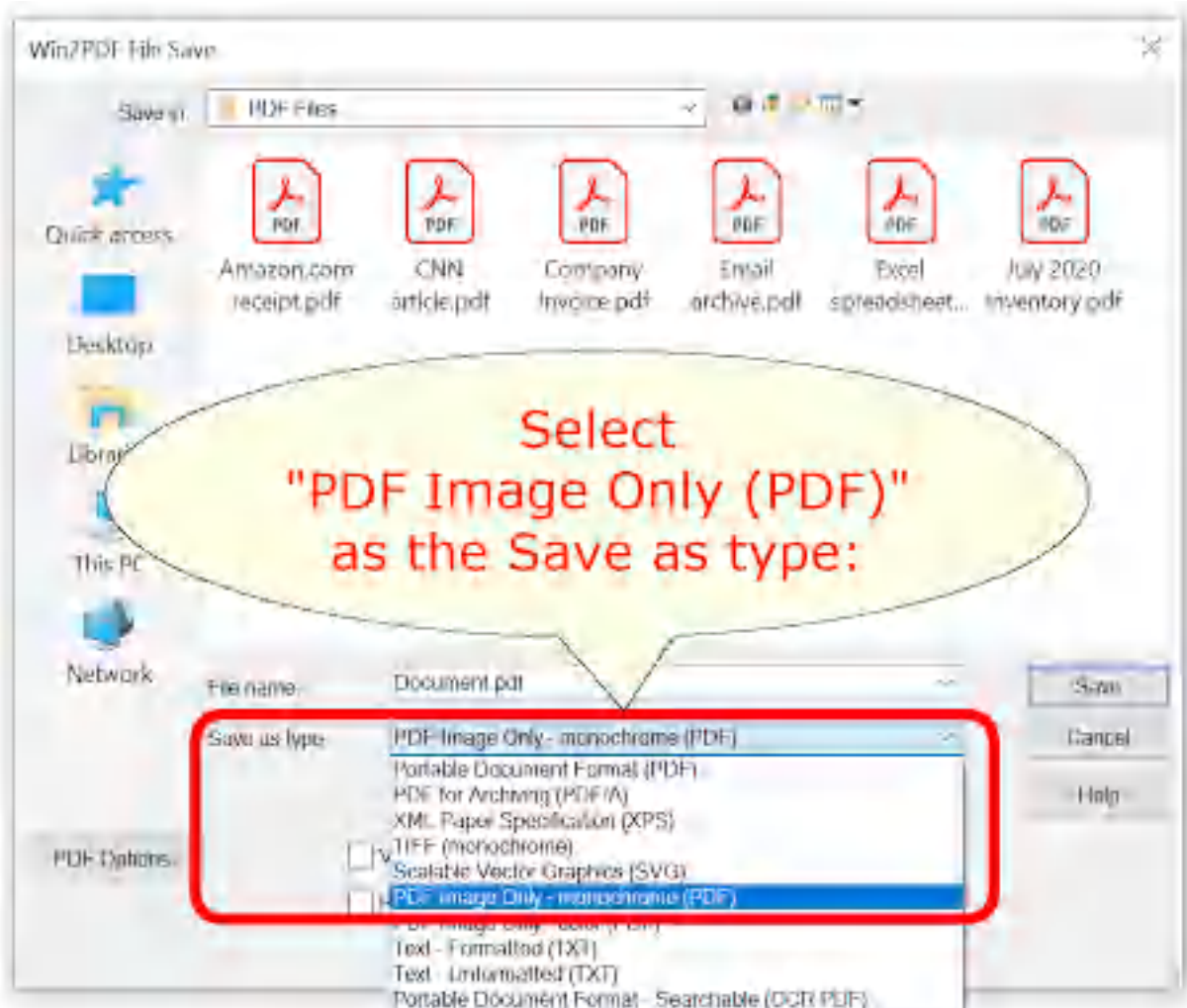


How to Create a PDF Image Only file using Win2PDF

To create a PDF Image Only document:

- Open a document from a Windows application (Word, Excel, Edge, etc.)
- Print the document and select the Win2PDF printer

- The Win2PDF file save window pops up, allowing you to choose a name and location for the PDF as shown below:



Win2PDF File Save Window

The default file name is supplied by the printing application. You can choose the **"PDF for Image Only - monochrome (PDF)"** or **"PDF for Image Only - color (PDF)"** format from the "Save as type:" options. Win2PDF also supports the following formats:

- PDF - Portable Document Format
- PDF/A - Portable Document Format for Archiving (PDF/A-1b, ISO 19005-1:2005)
- XPS - XML Paper Specification
- TIFF (monochrome) - Tagged Image File Format
- SVG - Scalable Vector Graphics
- PDF Image Only - monochrome
- PDF Image Only - color

- Text - Formatted
- Text - Unformatted
- PDF - Searchable (OCR)

You can choose a number of optional actions to take after the document is created by selecting the check boxes. The options include:

- **View File** - Opens the file in the default viewer after the file is created.
- **Print File** - Prints the file to the selected paper printer after the file is created to a Windows printer.
- **Send File** - Opens a new email message using the default MAPI-compliant email client and attaches the file to the message. The email program is specified in the Internet Options icon in the Windows control panel. Win2PDF can also be configured to send a PDF using [Microsoft Outlook](#), [Mozilla Thunderbird](#), [Gmail](#), [Outlook.com](#), [Yahoo! Mail](#), or [custom SMTP](#) servers.
- **Delete after Sending** - Deletes the document after it has been sent using the "Send File" option.

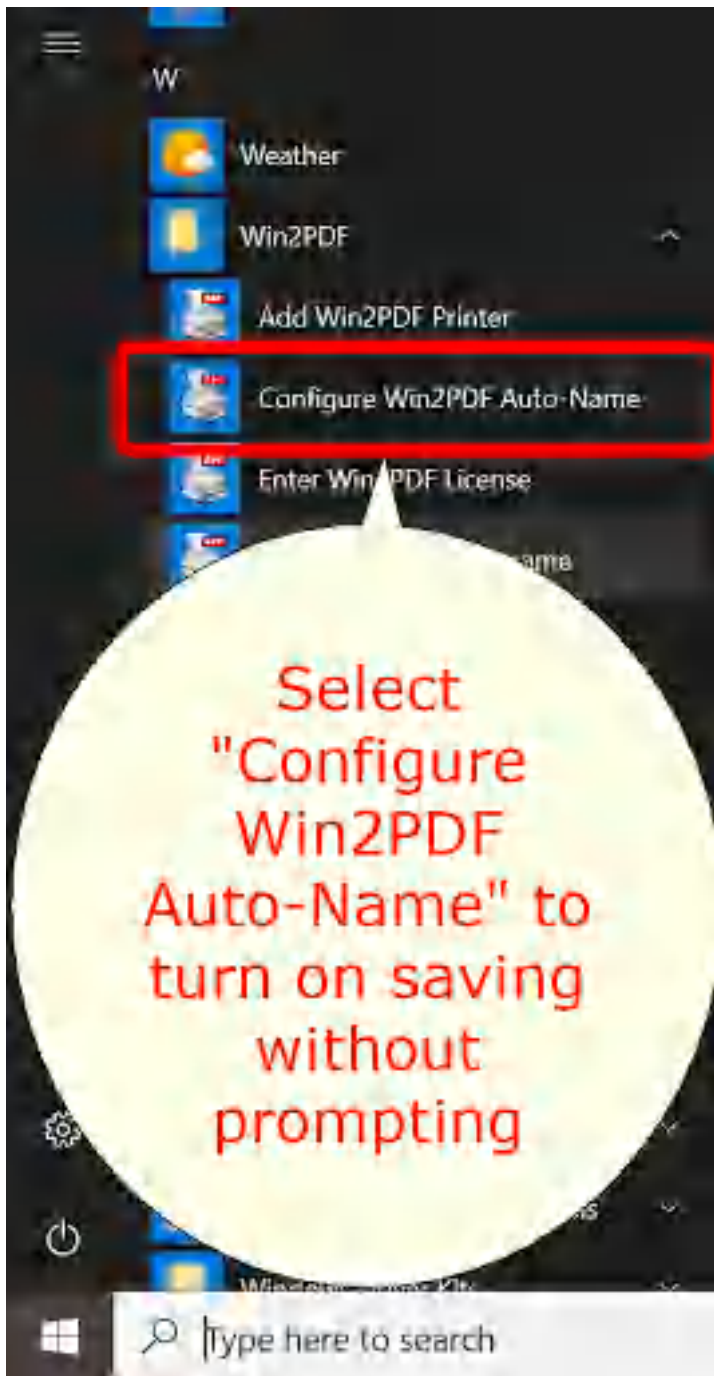
You can use the file save window to browse to a new location before saving the document. Win2PDF remembers this location, and will use the same location the next time you create a document.

If you want to skip the save Window, see the [Win2PDF Auto-name feature](#).

4.9.12 How to automatically name PDF files using Win2PDF print to PDF in Windows 11

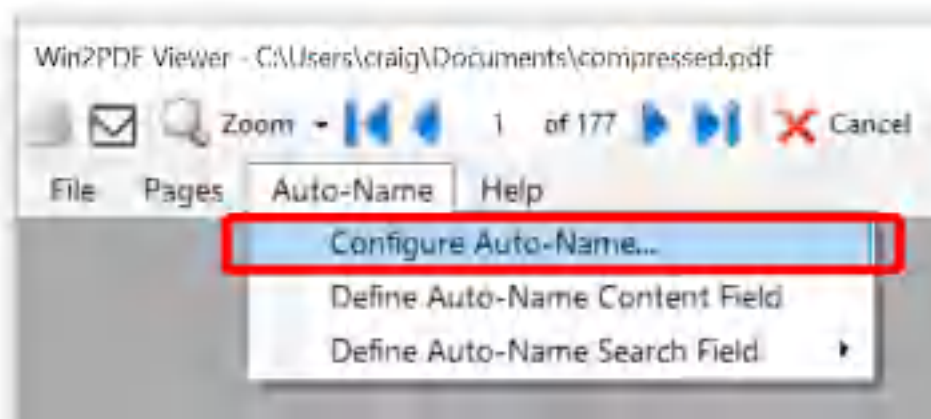
Win2PDF and Win2Image can be configured to automatically name files and skip the file save window. There are 3 ways to configure this:

1. You can run the "[Configure Win2PDF Auto-Name](#)" shortcut from the Windows Start menu at "Start -> Win2PDF -> Configure Win2PDF Auto-Name".



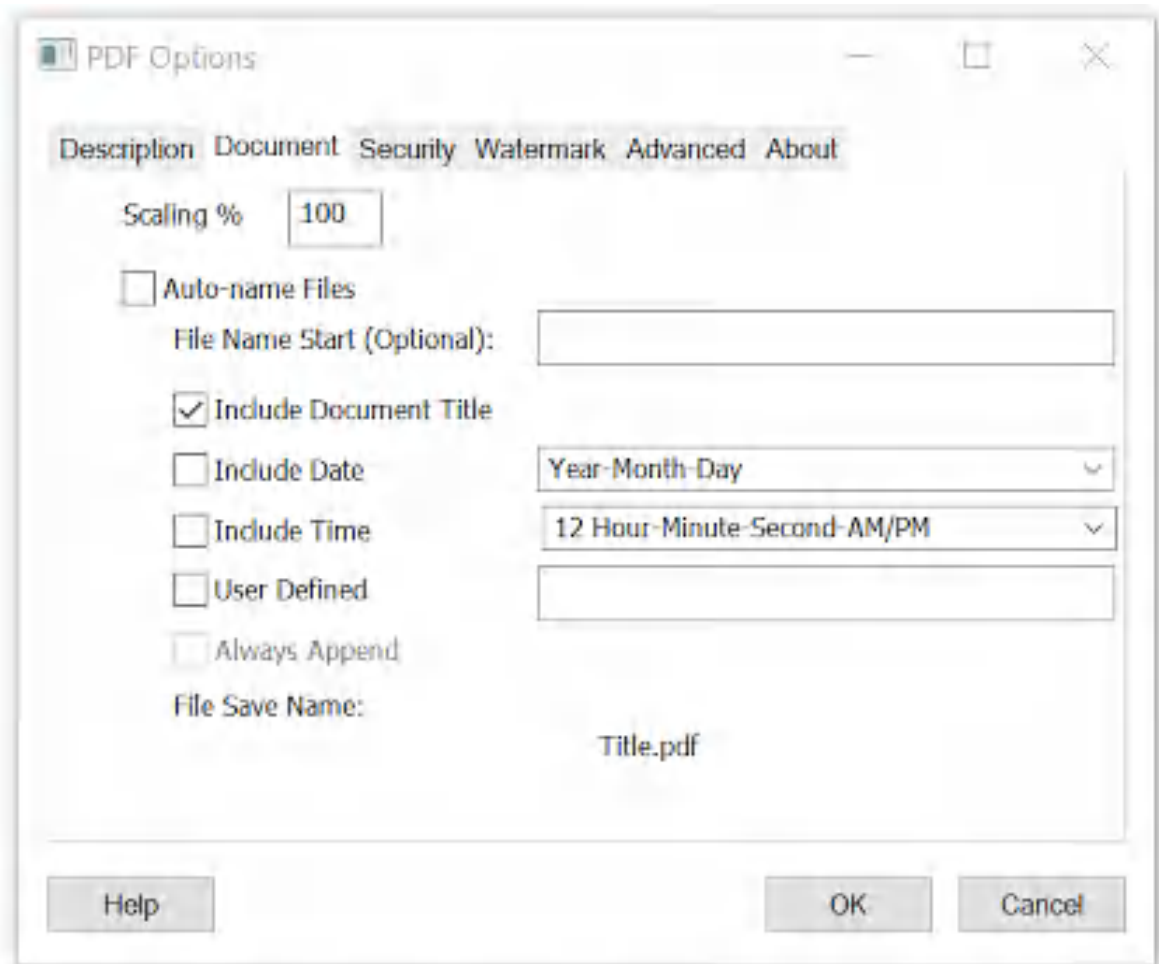
Start Menu Configure Win2PDF Auto-Name

2. You can open "[Configure Win2PDF Auto-Name](#)" from the "Auto-Name" menu of the Win2PDF Desktop App.



Win2PDF Desktop Open Configure Win2PDF Auto-Name

3. You can print to the Win2PDF print to pdf printer, and open the ["Document" tab of PDF Options](#) when you print to the Win2PDF printer.



Auto-name Files and Configure File Save Naming

Options 1 and 2 are best if you need to change an existing auto-name configuration, or [add a new printer](#) with auto-name enabled, use [content based naming](#), or [configure auto-name for all users](#). Option 3 is best if you need to enable Win2PDF Pro [document security](#) or [watermark](#) settings as part of the auto-name settings.

For more advanced methods for controlling the PDF file name, please visit the [How to Manage file name settings](#) section of the **How to use the Win2PDF Admin Utility** section of our online help.

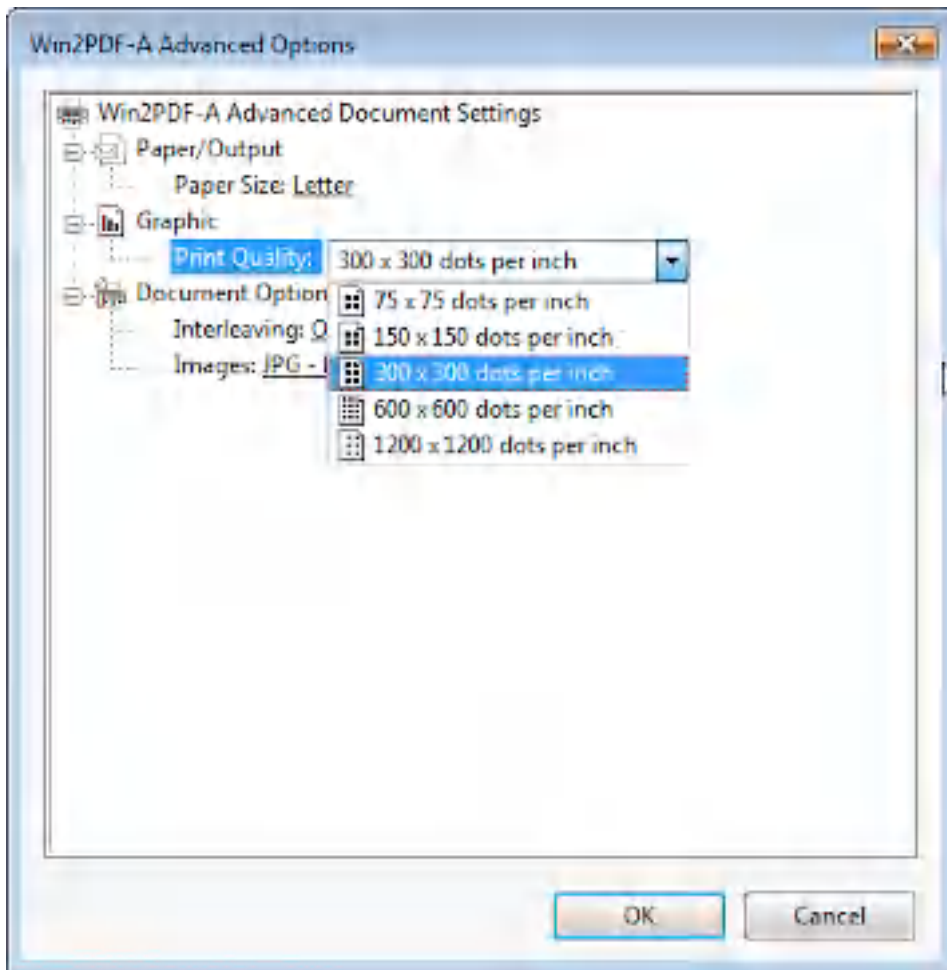
4.10 How to Use Microsoft Print To PDF in Windows 10

4.10.1 How to make PDF files created with Microsoft Print To PDF in Windows 10 smaller

The PDF files created using the **Microsoft Print to PDF printer** can be very large as they are not optimally compressed and do not provide any mechanism for changing the resolution of the graphics. If you want to reduce the file size of a **Microsoft Print to PDF** file, you can use the **Win2PDF** Print to PDF software to reduce file sizes.

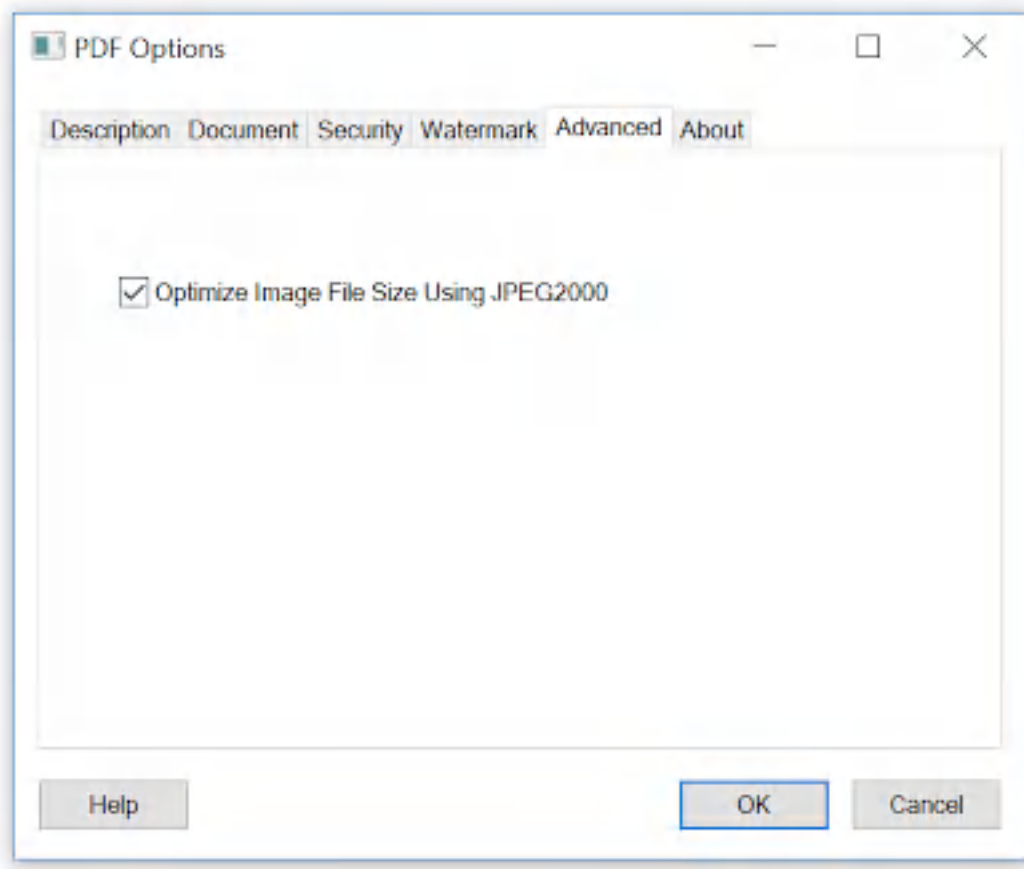
The **Win2PDF** Print to PDF printer has better default file compression and supports a user-controllable resolution setting for the printer.

The default resolution for bitmaps is 300 DPI. You can change the default resolution by opening the "**Printers**" folder, right clicking on the Win2PDF icon, and opening "**Printing Preferences**". The resolution (**Print Quality**) setting is under the "**Advanced...**" section of this dialog.



Increasing the resolution will improve the quality of bitmap images, but it will also increase the document size.

[Enabling JPEG2000 image compression](#) in the Advanced tab of the PDF Options window can also reduce the PDF file size.

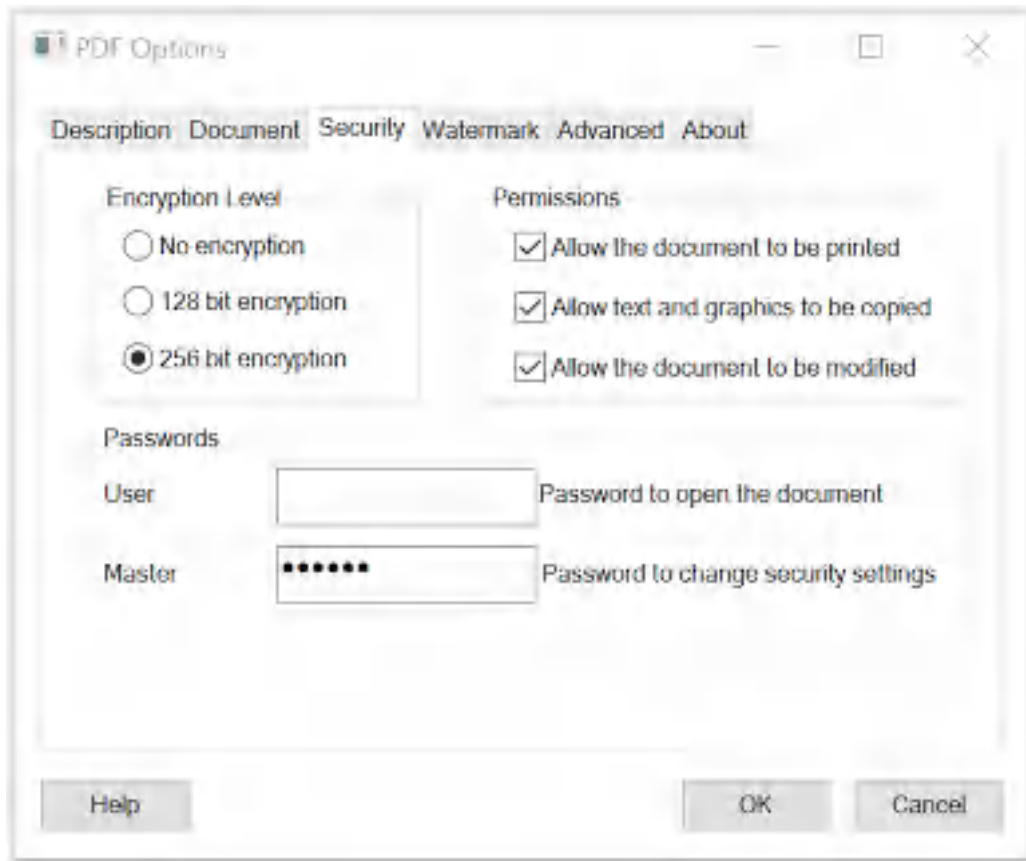


You can also use the Win2PDF Desktop App to [compress an existing PDF](#).

4.10.2 How to prevent printing PDF files created with Microsoft Print To PDF in Windows 10

The PDF files created using the **Microsoft Print to PDF** printer are not encrypted, and users cannot restrict the ability to print a PDF file once it has been created. If you want to prevent the ability to print a PDF file created with **Microsoft Print to PDF**, you can use the **Win2PDF Pro** Print to PDF to set the encryption and permissions of the PDF file.

Win2PDF Pro supports the standard security options and permissions available in the PDF file format.

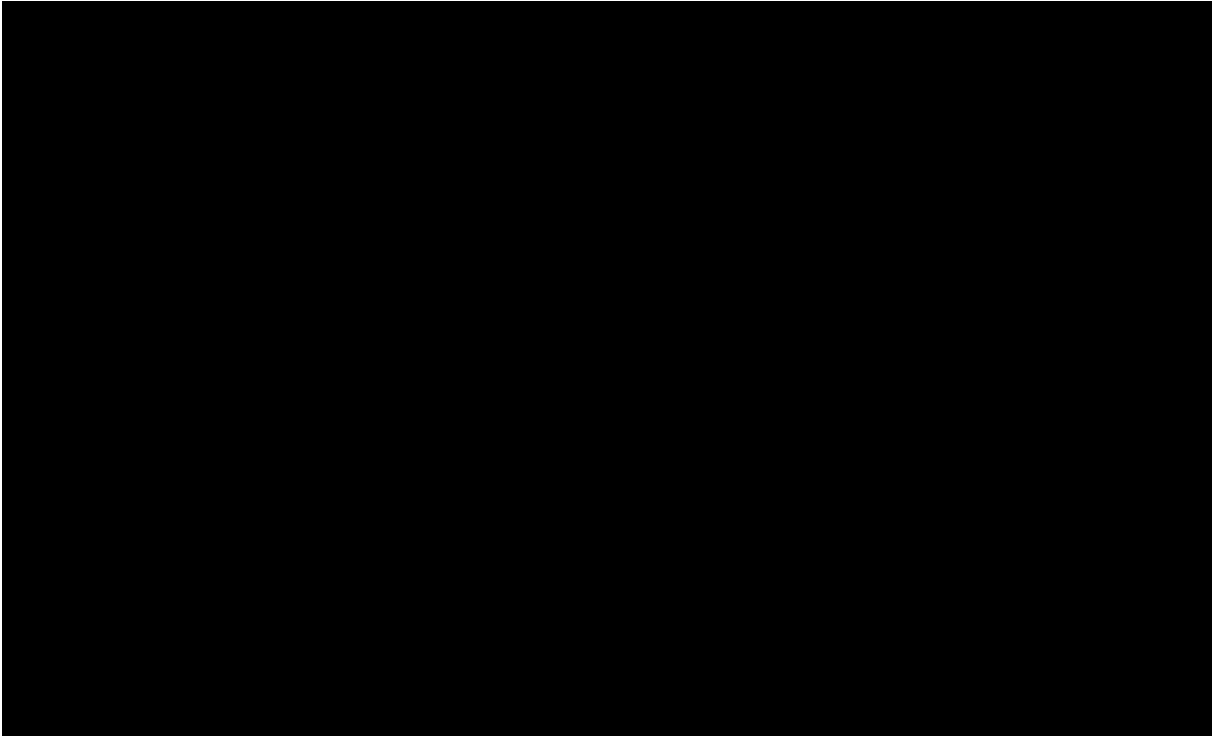


The "**Encryption Level**" setting controls the type of encryption used in the PDF file. The 128 bit encryption is compatible with Acrobat Reader 7.0 and above and the 256 bit encryption is compatible with Acrobat Reader 9.0 and above. For best security, the 256 bit encryption option is recommended.

The "**Permissions**" setting controls restrictions that can be placed on the PDF file. To prevent printing of a PDF file, uncheck the "**Allow the document to be printed**" option.

You must always enter a master password when security options are enabled or when a user password is set. It is recommended that passwords be at least 8 characters long and contain at least 1 number.

The password and permissions options are only available when the "**Encryption Level**" is set to 128 or 256 bit encryption. Here is a YouTube video that shows how to set the security options:



Enabling security options in PDF with Win2PDF Pro

Information on controlling the encryption options from a custom application is available in "[controlling encryption options](#)" in the developer information section.

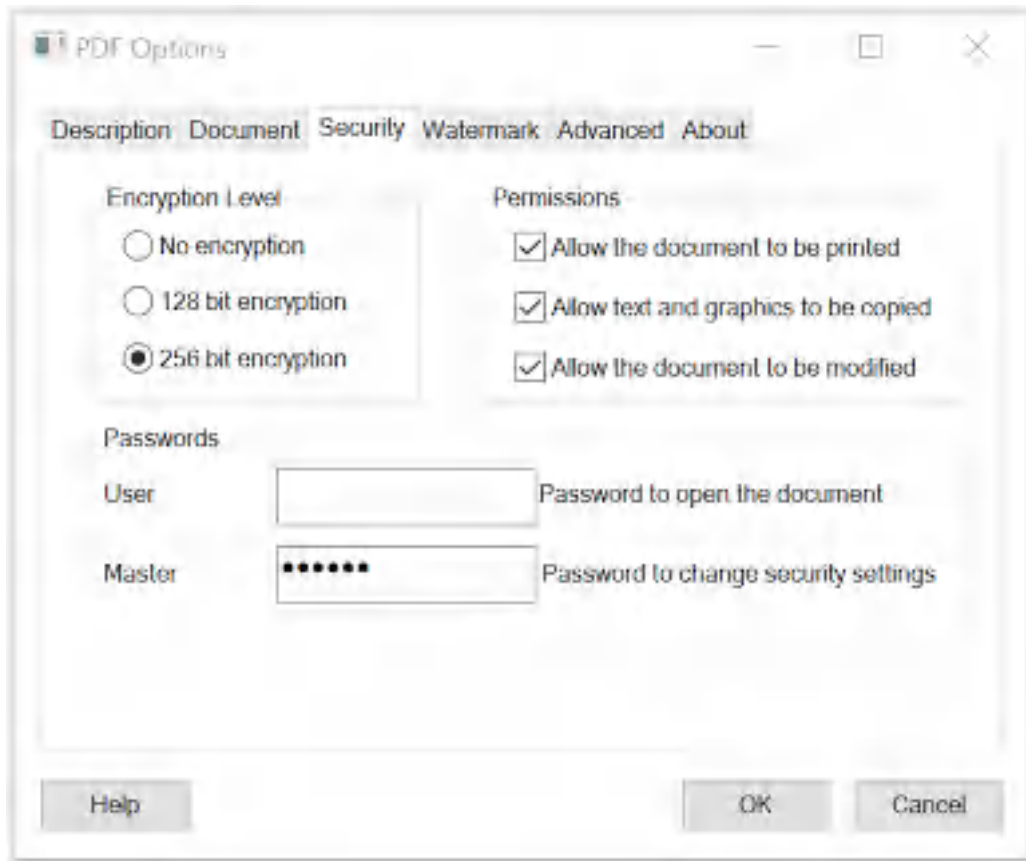
An administrator can disable or change the default value for any of the security settings using the "**Win2PDF Admin Utility**" available for download at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/187/15/win2pdf-admin-utility-download>

4.10.3 How to prevent copying text or images from PDF files created with Microsoft Print To PDF in Windows 10

The PDF files created using the **Microsoft Print to PDF** printer are not encrypted, and users cannot restrict the ability to copy text or images from a PDF file once it has been created. If you want to prevent the ability to copy text or images from a PDF file created with **Microsoft Print to PDF**, you can use the **Win2PDF Pro** Print to PDF to set the encryption and permissions of the PDF file.

Win2PDF Pro supports the standard security options and permissions available in the PDF file format.

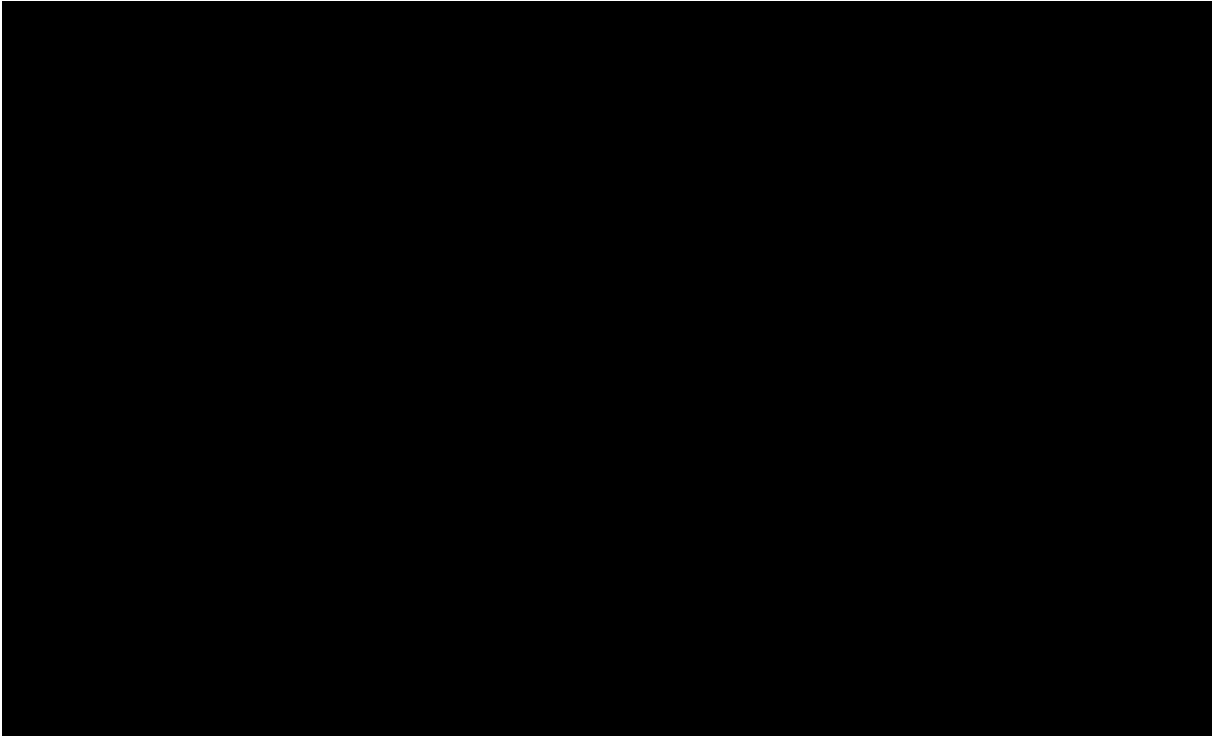


The "**Encryption Level**" setting controls the type of encryption used in the PDF file. The 128 bit encryption is compatible with Acrobat Reader 7.0 and above and the 256 bit encryption is compatible with Acrobat Reader 9.0 and above. For best security, the 256 bit encryption option is recommended.

The "**Permissions**" setting controls restrictions that can be placed on the PDF file. To prevent the text and graphics from being copied from the PDF file, uncheck the "**Allow text and graphics to be copied**" option.

You must always enter a master password when security options are enabled. It is recommended that passwords be at least 8 characters long and contain at least 1 number.

The password and permissions options are only available when the "**Encryption Level**" is set to 128 or 256 bit encryption. Here is a YouTube video that shows how to set the security options:



Enabling security options in PDF with Win2PDF Pro

Information on controlling the encryption options from a custom application is available in "[controlling encryption options](#)" in the developer information section.

