nitro

Getting Started with Nitro Pro 10

Contents

Other Resources

Recorded Demo of Nitro Pro

Before you get started, we recommend watching this 10-minute recorded demo of Nitro Pro.

Demo Topics:

- Opening a PDF
- Creating a New PDF
- Converting to a PDF Document
- Combining Documents
- Adding Text
- Creating Form Fields

- Editing Form Fields
- Whiteout
- Redaction
- Optical Character Recognition (OCR)
- Integrating Outlook with Nitro Pro
- Quicksign

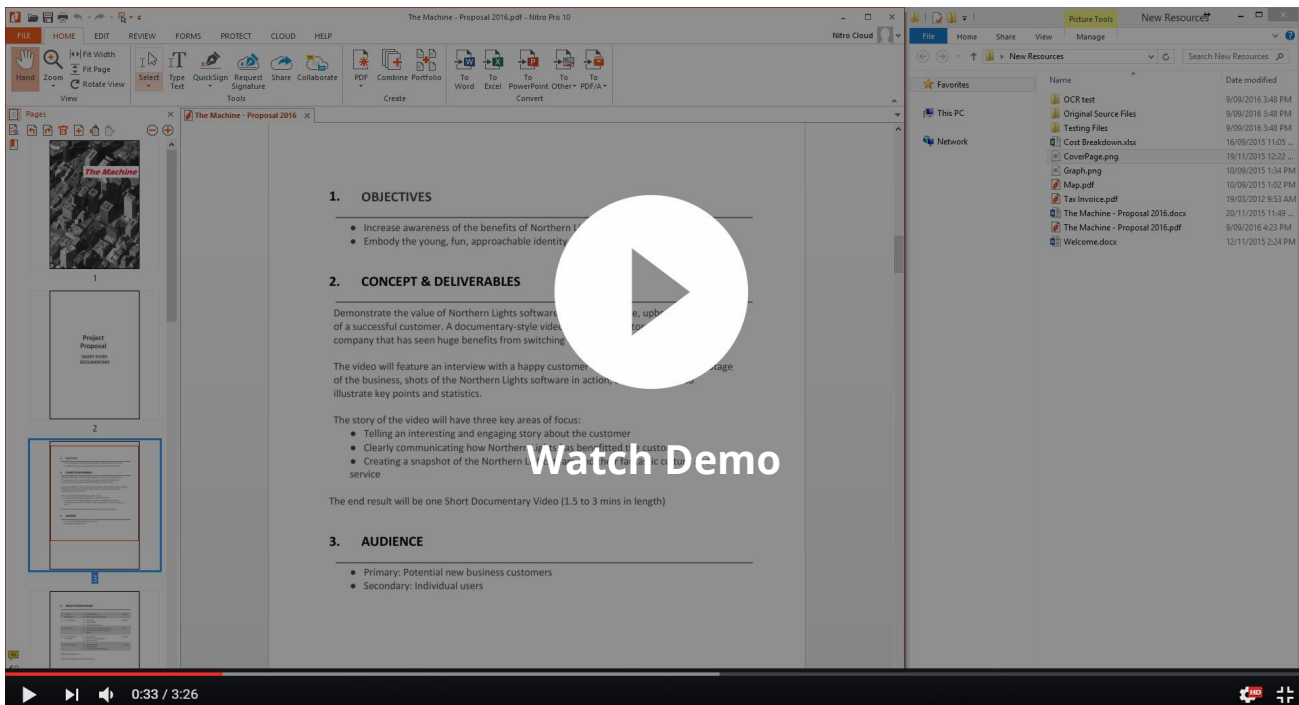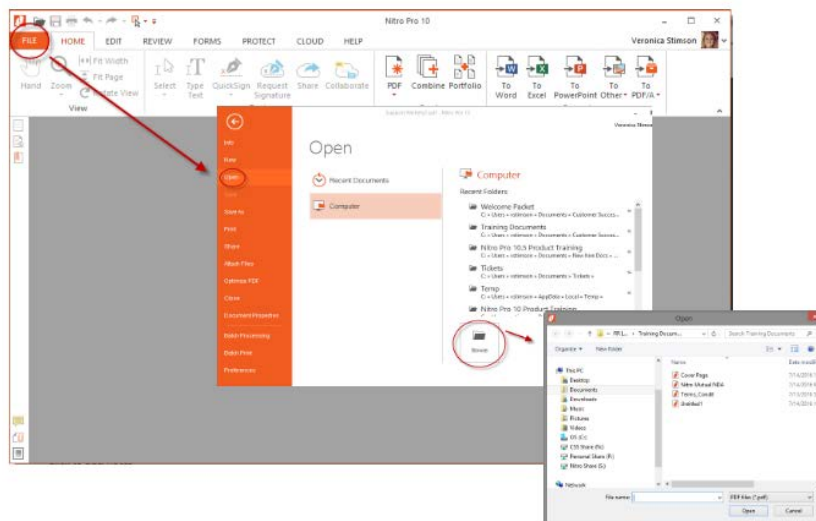# Opening a PDF Document

