

Getting Started with **Nitro Pro 12**

Contents

Recorded Nitro Pro Demo	3
Opening a PDF Document	4
Creating a New PDF	5
Converting to a PDF Document	6
Combining Files into a PDF	7
Adding Text	8
Creating Form Fields	9
Editing Form Fields	10
Whiteout	11
Redaction	12
Optical Character Recognition (OCR)	13
Integrating Outlook with Nitro Pro	14
QuickSign	15

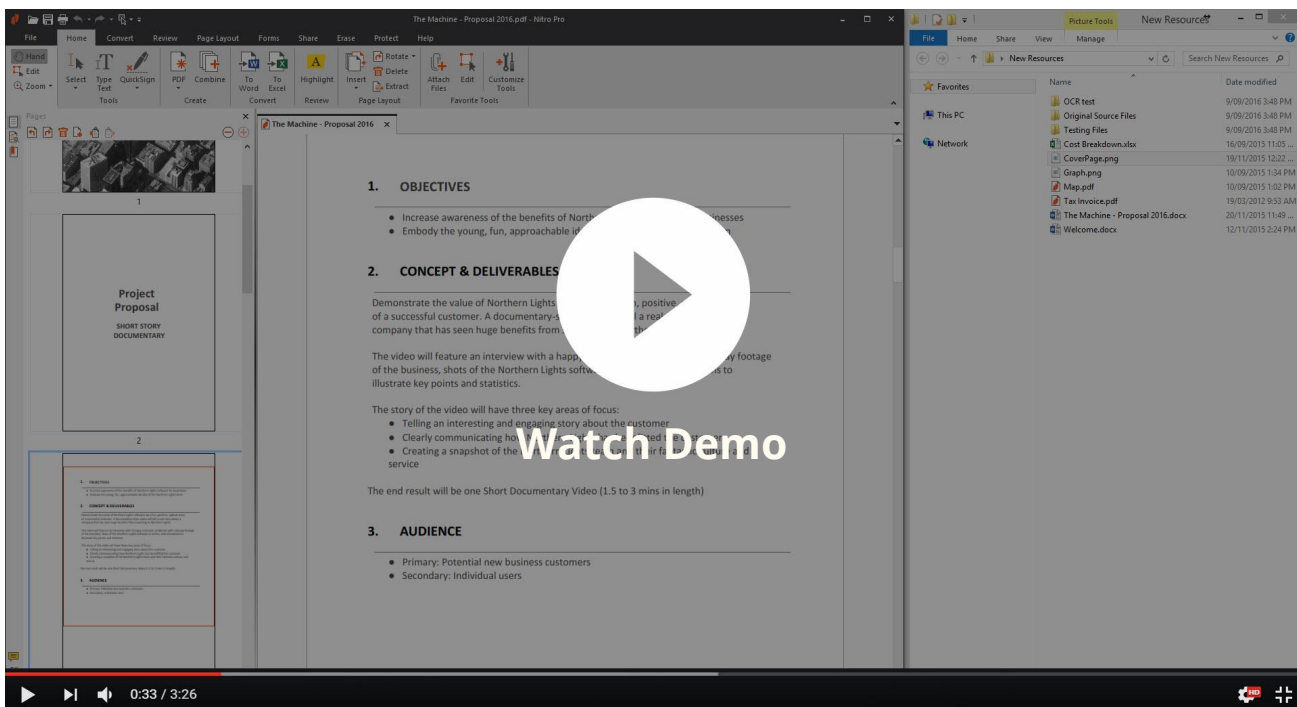
Other Resources

Nitro Pro User Guide	16
Popular Nitro Pro Forums	17
Popular Nitro "How-to" Videos	18
Troubleshooting Tips	19

