CLICK
TO CONVERT™

Version 5.0
User Guide

The Easiest and Most Complete Answer to Creating and Sharing PDF or HTML Files...

Overview

Click to Convert provides a quick, easy and affordable way to create and share PDF or HTML files from virtually any document or application. Click to Convert allows businesses or users to easily create high quality PDF or HTML by dragging and dropping groups of files, by printing any file to Click to Convert's virtual printer or by using the toolbar button added to Microsoft Office.

Click to Convert Features:
- Create high-quality PDF or HTML files from your documents with a couple of clicks.
- Microsoft Office toolbar integration supporting hyperlinks, bookmarks and table of contents.
- Drag and drop batch processing for groups of documents.
- Customizable PDF settings including 128bit security, compression, watermarks and font embedding.
- One-Click e-mailing or uploading of files.
- View HTML files on any platform from any web browser.
- Affordable - low cost per seat including multi-license and educational discounts.

When should I use PDF and when should I use HTML?
Click to Convert creates high quality PDF and HTML files from any document or application. PDF is especially good for creating documents with sensitive information and documents for printing, e-mailing and distribution. HTML is best used for allowing users to quickly view and search documentation online. Click to Convert lets users choose the best format for their distribution requirements.

Developers - Click to Convert Technology, Purepage
Want to automate the document conversion process, script the way Click to Convert works, move the document conversion process to the server or include the Click to Convert technology in your own software? Find out how and download your free evaluation

Quick Start

Click to Convert is very easy to use and eliminates the learning curve so often associated with new software.

Click to Convert can be used in any of these ways:

- **Microsoft Office Integration -** Click to Convert adds toolbars and menus to Microsoft Word, Excel and PowerPoint, allowing users true one-click PDF and HTML file creation. Click to Convert retains document structure including hyperlinks, bookmarks, document meta-information and PowerPoint slide titles. To create PDF or HTML renditions from within a Microsoft Office application, simply use the Click to Convert button or use the Click to Convert menu from within Microsoft Office.

- **Batch Processing -** Click to Convert supports true batch processing of documents into PDF and HTML. Simply drag a group of files onto the Click to Convert window to publish them.

- **Virtual Printer -** Click to Convert installs a virtual printer to your Windows system so that you can create PDF and HTML files from any application simply by printing to the Click to Convert printer.

Install and Uninstall

This section explains what to expect from the install issues.

Information you need before installing Click to Convert:

- You must be logged on as an administrator for NT
- You must be using Windows 95, 98, Millenium (ME), NT 4.0, Windows 2000 or XP
- You must have available a spare LPT1 port (note - if you receive an error message telling you that you do not have a spare LPT1 port, exit install, reboot and ensure that one is available. Once you have done that, run the install process again).

The Install Process:

1) Once you have downloaded the trial version of Click to Convert from our web site, start the executable by double clicking the file "ClicktoConvert.exe". By default, this will appear on your desktop.

2) Agree to the License.

3) Select the location where you would like to install Click to Convert. The default location is under program files on your main drive e.g. C:\Program Files\ClickToConvert\

4) Windows NT, 2000 and XP users with multiple user profiles on their machine will be prompted for which users to install Click to Convert for.

5) REBOOT your machine when prompted if using Windows 95, 98 or Me before using the software (at all!). If you did not reboot your machine and are having difficulties, you will need to go through the install process again. Note - you do not need to reboot your machine if using Windows 200, NT or XP

The Uninstall Process:

1) Click Start->Settings->Control Panel->Add/Remove Programs.
2) Select Click to Convert from the list and click Add/Remove.
3) Select Start->Settings->Printers.
4) Delete the Click to Convert printer.

NOTE: If you intend on re-installing Click to Convert in the future, do not delete the Click to Convert printer.

Frequently Asked Questions

General Questions

1. What are the system requirements for Click to Convert?
2. Which document types and Windows applications does Click to Convert work with?
3. Can I publish multiple documents at one time or do I need to publish them individually?
4. What is the process of turning the trial version of Click to Convert into the fully registered version?
5. What is the difference between the trial version and the fully registered version of Click to Convert?
6. How do I upgrade from a previous version of Click to Convert?
7. I would like to make Click to Convert available to everyone in our department. What discounts are available for multi-licenses?
8. I would like to make Click to Convert available to everyone in our department and manage it from a central point. Can I host Click to Convert on the server?
9. Is there a command line version of Click to Convert?
10. Can I include the Click to Convert technology (Purepage) inside my application or software?
11. How do I contact Click to Convert for tech support on an issue not discussed in the help manual?

HTML Questions

1. How do I ensure that the embedded links in my MS Office documents (table of contents, bookmarks and hyperlinks) are converted into HTML?
2. Can I use the headings or styles from Microsoft Word to create a table of contents?
3. How do I link the HTML version of my document to the PDF version?
4. Can I edit the HTML output of Click to Convert once I've converted my document?
5. My document is unusually wide or tall (like a Microsoft Excel spreadsheet or a Genealogy chart) -how can I ensure that it all comes out on the one HTML page?
6. My converted pages appear larger than my original document - why is this?
7. Can I edit the name of the HTML files to something other than "index.html" during the publishing process?
8. I have several worksheets inside one MS Excel workbook. Will Click to Convert publish them all or just the active sheet? Will they somehow be joined?
9. How can I zoom my document so that the HTML fits onto a specific screen size?
10. Can I place more than one page from my original document onto each HTML page?
11. Can I automatically upload the HTML to the web site?
12. I uploaded my converted pages to my web site but they look completely different to when I viewed them on my computer - even my images are missing! Why is this?
13. How can my visitors print out the entire document once it is online?
14. Can I make the HTML versions of my documents look just like my web site or intranet?
15. How much knowledge of HTML do I need to be able to use templates?
16. A practical example showing how to use templates with Click to Convert.
17. Is Click to Convert a substitute for a web editing program?

PDF Questions

1. How small are the PDF files created using Click to Convert?
2. Can I use the headings or styles from Microsoft Word to create a table of contents?
3. How do I remove the trial watermark from the PDF renditions of my documents?
4. Can I automatically upload the PDF to the web site?
5. How do I email my PDF file?
6. Are there any ways that I can reduce the size of the PDF file created?
7. Can I password protect my PDF files to stop users from opening or changing it?
8. Can my PDF documents be securely encrypted using 40bit and 128bit (strong) encryption?
9. I have several worksheets inside one MS Excel workbook. Will Click to Convert publish them all or just the active sheet? Will they somehow be joined?
10. Which version of Adobe Acrobat Reader can users view the PDF files created using Click to Convert.
11. Does Click to Convert support PDF font-subsets?