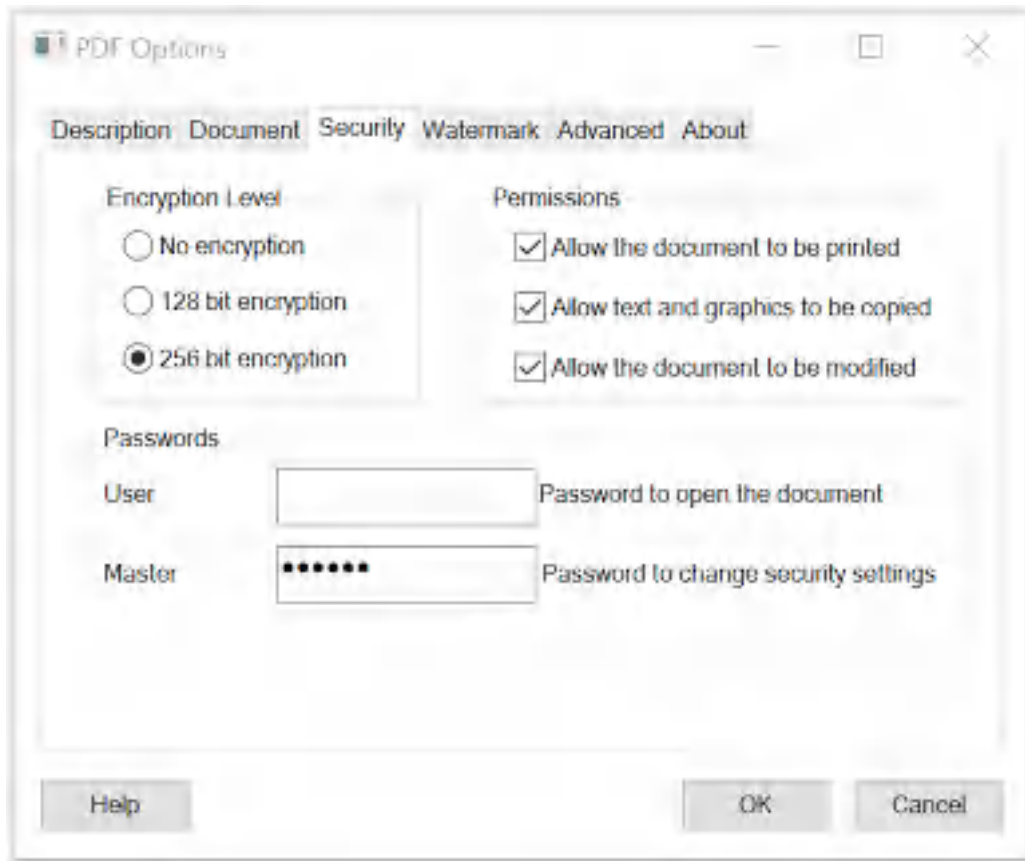
An administrator can disable or change the default value for any of the security settings using the "**Win2PDF Admin Utility**" available for download at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/187/15/win2pdf-admin-utility-download>

4.10.4 How to prevent modification of PDF files created with Microsoft Print To PDF in Windows 10

The PDF files created using the **Microsoft Print to PDF** printer are not encrypted, and users cannot restrict the ability to modifying or editing a PDF file once it has been created with another application like Adobe Acrobat. If you want to prevent the ability to edit or modify a PDF file created with **Microsoft Print to PDF**, you can use the **Win2PDF Pro** Print to PDF to set the encryption and permissions of the PDF file.

Win2PDF Pro supports the standard security options and permissions available in the PDF file format.

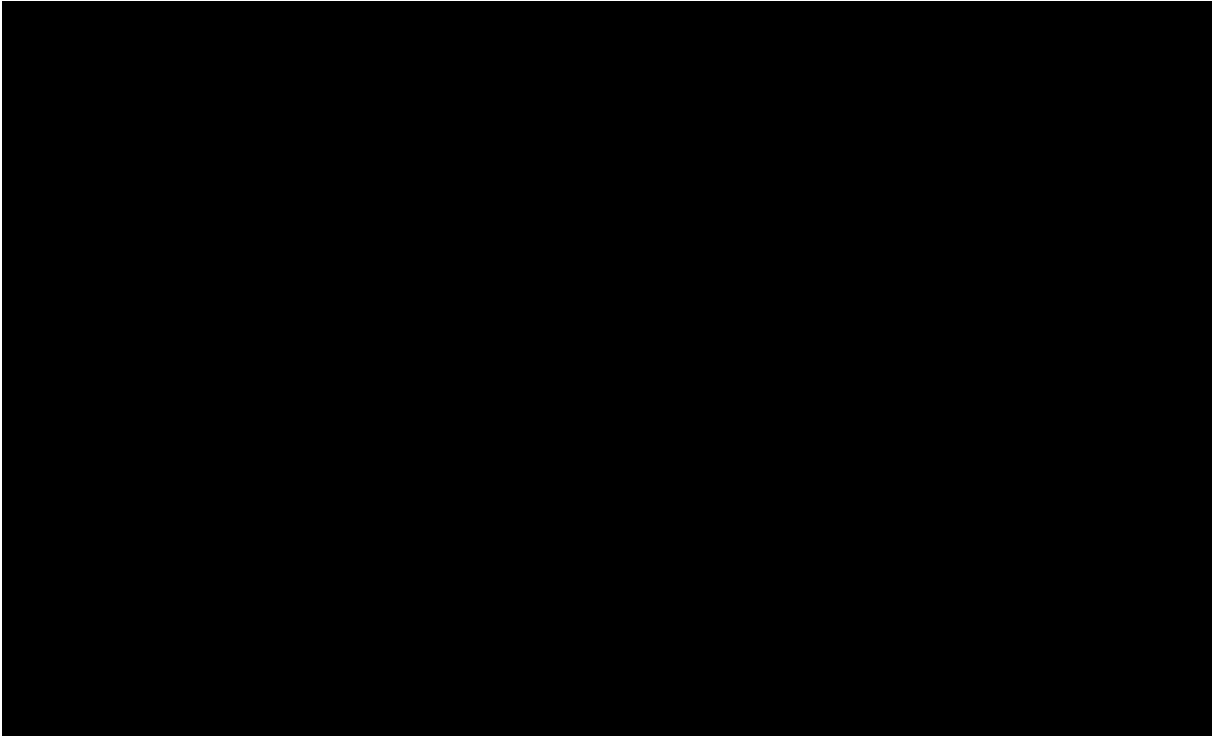


The "**Encryption Level**" setting controls the type of encryption used in the PDF file. The 128 bit encryption is compatible with Acrobat Reader 7.0 and above and the 256 bit encryption is compatible with Acrobat Reader 9.0 and above. For best security, the 256 bit encryption option is recommended.

The "**Permissions**" setting controls restrictions that can be placed on the PDF file. To prevent the text and graphics from being copied from the PDF file, uncheck the "**Allow text and graphics to be copied**" option.

You must always enter a master password when security options are enabled. It is recommended that passwords be at least 8 characters long and contain at least 1 number.

The password and permissions options are only available when the "**Encryption Level**" is set to 128 or 256 bit encryption. Here is a YouTube video that shows how to set the security options:



Enabling security options in PDF with Win2PDF Pro

Information on controlling the encryption options from a custom application is available in "[controlling encryption options](#)" in the developer information section.

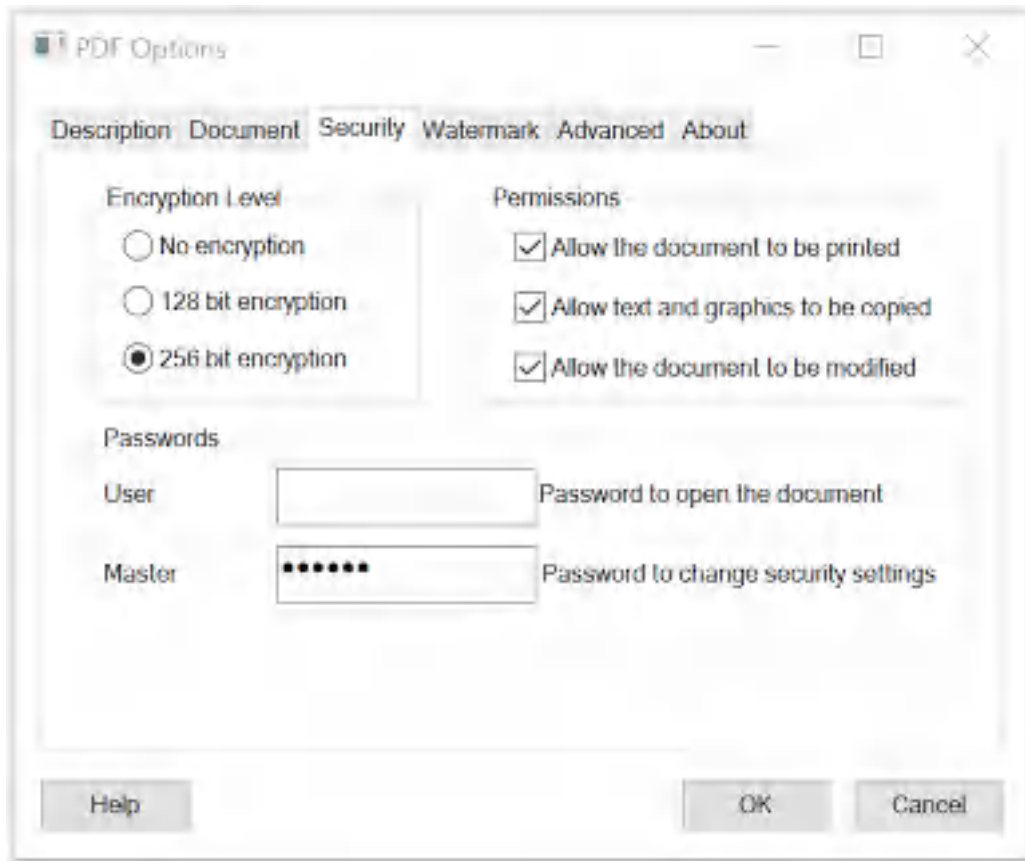
An administrator can disable or change the default value for any of the security settings using the "**Win2PDF Admin Utility**" available for download at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/187/15/win2pdf-admin-utility-download>

4.10.5 How to password protect PDF files created with Microsoft Print To PDF in Windows 10

The PDF files created using the **Microsoft Print to PDF** printer are not encrypted, and users cannot set a password that a user would need to open or view the PDF file. If you want to set a password (needed to open or view) a PDF file created with **Microsoft Print to PDF**, you can use the **Win2PDF Pro** Print to PDF to set the encryption and password for the PDF file.

Win2PDF Pro supports the standard security options and permissions available in the PDF file format.



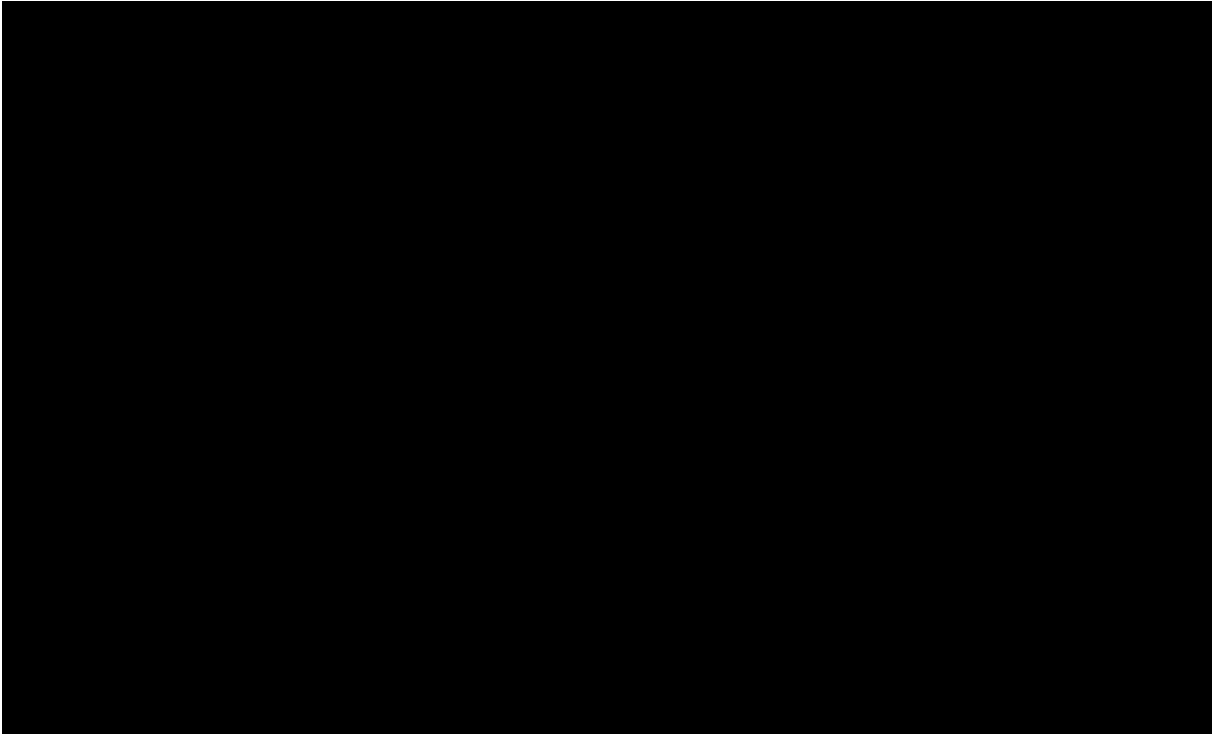
The "**Encryption Level**" setting controls the type of encryption used in the PDF file. The 128 bit encryption is compatible with Acrobat Reader 7.0 and above and the 256 bit encryption is compatible with Acrobat Reader 9.0 and above. For best security, the 256 bit encryption option is recommended.

The PDF file format allows two types of passwords, a user password and a master password. The user password is used to open the document, and the master password used to encrypt the security options. When a user password is set, Acrobat Reader displays the following prompt when you open the PDF file.



You must always enter a master password when security options are enabled. It is recommended that passwords be at least 8 characters long and contain at least 1 number.

The password and permissions options are only available when the "**Encryption Level**" is set to 128 or 256 bit encryption. Here is a YouTube video that shows how to set the security options:



Enabling security options in PDF with Win2PDF Pro

Information on controlling the encryption options from a custom application is available in "[controlling encryption options](#)" in the developer information section.

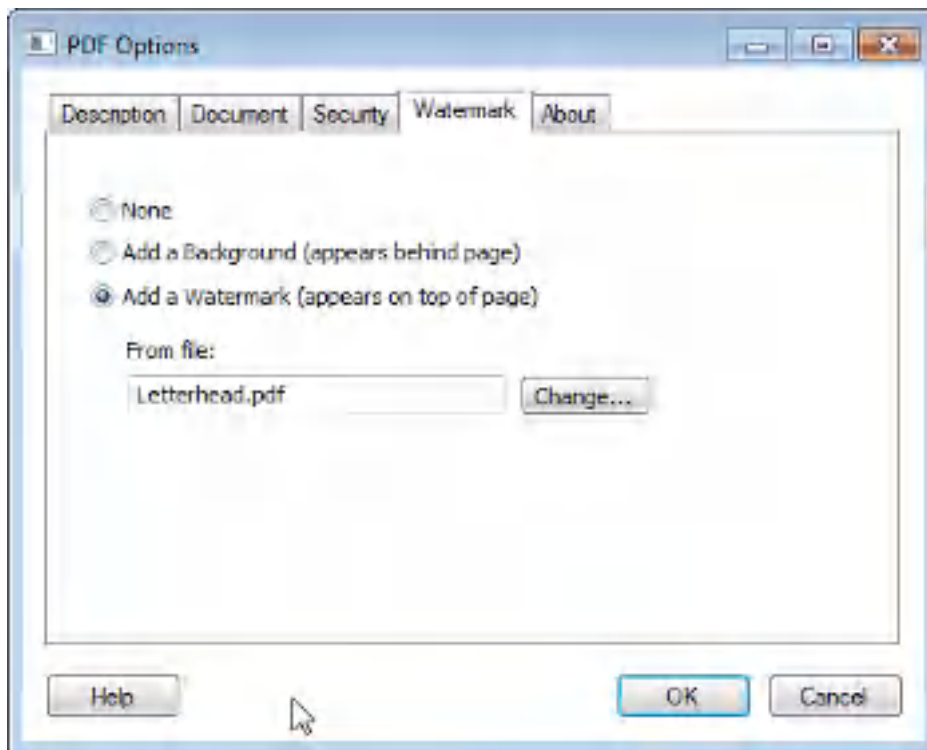
An administrator can disable or change the default value for any of the security settings using the "**Win2PDF Admin Utility**" available for download at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/187/15/win2pdf-admin-utility-download>

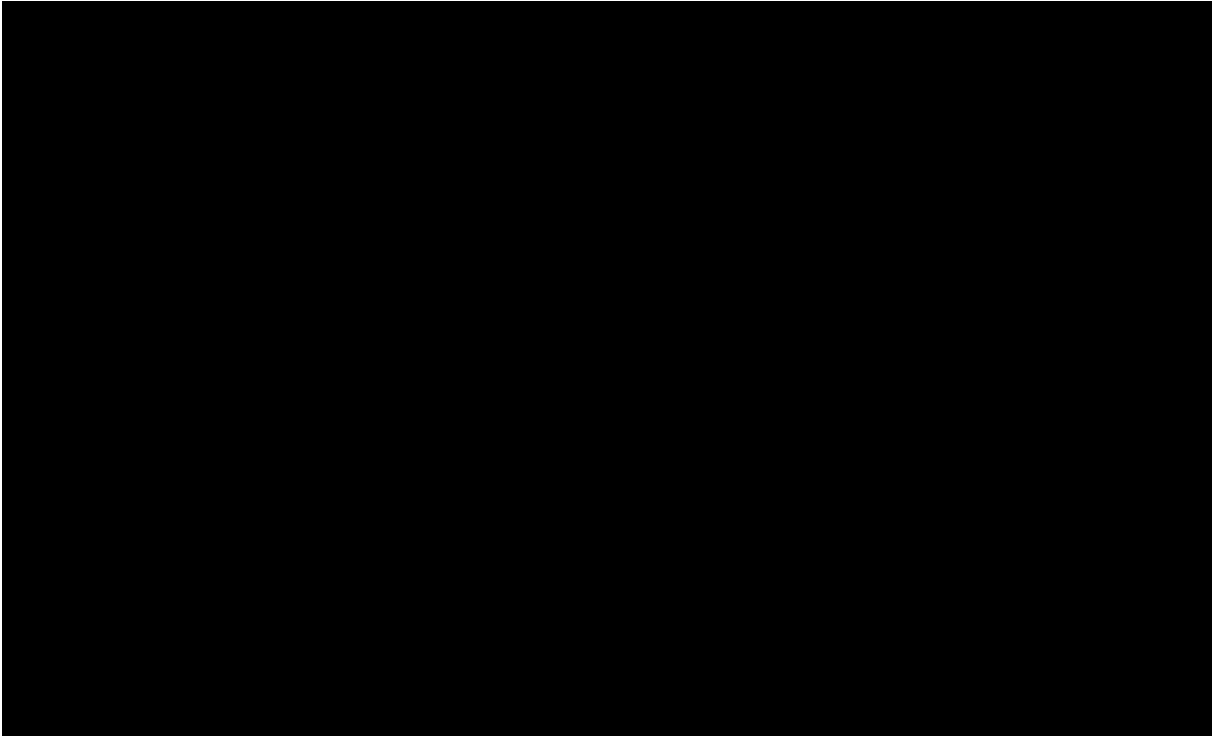
4.10.6 How to add a background image to PDF files created with Microsoft Print To PDF in Windows 10

Background images (watermarks applied underneath the text/images of a PDF file) cannot be added to PDF files created using the **Microsoft Print to PDF** printer. If you want to add a background to a PDF file created with **Microsoft Print to PDF**, you can use the **Win2PDF Pro** Print to PDF to set the background image.

Win2PDF Pro can place an existing PDF file behind text and graphics on newly created PDF files (Add a Background). The existing background PDF file can contain any text or graphics, but it most often used to apply a "confidential" or "draft" stamp on each page of a document. To enable the background feature, select the "Add a Background" option in the Win2PDF "PDF Options" dialog.



When the background option is enabled, a text box containing the name of the current watermark or background PDF file is shown below the options. If you would like to change the file, click the "Change..." button and select a new background PDF file. Win2PDF will always display the last used background PDF file when the feature is enabled. Here is a YouTube video that shows how to set the security options:



Adding a watermark to a PDF file using Win2PDF Pro

If the background PDF file contains more than one page, only the first page will be applied to each page of the new document. It's best to use a background PDF file that has the same page size as the newly created PDF file. If the background file has a different page size, it will be scaled and centered on the page of the newly created PDF file.

You can create the background PDF file using Win2PDF and any Windows application such as Microsoft Word. If you are using Win2PDF Pro, the background PDF file must not be encrypted. Some sample background PDF files and the corresponding Word documents are available on the download section of the support web site at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/186/17/watermark-samples>

Information on controlling the watermark options from a custom application is available in "[watermark options](#)" in the developer information section.

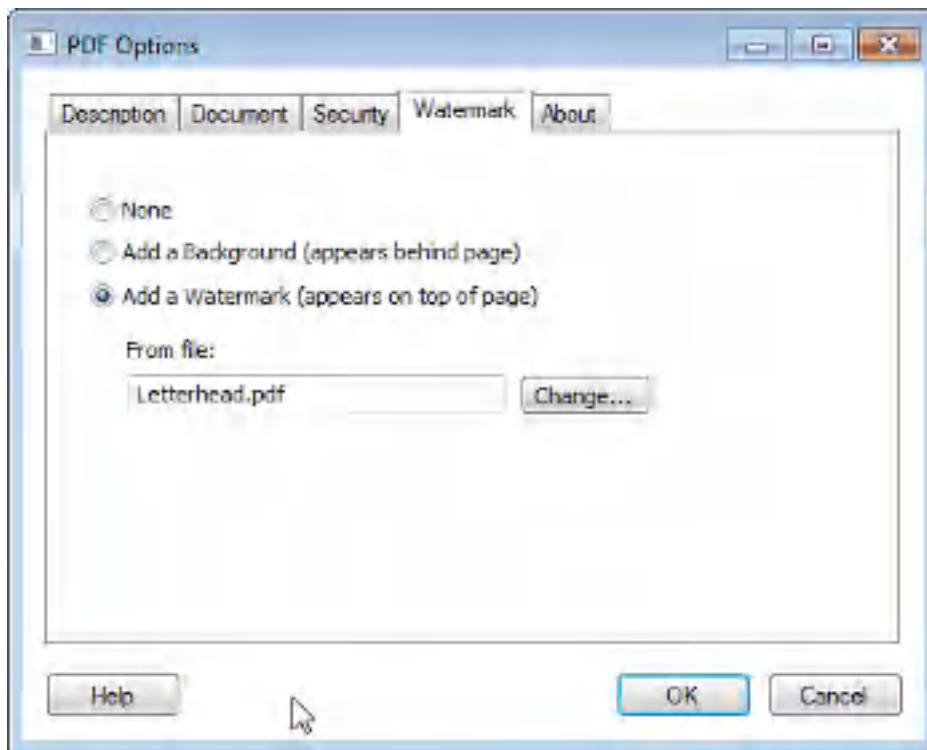
An administrator can disable or set a default watermark PDF file for all users with the "**Win2PDF Admin Utility**" available for download at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/187/15/win2pdf-admin-utility-download>

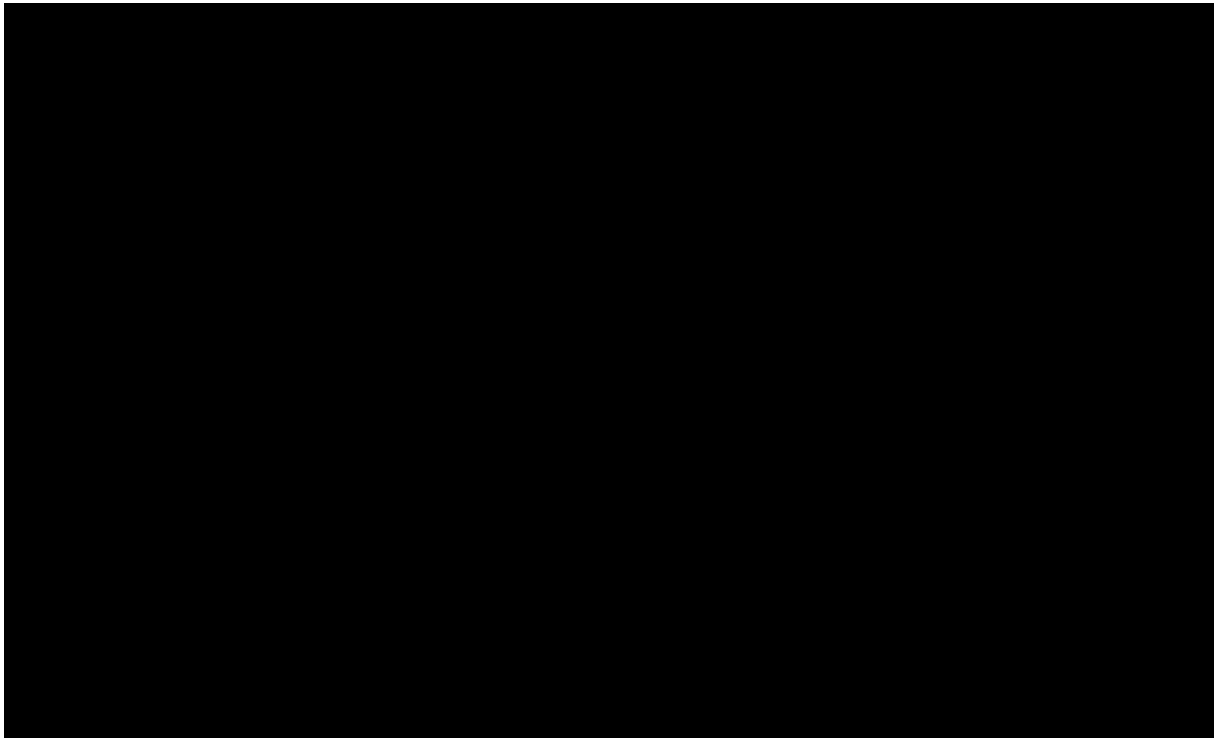
4.10.7 How to add a watermark image to PDF files created with Microsoft Print To PDF in Windows 10

Background images (watermarks applied underneath the text/images of a PDF file) cannot be added to PDF files created using the **Microsoft Print to PDF** printer. If you want to add a background to a PDF file created with **Microsoft Print to PDF**, you can use the **Win2PDF Pro** Print to PDF to set the background image.

Win2PDF Pro can overlay an existing PDF file on newly created PDF files (Add a Watermark). The existing watermark PDF file can contain any text or graphics, but it most often used to apply a "confidential" or "draft" stamp on each page of a document. To enable the watermark feature, select the "Add a Watermark" option in the Win2PDF "PDF Options" dialog.



When the watermark option is enabled, a text box containing the name of the current watermark PDF file is shown below the options. If you would like to change the file, click the "Change..." button and select a new watermark PDF file. Win2PDF will always display the last used watermark PDF file when the feature is enabled. Here is a YouTube video that shows how to set the security options:



Adding a watermark to a PDF file using Win2PDF Pro

If the watermark PDF file contains more than one page, only the first page will be applied to each page of the new document. It's best to use a watermark PDF file that has the same page size as the newly created PDF file. If the watermark file has a different page size, it will be scaled and centered on the page of the newly created PDF file.

You can create the watermark PDF file using Win2PDF and any Windows application such as Microsoft Word. If you are using Win2PDF Pro, the watermark PDF file must not be encrypted. Some sample watermark PDF files and the corresponding Word documents are available on the download section of the support web site at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/186/17/watermark-samples>

Information on controlling the watermark options from a custom application is available in "[watermark options](#)" in the developer information section.

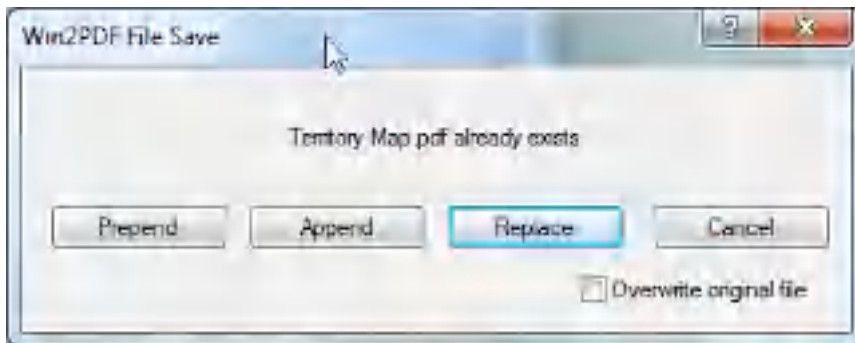
An administrator can disable or set a default watermark PDF file for all users with the "**Win2PDF Admin Utility**" available for download at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/187/15/win2pdf-admin-utility-download>

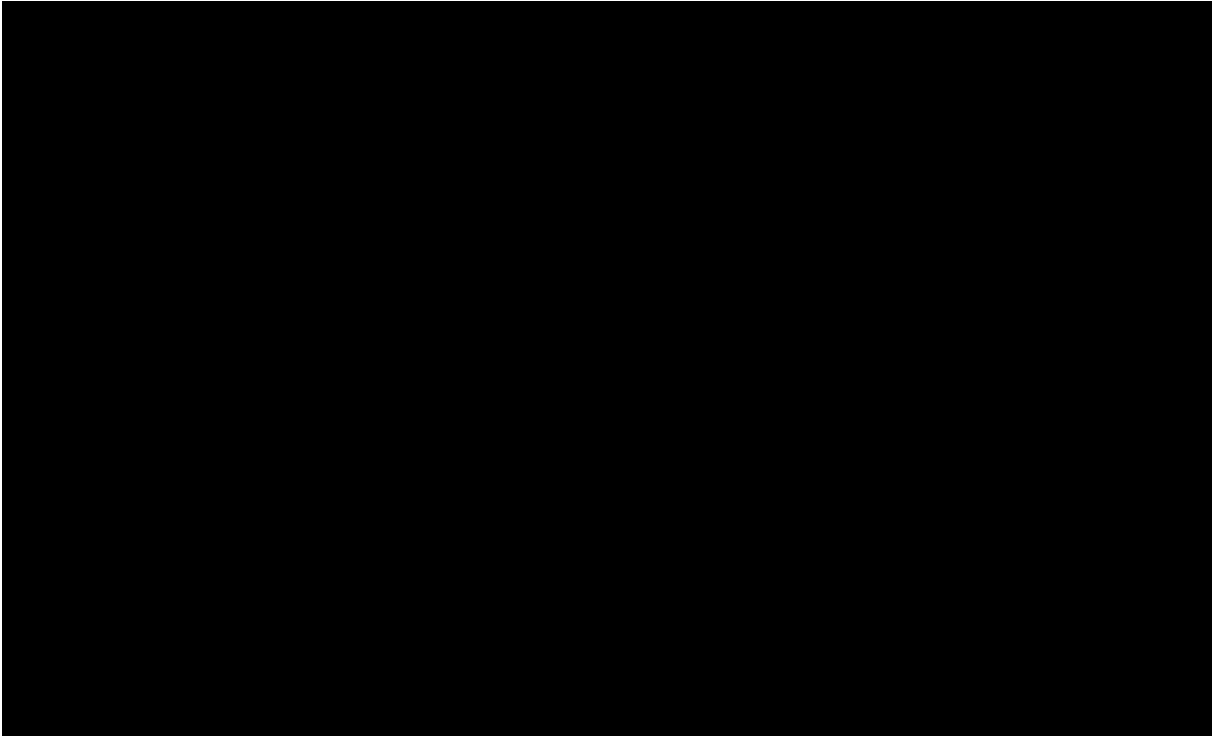
4.10.8 How to prepend to a PDF file created with Microsoft Print To PDF in Windows 10

The **Microsoft Print to PDF** printer does not have an ability to prepend the PDF file to an existing PDF file. If you want to prepend (insert before) a PDF file created with **Microsoft Print to PDF** to an existing PDF file, you can use the **Win2PDF** Print to PDF merge options.

When using the **Win2PDF** software, if you select a PDF file in the file save dialog that already exists, **Win2PDF** will display the following dialog:

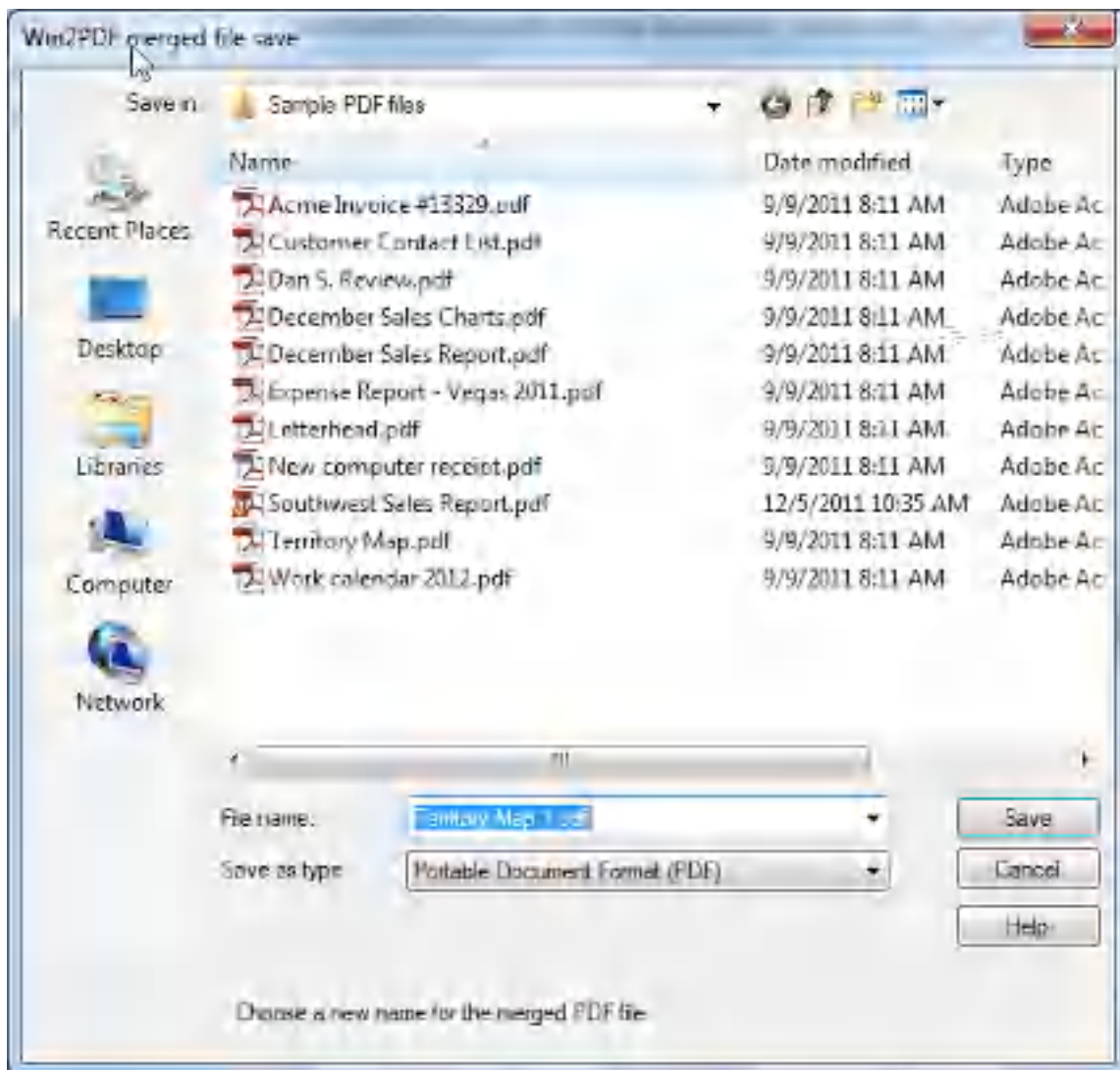


The "**Prepend**" button will create a new document containing the existing PDF file and will insert the new document information at the beginning of the file. The "**Replace**" button will overwrite the existing PDF file, and the "**Cancel**" button will cancel the PDF creation without affecting the existing PDF file. Here is a YouTube video that shows how to append to an existing PDF file.



