

# User's Guide

Windows 95/98/ME/NT/2000/XP/VISTA

# Click2PDF User's Guide

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## Special thanks to:

*All the people that contributed to the development of this program, including the developers, copywriters, web site developers, technical support, customer service, manual editors, alpha testers, and the beta testers.*

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# 1 Introduction

Click2PDF lets you create PDF files just by printing from your application. If you can print, you can create PDF files which can be e-mailed, filed, stored, printed. Great for putting professionally formatted documents on the web.

Here are just few uses for Click2PDF:

- E-mail receipts to customers with a Watermark for authenticity.
- Put your manuals online without losing formatting.
- Put your manuals on CD and ship them less expensively.
- Archive websites to a very compatible file format.
- Put blueprints and specs online.
- Update your pricing sheets online by printing to the same web accessible file.
- Send proposals electronically to prospective clients.
- Transfer a document from a Windows Platform to a Mac platform in a viewable PDF format.

## 2 Installation

Follow the instructions below to install Click2PDF

Installing Click2PDF from downloaded file:

If you have downloaded the Click2PDF installation file (Click2PDFSetup.exe), you can install the application by double clicking on the downloaded file. This will run the Click2PDF setup wizard. Simply follow the steps in the Wizard, accept the License Agreement, and choose the installation location.

Installing Click2PDF from CD:

Click on the Click2PDF from the Product menu on the left side of the screen. This will take you to the Click2PDF page. To install the Click2PDF application click on the "INSTALL" text. This will run the Click2PDF setup wizard. Simply follow the steps in the Wizard, accept the License Agreement, and choose the installation location.

NOTE: We suggest that you use the default setting.

### 2.1 Requirements

- Pentium 100 or faster processor
- Windows 95/98/NT/ME/2000/XP/VISTA
- 64 MB of RAM
- At least 10 MB hard drive space

### 2.2 What's New

New in Click2PDF 3.0

- **Microsoft Vista Compatible** - Now fully compatible with Microsoft's new Vista operating system.
- **SMTP Compatible** - Uses the SMTP protocol, as well as the MAPI protocol to E-mail PDF files.
- **E-mail Tracking** - Click2PDF now keeps tracks of each of the E-mail addresses that you have sent

PDF files to, thru Click2PDF

- **Reset Click2PDF Printer** - You can now reset the Click2PDF printer to clear any document that are in the printer queue.
- **600 DPI** - Create crisp laser printer quality PDF files using 600 DPI (dots per inch).

## 2.3 Installation Summary

The installation setup program is called Click2PDFSetup.exe. You must run the setup program to install Click2PDF to your hard disk (Product installation is found in section "Loading the CD"). Here's a summary of what the setup program does:

- Copies the Click2PDF files to your hard disk.
- At the end of the installation process Click2PDF presents you with the option to view the README.TXT. We recommend looking this document over because it contains more information about Click2PDF.
- Launches the PDF Printer installer.

When you first start Click2PDF, the InstantX registration dialog box will appear. To fully enable your copy of Click2PDF please fill out the form and enter your VIP Key, and then send it electronically to Blue Squirrel. If you don't register Click2PDF, the InstantX dialog box will pop up each time you run the program, and it will run as an evaluation program. Once you have purchased the program and [entered your VIP key](#), you'll see your License Key code in the [About](#) Click2PDF box.  
Click2PDFSetup.exe

## 2.4 Loading the CD

1. Insert the CD into the appropriate drive.
2. The CD should automatically load. If the CD does not load automatically, double click on the "My Computer" icon on your desktop or from your Start Menu. Then double click on your CD Drive, this should launch the introduction screen.

- Click on the product 0 from the Product menu on the left side of the screen.
- If you wish to purchase the product click on the 'BUY' text. This will take you to the product purchase page on the Blue Squirrel Web Site.
- To install the demo version of the product click on the "INSTALL" text. This will run the application's setup wizard. Simply follow the steps in the Wizard to install the application.

## 2.5 Uninstalling

To Uninstall Click2PDF, go to your Control Panel and choose Add/Remove Programs. Then choose Click2PDF, and hit the Change/Remove button.

Will not remove PDF files you may have placed in the program directory.

To remove the Click2PDF printer and the ~backup directory and the instant update file (IU.INI) and the CLK2PDF.INI from the Windows directory and the CLK2PDF.INI in the program directory.

```
AddPrinter.exe UNINSTALL
```

To just remove the printer, run this from a command line:

```
AddPrinter.exe DELPRINTER
```

## 3 Getting Started

### 3.1 Registering Electronically

Whether you trying out Click2PDF or have purchased Click2PDF , we politely request that you register the Click2PDF before using the trial version. The registration box will appear each time you run the Click2PDF and have not registered. Please ensure that you have an active Internet connection, then enter your information, and hit 'OK'. Your information will be sent electronically.

### 3.2 Purchasing the Program

There are many ways to purchase the Click2PDF. The easiest way is to hit the "Purchase Online" button that will appear each time your start the trial version. You may also [call 1-800-403-0925 to order the program](tel:1-800-403-0925). We accept all major credit cards.

Once you have purchased the Click2PDF you will be given a VIP Key. The VIP Key is an activation code to unlock and [activate the program and remove any trial limitations](#).

