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How to add page numbering and time/date stamps to PDF files using the PDF Create Assistant Information: To add page numbers when creating PDF files using PDF Create Assistant, please follow the procedure below. This process utilizes the Watermark feature to add information such as a page numbering or date/time stamps: Launch the PDF Create Assistant. Click the Profiles button. Click the New Profile button. Name the profile and click OK. On the new profile, find the Watermark option. Click it, pause and click it again, to show the Edit button. Click the Edit button. On the Watermark Controls dialog, click the New button. On this dialog type a name and click OK. Select the name of the newly created watermark (from Step 9) in the dialog. Select Text for the Watermark type. In the Text Properties section, enter the desired text. Use the table below to review and add advanced parameters. Select any other desired options including page position, font size or color. Click OK to close the Watermark Controls dialog. Click OK to close the PDF Create! Profiles dialog. Ensure the created profile is selected. PDF files created using this profile will contain the desired page numbering or date/time stamp. Table of Codes: Function Code Page Number %P% Total Number of Pages %N% Month (2 digit) %M% Day (2 digit) %D% Year (4 digit) %Y% Hour (24 hour clock) %H% Minute %m% Examples: To print this: Use this code 1 %P% 1 of 50 %P% of %N% 1/50 %P%/M%N% Page 1 Page %P% Page 1 of 50 Page %P% of %N% 01/01 %M%/Y% 01/01/2006 %M%/Y%/Y% 01-01 %M%-Y%-Y% 2006-01-01 01:01 %Y%-Y%-Y% 13:01 %H%-Y%-Y% 2006-01-01 01:01 %Y%-Y%-Y% %D% %H%-Y%-Y% Note: Codes can be combined to generate a custom format. Click the preceding tool to display the Watermarks panel.If you do not see this tool, right-click in an empty area of the Panel bar and select it. Click Create. The Create Watermark dialog box appears, allowing you to customize the text, position and appearance of your watermark. Give your watermark a title in the Title box. In the Type list, select its type: Text, Image or Composite. Text: Type your watermark text into the Text field under Properties. Select to insert Macro, such as Page Number, Date / Time, and more. You can also customize text appearance here. The Position commands let you place your watermark precisely. Cross-page watermarks appear on two facing pages. Image: Use the next panel to browse to the image file to use, and click OK. Set image watermark properties. When done, define its position as described above. Composite: Select from the already existing text or image watermarks to create composite watermarks. Select a name then click Add. When done, define the watermark position as described above. Click OK to save the new watermark. For more information, see Use an existing watermark. Page 2 Click the preceding tool to display the Watermarks panel.If you do not see this tool, right-click in an empty area of the Panel bar and select it. Select a watermark and double-click it. The Apply as Background dialog box appears, allowing you to customize the appearance of the watermark in the PDF. Specify the Page Range. Specify the Appearance. Click OK to proceed. Page 3 The Stamps panel is called from the Panel bar by the following tool: If you do not see this tool, right-click in an empty area of the Panel bar and select it. All stamps in a document can be transformed from annotations to document objects by the command Flatten Document () or deleted by Remove Document Elements (in the Security ribbon) when the category Comments is selected. Handwritten signatures can be placed in a document from the Security ribbon, these are handled as stamps; they do not appear in the Stamps panel but they do appear in the Comments panel and can be commented, reviewed and so on. Double-click a stamp on the Stamps panel, or click Options at the top of the Stamps panel and select Insert from the drop-down menu. The stamp appears with its original sizing. Move it to the desired location. Select a stamp and do any of the following: Drag it from the Stamps panel to a desired place on the page. Click at the desired location on the page. The stamp appears with its original sizing. Select a stamp in the Stamps panel. The stamp cursor appears. Use the cursor to draw a rectangle of the required size and location. The stamp is resized to fit the rectangle. You can also use the Select Area tool to define an area, its shortcut menu offers Create Stamp, so you can construct a stamp and have it placed in the defined area. You can add stamps you create from any supported image file using the Create button in the Stamps panel. You can categorize your stamp collection. Select the Hand tool at the top of the Panel bar. Right-click a stamp in the Document window for a shortcut menu with the following commands: Set Status, Reply, Delete, Properties and Set Appearance as Default Properties. Select Properties to display the Stamp