How to append to an existing PDF file using Win2PDF

If the "**Overwrite original file**" check box is checked, the "**Prepend**" button will overwrite the original document with the new merged document. *This option should be used with caution since it cannot be undone.* If the "**Overwrite original file**" check box is not checked, the "**Prepend**" button will display an additional dialog to choose a new file name as shown below. In this case, the original PDF file will not be modified.



If you selected options to "**View File**", "**Print File**", or "**Send File**" in the first file save dialog, they will be performed after the file has been merged.

If you enabled encryption in Win2PDF Pro, the merged file will be encrypted. Win2PDF cannot append or prepend to an existing PDF file that is already encrypted.

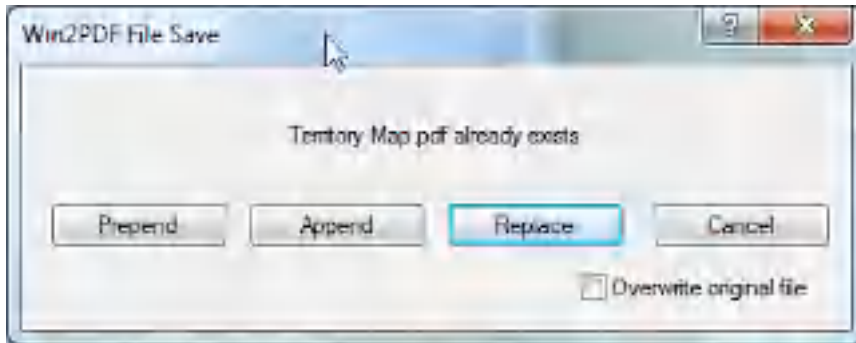
You can also [append two existing PDF files](#) using the Win2PDF Desktop App.

4.10.9 How to append to a PDF file created with Microsoft Print To PDF in Windows 10

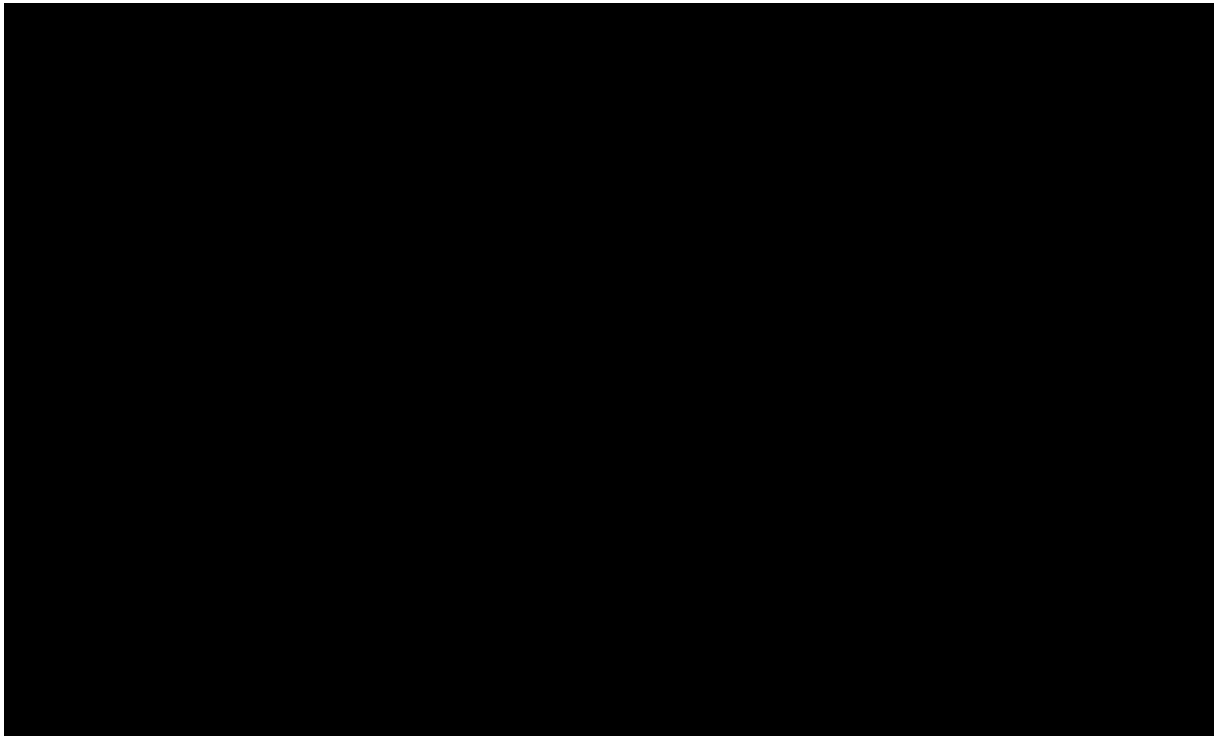
The **Microsoft Print to PDF** printer does not have an ability to append the PDF file to an existing PDF file. If you want to append (insert after) a PDF

file created with **Microsoft Print to PDF** to an existing PDF file, you can use the **Win2PDF** Print to PDF merge options.

When using the **Win2PDF** software, if you select a PDF file in the file save dialog that already exists, **Win2PDF** will display the following dialog:

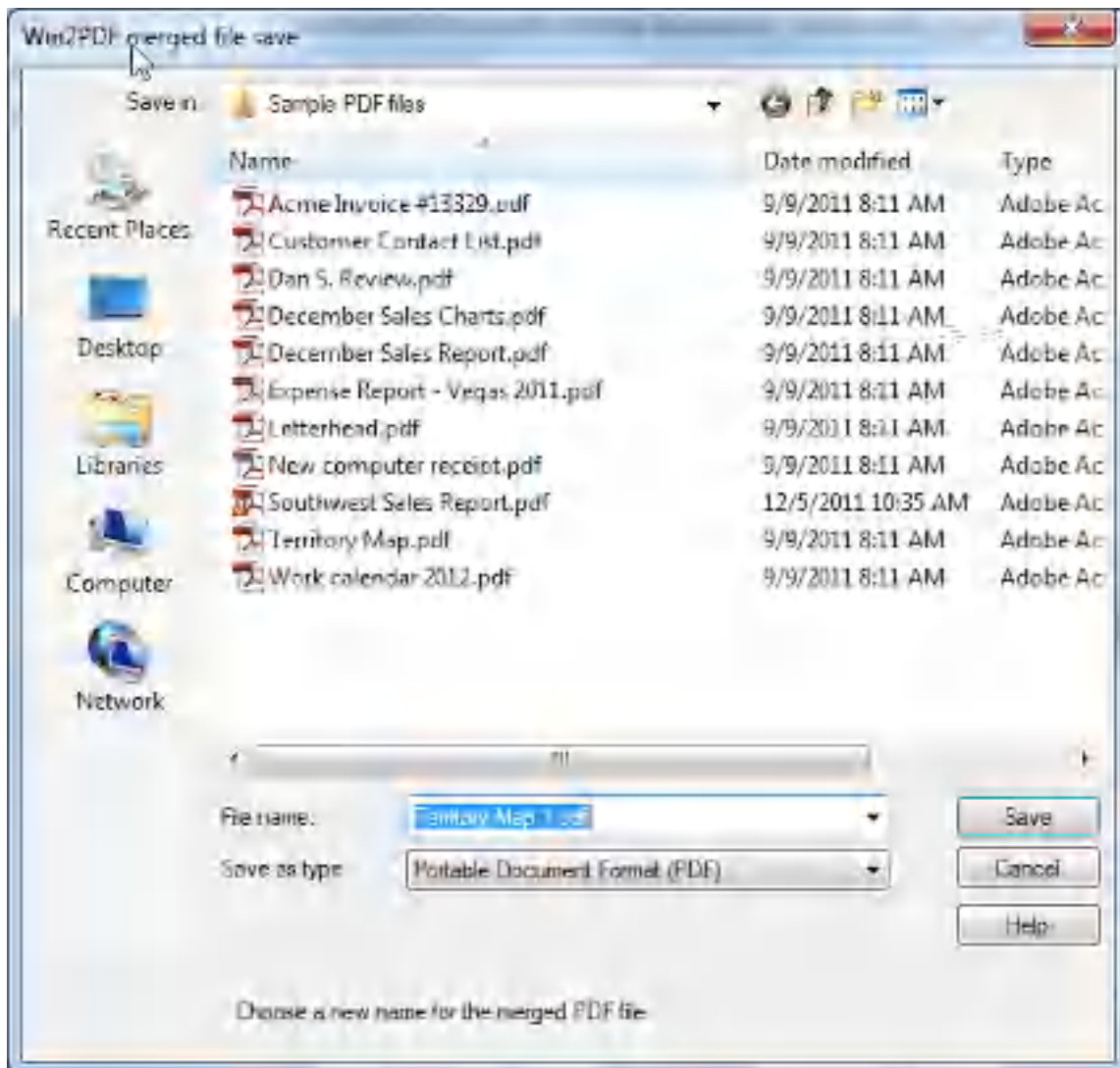


The "**Append**" button will create a new document containing the existing PDF file and will add the new document information to the end of the file. The "**Replace**" button will overwrite the existing PDF file, and the "**Cancel**" button will cancel the PDF creation without affecting the existing PDF file. Here is a YouTube video that shows how to append to an existing PDF file.



How to append to an existing PDF file using Win2PDF

If the "**Overwrite original file**" check box is checked, the "**Append**" button will overwrite the original document with the new merged document. *This option should be used with caution since it cannot be undone.* If the "**Overwrite original file**" check box is not checked, the "**Append**" button will display an additional dialog to choose a new file name as shown below. In this case, the original PDF file will not be modified.



If you selected options to "**View File**", "**Print File**", or "**Send File**" in the first file save dialog, they will be performed after the file has been merged.

If you enabled encryption in Win2PDF Pro, the merged file will be encrypted. Win2PDF cannot append or prepend to an existing PDF file that is already encrypted.

You can also [append two existing PDF files](#) using the Win2PDF Desktop App.

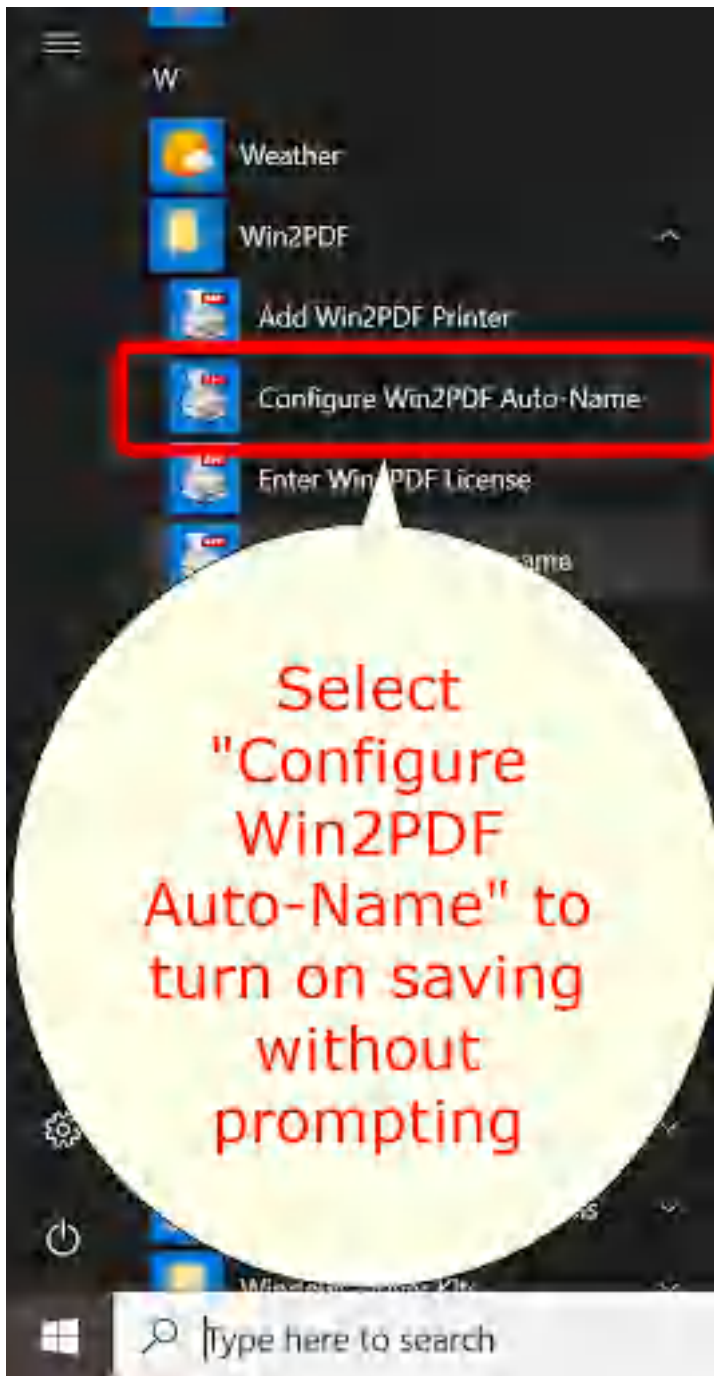
4.10.10 How to automatically name PDF files created with Microsoft Print To PDF in Windows 10

The **Microsoft Print to PDF** printer does not have an ability to automatically name PDF files. The user must manually enter in a name for each document they print.

The **Win2PDF** Print to PDF printer can be configured to set the default file name that is shown in the file save window. It can also be configured to automatically name files and skip the file save window.

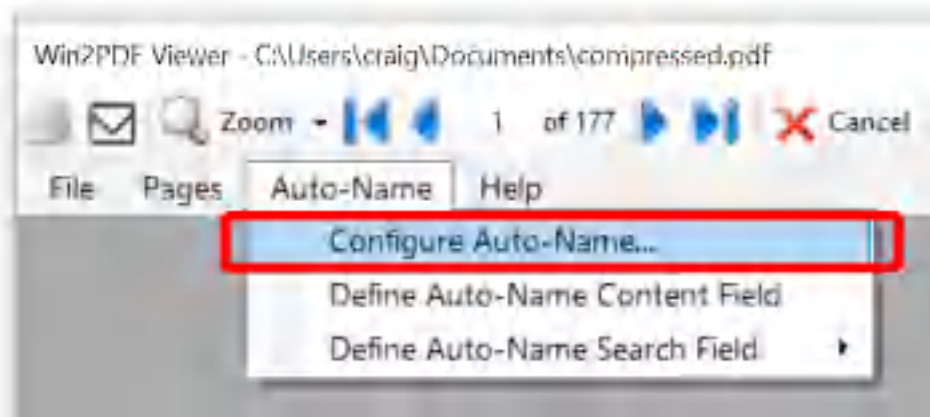
Win2PDF and Win2Image can be configured to automatically name files and skip the file save window. There are 3 ways to configure this:

1. You can run the "[Configure Win2PDF Auto-Name](#)" shortcut from the Windows Start menu at "Start -> Win2PDF -> Configure Win2PDF Auto-Name".



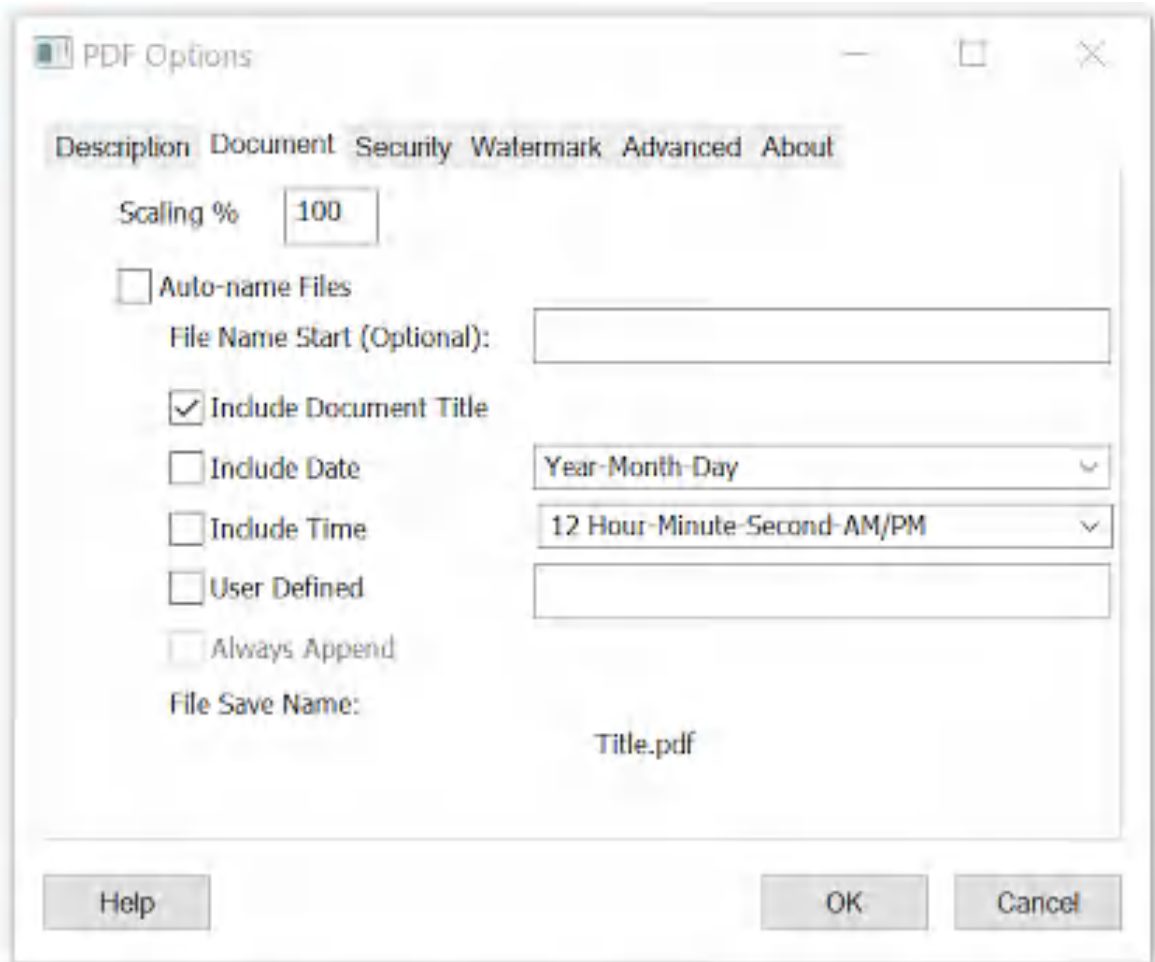
Start Menu Configure Win2PDF Auto-Name

2. You can open "[Configure Win2PDF Auto-Name](#)" from the "Auto-Name" menu of the Win2PDF Desktop App.



Win2PDF Desktop Open Configure Win2PDF Auto-Name

3. You can print to the Win2PDF print to pdf printer, and open the ["Document" tab of PDF Options](#) when you print to the Win2PDF printer.



Auto-name Files and Configure File Save Naming

Options 1 and 2 are best if you need to change an existing auto-name configuration, or [add a new printer](#) with auto-name enabled, use [content based naming](#), or [configure auto-name for all users](#). Option 3 is best if you need to enable Win2PDF Pro [document security](#) or [watermark](#) settings as part of the auto-name settings.

For more advanced methods for controlling the PDF file name, please visit the [How to Manage file name settings](#) section of the **How to use the Win2PDF Admin Utility** section of our online help.

4.11 Automating Win2PDF with Microsoft Power Automate Desktop

Microsoft Power Automate Desktop for Windows 10 and Windows 11 is a [free download](#) from Microsoft that allows you to automate anything on your desktop, including printing to the Win2PDF printer. Anyone can build powerful automation steps called "flows" using pre-built drag and drop actions.

There are two pre-built drag and drop actions that can be used to interface with Win2PDF, the "[Print Document](#)" action to print to the Win2PDF printer, and the "[Run DOS command](#)" action that can be used to launch the [Win2PDF Desktop command line](#).

The "Print Document" action can be used in conjunction with the [Win2PDF Auto-name](#) feature to automatically name PDF files, or you can [set the PDF file name](#) from within a Power Automate Desktop flow.

[How To Print To PDF Using Power Automate Desktop](#)

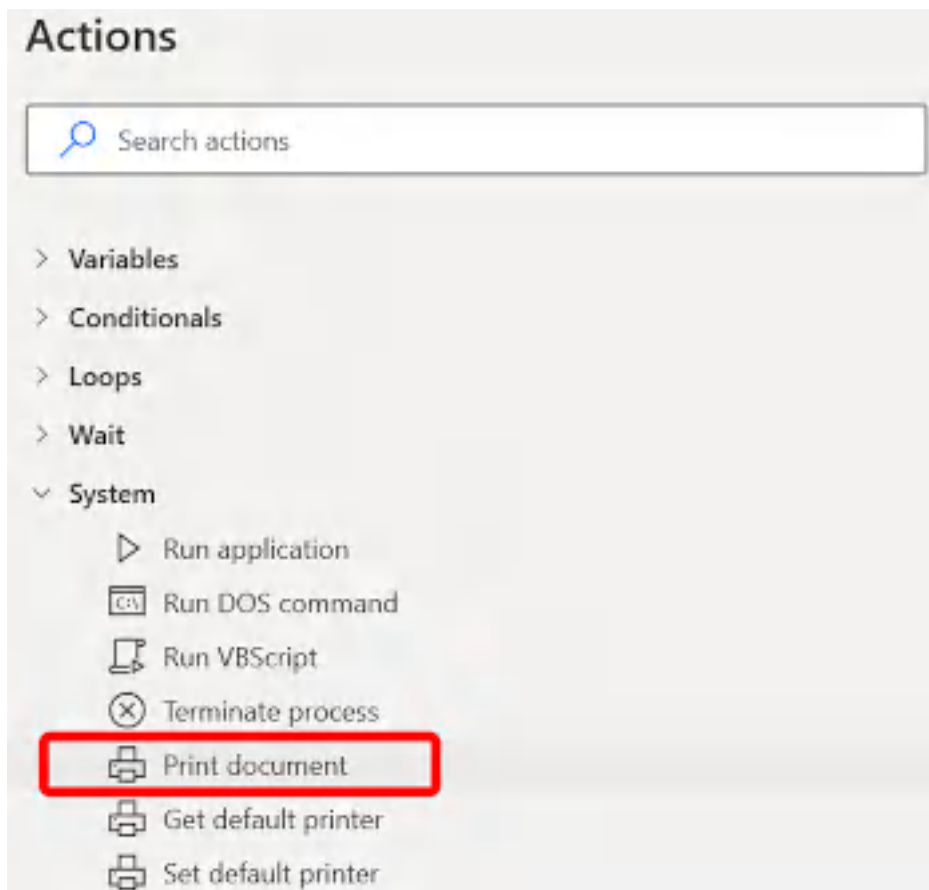
[How To Set the PDF File Name using Power Automate Desktop](#)

[How To Use the Win2PDF Command Line with Power Automate Desktop](#)

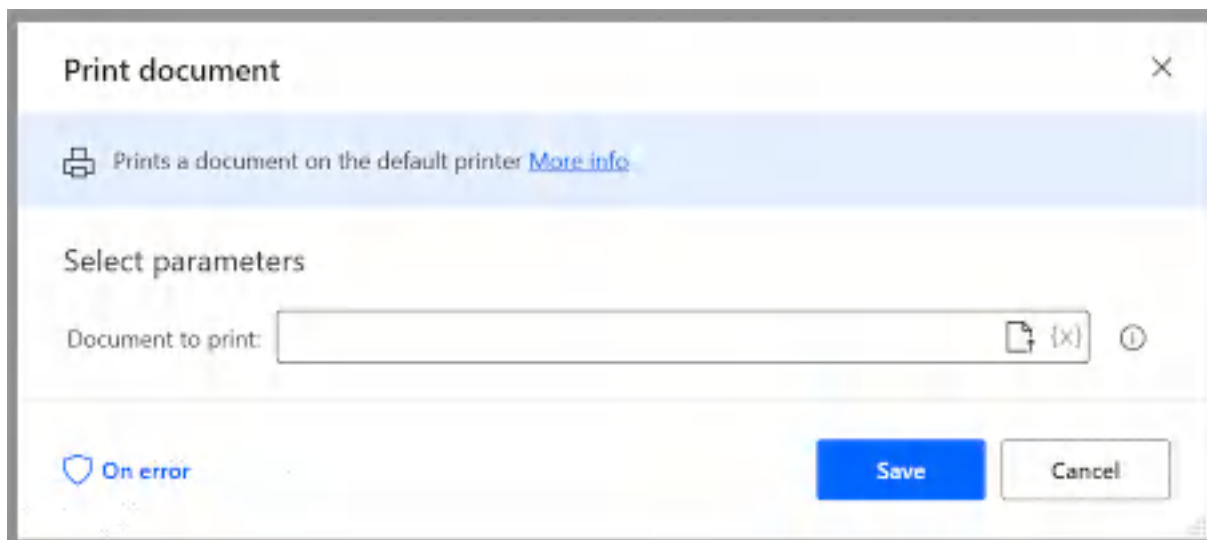
[Win2PDF Power Automate Desktop Example Flows](#)

4.11.1 How To Print To PDF Using Power Automate Desktop

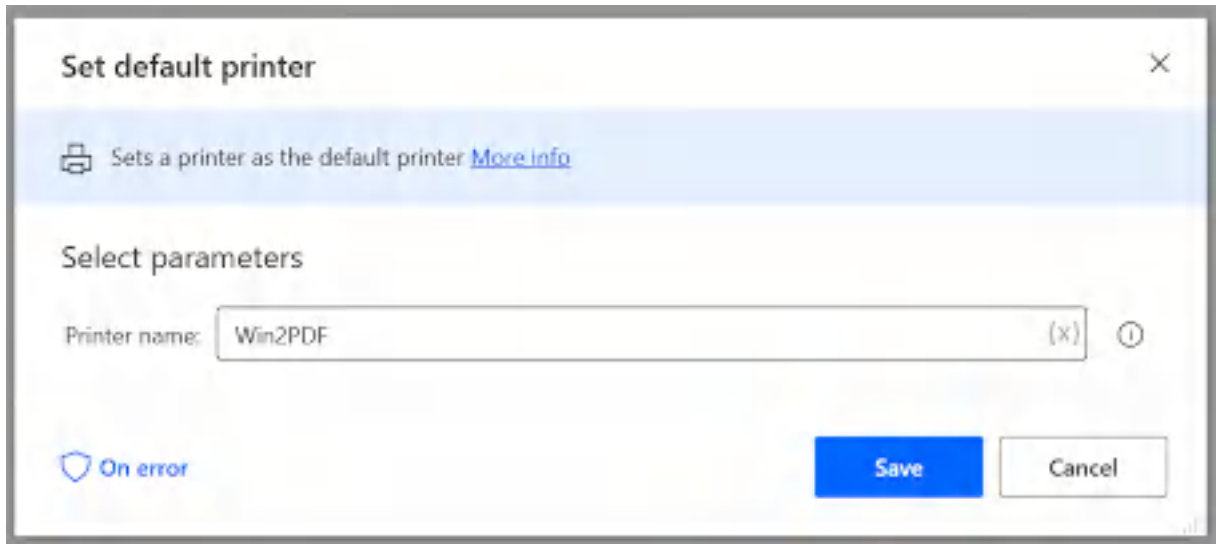
The easiest way to automate Win2PDF using Power Automate Desktop is to use the "Print Document" action from the "System" menu.



When you drag the "Print Document" action onto a Power Automate "flow", you're prompted to enter a document to print.



You can either select a filename, or use a variable for the file name ({x}). The "Print document" action prints to the default printer, so you should drag the "Set Default Printer" action before the "Print Document" action in the flow.

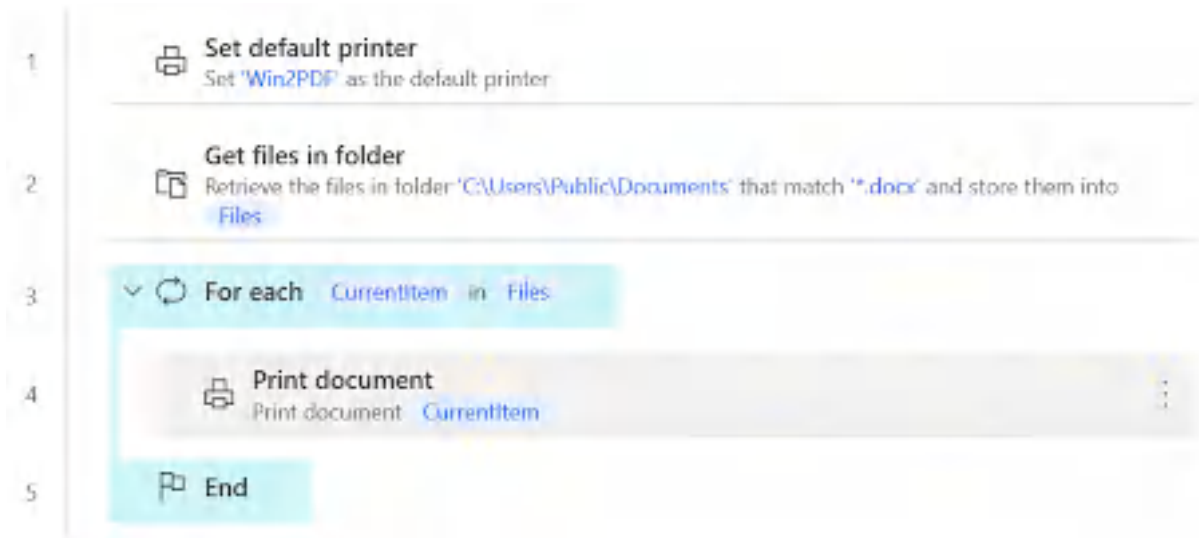


The simple "flow" should look like:



When you run this "flow", the Win2PDF printer will prompt for the name of the PDF file. If you want to avoid this, you can enable the [Win2PDF Auto-name](#) feature.

You can combine these simple Power Automate Desktop actions with the Power Automate "Get files in a folder" action to convert all documents in a folder to PDF using Win2PDF.



To use this "flow", copy the following into a new Power Automate Desktop flow:

```
System.SetDefaultPrinter PrinterName: $''Win2PDF''
Folder.GetFiles Folder: $''C:\\Users\\Public\\Documents'' FileFilter: $
LOOP FOREACH CurrentItem IN Files
  System.PrintDocument DocumentPath: CurrentItem
END
```

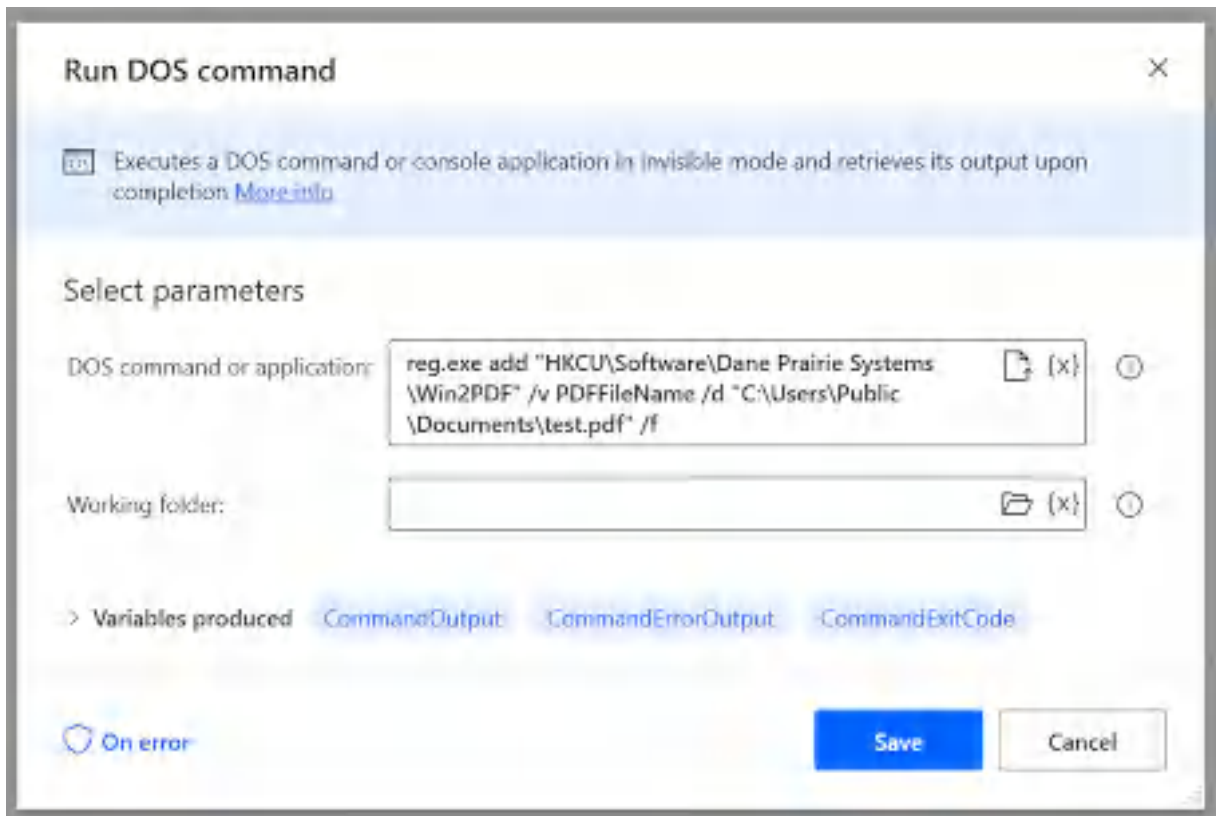
4.11.2 How To Set the PDF File Name Using Power Automate Desktop

The Power Automate Desktop ["Print Document" action](#) works well to convert documents to PDF with Win2PDF, but it doesn't allow you to set the file name directly. You need to configure the ["Win2PDF Auto-name"](#) feature separately before running the "flow".

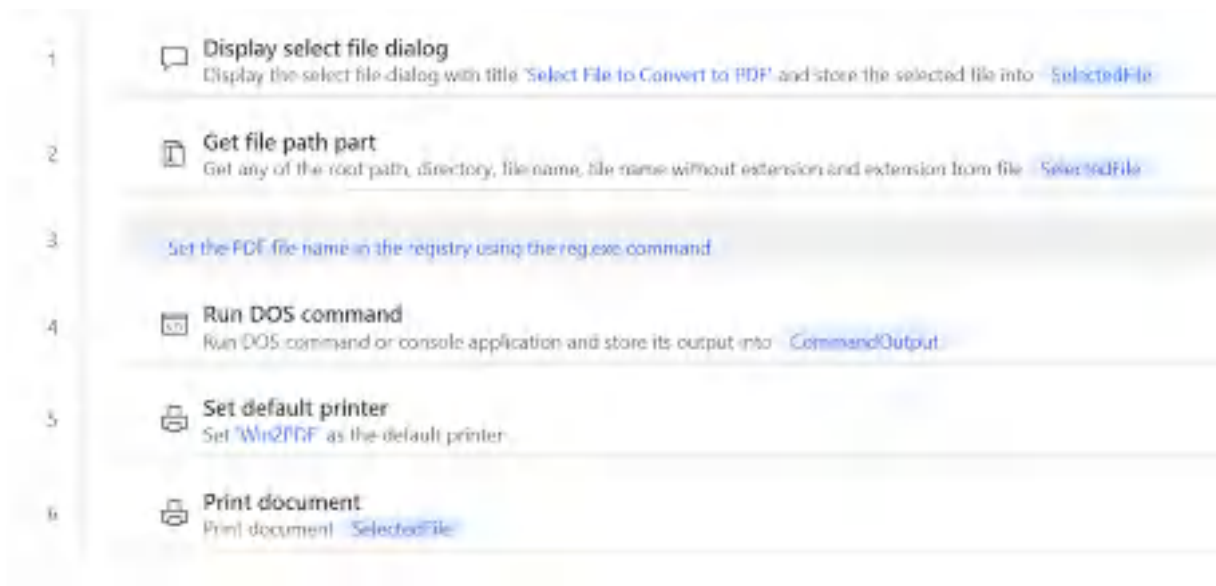
For more control, Win2PDF supports a [PDFFileName](#) registry setting for setting the file name, and this can be used in a Power Automate Desktop flow using the "reg.exe" DOS command. To set the file name, drag the "Run DOS Command" action from the "System" menu to a "flow" and enter the following command:

```
reg.exe add "HKCU\Software\Dane Prairie Systems\Win2PDF" /v PDFFileName /
```

The file name path after the /d should be modified to the location and file name of the PDF, and should be enclosed with quote characters.

