

Simple Word to PDF

User Manual

Simple Word to PDF

Simple Word to PDF is a professional software which is designed to convert Ms Word files to PDF files. It allows you to modify the properties, add security or watermark, and adjust the page layout.

Simple Word to PDF is a strong PDF convert tool with an attractive operation interface. Easy operation is another bright spot which allows you to use it without any professional training and instruction.

Simple Word to PDF also support for various kinds of file formats, including wri, .docx, .doc, .txt, .rtf and so on. Therefore, you can convert different formats of documents into PDF files.

Note: This product has a free trial version, all features in this document are useful for you. There is no any watermark in your merging pdf files if you use the registered version.

(1) All features of Simple Word to PDF

- ▲ Attractive operation interface and easy operation
- ▲ Various files formats are supported in our software
- ▲ Protect PDF document with up to 128 bit password
- ▲ Retain the same layout as the original Ms Word files
- ▲ Select pages of Ms Word files to convert to PDF
- ▲ Support Hot directory mode

(2)Using Simple Word to PDF

You can start Simple Word to PDF by clicking the desktop shortcut on the computer desktop.

(3)Add MS word files



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There are three kinds of methods for you to add your PDF files.

First one, you can click the icon of "Add" directly on the operation interface and select any word files you want to deal with.



Second, you can click the icon of "add folder" and select to add a folder of word files



Third, you can directly click the blank space to add MS word files.

Name	Information	Size Modified	Full fil
	The list is empty. Please add s See <u>Demo</u>	ome doc documents to begin	
			Ŀ

If you want to delete MS word files which are unneeded, you can pitch on that file and click the icon of Remove. If you want to delete all word files, you can click the icon of to remove them completely.

(4)Professional Settings

Properties setting: Properties setting allows you to add some metadata to your PDF files, including title, subject, author and keywords.



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Properties	Security	Watermark	Viewer	Page <u>N</u> umber	Page Setting	Page <u>L</u> ayout	Start-Up	<u>B</u> ookmark	Timeout
2	}	Add some me	tadata to) your PDF (suc	n as author, titl	e, keywords an	id so on)		
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Subject	cultu	ral difference						•	
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<u>K</u> eywords	diffe	rences						•	

Security Settings: You can add a password to your pdf files, moreover, you can also set some restrictions to your pdf files. So you can use a password to impose restrictions on the permission.

Properties Security Watermark	Viewer Page Numbe	Page Setting	Page <u>L</u> ayout	Start-Up	Bookmark	Timeout
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Adding Security						
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Document open password:						
Permissions	permissions					
Permissions Password:						
Print Allowed:	None		Ŧ			
Changes Allowed:	None		Ŧ			
Enable copying of conte	nt					



Watermark settings: Watermark setting allows you to stamp a watermark on your new pdf files. You can add a text or image watermark to your pdf files. Moreover, you can also modify the text or image watermark to reach the best effect.

Properties Security Waterman	k <u>V</u> iewer	Page Number	Page Setting	Page Layout	Start-Up	Bookmark	Timeout
Place a cus	tom text or	image Waterma	irk(Stamp) to ou	utput PDF			
Watermark Name			Туре			*	
A Text - CONFIDENTIAL			Text				
🗏 🗛 Text - FINAL			Text				
🗌 🗛 Text - COMPLETED			Text			=	
🗏 🗛 Text - DRAFT			Text				As
🗏 🗛 Text - FOR PUBLIC RELEA:	SE		Text				1000
🗏 🗛 Text - INFORMATION ONL	Y		Text			1.33	22
🛛 🗛 Text - NOT FOR PUBLIC RI	ELEASE		Text				
Text - NOT APPROVED			Text				×
🗌 🗛 Text - Company(Tile)			Text				2000
🗏 🗛 Text - LOGO (left-top)			Text				-
🗌 🗛 Text - LOGO (Right-Top)			Text				
🗌 🗛 Text - LOGO (Left-Bottom))		Text				T
A Text - LOGO (Right-Botton	າ)		Text			•	
					Ok		Cancel

Page Number Setting: Page number setting allows you to add page number to you outputting PDF file. Different kinds of number types are available to you. You can select the position of the number and add prefix. At the same time, you can also select the fonts, sizes and colors.



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Properties	Security Wa	atermark	Viewer	Page <u>N</u> umber	Page Setting	Page <u>Layout</u>	Start-Up	<u>B</u> ookmark	Timeout
	📃 Add p	age numb	er to outp	out file	Preview:				
	Page beg	jin (1						
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	Offset:	[1					- 1	
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	Size:	12		-				- 1	
	Color:	E	XAMPLI	E	_				
							Ok		Cancel

Page Settings: To set page range and page size(A3, A4,A5 etc), change the orientation and printing settings.

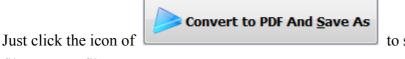
Properties Security	<u>W</u> atermark	Viewer	Page <u>N</u> umber	Page Setting	Page <u>Layout</u>	Start-Up	<u>B</u> ookmark	Timeout
Apply Page Setting								
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All pages	🔘 Ra	ange(X)	From 1	To 1	1			
Orientation								
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P <u>r</u> int:	All pages in	n range			•			
Page size:								
Paper <u>s</u> ize:	A4				-			
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						Ok		Cancel



Page layout setting: You can easily set your page layout, gutter size and margin. It allows you to preview page layout after you set.

Properties	S <u>e</u> curity	<u>W</u> atermark	<u>V</u> iewer	Page <u>N</u> umber	Page Setting	Page <u>L</u> ayout	Start-Up	<u>B</u> ookmark	Timeout
Page	ayo <u>u</u> t —					Preview			
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	B	ottom: 0	Inch						
							Ok		Cancel

(5)Start Processing



to start to convert Word

files to PDF files.

(6) Ending

After processing, just exit from the dropdown list.

Note: If you have anything confused after you download our software, please contact us in time, we always serve you!
