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 PDF Merger

Are you still puzzling how to merge multiple PDF files into a larger file? Are you still complain about the inefficiency of other merging tools? Easy PDF Merger would be an ideal application for you. Easy PDF Merger is very easy-to-use and extremely-speedy desktop software, providing users multiple options to join minor PDF files or image files into a larger file. It supports both Adobe Acrobat PDF files and currently-prevailing image format, even MS office documents(require **Easy Office to PDF**).

Document formats supported

➢   Any PDF files.

➢   Image formats:TIFF (.tif), Multi-page TIFF, Windows bitmap (.bmp), GIF (.gif), JPEG (.jpg), Portable Network Graphics(.png), JPEG2000(.JP2, .J2K), Photo Shop Document(.psd), PCX, DCX, DIB, RLE, TGA, PBM, PGM, PPM, ICO, PCD, WMF, EMF, CUR.

➢   Microsoft Office Document formats: Word files(.doc), Word 2007 (.DOCX), Excel files(.xls), Excel 2007(.xlsx), Powerpoint files(.ppt), powerpoint 2007 (.pptx).

   *Easy Office to PDF must be installed previously.

How does Easy PDF Merger work?

➢   **Step 1:** Input the right documents, including images, PDF, even MS Office documents(requires Easy Office to PDF).

➢   **Step 2:** Adjust document orders and select page range of original PDF file for merging, customize output configuration.

➢   **Step 3:** Save settings and start merging, quickly you will get a compositional PDF document even process a large number of files.

Functional diagram:
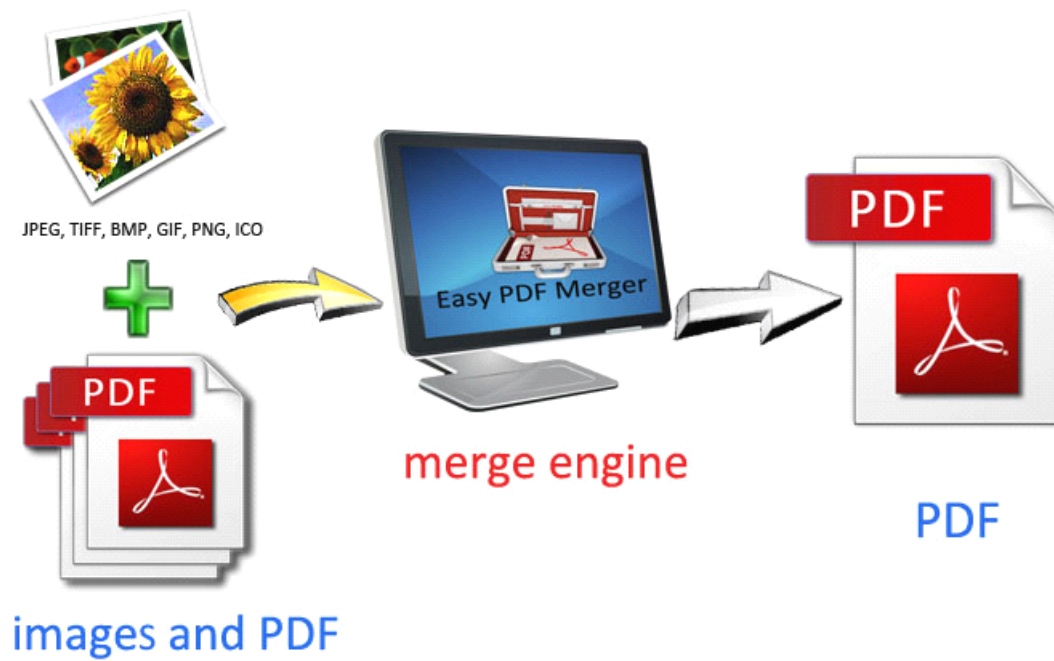
2 Functions and Features

- ➢ Batch merge numbers of PDF files and images into a larger PDF file without size limited.
- ➢ Allows to input PDF files and images through "**drag and drop**" directly, even create screen shot.
- ➢ Multiple document formats supported, including any PDF and almost all popular image formats, even Microsoft Office Documents(requires Easy Office to PDF).
- ➢ Supports merge specific page range only in a PDF file.
- ➢ Allows to append customized bookmark, watermark and page number to output PDF file.
- ➢ Password protect the output files to avoid unauthorized access ,or restrict permission like editing, copying, printing, etc.
- ➢ Supports modify metadata of output PDF files, including title, author, subject and keyword.
- ➢ Software compatible with Windows 98/2000/ME/XP/2003/Vista/7.

Easy PDF Merger does NOT require Adobe Acrobat, and produces documents compatible with Adobe Acrobat Reader Version 5 and above.