Use any of the following methods to open a PDF file in Nitro Pro

Using the File Menu

1. **Open** Nitro Pro

2. In the **File** menu, click **Open**
   (or press **CTRL + O** on your keyboard)

3. Click **Computer** and then **Browse** to navigate
   to find the document that you wish to open,
   and select it

4. Click **Open**

Drag-and-Drop

1. **Open** Nitro Pro

2. Open Windows file explorer and browse to find the document you wish to open

3. Left-click the file, then hold the left-mouse button while moving the mouse to drag the file

4. Continue to drag the file and drop it into the open Nitro Pro program

Double-click

1. **Open** Nitro Pro

2. Open Windows file explorer and browse to
   find the document you wish to open
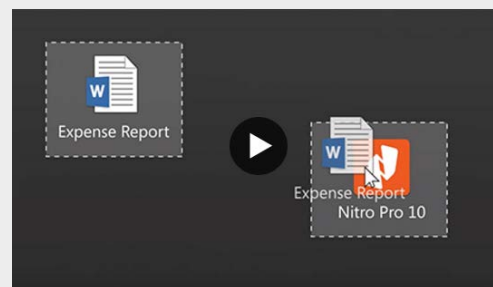
3. **Double-click** the PDF file

Right-click

1. **Open** Nitro Pro

2. Open Windows file explorer and browse to find
   the document you wish to open

3. Right-click the file, select **Open with > Nitro Pro 10**

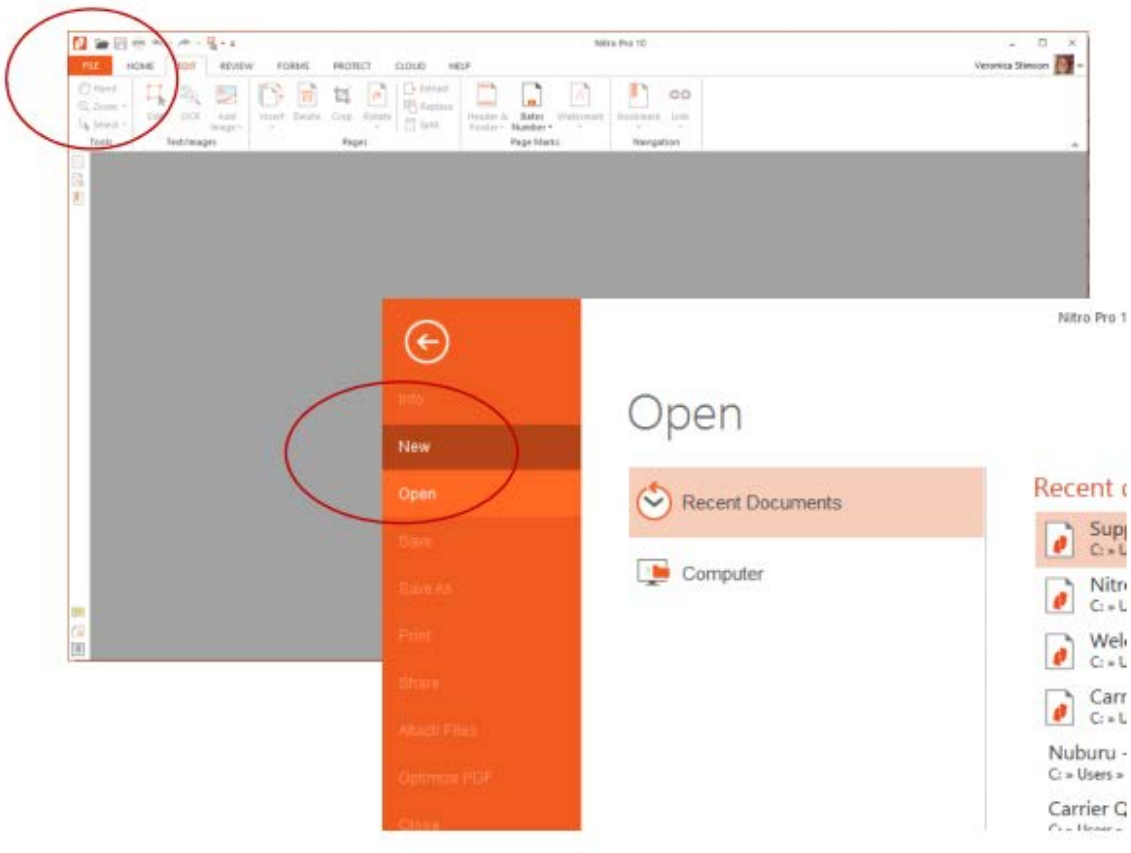**ADDITIONAL RESOURCES:**

Opening Files in Nitro Pro

http://kb.gonitro.com/knowledgebase#/search/opening%20a%20pdf/000002218

To Create a New PDF:

1. **Open** Nitro Pro

2. In the File menu, click **New** (or press **CTRL + N** on your keyboard)

Converting to a PDF Document

Use any of the following methods to convert to a PDF file in Nitro Pro

Drag-and-Drop

1. **Open** Nitro Pro
2. Locate the document or file you want to open as a PDF
3. Left-click the file then hold the left-mouse button while moving the mouse to drag the file
4. Continue to drag the file into the open Nitro program to convert it to PDF

Right-click Convert

1. **Locate the document** or file you want to open as a PDF
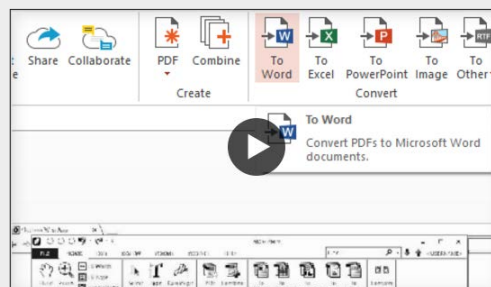2. Right-click the file, then select **Convert to PDF**

