

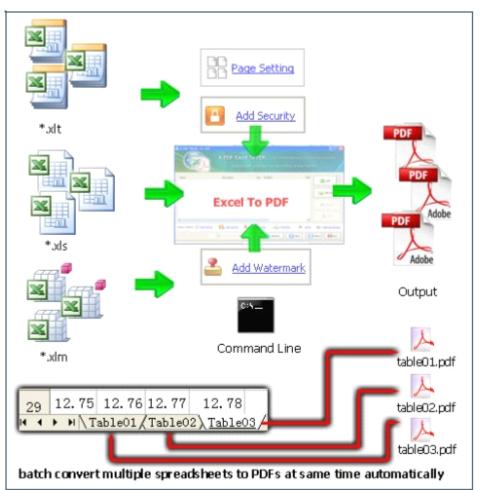
Note: This product is distributed on a "try-before-you-buy" basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your generated PDF documents.

# **1** About Easy Excel to PDF

Have you ever wanted to have your MS Excel file converted to popular PDF format for business purpose or others? And you have no much time to deal with numbers of Excel files. Easy Excel To PDF is going to provide you best solution, with this Excel to PDF converter, you can process hundreds of files at the same time with great efficiency, and find it can't be easier to batch convert Excel to PDF.

Software is compatible with Windows Operation System 98 or above, and it supports MS Excel versions range from 97 to 2007.

Functional diagram:





Easy Excel to PDF lets you efficiently convert Excel 97-07 documents to high-quality PDF documents, and 100% retain the original layout and data within Excel. Also it supports all PDF file settings, such as PDF Compatibility, Auto-Rotate, Resolution, Compress settings of PDF document, Colors settings of PDF document.

Example:



MS Excel

PDF



## **2** Functions and Features

- Supports multiple Excel format including **\*.xls**, **\*.xlsx**, **\*.xlt**, **\*.xla**, **\*.xlm**, **\*.xlc**, **\*.xlw**.
- > 3 modes selectable to convert : batch, hot directories and command line.
- Support generate one PDF per sheet or all sheets to one PDF.
- Enable to password protect output file so as to avoid unauthorized access or restrict permission like print and copying.
- > Allow to modify metadata of output file, including title, author, subject and keywords.
- Packed with multiple practical options, such as watermark, page number, page settings, bookmark and output pattern.
- > To add PDF files by drag and drop for convenience.
- Supports right-click and select to convert from the pop-up menu.
- > Create an **add-in** in Microsoft Excel toolbar and allow to convert directly through add-in.

A-PDF Excel to PDF does NOT require Adobe Acrobat, and produces documents compatible with Adobe Acrobat Reader Version 5 and above.



Before use A-PDF Excel to PDF, Microsoft Excel 97 or higher Version must be installed.



# **3 Using Easy Excel to PDF**

Easy Excel to PDF can be started either by launching the application via a desktop shortcut, or directly right-click target Excel document under Windows explorer.

When you start the program, if you haven't registered our product, you will be informed to purchase the full version.

EDE	EASY EXCEL To PDF
	Version: 5.8.0
	Copyright by easy-pdf-tools.com
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watermark into the output PD after inputting the code below,	re-buy product. The unregistered version has a limitation: add F files. If you ordered, you will get a register key (license code the limitation will remove, that means the output files will not b Register

Then you will be presented with the primary screen. There are three execution modes selectable, including batch mode, hot directory and command line.

• E	Batch Convert Mode
Bat	ch convert Microsoft Excel into professional-quality documents in the PDF file format
O H	lot Directories Mode
	nitor a directory in a server, when some one copying the microsoft excel files in, files will be converted to PDF(s) and sent to an output directory automatically
	mmand Line Mode
	ng command line to convert Microsoft Excel document to PDF, for more ormation, refer to: Using Easy Excel to PDF in command line
	Please select a mode and click 'Next >' to begin. or 'Exit' to exit w



## 3.1 Batch Convert Mode

112

Select the option "Batch Convert Mode" and push the button "Next >", a EXCEL TO PDF

Batch Convert window will be opened.

lame	Information	Size Modified	Full f	Add .
	Drag and drop			Add Folder
PDF	The list is empty. Please a See <u>Demo</u>	add 🜉 some excel file(s) to be	egin	Remove
Adobe				Elear
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tput Settings	Setting 🖳 Add Security	Add Watermark	Properties 🔊 🐼 Viewe	er 🙀 Add Page Numb
			-	

Under batch convert mode, you can add files as following:

Clicking the "**Add**" icon then will open the standard file browse and select window. From that window you can navigate to the folder and find the files you want to add to the list of files to be worked.