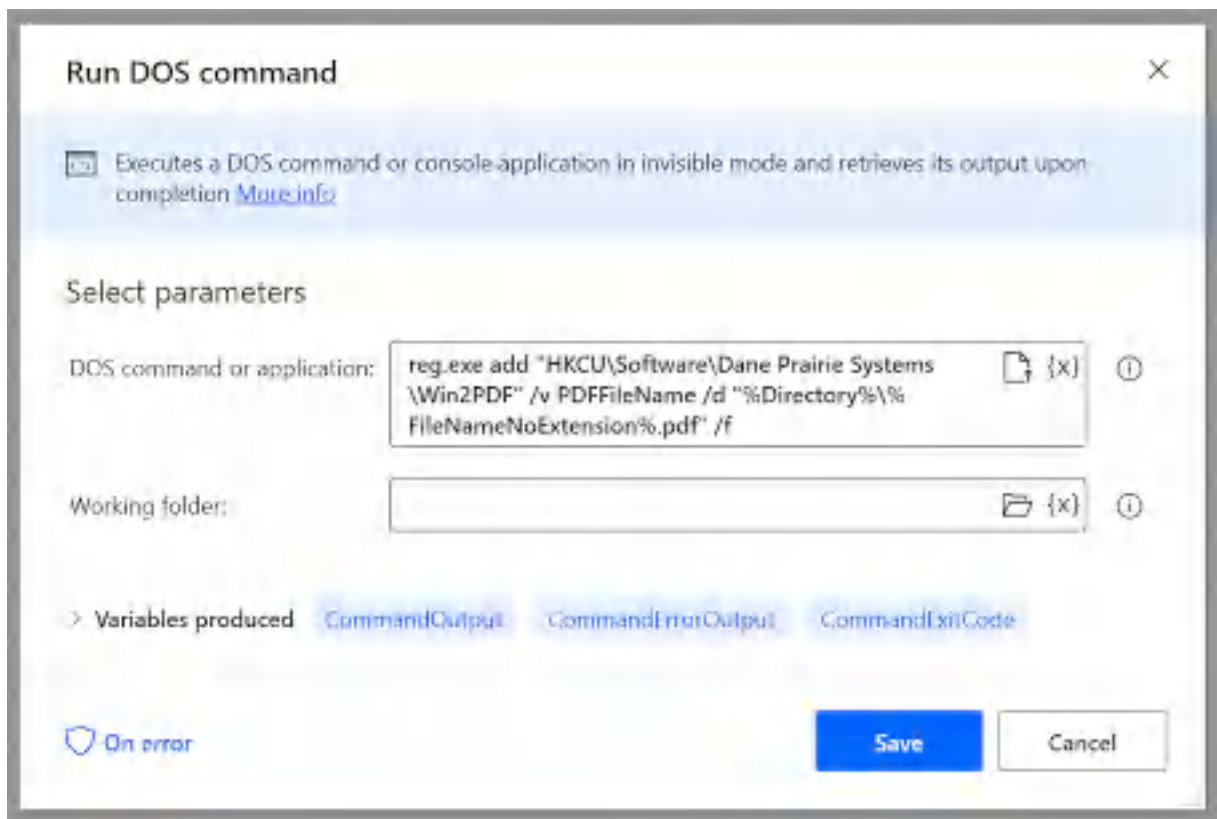


You can also use variables when setting the PDF file name using the "reg.exe" command. The following simple flow prompts for a document name using the Power Automate Desktop "Display select file dialog" action, and then splits the file name into directory and file name without extension variables using the "Get file path part" action. It then sets the file name to the same as the document name, but with a PDF extension before printing the document to the Win2PDF printer.



The "Run DOS Command" action to set the file name using variables is:

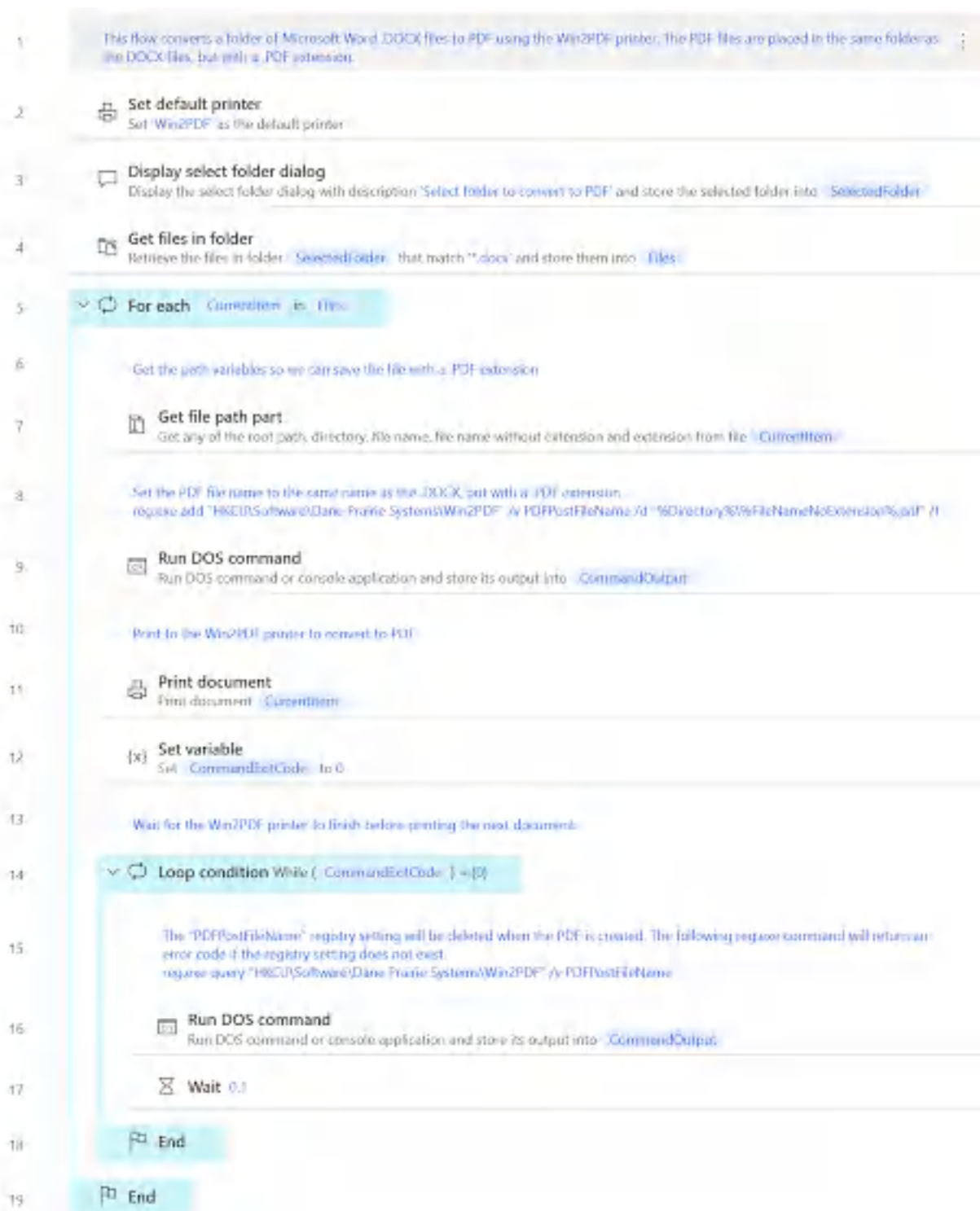
```
reg.exe add "HKCU\Software\Dane Prairie Systems\Win2PDF" /v PDFFileName /d "%Directory%\%FileNameNoExtension%.pdf" /f
```



To use this "flow", copy the following into a new Power Automate Desktop flow:

```
Display.SelectFile Title: $''Select File to Convert to PDF'' IsTopMost:
File.GetPathPart File: SelectedFile RootPath=> RootPath Directory=> Direc
# Set the PDF file name in the registry using the reg.exe command
System.RunDOSCommand DOSCommandOrApplication: $''reg.exe add \HKCU\ Sof
System.SetDefaultPrinter PrinterName: $''Win2PDF''
System.PrintDocument DocumentPath: SelectedFile
```

If you are using the "Print document" action inside of a loop, you should wait for each document to be completed before printing the next document. You can do this by using the "PDFPostFileName" registry setting instead of "PDFFileName", and waiting for the registry value to be deleted. The following flow shows how to do this:



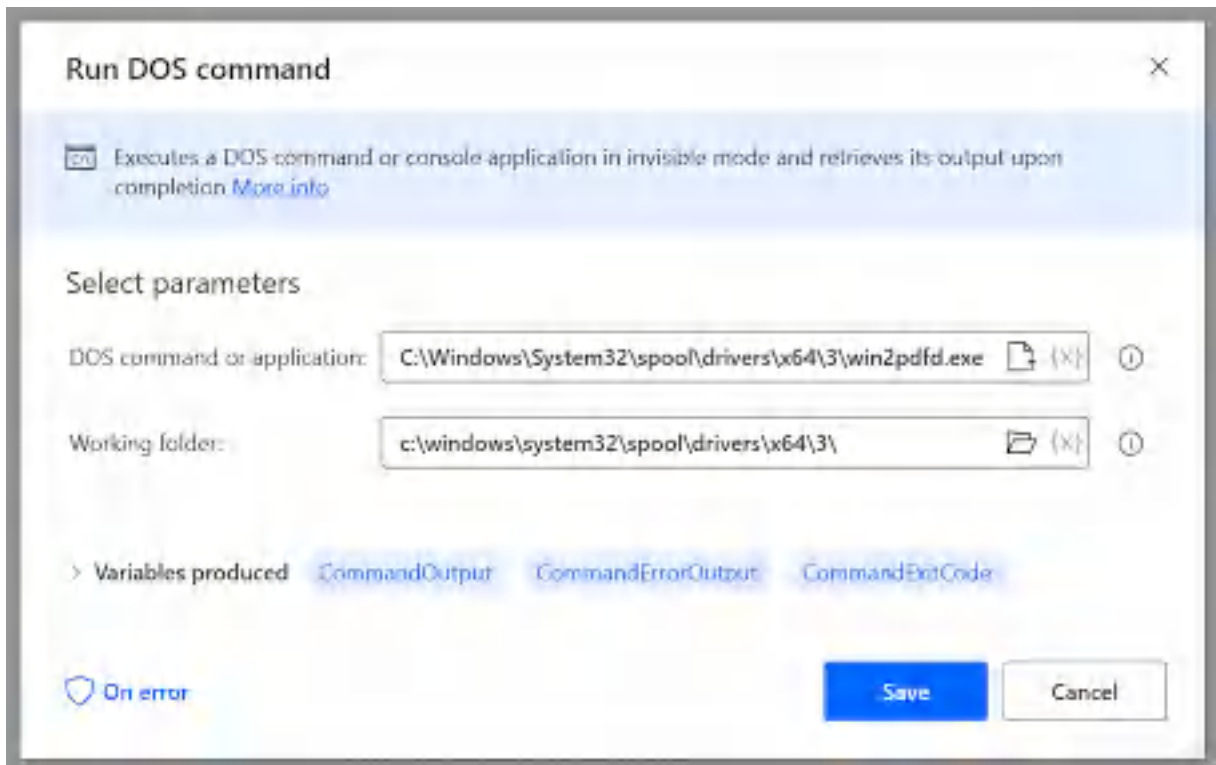
To use this "flow", copy the following into a new Power Automate Desktop flow:

```
# This flow converts a folder of Microsoft Word .DOCX files to PDF using
System.SetDefaultPrinter PrinterName: $''Win2PDF''
Display.SelectFolder Description: $''Select folder to convert to PDF''
Folder.GetFiles Folder: SelectedFolder FileFilter: $''*.docx'' Includes
LOOP FOREACH CurrentItem IN Files
    # Get the path variables so we can save the file with a .PDF extension
    File.GetPathPart File: CurrentItem RootPath=> RootPath Directory=> Dire
    /# Set the PDF file name to the same name as the .DOCX, but with a .PDF
reg.exe add "HKCU\Software\Dane Prairie Systems\Win2PDF" /v PDFPostFileNa
System.RunDOSCommand DOSCommandOrApplication: $''reg.exe add \"HKCU\S
    # Print to the Win2PDF printer to convert to PDF
System.PrintDocument DocumentPath: CurrentItem
SET CommandExitCode TO 0
    # Wait for the Win2PDF printer to finish before printing the next docum
LOOP WHILE (CommandExitCode) = (0)
    /# The "PDFPostFileName" registry setting will be deleted when the PD
reg.exe query "HKCU\Software\Dane Prairie Systems\Win2PDF" /v PDFPostFile
System.RunDOSCommand DOSCommandOrApplication: $''reg.exe query \"HKC
    WAIT 0.1
END
END
```

4.11.3 How To Use Win2PDF Command Line With Power Automate Desktop

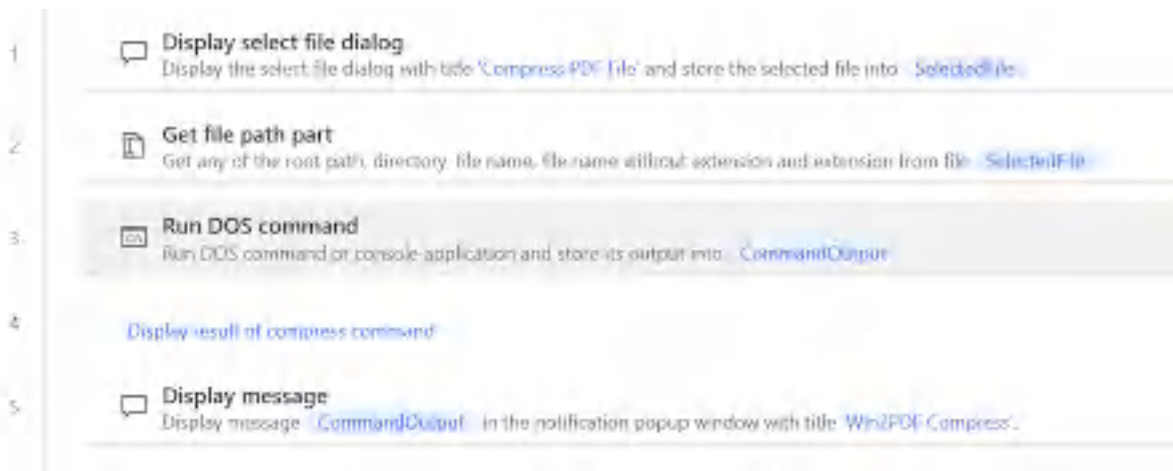
The Microsoft Power Automate "Run DOS Command" action under the "System" menu allows you to call any Win2PDF Desktop command line option. You should start by entering the full path to the Win2PDF executable:

```
C:\Windows\System32\spool\drivers\x64\3\win2pdfd.exe on 64 bit editions or
C:\Windows\System32\spool\drivers\w32x86\3\win2pdfd.exe on 32 bit editions.
```



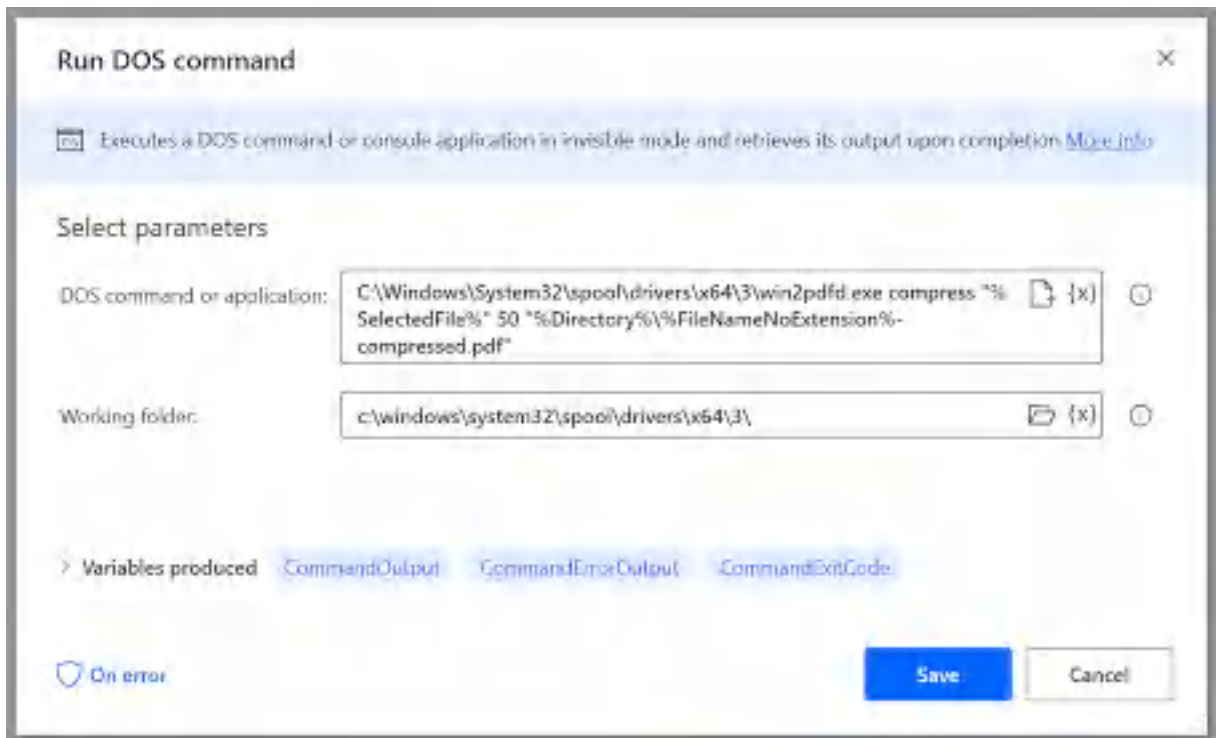
The [Win2PDF Desktop command line options](#) vary for each command. As an example, we'll use the "[compress](#)" command which takes a source file, compress ratio, and destination file as parameters. It's important to enclose all file name parameters in quote characters in case the file name paths include space characters.

As an example, we'll use the "Display select file dialog" to choose an existing PDF, and then split the file name using "Get file path part" so we can save the compressed PDF in the same location but with a different name.



The "Run DOS Command" action for the full command line for the compress command is:

```
C:\Windows\System32\spool\drivers\x64\3\win2pdfd.exe compress "%SelectedFile%"
```



This opens a PDF, compresses it, and then saves it in the same folder with a "-compressed.pdf" added to the name.

To use this "flow", copy the following into a new Power Automate Desktop flow:

```
Display.SelectFile Title: $''Compress PDF File'' FileFilter: $''*.pdf'  
File.GetPathPart File: SelectedFile RootPath=> RootPath Directory=> Direc  
System.RunDOSCommand DOSCommandOrApplication: $''C:\\Windows\\System32\\  
# Display result of compress command  
Display.ShowMessage Title: $''Win2PDF Compress'' Message: CommandOutput
```

4.11.4 Win2PDF Power Automate Desktop Example Flows

The following examples show how to use Win2PDF with Microsoft Power Automate Desktop.

[Convert Word Documents To PDF](#)

[Convert Excel Documents To PDF](#)

[Convert HTML To PDF Using Microsoft Edge](#)

[Convert HTML To PDF Using Google Chrome](#)

[Convert HTML To PDF Using Mozilla FireFox](#)

[Compress PDF files](#)

[Encrypt PDF files](#)

[Rename PDFs based on File Contents](#)

4.11.4.1 How To Convert Word Documents To PDF Using Power Automate Desktop

The following flow shows how to convert a folder of Microsoft Word .DOCX files to PDF using the Win2PDF printer. The PDF files are saved in the same location as the .DOCX files, but with a .PDF extension.

1 This flow converts a folder of Microsoft Word .DOCX files to PDF using the Win2PDF printer. The PDF files are placed in the same folder as the DOCX files, but with a .PDF extension.

2 **Set default printer**
Set 'Win2PDF' as the default printer.

3 **Display select folder dialog**
Display the select folder dialog with description 'Select folder to convert to PDF' and store the selected folder into `SelectedFolder`.

4 **Get files in folder**
Retrieve the files in folder `SelectedFolder` that match '*.docx' and store them into `Files`.

5 **For each** `CurrentItem` in `Files`.

6 Get the path variables so we can save the file with a .PDF extension.

7 **Get file path part**
Get any of the root path, directory, file name, file name without extension and extension from file `CurrentItem`.

8 Set the PDF file name to the same name as the .DOCX, but with a .PDF extension.
`reg.exe add "HKCU\Software\Dane Prairie Systems\Win2PDF" /v PDFPostFileName /d "%Directory%\%FileNameNoExtension%.pdf" /f`

9 **Run DOS command**
Run DOS command or console application and store its output into `CommandOutput`.

10 Print to the Win2PDF printer to convert to PDF.

11 **Print document**
Print document `CurrentItem`.

12 **Set variable**
Set `CommandExitCode` to 0.

13 Wait for the Win2PDF printer to finish before printing the next document.

14 **Loop condition** While (`CommandExitCode`) != [0]

15 The "PDFPostFileName" registry setting will be deleted when the PDF is created. The following reg.exe command will return an error code if the registry setting does not exist.
`reg.exe query "HKCU\Software\Dane Prairie Systems\Win2PDF" /v PDFPostFileName`

16 **Run DOS command**
Run DOS command or console application and store its output into `CommandOutput`.

17 **Wait** 0.1

18 **End**

19 **End**

To use this "flow", copy the following into a new Power Automate Desktop flow:

```
# This flow converts a folder of Microsoft Word .DOCX files to PDF using
```

```
Workstation.SetDefaultPrinter PrinterName: $''Win2PDF''
Display.SelectFolder Description: $''Select folder to convert to PDF''
Folder.GetFiles Folder: SelectedFolder FileFilter: $''*.docx'' IncludesS
LOOP FOREACH CurrentItem IN Files
    # Get the path variables so we can save the file with a .PDF extensio
    File.GetPathPart File: CurrentItem RootPath=> RootPath Directory=> Di
    # Set the PDF file name to the same name as the .DOCX, but with a .PD
    Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: $''re
    # Print to the Win2PDF printer to convert to PDF
    Workstation.PrintDocument DocumentPath: CurrentItem
    SET CommandExitCode TO 0
    LOOP WHILE (CommandExitCode) = (0)
        # The "PDFPostFileName" registry setting will be deleted when the
        Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: $'
        WAIT 0.1
    END
END
```

4.11.4.2 How To Convert Excel Documents To PDF Using Power Automate Desktop

The following flow shows how to convert a folder of Microsoft Excel .XLSX files to PDF using the Win2PDF printer. The PDF files are saved in the same location as the .XLSX files, but with a .PDF extension.

1 This flow converts a folder of Microsoft Word .DOCX files to PDF using the Win2PDF printer. The PDF files are placed in the same folder as the DOCX files, but with a .PDF extension.

2 **Set default printer**
Set 'Win2PDF' as the default printer.

3 **Display select folder dialog**
Display the select folder dialog with description 'Select folder to convert to PDF' and store the selected folder into `SelectedFolder`.

4 **Get files in folder**
Retrieve the files in folder `SelectedFolder` that match '*.docx' and store them into `Files`.

5 **For each** `CurrentItem` in `Files`.

6 Get the path variables so we can save the file with a .PDF extension.

7 **Get file path part**
Get any of the root path, directory, file name, file name without extension and extension from file `CurrentItem`.

8 Set the PDF file name to the same name as the .DOCX, but with a .PDF extension.
`reg.exe add "HKCU\Software\Dane Prairie Systems\Win2PDF" /v PDFPostFileName /d "%Directory%\%FileNameNoExtension%.pdf" /f`

9 **Run DOS command**
Run DOS command or console application and store its output into `CommandOutput`.

10 Print to the Win2PDF printer to convert to PDF.

11 **Print document**
Print document `CurrentItem`.

12 **Set variable**
Set `CommandExitCode` to 0.

13 Wait for the Win2PDF printer to finish before printing the next document.

14 **Loop condition** While (`CommandExitCode`) <= [0]

15 The "PDFPostFileName" registry setting will be deleted when the PDF is created. The following reg.exe command will return an error code if the registry setting does not exist.
`reg.exe query "HKCU\Software\Dane Prairie Systems\Win2PDF" /v PDFPostFileName`

16 **Run DOS command**
Run DOS command or console application and store its output into `CommandOutput`.

17 **Wait** 0.1

18 **End**

19 **End**

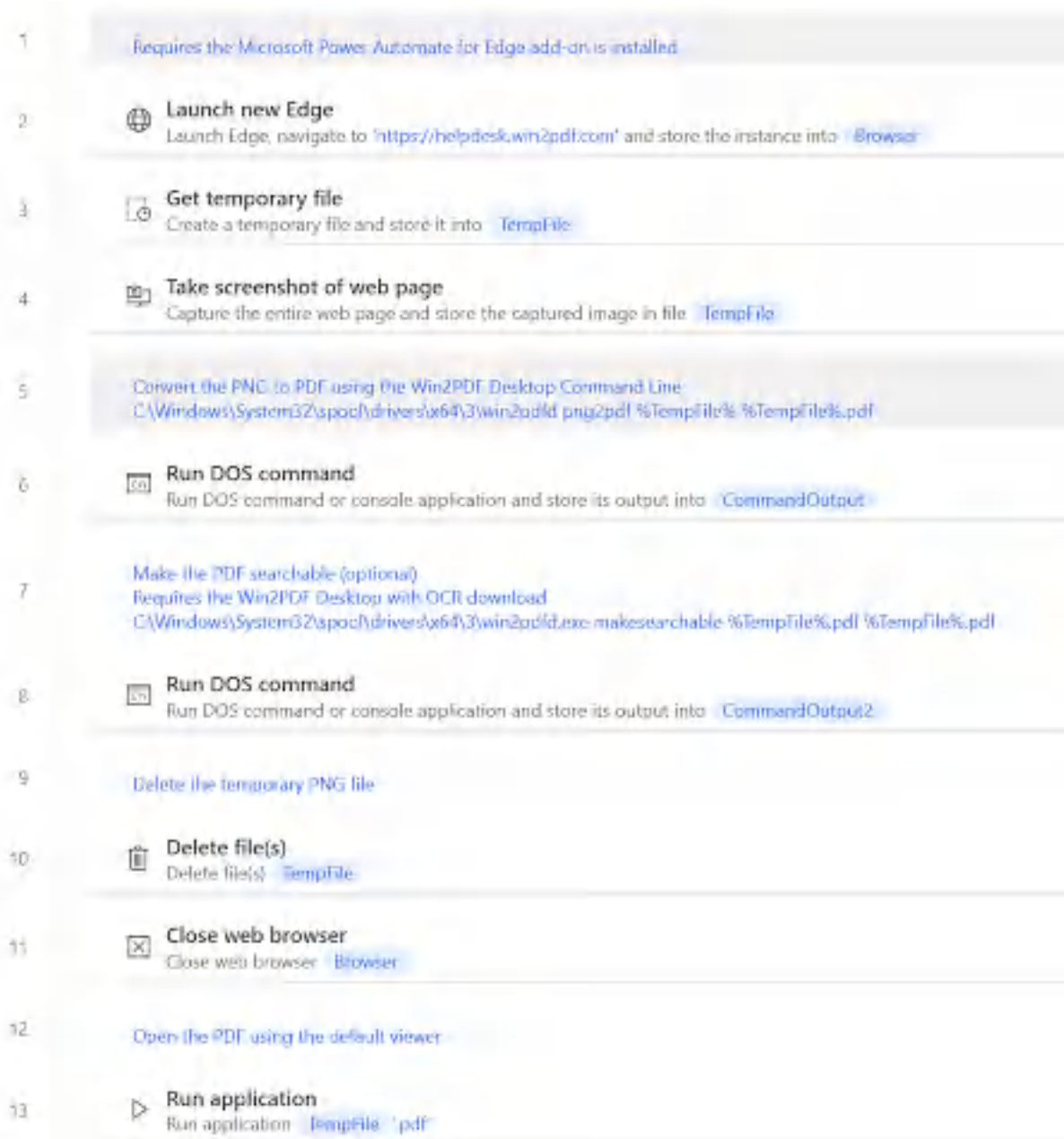
To use this "flow", copy the following into a new Power Automate Desktop flow:

```
# This flow converts a folder of Microsoft Excel .XLSX files to PDF using
```

```
Workstation.SetDefaultPrinter PrinterName: $''Win2PDF''
Display.SelectFolder Description: $''Select folder to convert to PDF''
Folder.GetFiles Folder: SelectedFolder FileFilter: $''*.xlsx'' IncludesS
LOOP FOREACH CurrentItem IN Files
    # Get the path variables so we can save the file with a .PDF extensio
    File.GetPathPart File: CurrentItem RootPath=> RootPath Directory=> Di
    # Set the PDF file name to the same name as the .XLSX, but with a .PD
    Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: $''re
    # Print to the Win2PDF printer to convert to PDF
    Workstation.PrintDocument DocumentPath: CurrentItem
    SET CommandExitCode TO 0
    LOOP WHILE (CommandExitCode) = (0)
        # The "PDFPostFileName" registry setting will be deleted when the
        Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: $'
        WAIT 0.1
    END
END
```

4.11.4.3 How To Convert an HTML Web Page To PDF Using Power Automate Desktop and Microsoft Edge

The following flow shows how to convert an HTML web page to PDF using the Win2PDF printer and Microsoft Edge.



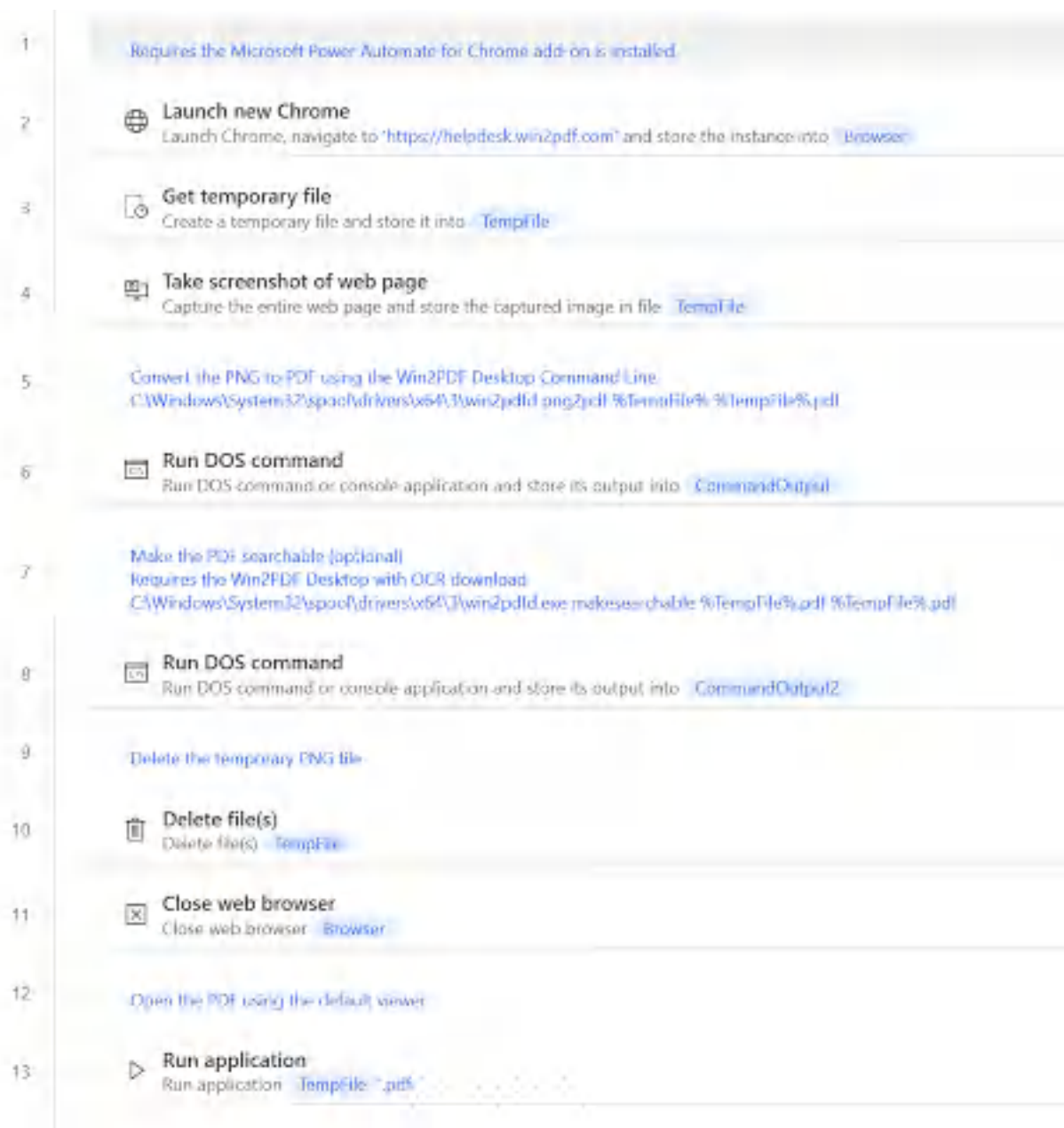
To use this "flow", copy the following into a new Power Automate Desktop flow:

```
# This Power Automate Desktop flow converts an HTML file to PDF using Mic
WebAutomation.LaunchEdge.LaunchEdge Url: $''https://helpdesk.win2pdf.com
File.GetTempPath TempFile=> TempFile
WebAutomation.TakeScreenshot.TakeScreenshotSaveToFile BrowserInstance: Br
/# Convert the PNG to PDF using the Win2PDF Desktop Command Line
C:\\Windows\\System32\\spool\\drivers\\x64\\3\\win2pdfd png2pdf %TempFile
```

```
Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: $''C:\\Wi
/# Make the PDF searchable (optional)
Requires the Win2PDF Desktop with OCR download
C:\\Windows\\System32\\spool\\drivers\\x64\\3\\win2pdfd.exe makesearchabl
Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: $''C:\\Wi
# Delete the temporary PNG file
File.Delete Files: TempFile
WebAutomation.CloseWebBrowser BrowserInstance: Browser
# Open the PDF using the default viewer
System.RunApplication.RunApplication ApplicationPath: $''%TempFile%.pdf'
```

4.11.4.4 How To Convert an HTML Web Page To PDF Using Power Automate Desktop and Google Chrome

The following flow shows how to convert an HTML web page to PDF using the Win2PDF printer and Google Chrome.