General Questions Answered

1. **What are the system requirements for Click to Convert?**
   Microsoft® Windows® 95,98,ME, Windows NT® 4.0 (with service pack 6), Windows 2000, Windows XP or Windows 2003 Server. Intel® Pentium® processor. 16MB RAM (Memory). 100MB of available hard disk space.

2. **Which document types and Windows applications does Click to Convert work with?**
   Most Windows applications with a print command can be converted into HTML or PDF including extensive support for Microsoft Office (Word, Excel, PowerPoint) as well as Microsoft Project and Visio, Adobe PageMaker and Illustrator, Lotus Smartsuite, genealogy software. The basic rule is - if you can print it you can publish it.

3. **Can I publish multiple documents at one time or do I need to publish them individually?**
   You can publish several documents at one time (also using the same settings) by simply selecting the files and dragging them onto the Click to Convert "Batch Publisher" window. Watch their publishing status in the "Document List" then view the published files. This can be found by double-clicking the Click to Convert icon on your desktop.

4. **What is the process of turning the trial version of Click to Convert into the fully registered version?**
   You will first need to ensure that the trial version of Click to Convert (available for download from http://www.clicktoconvert.com) is installed on each computer you intend to register. When you place an order for Click to Convert you are supplied with a registration key via email that will turn the trial version into a fully registered version. Then, enter the registration key supplied in the start-up screen when prompted.

5. **What is the difference between the trial version and the fully registered version of Click to Convert?**
   The trial version of Click to Convert lasts for 15 days and has no limitations on the features available; you can use the output produced. In the PDF files, the trial version includes a watermark showing that your file was created using the trial version of Click to Convert. In the HTML files, the trial version includes a "Powered by Purepage" logo at the bottom of each HTML page produced.

6. **How do I upgrade from a previous version of Click to Convert?**
   There are three ways to upgrade as outlined below. If you are an existing customer with:

   Upgrade Insurance purchased in the past 12 months - download and install the trial version. Click to Convert should automatically update and become fully registered. If this does not occur and you think that you qualify for a free upgrade, please contact sales@clicktoconvert.com for a new registration key.

   Upgrade Insurance purchased more than 12 months ago - download and install the trial version. You need to purchase "Renew Upgrade Insurance" for the number of licenses of your original order.

   An existing customer with no Upgrade Insurance - download and install the trial version. You need to purchase "Previous Version Upgrade" for the number of licenses of your original order. At the time of purchasing, you can also choose whether you would like to purchase Upgrade Insurance to cover you for the next minor releases or major release of Click to Convert.

   IMPORTANT: All upgrades are verified before new registration keys are issued. If you are not sure what product you need to purchase, please contact sales@clicktoconvert.com with the registration details including name, email address and approximate date purchased so that we can help you with your upgrade.

7. **I would like to make Click to Convert available to everyone in our department. What discounts are available for multi-licenses?**
   Please visit the Click to Convert web site for the latest multi-license specials or e-mail sales@clicktoconvert.com.

8. **I would like to make Click to Convert available to everyone in our department and manage it from a central point. Can I host Click to Convert on the server?**
   The technology that powers Click to Convert is called Purepage. *Purepage Server* provides automated,

centralized document publishing to your entire network or workgroup. Powerful administrative options give IT professionals total control over how and when documents are rendered and can be running in less than a day. Installed on a network server, Purepage Server publishes your documents on the fly with no scripting necessary. Purepage Server not only publishes your files, it also automatically creates and updates a portal so that staff can easily access your business information via any web browser. Please visit www.purepage.com for more information and to download the free trial.

9. **Is there a command line version of Click to Convert?**
   Yes. The technology inside Click to Convert (Purepage) can be scripted from virtually any modern scripting language. You can use *Purepage SDK* on a server for a more centralized conversion processor or build your own custom application for distribution within your company. You can also include the *Purepage SDK* conversion process into new or existing software for redistribution to your customers. Please visit www.purepage.com for more information and to download the free trial.

10. **Can I include the Click to Convert technology (Purepage) inside my application or software?**
    Yes, you can control the Click to Convert technology (called Purepage) from inside your application whether it is server or client based. *Purepage SDK* is a COM component. Please visit www.purepage.com for more information and to download the free trial.

11. **How do I contact Click to Convert for tech support on an issue not discussed in the help manual?**
    You can contact the Click to Convert support team via email at no extra charge if you have any questions *not answered* in the Click to Convert help manual. Please email tech@clicktoconvert.com with your questions.

HTML Questions Answered

1. **How do I ensure that the embedded links in my MS Office documents (table of contents, bookmarks and hyperlinks) are converted into HTML?**
   You can do this using two different publishing methods. The first is to click the green and orange Click to Convert button on the toolbar in Microsoft Word, Excel or Powerpoint. The second is to drag and drop one or multiple files onto the Click to Convert "Batch Publishing" window found by double clicking the Click to Convert icon on your desktop. Your embedded links will not publish if you click "File" then "Print" to the Click to Convert printer in your Microsoft Office applications.

2. **Can I use the headings or styles from Microsoft Word to create a table of contents?**
   Yes. To automatically create navigation in your HTML rendition, first highlight the appropriate text and choose your heading styles inside Microsoft Word. You can manage how Click to Convert publishes these headings by clicking on the "Click to Convert" menu item in Microsoft Word then choosing "Change Office Options". Here you can choose how the HTML navigation tree looks for your documents on a global level.

3. **How do I link the HTML version of my document to the PDF version?**
   When Click to Convert creates an HTML rendition of your document, you can automatically choose to link to an exact PDF rendition of the same document. This can be useful for printing or if your viewers would like to download the PDF file. Create a link to the PDF file on the HTML navigation toolbar by ensuring the "Include link to PDF document" option is checked under HTML Options   Output Navigation options in the Publish Settings window.