Alternatively, if you are using Windows Explorer to locate files, you have the convenience of being able to '**drag and drop**' files into the document window.

Easy Excel to PDF even allows you to select all files in a particular directory/folder by using the "**Add Folder**" button! Adding a directory also supports sub-folders.

Each added file is displayed in the document list window. You can view any of the files in the window by 'double-clicking' them. That will open Excel files in your MS Excel program.

You can click the "**Remove**" icon to remove selected files in list or you can clear all documents by clicking the "**Clear**" icon

## **Setting options**

Easy Excel to PDF allows you to undertake a number of special actions to apply to your output document. Click the "**setting**" icon.

This brings up a multi-tab list with options for accessing and changing your PDF document. You can edit the Properties, adjust Security settings (passwords,view/print permissions, etc.)in the document, Add Page Numbering to the Output document with complete control over where and how page numbering is displayed, as well as change the Output file's view layout.



Option	Easy Excel To PDF  • Page Settings • Watermark • Security • Page Number
Properties Secu	rity     Watermark     Viewer     Page Number     Page Settings     Output     Bookmark       Add some metadata to your PDF (such as author, title, keywords and so on)
<u>T</u> itle: Subject <u>A</u> uthor <u>K</u> eywords	
	Ok Cancel

#### **Option-Properties**

User can add metadata like title, subject, author and keywords to PDF file.

<u>T</u> itle:			
Subject			
Author			
<u>K</u> eywords			

#### **Option-Security**

Standard password can be set to avoid unauthorized access and restrict permissions like printing, editing, Released2012 page 6 of 15 Copyright © 2012 easy-pdf-tools.com - all rights reserved



etc.

Properties	Security	Watermark	Viewer	Page Number	Page Settings	Output	Bookmark
	A	dd security to	your Add	bbe PDF files wh	en you first crea	ate them	
Adding	Security						
		d to open the	documer	nt			
		n password:					
Permissio		d to restrict pe	ermission	s			
Per	missions Pa	ssword: (					
Prin	t Allowed:	[	None				-
Cha	inges Allow	ed:	None				-
	Enable copy	ing of conten	t				
· · · · · ·							

#### **Option-Watermark**

Customized text or image watermark(stamp) can be applied to output PDF document. User can either edit existing watermarks in watermark list, or add text and image to create watermark as per need.

Properties Security Watermark Viewer	Page Number	Page Settings	Output	Bookmark	
Place a custom text or ima	ge Watermark(St	amp) to output I	PDF		
Watermark Name		Туре			
A Text - CONFIDENTIAL		Text			Edit selected watermark
🔲 🗛 Text - FINAL		Text			
A Text - COMPLETED		Text	E	6	
🔲 🗛 Text - DRAFT		Text			Add text watermark
A Text - FOR PUBLIC RELEASE		Text		/ <b>4</b> -	
A Text - INFORMATION ONLY		Text			Add image watermark
A Text - NOT FOR PUBLIC RELEASE		Text			
A Text - NOT APPROVED		Text		8	Delete selected watermark
A Text - Company(Tile)		Text		~	
🔲 🗛 Text - LOGO (left-top)		Text		1	Move down
🔲 🗛 Text - LOGO (Right-Top)		Text		Ŧ	
A Text - LOGO (Left-Bottom)		Text		1	Move up
A Text - LOGO (Right-Bottom)		Text	-	-	



In Watermark list window, Click the  $^{A_{p}}$  icon to open the New Text Watermark configuration window. You can configure the text watermark properties here. Once you set the desired options for the text watermark, you can click "**OK**" to save it.

