User manual of VeryDOC AutoCAD to PDF Converter

User Brochure

This handbook helps you know software in details and how to use this software to convert AutoCAD to PDF

VeryDOC
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Introduction

VeryDOC AutoCAD to PDF Converter, which is a professional application for Windows users, enables Windows users to convert AutoCAD files to PDF files singly or in batches. It supports converting DWG to PDF, DXF to PDF, DWT to PDF and DWF to PDF professionally. In addition, **VeryDOC AutoCAD to PDF Converter** helps users set popular PDF properties, e.g., PDF saving mode, PDF information including PDF title, keywords, etc., PDF passwords including PDF user password and PDF owner password with strict encryption level and restrictions, as well as PDF page size, PDF resolution/DPI, PDF page orientation, PDF bit-count, etc.. This application supports a wide variety of versions of DWG and DXF file formats including R12, R13, R14, 2000 to 2004, etc..

System Requirement

Both 32 bits and 64 bits Windows 98/ME/NT/2000/XP/2003/Vista/7/2008

How to use VeryDOC AutoCAD to PDF Converter to convert AutoCAD to PDF usually

Only a few operations needed to be taken help you achieve single or batch conversion from AutoCAD to PDF, where various ways to realize different operations can be selected flexibly:

Download and Install

Double click installer of **VeryDOC AutoCAD to PDF Converter**, and then, follow setup wizard step by step till the end so that software can be installed successfully in your computer.

Add AutoCAD files

After running GUI interface, there are several ways for you to select to add source AutoCAD files:
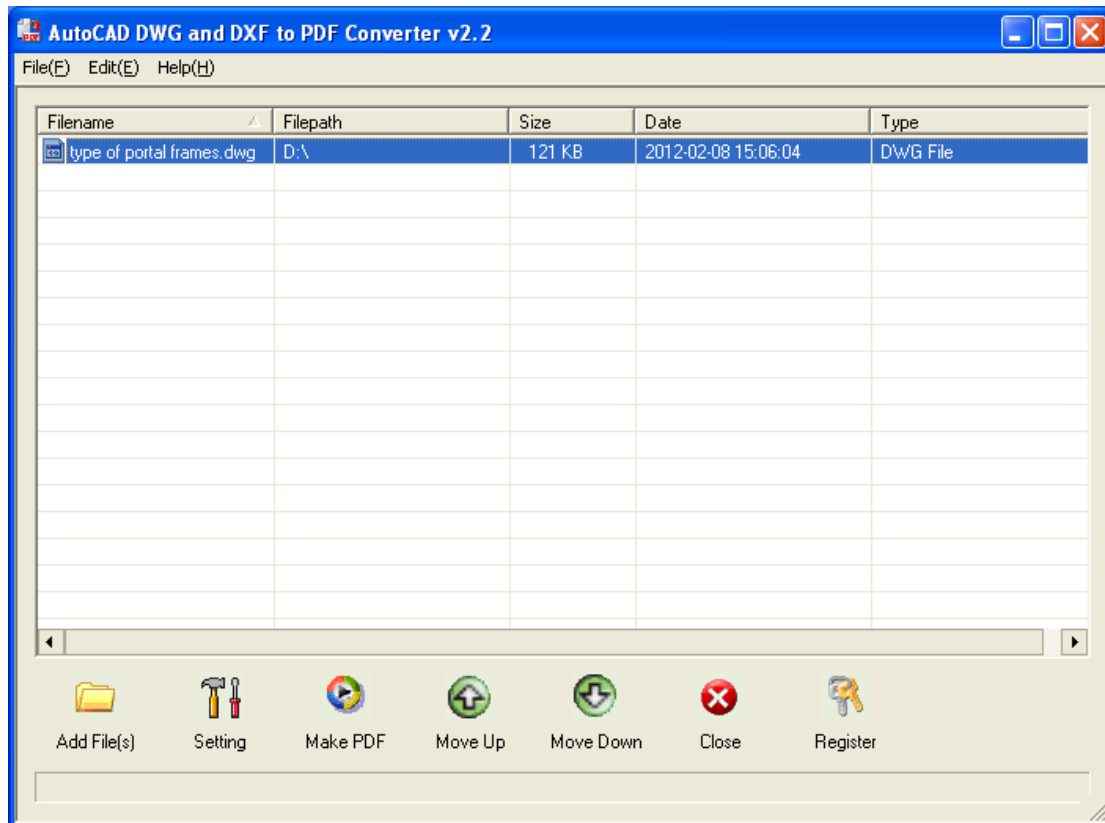
Fig1. GUI interface of VeryDOC AutoCAD to PDF Converter with added AutoCAD file

