

Gaiiho PDF Converter 5

Help & Tutorials

August 2018

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Chapter 1: Getting started

This user guide is composed of a series of topics, explaining the different ways you can work on your documents with **Gaiiho PDF Converter**. If you like to know more about each of the many features and how to accomplish specific conversion tasks, follow this guide to start familiarizing yourself with the rich functionalities Gaiiho PDF Converter offers.

Before you work with Gaiiho PDF Converter, we recommend you take a few moments to read through an overview of the application you will get after installation, activation and deactivation, and any other services you can use to maximize the use of Gaiiho.

[Download and installation](#)

[License activation](#)

[Updates, upgrades and maintenance](#)

[What is Gaiiho PDF Converter?](#)

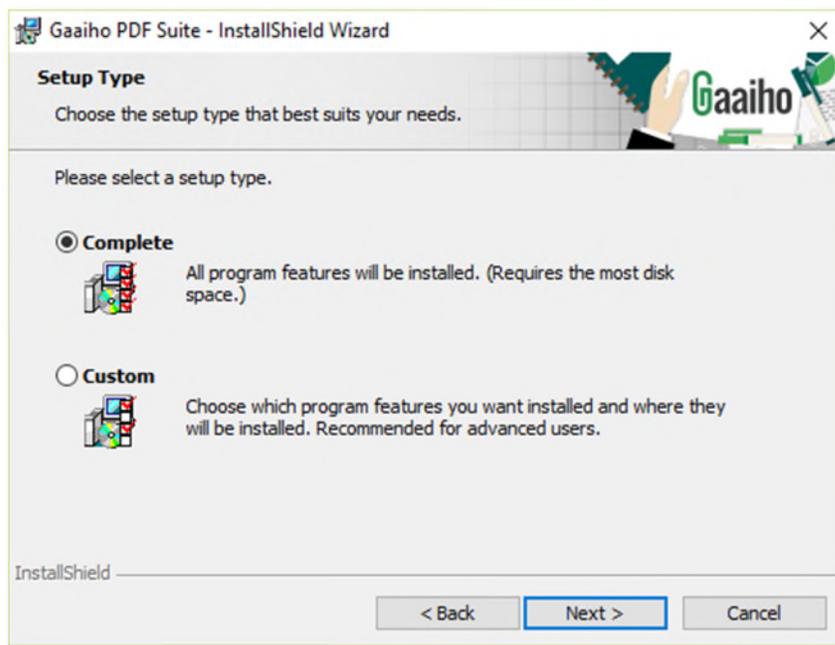
Download and installation

Download Gaiiho PDF Converter on our Gaiiho Store [download page](#) or other authorized distribution sources or websites. When the file download is complete, double-click the setup file to start the installation wizard.

During the installation process, if the installation wizard senses that there are any previous versions of ZEON Gaiiho products (e.g. Gaiiho PDF Server or Gaiiho PDF Suite) already installed on your machine, the installation will stop. You have to uninstall the software first and then install it again.

Please visit Gaiiho [Online Support](#) if you have any problems with downloading or installing the software.

Setup type



- I. **Complete.** This installs full features of **Gaiiho PDF Converter** on your local hard drive. This setup type requires the most disk space.
- II. **Custom.** Choose which program features to install and where they will be installed. This setup type is recommended to advanced users. Click Next > and in the Custom Setup dialog, select program features to install. Click on the icon  next to each program to expand options. If you don't need Office Addins features, click on the icon next to Office Addins and select **This feature will not be available.**

License activation

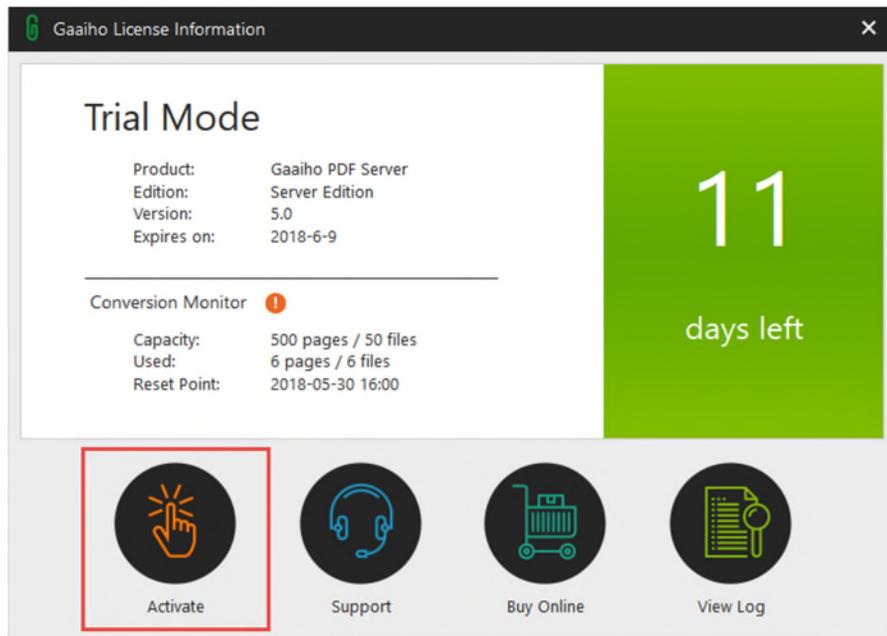
You will be promoted to activate the software within 30 days after installation. License activation is mandatory if you want to continue using the software after 30 days. If you don't activate the software, it will be disabled as the trial period comes to the end.

The activation process does not collect, reveal, or transmit any identity information of our users. Activation requires your license code which is available in your purchase confirmation email or in the product box.

Online activation

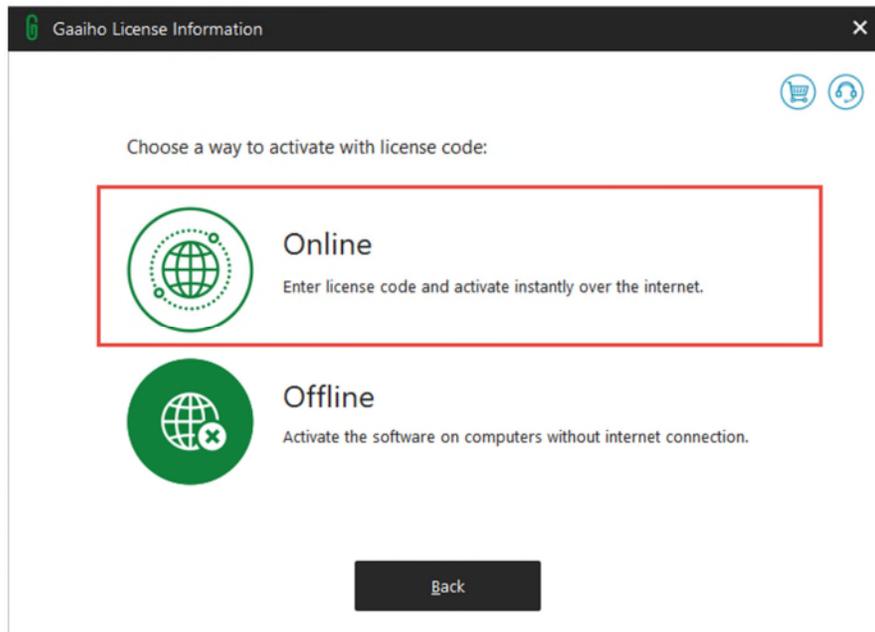
If your computer already has an internet connection, you can activate the product immediately by entering the license code.

1. Go to Start > All Programs > Gaiiho > License Information OR:
 - For **Gaiiho PDF Server**, open Server Console or Watch folder and click on "About".
 - For **Gaiiho PDF Suite**, open Gaiiho Doc and go to Help > "License information", or open Gaiiho PDF Converter, click on Support  and "License information".
 - For **Gaiiho PDF Converter**, open Gaiiho PDF Converter and choose either mode. If it is still in trial mode, click on Support  and "License information".
2. In the Gaiiho License Information window, click on "Activate".



3. Choose a way to activate:

- For **Gaiiho PDF Server**, choose “Online”.



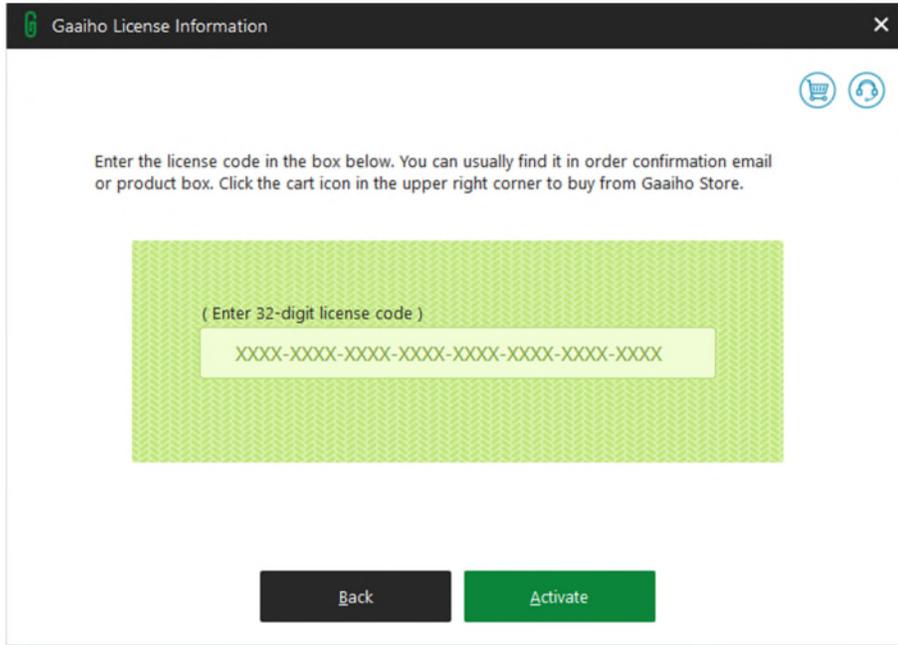
- For **Gaiiho PDF Suite** and **Gaiiho PDF Converter**, choose “License Code” for **Perpetual** license, or “Account” for **Subscription** license. Then choose “Online”.

Important: if your license is **subscription**, you have to activate it **online** using your account and password.

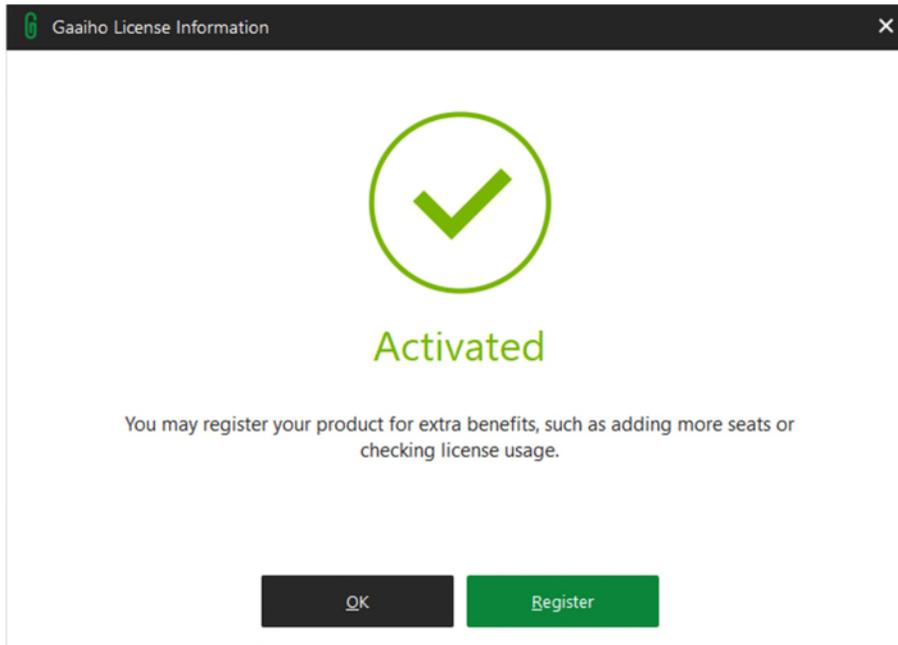
4. Enter the license code and then click “Activate”. (You will receive a confirmation e-mail that includes a license code after purchase.)

A Gaiiho license code looks like this:

4W00-E12Y-WB9V-74H2-PD87-5XP7-E008-CNP3



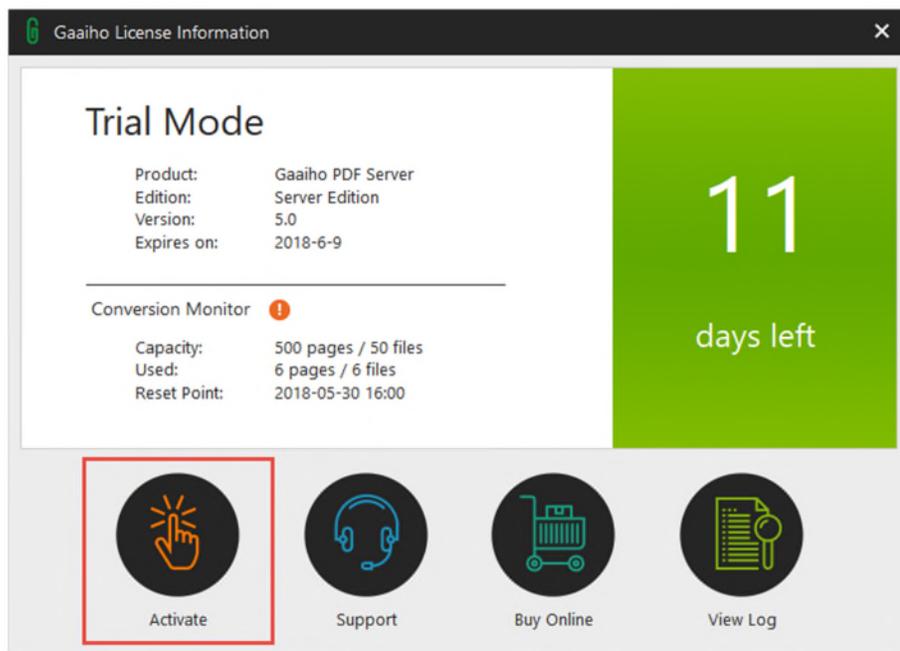
5. Online activation complete.



