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PDF Render Center
Guide, Version 8

Contents

INTRODUCTION

Your enterprise evolves well and also your document workflow becomes more and more extensive. However do the systems you use for your document management grow? Or do you get more and more paper documents, e-mails and other electronic documents on your computer? Do you have to perform, systematic processing, management and archiving that requires additional time and causes rising your costs?

PDF Render Center (RC) enables you to convert documents by means of batch jobs and process PDF files. It can be also easily integrated into existing document management systems. PDF Render Center is perfect for small and midsize business, in which the use of paper documents should be avoided and several thousands of documents should be automatically managed. It allows a more efficient processing of a greater number of documents and at the same time reduces or even cancels costs for copying and archiving.

PDF Render Center converts all documents, which are important for your enterprise, as well as data from electronic sources, into PDF documents. Then these documents will be available in back end systems for administration in your databases as well as in document management and content management systems. The contents, which are first unstructured, can be systematically organized, archived, protected and sent with PDF Render Center. Besides, you can define the enterprise-wide rules and directives to point out an optimal document workflow.

PDF Render Center allows the small and medium-sized enterprises as well as their branches to have a linked archiving of PDF documents. All connected tasks can be comfortably and quickly solved - and this for an affordable price.

Contents can be integrated from every working place on the network and be available for safe cooperation in team - within your enterprise and even outside. At the same time with PDF Render Center you can make sure, that (legally prescribed) standards are implemented for the digital archiving and observance.

Other advantages are: lower current operating costs, support of the customer relations as well as improved cooperation with your standard software, with tool kits and with the individual software, which is integrated into content management, ERP- and other available systems.