- Click **Add File(s)** on GUI interface > select AutoCAD files in pop dialog box > click **Open**
- Drag AutoCAD files from one folder, then drop them into processing form on GUI interface directly
- Click **File** on toolbar > select **Add Files** on pop list > select AutoCAD files in pop dialog box > click **Open**
- Click **File** on toolbar > select **Add Directories** on pop list > click one folder containing numerous AutoCAD files you want to process one time in pop dialog box > click **OK**

Set PDF properties

After click on **Setting** on GUI interface or under **File** on toolbar, PDF properties could be set in several aspects:

Save Mode

Make PDF files mode

Under tab **Save Mode**, in **Make PDF files mode**:
- To combine AutoCAD files into one PDF file, just click related radio directly
- To convert multiple AutoCAD files to multiple PDF files, please click relevant radio

- To convert multiple directories to multiple PDF files, just directly click related radio

Save mode

To set saving mode, there are several ways:
- To make program always ask for filename, please click radio **Always ask for filename**
- To save PDFs in original folder with corresponding filenames, please click radio **Save to original directories with corresponding filename**; however, you need to know, that, only after selecting radios **Convert multiple AutoCAD files to multiple PDF files** and **Convert multiple directories to multiple PDF files**, this radio could be activated
- Radio **Save to following directory or filename** enables you to set output folder at the moment with button **Browse** or typed path in edit-box below it

Destination

In **Destination**, optionally, the following operation could be fulfilled:
- To overwrite exist PDF of same filename and same location, please click radio **Overwrite if file exist**
- To rename targeting file if PDF file exists, please click radio **Rename if file exist**
- To insert targeting PDF into exist PDF before first page, please click radio **Insert before the first page if file exist**
- To append targeting PDF after last page of exist PDF, please click radio **Append to the last page if file exist**
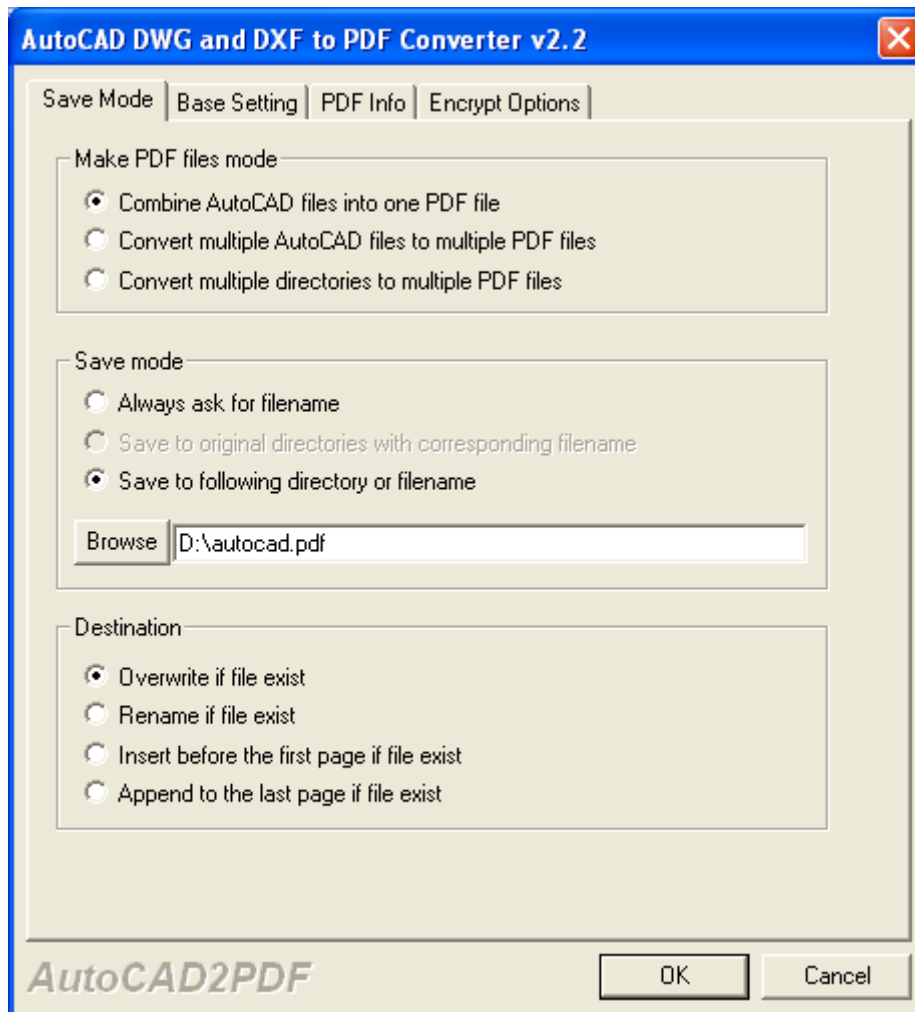
Fig2. Tab Saving Mode