From within Nitro

1. **Open** Nitro Pro
2. Click the **Home** tab
3. Select **PDF > From File**
4. Once the **Create PDF Files** pop-up appears, select **Add Files**
5. Select the files you would like to convert to PDF, and select **Open > Create**

ADDITIONAL RESOURCES:

How to convert a PDF to Word, Excel, or Powerpoint

http://kb.gonitro.com/knowledgebase#/search/converting%20pdf/000001631
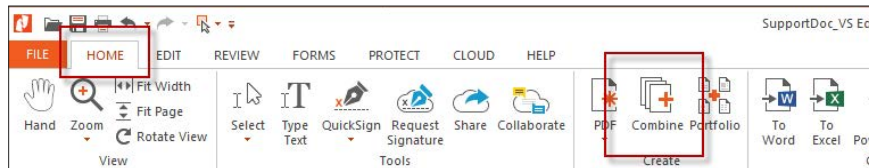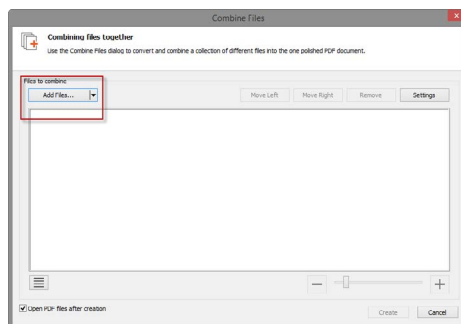
Combining Files into a PDF

Nitro Pro allows you to combine multiple files and file types into a single PDF

To Combine Documents:

1. **Open** Nitro Pro

2. Under the **Home** tab, click **Combine**


3. Click **Add Files**

4. Select the files you want to combine into a single PDF

   (Note: It does not matter the order you select the files, as they can be re-ordered)

5. Organize the files in the order you want them to appear by either dragging and dropping the document thumbnails, or by selecting a thumbnail and clicking **Move Up** or **Move Down** to rearrange. Select Remove to remove a document from the list

6. Click **Create**

ADDITIONAL RESOURCES:

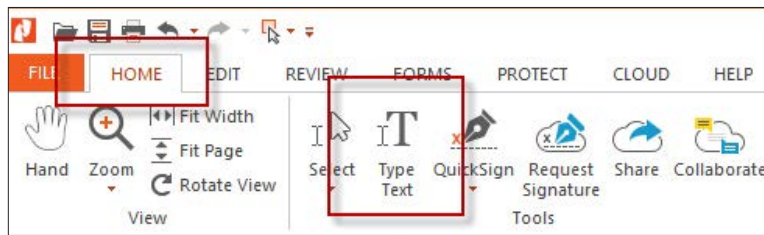How to combine files into one PDF

http://kb.gonitro.com/knowledgebase#/search/combining/000001620
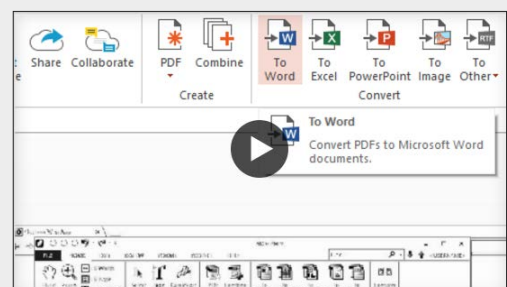
How to Edit Text:

1. **Open** the PDF in Nitro Pro

2. Under the **Home** tab, in the Tools group, click **Type Text**

3. To begin adding text, click on the area where you want to insert text

    - The Format tab will appear in the toolbar next to the Help tab, allowing changes to font type, size, color, etc.
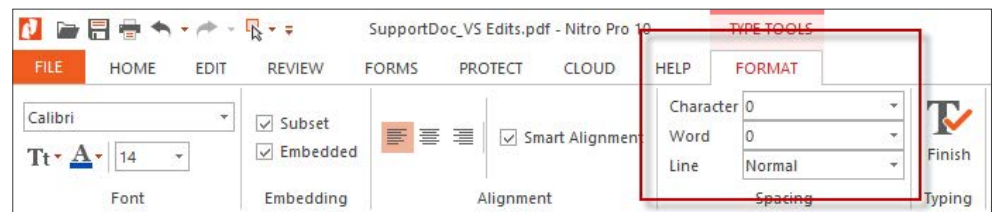
4. Once you are finished adding text and are happy with its formatting, click the **Finish** button

ADDITIONAL RESOURCES:

How to add text in a PDF document

http://kb.gonitro.com/knowledgebase#/search/editing%20text/000001873

How to Create Form Fields:

1. **Open** the PDF in Nitro Pro

2. Click on the **Forms** tab, in the Fields group, select the field type to create

3. **Click and drag** on the document to create the form field
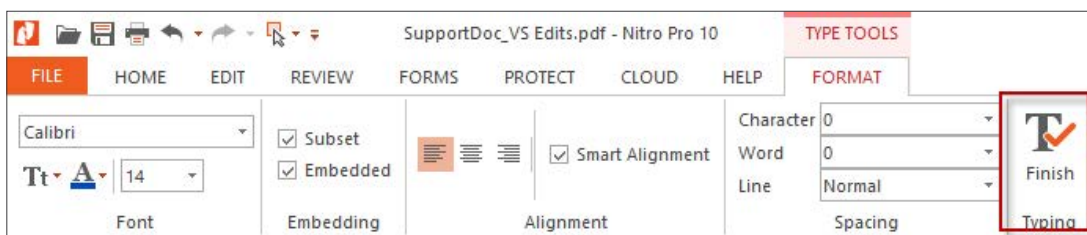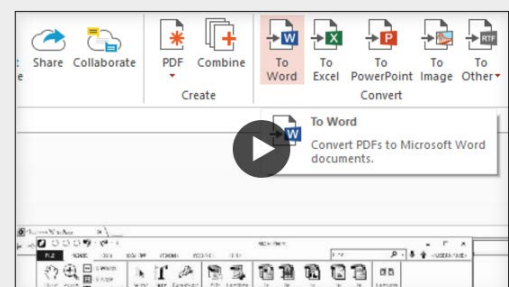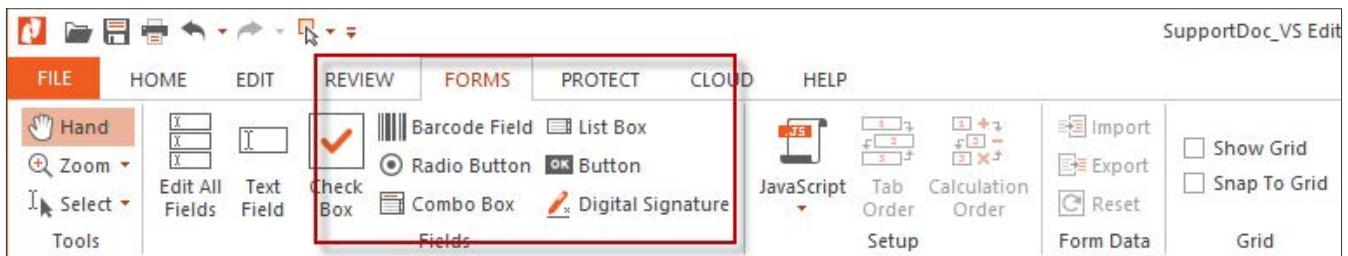
4. **Right-click** the field you created, select Properties. Adjust the appearance and format of the text by using the following tabs:

   - **Appearance:** Allows you to change the font, size, and color of the text, along with the border and fill colors of the field

   - **Options:** Allows you to change the alignment and wrap options of the text

   - **Format:** Allows you to format the value, such as percentage, time, date, currency, text, etc.

   - **Validate:** Allows you specific the range the value must be in

   - **Calculate:** Allows you to add calculations to your form field

   - **Actions:** Further customization to the action of the form field

ADDITIONAL RESOURCES:

How to create form fields in a PDF

http://kb.gonitro.com/knowledgebase#/search/creating%20form%20field/000001624

Editing Form Fields

Nitro Pro enables you to edit the properties of the different form fields in the document

How to Edit Form Fields:

1. **Open** the PDF in Nitro Pro

2. Click on the **Forms** tab, in the Fields group, do one of the following:

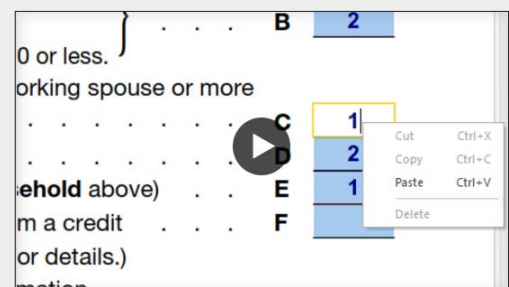   - Click the field type that corresponds to the field you want to edit.

      (For example, if you want to edit a text field, click the **Text Field** tool)

    - Click **Edit All Fields**
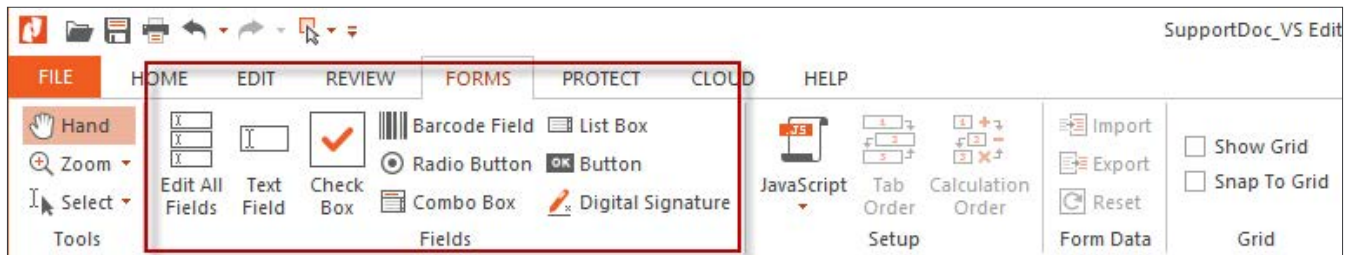
3. **Double-click** the field to begin editing it

ADDITIONAL RESOURCES:

How to create fillable PDF forms

http://kb.gonitro.com/knowledgebase#/search/forms%20tools%20summary/000002192
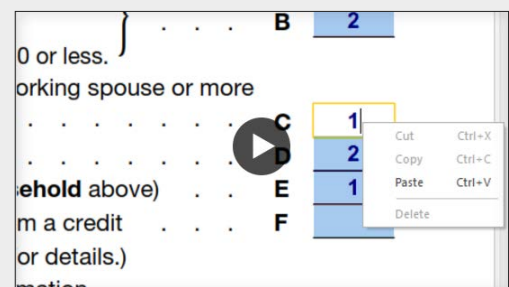
The Whiteout tool enables you to securely delete selections of text, images, annotations, and even form fields from a PDF