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

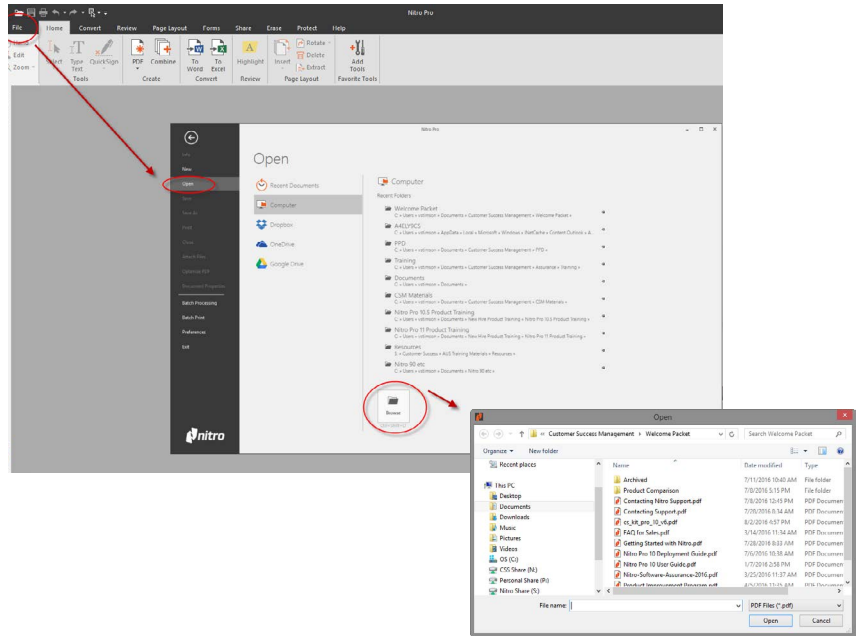


Opening a PDF Document

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**

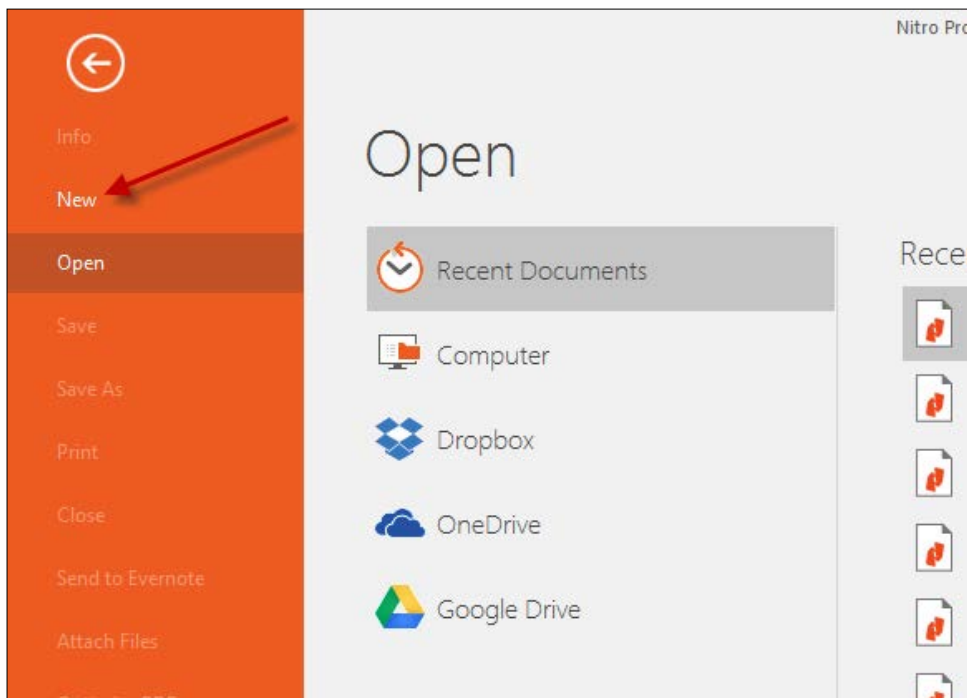
ADDITIONAL RESOURCES:

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, select **Convert to PDF**

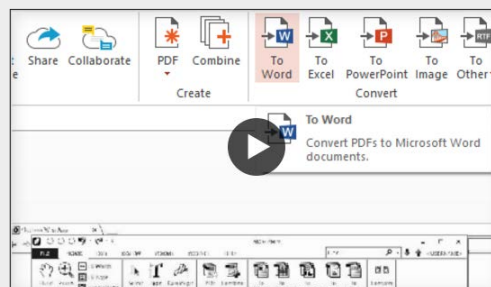
From within Nitro

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 create a PDF from, 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>

