INSTRUCTIONS FOR USING PDF REDIRECT

Step 1   **Select "Print" from your application** (Word®, Excel®, etc.)

      🖨 Print...   Ctrl+P

Step 2   **In the Print Dialog,** Select the "**PDF reDirect v2**" Printer.
Do not choose to "Print to File", this option is to create printer files (.prn), not PDF files (.pdf).
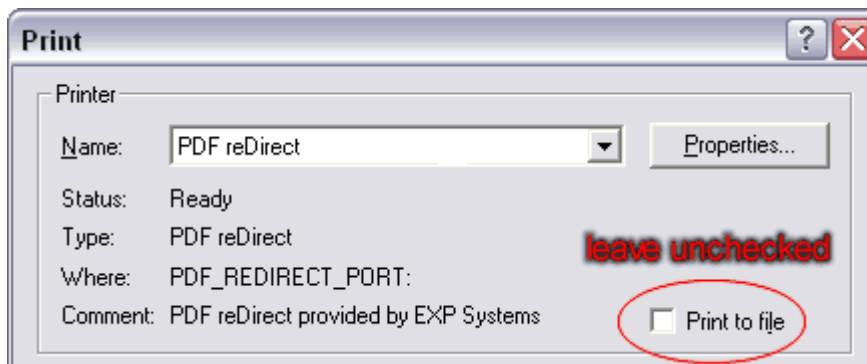

Step 3   **Click on the "Print" Button.**
This will start the PDF reDirect program. The printer output file is added to the Merge list as a new PDF.

**Step 4**   **Choose where you want to save the PDF.**
- Navigate to the drive and folder where you want to save your PDF File,
- To view the PDF before saving it to final destination:
    - A preview (thumbnail) of the PDF is shown in the lower right side of the window
    - Click the thumbnail to open the preview in the PDF Reader.
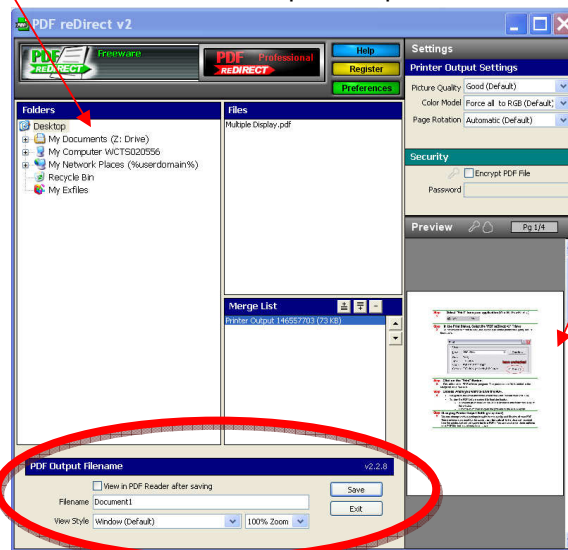
## Step 5 Changing Printer Output Settings (optional)

You can change various settings to optimize the quality and file size of your PDF. These settings only apply to the **current printer output** (ie the data just received from the printer, but not yet converted to a PDF). You cannot change these settings for a PDF file that has already been saved.
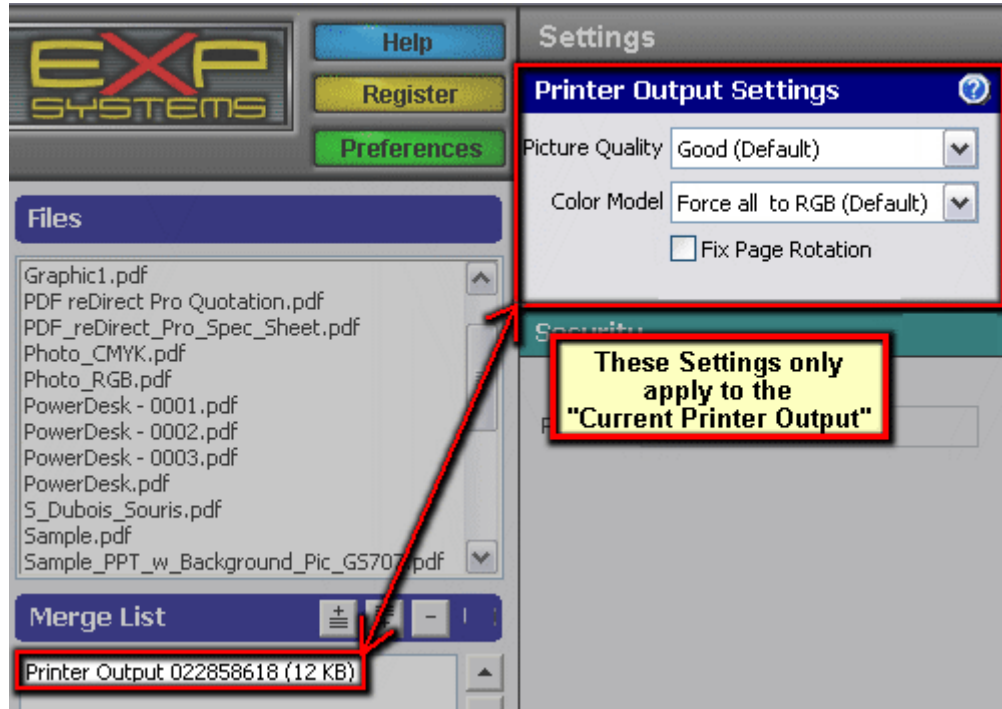
Picture Quality

