

Sonic PDF Server 3.0

User Guide

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1 Introduction

The purpose of the Investintech “Sonic PDF Server” is to collect documents, process them i.e. convert them to PDF and return the result back to the sender. All collected files are placed into a queue and processed using several threads.

The files are collected by the following 2 methods:

- **From the Local Network** – see section 5
- **Via E-mail** (MS Exchange Server, POP3, MAPI) – see section 7

1.1 System Requirements

The following are the system requirements for using Sonic PDF Server:

- MSXML 6.0 and Visual C++ 8.0 Runtime (Microsoft Visual C++ 2005 SP1 Redistributable Package) installed.
- Windows Server 2000, Windows Server 2003, Windows Server 2008 and Windows Server 2008 R2, or a client (desktop) configuration of Windows 2000, Windows XP Windows Vista or Windows 7.
- Minimum 128 MB RAM.
- Minimum 60 MB free disk space for the PDF Server program and 1-10 gigabytes free disk space for storing temporary data (this amount depends on the traffic and program configuration (**e.g.** whether the processed files are stored on the Server computer).
- Access to E-mail system (if the files are to be sent via email).
- Sharing of specified folders for incoming and outgoing files (if the clients will send files via local network and Watched Folders will be located on the server computer).
- Access to specified folders on other computers (if the server will pick up files for processing by local network and Watched Folders will be located on clients' computers).
- Corresponding MS Office applications installed (in case you want to use Sonic PDF Server to convert MS Office document to PDF).
- Corresponding native application installed (in case you wish to use Sonic PDF Server to convert from any other format other than MS Office)
- MS Exchange Server installed (if clients will send files via E-mail, using one of MS Exchange options)

2 Before Installing Sonic PDF Server

2.1 Required Software Updates

The following software updates should be installed prior to installing Sonic PDF Server.

- **MSXML 6.0 SP1** – download from :<http://goo.gl/5GF6X>
- **Visual C++ 8.0 Runtime** – download from: <http://goo.gl/ycYrT>

Note: If this software is not installed beforehand, you will be prompted to download and install it during the installation of Sonic PDF Server.

2.2 Additional Requirements for Windows Vista

If you are installing Sonic PDF Server on Windows Vista, please make sure the **User Account Control** is turned OFF i.e. disabled.

2.3 Starting the Print Spooler

Before installing Sonic PDF Server, please make sure the Windows service **Print Spooler** is started (**Control Panel -> Administrative Tools -> Services**).

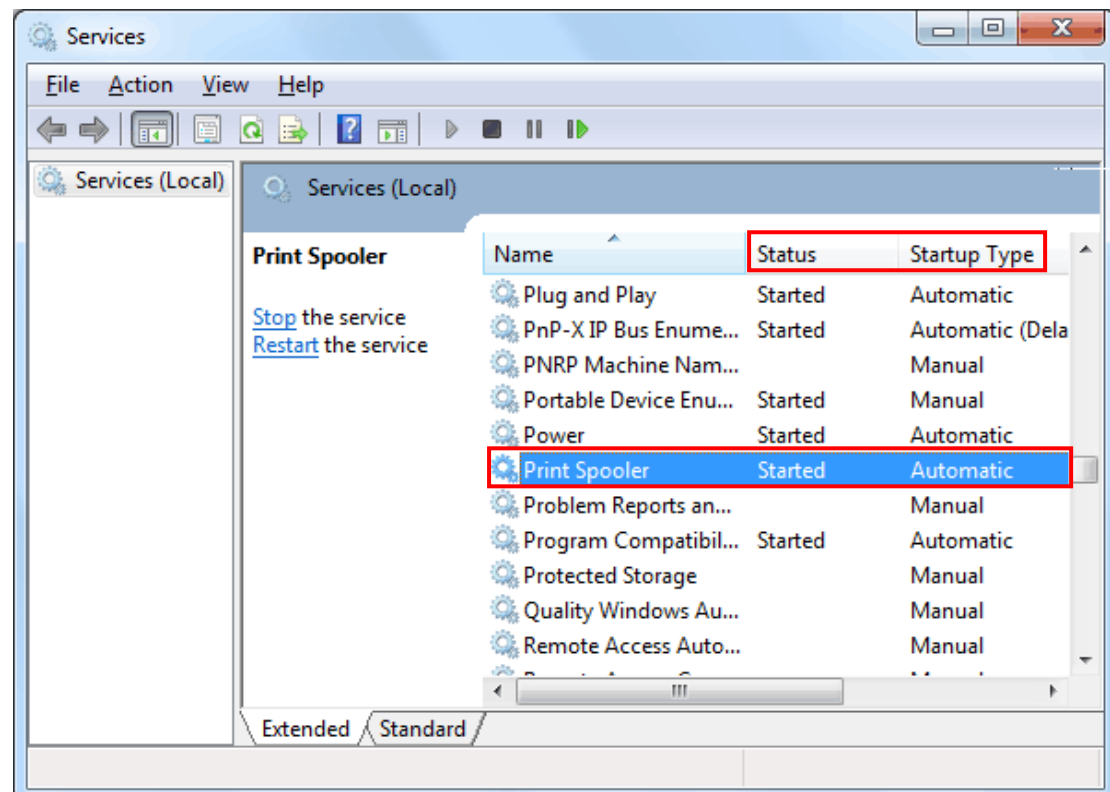


Figure 1: Starting the Printer Spooler

Locate the Print Spooler service and set the following:

- **Status** – Started
- **Startup Type** - Automatic

3 Installing Sonic PDF Server

Important notes:

- **Install as administrator** – the application must be installed by the administrator i.e. the user account with Administrator privileges.
- **Remove previous version of Sonic PDF Server** – if a version of Sonic PDF Server is already installed, it must be uninstalled first including all registry files left behind.

In order to begin installing the Sonic PDF Server double-clicks the executable file (setup.exe). The following window will be displayed.

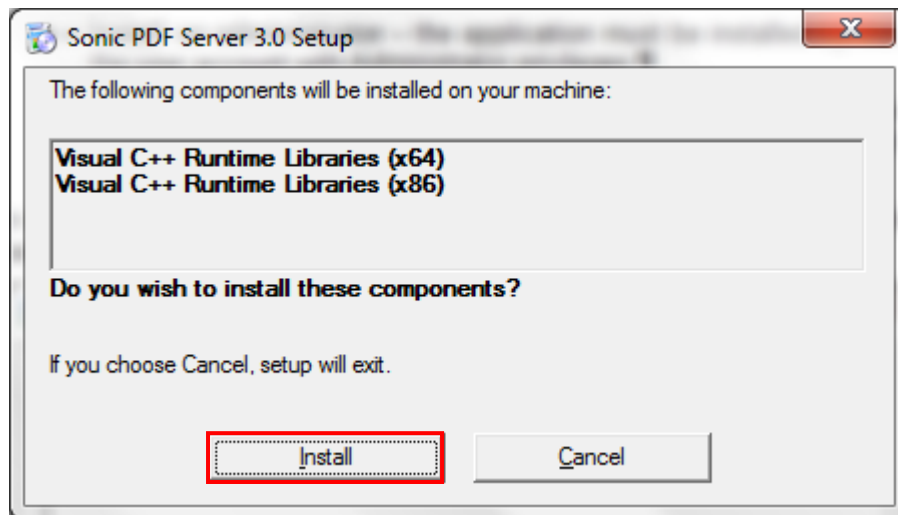


Figure 2: Installation procedure (step 1/7)

Click **“Install”** and the automated installation of Visual C++ Runtime Libraries will begin. In a couple of moments, the following window will be displayed.

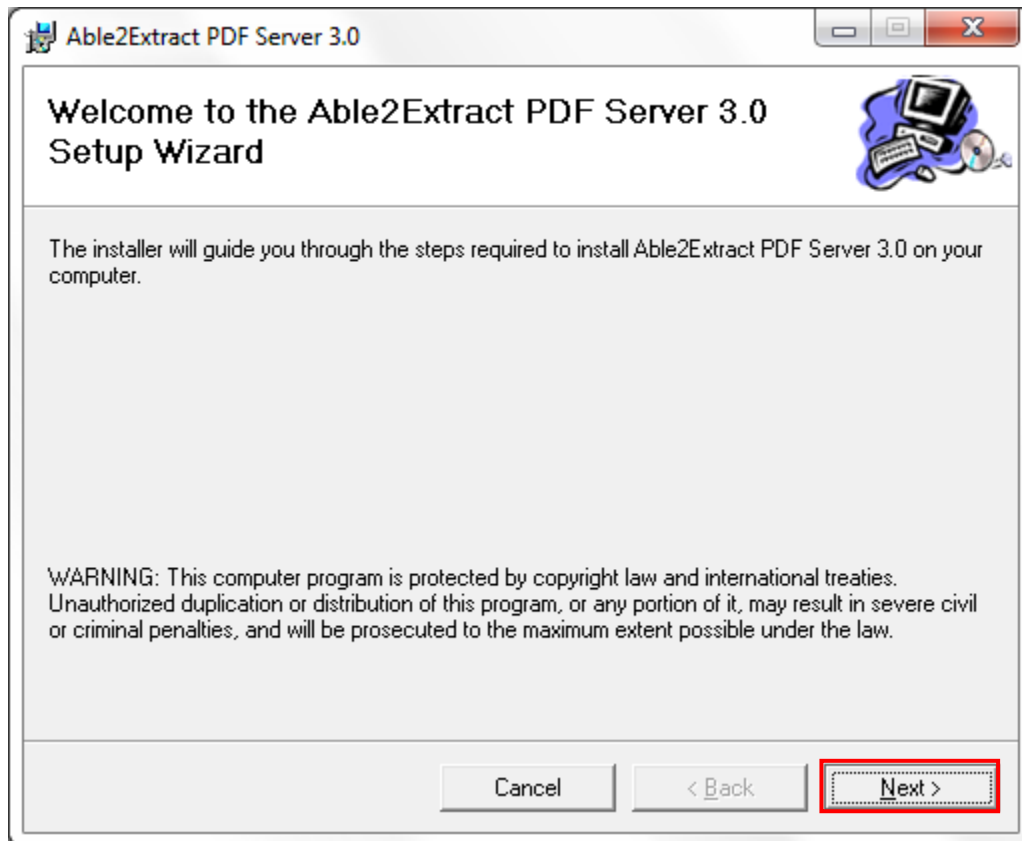


Figure 3: Installation procedure (step 2/7)

Click "Next" to continue. The **License Agreement** window will be displayed.

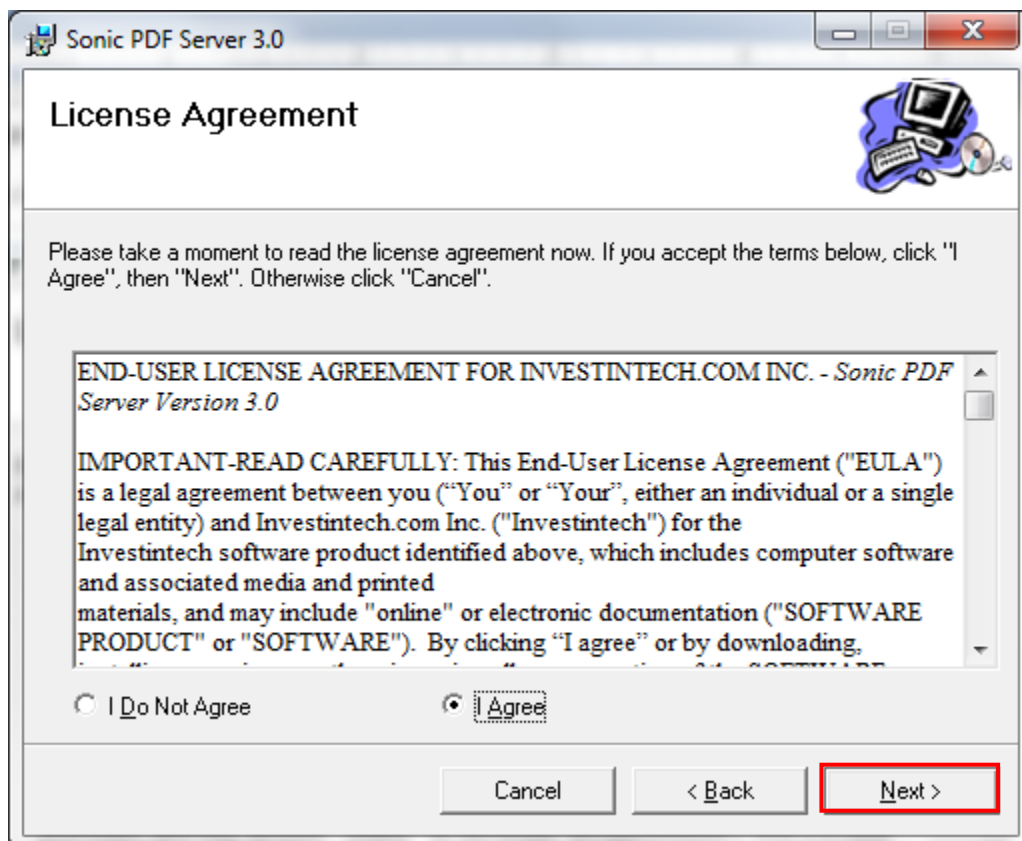
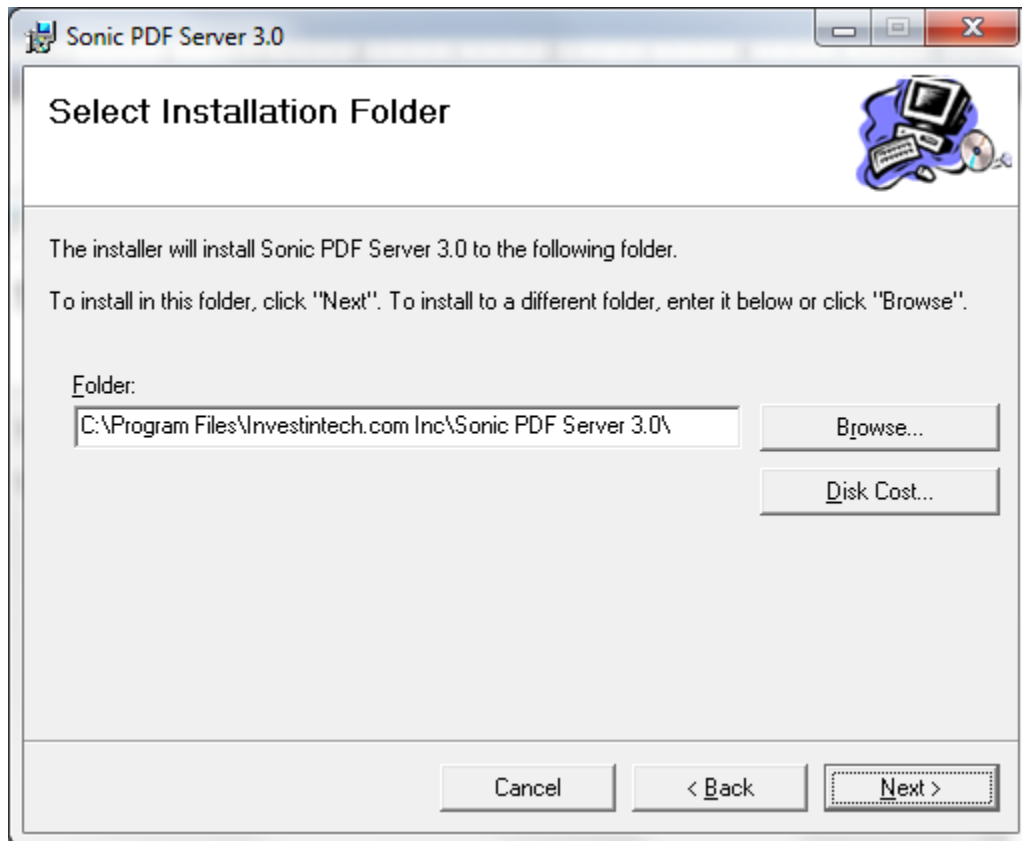


Figure 4: Installation procedure (step 3/7)

Click "Next" to continue. The window for choosing the installation folder will be displayed.



The following options are available:

- **Installing to a default folder** - if you want to install to default folder (C:\Program Files\Investintech.com Inc\Sonic PDF Server 3.0), just click "**Next**".
- **Installing to a different folder** – to install to any other folder, click **Browse** and locate the desired folder
- **Checking the disk cost** - you also have the option of checking the available space on your local discs/partitions (see section 3.1).

The following window will be displayed once you click "**Next**".

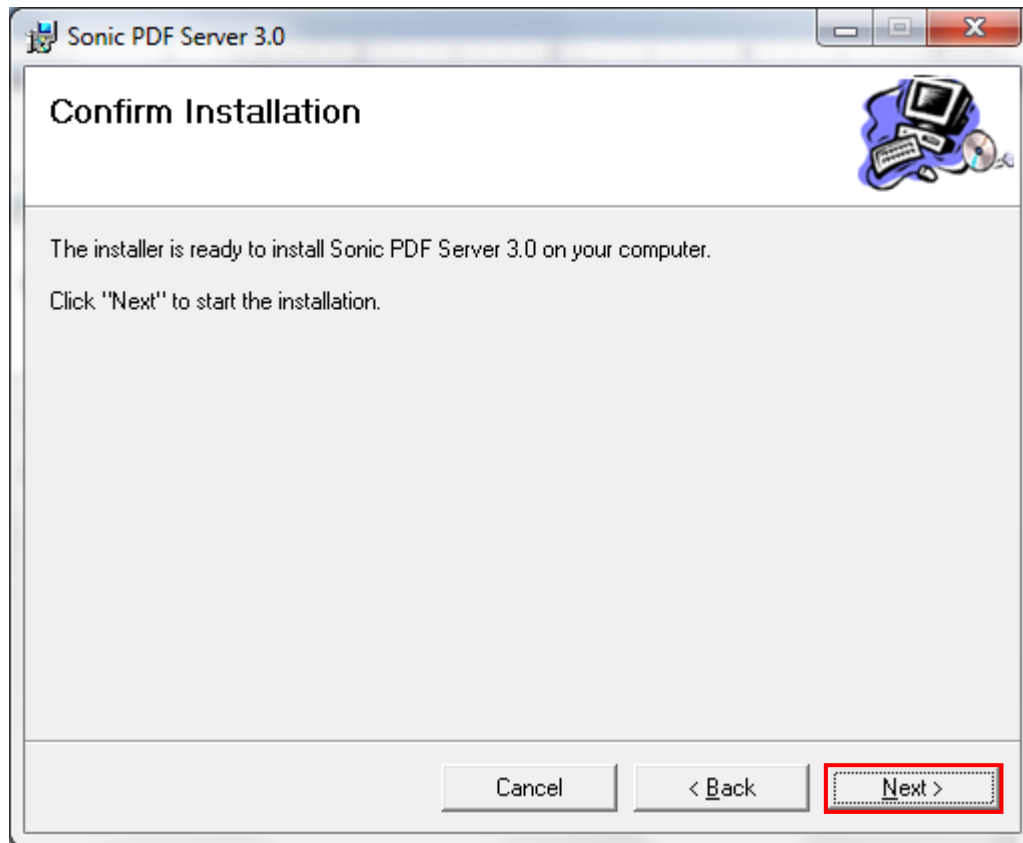


Figure 5: Installation procedure (step 4/7)

The setup will now be ready to install the Sonic PDF Server on your computer. You can still review the settings and choose to go back and modify them.

In case you are satisfied with the chosen parameters, click **"Next"** to begin installing the program. The following window will be displayed.

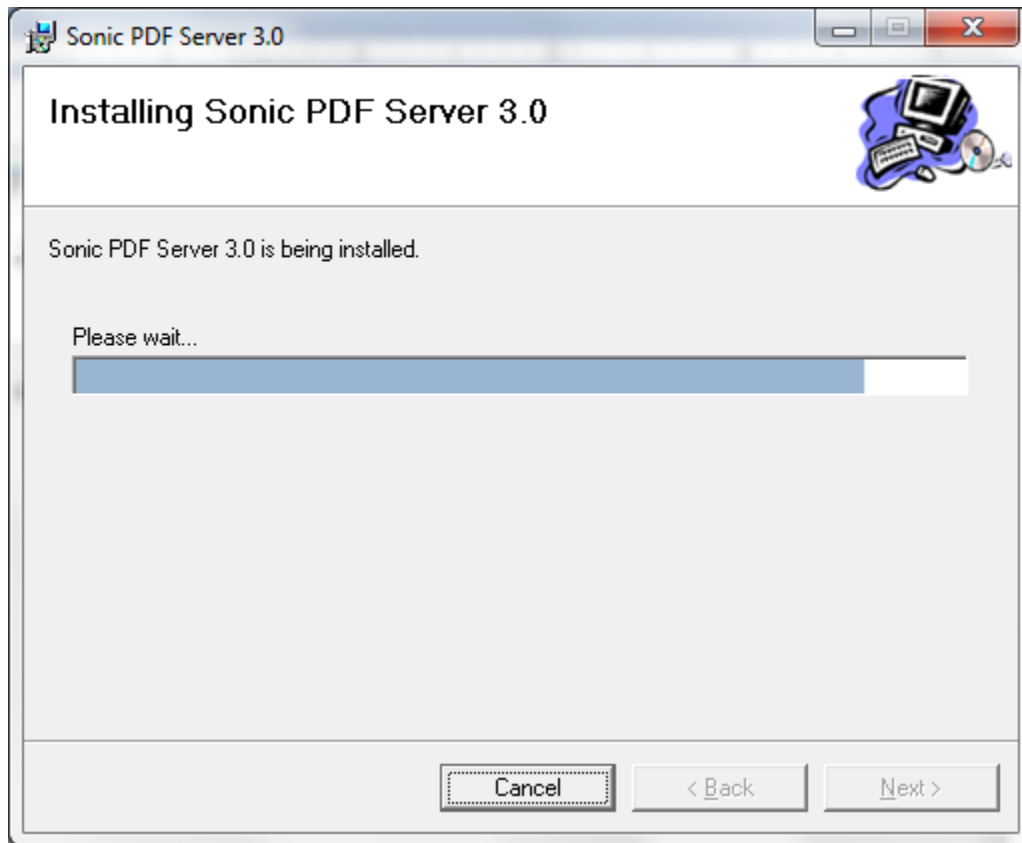


Figure 6: Installation procedure (step 5/7)

After a couple of moments, the installation will be completed and the service login dialog will be displayed.

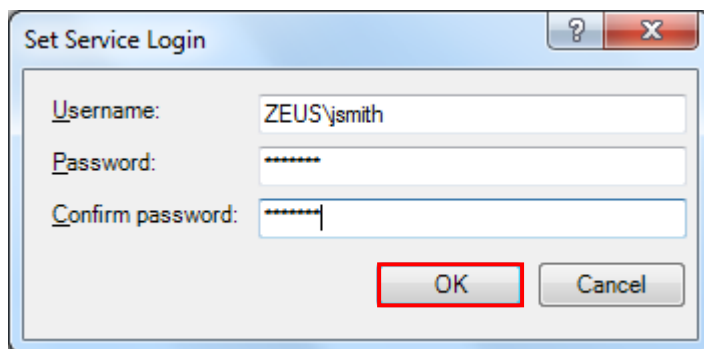


Figure 7: Installation procedure (step 6/7)

Enter credentials for logging into your computer (administrator's account) and click OK. The following window will be displayed.

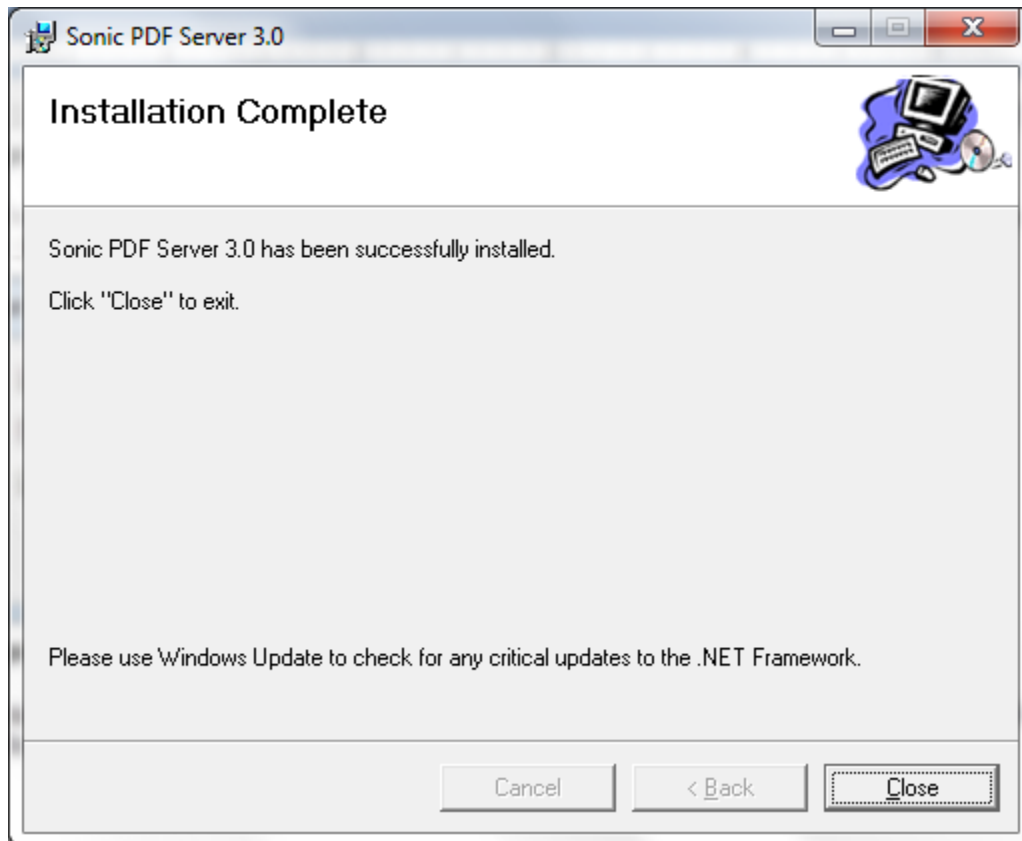


Figure 8: Installation procedure (step 7/7)

Click "**C**lose" to exit the setup. The dialog for choosing the desired trial option or purchasing the application will be displayed (see section 3.1).

3.1 Checking the Disk Cost

The “Disk Cost” option allows you to check the amount of available space on your hard disks and partitions and make it easier for you to decide where you want the application installed.

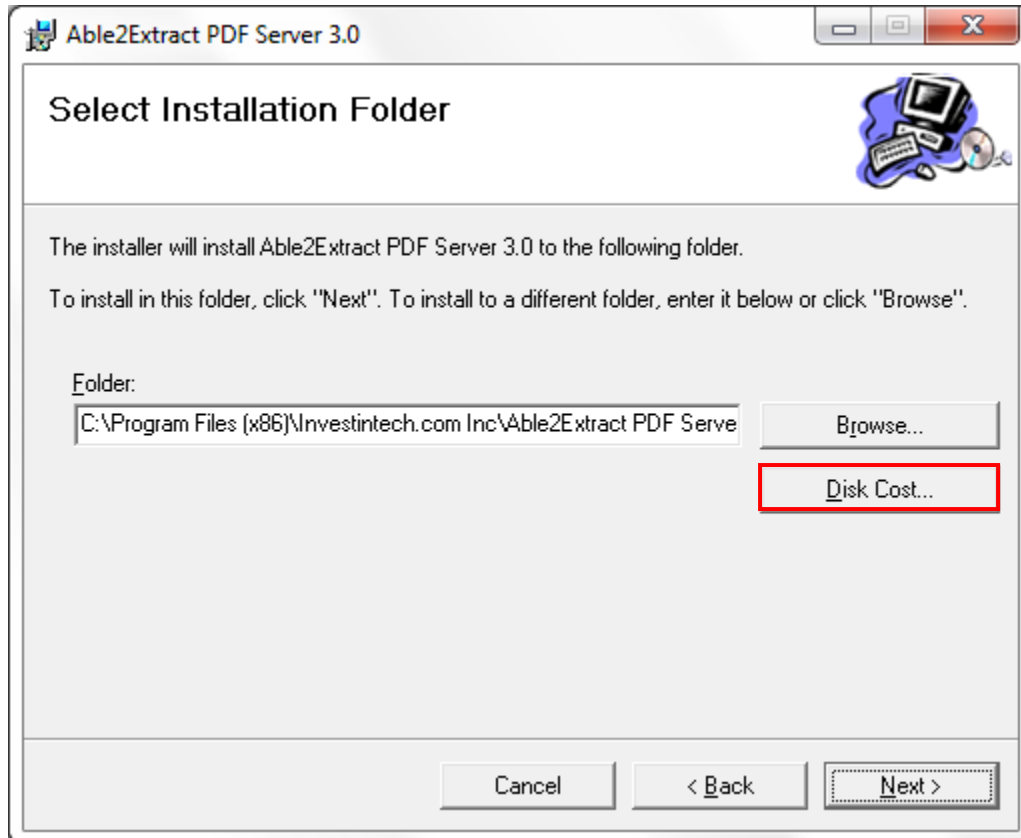


Figure 9: Checking the Disk Cost (step 1/2)

Click “Disk Cost” and the following window will be displayed.