### 3.3 Activating Click2PDF

Make sure you have an active connection to the Internet so you can submit your registration online. The first time you run Click2PDF, the InstantX Registration dialog box appears. Select Help->[About](#)->InstantX button.

Enter in your customer information, and VIP key, and press 'OK' to submit your information over the Internet.

Your VIP Key looks like this:

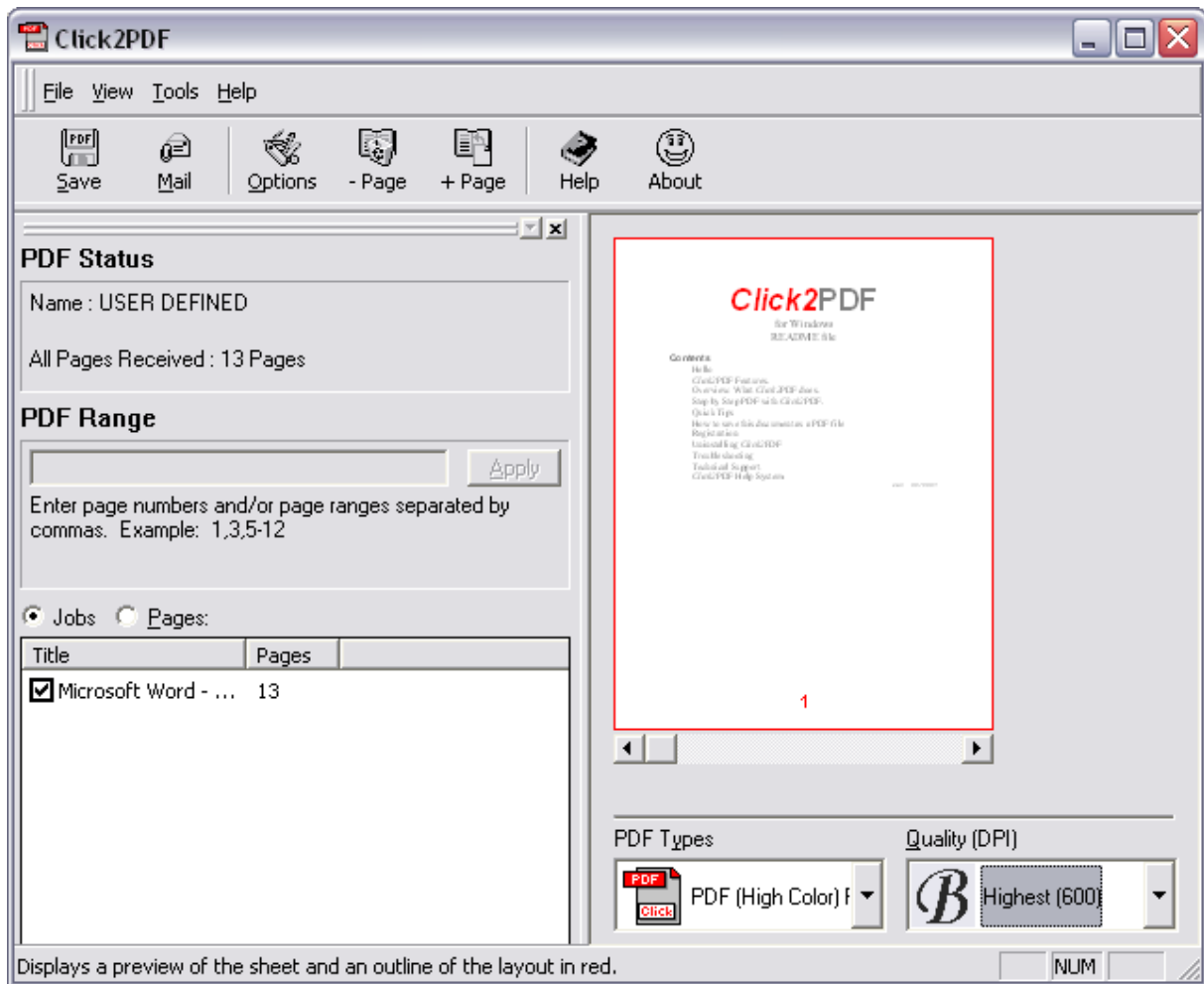
PDFR-ABCEFG-LKJIH-MNO-UTSRQP

You can copy the entire VIP Key, including the dashes, and paste them into the first box on the registration screen to fully enter your VIP Key.

## 4 Using Click2PDF

Click2PDF is very easy to use. Just [print your document](#) to the Click2PDF Printer, and Click2PDF will create an industry standard PDF file which you can use, archive, e-mail, and more.

It really is that simple. There are other features in Click2PDF which let you do other creative things like automatically name the PDF file, re-number pages, combine and re-order documents, create and email the PDF in one step, add a watermark, preview the results, and more.



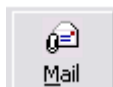
## 4.1 Create a PDF

Creating a PDF is as easy as printing your document.

Steps:

1. Choose File->Print... from your document's application.
2. Choose the Click2PDF Printer.
3. Click Print.
4. Click2PDF will launch and you can hit Mail or Save.

## 4.2 Mail



Clicking the 'Mail' button will generate the PDF file and then launch your default e-mail program (Outlook, Outlook Express or Eudora) with the PDF already attached. So all you have to do is enter the e-mail address and send.