Base Setting

In **Base Setting**, you can edit PDF in following methods:
- To set page size, please select one on pop list **Page Size** directly, or, just click **Customize Paper Size** on pop list > input integers in edit-boxes **Width** and **Height**
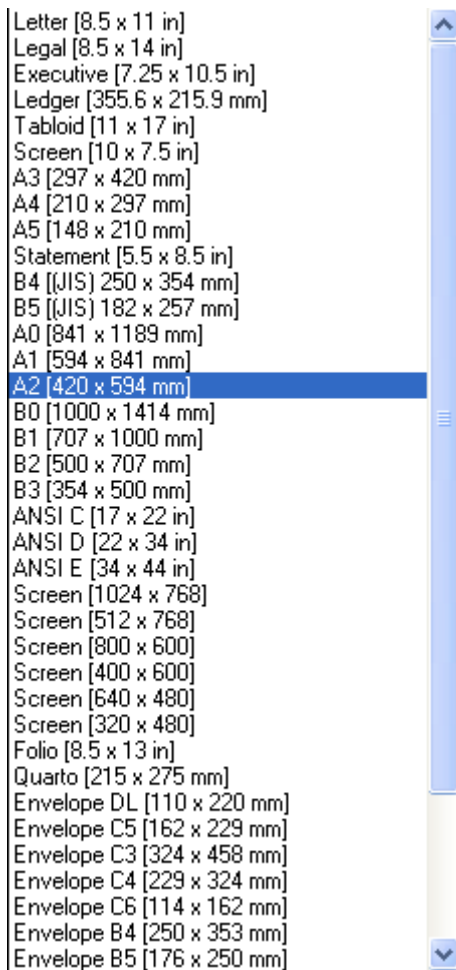
```
Letter [8.5 x 11 in]
Legal [8.5 x 14 in]
Executive [7.25 x 10.5 in]
Ledger [355.6 x 215.9 mm]
Tabloid [11 x 17 in]
Screen [10 x 7.5 in]
A3 [297 x 420 mm]
A4 [210 x 297 mm]
A5 [148 x 210 mm]
Statement [5.5 x 8.5 in]
B4 [(JIS) 250 x 354 mm]
B5 [(JIS) 182 x 257 mm]
A0 [841 x 1189 mm]
A1 [594 x 841 mm]
A2 [420 x 594 mm]
B0 [1000 x 1414 mm]
B1 [707 x 1000 mm]
B2 [500 x 707 mm]
B3 [354 x 500 mm]
ANSI C [17 x 22 in]
ANSI D [22 x 34 in]
ANSI E [34 x 44 in]
Screen [1024 x 768]
Screen [512 x 768]
Screen [800 x 600]
Screen [400 x 600]
Screen [640 x 480]
Screen [320 x 480]
Folio [8.5 x 13 in]
Quarto [215 x 275 mm]
Envelope DL [110 x 220 mm]
Envelope C5 [162 x 229 mm]
Envelope C3 [324 x 458 mm]
Envelope C4 [229 x 324 mm]
Envelope C6 [114 x 162 mm]
Envelope B4 [250 x 353 mm]
Envelope B5 [176 x 250 mm]
```

Fig3. Pop list of Page size

● To set output color, select one on pop list **Output Color**, e.g., Gray, etc.

```
Black and White
Gray
256 Colors
```