To use this "flow", copy the following into a new Power Automate Desktop flow:

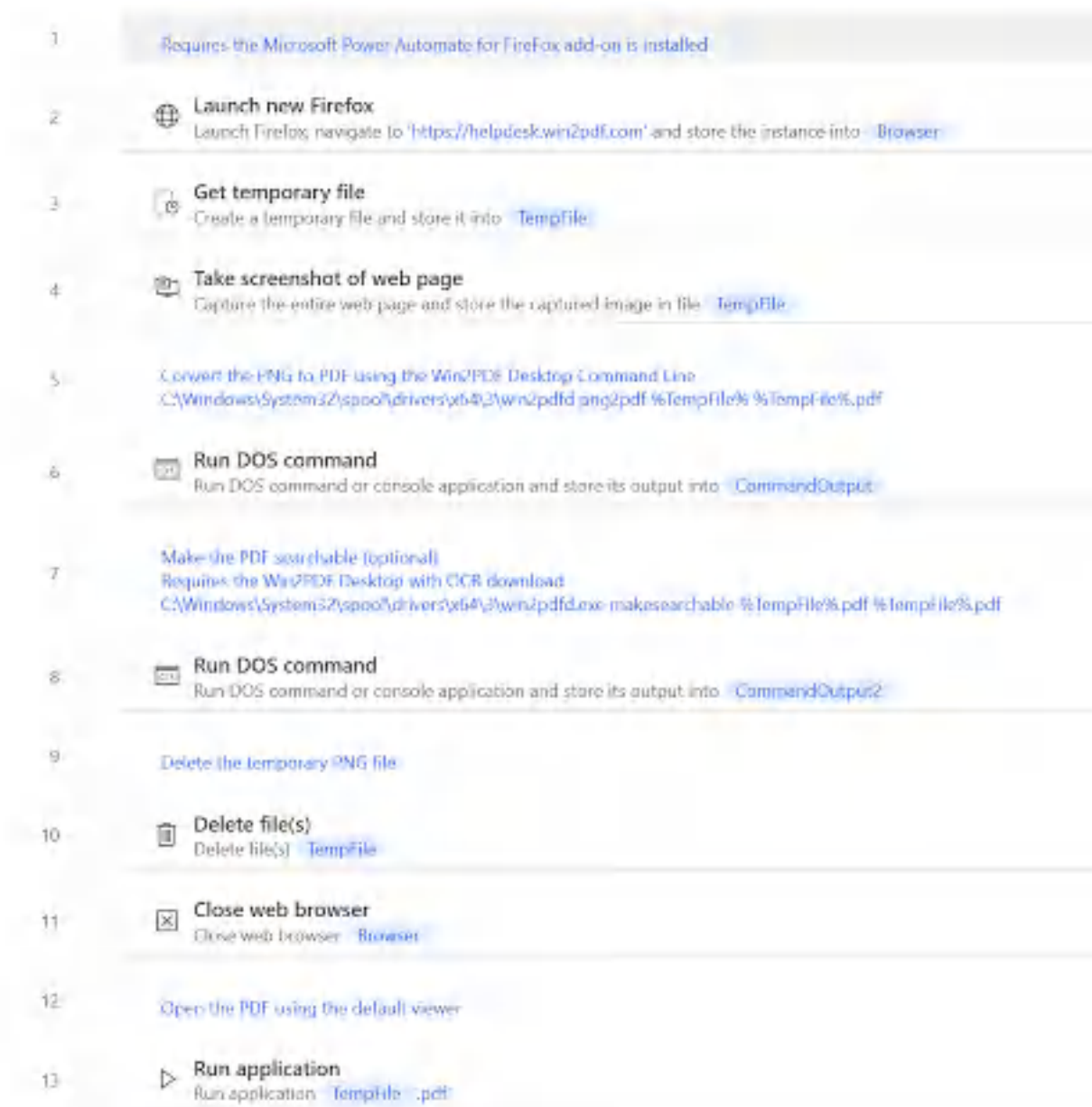
```
# This Power Automate Desktop flow converts an HTML file to PDF using Goo
WebAutomation.LaunchChrome.LaunchChrome Url: '$''https://helpdesk.win2pdf
File.GetTempPath TempFile=> TempFile
WebAutomation.TakeScreenshot.TakeScreenshotSaveToFile BrowserInstance: Br
/# Convert the PNG to PDF using the Win2PDF Desktop Command Line
C:\\Windows\\System32\\spool\\drivers\\x64\\3\\win2pdfd png2pdf %TempFile
Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: '$''C:\\Wi
/# Make the PDF searchable (optional)
```

Requires the Win2PDF Desktop with OCR download

```
C:\\Windows\\System32\\spool\\drivers\\x64\\3\\win2pdfd.exe makesearchabl
Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: $''C:\\Wi
# Delete the temporary PNG file
File.Delete Files: TempFile
WebAutomation.CloseWebBrowser BrowserInstance: Browser
# Open the PDF using the default viewer
System.RunApplication.RunApplication ApplicationPath: $''%TempFile%.pdf'
```

4.11.4.5 How To Convert an HTML Web Page To PDF Using Power Automate Desktop and FireFox

The following flow shows how to convert an HTML web page to PDF using the Win2PDF printer and Mozilla FireFox.



To use this "flow", copy the following into a new Power Automate Desktop flow:

```
# This Power Automate Desktop flow converts an HTML file to PDF using Moz
WebAutomation.LaunchFirefox.LaunchFirefox Url: $'' 'https://helpdesk.win2p
File.GetTempPath TempFile=> TempFile
WebAutomation.TakeScreenshot.TakeScreenshotSaveToFile BrowserInstance: Br
/# Convert the PNG to PDF using the Win2PDF Desktop Command Line
C:\Windows\System32\spool\drivers\x64\3\win2pdfd.png2pdf %TempFile
Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: $'' 'C:\Wi
/# Make the PDF searchable (optional)
```

Requires the Win2PDF Desktop with OCR download

```
C:\Windows\System32\spool\drivers\x64\3\win2pdfd.exe makesearchabl
Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: '$''C:\Wi
# Delete the temporary PNG file
File.Delete Files: TempFile
WebAutomation.CloseWebBrowser BrowserInstance: Browser
# Open the PDF using the default viewer
System.RunApplication.RunApplication ApplicationPath: '$''%TempFile%.pdf'
```

4.11.4.6 How To Compress PDFs Using Power Automate Desktop

The following Microsoft Power Automate Desktop flow shows how to compress a folder of PDFs in place using the Win2PDF Desktop command line [compress](#) command.

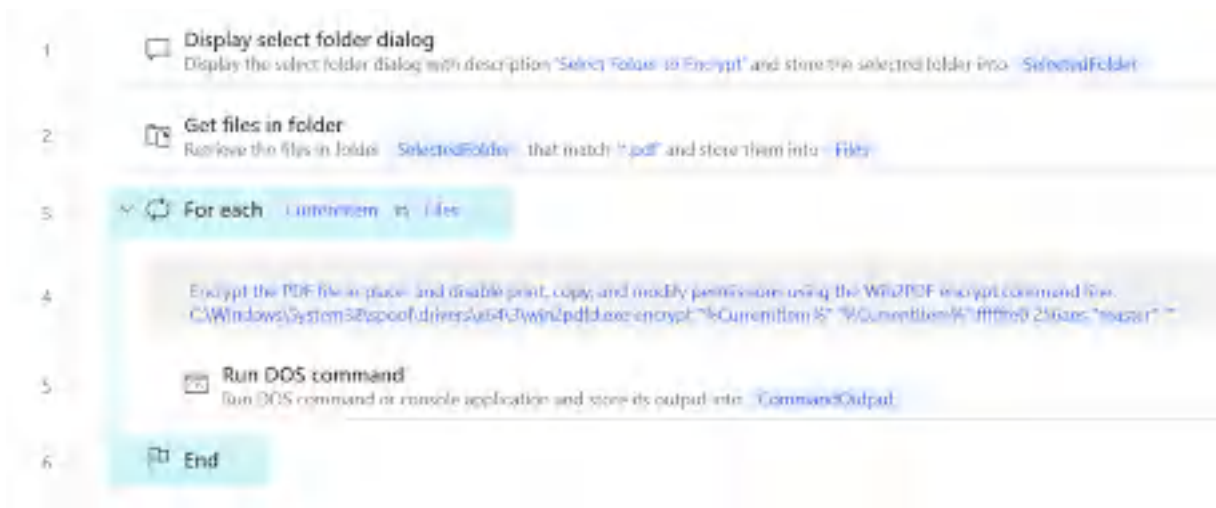


To use this "flow", copy the following into a new Power Automate Desktop flow:

```
# This sample demonstrates how to compress a folder of PDFs using the Win
Display.SelectFolder Description: '$''Select Folder to Compress'' IsTopM
Folder.GetFiles Folder: SelectedFolder FileFilter: '$''*.pdf'' IncludeSu
LOOP FOREACH CurrentItem IN Files
    /# Compress the PDF file in place using the Win2PDF compress command
C:\Windows\System32\spool\drivers\x64\3\win2pdfd.exe compress "%Cu
Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: '$''C:
END
```

4.11.4.7 How To Encrypt PDFs Using Power Automate Desktop

The following Microsoft Power Automate Desktop flow shows how to encrypt a folder of PDFs in place using the Win2PDF Desktop command line [encrypt](#) command.



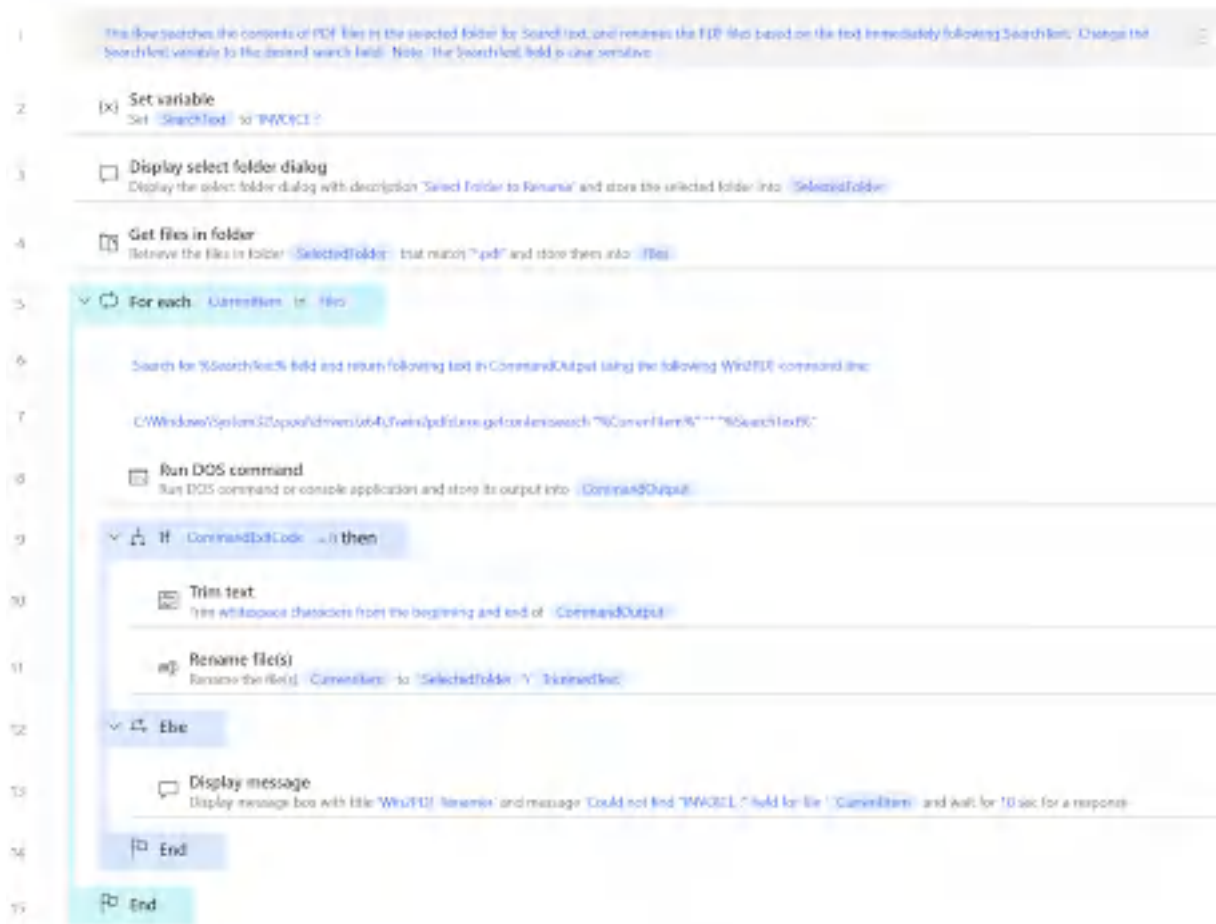
To use this "flow", copy the following into a new Power Automate Desktop flow:

```
# This sample demonstrates how to encrypt a folder of PDFs using the Win2PDF Desktop command line
Display.SelectFolder Description: '$''Select Folder to Encrypt'' IsTopMost: True
Folder.GetFiles Folder: SelectedFolder FileFilter: '$''*.pdf'' IncludeSubfolders: True
LOOP FOREACH CurrentItem IN Files
    /# Encrypt the PDF file in place and disable print, copy, and modify permissions using the Win2PDF encrypt command line
    C:\Windows\System32\spool\drivers\x64\3\win2pdfd.exe encrypt "%CurrentItem%" "%CurrentItem%" /ff:0 /s:0 /e:0
    Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: '$''C:\Windows\System32\spool\drivers\x64\3\win2pdfd.exe encrypt "%CurrentItem%" "%CurrentItem%" /ff:0 /s:0 /e:0'
END
```

4.11.4.8 How To Rename PDFs based on File Contents Using Power Automate Desktop

The following Microsoft Power Automate Desktop flow shows how to rename a folder of PDFs in place using the Win2PDF Desktop command line [getcontentsearch](#) command. The flow searches the PDF files for a field named "INVOICE :", and then renames the PDF based on the text immediately following the "INVOICE :" field. You can configure the search field by changing the "SearchText" variable.

This flow requires Win2PDF 10.0.100 or above.



To use this "flow", copy the following into a new Power Automate Desktop flow:

```
# This flow searches the contents of PDF files in the selected folder for
SET SearchText TO '$''INVOICE :'' '
Display.SelectFolder Description: '$''Select Folder to Rename'' ' IsTopMos
Folder.GetFiles Folder: SelectedFolder FileFilter: '$''*.pdf'' ' IncludeSu
LOOP FOREACH CurrentItem IN Files
# Search for %SearchText% field and return following text in CommandOutput
# C:\Windows\System32\spool\drivers\x64\3\win2pdfd.exe getcontentsearch "
Scripting.RunDOSCommand.RunDOSCommand DOSCommandOrApplication: '$''C:\Wi
IF CommandExitCode = 0 THEN
Text.Trim Text: CommandOutput TrimOption: Text.TrimOption.Both TrimmedTex
File.RenameFiles.Rename Files: CurrentItem NewName: '$''%SelectedFolder%\
ELSE
Display.ShowMessageDialog.ShowMessageWithTimeout Title: '$''Win2PDF Renam
END
END
```

Part



5 Frequently Asked Questions

5.1 Win2PDF Support on the Internet

There are also many common problems and solutions listed in the [knowledge base](#) section of the [Win2PDF support page](#). If your question is not answered here, you may [submit](#) a question from this site.

5.2 What is the difference between Win2PDF and the Adobe PDF Writer

The original version of Adobe Acrobat included two ways to create PDF files: Adobe PDF Writer and Adobe Distiller. The Adobe PDF Writer was a Windows printer driver that directly converted Windows graphics commands into PDF. Adobe Distiller was a Postscript to PDF converter. If you printed to the Adobe Distiller printer, it first converted the graphics to a Postscript file, and then Adobe Distiller converted the Postscript to PDF. The two step conversion processes used by Adobe Distiller was slower, but usually produced smaller and better quality PDF files.

The original version of Win2PDF released for Windows NT in March of 2000 was very similar in architecture to the original Adobe PDF Writer. Win2PDF also directly converted Windows graphics commands into PDF, and was very fast when compared to Adobe Distiller.

Starting in Adobe Acrobat 6, Adobe discontinued support for Adobe PDF Writer and Adobe Distiller became the default "Adobe PDF Printer".

Starting in Win2PDF 7, the architecture of Win2PDF changed to make use of the Microsoft XML Paper Specification feature that is built in to Windows Vista, Windows 7, and Windows Server 2008. Win2PDF 10 now creates an XPS file, and then converts the XPS file to PDF. This allows Win2PDF 10 to handle fonts and graphics better than older versions of Win2PDF.

5.3 Can I use Win2PDF as a shared printer on a print server?

Yes, with certain caveats, although we don't officially support it. Win2PDF works differently than a paper printer.

First, the pricing and licensing requirements are the same as the standard edition of Win2PDF. Each PC that installs Win2PDF as a local printer, or accesses the Win2PDF printer from a shared print server, requires a license of Win2PDF Standard Edition. It is not based on concurrent users; each PC that has access to Win2PDF will need a license.

Second, Win2PDF differs from most printer drivers in that all operations are done locally on the PC or server where Win2PDF is installed. This is true both when Win2PDF has been installed using the Win2PDF setup program, and when Win2PDF has been installed using printer sharing. If Win2PDF has been installed using printer sharing, no processing or communication is done on the print server. There is no performance advantage to installing Win2PDF using printer sharing.

It is recommended that the Win2PDF printer be installed local to each PC instead of accessing it as a shared printer. There are several limitations with the shared printer implementation, which are:

- ✓ Win2PDF relies on some Windows components that are not available on all versions of Windows servers or clients. The Win2PDF setup program checks for these components, and installs them if necessary. If Win2PDF is installed using printer sharing, there is no opportunity to check for these components and Win2PDF may not function correctly if the components are missing. As such, users of Windows XP or Windows Server 2003 will need to manually download and install the Microsoft XPS Essentials Pack setup before connecting to the shared printer. Windows 11, Windows 10, Windows 7, Windows Server 2019, Windows Server 2012 or Windows Server 2008 do not need to install this separately as it is included with the core operating system.
- ✓ The Win2PDF Help files will not be installed for shared users. They will only have access to the Win2PDF print driver, and not any of the help topics.
- ✓ Printer sharing relies on Windows installation and update mechanisms. Most printer drivers use standard Microsoft port monitors, but Win2PDF uses a custom port. There have been several reported bugs in the Windows printer sharing relating to printer drivers with custom port monitors, and there are a large number of combinations of Windows versions and service pack levels for the print server and clients (including variations for 32 bit and 64 bit clients and servers). Only some combinations are tested with Win2PDF, and based on past experience there may be problems with other combinations. Since the installation and update process is handled entirely by Windows, these issues can be difficult to isolate and troubleshoot.

In contrast, when Win2PDF is installed directly on each PC, the installer detects the operating system and CPU architecture and installs the correct version of the print driver along with any other necessary files. It is not necessary to install the Microsoft XPS Essentials Pack separately. Also the

help files will be installed locally, and there aren't any issues with updates due to the custom port.

For these reasons, we strongly encourage deployment as a local printer install instead of printer sharing. To ease deployment concerns, for orders of 50 licenses or more we provide a pre-registered volume license installer. This -- together with the silent install options -- is the preferred way of deploying Win2PDF to a large number of PCs.

5.4 Does Win2PDF support Windows 95/98/ME?

No, Win2PDF does **not** support Windows 95/98/ME.

Win2PDF 10 installs as a print driver, and this print driver only works with Windows XP, Windows Vista, Server 2003, Server 2008, and Windows 7.

Win2PDF 10 uses some features of Windows that are not available in Windows NT and Windows 2000. Win2PDF 3.5 is still supported and does work with Windows NT and Windows 2000.

5.5 Does Win2PDF support Windows 8?

Yes, Win2PDF fully supports Windows 8, Windows 8 Pro, and Windows 8.1. Win2PDF does not support Windows RT.

5.6 Does Win2PDF support Windows 10?

Yes, the **Win2PDF** printer supports these editions of Windows 10 using the familiar 'Print to PDF' interface as in past editions.

- Windows 10 Home
- Windows 10 Pro
- Windows 10 Enterprise
- Windows 10 Education

Win2PDF does NOT support these mobile editions of Windows 10, however.

- Windows 10 Mobile
- Windows 10 Mobile Enterprise
- Windows 10 S

You can [switch from Windows 10 S to Windows 10 Pro](#) easily at any time through the Microsoft Store.

The mobile editions are designed primarily for phones and tablet devices that run on non-Intel processors. These editions only support printers that are built in to Windows, so they don't support Win2PDF.

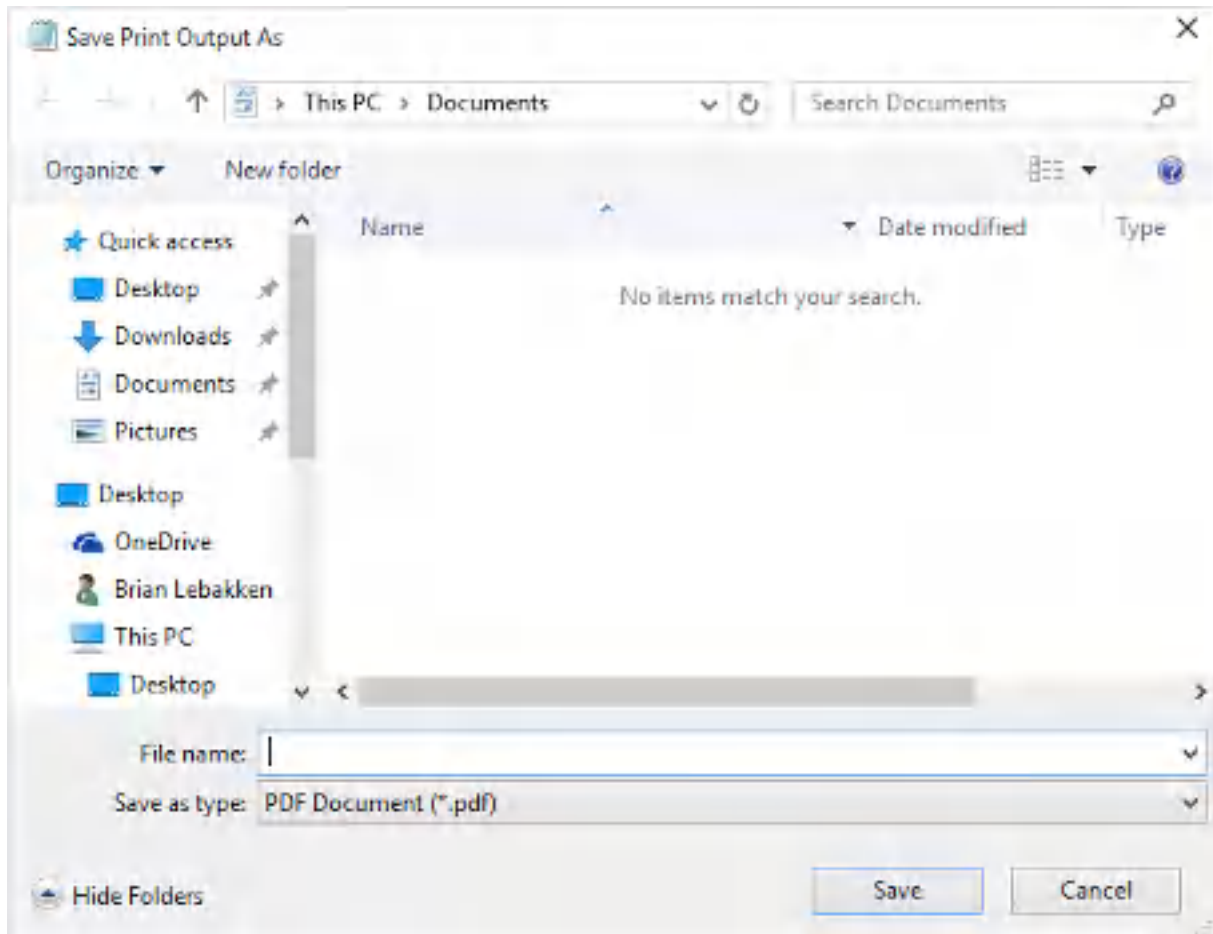
5.7 Does Win2PDF support Windows 11?

Yes, **Win2PDF** supports all versions of Windows 11 for Intel or AMD processors using the familiar 'Print to PDF' interface as in past editions.

Win2PDF does NOT currently support mobile versions of Windows 11 for ARM or Qualcomm Snapdragon processors.

5.8 How does Win2PDF compare to the Microsoft Print to PDF printer in Windows 10?

The **Microsoft Print to PDF** printer is included in the Microsoft Windows 10 operating system, but it contains several major limitations when compared to the **Win2PDF** Print to PDF printer. Here is the default view of the Microsoft Print to PDF file save window.



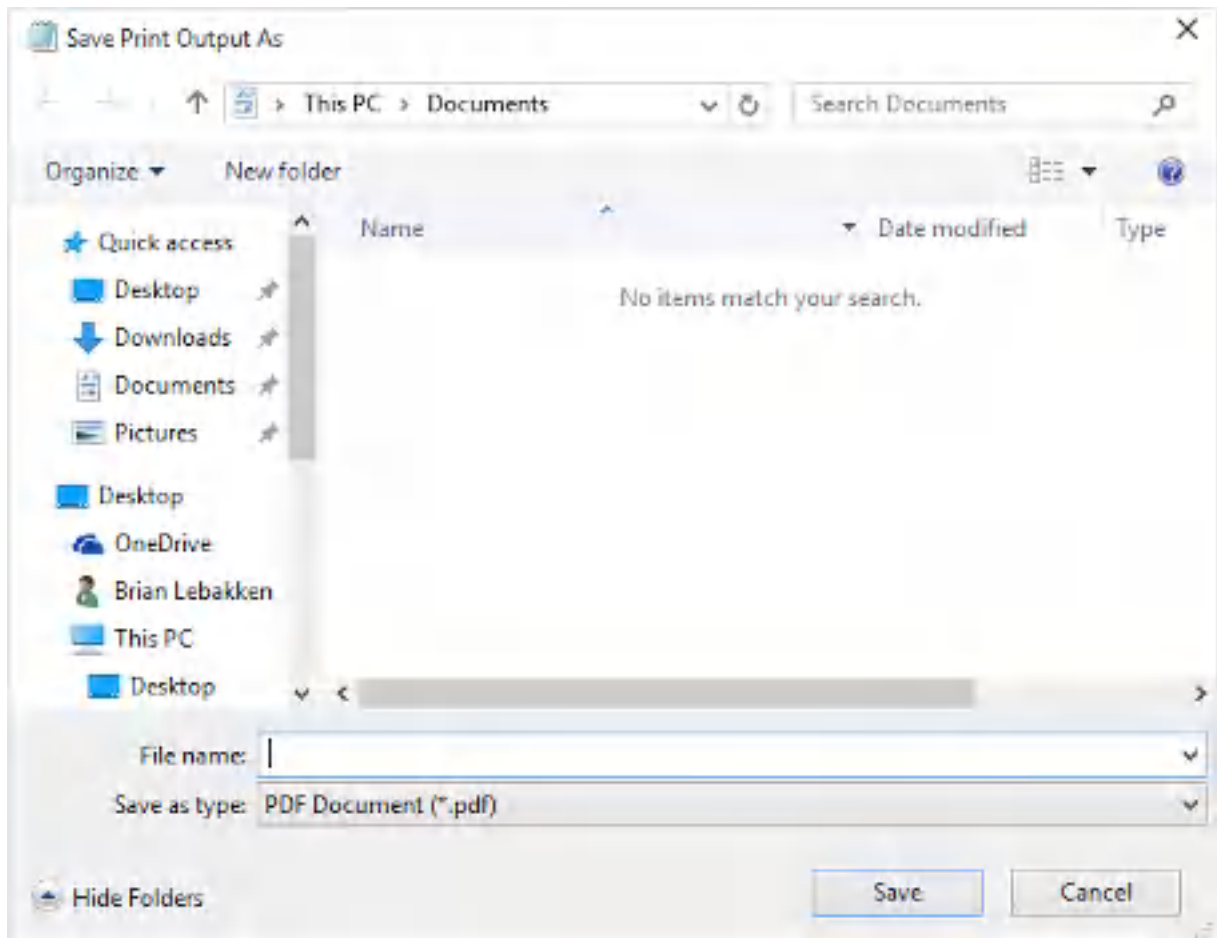
Windows 10 Microsoft Print to PDF file save window

Here is a summary of features that are available in **Win2PDF** that are NOT available in the **Microsoft Print to PDF** printer.

- Use default file name to document being printed
- Save files in other formats like [XPS](#), [TIFF](#), [JPG](#), [PNG](#), [BMP](#), and [SVG](#)
- [Save files as PDF/A](#) (archival PDF)
- [Save files as non-searchable](#) (image-only) PDFs
- [View PDF](#) file after it has been created
- [Email PDF](#) file after it has been created
- [Change resolution of PDF](#) files to reduce file size
- [Automatically name PDF files](#) without user interaction
- [Password protect PDF](#) files (Win2PDF Pro only)
- Disable the ability to print PDF files (Win2PDF Pro only)
- Disable the ability to copy text or images from PDF files (Win2PDF Pro only)
- Disable the ability to modify PDF files (Win2PDF Pro only)
- [Set a watermark](#) image on the PDF file (Win2PDF Pro only)
- Set a background image on a PDF file (Win2PDF Pro only)
- [Print a copy of the PDF](#) file to the default paper printer
- Supports a [developer API](#) for developer integrations
- Supports an [administrator configuration tool](#) for changing default behavior
- Supports a stand-alone SMTP email program for automated sending of PDFs
- Supports [naming PDFs based on the contents of the document](#).

5.9 How does Win2PDF compare to the Microsoft Print to PDF printer in Windows 11?

The **Microsoft Print to PDF** printer is included in the Microsoft Windows 11 operating system, but it contains several major limitations when compared to the **Win2PDF** Print to PDF printer. Here is the default view of the Microsoft Print to PDF file save window.



Windows 10 Microsoft Print to PDF file save window

Here is a summary of features that are available in **Win2PDF** that are NOT available in the **Microsoft Print to PDF** printer.

- Use default file name to document being printed
- Save files in other formats like [XPS](#), [TIFF](#), [JPG](#), [PNG](#), [BMP](#), and [SVG](#)
- [Save files as PDF/A](#) (archival PDF)
- [Save files as non-searchable](#) (image-only) PDFs
- [View PDF](#) file after it has been created
- [Email PDF](#) file after it has been created
- [Change resolution of PDF](#) files to reduce file size
- [Automatically name PDF files](#) without user interaction
- [Password protect PDF](#) files (Win2PDF Pro only)
- Disable the ability to print PDF files (Win2PDF Pro only)
- Disable the ability to copy text or images from PDF files (Win2PDF Pro only)
- Disable the ability to modify PDF files (Win2PDF Pro only)
- [Set a watermark](#) image on the PDF file (Win2PDF Pro only)

- Set a background image on a PDF file (Win2PDF Pro only)
- [Print a copy of the PDF](#) file to the default paper printer
- Supports a [developer API](#) for developer integrations
- Supports an [administrator configuration tool](#) for changing default behavior
- Supports a stand-alone SMTP email program for automated sending of PDFs
- Supports [naming PDFs based on the contents of the document](#).

5.10 Does Win2PDF 64 bit editions of Windows?

Yes, Win2PDF fully supports all versions of Windows 64 bit editions. The Win2PDF setup program includes both 32 bit and 64 bit versions of Win2PDF, and the setup program automatically detects the current version of Win2PDF and installs the 64 bit edition if necessary. There isn't a separate Win2PDF setup program for 64 bit platforms.

Win2PDF has been tested with and fully supports the following 64 bit Windows platforms:

- Windows XP x64 edition
- Windows Server 2003 x64 editions
- Windows Vista x64 editions
- Windows Server 2008 x64 editions
- Windows Server 2008 R2 editions
- Windows 7 x64 editions
- Windows 8 x64 editions
- Windows 10 x64 editions
- Windows 11 x64 editions
- Windows Server 2012 editions
- Windows Server 2012 R2 editions
- Windows Server 2016 editions
- Windows Server 2019 editions
- Windows Server 2022 editions

5.11 What type of fonts does Win2PDF support

When creating a standard PDF, Win2PDF 10 automatically embeds all fonts except for the 14 fonts that are built into Adobe Reader®. These include:

- Courier
- **Courier-Bold**
- *Courier-Oblique*
- ***Courier-BoldOblique***
- Helvetica
- **Helvetica-Bold**

- *Helvetica-Oblique*
- ***Helvetica-BoldOblique***
- Times-Roman
- **Times-Bold**
- *Times-Italic*
- ***Times-BoldItalic***
- Symbol
- ZapfDingbats

When the PDF/A format is selected, all fonts including the font Adobe Reader built-in fonts are automatically embedded in the PDF file.

5.12 What PDF Viewers can I use to open PDF files created by Win2PDF?

Win2PDF creates PDF files that conform to the published PDF file specification. Any PDF viewer or PDF reader will be able to open, view, or print PDF files created by Win2PDF.

The most common PDF viewer application is the free Adobe Reader software. This software can be downloaded from Adobe's web site here:

[Adobe Reader](#)

Microsoft Edge is the default PDF viewer for Windows 10 and Windows 11, and works well with files produced Win2PDF. Google Chrome's built-in PDF viewer also works well with Win2PDF.

There are numerous other 3rd party PDF viewer applications, many of which have smaller downloads and load PDF files quicker than the Adobe Reader software. One recommended free PDF viewer is Sumatra PDF available at:

[Sumatra PDF Reader](#)

5.13 Is Win2PDF free? Or do I have to pay for it?

Win2PDF is free to use for personal or noncommercial use, but you must purchase the software to remove the extra page from each document. Once you purchase the Win2PDF software, you will be emailed a license

code. After the license code is entered, the extra page will not appear on any new PDF files. To evaluate Win2PDF or Win2PDF Pro without the extra page, contact support@win2pdf.com for a 30 day demo license.

The Win2PDF license is sold as a permanent, perpetual license. It will never expire, and it does not require any subscription to use it.

5.14 Is there an annual fee to use Win2PDF?

No. When you purchase Win2PDF, you will have a permanent, non-expiring, perpetual license to use Win2PDF for the creation of PDF files. There are no limits with regard to file size or the number of PDF files that may be created, and there are no annual subscription fees.

Win2PDF does offer an optional "Priority Support" package which includes:

- No charge for software updates (includes volume license installation packages for orders of 50 licenses or greater)
- Priority e-mail support for all support issues; this will immediately notify support staff and put the support ticket to the top of the response queue.
- Access to a direct phone line to discuss support issues "in person" during US business hours (9am-5pm, US Central Time Zone).
- 72-hour max response time for all reported issues.
- Priority bug fixing.
- Custom hot-fix builds if necessary.
- Remote diagnostic assistance (if allowed by customer) to connect via the internet to the customer's PC or server for troubleshooting.

For pricing information on Win2PDF Priority Support, contact sales@win2pdf.com.

5.15 I can't activate my copy of Win2PDF

If you get an error "Cannot activate Win2PDF online. Please contact support@win2pdf.com", you can try the following:

- Right click on the "Enter Win2PDF License" and choose "Run As Administrator".
- Temporarily disable anti-virus software that may be blocking the network connection to the Win2PDF activation server.

If these steps don't fix your problem or if your PC does not have an internet connection, contact support@win2pdf.com for activation instructions.

5.16 How can I control the PDF file name without prompting?

There are several options:

- You can use the Win2PDF Auto-name feature to set the file name as documented under "[How to Automatically Name PDF files](#)"
- You can use the Win2PDF Admin Utility to set the file name as documented under "[How to Automatically Name PDF files](#)"
- You can use the registry as documented in the "Developer Information" section under "[Specifying an output file name](#)".
- You can use the Win32 API as documented in the "Developer Information" section under "[Windows Printer Interface](#)".
- You can use the .NET Framework API as documented in the [.NET Framework](#) example.

5.17 Does Win2PDF create PDF files that are optimized for web downloading?

PDF files created with Win2PDF can be used on web pages, but they are not linearized PDF files.

5.18 How can I improve the quality of bitmap images?

You can increase the default resolution to improve the quality of bitmap images. To do this, open the printers folder, right click on the Win2PDF icon, and select "Printing Preferences". You can increase the default resolution under the "Advanced" tab to improve the bitmap quality but this will also increase the document size.