Properties dialog box. To change appearance, alter the following settings in the Display page: To update the subject and the author of the stamp, edit the fields on the Author and Subject pages. To review revision history on the History page. To prevent further changes to the stamp, select Protected. Click Close. Select the Hand tool or the Select tool at the top of the Panel bar. Click the stamp and drag it to a new location. Drag the corner of the stamp bounding rectangle to resize it. Click the Select tool at the top of the Panel bar. Right-click the stamp. Use the commands under the Edit command of the context menu to Cut, Copy, Paste or Delete the stamp or Select all objects on the page. Click the Select tool at the top of the Panel bar. Select multiple stamps using any of the following ways. Draw a rectangle around the stamps. If there is text behind the stamps in the selected area, then a confirmation message appears, click Annotation to proceed. The selection rectangle may include not only stamps but annotations also. Press and hold Ctrl or Shift while clicking on multiple stamps to select individual stamps or a line of stamps. Right-click on any of the selected stamps for a shortcut menu. The context menu shows up. Use the commands in the Align, Center, Distribute and Size groups to align, center or distribute the stamps or to unify their sizes. Click Properties to change the properties of all selected stamps at once. Place the stamp on a page, right-click on it and select Apply to all pages. Select the Hand tool at the top of the Panel bar. Right-click a stamp in the Document window for a shortcut menu. Select Apply to all pages. The chosen stamp will appear on all pages with the same size and location as the original. Page 4 The Stamps panel shows all stamps currently available in your system, grouped by categories. You can create new groups and new stamps and place these in a predefined or a custom-created group. You can also create a custom dynamic stamp. The Stamps panel is available from the Panel bar when you select the Stamps tool. If you do not see this tool, right-click in an empty area of the Panel bar and select it. Use the Stamps panel to do the following: For information on handling stamps placed in a document, see Stamps. Handwritten signatures can be placed in a document from the Security ribbon, these are handled as stamps; they do not appear in the Stamps panel but do appear in the Comments panel and can be commented, reviewed and so on. Page 5 Tagged PDF files contain metadata that describes the document structure and the order of the different document elements (text, images, links, columns, titles). This makes it easier to extract text or graphics from PDF files, and helps screen readers to present the content better. Accessibility standards may require PDF files to be tagged. The Tag panel is available from the Panel bar when you select the following tool: If you do not see this tool, right-click in an empty area of the Panel bar and select it. The Tag panel displays the document tags in a tree-type structure. When navigating through the tree to verify if the order and hierarchy of the tags is appropriate, you can optionally highlight the selected content nodes. The Tag menu (structure display and tag-associated operations) is accessible either by right-clicking a tree node or by using the Options menu at the top of the panel. Add tags: A list offers Tag PDF and Retag Settings. The Retag Settings dialog box offers the following: Tag PDF: see above. Tag annotations: Select to tag annotations for the PDF. Tag form fields only (accessible only when Tag annotations is selected): Use to include only form fields in the tag tree, but no annotations of any kind. Prefix and Postfix options for retagging. Use the Options list to access more commands: New Tag: Creates a new tag at the current tag hierarchy position. Cut: Cuts the selected tag. Paste: Pastes the cut tag after the selected tag node. Paste Child: Pastes the cut tag under the selected tag. Delete Tag: Removes the selected tag. Remove Empty Tags: Removes empty tags from the selected branch. Find and mark Similar: Displays the Find Similar dialog box. Set the search threshold (Strict, Loose, or between), then click Find to perform the search for similar tags. Optionally, click Find settings to launch the Find Similar Attributes dialog box, where you may refine your search by specifying which font and text attributes to filter with. Select an attribute to use in the search or clear it to avoid. Change Tag to Artifact: Works on tags assigned to pictures. Turns the selected tag to an artifact, not to be processed by the text-to-speech engine. Provide Artifact Type and Attach to Sides() in the Create Artifact dialog box, and then click OK to confirm the operation. Create tag from selection (only available after you have selected some PDF element with the Edit Object tool placed on the - Inserts a new tag based on the selection. Find: Searches for all document elements such as Unmarked Comments, Unmarked Links, Unmarked Annotations, Unmarked Content that are not assigned with any tag. You can search the current page or the entire document. Use it for manual checking or verifying existing tags. Highlight Content: Shows which field content is covered by the current tag. Properties: Displays the Object Properties dialog box. When you use it, you can turn on, tag, let its you edit the tag, attribute objects and classes. Using it on assigned content additionally lets you edit the content tag and placed on the text attributes. It lets you view or change alternate text or expansion texts for tagged objects. Alternate texts are used by screen readers to announce and describe graphic objects on the page. Create tags root (only available for untagged PDFs): Creates the root object of the tag tree. This is the only menu item in the drop-down list under the Options menu (at the top of the Tags panel) for a non-tagged PDF. Alternatively, right-click No tags available and click this command. Use it to start building up a tag structure manually. Once the root is created, other commands become available in the drop-down menu. Some PDF files may not have a tag structure. In such cases, the Tags panel shows an empty tree with the description "No tags available." To create tags, you can either select to add them to your document manually or to use the built-in layout analyzer. To run the layout analyzer, select Tag PDF from the panel toolbar. When layout analysis is complete, located tags, with reference to their contents, are added to the tree. You can review and modify it, or add missed non-textual elements (the latter operation has to be done manually). Once the PDF is tagged, the tag menu is available. Tagged PDFs can be made by PDF Create or tags in Office documents can be transferred to newly created PDF files. Editing the content of a tagged PDF file, or deleting, inserting pages, damages the tag structure. Therefore if necessary, use the Tag PDF Tool to delete the existing tag structure and create a new one. Moving to Advanced Edit mode may remove tags from a document. Page 6The Pages panel is available from the Panel bar when you select the Pages panel tool. If you do not see the Pages panel tool, right-click in an empty area on the Panel bar to select it. Thumbnails are displayed on the Pages Panel. A thumbnail is a miniature of the page image. A set of thumbnails gives you an overview of your PDF document. The thumbnail of the current page is shown with a blue border and a red name, indicating in which part of the document the page is currently displayed in the Document Panel. Resize the frame to change the labels. Use it also to enable or disable font resizing for a longer PDF document. Active forms have controls that respondents can set (click a Yes/No) or select from a longer set of options or provide text responses. For a list of supported form elements see Form controls. Power PDF lets you open PDF forms with XFA components, fill such forms and save them. XFA form controls allow you to securely capture, present, move, process, output and print information associated with electronic forms. XFA (XML Forms Architecture) is a set of XML specifications that enhance the processing of web forms by providing active tags, and ensuring that all instances of an XFA form template keep the specification of data capture, rendering, and manipulation rules from the original. XFA provides compatibility with other systems, and is resilient to changes in technology and standards. Do not edit form controls or run Form Typer on a form with active XFA controls. Forms filled by this program can be accepted by the United States Patent and Trademark Office (USPTO). A choice in the PDF Create printer driver makes it easier to conform with USPTO's PDF guidelines (For more information visit www.uspto.gov) Page 11 Use the Highlight Fields tool at to make it easier to locate all fields in a form. To change highlight color for ordinary and required form fields, go to - Go to select items that help in filling forms. In the Field Settings section, select Automatically calculate field values, so that any calculations already defined in the form will be updated in the program. In the Field Settings section, select Display focus rectangle so you can always tell which is the current control. In the Highlight Form Fields section, select Highlight form fields when document is opened to color field backgrounds with the color specified in Field highlight color. In the Auto-complete section, select On in the list to help you fill text boxes more quickly. Open the form in the program. All its form controls will be active. Check whether the controls are in order. Post-edit them only if necessary. Select the Hand tool at the top of the Panel bar. Step through the form elements making choices and entering text. Save the filled form, click its Submit button if it exists, or resend the form