



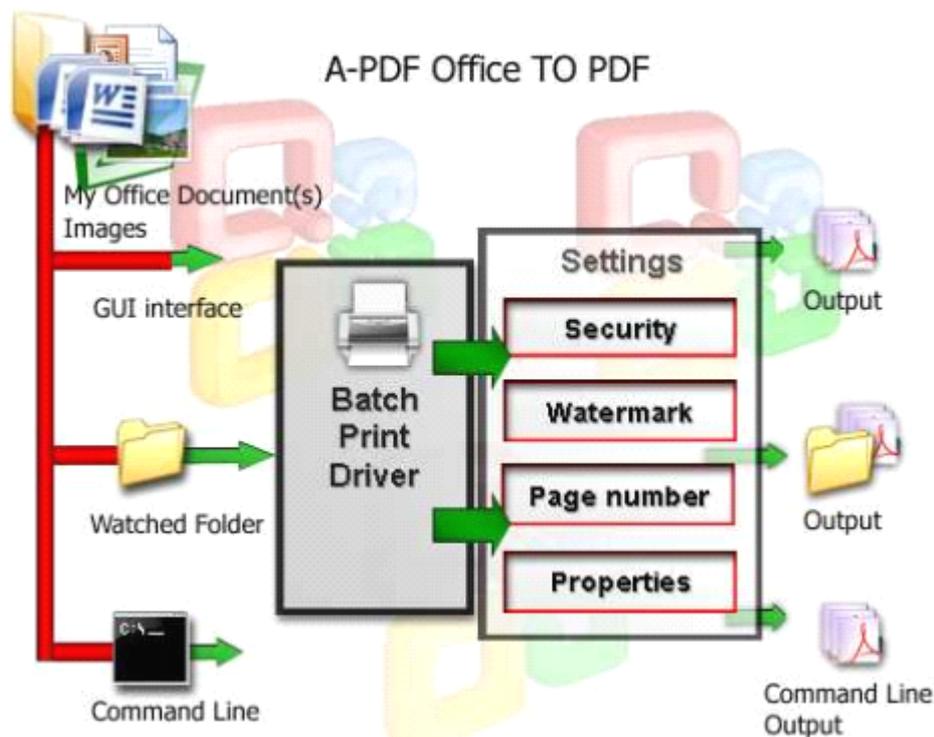
Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your generated PDF documents.

1 About Office to PDF

Easy Office to PDF is a professional and extremely-fast application, providing convenient way to batch convert existing Office documents(Word, Excel, CHM, InfoPath, Publisher, Visio and PowerPoint) and images into high-quality PDF documents. It supports Microsoft Office 2003, 2007 and 2010. There are three modes available, including batch mode, **hot directories** mode and **command line** mode. And its intuitive interface facilitates you to accomplish converting with greater efficiency.

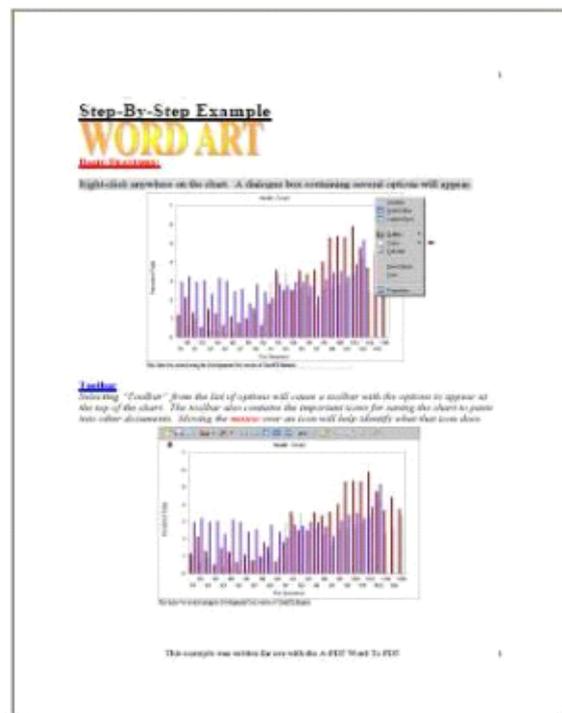
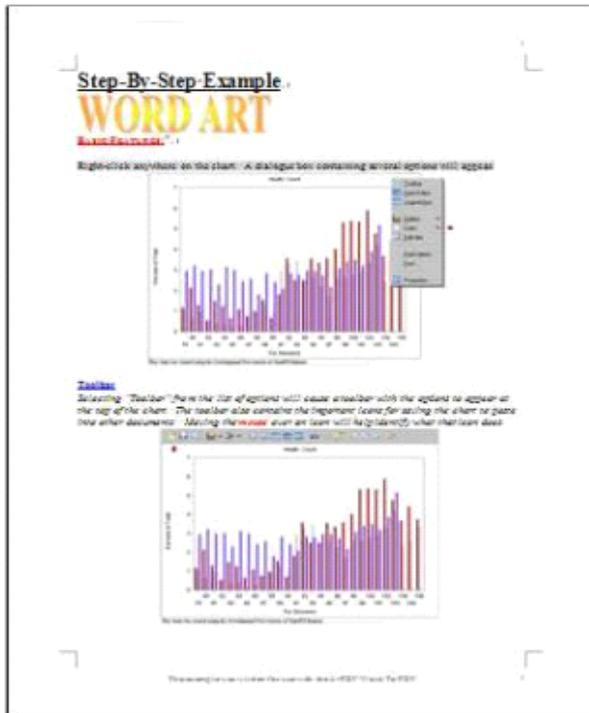
Much more features like watermark, properties, security, page number and so on are included, so as you can design your PDF as you want.