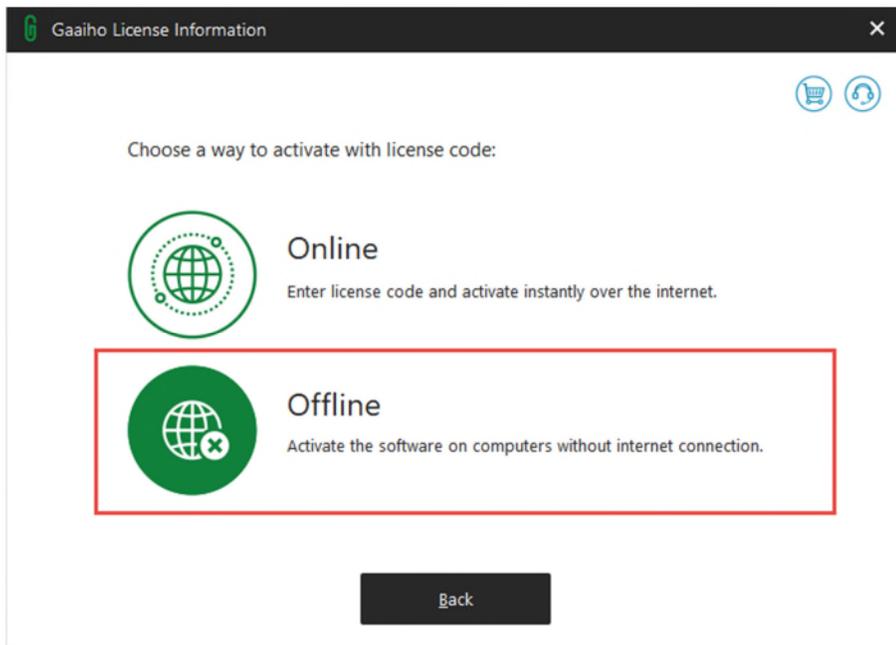
Offline activation

If the computer does not have an Internet connection, you have to export the activation data and upload it to our Activation Server on another computer with Internet access.

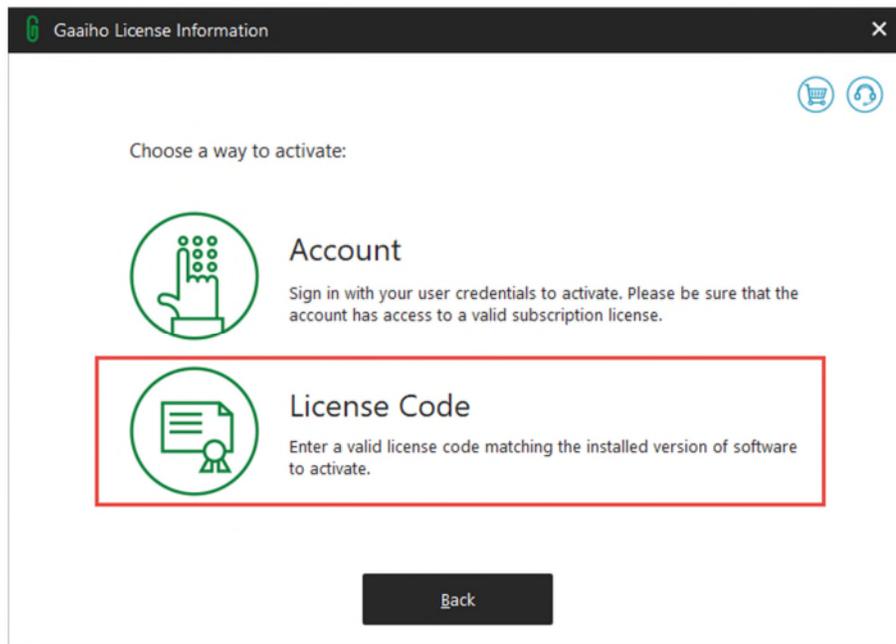
1. Go to Start > All Programs > Gaiiho > License Information OR:
 - For **Gaiiho PDF Server**, open Server Console or Watch folder and click on “About”.
 - For **Gaiiho PDF Suite**, open Gaiiho Doc and go to Help > “License information”, or open Gaiiho PDF Converter, click on Support  and “License information”.
 - For **Gaiiho PDF Converter**, open Gaiiho PDF Converter and choose either mode. If it is still in trial mode, click on Support  and “License information”.
2. In the Gaiiho License Information window, click on “**Activate**”.



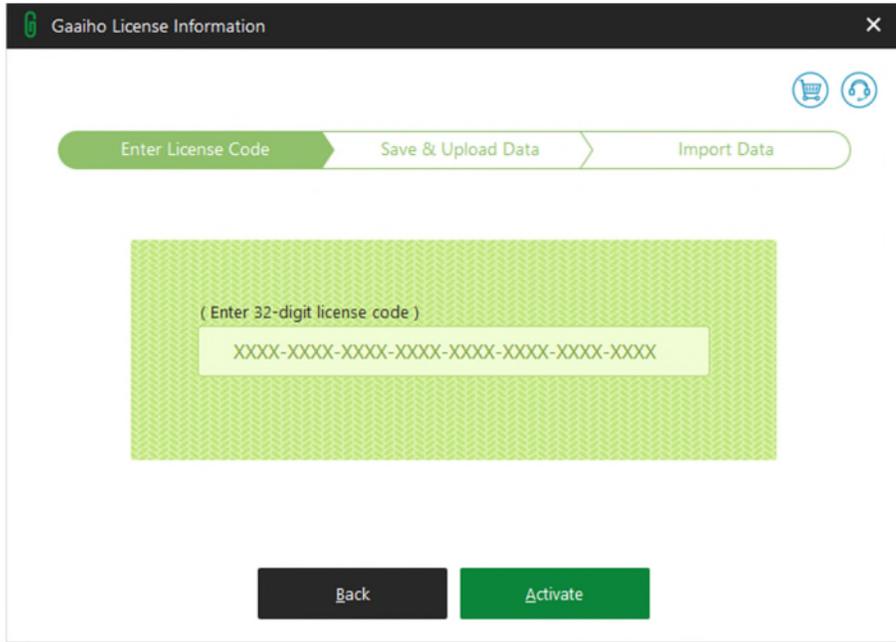
3. Choose a way to activate:
 - For **Gaiiho PDF Server**, choose “Offline”.



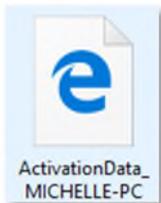
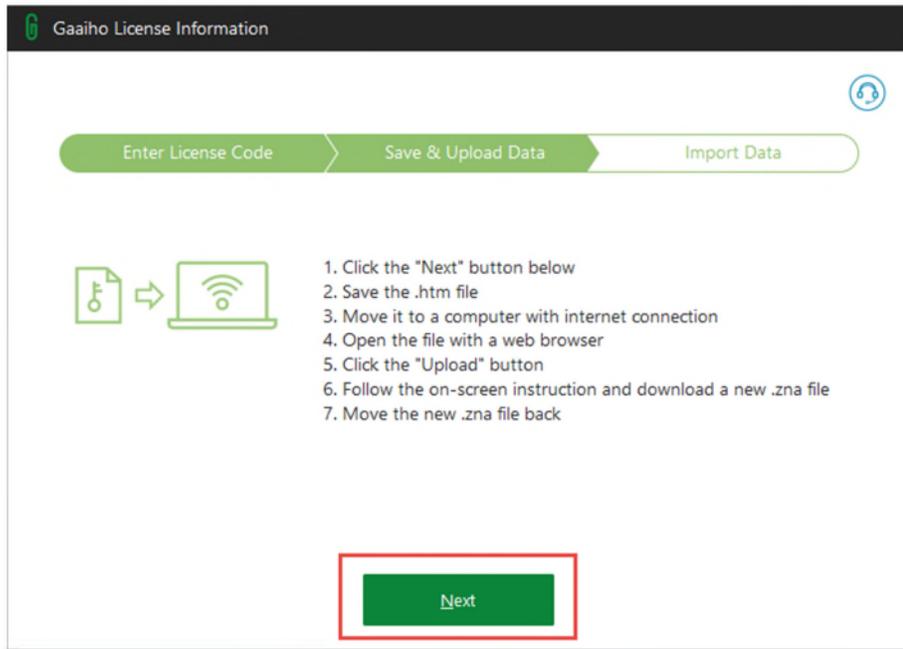
- For **Gaiiho PDF Suite**, choose "License Code" and "Offline".



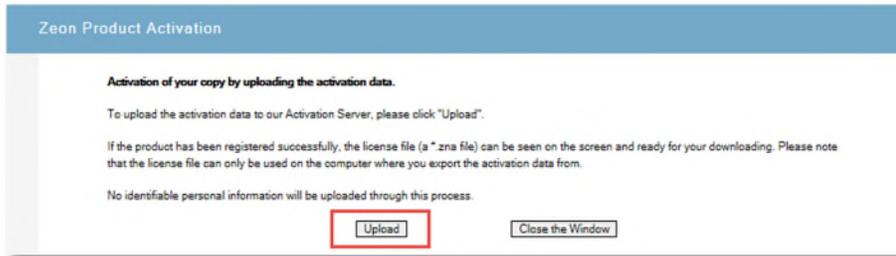
4. Enter the license code and then click "Activate". (You will receive a confirmation e-mail that includes a license code after purchase.)



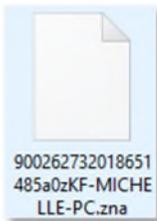
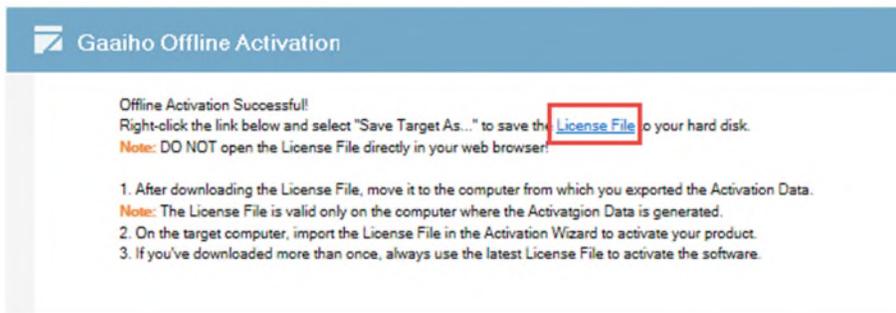
5. Click "Next" and save the .htm activation file.



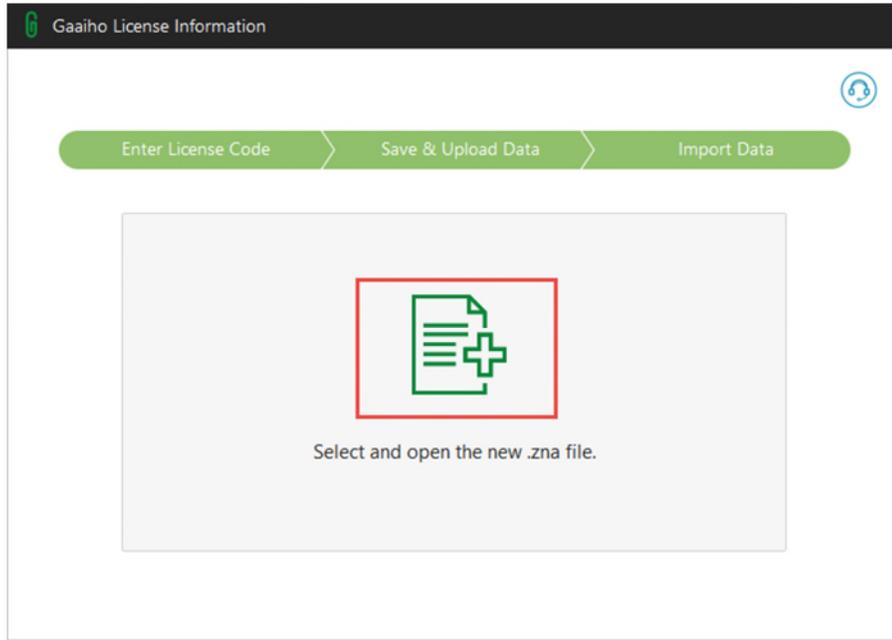
- Copy the saved activation data to any computer with Internet access, and use a browser to open the file.
- Click "Upload" on the web page.



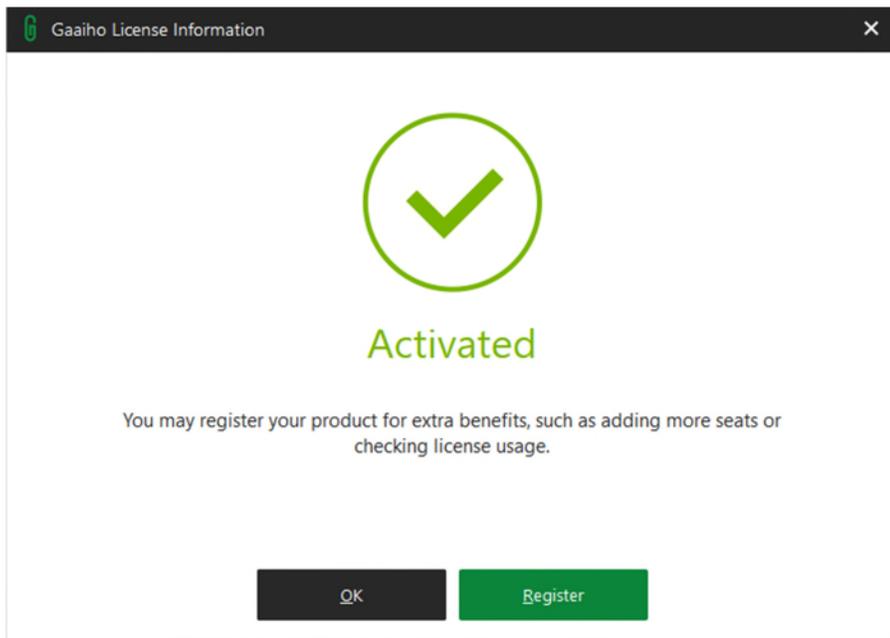
- Click "License File" to download a license file (.zna) and save it.



- Copy the .zna license file back to the computer with Gaiiho product installed. Click on the icon at the center and browse to find the activation file (*.zna). Select it and click Open.