NOTE: New to Click2PDF 3.0, you can now use either SMTP or MAPI to send your PDF emails.

## 4.3 Save



Clicking the 'Save' button will create the PDF file and prompt you for the save location and filename or save it automatically, depending on the Options you've set.

## 4.4 Options

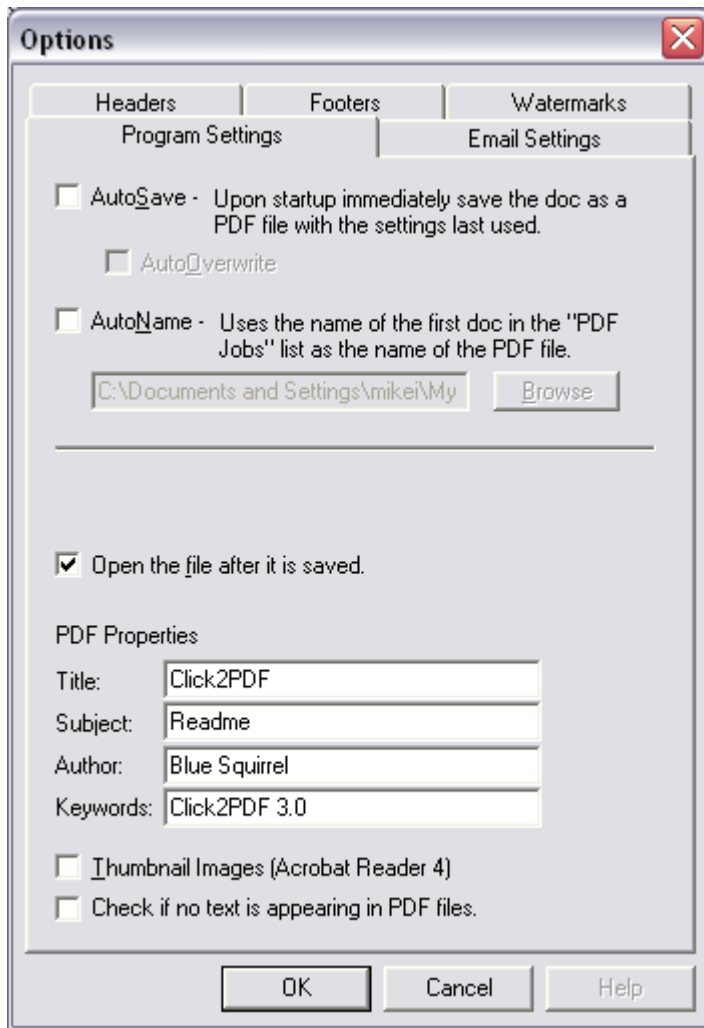


From the Options Button you will be able to set a variety of features to include in your PDF conversion. You will be able to change Program Settings and Headers, Footers, and Watermarks.

NOTE: The settings you select under options are global settings, and will apply to all PDF's you create, until you change them.

## 4.5 Program Settings

After you have clicked on the Options button you will see the following windows:



This window opens to the 'Program Settings' tab, and allows you to make global changes to all of the PDF files you create.

You can enable the following features from this window.

**AutoSave** - If you select this option, then as soon as you print, the PDF will be created, or you will be prompted for a filename (depending on the AutoName setting).

**AutoOverwrite** - If this option is checked, then you will not be prompted when a filename is the same as an existing file. The program will automatically overwrite the existing PDF file. This is very useful when used with AutoName. You can create a PDF from a document with the same name every time.

**AutoName** - Names the PDF based on the job title of the first document printed. Unknown characters become underscores ("\_"). If you choose AutoName, you should set the directory to store the .PDF files. You can use the 'Browse' button to set the location that you would like your PDF files saved to.

**Open the PDF file after it is created** - This will automatically launch your PDF file in the Adobe Reader (if installed) after the PDF file has been generated.

**PDF Properties (Title, Subject, Author, Keywords)** - These are put into the PDF file. If you choose File->Document Properties... in the Acrobat Reader, you will see these values. They are completely