4. **Can I edit the HTML output of Click to Convert once I've converted my document?**
   Yes, you can open the output of Click to Convert in a web editing tool such as Microsoft FrontPage 2000 and Macromedia DreamWeaver to make your changes.

5. **My document is unusually wide or tall (like a Microsoft Excel spreadsheet or a Genealogy chart) - how can I ensure that it all comes out on the one HTML page?**
   Most applications let you set the paper size that you print out onto. Note, the paper sizes do vary from application to application. Since Click to Convert operates like a printer, you can modify how much is displayed on each HTML page by changing the paper size. Choose between the standard sizes or create your own custom sized page.

6. **My converted pages appear larger than my original document - why is this?**
   Many applications display your documents zoomed-in so that you can see them on your computer screen. This may be smaller than the actual print size. For example, Microsoft Excel often displays its documents at 88% and Microsoft Word at 75% so you can see your documents on the screen. However, when these documents are rendered they can appear larger since they are published at 100%.

7. **Can I edit the name of the HTML files to something other than "index.html" during the publishing process?**
   Yes. You can change the name and file extension of your published documents during the publishing process by clicking on HTML Options   Output   Web Page Options. This gives you the flexibility to ensure that the web pages that Click to Convert produces matches the remainder of your web site or intranet.

8. **I have several worksheets inside one MS Excel workbook. Will Click to Convert publish them all or just the active sheet? Will they somehow be joined?**
   Click to Convert has additional support for Microsoft Excel Workbooks. You can choose whether you would like to publish the active worksheet or the entire workbook by clicking on the "Click to Convert" menu item then "Change Office Options" within Microsoft Excel. Click to Convert will extract the names of the worksheets and link them all with navigation at the bottom of the HTML page (similar to navigating around your worksheets while inside Excel).

9. **How can I zoom my document so that the HTML fits onto a specific screen size?**
   Click to Convert has a zoom feature that you will find under HTML Options   Zoom. This feature allows you to scale your documents to a specified width which allows you to proportionally reduce or enlarge your pages. Some applications also allow you to adjust the size of your documents in the native application e.g. Microsoft Excel has a print option where you simply adjust the size of your document by a percentage (%) - this will allow you to fit more content onto the screen.

10. **Can I place more than one page from my original document onto each HTML page?**
Yes, you can merge web pages from the HTML Options   Output   Web Page Options section under the Publish Settings window. Choose how many pages you would like to appear on each HTML page. If you would like to place all the pages from your original documents onto one HTML page, simply enter "0" (zero).

11. **Can I automatically upload the HTML to the web site?**
Yes. When publishing, look for Remote Publishing under the General Options screen. Enter your details and Click to Convert will automatically upload your published HTML and PDF files.

12. **I uploaded my converted pages to my web site but they look completely different to when I viewed them on my computer - even my images are missing! Why is this?**
Not a problem - ensure that you upload everything in the main folder, including the images and other files, and layout will appear as per your original document. If you know the final location of your converted files on your web site, use the in-built Remote Publishing or FTP (file transfer protocol) function to ensure that everything is uploaded correctly.

13. **How can my visitors print out the entire document once it is online?**
Click to Convert provides two methods for printing your document. You can either provide a printable version in HTML or a link to the PDF rendition of the same document. If you would like to provide an HTML printable version, ensure the option "Enable Printing Support in HTML Documents" is checked. This can be found by clicking on HTML Options   Printing in the Publish Settings window.

As additional information, printing of all HTML pages is controlled by the browser (Netscape Navigator or Internet Explorer etc…) and each of your visitors may have their browser set up differently. Some may have wide margins or include headers and footers that are different in your browser. For this reason, we recommend reducing the size of *printable version* of your document. This will not alter the appearance of the published version.

14. **Can I make the HTML versions of my documents look just like my web site or intranet?**
Yes, using Click to Convert's Template feature. Templates allow you to automatically create HTML pages that look like your corporate intranet or web site (including all links, layout and formatting). Users can simply specify a custom HTML template and Click to Convert will wrap this template around the HTML renditions that it publishes.

15. **How much knowledge of HTML do I need to be able to use this feature?**
If you have a basic knowledge of constructing HTML, you will find the template feature very simple. For example, do you know what you are looking at when you see a web page in HTML or could you construct a basic page in HTML? There are many web sites and online tutorials that will take you through the basics and this is recommended before you use the template feature.

16. **A practical example showing how to use templates with Click to Convert.**
We have provided a sample using Purepage.com web site. If you have a basic understanding of HTML, you will easily be able to follow this example. You will then be able to continue and integrate the HTML documents (that you render using Click to Convert) with your template.

17. **Is Click to Convert a substitute for a web editing program?**
No, Click to Convert complements your existing web editor. Click to Convert creates HTML from existing files that can be used as a part of your web site or on your intranet - everyone has a web browser. You can edit the results of Click to Convert in many web editing tools such as Microsoft FrontPage 2000 and Macromedia Dreamweaver. You can also integrate your newly created HTML documents into the template for your corporate web site or intranet. Read the Templates section of this document for more information.

PDF Questions Answered

1. **How small are the PDF files created using Click to Convert?**
   Click to Convert produces highly compressed PDF files thanks to its highly optimized image compression and font embedding technology. Click to Convert's PDFs are usually as small if not smaller than many alternative products.

2. **Can I use the headings or styles from Microsoft Word to create a table of contents?**
   Yes. To automatically extract the headings from your Microsoft Word documents into your PDF renditions, first highlight the appropriate text and choose your heading styles inside Microsoft Word. You can manage how Click to Convert publishes these headings by clicking on the "Click to Convert" menu item in Microsoft Word then choosing "Change Office Options". Here you can choose how the PDF bookmarks look for your documents on a global level.

3. **How do I remove the trial watermark from the PDF renditions of my documents?**
   The trial watermark disappears when you purchase and register Click to Convert with the license key provided.

4. **Can I automatically upload the PDF files to the web site?**
   Yes. When publishing, look for "Remote Publishing" under the "General Options" screen. Enter your details and Click to Convert will automatically upload your published PDF files.

5. **How do I email my PDF file?**
   In the publishing options window, you have the option of clicking "Email". This will create the PDF file and attach it to a new e-mail message ready to go.

