# Icecream PDF Converter

# User Manual

2015

# 1. OVERVIEW

## System Requirements

### OS

Icecream PDF Converter is compatible with the following versions of Windows: Windows XP, Windows Vista, Windows 7, Windows 8 and Windows 10. Double check all the necessary patches and service packs are preinstalled on your computer.

### CPU

Intel, AMD or any other compatible processor with at least 1 GHz CPU speed will guarantee successful work with Icecream PDF Converter.

### RAM

Our recommendation is to have at least 1GB RAM for Windows 7 and Windows 8 for successful work. As for Windows XP and Vista, 512 MB will be sufficient.

### Video Card

The program is compatible with 1024x768 resolution. However we strongly recommend using at least 1280x1024 video card.

### Free disk space

Make sure there is not less than 250MB of free disk space to setup Icecream PDF Converter and extra 50MB for successful work with the files.

## Program's Features

### Conversion of PDF documents to multiple formats

Icecream PDF Converter supports conversion of PDF files to various formats. It is possible to convert PDF to images (JPG, BMP, TIFF, PNG, JPG), documents (DOC, ODT, RTF, TXT) and to such file formats as EPS, WMF and HTML.

### Pages selection of a PDF file to convert

While working with multi-paged PDF files there is no need to convert all the pages to a desired output format. You can select pages to convert right before the conversion to work with required pages and intervals of pages only.

### PDF file splitting while conversion

To simplify further work with the output files (especially if you are going to work with images) tick the PDF file splitting option before the conversion. In this case each page of PDF file will

turn out to be an individual file of set output format. Tick the Split all option in common settings and controls area if you need to split all the added PDF files .

## Working with password-protected files

Icecream PDF Converter lets users convert password-protected documents. For successful conversion of such PDF files enter a valid password after adding them to the conversion queue . If the password is invalid or not inserted, these files will be skipped during the conversion process.

## Drag&Drop support

Drag&drop files directly into the working area to make the process of  conversion easier and quicker.

## Conversion of multiple formats to PDF

Iceream PDF Converter supports conversion of the following formats to PDF: documents (DOC, DOCX, ODT, XLS, XLSX, ODS), images (TIFF, JPG, BMP, PNG, GIF), ebooks (EPUB, MOBI, FB2) and such formats as HTML, HTM, XPS.

## Password-protection of output PDF files

Before converting  files to PDF format users can set password for the output PDF files. To do that, go to File settings panel and simply insert password  into the "Password" field. Leave this field blank to leave output PDF documents password unprotected.

## Title and Publisher settings for output PDF files

While working in "To PDF" mode there is a possibility to define Title and Publisher data for the output files.

## Common settings and controls for all added files

For easier processing of large amount of files users can turn to common settings and controls settings. They are located in the gray area in the bottom of the file queue. Once such settings are changed, they are automatically being applied to all the currently  added files. In "From PDF" mode users can select common output format and whether or not to split all the files. As for "To PDF" mode, users can select whether or not to merge all the files into single PDF and apply the same File settings and Layout settings to all the added files. "Clear all" button is available in both modes of Icecream PDF Converter, it removes all the added files from the queue at once.

## Advanced layout settings for IMAGE to PDF conversions with preview

The program supports Image to PDF conversion while working in "To PDF" mode. As soon as user adds JPG, BMP, PNG, GIF or TIFF images, Layout settings panel for the output PDF file will be available. Use it to adjust the location and the position of an image on a page along with the page dimensions.

# Supported Formats

## Document formats

DOC – input format/output format
DOCX – input format
ODT - input format/output format
ODS - input format
XLS - input format
XLSX - input format
PDF - input format/output format
TXT – output format
RTF – output format

## Image formats

BMP - input format/output format
TIFF - input format/output format
JPG - input format/output format
PNG - input format/output format
GIF - input format/output format

## eBook formats

EPUB - input format
MOBI - input format
FB2 - input format

## Other formats (HTML, HTM, XPS, EPS, WMF)

HTML - input format/output format
HTM - input format
XPS - input format
EPS – output format
WMF – output format

# 2. INTERFACE

## Main window

As soon as the program is launched, the loading window of the program appears. On finishing of the loading, one can see the main window of the program. Since the application works in 2 modes, a user should select whether to work in "From PDF" or in "To PDF" mode. The program has a number of main controls available for both "From PDF" and "To PDF" panels regardless of the chosen option. Note: you can drag&drop files for conversion directly to the main window and the program will automatically select the appropriate mode.

## Controls

"From PDF" button – opens "From PDF" panel where a user can add PDF files for a further conversion to other supported formats.
"To PDF" button – opens "To PDF" panel where a user can add files for a further conversion to PDF.
"Icecream.me" button - opens IcecreamApps.com website in a default web browser.
"Last file: Open folder" button - opens the  folder containing the last successfully converted file with the focus on it.
"Help" button - opens the latest version of Icecream PDF Converter manual on IcecreamApps.com website.
"Settings" button – opens the settings panel.