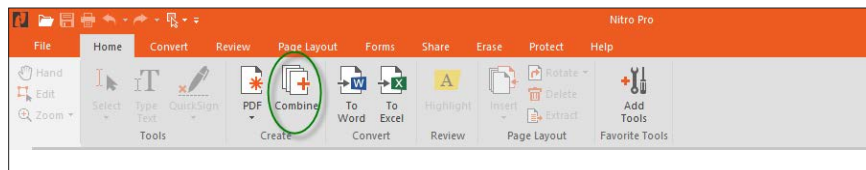


Combining Files into a PDF

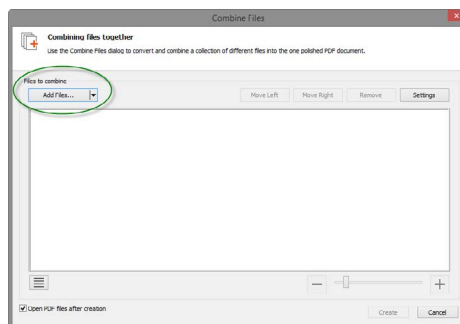
Nitro Pro allows you to combine multiple files and file types into a single PDF

To Combine Documents:

1. **Open** Nitro Pro
2. Under the **Home** tab, click **Combine**



3. Click **Add Files**

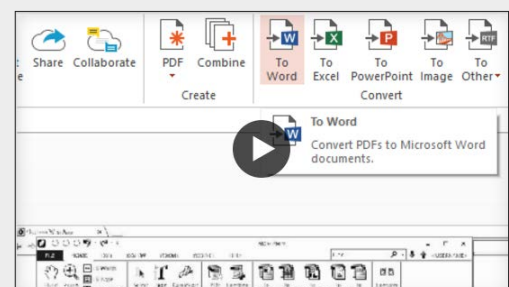


4. Select the files you want to combine into a single PDF
(Note: It does not matter the order you select the files, as they can be re-ordered)
5. Organize the files in the order you want them to appear by either dragging and dropping the document thumbnails, or by selecting a thumbnail and clicking **Move Up** or **Move Down** to rearrange, or Remove to remove a document from the list
6. Click **Create**

ADDITIONAL RESOURCES:

How to combine files into one PDF

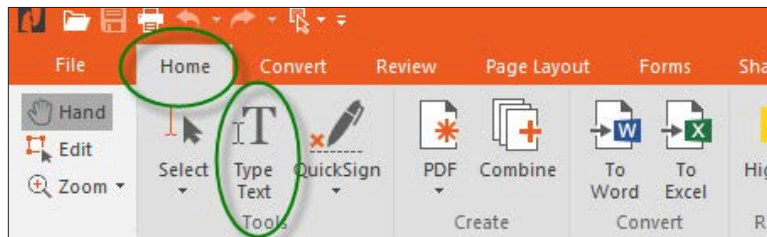
<http://kb.gonitro.com/knowledgebase#/search/combining/000001620>



The Type Text tool lets you add and edit text anywhere on a PDF document

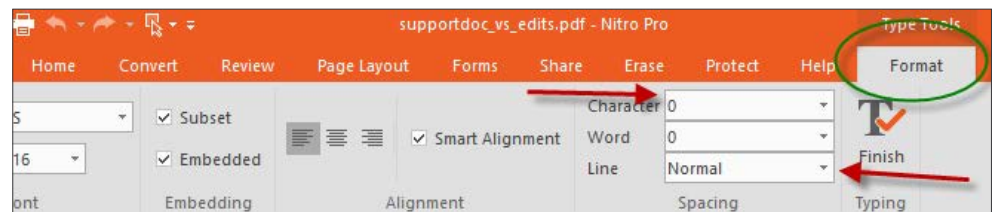
How to Edit Text:

1. **Open** the PDF in Nitro Pro
2. Under the **Home** tab, in the tools group, select **Type Text**

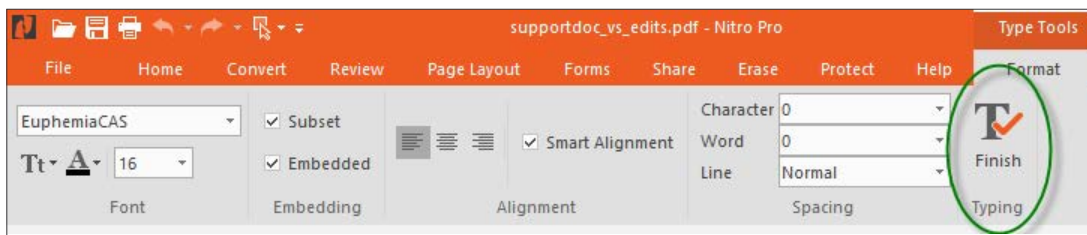


3. To begin adding text, click on the area where you want to insert text

- 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:

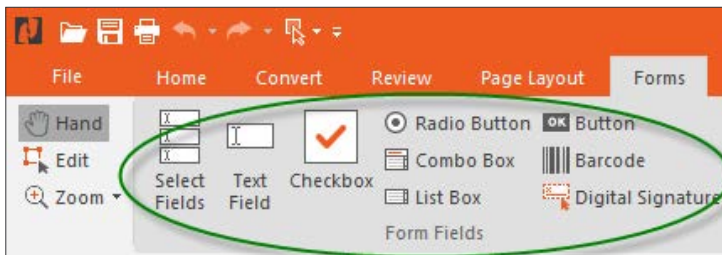
[How to add and edit text in a PDF document](#)

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

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, and 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 **Select Fields**

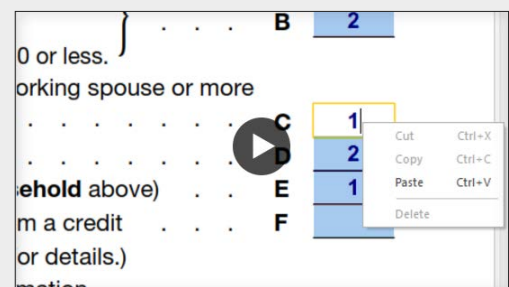


3. **Double-click** the field to begin editing it

ADDITIONAL RESOURCES:

[How to create fillable PDF forms](http://kb.gonitro.com/knowledgebase#/search/forms%20tools%20summary/000002192)

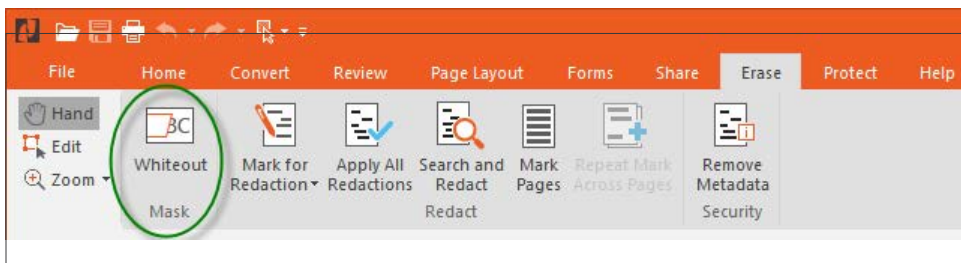
<http://kb.gonitro.com/knowledgebase#/search/forms%20tools%20summary/000002192>



The Whiteout tool enables you to securely delete selections of text, images, annotations, and even form fields from a PDF page

How to Use Whiteout Tool:

1. **Open** the PDF in Nitro Pro
2. On the **Erase** tab, select **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

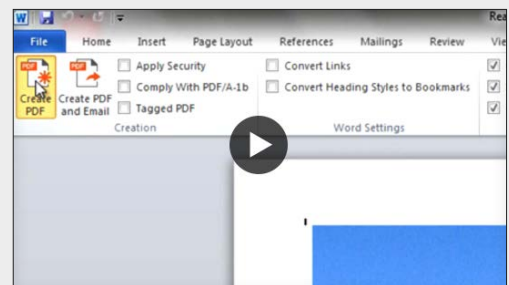


- **NOTE:** The whiteout operation cannot be undone after the PDF file is saved

ADDITIONAL RESOURCES:

How to whiteout text in a PDF file

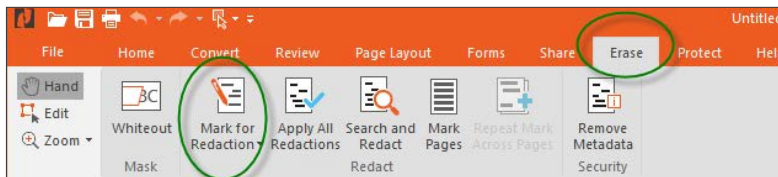
<http://kb.gonitro.com/knowledgebase#/search/whiteout/000001976>



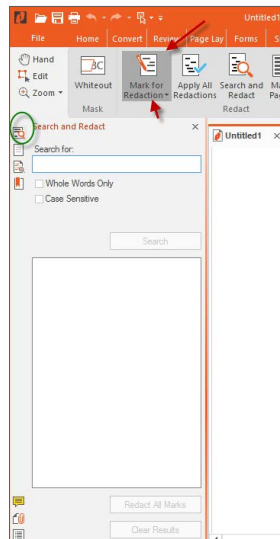
The Redaction tool allows users to permanently block-out or cover selected content that they wish to keep private