OVERVIEW OF MAIN FUNCTIONALITY

1) PDF Render Center converts:
   a) all data formats which can be printed from any software. The installation of this software on a server is required
   b) text files (ANSI and Unicode), RTF files (rich text format)
   c) HTML files or Web sites
   d) raster images (JPEG, TIFF, etc.)
   e) PDF documents or pages
   f) MS Office files incl. Import of MS Office meta information, such as links, table of contents (TOC), form fields and control elements, comments, from Word, Excel, PowerPoint documents in PDF documents
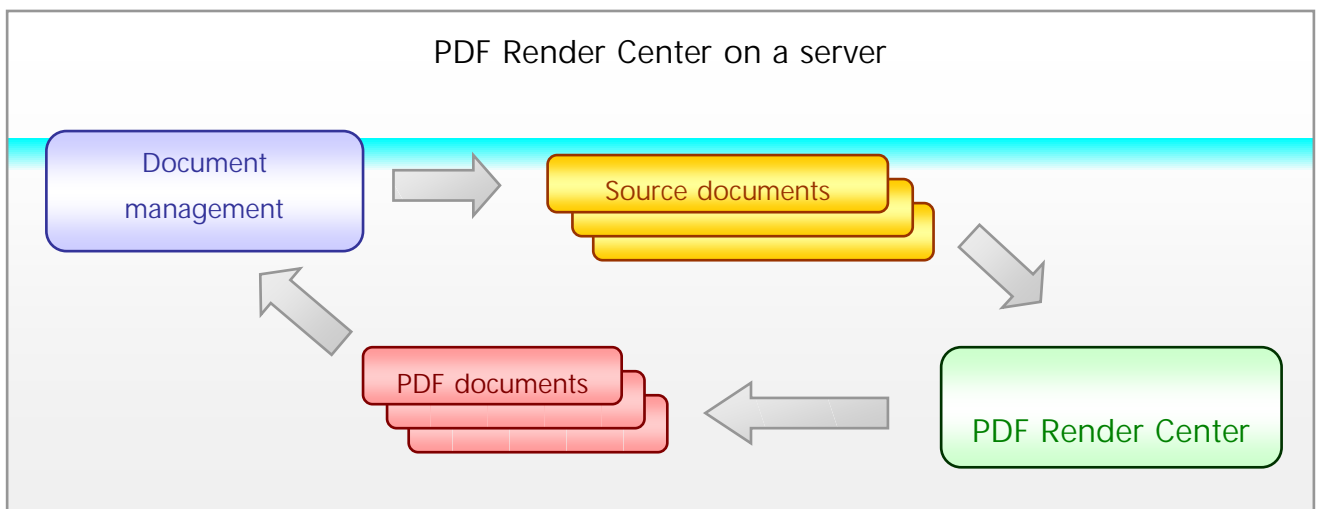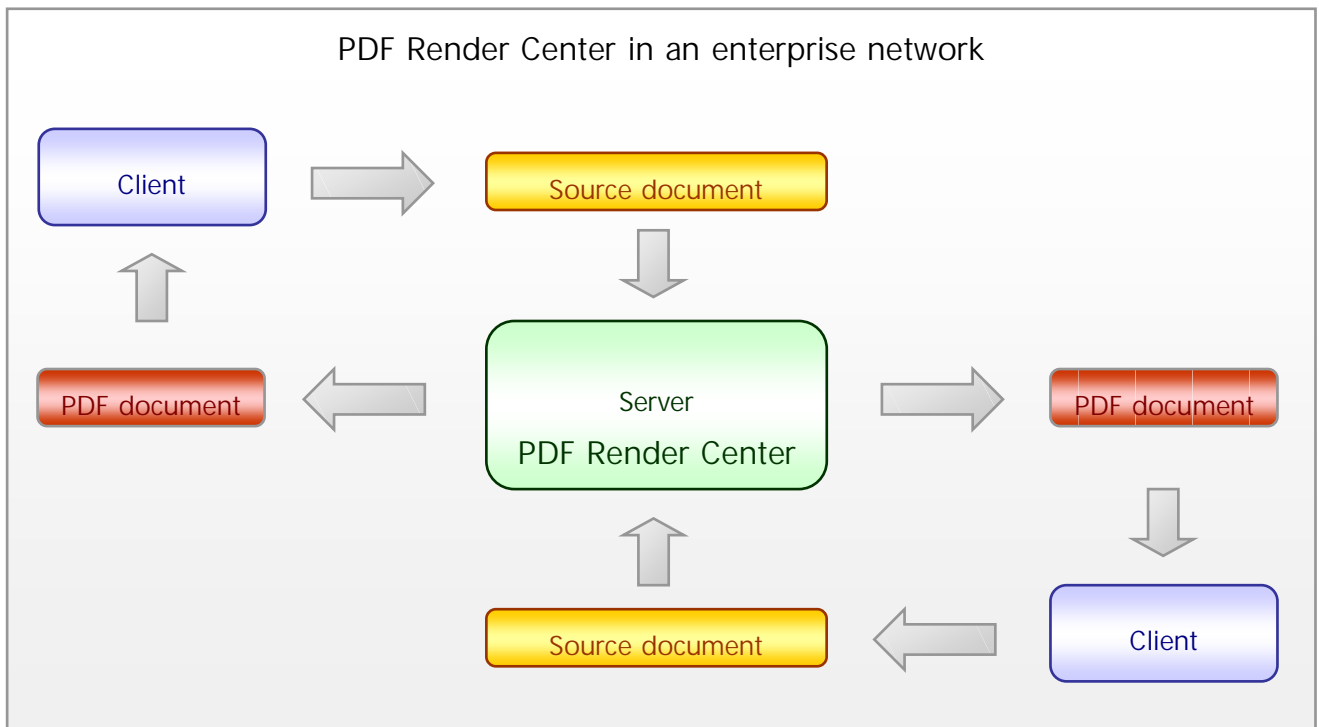
2) The output formats:
   a) PDF
   b) PDF/A
   c) text file (ANSI or Unicode)
   d) Images (JPEG, TIFF, etc.), incl. multi page TIFF files

3) PDF Render Center suggests several communication possibilities between an end user and PDF RC in a network (Internet Explorer, Outlook, etc.). All variants base on a standard software, require no additional software and / or special IT knowledge.

4) There are many methods to deliver the output documents from PDF RC to end user: copy to a folder, send as an attach, etc.).

5) Flexible and transparent license and price models give any customer a possibility to pay only for the functionality he need!

