> **Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your finished pdf documents.**

About ppt2pdf

ppt2pdf is a software utility program that converts PowerPoint® files into .pdf files which are compatible with Adobe Acrobat Reader Version 5 and above. Features of the software include the ability to change the visual quality (compression) of the output pdf file, change the output file properties, and add password protection to the output file. In addition, pdf document permissions can be set to allow users various degrees of control of the document.

Feature settings can be saved to use as defaults, making ppt2pdf a very convenient product for producing multiple pdf documents quickly.
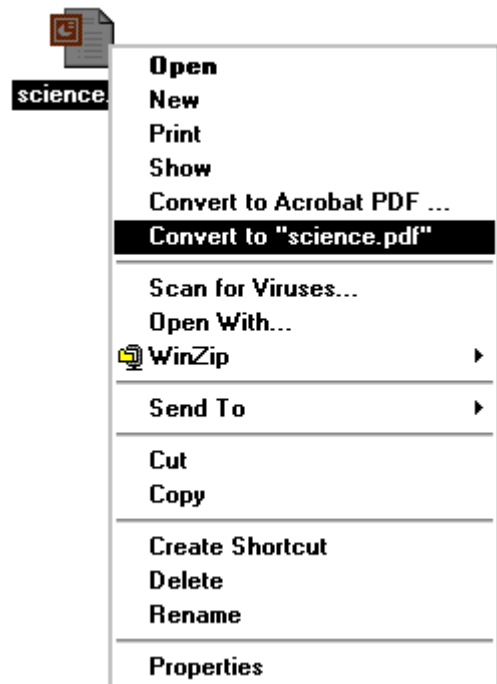
Using ppt2pdf

ppt2pdf can be used in two different ways – by launching the application via a desktop shortcut, or directly from within Windows/Windows Explorer.

Right-clicking a PowerPoint file on your desktop, or navigating with Explorer to the folder that contains your PowerPoint file and then right-clicking, brings up a Windows 'context-sensitive' menu similar to that shown opposite.

Selecting '**Convert to Acrobat PDF'** will launch ppt2pdf and allow you to use the software control panel to make adjustments to feature settings that control how the pdf output file is created.

Selecting '**Convert to** *filename***.pdf'** (example opposite) will create the pdf file using the default feature settings and save the newly-created file to the same folder as the PowerPoint file.

The Control Panel

When you first start ppt2pdf you see the Control Panel (shown below). The control panel provides access to all of the ppt2pdf software features and settings.

Choosing an input file

Powerpoint File Name

Open ...

Clicking the 'Open ...' button opens the standard Windows file open dialog box so you can navigate to the folder containing the file you wish to convert, and select it.

Selecting Quality

The **Quality** of the converted output file can be adjusted using the quality drop-down or moving the slider.

Quality   90

Quality affects the size of the converted file, as well as its appearance. If your PowerPoint® file contains 'photographic' elements, a high quality is recommended. If your file is mostly text and/or uses simple line images, a lower quality setting may be used.

Adjusting Properties

This option allows you to set the document properties for the pdf output file that ppt2pdf generates.

Properties

Title	%PPTTitle%	Macro
Subject	%PPTSubject%	Macro
Author	%PPTAuthor%	Macro
Keywords	%PPTKeywords%	Macro

You can enter your own choices of property text directly in any of the properties boxes, or use the convenient Macro button adjacent to each input box. Clicking the 'Macro' button produces a pop-up from which you can select any of the default configured property macros.

By default, the normal settings for these macros are as follow, and are based on the properties of the PowerPoint file being converted:

%PPTTitle%
%PPTSubject%
%PPTAuthor%
%PPTKeywords%
%PPTFileName%
%Date%
%Time%

Macro

Macro

Macro

%PPTTITLE% : the title in the properties of input ppt file
%PPTAUTHOR% : the author of ppt file
%PPTSUBJECT% : the subject of ppt file
%PPTKEYWORDS% : the keyword(s) of ppt file
%PPTFILENAME% : the full file name of the ppt file
%date% : the current date
%time% : the current time

Adding Security

To make your pdf output file secure, check the 'Adding Security' box. This will enable the various fields relating to document security.

To add a password to your document, check 'Require a password to open the document' and then enter the password of your choice. When you click the 'Save as Default' or 'Convert' links at the bottom of the control panel, a pop-up box appears asking you to re-enter the password you want to use. Be sure that you note the password used or nobody will be able to open and read the resulting pdf file!

To change permissions for your document, check 'Use a password to restrict permissions'. This will enable more security options and choices as below. When you click the 'Save as Default' or 'Convert' links at the bottom of the control panel, a pop-up box will appear asking you to re-enter the permissions password you want to use. Be sure that you note the password used or nobody will be able to access your pdf file to perform any functions that you have permitted.

The **print allowed** and **changes allowed** dropdowns let you choose how much control a reader of your pdf file will have. **Copying content** of your pdf file is disabled by default, but you can enable it by checking the 'Enable..' box.

Print Allowed	None ▼
	None
	Low Resolution
	High Resolution
Changes Allowed	None ▼
	None
	Inserting, Deleting and rotating pages
	Filling in form fields and signing existing signature fields
	Commenting, filling in form fields and signing existing signature fields
	Any

Saving Your Settings

Save as Default allows you to save all of the system configuration settings you have chosen, so that you can conveniently produce

Save as Default

other documents that have the same quality, properties, and security settings. 'Save as Default' will generate a pop-up box for you to **confirm** any passwords (if you have chosen security settings that requires passwords).

Creating the pdf

Convert uses the configuration settings you have chosen to use, and converts the PowerPoint® file to an Adobe Acrobat pdf file. If you

Convert

have not already confirmed any password(s) associated with the pdf file, 'Convert' will generate a pop-up box for you to confirm the password(s). After document conversion, the Windows 'save as' dialog box opens to allow you to navigate to the folder where you want to save the finished pdf file.

Other Options

At the bottom of the Control Panel, there is a set of buttons that provide more options. 'About', 'Help', and 'Exit' will produce the expected results.

About	Help	Save as Default	**Convert**	Exit