

# Nuance® eCopy® PDF Pro Office

## Create a PDF

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

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

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

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

- Choose **File > Open**.
- Change the file types field to “All Files”.
- Select the file and click **Open**.
- The document will automatically convert to a PDF file, and open in eCopy PDF Pro Office.

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

- Click **File > New PDF**, and select **Create Multiple Files**.
- Click **Add**, then browse to select your documents. (Make sure “**Create a PDF for each input document**” is selected in the drop down.)
- Click the **Create** button.

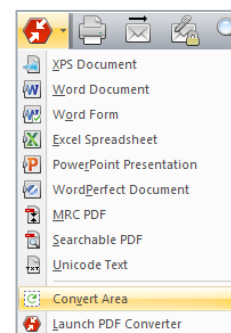
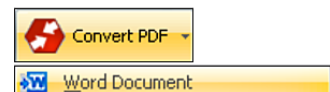
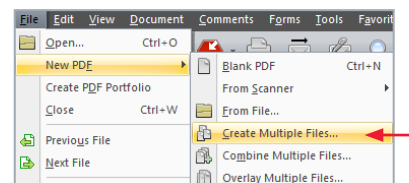
## Convert a PDF

**Converting a PDF file into MS Word within eCopy PDF Pro Office.**

- Open a PDF within eCopy PDF Pro Office.
- Click **Convert PDF** icon and select **Word Document**.
- Select the pages to be converted.
- Select a location to save to and click **OK**.

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

- Open a PDF in eCopy PDF Pro Office and click on the **Convert PDF** button.
- Select the **Convert Area** tool.
- Select area of document you’d like to convert.
- 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 Document 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: eCopy PDF Pro Office provides the ability to convert a selected area of a page to Word, Excel, PowerPoint and WordPerfect!

## Edit a PDF

**Advanced Edit converts and displays your document as a fully editable document. This allows much faster and more fluid editing without having to move to a word processor.**

- Open a PDF within eCopy PDF Pro Office.
- Click the **Advanced Edit** tab.
- Choose “Document” or “Form” based on the type of your PDF file. Click **Convert**.
- Edit the PDF document.
- Once you completed editing, click on the **Finalize Advanced Edit** button. Your document returns to the normal mode where you can save it.

**Edit your PDF documents with Notes, Callouts and Text Boxes.**

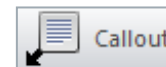
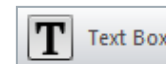
- Open a PDF within eCopy PDF Pro Office.
- Click the desired icon and click the area where the **Note, Text Box, or Callout** should appear.
- Type your text into the box.

Note: You can use Dragon Notes, also available on the Comment toolbar, to enter text into a Note using your voice and a microphone. You need an active internet connection to use this tool.

**You can make minor modifications in the content of your PDF document with the Touchup Tool.**

- Open a PDF in eCopy PDF Pro Office.
- Select the **Touchup Tool** on the toolbar.
- Select the text, or the picture you want to change in the document. Right click to access the commands you can use for editing.
- Edit your document and save once you are done.

Note: With the **Touchup Tool** you can edit the text in your PDF if you have the same fonts installed on your computer as used in the PDF file.



## 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.

- Open a multi-page document in eCopy PDF Pro Office.
- Select **View > Document Assembly**.
- Click on a page number to drag and drop the page to a different location within the document. Using the Document Assembly feature, you can **Insert, Replace, Delete** and **Extract** pages.

Note: Non-PDF files can be selectively inserted using the Page Assembly icon in the toolbar 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.

- Open a multi-page document in eCopy PDF Pro Office.
- Click on **Document > Split Document**.
- Select the appropriate split mode and select a folder to save the split files, and click **OK**.

## Secure a PDF

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

### Redaction

The redaction tool allows you to create text redactions (by highlighting words) or zone redactions (by drawing boxes).

- Open a PDF file within eCopy PDF Pro Office.
- Click on **Document > Redaction > Mark Redaction**.
- Click and drag the cursor to draw a box over the defined area.
- Click on **Apply Redaction**.

### Security

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

- Open a PDF file within eCopy PDF Pro Office.
- Click on **Document > Security > Secure Document**.
- Click on an available security theme and perform a right mouse-click to access a shortcut menu.
- Click on **Apply Security Theme**.

