



USER GUIDE



PRINT Bookmarks 2.0



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1.1 Overview

Book publishers traditionally follow time proven methods and rules to provide book readers with a cohesive user experience. One of these methods is making sure that Table of Contents (TOC) is seamlessly integrated into a fabric of the book. The process of reading becomes even more streamlined if readers use bookmarks. With the introduction of electronic books the simple concepts of Table of Contents and Bookmarks evolved into a highly functional navigational map of the reading material.

The process of creating of a comprehensive Table of Contents for PDF files is very labor intensive. Even if your PDF document is Bookmark driven, you still may spend a sizable amount of time to produce a TOC suitable to your needs.

Sometimes it is necessary to quickly print only certain pages of a PDF file that are related to the particular Bookmark(s). Usually you have to find out where these Bookmarks start and where they finish. Then in the **Print** menu you specify the page range for the correct pages to be printed.

IntelliPDF PRINT Bookmarks 2.0 simplifies and speeds up above mentioned processes.

The following features make **IntelliPDF PRINT Bookmarks 2.0** unique:

- Fast and easy generation of Table of Content based on the Bookmark(s) list within the given PDF file;
 - Easy way of printing certain pages that correspond to particular Bookmark(s);
 - Interactive interface;
 - High functional flexibility;
 - Intuitive to use.
-

1.2 System Requirements & Restrictions of DEMO version

System Requirements

IntelliPDF Print Bookmarks 2.0 is a plug-in for Adobe Acrobat. This means that you must have one of the full versions of Adobe Acrobat (ver. 5.0 or later versions) to be installed prior to the plug-in installation. **Please note that the plug-in WON'T WORK with the free version of Adobe Reader!**

Our plug-ins are supported on all versions of Windows that compatible with Acrobat. Please check the system requirements for your version of Adobe Acrobat, as not all versions of Acrobat are supported by all versions of Windows. **For MS Windows Vista: Please note that you should have Administrator rights while installing and activating the IntelliPDF Print Bookmarks 2.0.**

Restrictions of DEMO version

While using a DEMO version of IntelliPDF Print Bookmarks 2.0 the following restrictions will apply:

In the **Print Table of Contents** mode: names of some Bookmarks will be replaced with '<<DEMO VERSION>>' tag.
In the **Print Selected Pages** mode: an 'INTELLIPDF' watermark will be added to all output pages.

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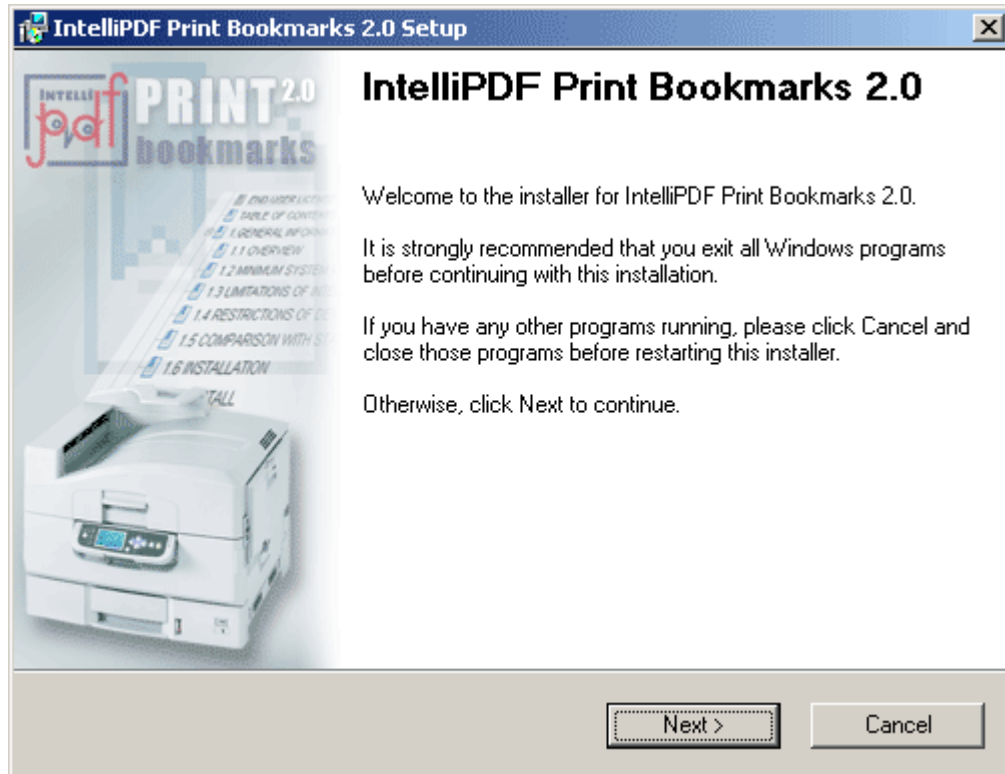
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1.3 Install & Uninstall

To Install:

Before installing the Plug-in, close all running applications. Double click on the plug-in installation file.



Follow the instructions. **Remember: you should have Administrator rights while installing and registering the plug-in under MS Windows Vista.**

To Uninstall:


There are two ways to uninstall **IntelliPDF Print Bookmarks 2.0**:

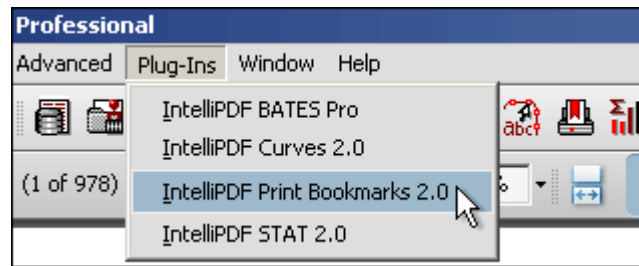
1. Click on the **Start** button -> **Programs** -> **IntelliPDF** -> **PRINT BOOKMARKS 2** -> **Uninstall IntelliPDF Print Bookmarks 2.0**;

Or,

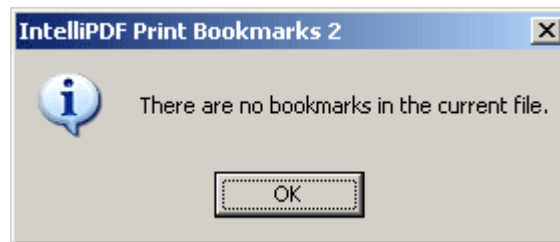
2. Go to **Control Panel**; double-click on the **Add/Remove Programs** icon. Select **IntelliPDF Print Bookmarks 2.0**. Click **Change/Remove**. Follow the instructions.