Fig4. Pop list of output color

● To edit PDF DPI, one way is to input integer in edit-box **DPI Setting**; another one is to select one on pop list **DPI Setting**, including **default**

```
default
0
72
100
150
200
300
600
1200
```
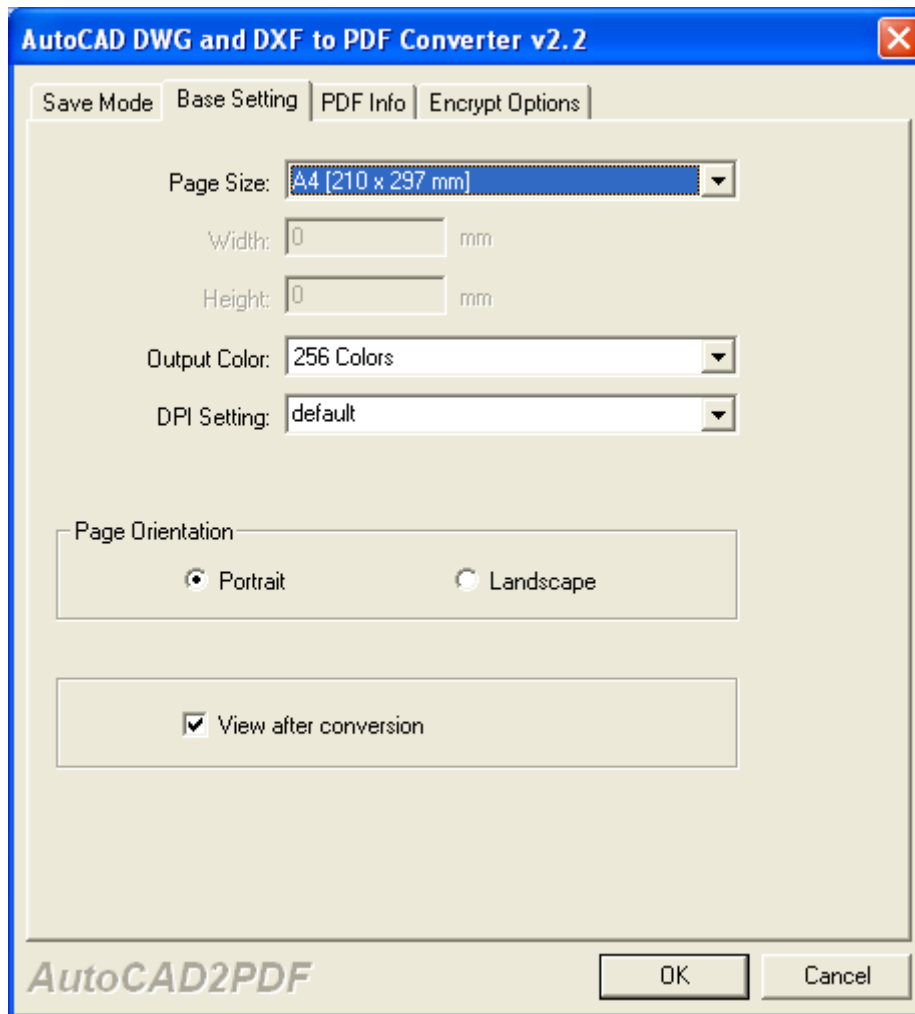
Fig5. Pop list of DPI Setting

Fig6. Tab Base Setting

PDF Info

VeryDOC AutoCAD to PDF Converter supports editing PDF title, PDF subject, PDF author, PDF keywords, and the following tells you more details:

- To edit PDF title, please type title in edit-box **Title** after click on tab **PDF Info** on pop setting panel
- To set PDF subject, just input subject in edit-box **Subject**
- To edit PDF author, type author in edit-box **Author**
- To set PDF keywords, just input keywords directly in edit-box **Keywords**
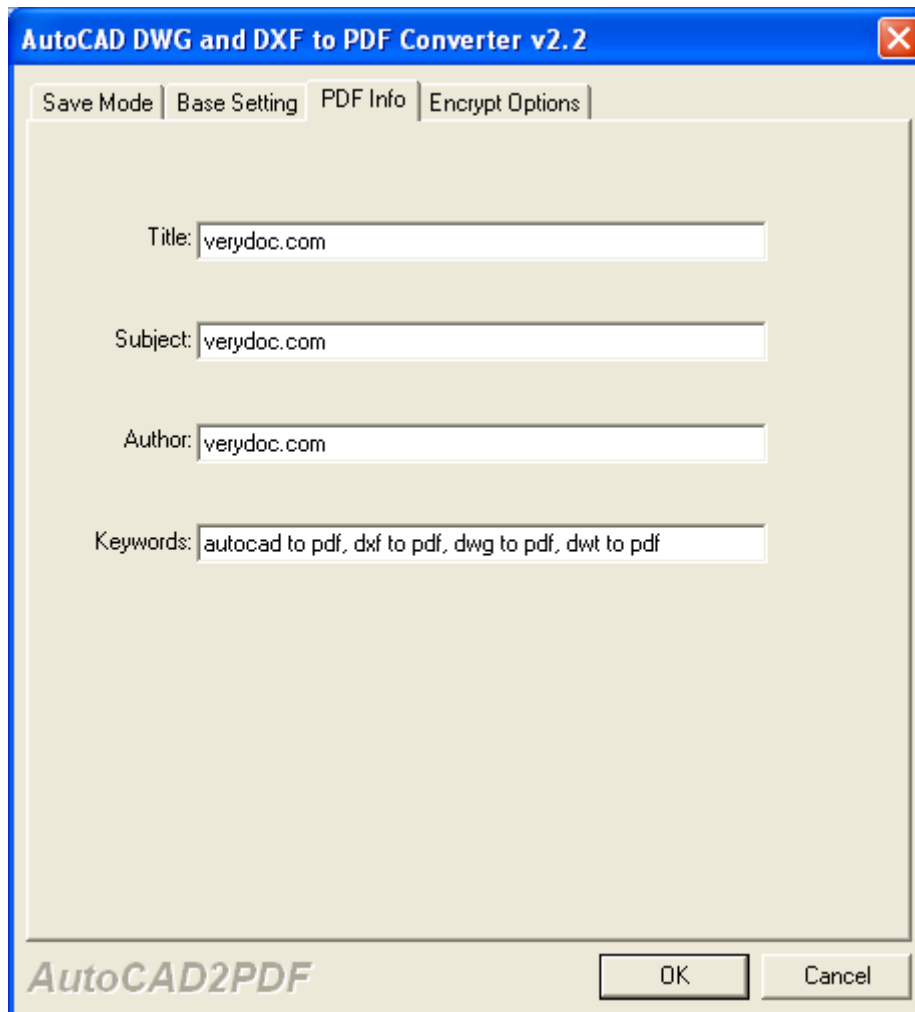
Fig7. Tab PDF Info

Encrypt Options

Under tab **Encrypt Options**, PDF passwords, PDF encryption level, PDF restrictions, could be edited, after click on check-box **Encrypt PDF File**:

Set PDF passwords

● To specify PDF open/user password, please type password in edit-box **User Password**
● To specify PDF owner/master password, please input password in edit-box **Master Password**

Set encryption level

● To encrypt PDF with 40-bit RC4, please click radio **40-bit RC4(Acrobat 3.x,4.x)**
● To encrypt PDF with 128-bit RC4, please click radio **128-bit RC4(Acrobat5.0)**