10. Offline activation complete.



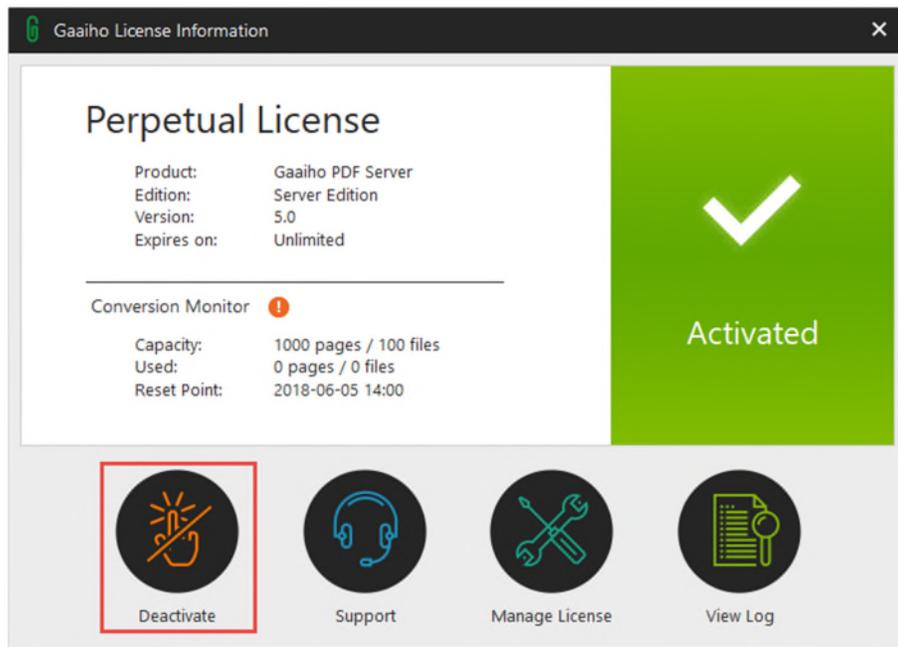
Deactivation

License activation supports only one computer at a time. For example if you want to install the software on a different computer, you must first deactivate it and then you are free to install and activate it on another computer.

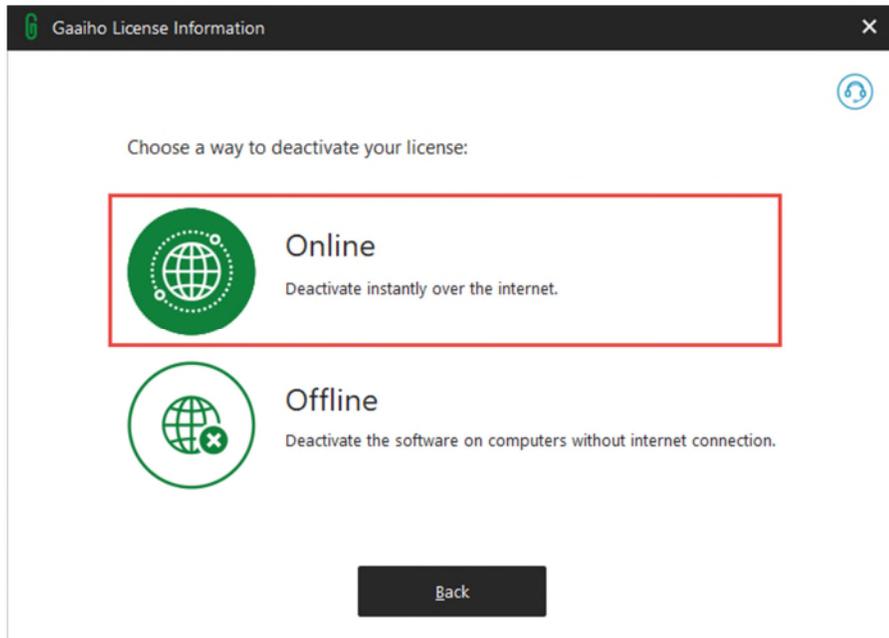
Online deactivation

If your computer is with Internet connection, you can deactivate the product immediately online.

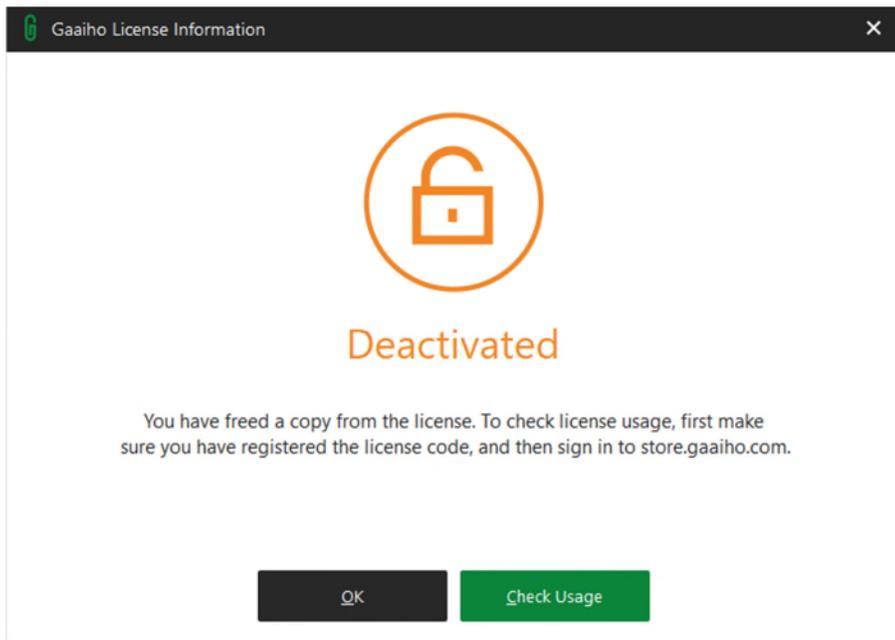
1. Go to Start > All Programs > Gaiiho > License Information OR:
 - For **Gaiiho PDF Server**, open Server Console or Watch folder and click on “About”.
 - For **Gaiiho PDF Suite**, open Gaiiho Doc and go to Help > “License information”, or open Gaiiho PDF Converter, click on Support  and “License information”.
 - For **Gaiiho PDF Converter**, open Gaiiho PDF Converter and click on Support  > “License information”.
2. In the Gaiiho License Information window, click on “Deactivate”.



3. Select “Online” to deactivate the product.



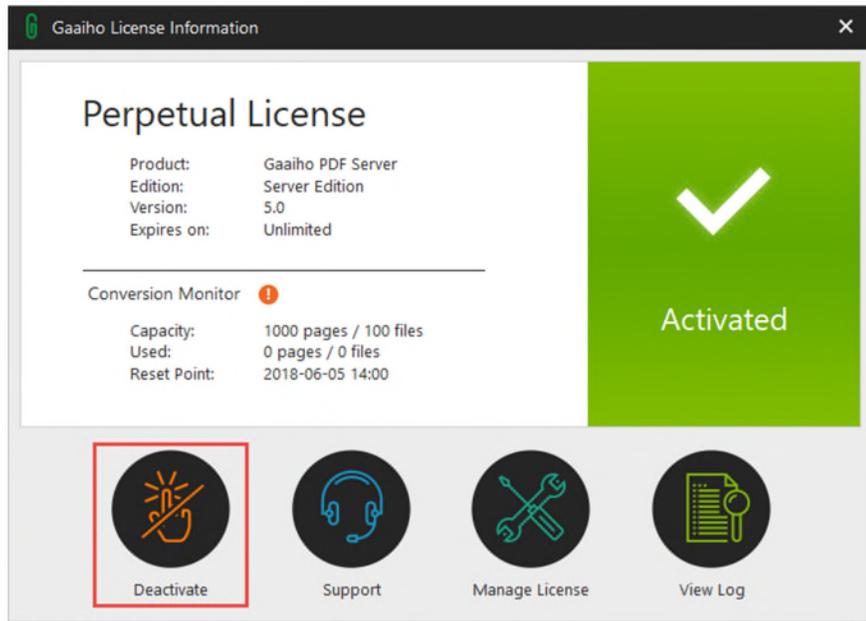
4. Deactivation complete.



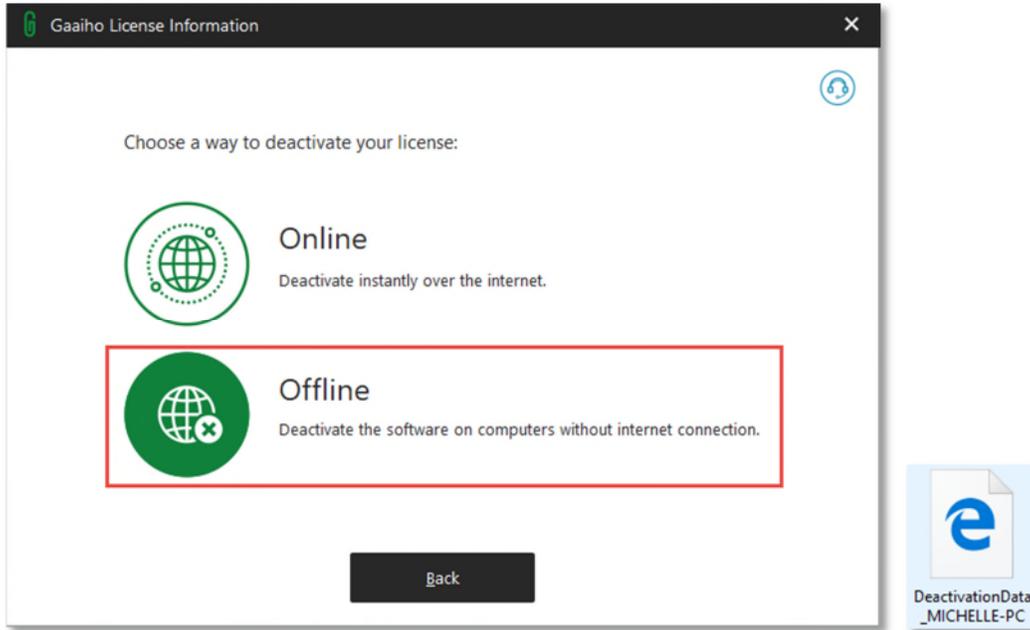
Offline deactivation

If your computer has no Internet connection, you have to export the deactivation data and upload it to our Deactivation Server through another machine with Internet access.

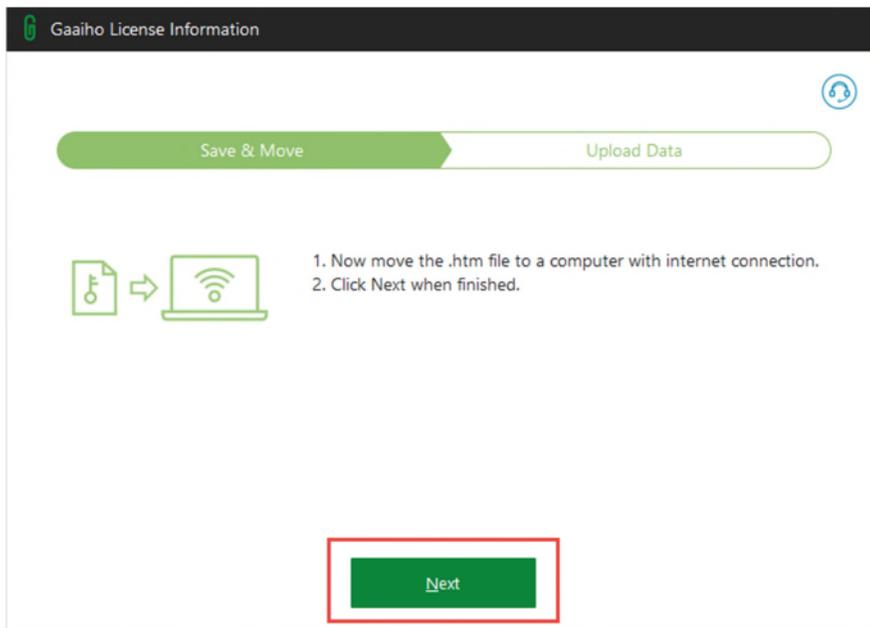
1. Go to Start > All Programs > Gaiiho > License Information OR:
 - For **Gaiiho PDF Server**, open Server Console or Watch folder and click on “About”.
 - For **Gaiiho PDF Suite**, open Gaiiho Doc and go to Help > “License information”, or open Gaiiho PDF Converter, click on Support  and “License information”.
 - For **Gaiiho PDF Converter**, open Gaiiho PDF Converter and click on Support  > “License information”.
2. In the Gaiiho License Information window, click on “Deactivate”.



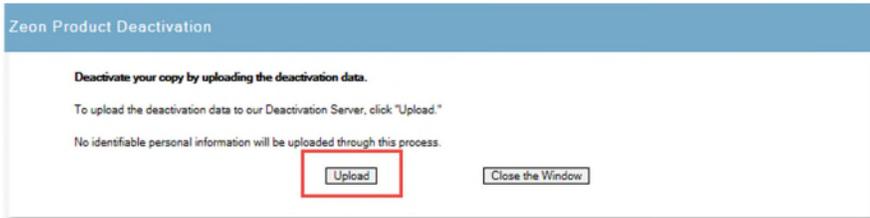
3. Select “Offline” and save the deactivation file (*.htm) to your desktop.



4. Click Next and copy the DeactivationData (*.htm) file to any computer with Internet access, and open it with a browser.



5. Click "Upload" on the web page.



6. Offline deactivation complete.



Updates, upgrades and maintenance

Updates

Users of full-function versions of Gaiiho PDF products are able to update within the same "Major" number version (e.g. v5.0 to v5.1). Updates are free and license code remains unchanged.

Upgrades

Users of full-function versions of Gaiiho PDF products can upgrade to a higher "Major" version (e.g. v5.0 to v6.0) by purchasing an upgrade from ZEON. Upgrade discount may be available at [Gaiiho Online Store](#) for registered Gaiiho users.

Maintenance

Software Maintenance Services (SMS) entitles you to the following:

- **New Product Release Versions** - Keep up to date with free software upgrades. If you are planning on upgrading, it is more cost-effective to do so through SMS instead of purchasing a new version.
- **Same License Code** - Keep your original License Code for simple control and management.
- **Preferred Technical Support** – subscribers receive prioritized technical support.

Please visit [Gaiiho Online Store](#) for more information about SMS.