- Name you can enter a name for the watermark (note this is not the text that will appear in the pdf, it's used only in the list of available watermarks that you see on the Watermarks list and must be a unique name).
- Text the text you enter here is actually the text that will appear as the PDF watermark. You can use macro to specify dynamic text, either select from the Macro list or input directly. As you type you will see in the Preview section how the watermark looks.
- Text properties You can select the type of the font (in the Font section), color, style (bold, italic, underline) and size of the text. If the font is true type, you have choice to embed the font or not.
- Text Layout If the Fit to margins options is selected the size of the font will be automatically adjusted to fit in the limits of the page margins. If the As background option is not checked, the text watermark will be placed on top of the content that currently exists in the document, otherwise it will be placed under the existing content. You can place the text to a fix position or tile in pages by check or uncheck Tile style option. Offx means x-offset, Offy means y-offset. Position and Margin helps you to adjust the position of text watermark. The margin can use either inch/millimeter or percent as unit.
- Text Effect you can choose a rotation angle if you want the text to be rotated (Rotation, values accepted between 0 and 360) and set an Opacity value so that the text is transparence (values from 0 to 100). 0 means invisible, 100 means visible solid.
- Preview in this section you will be able to see how the text watermark will be displayed in the PDF file.



Text Name	
Name: Text Watermark	
Te <u>x</u> t: a-pdf watermark <u>M</u> acro: ▼	
Text Properties	
Eont: 🖉 Helvetica 👻	
Size: 24 Color:	
Style:	
Text Layout	
Layout: Fix	
Off <u>X</u> : 0.07 Off <u>Y</u> : 0.07	a-pdf watermark
Position in margins Margins	
Text Effect Opacity: 0%	
Rotation: 0 🚔 Degree	
Rotation: 0 Degree	

In Watermark list window, click the sicon to open the New Image Watermark configuration window. In here you can configure the image watermark properties. Once you set the desired options for the image watermark, you can click "**OK**" to save it.

Image - You can browse and choose an image that will be used as the watermark. Image formats that can be

recognized: .BMP, .GIF, .ICO, .JPG, .TIF, .JPEG, .JPE, .PBM, .PCX, .PNG, .PPM, .PSD, .TGA, .TG A etc. After you click "**OK**" you will see it in the Preview section.

- Image properties and margins by default the Fit to margin are checked. The Fit to margins option will adjust automatically the image to fit in the limits of the page margins. If you uncheck the Fit to margins option you can enter custom dimensions for your image (units for the dimensions are those selected in the Units drop-down includes inches, millimeters or points) and the image will be automatically adjusted as seen in the Preview section. The Stretch to margins option will adjust automatically the image to stretch in the limits of the page margins.
- Image Effect Using options in this section you can choose a rotation angle if you want the image to be rotated (Rotation, values accepted between 0 and 360) or set an Opacity value so that the image is not fully visible (values from 0 to 100).



Add Image Watermark	
Add Image Watermark Image Name	
Name: Image Watermark	
Image: Browse	
Image Properties	
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Position in margins Margins	
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#### **Option-Viewer**

The Viewer option allows you to set various parameters as the defaults to be used when your output PDF is viewed. Use the ComboBox to set the document options, and the checkboxes to choose window and interface options to completely customize how your output document first appears when opened.

Properties         Security         Watermark         Viewer         Page Number         Page Settings         Output         Bookmark           Image: Security         Set initial view, user interface option and window option to output PDF         Set initial view, user interface option and window option to output PDF										
Document Options Show: Page only		-								
Magnification: Default										
Open to page number: 1										
Window Options	User	Interface Optior	ns							
Fit Window		Hide <mark>Menu</mark> Bar								
Center Window		Hide Tool Bars								
E Full Screen		Hide Window Co	ntrols							



Document Options	
Show:	Page only 👻
Magnification:	Page only Show the bookmark panel Show the thumbnail panel
Open to page number:	1
Document Options	[]
Show:	Page only
Magnification:	Default   Default
Open to page number:	Fit Page
Window Options	Fit Width         terface Options           1600%         terface Options           800%         de Menu Bar           200%         de Tool Bars           100%         de Window Controls           50%         25%

#### **Option-Page number**

With page number option, user are allowed to customize specific page range to be stamped with page numbers and define the number layout like type, position, font and so on.