How to Use the Redaction Tool:

1. **Open** the PDF in Nitro Pro
2. Click on the **Erase** tab, click the down arrow on the **Mark for Redaction** button, then select **Mark for Redaction**



3. Click and drag your cursor over 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. Click **Apply All Redactions** to permanently redact the marked information, then click **OK** to confirm, or **Cancel**
6. By selecting **Search and Redact** you can search for keywords to find and redact throughout the PDF



ADDITIONAL RESOURCES:

How to redact text and images in a PDF

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

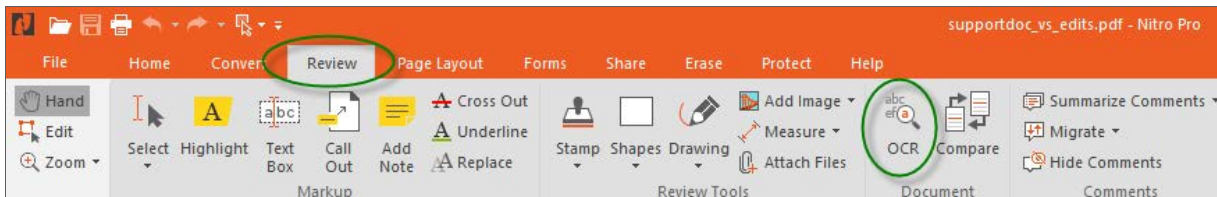


Optical Character Recognition (OCR)

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

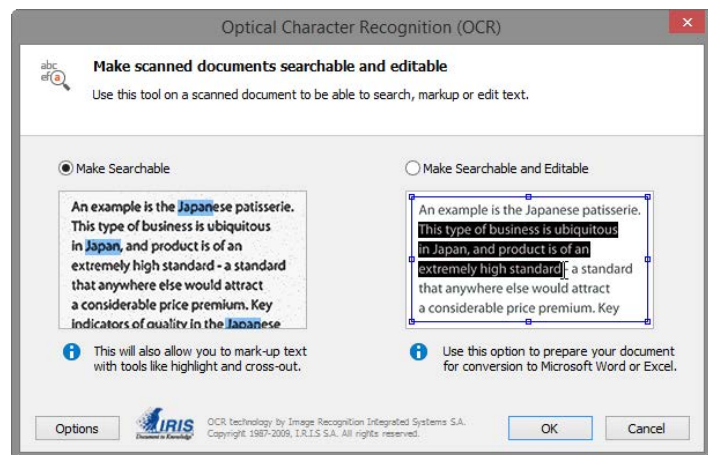
How to Use OCR:

1. **Open** the PDF in Nitro Pro
2. Click on the **Review** tab, select **OCR** in the Document group



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

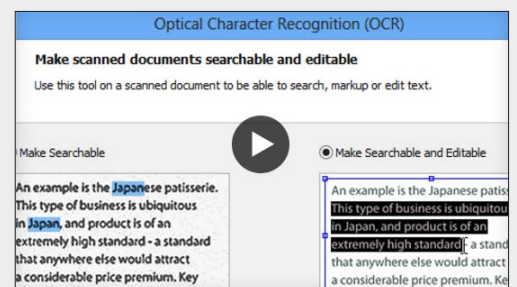
NOTE: You can change the OCR settings by clicking on the **Options** button on the bottom-left of the OCR window, then select **Advanced**.



ADDITIONAL RESOURCES:

How to utilize the OCR tool in a PDF

<http://kb.gonitro.com/knowledgebase#/search/ocr/000001654>

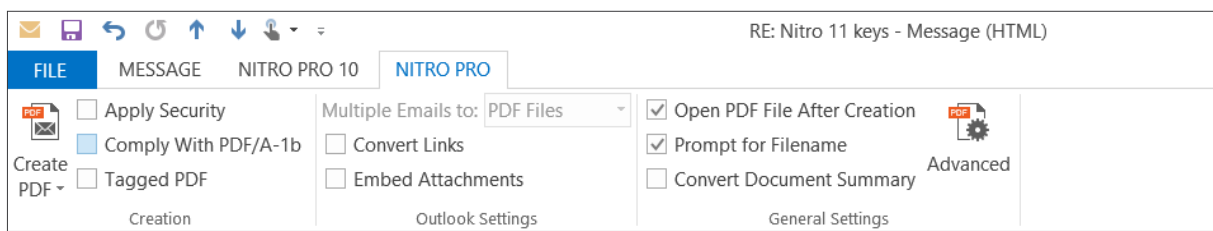


Integrating Outlook with Nitro Pro

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** tab, then click **Create PDF**