For more information, see "[Resolution](#)".

5.19 Can Win2PDF be used on a web server?

Usage on a server requires a [Win2PDF Terminal Server Edition \(TSE\) license](#) of Win2PDF. Information on using a printer from a web server from the Microsoft knowledge base is at:

<https://support.microsoft.com/en-us/help/184291/com-objects-fail-to-print-when-called-from-asp>

5.20 Is it possible to print multiple worksheets in a single Excel workbook to a single .pdf file?

Some applications -- including Microsoft Excel -- can send multiple "print jobs" if it has multiple sheets with different print areas. Even though only one file is being printed, the application (i.e., Excel) breaks up the file into different print jobs and sends them separately to the printer. This typically results in multiple prompts for a file name, and multiple PDF files being created.

In Win2PDF 7.5 and later version, there is an **Auto-merge** feature to handle this situation. With **Auto-merge** enabled, all of the sheets in the workbook are merged automatically into a single PDF file if the file being printed has the same base file name and is printed in rapid succession.

In Win2PDF 7 and earlier versions, you will need to save the files separately or manually merge the files together. You can do this by selecting the worksheets that you want to print by holding down the "shift" or "control" key while clicking on the sheet tab. Select the "**Print...**" command from the "**File**" menu and make sure "**Active sheet(s)**" is enabled in the Excel print dialog. More information on selecting multiple worksheets is available at:

<https://support.office.com/en-us/article/Select-one-or-multiple-worksheets-096b40c9-0ee7-4980-bac6-cc92aec7b266>

Alternatively, if you select "**print to file**" from the Excel print dialog all worksheets will be created in a single document.

5.21 Does Win2PDF support Asian character sets?

Yes, Win2PDF fully supports Asian character sets.

5.22 Is it legal to create PDF files with Win2PDF?

Yes. Adobe Systems Inc. created the PDF file format and owns the copyrights on the data structures, operators, and written specification for PDF. Adobe wishes to make PDF an open standard, so they have given permission to anyone to write software that creates PDF files. They have also given royalty free licenses to the patents if used to create PDF files. Information on this policy is in section 1.7 of the [PDF specification](#) published by Adobe.

5.23 Can Win2PDF append to an existing PDF file?

Yes, Win2PDF can append or prepend to an existing PDF file. Please see "[Merging to an existing PDF file](#)".

5.24 When installing Win2PDF, I'm get the error message "AddPrinter error 126."

This "AddPrinter error 126" can occur if either of the following conditions is true:

- The %SYSTEMROOT%\System32\Wbem\framedyn.dll file is missing or damaged.
- or-
- The Windows Path environment variable does not point to the %SYSTEMROOT%\System32\Wbem folder.

To correct the problem, use one of the following methods:

Run the Windows system file checker

The Windows system file checker will scan all protected Windows files and verify their versions. If it detects any files that have been replaced or damaged, it will repair the files. To run the system file checker:

1. Click **Start**, and then click **Run**.
2. In the **Open** box, type **sfc /scannow** and then click **OK**.

More information on the Windows system file checker is available at the following location:

<http://support.microsoft.com/?kbid=310747>

Replace the Framedyn.dll File

1. Click **Start**, and then click **Run**.
2. In the **Open** box, type **%systemroot%\system32\dllicache**, and then click **OK**.
3. Right-click **framedyn.dll**, and then click **Copy** on the shortcut menu that appears.
4. Click **Start**, and then click **Run**.
5. In the **Open** box, type **%systemroot%\system32\wbem**, and then click **OK**.
6. On the **Edit** menu, click **Paste**. If you are prompted to replace the existing file, click **Yes**.

Verify System Variables

1. Click **Start**, right-click **My Computer**, and then click **Properties** on the shortcut menu that appears. If you receive the following error

message, click **OK**: **rundll32.exe - Unable To Locate Component**
This application has failed to start because framedyn.dll was not found. Re-installing the application may fix this problem.

2. In the **System Properties** dialog box, click the **Advanced** tab.
3. Click **Environment Variables**.
4. Under **System variables**, click **Path**, and then click **Edit**. **NOTE**: If no **Path** variable is listed, click **New**. In the **Variable name** box, type **Path**.
5. In the **Variable value** box, type the following: **%SystemRoot%\system32;%SystemRoot%;%SystemRoot%\System32\wbem**
6. Click **OK** three times (each time that you have the option).

More information on this problem is at the following location:

<http://support.microsoft.com/default.aspx?scid=kb;en-us;319114>

5.25 Can Win2PDF set the file save path to point to original document?

No. Unfortunately, this isn't possible. Win2PDF is a print driver, and the application sends document information to the Win2PDF printer driver just like it's a paper printer. The printing application usually (but not always) sends the document name to Win2PDF, but it does not send the document path to Win2PDF. Win2PDF does not have access to the source document location, so it can't use it save the converted PDF.

Part



6 Developer Information

6.1 Windows Printer Interface

Win2PDF interfaces with an application using standard Windows printer APIs. Whenever possible, Win2PDF uses standard Windows APIs instead of defining new interfaces. You can print to the Win2PDF printer just like a paper printer, and control page size, resolution, and orientation using standard APIs.

You can set the PDF file name from VB.NET or C# using the .NET framework [Printersettings.PrintFileName](#) property. You should also set the [PrinterSettings.PrintToFile](#) property to true:

```
PrintDocument.PrinterSettings.PrintFileName = "C:\Users\test\AppData\Local\Temp\test.pdf";
PrintDocument.PrinterSettings.PrintToFile = true;
```

If you are a Win32 software developer and are developing an application that uses Win2PDF, you can also control the output filename using the standard Win32 API. To specify the file name you need to use the Microsoft defined **DOCINFO** structure and the **StartDoc** function. Set the **lpzOutput** field of the **DOCINFO** structure to the fully qualified path name of the file, and then pass the **DOCINFO** structure to the **Win32 StartDoc** function. Using this method, each file can be created using a unique name.

You can control the orientation, resolution, and other settings using the Win32 API and the **DEVMODE** structure as defined in the Microsoft Platform SDK. The Microsoft article at: <https://support.microsoft.com/en-us/help/167345/how-to-modify-printer-settings-with-the-documentproperties-function> describes how to change printer settings using the Win32 API.

6.2 Using the Windows registry

6.2.1 Registry Overview

Win2PDF uses standard Windows APIs for settings when possible. This includes settings for paper size, paper orientation, and resolution.

You can set the PDF file name from VB.NET or C# using the .NET framework [Printersettings.PrintFileName](#) property. You should also set the [PrinterSettings.PrintToFile](#) property to true:

```
PrintDocument.PrinterSettings.PrintFileName = "C:\Users\test\AppData\Local\Temp\Win2PDF\test.pdf";
PrintDocument.PrinterSettings.PrintToFile = true;
```

For settings that aren't available through the Windows API, Win2PDF can use the Windows registry. This makes it easy to control Win2PDF from almost any development environment.

Win2PDF looks for registry values at the following locations and in the following order:

```
"HKEY_CURRENT_USER\Software\VB and VBA Program Settings\Dane Prairie Systems\Win2PDF"
"HKEY_CURRENT_USER\Software\Dane Prairie Systems\Win2PDF" and
"HKEY_LOCAL_MACHINE\Software\Dane Prairie Systems\Win2PDF"
```

The first registry location is used for the Visual Basic and VB.NET **"SaveSetting"** function. From Visual Basic or VB.NET, you can call **SaveSetting** with the following parameters to control Win2PDF:

```
SaveSetting "Dane Prairie Systems", "Win2PDF", ValueName, Value
```

From C#, you can use the same fully qualified **SaveSetting** function name:

```
Microsoft.VisualBasic.Interaction.SaveSetting("Dane Prairie Systems", "Win2PDF", ValueName, Value)
```

Where **"ValueName"** and **"Value"** will depend on the Win2PDF setting to control. The **SaveSetting** command only works with Win2PDF registry settings that use a string type.

The HKEY_CURRENT_USER registry location is useful if you want the setting to apply only to the current user. This is especially important when using Win2PDF in a multi-user environment such as Windows Terminal Services.

The HKEY_LOCAL_MACHINE location is useful if you want the setting to apply to all users, the application is running as part of a Windows service, or if your application is only going to be used with a single user.

After the document is created, the registry value will be deleted by Win2PDF. If you would like the setting to apply to all documents without having to add the registry value for each document, you can create a non-zero registry value named **"persistent"** to one of the locations listed above. This will prevent Win2PDF from deleting the value after each

document. Most settings also have a "Default" setting that is not deleted after each document.

The following Win2PDF settings can be controlled from the registry. All settings with the "String" type support [Environment Variable Expansion](#) if saved as REG_EXPAND_SZ.

<u>Value Name</u>	<u>Typ</u>	<u>Description</u>
<u>PDFFileName</u>	Stri ng	Controls the output file name Is automatically deleted after each document.
<u>PDFDefaultFileName</u>	Stri ng	Controls the output file name. Is not automatically deleted after each document.
<u>PDFPostFileName</u>	Stri ng	Same as PDFFileName, but is deleted after the document has been created
<u>persistent</u>	Dwo rd	Prevents registry values from being deleted when it is set to a non-zero value
<u>PDFTitle</u>	Stri ng	Sets the document title, or file name displayed in the Win2PDF file save window. Is automatically deleted after each document.
<u>PDFDefaultTitle</u>	Stri ng	Sets the default document title, or file name displayed in the Win2PDF file save window. Is not automatically deleted after each document.
<u>PDFAuthor</u>	Stri ng	Sets the document author
<u>PDFSubject</u>	Stri ng	Sets the document subject
<u>PDFKeywords</u>	Stri ng	Sets the document keywords
<u>file options</u>	Dwo rd	Enables encryption, e-mail, view, and print PDF options
<u>disabled options</u>	Dwo rd	Disables options from the file save dialog
<u>Post Action</u>	Stri ng	Automatically executes the application specified after PDF creation and waits for the application to close. Deleted after each document.
<u>Post Action Nowait</u>	Stri ng	Automatically executes the application specified after PDF creation and immediately returns control to the printing application. Deleted after each document.
<u>Default Post Action</u>	Stri ng	Automatically executes the application specified after PDF creation and waits for the application to close. Not deleted after each document.
<u>Default Post Action Nowait</u>	Stri ng	Automatically executes the application specified after PDF creation and immediately returns control to the printing application. Not deleted after each document.
<u>user password</u>	Stri ng	Sets the user password (Win2PDF Pro)
<u>master password</u>	Stri ng	Sets the master password (Win2PDF Pro)
<u>PDFMailRecipients</u>	Stri ng	Sets the email "To:"recipient addresses when the "Send PDF" option is enabled. Deleted after each

If you create any of the string registry values as a REG_EXPAND_SZ instead of a REG_SZ type, the value will be expanded from environment variables. The environment variables are specified with "%" characters at the beginning and end of the variables as in "%HOMEPATH%". A list of Win2PDF environment variables that can be used in registry settings is at [PDF Auto-name: User Defined](#). The REG_EXPAND_SZ option is not available from the Visual Basic SaveSetting command. The %DATE% and %TIME% environment variables are not expanded by this option.

The registry methods are not safe when used with programs that have multiple threads or multiple processes that access Win2PDF unless you use a REG_EXPAND_SZ setting for "PDFDefaultFileName" with a %PDFMillisecond% or %PDFIncrement% variable to prevent files from being overwritten. For these types of programs, you need to ensure that only one thread or process has access to Win2PDF at a time by using a Windows critical section or mutex. The [Windows printer interfaces](#) do not have these limitations.

When multiple instances of Win2PDF are installed, Win2PDF first looks in the registry locations based on the instance name of Win2PDF. This allows separate settings for different instances of Win2PDF. For example, if the current instance of Win2PDF is named "Win2PDF (Copy 1)" the following registry locations would be checked before the standard registry locations:

```
"HKEY_CURRENT_USER\Software\VB and VBA Program Settings\Dane Prairie Systems"
"HKEY_CURRENT_USER\Software\Dane Prairie Systems\Win2PDF (Copy 1)" and
"HKEY_LOCAL_MACHINE\Software\Dane Prairie Systems\Win2PDF (Copy 1)"
```

If a setting doesn't exist under the instance name section of the registry, then Win2PDF checks the standard locations.

6.2.2 Specifying an output file name

In addition to being able to [control the output file using the Win32 API](#), you can control the output file name by creating a string value in the registry at any of the [standard registry locations](#). The "PDFFileName" value should be set to the full path name of the document. If the "PDFFileName" entry does not exist in the registry, the user will be prompted to enter a file name.

From Visual Basic or VB.NET, you can set the output file name using the following code sample:

```
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFFileName", filename
```

From C#, you can set the output file name using:

```
Microsoft.VisualBasic.Interaction.SaveSetting("Dane Prairie Systems", "Wi
```

Where the filename parameter is the full path name for the file. By default, the "**PDFFileName**" entry is removed from the registry after each document is created and you must add the "**PDFFileName**" each time you print.

If you don't want the setting to be reset after each document, you can use "**PDFDefaultFileName**" in place of "**PDFFileName**". You can also prevent the "**PDFFileName**" from being removed by creating a DWord value named "**persistent**" at one of the standard registry locations.

The format type is determined by the filename extension. The following extensions are supported:

- .PDF - Portable Document Format
- .PDFA -PDF for Archiving (PDF/A). File is renamed with a .PDF extension after creation.
- .PDFI -PDF Image Only (monochrome). File is renamed with a .PDF extension after creation.
- .PDFC -PDF Image Only (color). File is renamed with a .PDF extension after creation.
- .PDFO -PDF OCR (Searchable). File is renamed with a .PDF extension after creation.
- .PDFS -Portable Document Format. Used to force PDF standard instead of PDF/A or PDF Image Only. File is renamed with a .PDF extension after creation.
- .XPS - XML Paper Specification
- .TIFF or .TIF - Tagged Image File Format
- .TIFM - Tagged Image File Format (monochrome). File is renamed with a .TIF extension after creation.
- .TIFC - Tagged Image File Format (color). File is renamed with a .TIF extension after creation.
- .SVG - Scalable Vector Graphics

The following extensions are supported by both the Win2PDF or Win2Image Printer:

- .JPGG - JPEG (grayscale). File is renamed with a .JPG extension after creation.
- .JPGC - JPEG (color). File is renamed with a .JPG extension after creation.

- .TIFM - Tagged Image File Format (monochrome). File is renamed with a .TIF extension after creation.
- .TIFC - Tagged Image File Format (color). File is renamed with a .TIF extension after creation.
- .GIFG - GIF (grayscale). File is renamed with a .GIF extension after creation.
- .GIFC - GIF (color). File is renamed with a .GIF extension after creation.
- .PNGG - PNG (grayscale). File is renamed with a .PNG extension after creation.
- .PNGC - PNG (color). File is renamed with a .PNG extension after creation.
- .BMPC - BMP (grayscale). File is renamed with a .BMP extension after creation.
- .BMPC - BMP (color). File is renamed with a .BMP extension after creation.

If a file already exists at the location specified by "**PDFFileName**", it will be overwritten. If you want to prevent files from being overwritten, you can add a single asterisk character "*" to the file name to specify a wildcard. If a wildcard character exists, it will be replaced by a sequential number so that documents are never overwritten.

If you want to create a unique document name, you can use a single "%" character in the file name. The "%" character will be expanded to include a sequence of numbers based on the current date and time.

If you create the "PDFFileName" registry value as a REG_EXPAND_SZ instead of a REG_SZ type, the file name will be expanded from environment variables. The environment variables are specified with "%" characters at the beginning and end of the variables as in "%HOMEPATH%". If the environment variable does not exist, the first "%" character will be expanded by a sequences of numbers based on the date and time as described previously. The REG_EXPAND_SZ option is not available from the Visual Basic SaveSetting command. The %DATE% and %TIME% environment variables are not expanded by this option.

Win2PDF sets the current PDF document title in an environment variable named "**PDFTitle**". You can use this in combination with a REG_EXPAND_SZ environment variable to set the file name to the document title. For example, if a "**PDFFileName**" entry with a REG_EXPAND_SZ type is set to "c:\test\%PDFTitle%*.pdf", Win2PDF will create a document using the document specified title without displaying a file save dialog and it will never overwrite an existing file.

Win2PDF also supports a number of variables that can be used to dynamically create a date and time stamp. These are listed in the [auto-name: user defined](#) documentation.

If the application needs to determine when Win2PDF has finished creating the document, it can use "**PDFPostFileName**" instead of "**PDFFileName**". The behavior of "**PDFPostFileName**" is identical to "**PDFFileName**" except the registry value is not deleted by Win2PDF until the document has been created. The application can monitor the existence of this registry value to determine if Win2PDF is still processing the document.

6.2.3 Environment Variable Expansion

The following environment variables are set by Win2PDF and can be used with registry expansion in the "[PDFFileName](#)", "[PDFDefaultFileName](#)", and all [other Win2PDF String registry](#) values. The registry values must be set as REG_EXPAND_SZ instead of REG_SZ for the expansion to work.

%PDFTitle Document title set by the application

%

% Document title set by the application with document extension

PDFTitleNo removed

Extension%

% If a file exists with the expanded name, %PDFIncrement% is

PDFIncr incremented until a file does not exist. Starts at 1. Ensures files are

ent% never overwritten.

%PDFDate Eight digit date separated by dashes in the format month-day-year

%(12-25-2015)

%PDFTime Six digit 12 hour time separated by dashes in the format hour-minute-

second-AM/PM (12-59-59 PM)

%PDFYear Four digit number for the current year (2015)

%

% Two digit number for the current month (12)

PDFMonth

%

% Three character abbreviated name for the current month (Dec)

PDFMonth

Name%

%PDFDay Two digit number for the current day of the month (25)

%

% Three character abbreviated name for the day of the week (Wed)

PDFDayNa

me%

% One digit number for the current day of the week

PDFDayIn

Week%

%PDFHour Two digit number for the current hour in a 12 hour format (12)

%

% Two digit number for the current hour in a 24 hour format (24)

PDFHour24

%

% Two digit number for the current minute within the hour (59)

PDFMinute

%

% Two digit number for the current minute in 5 minute increments
PDFMinute (0,5,10,..55)
5%

% Two digit number for the current minute in 10 minute increments
PDFMinute (0,10,..50)
10%

% Two digit number for the current minute in 15 minute increments
PDFMinute (0,15,30,45)
15%

% Two digit number for the current minute in 30 minute increments
PDFMinute (0,30)
30%

% Two digit number for the current second within the minute (59)
PDFSecond
%

% Three digit number for the current millisecond (999)
PDFMillisec
ond%

% Two character abbreviation for AM or PM
PDFTimeM
arker%

% Expanded to the word in the PDF following the registry value specified
PDFAutoNameContentSearchWord
meContent
Search%

% Expanded to the word in the PDF following the registry value specified
PDFAutoNameContentSearchWord2
meContent
Search2%

% Expanded to the word in the PDF following the registry value specified
PDFAutoNameContentSearchWord3
meContent
Search3%

% Expanded to the word in the PDF specified by the absolute location
PDFAutoNameContentField
meContent
Field%

Environment variables defined by Windows such as %HOMEPATH%, %USERNAME%, and %USERPROFILE% can also be used with all Win2PDF String registry settings.

6.2.4 Appending or Prepending to an existing PDF

You can prepend or append and existing file with the newly created file by creating a string value in the registry at any of the [standard registry locations](#).

Setting Description

g

PDFApp Appends the specified PDF to the newly created PDF for one endFile document. The setting is deleted after the append.

PDFPre Prepends the specified PDF to the newly created PDF for one pendFil document. The setting is deleted after the prepend.

e

PDFDef Always appends the specified PDF to the newly created PDF.

aultApp

endFile

PDFDef Always prepends the specified PDF to the newly created PDF.

aultPre

pendFil

e

You can specify both a "**PDFPrependFile**" and a "**PDFAppendFile**" at the same time, and both options are only used if the output file name was specified by using "**PDFFileName**", "**PDFPostFileName**", or "**PDFDefaultFileName**".

For example, if you have an existing PDF file named "file1.pdf" and you would like to create a new PDF file named "file2.pdf" with the contents of "file1.pdf" at the beginning of the new file, you would set

"**PDFPrependFile**" to file1.pdf and "**PDFDefaultFileName**" to "file2.pdf".

Alternatively, if you wanted to the contents of "file1.pdf" to be at the end of the new file, you would set "**PDFAppendFile**" to "file1.pdf" and

"**PDFDefaultFileName**" to "file2.pdf".

By default, the "**PDFPrependFile**" and "**PDFAppendFile**" entries are removed from the registry after each PDF file is created and you must add the values each time you print. If you want to prevent the values from being removed after each document, you can use

"**PDFDefaultAppendFile**", "**PDFDefaultPrependFile**", or create a

DWord value named "[persistent](#)" at one of the standard registry locations.

6.2.5 Setting Document Information

You can set the PDF document subject, title, author, and keywords by creating string values named **PDFSubject**, **PDFTitle**, **PDFAuthor**, and **PDFKeywords** in the registry at any of the [standard registry locations](#). These are the same values as described in the [Document Information](#). All values are deleted after each document is created unless the "**[persistent](#)**" registry value is set.

The **PDFTitle** can also be used to set the file name displayed in the Win2PDF file save window. The **PDFDefaultTitle** variation behaves the same as **PDFTitle**, but is not automatically deleted after each document.

6.2.6 Enabling encryption, email, view, and print PDF Options

You can create a **DWORD** value in the registry at any of the [standard registry locations](#) to control actions to be taken after the document is created. The value is named "**file options**", and its value can be a combination of the following values:

<u>Action</u>	<u>value</u> <u>(hexa</u> <u>decim</u> <u>al)</u>	
Send email	0x01	
View File	0x02	
Send to palm	0x04	
Set 40 bit encryption	0x08	(Win2PDF Pro)
Set 128 bit encryption	0x10	(Win2PDF Pro)
Enable URL detection	0x20	
Delete email	0x40	
Print File	0x80	

Apply foreground watermark 0x200 (Win2PDF Pro)

Send email - no user interaction 0x400 (requires [Win2PDF Mail Helper](#) application)

Apply background watermark 0x800 (Win2PDF Pro)

Enable JPEG2000 compression 0x1000 (requires Win2PDF 10.0.39 or above)

Set 256 bit encryption 0x2000 (Win2PDF Pro, requires Win2PDF 10.0.39 or above)

The values can be added together, so if you wanted to send e-mail, enable URL detection, and delete the file after sending you would set "**file options**" to 0x61 hexadecimal. The 40, 28, and 256 bit encryption options are only valid for Win2PDF Pro. All values are deleted after each document is created unless the "[persistent](#)" registry value is set.

When the "**View File**" or "**Print File**" options are enabled, the file is opened in the default file viewer specified by standard Windows file associations.

When "Print File" is enabled, the file is sent to the printer named by a string registry value named "**PDFPrintToName**" or "**PDFDefaultPrintToName**" at one of the [standard registry locations](#). The "**PDFPrintToName**" is automatically deleted after each job, and the "**PDFDefaultPrintToName**" is persistent. If "**PDFPrintToName**" or "**PDFDefaultPrintToName**" are not present, the file is printed on the default Windows printer.

6.2.7 Setting email Options

When the "[Send email](#)" or "[Send email - no user interaction](#)" options are enabled, you can set the email address by creating a string value in one of the [standard registry locations](#) named "**PDFMailRecipients**" or "**PDFMailDefaultRecipients**". The value can be a single email address in the form "*someone@somedomain.com*", or multiple recipients separated by semicolon ';' or comma ',' characters. You can also set one or more "CC:" or "BCC:" email addresses by setting a string value named "**PDFMailCCRecipients**", "**PDFMailDefaultCCRecipients**", "**PDFMailBCCRecipients**", or "**PDFMailDefaultBCCRecipients**" in one of the standard registry locations. Some email clients require a "SMTP:" string in front of the address such as "*SMTP:someone@somedomain.com*".

Win2PDF can verify the addresses using the default address book if a DWORD value named "**PDFMailResolveNames**" is set to 1 in one of the [standard registry locations](#). This can improve the reliability of sent email, but may cause the email client to display a warning dialog.

You can set the e-mail subject field by creating a string value named "**PDFMailSubject**" or "**PDFMailDefaultSubject**", and you can fill in the body text of the message by creating a string value named "**PDFMailNote**" or "**PDFMailDefaultNote**". To set the HTML body text of the message ([Win2PDF Mail Helper Application](#) only), use "**PDFMailHTML**" or "**PDFMailDefaultHTML**". For the settings that include "Default" in the name ("PDFMailDefaultRecipients", "PDFMailDefaultCCRecipients", "PDFMailDefaultBCCRecipients", "PDFMailDefaultSubject", "PDFMailDefaultNote", and "PDFMailDefaultHTML", the registry values are applied to all documents and are not deleted. All other values are deleted after each document is created unless the "[persistent](#)" registry value is set.

Windows MAPI email clients such as Microsoft Outlook or Outlook Express will not let you send email without user interaction. The [Win2PDF Mail Helper Application](#) is an optional SMTP mail client that integrates with Win2PDF and supports sending email without user interaction.

6.2.8 Controlling Encryption Options

To set the security permissions, you can create a DWORD value named "security permissions" at any of the [standard registry locations](#).

The DWORD value must be named "security permissions", and the value is defined by Adobe in the PDF specification available from:

https://www.adobe.com/content/dam/acom/en/devnet/acrobat/pdfs/PDF3_2000_2008.pdf

The following table from this specification defines the privileges:

Bit Position	Meaning
1-2	Reserved; must be 0
3	Print document
4	Modify contents of document (other than text annotations and interactive form fields)
5	Copy text and graphics from document
6	Add or modify text annotations and interactive form fields
7-8	Reserved; must be 1
9	Fill in existing form fields
10	Extract text and graphics for Accessibility
11	Assemble the document
12	Allow high resolution printing
13-32	Reserved; must be 1

The default value is 0xffffffffc. For example, to create a PDF document that doesn't allow printing you need to set bit position 3 to a 0 so you would set the "**security permissions**" to 0xffffffff8.

The following table lists common combinations of security permissions:

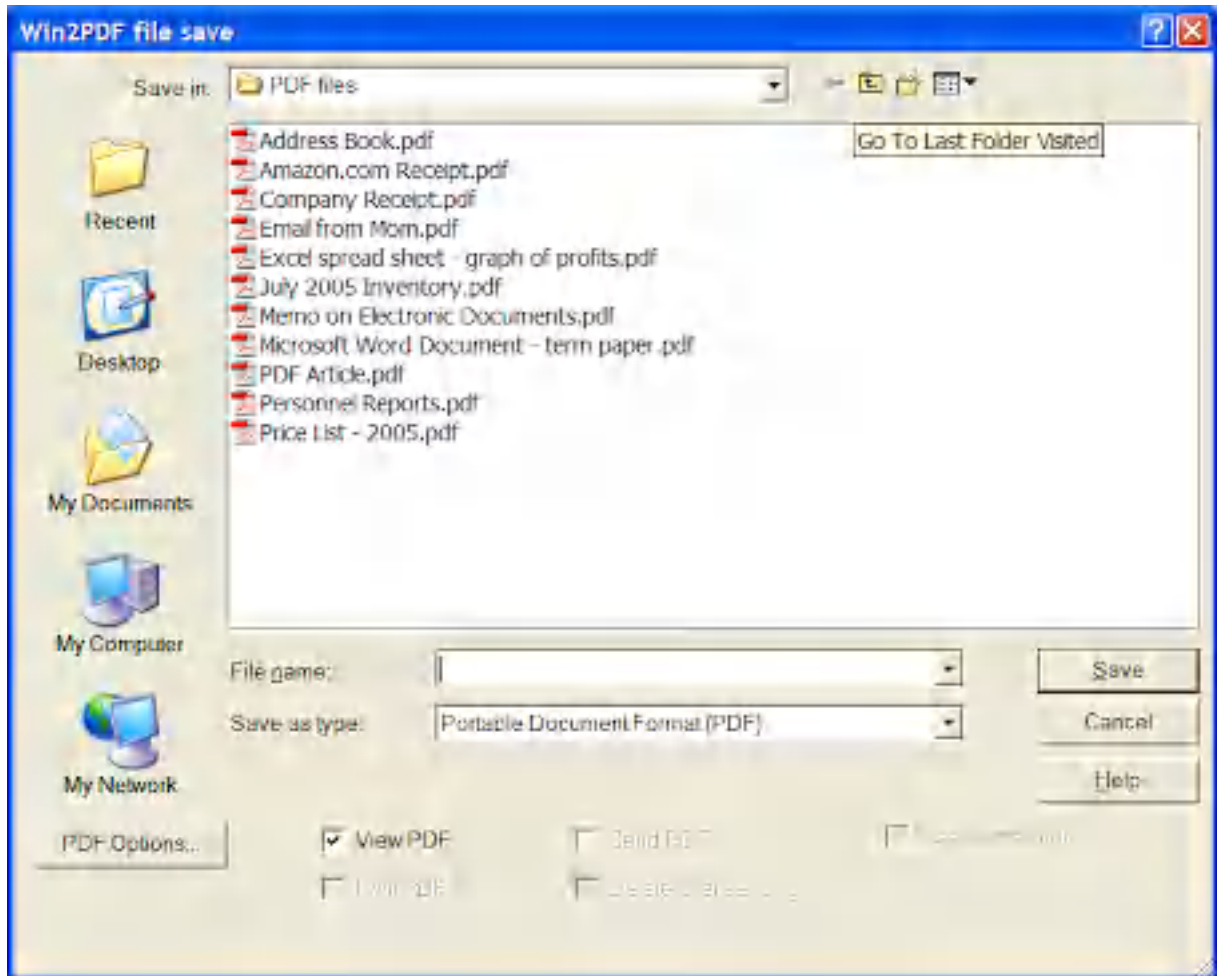
Disable printing	0xffffffff8
Disable copying	0xffffffffec
Disable modifying	0xffffffff4
Disable printing & copying	0xffffffe8
Disable printing & modifying	0xffffffff0
Disable copying & modifying	0xffffffe4
Disable printing & copying & modifying	0xffffffe0

You can set passwords by creating **String** values named "**user password**" or "**master password**" to password protect documents. The passwords are only used if encryption is enabled in the "**file options**" setting. All registry values are deleted after each document unless the [persistent](#) value is set.

The security permissions and passwords are only valid for Win2PDF Pro.

6.2.9 Disabling File Save Options

The file save options such as "View PDF", "Print PDF", and "Send PDF" can be disabled by adding a DWORD value to the registry named "disabled options" at any of the [standard registry locations](#). The options are specified using the same table as the ["file options"](#). The values can be added together, so if you wanted to disable the "send PDF" and "delete after sending" options you would set **"disabled options"** to 0x41 hexadecimal.



All values are deleted after each document is created unless the **"persistent"** registry value is set.

6.2.10 Win2PDF Plug-In Interface

Win2PDF supports extending features using a plug-in interface that is enabled through a registry setting. You can write plug-ins to extend the features of Win2PDF by interfacing with external applications such as [Outlook](#), by using the [command line interface](#) to perform additional PDF

operations ([multiple watermarks](#), [flattening](#), [split pages](#), etc.), or by uploading the PDF to a content management system or cloud service such as [Slack](#), FileStack, or Amazon S3.

Plug ins are standard Windows executables that are called by Win2PDF with a single parameter containing the PDF file name. They can be written in any language, and can utilize the [Win2PDF command line interface](#). Sample plug-ins are available in the [Win2PDF GitHub samples repository](#).

You can automatically execute a Win2PDF plug-in when the document is created by adding one of the following string registry values in any of the [standard registry locations](#).

Setting	Description
Post Action	Executes the plug-in for one document and waits for the plug-in to complete, then deletes the plug-in registry setting
Default Post Action	Always Executes the plug-in and waits for the plug-in to complete
Post Action Nowait	Executes the plug-in for one document without waiting for it to complete, then deletes the plug-in registry setting
Default Post Action Nowait	Always executes the plug-in without waiting for it to complete
Post Action Secure	Executes the plug-in for one document passing the master password as an argument, waits for the plug-in to complete, then deletes the plug-in registry setting
Default Post Action Secure	Always Executes the plug-in passing the master password as an argument and waits for the plug-in to complete
Post Action Secure Nowait	Executes the plug-in for one document passing the master password as an argument without waiting for it to complete, then deletes the plug-in registry setting
Default Post Action Secure Nowait	Always executes the plug-in passing the master password as an argument without waiting for it to complete

The plug-in must be specified using the full path name, and the document can be passed to the application by using a "%s" in the command line. For example, setting "**Default Post Action**" to:

```
"C:\Program Files\Adobe\Acrobat Reader DC\Reader\AcroRd32.exe"  
"%s"
```

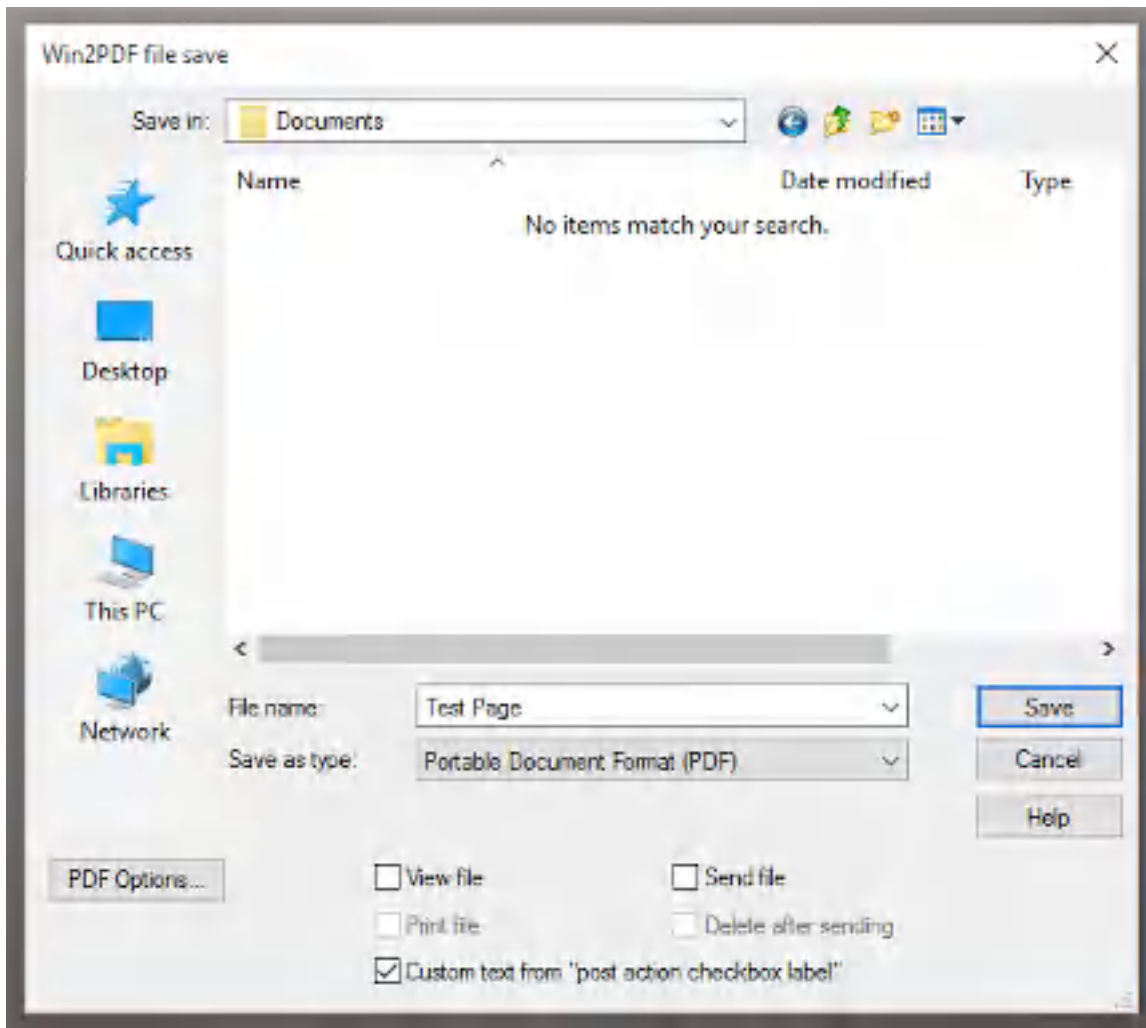
would launch Acrobat Reader after the document is created. It is important to enclose the file name with quotation marks since the file may contain spaces.

