



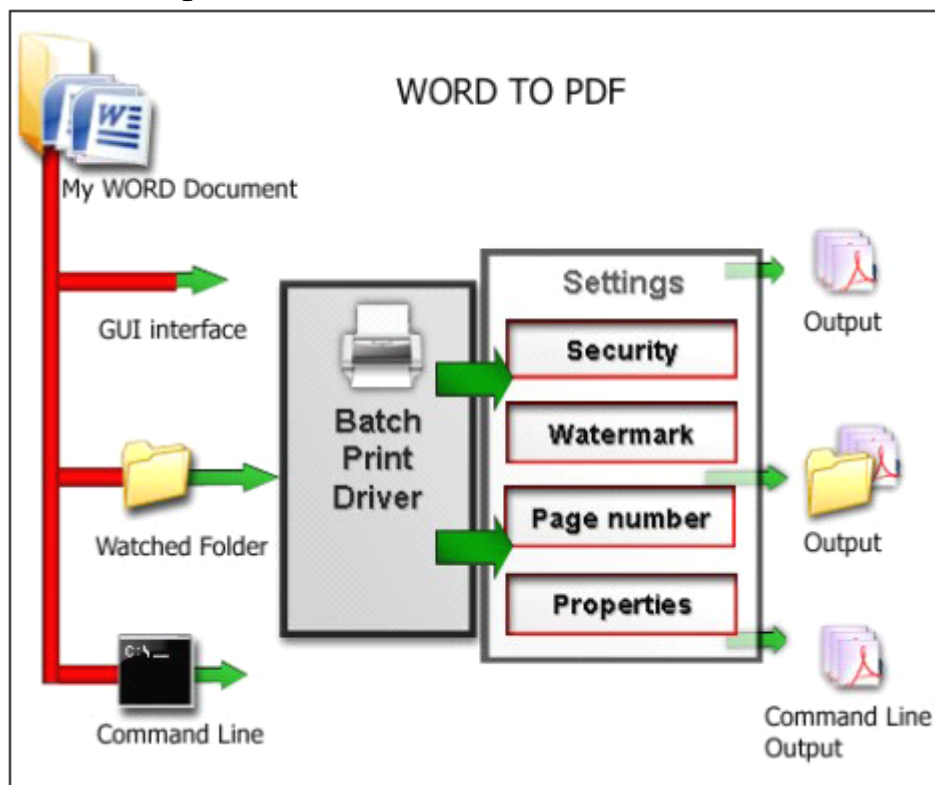
Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your generated PDF documents.

## 1 About Easy Word to PDF

Converting **MS Word** documents to PDF won't be a difficulty any more! **Easy Word to PDF** is such a convenient tool to **turn Word into PDF**. Software is packed with powerful functions and practical features, enabling to execute **batch conversion** and define file configuration. More features like watermark, page number, bookmark and so on are included too.

Easy Word to PDF is a fast, affordable way to batch convert Microsoft Word documents into professional-quality documents in the popular PDF file format. Its easy-to-use interface allows you to batch create PDF files which can be viewed on any computer with a PDF viewer. Easy Word to PDF supports font embedding, adding watermark, security, page number and multi-language.

### Functional diagram:





## 2 Functions and Features

- **Batch convert** documents in doc or docx format to PDF files with great efficiency.
- Support Microsoft Office Word range from **2000 to 2010**.
- **Three modes** selectable for execution: batch mode, hot directory and command line.
- Completely retains the original layout and content(e.g. URL link, image and table) after conversion.
- Allow to **password protect** the output PDF file and restrict permission like printing and editing.
- Support combine multiple pages on one sheet to create booklet.
- Varied practical options are available, e.g. watermark, page number, bookmark, properties and so on.
- Directly drag and drop to add word document for convenience.
- With right-click integration, directly right-click Word file to select to convert in Windows explorer.
- User-friendly interface and simple operation enable user to convert in only a few steps.
- Batch converter numbers of documents at the same time.
- Create an add-in on MS Word toolbar for conversion.