How to Use Whiteout Tool:

1. **Open** the PDF in Nitro Pro

2. On the **Review** tab, in the Advanced panel, click **Whiteout**

3. Use your mouse to drag a selection around the area of the page that you wish to whiteout

4. Click **Yes** to confirm your selection, or **No** to cancel
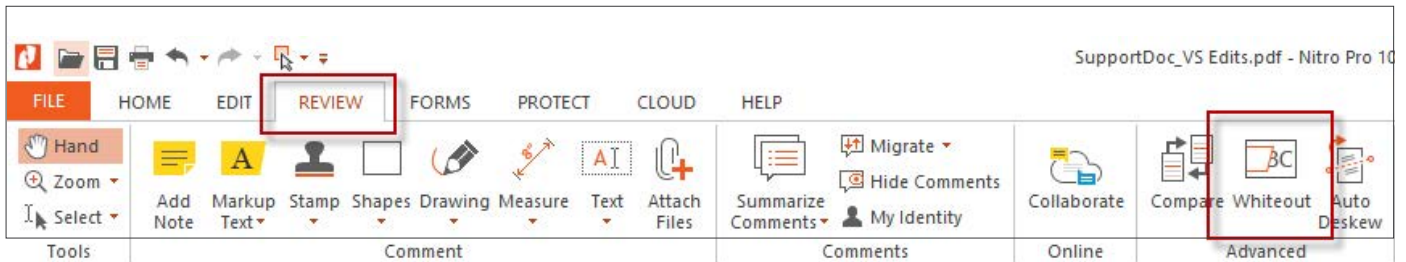
- **NOTE:** The whiteout operation cannot be undone after the PDF file is saved

ADDITIONAL RESOURCES:

How to whiteout text in a PDF file

http://kb.gonitro.com/knowledgebase#/search/whiteout/000001976
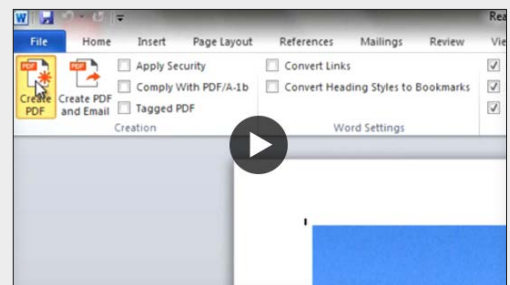
The Redaction tool allows users to permanently block-out or cover selected content that they wish to keep private

How to Use the Redaction Tool:

1. **Open** the PDF in Nitro Pro

2. Click on the **Protect** tab, click the down arrow on the **Mark Content** button, then select **Mark for Redaction**

3. Click and drag the area you want to select for **Redaction**

4. Edit the properties of the redaction area by right-clicking on the field, then selecting **Properties**

5. Under the **Protect** tab, click **Apply All Redactions** to permanently redact the marked information, then click **OK** to confirm, or **Cancel**

6. On the left–hand icon panel, you can also select **Search and Redact** to find and redact keywords
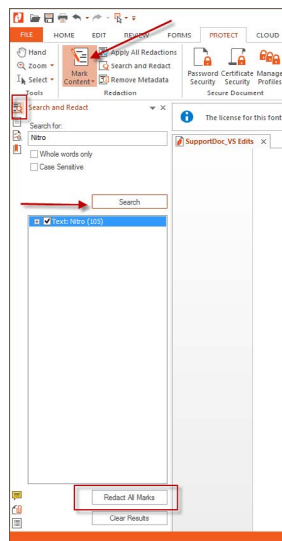
ADDITIONAL RESOURCES:

How to redact text and images in a PDF

http://kb.gonitro.com/knowledgebase#/search/redaction/000001605

Optical Character Recognition (OCR)

The OCR (Optical Character Recognition) tool allows users to convert scanned documents and images into searchable and editable text

How to Use OCR:

1. **Open** the PDF in Nitro Pro

2. Click on the **Edit** tab, select **OCR**
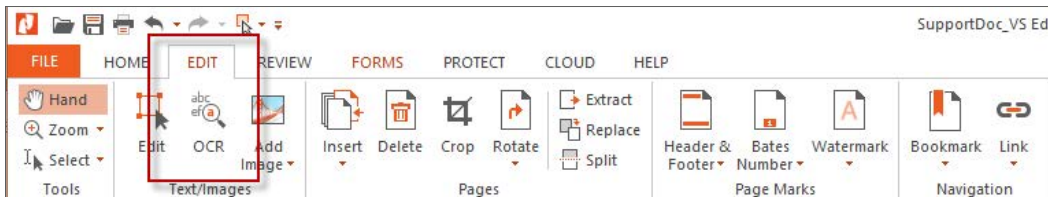
3. Select one of the following options and click **OK**:

   - **Make Searchable**: Allows you to highlight and mark-up text

   - **Make Searchable and Editable**: Allows you to highlight, mark-up text, and also make changes to the text

