

## pdfFactory What You Can Do with pdfFactory

### COMBINING JOBS

Print a job to pdfFactory and wait for the pdfFactory dialog to appear.

You can now return to your application or use another application and print again. pdfFactory will continue to collect all jobs for you..

### DELETING PAGES

**Step 1:** In the preview window, right-click the page image to invoke the pop-up context menu.

**Step 2:** Select "Delete this page"

### Using pdfFactory with FinePrint

Using pdfFactory with FinePrint allows you to create booklets, multi-up documents, and documents on electronic stationery all in PDF format. Please note that pdfFactory and FinePrint must be purchased separately or in one of our bundle packs.

**Step 1:** Print to **FinePrint**.

**Step 2:** Select FinePrint pdfFactory driver from the Printers combo box.

### Embedding Fonts

You can choose which fonts to embed into your PDF document. Embedding fonts impacts the size of the document.

**Step 1:** Select the "Fonts" tab

**Step 2:** Select the fonts you want to embed into the PDF document and click the >>> arrows

## **Adding Bookmarks**

**Step 1:** Print a job to pdfFactory and wait for the pdfFactory dialog to appear.

**Step 2:** Click the Bookmarks tab and select the options you want. The PDF will be regenerated when the options change.

**Step 3:** View the resultant bookmarks in the Preview tab. From here you can delete and rename bookmarks or add new ones.

## **Security ( pdfFactory Pro only )**

**Step 1:** Print a job to pdfFactory and wait for the pdfFactory dialog to appear.

**Step 2:** Click the security tab and select the options you want. The PDF will be regenerated when the options change.

**Note:** PDF files can be edited with the full version of Acrobat and other tools. If you want to restrict editing of the PDF, you check the restriction for "change document" in the security tab.