### Multiple formats supported

Easy Word to PDF allows to convert files in varied formats into PDF, including:

- Word document- \*.doc, \*.docx
- Word template- \*.dot
- Rich text format- \*.rtf
- Text file- \*.txt
- WRI file- \*.wri



Easy Word to PDF does NOT require Adobe Acrobat, but it need [Ghostscript](#) to support.

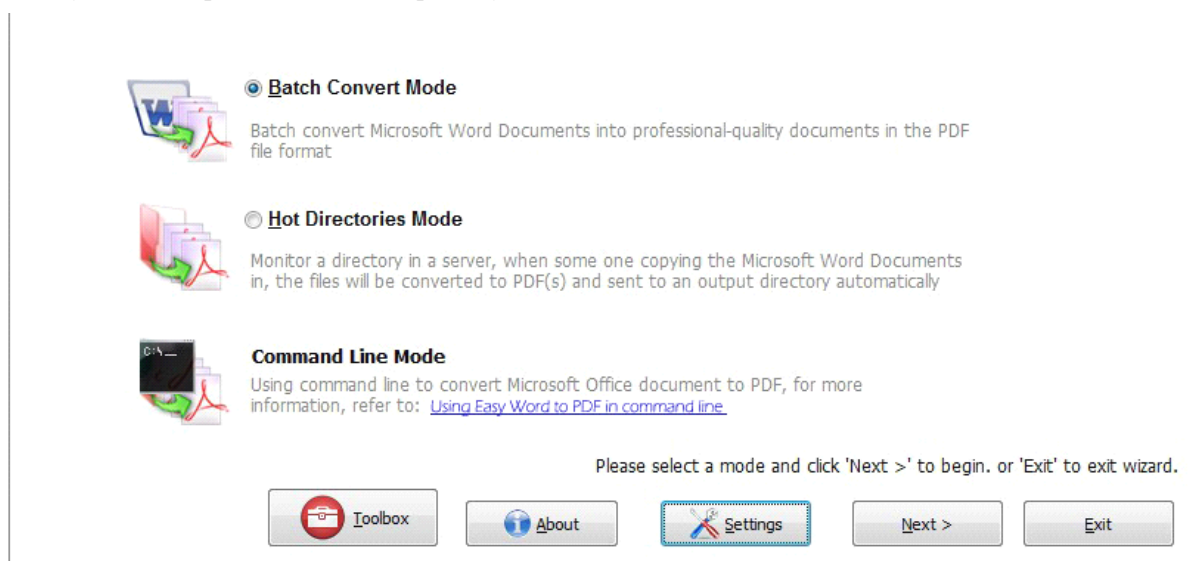


### 3 Using Easy Word to PDF


Under Windows Operation System, Easy Word 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.



In this wizard window, you can select the "**Batch Convert Mode**" or "**Hot Directories Mode**" to execute your work according to you need. Even you can use **command line mode**.

Also you can click settings icon  to define conversion settings, and apply settings to every mode.



## Settings

Select the **settings** option and you will be showed with the **settings** window.

In settings window, you are allowed to define the properties(Title, Subject, Author, Keywords), security, watermark, page number, page setting, page layout and bookmark, etc.

