



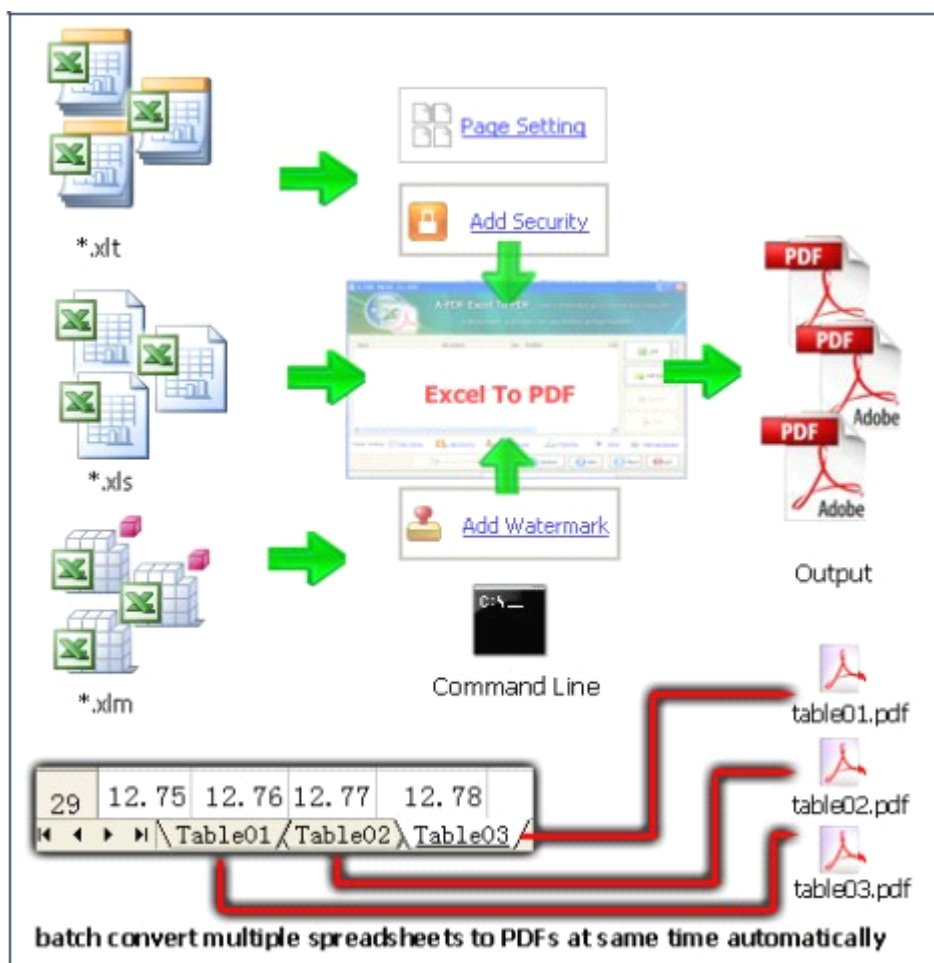
Note: This product is distributed on a "try-before-you-buy" basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your generated PDF documents.

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.

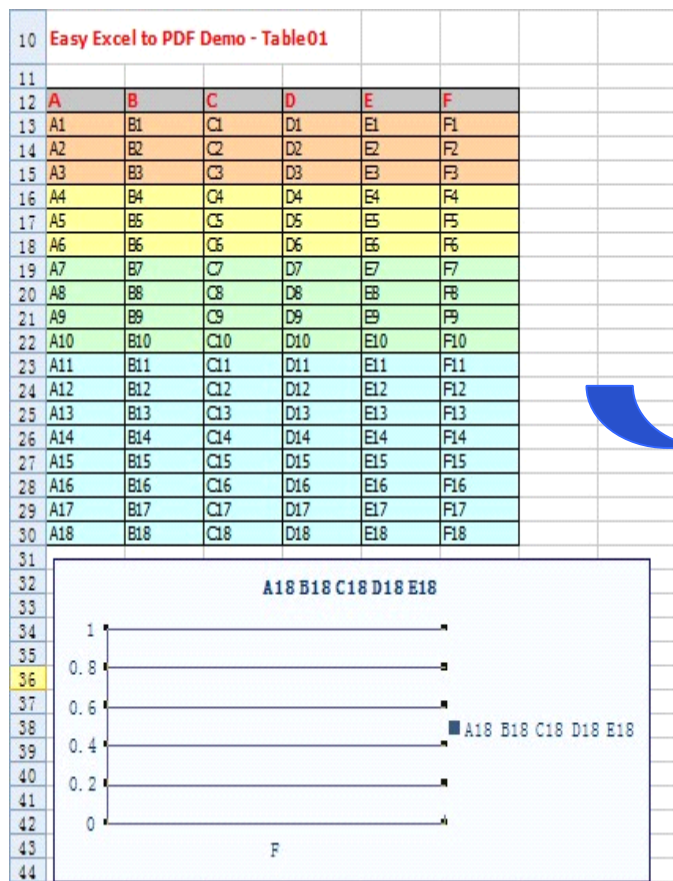
Functional diagram:





