



# Office PDF Server User Manual

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# Title page 1

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*This page intentionally starts on an odd page, so that it is on the right half of an open book from the readers point of view. This is the reason why the previous page was blank (the previous page is the back side of the cover)*

# Office PDF Server User Manual

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*Last not least, we want to thank EC Software who wrote this great help tool called HELP & MANUAL which printed this document.*

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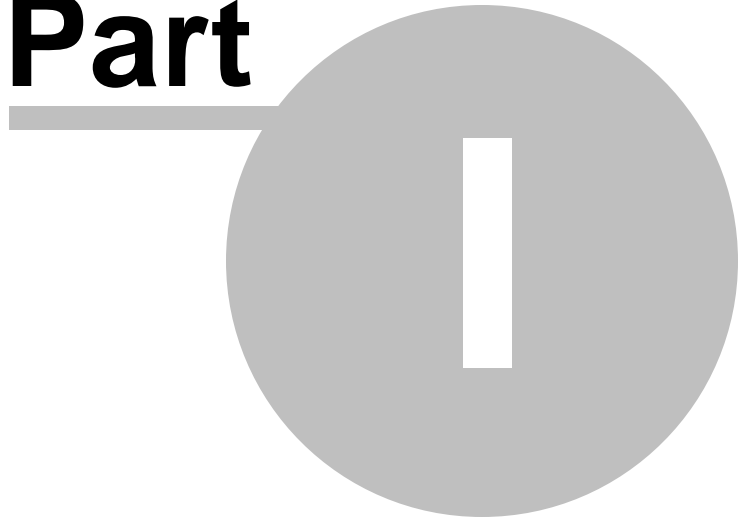
# Foreword

This is just another title page  
placed between table of contents  
and topics

# Top Level Intro

This page is printed before a new  
top-level chapter starts

**Part**

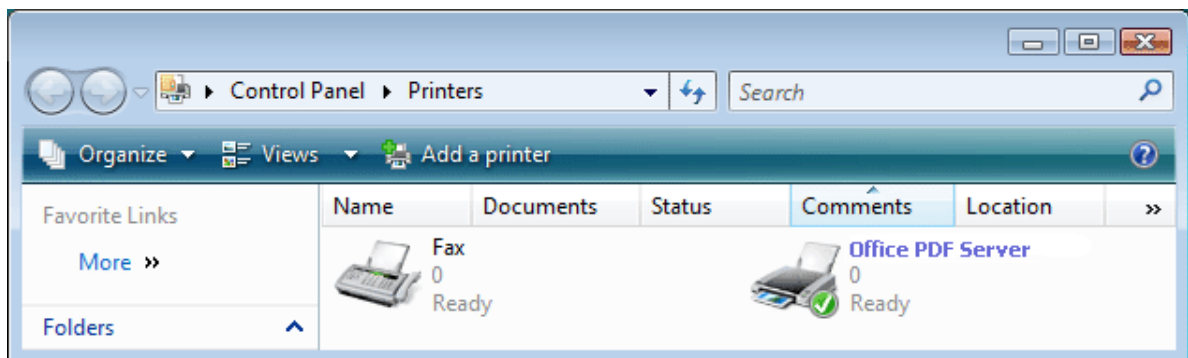


# 1 Office PDF Server

## Office PDF Server



## User Manual



## 1.1 Trademark and Copyright Information

# Trademark and Copyright Information

### Copyright and License

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## 1.2 Printer Basics

# Printer Basics

[Office PDF Server](#) is an enterprise-wide electronic document management software solution, which simplifies PDF creation in one flexible and ease-to-maintain server-side process. The software offers everyone in your organization the ability to create and edit their PDF files on demand, at anytime. PDF files can be created from any printable Windows application and can be easily viewed and securely shared by anyone, internally or externally. Office PDF Server se per is designed for multiple users and high volume conversions. As such, there are no limits, per server license, as to how many conversions can be achieved throughout the organization.

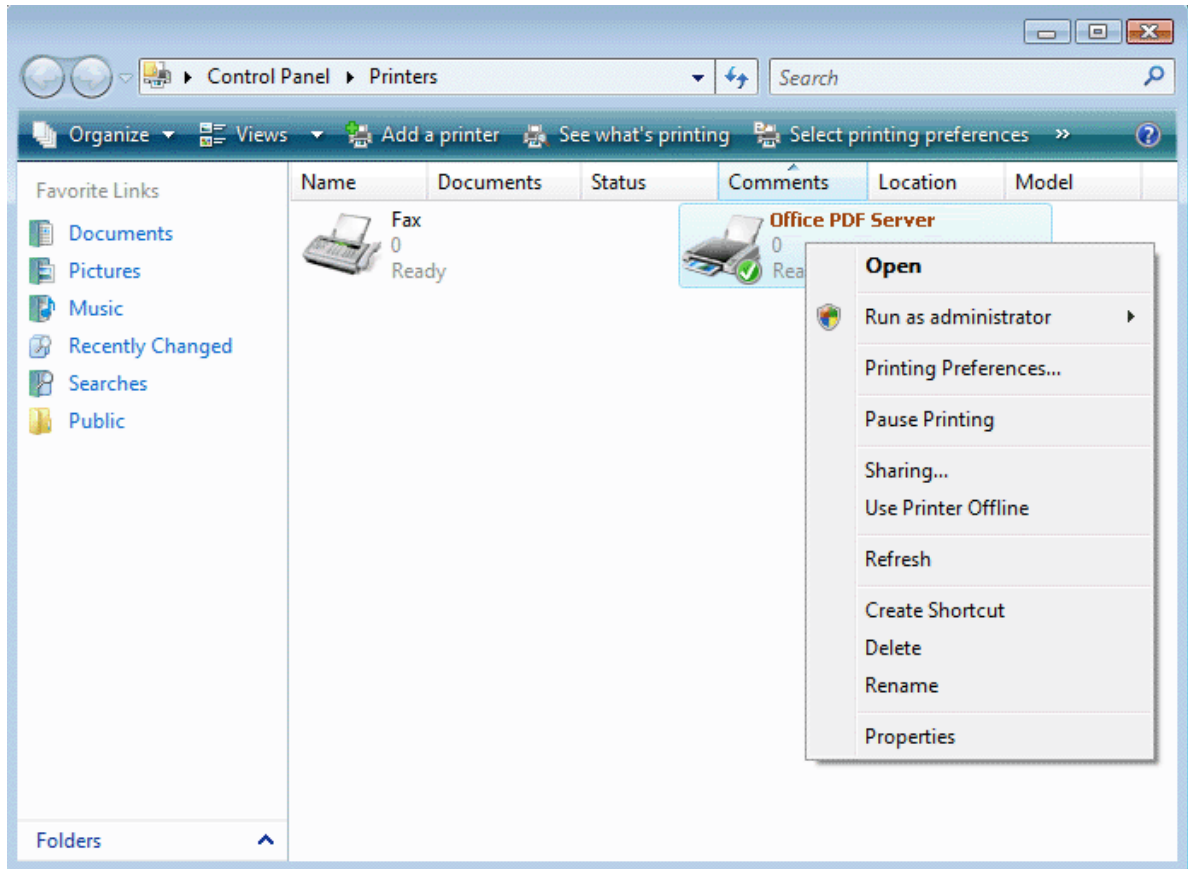
Office PDF Server saves IT department time and effort by centralizing complete



administrative control over how PDF documents are created within the organization. Thus, it dramatically simplifies the electronic document management process. The software can be deployed only once. Maintenance and updates are centralized. IT administrator has total control, such as to set permissions, specify the default document properties and security in accordance with the organization's document retention policies.