   NOTE: You can change the OCR settings by clicking on the **Options** button on the bottom-left of the OCR window, then select **Advanced**.
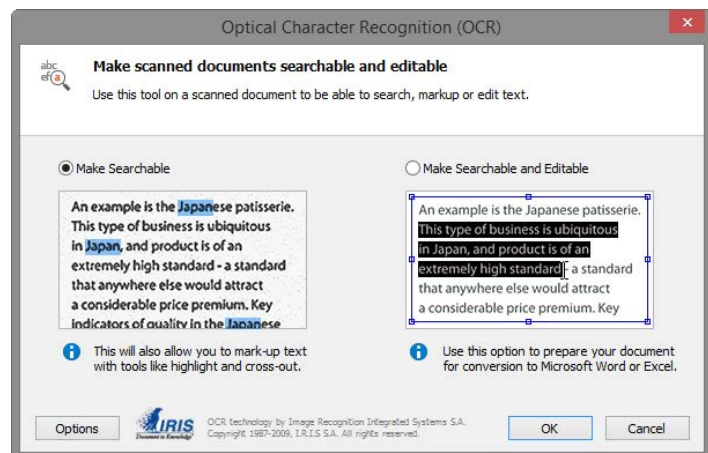
ADDITIONAL RESOURCES:

How to utilize the OCR tool in a PDF

http://kb.gonitro.com/knowledgebase#/search/ocr/000001654
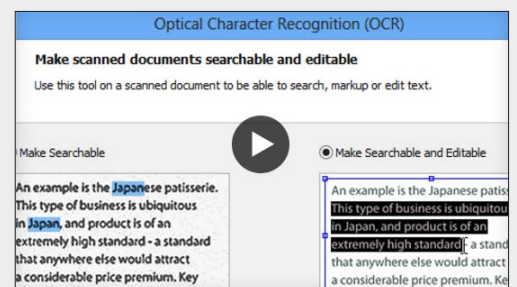
Integrating Outlook with Nitro Pro

Nitro appears as a tab in the Outlook ribbon, allowing you to quickly create PDF files

To convert a single Email to PDF:

1. In **Outlook**, **double–click** the Email you want to convert to PDF

2. Click the **Nitro Pro 10 tab**, then click **Create PDF**
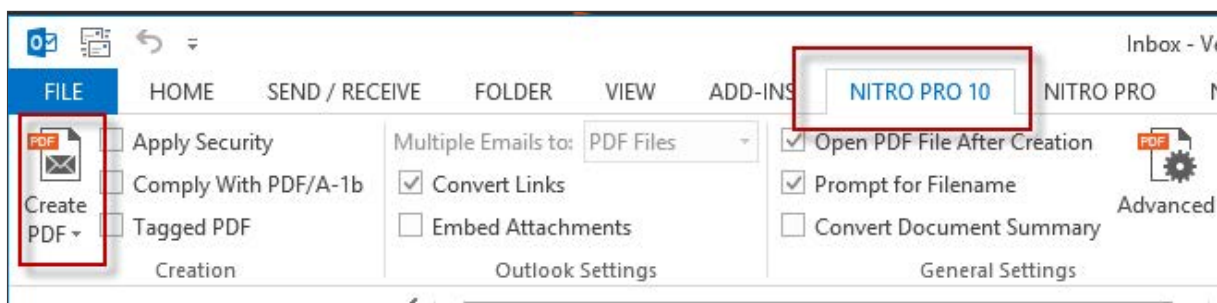
3. Choose a location on your hard drive to save the new PDF file, and then click **Save**

To convert an entire folder to PDF:

1. In your **Outlook** inbox, click once to select the folder that contains the Emails you want to convert

2. Click the **Nitro Pro 10 tab**, then click **From Selected Folder(s)**

3. Choose a location on your hard drive to save the new PDF files, and then click **Save**

ADDITIONAL RESOURCES:

How to use Nitro's Microsoft Office integration

http://kb.gonitro.com/knowledgebase#/search/outlook/000002193
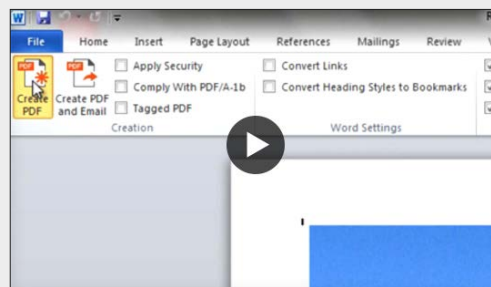
QuickSign allows you to add a digital copy of your own signature to a PDF

To Use QuickSign:

QuickSign is a feature that allows you to sign any document, from business proposals to birthday cards. Nitro's QuickSign feature works quickly and efficiently to help you achieve all your eSignature needs.

1. **Open** the **document you wish to sign** in Nitro Pro
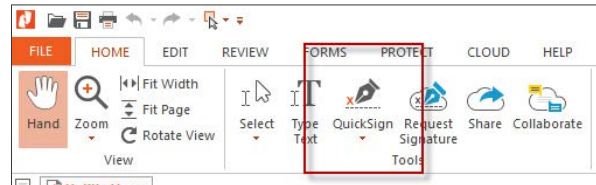
2. Under the **Home Tab**, click the drop–down arrow on the **QuickSign** button and select **Create New Signature**

   - A pop-up will appear with four ways to create your signature (Handwritten, From File, Draw, Webcam)

3. Create your signature using one of the available options (Handwritten, From File, Draw, Webcam)

   - You can click Password Protect to put a password on your signature, which will prevent any unauthorized people from using it

4. Click OK and place your signature anywhere on the document

Notes:

- Once you have placed your first signature, you can click **QuickSign** to place another signature you last used.