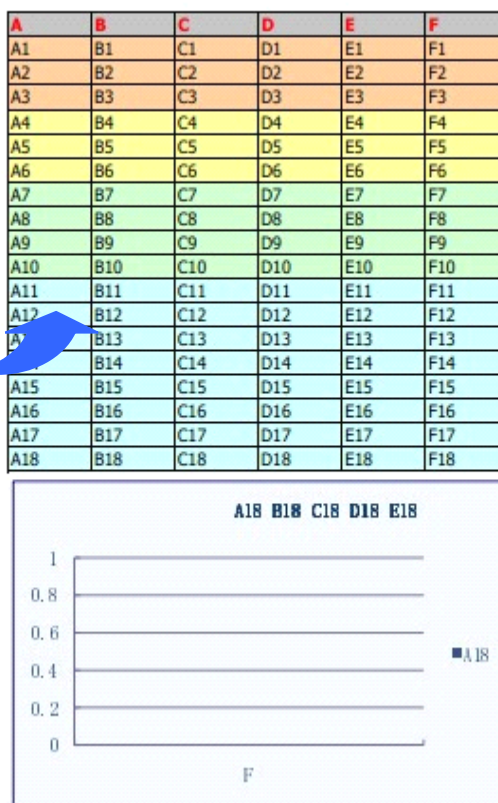
Easy Excel to PDF lets you efficiently convert Excel 97-07 documents to high-quality PDF documents, and 100% retain the original layout and data within Excel. Also it supports all PDF file settings, such as PDF Compatibility, Auto-Rotate, Resolution, Compress settings of PDF document, Colors settings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

Example:



MS Excel

Easy Excel to PDF Demo - Table01



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.



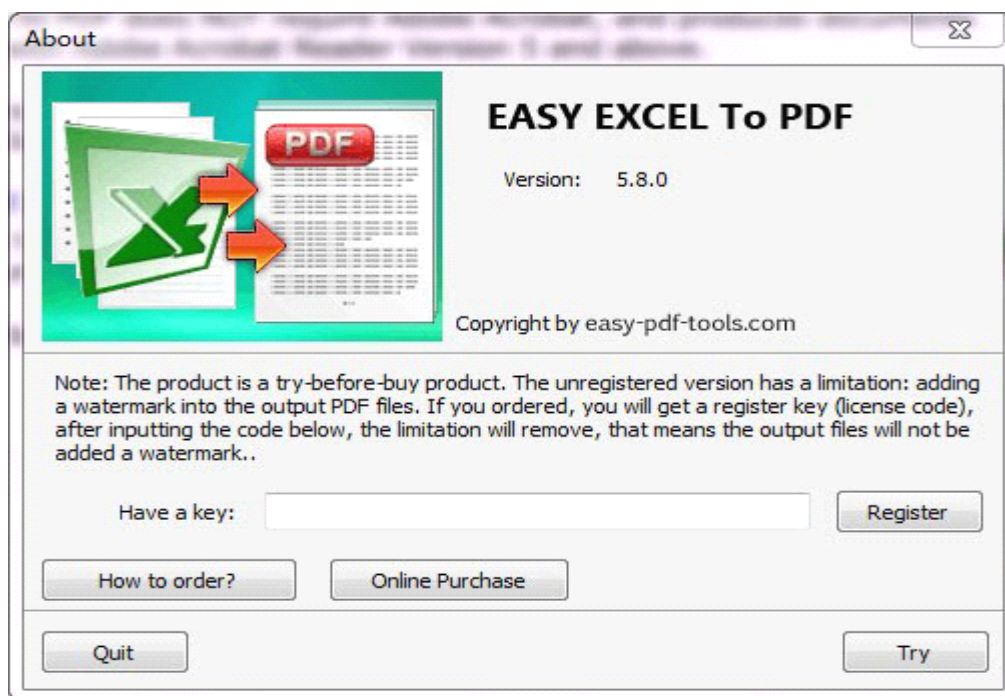
Before use A-PDF Excel to PDF, Microsoft Excel 97 or higher Version must be installed.