Office PDF Server allows your client users to quickly turn your graphics and electronic documents into Adobe PDF with professional quality. Useful features, such as encryption, compression, font embedding, RGB, sRGB, CMYK color space conversion, automation options, PDF attachment, merge, append, overwrite options, active hyperlink, custom paper size, terminal server compatibility, and premium technical support are ALL included.

Office PDF Server enables you to create and optimize PDF output for its intended use. You can make PDF documents small for Web display or high resolution for printing with Office PDF Server's powerful Compression features. You can also embed fonts, if needed, in the PDF document to ensure correct document display.



A few simple clicks will convert almost any of your existing documents to a high quality PDF File.

Office PDF Server installs itself as a virtual printer driver. After a successful installation, a Office PDF Server will appear in your Printers and Faxes folder/list.

To create PDF files, all you have to do is to print your documents (from Microsoft Word, WordPad, NotePad or any other software) to this Office PDF Server.

Open a document , select Print and choose Office PDF Server. Confirm your Print. It will ask you where to save the PDF file and when finished, the PDF file will be automatically opened.

## 1.3 Major Features

# Major Features



The following matrix shows the feature of the latest Office PDF Printer 3.0 (build 368) as compared with [Office PDF Server](#) 3.0 (build 368),

<b>Product Features</b>	<b>Office PDF Server</b> 5.0 (build 530)	<b>Office PDF Printer</b> 3.0 (build 319)
Create Adobe PDF by printing from any Windows application that can print	Yes	Yes
Quickly convert Microsoft Word, Excel, PowerPoint, Visio, Access documents to PDF	Yes	Yes
Embed fonts into PDF automatically	Yes	Yes
Produce full-text searchable PDF documents	Yes	Yes
Archive web pages as Adobe PDF files	Yes	Yes
Optimize Adobe PDF output by compression	Yes	Yes
Archive web pages to PDF with all images and background	Yes	Yes
Windows 7 and Vista compatible	Yes	Yes
Secure PDF document with Password (128-bit RC4 encryption)	Yes	Yes
Protect PDF file with Access, Print, Modify, Annotation, Form Filling-in permissions	Yes	Yes
Restrict viewing, printing, editing, or copying of documents	Yes	Yes
Combine multiple PDF documents into one PDF File	Yes	Yes
Embed TrueType, OpenType, Type1,	Yes	Yes

Windows FNT/FON, CID font with PDF document		
Support CIE color space conversion and ICC profile embedding	Yes	Yes
Specify custom paper size	Yes	Yes
Accurate downsampling for images	Yes	Yes
Active hyperlink after conversion to PDF	Yes	Yes
JPEG 2000 powered image conversion engine	Yes	Yes
Totally vector-based output for conversion from DWG to PDF, and DXF to PDF	Yes	Yes
Integrated Word, Excel, PowerPoint, Visio document with PDF document as Attachment	Yes	Yes
Produce ultra compressed PDF document	Yes	Yes
Page Orientation with preview	Yes	Yes
PDF Resolution up to 4800 dpi	Yes	Yes
Convert JPEG, BMP, PNG, GIF, TIFF etc image formats to PDF in lossless and loss mode	Yes	Yes
Archive web pages as Adobe PDF files	Yes	Yes
Transfer document metadata information to PDF output automatically	Yes	Yes
<a href="#">Driver Deployment</a> Tool	Yes	No
<a href="#">Installer Customization</a> Wizard	Yes	No
<a href="#">Server Management</a> Tool	Yes	No
Client Installation Support Toolkit	Yes	No
Ultra Compression and Optimization for PDF Document	Yes	No
Automatic Output to a folder	Yes	No
Support Microsoft & Citrix Terminal Services	Yes	No

PDF Print Driver Sharing Tool

Yes

No

## 1.4 Printer Engine Capabilities

### Printer Engine Capabilities



#### PDF Printer Engine Capabilities:

Adobe PDF Version: PDF 1.4, PDF 1.5, PDF 1.6, PDF 1.7, PDF 1.8

Maximum Resolution: 2540 dpi

Maximum Paper Size: 9600 X 9600 inch

PDF Engine Speed: 920 PPM (Maximum Page Per Minute)

Rendering Intent: Absolute, Saturate, Relative

[Font Embedding](#): TrueType, OpenType, Type1, CID-Type1, Multiple Masters Type1, OpenType/CFF, pure CFF, CEF Windows FNT/FON, X11 PCF font

Font Manipulation: Embedding, Subsetting

Print Driver Version: Version-3 (User Mode)

Print Driver Architecture: x86 (32-bit) and x64 (64-bit)

Supported Operating Systems: Windows Server 2008, 2003, 2000, Windows 7, Vista, XP, and Windows 2000

Compression Method: Run Length, ZIP, JPEG lossless, JPEG non-lossless, JPEG2000

Color Space: CMYK, sRGB, RGB

Print Quality: Desktop publishing, Digital Publishing, and Commercial Publishing

Encryption: 128-bit RC4 (high)

Supported Format: 2,600 graphics and document formats

Server Compatibility: Citrix/terminal services environment, Windows Server

Metadata: Embedding, Adding, Removing, Editing

Paper Sheets Size: Standard, Custom

Maximum PDF Size: 10 GB

Maximum PDF Attachment Size: 4096 MB

PDF Merge Capability: Append to existing, Insert at the beginning of existing

Device Emulation: Enabled

Business Graphics Support: ICC Profile enabled

Orientation: Portrait, Landscape

Preview: Preview PDF paper/page size, View PDF result after creation

Printer sharing: Point-and-Print support

Network printer support: Enabled

Adobe Acrobat required: No

GhostScript required: No

## 1.5 System Requirement

### System Requirement



Designed for Microsoft Windows Server 2008, Windows Server 2003, Windows 2000 Server, Windows 2000, Windows XP, Windows Vista, and Windows 7.

**Basic Requirement**

CPU: Pentium III 500MHZ or AMD Athlon 2200+  
RAM: 64MB  
Free Space: 20 MB

**Recommended Requirement**

CPU: Pentium IV 1.2GHZ or AMD Athlon 2800+  
RAM: 256MB  
Free Space: 60 MB

**Server OS Requirement:**

Windows Server 2008 R2  
Windows Server 2008  
Windows Server 2003 R2  
Windows Server 2003  
Windows 2000 Server  
Windows Terminal Server  
Citrix MetaFrame XP  
Citrix Presentation Server