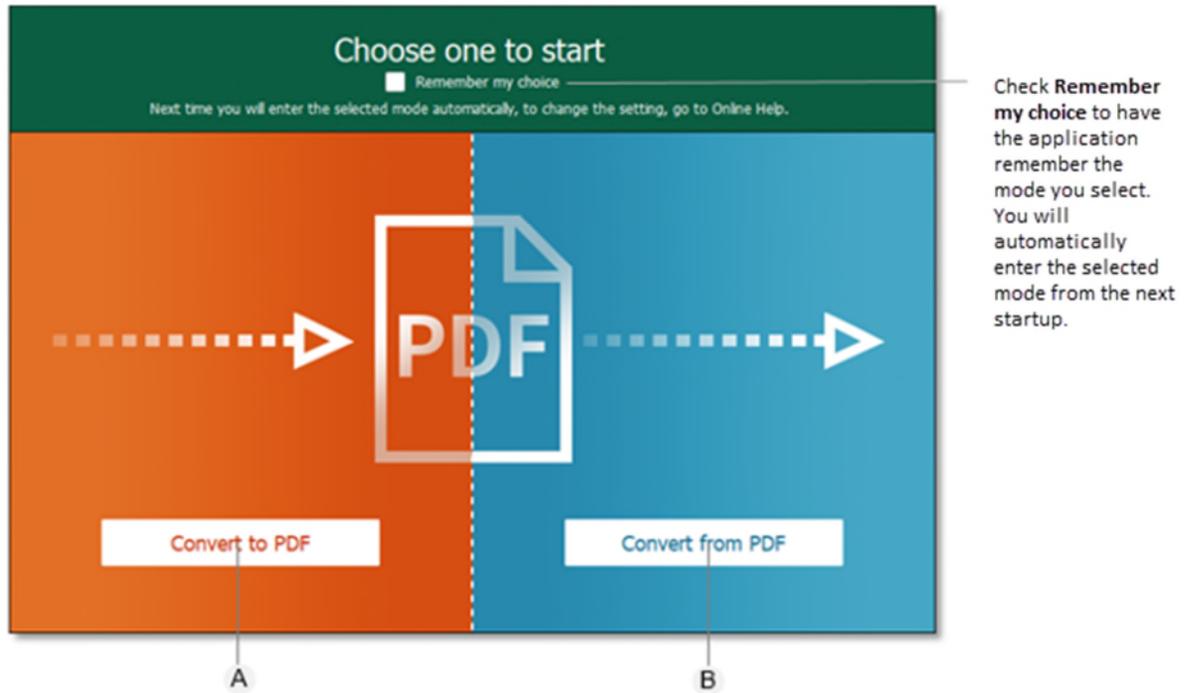
What is Gaiiho PDF Converter?

Gaiiho PDF Converter is a professional batch-converter tool capable of converting files to and from PDF.

Gaiiho PDF Converter consists of two modes: **Convert to PDF** and **Convert from PDF**.

A. Convert to PDF creates PDFs from a variety of file formats, including MS Word, Excel, PowerPoint files, and other common file formats to standard-compliant PDFs. You can also merge files, apply password, add watermarks and do more within this mode. See [Convert files to PDFs in batch with Gaiiho PDF Converter](#).

B. Convert from PDF, on the other hand, is a tool capable of turning a large number of PDF documents to other file formats, including Text, Word, Excel, PowerPoint, and various image formats. As an option, you may also run OCR to make contents of resulting files searchable and editable. See [Convert PDFs to MS Office, images, and text formats in batch](#).



Here are some main topics this guide includes:

[Convert files to PDFs in batch with Gaiiho PDF Converter](#)

[Convert MS Office files to PDF from MS Office Applications](#)

[Print files to PDF using Gaiiho PDF Printer](#)

[Convert PDFs to MS Office, images, and text formats in batch](#)

Chapter 2: Convert files to PDFs

Creating PDF is easy within and without Gaiiho PDF Converter. Depending on the applications you are working with, you can use Gaiiho MS Office add-ins or Gaiiho PDF printer to help you convert files to PDF. For converting a large number of files to PDF, you are advised to use Gaiiho PDF Converter. Further, you are able to combine, overlay files as one PDF file, or package into one PDF portfolio.

To convert web pages to PDF documents, use either Gaiiho PDF printer or installed Gaiiho PDF extension in Internet Explorer, Google Chrome and Firefox. The resulting PDF behaves much like the original web page.

[Convert files to PDFs in batch with Gaiiho PDF Converter](#)

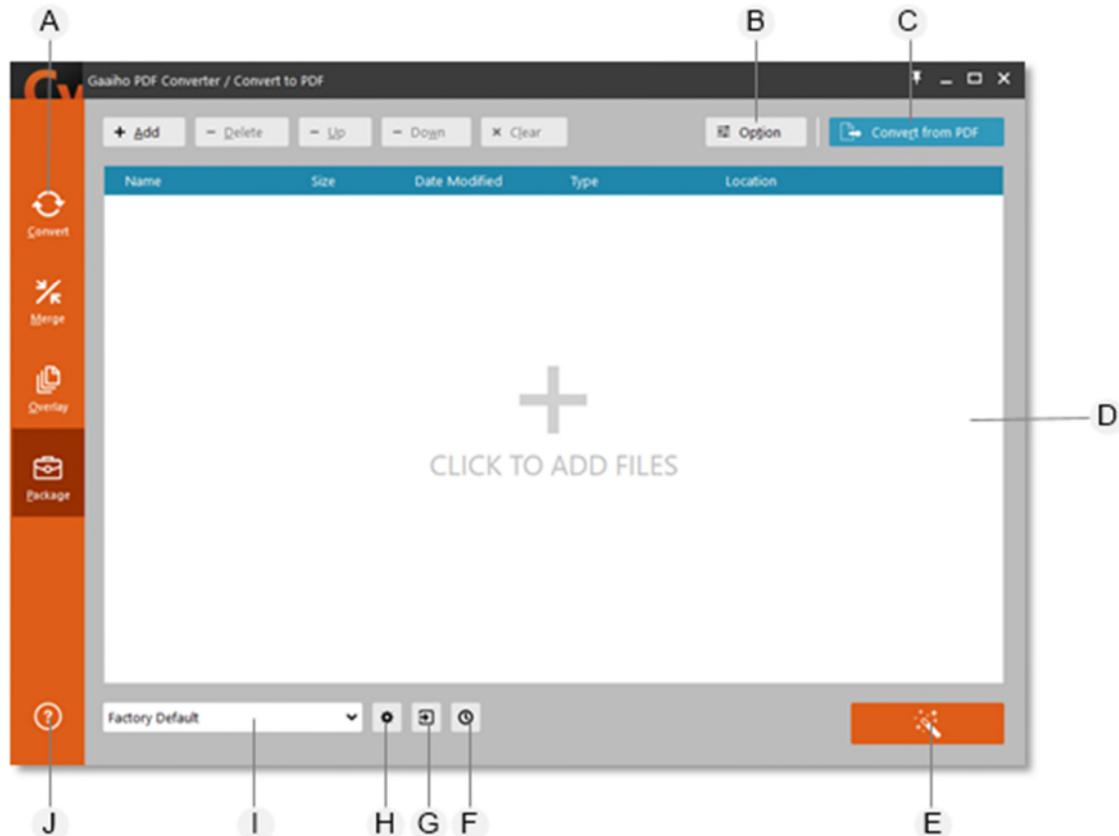
[MS Office add-ins & Gaiiho PDF printer](#)

[Convert web pages to PDF in Internet Explorer, Google Chrome, and Firefox](#)

Convert files to PDFs in batch with Gaiiho PDF Converter

Gaiiho PDF Converter/Convert to PDF basics

In “Convert to PDF” mode you can easily convert multiple files to PDF. Other than typical format conversion, Gaiiho PDF Converter provides Combine, Overlay, and Package features, which serve to bring files and images together in different ways. You can easily switch to “Convert from PDF” mode by clicking the Convert from PDF button.



- A. **Conversion methods**
- B. **Options**
- C. Switch to “**Convert from PDF**” mode
- D. File queue
- E. **Start Conversion**
- F. **Check conversion history**
- G. **Destination Settings...**
- H. **Conversion Settings...**
- I. **Conversion Profiles**
- J. **Support** (shows product version, license information, supported file types, and buttons that link to user manual and Gaiiho online support site)

How to run Gaiiho PDF Converter

1. Do one of the following to start Gaiiho PDF Converter:
 - Double-click the **Gaiiho PDF Converter** icon  on your desktop.
 - Click the **Gaiiho PDF Converter** icon on your taskbar. To stick it to the taskbar, open Converter, right-click on its icon on the taskbar and select **Pin to taskbar**.
 - Choose **Start > All Programs > Gaiiho > Gaiiho PDF Converter**.
2. Choose **Convert to PDF**. If you check **Remember my choice**, you will automatically enter **Convert to PDF** next time you start Gaiiho PDF Converter. To change the setting, go to Support.
3. To add files, click **Add** and select **Open files...** or **Open from DMS...** from the menu. You can also click the center of the window or directly click-drag files to the queue.
4. In Gaiiho PDF Converter, do the appropriate actions to add, delete files and rearrange the file sequence:
 - **Add. Open file....** Add one or more files to the list. Select **Open file...** from the menu and select the files you want to convert. Click **Open**. You can also drag and drop them into the list.
 - **Delete.** Select one or press Ctrl + click to select more, and click **Delete** to remove the selected files from the list.
 - **Up /Down.** Rearrange the file sequence. Select a file and click the **Up** button to move it forward or the **Down** button to move it backwards.
 - **Clear.** Remove all files from the list.
5. Select a conversion method and change profile and destination settings as needed.
6. Click the **Convert** button.

Convert to PDF conversion settings

[Conversion methods](#)

[Profile settings](#)

[Destination settings](#)

Conversion methods

You can create PDFs from other formats within Gaiiho PDF Converter, which not only supports converting files to PDFs, but also merging multiple documents in the form of combining or overlaying. Furthermore, you can also package multiple files into one PDF portfolio. For each conversion method (except for Convert files to PDF documents), you can click the **Option** button next to the conversion methods drop-down menu to further set up its conversion settings.

Gaiiho PDF Converter provides the following four ways to create PDFs:

- **Convert files to PDF documents.** It converts all files on the list to PDF respectively.
- **Combine files into one PDF document.** It converts and combines selected files into one PDF document. The converted files are arranged in the order they are placed in the file queue. The source files remain unchanged. To create bookmarks using file names of the source documents, click **Option**, select **Add file names as Bookmarks**, and then click **OK**.
- **Overlay files as one PDF document.** It overlays contents of at least two selected source files into one PDF document. Click **Option** to specify where the logo is placed on every page of the generated document. Also, in the **Overlay Setting** dialog box, check **Repeat the last page of the shortest document for page overlay** to have all the pages overlaid when you are overlaying multiple files with different number of pages.
- **Package files into one PDF document.** It converts multiple files and puts them into a PDF portfolio under the name of the first file in the file queue. Click **Option** to adjust cover sheet settings.

Profile settings

Conversion Profiles offer definable configuration, including Font Embed, Compatibility, Compression, Security, and Watermark. Here are the five predefined profiles by default:

- **Factory Default**
- **Draft Only**
- **Company Confidential**
- **Publishing Quality**
- **My Stamp**

You can also create new profiles or edit the settings of an existing profile.



A. A list of 5 default profiles and those you have created B. Conversion settings...

To modify an existing Conversion Profile

1. Start Gaiiho PDF Converter and click on **Conversion Settings...**  at the bottom of the window.
2. In the **Convert Setting** dialog box, the existing profiles are displayed in the panel to the left.
3. As needed, make changes to the existing predefined profiles:
 - To create a new profile, select a profile, right-click anywhere on the profile panel and select **New**. In the **New Setting** dialog box, type a name in the **New setting name** box and then click **OK**.
 - To delete a profile, select one, right-click anywhere on the profile panel and select **Delete**. Click **OK**.
 - To rename a profile, you can either double-click one or select one, right-click anywhere on the profile panel and select **Rename**.

Conversion settings

Compatibility controls. It decides the PDF version of result PDFs. Gaiiho PDF Converter 5.0 supports PDF version 1.3 to 1.7, and 2.0. You might have to change the compatibility level of a PDF file to match the version of your client or colleague's PDF application.

Gaiiho PDF Converter 5.0 supports creating PDF 2.0 documents that can be opened, viewed, and modified in Gaiiho Doc 5.0. Generally speaking, we recommend always using the most recent version (in this case, PDF 2.0); however, if the document would be widely distributed, consider using PDF 1.6 or 1.7 to ensure that all recipients can view and print your document.

Font Embed controls. Specify which fonts to embed and whether to embed font subset in the PDF. Choose a standard control from the **Font Embed** drop-down menu: Embed Non-Standard Fonts, Embed All Fonts, or Do Not Embed Fonts. To see the settings of each standard control, click the **Advanced...** button to the right of the Font Embed drop-down menu to open the **Embed Font Controls** dialog box and select the following options as needed:

- **Embed All Used Fonts.** Select to embed all fonts used in the file. To embed only certain fonts, deselect this option and move the fonts from the **Available Fonts** list to the **Always Embedded Fonts**

box.

- **Always Embed Fonts.** Specify only certain fonts to embed. This option is available only when **Embed All Used Fonts** is deselected. Select fonts from the list of **Available Fonts** and move them to the **Always Embed Fonts** settings box using the  button.
- **Embed Font Subset.** Embed only characters whose usage is less than a certain percentage in the document. For example, if you set the threshold at 90%, and there are less than 90% of the characters used, then the program will embed only those characters used in the document. Otherwise, the whole font is embedded.
- **Never Embed Fonts.** You can put the fonts you don't want to embed into this list.

Compression controls. Apply compression to color, grayscale, and monochrome images. You can select a compression level to reduce the file size or use your own compression settings. Select a compression level from the **Compression** drop-down menu: Lossless (level 100), High Quality (level 75), Medium Quality (level 50), Low Quality (level 25), Image Place Holder (level 5), or No Image (level 0). To view and edit compression settings of each predefined conversion control, click the **Advanced...** button to open the **Compression Controls** dialog box:

From the **List of Compression Controls** to the left, select a compression control and view or edit the settings to the right if needed:

- **Use Auto Settings (Recommended).** Select a compression percentage using the slider. The compression applies to text, line arts, and images in your documents. The smaller the file, the lower the quality.
- **Use Custom Settings.** Define compression, resampling, and resolution settings for color, grayscale, and monochrome images to get better balance between file size and image quality.

Compress Using. Apply compression to color, grayscale, and monochrome images using a specific format. The options are: JPEG2000, JPEG and ZIP for color and grayscale images, and three for monochrome images that are ZIP, CCITT Group, and Run Length. The CCITT (International Coordinating Committee for Telephony and Telegraphy) compression method works best for black-and-white images made by paint programs and 1-bit scanned images. The Run Length produces the best results for images containing large areas of solid white or black.

Quality. There are five predefined image quality options to choose from for color and grayscale images: High, Medium-High, Medium, Medium-Low, and Low.

Resolution. Specify a resolution for downsampling or subsampling.

Resample. It changes the pixel dimensions for the images. **DownSample** decreases the number of pixels in the image by combining pixels in a sample area of the image to make one larger pixel. **SubSample** replaces an entire area with the pixel selected from that sample area at the specified resolution.