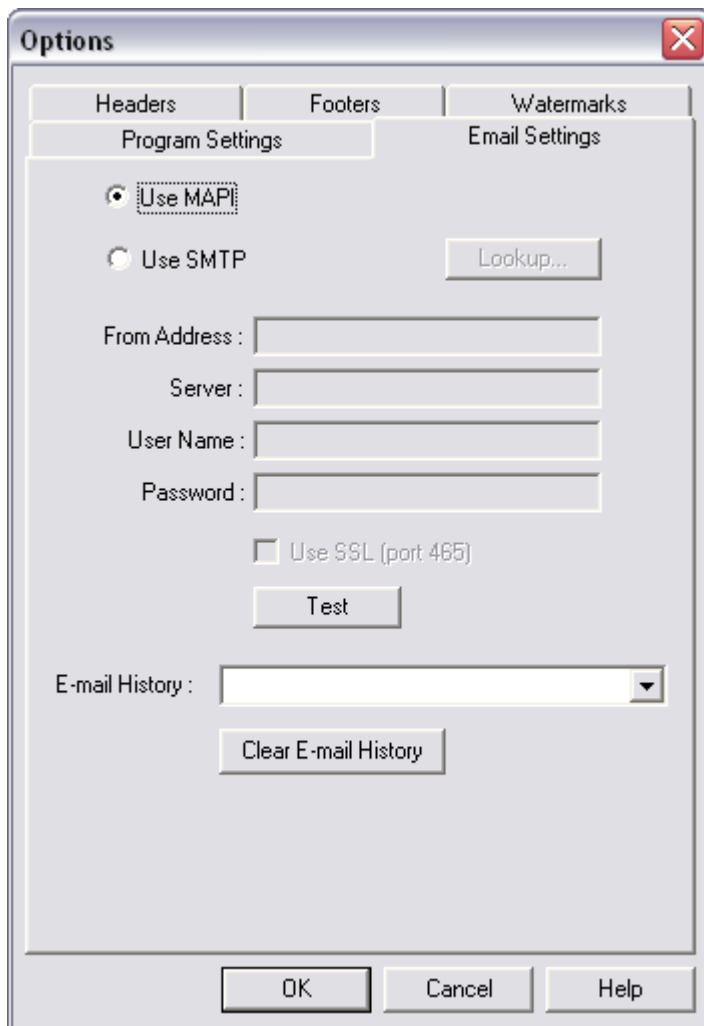
optional.

**Thumbnail Images** - Check this option if you want your PDF file to have Thumbnail Images when viewed in Adobe Acrobat Reader version 4.x.

**Check if no text is appearing in PDF files** - You can use this option to convert a file into a PDF, if there was a problem with the initial conversion.

## 4.6 Email Settings

When you click on the Email Settings tab from the Options window you will see the screen below:



From the Email Settings tab you will be able to setup Click2PDF to Email your PDF files for you.

**Use MAPI** - Allows you to use the MAPI protocol to send your Email from Click2PDF

**Use SMTP** - Allows you to use the SMTP protocol to send your EMail from Click2PDF (New in Click2PDF 3.0)

**From Address** - When you select to use the SMTP Protocol you will need to enter a From Address,

this is the address that is (New in Click2PDF 3.0)

**Server** - When you select to use the SMTP Protocol, you will need to enter a (SMTP) Outgoing server address to connect with, to send your emails. (New in Click2PDF 3.0)

**User Name** - When you select to use th SMTP Protocol, you will need to enter your User Name to connect to the SMTP Outgoing server. (New in Click2PDF 3.0)

**Password** - When you select to use th SMTP Protocol, you will need to enter your Password to connect to the SMTP Outgoing server. (New in Click2PDF 3.0)

**Use SSL (Port 465)** - If your SMTP server requires you to use SSL, then you can check this box to allow Click2PDF to connect to your SMTP server. (New in Click2PDF 3.0)

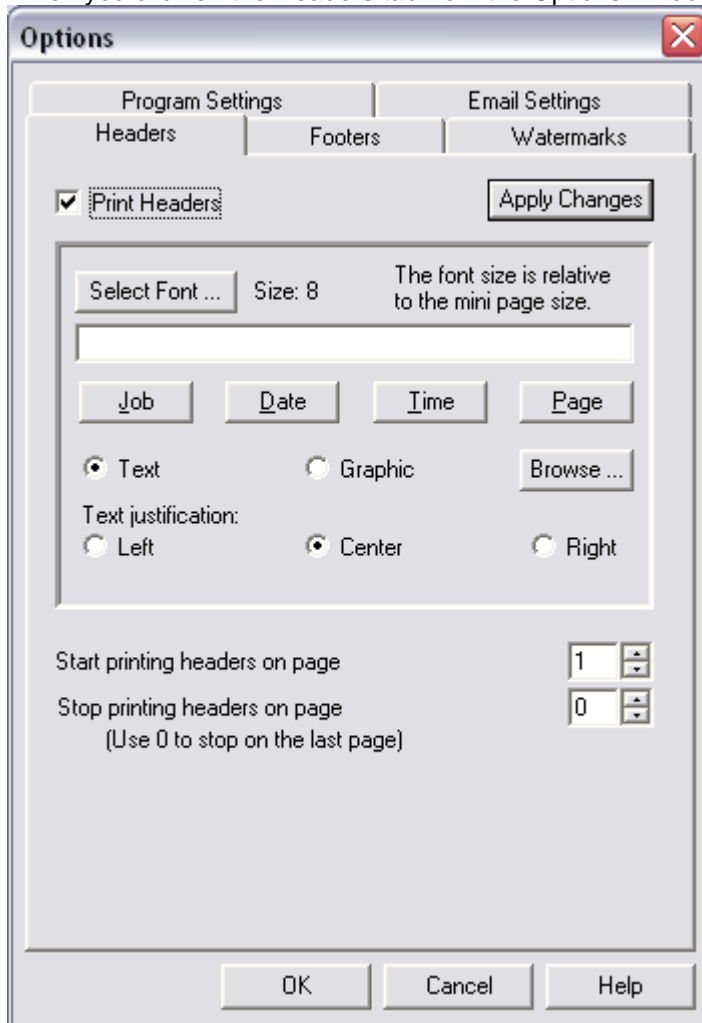
**Test Button** - Clicking the Test Button will allow you to test your email configuration to see if it connects successfully. (New in Click2PDF 3.0)

**E-mail History** - Will keep track of each of the email addresses that you have mailed thru Click2PDF. It will also allow you to select those addresses in a drop down menu when you email from Click2PDF. (New in Click2PDF 3.0)

**Clear E-mail History** - Will clear all of the E-mail addresses in Click2PDF that have been saved in the E-mail history. (New in Click2PDF 3.0)

## 4.7 Headers

When you click on the Headers tab from the Options window you will see the screen below:



You can use this to set your own custom Headers.