Functional diagram:

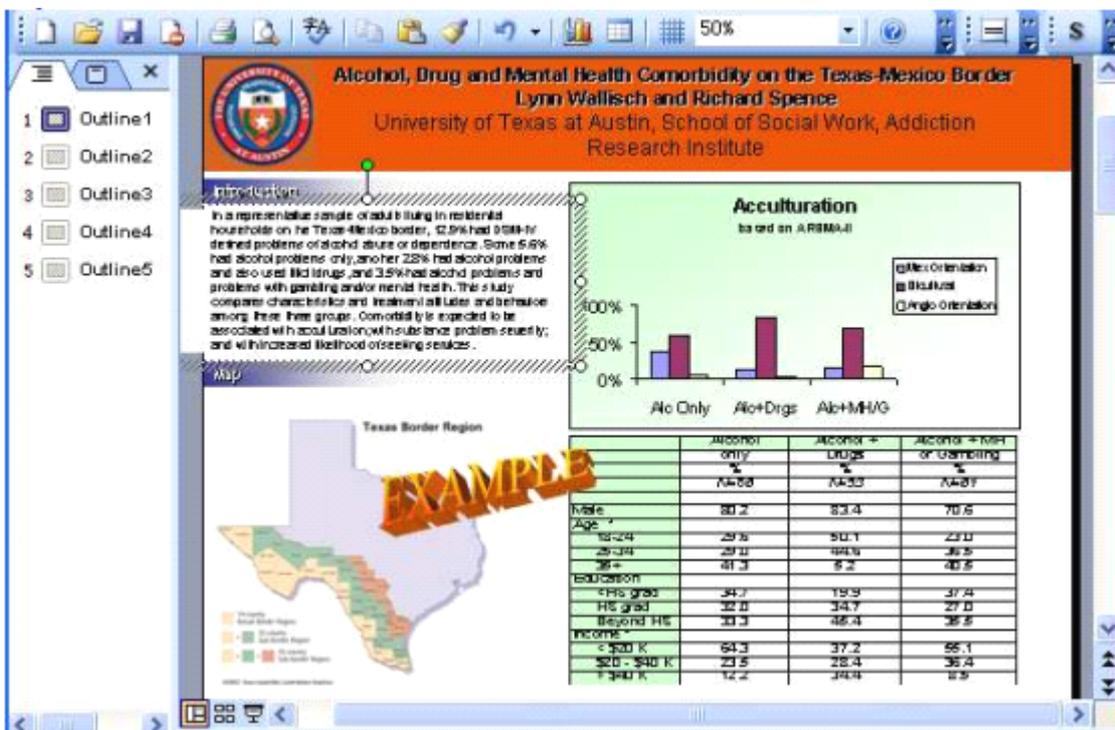




Example
Word to PDF



PowerPoint to PDF





Options

Bookmarks

- Outline1
- Outline2
- Outline3
- Outline4
- Outline5

Signature

Page

Watermark

Comments

Alcohol, Drug and Mental Health Comorbidity on the Texas-Mexico Border
Lynn Wallisch and Richard Spence
University of Texas at Austin, School of Social Work, Addiction Research Institute

Introduction

In a representative sample of adults living in residential households on the Texas-Mexico border, 12.0% had DSM-IV defined problems of alcohol abuse or dependence. Some 5.6% had alcohol problems only, another 2.8% had alcohol problems and also used illicit drugs, and 3.6% had alcohol problems and problems with gambling and/or mental health. This study compares characteristics and treatment attitudes and behaviors among these three groups. Comorbidity is expected to be associated with acculturation, with substance problem severity, and with increased likelihood of seeking services.