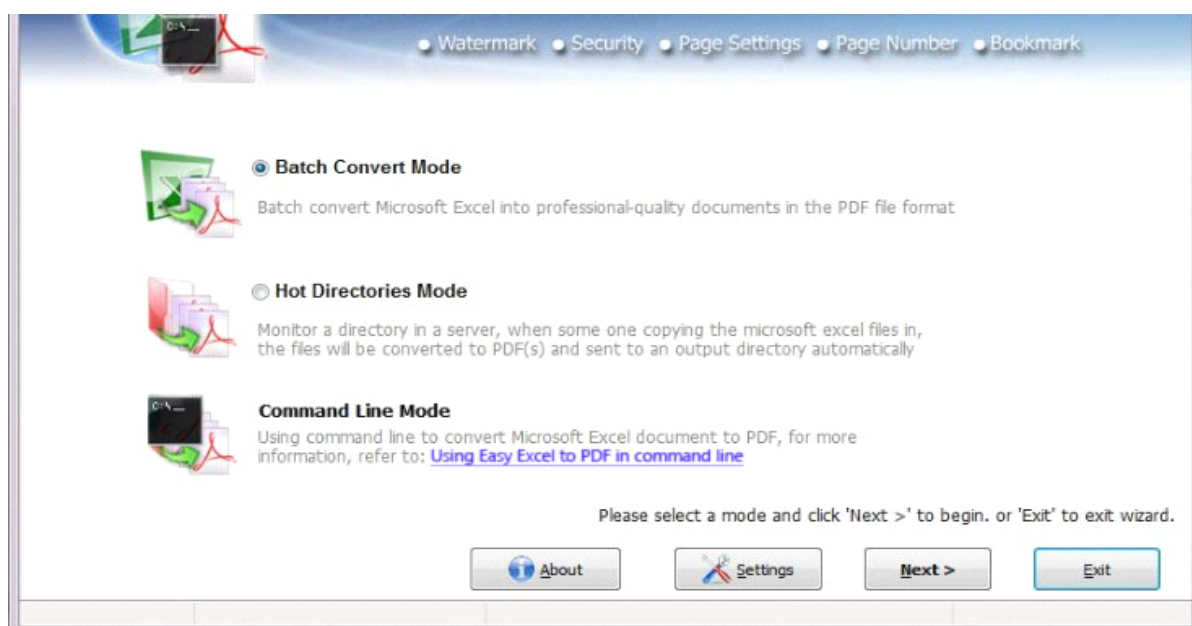
3 Using Easy Excel to PDF

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.



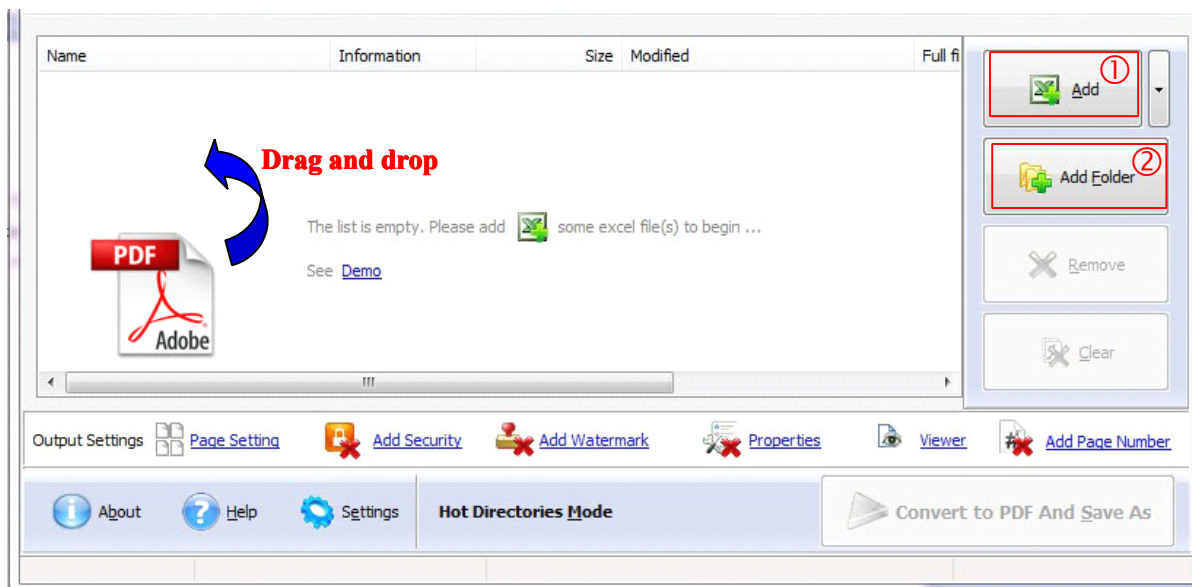
Then you will be presented with the primary screen. There are three execution modes selectable, including batch mode, hot directory and command line.





3.1 Batch Convert Mode

Select the option "Batch Convert Mode" and push the button "Next >", a EXCEL TO PDF Batch Convert window will be opened.



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.