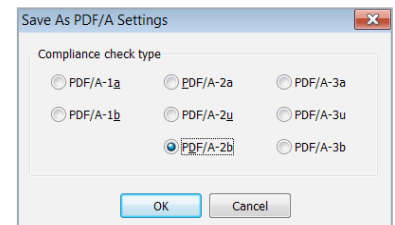
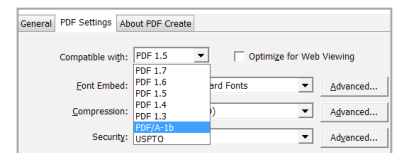
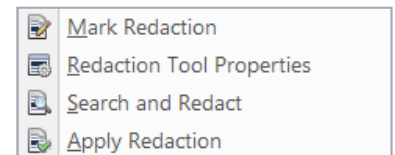
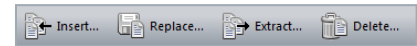
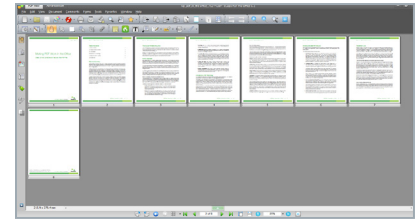
## PDF/A Compliance

**Create PDF/A documents directly via the ScanSoft PDF Create printer driver.**

- Open a document in the application where you created it (e.g. MS Word)
- Select **Print** and change the default printer driver to **ScanSoft PDF Create**.
- Click on the printer properties link or button and select the **PDF Settings** tab.
- Change the **Compatible with...** setting to the PDF/A-1b format.
- Click **OK** and print the document.

**Create PDF/A documents directly from the Save As menu.**

- Open a PDF document in eCopy PDF Pro Office
- Select **Save As Other > PDF/A**.
- Select the desired PDF/A type in **Settings** and click **Save**.
- The PDF/A compliance checker will run automatically, identify any compliance issues and correct them if automatic fixing is possible.



## Search a PDF

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

### Predefined Pattern

- Open a PDF within eCopy PDF Pro Office.
- Select **Edit > Search**.
- Select the **Looks Like Search Pattern** radio button.
- Select a predefined pattern from the drop-down menu.
- Click **Search**.

## Create a Fillable Form

Create fillable forms with a click of a button using Form Typer and easily export data from forms in a variety of formats.

### Creating a fillable form

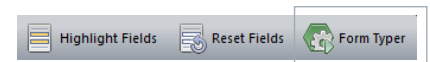
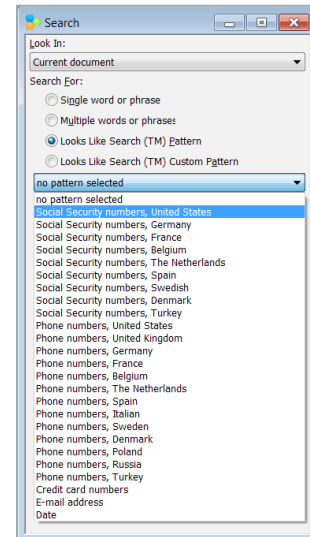
- Open a PDF form with non-fillable fields within eCopy PDF Pro Office.
- Select **Forms > Form Typer**.
- Select **File > Save As PDF** to save the fillable form.

### Exporting text from forms

- Open a filled PDF form within eCopy PDF Pro Office.
- Select **Forms > Export Data from Form**.
- Save as selected file format.

### Exporting text from multiple forms

- Open eCopy PDF Pro Office.
- Select **Forms > Export Data From Multiple Forms**.
- Add the filled forms for batch processing.
- Select **Export**.
- Select Export format (.csv or .xml).
- Save as selected file format.



## About Nuance Communications, Inc.

Nuance Communications is reinventing the relationship between people and technology. Through its voice and language offerings, the company is creating a more human conversation with the many systems, devices, electronics, apps and services around us. Every day, millions of people and thousands of businesses experience Nuance through intelligent systems that can listen, understand, learn and adapt to your life and your work. For more information, please visit [nuance.com](http://nuance.com).