1.4 Launching and Activation

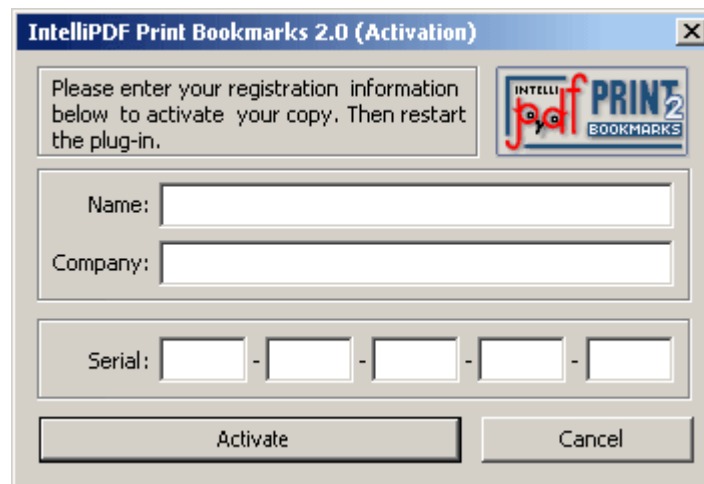
After a successful installation of the plug-in, launch Adobe Acrobat. You should see the  icon and 'IntelliPDF Print Bookmarks 2.0' in the **Plug-Ins** menu.



Prior to launching **IntelliPDF Print Bookmarks 2.0**, open a PDF file that has bookmarks; otherwise the plug-in will show the following dialogue:



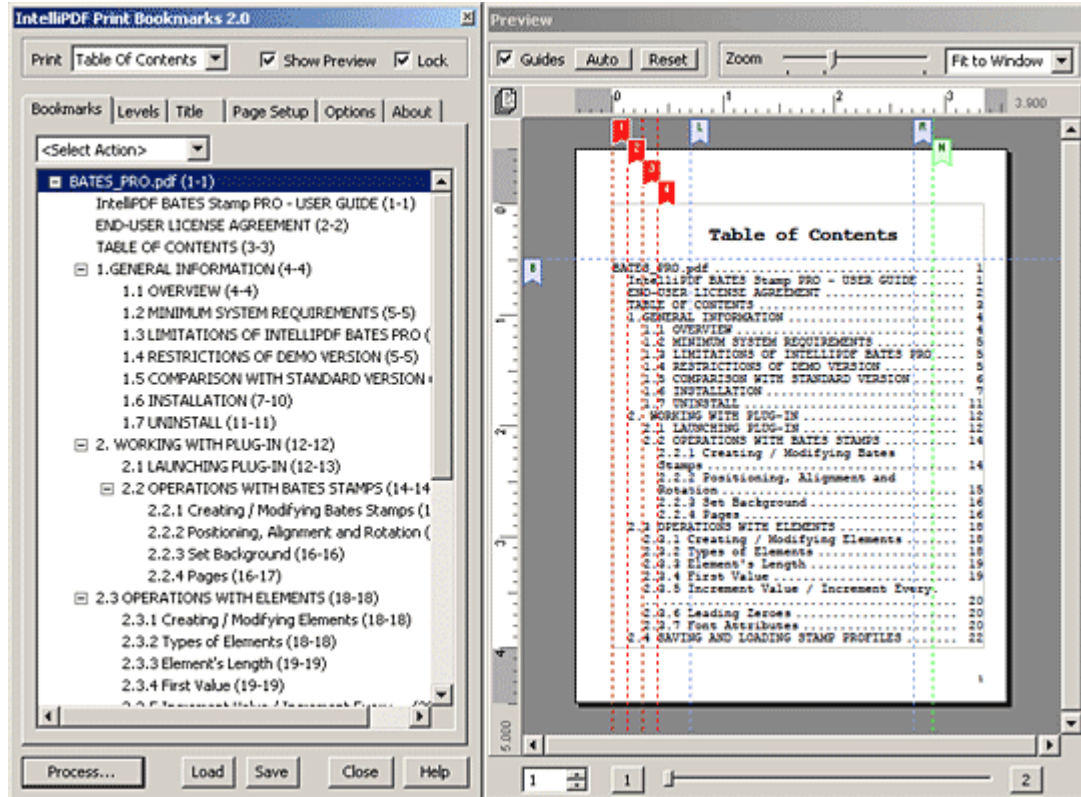
When launch a full version of the plug-in for the first time, you will be asked to activate it. Type all the necessary information and re-launch the plug-in.



2. Working With Plug-In

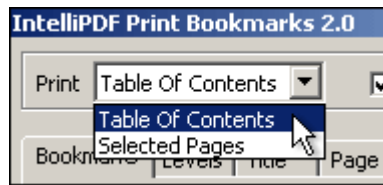
2.1 Main Dialog Overview

When the plug-in starts, the following dialog appears:



Modes

Select the **Print Table of Content** mode if you are generating a Table of Contents based on a current document's bookmark list. Select the **Print Selected Pages** mode if you are printing pages that correspond to particular bookmark(s). Please note that the **Preview**, **Levels**, **Title**, **Page Setup**, **Load** and **Save** features are not available in the **Print Selected Pages** mode.