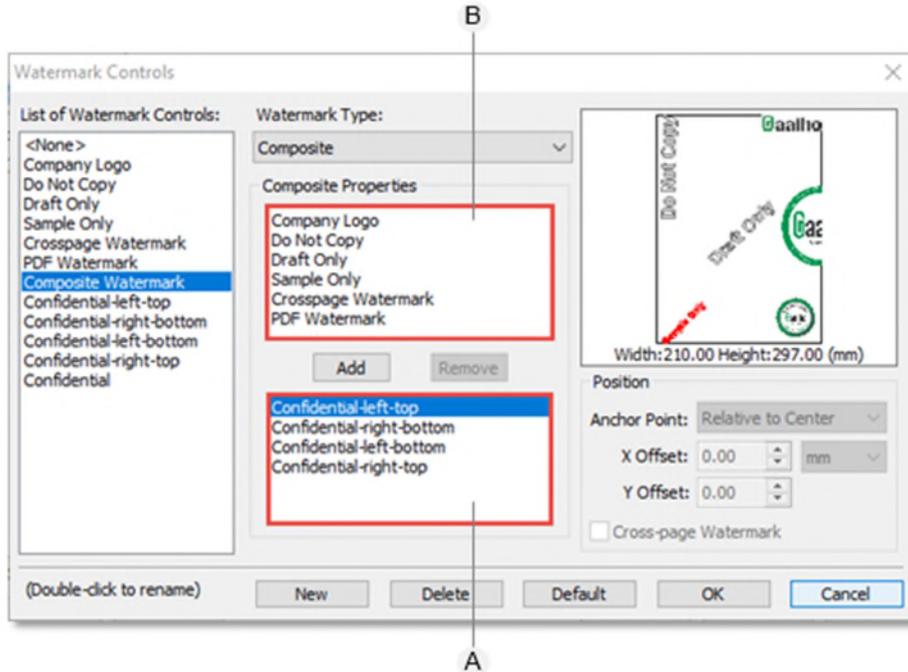
Security controls. Choose a security method to protect your output PDF documents. Select a security control from the **Security** drop-down menu: No Printing, No Copying, No Annotating, No Modifying, Form Fill-in Only, Comments/Form Fill-in Only, or Low Resolution Print Only. You can then click **Advanced...** to view or edit security settings of the security control you choose.

In the **Security Controls** dialog box, select an encryption level from the **Encryption Strength** drop-down menu and specify the type of encryption used to secure the output PDF documents. Click **OK** and confirm passwords:

- **Require password to open the document.** A correct open password is required to open the output PDF document. Only the people who have the correct open password can open and view the PDF file.
- **Use a password to restrict printing, editing and modifying security settings of the document.** Select to restrict certain functions, such as printing, copying or extracting content, annotating, editing, modifying, and more. However, this password does not restrict opening the PDF. Only the people who have the correct permissions password can change the restriction settings.

Watermark controls. Select the type of watermark to use according to your requirement and set its properties and position as needed. Select a watermark control from the **Watermark** drop-down menu and then click **Advanced...** to view or edit settings of the selected type of watermark. In the **Watermark Controls** dialog box, select the following options and you can see the preview (C) on the right:

- **Watermark Type.** Choose a watermark type that consists of text, an image or composite, or a combination of existing watermarks. If you select text, enter the text to appear and adjust text properties such as font, size, color, style and angle. If you select Image/PDF, click **Browse** and choose an image or a PDF file to be used as a watermark. If you select Composite, you will create a new watermark using the existing ones. In the Composite Properties section, select watermarks from the list of existing watermarks (A) and click **Add** to add them to the list of displayed watermarks above (B).



Note: secured PDF files cannot be used as watermarks.

To Edit Profile Setting

1. Start **Gaiiho PDF Converter** and click on **Conversion Settings...**  at the bottom of the window.
2. Select a profile and change its settings if needed.
3. To apply **MS Word conversion settings** and/or **Document settings** to your generated PDFs, select their respective or both checkboxes, and then click the **Edit** buttons next to them to configure settings. You can also check **Make Searchable (Run OCR)** to make the text searchable in the output PDF files.
4. Change Word, Document and/or OCR settings following on-screen instructions. Click **OK**.

Destination settings

Specify "Target" location

The Destination settings make it possible to choose a save path for generated PDF files. You can save results in source folder, in specified folder, as email attachment, or save to DMS. If you select **Query the file name**, you will be prompted to designate a file name each time a PDF is generated.

1. In the **Destination Setting** dialog box, click **Target**, select a destination from the drop-down menu,

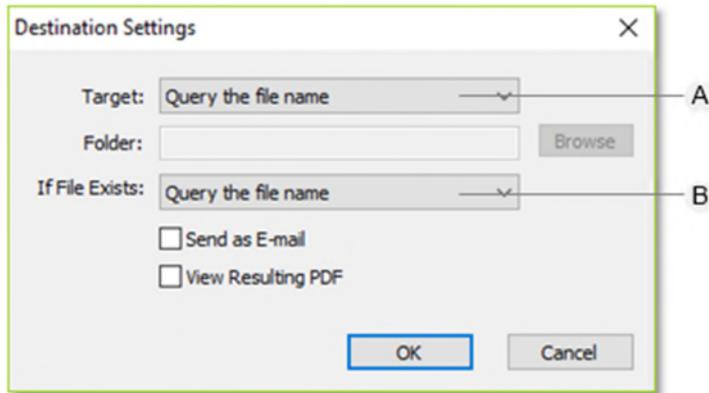
and then click **OK** :

- **Query the file name.** You will be prompted to designate a file name each time a PDF is created.
- **Save results in source folder.** The generated PDFs will be saved to the folder that contains the source files.
- **Save results in specified folder.** The generated PDFs will be saved in the folder you specify. Click **Browse** next to the **Folder** field and specify a folder to which you want to save the generated PDFs. Click **OK**.
- **Send results as email attachment only.** The generated PDFs will become attachments in a new email opened by your default email client. If needed, check **View Resulting PDF** to open and view the generated PDFs after conversion is over.
- **Save to DMS.** Save files to a Document Management System, such as SharePoint.
- **Send as Email.** If selected, the generated PDFs are sent as email attachments by your default email client and also saved to the location you specify.
- **View Resulting PDF.** It automatically opens the generated PDF files after conversion.

Define “If File Exists”

You can also define what happens if there is a file with the same name in the specified location. The default setting is **Query the file name**, meaning that you will be prompted to rename the file if it happens.

1. In the **Destination Setting** dialog box, click **Target (A)** and select a destination from the drop-down menu.
2. In **If File Exists (B)**, select one of the following options from the menu. This field is greyed out if **Send results as email attachment only** is selected in the Target drop-down menu.
 - **Query the file name.** You will be prompted to rename the resulting PDF if there is a file with the same name in the specified path.
 - **Replace existing file.** If selected, the file with the same name will be replaced with the resulting PDF.
 - **Auto-rename the resulting file.** The resulting PDF will be automatically renamed if there is a file with the same name.



A. Select a path to save generated PDFs. B. Define what happens if a file with the same name already exists in the target location.

Convert and create PDFs using Gaaiho PDF Converter

Convert files to PDF documents

You can create PDFs from a variety of supported file types in one operation. This method is especially useful in converting a large number of files to PDFs. To see the full list of supported file types, click the **Supported file types** link in the bottom right corner of the application window.

1. Do one of the following to start Gaaiho PDF Converter:
 - Double-click the **Gaaiho PDF Converter** icon  on your desktop.
 - Click the **Gaaiho PDF Converter** icon on your taskbar. To stick it to the taskbar, open Converter, right-click on its icon on the taskbar and select **Pin to taskbar**.
 - Choose **Start > All Programs > Gaaiho > Gaaiho PDF Converter**.
2. Choose **Convert to PDF**. If you check **Remember my choice**, you will automatically enter **Convert to PDF** next time you start Gaaiho PDF Converter. To change the setting, go to Support.
3. To add files, click **Add** and select **Open files...** or **Open from DMS...** from the menu. You can also click the center of the window or directly click-drag files to the queue.
4. As needed, do the following actions to delete, remove all, and/or arrange the order of selected files:
 - **Delete**. Remove selected files from the file list. Click one file or hold down **Ctrl** to select multiple files, and then click **Delete** to delete all.
 - **Up/Down**. Rearrange the file order in the list. Click one or hold down **Ctrl** to select multiple files, and then click either **Up** or **Down** to move them forward or backwards.
 - **Clear**. Click **Clear** to remove all files from the list.
5. Click on **Convert** in the conversion methods panel to the left.
6. Choose a profile from the conversion profile drop-down menu and set up profile and destination settings if needed.
7. Click .
8. Choose a location to save the result PDF file, name it and click **Save**.

Combine and Package files into one PDF document

Combine multiple files into one PDF

Gaaiho PDF Converter can be used to combine files of a variety of types into one PDF document, with page order mirroring the file order on the file list. This method is available only when there is more than one file in the file list. The difference between combining and packaging is the former merges all files to create a large document, whereas packaging keeps files independent of each other.

1. Do one of the following to start Gaaiho PDF Converter:
 - Double-click the **Gaaiho PDF Converter** icon  on your desktop.

- Click the **Gaiiho PDF Converter** icon on your taskbar. To stick it to the taskbar, open Converter, right-click on its icon on the taskbar and select **Pin to taskbar**.
 - Choose **Start > All Programs > Gaiiho > Gaiiho PDF Converter**.
2. Choose **Convert to PDF**. If you check **Remember my choice**, you will automatically enter **Convert to PDF** next time you start Gaiiho PDF Converter. To change the setting, go to Support.
 3. To add files, click **Add** and select **Open files...** or **Open from DMS...** from the menu. You can also click the center of the window or directly click-drag files to the queue.
 4. As needed, do the following actions to delete, remove all, and/or arrange the order of selected files:
 - **Delete**. Remove selected files from the file list. Click one file or hold down **Ctrl** to select multiple files, and then click **Delete** to delete all.
 - **Up/Down**. Rearrange the file order in the list. Click one or hold down **Ctrl** to select multiple files, and then click either **Up** or **Down** to move them forward or backwards.
 - **Clear**. Click **Clear** to remove all files from the list.
 5. Click on **Merge** in the conversion method panel to the left.
 6. Adjust the profiles and saving settings as you need.
 7. Click .
 8. Name the file and select a location to save it. Click **Save**.

Package files into a PDF portfolio

This option enables you to package multiple files into a PDF portfolio named by the first file you place in the file queue. In PDF portfolio, files are stored separately rather than merged into one PDF document.

1. Do one of the following to start Gaiiho PDF Converter:
 - Double-click the **Gaiiho PDF Converter** icon  on your desktop.
 - Click the **Gaiiho PDF Converter** icon on your taskbar. To stick it to the taskbar, open Converter, right-click on its icon on the taskbar and select **Pin to taskbar**.
 - Choose **Start > All Programs > Gaiiho > Gaiiho PDF Converter**.
2. Choose **Convert to PDF**. If you check **Remember my choice**, you will automatically enter **Convert to PDF** next time you start Gaiiho PDF Converter. To change the setting, go to Support.
3. To add files, click **Add** and select **Open files...** or **Open from DMS...** from the menu. You can also click the center of the window or directly click-drag files to the queue.
4. As needed, do the following actions to delete, remove all, and/or arrange the order of selected files:
 - **Delete**. Remove selected files from the file list. Click one file or hold down **Ctrl** to select multiple files, and then click **Delete** to delete all.
 - **Up/Down**. Rearrange the file order in the list. Click one or hold down **Ctrl** to select multiple files, and then click either **Up** or **Down** to move them forward or backwards.
 - **Clear**. Click **Clear** to remove all files from the list.

5. Click on **Package** in the conversion method panel to the left.
6. Click **Option** to open the Cover Sheet dialog box. You must set a Cover Sheet for your package. This is what the page readers will see when they first open the document:
 - **Use Gaiiho template.** The built-in Gaiiho template offers an explanatory description of the PDF Package feature.
 - **Use the first file.** The first file in the package set as the cover sheet.
7. Adjust conversion profiles and destination settings as needed.
8. Click .
9. Name the file and select a location to save it. Click **Save**.

Note: to **Combine**, **Overlay**, or **Package** files, you must add at least two files to the file queue.

Overlay files as one PDF document

This feature overlays contents of two or more files as one PDF document. For instance, through overlaying a logo image and a document, the logo will be placed in the specified position on every page of the output PDF document. Overlaying files is only available if you have more than one file in the file list. See examples below:

Example 1

Here you can see an example of creating a cover page:



1. Do one of the following to start Gaiiho PDF Converter:
 - Double-click the **Gaiiho PDF Converter** icon  on your desktop.
 - Click the **Gaiiho PDF Converter** icon on your taskbar. To stick it to the taskbar, open Converter, right-click on its icon on the taskbar and select **Pin to taskbar**.
 - Choose **Start > All Programs > Gaiiho > Gaiiho PDF Converter**.
2. Choose **Convert to PDF**. If you check **Remember my choice**, you will automatically enter **Convert to**

PDF next time you start Gaiiho PDF Converter. To change the setting, go to Support.

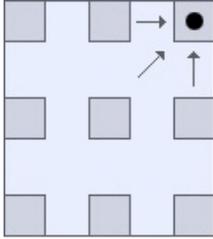
3. To add files, click **Add** and select **Open files...** or **Open from DMS...** from the menu. You can also click the center of the window or directly click-drag files to the queue. You need a single-page file containing the picture elements (A) for the cover and a multi-page file in which the first page contains cover page text (B).
4. Click on **Overlay** in the conversion method panel to the left.
5. To place the selected image in a desired position, click **Option**. Make sure Page Center is selected and the checkbox **Repeat the last page of the shortest document for page overlay** unchecked. Click **OK**.
6. Adjust profiles and save settings as needed.
7. Click .
8. Select a location to save and click **Save**. If there is only one file in the list, you will get a prompt stating that you cannot perform Overlaying on a single file.

You can get the same result by overlaying three files if you have the two picture elements in two separate files. The picture elements should be placed in the source file in the position where they should appear in the resulting PDF.

Example 2

To put a logo on every page of a document:

1. Do one of the following to start Gaiiho PDF Converter:
 - Double-click the **Gaiiho PDF Converter** icon  on your desktop.
 - Click the **Gaiiho PDF Converter** icon on your taskbar. To stick it to the taskbar, open Converter, right-click on its icon on the taskbar and select **Pin to taskbar**.
 - Choose **Start > All Programs > Gaiiho > Gaiiho PDF Converter**.
2. Choose **Convert to PDF**. If you check **Remember my choice**, you will automatically enter **Convert to PDF** next time you start Gaiiho PDF Converter. To change the setting, go to Support.
3. To add files, click **Add** and select **Open files...** or **Open from DMS...** from the menu. You can also click the center of the window or directly click-drag files to the queue. You need an image or other file containing a logo.
4. Click on **Overlay** in the conversion method panel to the left.
5. Click **Option** and select a desired location (e.g. Right-Top Corner)



6. Select the checkbox **Repeat the last page of the shortest document for page overlay.**
7. Adjust conversion settings and destination settings as needed.
8. Click . Select a location to save and click **Save**. If there is only one file in the list, you will get a prompt stating that you cannot perform Overlaying on a single file.
9. All pages get the logo in their top-right corner.