**Compatible with:**

Windows 7  
Windows Vista  
Windows XP  
Windows MCE  
Windows 2000 Professional

**Client OS Requirement:**

Windows 7  
Windows Vista  
Windows XP  
Windows MCE  
Windows 2000 Professional

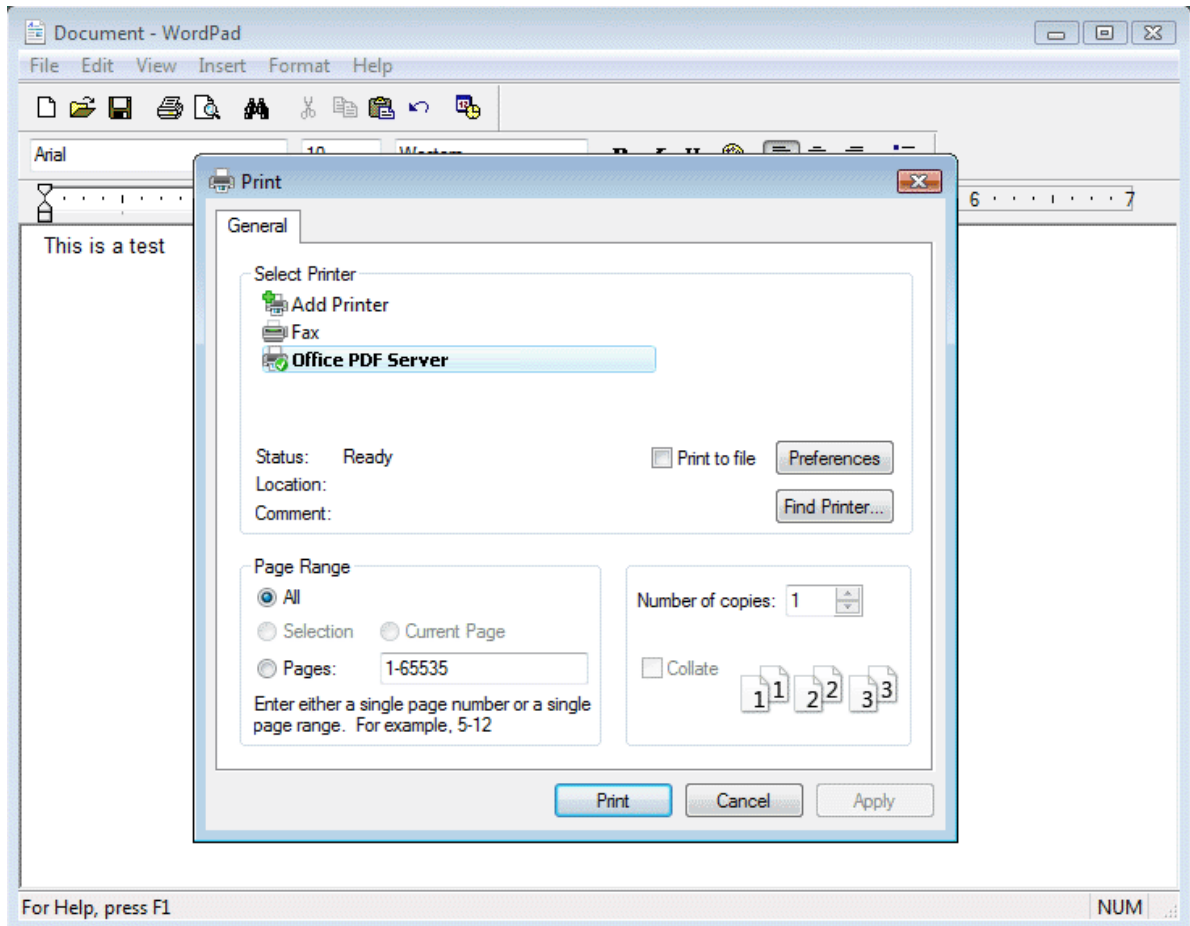
## 1.6 Create PDF

### Create PDF

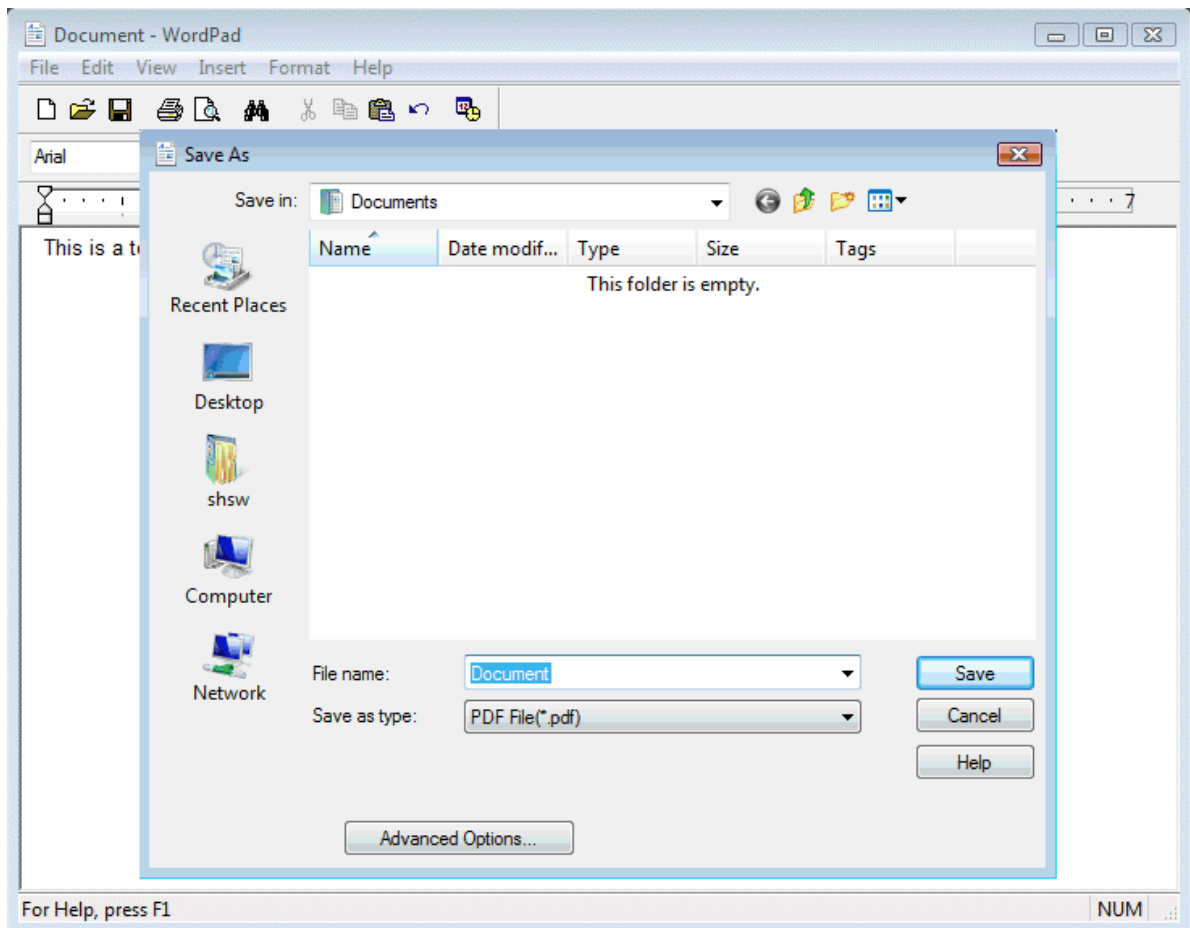


To create PDF files, all you have to do is to follow the 1-2-3 steps:

1. Open a document, choose Print.
2. Select the 'Office PDF Server' printer, usually it's in the name of OPDF on a print server.
3. Confirm your Print.



[Office PDF Server](#) will ask you where to save the PDF file and when finished, the PDF file will be automatically opened in your PDF viewer, usually in Adobe Reader.