The "Secure" variations of the "Post Action" settings pass a second argument which is the master password used to create the encrypted PDF. This can be used to modify an encrypted PDF in the plug-in. If the PDF is not encrypted, the argument is always set to an empty string ("").

You can optionally allow users to enable or disable plug-ins by [Adding a plug-in configuration to the Win2PDF file save window](#).

6.2.11 Adding a plug-in configuration to the Win2PDF file save window

When a plug-in is installed using the "[post action](#)" registry setting is set, the "**post action checkbox label**" setting allows an application to customize the text displayed to the user in the Win2PDF file save Window, and allows the user to selectively enable or disable the plug-in operation. The value is a type "string", and can be up to 60 characters in length.



If the checkbox is selected, the plug-in will be launched after the PDF file has been created. If the checkbox is not selected, the PDF is created normally with no plug-in operation, even if the plug-in is installed. The default value is checked, but the setting is saved and restored to the user's last action.

If the **"post action checkbox label"** setting is not present, the additional checkbox and label are hidden. If the application specifies a file name, the file save window is skipped and the **"post action checkbox label"** has no effect. If the **"post action checkbox label"** is set and a plug-in is not installed, the setting is ignored.

6.2.12 Watermark Options

When the ["Apply foreground watermark"](#) or ["Apply background watermark"](#) options are enabled, the watermark PDF file can be specified by setting a

string value named "[PDFWatermarkFile](#)" in the registry at any of the [standard registry locations](#).

A default watermark can be specified by setting a string value named "[PDFDefaultWatermarkFile](#)". This registry setting is not deleted after each document.

By default, the watermark is applied to all pages in the newly created document. If you want to exclude or include the watermark from the beginning or end of the PDF, you can use one of the following DWORD settings.

Setting Description

PDFExclud Exclude the watermark from the specified number of pages from the beginning of the document. The setting is deleted after the **kPre** applying the watermark unless the "[persistent](#)" registry value is set.

PDFExclud Exclude the watermark from the specified number of pages from the end of the document. The setting is deleted after the **kPost** applying the watermark unless the "[persistent](#)" registry value is set.

PDFInclud Include the watermark to the specified number of pages from the beginning of the document. The setting is deleted after the **kPre** applying the watermark unless the "[persistent](#)" registry value is set.

PDFInclud Include the watermark to the specified number of pages from the end of the document. The setting is deleted after the **kPost** applying the watermark unless the "[persistent](#)" registry value is set.

PDFDefaultAlways exclude the watermark from the specified number of **ExcludeWa** pages from the beginning of the document.

termarkPre

PDFDefaultAlways exclude the watermark from the specified number of **ExcludeWa** pages from the end of the document.

termarkPo

st

PDFDefaultAlways include the watermark to the specified number of pages **IncludeWa** from the beginning of the document.

termarkPre

PDFDefaultAlways include the watermark to the specified number of pages **IncludeWa** from the end of the document.

termarkPo

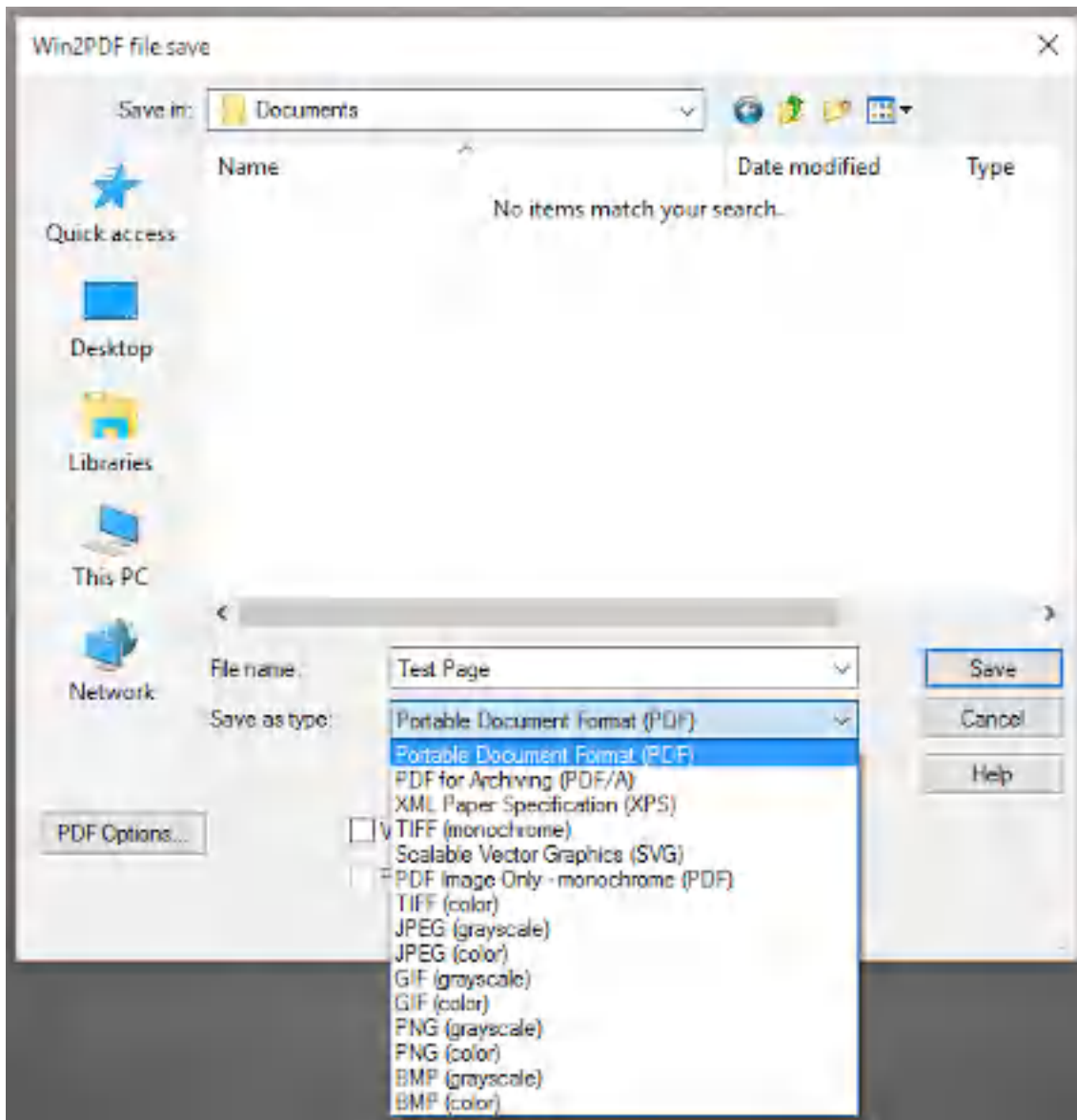
st

6.2.13 Controlling File Save Formats

The file save formats such as "PDF", "PDF/A", and "JPEG" can be controlled by editing a DWORD value to the registry named "**formats**" at any of the [standard registry locations](#). The options are specified using table below:

<u>Format</u>	<u>Value (Hexadecimal)</u>
PDF	0x1
PDF/A	0x2
XPS	0x4
TIFF (monochrome)	0x8
SVG	0x10
PDF Image Only (monochrome)	0x20
TIFF (color)	0x40
JPEG (grayscale)	0x80
JPEG (color)	0x100
GIF (grayscale)	0x200
GIF (color)	0x400
PNG (grayscale)	0x800
PNG (color)	0x1000
BMP (grayscale)	0x2000
BMP (color)	0x4000
PDF Image Only (color)	0x8000

For example, to only display "PDF" in the file save window, you would set "formats" to 0x1 hexadecimal. The values can be added together to specify more than one format, so to display "PDF" and "PDF Image Only", you would set formats to 0x21 hexadecimal. To display all formats, you can set formats to 0xffff hexadecimal.



6.2.14 Mail Helper Application

The Win2PDF Mail Helper application is an optional SMTP mail client that integrates with Win2PDF and supports sending email without user interaction. This application can be downloaded from the Win2PDF support download site at:

<https://helpdesk.win2pdf.com/index.php?/Knowledgebase/Article/View/189/15/win2pdf-mail-helper-download>

To email without user interaction, you must have the Win2PDF Mail Helper application installed and configured, you must set the [email recipient](#)

[address](#), and you must enable the "[Send email - no user interaction](#)" option.

The Win2PDF Mail Helper uses SMTP to send email, and requires configuration to use an SMTP server. You can use the "Configure Win2PDF Mail Helper" menu option to interactively set the server settings, or you can use the following registry settings in any of the [standard registry locations](#):

Value Name	Typ	Description
PDFMailFrom	String	Used to fill in the "from:" field in the email header.
PDFMailServerName	String	SMTP server name
PDFMailUserName	String	If authentication is used, the user name for the SMTP server.
PDFMailPassword	String	If authentication is used, the password for the SMTP server.
PDFMailAuthentication	String	1 if authentication is used by the SMTP server, 0 otherwise

6.3 Command Line Interface

6.3.1 Win2PDF Desktop Command Line Summary

The Win2PDF Desktop application that is part of build 10.0.56 or above now supports a command line interface in addition to the graphical interface. If you supply any commands in this format, it will process it directly from the command line. Otherwise, it displays the graphical interface.

The command line interface is supported for licensed copies of Win2PDF. Attempting to run a command line with the evaluation version of Win2PDF will return an error, or a trailer page will be added to the resulting PDF. To evaluate Win2PDF or Win2PDF Pro without the trailer page, [contact us](#) for a time limited evaluation license.

The executable is located in the printer driver directory which is usually:

```
c:\windows\system32\spool\drivers\x64\3\
```

On 64 bit systems, and :

```
c:\windows\system32\spool\drivers\w32x86\3\
```


On 32 bit systems.

The general format of the command line is:

```
win2pdfd.exe subcommand parameter1 parameter2 ...
```

Where subcommand can be one of:

[version](#)

[previewpdf](#)

[append](#)

[compress](#)

[encrypt](#)

[extractpages](#)

[deletepages](#)

[splitpages](#)

[splitpagesaftersearch](#)

[splitpagesdelete](#)

[rotatepages](#)

[pagecount](#)

[watermark](#)

[background](#)

[extracttext](#)

[makesearchable](#)

[printpdf](#)

[previewpdf](#)

[convert](#)

[batchconvert](#)

[watchconvert](#)

[pdfimage](#)

[pdf2jpg](#)

[pdf2tiff](#)

[pdf2png](#)

[tiff2pdf](#)

[jpg2pdf](#)

[png2pdf](#)

[bmp2pdf](#)

[gif2pdf](#)

[html2pdf](#)

[xps2pdf](#)

[image2pdf](#)

[getcontentsearch](#)

[sign](#)

[setpdfversion](#)

The number of parameters varies depending on the subcommand, and all parameters specified in the subcommand documentation are required.

If no subcommand is specified, first command line parameter is assumed to be a file name instead of a subcommand. If the file name ends with a PDF extension, the Win2PDF Desktop application opens with the graphical options to [append](#), [prepend](#), [delete pages](#), [extract pages](#), [split pages](#), or [rotate pages](#). Otherwise, the file name in the first parameter is opened with the default file handler for the file type and sent to the Win2PDF printer. If the [Win2PDF auto-name](#) feature has been enabled, the file will be converted to PDF using the settings specified by the auto-name feature.

6.3.2 Command Line Version

Version Command Line Format

[win2pdfd.exe](#) version

Displays the current Win2PDF version, such as "10.0.100". Available in Win2PDF 10.0.100 or above.

6.3.3 Command Line PDF Append

Append/Prepend Command Line Format

[win2pdfd.exe](#) append "file1" "file2" "mergedfile"

Where "file2" is appended to "file1" and the combined PDF is saved to a newly created "mergedfile". If there is an existing file named the same as "mergedfile", it will be overwritten. To prepend, swap file1 and file2 parameters.

Any file names that contain spaces must be enclosed with quotation marks. The "file1" and "file2" parameters can be a local file paths, web addresses (URLs) to existing PDF files, or a combination of the two.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.4 Command Line PDF Image Compression

PDF Image Compression Command Line Format

```
win2pdfd.exe compress "sourcefile" compressratio "destfile"  
win2pdfd.exe compress "sourcefile" compressratio "destfile" favorjpeg2000
```

Re-compress images using either JPG or JPEG2000. The "compressratio" is a number, usually 10-100 that determines the amount of compression. Win2PDF tries to select the best compression format based on the current document. In the 2nd variation, specifying a "1" in the last parameter "favorjpeg2000" will favor JPEG2000 compression even if it results in a larger PDF.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.5 Command Line PDF Page Extraction

Extract Pages Command Line Format

```
win2pdfd.exe extractpages "sourcefile" startpage endpage "destfile"
```

Extract pages from "sourcefile" starting at "startpage" to "endpage", and save extracted pages in "destfile".

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.6 Command Line PDF Page Deletion

Delete Pages Command Line Format

```
win2pdfd.exe deletepages "sourcefile" startpage endpage "destfile"
```

Delete pages from "sourcefile" starting at "startpage" to "endpage", and save PDF with deleted pages in "destfile". If "sourcefile" and "destfile" are the same file, the file is modified in place.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or a web address (URL) to an existing PDF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.7 Command Line PDF Page Rotation

Rotate Page Command Line Format

```
win2pdfd.exe rotatepages "sourcefile" rotationdegrees pagenum "destfile"
```

Rotate a single page specified by "pagenum" from "sourcefile" by "rotationdegrees" (0,90,180,270), and save PDF with rotated page in "destfile". If "pagenum" is 0, all pages in the document are rotated. If "sourcefile" and "destfile" are the same file, the file is modified in place.

The rotation is absolute, not relative. If a page is already rotated by 90 degrees, calling rotatepages again with "rotationdegrees" set to 90 will have no affect.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or a web address (URL) to an existing PDF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.8 Command Line PDF Split Pages

```
win2pdfd.exe splitpages "sourcefile" "destfolder" pageincrement oddpages  
win2pdfd.exe splitpagesdelete "sourcefile" "destfolder" pageincrement oddpages
```

Split PDF from "sourcefile" into segments specified by "pageincrement". Page segments are placed in the "destfolder", and are named with the original file name with a ".#.PDF" extension. If "pageincrement" is greater than one, the pages are named based on the beginning page of the segment. For example, setting "pageincrement" to 2 and splitting a 7 page document would result in 4 files named:

```
sourcefile.1.pdf (2 pages)  
sourcefile.3.pdf (2 pages)  
sourcefile.5.pdf (2 pages)  
sourcefile.7.pdf (1 page)
```

The "oddpages" parameter is useful for splitting documents that are meant to print as duplex but have a cover page. Setting "oddpages" to one requires that pageincrement is set to 2. It starts with a single page segment, and then the following segments are 2 pages long. A 7 page document with "pageincrement" to 2 and "oddpages" to 1 would result in the following files:

```
sourcefile.1.pdf (1 page)  
sourcefile.2.pdf (2 pages)  
sourcefile.4.pdf (2 pages)  
sourcefile.6.pdf (2 pages)
```

The "splitpagesdelete" variation of the command behaves the same as "splitpages" but deletes the "sourcefile" after the document has been successfully split.

Any file names that contain spaces must be enclosed with quotation marks.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.9 Command Line PDF Split Pages After Search

```
win2pdfd.exe splitpagesaftersearch "sourcefile" "destfolder" "searchtext"
```

Split PDF from "sourcefile" into segments based on the contents of the PDF and the "searchtext" parameter. Win2PDF searches the text in the PDF, and splits the PDF after it encounters a page with the "searchtext". Page segments are placed in the "destfolder", and are named with the original file name with a ".#.PDF" extension.

Any file names, folder paths, or searchtext parameters that contain spaces must be enclosed with quotation marks.

Requires a licensed version of Win2PDF. Contact support@win2pdf.com for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.10 Command Line PDF Page Count

```
win2pdfd.exe pagecount "sourcefile"
```

Returns number of PDF pages from "sourcefile". If the "sourcefile" file name contains spaces, it must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

From the Windows CMD prompt, the page count can be referenced using the built-in %ERRORLEVEL% environment variable. This can be referenced from other Win2PDF command line options in a batch file.

From PowerShell, the page count can be referenced using \$LASTEXITCODE.

Returns 0 if an error occurs.

6.3.11 Command Line PDF Encryption

Encrypt PDF Command Line Format

```
win2pdfd.exe encrypt "sourcefile" "destfile" permissions encryptiontype m
```

Where:

"permissions" is a hexadecimal value as defined here:

<https://www.win2pdf.com/doc/controllingencryptionoptions.html>

It should be set without a preceding 0x. Set permissions to ffffffff to enable all permissions.

"**encryptiontype**" is one of "none", "40", "128", "128aes", or "256aes". 256aes is recommended.

"**masterpass**" is the master or owner password (required).

"**userpass**" is the user password, and must be distinct from the "ownerpass". Set to "" for no user password.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

If "sourcefile" and "destfile" are the same file, the file is modified in place.

To remove encryption, set the **encryptiontype** to "none" and supply the "**masterpass**" used when encryption was enabled.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.12 Command Line PDF Sign With Certificate

Sign PDF With Certificate Command Line Format

```
win2pdfd.exe sign "sourcepdf" "destpdf" "certfile" "certpassword"
```

Signs the PDF specified by "sourcepdf" and saves signed PDF to "destpdf" using the digital certificate file and password specified by "certfile" and "certpassword". The "certfile" must be a PKCS#12 certificate (.pfx or .p12 file) issued by a valid Certificate Authority (CA). Adobe Acrobat Reader only recognizes some Certificate Authorities and some Certificate Policies without displaying a warning, but it's possible to manually mark a certificate as "trusted" for other types of certificates.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

If "sourcefile" and "destfile" are the same file, the file is modified in place.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcepdf" can be a local file path, or an web address (URL) to an existing PDF.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.13 Command Line PDF Watermark/Background

Watermark/Background PDF Command Line Format

```
win2pdfd.exe watermark "sourcefile" "watermarkfile" "destfile" mode exclu
```

Where:

"mode" is either "**watermark**" or "**background**"

If mode is "watermark", the watermarkfile PDF is overlaid on top of all existing graphics on the page. If mode is "background", the watermarkfile PDF is placed underneath all existing graphics on the page.

"**excludepre**" is the number of pages from the beginning of the document to skip applying the watermark. Set to 0 apply watermarkfile to all pages including the first page. Set to a negative value to **include** the watermark to the absolute value of the number of pages from the beginning of the document.

"**excludepost**" is the number of pages from the end of the document to skip applying the watermark. Set to 0 to apply the watermarkfile to all pages including the last page. Set to a negative value to **include** the watermark to the absolute value of the number of pages from the end of the document.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

If "sourcefile" and "destfile" are the same file, the file is modified in place.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.14 Command Line PDF Text Extraction

Extract Text Command Line Format

```
win2pdfd.exe extracttext "sourcefile" "destfile" formatting
```

Extract text from "sourcefile", and save to text file "destfile". If "formatting" is "1", the destination text file is formatted similarly to the PDF. If "formatting" is "0", the text file is unformatted.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.15 Command Line PDF Make Searchable (OCR)

Make Searchable Command Line Format

```
win2pdfd.exe makesearchable "sourcefile" "destfile"
```

Recognizes text from images and graphics using Optical Character Recognition (OCR) from "sourcefile", and saves the text information in an invisible text layer in "destfile" to make the PDF searchable. If "sourcefile" and "destfile" are the same file, the file is modified in place.

Requires that the [Win2PDF Desktop Searchable component](#) is installed (separate download from Win2PDF).

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.16 Command Line PDF Image Only

PDF Image Only Command Line Format

```
win2pdfd.exe imagepdf "sourcefile" "destfile" colormode
```

Converts a pdf specified by "sourcefile" into an image only PDF specified by "destfile". If "sourcefile" and "destfile" are the same file, the file is modified in place. The colormode parameter can be one of:

- "mono" - create a black and white image only PDF
- "grayscale" - create a grayscale image only PDF
- "color" - create a color image only PDF

Image only PDF files can be useful to make the PDF unsearchable, to "flatten" text fields for security, to speed up loading time for complex PDFs, and to reduce the PDF file size.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.17 Command Line PDF Print

Print PDF Command Line Format

```
win2pdfd.exe printpdf "sourcefile" printername  
win2pdfd.exe printpdf "sourcefile" printername startpage endpage  
win2pdfd.exe printpdf "sourcefile" printername outputfile
```

Prints the PDF "sourcefile" to the specified printername, optionally including a startpage, and endpage.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

The command line option that includes an outputfile is useful for re-rendering an existing PDF through the Win2PDF printer.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.18 Command Line PDF View

View PDF Command Line Format

```
win2pdfd.exe previewpdf "sourcefile"
```

Shows the Win2PDF Desktop PDF viewer window for the PDF specified by "sourcefile".

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.19 Command Line PDF Convert

Convert To PDF Command Line Format

```
win2pdfd.exe convert "sourcefile"  
win2pdfd.exe convert "sourcefile" "destpdf"
```

Converts the sourcefile to a PDF with the same name and location by using the default Windows application associated with the file type. If the "destpdf" parameter is specified, it is used for the destination PDF file location. If no Windows application is associated with the file type, the conversion will fail.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.20 Command Line Convert To Format

Convert To Format Command Line

```
win2pdfd.exe convertto "sourcefile" "destfile" destformat
```

Converts the sourcefile to the specified format, and saves the converted file to destfile. The "sourcefile" parameter can be one of the following formats:

<u>Extension</u>	<u>Format</u>
.PDF	Portable Document Format
.HTML, .HTM	HyperText Markup Language
.XPS	XML Paper Specification
.TIF, .TIFF	Tagged Image File Format
.JPG, .JPEG, .JPE	Joint Photographic Experts Group Image

.PNG	Portable Network Graphics
.BMP, .DIB	Windows Bitmap
.GIF	Graphics Interchange Format

Files not matching one of these extensions cannot be converted with this command.

The "destformat" can be one of the following:

<u>destformat parameter</u>	<u>Description</u>
pdf	Portable Document Format
pdfimagemono	PDF Image Only - monochrome
pdfimagegrayscale	PDF Image Only - grayscale
pdfimagecolor	PDF Image Only - color
pdfcompressed	PDF - compressed
pdfsearchable	PDF - searchable (OCR)
textformatted	Text - formatted
textunformatted	Text - unformatted
jpggray	JPG - grayscale
jpg	JPG - color
tiffmono	TIFF - monochrome
tiffgray	TIFF - grayscale
tiff	TIFF - color
pnggray	PNG - Grayscale
png	PNG - Color
ocrtextformatted	Text - formatted after making searchable
ocrtextunformatted	Text - unformatted after making searchable

Any file names that contain spaces must be enclosed with quotation marks. The "sourcefile" can be a local file path, or an web address (URL) to an existing PDF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.21 Command Line Batch Convert

Batch Convert Command Line Format

```
win2pdfd.exe batchconvert "sourcefolder" "destfolder" destformat
```

Converts all compatible files in the sourcefolder to the specified format, and saves the converted files using the same base filename to the destination folder. The compatible file formats in the "sourcefolder" can be one of:

<u>Extension</u>	<u>Format</u>
.PDF	Portable Document Format
.HTML, .HTM	HyperText Markup Language
.XPS	XML Paper Specification
.TIF, .TIFF	Tagged Image File Format
.JPG, .JPEG, .JPE	Joint Photographic Experts Group Image
.PNG	Portable Network Graphics
.BMP, .DIB	Windows Bitmap
.GIF	Graphics Interchange Format

Files not matching one of these extensions will be skipped.

The "destformat" can be one of the following:

<u>destformat parameter</u>	<u>Description</u>
pdf	Portable Document Format
pdfimagemono	PDF Image Only - monochrome
pdfimagegrayscale	PDF Image Only - grayscale
pdfimagecolor	PDF Image Only - color
pdfcompressed	PDF - compressed
pdfsearchable	PDF - searchable (OCR)
textformatted	Text - formatted
textunformatted	Text - unformatted
jpggray	JPG - grayscale
jpg	JPG - color
tiffmono	TIFF - monochrome
tiffgray	TIFF - grayscale
tiff	TIFF - color
pnggray	PNG - Grayscale
png	PNG - Color
ocrtextformatted	Text - formatted after making searchable
ocrtextunformatted	Text - unformatted after making searchable

Any folder names that contain spaces must be enclosed with quotation marks.

This feature requires a licensed version of Win2PDF Pro. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.22 Command Line Watch Folder and Convert

Watch Folder and Convert Command Line Format

[win2pdfd.exe](#) watchconvert "watchfolder" "completedfolder" "convertedfolder"

Watches the folder specified by "watchfolder" and automatically converts all compatible files to the specified format, and saves the converted files using the same base filename to "convertedfolder". Upon successful conversion, the source file is moved from the "watchfolder" to the folder specified by "completedfolder". If the "completedfolder" is empty (""), the source file is deleted after conversion.

The compatible file formats in the "watchfolder" can be one of:

<u>Extension</u>	<u>Format</u>
.PDF	Portable Document Format
.HTML, .HTM	HyperText Markup Language
.XPS	XML Paper Specification
.TIF, .TIFF	Tagged Image File Format
.JPG, .JPEG, .JPE	Joint Photographic Experts Group Image
.PNG	Portable Network Graphics
.BMP, .DIB	Windows Bitmap
.GIF	Graphics Interchange Format

Files not matching one of these extensions will be skipped.

The "destformat" can be one of the following:

<u>destformat parameter</u>	<u>Description</u>
pdf	Portable Document Format
pdfimagemono	PDF Image Only - monochrome
pdfimagegrayscale	PDF Image Only - grayscale
pdfimagecolor	PDF Image Only - color
pdfcompressed	PDF - compressed
pdfsearchable	PDF - searchable (OCR)
textformatted	Text - formatted
textunformatted	Text - unformatted
jpggray	JPG - grayscale
jpg	JPG - color
tiffmono	TIFF - monochrome
tiffgray	TIFF - grayscale

tiff	TIFF - color
pnggray	PNG - Grayscale
png	PNG - Color
ocrtextformatted	Text - formatted after making searchable
ocrtextunformatted	Text - unformatted after making searchable

Any folder names that contain spaces must be enclosed with quotation marks. If a file of the same name already exists in the "completedfolder", the file is renamed (files are never overwritten).

The command will watch the folder for incoming files indefinitely until it is manually stopped with "CTRL-C" or using the task manager.

This feature requires a licensed version of Win2PDF Pro TSE. [Contact us](#) for a time limited evaluation license.

6.3.23 Command Line PDF To JPG

```
win2pdfd.exe pdf2jpg "sourcepdf" "destjpg" pagenumber  
win2pdfd.exe pdf2jpg "sourcepdf" "destjpg" startpage endpage  
win2pdfd.exe pdf2jpggray "sourcepdf" "destjpg" pagenumber  
win2pdfd.exe pdf2jpggray "sourcepdf" "destjpg" startpage endpage
```

Convert the PDF specified by "sourcepdf" to a color JPEG image file "destjpg". If "pagenumber" is 0, all pages are converted as separate files one per page in the format:

```
destjpg.1.jpg  
destjpg.2.jpg  
...  
destjpg.n.jpg
```

If the "pagenumber" is greater than zero, the specified page number is saved to the filename specified by "destjpg".

To convert a page range, specify the startpage and endpage instead of a pagenumber.

The "pdf2jpggray" variation is identical to "pdf2jpg", but the resulting JPEG file is saved as a gray scale 8 bit/pixel image file.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcepdf" can be a local file path, or an web address (URL) to an existing PDF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.24 Command Line PDF To PNG

```
win2pdfd.exe pdf2png "sourcepdf" "destpng" pagenumber  
win2pdfd.exe pdf2png "sourcepdf" "destpng" startpage endpage  
win2pdfd.exe pdf2pnggray "sourcepdf" "destpng" pagenumber  
win2pdfd.exe pdf2pnggray "sourcepdf" "destpng" startpage endpage
```

Convert the PDF specified by "sourcepdf" to a color PNG image file "destpng". If "pagenumber" is 0, all pages are converted as separate files one per page in the format:

```
destpng.1.png  
destpng.2.png  
...  
destpng.n.png
```

If the "pagenumber" is greater than zero, the specified page number is saved to the filename specified by "destpng".

To convert a page range, specify the startpage and endpage instead of a pagenumber.

The "pdf2pnggray" variation is identical to "pdf2png", but the resulting PNG file is saved as a grayscale 8 bit/pixel image file.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcepdf" can be a local file path, or an web address (URL) to an existing PDF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.25 Command Line PDF To TIFF

```
win2pdfd.exe pdf2tiff "sourcepdf" "desttiff" pagenumber  
win2pdfd.exe pdf2tiffmono "sourcepdf" "desttiff" pagenumber  
win2pdfd.exe pdf2tiffgray "sourcepdf" "desttiff" pagenumber  
win2pdfd.exe pdf2tiff "sourcepdf" "desttiff" startpage endpage  
win2pdfd.exe pdf2tiffmono "sourcepdf" "desttiff" startpage endpage
```



```
win2pdfd.exe pdf2tiffgray "sourcepdf" "desttiff" startpage endpage
```

Convert the PDF specified by "sourcepdf" to a TIFF image file named "desttiff". If "pagenumber" is 0, all pages are saved to the filename specified by "desttiff" in a multi-page TIFF. If the "pagenumber" is greater than zero, the specified page number is saved to the filename specified by "desttiff".

To convert a page range, specify the startpage and endpage instead of a pagenumber.

The "pdf2tiffmono" variation is identical to "pdf2tiff", but the resulting TIFF file is saved as a monochrome 1 bit/pixel image file. Similarly, the "pdf2tiffgray" saves the destination TIFF file as a gray scale 8 bit/pixel image file.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcepdf" can be a local file path, or a web address (URL) to an existing PDF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.26 Command Line TIFF To PDF

```
win2pdfd.exe tiff2pdf "sourcetiff" "destpdf"  
win2pdfd.exe tiff2pdfa "sourcetiff" "destpdf"
```

Convert the TIFF image file specified by "sourcetiff" to a PDF file named "destpdf".

The "tiff2pdfa" variation is identical to "tiff2pdf", but the resulting PDF is saved using the PDF/A format.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcetiff" can be a local file path, or a web address (URL) to an existing TIFF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.27 Command Line JPG To PDF

```
win2pdfd.exe jpg2pdf "sourcejpg" "destpdf"  
win2pdfd.exe jpg2pdfa "sourcejpg" "destpdf"
```

Convert the JPG image file specified by "sourcejpg" to a PDF file named "destpdf".

The "jpg2pdfa" variation is identical to "jpg2pdf", but the resulting PDF is saved using the PDF/A format.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcejpg" can be a local file path, or a web address (URL) to an existing JPG.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.28 Command Line PNG To PDF

```
win2pdfd.exe png2pdf "sourcepng" "destpdf"  
win2pdfd.exe png2pdfa "sourcepng" "destpdf"
```

Convert the PNG image file specified by "sourcepng" to a PDF file named "destpdf".

The "png2pdfa" variation is identical to "png2pdf", but the resulting PDF is saved using the PDF/A format.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcepng" can be a local file path, or a web address (URL) to an existing PNG.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.29 Command Line BMP To PDF

```
win2pdfd.exe bmp2pdf "sourcebmp" "destpdf"  
win2pdfd.exe bmp2pdfa "sourcebmp" "destpdf"
```

Convert the Windows bitmap BMP image file specified by "sourcebmp" to a PDF file named "destpdf".

The "bmp2pdfa" variation is identical to "bmp2pdf", but the resulting PDF is saved using the PDF/A format.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcebmp" can be a local file path, or an web address (URL) to an existing BMP.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.30 Command Line GIF To PDF

```
win2pdfd.exe gif2pdf "sourcegif" "destpdf"  
win2pdfd.exe gif2pdfa "sourcegif" "destpdf"
```

Convert the GIF image file specified by "sourcegif" to a PDF file named "destpdf".

The "gif2pdfa" variation is identical to "gif2pdf", but the resulting PDF is saved using the PDF/A format.

Any file names that contain spaces must be enclosed with quotation marks. The "sourcegif" can be a local file path, or an web address (URL) to an existing GIF.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.31 Command Line HTML To PDF

```
win2pdfd.exe html2pdf "sourcehtml" "destpdf"
```

Convert the HTML file or web page specified by "sourcehtml" to a PDF file named "destpdf".

Any file names that contain spaces must be enclosed with quotation marks.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.32 Command Line XPS To PDF

```
win2pdfd.exe xps2pdf "sourcexps" "destpdf"
```

Convert the XPS file specified by "sourcexps" to a PDF file named "destpdf".

Any file names that contain spaces must be enclosed with quotation marks. The "sourcexps" can be a local file path, or an web address (URL) to an existing XPS.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.33 Command Line Image To PDF

```
win2pdfd.exe image2pdf "sourceimage" "destpdf"
```

Convert an image file in the format TIFF, JPG, PNG, GIF, or BMP specified by "sourceimage" to a PDF file named "destpdf".

Any file names that contain spaces must be enclosed with quotation marks. The "sourceimage" can be a local file path, or an web address (URL) to an existing image file.

This feature requires a licensed version of Win2PDF. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.34 Command Line Content Search

```
win2pdfd.exe getcontentsearch "sourcepdf" "password" "searchtext"
```

Search the PDF file specified by "sourcepdf" for the text specified by "searchtext". If the "searchtext" is found in the PDF file, the text

immediately following the "searchtext" is printed to standard out (STDOUT).

If the path to "sourcepdf" contains spaces, it must be enclosed with quotation marks. The "sourcepdf" can be a local file path, or an web address (URL) to an existing PDF.

If the PDF is password protected, the master password should be provided in the "password" parameter. Otherwise, the parameter should be set to ""

The "searchtext" parameter is case sensitive.

This command can be used by custom programs, [plug-ins](#), or [Power Automate Desktop flows](#) for operations such as renaming based on the contents of the PDF.

Requires a licensed version of Win2PDF version 10.0.100 or above. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.3.35 Command Line Set PDF Version

```
win2pdfd.exe setpdfversion "sourcepdf" pdfversion "destpdf"
```

Attempts to update PDF specified by "sourcepdf" to the version specified by "pdfversion", and save updated PDF in "destpdf". Valid versions are:

<u>"pdfversion"</u>	<u>Introduced</u>	<u>Adds support for:</u>
"1.0"	Adobe Acrobat 1.0	
"1.1"	Adobe Acrobat 2.0	Adds support for links and password protection.
"1.2"	Adobe Acrobat 3.0	Adds support for Unicode.
"1.3"	Adobe Acrobat 4.0	Adds support for digital signatures and 40 bit encryption.
"1.4"	Adobe Acrobat 5.0	Adds support for transparency, JBIG2 compression, and 128 bit encryption.
"1.5"	Adobe Acrobat 6.0	Adds JPEG 2000 compression.
"1.6"	Adobe Acrobat 7.0	Adds support for AES encryption.

"1.7" Adobe Acrobat Improved support for security.
8.0

Win2PDF sets the PDF version to the lowest PDF version possible to support the features in the PDF file, usually "1.4". Setting the PDF version is not necessary for most viewers. New viewers should be backwards compatible with older PDF versions, and old viewers will skip new features. Some compliance software requires a specific PDF version, and this command can be use to set the PDF to a specific version. You can only set the PDF version to a higher version than the existing version of "sourcepdf".

Requires a licensed version of Win2PDF version 10.0.121 or above. [Contact us](#) for a time limited evaluation license.