Map

Texas Border Region

Acculturation based on ARSMA-II

	Alcohol only %	Alcohol + Drugs %	Alcohol + MH or Gambling %
Male	10.3	13.3	10.5
Age			
18-24	26.8	10.1	23.5
25-34	20.0	11.8	18.5
35+	21.3	5.2	10.5
Educational			
<HS grad	34.7	10.9	37.1
HS grad	32.0	34.7	27.5
Beyond HS	33.3	48.1	35.5
Income			
< \$20 K	64.3	37.3	55.1
\$20 - \$40 K	23.6	28.4	38.4
> \$40 K	12.1	34.1	6.5

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2 Functions and Features

- Three execution modes: batch mode, hot directory mode and command line mode.
- Command line which works as Windows console utility is available for converting silently.
- Enables to work with hot directory to process automatically.
- Batch convert varied Office documents and images to PDF.
- Software supports Microsoft Office 2003-2010 and almost all common image formats.
- Supports password protection to avoid unauthorized access and restrict permission like copying and printing.
- Watermark, properties modification and page numbers are available.

Multiple formats supported

Software supports various file formats as followings:

MS Word File: .DOCX, .DOC, .DOT, .TXT, .RTF, .WRI

MS Powerpoint File: .PPTX, .PPT, .POT, .PPS

MS Excel File: .XLSX, .XLS, .XLT, .XLC, .XLA, .XLW, .XLM

Microsoft Compiled HTML Help: (.CHM)

MS Publisher File: .PUB

MS Infopath File: .XML, .XSN

MS Visio File: .VSD, .VDX

Image : .TIF, .TIFF, .FAX, .G3N, .G3F, .XIF, .GIF, .JPG, .JPEG, .JPE, .JIF, .PCX, .BMP, .DIB, .RLE, .PNG, .DCM, .DIC, .DICOM, .WMF, .EMF, .TGA, .TARGA, .VDA, .ICB, .VST, .PIX, .PXM, .VBMP, .JP2, .J2K, .DCX, .CRW, .PSD, .IEV, .LYR



Easy Office to PDF is not a standalone program, it has to run with Ghostscript, which can be free download at <http://sourceforge.net/projects/ghostscript/> .