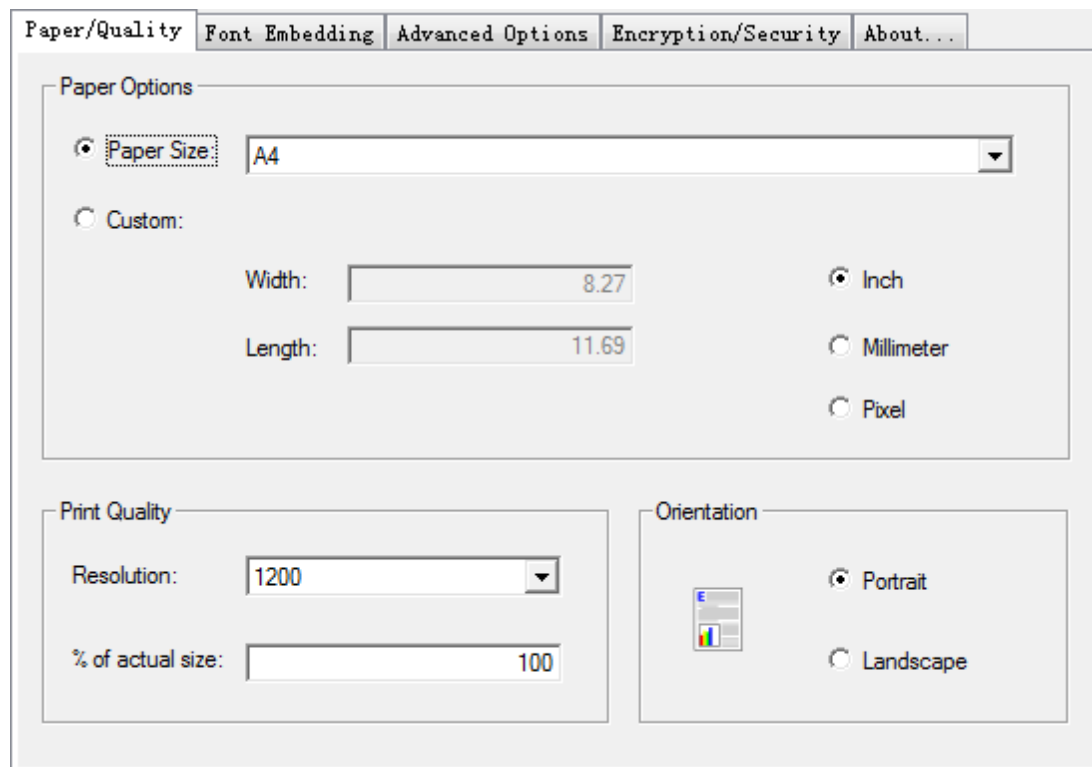


## 1.7 General Settings

### General Settings



Not everything fits neatly onto a standard page. Sometimes you need a larger page size, especially if you're creating engineering drawings or other technical documents. [Office PDF Server](#) supports ISO, ANSI, JSI, and ARCH formats, making it easy to produce high-quality PDF documents from virtually any large-format document. Just use the Office PDF Server - which is automatically installed with the Office PDF Server product - to print from your application, and customize the page dimensions for the size you need. Width, Length, and Measure Unit can be specified to answer your specific need.



Care much on the resolution of your PDF document? In this PDF General Settings tab, you can specify the resolution from 72 dpi to 2540 dpi.

Office PDF Server features zoom-in and zoom-out effect in the conversion from a source document to the final PDF document. The default scale is 100%, and you can change this value to virtually any percentage you want.

Either Landscape or Portrait should be specified as the default orientation. Print tickets sending from with an application, such as Microsoft Office, may override the default orientation. Therefore, you could get a PDF file with different page orientation for separate pages, preserving the exact layout and contents of your original document.

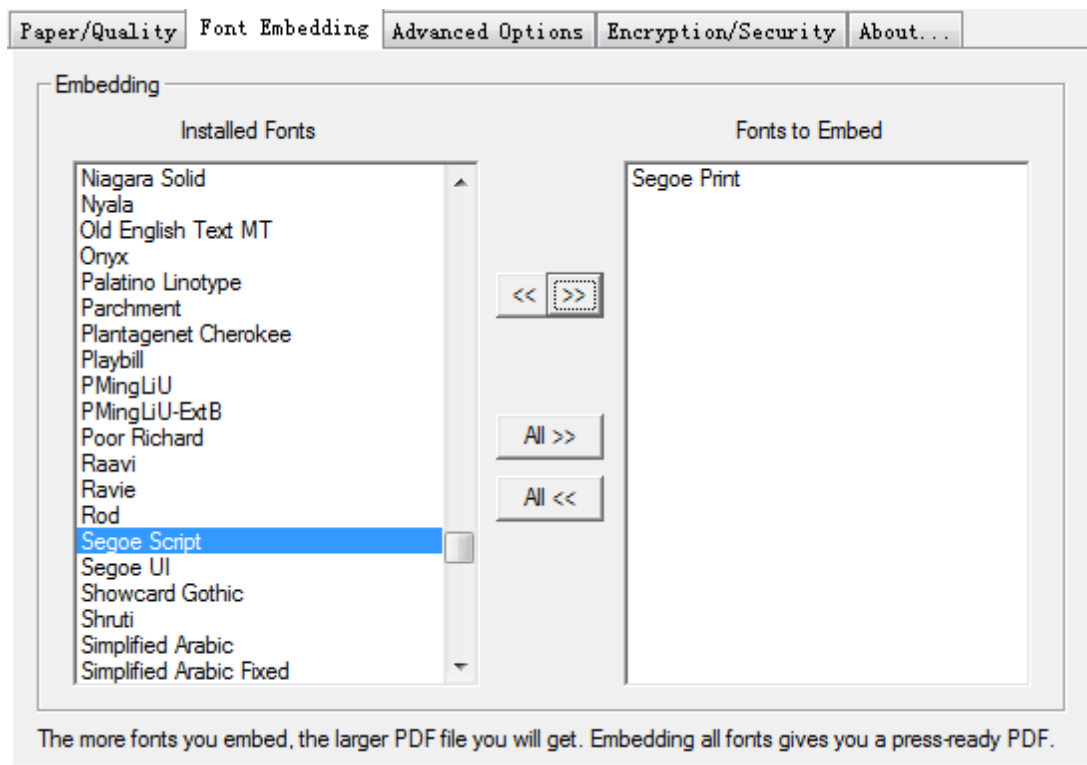
## 1.8 Font Embedding

### Font Embedding



When [Office PDF Server](#) has access to a font used in your source document, it can embed that font in the resulting PDF document. Embedding ensures that all readers will see the text in its original font and be able to print the file using the original fonts; however, embedding fonts increases file size.





### Font Embedding and Substitution:

Office PDF Server can embed a variety of fonts, such as TrueType, OpenType, Type1, CID-Type1, Multiple Masters Type1, OpenType/CFF, pure CFF, CEF Windows FNT/FON, X11 PCF font, into a PDF file to prevent font substitution if a user doesn't have that font on their system or available to their printer. For each font embedded, Office PDF Server can embed the entire font or the subset of characters used in the file. Embedding a subset saves file space. Type 1 and TrueType fonts can be embedded if they are sent from your Windows application.

If a font is not embedded in a PDF file and the user does not have access to the original font on their system, Office PDF Server substitutes the font with the nearest type. If the metrics of the original font are included in the PDF file, the Multiple Master typeface can stretch or condense to fit, to ensure that line and page breaks are maintained from the original document. The substitution cannot always match the shape of the original characters, however, especially if the characters are unconventional ones, such as script typefaces.