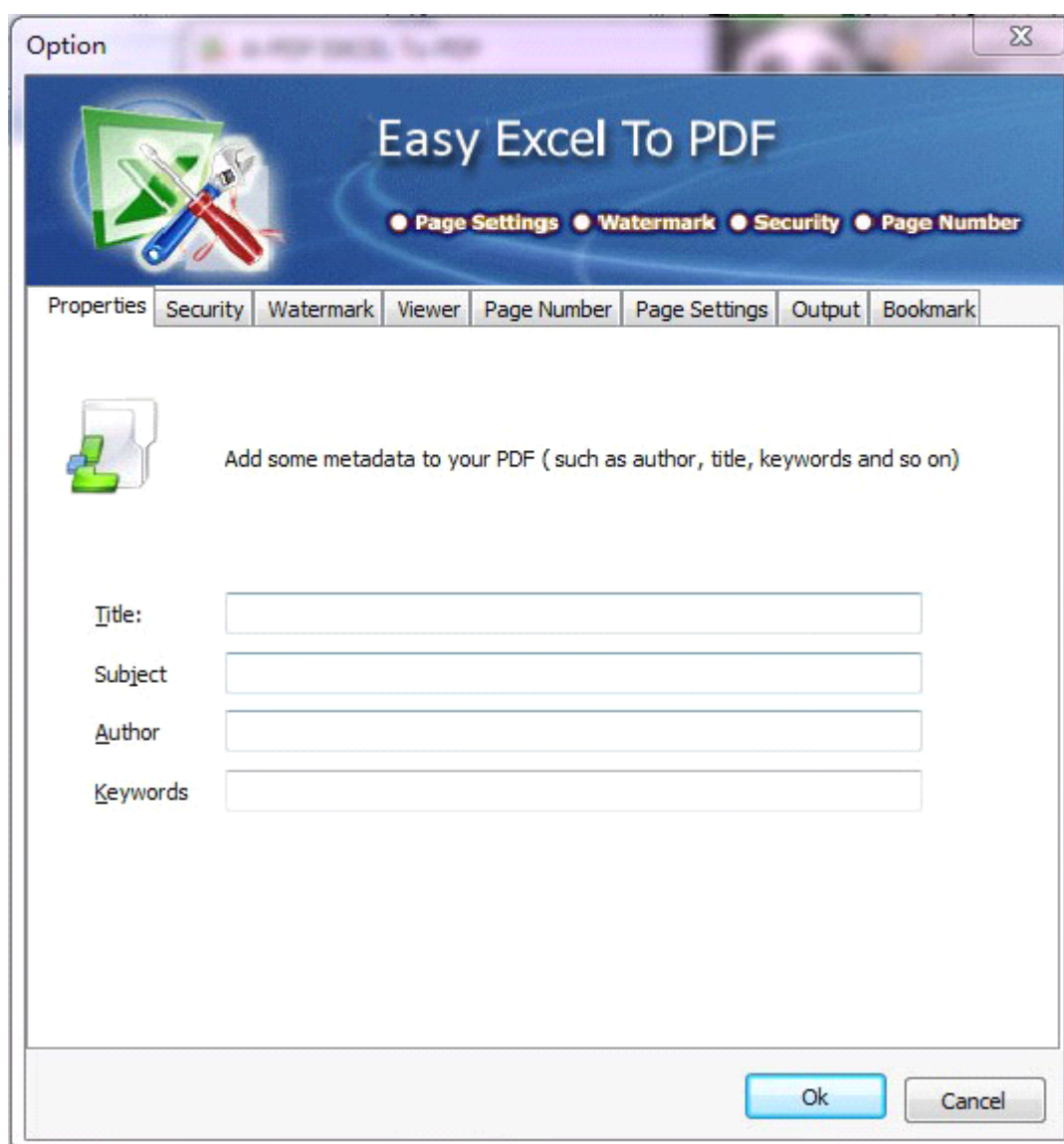
Each added file is displayed in the document list window. You can view any of the files in the window by 'double-clicking' them. That will open Excel files in your MS Excel program.

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-Properties

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

Title:	<input type="text"/>
Subject	<input type="text"/>
Author	<input type="text"/>
Keywords	<input type="text"/>

Option-Security

Standard password can be set to avoid unauthorized access and restrict permissions like printing, editing,