Returns 0 on success, and a [Windows system error code](#) on failure.

6.4 Programming Environments

6.4.1 .NET Framework

You can set the PDF file name from VB.NET or C# using the .NET framework Printersettings.PrintFileName property as documented by Microsoft at:

<https://docs.microsoft.com/en-us/dotnet/api/system.drawing.printing.printersettings.printfilename>

You should also set the PrinterSettings.PrintToFile property to TRUE:

```
PrintDocument.PrinterSettings.PrintFileName = "C:\Users\test\AppData\Local\Temp\test.pdf";  
PrintDocument.PrinterSettings.PrintToFile = true;
```

You can set any [Win2PDF string registry settings](#) using the VB.NET "**SaveSetting**" function.

```
SaveSetting "Dane Prairie Systems", "Win2PDF", ValueName, Value
```

From C#, you can use the same fully qualified **SaveSetting** function name:

```
Microsoft.VisualBasic.Interaction.SaveSetting("Dane Prairie Systems", "Win2PDF", ValueName, Value, RegistryValueKind.String, RegistryOptions.None, RegistryPath)
```

Win2PDF behaves the same as a paper printer for all other .NET interfaces. Here's an example for creating a PDF from VB.NET:

```
Private Sub PrintPageHandler(ByVal sender As Object, ByVal args As Printing.PrintPageEventArgs)
    Static i As Integer = 0
    i = i + 1
    ' Print a line on this page
    args.Graphics.DrawString("Printed a Line on page " & i.ToString, New Font(FontFamily.Generic, 12, FontStyle.Regular), Brushes.Black, New Point(100, 100))

    ' Have we printed enough pages?
    If i >= 5 Then
        ' Done all the pages
        i = 0
        args.HasMorePages = False
    Else
        ' Not finished, yet
        args.HasMorePages = True
    End If
End Sub
```

```
Private Sub Button1_Click(ByVal sender As System.Object, ByVal e As System.EventArgs) Handles Button1.Click
    Dim prn As New Printing.PrintDocument
    ' Select the Win2PDF Printer
    prn.PrinterSettings.PrinterName = "Win2PDF"
    ' Set the PDF file name
    prn.PrinterSettings.PrintFileName = "C:\Users\test\AppData\Local\Temp\appdata\test.pdf"
    prn.PrinterSettings.PrintToFile = True
    ' Handle the page events
    AddHandler prn.PrintPage, AddressOf Me.PrintPageHandler
    ' Do the print (Printing handled by the print page handler)
    prn.Print()
    ' Remove the page handler
    RemoveHandler prn.PrintPage, AddressOf Me.PrintPageHandler
End Sub
```

6.4.2 Visual Basic 6.0

6.4.2.1 Using the Printer object

The Visual Basic printer object greatly simplifies sending output to a printer. The following is a very simple example of creating a PDF and specifying the output file name.

```
Private Sub Command1_Click()
    'set the output file name
    SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFFileName", "c:\TEST.PDF"

    'output some text
    Printer.Print "hello world!"
End Sub
```

```

    'save the PDF file
    Printer.EndDoc
End Sub

```

Win2PDF supports all of the standard Printer object methods and properties. A more advanced example requires some support routines for writing a Dword value to the registry. The following code must be added to the declarations section of the sample form.

```
Option Explicit
```

```

Private Const REG_DWORD As Long = 4
Private Const HKEY_CURRENT_USER = &H80000001
Private Const KEY_ALL_ACCESS = &H3F

Private Declare Function RegCloseKey Lib "advapi32.dll" _
    (ByVal hKey As Long) As Long
Private Declare Function RegOpenKeyEx Lib "advapi32.dll" Alias _
    "RegOpenKeyExA" (ByVal hKey As Long, ByVal lpSubKey As String, _
    ByVal ulOptions As Long, ByVal samDesired As Long, phkResult As _
    Long) As Long
Private Declare Function RegSetValueExLong Lib "advapi32.dll" Alias _
    "RegSetValueExA" (ByVal hKey As Long, ByVal lpValueName As String, _
    ByVal Reserved As Long, ByVal dwType As Long, lpValue As Long, _
    ByVal cbData As Long) As Long

Private Sub SaveWin2PDFDword(sValueName As String, lValueSetting As
Long)
    Dim lRetVal As Long        'result of the SetValueExLong function
    Dim hKey As Long          'handle of open key

    lRetVal = RegOpenKeyEx(HKEY_CURRENT_USER, "Software\VB and VBA
Program Settings\Dane Prairie Systems\Win2PDF", 0, _
        KEY_ALL_ACCESS, hKey)
    lRetVal = RegSetValueExLong(hKey, sValueName, 0&, _
        REG_DWORD, lValueSetting, 4)
    RegCloseKey (hKey)
End Sub

```

Now we can use the subroutine to save a Dword value to the registry and enable 128 bit encryption. The encryption options are only valid for Win2PDF Pro.

```

Private Sub Command1_Click()
    'set the output file name
    SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFFileName", "c:
\TEST.PDF"

```



```
'enable 128 bit encryption (Win2PDF Pro only) and automatic url
detection
  SaveWin2PDFDword "file options", &H30

'set a master password
  SaveSetting "Dane Prairie Systems", "Win2PDF", "master password",
"abracadabra"

'set the PDF document title
  SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFTitle", "Hello
World sample"

'set landscape orientation
Printer.Orientation = vbPRORLandscape

'output some text
Printer.Print "hello world!"
Printer.Print "www.win2pdf.com"

'save the PDF file
Printer.EndDoc
End Sub
```

The following example demonstrates how to append to an existing PDF file.

```
Private Sub Command2_Click()

  'set the output file name to create original PDF file
  SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFFileName", "c:
\TEST.PDF"

  'output some text
  Printer.Print "hello world!"

  'save the PDF file
  Printer.EndDoc

  'Append new text to original PDF file
  'assign original PDF file
  SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFAppendFile", "c:
\TEST.PDF"

  'set new output file to maintain the original PDF file
  SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFFileName", "c:
\AppendedTest.PDF"

  Printer.Print "2nd page added"
  Printer.EndDoc

End Sub
```

The following example enables the "Send PDF" option, sets the email subject, sets the email address, sets the email body text, and then creates the PDF file:

```
'enable sending the PDF file
'replace the file options with &H421 to email with no user interaction
using the Mail Helper application
SaveWin2PDFDword "file options", &H21

'set the email subject (optional)
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFMailSubject", "Test
Subject"

'set the recipient email address (optional)
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFMailRecipients",
bill@microsoft.com

'set the email body text (optional)
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFMailNote", "The
requested PDF file is attached."

'set the PDF file name
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFFileName", "c:\
\test.pdf"

'output some text
Printer.Print "hello world!"
Printer.Print www.win2pdf.com

'save the PDF file
Printer.EndDoc
```

6.4.2.2 Using the Win32 API

The Microsoft Knowledgebase article Q175535 has information on using the Win32 API from Visual Basic. The Win32 API can be used when the Printer object does not provide the necessary functionality.

1. Create a Standard EXE project in Visual Basic 6.0. Form1 is created by default.
2. Add 2 CommandButtons to Form1.
3. Add the following code to the General Declarations section of Form1:

```
Option Explicit
```

```
Private Const LF_FACESIZE = 32

Private Type LOGFONT
    lfHeight As Long
    lfWidth As Long
    lfEscapement As Long
    lfOrientation As Long
    lfWeight As Long
    lfItalic As Byte
    lfUnderline As Byte
    lfStrikeOut As Byte
    lfCharSet As Byte
    lfOutPrecision As Byte
    lfClipPrecision As Byte
    lfQuality As Byte
    lfPitchAndFamily As Byte
    lfFaceName As String * LF_FACESIZE
End Type

Private Type DOCINFO
    cbSize As Long
    lpszDocName As String
    lpszOutput As String
    lpszDatatype As String
    fwType As Long
End Type

Private Declare Function CreateFontIndirect Lib "gdi32" Alias _
    "CreateFontIndirectA" (lpLogFont As LOGFONT) As Long

Private Declare Function SelectObject Lib "gdi32" _
    (ByVal hdc As Long, ByVal hObject As Long) As Long

Private Declare Function DeleteObject Lib "gdi32" _
    (ByVal hObject As Long) As Long

Private Declare Function CreateDC Lib "gdi32" Alias "CreatedCA" _
    (ByVal lpDriverName As String, ByVal lpDeviceName As String, _
    ByVal lpOutput As Long, ByVal lpInitData As Long) As Long

Private Declare Function DeleteDC Lib "gdi32" (ByVal hdc As Long) _
    As Long

Private Declare Function TextOut Lib "gdi32" Alias "TextOutA" _
    (ByVal hdc As Long, ByVal x As Long, ByVal y As Long, _
    ByVal lpString As String, ByVal nCount As Long) As Long ' or
Boolean

Private Declare Function StartDoc Lib "gdi32" Alias "StartDocA" _
    (ByVal hdc As Long, lpdi As DOCINFO) As Long
```

```
Private Declare Function EndDoc Lib "gdi32" (ByVal hdc As Long) _
As Long

Private Declare Function StartPage Lib "gdi32" (ByVal hdc As Long)
As Long

Private Declare Function EndPage Lib "gdi32" (ByVal hdc As Long) _
As Long

Const DESIREFONTSIZE = 12 ' Could use variable, TextBox, etc.

Private Sub Command1_Click()
' Combine API Calls with the Printer object
Dim OutString As String
Dim lf As LOGFONT
Dim result As Long
Dim hOldfont As Long
Dim hPrintDc As Long
Dim hFont As Long

Printer.Print "Printer Object"
hPrintDc = Printer.hdc
OutString = "Hello World"

lf.lfEscapement = 1800
lf.lfHeight = (DESIREFONTSIZE * -20) / Printer.TwipsPerPixelY
hFont = CreateFontIndirect(lf)
hOldfont = SelectObject(hPrintDc, hFont)
result = TextOut(hPrintDc, 1000, 1000, OutString, Len(OutString))
result = SelectObject(hPrintDc, hOldfont)
result = DeleteObject(hFont)

Printer.Print "xyz"
Printer.EndDoc
End Sub

Private Sub Command2_Click()
' Print using API calls only
Dim OutString As String 'String to be rotated
Dim lf As LOGFONT 'Structure for setting up rotated font
Dim temp As String 'Temp string var
Dim result As Long 'Return value for calling API functions
Dim hOldfont As Long 'Hold old font information
Dim hPrintDc As Long 'Handle to printer dc
Dim hFont As Long 'Handle to new Font
Dim di As DOCINFO 'Structure for Print Document info

OutString = "Hello World" 'Set string to be rotated

' Set rotation in tenths of a degree, i.e., 1800 = 180 degrees
```

```

lf.lfEscapement = 1800
lf.lfHeight = (DESIREFONTSIZE * -20) / Printer.TwipsPerPixelY
hFont = CreateFontIndirect(lf) 'Create the rotated font
di.cbSize = 20                ' Size of DOCINFO structure
di.lpszDocName = "My Document" ' Set name of print job (Optional)

' Create a printer device context
hPrintDc = CreateDC(Printer.DriverName, Printer.DeviceName, 0, 0)

result = StartDoc(hPrintDc, di) 'Start a new print document
result = StartPage(hPrintDc)   'Start a new page

' Select our rotated font structure and save previous font info
hOldfont = SelectObject(hPrintDc, hFont)

' Send rotated text to printer, starting at location 1000, 1000
result = TextOut(hPrintDc, 1000, 1000, OutString, Len(OutString))

' Reset font back to original, non-rotated
result = SelectObject(hPrintDc, hOldfont)

' Send non-rotated text to printer at same page location
result = TextOut(hPrintDc, 1000, 1000, OutString, Len(OutString))

result = EndPage(hPrintDc)   'End the page
result = EndDoc(hPrintDc)   'End the print job
result = DeleteDC(hPrintDc) 'Delete the printer device context
result = DeleteObject(hFont) 'Delete the font object
End Sub

Private Sub Form_Load()
    Command1.Caption = "API with Printer object"
    Command2.Caption = "Pure API"
End Sub

```

4. Run the Project and click API with Printer object . This will print a single page to the current default printer with **"Printer Object"** and **"xyz"** printed normally and **"Hello World"** printed rotated 180 degrees.

5. Click Pure API . This will print a single page to the current default printer with "Hello World" printed normally and rotated 180 degrees.

6.4.3 Crystal Reports

The following Visual C example shows how to print a document to Win2PDF using Crystal Reports.

```

void CPrinting::PrintPDF(LPTSTR sPrintType, int iPrintMethod)
{
    _TCHAR sFileName[PE_FILE_PATH_LEN] = "";

```

```

short hJob = 0;
PEPrintOptions PrintOptions;

PEOpenEngine();
hJob = PEOpenPrintJob("d:\\pics32\\pics32\\live\\quote.rpt");

PrintOptions.StructSize    = PE_SIZEOF_PRINT_OPTIONS;
PrintOptions.startPageN    = 1;
PrintOptions.stopPageN     = -1;
PrintOptions.nReportCopies = 1;
PrintOptions.collation     = PE_COLLATED;

    _tcscopy(sFileName, "D:\\temp\\test.pdf"); // Here is the PDF
file name
    _tcscopy(PrintOptions.outputFileName, sFileName);

    PESetPrintOptions(hJob, &PrintOptions);
    PEOutputToPrinter(hJob, 1);
    PESTartPrintJob(hJob, TRUE);
    PECloseEngine();
}

```

The same example using Visual Basic follows.

```

Public Function printAPIReport(RptName As String, rptPath As String,
outPath As String) As Boolean
    Dim PrintOptions As PEPrintOptions
    Dim hjob As Integer

    PEOpenEngine()
    hjob = PEOpenPrintJob(rptPath & RptName)

    PrintOptions.StructSize = PE_SIZEOF_PRINT_OPTIONS
    PrintOptions.StartPageN = 1
    PrintOptions.stopPageN = -1
    PrintOptions.nReportCopies = 1
    PrintOptions.collation = PE_COLLATED
    PrintOptions.outputFileName = "c:\\Temp\\TEST.PDF" & Chr(0)

    PESetPrintOptions(hjob, PrintOptions)

    PEOutputToPrinter(hjob, 1)

    PESTartPrintJob(hjob, True)

    PECloseEngine
End Function

```

6.4.4 Microsoft Access

The following example shows the basic code to open and print an Access report to Win2PDF. This example uses SaveSetting to set the PDF file name and will suppress the Win2PDF File Save dialog.

```
Private Sub cmd_PrintToWin2PDF_Click()  
  
'This code assumes that Win2PDF is set as the default printer.  
On Error GoTo Err_cmd_PrintToWin2PDF_Click  
  
    Dim stDocName As String  
  
    'set the output file name  
    SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFFileName", "c:  
\temp\AccessTest.pdf"  
  
    stDocName = "Report to be converted"  
    DoCmd.OpenReport stDocName, acNormal  
  
Exit_cmd_PrintToWin2PDF_Click:  
    Exit Sub  
  
Err_cmd_PrintToWin2PDF_Click:  
    MsgBox Err.Description  
    Resume Exit_cmd_PrintToWin2PDF_Click  
  
End Sub
```

The following example shows how to merge two Access reports into a single PDF file:

```
'This sample assumes that Win2PDF is set as the default printer.  
  
'create first PDF file from report rpt_OriginalReport  
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFFileName", "c:  
\temp\Report.pdf"  
DoCmd.OpenReport "rpt_OriginalReport", acNormal  
  
'Set registry to append 2nd report to PDF file just created  
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFFileName", "c:  
\temp\MergedReports.pdf"  
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFPrependFile", "c:  
\temp\Report.pdf"  
  
'print second report, rpt_ReportToAppend  
DoCmd.OpenReport "rpt_ReportToAppend", acNormal
```

The following sample shows how to email without user interaction using the Win2PDF Mail Helper application. You need to install and configure the Win2PDF Mail Helper application before running this code.

The SaveWin2PDFDword routine used in this example is listed in [Using the Printer object](#).

```
'This sample assumes that Win2PDF is set as the default printer.

Dim stDocName As String

'enable sending the PDF file with no user interaction
SaveWin2PDFDword "file options", &H420

'set the output file name
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFFileName",
txt_PDFFileName

SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFMailRecipients",
txt_emailaddress
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFMailSubject",
txt_EmailSubject
SaveSetting "Dane Prairie Systems", "Win2PDF", "PDFMailNote",
txt_emailmessage

stDocName = "rpt_Report_to_Email"
DoCmd.OpenReport stDocName, acNormal
```


Part



7 Dane Prairie Systems Company Information



Information on Win2PDF is available at <https://www.win2pdf.com>

For help on our products, including technical support, visit <https://helpdesk.win2pdf.com> or send e-mail to support@win2pdf.com

For sales inquiries, send e-mail to sales@win2pdf.com

Our mailing address is:

Dane Prairie Systems, LLC
P.O. Box 24491
Minneapolis, MN 55424-0491

Index

- % -

%PDFAutoNameContentSearch% 183
 %PDFDate% 499
 %PDFDay% 499
 %PDFDayInWeek% 499
 %PDFDayName% 499
 %PDFHour% 499
 %PDFHour24% 499
 %PDFMillisecond% 499
 %PDFMinute% 499
 %PDFMinute10% 499
 %PDFMinute15% 499
 %PDFMinute30% 499
 %PDFMinute5% 499
 %PDFMonth% 499
 %PDFMonthName% 499
 %PDFSecond% 499
 %PDFTime% 499
 %PDFTimeMarker% 499
 %PDFTitle% 499
 %PDFTitleNoExtension% 499
 %PDFYear% 499

- . -

.NET framework 539

- 1 -

128 bit encryption 76

- 4 -

40 bit encryption 76

- 6 -

64 bit 487

- A -

Access 548
 acrobat distiller 481
 activation 15
 add background image 444
 add watermark image 446
 add Win2PDF instance 9
 add Win2PDF printer 9
 AddPrinter error 126 492
 Adobe Reader 391, 415, 488
 Affixa 159
 All Users 228
 Allow Links 80
 Allow text and graphics to be copied 76
 Allow the document to be modified 76
 Allow the document to be printed 76
 annual subscription fee 489
 any to pdf 127
 any2pdf 127
 append 52, 116, 491, 505
 Append PDF 450, 519
 Apple iOS device 156
 Apple iOS devices 152
 Application Settings 70
 apply background image 444
 Apply To First Page Only 81
 Apply To Last Page Only 81
 Apply watermark 79, 506, 513
 apply watermark image 446
 Asian character sets 491
 Author 75
 auto merge interval 495
 Auto name 84, 147
 auto name pdf windows 10 406
 auto name pdf windows 11 430
 auto save 84
 AutoCAD 178
 automatically name 147, 406
 automatically name file 453
 automatically name PDF windows 11 430
 autoname 406
 auto-rename 117, 357
 auto-rename pdf computer name 373
 auto-rename pdf content field 362
 auto-rename pdf date 374
 auto-rename pdf day 376

auto-rename pdf document author 371
 auto-rename pdf document creation date 368
 auto-rename pdf document keywords 371
 auto-rename pdf document modified date 370
 auto-rename pdf document subject 371
 auto-rename pdf document title 371
 auto-rename pdf hour 376
 auto-rename pdf millisecond 376
 auto-rename pdf minute 376
 auto-rename pdf month 376
 auto-rename pdf original file name 361
 auto-rename pdf search field 364
 auto-rename pdf second 376
 auto-rename pdf text 366
 auto-rename pdf time 375
 auto-rename pdf user defined 377
 auto-rename pdf user name 372
 auto-rename pdf year 375

- B -

Background PDF 525
 Batch Convert 529
 bitmap image quality 490
 BMP 50
 BMP To PDF 122, 535
 BMP2CompressedPDF 337
 BMP2ImageOnlyPDF 339
 BMP2ImagePDF 339
 BMP2JPEG 327
 BMP2JPG 327
 BMP2PDF 325, 535
 BMP2PNG 329
 BMP2SearchablePDF 335
 BMP2TEXT 333
 BMP2TIFF 331
 BMP2TXT 333
 BMPToCompressedPDF 337
 BMPToImageOnlyPDF 339
 BMPToImagePDF 339
 BMPToJPEG 327
 BMPToJPG 327
 BMPToPDF 122, 325, 535
 BMPToPNG 329
 BMPToSearchablePDF 335
 BMPToTEXT 333
 BMPToTIFF 331
 BMPToTXT 333

- C -

Cannot activate Win2PDF online 489
 cannot be searched 145
 Combine PDF 167, 448, 450, 519
 Command Line 517
 command line html to pdf 536
 command line options 6
 command line web to pdf 536
 compared to Microsoft Print to PDF 484, 485
 components 5
 Compress PDF 477, 520
 Compressed PDF 115
 Compression 433
 configure 189
 Configure Auto-name 117
 Configure Mail 118
 Configuring Auto-name 117
 Content Search 117
 Convert 115
 Convert PDF 107
 Convert To Format 528
 Convert To PDF 528
 create pdf 23, 389, 413
 create Scalable Vector Graphics windows 11 426
 create SVG windows 11 426
 Creating a PDF file 23
 credit card 14
 Crystal Reports 546
 custom paper sizes 59, 60, 62
 custom paper sizes windows 10 66
 custom paper sizes windows 11 68
 custom paper sizes windows 8 64
 Customize interface 180

- D -

Dane Prairie Systems Company Information 551
 default CC: 182
 default email body 182
 default email subject 182
 default file name 183
 default file save location 180
 default password 187
 default post action 510
 default post action nowait 510

default printer 392, 416
default security 187
Default Settings 70
default To: 182
default watermark 183
default watermark PDF location 180
delete a page 162
Delete after sending 23, 136
Delete Pages 116, 162, 521
deploying Win2PDF 6
desktop 383, 389, 413
Desktop Icon 191
DEVMODE 495
differences 484, 485
disable autaname keyboard check 495
disable copying 437
disable editing 439
disable file save 84
disable modifications 439
disable modifying 439
Disable options 180
disable printing 435
disabled options 510
DOCINFO 495
Document Information 75
Document Security 76
docx to pdf 467
download 179, 189, 191, 379, 381, 385, 387, 409, 411
Drag and Drop 191
Drag Drop 191
DWG 178

- E -

Email 118
e-mail address 508
email pdf 395, 419
e-mail subject 508
embeds 55
Encrypt PDF 477, 523
encrypted pdf 435, 437, 439
encryption 187, 435, 437, 439, 441, 444, 446
Encryption Level 76
Excel 171, 491
excel to pdf 469
Export 107, 115
Extract 199

extract a page 160
Extract Pages 116, 160, 520
Extract Text 526

- F -

FAQ 481
file name port 490
file options 506
File size 433
flatten pdf 169
fonts 55, 487
formats 515
Formatted Text 35

- G -

GIF 44
GIF To PDF 123, 536
GIF2CompressedPDF 353
GIF2ImageOnlyPDF 355
GIF2ImagePDF 355
GIF2JPEG 343
GIF2JPG 343
GIF2PDF 341, 536
GIF2PNG 345
GIF2SearchablePDF 351
GIF2TEXT 349
GIF2TIFF 347
GIF2TXT 349
GIFToCompressedPDF 353
GIFToImageOnlyPDF 355
GIFToImagePDF 355
GIFToJPEG 343
GIFToJPG 343
GIFToPDF 123, 341, 536
GIFToPNG 345
GIFToSearchablePDF 351
GIFToTEXT 349
GIFToTIFF 347
GIFToTXT 349
GMail 159, 189, 211
Google Chrome 473
Google Cloud Print 133
Graphics Interchange Format 44

- H -

hardcopy 392, 416
 Hot Folder 531
 Hotmail 159, 189
 hotmail.com 214
 HTML 176, 177
 HTML To PDF 471, 473, 475, 536
 HTML2PDF 536
 HTMLToPDF 536

- I -

iBooks 152, 156
 image only 145
 image only pdf 526
 Image To PDF 537
 Image2PDF 537
 image-only 404, 428
 imagepdf 526
 ImageToPDF 537
 install 379, 385, 409
 install Win2PDF 3
 Internet Explorer 177
 invoice 14
 iPad 156
 iPhone 152
 ISO 19005-1:2005 25

- J -

JPEG 40, 202
 JPEG To PDF 535
 JPEG2000 200, 506, 520
 JPEG2000 Ratio 495
 JPEG2PDF 535
 JPEGToPDF 267, 535
 JPG 202
 JPG To PDF 120, 535
 JPG2CompressedPDF 277
 JPG2ImageOnlyPDF 279
 JPG2ImagePDF 279
 JPG2PDF 120, 267, 535
 JPG2PNG 269
 JPG2SearchablePDF 275
 JPG2TEXT 273

JPG2TIFF 271
 JPG2TXT 273
 JPGToCompressedPDF 277
 JPGToImageOnlyPDF 279
 JPGToImagePDF 279
 JPGToPDF 535
 JPGToPNG 269
 JPGToSearchablePDF 275
 JPGToTEXT 273
 JPGToTIFF 271
 JPGToTXT 273

- K -

keycode 15
 Keywords 75

- L -

legal 491
 license 381, 387, 411
 license code 15, 381, 387, 411
 license key 381, 387, 411
 linearized PDF 490

- M -

Mail 118
 mail helper 189
 mailing address 551
 MAPI 159
 master password 76
 Merge Options 505
 merge PDF 167, 448, 450, 519
 Merging 52, 491
 metro 384
 Microsoft Edge 471
 Microsoft Excel 171
 Microsoft Power Automate Desktop 456, 459, 464,
 467, 469, 471, 473, 475, 477, 478
 Microsoft Print to PDF 389, 391, 392, 395, 396,
 398, 400, 402, 404, 406, 413, 415, 416, 419, 420,
 424, 428, 433, 435, 437, 439, 441, 444, 446, 448,
 450, 453
 Microsoft Print to PDF comparison 484, 485
 Mozilla FireFox 475
 Mozilla Thunderbird 209

- N -

name file 453
 noncommercial use 488
 non-expiring license 489
 non-searchable 145, 404, 428
 Non-searchable PDF 27, 115

- O -

OCR 38, 526
 Office 365 207
 open pdf 107
 Outlook 174, 207
 Outlook Web Access 159
 outlook.com 189, 214
 overview 5
 Overwrite existing file 52

- P -

Page Editing 116
 Paper Sizes 55
 password protect 441
 passwords 441
 PDF Certificate 524
 pdf command line 464
 PDF Content Search 537
 PDF converter 130
 PDF for Archiving 25, 137, 396, 420
 PDF Get Number Pages 523
 PDF Image Only 27, 115, 202
 PDF Options 75
 PDF Page Count 523
 PDF reader 488
 PDF Retrieve Number Pages 523
 PDF Return Number Pages 523
 pdf security 441
 PDF Set Version 538
 PDF to GIF 115
 PDF To JPEG 115, 532
 PDF To JPG 115, 532
 PDF To PNG 533
 PDF to Text 115
 PDF to TIF 115
 PDF To Tiff 115, 203, 533

PDF viewer 107, 111, 488
 PDF writer 130, 481
 PDF/A 137, 396, 420
 PDF/A-1b 25
 PDF2CompressedPDF 263
 PDF2ImageOnlyPDF 265
 PDF2ImagePDF 265
 PDF2JPEG 202, 254
 PDF2JPG 202, 254, 532
 PDF2JPGGRAY 532
 PDF2PNG 255, 533
 PDF2PNGGRAY 533
 PDF2SearchablePDF 261
 PDF2TEXT 259
 PDF2TIFF 203, 257, 533
 PDF2TIFFGRAY 533
 PDF2TIFFMONO 533
 PDF2TXT 259
 PDFAppendFile 505
 PDFAuthor 506
 PDFAutoNameContentCol 98
 PDFAutoNameContentLength 98
 PDFAutoNameContentPosition 98
 PDFAutoNameContentRow 98
 PDFAutoNameContentSearch 98
 PDFDate 503
 PDFDay 503
 PDFDayInWeek 503
 PDFDayName 503
 PDFDefaultAppendFile 505
 PDFDefaultFileName 499, 500
 PDFDefaultPrependFile 505
 PDFDefaultPrintToName 506, 507
 PDFDocumentScaling 495
 PDFExcludeWatermarkPost 513
 PDFExcludeWatermarkPre 513
 PDFFileName 499
 PDFHour 503
 PDFHour24 503
 PDFIncrement 503
 PDFKeywords 506
 PDFMailAuthentication 516
 PDFMailBCCRecipients 508
 PDFMailCCRecipients 508
 PDFMailDefaultBCCRecipients 508
 PDFMailDefaultCCRecipients 508
 PDFMailDefaultHTML 508
 PDFMailDefaultNote 508

PDFMailDefaultRecipients 508
 PDFMailDefaultSubject 508
 PDFMailFrom 516
 PDFMailHTML 508
 PDFMailNote 508
 PDFMailPassword 516
 PDFMailRecipients 508
 PDFMailServerName 516
 PDFMailSubject 508
 PDFMailUserName 516
 PDFMillisecond 503
 PDFMinute 503
 PDFMinute10 503
 PDFMinute15 503
 PDFMinute30 503
 PDFMinute5 503
 PDFMonth 503
 PDFMonthName 503
 PDFPostFileName 499
 PDFPrependFile 505
 PDFPrintToName 506, 507
 PDFSecond 503
 PDFSubject 506
 PDFTime 503
 PDFTimeMarker 503
 PDFTitle 503, 506
 PDFTitleNoExtension 503
 PDFToCompressedPDF 263
 PDFToImageOnlyPDF 265
 PDFToImagePDF 265
 PDFToJPEG 254
 PDFToJPG 254
 PDFToPNG 255
 PDFToSearchablePDF 261
 PDFToTEXT 259
 PDFToTIFF 257
 PDFToTXT 259
 PDFWatermarkFile 513
 PDFYear 503
 Permissions 76
 perpetual license 489
 persistent 496
 plug in 510
 plug in label 512
 plug-in 510
 PNG 47
 PNG To PDF 121, 535
 PNG2CompressedPDF 291
 PNG2ImageOnlyPDF 293
 PNG2ImagePDF 293
 PNG2JPEG 283
 PNG2JPG 283
 PNG2PDF 121, 535
 PNG2SearchablePDF 289
 PNG2TEXT 287
 PNG2TIFF 285
 PNG2TXT 287
 PNGToCompressedPDF 291
 PNGToImageOnlyPDF 293
 PNGToImagePDF 293
 PNGToJPEG 283
 PNGToJPG 283
 PNGToPDF 281, 535
 PNGToSearchablePDF 289
 PNGToTEXT 287
 PNGToTIFF 285
 PNGToTXT 287
 Portable Network Graphics 47
 post action 510
 post action checkbox label 512
 post action nowait 510
 Powerpoint 172
 prepend 52, 116, 491, 505
 Prepend PDF 448, 519
 prevent copying 437
 prevent editing 439
 prevent modifications 439
 prevent modifying 439
 prevent printing 435
 Print file 133
 Print PDF 506, 527
 Print Quality 71
 print server 481
 Print To BMP 50
 Print To GIF 44
 Print To JPEG 40
 Print To JPG 40
 print to pdf 23, 389, 391, 392, 395, 396, 398, 400,
 402, 404, 406, 413, 415, 416, 419, 420, 424, 428,
 456
 Print To PDF Image Only 27
 Print To PDF/A 25
 Print To PNG 47
 Print To Searchable PDF 38
 Print To SVG 31
 Print To Text 35

Print To TIFF 33
Print To TXT 35
Print To Windows Bitmap 50
Print To XPS 29
print Windows 10 389, 392
print Windows 11 413, 416
print Windows 8 383, 384
printer object 540
Publisher 173
purchase order 14

- R -

rearrange pages 164
REG_EXPAND_SZ 499
regcode 15
registration code 15
remove a page 162
remove pages 162
Rename PDF 357, 478
reorder pages 164
resolution 71, 433
restrict copying 437
restrict editing 439
restrict modifications 439
restrict modifying 439
restrict printing 435
rotate pages 116, 198

- S -

sales quote 14
Save file without prompting 147
Save PDF without prompting 147
SaveSetting 495, 540, 548
Scalable Vector Graphics 31, 143, 402
Search Word 117
Searchable 38, 526
Searchable PDF 115
secure pdf 441
security 187
Send 118
Send email 506
Send file 136, 159
Send to palm 506
serial 15
serial number 15

set file name 453
set PDF file name 459
setup 379, 385, 409
shared printer 481
Sign PDF 524
silent install flags 6
smaller pdf 433
smtp 189
software components 5
Specifying an output file name 490
Split Pages 116, 196, 522
Split Pages Content 522
StartDoc 495
Subject 75
support 483, 484
SVG 31, 143, 402

- T -

Tagged Image File Format 33
technical support 551
Text Only 35
TIF 400, 424
TIF To PDF 534
TIF2PDF 534
TIFF 33, 141, 203, 400, 424
TIFF To PDF 122, 534
TIFF2CompressedPDF 305
TIFF2ImageOnlyPDF 307
TIFF2ImagePDF 307
TIFF2JPEG 297
TIFF2JPG 297
TIFF2PDF 122, 295, 534
TIFF2PNG 299
TIFF2SearchablePDF 303
TIFF2TEXT 301
TIFF2TXT 301
TIFFToCompressedPDF 305
TIFFToImageOnlyPDF 307
TIFFToImagePDF 307
TIFFToJPEG 297
TIFFToJPG 297
TIFFToPDF 295, 534
TIFFToPNG 299
TIFFToSearchablePDF 303
TIFFToTEXT 301
TIFFToTXT 301
TIFFToPDF 534

Title 75
troubleshooting 186

- U -

Unformatted Text 35
user defined page sizes 59, 60, 62
user defined page sizes windows 10 66
user defined page sizes windows 11 68
user defined page sizes windows 8 64
user password 76

- V -

versus Microsoft Print to PDF 484, 485
View file 132
View PDF 111, 391, 415, 506, 527
view xps 112
Viewer 107, 527
Visual Basic 540
vs. Microsoft Print to PDF 484, 485

- W -

Watch Folder 531
watermark 79, 446, 513
Watermark PDF 525
web optimized PDF 490
Web Page To PDF 124
web server 490
web2pdf 124, 536
web-based email 159
webtopdf 124
Win2Image 5, 40
win2pdf 5
Win2PDF Admin Utility 179
Win2PDF Desktop 5, 107, 191
win2pdf desktop app 5
Win2PDF Mail Helper 189, 506
Win2PDF support 481
win2pdf update 9
win2pdf upgrade 9
Win32 API 490, 495, 543
Windows 10 385, 387, 389, 391, 395, 396, 398, 400, 402, 404, 406, 433, 435, 437, 439, 441, 444, 446, 448, 450, 453, 483, 484
Windows 10 Editions 483

Windows 11 409, 411, 413, 415, 419, 420, 424, 428, 484, 485
Windows 11 Editions 484
Windows 8 379, 381, 483
Windows 8 app 384
Windows 95 483
Windows 98 483
Windows Live 175, 189
Windows ME 483
Word 170
word to pdf 467
workbook 491
worksheets 491

- X -

x64 487
xlsx to pdf 469
XML Paper Specification 29, 139, 398
XML Paper Specification windows 11 422
XPS 29, 139, 398
XPS To PDF 126, 537
xps viewer 112
XPS windows 11 422
XPS2CompressedPDF 321
XPS2ImageOnlyPDF 323
XPS2ImagePDF 323
XPS2JPEG 311
XPS2JPG 311
XPS2PDF 126, 309, 537
XPS2PNG 313
XPS2SearchablePDF 319
XPS2TEXT 317
XPS2TIFF 315
XPS2TXT 317
XPSToCompressedPDF 321
XPSToImageOnlyPDF 323
XPSToImagePDF 323
XPSToJPEG 311
XPSToJPG 311
XPSToPDF 126, 309, 537
XPSToPNG 313
XPSToSearchablePDF 319
XPSToTEXT 317
XPSToTIFF 315
XPSToTXT 317

- Y -

Yahoo Mail 159, 189
Yahoo! Mail 217, 222