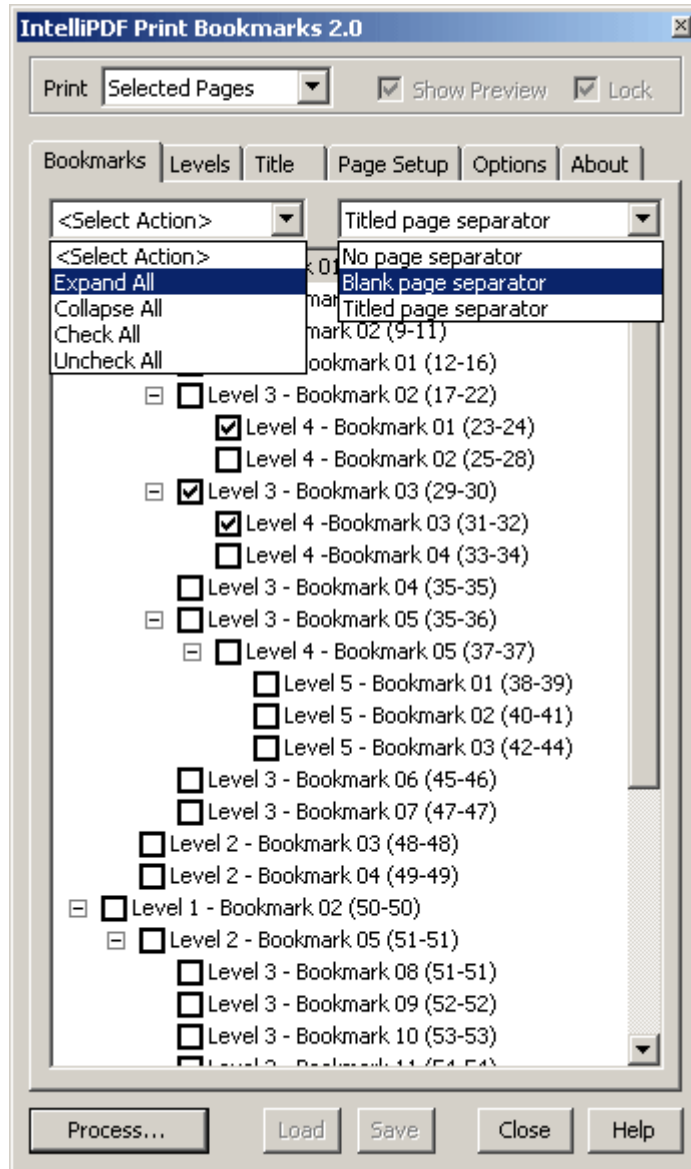


Bookmarks Tab

Available in both modes.

The **Bookmarks** tab displays a complete list of bookmarks in a PDF file. The numbers in parenthesis following the bookmark names, represent the first and last pages of each bookmark. To print the desired pages, select the checkboxes of the corresponding bookmarks in the **Print Selected Pages** mode.

For example, in the screenshot below only pages 23-24, 29-30 and 31-32 will be printed.



You may use the **Select Action** control for faster selection.

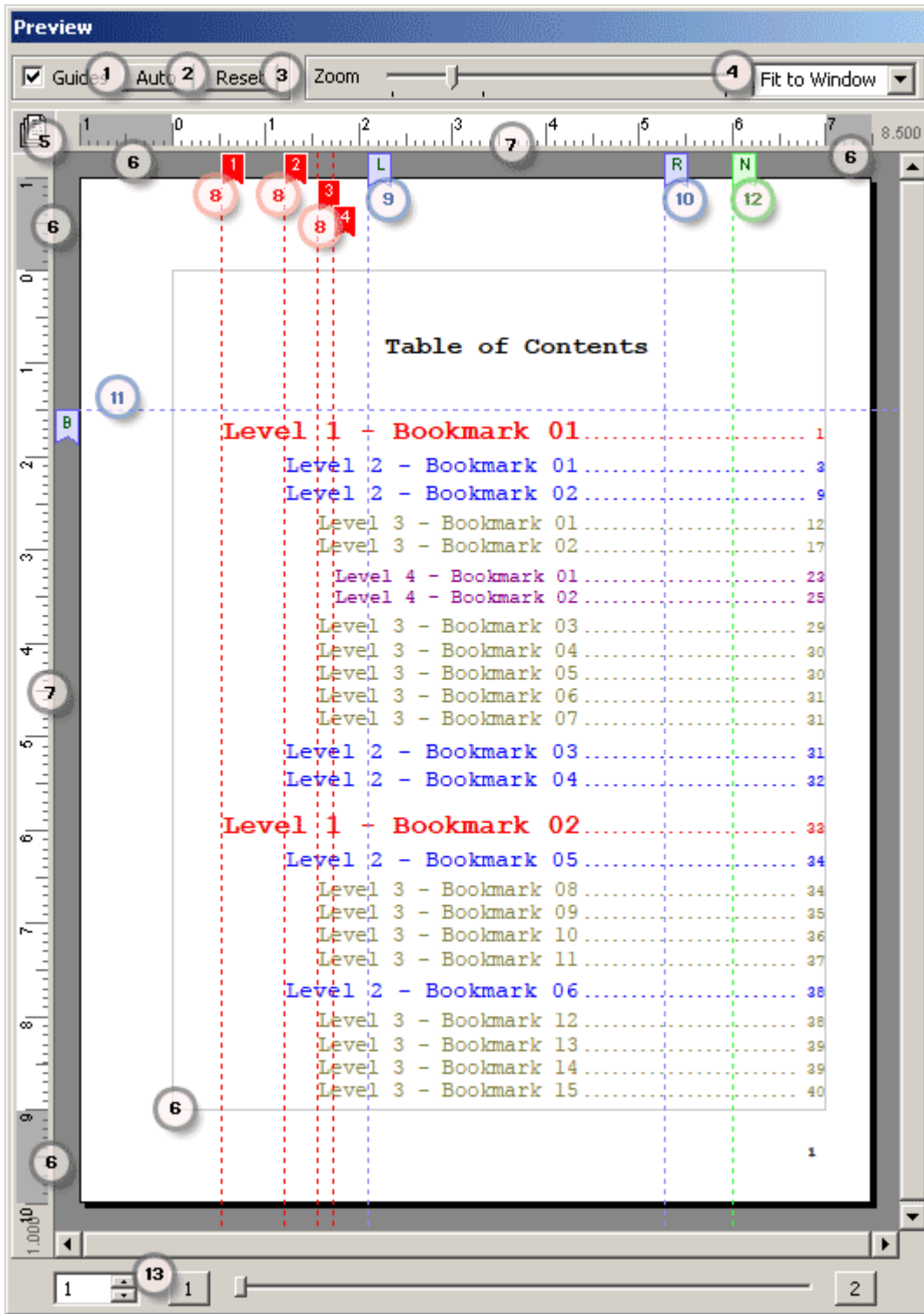
When the **Print Selected Pages** mode is selected, bookmarked pages can be separated by either a **Blank page separator** or a **Titled page separator**.


Once your selection is completed, press the **Process...** button; the Acrobat's standard print dialog will allow further options.