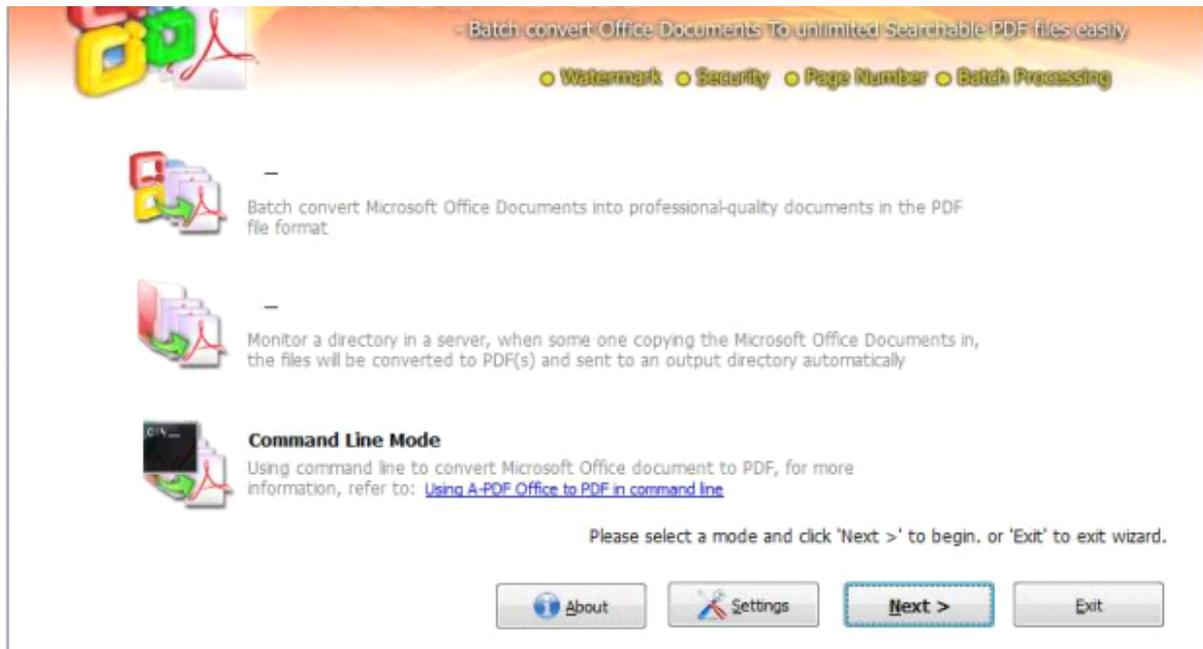


3 Using Easy Office to PDF

Under Windows Operation System, Easy Office to PDF can be started either via the desktop shortcut, or directly from 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.



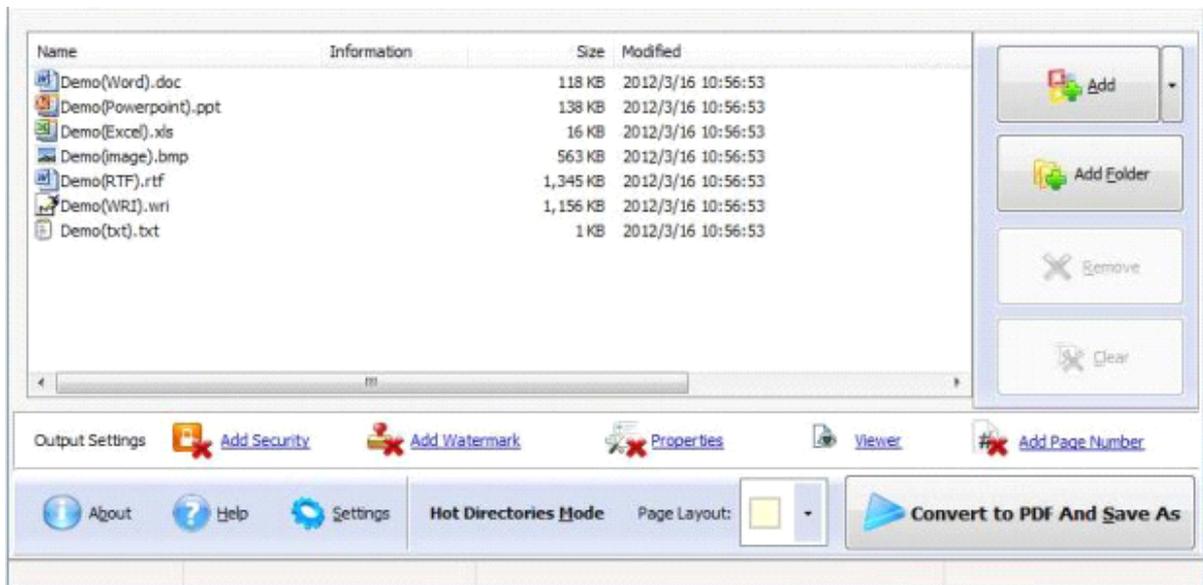
Quick Convert Office Document(s) in Windows Explorer

Right click a Office Document(s) in windows explorer, select "Convert to PDF..." from context-sensitive menu popped up, and choose a name, then the Easy Office to PDF will convert the file to PDF quickly.



Batch Convert Mode

Select the option **Batch Convert Mode** and push the button **Next >**, an OFFICE TO PDF Batch Convert window will be opened.



Selecting Files

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 Office 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 DOC files in your MS Office program.

You can click the **Remove** icon  to remove selected files in list or you can clear all

Docs by clicking the **Clear**  icon.