For Asian text, Office PDF Server uses fonts from the installed Asian language packs or from similar fonts on the user's system. Fonts from some languages or with unknown encodings cannot be substituted; in these cases, the text appears as bullets in the file.

### Subset All Embedded Fonts:

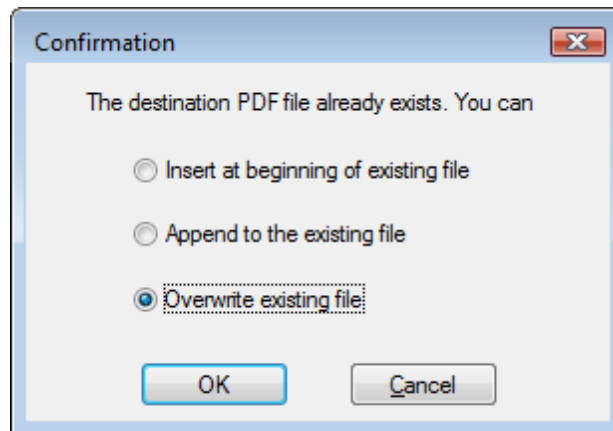
To embed only a subset of the fonts, select 'Optimize font embedding by subsetting fonts when used no more than' and specify a threshold percentage. If the threshold is 45, for example, and less than 45% of the characters are used, Office PDF Server

embeds only those characters.

## 1.9 Overwrite Options

# Overwrite Options

If not in "Bypass Save As Dialog" mode, [Office PDF Server](#) pops up a confirmation dialog after it figures out the destination PDF file already exists.



**The confirmation dialog provides three options,**

1. Insert the resulting PDF file at beginning of the existing PDF file
2. Append the resulting PDF file to the existing PDF file
3. Overwrite existing file

You can choose the option of your preference when the conflict happens.

**To disable this confirmation dialog for good and all, you would probably be interested in letting the software know your choice in the Output Options tab,**

1. Confirm with overwrite options
2. Insert at beginning of existing file
3. Append to existing file
4. Overwrite without asking

Unless you select the first option, Office PDF Server will remember your choice each time when destination PDF file is detected to be already in place.

## 1.10 Document Security

# Document Security



If any security features are turned on by the creator of a PDF document, the PDF file will be encrypted with the combinations of all the powerful features of our most advanced PDF security technology.

Paper/Quality | Font Embedding | Advanced Options | Encryption/Security | About...

**Password Protection**

User Password :

Owner Password:

**Permissions**

- Disallow Printing
- Disallow Changing
- Disallow Copying of text, images, and other content
- Disallow Authoring Comments and Forms
- Disallow Form Filling or Document Signing
- Disallow Content Access for the Visually Impaired
- Disallow Document Assembly

**Security Level**

40-bit

128-bit

Encrypt PDF Document

### Password Protection:

To help prevent security problems, you can set a password on a PDF document before you send or share it. The password identifies the reader or owner of the PDF document and helps warn anyone who views it if the document was modified after it was password-protected. You can also determine whether the document can be modified or printed by applying PDF permissions before sharing the document.

To secure your PDF document with password(s), the owner password is mandatory. When the user password is not set, the reader will not be prompted for a password to view this PDF, however, all the permission settings are still in effect.

To set, modify, and remove the permission settings, you are required to specify or enter the owner password. This password identifies the owner of the PDF document.

### Permission Settings:

The following settings can be enabled or disabled to allow or disallow readers to operate on your PDF document,

1. Disallow Printing
2. Disallow Changing of text, images, and other content
3. Disallow Copying of text, images, and other content
4. Disallow Authoring comments and form fields
5. Disallow Form filling or document signing
6. Disallow Text access for screen reader device for the visual impaired
7. Disallow Document assembly or PDF merging

## 1.11 Advanced Options

### Advanced Options



#### Automatic Output

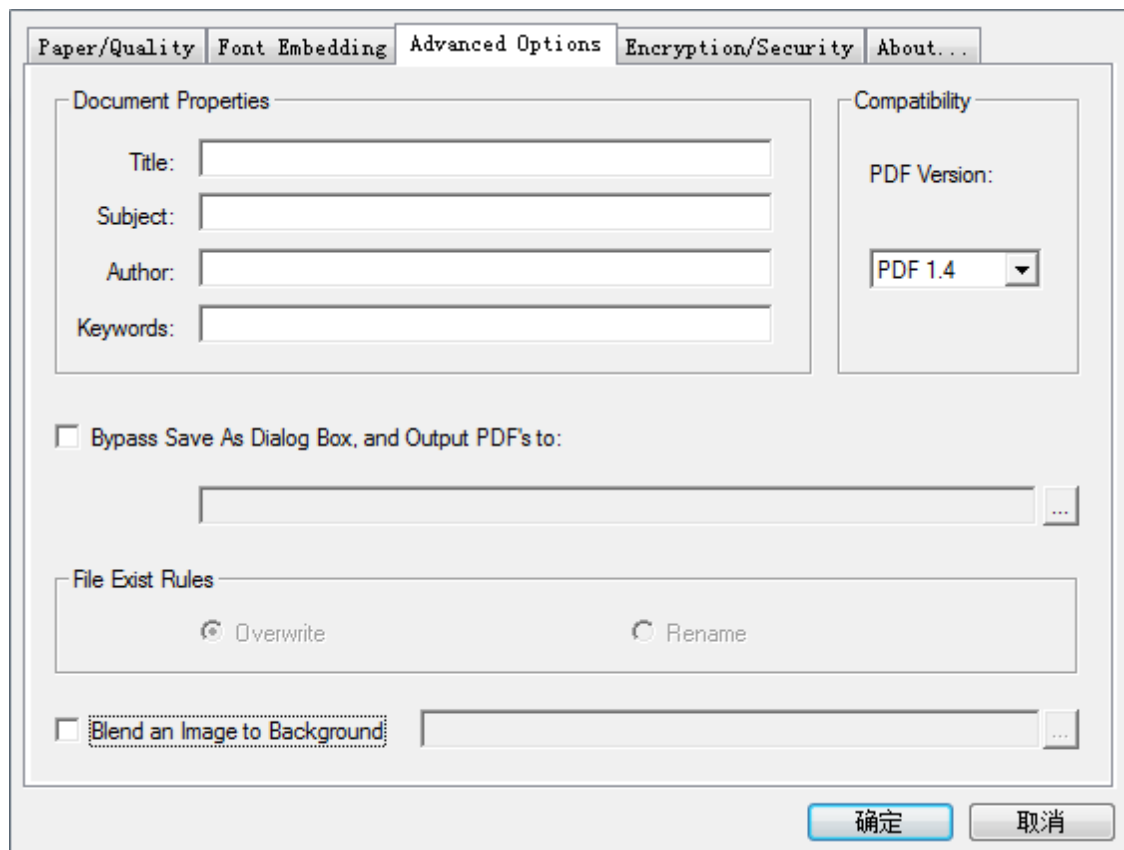
You can bypass the Save As Dialog box, and automate the production of the final PDF files. Enable the "Bypass Save As Dialog Box, and Output PDF's" option, and you will be prompted to specify the location of the destination folder where your PDF files will be saved.

#### File Exist Rules

After enabling the Automatic Output option, and you can decide whether to overwrite or rename the destination file if it exists.

#### Document Properties

With the massive volume of documents being produced every day, creators spend much of their time perfecting content and layout. Far too often, authors ignore the finishing touch, the addition of metadata - an essential collection of information that helps make a document's unique content stand out in the crowd.