electronically. Scan or open the form, converting to PDF if required. Use the Settings dialog box in the Form Controls panel to set a language for auto-detected labels. Use it also to enable or disable font resizing for text fields, allowing longer entries to remain visible. Run Form Typer to detect form controls, have them activated and labeled. Post-edit the form if necessary, moving, adding or deleting fields. Select the Hand tool, then fill the form. Resend the completed form, proceeding with any of the following steps: Send the filled form as a PDF. Print the form and its contents, and send the printed form. Print only your responses onto the blank physical form and resend that. As an alternative, you can convert a static PDF form to an active Word form using form mode in PDF Convert post-edit and fill the form in Microsoft Word and send that, electronically or physically. Page 12 The program includes Form tools to insert form fields onto PDF pages manually or automatically. You can post PDF forms you create on a web page, in order to receive filled form data directly to a database. The automatic detection is performed by the Form Typer, called with the following tool in the Forms tab: There are two basic ways to prepare forms: Create a form in an external application, bring it into the program, and activate the form controls automatically or manually. Start a new, blank PDF inside the program and add your form elements manually. Create the layout of your form in an external application (such as Microsoft Word). Convert the file to PDF using the facilities provided. Click the Form Typer tool in the Forms tab if you want form elements auto-detected and displayed. Use the form tools if you want to add or modify controls. See Form Controls. When the form is ready, save the PDF file. Select the Hand tool at the top of the Panel bar if you want to fill the form you have created. You can export a static PDF form from the program to Microsoft Word when Form mode in PDF Convert is used to create the form controls in the Word form providing you request this service in the Forms options panel. After exporting active PDF forms in this way, save the existing active form controls as well as the existing form elements on the page with the form tools. Add static texts using text boxes. When the form is ready, save the PDF file. Select the Hand tool if you chose at installation time not to install this component. Form Typer will not be available. Do not edit form controls or run Form Typer on a form with active XFA controls. Select, or press Ctrl + N. Draw form elements on the page with the form tools. Add static texts using text boxes. When the form is ready, save the PDF file. Select the Hand tool if you chose at installation time not to install this component. Page 13 To save only part of a PDF document to a sound file, use Split Document first. Select - Under Configuration, select a language in the Language list. Select a voice in the Voice list. Under Speech Parameters: Under Reading Order, optionally select Use tags for reading out if document is tagged. For more information, see Read aloud preferences. Go to, click the Properties, then select Advanced Properties in the drop-down list. The Document Properties window appears. Select the Reading tab. Select an item in the Reading direction list to specify the reading order Left to the right Right to left in the Language, select the document language to use for reading aloud. Go to and click any of the tools: Current Page: Read the current page from beginning to end. To End: Read from the start of the current page to the end of the document. To File: All document text enters an mp3 file you can name and save. Once you have started reading, the Read PDF toolbar is displayed. Use the controls of the toolbar. Such PDF files or pages can be read only after they are made searchable. Use the Search tool at the right of the Home ribbon to test whether a PDF document or page is searchable. Select Search Current and enter a word from the PDF text (not in a comment or annotation). If searched words cannot be found, then this is an image-only PDF. Convert the PDF file searchable, as it is detailed in Turn a PDF with image-only parts to searchable in Power PDF. Read the text aloud, as it is detailed in Read an image-only PDF. To follow tag structure when reading aloud, proceed with the following steps. Go to, and select the Use tags for reading out if document is tagged check box. Follow the steps in Read aloud text. For more information, see About PDF tagging and reading aloud. Go to, if the document is tagged for reading aloud, the screen keeps the tagging by default. Save and the Override reading order in tagged documents check box to ignore tagging, instructing the screen reader to sequence the reading on its own. To control the sequence of text to be read out, and pick one of the following items in the Reading Order list: Use reading order in raw stream: Mirror the sequence of the