

This Month's Tips & Tricks Topic:  
Overlays using PDF-XChange Standard Print Driver



PDF-XChange Standard Print Driver (included in PRO bundle) allows you to create PDF files from any windows based application. But did you know that you could send documents to the PDF-XChange Standard Printer and all content can be created using a template overlay PDF such as Letterhead, signatures, images, etc.? Well here's how.

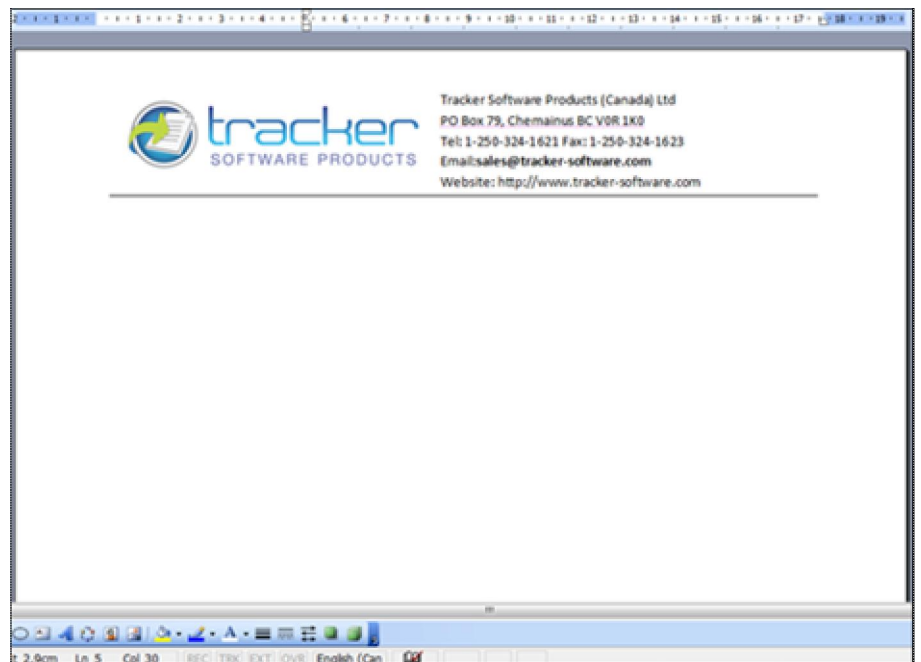
For this newsletter we will create a letterhead document in MSWord, convert it to PDF, and then use it as an overlay so anything we print to the PDF-XChange Printer will end up on Letterhead. For example - you may have standard company stationery with your company name and address details on which you would like the text of your document printed - when printing to a physical printer this is no problem if you change the paper in your printer trays to match your requirements.

This option allows you to do this electronically - negating the need to replace your printer paper or if sending the PDF file via Fax or Email etc electronically - you can prepare the file and send without ever having to physically print. It is also useful if you have standard forms pre-prepared in PDF format (not to be confused with Adobe forms format files that allow dynamic data entry in the Acrobat Reader) that you wish to overlay text on from your Word Processor, spread sheet or database etc - simply use the form as a background overlay and output your text or data at the correct position on the document to match the required area on the PDF form and again the document is prepared electronically without ever physically being printed to paper.