The inclusion of metadata can enable your documents with the proper identity so that users can find essential information quickly. When used with a search tool, these documents become part of an index that makes searching large numbers of PDF files fast and efficient.

You will see a number of default metadata options in a PDF document, none of which are populated by Microsoft Office applications other than Title, Subject, Author and Keywords. You can delete these placeholders if needed, but since there is no data there, it should not be a concern.

Metadata is hidden information in a computer file that may contain potentially dangerous or embarrassing information or lead to an accidental disclosure. In Office documents, there are many instances of data hidden in files, such as Word's Track Changes, that have been highly publicized.

For the most part, PDF is immune to these issues. PDFs represent the visual display as it will be printed. Still, it is a good idea to understand what if any risks are associated with PDF and metadata.

So, realistically, here is what firms should be concerned about before sending out a PDF:

1. Are the Title, Subject, Author and Keyword fields empty?

Can be performed manually via Document Properties-->Description or in batch in Acrobat Reader.

2. Are there annotations on the document?

Can be deleted using the Comments tab in Document Properties.

### Background Integration

You can blend an image of your choice as the background of your PDF file. Just enable the "Blend an Image to Background" option and specify the image, you will be able to create a PDF document with a designated background.

### Document Compatibility

You can choose a PDF version from the drop list of all available versions to meet the needs of PDF document compatibility. Not all versions will appear in the drop list, because certain version depends on the specific components installed in your operating systems.

## 1.12 Installer Customization

# Installer Customization



### Customize the [Office PDF Server](#) installer as per your needs!

The Installer Customization Tool will not be installed onto your computer system by default. However, you can launch this tool direct from the Office PDF Server menu. Network administrators can use this utility to create a custom installation package that includes such components as PDF printer driver, ICC profiles, specific to your organization. You can preconfigure the printer driver settings, for example, change paper size, adjust graphics compression. Upon completion, the customization utility generates an executable file (\*.EXE). User can use the file to install the preconfigured printer drivers along with other selected components on client machines. This utility supports wizard, silent, and batch operations. To gain access to the customization utility, start Office PDF Server, click Administrator Software, and then click Installer Customization Tool on the menu screen.



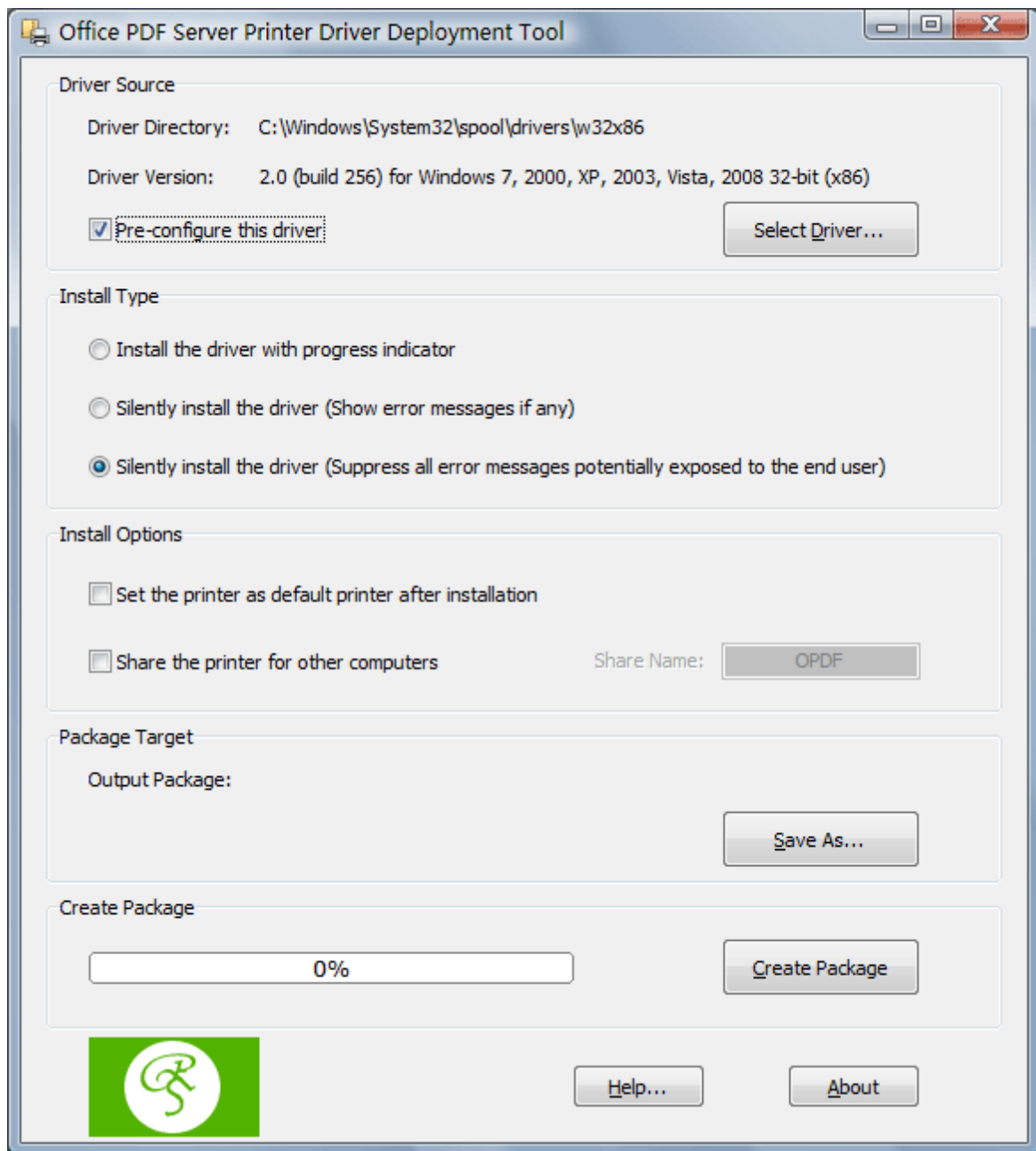
## 1.13 Driver Deployment

# Driver Deployment



### Deploy [Office PDF Server printer driver](#) across your organization!

The Driver Deployment Tool is a tool that deploys the Office PDF Server printer driver on multiple machines. Network administrators can preconfigure this PDF printer driver before it is deployed on multiple workstations. All of them will share the same configuration.



This tool implements a subset of features available in the [Installer Customization Tool](#). The following features as available in this tool are already included in the Installer Customization Tool.

- Set the Office PDF Server printer as the default printer after installation
- Share the Office PDF Server printer for other computers so that users on those computers can create PDF files.
- Automatic installation without user interaction
- Completely silent installation that can be integrated into your environment.



To gain access to the deployment utility, start the Office PDF Server, and select Administrator Software=>Driver Deployment Tool from the menu.