## From PDF panel

Conversion of PDF files to other  formats is  done in "From PDF" panel. It is split in three sections: the upper one is a queue of files that are supposed to be converted to other format, the middle gray one is a common settings and controls area and the bottom one is for selection of output folder.

### File queue

In the upper part of the "From PDF" panel there is the "Add PDF file" section for adding the needed files for subsequent conversion. It is possible to preview files, select pages and page ranges of certain PDF file to be converted, output format, language of the initial document (when converting to text ), whether to split the file into single pages and delete files one by one from the queue. You can learn more about these features in "File queue" section of the manual.

### Common settings and controls

In the gray area users can find common settings and controls, that are automatically being applied to all the PDF files currently added to the queue. Such options as output format, language of the initial documents, whether to split the files into single pages and delete all the files at once from the queue. You can learn more about these settings and controls in "Common settings and controls" section of the manual.

## Output folder

This section of the window is for specifying a desired output file location. You can read more about this parameter in the "Output location" section of this manual.

## To PDF panel

Conversion of files to PDF is done in "To PDF" panel. It is split in three sections: the upper one is a queue of files that are supposed to be converted to PDF format, the middle gray one is a common settings and controls area and the bottom one is for selection of output folder.

### File queue

In the upper part of the "To PDF" panel there is the "Add file" section for adding the needed files for their further conversion to PDF. It is also possible to change sequence of added files and delete them from the queue. File settings and layout settings can also be tweaked here. You can learn more about it it "File queue" section of the manual.

### Common settings and controls

In the gray area users can find common settings and controls, that are applied to all the files in the conversion queue at once. Users can select to merge all the files into single PDF and apply common File and layout settings to all the the queued files. You can learn more about these settings and controls in "Common settings and controls" section of the manual.

### Output folder

This section of the window is for specifying a desired output file location. You can read more about this parameter in the "Output location" section of this manual.

## File settings panel

File settings panel is available while converting files to PDF format. In this panel users can apply settings for the output PDF files.

### Filename

By default the program uses the title of the file to be converted to PDF. So the output file has the same title as the input one, yet different extension. It is possible to change the filename by typing a new one in the "Filename" box.

### Title

To change the title for the output file – insert a new value in the "Title" box.

### Publisher

By default the publisher value of the generated PDF files is  "Icecream Apps". Change this value by entering your own publisher name or keep it blank in order not to use this meta data at all.

## Password

To set a password for the output PDF file just type it into the "Password" box. If this field is left blank, no password will be applied to the resulting document.

## Layout settings panel

Layout settings panel is available during Images to PDF conversion and serves for adjustment of images in the output PDF file.

### Image size

Select "Scale image"option from the drop down list to scale the image into the full size of a PDF page; "Original" option keeps the size of the selected image unchanged.

### Page size

This setting helps to set the page size of an output PDF file. Such options as "Letter", "A3", "A4", "A5" and "B5" are for the applying common sizes of pages which correspond the names of the options; if you apply "Fit image" option, the size of the output PDF file will equal the original size of an image.

### Margin

Select "None" from the drop down list to have no margins on the output PDF file's page around the image; select "Small:1cm" or "Big:2cm" to apply either 1 or 2 centimeters margins to the page.

### Position

There are 9 positions of an image on the potential PDF page  available . Hit the needed square out of 9 available to place an image to the corresponding place on a PDF page.

### Rotate

Select one of 4 offered degrees of rotation to turn the image  0, 90, 180 and 270 degrees.

### Orientation

Apply portrait or landscape orientation of the PDF page here.

### Preview

All the applied changes of the options available in Layout settings panel can be previewed  in this area.

## Page ranges panel

Page ranges panel is available during the conversion of files from PDF format. It is available for non-protected documents and for password-protected PDF files after the  insertion of the valid password. By default all the pages of any added PDF are to be converted to selected output format. Click on "All" button next to a file to enter detached pages or page ranges to be converted. To work with pages and page intervals, their numbers should be added to the conversion list. Set the desired intervals by specifying the numbers of its first and the last

pages into the "From" and "To" fields and press the "Add" button; enter the number of the detached page to work with into both "From" and "To" fields. Users can set several ranges/pages even if they are overlapping one another. Each interval would be displayed as a purple label with a corresponding range/page mark. To delete a certain interval, click the "Delete" button on a corresponding label. To delete all the added ranges/pages at once, press the "Clear" button to the right of the "Add" button.

## Program settings panel

In the bottom right corner of the program there is "Settings" button that open this panel. It offers 4 options to be tweaked: destination folder for the output files, program's interface language, default publisher meta data of the resulting PDF files and quality of the resulting images . Read more about these settings in the PROGRAM SETTINGS section of this manual.