6. **Are there any ways that I can reduce the size of the PDF file created?**
   Yes, by default, Click to Convert embeds the fonts that are used in your documents into the PDF files. This can use a lot of extra space. You can change the fonts that are embedded in your PDF's from the "fonts" tab in the publishing options dialog.

7. **I have several worksheets inside one MS Excel workbook. Will Click to Convert publish them all or just the active sheet? Will they somehow be joined?**
   Click to Convert has additional support for Microsoft Excel Workbooks. You can choose whether you would like to publish the active worksheet or the entire workbook by clicking on the "Click to Convert" menu item then "Change Office Options" within Microsoft Excel. Click to Convert will extract the names of the worksheets and link them all as bookmarks in the PDF rendition.

8. **Can I password protect my PDF files to stop users from opening or changing it?**
   Yes, during the publishing process you have the option of specifying passwords for opening and changing the PDF.

9. **Can my PDF documents be securely encrypted using 40bit and 128bit (strong) encryption?**
   Yes, Click to Convert supports 40bit and 128bit encryption so that you can securely distribute your documents.

10. **Which version of Adobe Acrobat Reader can users view the PDF files created using Click to Convert.**
    The PDF files created using Click to Convert are fully compatible with Adobe's freely available Acrobat Reader version 3 or later.

11. **Does Click to Convert support PDF font-subsets?**
    Yes. In the "fonts" tab of the publishing options dialog you can force Click to Convert to only embed the subset of the TrueType font that has been used. This can drastically reduce the size of your PDF files.

Publish Settings

In the following section you will find detailed information about Click to Convert's settings. This information is ordered by screen as you find it under the "Publish Settings" window in Click to Convert.

General Options

MS Office Options

PDF Options
1. Output
2. Fonts
3. Security
4. Email

HTML Options
1. Output
2. Templates
3. Table of Contents
4. Images
5. Kerning and Tracking
6. Zoom
7. Printing

General Options

PDF Options: Choose to create a PDF rendition of your original document and open the published PDF file to view the rendition. If you "Prompt for PDF filename", Click to Convert gives you the option to edit the file name and save-location for each PDF rendition.

HTML Options: Create an HTML rendition of your original document then open the published web pages in your browser to view the rendition.

Save Location: Select the default location where the PDF and HTML files are saved. By default, this is in the Output folder under where Click to Convert is installed. You can also access your recently rendered files by clicking on the "Published Files" in the "Batch Processing" window by double clicking the Click to Convert icon on your desktop.

Remote Publishing: use this feature to automatically upload your files to your web site or intranet. Check "Publish to FTP Server" then enter your server details by clicking the "Edit" button.

Project Settings: Create and save different groups of settings. For example, this is useful for consistently rendering groups of files from a specific application or for applying different templates (for different parts of your web site) during the rendering process. Choose "Save settings as…" once you have finalized your setting choices. Apply to a project setting or revert to the default settings by selecting them from the drop down list provided.

Microsoft Office Options

Click to Convert has special integration with Microsoft Office applications including Word, Excel and PowerPoint. Changes to these options are made within the application and are global to all files of each type i.e. if you make a change to the table of contents styles in Microsoft Word, this is automatically applied to all Microsoft Word files that you wish to publish.

The features, outlined below, can be accessed by choosing "Change Office Options" item in the "Click to Convert" menu inside Word, Excel or PowerPoint.
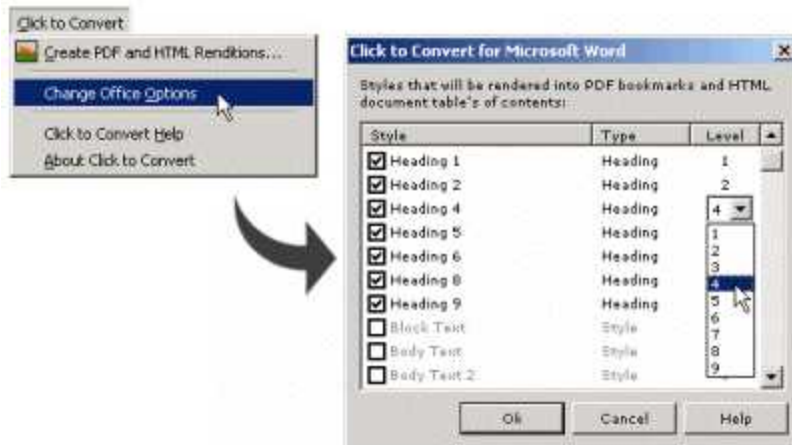
Microsoft Word - Publishing Styles and Table of Contents

Click to Convert extracts your heading styles and renders them as either PDF bookmarks or HTML table of contents and allows your viewers to navigate around your documents. You can choose the rank that you would like your headings / styles displayed in the navigation tree. By default your headings are rendered and displayed in both PDF and HTML formats with Heading 1 - Heading 9 e.g:

Heading 1
  Heading 2
  Heading 2
    Heading 3
Heading 1

You can change the rank of these headings / styles as follows:
1. Open the "Change Office Options" window by clicking on the "Click to Convert" menu item
2. Highlight the style you wish to change
3. Click on its number and choose the new level from the drop-down list.

TIP: if you wish to automatically create a table of contents when rendering into HTML, you need to ensure that the "Build Table of Contents" option is checked and the "Use original document's headings" option is selected under HTML Options   Table of Contents.

Microsoft Excel - Publishing Workbooks

Click to Convert can either render the active worksheet or your entire workbook providing links between the different worksheets. The default setting is to "Convert every worksheet". If you would like to change this option to "Convert only the active worksheet", you can do this by opening the "Change Office Options" window by clicking on the "Click to Convert" menu item.

Microsoft PowerPoint - Slide Titles

Click to Convert can render your PowerPoint slide titles into PDF bookmarks and the table of contents for your HTML files. This option is checked by default but you can turn it off by opening the "Change Office Options" window by clicking on the "Click to Convert" menu item.

PDF Options

There are a number of options that specifically relate to rendering your files into PDF.