To enable the feature in this window, first check the "Print Headers" box.

You can enter your own custom text, and set the font. You can also use special variables that will change.

- **Job** - This is the Title of the print job
- **Date** - The current date. This is great for receipts, price lists, etc. where the date is important.
- **Time** - The current time. This is great for contracts, and documents where the revision time may be important.
- **Page** - The current page. This page is the page printed in the PDF, and may differ from the original document. Use this when you are combining documents and you want to re-number the pages in the PDF.

**Justification** - Choose where the Header will appears (Left Side, Centered, or Right Side).

If you PDF is intended to be a printed document with a cover or title page, you may not want to start the

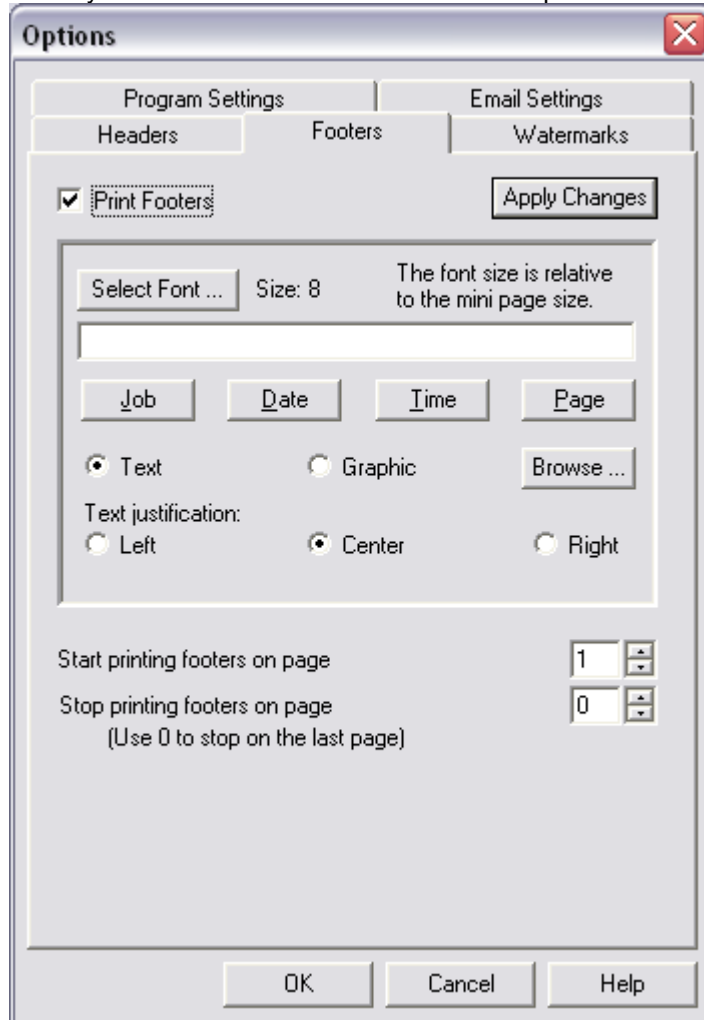
Headers on the first page.

Use the start/stop to control to select the page that you want your Headers to start or stop printing on.

If you just want to turn them off for this printed document, you can uncheck "Print Headers" box, without losing your settings.

## 4.8 Footers

When you click on the Footers tab from the Options window you will see the screen below:



You can use this to set your own custom Footers.

To enable the feature in this window, first check the "Print Footers" box.

You can enter your own custom text, and set the font. You can also use special variables that will change.

- **Job** - This is the Title of the print job
- **Date** - The current date. This is great for receipts, price lists, etc. where the date is important.
- **Time** - The current time. This is great for contracts, and documents where the revision time may be

important.

- **Page** - The current page. This page is the page printed in the PDF, and may differ from the original document. Use this when you are combining documents and you want to re-number the pages in the PDF.