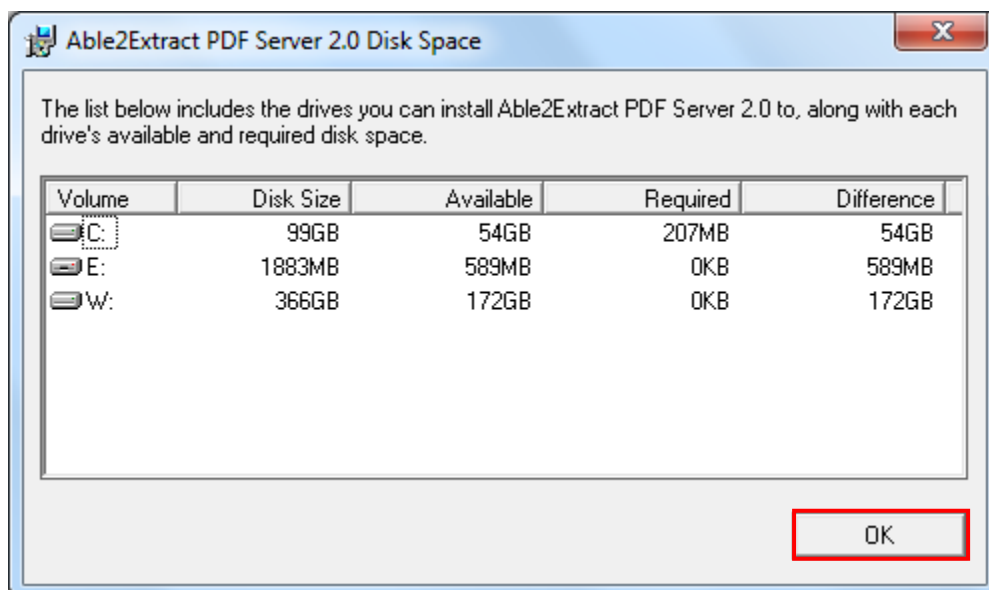


Figure 10: Checking the Disk Cost (step 2/2)

The following information is available:

- **Volume** – shows the volume letter

- **Disk Size** – shows the total size of the disk/partition
- **Available** – shows the available space on the disk/partition
- **Required** – shows the required amount of space
- **Difference** – shows how much space you will have left after installing Sonic PDF Server

3.2 Choosing the Trial Option

Once you complete the installation, the window for choosing the desired trial option or purchasing the Sonic PDF Server will be displayed.

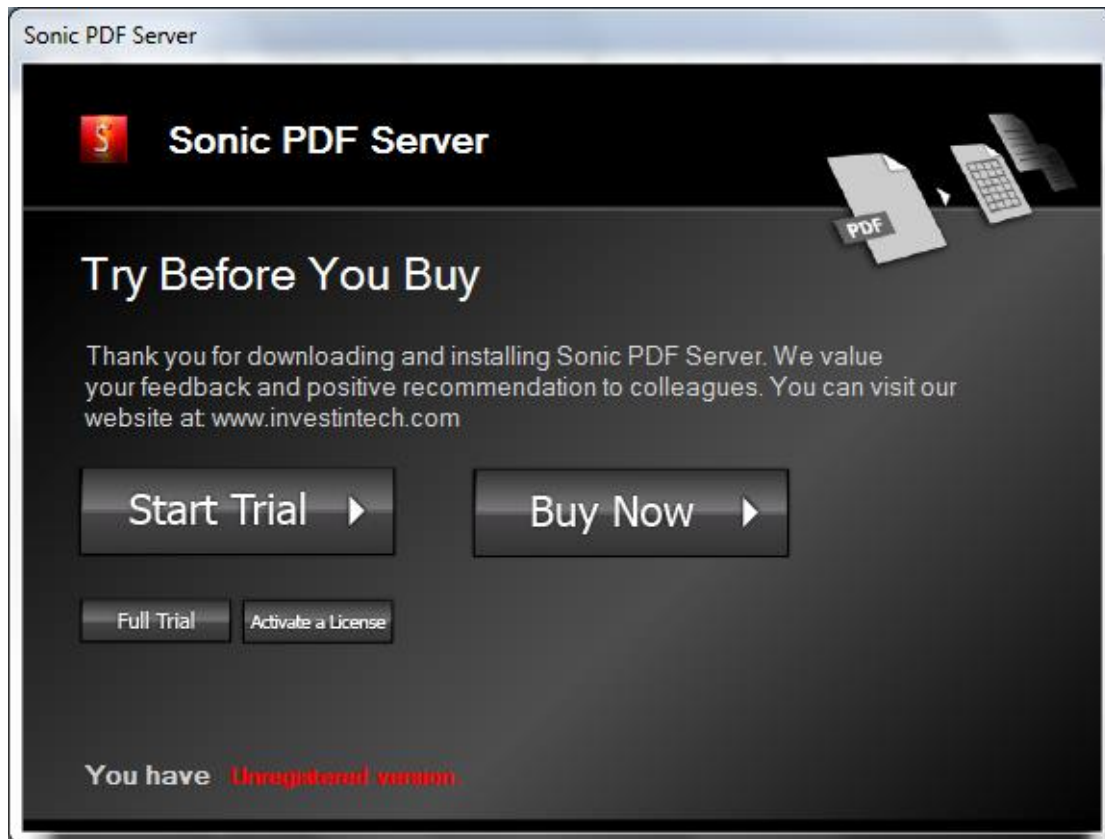


Figure 11: Choosing the trial option

The following options are available:

- **Start Trial** – choose this option if you want to be able to use the program without registering i.e. just click it and the program will start; the limitations to using this version of the program are
 - It can be used for no longer than 30 days
 - Watermarks will be displayed throughout the converted files
 - You can convert 3 pages per document
- **Full Trial** – choose this option if you want to use a fully functional version of the program for a period of 30 days; you will be required to fill out the registration form
- **Buy Now** – choose this option to purchase the program
- **Activate a license** -
 1. Click to this, console will be started and you will be able to press “Activate now” or “BUY NOW” button depends on if you get full trial or full (purchased) PIN.

2. Once you complete the purchase, you will receive a PIN number which you should enter here (see section 4 for further information about the registration procedure)

4 Activating Sonic PDF Server / Entering the PIN

After purchasing the Sonic PDF Server license, you will receive a PIN number. In order to enter it, click **Activate License** within the startup dialog.

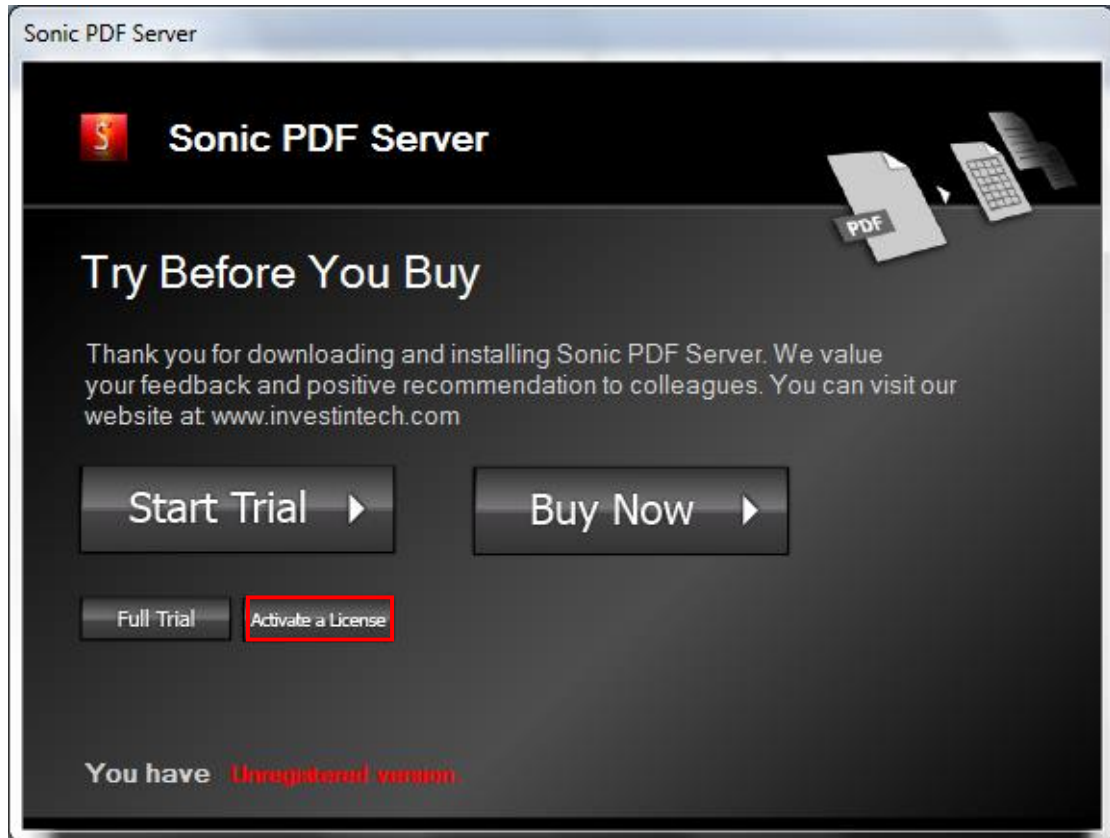


Figure 12: Choosing the Activate a License option.

The main console will be displayed and please press "Activate Now" (top-right corner). The following page will be displayed.

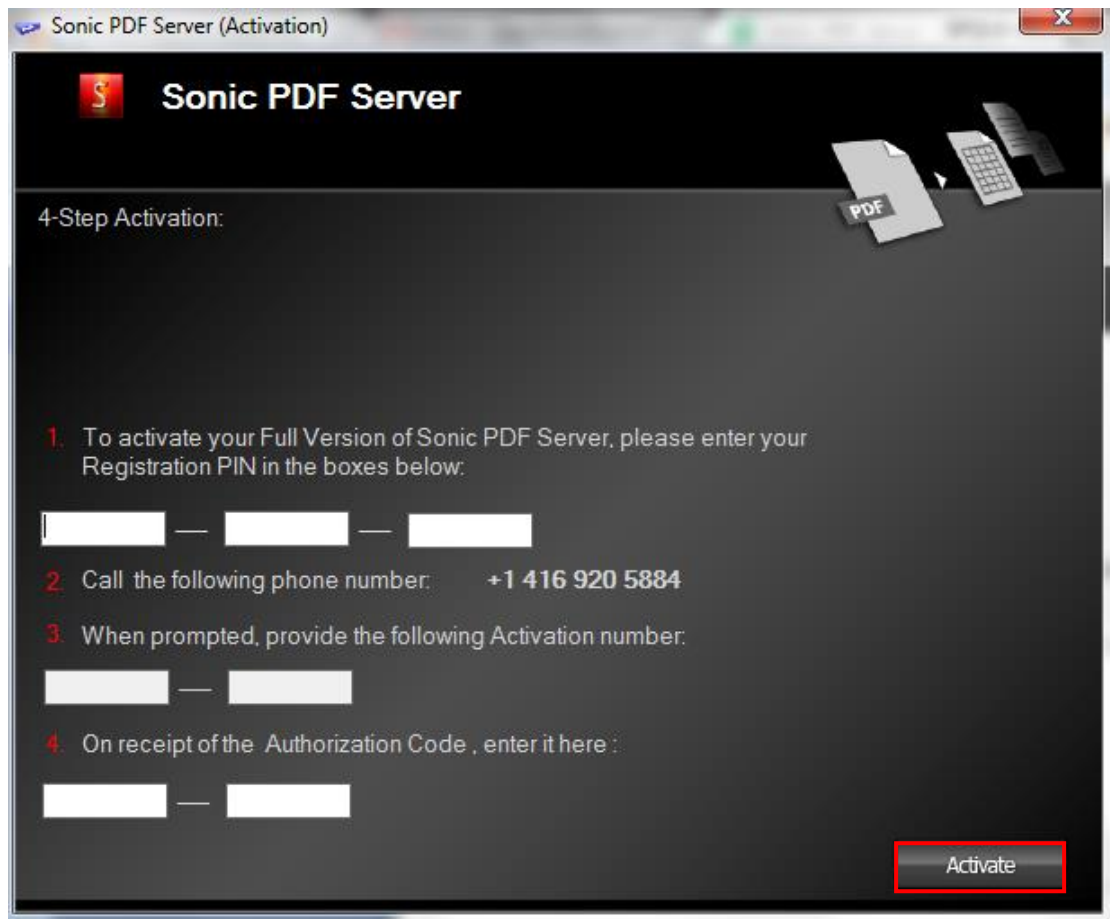


Figure 13: Completing the 4 step product activation

The activation is a 4 step procedure:

1. First enter the 12 digit PIN number you have received (note that the program will auto-populate the input field below with a different PIN which you should give to our representative)
2. Then, call **+1 416 920 5884**
3. Next, provide the number which is shown in the input fields below the phone number (immediately after you enter the 12 digit PIN)
4. Finally, enter the authorization code and click **Activate**

5 Sonic PDF Server Interface

This section will list and explain all elements of the Sonic PDF Server interface.

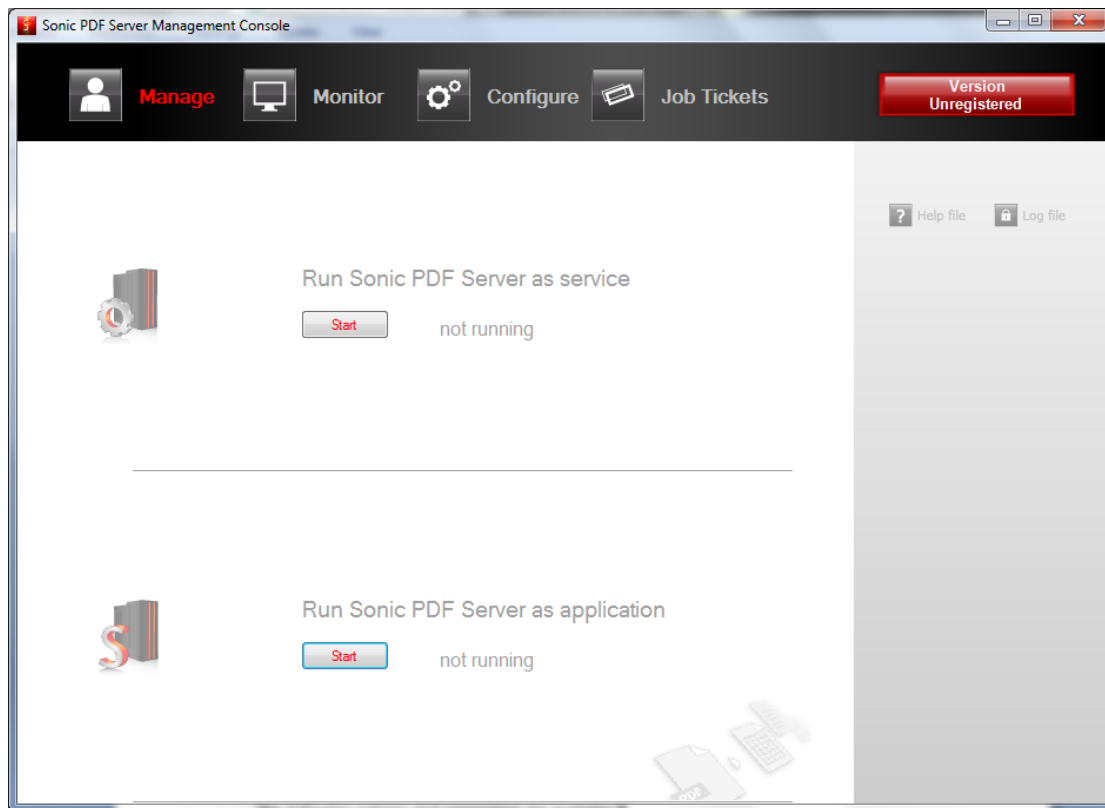


Figure 14: Sonic PDF Server Interface

The following options and parameters are available:

- **Manage** – this is the screen displayed by default where you have the option of starting the program either as service or as an application
 - **Start Service** – click this button to start using Sonic PDF Server as a service (see section 5)
 - **Start Application** – click this button to start using Sonic PDF Server as an application (see section 11)
- **Monitor** - the console for monitoring ongoing jobs (see section 13)
- **Configure** - the options for opening a configuration file, saving a backup configuration file, etc (see section 5.2)
- **Job Tickets** – the option for managing the job tickets, i.e. all conversions (see section 11)
- **Activate Product (enter PIN) (top-right corner button)** – the option for activating the product (see section 4)
- **Log file** – the option for viewing the log file (see section 5.1)
- **Help file** – the option for viewing the manual.

5.1 Viewing the log file

In order to view the log file, click Log File option in the upper right corner of the main interface.

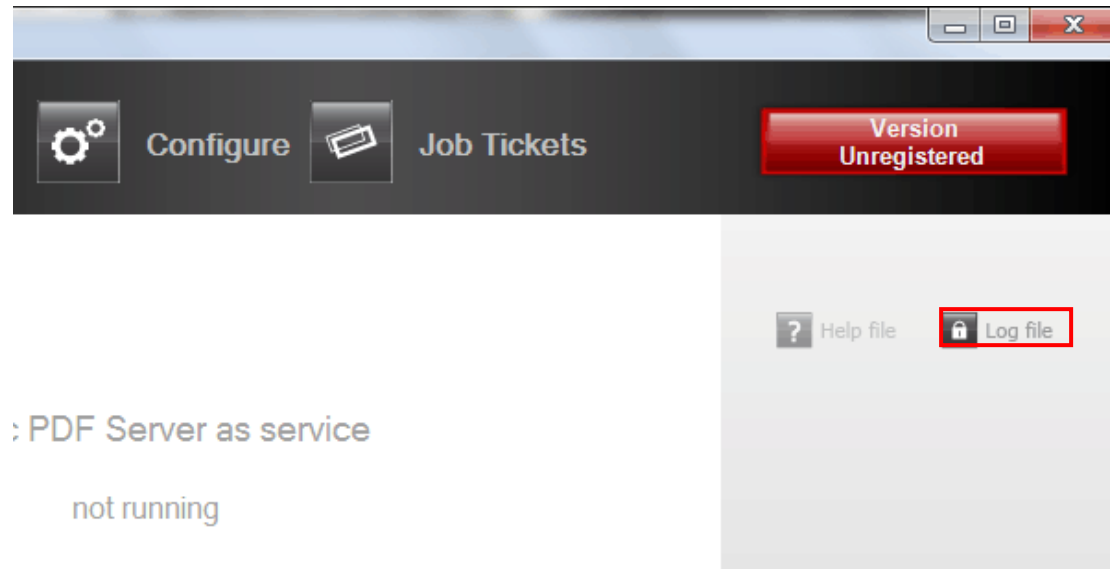


Figure 15: Viewing the log file (step 1/2)

The log information will be displayed.

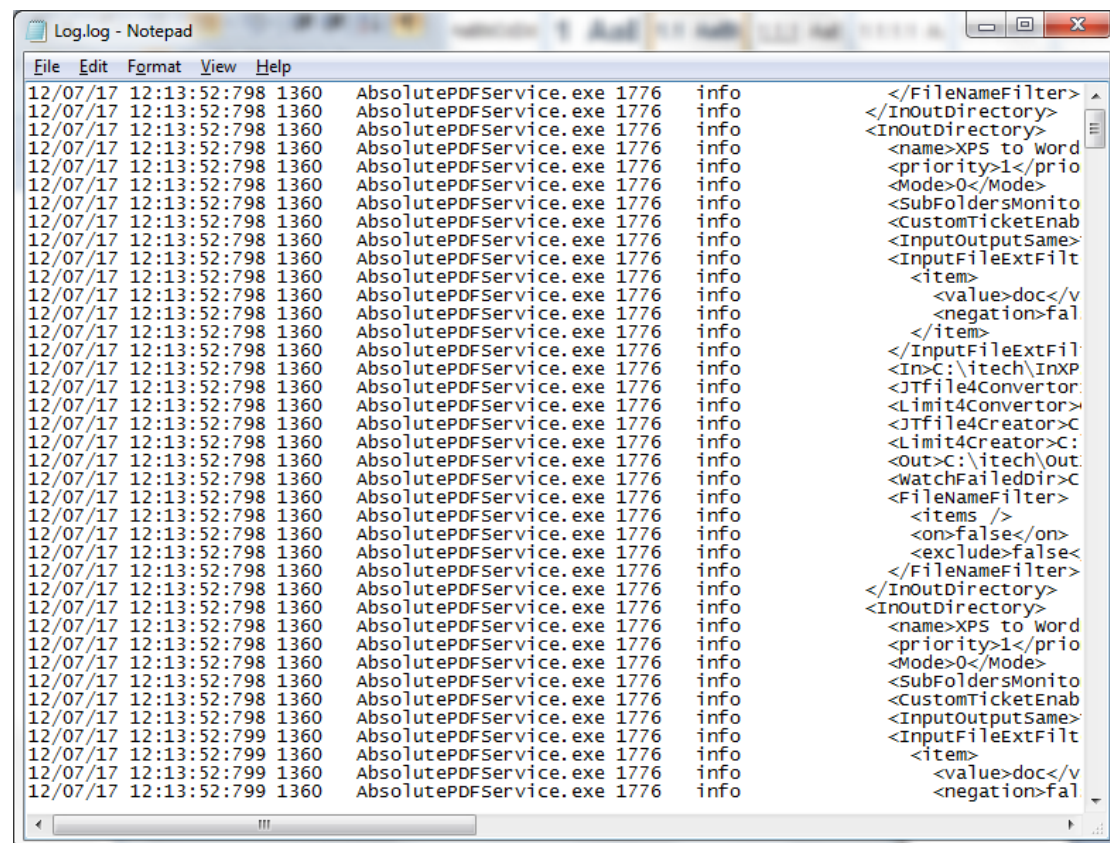


Figure 16: Viewing the log file (step 2/2)

Each log file contains PDFServer.cfg at its beginning, i.e. the exact configuration used to start the server as well as information on which server modules had been started.

The log file is then used for logging information on errors, warnings and exceptions so that it can help solving issues that might have happened.

Note: The maximum allowed size for the log file is 300 KB. In case this size is exceeded, a new log file will be created automatically.

5.2 Configuring Sonic PDF Server

Sonic PDF Server allows you to save and use multiple program configurations. In order to start managing different configurations, click **Configure** in the mine menu.

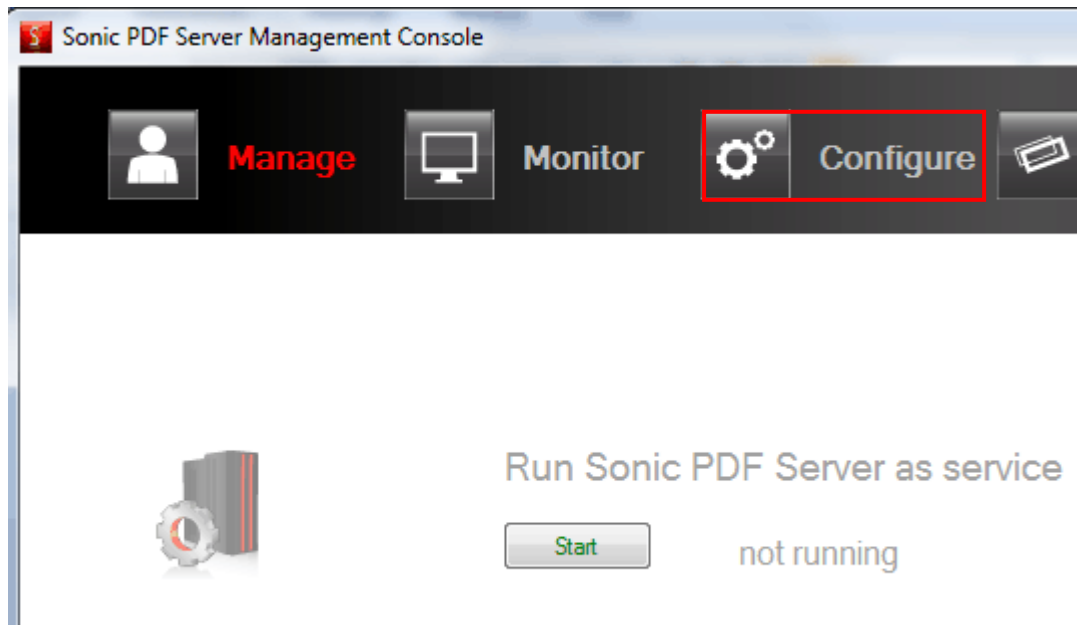


Figure 171: Choosing option Configure from the main menu

The following page will be displayed.

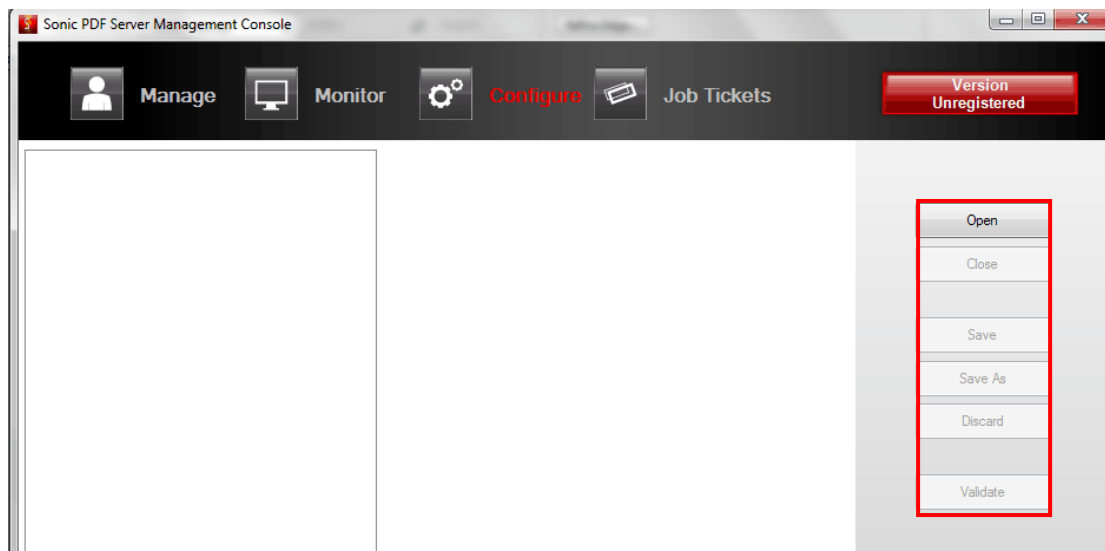


Figure 18: Options for configuring Sonic PDF PDF server

The following options are available:

- **Open** – the option for opening a configuration file (see section 5.2.1)
- **Close** – the option for closing the configuration file
- **Save** - the option for saving the changes to the configuration file
- **Save As** - the option for saving the configuration file under a different name
- **Discard** – the option for discarding the changes

- **Validate** – the option for validating the configuration file (see section 5.2.2)

5.2.1 Opening the Configuration File

In order to open and apply a previously saved configuration file, choose option **Open** within the **Configure** screen.