Properties	Security	Watermark	Viewer	Page <u>N</u> umber	Page Settings	Output	<u>B</u> ookmark	
🔽 Add p	age numb	er to output fi	e	Preview:				
Page beg	in	1					1	
Page end	Page end 999999			-			- 1	
Offset:		1					_	
	Number type						- 1	
	🔘 Roman number (IV)						Ξ.	
Rom	an numbe	r (iv)					- 1	
Position:	Midd	le bottom	-				- 1	
Prefix:	page						- 1	
Font:	a	Courier	•	_			- 1	
Size:	12		•				- 1	
Color:	E	XAMPLE			page1			
L	-							

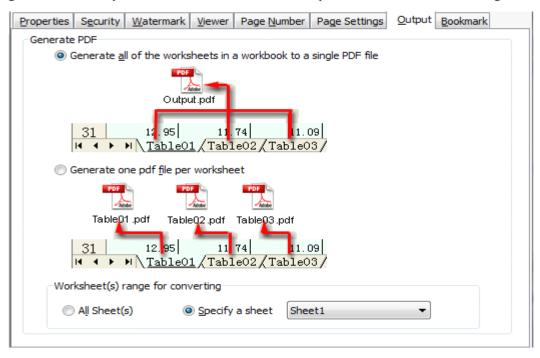
## **Option-Page setting**

Properties Security Watermark Viewer Page Number Page Settings Output Bookmark			
Applying PageSetings			
Orientation			
A O Portrait A O Landscape			
Scaling			
100 % normal size			
● Fit to: 1 page(s) wide by 1 tall			
Page order			
_			
_			
Print			
Gridlines			
Black and white Rows and column header			
Page range			
All pages     O Range     From     1     To     1     To			



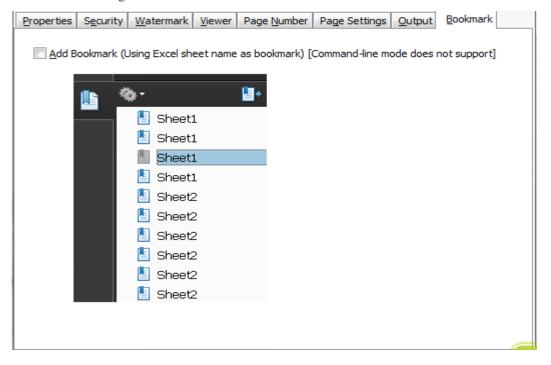
#### **Option-Output**

Easy Excel to PDF supports either generate all of the worksheets in a workbook to a single PDF, or generate one PDF per worksheet. And user can define specific worksheet for converting.



#### **Option-Bookmark**

When converting Excel to PDF, Easy Excel to PDF supports generate bookmarks for output PDF document according to Excel sheet names.





## 3.2 Hot Directory Mode

You may want to monitor a directory in a server, firstly you have to define folder as monitored directory, when some one writes the Excel files in, the files will be converted to PDF and sent to an output directory automatically. In Easy Excel to PDF wizard window, select the option "Hot Directories Mode" and push the button "Next >", a Hot Directories Service window will be opened.

E	Excel To PDF Hot Directory Setting. Set monitored directory, all files written in will be converted to pdf and sav All of the operations will be recorded in log files.	red to output directory.	
Hot Directory Setting			
	Input Directory:	Browse Open Dir	
	 Out Directory: Log File Path:	Browse Open Dir Browse Open LogDir	
Monitor Stopped	STOP	gs <u>R</u> eturn to Batch Mode	



## 3.3 Command Line

Command line function is included, Easy Excel to PDF can be used in command line to quickly convert Excel to PDF.

#### Usage:

ExcelToPDF.exe <input excel="" file=""/> <output file="" pdf=""></output>
Return code:
1: Does not find GhostSrcript
2: Input file does not exist
3: Output file path not exists
5: Source file is not word file (.xls, .xlt, .xlm etc)
6: Output file name error
8: Convert successfully
9: Convert Failed
10: Error because another A-PDF Excel to PDF is running.
An example:
ExcelToPDF.exe "c:\table.xls " "c:\output\table.pdf"

## 4 Ending Your Session

When you have completed your work , then click the "Quit" icon to exit program.

For more information: www.easy-pdf-tools.com