3   Using Easy PDF Content Split

Under Windows Operation System, Easy PDF Merger 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 where you can complete merging operation.
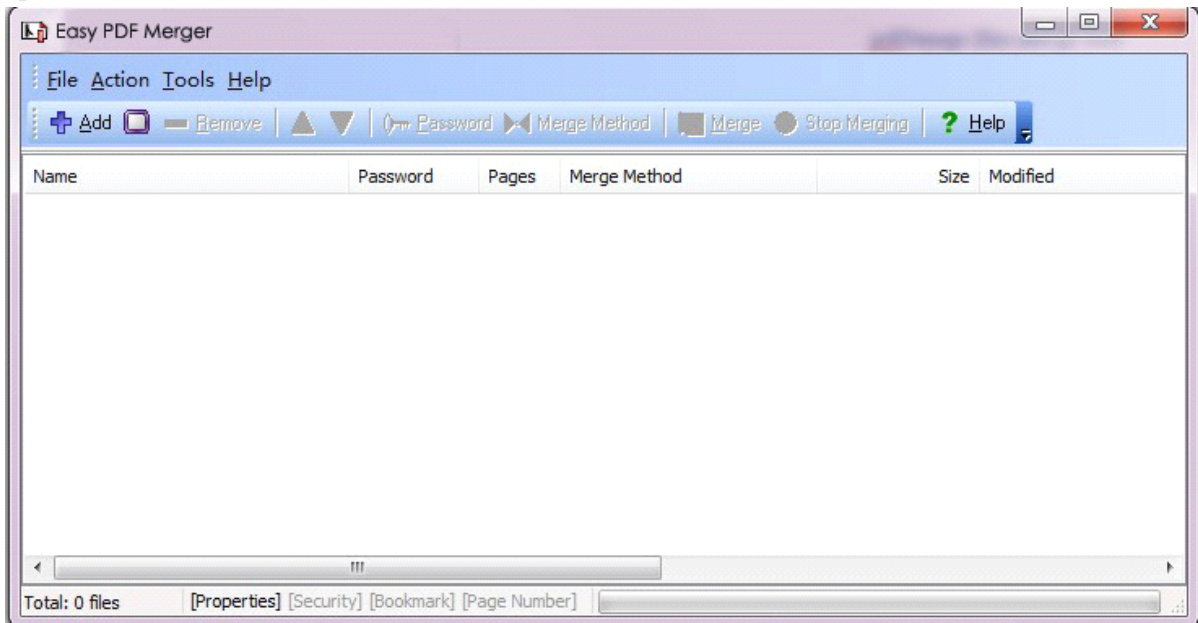

Add documents

> Click the   icon   in toolbar will open the standard file browse and select window, where you can browse the folders and find the file(image and PDF) you want to merge. Alternatively you can open the "**File**" menu and select "**Add**" to add file.

> 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 to add file.

> Easy PDF Merger also allows you to select all files in a particular directory/folder by using the "**Add a Directory"** option in **File** menu. Add a directory also supports sub-folders.

> Easy PDF Merger even supports create screen shot to add image file. You can either click icon to select area for screen shot, or select "**Add Screen Shot**" option in **File** menu. Then the screenshot will be save and add to file list of program.

Toolbar
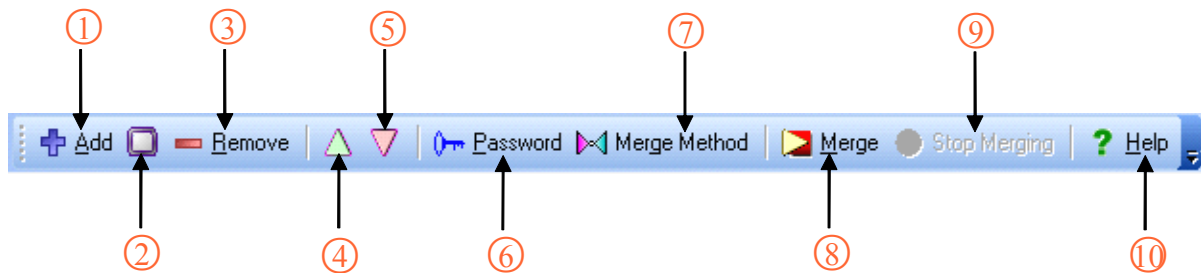
1. Open Windows file browser to add image/PDF. (Insert)
2. Select screen area to create screenshot and add to merging file list. (Ctrl+S)
3. Remove select files in file list. (Delete)
4. Move up (Ctrl+U)
5. Move down (Ctrl+D)
6. If your file is encrypted, you have to input password before merging.   (Ctrl+P)
7. Define method to merge.
8. Start merging (Ctrl+M)
9. Stop merging
10. Help (F1)