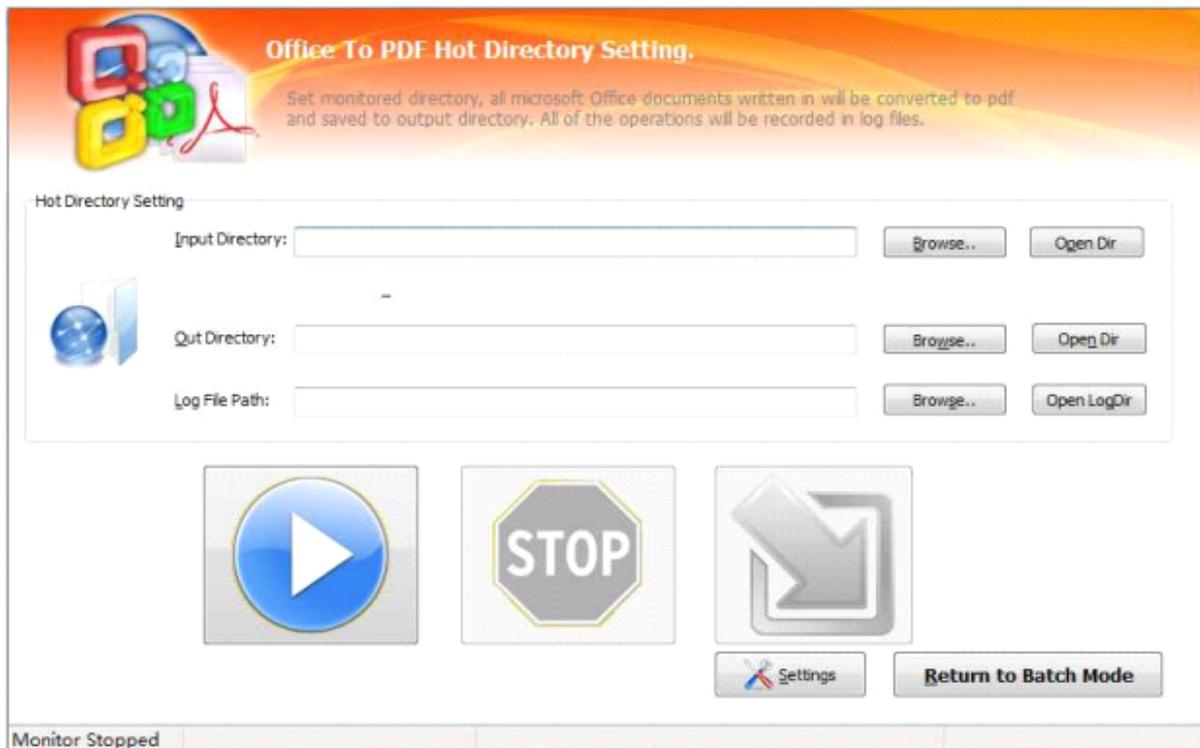
Convert to PDF And Save As

Click the Convert to PDF And Save as icon to convert all of Microsoft Office documents in the document windows to PDF and save the resultant file to a directory which you selected.



Hot Directories Mode

You may want to monitor a directory in a server, when some one copying the Office files in, the files will be converted to PDF and sent to an output directory automatically. In Easy Office to PDF wizard window, select the option **Hot Directories Mode** and push the button **Next >**, a Hot Directories Service window will be opened.





Hot Directory Setting:

- **Monitor Directory**, set the directory to monitor. Even Include Sub-Directory.
- **Output Directory**, set output directory where all of converted files will be sent to.
- **Log File Directory**, Log files will be saved in. Log files will record the detail of operation. Such as when to monitor, which file converted, if converting successfully or not.

After setting the directories, click **Start** button to start work, **Stop** button to stop monitoring hot directory.

Output Settings

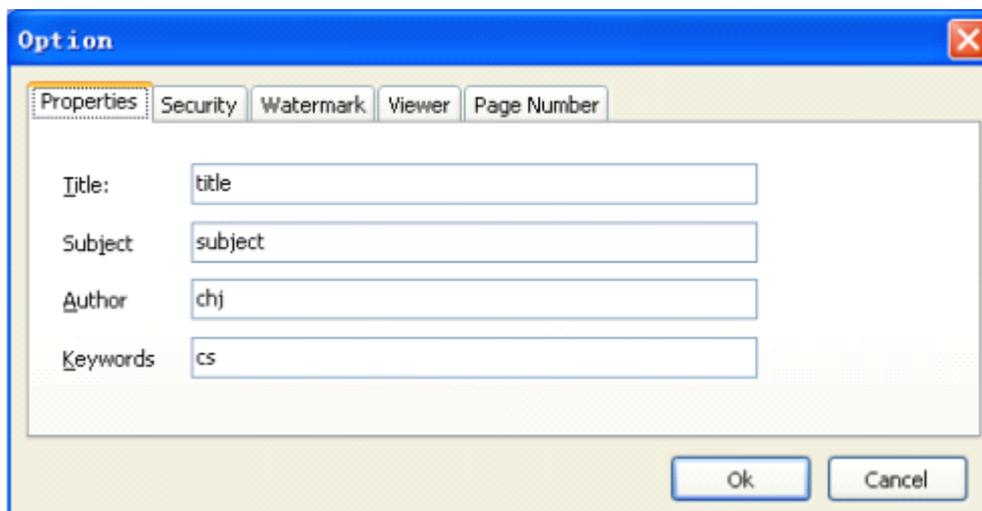
Easy Office to PDF allows you to undertake a number of special actions to apply to your output document.