MS Office add-ins & Gaiiho PDF printer

Gaiiho MS Office add-ins and Gaiiho PDF virtual printer provide a quick way to convert files to PDFs while you work in other applications.

- 1) In Microsoft Office applications, Gaiiho Office Addin and Gaiiho PDF printer are tools that you can use to directly convert your MS Office files to PDF within the applications.
- 2) With the Gaiiho PDF virtual printer, you can convert every file type of PDF as long as there is an application that can print it. Not only can you choose to convert all pages or just selected pages, but also change the orientation and size, or set margin for the resulting PDF.

Convert MS Office files to PDF from MS Office Applications

[Convert with Gaiho Office Addin](#)

[Print files to PDF using Gaiho PDF Printer](#)

Convert with Gaiiho Office Addin

Available by clicking the Gaiiho tab in the MS Office ribbon, Gaiiho Office Addin lets you directly convert files to PDFs with various options such as inserting bookmarks and hyperlinks, converting comments, creating PDF tags, embedding metadata, and more.

See details:

[Convert Microsoft Word file to PDF](#)

[Convert Microsoft Excel file to PDF](#)

[Convert Microsoft PowerPoint file to PDF](#)

Convert Microsoft Word file to PDF

The Gaiiho MS Office add-in appears as a tab in the Word ribbon, making it quick and easy to create PDF files and change conversion settings.

To create a PDF

1. Open a file to be converted to PDF in MS Word.
2. Among Word ribbon tabs, choose **Gaiiho PDF > Create PDF**.
3. Select either **Convert To PDF** or **Convert To PDF and E-mail**:
 - Select **Convert To PDF**. It directly converts the current file to a PDF document and saves it in a location you specify.
 - Select **Convert To PDF and E-mail**. Select this if you want to send the PDF as an email attachment. Your default mail client appears right after the conversion is done. Then you can enter recipients, a subject, and send the attached PDF document.
4. (Optional) You can change PDF conversion settings by clicking **Settings**.

To change PDF conversion settings

Adjust Word conversion settings and decide whether to generate bookmarks, links, comments and tags in the resulting PDF file.

1. Choose **Gaiiho PDF > Create PDF > Settings**.
2. In the **Gaiiho PDF Word** dialog box, set the conversion settings as needed and then click **OK**:
Generate Bookmarks, Links, Comments and Tags in resulting PDF file. Check to make all changed settings take effect.

Bookmarks. It displays all the Word headings and styles the current document contains. You can choose the styles to be converted to bookmarks by selecting checkboxes in the Bookmark column. Then you can decide a bookmark level for each style (the default level is 1). Click on the level number to modify it.

Links. Almost all Word document links can be converted to PDF links, including footnote and endnote links, cross-document links, Internet links, and cross reference links.

- **Foot & Endnote Links.** Select to convert Word's footnotes and endnotes to PDF links.
- **Cross-document Links.** Cross-document links let you access other documents. Select to convert Word's cross-document links to PDF links. Then you can decide how to address the destination documents:

Full Path Name. Set to address destination documents with full paths that includes the driver letter. Note that links will be broken if you move the files.

Relative Path Name. Set to address destination documents with relative paths. You are allowed to move links without affecting their availability.

Always change target document extensions to *.pdf. Check to give all destination files of the cross-document links the PDF file extension. For instance, if you create a link to an Excel file named “xxx.xls”, PDF links will change the name to “xxx.pdf” in the resulting PDF link.

- **Internet Links.** Select to convert all Internet URL addresses to PDF links automatically.
- **Cross Reference Links.** Cross Reference Links let you jump to a specific place within the current document. Select to convert these links to PDF links.
- **Type/Style/Color.** Select a desired link rectangle type and color, and decide whether the border line should be solid or dashed.

www.gaiiho.com

Link type: invisible rectangle

www.gaiiho.com

Link type: thin rectangle. Style: solid. Color:

green

www.gaiiho.com

Link style: thick rectangle. Style: dashed. Color:

red

- **How to highlight link region.** Decide how links behave when users click them in the generated PDF file. Select None for no highlighting or Outline, Invert, or Inset to highlight links.
- **How to fit target page to window.** Specify a way the target page fits to the window.

Comments. It displays the authors of the comments added to the current document. You can decide whose comments will be transferred to the generated PDF document by selecting the checkbox next to the author. Then you can select a desired color and the display state for the transferred comments from a specific author.

- **Convert Word comments to PDF comments.** Select to let comments from the specified author appear in the generated PDF file. Comments transferred to the PDF file are all displayed in the Comments panel.
- **Comment/ Author Name/ Status/ Color.** In the **Comment** column, specify the authors

whose comments are going to be converted by individually checking the checkboxes. In the **Status** column, decide how the comments should be displayed when the generated PDF is opened. Click the Status value and select either **Closed** or **Open** from the drop-down menu. **Open** means displaying comment pop-up notes open and **Closed** means displaying comment icons only.

- **Convert Word Linked Text Boxes to PDF Articles.** Linked text boxes created in Word define the reading order of documents with complex page layout, and so do Articles in PDFs. Select this option to convert the defined reading order to the generated PDF so that you can read through contents across pages in the order you want.

Tags. Create a tagged PDF file from the current Word document.

- **Tag PDF/A content when PDF/A is selected in Advanced Settings.** If you select any PDF/A options from the **Compatible with** drop-down menu, (choose Advanced Settings > Advanced Settings (Gaiiho PDF) > PDF Settings > Compatible with), contents of PDF/A documents will be tagged.
- **Create PDF Tags.** Select to create tagged PDFs.
 - **Create tags from textboxes.** Select to tag text boxes.
 - **Create tags from shapes.** Select to tag shape objects.
 - **Create tags from in-line shapes.** Select to include inline shapes, such as charts or clip arts in the tag structure of the generated PDF.

Advanced Settings. Check **Embed Metadata** to include metadata, such as author, title, and more in the resulting PDF file, making it possible for recipients to access the data via PDF Document Properties. To view and edit advanced settings, click **Advanced Settings (Gaiiho PDF)** and select the following options as needed:

- **General.** You have full control over paper size, page layout, resolution, printing in grayscale, and whether to view the output file after conversion.

Page Size. Select **Standard** and choose a page size from the drop-down menu. You can click **Add...** and in the **Custom Page Settings** dialog box, click **Add...** again to define a new page size and add it to the list, or edit an existing size. Alternatively, select **Custom** and define the page dimensions.

Orientation. Choose between Portrait and Landscape.

Resolution. It affects character spacing, line breaks, and image quality. Select a resolution level from the drop-down menu: Screen (72 dpi), Low (150 dpi), Medium (300 dpi), High (600 dpi), 1200 dpi, or 2400 dpi. The higher the resolution, the larger the file size. While lower resolution is usually used for screen viewing, you can choose at least 600 dpi to print high-quality hard copies or gain better precision over character positioning.

Color. Select the color scheme used to print the resulting PDF. (Color, Grayscale, or Black &

White)

Scale. Determine whether to reduce or enlarge the document. The scale ranges from 1 to 1000 percent. To reduce the size of the text and images on the page, enter a value less than 100; otherwise, enter a value greater than 100.

View Resulting PDF. It opens the resulting PDF file right after the conversion is over.

PDF Settings. It provides controls over Compatibility, Font Embed, Compression, Security, Watermark, Destination, Document Settings, and Multiple pages per sheet. Click **Advanced...** next to a control to further view or edit its settings.

Notes: you will be prompted to determine what if a file with the same name is already in the location you specify.

Convert Microsoft Excel file to PDF

The Gaiiho MS Office add-in appears as a tab in the Excel ribbon, making it quick and easy to create PDF files and change conversion settings. You can choose to convert the entire workbook or just few worksheets, depending on your preferences.

To create a PDF

1. Open an Excel file to be converted to PDF.
2. Among Excel ribbon tabs, choose **Gaiiho PDF > Create PDF**.
3. Select either **Convert To PDF** or **Convert To PDF and E-mail**:
 - Select **Convert To PDF**.
 - In the **Convert to PDF** dialog box, you can choose to convert the entire workbook or just the selected worksheets.
 - Entire Workbook**. Convert the entire workbook.
 - Sheet(s)**. Convert the selected worksheets. Use **Ctrl** on your keyboard to select multiple worksheets and click **Add>** to add them to the list of **Sheets in PDF**. To add all sheets to the list, click **Add All>>**.
 - Click **Convert**. Name the resulting PDF and specify a location to save it.
 - Select **Convert To PDF and E-mail**.
 - Select this if you want to convert and send the Excel file as an email attachment. Specify sheets to be converted and click **Convert**. Name the resulting PDF and specify a location to save it.
 - Your default email client appears right after the conversion progress is done. Then you can enter recipients, a subject, and send the attached PDF documents with the email.

To change PDF conversion settings

1. Choose **Gaiiho PDF > Create PDF > Settings**.
2. In the **Gaiiho PDF Excel** dialog box, set the conversion settings as needed:
 - Settings**. Decide whether to add bookmarks, comments, and/or links to the resulting PDF file and the way the destination documents should be addressed and then click **OK**:
 - **Add Bookmarks to PDF**. Add bookmarks from your Excel file.
 - **Add Comments to PDF**. Add comments from your Excel file.
 - **Add Links to PDF**. Add links from your Excel file.
 - **Full Path Name**. Set to address destination documents with full paths that includes the driver letter. Note that links will be broken if you move the files.
 - **Relative Path Name**. Set to address destination documents with relative paths. You are allowed to move links without affecting their availability.

- **Always change target document extensions to *.pdf.** Check to give all destination files the PDF file extension. For instance, if you create a link to a Word file named “xxx.docx”, PDF links will change the name to “xxx.pdf” in the resulting PDF link.
- **Convert Entire Workbook.** Select to have all sheets converted and combined into one PDF document. If this option is deselected, you will be asked to specify which sheets to convert as you click **Convert to PDF**.

Advanced Settings. Check **Embed Metadata** to include metadata, such as author, title, and more in the resulting PDF file, making it possible for recipients to access the data via PDF Document Properties. To view and edit advanced settings, click **Advanced Settings (Gaiiho PDF)** and select the following options as needed:

General. You have full control over paper size, page layout, resolution, printing in grayscale, and whether to view the output file after conversion.

- **Page Size.** Select **Standard** and choose a page size from the drop-down menu. You can click **Add...** to define a new size or edit an existing size. Alternatively, select **Custom** and define the page dimensions.
- **Orientation.** Choose between Portrait and Landscape.
- **Resolution.** It affects character spacing, line breaks, and image quality. Select a resolution level from the drop-down menu: Screen (72 dpi), Low (150 dpi), Medium (300 dpi), High (600 dpi), 1200 dpi, or 2400 dpi. The higher the resolution, the larger the file size. While lower resolution is usually used for screen viewing, you can choose at least 600 dpi to print high-quality hard copies or gain better precision over character positioning.
- **Color.** Select the color scheme used to print the resulting PDF. (Color, Grayscale, or Black & White)
- **Scale.** Determine whether to reduce or enlarge the document. The scale ranges from 1 to 1000 percent. To reduce the size of the text and images on the page, enter a value less than 100; otherwise, enter a value greater than 100.
- **View Resulting PDF.** It opens the resulting PDF file right after the conversion is over.

PDF Settings. It provides controls over Compatibility, Font Embed, Compression, Security, Watermark, Destination, Document Settings, and Multiple pages per sheet. Click **Advanced...** next to a control to further view or edit its settings.

Convert Microsoft PowerPoint file to PDF

The Gaiiho MS Office add-in appears as a tab in the PowerPoint ribbon, making it quick and easy to create PDF files and change conversion settings.

To create a PDF

1. Open a PowerPoint file to be converted to PDF.
2. Among the PowerPoint ribbon tabs, choose **Gaiiho PDF > Create PDF**.
3. Select either **Convert To PDF** or **Convert To PDF and E-mail**:
 - Select **Convert To PDF**. It directly converts the current PowerPoint file to a PDF document and saves it in a specified location.
 - Select **Convert To PDF and E-mail**. Select this if you want to convert and send the PowerPoint file as an email attachment. Your default mail client appears right after the conversion progress is done. Then you can enter recipients, a subject, and send the attached PDF document with the email.

To change PDF conversion settings

1. Choose **Gaiiho PDF > Create PDF > Settings**.
2. In the **Gaiiho PDF PowerPoint** dialog box, you can set the conversion settings as needed to and then click **OK**:

Settings. Decide whether to add bookmarks, comments, and/or links to the resulting PDF file and the way the destination documents should be addressed, and then click **OK**:

- **Add Bookmarks to PDF.** It automatically turns all the titles within the PowerPoint file into bookmarks in the resulting PDF.
- **Add Comments to PDF.** Add comments from your PowerPoint file to the resulting PDF document.
- **Add Links to PDF.** It converts all links in the PowerPoint file to hyperlinks in the resulting PDF.
- **Full Path Name.** Set to address destination documents with full paths that indicates the driver letter. Note that links will be broken if you move the files.
- **Relative Path Name.** Set to address destination documents with relative paths. You are allowed to move links without affecting their availability.
- **Always change target document extensions to *.pdf.** Check to give all destination files the PDF file extension. For instance, if you insert a Word file named “xxx.docx”, the PDF link will open the file in PDF format.

Advanced Settings. Check **Embed Metadata** to include metadata, such as author, title, and more in

the resulting PDF file, making it possible for recipients to access the data via PDF Document Properties. To view and edit advanced settings, click **Advanced Settings (Gaiiho PDF)** and select the following options as needed:

General. You have full control over paper size, page layout, resolution, printing in grayscale, and whether to view the output file after conversion.

- **Page Size.** Select **Standard** and choose a page size from the drop-down menu. You can click **Add...** to define a new size or edit an existing size. Alternatively, select **Custom** and define the page dimensions.
- **Orientation.** Choose between Portrait and Landscape.
- **Resolution.** It affects character spacing, line breaks, and image quality. Select a resolution level from the drop-down menu: Screen (72 dpi), Low (150 dpi), Medium (300 dpi), High (600 dpi), 1200 dpi, or 2400 dpi. The higher the resolution, the larger the file size. While lower resolution is usually used for screen viewing, you can choose at least 600 dpi to print high-quality hard copies or gain better precision over character positioning.
- **Color.** Select the color scheme used to print the resulting PDF. (Color, Grayscale, or Black & White)
- **Scale.** Determine whether to reduce or enlarge the document. The scale ranges from 1 to 1000 percent. To reduce the size of the text and images on the page, enter a value less than 100; otherwise, enter a value greater than 100.
- **View Resulting PDF.** It opens the resulting PDF file right after the conversion is over.