- If you want to go back and edit your signatures or choose another signature, you can click on the drop down arrow on **QuickSign > Manage Signatures.**

ADDITIONAL RESOURCES:

How to quickly sign your PDF documents
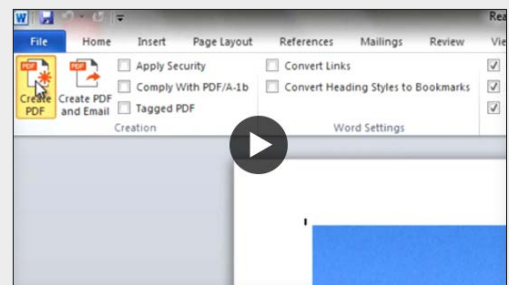
http://kb.gonitro.com/knowledgebase#/search/quicksign/000001613

You can take a look at our detailed **Nitro Pro User Guide** which provides an in depth look at all Nitro Pro has to offer. To download this PDF document, please **click here.**

This guide is easily searchable using the search feature within Nitro Pro, as shown below:

Popular Nitro Pro Forums
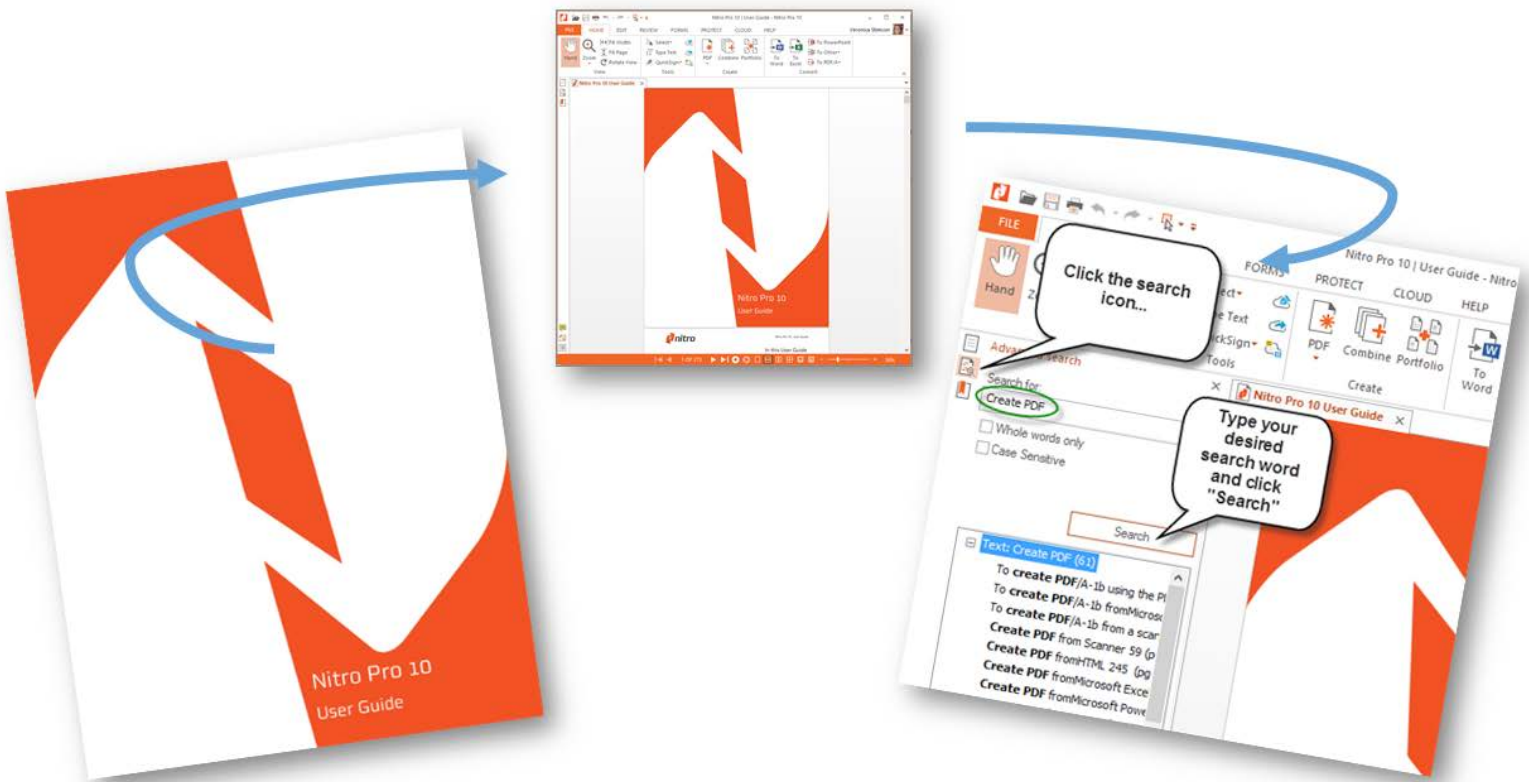
Below are some quick links to popular Nitro forums and FAQs

Topic	Link
Link to ALL "How-To" Forums	http://kb.gonitro.com/knowledgebase
Opening a PDF Document	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000002218
Creating a New PDF	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000001988
Converting to a PDF Document	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000001631
Combining Documents	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000001620
Adding Text	http://kb.gonitro.com/knowledgebase#/search/editing%20text/000001873
Creating Form Fields	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000001624
Editing Form Fields	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000001624
Whiteout	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000001976
Redaction	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000001605
Optical Character Recognition (OCR)	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000001654
Integrating Outlook with Nitro Pro	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000002193
QuickSign	http://kb.gonitro.com/knowledgebase#/answers/Nitro%20Pro/000001613

