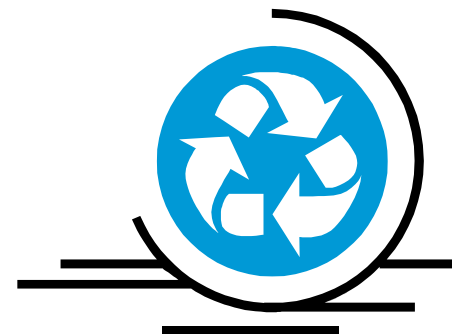


Nuance PDF Converter Professional 6 for Contract Managers

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Why should I use Nuance?

- Minimizes the time spent on **Order Package** processing
- Saves paper



Summary of Key Features

- Creates PDF files
- Converts Files
- Combines and Packages Files
- Editing and viewing PDF files
- Digitally Signs Documents
- Optically Enhances Scanned Files

**How do I convert an existing
file into a PDF?**

In target folder:

1. Right click on file and select “Create PDF from File” or
2. Click on Nuance PDF in program and select “Create PDF”

**How do I convert a PDF into
another file format?**


In target folder:

1. Right click on file and select “Create PDF from File” and
2. Click on “Convert PDF/XPS” and select destination OR
3. Start Menu > All Programs > Nuance PDF Converter Professional 6 > PDF Converter Assistant
 1. Click on folder icon, select file, click on quality type, and then select desired file format i.e. (Word, Excel, PowerPoint, Word Perfect, or Rich Text Format)

**Can I combine various files
into a single PDF?**



PDF Create! Assistant

1. Start Menu > All Programs > Nuance PDF Professional 6 > PDF Create! Assistant
2. Click the Add button
3. Open file(s) you would like to include
4. Select “Combine files into one PDF document” or “Package files” option
5. Click  to start PDF creation

File types that can be converted:

- Word, Excel, Power Point, Emails
(*Beehive*)
- Text files are not recommended for conversion

How do I edit a PDF file?

In PDF Converter Professional:

1. Select View > Document Assembly or
2. Click the Document Assembly button at the bottom right hand corner of screen
 - a. To edit page contents or perform page operations while viewing several pages, activate
 - b. You can insert, extract, delete and renumber pages; split your current document; or work with headers and footers (create, update or remove them).

**What are the various
buttons I see at the top of
the screen?**

File Toolbar



This toolbar presents basic operations, such as creating, opening, saving, printing, e-mailing, and searching PDF files; or adding them to your favorites

Standard Toolbar



Hand: Use this tool for PDF viewing and scrolling.

Select text: Select a text block for editing its properties, exporting, etc.

Select image: Select an image for editing its properties, exporting, etc.

Select area: Select an area for copying or converting its content to an editable format.

Select object: Use this to modify object properties and alignment.

Link: Use this to define a rectangle that will become a hyperlink.

Crop: Draw a rectangle to define the area to remain after cropping; double-click in it to set cropping instructions.

Touch-up text: Make limited text edits, even over multiple lines of text.

Touch-up object: Select objects to move, resize, rotate, group or prioritize them. To modify tag data, select an object, right-click for a shortcut menu and choose Properties/Tag

Comments Toolbar



Note: Add a note to the PDF; note conversations are possible when PDF files are shared. Sort notes by author, type, date and more.

Text Box: Click this to add a text box above the other content on the PDF page.

Callout: Add customizable callouts to your document.

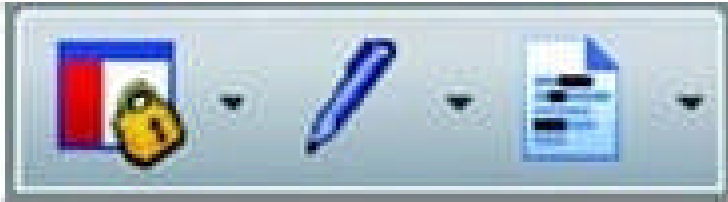
Text Markup: Use different markup tools on the selected text.

Highlight: Select from the shown highlighting tools.

Attach: Attach a file or a sound file to the PDF with an icon at a specified location.

Drawing: Draw different shapes on the page. Use a shortcut menu to signal 'complete' when drawing multi-sided shapes.

Security Toolbar



Security panel: Click this to set passwords and other security measures for the PDF.

Digital Signatures: Sign or certify your document; custom signature schemes and signature time stamping are available.

Mark Redaction: Black out confidential information in your text (available only in the Enterprise version - see below).

What are some other useful features in the program?

Optical Character Recognition (OCR)

- The process of extracting text from an image
- Captures the page layout and arranges the given text and other elements correctly on each page in the new document
- Most useful for input pages without an accessible text layer or when non standard character encoding is detected

PDF Optimizer

- Optically enhances scanned files
- Click Tools > Optimize PDF
- Features:
 - Fast web view
 - Object and image compression
 - Scanned page settings,
 - Font embedding
 - Tag to PDF files, to have their logical structure (paragraphs, titles, pictures, tables, cells, etc.) identified and logged

Summary of Key Features

- Creates PDF files
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