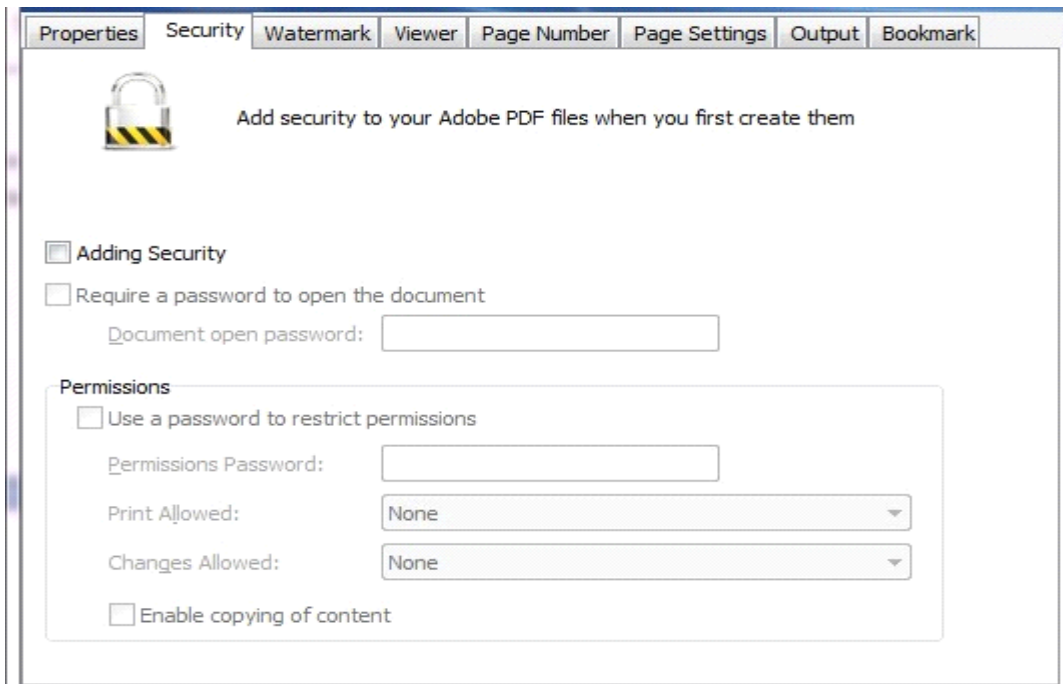
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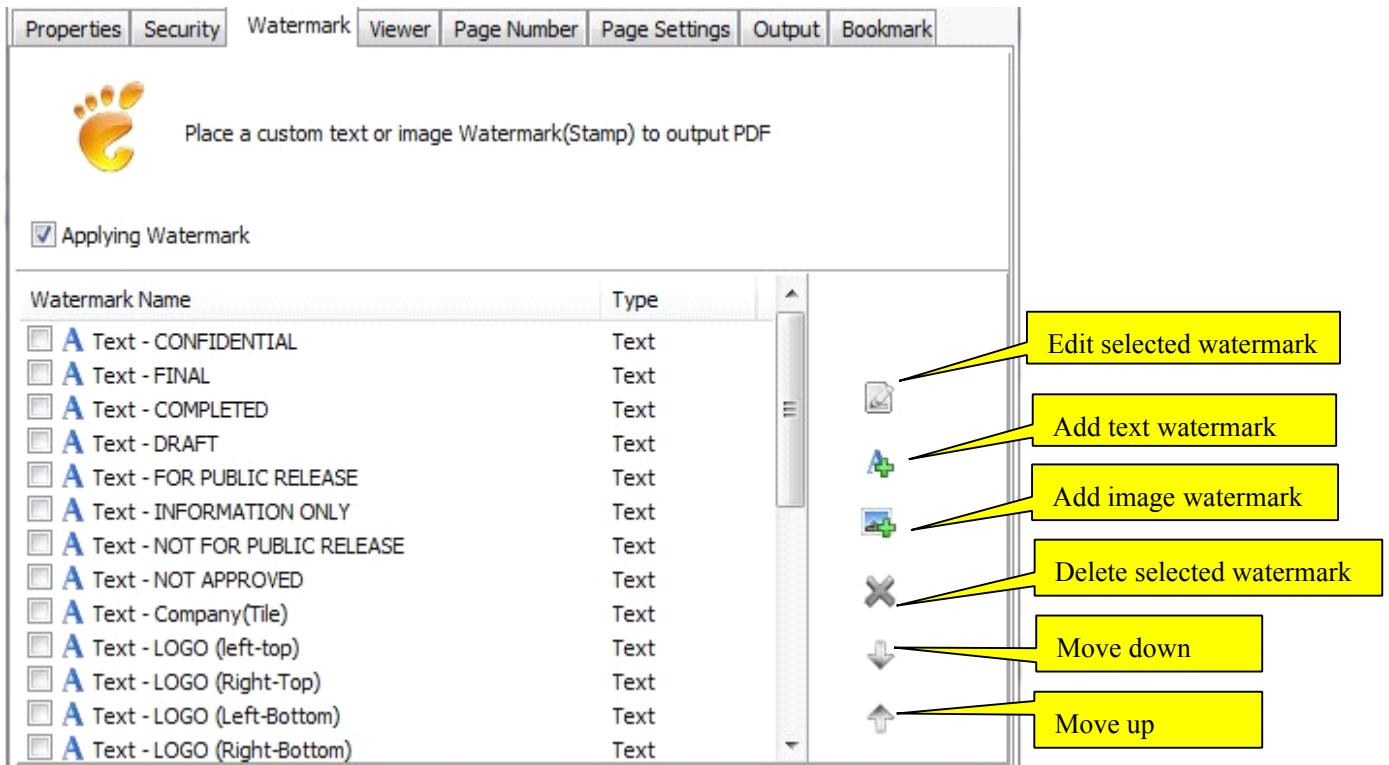


etc.




Option-Watermark

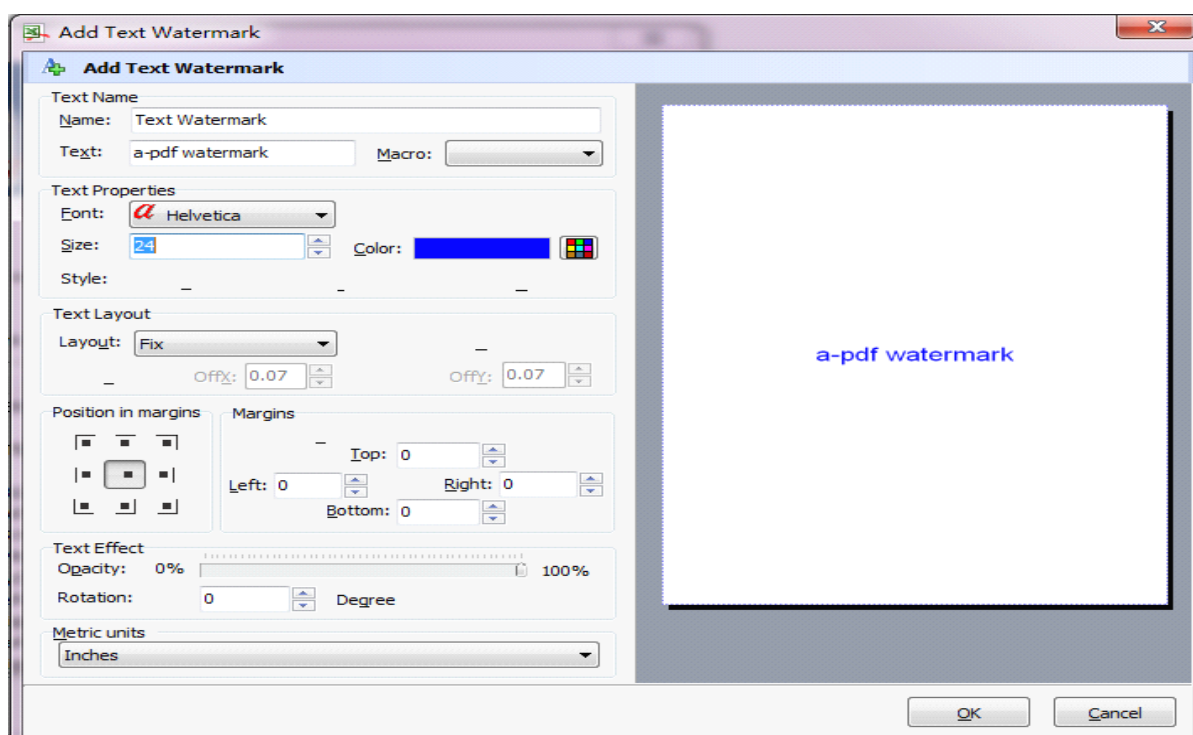
Customized text or image watermark(stamp) can be applied to output PDF document. User can either edit existing watermarks in watermark list, or add text and image to create watermark as per need.