You can reduce the file size by choosing a lower quality setting.This savings is achieved by down sampling high resolution pictures in your document to a lower resolution and by increasing the compression ratio for pictures. Viewing the PDF document at 100% zoom with Low Quality will maintain the original picture quality, but the details will be lost when zooming in.
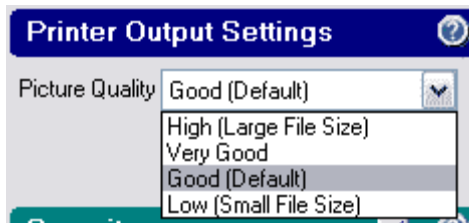
This setting will have no effect on documents which do not have pictures. Picture quality and resolution cannot be improved from the original picture. The resolution of the pictures are decreased to 150 dpi (Good setting) or 75 dpi (Low setting). The resolution of the original picture is maintained if you select High or Very Good settings.

(click picture for full size version)

Color Model

- Force all to RGB. This option will force all objects to the RGB color model. This is the standard way of representing color objects and pictures and will keep pictures smaller. This is suitable for onscreen viewing and normal printing.
- Keep CMYK objects. This is used for ouput that will be printed eventually by a professional publishing company and requires that your source software outputs the color objects and pictures using the CMYK color model. By using this setting, you can keep this format intact which may be required by your publisher, This typically will yield greater color fidelity when printed.

Fix Page Rotation

- You can use this setting if the output shows up sideways.

Step 6 **Choose to Encrypt the PDF** (this step is optional)
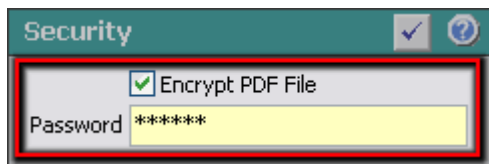
- Select "Encrypt PDF File" to encrypt the PDF using a basic 40 bit encryption. Your PDF file will be protected and will not open unless the person opening the PDF can provide the correct password. You will need to provide a password to save the encrypted PDF file. Later, the encrypted PDF will prevent any person who does not know this password from opening and reading the PDF.

Step 7 **Create the PDF File.**

- Select the "View PDF after is has been created" checkbox to open the final PDF after it has been created.
- Set the "view style" by selecting how you wish the PDF to appear when the PDF is opened in the future. You can:
  - have the PDF opened in a Window, or Full Screen
  - set the zoom level (100%, fit to width, or fit to Page)
- Click on the "Save" button.
- A progress indicator will let you know when your PDF is ready. It will save to the location you have indicated.
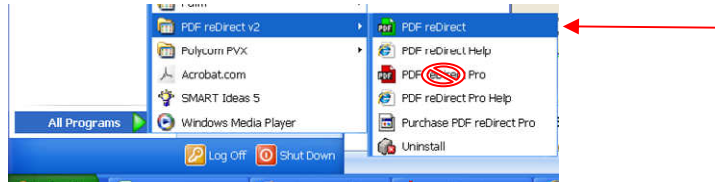
INSTRUCTIONS FOR USING PDF REDIRECT