PDF RENDER CENTER

Usually PDF Render Center is installed on a network server and is set to perform the following tasks:

- creation and conversion of PDF documents as well as of documents in other formats in an office network. Besides, a production and distribution can be provided according to the suitable user tasks from any working place.
- processing of great document volumes in a fully automatic mode with high productivity

PDF Render Center in an enterprise network

Client	→	Source document

Client → Source document → Server PDF Render Center → PDF document → Client → Source document → Server → PDF document → Client

PDF Render Center on a server

Document management → Source documents → PDF Render Center → PDF documents → Document management
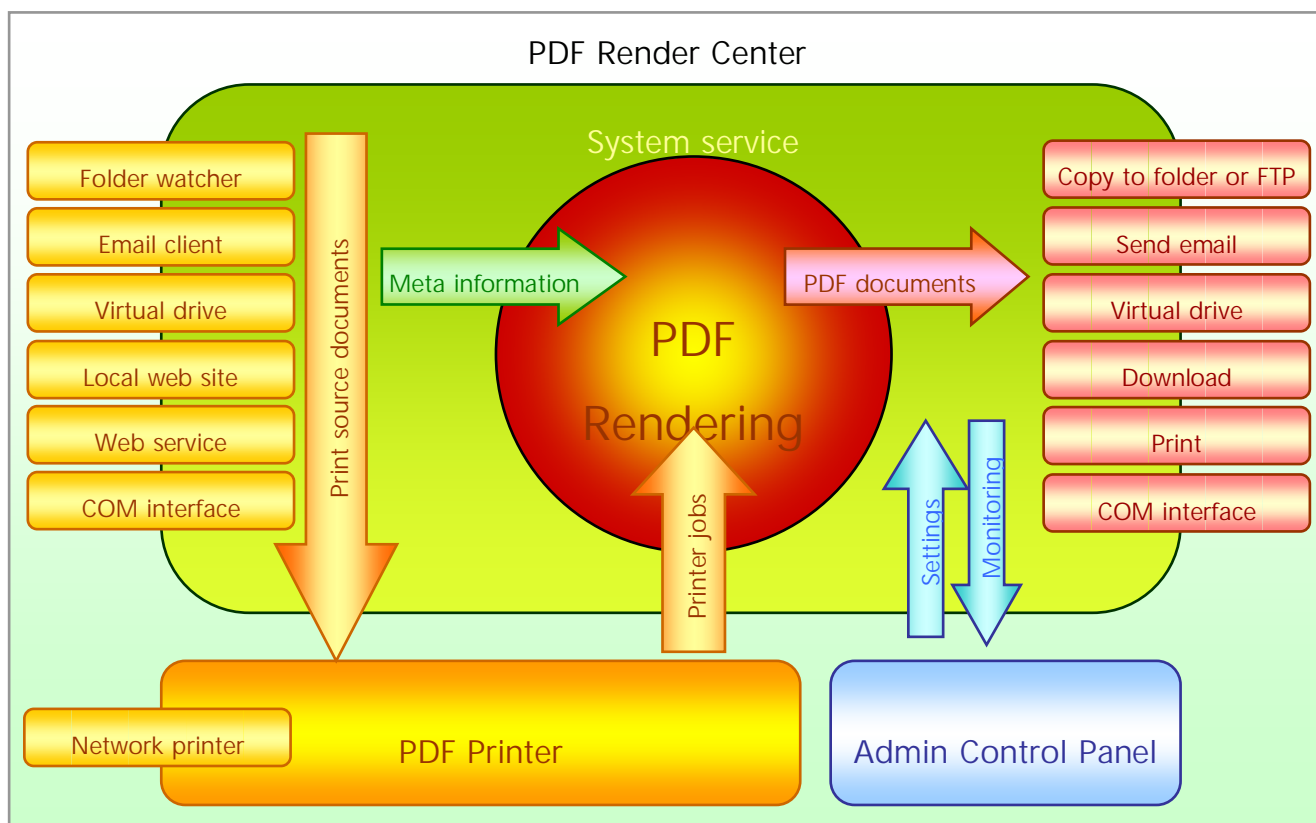
Components

The kernel of PDF Render Center is a system service which contains the pool of the working data streams for a documents parallel processing. The service efficiently uses the possibilities of the multiprocessing systems.