PDF Settings. It provides controls over Compatibility, Font Embed, Compression, Security, Watermark, Destination, Document Settings, and Multiple pages per sheet. Click **Advanced...** next to a control to further view or edit its settings.

Print files to PDF using Gaiiho PDF Printer

Use Gaiiho PDF printer to directly print supported file types to PDF. You can change PDF settings in the Printer Properties dialog box and apply changes to the result PDFs.

Save as Gaiiho PDF

1. Open a MS Office file in its native MS Office application and choose **File > Save As Gaiiho PDF**.
2. In the **Save As** dialog box, name it and select a location to save the result PDF file.
3. Click **Options ...** and configure conversion settings.
4. Click **Save...** and the result PDF will appear automatically after conversion as long as the option **View Result PDF** is checked.

Print to PDF with MS Office exporter

1. Open a MS Office file in its native MS Office application and choose **File > Export** (MS Office 2013 & 2016 only). For MS Office 2010, please choose **File > Save & Send**. For MS Office 2007 & 2003, please use **Save As Gaiiho PDF** instead. See [Save As Gaiiho PDF](#) above for details.
2. Select **Create Gaiiho PDF** and click the **Create Gaiiho PDF** button .
3. In the **Save As** dialog box, name it and select a location to save the result PDF file.
4. Click **Options...** and configure conversion settings.
5. Click **Save...** and the result PDF will appear automatically after conversion as long as the option **View Result PDF** is checked.



Create PDFs with Gaiiho PDF virtual printer

1. Open a MS Office file in its native MS Office application and choose **File > Print**.
2. In the **Printer** section, select **Gaiiho PDF** from the Printer drop-down menu.
3. Click **Printer Properties** and change PDF settings in the **Gaiiho PDF Properties** dialog box.
4. In the **Settings** section, edit page range and page formatting options.

Printer properties

Do one of the following to open the Gaiiho PDF Properties (printing preferences) dialog box:

- Click the Printer Properties button in the Print dialog box in any print-capable Windows application when Gaiiho PDF is selected under Printer.
- Choose Start > Settings > Devices > Printers & scanners and select Gaiiho PDF. Click Manage and select Printing preferences.

The Gaiiho PDF Properties (Printing Preferences) dialog box includes three tabs: **General**, **PDF Settings** where you modify printing settings, and **About**, the third tab, which displays version information and license agreement.

General. The General tab provides controls for the size and page layout of the PDF file.

Note: Page Setup settings in applications such as Microsoft Word may override some General settings made in Gaiiho PDF printer.

- **Paper Size.** Select Standard and then choose a page size from the pull-down list, or choose Custom and specify the page dimensions and margins.
Click Add to define or modify additional standard page sizes using the page dimensions you specify.
- **Orientation.** Select Portrait or Landscape.
- **Resolution.** This setting influences character spacing, line breaks, and image quality. Usually, higher resolution produces a more accurate layout but a larger file size.
Select a resolution: Screen (72 dpi), Low (150 dpi), Medium (300 dpi), High (600 dpi), 1200 or 2400 dpi (dots per inch). Low resolution is ideal for screen viewing. However, if you require high-quality hard copy or accurate control of character position, choose a resolution of at least 600 dpi.
- **Color.** Select the color scheme used to print the resulting PDF. (Color, Grayscale, or Black & White).
- **Scale.** Specify whether to reduce or enlarge a document, and by what percentage, between 1 and 1000 percent.
Enter a value less than 100 percent to reduce the size of the text and images on the page; enter a value greater than 100 percent to enlarge them.
- **View Resulting PDF.** Select this option to view the resulting PDF file. By default it is selected.

PDF Settings.

The PDF Settings Tab provides controls for Compatibility, Font Embedding, Compression, Watermarks and Security. Choose a standard control or click the corresponding Advanced... button for more options. Check **Optimize for Web Viewing** to increase the viewing speed of your PDF document, or define save options, including the ability to append or overlay PDF files. See [Destination Controls](#).

You can find the Document Settings panel under the PDF Settings tab in the Gaiiho PDF Properties dialog box. In this panel you can specify options, which control how the result PDF is displayed (e.g. which page to display as the initial page). You can also add Document Information such as Title, Subject, Author, Keywords or [Custom Defined Fields](#) to make it easier for readers to search PDF documents by category.

About. View version and license information.

Destination Controls

The Destination section provides controls that specify where to save the output files, how to name them, and how the system should respond when there are files with the same name in the specified save location.

Naming Method. Select a naming method from the drop-down menu:

- **Query the filename (default).** During printing, the Save As dialog box will show, asking you to enter a file name. See [Save As dialog](#).
- **Specify filename below.** Click **Browse...** and in the Save As dialog box that pops up, specify where to save the file and enter a file name in the **File name** box. Click Save and a full file directory path then shows up in the **PDF Name or Folder** field. See [Save As dialog](#).
- **Save in named folder; prompt filename.** Create a PDF file in the directory specified in the **PDF Name or Folder** field. Gaiiho PDF will prompt you to enter the file name during printing.
- **Save in named folder; auto-name file.** Depending on the application, Gaiiho PDF will generate the PDF file name automatically and save the file to the directory specified in the **PDF Name or Folder** field.
- **Mail result only, do not save file.** Create a PDF file and attach it to a new e-mail without saving. The file will not exist elsewhere on your system.
- **Save to DMS.** Save the result PDF files to DMS. If you are generating multiple PDF files, you must save them to DMS one-by-one.

PDF Name or Folder. Enter the target location. It saves files to this location and/or name unless you choose **Query the file name**.

If File Exists. Choose one of following options to resolve a file name conflict:

- **Show warning dialog.** If selected, a warning message will pop up given there is already a file with the same name in the save location. You can choose to replace the existing file, insert the new file at the beginning of the existing file, append to the existing file, overlay with the existing file, or add a trailing number to the target file name. Click Cancel to proceed without saving anything.
- **Replace existing file.** Replace the existing file with the result PDF file.
- **Add trailing number to filename.** The new PDF file name copies the target file name followed by a sequential number. For example: *Sample.pdf* will be turned into Sample (1), Sample(2), Sample(3), etc.
- **Insert at start of existing file.** The new PDF pages will be inserted at the beginning of the existing file.
- **Append to existing file.** The new PDF pages will be inserted at the end of the existing PDF file.
- **Overlay with existing PDF.** The pages of the new and the existing documents will be overlaid. Click the Options.... button to control how the overlay should be performed. Merge rules and other options are available:

Merge Rules.

Choose a location from both selection boxes to adjust overlay between a newly created page and an existing page.

Place newly created pages as "Foreground".

Place the original page in the background, and the newly created page in the foreground of the original page content. It can be useful if you want to place a logo on a document.

Repeat last page of the shorter document for page overlay.

Put a header / footer or a logo on each page of a longer document. The last page of the shorter document must contain the header / footer or logo to be repeated.

Use existing file's "Document Settings" for newly created file.

The newly created file will inherit the Document Settings of the existing file. If not selected, the default values will be used. This option is useful if you want to add a set of document settings (common properties) to PDF files.

Send as E-mail. Attach your PDF file to a new e-mail message. If you do not want to save the PDF file, you should also select **Mail result only, do not save the file** in Naming Method above.

Save As dialog

This dialog box shows up if Query the file name, Specify filename below, or Save in named folder; prompt filename is selected in Naming Method. When printing a PDF file, the Save As dialog will appear with extra options at the bottom of the dialog.

The Save As Dialog serves to:

- Change the folder and file name if necessary.
- Enable/disable the View Result PDF option.
- Enable/disable the Document Settings option.
- Enable Document Settings and click Edit....

Custom Defined Fields

By running a full-text search for a given phrase only on the documents with Custom defined fields, which contains additional information beyond the scope of the standard fields (author, title, subject, etc.), you are able to find PDF documents more quickly. There is no restriction on the number of custom fields you can create.

To add a custom defined field

1. In the Document Settings dialog, click the Document Information tab.
2. Under Custom, enter a field name in the Name box.
3. Enter a field value in the Value box. Click Add.
4. The newly created field with its value appears in the box at the bottom of the dialog box. Click OK.

To delete a custom defined field

1. In the box where all custom defined fields are listed, select a row to delete.
2. Click Delete.

To change a custom defined field

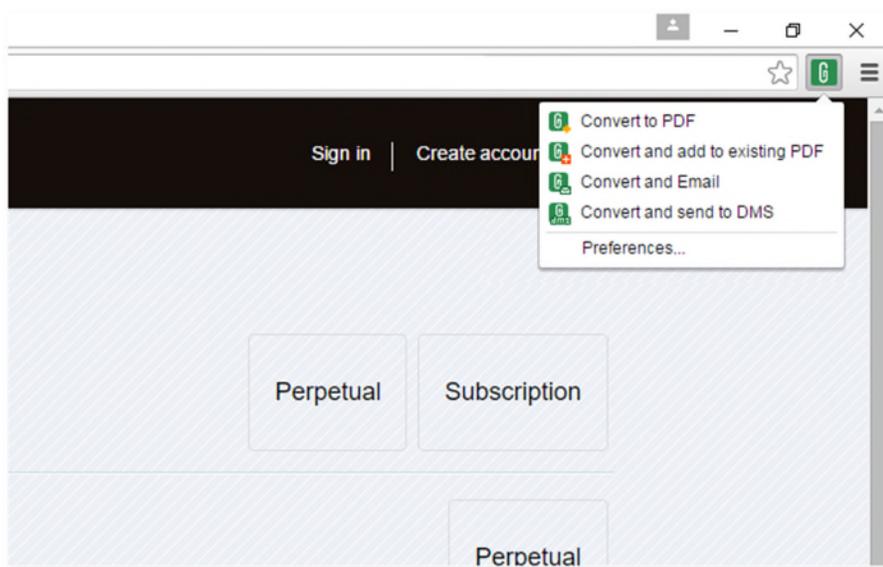
1. In the box, select the row where you want to change the value of a field.
2. In the Value box, type in a new value.
3. Click the Change button. The selected row displays the new value.

Convert web pages to PDF in Internet Explorer, Google Chrome, and Firefox

Gaiiho adds Gaiiho PDF printer to your list of printers, and installs Gaiiho PDF extension in Internet Explorer (version 9.0 or later), Google Chrome, and Firefox. Gaiiho PDF printer enables users to convert the entire page, selected content, or custom range. There are also options such as password encryption, watermarks, font embedding, compression level, and navigation settings for the resulting PDF documents.

Using the Gaiiho PDF extension commands, you can convert the web page currently displayed to PDF in various ways. You can append the converted web page to an existing PDF, attach it to a new email message, or send it to DMS. The process of installing the extension varies depending on the browser you use. See the following:

- In Google Chrome, click on **Customize and control Google Chrome** and choose **More tools > Extensions**. At the bottom of the Extensions page, click **Get more extensions**, or at the top left corner, click the Main menu button to expand the Extensions menu and select **Open Chrome Web Store**. In the Chrome Web Store page that opens, type in *Gaiiho* in the **Search the store** box at the upper left corner of the screen and press Enter. Click the **ADD TO CHROME** button and **Add extension** to add  to the browser.



- In Internet Explorer, Gaiiho extension will show automatically up on the IE add-on toolbar once Suite or Converter is installed. If you don't see it, right-click on the toolbar and choose Gaiiho PDF Toolbar from the menu. Click **Enable** to enable this add-on and you will see an  icon on the toolbar.
- In Firefox, click on the **Open menu** button  at the upper right corner and choose **Add-ons**. In

the panel to the left choose **Extensions** and you are able to see the Gaiiho PDF extension. Click the **Enable** button. Then click on the Open menu button again and click on **Customize**. In the customize mode, simply drag the Gaiiho PDF icon  to the browser toolbar.

Convert a web page to PDF

Use either the Gaiiho PDF printer or the Gaiiho PDF extension to convert the entire web page to PDF.

Printer

1. .
Change conversion settin
2. Go to the web page using Internet Explorer, Firefox or Chrome.
3. To access the Print window, do one of the following:
 - Right-click on the web page and select **Print**.
 - Press **Ctrl+ P** on your keyboard to call out the **Print** window.
4. (Take Chrome as an example) The preview of the resulting PDF document is available on the right side of the Print window.
5. Select **Gaiiho PDF** as the printer gs via the options below. Click the **Show more settings** button to see additional options:
 - **Pages**. Choose to print all or specify a range of pages to print.
 - **Page Layout**. Set page orientation of the resulting PDF to **Landscape** or **Portrait**.
 - **Page size**. The default page size is set to A4. Select a preset page size from the options.
 - **Margins**. Select a predefined margin or define a new margin.
 - **Quality**. Change print quality.
 - **Options**. Check **Headers and footers** to add date and subject as headers and web address and page number as footers. Check **Background graphics** to display page background in the resulting PDF.
6. Click **Print**.

Gaiiho PDF extension

Use the extension commands to convert the currently open web page to PDF and further manage the output PDF files. You can add it to an existing PDF, send it as an email attachment, or save it to DMS.

1. Go to a web page using Internet Explorer, Firefox or Chrome.
2. Click on the arrow (IE and Firefox) next to the Gaiiho PDF extension icon  to display the command menu, and do the following:
 - To create a PDF from the currently open web page, choose the **Convert to PDF**. Then select

- a location, type a filename (or keep the automatically created filename) and click **Save**.
- To add the output PDF file to another PDF existing in your computer, choose **Convert and add to existing PDF**. Then locate and select the existing PDF file to which the converted web page is added and click **Save**.
 - To convert the currently open web page and send the output PDF file as an email attachment, choose **Convert and Email**. Then specify a location and a filename for the PDF, and click **Save**. The output PDF file is automatically attached in a new email message that opens after the conversion is complete. Type in any information and click **Send**.
 - To send the output PDF file to DMS, choose **Convert and send to DMS**. In the **DMS Selection** dialog box that opens, select **SharePoint** and click **OK**. In the SharePoint dialog box, click **Manage...** and type or paste an IP address in the **Site** field. Click **Add** to move the site IP to the List box below and click **Close**. Back to the SharePoint dialog box, select a site IP from the **Select a site** drop-down menu and click on **Connect**. Then click on **Save** and in the Save as name dialog box, rename the file and click **OK**.
 - (Optional) Choose **Preferences...** and check the option **View result PDF** to automatically open the output PDF after conversion. Click **OK**.

