



CREATE. CONVERT. EDIT.



eCopy PDF Pro Office Quick Reference Card

Create a PDF

Printing to PDF using a "PDF Print Driver" is the most common method for creating PDF files.

1. Open a document in a desired application.
2. Click **File > Print**.
3. Select the **ScanSoft PDF Create** printer driver from the list of available printers.
4. Select a location to save the PDF.

Note: Within MS Office applications, you can also click on the PDF Menu buttons to create PDF files, create and email PDF files, and access create PDF settings.



Creating a PDF within eCopy Pro Office is as simple as opening a file.

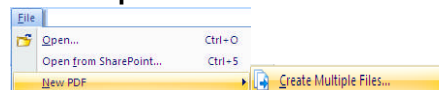
1. In ePPO choose **File**, then **Open**.



2. Change **Files Of Type** field to "All Files".
3. Select the file and click **Open**.
4. The document will automatically convert to a PDF file, and open in ePPO.

Batch creation allows users to convert multiple files at the same time.

1. In ePPO click **File, New PDF**, and select **Create Multiple Files**.



2. Click **Add**, then browse to select your documents. (*Make sure "Create a PDF for each Input Document" is selected in the drop down.*)
3. Click the **Create** button.



Convert a PDF

Converting a PDF File into MS Word within ePPO.

1. Open PDF within ePPO.
2. Click **Convert PDF** icon, select **Word Document**.



4. Select pages to be converted.
3. Select a location to save to and click **OK**.

Convert Area feature is a great way to reuse a portion of an existing document

1. Open PDF within ePPO and select the **Convert PDF** button.
2. Select **Convert Area** tool.



3. Select area of document you'd like to convert.
4. When the "Save As" menu opens, name your file and select the file type.

The PDF Converter Assistant completes the conversion of the area you selected.



For example, if you select Word Documents as your file type, the area that was selected for conversion will appear within a Microsoft Word document allowing you to perform edits to the text and formatting.

Note: ePPO provides the ability to convert a selected area of a page to Word, Excel, PowerPoint, and WordPerfect!

Edit a PDF

Touchup Text and Touchup Object are the two main tools for editing PDF content.



1. Open PDF within ePPO.
2. Click the **Touchup Text Tool** button to make changes to textual content and fonts.
3. Click the **Touchup Object Tool** button to make changes to images, graphs, and other elements.

*Note: Upon selecting the area to be edited, perform a right-mouse click to access the **Properties** menu.*

Edit your PDF documents with Notes, Callouts and Text Boxes



Note



Callout



Text Box



1. Open PDF within ePPO.
2. Click the desired icon, click the area where the **Note, Text Box, or Callout** should appear.
3. Type your text into the box, click on the hand tool when finished typing.

Document Inspection allows you to remove sensitive/hidden contents found within a PDF document.

1. Open PDF within ePPO.
2. Click **Document** and select **Inspect Document**.
3. Select items from the displayed list that you would like to have removed from the document.
4. Click the **Remove** button.



ASSEMBLE. SECURE. SEARCH.

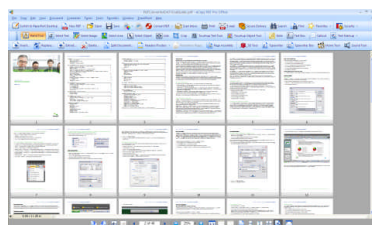


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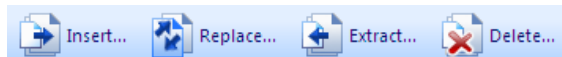
Assemble a PDF

Using the Document Assembly view allows pages of a document to be easily assembled and inserted with simple Drag and Drop control.

1. Open a multi-page document in ePPO.
2. Select **View > Document Assembly**.
3. Click on a page number to drag and drop the page to a different location within the document.



Using the Document Assembly toolbar, you can **Insert, Replace, Delete, and Extract** pages.



Note: Non-PDF files can be selectively inserted using the Page Assembly icon in the Tool Bar while in the Document Assembly view. Non-PDF's will be automatically converted to PDF prior to being inserted into the document.

Document Splitting allows a user to choose from 8 different splitting methods to split large documents into smaller segments.

1. Open a multi-page document in ePPO.
2. Click on **Document > Split Document**.
3. Select the appropriate Split Document settings, select a folder to save the split files, and click **OK**.

Secure a PDF

There are a variety of methods for securing PDF documents in ePPO, including password security, certificate security, encryption, digital signatures, redaction, and metadata removal.

Redaction

Redaction is the blacking out of sensitive text or pictures from a PDF file. The redaction tool allows you to create text redactions (by highlighting words) or zone redactions (by drawing boxes).

1. Open a PDF file within ePPO.
2. Click on **Document > Redaction > Mark Redaction**.
3. Click and drag the cursor to draw a box over the a defined area.

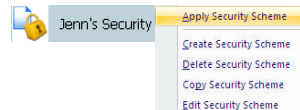
Note: Hovering over this area will display a preview of how the area will look when the redaction is applied.

4. Click on **Document > Redaction > Apply Redaction**.

Security

Security Schemes can be created in which document passwords, restrictions, encryption, and permissions can be defined.

1. Open a PDF file within ePPO.
2. Click on **Document > Security > Secure Document**.
3. Click on an available security theme and perform a right mouse-click to access a shortcut menu.
4. Click on **Apply Security Theme**.



Search a PDF

Using the intelligent "Looks Like" Search capability provides the option to quickly find content, like phone numbers, email addresses, and social security numbers, via an alphanumeric pattern rather than exact text.

Predefined Pattern

1. Open PDF within ePPO.
2. Select **Edit > Search** from the Menu bar.
3. Select the **Looks Like Search Pattern** radio button.
4. Select a predefined pattern from the drop-down Menu.
5. Click **Search**.

Looks Like Search & Redaction

1. Open PDF within ePPO.
2. Select **Document > Redaction > Search and Redact**.
3. Enter search text, select a predefined pattern, or create a customized pattern.
4. Click **Search & Redact** button.
5. From the search results, choose to **Select All** or select single words to redact.
6. Click on **Mark Selected Results for Redaction**.
7. Click on **Document > Redaction > Apply Redaction**.