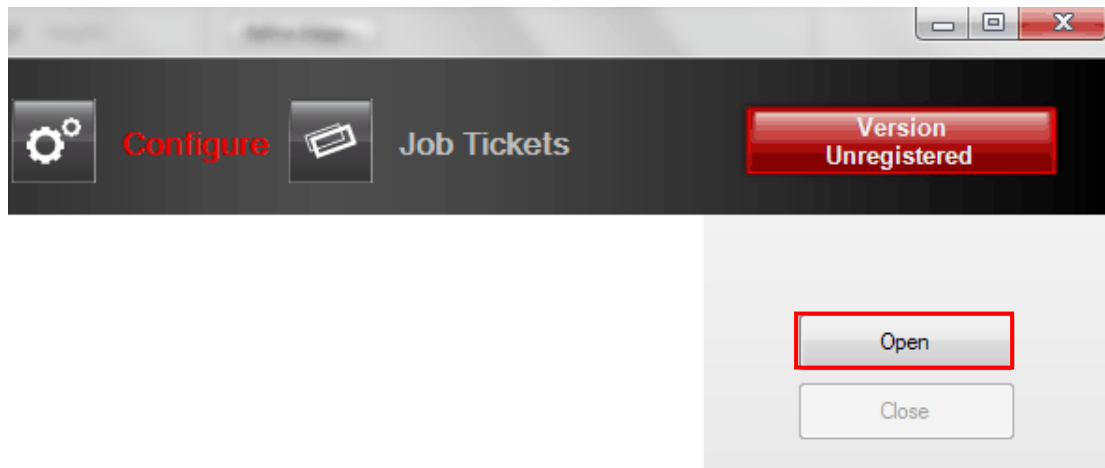


Figure 19: Opening a configuration file (step 1/2)

The following page will be displayed.

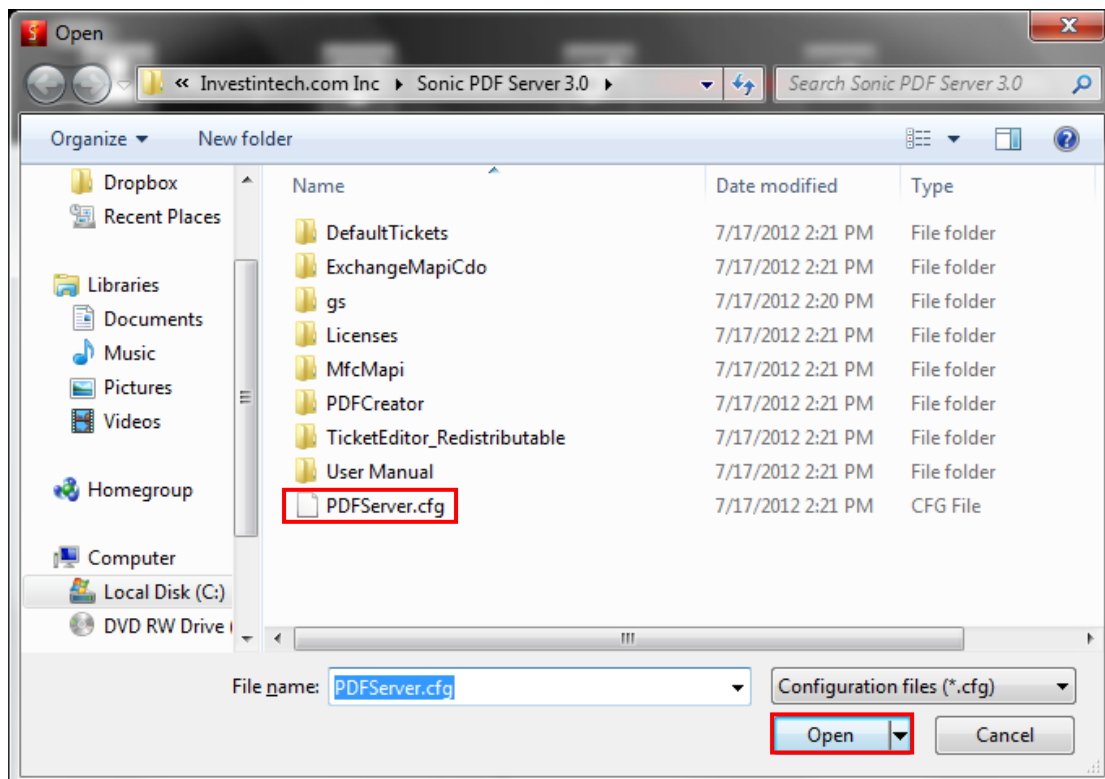


Figure 20: Opening a configuration file (step 2/2)

Choose the configuration file (**note**: the extension is .cfg) and click open. The configuration file will be loaded.

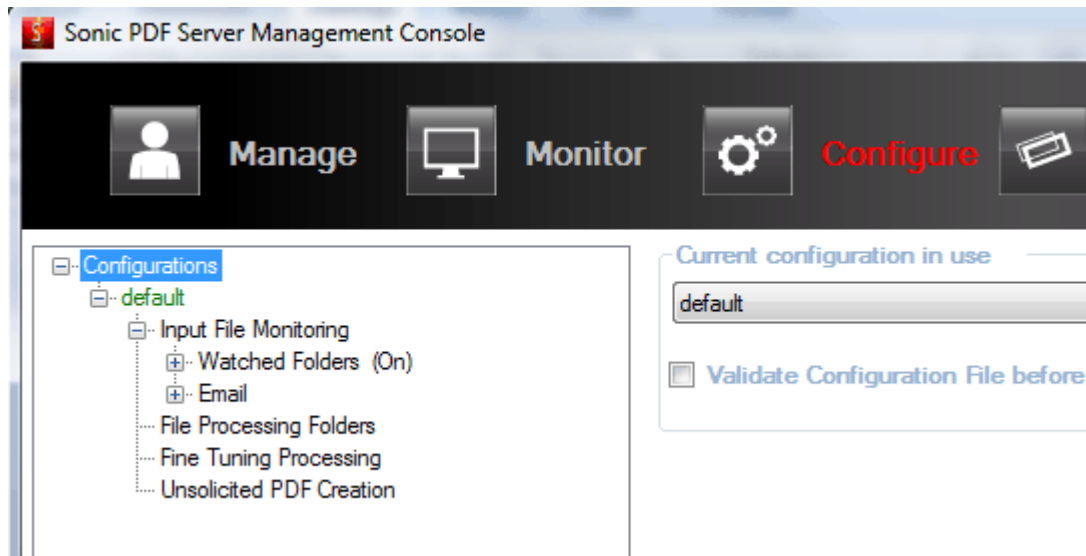


Figure 21: Configuration file successfully loaded

The following options and parameters are available:

- **Watched Folders** – the option for specifying folders which will be used for placing the input files; the Sonic PDF Server will then automatically monitor these folders for new files and process them (see section 6.1).
- **Email** – the option for setting up Sonic PDF Server so that it collects the files for processing via email (see section 7).
- **File Processing Folders** – the option for managing the paths to the folders which will be used for storing files i.e. organizing files according to their status (see section 8).
- **Fine Tuning Processing** – the option for performing fine adjustments (see section 9).

5.2.2 Validation of the Configuration File

The purpose of configuration file validation is to check if all important information has been specified because the Sonic PDF Server cannot function properly in case invalid parameters have been set in the PDFServer.cfg file.

During the validation of the PDFServer.cfg file, the Sonic PDF Server checks if all required paths have been specified, if the addresses or domains have a correct format, etc.

In order to validate the configuration file, first open it and then choose option **Validate** from the **Configure** screen.

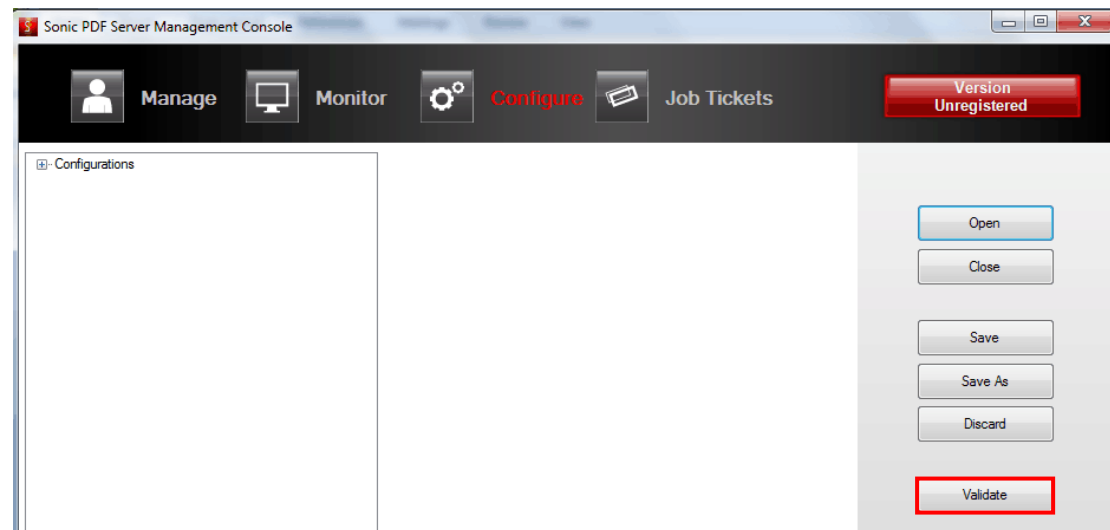


Figure 22: Validating the Configuration File

The Sonic PDF Server will validate the configuration file and display the result. The dialog below will be displayed in case of successful validation.

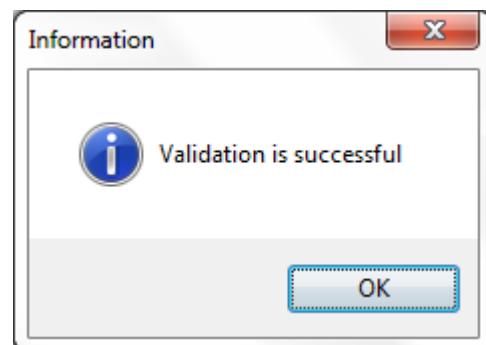


Figure 23: Successful validation

If the validation has not been successful, a dialog containing the reason for the failure will be displayed (e.g. "The specified path is invalid").

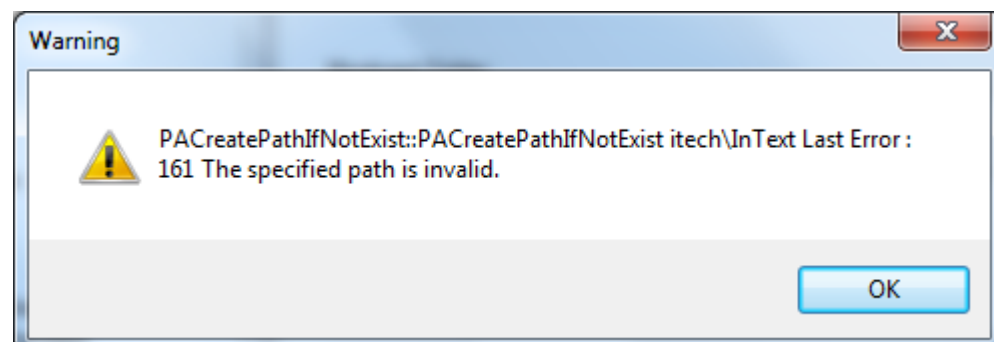


Figure 24: Unsuccessful validation

6 Collecting Input Files from the Local Network

The Sonic PDF Server allows you to collect and convert files from your local network. The first step in setting up this method is specifying the folders which will be used for storing the input files. These folders are called “Watched Folders”

In order to start setting up the Watched Folders, choose **Open** from the **Configure** screen.

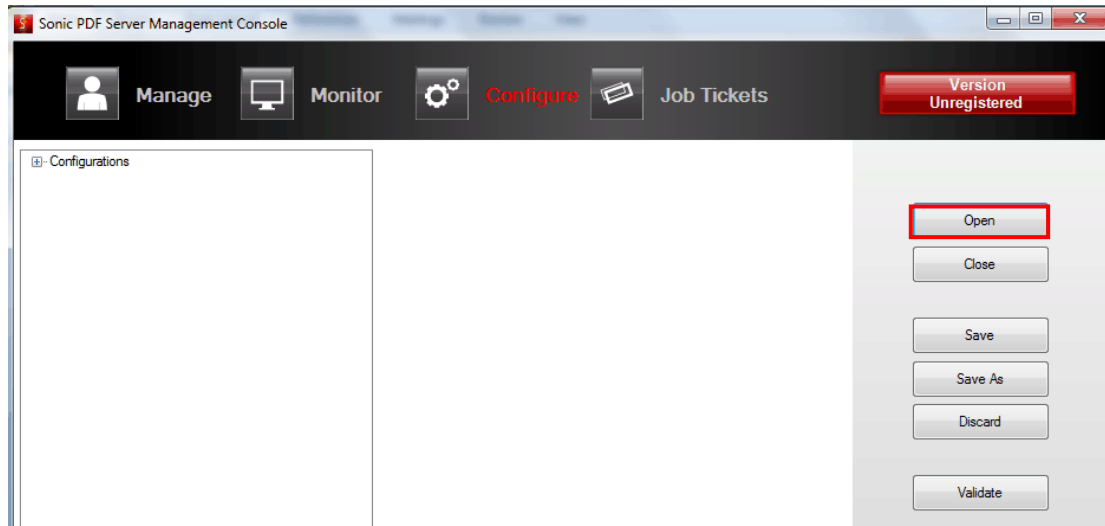


Figure 25: Setting up the watched folders (step 1/3)

The following window will be displayed.

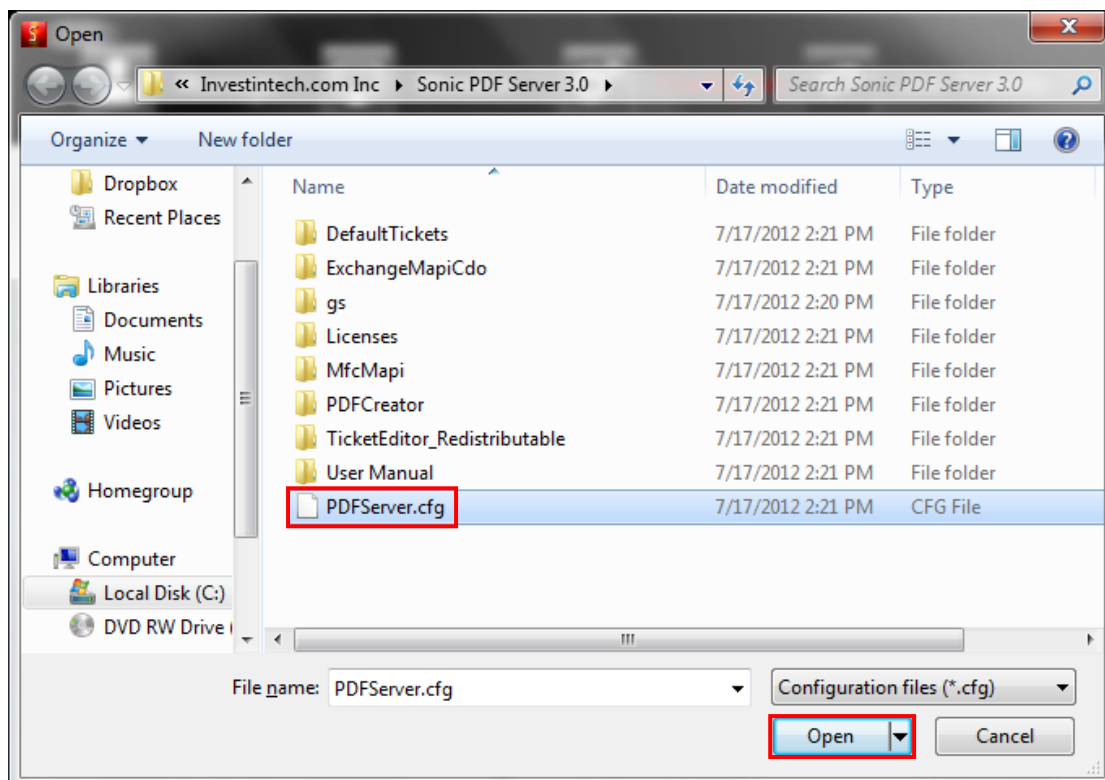


Figure 26: Setting up the watched folders (step 2/3)

Select **PDFServer.cfg** and click **Open**. The configuration file will be loaded (**note:** this is a configuration file with the default settings which can be changed – see section 5.2). The following window will be displayed.

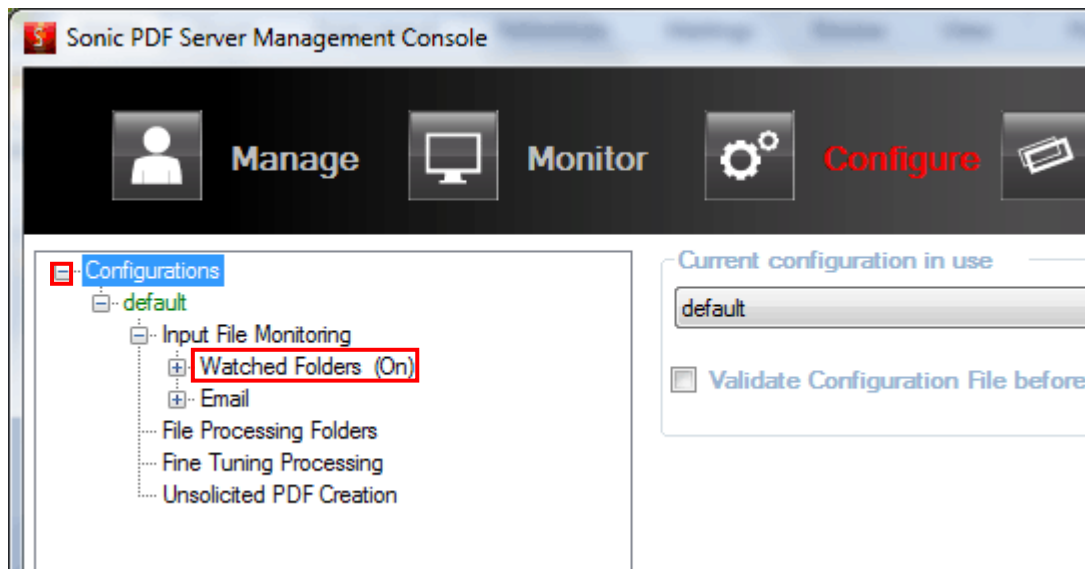


Figure 27: Setting up the watched folders (step 3/3)

Click **Configuration -> default -> Input File Monitoring -> Watched Folders (On)**. The following options are available:

You can either click on the + symbol to expand and manage the existing Watched Folders or click New Monitored Folder to create a new one.

6.1 Managing the Watched Folders

The Sonic PDF Server allows you to specify folders, called “watched folders” which will be used for placing the input files.

The Sonic PDF Server then automatically monitors these folders for new files and processes them. In order to start managing the Watched Folders, click the + next to that label.

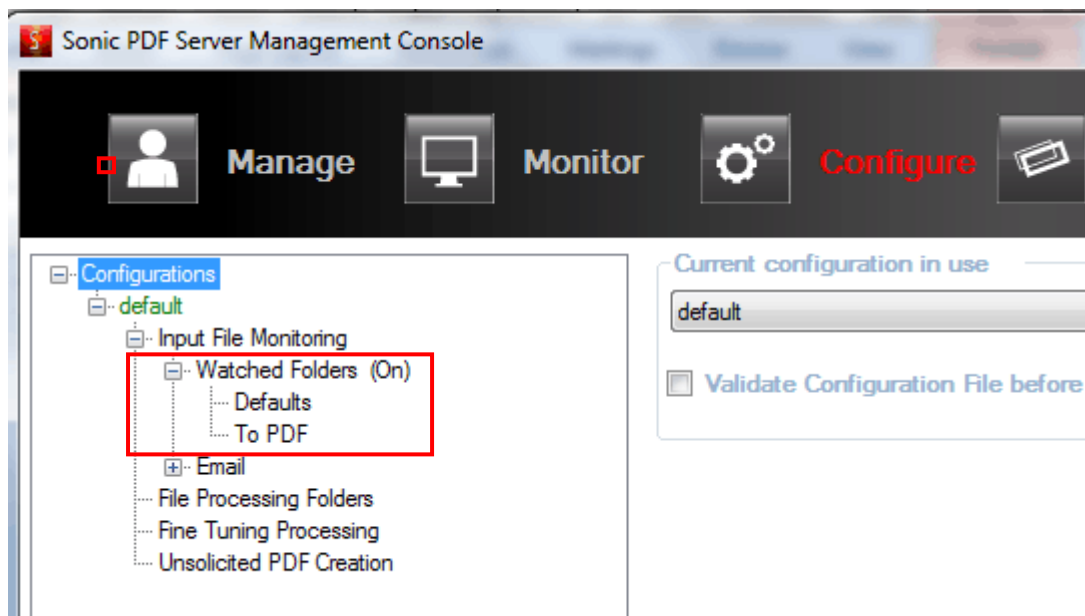


Figure 28: Managing the Watched Folders

The following options are available:

- **Defaults** – click this to view or edit the default settings which are applied in case no particular Watched Folder is setup

- **Default tickets for conversion** – specify the locations of the default tickets for converting file from PDF to other formats (which contain set of instructions on how the conversion should be performed).
- **Output Folder** – specify the folder which will be used for storing processed documents.

6.2 Creating a New Watched Folder

In order to create a new watched folder follow these steps:

1. click **Configure** in the main menu
2. use **Open** to open the desired configuration file
3. click **Watched Folders** within the configuration tree structure on the left
4. click the **New Monitored Folder**

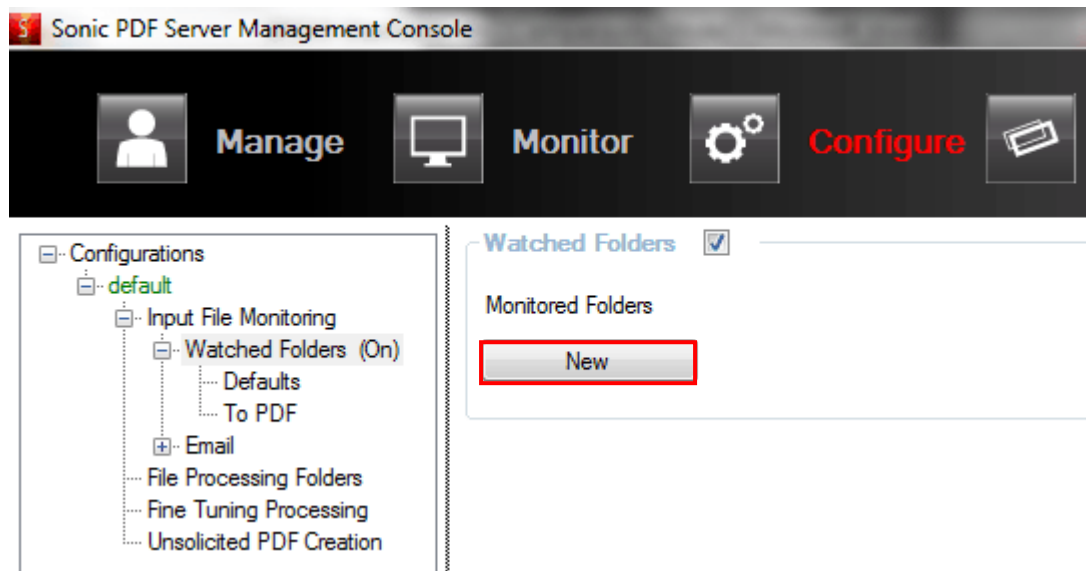


Figure 29: Creating a New Watched Folder (step 1/2)

The following window will be displayed.

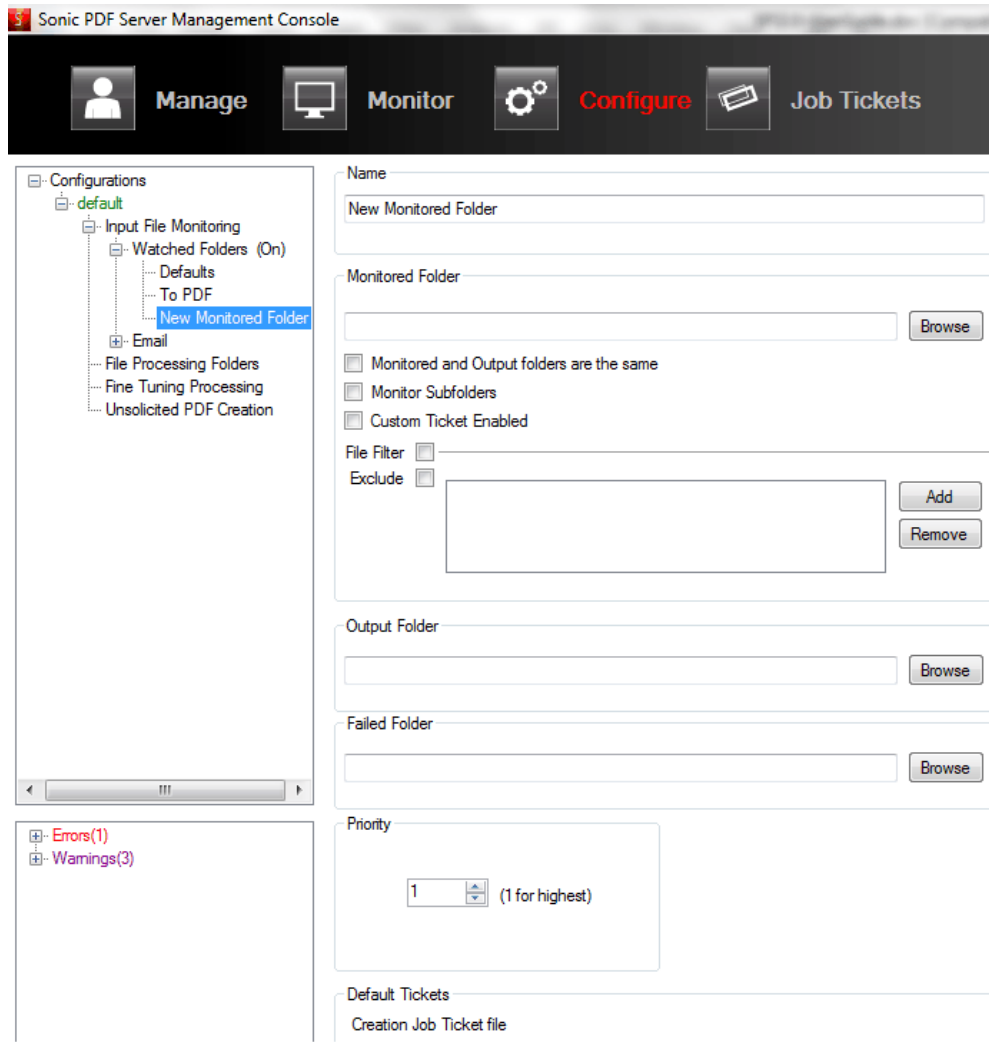


Figure 30: Creating a New Watched Folder (step 2/2)

The following options and parameters are available:

- **Name** – enter the name of the watched folder
- **Monitored Folder** – the options for managing the folder for placing files which should be processed (**note:** the folder can either be on the server or client computer and can contain documents and/or corresponding Job Ticket files).
 - **Browse** - click this button to setup a monitored folder i.e. the folder where you should place the input files so Sonic PDF Server could spot it and convert it
- **Monitored and Output folders are the same** – tick this option if you want to use the same folder for both monitoring the input files and saving the results.
- **Monitor subfolders** – choose this option if you want the Sonic PDF Server to automatically monitor all subfolders within the watched folder.
- **Custom ticket enabled**– choose this option if you want the Sonic PDF Server to use the custom ticket instead of predefined one; the first step is putting the custom ticket into the same folder as the processing file. Otherwise the file will be processed the usual way. Custom ticket name's format depends on processing file's name (e.g. Document.doc and Document.doc.tikd is pair – file's and the corresponding custom ticket's names).
- **Monitored Folder File Name Filter** – click to enable the file name filter (for further information on adding a new filter, see section 6.2.1).