Besides the system service installs PDF Render Center one or more virtual printers (RC printer), which can also be used locally or as a network

shared printer to form universal representation for each printable document as a printer job. The printer jobs can be transformed to the PDF documents afterwards.

The administration of the RC service occurs over a special application "Admin Control Panel". With the help of it controls a system administrator a work with PDF Render Center and monitors a output.

Main Functionality

PDF Render Center allows a wide range of operations with documents in different formats:

- PDF and PDF/A creation from various printable formats: for example, MS Office formats, formatted and plain text, HTML files and Web sites, images (TIFF, JPEG, PNG, GIF, BMP)

- import of MS Office meta information, such as links, table of contents (TOC), form fields and control elements, comments, from Word, Excel, PowerPoint documents in PDF documents
- conversion of PDF in PDF/A-1a and 1b
- export of PDF documents in ASCII text or images (TIFF, JPEG, PNG), including multipage TIFFs, as well as CMYK

Basically PDF Render Center can convert all data formats into PDF. The only condition is that on the server, where PDF Render Center is installed, also the software should be present, which can print this format on the RC printer. So, for example, for the conversion of the MS Office formats there should be an MS Office installed on the server. The installed software should also support the "Print to" shell function, i.e. the shell compatible printing mode.

The application-specific requirements are the following:

- import of a meta information from MS Office documents is supported from the version MS Office 2000, however the version MS Office 2003 or higher is recommended
- Import of HTML files requires Internet Explorer 6.0, IE7 or higher is recommended

Without format-specific software the ASCII text, RTF text and raster images (TIFF, JPEG, PNG, GIF, BMP) can be converted.

Client and End User Software

In a local network PDF Render Center offers different alternatives of its using by the clients. It also concerns how the source and destination documents will proceed and where they will be stored. All these alternatives, except of Virtual Drive, require no additional software on the

workstations. The conversion of the source files to the PDF files will be done on a PDF RC server, the data flow goes on via so called Data Ports. Following data ports are at the disposal of PDF RC::

1) Network printer: on the RC server a virtual printer will be shared, which can be installed at every network client as a network printer. It allows the end user to print his documents from his working place over any application. The printer jobs will be converted by the PDF Render Center on the server into PDF or PDF/A.

   Typical application cases: centralized converting of documents, being sent to PDF RC printer from client applications. Usually applicable in small office or in a case of relatively small data flow for PDF converting and design.

   Special notes:
   - Network printer is the most universal and usual method to convert documents in PDF format, it is also the simplest in most cases
   - Any software with printing function can use it
   - Using network printer doesn't allow to import meta data from MS Office documents
   - RC printer must be installed on a client

2) Folder monitoring: the source documents will be collected in one folder on the server. The end user gets access to this folder from his system administrator (FTP or other access) and places his documents there. PDF Render Center checks the folder regularly and processes the files located in this folder.

   Typical application cases: mass asynchronous PDF converting and design, incl. import meta data from MS Office documents. The

documents source is a document management software on the same server

Special notes:

- Import meta data is possible
- In case of using network clients as a documents source, folder share required
- No special client installation needed

3) Virtual drive: on the client computer an additional disk drive with suitable software will be provided, into which the source documents can be copied. The documents will be automatically sent via TCP/IP to the PDF Render Center for processing.

Typical application cases: solitary client documents conversion as with network printer, usually in manual mode, but incl. import meta data as in folder monitoring.

Special notes:

- Import meta data is possible
- No folder share required
- Special client installation required. As a client software Windows Explorer will be used

4) Standard email client: the source documents will be sent from every client computer as the email attachments to the address set by the system administrator. As an email client the standard client will be used. PDF Render Center checks the mailbox content on the server and process the emails with attached files periodically.

Typical application cases: solitary and remote document conversion. Can be used for clients with no local area network access to PDF Render Center as well as additional way for data flow.

Special notes:

- Import meta data is possible
- No special client installation required
- Email server required

5) Standard Web browser: the end user opens a Web page in a local network using his Web browser. The address will be set by the system administrator. The source document will be uploaded to this Web page on the server and will be converted into PDF or PDF/A there.