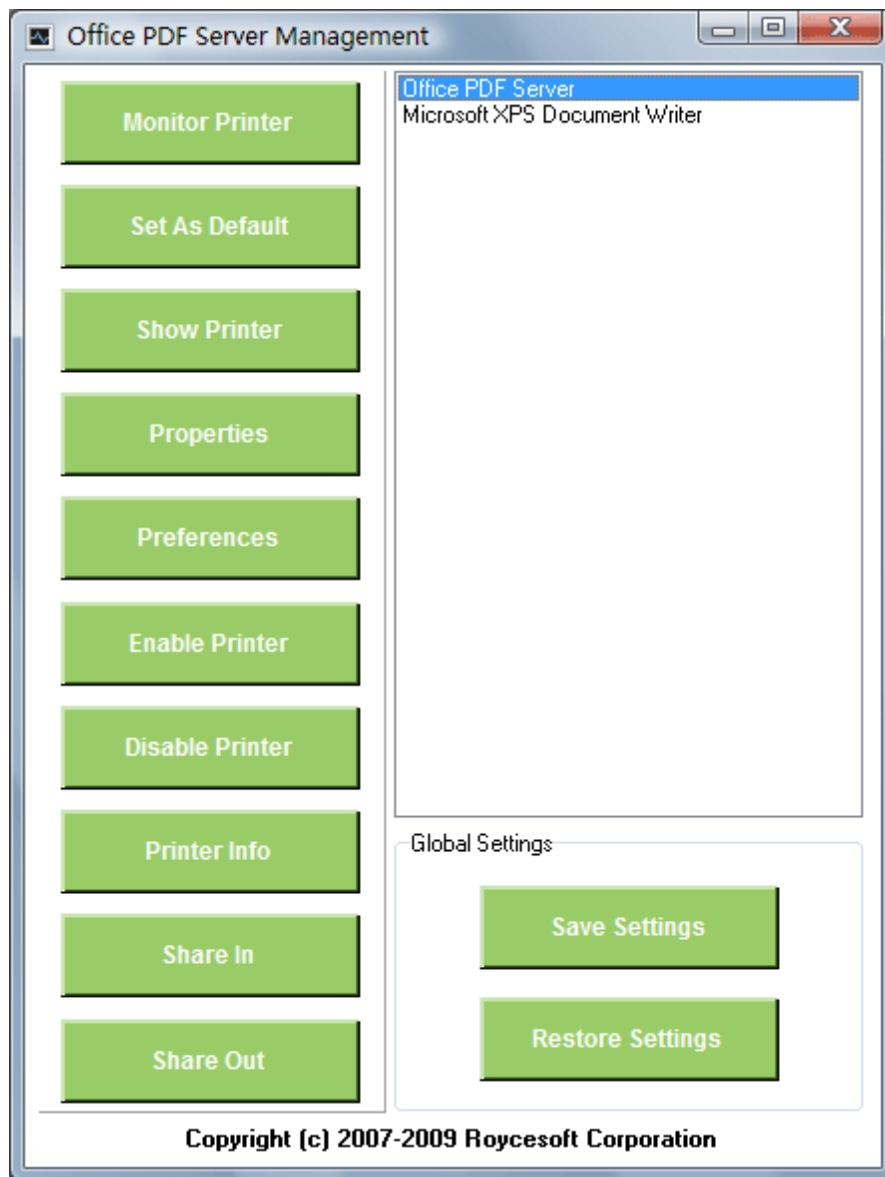
## 1.14 Server Management

# Server Management



### Manage PDF Print Server with ease!

A server with a PDF printer installed is deemed, in most cases, as a PDF print server. PDF Server Management Utility allows you to monitor the activities of the [Office PDF Server](#) and other printers on your print server.



PDF Server Management Utility manages your print server by providing the following functionalities to all your printers including the Office PDF Server,

- Set as default printer
- Show printers and faxes folder
- Display printer's properties window
- Change printer's printing preferences
- Enable and disable printer
- Enumerate printer information and jobs in the print queue

- Share printer for other computers (Share Out)
- Install a shared printer from a remote computer (Share In)
- Export printer settings (Save Settings)
- Import printer settings (Restore Settings)

## 1.15 Remove Watermark

### Remove Watermark



The trial version of the [Office PDF Server](#) printer stamps a [Created with an evaluation copy of Office PDF Server software](#). Click to [purchase the full version](#) watermark in blue on all PDF pages it creates. To remove the watermark, either purchasing a license or registering the product is required. After you purchase, you get the full retail version, which creates PDF files without this watermark.

For more information on purchasing,

<http://www.roycesoft.com/reg.html>

## 1.16 Technical Support

### Technical Support



If you have a question about purchasing or using [Office PDF Server](#), or have a suggestion for a new feature you'd like to see in a future release, please don't hesitate to write to us.

#### Contact Sales Representative:

[sales@roycesoft.com](mailto:sales@roycesoft.com)

#### Contact Technical Support Staff:

[support@roycesoft.com](mailto:support@roycesoft.com)

#### Contact North American Sales Office:

Share-It! USA  
9625 West 76th Street, Suite 150  
Eden Prairie, MN 55344  
USA

Languages: English

Tel: 1-800-903-4152  
Fax: (724) 850-8187

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50823 Cologne  
Germany

Languages: English, German, French, Italian, Spanish and Portuguese

Tel: +49.221.31088.20  
Fax: +49.221.31088.29

## 1.17 Frequently Asked Questions

### Frequently Asked Questions



The most frequently-asked questions about installing and using [Office PDF Server](#) product are answered below. If you have a question that isn't answered here or elsewhere on this Web site, please write to [support@roycesoft.com](mailto:support@roycesoft.com).

Q: Is it legal to create PDF with your solution?

A: Absolutely legal. PDF has become an open standard. Any individual or company can write PDF creation software to create PDF files compliant to the Adobe PDF specification.

Q: Does your software support business graphics and press-ready output?

A: Yes. Office PDF Server supports CMYK, RGB, sRGB color spaces and 16 combinations of graphics and image compressions and rendering to assure the quality of business graphics and press-ready output.

Q: Our company has multiple sites, will one site license be enough?

A: Our Site License allows you to install the software on unlimited number of servers and workstations (including portables, notebooks, and laptops) in multiple offices of your company in different locations, cities, and countries.

Q: Can I get discount if I purchase multiple licences?

A: We offer volume discounts for individuals and companies that purchase multiple licenses. For more information on pricing, visit <http://www.roycesoft.com/store.html>

Q: I am not sure if your product works with Windows Server?

A: Our product is designed and certificated for Windows 2000 Server, Windows 2000 Advanced Server, Windows 2000 Datacenter, Windows Server 2003, and Windows Server 2008.

Q: I installed Office PDF Server on a Windows Server 2003, and the client can't have access to the shared 'Office PDF Server' printer. How come?

A: Here is the checklist,

1) Office PDF Server software has been installed with Administrative privilege onto the Windows Server 2003.

2) Guest account or an appropriate user account has been enabled to make the 'Office PDF Server' printer accessible by printing.

3) Firewall has been disabled or an appropriate rule to bypass firewall has been applied.

4) Office PDF Server Client software has been launched on the client with the correct parameters.

Q: I installed Office PDF Server on a Windows XP Pro computer, but failed to share the Office PDF Server for other computers. Why?

A: Here is the checklist,

1) Office PDF Server has been installed on the Windows XP Pro computer successfully.

2) You have enabled printer sharing in "Start"->"Control Panel"->"Printers and Faxes"->"Office PDF Server"->"Sharing...".

3) Firewall has been disabled or an appropriate rule to bypass the firewall has been applied.

4) Office PDF Server Client software has been launched on the client with the correct parameters.

Q: I installed Office PDF Server on a Windows Vista computer. Can I share my Office PDF Server for the other computers?

A: Sure. Please follow,

1) On your Vista computer, select "Start"->"Control Panel"->"Printers and Faxes", right-click on the icon of the "Office PDF Server" printer, and choose "Sharing...". Enable the printer sharing and specify OPDF as the share name.