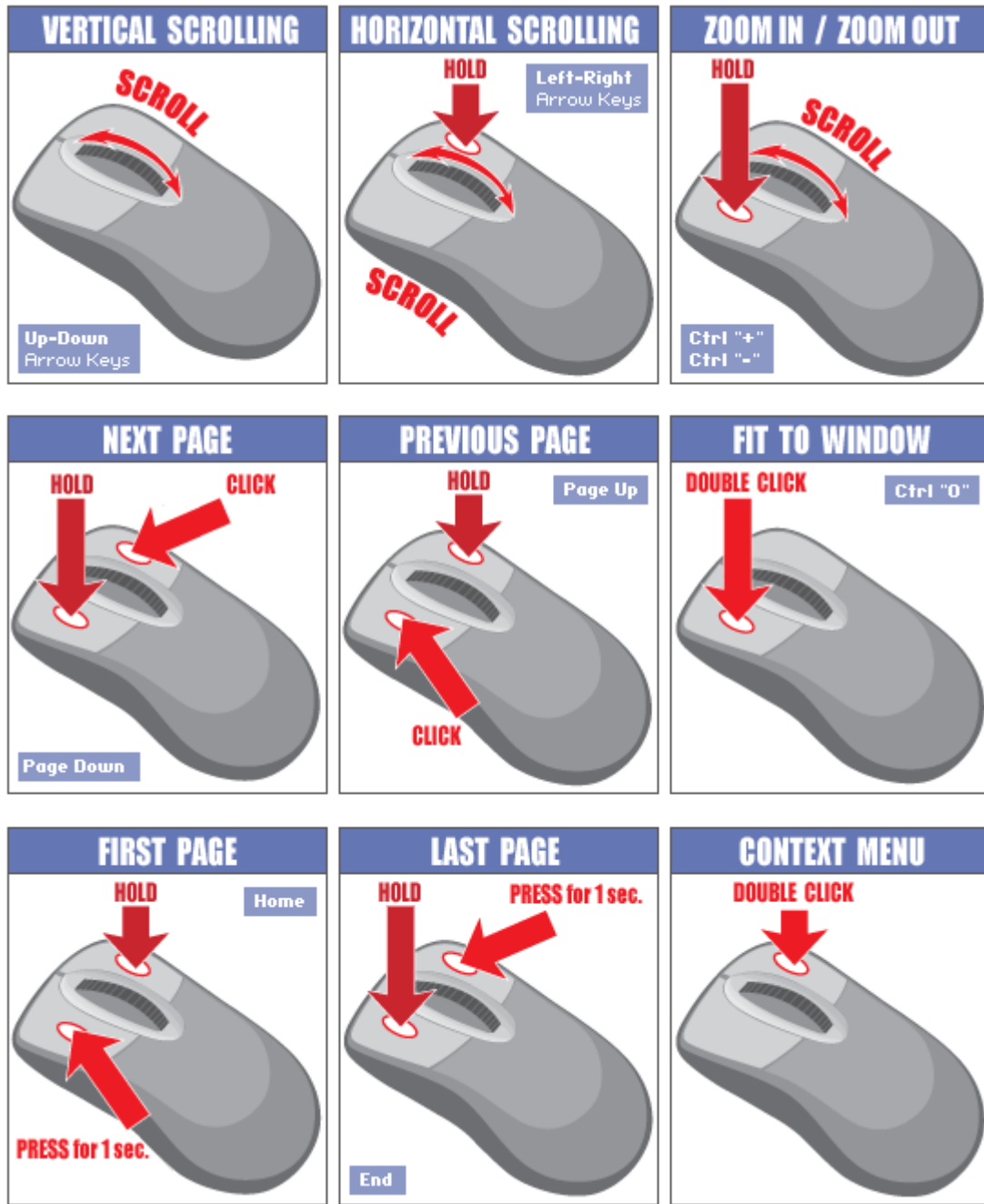
2.2 Preview Window

Available only in 'Print Table of Contents' mode.

The **Preview Window** allows you to preview TOC before its generation, and it also serves as a tool for editing the TOC layout.



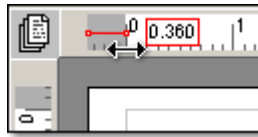
All guidelines are interactive. When the cursor hovers over the guideline or its corresponding flag, the cursor changes to  which allows you to move the guideline by dragging it or its corresponding red flag. You can browse/navigate pages and zoom in/out by using the mouse or the keyboard. Refer to the following chart for all actions:



List of elements of the **Preview Window**:

- 1 - **Guides** checkbox - shows or hides all guidelines;
- 2 - **Auto** button - attempts to automatically adjust settings;
- 3 - **Reset** button - resets layout to last used settings. Pressing **Reset** with the **'Ctrl'** key resets all parameters to the plug-in's original settings;
- 4 - The set of **Zoom** controls - includes a slider and a drop-down menu with the preset magnification levels;
- 5 - **Single/Double Side** icon indicates whether the Single Side (📄) or Double Side mode is being used. The Double Side mode automatically flips all margins, pagination settings etc. for the left and right pages which are marked by the left (📄) or right (📄) icons on the given page. The initial page can be specified by the **Start From** control under the **Page Setup** tab;

6 - Page **Margins** are the blank spaces around the edges of the page. The gray box area represents the margins. All bookmarks and the title will be placed inside the gray box area on the page. The Headers, Footers, and Page Numbers are not limited to the margins. Margins can be adjusted under the **Page Setup** tab or altered by moving the gray/white ruler border:



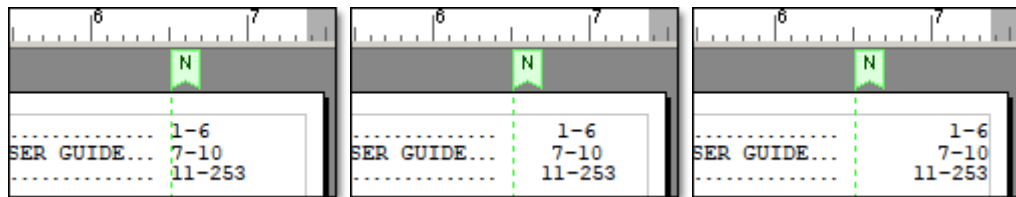
7 - **Rulers** - display measurements in chosen units of measure. Please note that '0' is set where the margin ends;

8 - **Level Guidelines** - represent corresponding levels of bookmarks. When Level setting is set to the **Use Global Options** mode, the distance between all guidelines will remain the same. In this mode, the first guideline anchors all of the guidelines: by moving the first guideline you move all of the guidelines as if it's a group. If any other guideline is moved in this mode, then the distance between the guidelines changes proportionally. When the **Use Global Options** mode is not selected, all guidelines move independently;

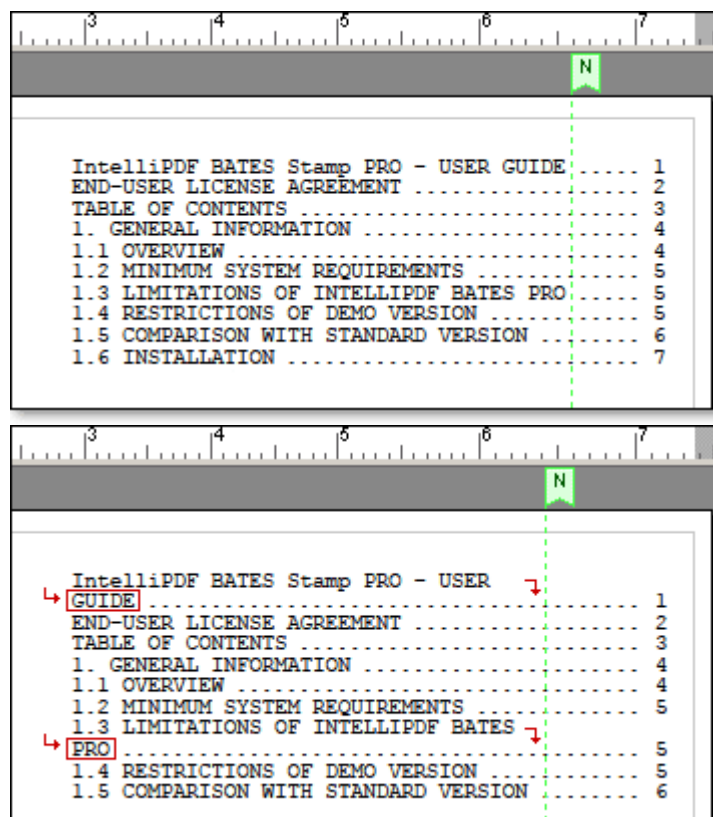
9, 10 and 11 - Title guidelines - define **Left**, **Right** and **Bottom** margins for the Title respectively. Please note that the title's bottom guideline also defines the position for the first bookmark;