Output
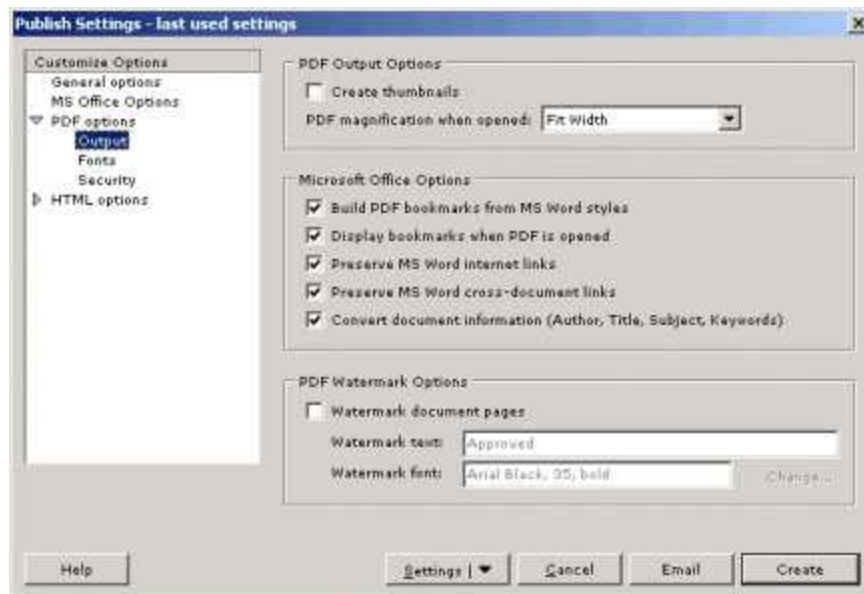
Thumbnails - in addition to bookmarks, you can choose to create a thumbnail of each page in your rendered document. Users view these thumbnails by clicking on the tab provided.

Magnification - you can control how your rendered PDF files are displayed when opened by the end user. You can either "Fit Width" (the default), "Fit in Window" or "Fit Height".

Build PDF bookmarks from MS Word styles - Select the appropriate text in your document to be displayed as bookmarks. By default, Click to Convert renders styles in descending order from Heading 1 through to Heading 9. You can change this by opening the "Change Office Options" window by clicking on the "Click to Convert" menu item. For more information, please read the "Microsoft Office Options" section of this manual.

Display bookmarks when PDF is opened - selected bookmarks are automatically displayed on the left-hand side of the rendered PDF files when opened by viewers.

Preserve MS Word internet links - links to web pages are preserved in your rendered PDF files.

Preserve MS Word cross-document links - links to other areas of the same document e.g. table of contents links.

Convert document information - Click to Convert will automatically add the author, title of document, subject and keywords to the document information properties to allow searching of this information.

PDF Watermark Options - Choose whether to include a watermark on each page of your PDF document. For example, you can use this feature to display "Draft", "Approved" or "Confidential". Enter the text in the box provided and choose the font. This text is displayed vertically in the left-hand margin of your PDF document.

Fonts

Choose to "Embed fonts in PDF document" if there are unusual fonts in your document, such as mathematical symbols, to ensure that your files PDF files are displayed correctly. By default, Click to Convert does not include "Truetype fonts" or the "Truetype fonts subset" as these are already available on most viewers' computers. Each additional font adds to the size of your PDF file.

You also have the option of "Fonts never embedded" that includes Arial, Courier and Times New Roman by default as it is assumed that your end viewers will have these fonts available. By never embedding particular fonts, this can help to reduce the size of your rendered PDF file.

Security

An important feature of Click to Convert's PDF renditions is the ability to protect your PDF documents.

Passwords - create two levels of interaction to allow end viewers to either view or change PDF files.

Document Permissions - determine whether viewers can print, make changes or select text and graphics in the PDF documents created using Click to Convert. Also, determine if viewers can add or change annotations or form fields.

Encryption - this feature allows you to safely distribute contracts or sensitive information. Choose between 40-bit encryption, which is less secure but suitable for older versions of Acrobat Reader, or 128-bit encryption, which is more secure but only suitable for Acrobat Reader version 5 or later.

Email

As the PDF format is the best format for emailing content, Click to Convert provides the ability to automatically publish and attach the PDF rendition to an email. All you need to do is enter the email address of the recipient. When publishing multiple files using the "Batch Publishing" feature, Click to Convert will add all the rendered PDF files to the same email for ease of use.

HTML Options

There are a number of options that specifically relate to rendering your files into HTML.

Output

Include links at top of page - include back, forward, start of document and end of document links on the HTML navigation bar at the top of each page. This is checked by default.

Include links at bottom of page - include back, forward and top of page links to the bottom of each HTML page.

Include page links at top of page - include links on the HTML navigation bar to specific page numbers in your document. For long documents Click to Convert provides links to 5 pages above and 5 pages below the current page.

Include link to PDF document - if creating a PDF rendition of the same document, you can choose to provide a link on the HTML navigation bar.

Include home link - use the home link to provide your customers with an easy way to navigate back to your web site. Copy the example provided and always remember to include the prefix "http://" in front of the web address. A "Home" button appears on every page and links back to the web address that you provide.

Name web pages - the HTML rendition labels each separate page produced when converting any file. By default these pages are called "index.html". For multi-page documents they are called "index.html", "index2.html", "index3.html" etc... **TIP:** you can change the extension of the file name. If you omit the extension, Click to Convert automatically adds ".html" onto the end of the name nominated.

Add dark borders around the pages - frame your pages with a dark border for a professional finish.

Include "Powered by Purepage"- Purepage is the publishing technology inside Click to Convert. If you choose to include the "Powered by Purepage" graphic on your converted documents a small logo will appear in the bottom left-hand corner of your converted pages. This image can be removed in the fully registered version of Click to Convert.

Number of original pages on each HTML page - choose how many pages from your original file are included on each HTML page. **TIP:** select "0" (zero) if you wish to display your entire document on one HTML page.

Templates

Introduction
Click to Convert provides templates allowing you to create HTML pages that look like your corporate Intranet or web site (including all links, layout and formatting).

Users can simply specify a custom HTML template and Click to Convert will wrap this template around the HTML renditions that it creates.

In this tutorial we'll follow an example of creating a template for the Purepage.com website. This means that all HTML documents we publish with this template will look like the Purepage.com web site. This template is located in the *Templates* folder where you installed Click to Convert on your computer.

Background
You need to have a basic understanding of HTML to use the template feature provided in Click to Convert. A good understanding of Cascading Style Sheets (CSS) is also beneficial but is not mandatory.