Typical application cases: solitary remote document conversion. Can be used for clients with no local area network access to PDF Render Center as well as additional way for data flow.

Special notes:

- Import meta data is possible
- No special client installation required

It is always possible to combine different data ports and data flow ways in one network for different tasks.

PDF Render Center Data Interface (incoming data flow)

As PDF Render Center offers several possibilities of communication with the end user, the transfer of the source documents from the working place to the server can also be performed in different ways:

- Network printer/shared printer: not a source document will be sent, but a printing job. It will be performed by the standard printing system of Windows (Print Spooler). The system administrator should grant access to the shared network printer from other network computers.

- FTP folder/shared folder: the source documents (files) will be copied directly from the end user on the server. The system administrator creates a shared folder and defines access method and access rights for the end users.

- TCP/IP connection: here a virtual drive can be used. For that the system administrator should set a port on the server over which the access to the server from the network becomes possible. PDF Render Center opens and serves the port itself.

- Emails: the source documents can be sent by email as an attachment to a certain address. For that either a standard email client or the SMTP protocol will be used by virtual drive. There is a special service in PDF Render Center, which receives and processes all emails, sent to a special address, defined by the system administrator (POP3 and IMAP4 protocols).

- Pseudo Web site: PDF Render Center also supports restrictedly the HTTP protocol. For that a port on the server is necessary. It should be set by a system administrator. The standard browser, for example Internet Explorer can communicate over the opened port. The Web browser loads a special page with a form, which allows the upload of a source document on the server.

Server applications or services can use all these options to organize an automatic document processing on PDF Render Center base.

For integration of PDF RC into a corporate Document Management System there special program interfaces are provided. These interfaces are described in the "PDF Render Center - Integration with DMS" document.

Delivery of PDF Documents (outgoing data flow)

The created documents (as a rule PDF files) will be automatically sent to the author of the source documents and to the other possible recipients. At the same time several distribution kinds can be used to archive and/or print the documents. With PDF Render Center the system administrator has at his disposal the following possibilities to distribute created documents:

- Copy in folder: the created file will be placed in a folder, set by a system administrator in a network or in a shared folder on the client computer.

- Email with attachment: email with the destination file as an attachment will be created and sent to one or several addresses, which are set by an administrator. One of the addresses can be the own address of the author of the source document.

- TCP/IP connection: this method can be used only if the source document was also sent over TCP/IP to the server.

- HTTP protocol: this method can be used only if the source documents were uploaded over a pseudo Web site. The user can download the ready documents from the same site.

- FTP protocol: the ready file will be placed into a FTP folder set by the administrator and can be downloaded there.

- Print: the ready document will be printed on a printer. Usually it is an alternative to the standard distribution (paper less).

- User-defined distribution: besides, in PDF Render Center it is planned to implement an easy integration with another software. So it is possible to introduce specific methods of post processing of documents in the enterprise for the specific workflow.

At the further usage of the destination documents some of these methods can be also used by the applications, which process these documents (for example by archiving).

For integration of PDF RC into a corporate Document Management System there special program interfaces are provided. These interfaces are described in the "PDF Render Center - Integration with DMS" document.

System Requirements

PDF Render Center has been developed for MS Windows. The following system requirements apply:

- Windows Server 2012 / 2008 / 2003 (32 bit and 64 bit), Windows 8, 7, Windows Vista, Windows XP SP3 (32 bit and 64 bit)
- Windows Terminal Server
- VMWare and Remote Desktop sessions are supported
- Internet access is required for some data ports

When using Windows Vista or a more recent version and Windows Server 2008 or a more recent version as a platform for PDF RC, it is important to note that proper performance of MS Office applications during

converting of MS Office documents requires a constantly opened session of an interactive, logged-on user.

ADMINISTRATION OF PDF RENDER CENTER

PDF Render Center offers to a system administrator the varied possibilities for the control of the program functions. The default settings are easy to understand and require no excessive actions. The settings can be changed and adjusted according to the special requirements.

As a kernel module of PDF Render Center the system service is being used. It has been executed by the system account and requires no registration of other users. The system service completely takes over the conversion of documents and the distribution of the source documents as well as the converted documents.