## STEP 1

### Create your Letterhead Document

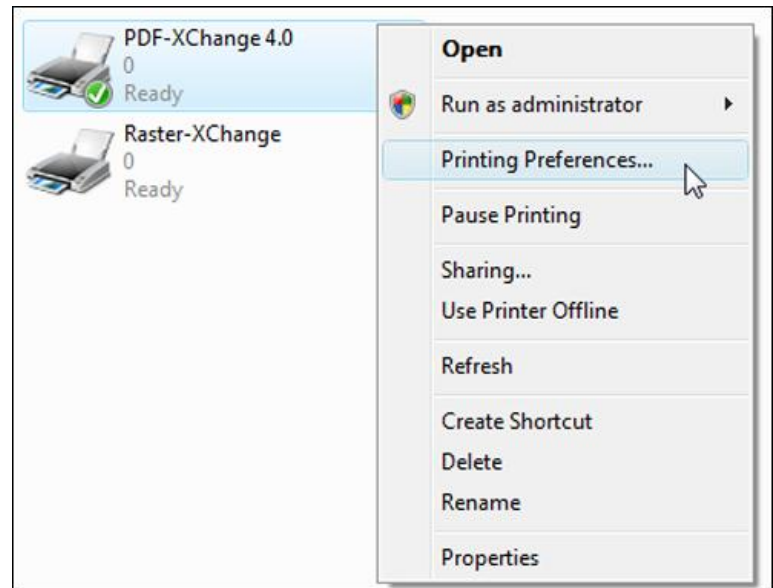
For this example we have put together a simple Letterhead document with an image and some text. If you want to include an embedded hyperlink for website address or email add the hyperlinks and use the toolbar convert to PDF button to create your letterhead PDF. If you don't require embedded links or email addresses use File->Print and send the document to the PDF-XChange 4.0 printer to convert to PDF.



## STEP 2

### Open Printing Preferences

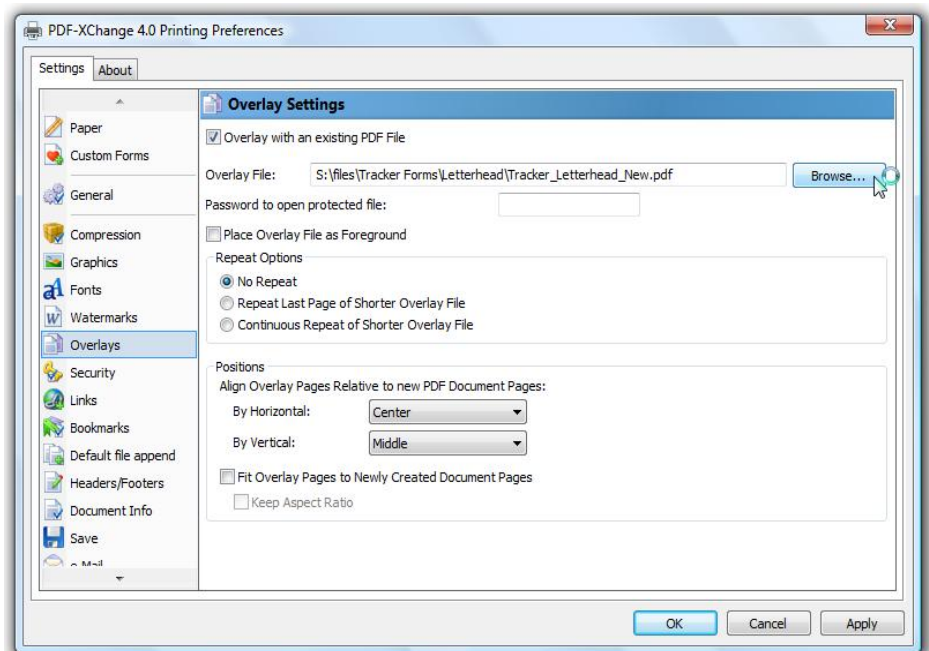
Go to your printers list and find the PDF-XChange 4.0 Printer. Right-click and choose Printing Preferences. This is how you access the various settings and options available for the PDF-XChange Printer.



## STEP 3

### Select Overlay Options

Click the Overlays category in the left pane to access the Overlay Settings. Click the check box 'Overlay with an existing PDF File' to activate the overlay. Now select the File to overlay, in this example the Letterhead PDF we just created, by clicking the browse button and navigating to the file. If the file you are overlaying is password protected, enter the file password in the Password field. Other overlay options detailed below.



Place Overlay as Foreground: Otherwise the PDF will be set as a background object in the newly generated PDF.

Repeat Options:

No Repeat:

The pages in the PDF file to be used as an overlay will be processed to match the page numbers in the newly created PDF file. Therefore if your overlay file has 3 pages and your source document has 6 pages, page 1 from the overlay file will be placed on page 1 of the newly created PDF file with the content from page 1 of your source document, page 2 to page 2 of the new PDF file and so on - pages 4, 5 and 6 of the newly created PDF file will contain only the content available in your source document from pages 4, 5 and 6 - with no overlay content from the PDF overlay file.