Markers
When publishing your documents, Click to Convert produces different components that make up each HTML page. When placed together into an HTML page, these components produce the HTML renditions that look like your original documents. The components that make up HTML renditions are: *Meta Tags*, *Page Title*, *HTML Head Tags* and *HTML Body Tags*.

Click to Convert allows you to specify where the components (described above) should be inserted into your templates.

> **You specify the location to insert a component by placing text "markers" in your template files. Click to Convert will scan your template file for these markers and insert the appropriate component in this specific location.**

The markers you can use are:

{C2C_TITLE} – This marker tells Click to Convert to insert the *Page Title* at this location. This marker is optional and may be omitted.

{C2C_META} – This marker tells Click to Convert to insert its *HTML Meta Tags* at this location. Meta tags help identify your HTML renditions as being created by Click to Convert. They also provide a good place for you to specify keywords that relate to your documents so users can search them more efficiently. It is important to place this tag on a separate line by itself. This marker is optional and may be omitted.

{C2C_HEAD} – This marker tells Click to Convert to insert its *HTML Head Tags* at this location. Head tags help control the layout and look and feel of your document. It is important to place this tag on a separate line by itself. This marker is necessary and must be included.

{C2C_BODY} – This marker tells Click to Convert to insert its *HTML Body Tags* at this location. Body tags help control the layout and look and feel of your document. It is important to place this tag on a separate line by itself. This marker is necessary and must be included.

{C2C_FILE} – This marker tells Click to Convert to copy the file specified to the same location as the HTML rendition that is created. This marker allows you to specify additional files (for example CSS style sheets and images) that need to accompany your HTML renditions. For example, {C2C_FILE="NavigationBar.gif"} would copy the "NavigationBar.gif" file from the template folder to the HTML output folder. It is important to place this tag on a separate line by itself. This marker is optional and may be omitted.

{C2C_PAGE_HEIGHT} – This marker tells Click to Convert to insert the specific pixel height for this page. This allows you to specify page footers so they appear at the correct location (below the page content). This marker is optional and may be omitted.

Example - Purepage.com

Note: This example is based on the PurePageCom template that is found in the Templates\PurePageCom folder where you installed Click to Convert on your computer.

If we look at the Purepage.com web site we can see that there are four main components of the layout – the page header, the side navigation, the **page content** and the footer copyright.

We want all the HTML renditions we publish using the Purepage.com template to look like the Purepage.com web site. In essence, we want to replace the **page content** area with the documents we publish. We want to retain the page header, side navigation and footer consistent.
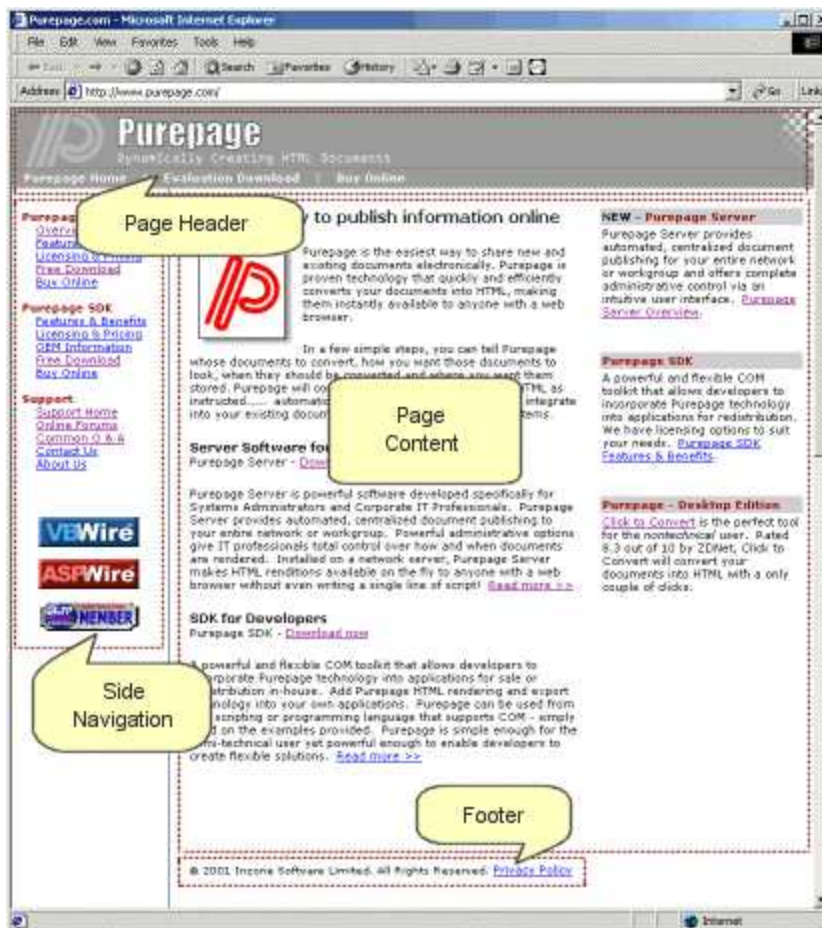
Steps involved in creating the PurePageCom template:

1. First, we need to group all the files used in this HTML page into a new folder. This folder should include the HTML template file, any image files that the HTML page references, any CSS style sheets the HTML page references and any other files referenced.

2. Next, we need to open the HTML template file (from now on simply called the template file) in a text editor such as Notepad. At the top of the HTML file, you need to specify the additional files that are referenced by this HTML template by using the {C2C_FILE} marker. These referenced files will then be copied when an HTML rendition is created. We added the following lines to the top of the template file (it is important to place these markers on separate lines by themselves):

```
{C2C_FILE="ASPGuildButton10030.gif"}
{C2C_FILE="ASPWire-btn.gif"}
{C2C_FILE="clearpixel.gif"}
{C2C_FILE="navbar_l.gif"}
{C2C_FILE="navbar_top_r.gif"}
{C2C_FILE="Screenshot.gif"}
{C2C_FILE="VBWire-btn.gif"}
{C2C_FILE="site.css"}
{C2C_FILE="style.css"}
```

3. We want to tell Click to Convert to replace the "Purepage.com" page title with the page title that Click to Convert will generate for the HTML rendition. We do this by replacing the current page title that is between the <title> and </title> tags with the {C2C_TITLE} marker as follows:

   <TITLE>{C2C_TITLE}</TITLE>

4. Next, we want to specify where Click to Convert should add its HTML meta tags (this is an optional step and can be left out). We decided to add them straight under the page title by inserting the following line (it is important to place this marker on a separate line by itself):

   {C2C_META}

5. Now we need to specify where Click to Convert should insert its HTML head tags. This is important as it allows Click to Convert to produce pages that look and feel like your original document. We do this by inserting the {C2C_HEAD} marker in the template file before the closing </HEAD> tag (it is important to place this marker on a separate line by itself).