- **Exclude** – If this is un-checked and the “File filter” is checked, file list will be used as processing list (only those files will be processed). If this and the “File Filter” option are both checked, the file list will be used to skip the corresponding files.
- **Output Folder** – click Browse to set the folder for saving the processed files.
- **Failed Folder** – specify the folder which will be used for placing input files which could not be processed.
- **Priority** – set the desired priority for this watched folder in the processing queue (1 for highest).
- **Default tickets for conversion** – the options for pointing the Sonic PDF Server to the default **Job Ticket** and the **Conversion Limitation** which will be used for converting files from this watched folder in case no other Job Ticket has been provided.
 - **Note:**
 - for further information about the Job Tickets, see section 11.
 - for further information on advanced methods for providing Job Ticket Files, see section 8.

6.2.1 Using the File Name Filter

The Sonic PDF Server allows you to enable filters for the names of the files within the monitored folder.

The screenshot shows the configuration window for a monitored folder. The 'Monitored Folder' field contains 'C:\tech\InExcel'. Below this are three unchecked checkboxes: 'Monitored and Output folders are the same', 'Monitor Subfolders', and 'Custom Ticket Enabled'. The 'File Filter' checkbox is checked, and the 'Exclude' checkbox is unchecked. A list of filters is shown with 'report.doc' checked and '*reports.xls' unchecked. The 'Add' and 'Remove' buttons are visible next to the filter list. The 'Output Folder' section is also visible below, containing 'C:\tech\OutExcel' and a 'Browse' button.

Figure 31: Applying file name filters

The following options and parameters are available:

- **File Filter** – use this option to enable or disable filters.
- **Exclude** – If this is un-checked and the “File filter” is checked, file list will be used as processing list (only those files will be processed). If this and the “File Filter” option are both checked, the file list will be used to skip the corresponding files.
- **Add** – the option for adding a new filter
- **Remove** – the option for removing a filter; select the desired filter and click **Remove** to delete it.

Note:

- It is allowed to use the wildcards in the filter (? and *).

- The file extension has to be included in the filter.

6.2.2 Errors and Warnings

After setting the desired parameters for the new watched folder, make sure to review any errors or warnings by looking at the lower left part of the window which will contain specific notifications.

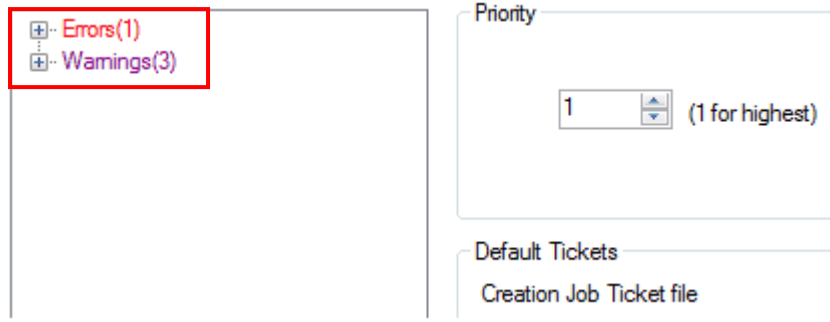


Figure 32: Reviewing errors and warnings

6.3 Cloning the Watched Folder

The Sonic PDF Server allows you to quickly create a new watched folder by cloning an existing one i.e. creating an exact copy which you can then further adjust to your preference. This option is useful for creating a variation of an existing watched folder.

In order to clone a watched folder, choose an existing folder from the list and click **Clone** in the bottom.



Figure 33: Cloning the Watched Folder (step 1/2)

The cloned watched folder will be displayed in the list containing the suffix “cloned”.

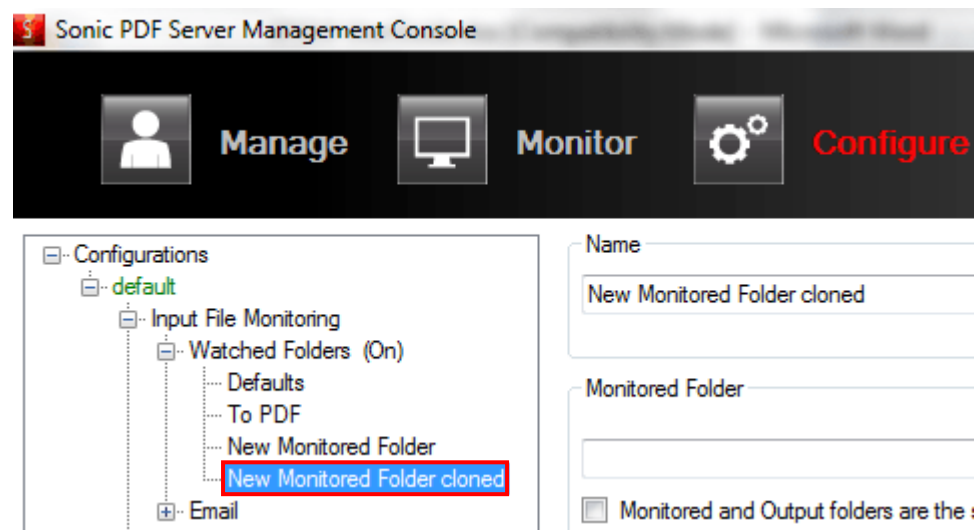


Figure 34: Cloning the Watched Folder (step 2/2)

Click the cloned watched folder to begin modifying its settings.

6.4 Deleting the Watched Folder

In order to delete a watched folder, select the desired folder from the list and click **Delete** in the bottom.

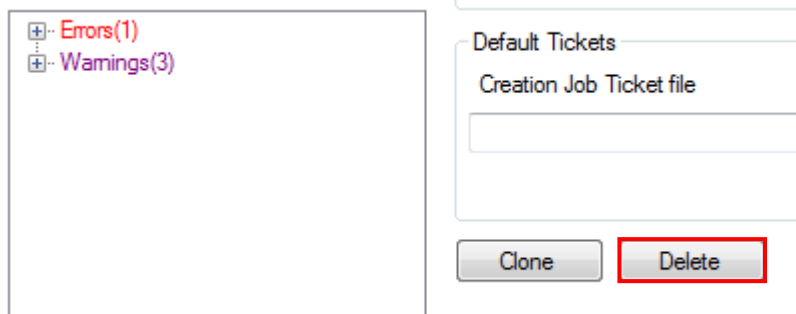


Figure 35: Deleting the Watched Folder

Once you click **Delete** the folder will be deleted. This will instruct Sonic PDF Server to stop monitoring this folder.

7 Collecting Files via Email

The Sonic PDF Server allows you to collect files via email i.e. receive files which should be converted as an attachment sent by the users in an email message.

Apart from the file which should be converted, the user can also send a job ticket file with instructions on how the conversion should be performed (further information available in section 8).

In order to setup the functionality of collecting of the files via email, click **Configure** in the main menu and then click **Open**.

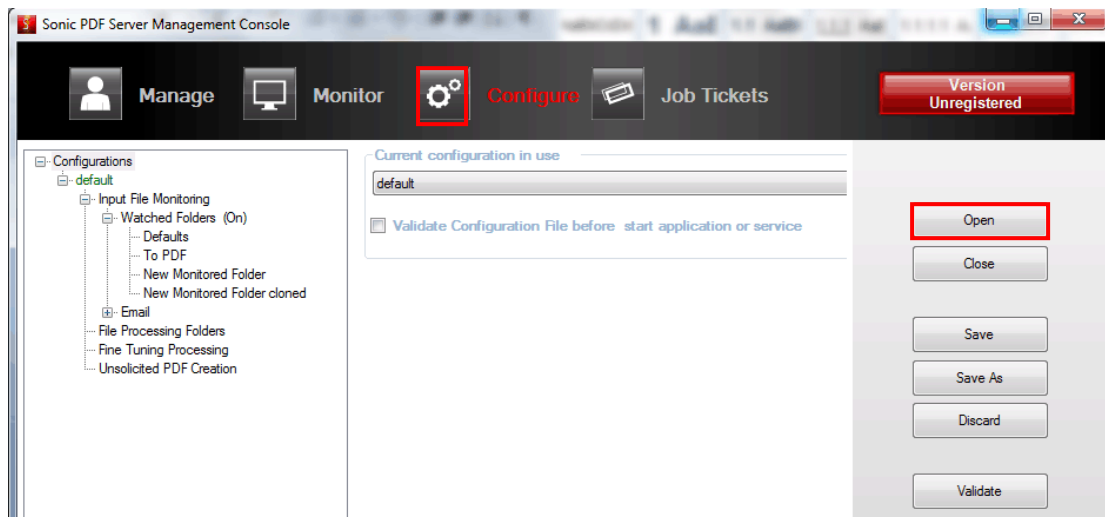


Figure 36: Collecting files via email (step 1/2)

The following window will be displayed.

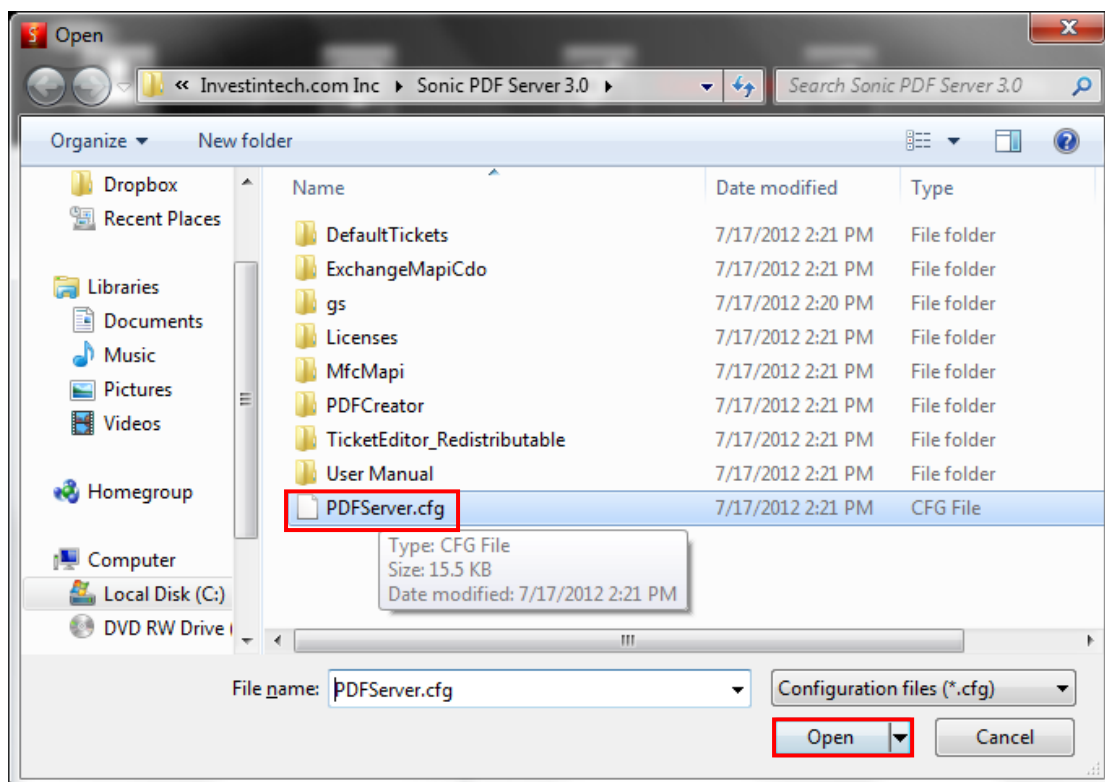


Figure 37: Collecting files via email (step 2/2)

Select `PDFServer.cfg` and click **Open**. The configuration file will be loaded (**note**: this is a configuration file with the default settings which can be changed – see section 5.2). The following window will be displayed.

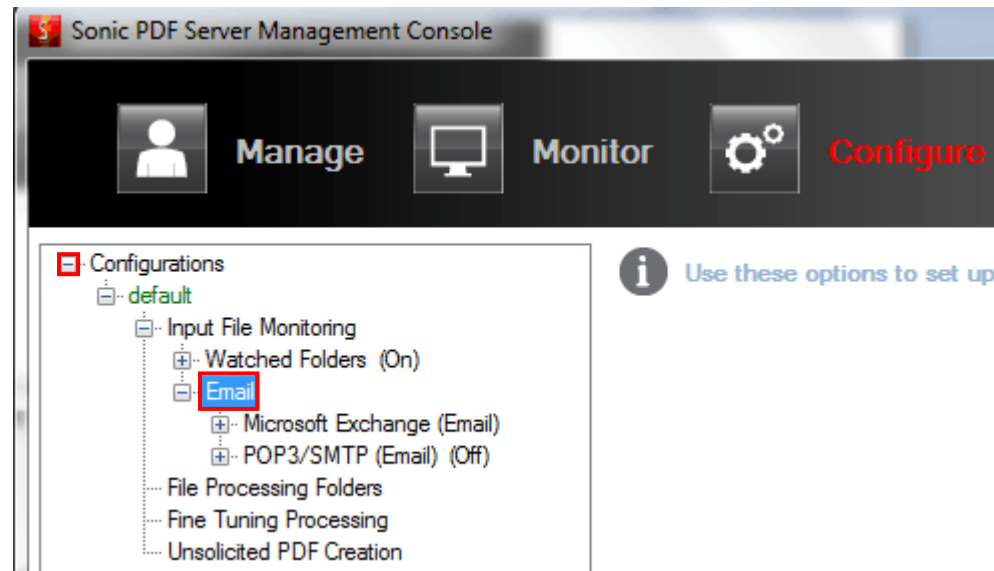


Figure 38: Setting up the watched folders (step 3/)

Click **Configurations -> default -> Input File Monitoring -> Email**. The following options are available:

- **Microsoft Exchange (Email)** – the option for setting up Microsoft Exchange (see section 7.1)
- **POP3/SMTP (Email)** – the option for setting up POP3/SMTP (see section 7.2)

7.1 Setting up Microsoft Exchange (Email)

In order to setup Microsoft Exchange, open the configuration file (see above) and click **Configuration -> default -> Input File Monitoring -> Email -> Microsoft Exchange (Email)**.

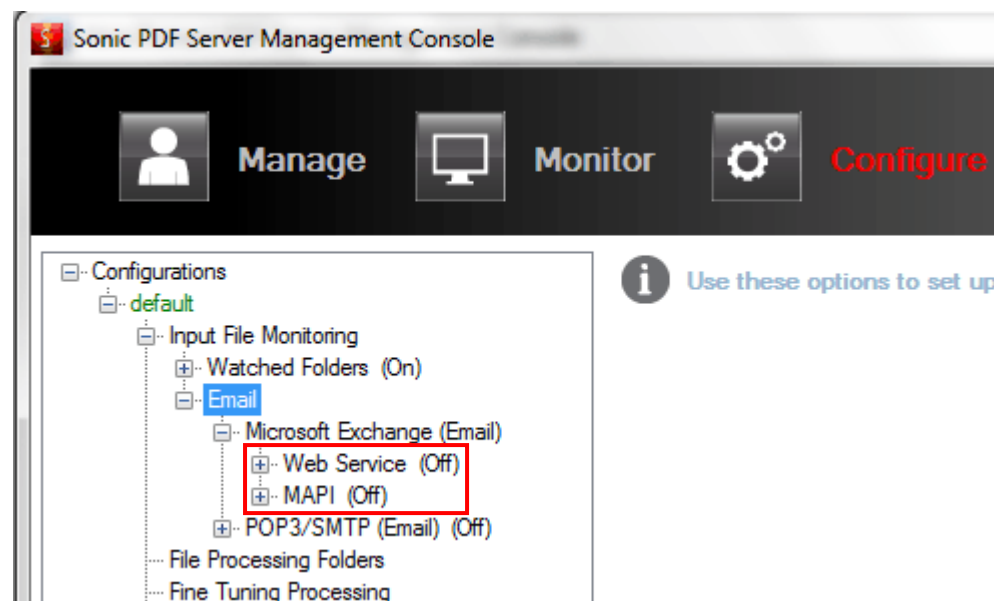


Figure 39: Setting up Microsoft Exchange

The following options are available:

- **Web Service** – the option for setting up Microsoft Exchange Web Service (interface which allows you to access Exchange server functionality from client applications) - see section 7.1.1)
- **MAPI** – the option for setting up MAPI (Microsoft Windows program interface which enables you to send e-mail with an attachment from a Windows application) - see section 7.1.2.

7.1.1 Setting up Microsoft Exchange Web Service

In order to setup Microsoft Exchange Web Service, open the configuration file and click:

Configuration -> default -> Input File Monitoring -> Email -> Microsoft Exchange (Email) -> Web Service.

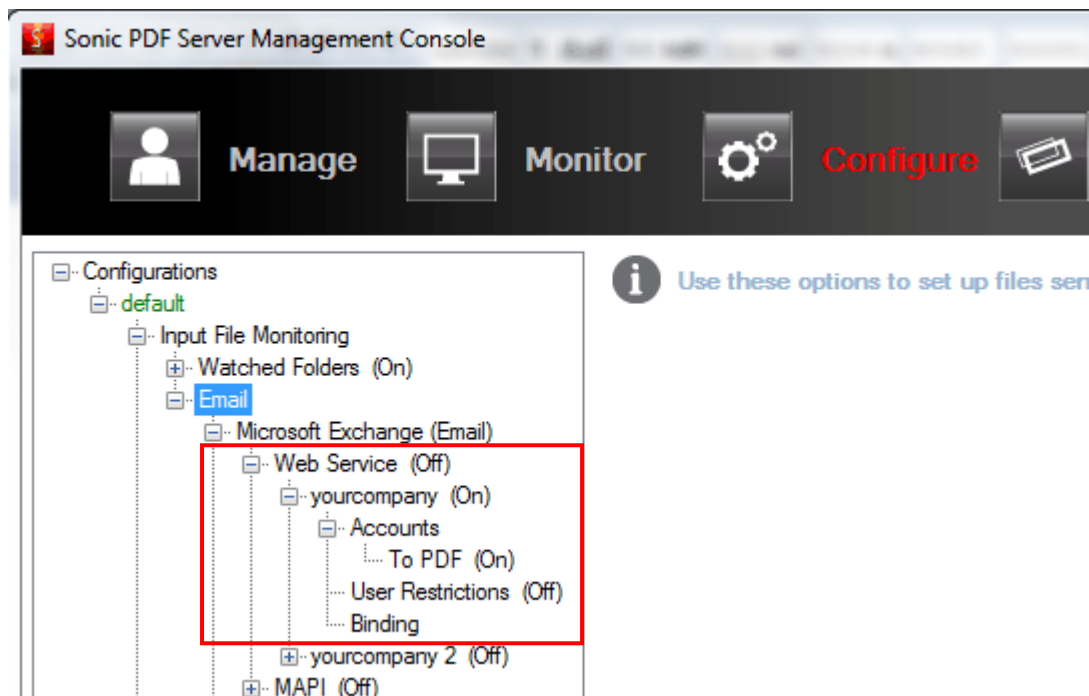


Figure 40: Setting up Microsoft Exchange Web Service

The following options and parameters are available:

- **Web Service** – click this option in the tree structure to access the window for creating a new Microsoft Exchange profile (see 7.2.1)
 - **Note:** two profiles by the name of “yourcompany” and “yourcompany 2” are already setup for illustration purposes; you can either click on those and modify them or create a new one by clicking Web Service and then New MS Exchange Profile (see 7.1.1.2).
- **Accounts** – the option for managing the email accounts which will be used for receiving files for processing i.e. creating PDF (see section 7.1.1.3)
- **User Restrictions** – the option for restricting or allowing access to specific email addresses or domains (see section 7.1.1.4)
- **Binding** – see section 7.1.1.7

7.1.1.1 Configuring the Web Service

In order to configure the web service, click Web Service in the tree structure.

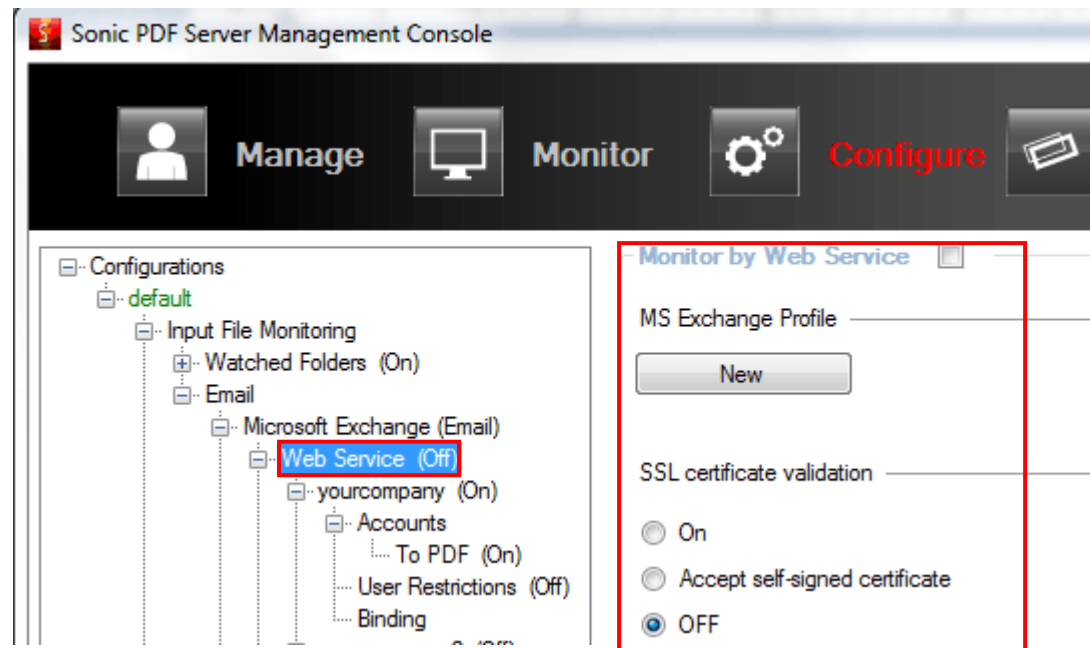


Figure 41: Configuring the web service

The following options and parameters are available:

- **Monitor by Web Service** – tick this checkbox to enable monitoring by web service
- **New MS Exchange Profile** – the option for creating a new MS Exchange profile (see 7.1.1.2)
- **SSL certificate validation** – choose the desired option for validating SSL certificates
 - **On** – check to enable SSL certificate validation
 - **Accept self-signed certificate** – check if you want to accept self-signed certificate
 - **OFF** – check to disable SSL validation

7.1.1.2 Creating a new MS Exchange Profile

In order to create a new MS Exchange Profile, choose **Web Service** from the tree structure and click **New** under **MS Exchange Profile**.

In order to setup your company information, expand the “yourcompany” option within the “Web Services”.

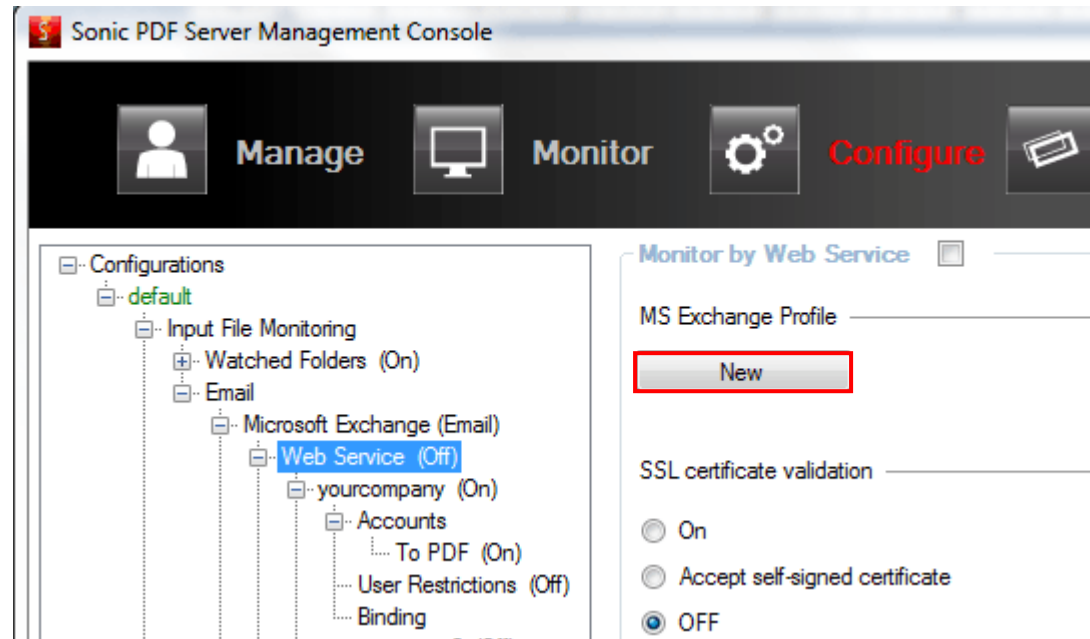


Figure 42: Creating a new MS Exchange Profile (step 1/2)

The following window will be displayed.

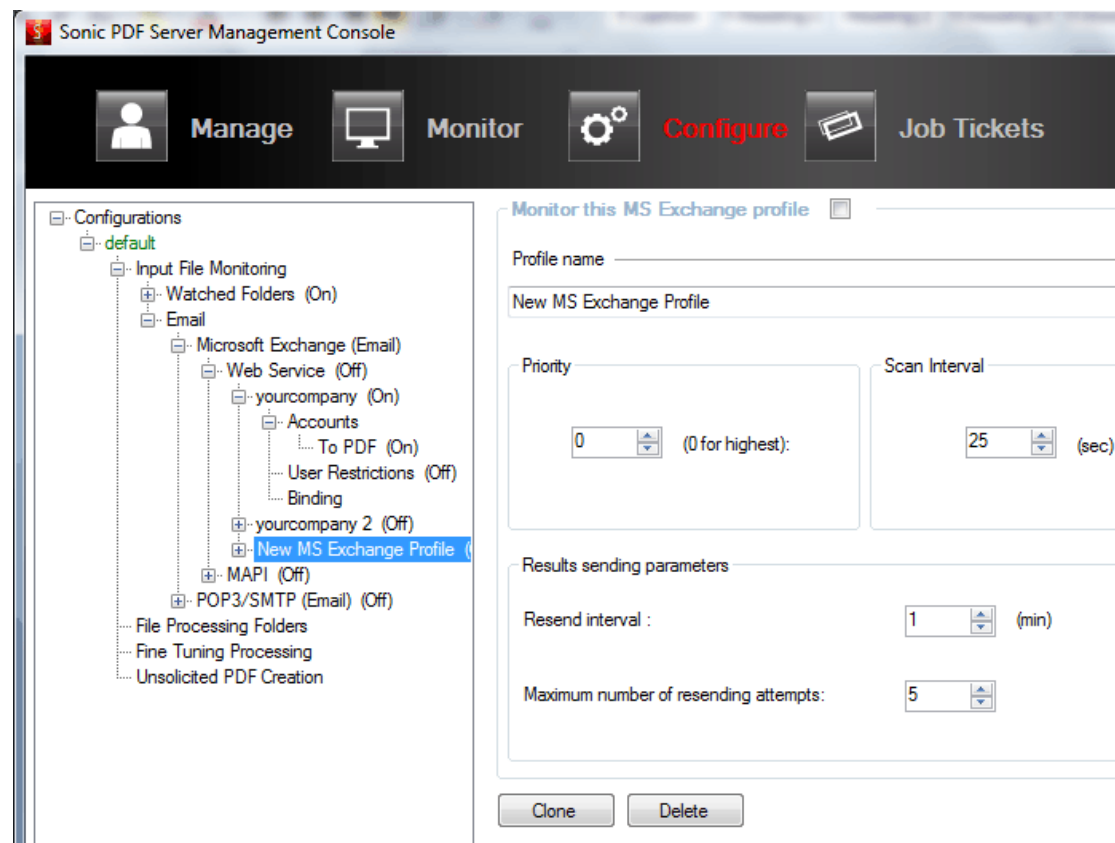


Figure 43: Creating a new MS Exchange Profile (step 2/2)

The following options and parameters are available:

- **Monitor this MS Exchange profile** – check this option to start monitoring this MS Exchange profile.
- **Profile name** – enter the profile name for the web service, i.e. your company name.
- **Priority** – set the desired priority for this profile (where 0 is the highest priority).
- **Scan Interval (sec)** – specify the desired time interval for scanning for new messages in seconds.
- **Results sending parameters**
 - **Resend interval (min)** - the time Sonic PDF Server waits before it attempts to send a message which was previously unsuccessful. Enter the desired time in minutes.
 - **Maximum number of resending attempts** - set the maximum number of attempts to send a message; setting at least 2 attempts is recommended, because there are often temporary issues with sending messages are. It is not recommended to set this option above 5, since this would tend to degrade the performance with sending attempts that are unlikely to work.
- **Clone** – click this button in case you wish to create a similar profile with only minor changes; this will make an identical copy which you can modify and quickly create a new profile
- **Delete** – click this button to delete the profile

7.1.1.3 Managing MS Exchange Accounts

The accounts section is used for creating and managing E-mail accounts which will be monitored for the MS Exchange profile. In order to create a new account, choose **Accounts** from the menu and click **New Email Account**.