For the administration of system service the application "Admin Control Panel" (ACP) is being used: the update of settings and the control of the log file(s). Only the user, who is logged on to the PDF Render Center server, can launch the program. It can also be performed over a Remote Desktop session. More information about ACP see in the Administrator's Guide.

ACP allows the system administrator to perform a wide range of actions with the RC system service - from stopping the service with a click up to individual settings for every user of PDF Render Center on the network. The user interface is programmed in the MS Office 2007 style, so it is carefully considered and structured.

The Admin Control Panel consists of four parts:

1) Render Center and Data Ports

2) Accounts

3) Network Users

4) Activity Monitor

Render Center and Data Ports

Here the system administrator changes the settings of the service or stops and launches them again.

Moreover, in this module the data ports can be defined, which are permitted according to the acquired license. The data port is an internal mini-service within PDF Render Center, which guarantees the distribution of the source documents for the conversion. For example, the document folder is monitored for new files or new emails and they are collected together with an accompanying attachment in a special mail account.

The system administrator can define several data ports with different settings to control, for example, several mail accounts at the same time. These accounts can be used by different departments of the enterprise for the document transfer.

To the data ports in PDF Render Center also belong the virtual printers, which are installed together with the solution. However, as opposed to other data ports, the system administrator cannot add or delete the virtual printers by himself.

Every data port can be closed by the system administrator - in this case the port delivers no data.

Accounts

For every network user in PDF Render Center group positions as well as individual properties can be set. These properties include:

- Actions with the source documents (for example, conversion in PDF, PDF/A or images)
- PDF-document properties (among the rest, embedding of fonts, image compression, color space, encoding)
- Distribution of ready documents to the network users (for example, copying into a folder, sending by email)

The system administrator can link an account with one or several data port(s), assign an account to one or several users and use for that the username and/or the computer name.

Network Users

In addition, the system administrator can work on the list of the network users of PDF Render Center as well as their individual data, as for example the used document folder and the email addresses. If the list service "Active Directory" can be used on the server, it is possible to transfer the user data from the Active Directory.

Activity Monitor

The monitor allows to control the document transfer over the PDF Render Center. Detailed information is provided for every document: among the rest, the time, the username, the computer name, the data port, the account used for processing, the distribution type of the ready document, the status.

PRICE MODEL

Because of the great number of possible configurations and areas of application of PDF Render Center, strict pricelists make no sense. On the contrary: individual prices are valid for every customer. Besides, the price depends on three parameters:

- The provided functionality (some functions are possible as alternatives and can not be used together)
- Number of working places in a network (number of network users), where PDF Render Center functionality will be used
- The data traffic amount with PDF Render Center - the number of pages, which will be processed in a period of time (week)

As an example of the price setting serves the following table with some typical configurations (all prices in EUR plus VAT).

If you have purchased PDF Render Center, soft Xpansion creates for you the required PDF RC server configuration or supports you in that work. This service causes no additional costs for you.

	Number of network clients				
	... 10	... 15	... 25	... 50	... 100
Maximum volume (total), pages per week	100	250	500	1000	2500
PDF RC bundling, price					
Network printer, convert to PDF	280	560	875	1400	2800
Network printer, convert to PDF and PDF/A	360	720	1125	1800	3600
Folder watcher, convert Word, Excel, PPoint files to PDF	350	700	1100	1750	3500
Folder watcher, convert Word, Excel, PPoint files to PDF, including import meta info	450	900	1400	2250	4500

Network printer and folder watcher, convert printed documents and image files (BMP, JPEG, TIFF) to PDF and PDF/A	480	960	1500	2400	4800
Integration with DMS software, Word, Excel, PPoint files to PDF, including import meta info	530	1060	1650	2650	5300

The number of clients and the maximum volume per week define together with the desired functionality the suitable cell. If a number of clients and a volume are in different columns, the right one is valid. The above table shows the examples of calculation for some possible cases of use. In every specific case the price can be calculated individually at request. For more than 100 clients and/or for a volume of more than 2500 pages an individual offer is always provided.

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