### Properties

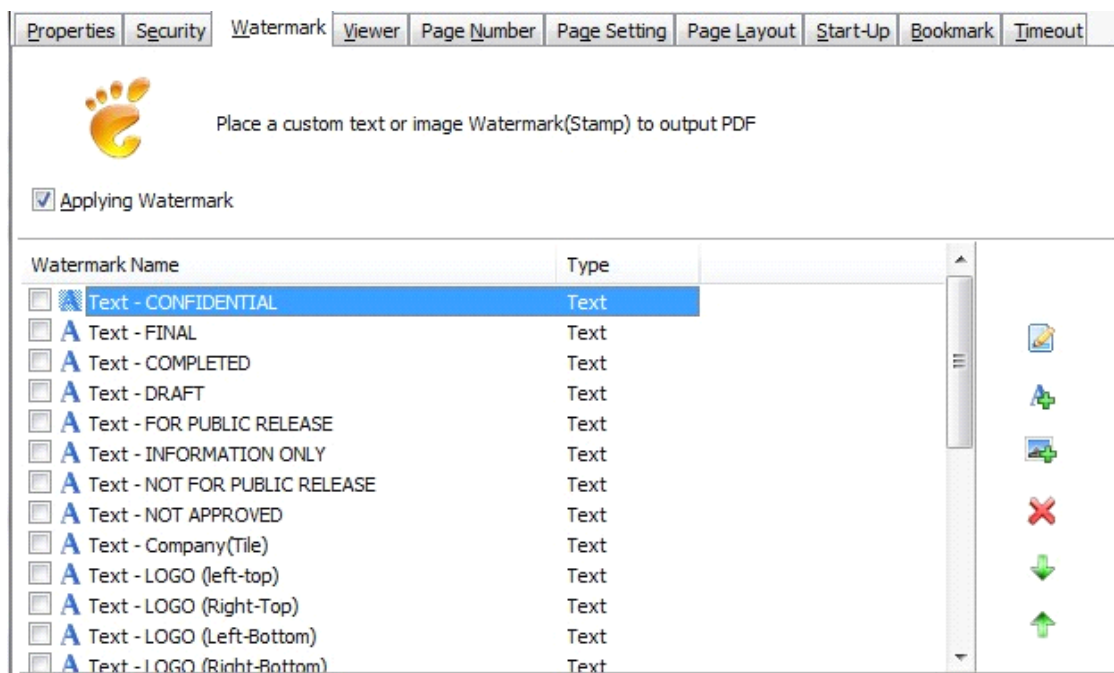
The screenshot shows the 'Properties' tab selected in the settings window. The tab bar at the top includes: Properties, Security, Watermark, Viewer, Page Number, Page Setting, Page Layout, Start-Up, Bookmark, and Timeout. The main content area features a folder icon and the text 'Add some metadata to your PDF ( such as author, title, keywords and so on)'. Below this, there are four text input fields with dropdown arrows, labeled 'Title:', 'Subject', 'Author', and 'Keywords'.

### Security

The screenshot shows the 'Security' tab selected in the settings window. The tab bar at the top includes: Properties, Security, Watermark, Viewer, Page Number, Page Setting, Page Layout, Start-Up, Bookmark, and Timeout. The main content area features a padlock icon and the text 'Add security to your Adobe PDF files when you first create them'. Below this, there is a checkbox labeled 'Adding Security' which is checked. Underneath, there is a checkbox labeled 'Require a password to open the document' which is unchecked, followed by a text input field for 'Document open password:'. A section titled 'Permissions' contains a checkbox labeled 'Use a password to restrict permissions' which is unchecked, followed by a text input field for 'Permissions Password:'. Below this, there are two dropdown menus: 'Print Allowed:' with 'None' selected, and 'Changes Allowed:' with 'None' selected. At the bottom of the permissions section, there is a checkbox labeled 'Enable copying of content' which is unchecked.



## Watermark



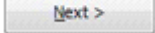
In watermark option, you can either select from existing watermark list and edit them, or create new **text(image)** watermark to append your watermark to the output PDF files.