6. Now we need to tell Click to Convert where it should insert the page content. We want to replace the existing page content with the {C2C_BODY} marker to achieve this. To do this, we scan through the HTML template until we come to the point where the current page content begins. **Tip:** Search for the text you want to replace, in this case: "The best way to publish information online". Simply replace the entire current page content with the {C2C_BODY} marker (it is important to place this marker on a separate line by itself).

7. The last step it to make sure that the footer appears at the bottom of the page and not overlapping the page content. We do this by making sure the page content is placed inside an HTML table cell and that the table cell has the page height specified as its height. This will force the footer to appear below this cell. We can do this using the {C2C_PAGE_HEIGHT} marker as follows:

   <TD height="{C2C_PAGE_HEIGHT}">

Once we completed these changes, we simply tell Click to Convert to use this template when creating HTML renditions that we want to have the Purepage.com web site's look and feel. From the Click to Convert "Publish Settings" window, select the "Templates" option from the tree view on the left. Click the "Change" button and select the HTML template file to use – in this case PurePageCom.htm.

Important Design Notes

1. The {C2C_META}, {C2C_HEAD}, {C2C_BODY} and {C2C_FILE} tags must all be by themselves on individual lines in your template files. The {C2C_TITLE} and {C2C_PAGE_HEIGHT} tags may be placed anywhere.

2. All support files (for example, images) to be copied using the {C2C_FILE} tag must be in the same folder as the template file.

Table of Contents

Automatically build a meaningful table of contents (TOC) using one of Click to Convert's three methods. The TOC can be displayed on a separate contents page or in an HTML frame. The methods include using:

1. The headings from the original document.
   This method is particularly useful for people who use MS Word's 'styles' feature. This very simple feature is explained in more detail below. Manage the way you want your styles displayed by opening the "Change Office Options" window under the "Click to Convert" menu item inside Microsoft Word.

2. Page numbers.
   This method will produce a table of links to each HTML page e.g. Page 1, Page 2, Page 3…

3. Prefix characters.
   Use this method for almost all applications by placing specific characters in front of text that you wish to convert into headings and section headings.

1. The Headings from the Original Document

Microsoft Word has a feature that lets you create and easily update a table of contents for any Word document. It is these self-selected headings that Click to Convert looks for to create the HTML navigation. It is quick, simple and very effective so this method is recommended for MS Word users.

Here's how to use the MS Word heading feature:

1. Make the formatting toolbar visible – click "View" on the main menu and choose "toolbars" then "formatting" from the drop-down list.
2. Next to the font and font size you will see a drop down list displaying "Normal".
3. Choose the text you want as a heading, drop down the list and choose the style you wish to apply.

When you convert your document, all the text that is labeled as a heading is turned into a table of contents link.

TIP: to view your headings, click on View   Document Map.

IMPORTANT: You must either drag-and-drop your document onto the "Batch Publishing" window or publish using the green and orange, Click to Convert icon on the Word toolbar if you would like to convert embedded links (including styles).

You can choose the rank that you would like your headings / styles displayed in the navigation tree. By default your headings are rendered with Heading 1 - Heading 9 e.g:

Heading 1
  Heading 2
  Heading 2
    Heading 3
Heading 1

You can change the rank of these headings / styles as follows:
4. Open the "Change Office Options" window by clicking on the "Click to Convert" menu item
5. Highlight the style you wish to change
6. Click on its number and choose the new level from the drop-down list.

2. Page numbers

Creating a table of contents using page number is a simple method to ensure that links are provided to every page in your document. Use this method if you make references to specific pages in your documents e.g.

Page 1
Page 2
Page 3
Page 4…

TIP: Click to Convert will link to the HTML pages so it is important not to place more than one page from your original document on each HTML page.

3. Prefix characters

Use this method for almost all applications by placing specific characters in front of text that you wish to convert into headings and section headings. For example, place "^&" and this text becomes a *heading* and by placing the text "^&&" in the original document, the text will automatically become a *section heading*.

Here is some sample text:

^&&Table of Contents

^&The headings from the original document

Microsoft Word has a feature that lets you create and easily update a table of contents for any Word document. It is these self-selected headings that Click to Convert looks for to create the HTML navigation. It is quick, simple and very effective so this method is recommended for MS Word users.

^&Page numbers

Creating a table of contents using page number is a simple method to ensure links to every page in your document and is particularly useful if you make references to specific pages in your documents

^&Prefix characters

Use this method for almost all applications by placing specific characters in front of text that you wish to convert into headings and section headings. For example, to make the above heading part of the HTML toc simply add the special characters that you set up in Click to Convert e.g.

This is how the above text would convert into an HTML table of contents:

Table of Contents
   The headings from the original document
   Page numbers
   Prefix Characters

TIP: The special characters are omitted from the final HTML document.

Images

Click to Convert offers a simple way to web-ready your images. For best results, please ensure that your images are of a good quality before publishing. Any images that are stretched or squashed may display a decrease in quality.

PNG or JPEG?
Different types of images require different image formats to get the best quality conversion. For example, line drawings such as graphs or line art are best converted into PNG (portable network graphics) and they contain only 256 colors. Photographs, or other equally complicated images using '000's of colors, are best converted using the JPEG image format.

"Let Click to Convert choose" Option
Click to Convert compares the size of the image formats and selects the smallest format. This option is selected by default.

Background images
The purpose of the background image is to hold images such as underlining, tables and other simple line art. The PNG format is the most appropriate format for these images because it creates the smallest file size. If you select to turn all your images into JPEGs, your background images are also turned into JPEGs.

All images over a certain size, like photographs, are separated into individual files so that you can choose the most appropriate format.

Image Quality
The quality of your images has a direct relationship with the size of the file they create when converted. By default, your images are converted at "medium" quality as this maintains a high quality conversion while producing a smaller file than using "high" quality.