12 - **Page Numbers Guideline** has three functions:

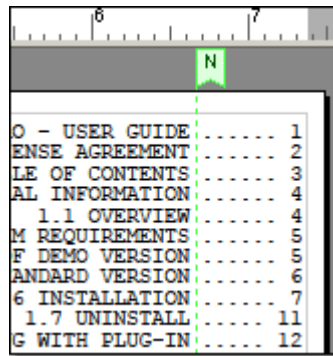
1) Together with the **Page Right Margin**, the **Page Numbers Guideline** defines the location of the page numbers. The alignment can be set to Left, Center or Right under the **Global Page Number Settings** section of the **Levels** tab:



2) Defines the right border for the bookmark names. If the length of the bookmark names surpass the **Page Number Guideline**, they will be split into multiple lines:



3) Defines the right margins for bookmarks if the alignment is set to Right:



13 - Set of **Navigation** controls - includes a page browser and slider with quick **First** and **Last** page jump buttons.

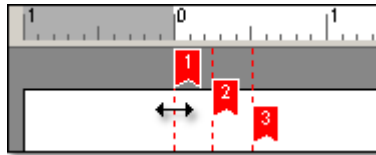
2.3 Levels' Settings

Available only in *'Print Table of Contents'* mode.

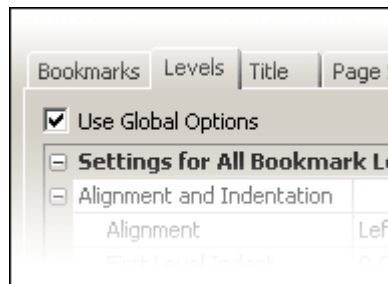
Levels Tab

Sets parameters for bookmark levels.

Each bookmark level is represented by a red guideline with a numbered flag on the **Preview Window**. Bookmark levels can be dynamically modified.



The **Use Global Options** mode should be used when all levels of bookmarks have identical parameters (indent, font, type, color etc.). Unselect the **Use Global Options** to tweak each level separately.



Note: Other groups of settings such as **Appearance** and **Leaders Settings** can inherit some of the bookmark parameters (font, size, color etc.) via **Use Bookmark Settings** option.

<see next page>

Settings for All Bookmark Levels

(applies to all Bookmark levels)

Bookmarks	Levels	Title	Page Setup	Options	Alt
<input checked="" type="checkbox"/> Use Global Options					
Settings for All Bookmark Levels					
[-] Alignment and Indentation					
Alignment		Left			
First Level Indent		0.000			
Next Levels' Indents		0.200			
First Line Indent		0.000			
Next Lines' Indents		0.000			
[-] Spacing					
Separate Above		0.000			
Separate Below		0.000			
Space Between Bookmarks		0.000			
Space Within Bookmarks		0.000			
[-] Appearance					
Font		CourierNew			
Size		12.0			
Color		0; 0; 0			
[-] Leaders Settings					
Characters		.			
Font		CourierNew			
Size		12.0			
Color		0; 0; 0			
[-] Global Page Number Settings					
Display Page Number		Real Page Numbers			
Page Number Position		6.500			
Alignment		Right			
Gap After Leaders		0.100			
Prefix					
Suffix					
[-] Displays Page Ranges					
Only First (when equal)		Yes			
Page Range Divider		-			
[-] Print Leading Zeros					
Number of Digits		4			
[-] Appearance					
Font		CourierNew			
Size		12.0			
Color		0; 0; 0			

Settings for Specific Level

(applies to each level)

Bookmarks	Levels	Title	Page Setup	Options	Alt
<input type="checkbox"/> Use Global Options					
Settings for Bookmark Level: 1					
+ Alignment and Indentation					
+ Spacing					
+ Appearance					
Leader Settings		Use Bookmark Settings			
Page Number Settings		Use Bookmark Settings			
Settings for Bookmark Level: 2					
Settings for Bookmark Level: 3					
Settings for Bookmark Level: 4					
Settings for Bookmark Level: 5					
[-] Global Page Number Settings					
Display Page Number		Real Page Numbers			
Page Number Position		6.500			
Alignment		Right			
Gap After Leaders		0.100			
Prefix					
Suffix					
[-] Displays Page Ranges					
Only First (when equal)		Yes			
Page Range Divider		-			
[-] Print Leading Zeros					
Number of Digits		4			

Alignment and Indentation

Alignment - Sets the position of bookmark level;

First Level Indent - Sets the amount for indent of First Level from the left margin;

Next Levels' Indents - Identifies amount of indent for the next Level;

First Line Indent - Sets amount of indent for only the first line of a bookmark;

Next Lines' Indents - Sets amount of indent for all but the first line within a bookmark.

Spacing

Separate Above - Adds a space above a bookmark to separate from adjacent bookmark from another level. The spacing doesn't change for contiguous bookmarks belonging to the same level;

Separate Below - Adds a space below a bookmark to separate from adjacent from another level. The spacing doesn't change for contiguous bookmarks belonging to the same level;

Space Between Bookmarks - Adds a space between contiguous bookmarks belonging to the same level;

Space Within Bookmarks - When bookmark wraps into several lines this parameter controls spacing between them.

Appearance

Font - Sets font for bookmark Level;

Size - Sets font size for bookmark Level;

Color - Sets color for bookmark Level.

Leader Settings

Leader is the character(s) that will be used to fill the space between the bookmarks and the page numbers. If 'Use Bookmark Settings' is selected, parameters such as the Font, Size and Color of **Leader** are identical to that of the given bookmark. 'Custom Settings' allows tweaking these parameters.

Character - Choose character(s) for Leader;

Font - Sets font for Leader Character(s) only;

Size - Sets font size for Leader Character(s) only;

Color - Sets color for Leader Character(s) only.