#### Repeat Last Page of Shorter Overlay File:

Assuming the overlay file and source document are as stated in the above example - pages 4,5 and 6 of the output PDF file would have page 3 from the overlay file imposed along with the matching page contents from the source document (i.e. Page 4, 5 and 6 respectively)

#### Continuous Repeat of Shorter Overlay File:

Assuming the overlay file and source document are as stated in the above example - all would proceed as stated above for pages 1-3 of the output PDF file - then on page 4 of the output PDF, page 1 of the overlay would be placed with page 4 from the source document, page 2 of the overlay file would be placed on page 5 of the output PDF along with page 5 of the source document etc.

Positions - How you require the Overlay file to be positioned relative to the new file page layout.

By Horizontal: The horizontal position. Valid values are Left, Center, and Right.

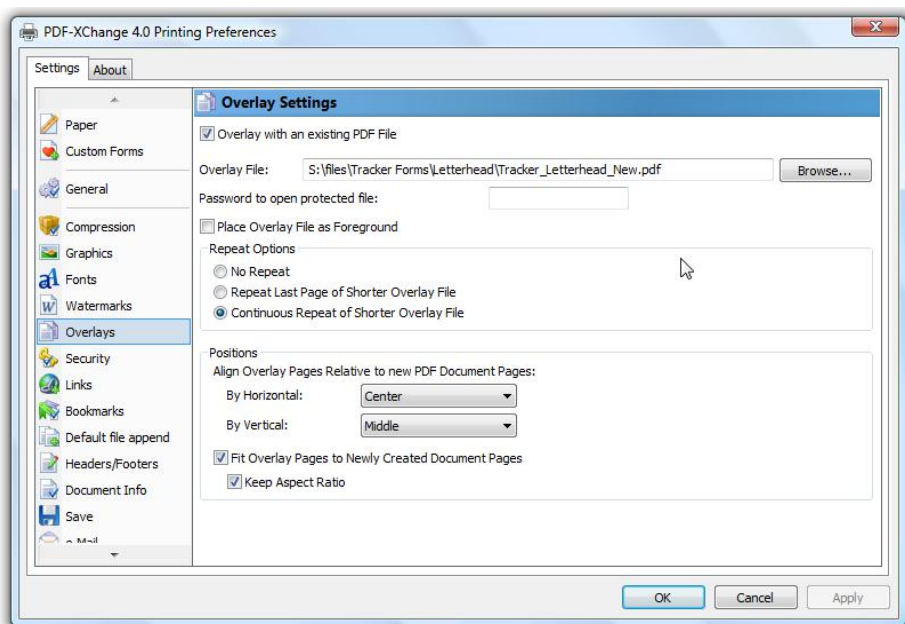
By Vertical: The vertical position on the page. Valid values are Top, Middle, and Bottom.

Fit Overlay Pages to Newly Created Document Pages: When checked, the Overlay PDF will be sized to fit the new PDF pages. This may distort the final image, so care should be taken to check the resulting output to see if it is correctly placed.

Keep Aspect Ratio Dependent on Fit Overlay Pages to Newly Created Document Pages: When checked, the Overlay PDF will be resized to fit the new PDF pages, but there will be no distortion of the page, although care should be taken to check the resulting output to see if it is correctly placed.