Kerning and Tracking

Remove Character Spacing and Kerning (letter spacing)
The conversion process is a little more complicated when the text in your original document is justified, stretched or squashed (tracking and kerning). This is because HTML does not allow for any special spacing in text, called "inter-character spacing".

Remove letter spacing is an option designed to automatically retain your text as text, no matter the type of spacing. As an example, if your text is justified, Click to Convert renders this text as left-aligned. This slightly changes the look of some of your documents but, most importantly, it will work automatically which reduces your workload.

If it is important for your document to look exactly as the original, you might like to look into the option of turning your text into images as described below.

Stretched and Squashed Text

This option is related to "Remove character spacing". If that option is not checked you need a way to handle the text that HTML cannot handle automatically. You have three options of handling text that does not conform:

1. Never turn text into images
   This is basically the "do nothing" option. Your text may not look exactly like your original file.

2. Always turn text into images
   Click to Convert turns each page into a separate image. Text is not retained as text so, while the display of your document is precise, your documents cannot be searched. This is particularly useful for foreign languages not currently support by Click to Convert.

3. Only when stretching or squashing exceeds a %.
   Turn your text into images "Only when stretching or squashing exceeds" a specified %, some of your text may be converted into images in order to retain the original format of your file. This text canstill be searched.

Zoom

Click to Convert has a zoom feature that allows you to scale your documents to a specified width which allows you to proportionally reduce or enlarge your pages. If you choose to zoom your documents, the default is 800 pixels.

In addition, some applications allow you to adjust the size of your documents in the native application e.g. Microsoft Excel has a print option where you simply adjust the size of your document by a percentage (%) - this will allow you to fit more content onto the screen.

Printing

With Click to Convert you have two choices for creating a printable version of your document. You can either create a PDF rendition or a printable HTML rendition (as discussed below).

This great feature allows you to give your visitors greater control over printing the HTML documents created using Click to Convert. Printing is controlled by the browser (Internet Explorer, Netscape Navigator etc…) so Click to Convert provides a second *printable version* of your documents formatted especially for printing and adds a "print" icon to the navigation bar.

This allows your visitors to print say, pages 3-8 of your 10 page document instead of viewing each page and printing it individually.

TIP: The browser controls printing of all HTML pages and each of your visitors may have their browser set up differently. For this reason, we recommend reducing the size of *printable version* of your document to 90%. This will not alter the appearance of the published version.

Ordering Click to Convert

To purchase Click to Convert use one of the following methods:

1. **Online** - Complete and submit the Secure Order Form available from our web site
   http://www.clicktoconvert.com, or

2. **Fax** - Complete the order form on the Click to Convert web site then click "continue". This takes you through to our Secure Order Form. Print this page and scroll to the bottom of this page for fax details, or

3. **Purchase Orders / Invoice** - Email us on sales@clicktoconvert.com for an invoice. For orders under US$500 we require payment before sending out registration details. For orders over US$500 we accept purchase orders and you will receive your registration details at the time of ordering.

Notes:
- Click to Convert is sold on a per user basis.
- One license allows one user to install the software on their desktop and their laptop but only one copy of Click to Convert may be used at any given time.
- All prices are in US dollars.

How to Upgrade

There are three ways to upgrade as outlined below. If you are an existing customer with:

- *Upgrade Insurance purchased in the past 12 months* - download and install the trial version. Click to Convert should automatically update and become fully registered. If this does not occur and you think that you qualify for a free upgrade, please contact sales@clicktoconvert.com for a new registration key.
- *Upgrade Insurance purchased more than 12 months ago* - download and install the trial version. You need to purchase "Renew Upgrade Insurance" for the number of licenses of your original order.
- *An existing customer with no Upgrade Insurance* - download and install the trial version. You need to purchase "Previous Version Upgrade" for the number of licenses of your original order. At the time of purchasing, you can also choose whether you would like to purchase Upgrade Insurance to cover you for the next minor releases or major release of Click to Convert.

IMPORTANT: All upgrades are verified before new registration keys are issued. If you are not sure what product you need to purchase, please contact sales@clicktoconvert.com with the registration details including name, email address and approximate date purchased so that we can help you with your upgrade.

License Information

Click to Convert is sold on a per user basis. One license allows one user to install the software on their desktop and their laptop but only one copy of it may be used at any given time. Prices noted below are in US dollars.

IMPORTANT: ALL CLICK TO CONVERT SALES ARE FINAL.

A single license of Click to Convert retails at US$119. Please visit http://www.clicktoconvert.com for specials and affordable multi-license discounts.

Purchase of a Click to Convert License includes FREE upgrades for:

 - 30 days from the date of purchase
 - Bug Fixes for the version which you have purchased

Upgrade Insurance

Upgrade Insurance retails at 20% of your original license price and entitles you to 12 months of upgrades regardless of how many version changes released in the 12-month period. You must buy upgrade insurance at the time of the original purchase.

Academic Pricing

Your organization may qualify for a 20% discount. Qualification for Academic Licenses is restricted to K-12 and accredited Colleges and Universities. Site Licenses will cover one College or University campus or one entire K-12 school district. Please contact us on sales@clicktoconvert.com for a quote for the number of academic licenses you wish to purchase.

OEM Licensing

Please visit http://www.purepage.com for more information about a development license of Click to Convert. Alternatively, email sales@purepage.com for OEM licensing and opportunities.

Contact Information

Click to Convert is developed by Inzone Software Limited. Inzone is a privately owned company based in New Zealand and has been dedicated to helping businesses thrive with innovative software solutions since 1996.

Click to Convert, first released in Nov 1999, was developed in response to issues related to the creation of documents for the web - lack of people with sufficient skills, time or patience to faithfully reproduce documents to HTML. Prior to Click to Convert there was no easy way to move documents to the web or intranet while keeping faithful to the original.

You can contact Inzone Software Limited at the following address:

Inzone Software
PO Box 106-328
Downtown Auckland
New Zealand

If you would like to ask us a question please use the following email addresses:

sales / payment processing - sales@clicktoconvert.com
technical support - tech@clicktoconvert.com

Credits

PNG code used is from the freely available "PNGLib" with specifications available at:
ftp://ftp.uu.net/graphics/png/documents