**Justification** - Choose where the Footer will appear (Left Side, Centered, or Right Side).

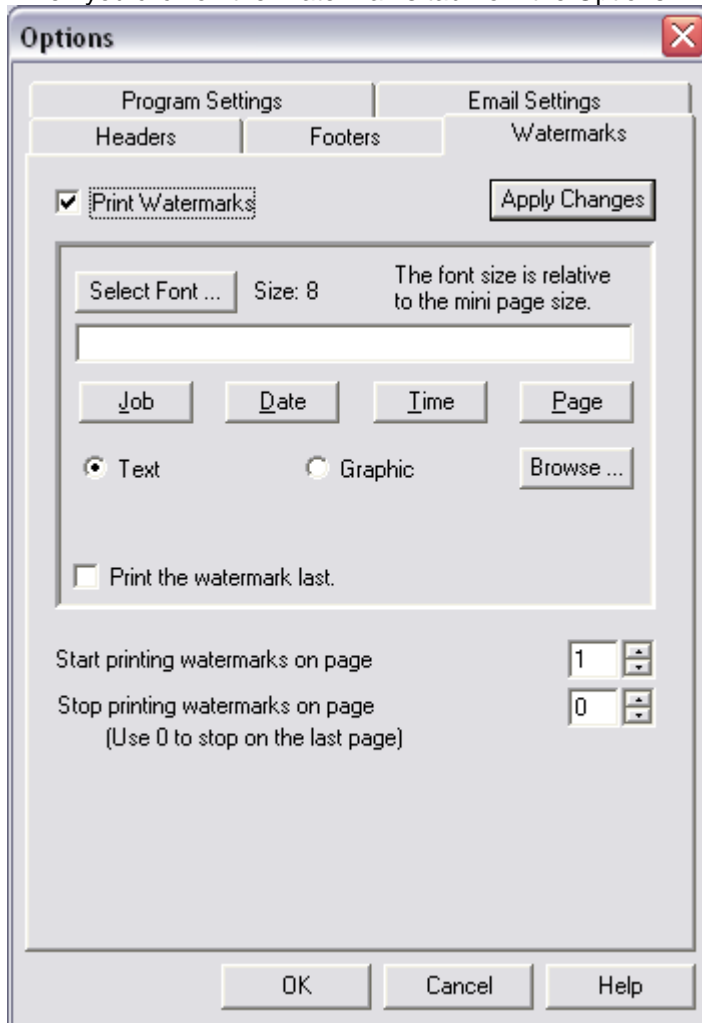
If your PDF is intended to be a printed document with a cover or title page, you may not want to start the Footers on the first page.

Use the start/stop to control to select the page that you want your Footers to start or stop printing on.

If you just want to turn them off for a specific document, you can uncheck "Print Footers" box, without losing your settings.

## 4.9 Watermarks

When you click on the Watermarks tab from the Options window you will see the screen below:



You can use this to set your own custom Watermarks.

To enable the feature in this window, first check the "Print Watermarks" box.

You can enter your own custom text, and set the font. You can also use special variables that will change.

- **Job** - This is the Title of the print job
- **Date** - The current date. This is great for receipts, price lists, etc. where the date is important.
- **Time** - The current time. This is great for contracts, and documents where the revision time may be important.
- **Page** - The current page. This page is the page printed in the PDF, and may differ from the original document. Use this when you are combining documents and you want to re-number the pages in the PDF.

**Text/Graphic** - By selecting either the Text or the Graphic radio buttons, you can select print a 'Text' or 'Graphic' Watermark on your document.

By checking the 'Print Watermark last' box, this will have Click2PDF print the Watermark last in your PDF file.

If your PDF is intended to be a printed document with a cover or title page, you may not want to start the Watermarks on the first page.

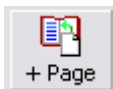
Use the start/stop to control to select the page that you want your Watermarks to start or stop printing on.

If you just want to turn them off for this printed document, you can uncheck "Print Watermarks" without losing your settings.

The Watermark is printed in the middle of the page. You can use your own custom graphic, but you may need to lighten it up with a graphic editor to keep it from dominating the page.

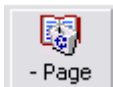
*Note: Watermarks may not show up on web pages and some other documents because the white background may be placed on top and obscure the watermark making it invisible.*

## 4.10 Add a Page



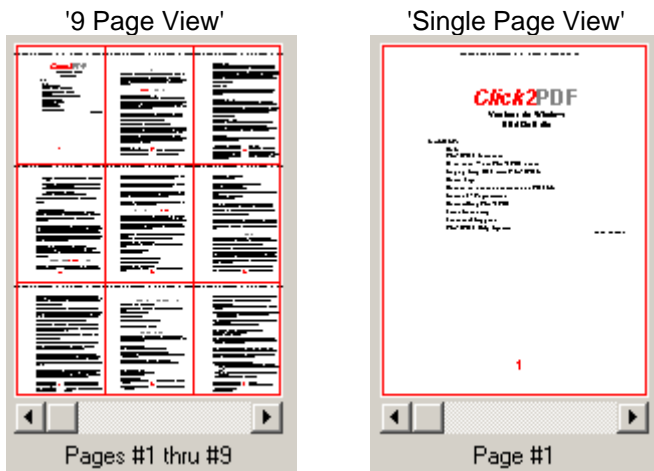
You can insert a blank page into the project, by hitting *Add a Page*. The page will be added at the end of the [print project](#). You can click and drag it up and down to control where in the [print project](#) it will be printed. You can insert a blank page between [print jobs](#), and even inside of an existing [print job](#) as long as you have selected the 'Pages' radio button, under the PDF Range. *NOTE: You can hit the Insert key to Add a Page.*

## 4.11 Delete a Page



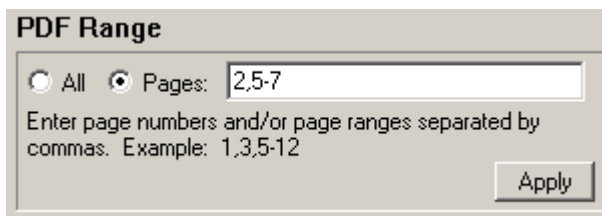
You can delete pages in the project which does not remove them from the [print project](#), but removes them from print range, and gives you a new preview without the page. *NOTE: You can hit the 'Delete' key to delete a page.*