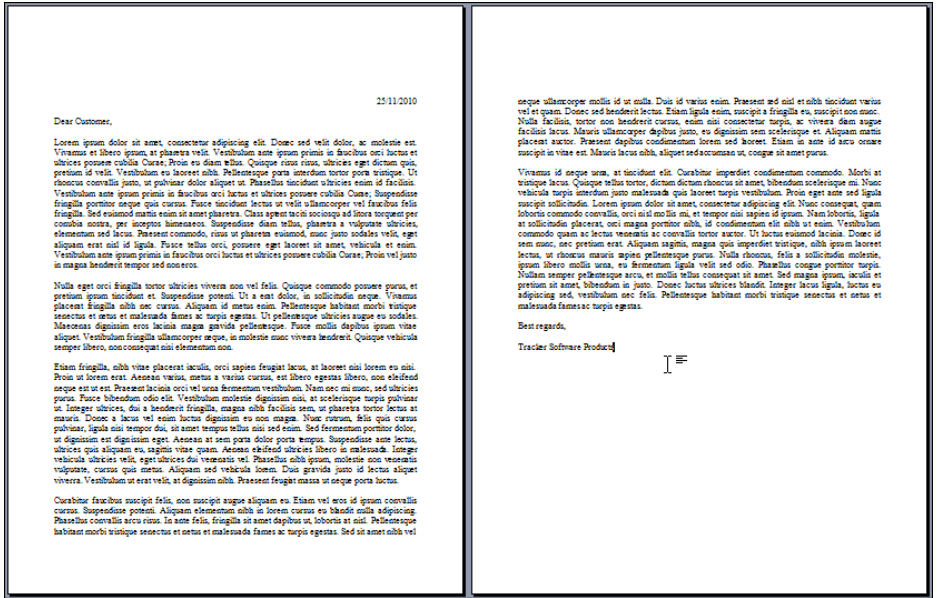
### STEP 4 Apply Options

Once you are content with the options you have setup, click on the Ok button. For this example, I am choosing Continuous Repeat, Align Center and Middle, Fit Overlay Pages to Newly Created Document Pages, and Keep Aspect Ratio. This will allow me to print to any document paper size, with my letterhead in the background, centered, maintaining my image aspect and print every page ton letterhead.



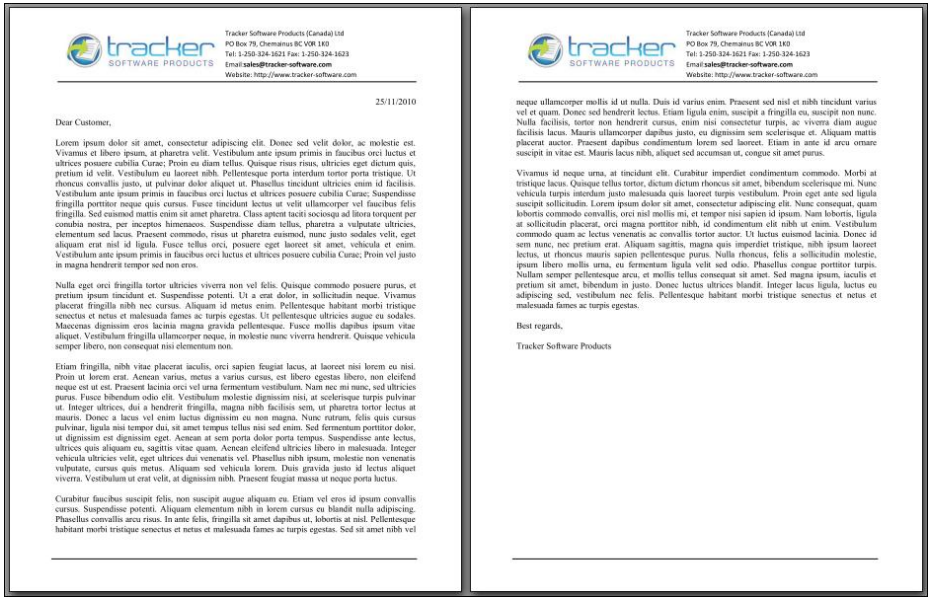
## STEP 5 Create content document

Now create a new document, in MSWord, taking care to set the page margins to accommodate the Letterhead in the overlay PDF so nothing gets printed on top of other objects. Once your document is complete, click: File->Print and choose the PDF-XChange 4 printer from your printers list and click Print.



## STEP 6 Save and View PDF

After sending the document to the printer, the software will ask you to save the file and open it in your default PDF viewer. The new PDF is created with your content on the letterhead overlay you created.



Another great feature of the Standard Print Driver is the ability to save different settings as their own profile. In the case of this tutorial, a separate Profile can be created for the Letterhead print jobs and activated whenever you like with the settings you want. Information on using profiles can be found in the PDF-XChange Users Manual, Section 2.16, pg. 49. Profiles will also be covered in an upcoming Tips & Tricks newsletter in the months to come. If you have any topics you would like to see covered in this newsletter please email us at [sales@tracker-software.com](mailto:sales@tracker-software.com).



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