components (such as headings, text blocks) of the document. Left-to-right, top-to-bottom reading order: Follow the conventional reading sequence. To control the amount of pages to read, go to and pick one of the following items in the Page range list: Read the entire document. Read the whole document. Read the currently visible pages only: Read only those pages displayed in the document panel. For large documents read the currently visible pages only: Applies the setting above, but only for long documents. Use the Number of pages that large documents minimally contain box to specify at least how many pages a document should contain to be treated as large. Page 14 Power PDF offers powerful security protection for your documents. The Security tab consists of three panels related to security: Signatures, Sign/Certify and Envelope. Page 15 In addition to well-known protection methods such as firewalls,virus scanning and anti-spy software, the program offers comprehensive system for securing your PDF documents at differentprotection levels: Apply a password securityscheme to your PDF document so that it requires a password forenabling and/or a further password to set or change a series ofpermissions and prohibited actions. Apply a certificatesecurity scheme to your document to encrypt it with a PublicKey you have received from a trusted contact, so that it can onlybe decrypted by that contact or by partners having thecorresponding Private Key, as described in Sharing SecurityCertificates. Use digitalsignatures for your PDF document that can specify which actionsare allowed. Even for a document with no security settings, atleast a warning is given if changes have been made to it since itwas signed. Verify digital signature on an incoming PDF document to make sure it was sent by a trusted contact. Perform reduction anddocument element removal to create a publicly viewable versionfrom documents with sensitive content. Prepare an email package for secure delivery: attach an envelope page, enable encryption method applied to thepackage, and a digital signature. See also SecurityPreferences and SecurityPanel. Password and Certificate security use encryption fordocument content. Signatures and certified documents protect signatories and its associated data by encryption. For detail onavailable encryption levels, see About PDF versions. Page 16 To reduce the size of one or more PDF files, select, or press Ctrl + R. Reduce current file or Reduce multiple files. Compile a file list, click OK, and then select a target folder (same as original or a different one) and a file name solution (keep original file names or add a prefix or suffix to the original file names). Select whether or not to overwrite existing files. Reduction offers no choice on what to remove. Reduction cannot cause data loss, and does not compress images. Comments are not removed by file reduction. Reduction works by removing unseen but duplicated information from the file, and the level of reduction is strongly file-dependent. File optimization can be selected from the dropdown menu. It also aims to reduce file size, but does so mainly by compressing images (to levels you can set) and removing certain types of file content that you can select. Page 17 Archiving is integrated into Outlook and works for both mail messages and file attachments. The following topics detail various aspects of archiving mail messages in Power PDF. Mail messages with extensions MSG and EML can be converted to PDF for archiving or other purposes. This can be done even if there is no mailing client on the computer. One or more message files can be imported into Power PDF. MSG and EML and other supported files can be mixed within a multiple selection. Each generated PDF will be placed into a separate instance of Power PDF. The importing to Power PDF can be done in three ways: Drag-and-drop one or more files from your desktop into an empty window of Power PDF. Use and select All files under file type. Files can be accessed from the local file system or an installed Document Management System (DMS). Use and proceed as above. A separate route for conversion of message files to PDF is to use Create Assistant. MSG and EML files can be added to the file list along with any other supported file types. Documents with sensitive content. Prepare an email package for secure delivery: attach an envelope page, enable encryption method applied to thepackage, and a digital signature. See also SecurityPreferences and SecurityPanel. Password and Certificate security use encryption fordocument content. Signatures and certified documents protect signatories and its associated data by encryption. For detail onavailable encryption levels, see About PDF versions. Page 17 To reduce the size of one or more PDF files, select, or press Ctrl + R. Reduce current file or Reduce multiple files. Compile a file list, click OK, and then select a target folder (same as original or a different one) and a file name solution (keep original file names or add a prefix or suffix to the original file names). Select whether or not to overwrite existing files. Reduction offers no choice on what to remove. Reduction cannot cause data loss, and does not compress images. Comments are not removed by file reduction. Reduction works by removing unseen but duplicated information from the file, and the level of reduction is strongly file-dependent. File optimization can be selected from the dropdown menu. It also aims to reduce file size, but does so mainly by compressing images (to levels you can set) and removing certain types of file content that you can select. Page 17 Archiving is integrated into Outlook and works for both mail messages and file attachments. The following topics detail various aspects of archiving mail messages in Power PDF. Mail messages with extensions MSG and EML can be converted to PDF for archiving or other purposes. This can be done even if there is no mailing client on the computer. One or more message files can be imported into Power PDF. MSG and EML and other supported files can be mixed within a multiple selection. Each generated PDF will be placed into a separate instance of Power PDF. The importing to Power PDF can be done in three ways: Drag-and-drop one or more files from your desktop into an empty window of Power PDF. Use and select All files under file type. Files can be accessed from the local file system or an installed Document Management System (DMS). Use and proceed as above. A separate route for conversion of message files to PDF is to use Create Assistant. MSG and EML files can be added to the file list along with any other supported file types. Documents with sensitive content. Prepare an email package for secure delivery: attach an envelope page, enable encryption method applied to thepackage, and a digital signature. See also SecurityPreferences and SecurityPanel. Password and Certificate security use encryption fordocument content. Signatures and certified documents protect signatories and its associated data by encryption. For detail onavailable encryption levels, see About PDF versions. Page 17 To reduce the size of one or more PDF files, select, or press Ctrl + R. Reduce current file or Reduce multiple files. Compile a file list, click OK, and then select a target folder (same as original or a different one) and a file name solution (keep original file names or add a prefix or suffix to the original file names). Select whether or not to overwrite existing files. Reduction offers no choice on what to remove. Reduction cannot cause data loss, and does not compress images. Comments are not removed by file reduction. Reduction works by removing unseen but duplicated information from the file, and the level of reduction is strongly file-dependent. File optimization can be selected from the dropdown menu. It also aims to reduce file size, but does so mainly by compressing images (to levels you can set) and removing certain types of file content that you can select. Page 17 Archiving is integrated into Outlook and works for both mail messages and file attachments. 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Prepare an email package for secure delivery: attach an envelope page, enable encryption method applied to thepackage, and a digital signature. See also SecurityPreferences and SecurityPanel. Password and Certificate security use encryption fordocument content. Signatures and certified documents protect signatories and its associated data by encryption. For detail onavailable encryption levels, see About PDF versions. Page 17 To reduce the size of one or more PDF files, select, or press Ctrl + R. Reduce current file or Reduce multiple files. Compile a file list, click OK, and then select a target folder (same as original or a different one) and a file name solution (keep original file names or add a prefix or suffix to the original file names). Select whether or not to overwrite existing files. Reduction offers no choice on what to remove. Reduction cannot cause data loss, and does not compress images. Comments are not removed by file reduction. Reduction works by removing unseen but duplicated information from the file, and the level of reduction is strongly file-dependent. File optimization can be selected from the dropdown menu. It also aims to reduce file size, but does so mainly by compressing images (to levels you can set) and removing certain types of file content that you can select. Page 17 Archiving is integrated into Outlook and works for both mail messages and file attachments. The following topics detail various aspects of archiving mail messages in Power PDF. Mail messages with extensions MSG and EML can be converted to PDF for archiving or other purposes. This can be done even if there is no mailing client on the computer. One or more message files can be imported into Power PDF. MSG and EML and other supported files can be mixed within a multiple selection. Each generated PDF will be placed into a separate instance of Power PDF. 