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

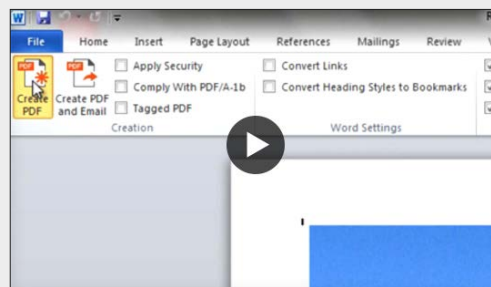
To convert an entire folder to PDF:

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

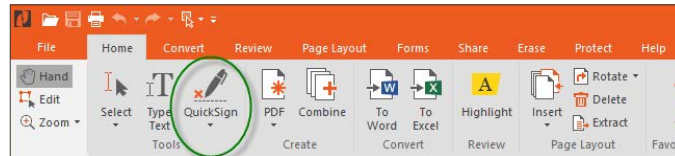


QuickSign allows you to add a digital copy of your own signature to a PDF

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** Nitro Pro
2. Open the document you wish to sign
3. Under the **Home Tab**, click on the drop-down arrow on **QuickSign** and select **Create New Signature**
 - A pop-up will appear offering four ways to create your signature (Handwritten, From File, Draw, Webcam)
4. Create your signature using one of these four available options
 - You can click Password Protect to put a password on your signature, which will prevent any unauthorized people from using it
5. Click OK and place your signature anywhere on the document
 - Clicking once on the signature will allow you to move it around; double-clicking the signature will permanently stamp it onto the document



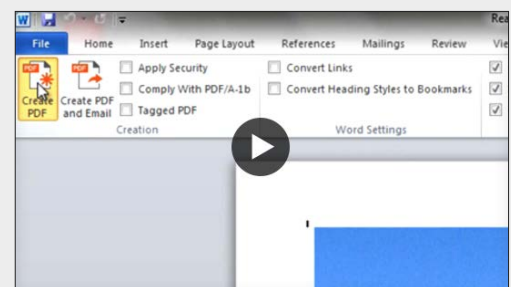
Notes:

- 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)