Merge Method
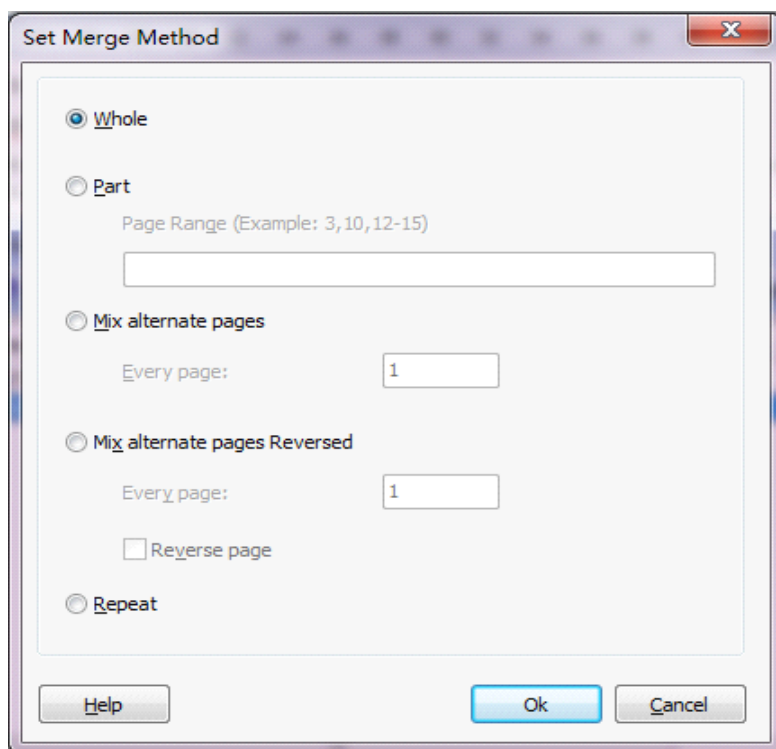
A simple example of how A-PDF Content Splitter is used will demonstrate how easy and convenient this utility is for splitting pdf files into parts.
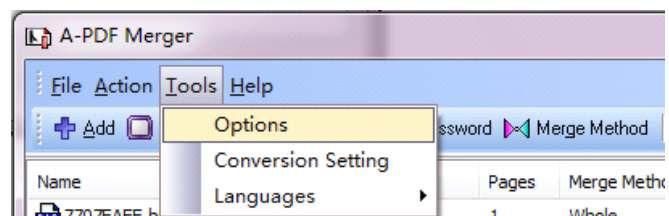
Example

Step 1:

Screenshot to add image "77077EAEE.bmp", and add encryption.pdf (encrypted), easy-pdf-merger.pdf

Step 2: Since file "encryption.pdf " is encrypted, you have to click [icon] Password icon to input password before merging.
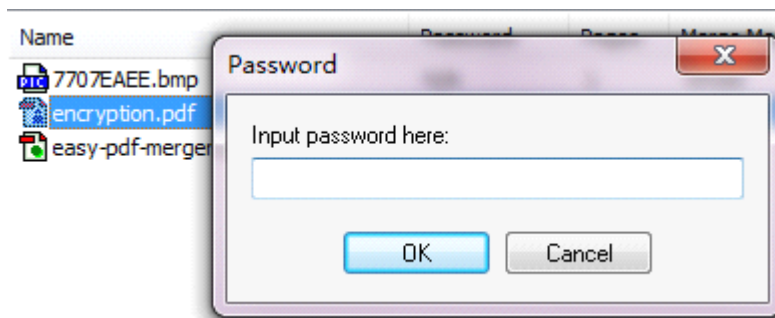
Step 3: Configure merging settings, Easy PDF Merger allows to customize settings like properties, security, bookmark, watermark, page number and so on.

You can select "**Options**" in **Tools** menu to open the **options** window, where you can edit the configuration.

Options- General

Options- properties

The Properties changer allows you to add/edit Title, Subject, Author, and Keywords for the PDF document. Clicking the 'Macro' button displays a list of available macros for each field allow you to quickly select data for each field.

Options- Security

Set standard password to avoid unauthorized access and restrict permissions like copying, printing,etc.

Options- Bookmark

Options- Page number

Easy PDF Merger allows to append page number to either entire file or specific page range only. You can also decide the number style, like Number type, position, size, color and so on.

Options- Watermark

Step 4: After you complete the settings, please click **OK** to save your work, or click **cancel** to cancel your settings.

Return to the main window, and click [Merge] icon to start merging, when program is processing, if you want to stop merging, you can click [Stop Merging] icon.

You may be surprised by its high efficiency, because Easy PDF Merger can merge hundreds of documents within a minute.

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