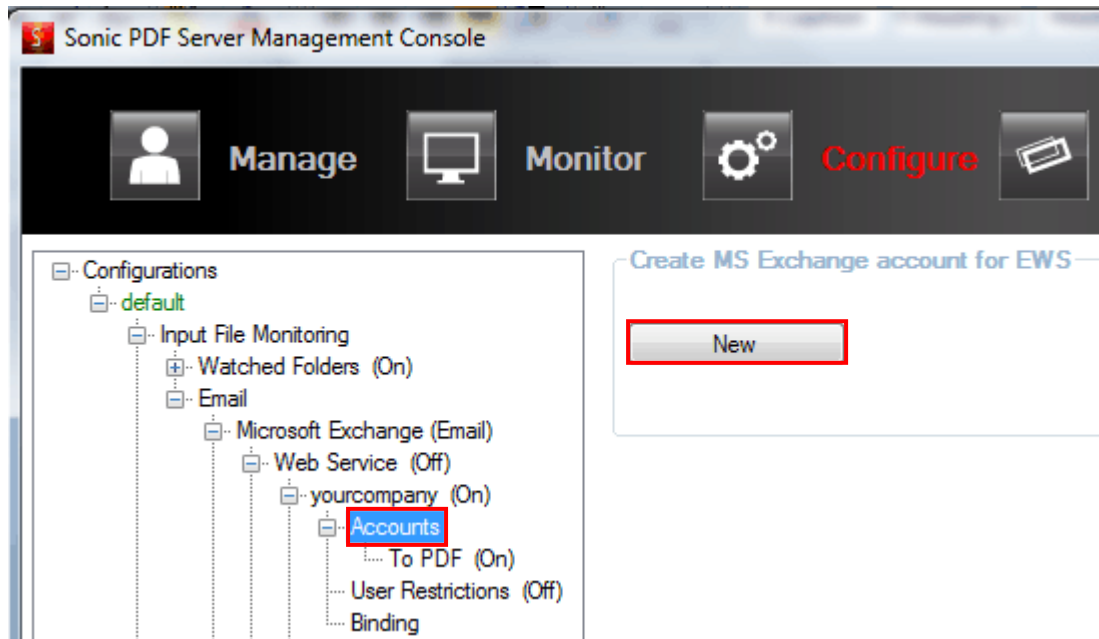


Figure 44: Managing Accounts

The following window will be displayed.

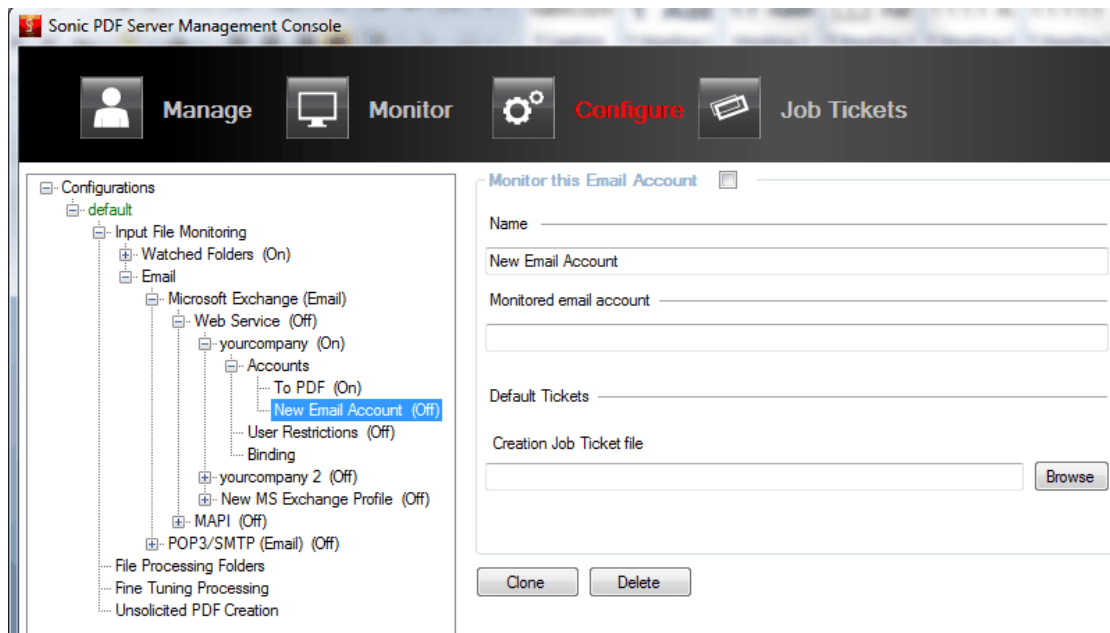


Figure 45: Creating a new account

The following options and parameters are available:

- **Monitor this email account** – tick this checkbox to enable monitoring of this email account (once you have created an account, you can use this option to either enable or disable monitoring)
- **Name** – enter the name of this account which will help you differentiate it from other accounts you create; it is recommended that you use the name which will indicate the conversion format i.e. Word, Excel, etc.

- **Monitored email account** – enter the email account which will be monitored for the MS Exchange Profile which will be used for sending the files for processing.
- **Default tickets** – the following options are available:
 - **Creation Job Ticket File** – click to specify limit the number of pages which will be converted per ticket.
 - **Note:** you can either create a new limits file or use an existing one; default limit files are located in the Default Tickets folder.
- **Clone** – click this button in case you wish to create a similar profile with only minor changes; this will make an identical copy which you can modify and quickly create a new profile.
- **Delete** – click this button to delete the profile.

Note: you can create as many profiles as you need.

7.1.1.4 Managing User Restrictions

The Sonic PDF Server allows you to restrict processing of the files by either allowing or denying the service to specific emails addresses and domain names.

In order to start applying restrictions, choose **User Restrictions** from the tree structure.

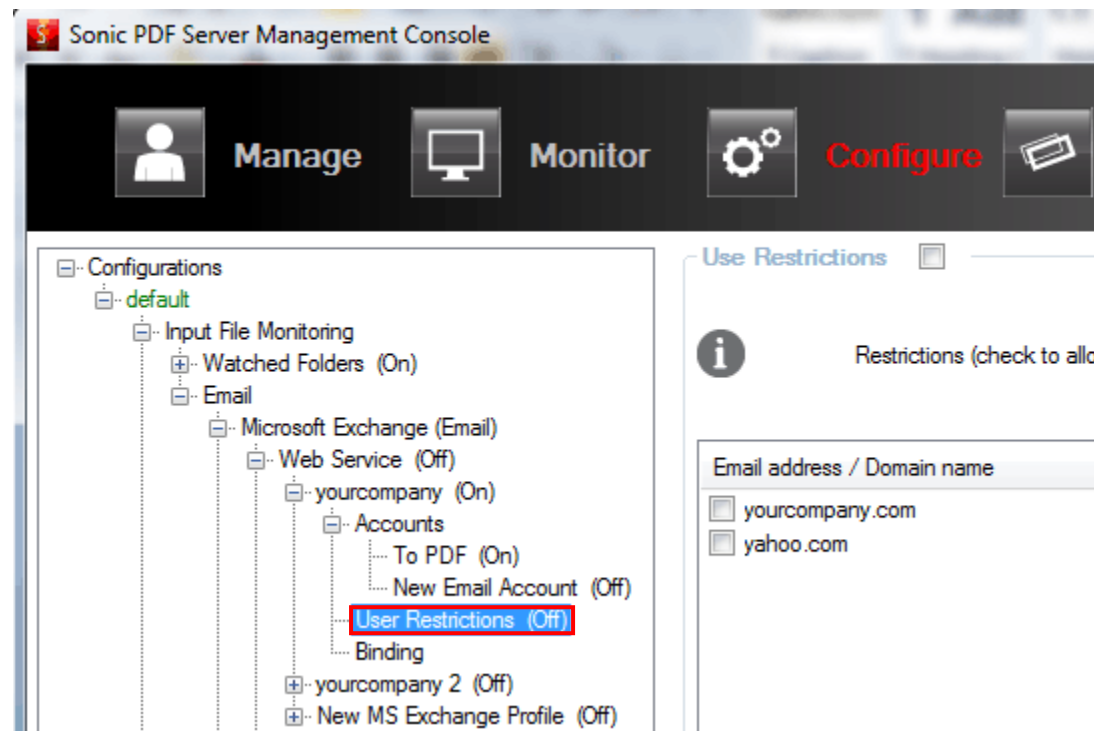


Figure 46: Managing User Restrictions

The following options and parameters are available:

- **Use restrictions for individual users or domains** – there are two different modes which can be accomplished by either selecting or unselecting this option.
- **Email Address/Domains** - there are two different modes which can be accomplished by either selecting or unselecting email addresses as well as domain names.
 - **If an email or domain name is selected** – the **access will be allowed** to that email address or domain name.
 - **If not selected** – if the option is not selected, then **access will be denied** to that email address or domain name.

Note:

- If the **Restrictions** list is empty and the current POP3 configuration has **Use Email Authorization** check box selected then the Sonic PDF Server will not process any documents sent via E-mail
- If **Use restrictions...**check box is not selected, no **Restrictions** will be applied.

7.1.1.5 Adding a new email or domain name for allowing or denying access

In order to add a new email address or domain name for which you wish to allow or deny access, right click anywhere in the window and choose option **New**.

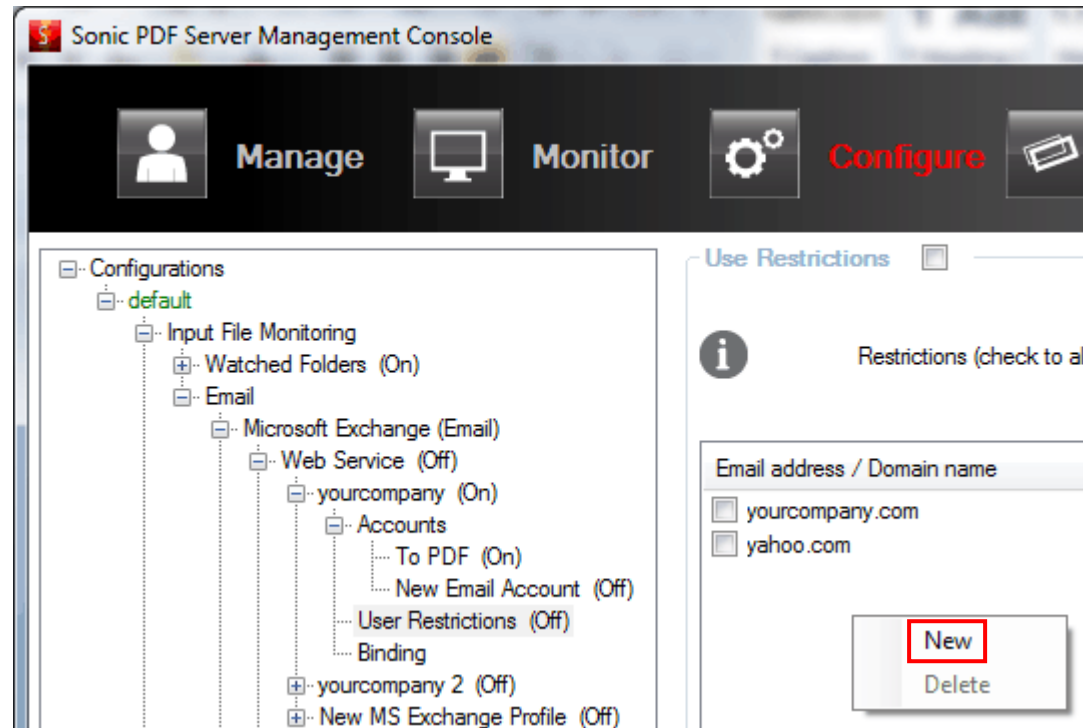


Figure 47: Adding a new email or domain name

An empty new line will be created where you can enter the desired email address or domain name.

7.1.1.6 Deleting an email or domain name

In order to delete an email address or domain name which you no longer wish to use for either allowing or denying access, select it in the list, right click and choose option **Delete**.

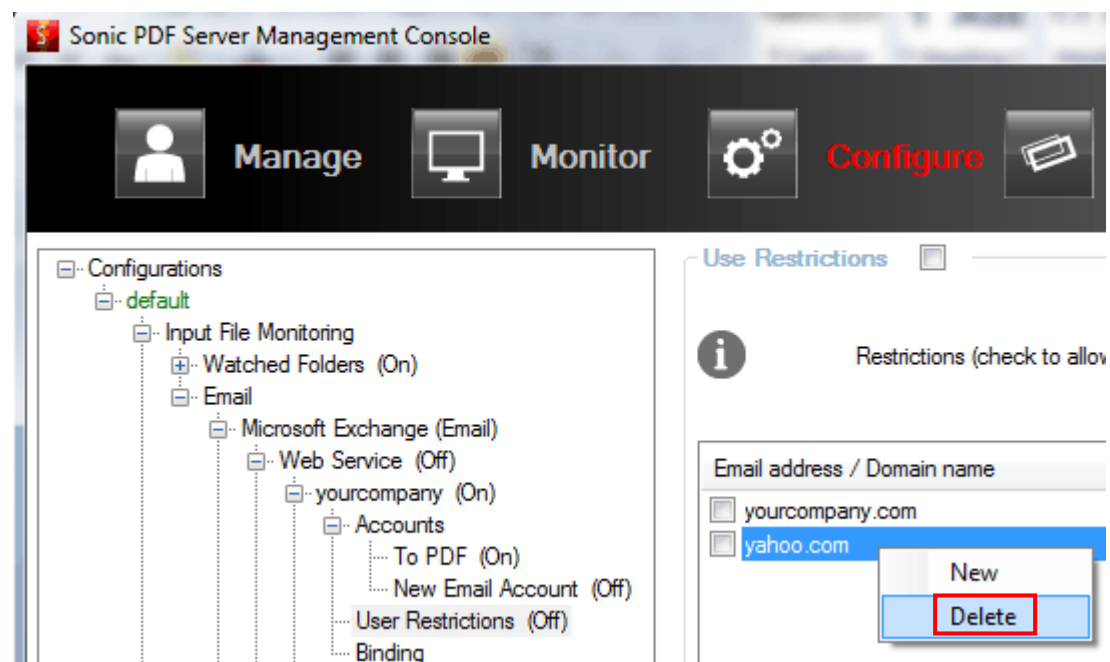


Figure 48: Deleting an email or domain name

7.1.1.7 Setting up Binding

In order to setup Microsoft Exchange binding options, choose **Binding** from the tree structure.

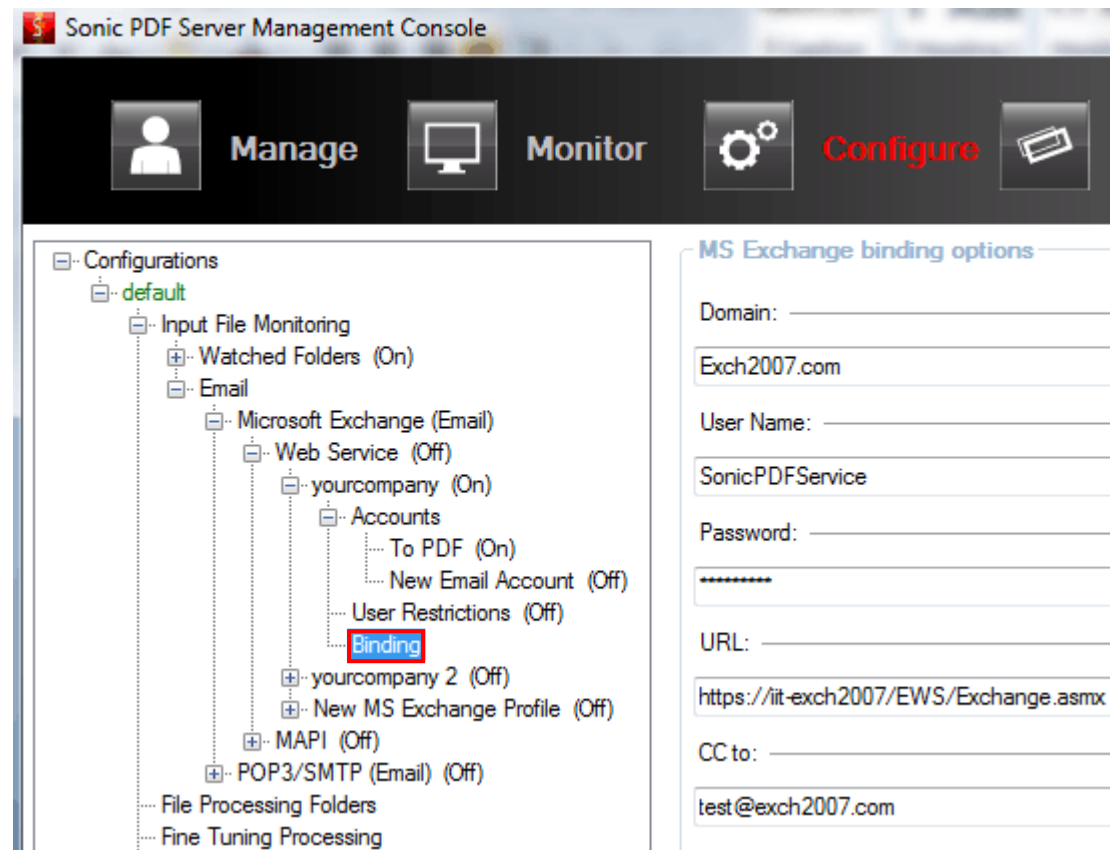


Figure 49: Setting up binding

The following options and parameters are available:

- **Domain** - the domain or computer name where the MS Exchange server is located
- **User Name** - user name which has access to monitored MS Exchange email account
- **Password** – the password for this user
- **URL** - the base URL of the MS Exchange web service
- **CC to:** the E-mail address for sending a copy of the result (within the CC field of the E-mail message)
 - **Case** – the following cases/conditions for sending a copy are available
 - **Any** – send a copy for both successful and failed events
 - **Success** – send a copy in case the process was a success
 - **Failure** – send a copy in case the process was a failure

7.1.2 Setting up MAPI

MAPI (Messaging Application Program Interface) is a Microsoft Windows program interface which allows you to send an e-mail from Sonic PDF Server and attach a document as well. In order to start setting up MAPI, choose that option from the tree structure.

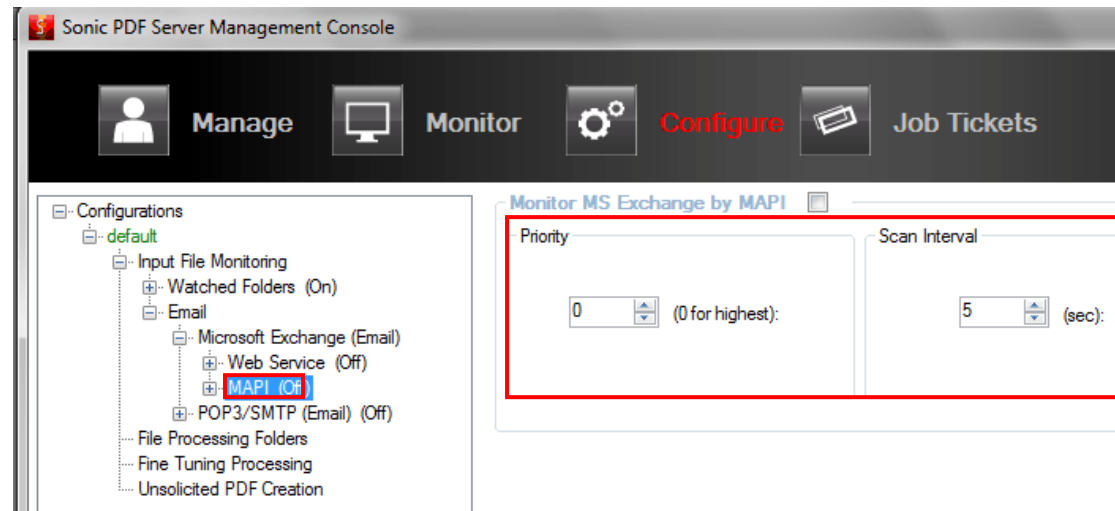


Figure 50: Setting up MAPI

The following options and parameters are available:

- **Monitor MS Exchange by MAPI** – tick this checkbox to start monitoring the MS Exchange by MAPI.
- **Priority (0 for highest)** – set the desired priority for this method (use 0 for the highest priority).
- **Scan interval (sec)** - set the desired interval for scanning for new emails (which are sent to E-mail addresses specified when creating MAPI accounts).
- **+** - click the plus symbol to expand further options for adding accounts (the procedure is identical to creating accounts for web service – see 7.1.1.3).

7.2 Managing POP3/SMTP (Email)

In order to setup Microsoft Exchange Web Service, open the configuration file (see above) and click **Configuration -> default -> Input File Monitoring -> Email -> POP3/SMTP (Email)**.

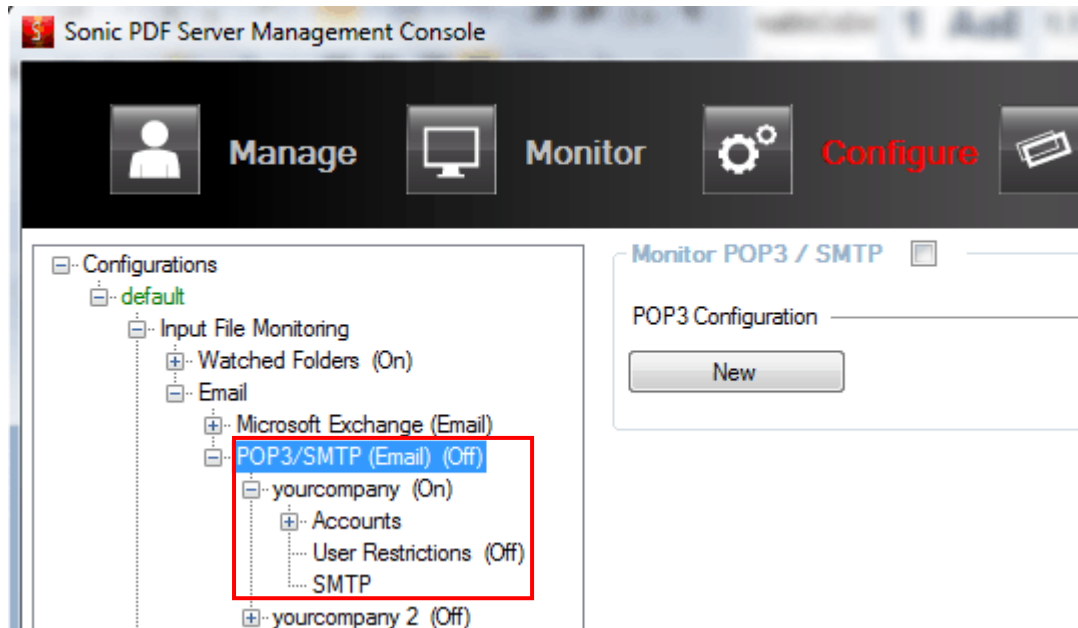


Figure 51: Setting up Microsoft Exchange

The following options and parameters are available:

- **New POP3 Configuration** – the option for creating a new POP 3 Configuration (see 7.2.1)
 - **Note:** two POP3 configurations by the name of “yourcompany1” and “yourcompany 2” are already setup for illustration purposes; you can either click on those and modify them or create a new one by clicking New POP3 Configuration.
- **Accounts** – the option for managing the email accounts which will be used for receiving files for processing (see section 7.2.2)
- **User Restrictions** – the option for restricting or allowing access to specific email addresses or domains (see section 7.2.3)
- **SMTP** – the option for setting up SMTP parameters (see section 7.2.4)

7.2.1 Creating a new POP3 configuration

In order to create a new POP3 configuration, click select **POP3/SMTP** option and click **New POP3 Configuration**.

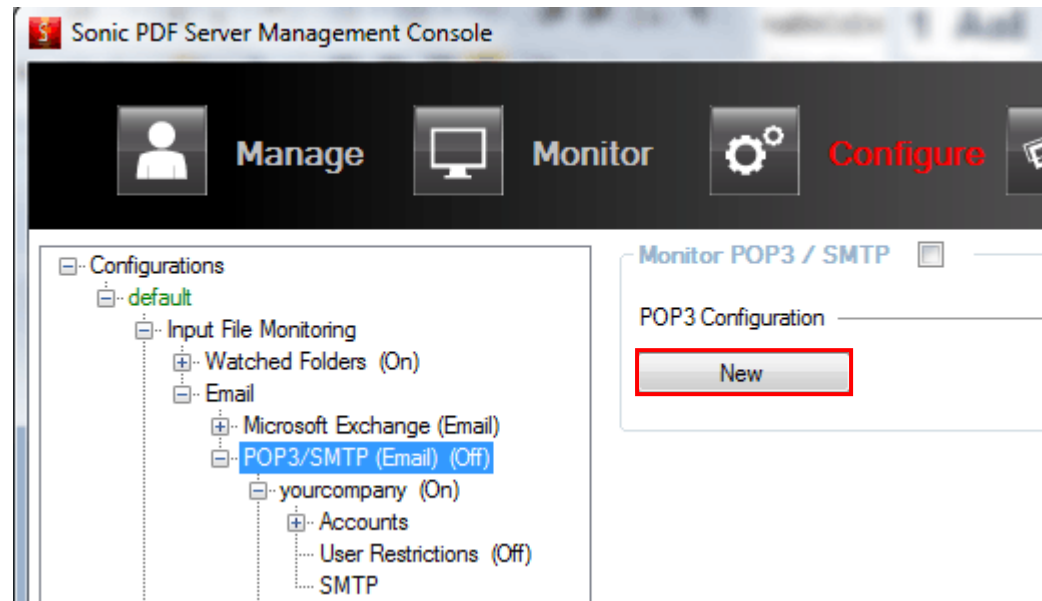


Figure 52: Creating a new POP3 configuration (step 1/2)

The following window will be displayed.