Click the  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

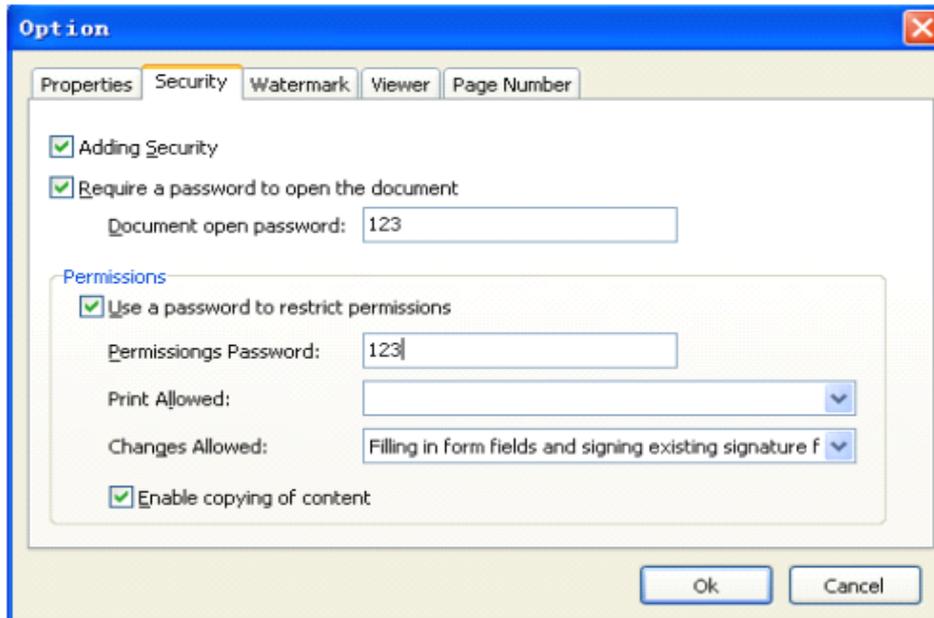
The Properties changer allows you to add/edit Title, Subject, Author, and Keywords for the Output PDF document.