You can also take several different PDF documents and merge them into one PDF. See instructions below:
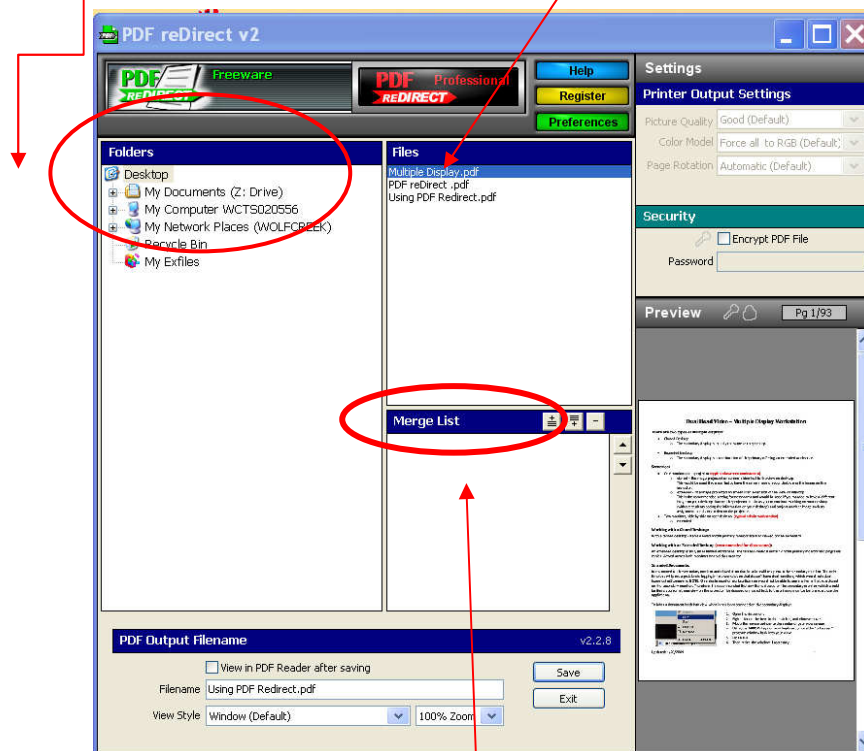
Merging PDF Files

Step 1 Start PDF reDirect

- From your START menu, find and open PDF redirect (**DO NOT use PDF reDirect PRO** as this will not function as it will stop working after 30 days)
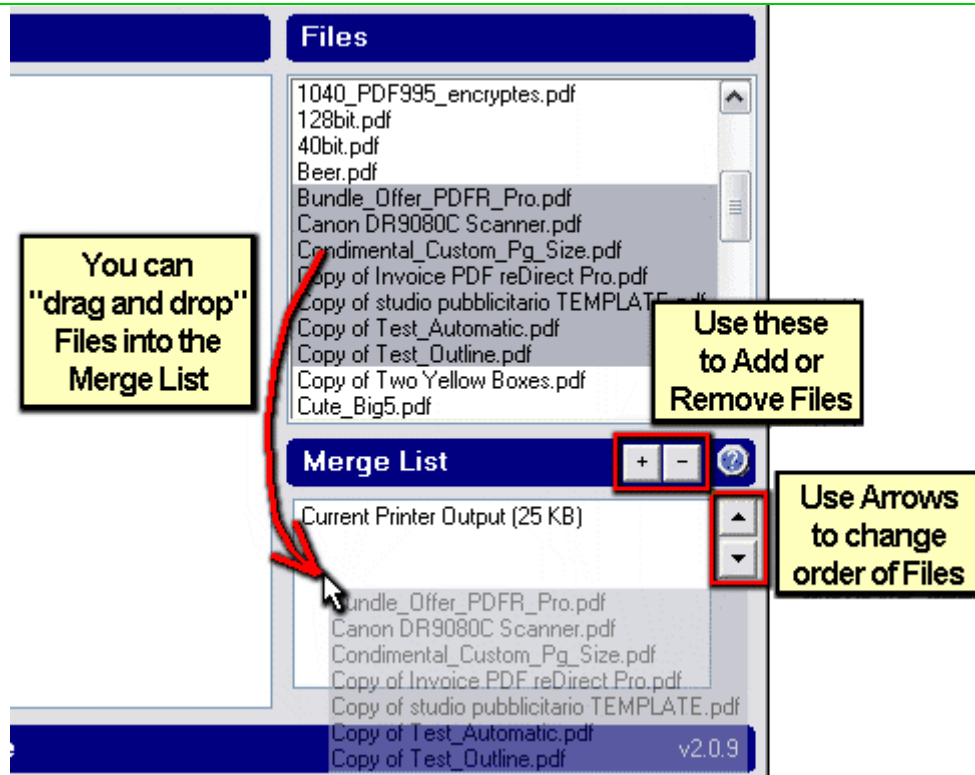

Find your PDF files by selecting the location you saved them in and any available PDF files will show up in the FILES window.

Step 2 Merge PDF Files Together

- Drag additional PDF files (from different folders too) to the "Merge List" (see picture)
- Change the order of the PDF files by using the **up and down buttons**

(see further screen shot on next page)

Step 3 **Click "Save" to create the Merged PDF file.**

- Note: The original PDF files are not deleted.
- You can choose to overwrite an existing file, even if it is in the Merge List.