## 4.12 Preview



The initial view when you print to the Click2PDF printer is the '9 Page View'. This allows you to see the first 9 pages of the document you have printed to Click2PDF. You can click on any of the pages being displayed to switch to the 'Single Page View'. By switching to the single page view, you will be able to see what that specific page will look like in the PDF file. The Preview area lets you see a rough version of what your document will look like as a PDF. You can view 9 pages or a single page. Use right and left arrow to scroll through the pages. *NOTE: You can click on the page multiple times to 'ZOOM' into your document, up to 800 times.*

## 4.13 PDF Range



The PDF Range lets you select the pages from the PDF Project that you would like to put into the PDF.

### Examples:

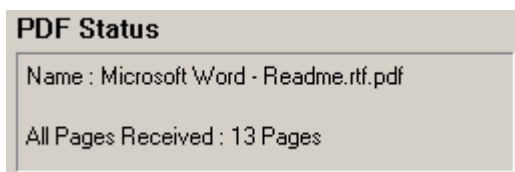
2,5-7 will print 4 pages (2, 5, 6, 7)

1,3,5-12 will print 10 pages (1,3,5,6,7,8,9,10,11,12)

5 will print 1 page (5)

Hit Apply to see the changes reflected in the [Preview](#).

## 4.14 Status Area



The Status area shows the number of pages, and the name of the PDF if [AutoName](#) is turned on.

## 4.15 PDF Jobs List

PDF Jobs	
Title	Pages
<input checked="" type="checkbox"/> Microsoft Word - Readme.rtf	13
<input checked="" type="checkbox"/> CB Page Separator	1
<input checked="" type="checkbox"/> Microsoft Word - ClickBook 5 Brochure.doc	1
<input checked="" type="checkbox"/> 2002 Budget.xls	1

The PDF Jobs List will show all the [PDF Jobs](#) that are queued up in your [PDF Project](#). You can drag Print Jobs up and down to re-order them. You can [insert blank pages](#) at the beginning, at the end, or between Print Jobs.

All the pages in the [PDF Project](#) will be shown in the [Preview](#). You can select the exact pages you want in the PDF by using the [PDF Range](#).

## 4.16 PDF Types and Quality

Click2PDF can create PDF files with varying quality levels. The higher the quality, the larger the size. If you just want to get the point across, then Black and White Low Quality (72 DPI) will work.

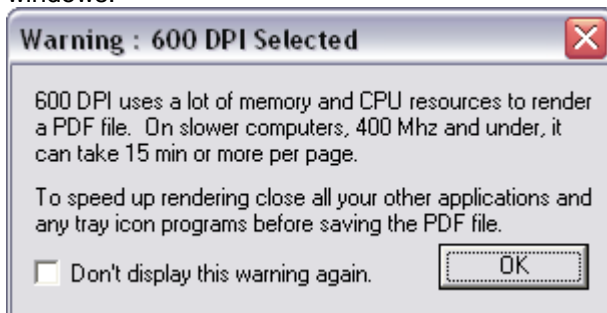
### PDF Type

- **PDF B/W Draft** - Black and white only. Any gray or color will look very grainy.
- **PDF B/W Pro** - Greyscale. Colors or grey will look grey.
- **PDF (High Color) Pro** - Full Color. Colors will be retained in the PDF.

### PDF Quality

- **Highest** - 600 DPI (600 dots per inch) - Crisp Laser printer quality
- **Higher** - 300 DPI (300 dots per inch) - Laser printer quality
- **High** - 200 DPI (200 dots per inch) - Fine fax quality
- **Med** - 100 DPI (100 dots per inch) - Regular fax quality
- **Low** - 72 DPI (72 dots per inch) - Screen quality

NOTE: When selecting the highest PDF Quality (600 DPI) you will initially receive the following windows:



## 4.17 About Box



Clicking the About button will open the Window below.



The About Box has version information, copyright information, and contact information, and also contains shows your License Key(VIP Key) when the software has been fully licensed.

Clicking on the VIP Key/Register button will also provides an alternate method to get to the [Registration](#).

The screenshot shows a dialog box titled "InstantX" with three tabs: "Purchase / VIP Key", "InstantUpdate", and "InstantX Settings". The "Purchase / VIP Key" tab is active. It contains the following fields:

- Name: Sales
- Company: Blue Squirrel
- Address: 686 E. 8400 S.
- Address2: (empty)
- City/State/Postal: Sandy UT 84070
- Country: US
- Telephone: 800-403-0925 Fax: 801-915-6032
- e-mail: Sales@bluesquirrel.com

There is a checked checkbox labeled "Notify me of new products and upgrades". Below this is a section with a blue and yellow icon and the text "To receive a VIP key please purchase the program." with a "Purchase Online" button. Another section with a similar icon says "Enter the VIP key to unlock the software." followed by a "VIP Key:" label and five input fields separated by dashes. At the bottom are "OK" and "Cancel" buttons.