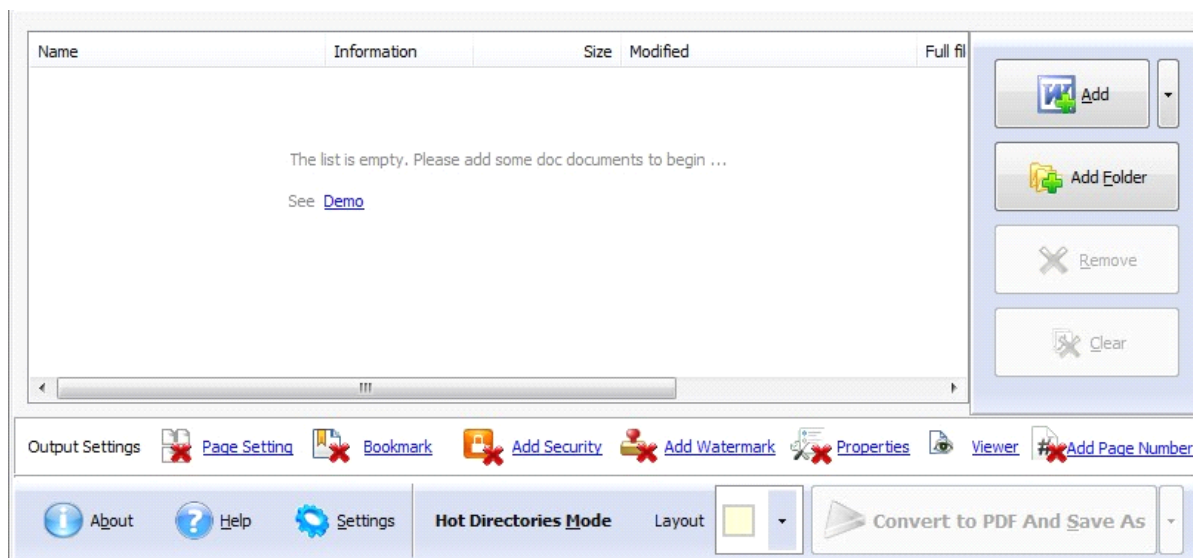


More practical features and functions is included, you can download a free-trial version to experience them.




## Batch Convert Mode


In **wizard** window, select **Batch Convert Mode** and click  button, a **Batch Mode** window will be opened.



## Add documents


Click the  icon will open the standard file browse and select window, where you can browse the folders and find the Word file you want to convert.

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 Word file.

Easy Word to PDF even allows you to select all files in a particular directory/folder by either using the **Add a Directory** option from the File menu or click the  icon! Add a directory also supports sub-folders.

## Customized settings

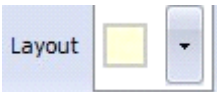
Easy Word to PDF has provided varied practical settings, allowing you to create PDF files as you want. In

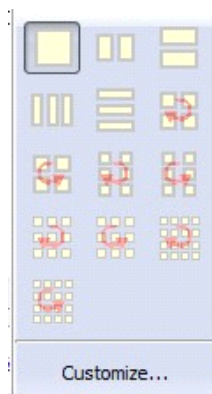
Batch Mode, you can either click  button to define settings or directly select specific setting option through **Output Settings**.






## Layout

Click  button, you can select satisfied layout from existing templates, or customized a new one.




## Convert to PDF

After you complete the conversion settings, you can start to convert your Word documents to PDF files.

You can either click  to define the output names and convert directly, or



Then will pop up an option , with this option program will merge all the produced PDF files to one PDF file.





## Hot Directories Mode

You may want to monitor a directory in a server, when some one copying the PDF files in, the Word documents will be converted to PDF and sent to an output directory automatically. In Easy Word to PDF wizard window, select the **Hot Directories Mode** and click "**Next**" button or click **Hot Directories Mode** in Batch Convert Mode, a Hot Directories Service window will be opened.

**Word To PDF Hot Directory Setting.**

Set monitored directory, all microsoft word documents written in will be converted to pdf and saved to output directory. All of the operations will be recorded in log files.

Hot Directory Setting

Input Directory:  Browse... Open Dir

☐ Include Sub-Directory ☐ Delete source after converting

Out Directory:  Browse... Open Dir

Log File Path:  Browse... Open LogDir

▶ STOP ↩

⚙ Settings Return to Batch Mode





## Command Line

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

### Usage:

```
WordToPDF <input word 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 (.doc, .rtf, .txt etc)
6: Output file name error
8: Convert successfully
9: Convert Failed
10: Error because another A-PDF Word to Word is running.
An example:
WordToPDF "c:\help.doc " "c:\output\help.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](http://www.easy-pdf-tools.com)