Convert part of a web page to PDF

Gaiiho PDF printer allows converting selected parts of the currently open web page to PDF. Gaiiho PDF Extension does not support converting selection.

1. Drag the pointer to select text and images on a web page and do one of the following:
 - Right-click on the selected content and select **Print....** (Internet Explorer and Chrome only)
 - Press **Ctrl+P** on your keyboard to call out the Print window.
2. In the **Print** dialog box, **Gaiiho PDF** printer is selected by default. Choose **Selection** (Internet Explorer and Firefox) or **Selection only** (Chrome). You can set up conversion settings as needed. Click **Print**.

Chapter 3: Convert PDFs to MS Office, images, and text formats in batch

Gaiiho PDF Converter is the ideal choice when it comes to converting a large number of PDF documents to other formats, including Text, Word, Excel, PowerPoint, and image formats. As an option, you may also run OCR to make contents of result files searchable and editable.

For more information, see:

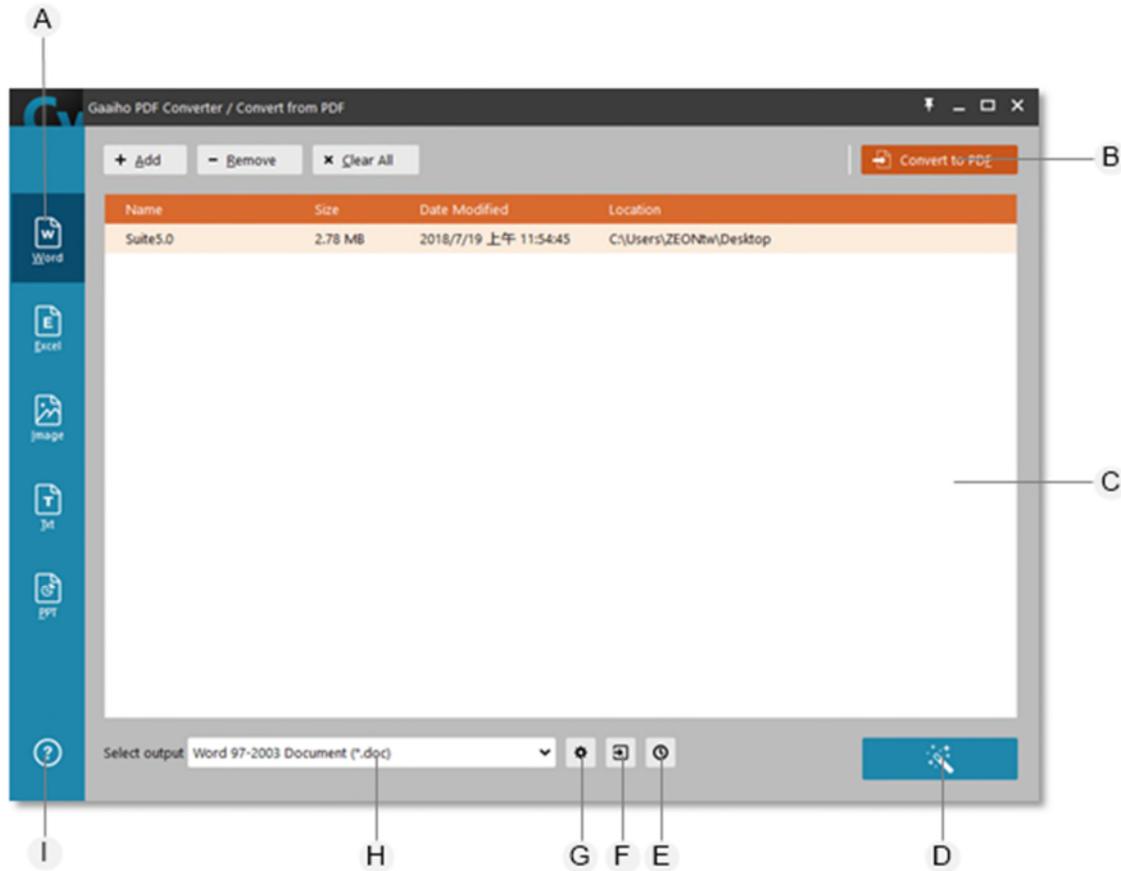
[Convert from PDF basics](#)

[Conversion settings](#)

[Convert PDFs to other file formats](#)

Convert from PDF basics

The “Convert from PDF” mode of Gaiiho PDF Converter is designed to turn PDF files to MS Office Word, Excel, PowerPoint, text, and image formats. In the Gaiiho PDF Converter / Convert from PDF window, you can organize the PDF files to convert, specify the output file type, and configure conversion settings for the result files.



- A. Supported formats
- B. Switch to “Convert to PDF” mode for creating PDFs from other formats
- C. File queue (or file list)
- D. Start converting
- E. Check conversion history
- F. Output Path
- G. Convert Settings
- H. Select output format
- I. Support

Start and run Gaiiho PDF Converter

1. Do one of the following to start Gaiiho PDF Converter:
 - Double-click the **Gaiiho PDF Converter** icon  on your desktop.
 - Click the **Gaiiho PDF Converter** icon  on your taskbar.
 - Choose **Start > All Programs > Gaiiho > Gaiiho PDF Converter**.
2. Click **Convert from PDF**. If you check **Remember my choice**, you will automatically enter **Convert from PDF** mode next time you start Gaiiho PDF Converter. To change the setting, go to Support.
3. In the **Gaiiho PDF Converter / Convert from PDF** window, do either of the following to add files and then repeat the step to add more files to the list:
 - Click **Add** and select one or more PDF files. Click **Open**.
 - Drag and drop files to the file list.
4. If needed, do the following actions to remove selected files or all files from the list:
 - **Remove**. It removes selected files from the file queue. Select one or Ctrl-click to select more.
 - **Clear All**. It removes all files from the list.
5. Select a file format from the panel on the left side, and a version from the **Select output** menu.
6. Specify where to save the result files and configure conversion settings if needed. Click OK.
7. Click **Start converting** .
8. The job queue and conversion results are shown in the Conversion Progress window. You can click **Open Folder** to see where the result files are saved.

Conversion settings

Before you click the start converting button, you may go to **Convert Settings** to change settings related to the output format. To make output files searchable, you can choose to run OCR by checking the **Make Searchable (Run OCR)** option in the settings dialog box. See the following for details.

Image settings

In the **JPEG/JPEG2000/PNG/TIFF Settings** dialog box, set up **File Settings** and **Compression Settings** and then click **OK**, or you can click **Default** to restore default settings:

JPEG and JPEG 2000

- **File Settings.** Specify a color space and resolution for the output file. You can select **Determine Automatically** to let Gaiiho automatically determine these settings for you.
 - **Colorspace.** Specify the type of color management applied to the output file. To convert color images in the file to shades of gray, choose **Grayscale**.
 - **Resolution.** Specify the resolution for the output file.
- **Compression Settings.** From **Grayscale** and **Color**, specify compression settings that balance file size with image quality. The smaller the file, the lesser the image quality.
- **Tile Size.** It divides the image being compressed into tiles of the given size. Image data for each tile is individually compressed and can be individually decompressed. The default value of 256 is recommended. This option is available only for JPEG 2000 format.

PNG

- **File Settings.** Specify a color space and resolution for the output file. You can select **Determine Automatically** to let Gaiiho automatically determine these settings for you.
 - **Colorspace.** Specify the type of color management applied to the output file. To convert color images in the file to shades of gray, choose **Grayscale**.
 - **Resolution.** Specify the resolution for the output file.
- **Compression Settings.** Configure compression settings using the Interlace and Filter menus.
 - **Interlace.** Specify if the image is interlaced. If you select **None**, an image displays in a web browser only when downloading is complete. The other option, Adam7, creates an image that displays low-resolution versions in a browser while the full image is still downloading. Adam7 seems to shorten the download time yet it increases file size.
 - **Filter.** It lets you select a filtering algorithm.
 - **None.** Compress the image without a filter.
 - **Sub.** Optimize the compression of images with even horizontal patterns or

blends.

Up. Optimize the compression of images with even vertical patterns.

Average. Optimize the compression of low-level noise by averaging the color values of adjacent pixels.

Paeth. Optimize the compression of low-level noise by reassigning adjacent color values.

TIFF

- **File Settings.** Specify a color space and resolution for the output file. You can select **Determine Automatically** to let Gaiiho automatically determine these settings for you.
 - **Colorspace.** Select the type of color management applied to the output file among RGB, CMYK, Grayscale, or Monochrome. To convert color images in the file to shades of gray, choose **Grayscale**.
 - **Resolution.** Specify the resolution for the output file.
- **Compression Settings.** Configure the compression settings using the Monochrome, Grayscale and Color settings.

Word settings

In the **Doc/Docx Settings** dialog box, select options as needed and then click **OK** or click **Default** to restore options to default settings:

Image Settings

- **Convert Images.** It converts images within the file to a specific image type.
- **Image Type.** Choose PNG or JPEG.
- **Clip Images so they look the same as in PDF.** Convert files without changing the position of each image.

Path Settings

- **Convert path objects to Drawing Objects.** Check this box to convert path objects (e.g. Clip Art images) to corresponding image objects.
- **Group huge numbers of path objects together and convert to images to reduce file size.** To reduce files size, check this box to group huge numbers of path objects together and convert those to images.

Font Settings

- **Use similar fonts to replace fonts not installed on your system.** Check this box to allow Converter to

replace fonts not installed in your system with other similar fonts.

Layout Settings

- **Identify Tables In PDF.** Check this box to ensure the tables in the PDF file will also show up in Word.
- **Use TextBoxes to keep layout consistent.** Inaccuracies may occur during the conversion process. Check this box to let Converter create text boxes for you to keep all the words and images in the intended places in Word.
- **Identify Paragraphs In PDF.** Check this box to ensure paragraphs in PDF files will also show up in Word.
- **Apply vertical text flow to all texts, no matter if the document includes vertical font.** Check this box to apply vertical text flow to all text in Word.

OCR Settings

- **Make Searchable (Run OCR).** Convert the listed PDF files to Word and make contents searchable in the resulting Word files.

Excel settings

In the **Excel Settings** dialog box, select options as needed and then click **OK**, or you can click **Default** to restore options to default settings:

Page Handling

- **Convert all pages on a sheet.** Convert all pages and merge them into one Excel worksheet.
- **Split each page on a sheet.** Convert each PDF page into separate Excel worksheet.

Image Settings

- **Convert without images.** If you check this box, images in the PDF file will not be converted into the Excel document.
- **Turn white background transparent.** Convert images with white background made transparent.

Border

- **Split sparse cell.** Check this box to keep sparse text in the same format as in a PDF file. If this box is not checked, words in cells may be misaligned based on settings, such as aligning to top, center, left, right, and bottom.
- **Try building border-less table.** Check to better recognize tables with no borders in PDF.

OCR Settings

- **Make Searchable (Run OCR).** Convert the listed PDF files to Excel and make contents searchable in the resulting Excel files.

Text settings

OCR Settings

- **Make Searchable (Run OCR).** Convert the listed PDF files to Text and make contents searchable in the resulting text files. Then, click the **Settings...** button to further configure OCR language and resolution settings in the OCR Text Recognition – Settings dialog box.

PowerPoint settings

OCR Text Recognition – Settings

- **Primary OCR Language.** Select the language used for OCR.
- **Downsample to.** Choose an ideal resolution that determines the size of the resulting PDF document.

Convert PDFs to other file formats

Using Gaiiho PDF Converter, you can convert PDF files to other file formats. After adding files to the file list, specify a file format and version, including Images (*.jpg, *.jpeg, *.jpe*.tiff, *.png, *.j2k, *.jpf, *.jpx, *.jp2, *.j2c, *.jpc), Word (*.doc, *.docx), Excel (*.xls, *.xlsx), PowerPoint (*.pptx), and Text (*.txt).

Supported file formats

PDFs to Image

Converter supports JPEG、JPEG2000、PNG、TIFF image formats. Each page of the source documents will be converted to separate images saved in a folder automatically created by Converter, under the name of the source files.

PDFs to Word

With Converter, PDF documents can be converted to Word format (*.doc, *.docx). The generated Word document shares the name with its source file.

PDFs to Excel

Converter turns PDF documents into Excel format (*.xls, *.xlsx). The generated Excel document shares the name with its source file.

PDFs to Text

Converter also supports text encoding (Simple or Unicode).

PDFs to PowerPoint

Converter turns PDF documents into PowerPoint format (*.pptx). The generated PowerPoint document shares the name with its source file.

PDFs to Image

Gaiiho PDF Converter supports various image formats, including JPEG, JPEG 2000, PNG, and TIFF. Each resulting page of the source documents is saved as separate files and gathered in a newly created folder under the name of the source files.

1. Add the files you want to convert to the file list.
2. Select **Image** and a version from the **Select output** menu.

3. Configure image conversion settings and change output path if needed. Click OK.
4. Click **Start Converting**.
5. The job queue and conversion results are shown in the Conversion Progress window. You can click **Open Folder** to see where the result files are saved.

PDFs to Word

Each PDF file is converted to a separate Word document saved in the location you specify.

1. Add the files you want to convert to the file list.
2. Select **Word** and a version from the **Select output** menu.
3. Configure Word conversion settings and change output path if needed. Click OK.
4. Click **Start converting**.
5. The job queue and conversion results are shown in the Conversion Progress window. You can click **Open Folder** to see where the result files are saved.

PDFs to Excel

Each PDF file is converted to a separate Excel document saved in the location you specify.

1. Add the files you want to convert to the file list.
2. Select **Excel** and a version from the **Select output** menu.
3. Configure Excel conversion settings and change output path if needed. Click OK.
4. Click **Start Converting**.
5. The job queue and conversion results are shown in the Conversion Progress window. You can click **Open Folder** to see where the result files are saved.

PDFs to Text

1. Add the files you want to convert to the file list.
2. Select **Txt** and an encoding from the **Select output** menu.
3. Configure text conversion settings and change output path if needed. Click OK.
4. Click **Start Converting**.
5. The job queue and conversion results are shown in the Conversion Progress window. You can click **Open Folder** to see where the result files are saved.

PDFs to PowerPoint

1. Add the files you want to convert to the file list.
2. Select **PPT** and a version from the **Select output** menu.
3. Configure PowerPoint conversion settings and change output path if needed. Click OK.
4. Click **Start Converting**.
5. The job queue and conversion results are shown in the Conversion Progress window. You can click **Open Folder** to see where the result files are saved.

Contact us

Thank you for choosing Gaiiho. Should you have any inquiry or problem, feel free to contact us using the information below.

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