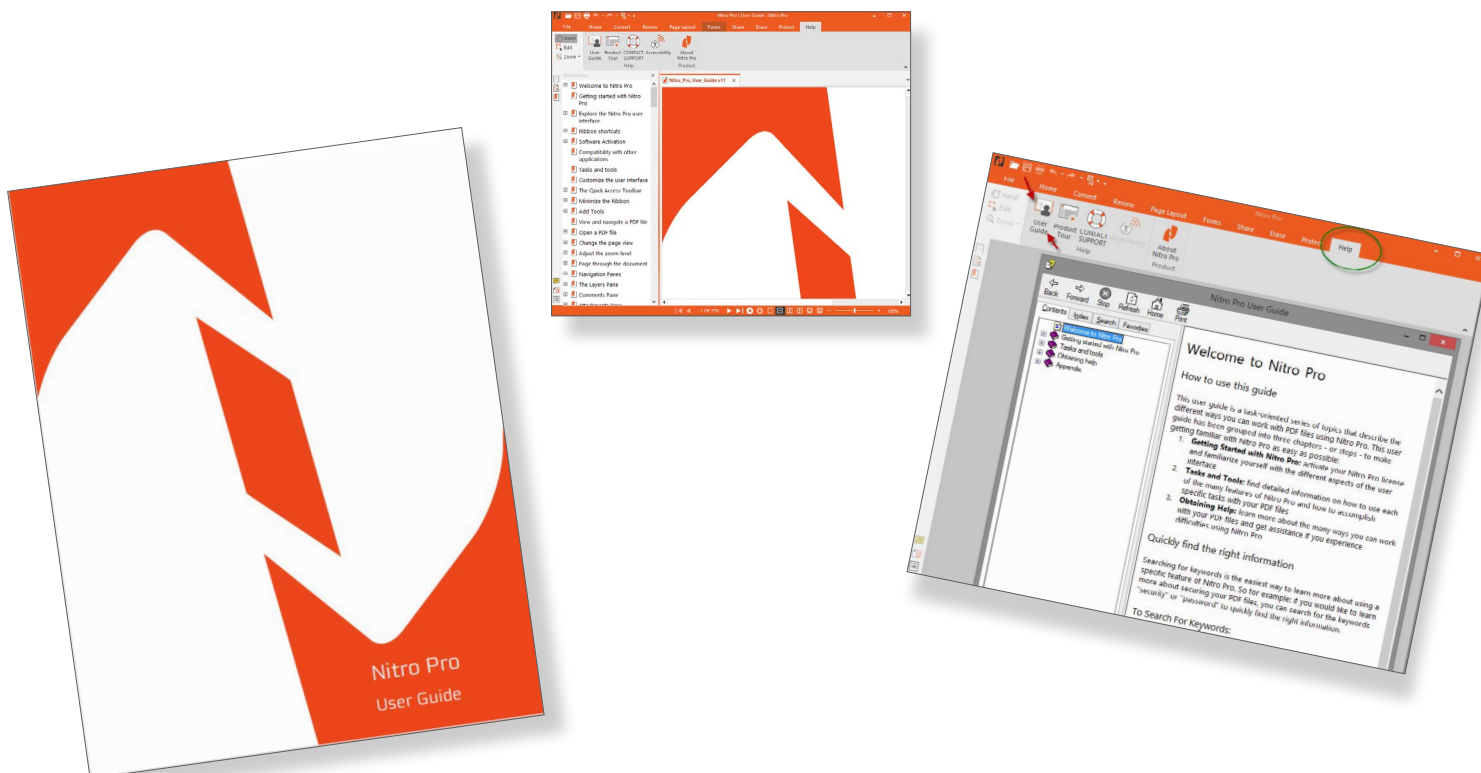
<http://kb.gonitro.com/knowledgebase#/search/quicksign/000001613>



Looking for more detailed information on Nitro Pro?

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:



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	
Creating a New PDF	
Converting a PDF Document to Word	https://www.youtube.com/watch?v=xE8-XNfl0pk
Combining Documents	https://www.youtube.com/watch?v=KFXGZc-II3k
Adding Text	
Creating Form Fields	https://www.youtube.com/watch?v=HuqBDZ9mj8
Whiteout	https://www.youtube.com/watch?v=d86_Clxojrk
Redaction	https://www.youtube.com/watch?v=jfhUkq5Dwwk
Optical Character Recognition (OCR)	https://www.youtube.com/watch?v=Kk7trfL-7zo
Integrating Outlook with Nitro Pro	https://www.youtube.com/watch?v=TPbhN_EsHOE
QuickSign	https://www.youtube.com/watch?v=d9FfDJ0cqrc

Below are some common troubleshooting tips

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	<ol style="list-style-type: none"> 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 12 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 to Nitro support: https://www.gonitro.com/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	<ol style="list-style-type: none"> 1. Navigate to C:\Program Files\Nitro\Pro 12 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 support ticket to Nitro Support (https://www.gonitro.com/support/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	<ol style="list-style-type: none"> 1. Open the PDF and go to File > Document Properties 2. Under the Fonts tab, check to see if anything is listed <ol style="list-style-type: none"> 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

Below are some common troubleshooting tips

User Issue	Potential Cause	Steps to Diagnose/Troubleshoot Issue
<p>Unable to edit text within a PDF (Cause 2)</p>	<p>PDF file is a scanned document</p>	<ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> a) Go to Review tab and click OCR, then choose Make Searchable and Editable
<p>Unable to edit text within a PDF (Cause 3)</p>	<p>File is locked for editing due to security settings</p>	<ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> a) If password security has been enabled, the end-user will need to obtain the password from the author of the PDF
<p>File size continues to grow after saving, even after making edits</p>	<p>User is only performing incremental saves</p>	<p>In PDF programs, "Save" and "Save As" perform slightly different functions:</p> <ul style="list-style-type: none"> • 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 <p>Have the user try to perform a 'Save As' once they are finished editing the PDF to reduce the file size</p>

Below are some common troubleshooting tips

User Issue	Potential Cause	Steps to Diagnose/Troubleshoot Issue
Conversion quality of images low	Image compression levels set to Web ready	<p>If converting to PDF via Nitro PDF Creator:</p> <ul style="list-style-type: none">• 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