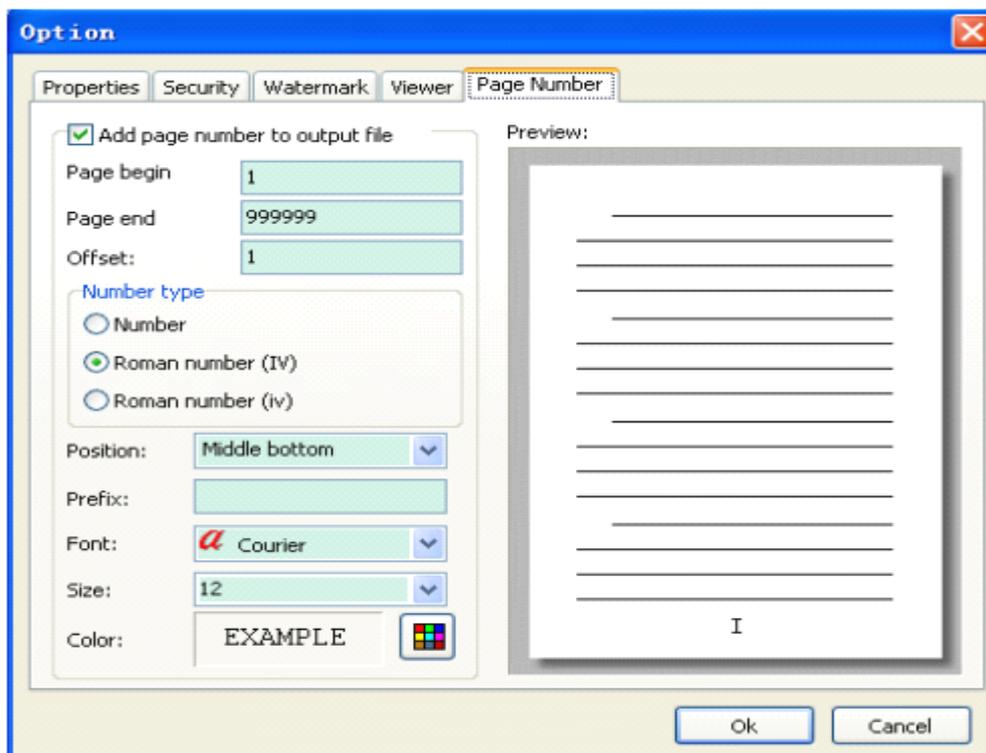
Option - Security

The Security options are self-guided and intuitively obvious making them very simple to use. In each case, check the uppermost checkbox to "activate" the alternative selections on either tab.



Option - Page-Numbering

The page-numbering feature allows you to select how page numbering is added to output documents. Check the "Add page number to output file" box, and you can make selections simply for your output document.

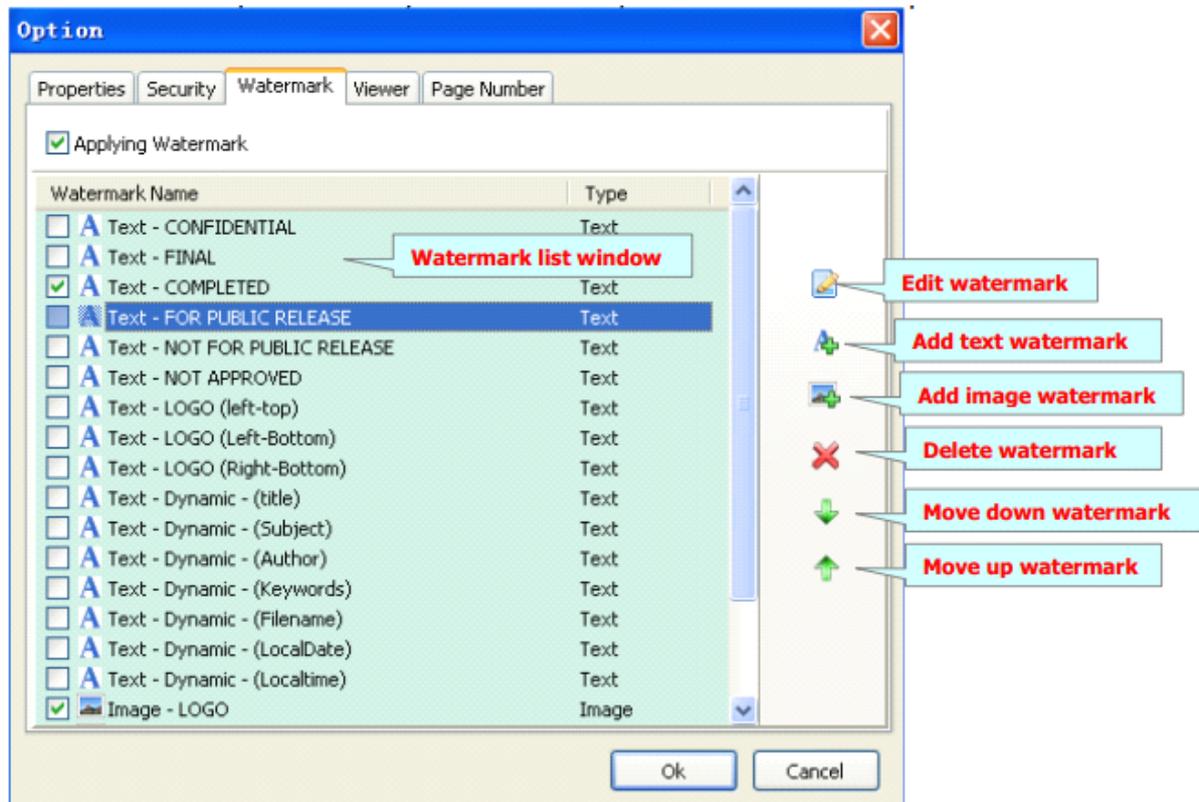




You can use any standard or .ttf font on your computer for displaying page numbers. The small live preview shows you how your selections will look before applying them. Truetype™ fonts will embed with your output PDF document.