Set restriction

- To stop users from printing PDF, please click check-box **No Printing**
- To prohibit changing PDF content, please click check-box **No Changing the Document**
- To forbid users to copy or extract PDF content, please click check-box **No Content Copying or Extraction**
- To prevent users from adding or changing form field of PDF, please click check-box **No Adding or Changing Form Field**
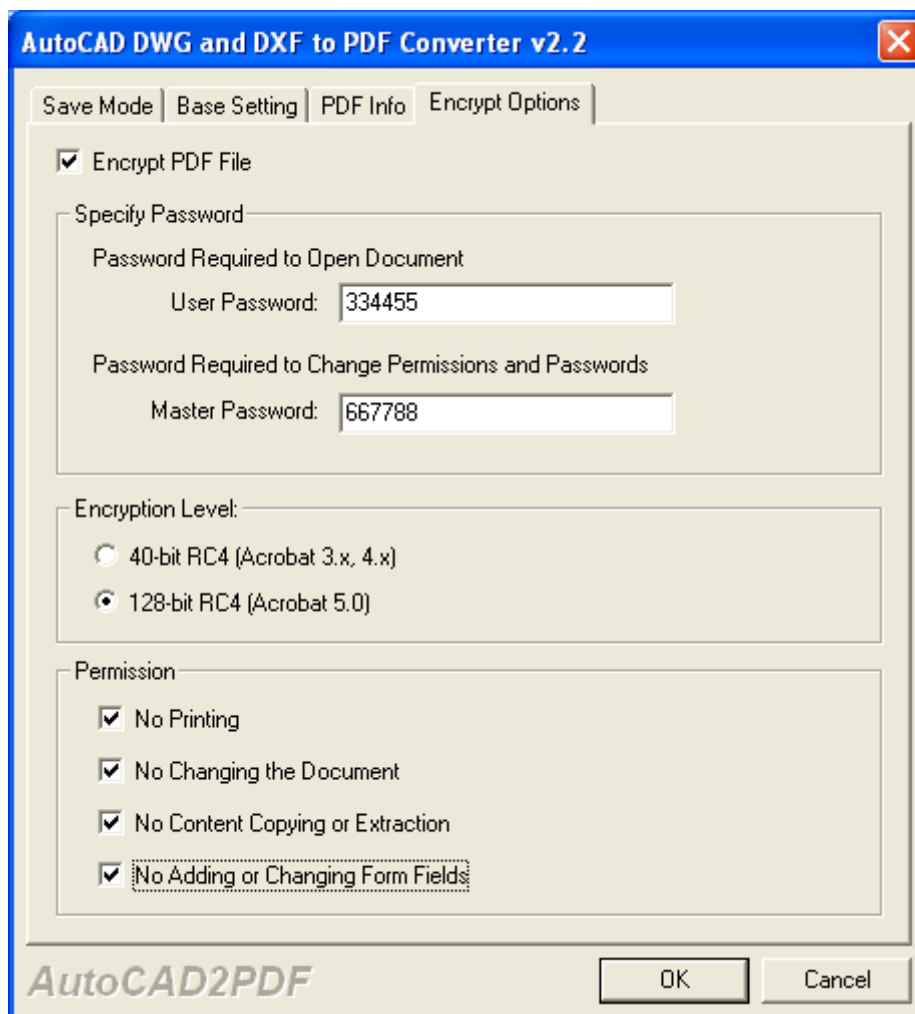

Fig8. Tab Encrypt Options

In the end, to make setting on setting panel effective later, please click **Ok**.

Convert AutoCAD to PDF

After prepared work as mentioned above, once you go back onto GUI interface again, to convert AutoCAD to PDF singly or in batches, just click **Make PDF** on GUI interface, then, if targeting folder was not set on setting panel, program will give you dialog box here for you to choose

destination folder with one click on **Ok**; if targeting folder has been set on setting panel, program will directly convert AutoCAD to PDF, and finally, you can get targeting PDF files in destination folder.

Other related designing on GUI interface

There are other operations for users to do specific settings on GUI interface besides what was mentioned in **How to use VeryDOC AutoCAD to PDF Converter to convert DWG/DXF/DWT/DWF to PDF usually**

How to monitor special directories/backup AutoCAD files and PDF files

A few clicks needs to be done within following steps:
- Click **File** on menu bar > select **Monitor A Special Directory** on pop list, then, its own panel pops on screen
- On pop panel, to add monitored directory and output directory, click **Add** on pop panel to type separate paths in edit-box **Monitor Directory** and **PDF output Directory** on pop **Setting** panel, then click **Ok** there to save them
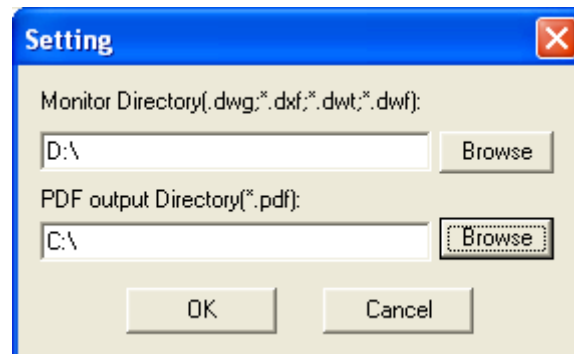