2) On your client computer, launch the Office PDF Server Client software to install the shared OPDF printer from the server.

Q: Do I need to uninstall a previous version of the Office PDF Server before I install a newer version?

A: No. There is no need to uninstall the previous version before installing a newer version of the program.

Q: Do I need to uninstall the trial version of the Office PDF Server software before I install the full version?

A: No. The full version of Office PDF Server software can be installed over the trial version. This means that the trial version's files will be replaced by the full version's files.

Q: Can I use the Office PDF Server software on both my desktop and portable computer?

A: If you purchased a single-user license for the full version of the Office PDF Server software, you can use the software on one or more computers you own, provided the program is only used on one computer at a time. If more than one person will be using Office PDF Server on different computers at the same time, you must purchase a multiple-user license.

Q: How many licenses should I acquire, if I want to install Office PDF Server on a server computer?

A: When Office PDF Server is installed on a server computer that allows multiple users to access the shared printer, one license should be purchased for each user.

Q: Which product works on Microsoft Windows Vista?

A: All our products work on Windows Vista.

Q: What is your upgrade policy?

A: 3-Year Free Upgrades.

Q: Does Office PDF Server supports terminal services?

A: Yes.

Q: How can I make CMYK PDF document?

A: Before you print to the Office PDF Server, click the Properties button of your Office PDF Server, explore to the Color Space tab, set the Color Space to CMYK rather than RGB or sRGB.

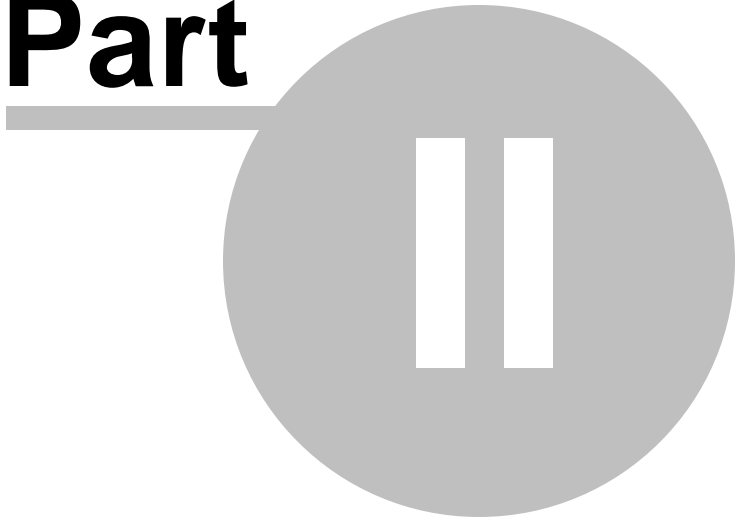
Q: How to append to an existing PDF file?

A: You can save your PDF output to an existing PDF file, and a confirmation dialog will pop up asking you if you want to overwrite, or append the PDF result to this existing file, or insert the PDF result at the beginning of the existing file.

# Top Level Intro

This page is printed before a new  
top-level chapter starts

# Part



## 2 Purchase & Order

### Purchase & Order

#### Why to buy?

The trial versions of the [Office PDF Server](#) software stamps an Unregistered watermark in red on all PDF pages it creates. To remove the watermark, purchasing a license or registering the product is required. After you purchase, you get the full retail version, which creates PDF files without the Unregistered watermark.

You can purchase the full version of the Office PDF Server software from Share-It, a leader in secure online order processing and online software delivery. For your convenience, a variety of ordering methods and payment options are available.

#### For more information on purchasing,

<http://www.roycesoft.com/reg.html>

#### Billing & Payment:

Billing currency: USD, EUR, GBP, AUD, CAD, JPY, CHF.

Payment options: Credit card, Debt card, PayPal, Wire Transfer, Bank Check, [Purchase Order](#) etc.

NOTE: The simplest and cheapest and fastest way to buy our software is to order it Online.

#### Benefits of Purchase & Registration:

When you purchase the full version, you'll receive:

- Use of the software beyond the 90-day trial period
- No registration reminders or trial version watermarks on PDF files
- Free updates & upgrades to the latest version & future versions.
- Product support by e-mail totally free.

#### Delivery Options:

You can choose either of the following delivery methods:

1) Download: You will receive a download link to the full version immediately after your order is processed.



2) Download + CD: You will receive a download link as described above, and the setup file for the full version will also be mailed to you on one compact disc.

## 2.1 Online Purchase

### Online Purchase



#### Ordering Online

The easiest and fastest way to get the full version of [Office PDF Server](#) is to order through Share-It secure online store using a credit card, debit card, or PayPal. Share-It accepts Visa, MasterCard, American Express, JCB, and Diners Club, as well as U.K. debit cards Solo and Switch/Maestro.

Ordering online is easy, fast, safe, and secure!

Online credit-card, debit-card, and PayPal orders are processed immediately!

You can download the software right away!

Softonic also accepts payment by bank/wire transfer, check, and cash. If you choose one of these payment options, you will receive the necessary bank account information or postal address by e-mail after your order is processed.

#### Ready to purchase online?

<http://www.roycesoft.com/reg.html>

## 2.2 Purchase Order

### Purchase Order



#### Ordering by Purchase Order

Business customers can place a purchase order (PO) through our resellers' customer service by fax or mail. POs should be printed directly from your accounting system on company letterhead. All POs must include the required information so that our resellers can process your order.

- (\*) The product name [Office PDF Server](#) and the product ID is **300312458**
- (\*) The requested quantity
- (\*) The name the product will be licensed to
- (\*) Your billing address and your delivery address, if different
- (\*) Name, phone and fax number of the contact person for your order
- (\*) The e-mail address to which the order confirmation and invoice should be sent, and your e-mail delivery address, if different
- (\*) The requested billing currency

If you include all of the required information, your order can be processed immediately by our customer service team.

### Customer Service USA

(Language: English)  
share-it!  
c/o Digital River Inc.  
9625 West 76th Street, Suite 150  
Eden Prairie, MN 55344, USA

Phone: +1 952 646-5747 (for calls from outside the U.S.) or +1 800 903-4152 (for calls within the U.S.)  
Fax: +1 952 646-4552

### Customer Service Europe

(Languages: German/English/French/Italian/Spanish/Portuguese)  
share-it! - Digital River GmbH  
c/o Digital River Ireland Ltd.  
Block 4, West Park  
Shannon Free Zone  
Co. Clare  
Ireland

Phone: +49 221 31088-20  
Fax: +49 221 31088-29

## 2.3 Other Ways of Order

### Other Ways of Order



#### Ordering by Bank Check / Wire Transfer

You can send your Bank Check or Wire Transfer to us,

share-it! USA  
9625 West 76th Street  
Suite 150  
Eden Prairie, MN 55344  
USA

OR

share-it! - Digital River GmbH  
c/o Digital River Ireland Ltd.  
Block 4, West Park  
Shannon Free Zone  
Co. Clare

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Ireland

**Ordering by Phone**

Call us and place your order,

Toll-free: 1-800-903-4152 (U.S.)

Phone: 1-952-646-5747 (Int'l)

**Ordering by FAX**

You can FAX your order to us,

Fax: 1-952-646-4552

OR

Fax: +49 221 31088-29

If you choose to mail or fax your order to share-it!, be sure to include your name, postal-mail address, and e-mail address, and to specify the product, quantity, and payment option you desire.

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