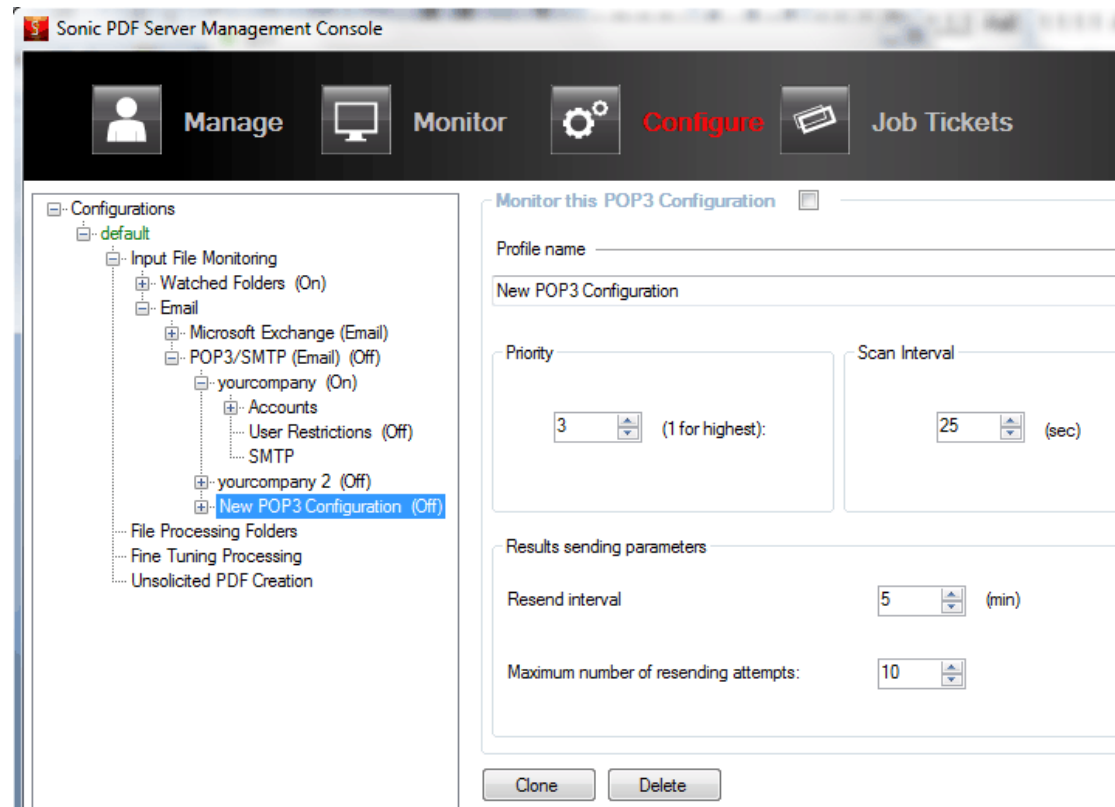


Figure 53: Creating a new POP3 configuration (step 2/2)

The following options and parameters are available:

- **Monitor this POP3 configuration** – check this option to start monitoring this POP3 configuration.

- **Profile name** – enter the profile name for the web service, i.e. your company name.
- **Priority** – set the desired priority for this profile (where 0 is the highest priority).
- **Scan Interval (sec)** – specify the desired time interval for scanning for new messages in seconds.
- **Results sending parameters:**
 - **Resend interval (min)** - the time Sonic PDF Server waits before it attempts to send a message which was previously unsuccessful. Enter the desired time in minutes.
 - **Maximum number of resending attempts** - set the maximum number of attempts to send a message; setting at least 2 attempts is recommended, because there are often temporary issues with sending messages are. It is not recommended to set this option above 5, since this would tend to degrade the performance with sending attempts that are unlikely to work.
- **Clone** – click this button in case you wish to create a similar profile with only minor changes; this will make an identical copy which you can modify and quickly create a new profile
- **Delete** – click this button to delete the profile

7.2.2 Managing POP3 Accounts

The accounts section is used for creating and managing E-mail accounts which will be monitored for the POP3 configuration. In order to create a new account, choose **Accounts** from the menu and click **New Email Account**.

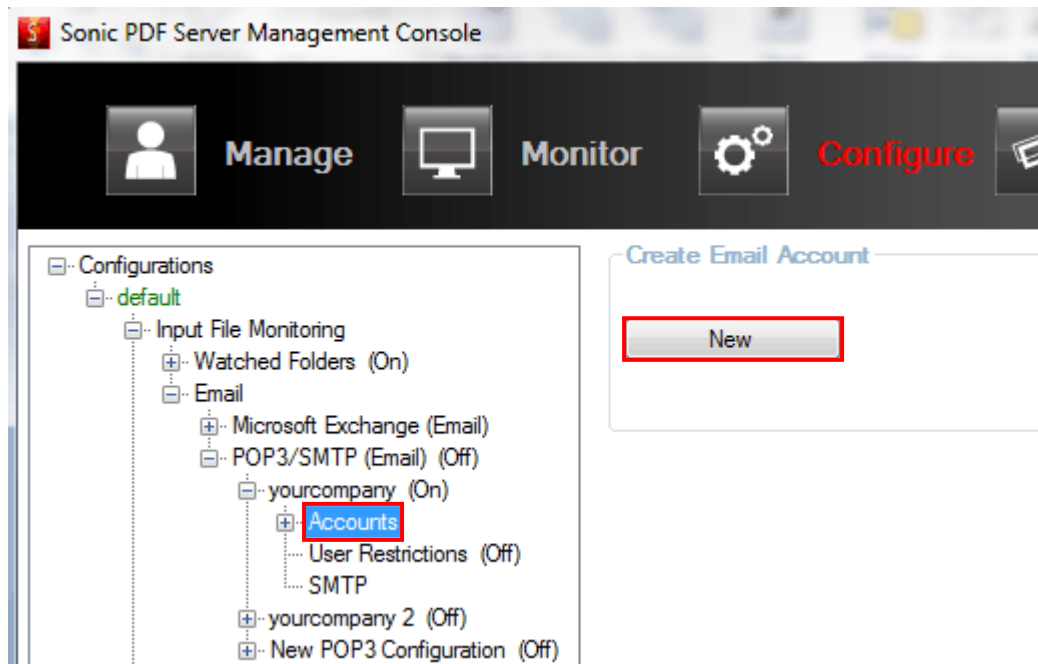


Figure 54: Managing Accounts

The following window will be displayed.

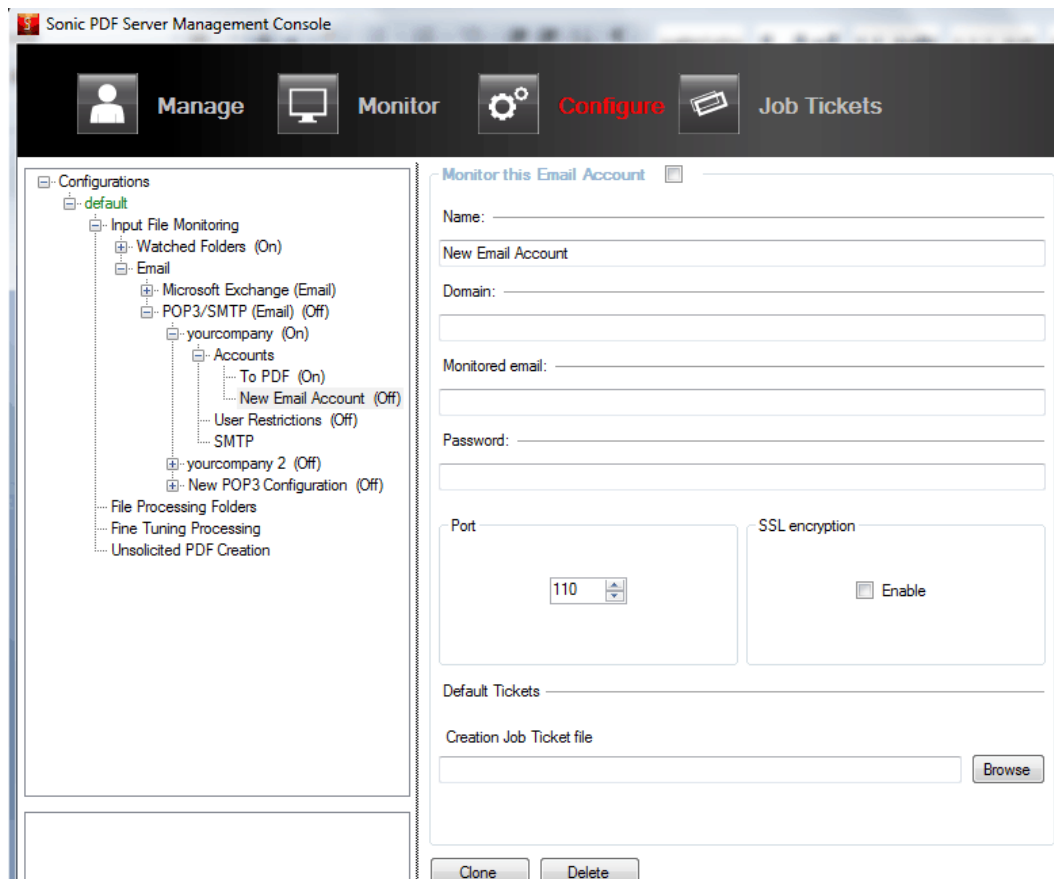


Figure 55: Creating a new account

The following options and parameters are available:

- **Monitor this Email account** – tick this checkbox to enable monitoring of this email account (once you have created an account, you can use this option to either enable or disable monitoring)
- **Name** – enter the name of this account which will help you differentiate it from other accounts you create; it is recommended that you use the name which will indicate the conversion format i.e. Word, Excel, etc.
- **Domain** – enter the domain name of the POP3 server e.g. “mail.companyname.com”.
- **Monitored email**– enter the email account which will be monitored for the MS Exchange Profile which will be used for sending the files for processing.
- **Password** – specify the password for the email account
- **Port** - sets the port used for receiving E-mails.
- **SSL encryption** – check in case SSL encryption is required.
- **Default Tickets**
 - **Creation Job Ticket File** – click to specify limit the number of pages which will be converted per ticket.
 - **Note:** you can either create a new limits file or use an existing one; default limit files are located in the Default Tickets folder.
 - **Clone** – click this button in case you wish to create a similar profile with only minor changes; this will make an identical copy which you can modify and quickly create a new profile
 - **Delete** – click this button to delete the profile

Note: you can create as many profiles as you need.

7.2.3 Managing User Restrictions

The Sonic PDF Server allows you to restrict processing of the files by either allowing or denying the service to specific emails addresses and domain names. In order to start applying restrictions, choose **User Restrictions** from the tree structure

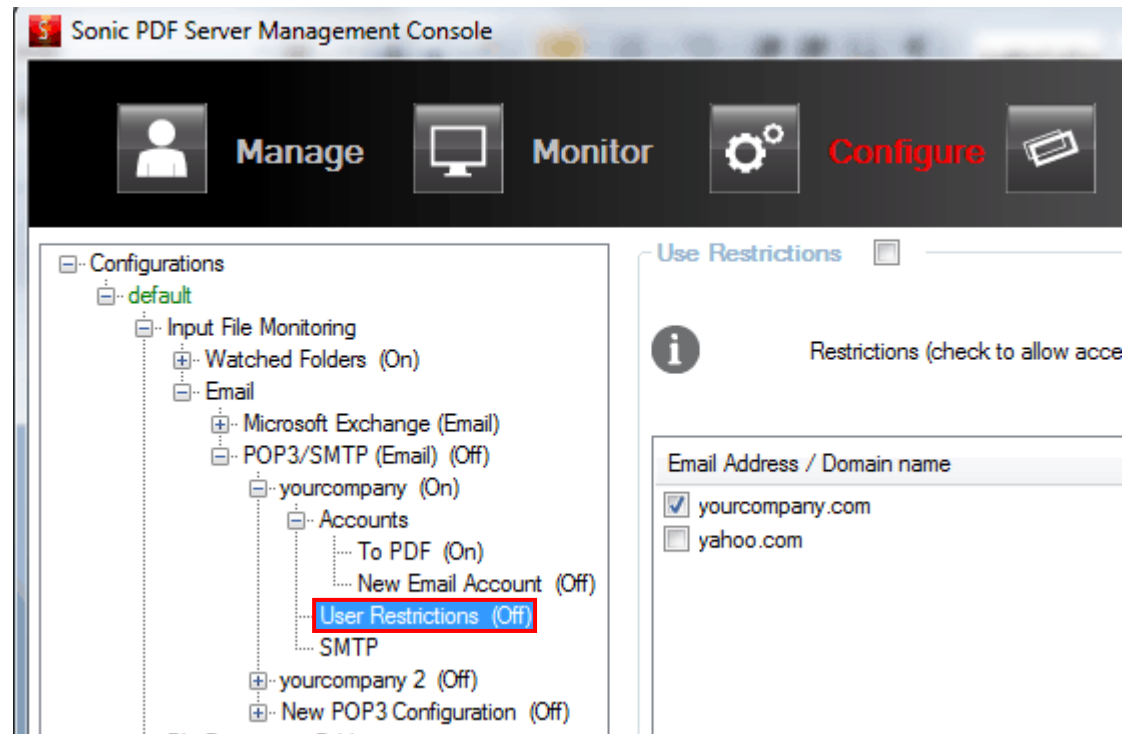


Figure 56: Managing User Restrictions

The rest of the procedure for managing restrictions is explained in section 7.1.1.4.

7.2.4 Setting up SMTP Parameters

In order to start setting up the SMTP parameters, choose that option from the tree structure.

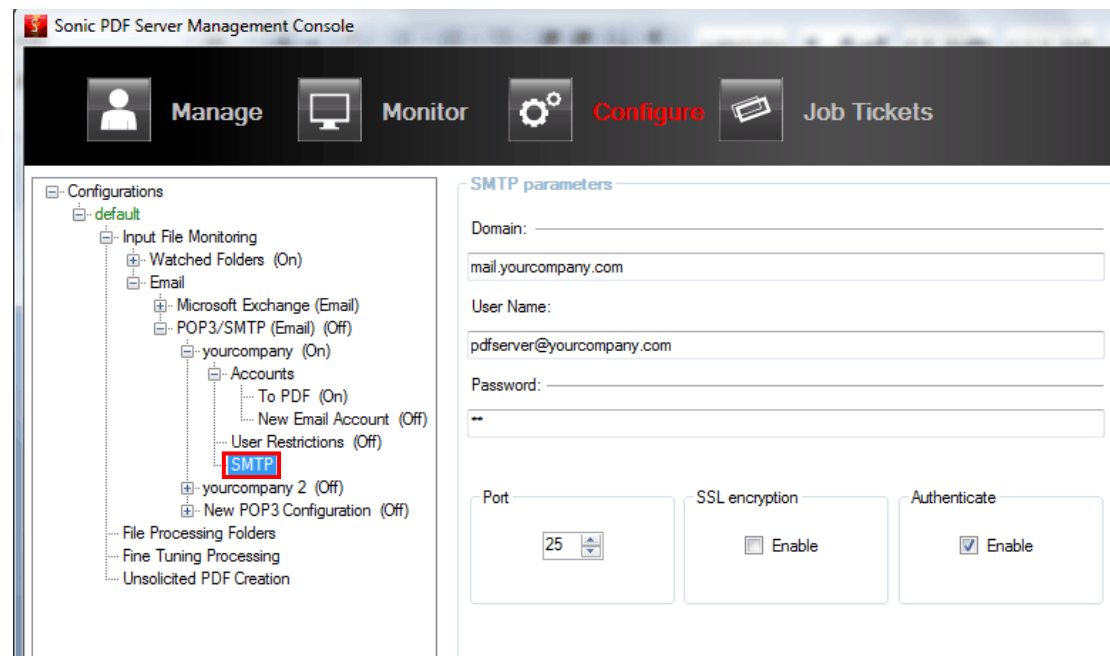


Figure 57: Setting up SMTP

The following options and parameters are available:

- **Domain** - specify the SMTP server domain name, e.g. "mail.companyname.com".
- **User Name** – enter the e-mail address which will be monitored by the Sonic PDF Server and used for sending the processed files back to the sender of the original file.
- **Password** — enter the SMTP server password (in case the server requires authentication).
- **Port** — specify the port which will be used for sending e-mails.
- **SSL encryption** – check this option if the server requires an SSL connection
- **Authenticate** – some SMTP servers require client authentication before sending e-mails. If this parameter is checked, the user name and password will be used as credentials when connecting to the server.

8 Setting up File Processing Folders

In order to start managing the paths to the folders which will be used for storing various files i.e. organizing files according to their status, open the configuration file (**Configuration File - > Open**) and click **File Processing Folders** in the tree structure.

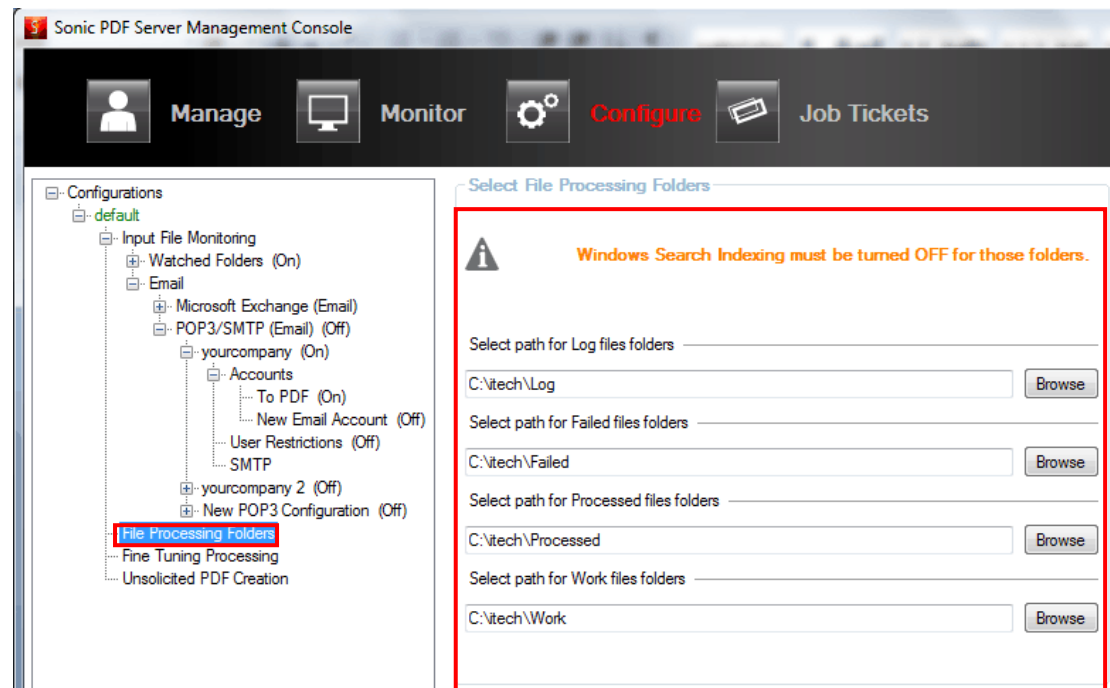


Figure 58: Setting up File Processing Folders

The following paths can be setup

- **Path for Log Files folder** – click **Browse** or type the desired path to the folder on your computer which will be used for storing log files.
- **Path for Failed files folder** – click **Browse** or type the desired path to the folder on your computer which will be used storing failed files i.e. input files which could not be processed.
 - **Note:** the original file and the corresponding Job Ticket file (if applicable) are moved into this folder
- **Path for Processed file folder** – click **Browse** or type the desired path to the folder on your computer which will be used for storing successfully processed files (the original file will be moved from the watched folder, to this folder).
 - **Note:** this setting is only applicable in case the **Move to Processed Folder** option has been enabled (see 9)
- **Path for Work Folder** - click **Browse** or type the desired path to the folder on your computer which will be used for file processing.
 - **Note:** The folder does not have to be located on the same drive or computer the Sonic PDF Server is installed on.

Important note: the Windows Search Indexing must be turned off for these folders.

9 Fine Tuning the File Processing

In order to start fine tuning the file processing, open the configuration file (**Configuration File -> Open**) and click **Fine Tuning Processing** in the tree structure.

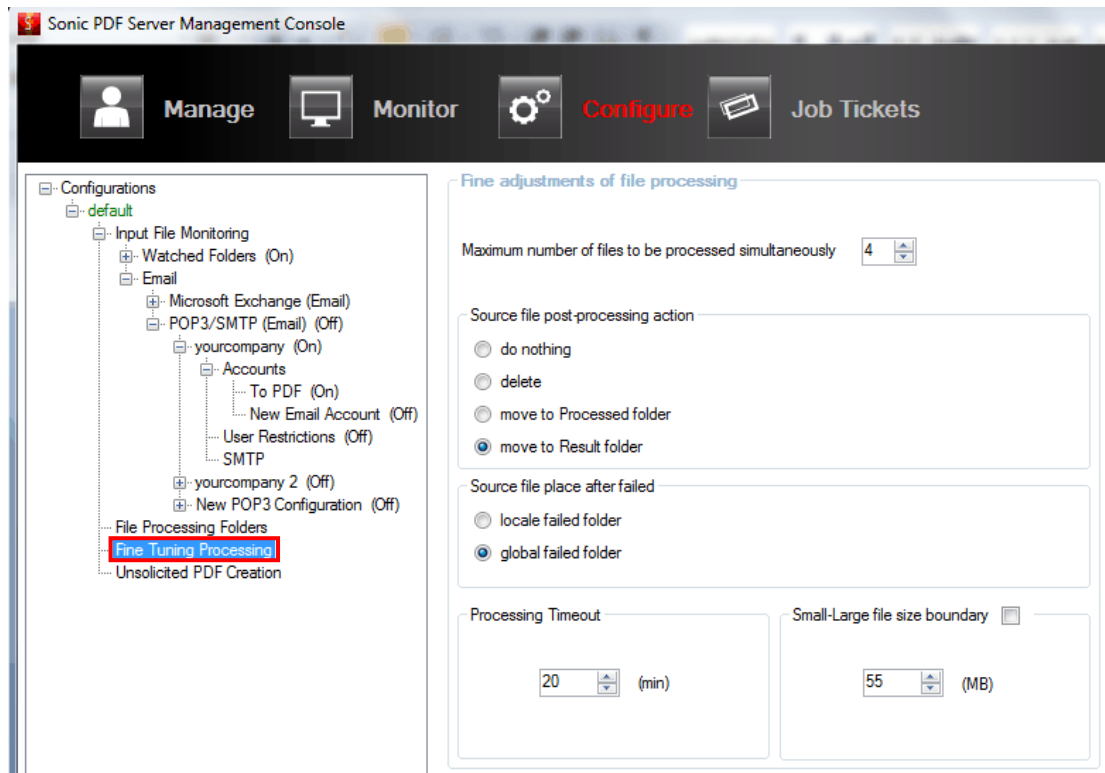


Figure 59: Fine Tuning the File Processing

The following options and parameters are available:

- **Maximum number of files to be processed simultaneously** – specify the maximum number of files the Sonic PDF Server should process simultaneously.
 - **Note:** the minimum number is 2.
- **Source file post-processing action** – specify the action Sonic PDF Server should perform after successfully processing the files (**note:** this option applies only to Watched Folder processing)
 - **Do nothing** – select this option if no action should be performed.
 - **Delete** – select this option to delete the file after it has been successfully processed.
 - **Move to processed folder** – select this option to move the processed file to a designated folder (see section 8 for further information on how to setup or modify this folder).
 - **Move to result folder** – select this option to move the processed file to the default output folder.
- **Source file place after failed** – choose the folder where the source file will be moved to in case the conversion has failed
 - **local failed folder** – local path on every watch folder dialog
 - **global failed folder** – global path (from “file processing folders”)
- **Processing timeout** – use this option to specify maximum allowed time for file processing; the value is minutes.

- **Note:** if the file processing has not been completed during this time it will be considered unsuccessful.
- **Small-Large file size boundary** – if checked, this parameter allows processing only one oversized file; if it is unchecked the selection will be made chronologically.

10 Advanced Method for Collecting Files

Except for the simple method described in previous sections, there is also an advanced method for collecting files.

When using the simple method for collecting and processing files, users send a file which should be processed as an attachment. The email message is sent to the previously setup receiving address and a previously specified job ticket is applied.

When using an advanced method, instead of only sending the file which should be processed, the users also send the job ticket which contains instructions on how the attached file should be processed.

The Sonic PDF Server will automatically detect the file which should be processed as well as the job ticket and apply it to the attached file.

For example:

You have created an email account (either POP3 or Exchange) and configured the Sonic PDF Server to convert Excel to PDF. Using an advanced method, the users send both Excel file and the job ticket to this account.

The Sonic PDF Server will automatically give priority to the attached ticket instead of the default conversion which had been previously configured. The converted file will be sent back to the sender.

11 Managing Job Tickets

Job ticket is a set of instructions for the way a file should be converted. The job tickets can be created for both creating PDF files and converting PDF to other available formats.

Furthermore, you can define a job ticket for each of the formats you wish to convert your files to.

The job tickets are managed by using the **Ticket Editor**. In order to start the Ticket Editor, choose **Job Tickets** from the menu.

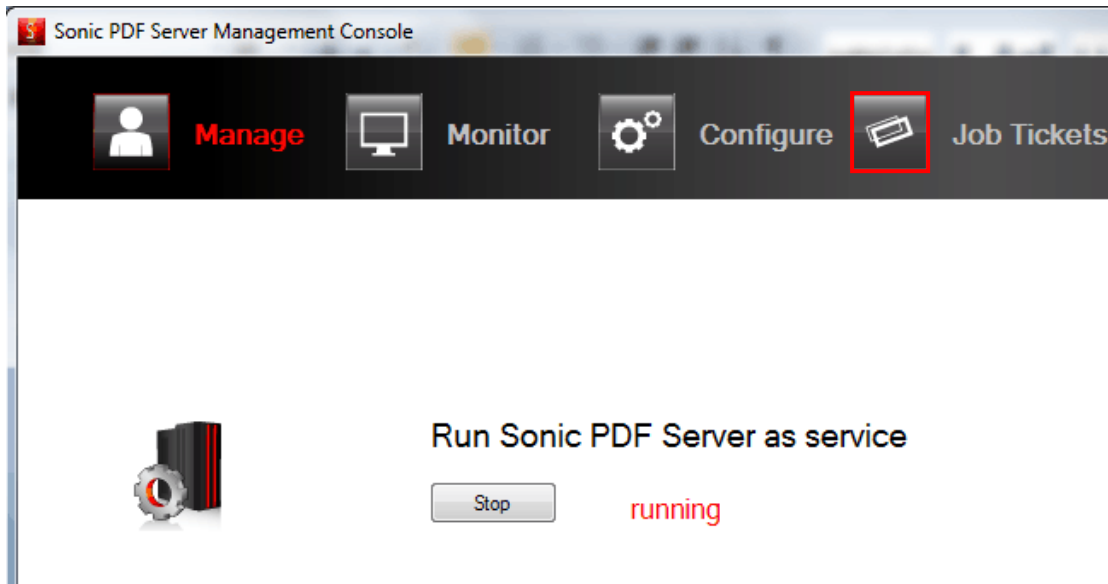


Figure 60: Starting the Ticket Editor

The Ticket Editor will be opened.