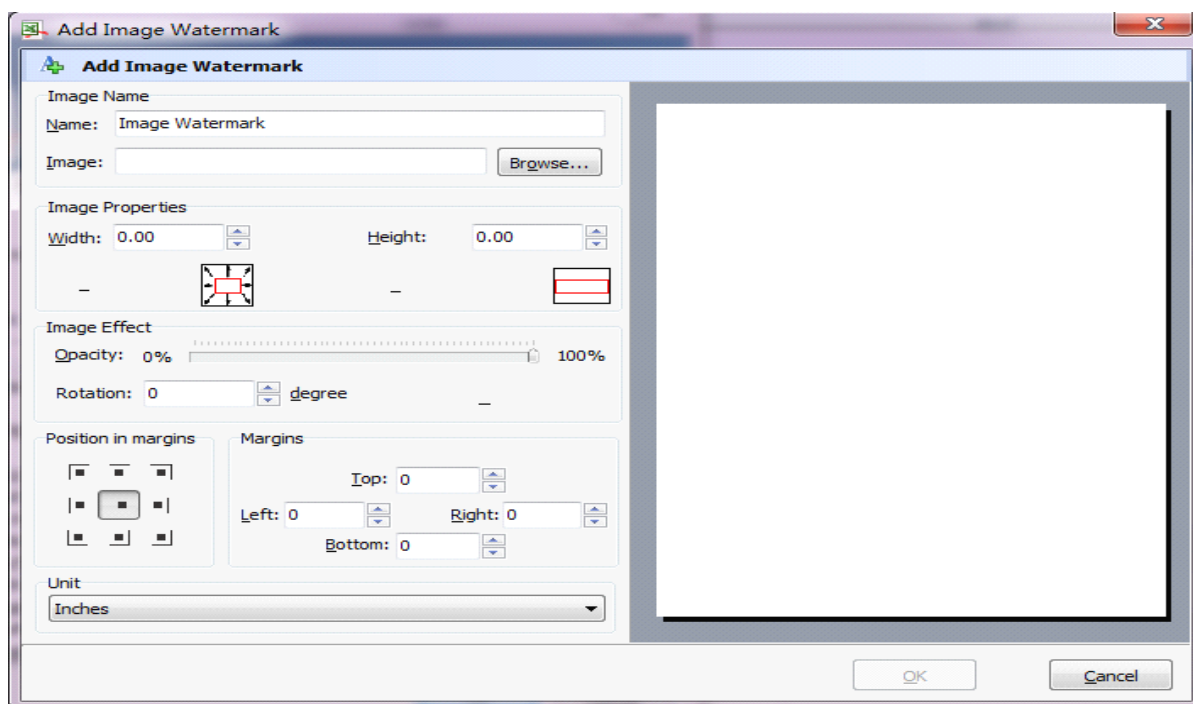
In Watermark list window, Click the  icon to open the New Text Watermark configuration window. You can configure the text watermark properties here. Once you set the desired options for the text watermark, you can click "**OK**" to save it.

- **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 transparency (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.