Popular Nitro "How-to" Videos

Below are some quick links to popular Nitro "how-to" instructional videos

Topic	Link
Library of ALL Nitro "How-To" Videos	https://www.gonitro.com/resources/videos
Opening a PDF Document	https://www.youtube.com/watch?v=3mAqv-uxPXQ
Creating a New PDF	https://www.youtube.com/watch?v=3mAqv-uxPXQ
Converting to a PDF Document	https://www.youtube.com/watch?v=iQF4F4Ak65k
Combining Documents	https://www.youtube.com/watch?v=WE0G74ABH6E
Adding Text	https://www.youtube.com/watch?v=i4TFhcaxbJs
Creating Form Fields	https://www.youtube.com/watch?v=ElHM1luYQ9Y
Editing Form Fields	https://www.youtube.com/watch?v=79eNIDxH1o4
Whiteout	https://www.youtube.com/watch?v=9ws11xG_lGQ
Redaction	https://www.youtube.com/watch?v=zPpcaDtSKRY
Optical Character Recognition (OCR)	https://www.youtube.com/watch?v=3wQZEMGGLkc
Integrating Outlook with Nitro Pro	https://www.youtube.com/watch?v=d9KSIiJp-AA
QuickSign	https://www.youtube.com/watch?v=muYfXJTmn8w

Troubleshooting Tips

Below are some common troubleshooting tips

19

User Issue	Potential Cause	Steps to Diagnose/Troubleshoot Issue
Cannot convert a file to PDF	The virtual printer (Nitro PDF Creator) is not installed correctly	1. Check to see if the **Nitro PDF Creator** is accessible on the user's machine 2. If it doesn't appear, initiate a re-install by navigating to C:\Program Files\Nitro\Pro 10 and run the file **NitroPDFSupportTools.exe** as an Administrator and then navigate to the **PDF Creation** tab and click on the button to reinstall the virtual printer 3. If this fails, within the same dialog, go to the **Support** tab and click on **Save to File** to gather log files to submit to Nitro Support 4. Submit a support ticket and supply the log files as an attachment
Conversion to PDF is missing content	Potential conflicts on how we are interpreting the spool file being sent from the source application to the Nitro PDF Creator	1. Navigate to C:\Program Files\Nitro\Pro 10 and run the file NitroPDFSupportTools.exe as an Administrator and then under the **Support** tab, turn on **Enable application logging** 2. Open up the source file and then attempt another conversion 3. After the conversion, go back to the Support Tools dialog and under the **Support** tab and click on **Save to File** to gather log files and then turn off Enable application logging 4. Submit a ticket and supply the log files, a copy of the source file and a copy of the output as attachments
Unable to edit text within a PDF (Cause 1)	The PDF file doesn't contain an actual text string	1. Open the PDF and go to **File > Document Properties** 2. Under the **Fonts** tab, check to see if anything is listed **a)** If there are no fonts listed, it means the "text" shown on the PDF are most likely vector objects so cannot be edited in the same way as text strings

Troubleshooting Tips

Below are some common troubleshooting tips

nitro

User Issue	Potential Cause	Steps to Diagnose/Troubleshoot Issue
Unable to edit text within a PDF (Cause 2)	PDF file is a scanned document	1. Open the PDF, if it is a scanned PDF Nitro will display an information message 2. Running **OCR** (Optical Character Recognition) to make the file searchable and editable will allow the text that you can see to be actual text strings. **a)** Go to **Edit** tab and click **OCR**, then choose **Make Searchable and Editable**
Unable to edit text within a PDF (Cause 3)	File is locked for editing due to security settings	1. Open the PDF and go to **File > Document Properties** 2. Under the **Security** tab, check to see if any security settings have been applied **a)** If password security has been enabled, the end-user will need to obtain the password from the author of the PDF
File size continues to grow after saving, even after making edits	User is only performing incremental saves	In PDF programs, **"Save"** and **"Save As"** perform slightly different functions: • **Save:** Incremental save - faster save time. Any changes made to the PDF are appended to the PDF code, which cause file sizes to increase as you make more edits • **Save As:** Full save rewrite - slightly longer time to complete. The PDF is rewritten at a code level, so all code that are no longer relevant are discarded, reducing file size Have the user try to perform a 'Save As' once they are finished editing the PDF to reduce the file size

Troubleshooting Tips

Below are some common troubleshooting tips

21

User Issue	Potential Cause	Steps to Diagnose/Troubleshoot Issue
Conversion quality of images low	Image compression levels set to Web ready	If converting to PDF via Nitro add-ins: • Check the optimization level by going to the **Nitro Pro 10** ribbon, then click **Advanced** • Once the dialog appears, go to the **Optimization** tab and either choose **Office ready** or **Print ready,** or choose **Custom**, which can allow the end-user to make their own adjustments to get the level of compression they require If converting to PDF via Nitro PDF Creator: • Check the optimization level by going to the **Nitro PDF Creator** within **Control Panel > Devices and Printers,** then select **Printing Preferences** • Once the dialog appears, go to the tab and either choose **Office ready** or **Print ready,** or choose **Custom**, which can allow the end-user to make their own adjustments to get the level of compression they require