Fig9. Pop Setting panel

- After setting as above one by one, all source directories and output directories can be shown in processing form; to delete selected one, please click **Delete**; to modify selected one, please click **Modify**; to delete original AutoCAD files after conversion, please click related check-box
- To backup AutoCAD files and PDF files, please click **Ok** on main panel, then, bak files could be produced into source and targeting directory
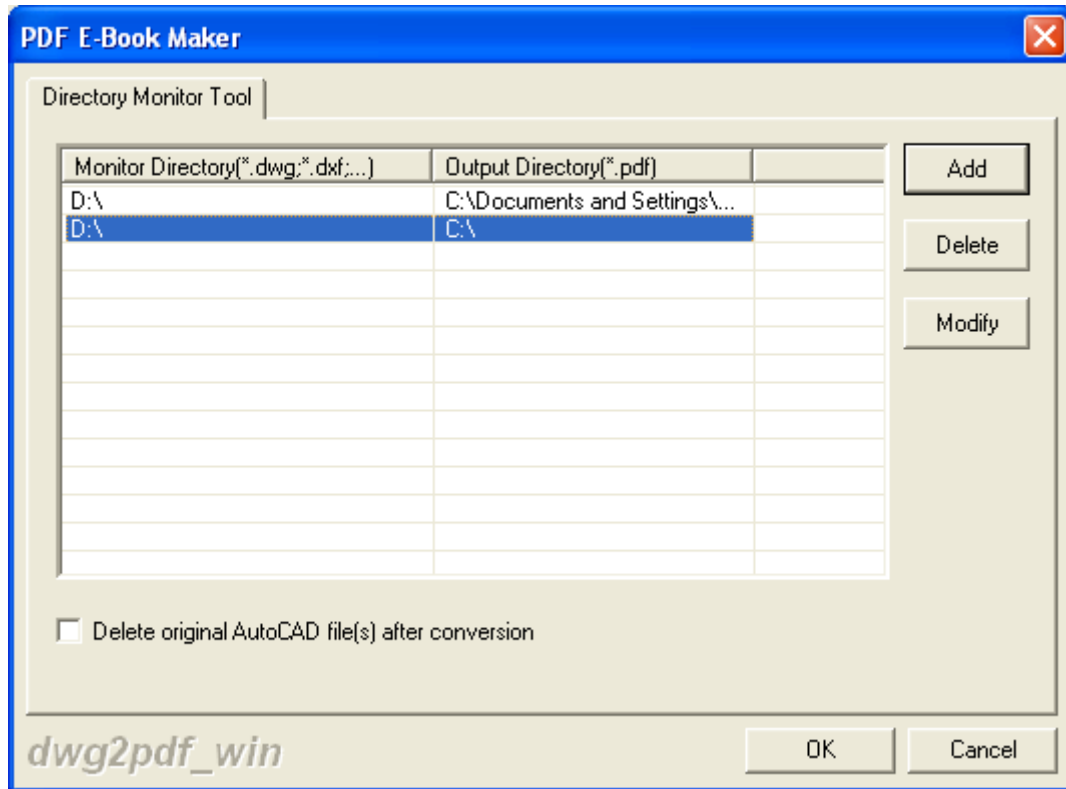
Fig10. Panel about monitoring special directory/backup files

How to view AutoCAD files

Two ways could be selected:
- Click AutoCAD path with right button of mouse > select **View AutoCAD Document** or click hotkey **Enter**
- Click **Edit** on menu bar > select **View AutoCAD Document** on pop list

How to delete added AutoCAD files

- To delete selected AutoCAD files singly, please click **Edit** on menu bar > select **Delete selected Items** or click on hotkey **Del** on pop list; another way is to click AutoCAD path with right button of mouse> select **Delete selected Items** or click on hotkey **Del** on pop list
- To remove all added AutoCAD files one time, please click **Edit** on menu bar > select **Delete All Items** on pop list or lick AutoCAD path with right button of mouse > select **Delete All Items** on pop list

How to adjust processing order and display order of added AutoCAD files

Two ways can be selected:
- Click hotkey **ctrl + o** or **ctrl + p**, after click on AutoCAD file path in processing table
- Click **Move Up** or **Move Down** on toolbar after click on AutoCAD file path

How to get help

Click **Help(H)** on menu bar > select **Help** on pop list

How to register software instantly

Two ways can be chosen:
- Click **Help(H)** on menu bar > select **Register DWG2PDF Converter** on pop list directly, the follow instructions on pop window
- Click **Register** on tool bar on GUI interface directly, then input registration key and follow instruction

How to purchase software immediately

Click **Help(H)** on menu bar > select **Buy now** on pop list

How to get technique support

Click **Help(H)** on menu bar > select **Technical Support** on pop list

How to go to homepage of VeryDOC AutoCAD to PDF Converter

Click **Help(H)** on menu bar > select **DWG2PDF Converter on the web** on pop list

How to know company info and support info as well as additional info

Click **Help(H)** on menu bar > select **About DWG2PDF Converter** on pop list

Contact Info

Official website: http://www.verydoc.com/
Knowledge base: http://www.verydoc.com/blog/
Email: support@verydoc.com