## 5 Menu and Toolbar

### 5.1 File

**Mail** - [Sends](#) the created PDF to your e-mail program to be e-mailed.

**Save** - Creates and [saves](#) the PDF file.

**Save As...** - Creates and [saves](#) a new PDF file with a new filename.

**Print** - Allows you to print the document that you sent to Click2PDF to any printer you have setup on your system.

**Click2PDF Printer Setup...** - Sets up the PDF Printer on your computer.

**Exit** - Exits the program.

### 5.2 View

**Status Bar** - Turns the status bar (at the bottom) on and off.

**Toolbar** - Turns the toolbar on and off.

**Text Labels** - Turns the text labels on the buttons on and off.

**Tool Tips** - Turns the tool tips on and off. They only appear if you run the program without printing.

**Print Job Bar** - Turns the List of [PDF Jobs](#), [Status Area](#) and [PDF Range](#) on and off.

**Print Preview** - Activates or inactivate's the [Preview](#). Turn it off for more speed.

## 5.3 Tools

**Options...** - Lets you set the Click2PDF [Options](#).

**Insert a Blank Page** - Inserts a blank page at the end of your PDF Job. [Add a Page](#).

**Delete a Page** - Deletes a page from the PDF Job [Delete a Page](#).

**Reset Click2PDF** - Resets the Click2PDF printer if a Print Job remains in the printer queue

**Purchase** - Adds Click2PDF to your online shopping cart.

**VIP Key** - Opens the registration window to enter your VIP Key.

**Update** - Gives you access to the update options for Click2PDF

**Update Now!** - Checks to make sure you have the latest version of Click2PDF.

**Undo Last Update...** - Reverses the previous update.

**Settings...** - Lets you choose how often to check for updates (if at all).

**About Click2PDF** - Provides version information and [company information](#)

## 5.4 Help

**Help Topics** - Launches the Click2PDF Help file

**Click2PDF Homepage** - Launches your browser and takes you to the [Click2PDF web page](#).

**License Agreement** - Displays the license agreement.

**Register** - Lets you [register the program](#) and [enter your VIP Key](#).

**Tip of the Day...** - Displays a list of tips on using and getting the most value out of Click2PDF.

**About Click2PDF** - Provides version information and [company information](#)

## 6 Advanced

### 6.1 Hot Keys

**Insert Key** - Click the Insert Key on your keyboard to [Add a Page](#)

**Delete Key** - Click the Delete Key on your keyboard to [Delete a Page](#)

**Right Arrow** - Click the Right Arrow on your keyboard to Scroll pages in [Preview](#) of Click2PDF

**Left Arrow** - Click the Left Arrow on your keyboard to Scroll pages in [Preview](#) of Click2PDF

## 7 Customer Support

The User's Guide will supply most of what you need to know to be productive with Click2PDF. Below we have listed several options to choose from to assist you with any help you may need using Click2PDF. Additional information about Click2PDF can be found in the README file.

### 7.1 Help File

Click the Help button to access the Click2PDF help file.



You can also get to the help file by clicking Help > Help Topics. We encourage you to use Click2PDF help, because it's a complete, informative reference system. In addition, Help offers several advantages over the printed manual.

In the Help Index, you can type in a keyword, and the program automatically looks it up for you. While reading the Help file you can click on a "hot" phrase to jump to a related topic. And later you can retrace your steps; flipping backwards through the topics you jumped from. Or you can read topics in order, like turning the pages of a book, either forward or backward.

## 7.2 Web Site

Program Web Site:

<http://www.bluesquirrel.com/products/Click2PDF/>

If you cannot find the information you need at the program web site, try our FAQs located in our Technical Support area for assistance.

<http://www.bluesquirrel.com/support/> You can then open a Technical Support Ticket to Email our support staff and ask your question.

## 7.3 Technical Support

Our web based technical support and Frequently Asked Questions can be found at:

<http://www.bluesquirrel.com/support/>

## 7.4 Customer Service

You're more than welcome to contact us via telephone. If you would like to speak with a Blue Squirrel representative regarding non-technical issues please select from the following options:

Phone: 801-352-1551

Toll Free: 800-403-0925

Fax: 801-912-6032

E-mail: [sales@bluesquirrel.com](mailto:sales@bluesquirrel.com)

Hours are: Monday through Friday, 8:00 a.m. to 5:00 p.m. Mountain Time.

## 7.5 Mailing Address

Blue Squirrel  
686 E. 8400 South  
Sandy, UT 84070

## 8 Glossary

**[Adobe Acrobat Reader](#)** - A freely available viewer for PDF files from [Adobe](#).

**DPI** - Dots per inch. The number of pixels (dots) per linear inch of paper. 300 DPI would have 300x300 = 90,000 pixels in a square inch. The higher the DPI, the higher the quality. The higher the DPI, the larger the file size of the PDF created by Click2PDF.

**PDF** - Portable Document Format - A widely used file format which keeps formatting similar to the original document.

**PDF Job** - A group of pages printed from the same application. Using Click2PDF, you can combine Print Jobs into a Print Project. Print the title page from Photoshop, the introduction from MS Word, and the charts from Excel, and you would have 3 Print Jobs in your Print Project.

**PDF Project** - Multiple print jobs queued up in Click2PDF. You can re-arrange the order that Print Jobs will print in a Print Project.

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