Global Page Numbering Settings

These are the additional page number settings that apply to all Levels. Note: **Global Page Numbering Settings** cannot be tweaked per individual bookmark level.

Display Page Number - Chooses among Real Number, Page Label or Do Not Display. Note: Page Label is an alternative way to specify a page number in PDF files;

Page Number Position - Defines the distance between left margin of the page and the page number. Bookmarks will wrap if they reach this position. This parameter is

represented by the green vertical guideline (N) on the **Preview Window** and can be adjusted there;

Alignment - Aligns page numbers between the end of the Leader and the page's right margin;

Gap After Leaders - Minimum space between end of the bookmark and beginning of the page number;

Prefix - Adds a character(s) before page number;

Suffix - Adds a character(s) after page number;

Displays Page Ranges - If chosen, shows the page range for each bookmark, otherwise shows only the first page where the bookmark appears (for example, "21-54" rather than "21");

Only First (when equal) - If chosen, displays a single number if the page range consists of only one page (for example, "21", rather than "21 - 21");

Page Range Divider - Choose a character(s) to separate page numbers (for example, "21-54", "21 _- 54", etc.)

Print Leading Zeros - If "Yes" adds leading zeros to page number(s) up to the length defined by "Number of Digits" parameter;

Number of Digits - Defines total number of digits in page numbers (for example, "0021", if parameter is set to 4). Active when the **Print Leading Zeros** parameter is enabled;

Appearance

If 'Use Bookmark Settings' is selected, Font, Size and Color of page numbers are inherited from the given Bookmark. 'Custom Settings' allows tweaking above mentioned parameters.

Font - Sets font for bookmark Level;

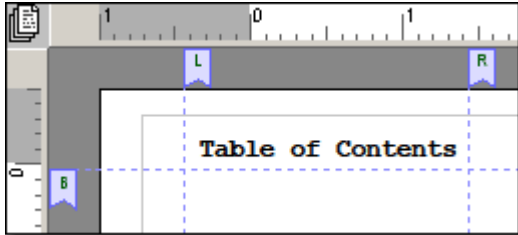
Size - Sets font size for bookmark Level;

Color - Sets color for bookmark Level.

2.4 Editing Titles

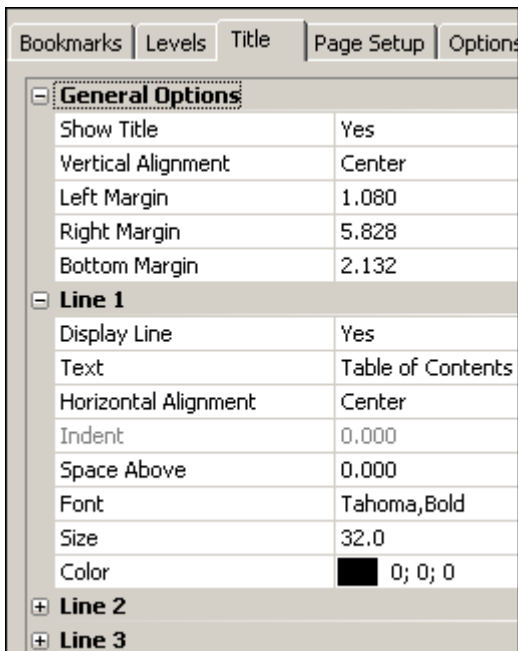
Available only in 'Print Table of Contents' mode.

Title is an element that appears on first page of the Table of Contents. You may add up to 3 independent lines for the Title. Title position represents by blue guidelines on the Preview Window.



L – Left Margin
R – Right Margin
B – Bottom Margin

Please Note that Bottom Margin is also defines a top position for the first bookmark on the first page.



General Options

Set of global parameters that apply to all lines in the Title.

Show Title – Enables or disables Title;
Vertical Alignment – Aligns Title vertically;
Left Margin – Defines left margin of the Title;
Right Margin – Defines right margin of the Title;
Bottom Margin – Defines bottom margin of the Title;

Line 1, 2 and 3

Set of parameters that may be applied to a specific line (up to 3 at this point) in the Title.

Display Line – Toggles the display of the specific line;
Text – Enter text for the Title;
Horizontal Alignment – Aligns line horizontally;
Indent – Defines indent for the line;
Space Above – Defines space above the line;
Font – Specifies font for the line;
Size – Specifies font size the line;
Color – Identifies color for the line.

2.5 Page Setup

Available only in 'Print Table of Contents' mode.

Bookmarks	Levels	Title	Page Setup	Opt
Page Options				
Units		Inches		
Size				
Width		8.500		
Height		11.000		
Margins				
Left		1.000		
Top		0.500		
Right		0.500		
Bottom		0.500		
Orientation		Portrait		
Double Sided				
Start from Inside		No		
Pagination Options				
Print Page Numbers		Yes		
Start From		1		
Position		Bottom-Right		
Vertical Indent		0.100		
Horizontal Indent		0.000		
Prefix				
Suffix				
Font		CourierNew		
Size		12.0		
Color		■ 0; 0; 0		
Header Options				
Show		No		
Text				
Position		Center		
Vertical Indent		0.000		
Horizontal Indent		0.000		
Font		CourierNew		
Size		12.0		
Color		■ 0; 0; 0		
Footer Options				
Show		Yes		
Text				
Position		Center		
Vertical Indent		0.000		
Horizontal Indent		0.000		
Font		CourierNew		
Size		12.0		
Color		■ 0; 0; 0		

Page Options

Units – Defines page size unit of measure;

Size – Sets page size. **Width** and **Height** can be customized when 'Custom' is selected;

Margins – Sets margins. Margins can also be altered by using the interactive **Preview Window**;

Orientation – Switches page orientation to 'Portrait' or 'Landscape';

Double Sided – Switches between single and double-side modes. The Double Side mode automatically flips all margins, pagination settings etc. for the left and right pages;

Start from Inside – Defines initial page for the Double Sided mode ('Yes' labels pages starting from the left-side page).

Pagination Settings

Print Page Number – If 'Yes', the pages of the Table of Content will be numbered;

Start From – Sets a starting number for pagination;

Position – Sets a location for page numbers;

Vertical/Horizontal Indent – Adjusts position of page numbers;

Prefix – Adds a character(s) before page numbers;

Suffix – Adds a character(s) after page numbers;

Font – Specifies font type for the page numbers;

Size – Specifies font size for the page numbers;

Color – Defines color for the page numbers.

Header/Footer Options

Appears on each page of the Table of Contents.