Option - Watermark

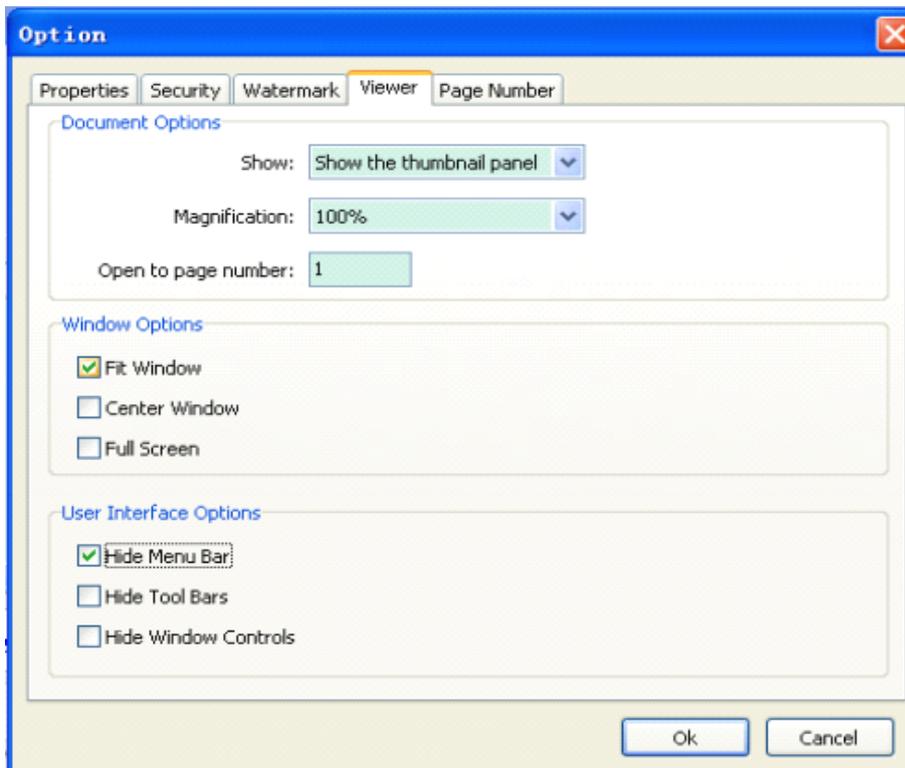
The Watermark option allows you to add multiple watermarks to output documents



The watermarks for applying to PDF(s) are listed in the Watermark list, where you can find text and image Watermark items list in here, You can apply watermark by marking one or multiple Watermark items checked, The watermark items which checked will to be applied to Output PDF(s)

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 dropdowns 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.





Command line

Easy Office to PDF can be used in command line also.

```
OfficeToPDF <input Office Document(s)> <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 Office Document(s) (.doc, .rtf, .txt, .xls, .ppt, .pub, .xml, .xsn, .vsd, .vdx etc)
- 6: Output file name error
- 8: Convert successfully
- 9: Convert Failed
- 10: Error because another office to PDF Application is running.

example:

```
OfficeToPDF "c:\help.doc" "c:\output\help.pdf"  
OfficeToPDF "c:\help.txt" "c:\output\help.pdf"  
OfficeToPDF "c:\help.rtf" "c:\output\help.pdf"  
OfficeToPDF "c:\table.xls" "c:\output\table.pdf"  
OfficeToPDF "c:\Product.ppt" "c:\output\Product.pdf"  
OfficeToPDF "c:\office2007.docx" "c:\output\office2007.pdf"  
OfficeToPDF "c:\card.pub" "c:\output\card.pdf"  
OfficeToPDF "c:\form.xml" "c:\output\form.pdf"  
OfficeToPDF "c:\form.xsn" "c:\output\form.pdf"  
OfficeToPDF "c:\logic.vsd" "c:\output\logic.pdf"  
OfficeToPDF "c:\visio.vxd" "c:\output\visio.pdf"
```

4 Ending Your Session

When you have completed your work , then choose the "**Exit**" option to exit program.

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