

MyAcrobatServer

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MyAcrobatServer is a great tool for creating PDF files from many different file types including TXT, DOC, XLS, PPT, PUB, RTF, HTM, RPT, JPG, BMP, PNG, TIF, etc using the Adobe Acrobat Distiller. Just copy the files into a directory and the PDFs are created instantly! It's as simple as that!

Note: MyAcrobatServer requires Adobe Acrobat Standard or Professional 5 or greater. When installing Acrobat make certain that you also install the Adobe Distiller which is not installed by default.

Important! Before using MyAcrobatServer you should configure the Adobe PDF Printing Preferences:

Note: These instructions pertain specifically to Window's XP. They may vary slightly if you are using a different operating system.

- 1) Click Window's Start Button on lower left corner of screen
- 2) Select "Printers and Faxes" from the menu
- 3) With the mouse cursor over the printer "Adobe PDF" (or "Acrobat Distiller") click the right mouse button to invoke the popup menu
- 4) Select "Printing Preferences..." from the menu
- 5) Uncheck "View Adobe PDF results"
- 6) Uncheck "Do not send fonts to Adobe PDF"
- 7) Uncheck "Ask to Replace existing PDF file"
- 8) All other options should be checked
- 9) Click the OK Button to save changes

Now you are ready to use MyAcrobatServer!

After loading MyAcrobatServer click the Start Button to begin scanning for files in the input directory to convert to PDF files. You can use Window's Explorer to copy file types such as TXT, DOC, XLS, etc. into the input directory. MyAcrobatServer will then automatically convert those files into PDF files in the output directory. It's as simple as that! Please note that with XLS files the active worksheet and print range are used to create a PDF file. MyAcrobatServer can be installed on a file server to allow multiple users to create PDF files. If you intend to use MyAcrobatServer in this way you must purchase a File Server License for \$999.95. If you are using a Non-English version of Window's you will need to change option "Save Window Caption" to match the Window's caption that appears when PDFs are being created. If you want to create a single PDF from multiple files then create a text file with a file extension of SCR containing multiple file paths. For example, a text file named MULTIPLE.SCR could contain the following information:

'This is a comment and is ignored by MyAcrobatServer. Note the single quote at the beginning of the line.

C:\PowerPoint Files\cover.ppt

C:\Word Documents\memo.doc

C:\Excel Workbooks\budget.xls

See C:\Program Files\MyAcrobatServer\multiple.scr for more details.