Show - If 'Yes', displays a Header/Footer;

Text – Customizes text for the Header/Footer;

Position – Sets a location for the Header/Footer;

Vertical/Horizontal Indent – Adjusts a vertical/horizontal position of the Header/Footer;

Font – Specifies font type for the Header/Footer;

Size – Specifies font size for the Header/Footer;

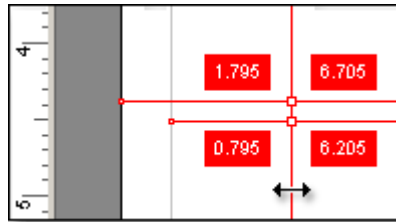
Color – Identifies color for the Header/Footer.

2.6 Options/Preferences

Options	
Load Last Used Settings	Yes
Display Guidelines Distances	Yes
Page Size Change Action	Scale Dimensions
Path for Generated Files	C:\My Documents\Intel
Path for Presets	C:\My Documents\Intel

Load Last Used Settings - If 'Yes', loads last used settings when plug-in starts. This option is very useful if you are working with the similar documents. You can also use Save and Load functions to preserve your settings.

Display Guidelines Distances - If 'Yes', the distances from page edges to the guidelines and from margins to the guidelines will be displayed while the guidelines are being moved:



Page Size Change Action - Defines an action when page size change occurs. You can select from **Scale Dimensions**, **Leave Intact** or **Ask for Action**:

Display Guidelines Distances	Yes
Page Size Change Action	Scale Dimensions
Path for Generated Files	Scale Dimensions
Path for Presets	Ask for Action

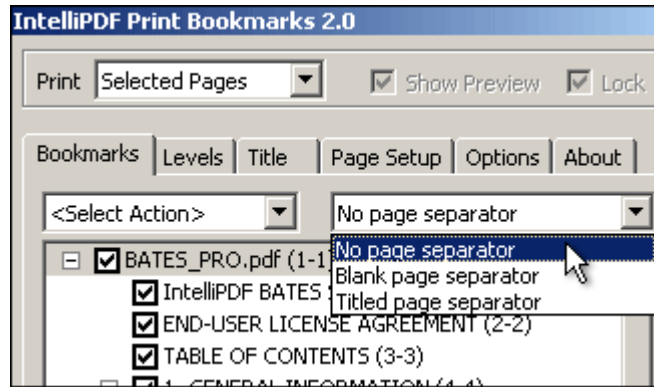
Path for Generated Files - Defines default output path for generated files;

Path for Presets - Defines default path for custom presets when **Save** and **Load** are used.

2.7 Output

[Print Selected Pages mode](#)

If the plug-in is in **Print Selected Pages** mode, the Acrobat's Print dialog will appear when the **Process...** button is clicked. All pages related to the selected bookmarks will be printed. Page separators will be inserted depending on your choice (separator control is located on the right side, above the bookmark list):

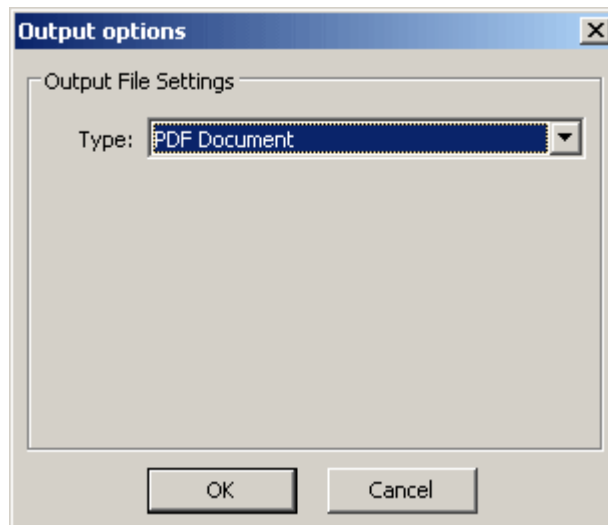


The pages between bookmarks may be separated by inserting a **Blank page separator** or a **Titled page separator**, a page with the bookmark's name.

[Print Table of Contents mode](#)

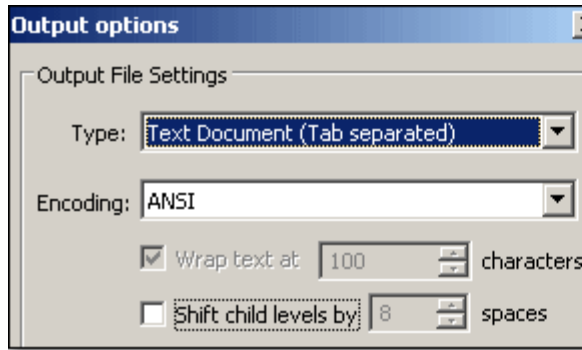
When you are satisfied with the layout and settings, you are ready to produce your output. You can select one of the following output formats:

1. PDF Document – Outputs the Table of Contents as a PDF file with the exact layout as seen in the **Preview Window**. The generated document can be easily appended later into the original document file.



2. Text Document (Tab separated) - Mostly used for electronic tables, such as Excel. Text can be saved as ANSI or Unicode for greater flexibility when working with documents that use different character sets.

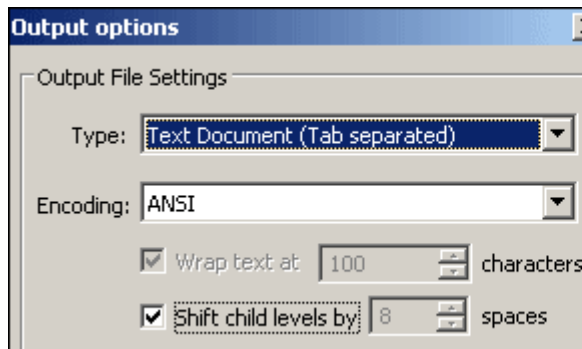
When **Shift child levels** checkbox is *not* selected, levels and their page numbers are separated by a single tab:



Level 1	→	1
Level 2	→	3
Level 3	→	7

	A	B	C	D
1	Level 1	1		
2	Level 2	3		
3	Level 3	7		
4				

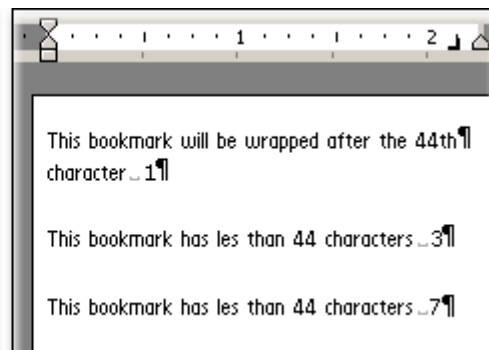
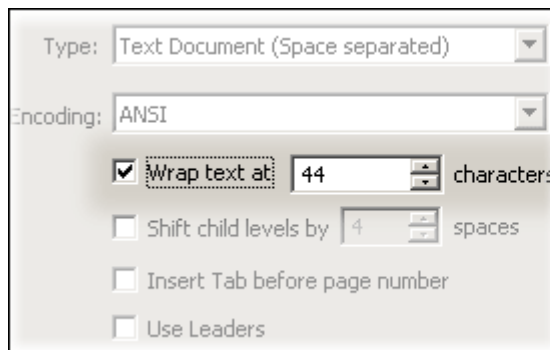
When the **Shift child levels** checkbox is selected, levels correspond to tabulations:



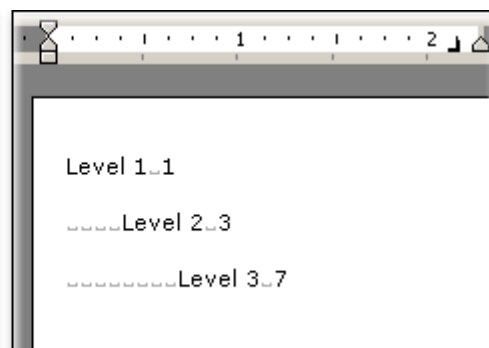
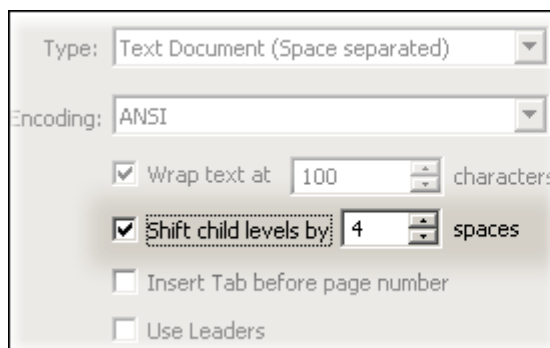
Level 1	→	→	→	1
→	Level 2	→	→	3
→	→	Level 3	→	7

	A	B	C	D
1	Level 1			1
2		Level 2		3
3			Level 3	7
4				

3. Text Document (Space separated) - Mostly used for post word-processing. When **Wrap text** is selected, all lines will be split after the specified number of characters. The bookmark is followed by a space and the page number:



When **Shift child levels** checkbox is selected, each child level shifts by the number of spaces defined by the **Spaces** control. The bookmark is followed by a space and the page number:



When the **Insert Tab before page number** checkbox is selected, the level and the page numbers are separated by a 'Tab' character. The separation is helpful for post-editing in word processing applications (such as MS Word), and it enables a quick arrangement of page numbers.

Type: Text Document (Space separated)

Encoding: ANSI

Wrap text at 100 characters

Shift child levels by 8 spaces

Insert Tab before page number

Use Leaders

Level 1	→	1
....Level 2	→	3
.....Level 3	→	7

The **Use Leaders** checkbox is available only when the **Wrap text** parameter is enabled and defines a length of the lines. When the **Use Leaders** checkbox is selected, leaders (dots) will be placed between bookmark titles and page numbers. All characters will be filled up with the leaders. Useful for fonts with fixed widths, such as Courier:

Type: Text Document (Space separated)

Encoding: ANSI

Wrap text at 100 characters

Shift child levels by 8 spaces

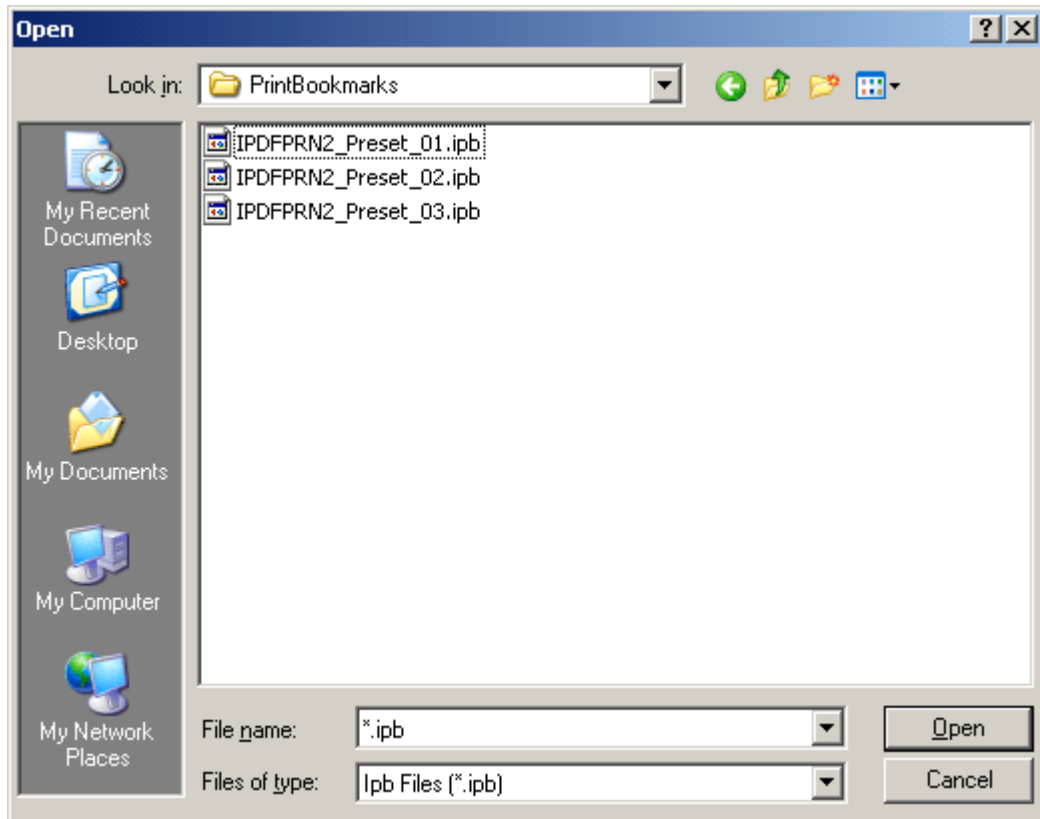
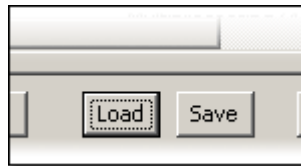
Insert Tab before page number

Use Leaders

Level 1.....	1
Level 2.....	3
Level 3.....	7

2.8 Saving and Restoring Layouts

Each layout/setting can be saved for later use. It keeps all settings of bookmark levels, page numbers, page sizes etc. Click on **Save** to save your settings as a preset. Click on **Load** to load previously saved presets:



The Default path for presets can be assigned in the **Option** tab.
Sample Presets are located in My Documents/IntelliPDF/PrintBookmarks/ folder.

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