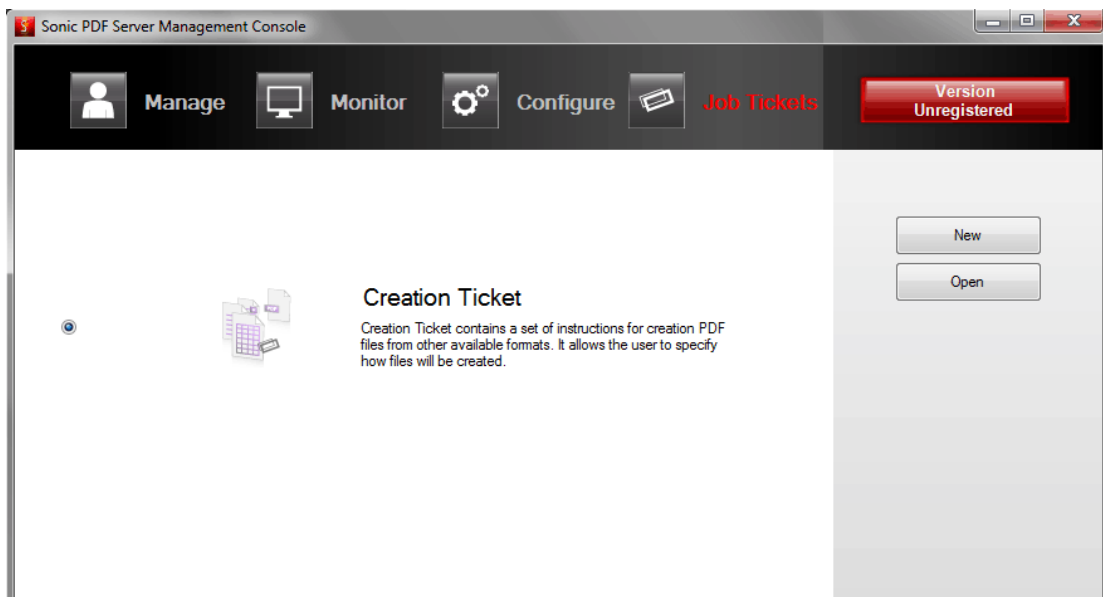


Figure 61: Ticket editor options

The following options and parameters are available:

- **New/Open** – options for creating or opening.
 - **Creation Ticket** – the option for making a creation ticket which will be used for creating a PDF document (see section 11.1)

- **Save** – the option for saving the ticket settings so you could use it again.
- **Save As** – the option for saving the ticket settings under a different name.
- **Exit** – the option for closing the ticket editor.

11.1 Making a PDF Creation Job Ticket (Converting to PDF)

In order to make a new creation ticket i.e. create a PDF file from the available input formats, click **Job Tickets** in the main menu. The Ticket editor will be started. Once within the Ticket Editor, click **New**.

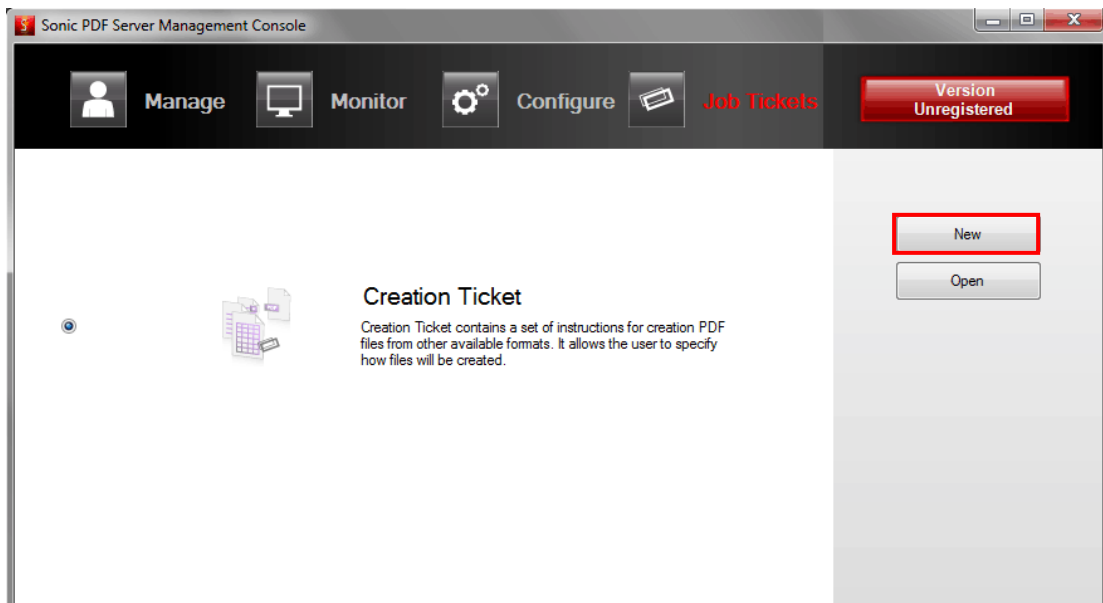


Figure 62: Creating a conversion ticket (step 1/2)

The page for managing the ticket settings will be displayed.

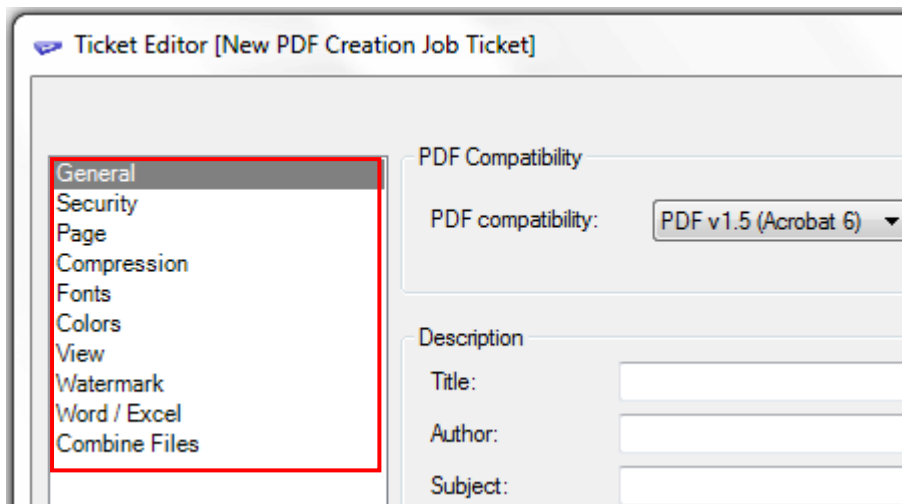


Figure 63: Making a creation ticket (step 2/2)

The available options for adjusting the ticket settings are organized in tabs. The following options/tabs are available:

- **General** – the option for managing the general PDF file settings (see section 11.1.1)
- **Security** – the option for managing PDF file security settings (see section 11.1.2)
- **Page** – the option for setting up the PDF file page layout (see section 11.1.3)

- **Compression** – the option for managing the PDF file compression settings (see section 11.1.4)
- **Fonts** – the option for managing fonts (see section 11.1.5)
- **Colors** – the option for managing the color palette (see section 11.1.6)
- **View** – the option for setting up the initial layout of the PDF upon opening (see section 11.1.7)
- **Watermark** – the option for managing watermarks within the PDF file (see section 11.1.8)
- **Word/Excel** – managing settings related to the Word and Excel formats(see section 11.1.9)
- **Merging** – managing the merging options (see section 11.1.10)

11.1.1 Managing the General PDF File Settings

The **General** tab is displayed by default once you choose the **Creation Ticket** option from the ticket editor.

The screenshot shows the 'Ticket Editor [New PDF Creation Job Ticket]' window. On the left, a sidebar contains a list of tabs: General (highlighted with a red box), Security, Page, Compression, Fonts, Colors, View, Watermark, Word / Excel, and Combine Files. The main area is divided into sections: 'PDF Compatibility' with a dropdown menu set to 'PDF v1.5 (Acrobat 6)'; 'Description' with input fields for Title, Author, Subject, and Keywords; and 'Units' with a dropdown menu set to 'Inches'.

Figure 64: Managing general creation ticket settings

The following options and parameters are available:

- **PDF Compatibility** – choose the desired compatibility for the created PDF file
- **Title** – enter the title of the PDF file
- **Author**– enter the name of the PDF file author
- **Subject**– enter the subject of the PDF file
- **Keywords** – enter the keywords for the PDF file
- **Units** – choose the desired unit type

11.1.2 Managing the PDF File Security

In order to start managing the security options for the PDF file, click on the **Security** tab (**Job Tickets -> New**).

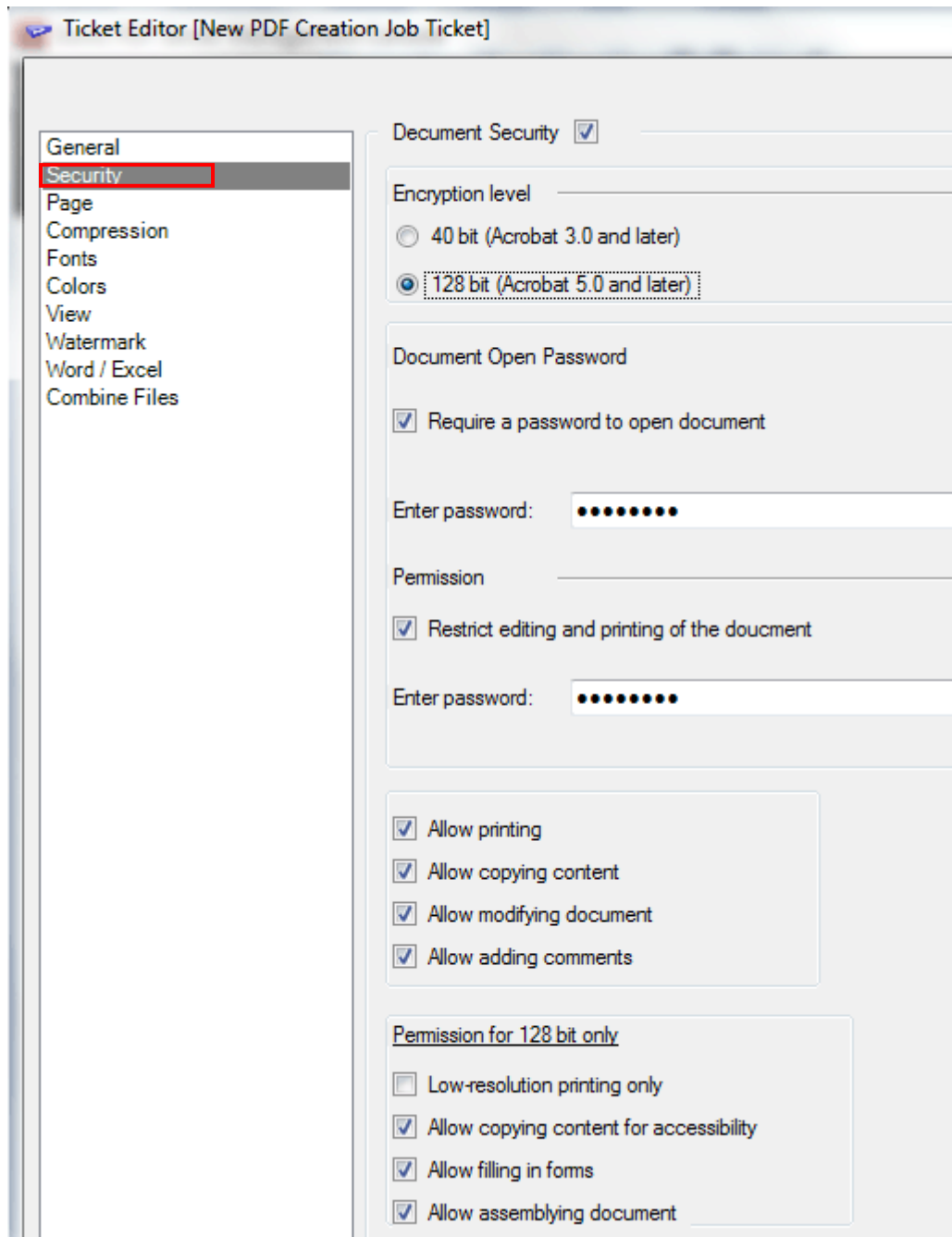


Figure 65: Managing the PDF File Security

The following options and parameters are available:

- **Document security** – click to enable the security settings.
 - **Note:** this allows you to make the desired settings and can be switched off or on when necessary.
- **Encryption level** – choose the desired encryption level.
 - **40 bit (Acrobat 3.0 and later)** – choose this encryption level in case you expect the users to open the file with Acrobat 3.0 and later.

- **128 bit (Acrobat 5.0 and later)** - choose this encryption level in case you expect the users to open the file with Acrobat 5.0 and later.
- **Passwords** – set the passwords for the following actions.
 - **Open document** – set the password which will be required for opening the document.
 - **Change permissions and passwords** - set the password which will be required for changing document permissions and passwords.
- **Permissions** – set the PDF document permissions; the following permissions are available (**note:** the permissions will only be available once you set any of the two passwords above):
 - Allow printing
 - Allow copying content
 - Allow modifying document
 - Allow adding comments
- **Permissions (128 bit only)** – the following permissions are only available for files encrypted using 128 encryption:
 - **Low-resolution printing only** – check to only allow low-resolution printing of the PDF document.
 - **Allow copying content for accessibility** – check to allow users to copy content from the PDF document.
 - **Allow filling in forms** – check to allow users to fill forms within the PDF document.
 - **Allow assembling document** - check to allow users to modify document assembly
- **Units** – choose the desired unit type

11.1.3 Managing the Page Settings

In order to start managing the security options for the PDF file, click on the **Page** tab (**Job Tickets -> New**).

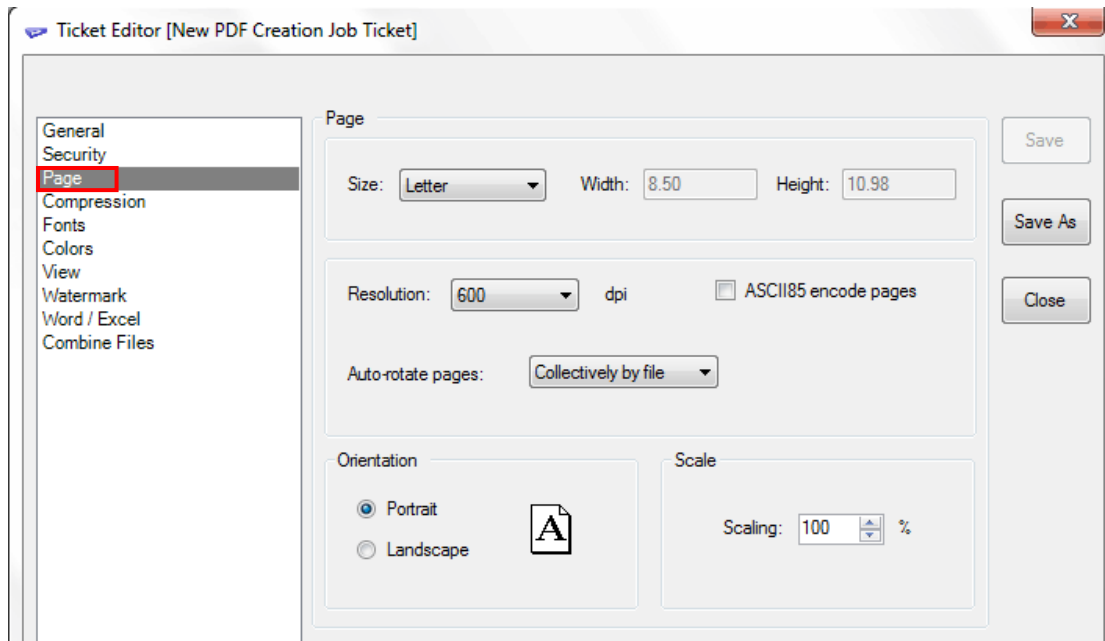


Figure 66: Managing the Page Settings

The following options and parameters are available:

- **Page size**
 - **Page size** – choose the desired page size
 - **Width/Height** – specify page width and height
- **Resolution** – choose the desired DPI resolution for the PDF file
- **ASCII85 encode pages** – click to encode pages using [ASCII85](#)
- **Auto-rotate pages** – choose the desired option for auto-rotating of the pages
 - **Off** – select this option to turn off auto-rotating
 - **Individually** – rotate current page
 - **Collectively by file** – rotate all pages
- **Orientation** – choose the desired page orientation
- **Scale** – choose the default zoom for the PDF file

11.1.4 Managing the Compression Settings

In order to start managing the security options for the PDF file, click on the **Compression** tab (**Job Tickets -> New**).

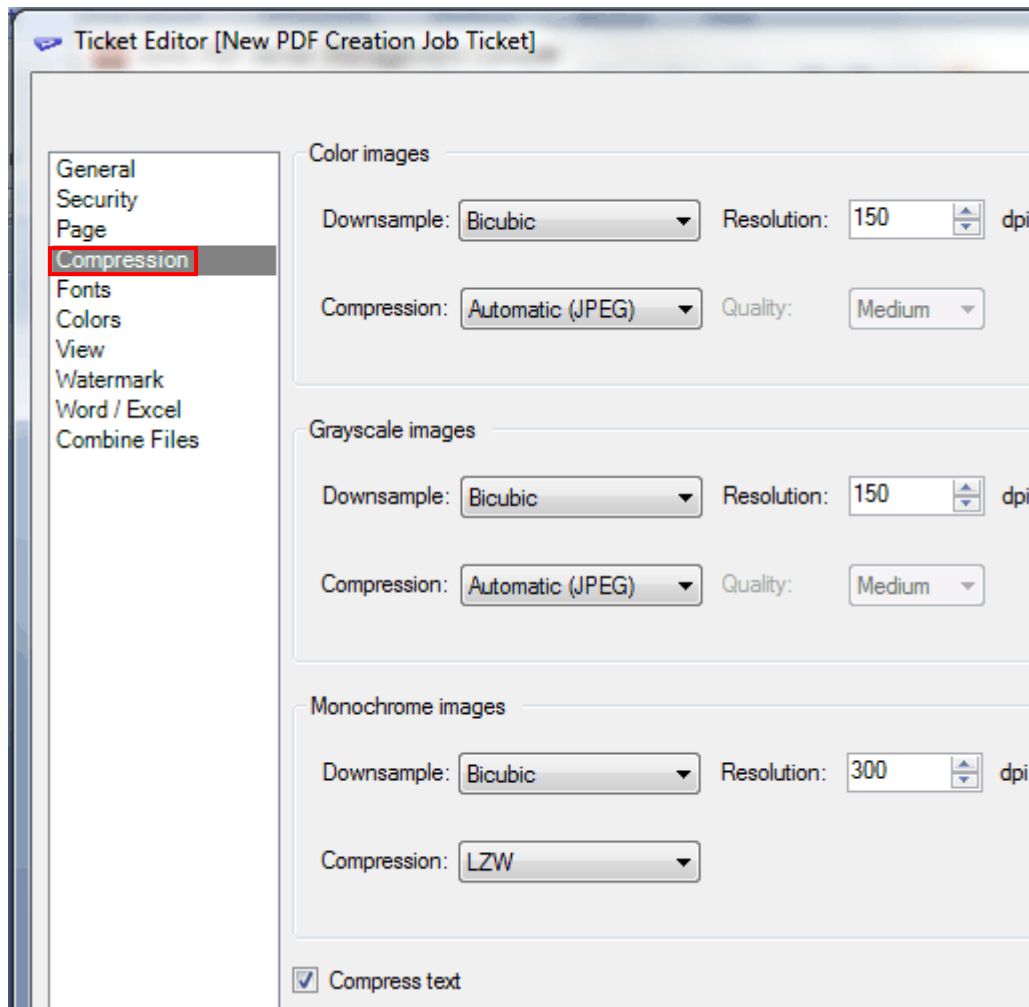


Figure 67: Managing the Compression Settings

You can set the compression settings for the following types of images:

- Color images
- Grayscale images
- Monochrome images

The available compression settings are:

- **Downsample** – choose the desired method for downsampling images.
- **Compression** - various bitmap compression algorithms are available (image formats).
- **Resolution** – choose the desired DPI resolution (10-2400).
- **Quality** - applicable only when compression is set to JPEG.
- **Compress text** – select this option to compress the text as well.

11.1.5 Managing the Fonts Settings

In order to start managing the security options for the PDF file, click on the **Fonts** tab (**Job Tickets -> New**).

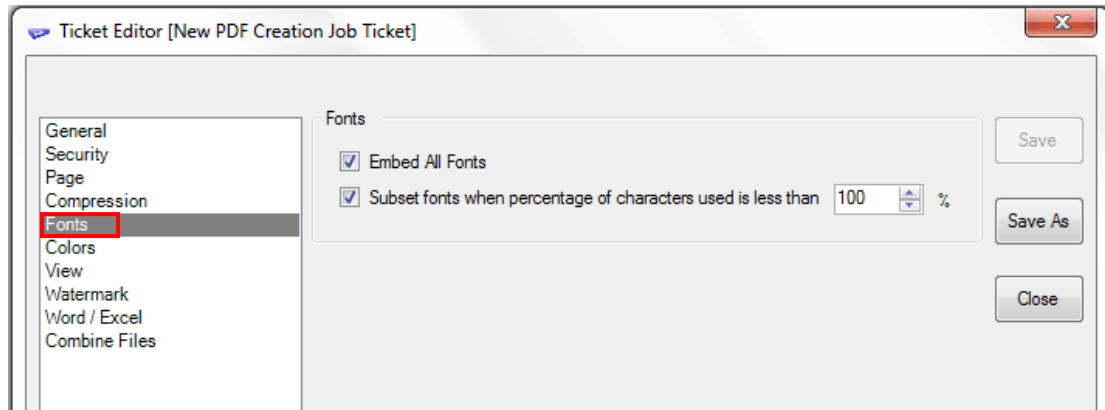


Figure 68: Managing the Fonts Settings

The following options and parameters are available:

- **Embed all fonts** - this options forces embedding of all fonts used in the input document, as opposed to referencing definitions of commonly used fonts.
 - **Note:** selecting this option will increase document portability, but also its size.
- **Subset fonts when percentage of characters used is less than** - this option is actually a sub option of "Embed all fonts" option. It allows you to omit the characters which are not used in the actual document.

11.1.6 Managing the Colors Settings

In order to start managing the security options for the PDF file, click on the **Colors** tab (**Job Tickets -> New**).

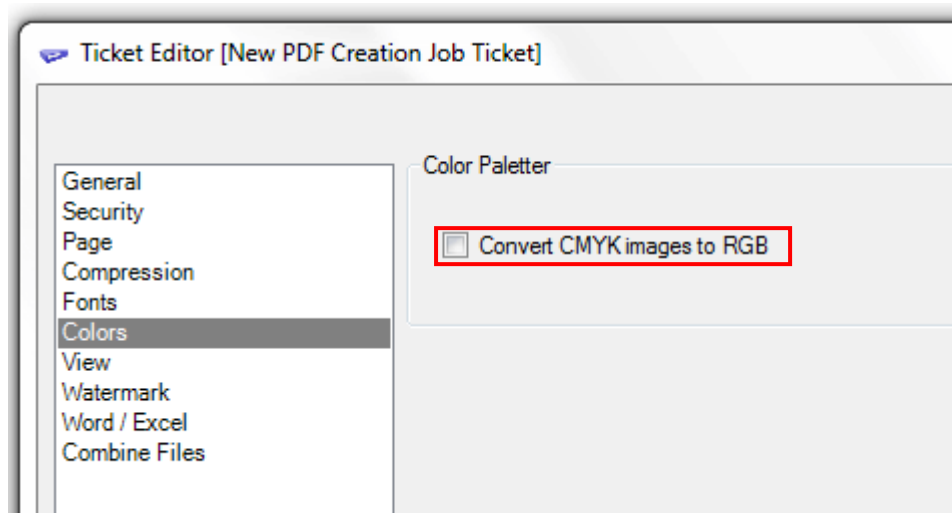


Figure 69: Managing the Colors Settings

The available option for managing colors is:

- **Convert CMYK images to RGB** – check this option to convert color palettes for the images from CMYK palette to RGB palette.

11.1.7 Managing the View Settings

Use these settings to define the default layout of the PDF document upon opening the file, e.g. the starting page or the default zoom level.

In order to start managing the security options for the PDF file, click on the **View** tab (**Job Tickets -> New**).

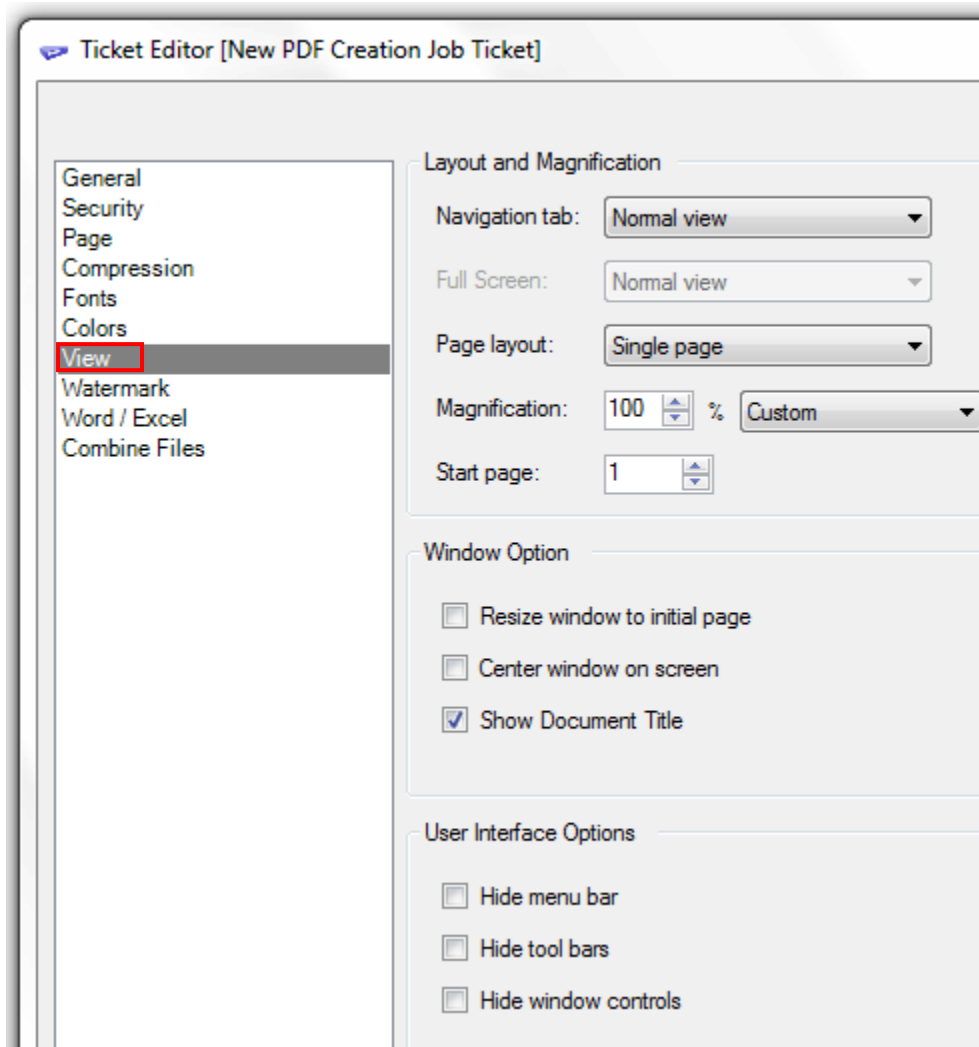


Figure 70: Managing the View Settings

The following options and parameters are available:

- **Layout and Magnification**
 - **Navigation tab** – choose the desired option from the dropdown menu:
 - Normal view
 - Outline pane
 - Thumbnail pane
 - Fullscreen
 - **Fullscreen** – if you choose fullscreen, the following options will become available in this dropdown menu:
 - Normal view
 - Outline pane
 - Thumbnail pane
 - **Page layout** – choose the desired page layout
 - Single Page
 - One Column
 - Two Columns, first page on the left
 - Two Columns, first page on the right

- **Magnification** – the following options for setting the desired document magnification are available:
 - **Custom** - enter the desired magnification for the using percents
 - **Fit window** – choose to fit the document magnification according to the window size
 - **Fit width** - choose to fit the document magnification according to the available width
- **Window Option**
 - **Resize window to first page size** – select this option to resize the PDF window to the size of the first page in the document.
 - **Center window on screen** – use this option to center the page within the PDF reader.
 - **Show document title** – select this option to show the document title
- **User Interface Options**
 - **Hide menubar** – select this option to hide the menubar in the PDF document.
 - **Hide toolbars** – select this option to hide the toolbar in the PDF document.
 - **Hide window controls** – besides toolbar each PDF reader contains additional user interface elements; use this option to either hide or show these elements.

11.1.8 Managing Watermarks

In order to start managing the watermark settings for the PDF file, click on the **Watermark** tab (**Job Tickets -> New**).