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Page 17 To reduce the size of one or more PDF files, select, or press Ctrl + R. Reduce current file or Reduce multiple files. Compile a file list, click OK, and then select a target folder (same as original or a different one) and a file name solution (keep original file names or add a prefix or suffix to the original file names). Select whether or not to overwrite existing files. Reduction offers no choice on what to remove. Reduction cannot cause data loss, and does not compress images. Comments are not removed by file reduction. Reduction works by removing unseen but duplicated information from the file, and the level of reduction is strongly file-dependent. File optimization can be selected from the dropdown menu. It also aims to reduce file size, but does so mainly by compressing images (to levels you can set) and removing certain types of file content that you can select. Page 17 Archiving is integrated into Outlook and works for both mail messages and file attachments. 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Prepare an email package for secure delivery: attach an envelope page, enable encryption method applied to thepackage, and a digital signature. See also SecurityPreferences and SecurityPanel. Password and Certificate security use encryption fordocument content. Signatures and certified documents protect signatories and its associated data by encryption. For detail onavailable encryption levels, see About PDF versions. Page 17 To reduce the size of one or more PDF files, select, or press Ctrl + R. Reduce current file or Reduce multiple files. Compile a file list, click OK, and then select a target folder (same as original or a different one) and a file name solution (keep original file names or add a prefix or suffix to the original file names). Select whether or not to overwrite existing files. Reduction offers no choice on what to remove. Reduction cannot cause data loss, and does not compress images. Comments are not removed by file reduction. Reduction works by removing unseen but duplicated information from the file, and the level of reduction is strongly file-dependent. File optimization can be selected from the dropdown menu. It also aims to reduce file size, but does so mainly by compressing images (to levels you can set) and removing certain types of file content that you can select. Page 17 Archiving is integrated into Outlook and works for both mail messages and file attachments. The following topics detail various aspects of archiving mail messages in Power PDF. Mail messages with extensions MSG and EML can be converted to PDF for archiving or other purposes. This can be done even if there is no mailing client on the computer. One or more message files can be imported into Power PDF. MSG and EML and other supported files can be mixed within a multiple selection. Each generated PDF will be placed into a separate instance of Power PDF. The importing to Power PDF can be done in three ways: Drag-and-drop one or more files from your desktop into an empty window of Power PDF. Use and select All files under file type. Files can be accessed from the local file system or an installed Document Management System (DMS). Use and proceed as above. A separate route for conversion of message files to PDF is to use Create Assistant. MSG and EML files can be added to the file list along with any other supported file types. Documents with sensitive content. Prepare an email package for secure delivery: attach an envelope page, enable encryption method applied to thepackage, and a digital signature. See also SecurityPreferences and SecurityPanel. Password and Certificate security use encryption fordocument content. Signatures and certified documents protect signatories and its associated data by encryption. For detail onavailable encryption levels, see About PDF versions. Page 17 To reduce the size of one or more PDF files, select, or press Ctrl + R. Reduce current file or Reduce multiple files. Compile a file list, click OK, and then select a target folder (same as original or a different one) and a file name solution (keep original file names or add a prefix or suffix to the original file names). Select whether or not to overwrite existing files. Reduction offers no choice on what to remove. Reduction cannot cause data loss, and does not compress images. Comments are not removed by file reduction. Reduction works by removing unseen but duplicated information from the file, and the level of reduction is strongly file-dependent. File optimization can be selected from the dropdown menu. It also aims to reduce file size, but does so mainly by compressing images (to levels you can set) and removing certain types of file content that you can select. Page 17 Archiving is integrated into Outlook and works for both mail messages and file attachments. 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