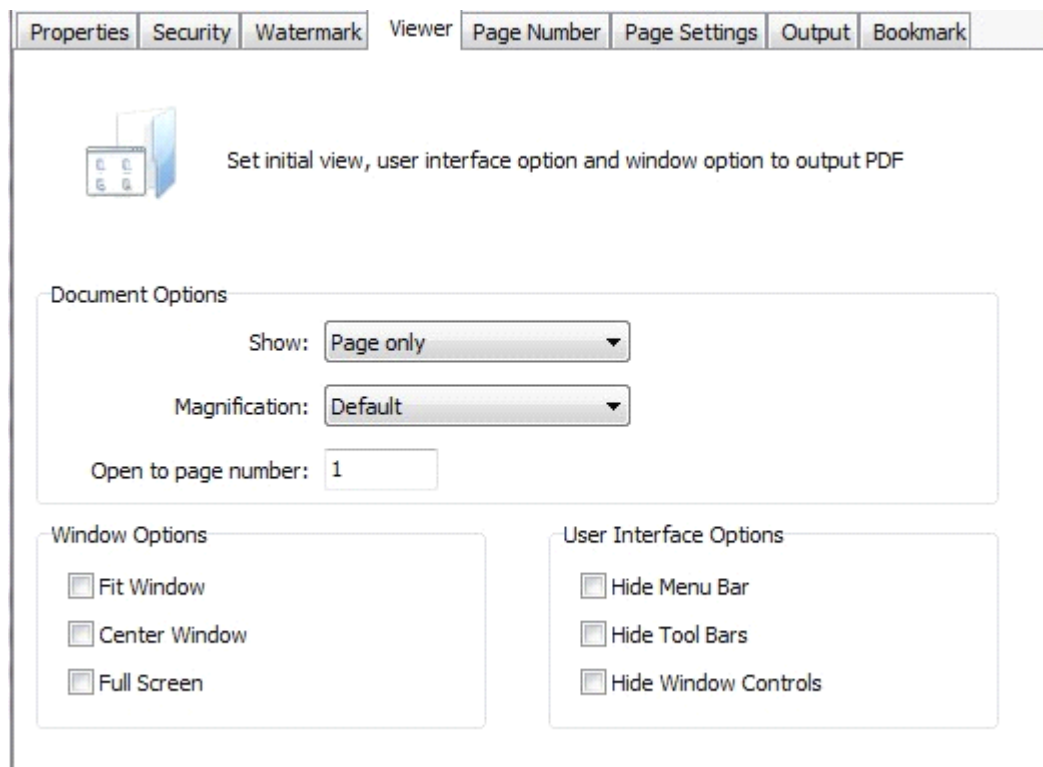
In Watermark list window, click the  icon to open the New Image Watermark configuration window. In here you can configure the image watermark properties. Once you set the desired options for the image watermark, you can click "OK" to save it.

- **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, .TGA 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).



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.





Document Options

Show:

Page only

Magnification:

Show the bookmark panel
Show the thumbnail panel

Open to page number:

1

Document Options

Show:

Page only

Magnification:

Default

Open to page number:

Fit Page
Fit Width
1600%
800%
400%
200%
150%
100%
75%
50%
25%

Window Options

Interface Options

de Menu Bar
de Tool Bars
de Window Controls

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 Number Page Settings Output Bookmark

☒ Add page number to output file

Page begin: 1

Page end: 999999

Offset: 1

Number type:

☒ Number

☐ Roman number (IV)

☐ Roman number (iv)

Position: Middle bottom

Prefix: page

Font: Courier

Size: 12

Color: EXAMPLE

Preview:

page1

Option-Page setting

Properties Security Watermark Viewer Page Number Page Settings Output Bookmark

☐ Applying PageSettings

Orientation:

☒ Portrait

☐ 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:

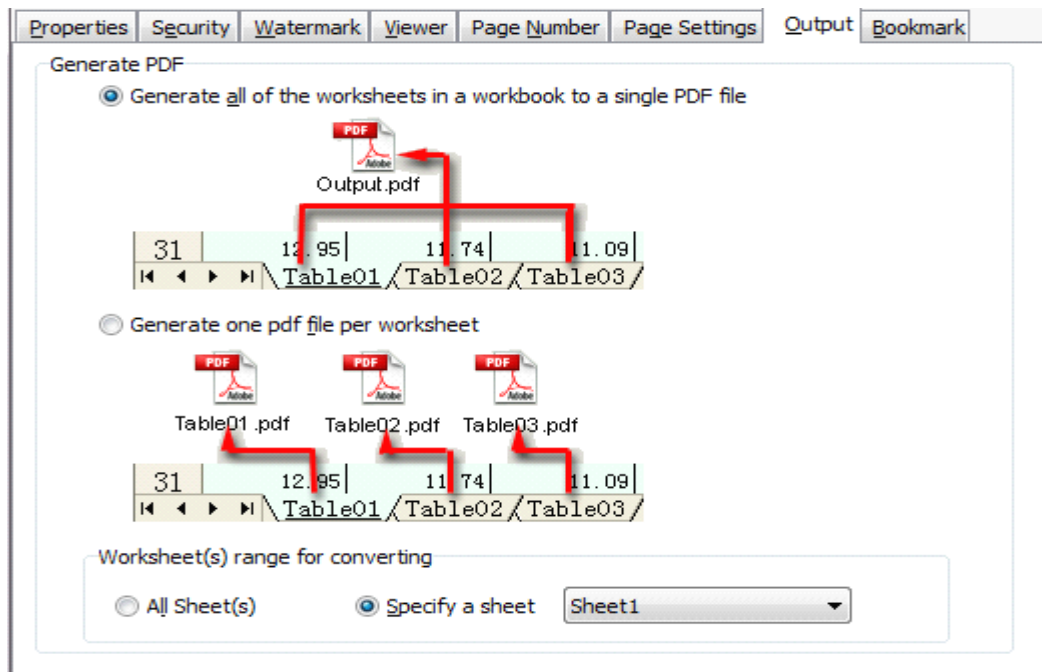
☒ All pages

☐ Range From 1 To 1



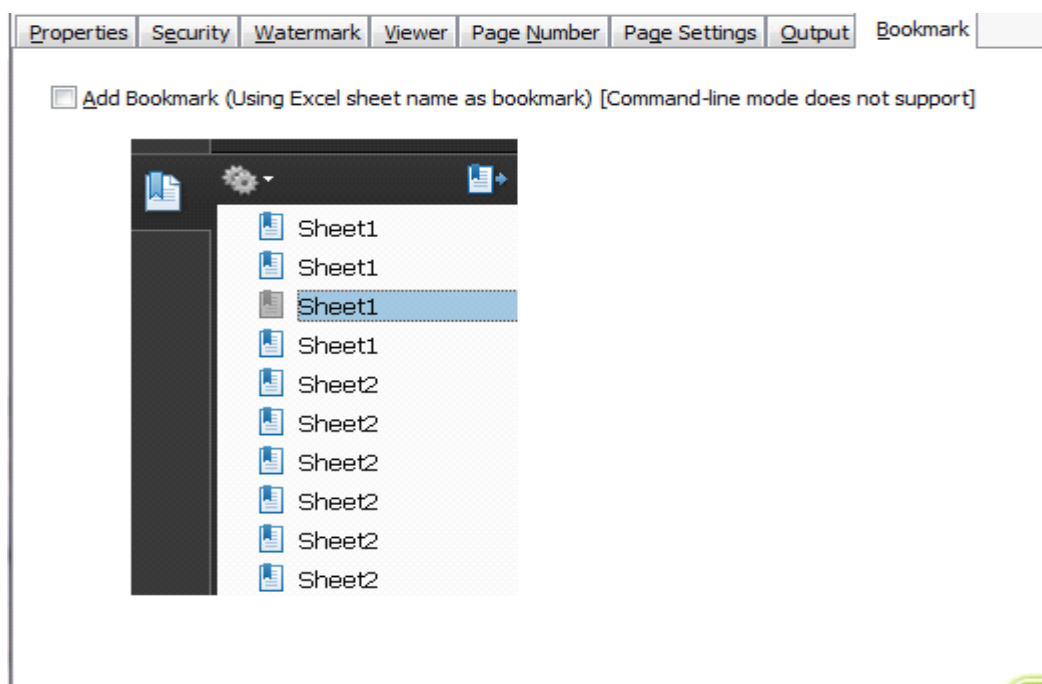
Option-Output

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

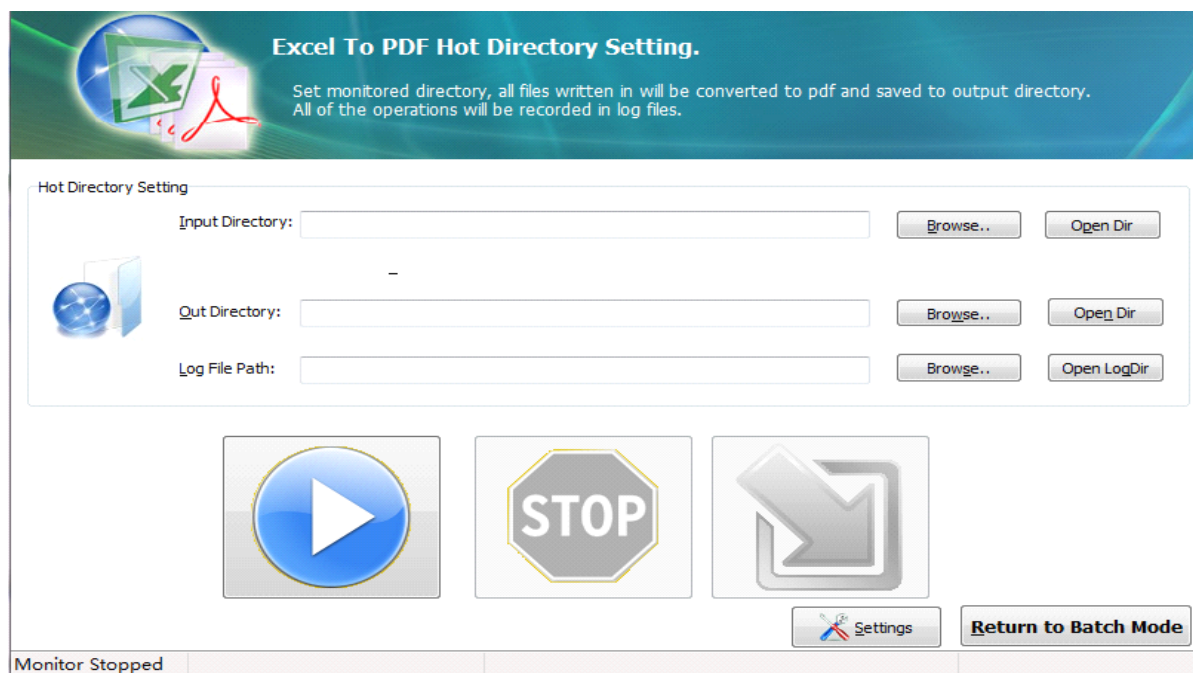
When converting Excel to PDF, Easy Excel to PDF supports generate bookmarks for output PDF document according to Excel sheet names.





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.





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 pdf file>
```

Return code:

- 1: Does not find GhostScript
- 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