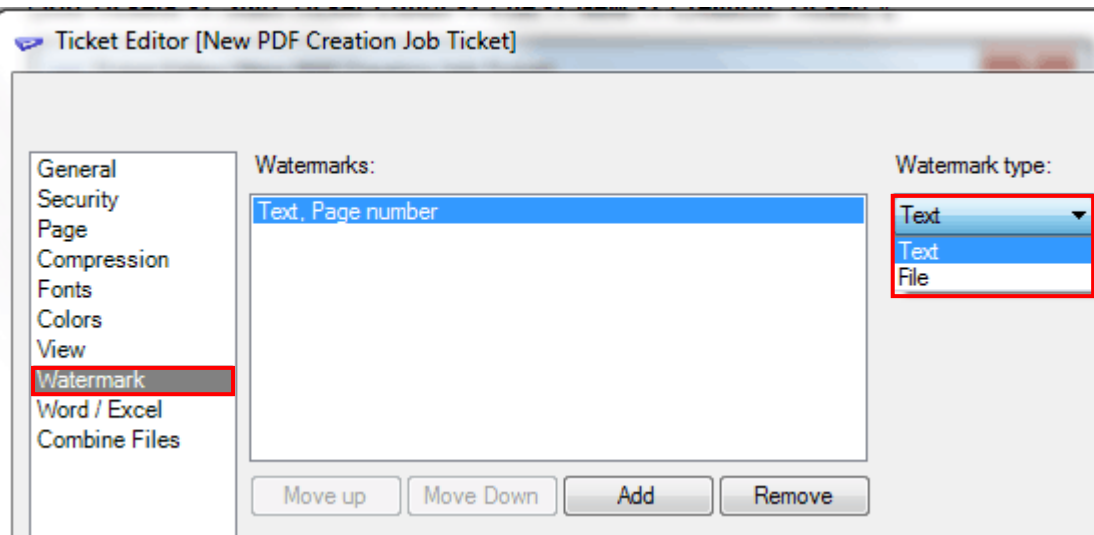


Figure 71: Managing the Watermark Settings

The following options and parameters are available:

- **Watermarks** – this part of the window contains previously created watermarks as well as information on the watermark type and the contents (whether it is a text watermark or image, image location, text used, etc). The following options are available for managing watermarks:
 - **Move up** - the option for moving the selected watermark up; use this option to determine the layout of different watermarks i.e. what will be displayed in front and what in the background.
 - **Move down** - the option for moving the selected watermark down
 - **Add** - click this button to create a new watermark (see below for further information)
 - **Remove** - the option for deleting a watermark
- **Watermark type** - there are two types of watermarks you can choose from:
 - **Text** – choose text to specify text watermark (see section 11.1.8.1)
 - **File** – the following two subtypes for the file watermark are available:
 - **Image** – choose this option if you want to display an image as a watermark (see section 11.1.8.2)
 - **PDF** – choose this option to display another PDF as a watermark during creation.

11.1.8.1 Creating a Text Watermark

In order to create a text watermark, click **Add** and choose option **Text** from the **Watermark type** menu.

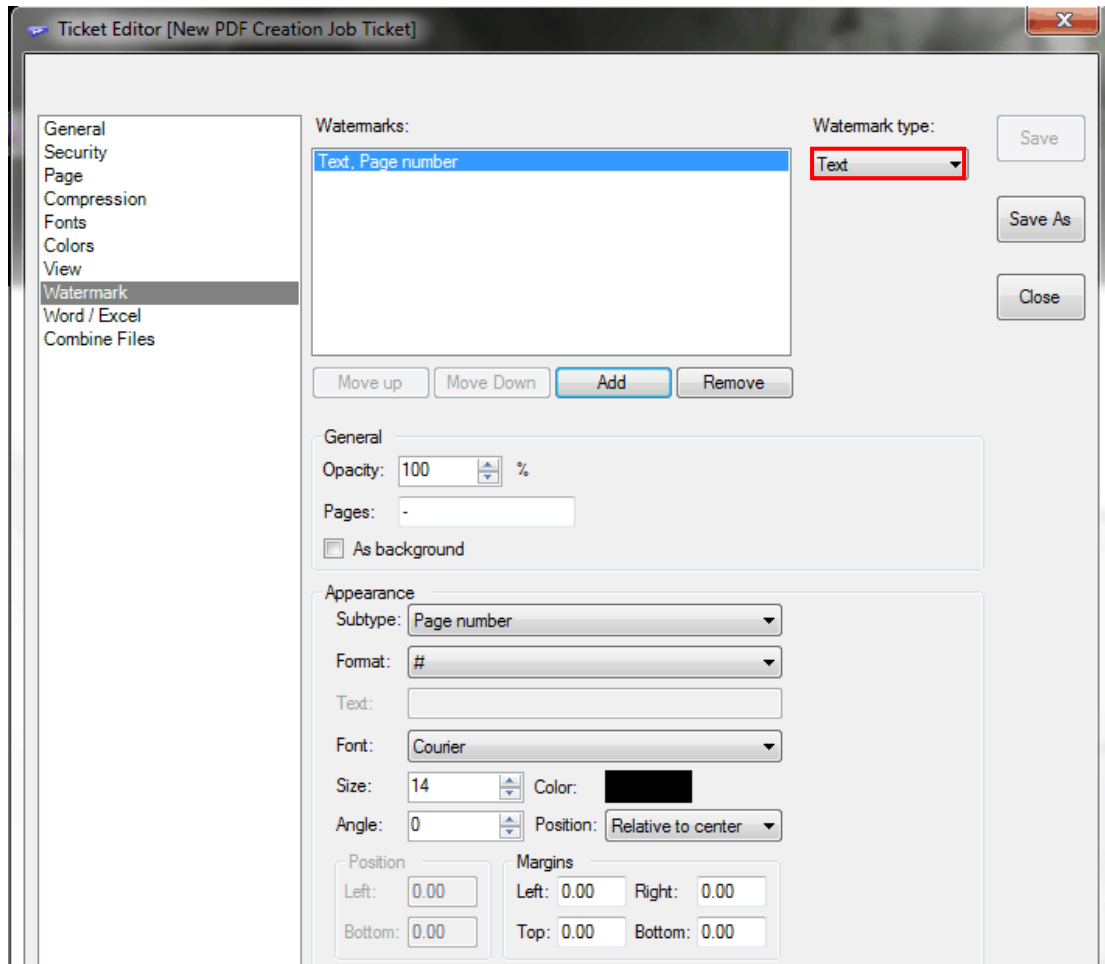


Figure 72: Creating a text watermark


The following options and parameters are available:

- **General** – manage the general text watermark settings.
 - **Opacity** – enter the desired value for the watermark opacity.
 - **Pages** – the Sonic PDF server allows you to choose the pages which will display the watermark; use this field to specify those pages.
- **As background** – select this option to display the watermark in the background.
- **Appearance**
 - **Subtype** – choose the desired subtype for this watermark:
 - **Text** – choose this option to display custom text as a watermark (**note**: if you choose this option, enter the desired words into **Text** field).
 - **Page number** – choose this option to display the page number as a watermark.
 - **Format** – choose the desired format for displaying the page number as a watermark.
 - **#** - displays the current page number as a watermark.
 - **# of amount** – displays the current page number as well as the total number of pages; for example, the 32nd page of the

100 page document would display the following watermark:
“32 of 100”.

- **# /amount** – same as above but shows slash instead of the word **of**: **“32 / 100”**.
- **Page #** - displays the word “Page” followed by a current page number as a watermark, e.g. **“Page 32”**
- **Page # of amount** – displays the current page number as well as the total number of pages; for example, the 32nd page of the 100 page document would display the following watermark: **“Page 32 of 100”**.
- **Text** – enter the text which should be displayed as watermark (e.g. “Confidential” or “Intern use only” or any other text you wish to display as watermark).
- **Font** – choose the desired font for the watermark.
- **Size** – set the desired font size.
- **Angle** – specify the desired angle for displaying the watermark (e.g. 45 to display the watermark at 45 degrees).
- **Color** – choose the text color.
- **Position** – set the watermark position.
- **Margins** – specify the desired margins.

11.1.8.2 Creating an Image Watermark

In order to create an image watermark, click this icon  and choose option **File** from the **Watermark type** menu. After choosing file, the Image option will become available in the **Subtype** menu.

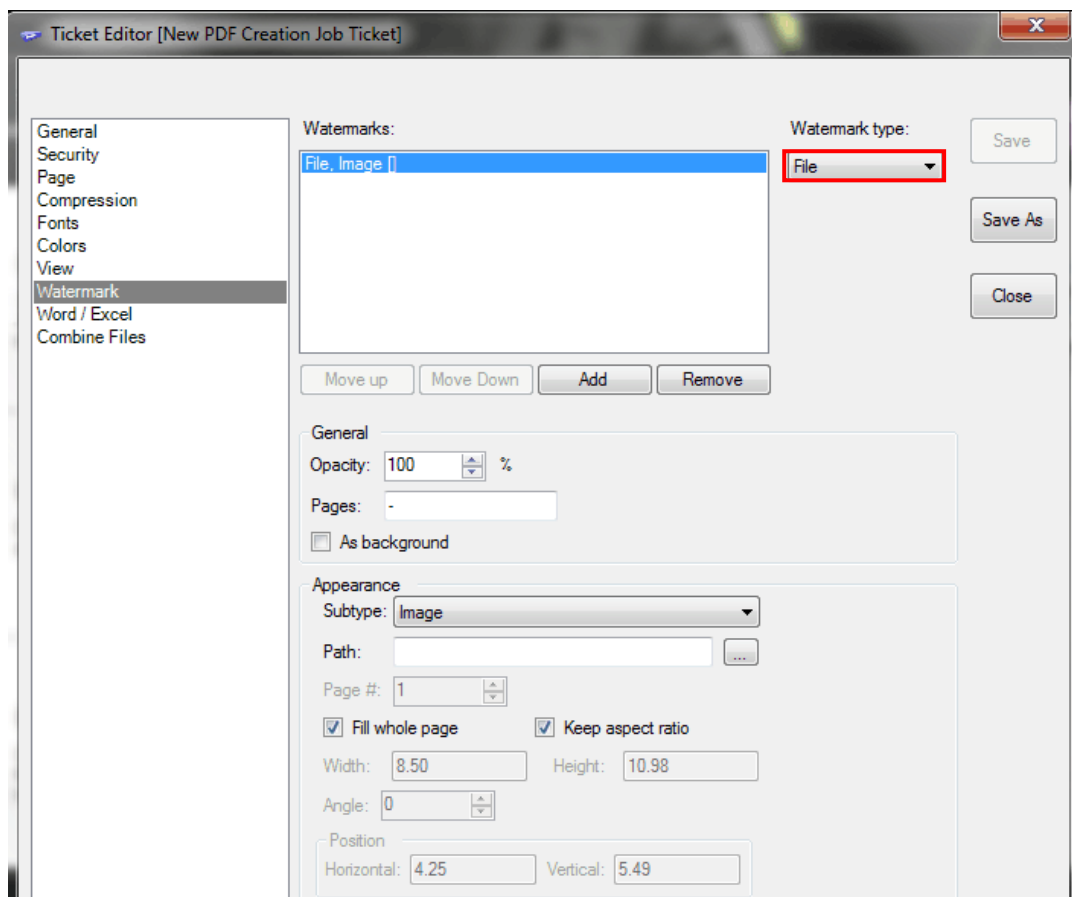



Figure 73: Creating an Image Watermark

The following options and parameters are available:

- **Subtype** – choose **Image**
- **Path** – click this icon  to choose the desired image from your computer.
- **Fill whole page** – click this option to have the image fill the whole page
- **Keep aspect ratio** – use this option to keep the image aspect ratio.
- **Width/Height** – set the desired width and height for the image.
- **Angle** – specify the desired angle for displaying the watermark (e.g. 45 to display the watermark at 45 degrees).
- **Position of the center** – enter horizontal and vertical position by entering the desired values (**note**: use the units in the bottom to choose the desired unit type).
- **General** – manage the general text watermark settings.
 - **Opacity** – enter the desired value for the watermark opacity.
 - **Pages** – the Sonic PDF server allows you to choose the pages which will display the watermark; use this field to specify those pages.
- **As background** – select this option to display the watermark in the background.

11.1.9 Managing the Word/Excel Settings

In order to start managing the Word/Excel settings for the PDF file, click on the **Word/Excel** tab (Job Tickets -> Creation Ticket -> New).

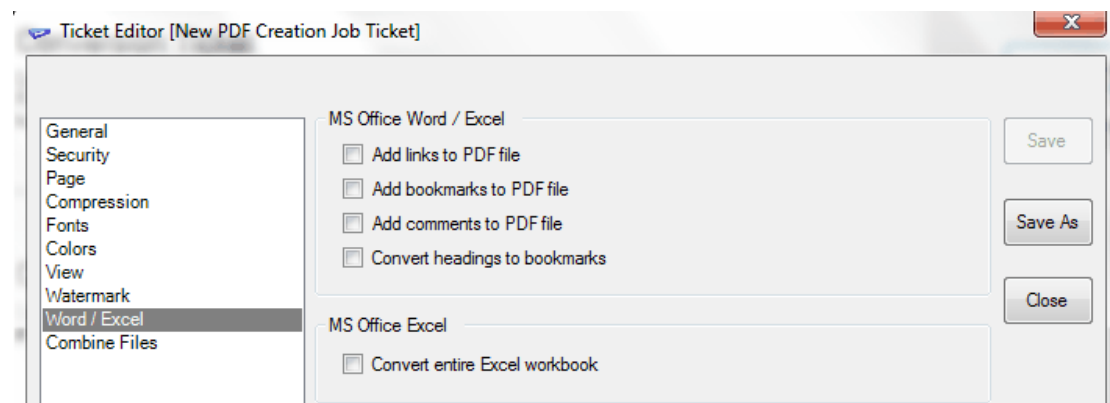


Figure 74: Managing the Word/Excel Settings

The following options and parameters are available:

- **MS Office Word/Excel**
 - Add links to PDF file
 - Add bookmarks to PDF file
 - Add comments to PDF file
 - Convert headings to bookmarks
- **MS Office Excel**
 - Convert entire Excel workbook

11.1.10 Merging Multiple Files into one PDF

The Sonic PDF Server allows you to merge several files into one PDF. In order to start setting up files which will be merged, click on the **Merging** tab (Job Tickets -> Creation Ticket -> New).

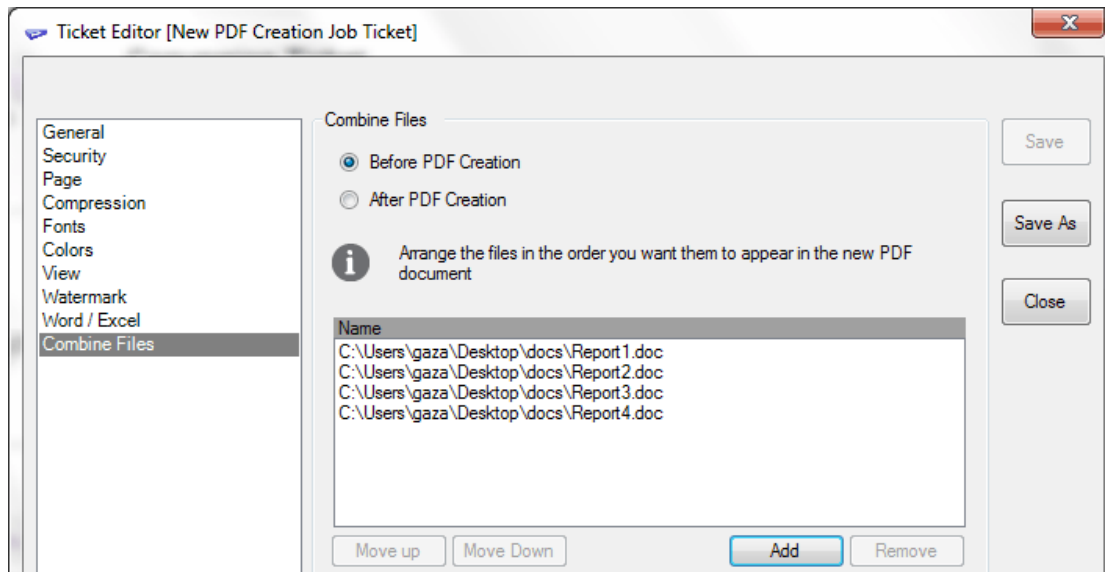


Figure 75: Managing the Merging Settings

The window is divided into two sections:

- **Before PDF Creation** – this section should be used for specifying files which should be merged and placed before the file you wish to convert.
- **After PDF Creation**– this section should be used for specifying files which should be merged and placed after the file you wish to convert.

The following options are available in both sections:

- **Add** - click to add files which should be merged
 - **Note:** you can upload multiple files at once by selecting more than one file.
- **Remove** - the option for deleting an added file.
- **Move up** - the option for moving the selected file up.
- **Move down** - the option for moving the selected file down.

12 Managing the Sonic PDF Server Configurations

The Sonic PDF Servers stores all configuration settings into a file called **PDFServer.cfg**. Before you can start managing any of the program settings you need to load this configuration file first.

By default there is only one configuration, called **default**, but the Sonic PDF Server allows you to create multiple configurations and use them as needed.

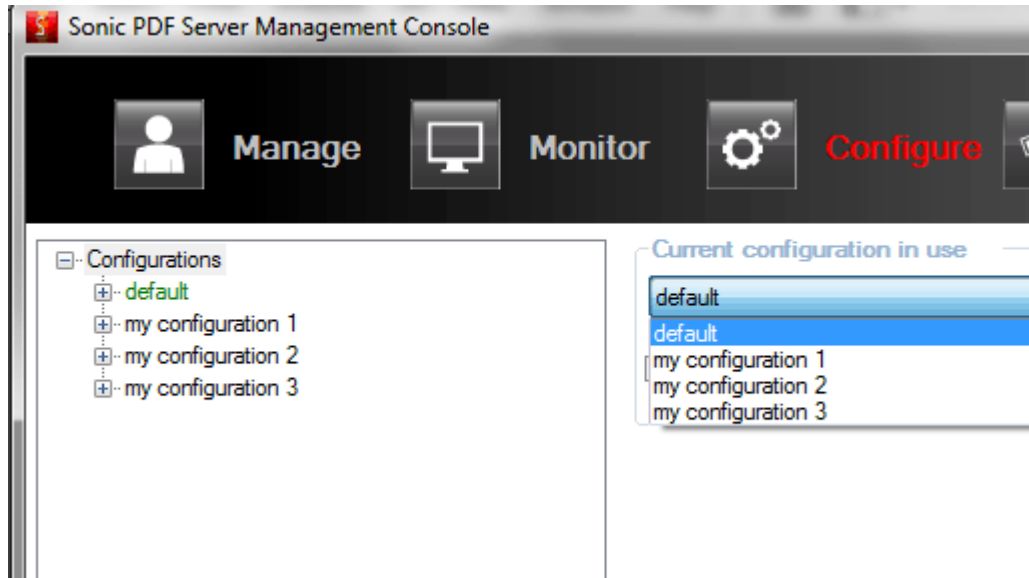


Figure 76: Managing the Sonic PDF Server Configurations (1/2)

In the screenshot above, the configuration file **PDFSever.cfg** has been loaded using the **Open** option from the **Configuration File**.

The tree structure on the left displays all available configurations, while the pull down menu on the right can be used to apply the desired configuration.

Once you select a configuration within the tree structure, further options for that configuration will become available.

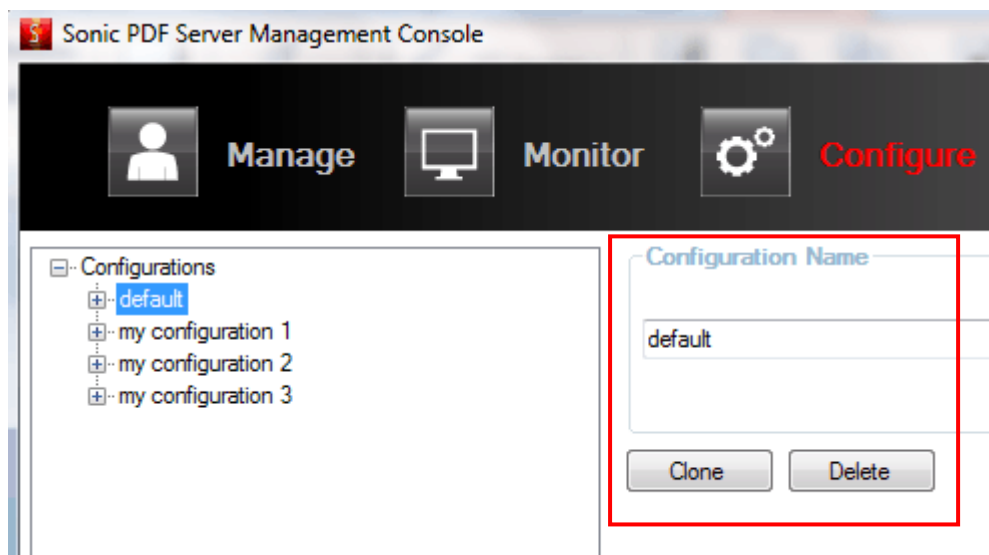


Figure 77: Managing the Sonic PDF Server Configurations (2/2)

The following options and parameters are available:

- **Configuration name** – you can use this field to rename the desired configuration

- **Clone** – click this button to create a copy of the current configuration and save it under a different name; this allows you to create several configurations and modify them to your preferences; every time you load the main configuration file (**PDFServer.cfg**) you will be able to choose the desired configuration.
- **Delete** – click this button to delete the desired configuration.

12.1 Creating a Backup of the Main Configuration File

In order to create a backup of the main configuration file i.e. **PDFServer.cfg**, just save it under a different name using the **Save As** option in the **Configuration File** menu.

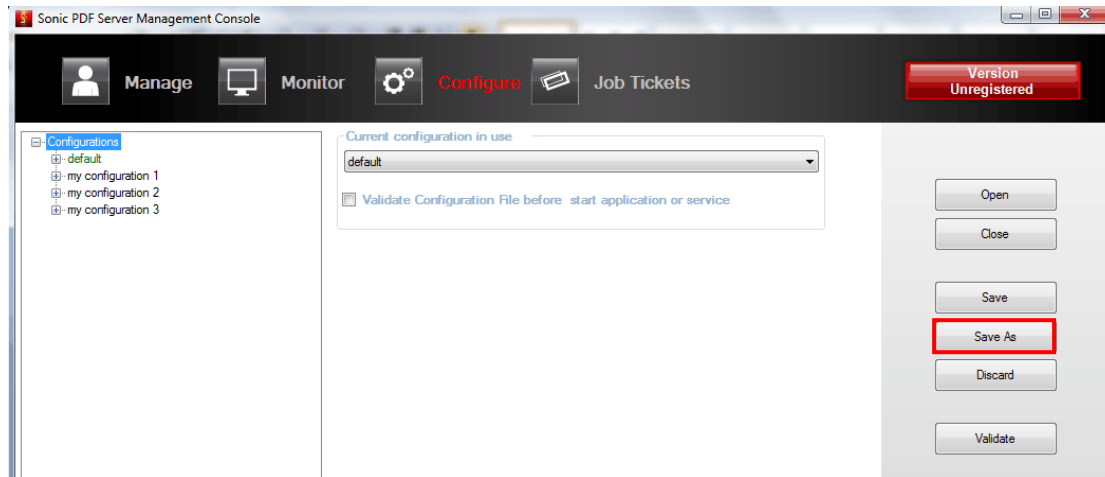


Figure 78: Creating a backup of the main configuration file

The copy of the **PDFServer.cfg** file will be created (which can be called anything, e.g. **PDFServerBackup.cfg**). In order to restore this version just rename it back to **PDFServer.cfg** because that is a default name for the main configuration file.

13 Monitoring Ongoing Jobs

The Sonic PDF Server allows you to monitor ongoing jobs and their status as well as cancel running jobs. In order to start monitoring jobs, click **Monitor** in the main menu and then click **Start Monitoring**.

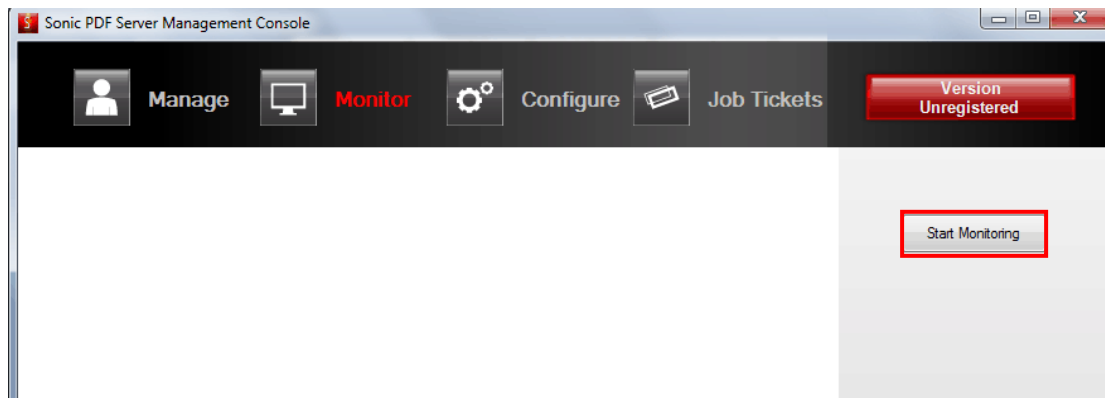


Figure 79: Connecting to ongoing jobs

If any jobs are currently in progress, the management console will display them.

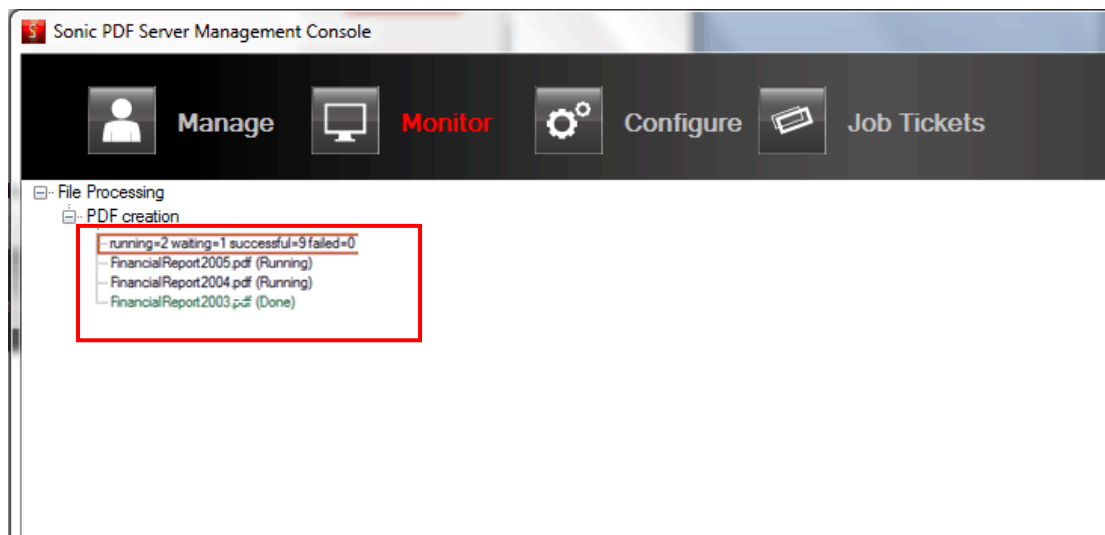


Figure 80: Detailed job information

The following information is available in both categories:

- **Status line** - the first line within both categories displays detailed information i.e. status about each job:
 - **Running** – the number of currently running jobs (**note**: you can cancel any currently running job by right clicking the desired job and choosing option **Cancel**; this job will have the status **Aborted**).
 - **Waiting** – the number of jobs waiting for processing.
 - **Successful** – the total number of successful jobs.
 - **Failed** – the total number of unsuccessful jobs.
- **Individual jobs** – below the status line, the Sonic PDF Server lists all files which are waiting to be processed, currently running jobs as well as unsuccessful jobs; each line displays the name of the processed file as well as the status of the job.