# 3. CONVERT FROM PDF

## Add file

To add a PDF file for  conversion by means of the Windows explorer, hit the "Add PDF File" button in the middle of the queue area. As soon as the first PDF file is added, the queue will turn into a table. To add more files using Windows explorer press the "Add file" button that looks like a "+" icon in the upper right part of the queue area. To simplify the process of files addition, the explorer only displays files of PDF format. Highlight the file to add and click "Open" button to transfer it to the file queue.

Icecream PDF Converter perfectly supports drag and drop mechanism so it is possible to use it for files addition as well.

## File queue

As soon as the first PDF file is added for subsequent conversion, the "Queue"section that is formed as a table appears in the upper part of "From PDF" window.

In the queue table there is the following data: sequence number of the file in a queue, filename, file preview button, numbers of pages of a file to be converted, output conversion format, language of the output document (applied to textual formats), whether or not to split a PDF document into single pages, password information and "Remove from the queue" button.

## File position in a queue

There is a sequence number of each item in the leftmost column of the table. All the added files will be queued one after another. Move them to change their position in the queue – to do that, drag and drop the file to a desired place in the queue. Note that the sequence of the rest of files in the queue remains unchanged as a certain file is being moved.

## Filename and preview

In the "Filename" column there is a magnifying glass standing next to a name of each file; press it to open the file in the built-in PDF reader Note that preview of password-protected documents is only available after entering their  valid passwords.

## Select pages to convert

This button opens the Page ranges panel where it is possible to select pages or page ranges to be converted from PDF to other supported output formats. As soon as all the intervals and pages are added, press OK button in the right lower corner. In the "Pages" column of the table instead of the "All" option all the added intervals and pages will now be displayed.

## Select output format and language

In the "To" column of the table it is possible to choose the output format of subsequent conversion. By default, program offers JPG format, click on it to open the drop down list with all the supported output formats.

In case textual formats like HTML, TXT, DOC, ODT or RTF are chosen, users are offered to specify the language of the content of the document to be converted from PDF to text for a higher effectiveness of file processing. Note: current interface language of the program will be used by default.

## Convert each page to a separate file (split)

Select "Split" option to convert each page of an added PDF document as a separate file of the chosen output format. In case this option is not ticked, the single output file will contain all the pages of the source PDF document converted to the destination format. This option is ticked by default when converting PDF documents to images.

## Password

The "Password" column for working with encrypted files is located to the right of the "Split" column in the queue chart. If an added document isn't password protected, this column would have an "ok" value. In case a password protected PDF document is added, there would be a clickable "Enter" message in the "Password" column. Click on it to open a dialog window with password box where the password for selected file should be entered. It is also possible to enter a password after starting the conversion process. If user chooses to provide password while conversion, program will ask for the valid password after pressing "Convert" button. If a password is not entered, the program would ignore this document during the conversion.

## Common settings and controls

In the gray area below the file queue there are common settings and controls that are applied to all the files currently added to the queue. Click on "JPG" button on the gray field to open the drop down list with all the supported output formats to apply the single output format to all the added to queue PDF files. Click on "EN" button to specify the source language of the added documents to properly convert them to textual formats. Tick the "Split all" option of the gray field to split into single pages all the currently added PDF files within the conversion. To remove all the currently listed in the table files press the "Clear all" button.

## Output location

This setting's default value is similar to one set in the "Program settings" panel. However, it is possible to change this value for a current operation before the conversion. Users are allowed to choose from 3 output saving variation options (more on them in the "Program settings" section).

## Start conversion

To start conversion of the added PDF documents according to the preset parameters, press the "Convert" button at the bottom right. Read more about the conversion process in "Conversion process" section of the manual.

On the completion, the program will show a new window with a message about a successful completion of the task. The window has 2 buttons:

"OK" button – closes the message and go back to the "From PDF" panel (proceeded files are remaining in the queue for further work).

"Open folder" button – opens a folder that contains the output files.

# 4. CONVERT TO PDF

## Add file

To add a  file for conversion by means of the Windows explorer, hit the "Add file" button in the middle of the queue area. As soon as the first file is added, the queue will turn into a table. To add more files using Windows explorer press the "Add file" button that looks like a "+" icon in the upper right part of the queue area. To simplify the process of files addition, the explorer offers to select the types of the files to be shown: images (JPEG, JPG, PNG, BMP, TIFF), documents (DOC, DOCX, XLS, XLSX, ODT, ODS), eBooks (EPUB, MOBI, FB2), HTML (HTML, HTM) or all the supported input formats. Highlight the file to add and click "Open" button to transfer it to the file queue.

Icecream PDF Converter perfectly supports drag and drop mechanism so it is possible to use it for files addition as well.

## File queue

As soon as the first file is added for subsequent conversion, the "Queue"section that is formed as a table appears in the upper part of "To PDF" window.

In the queue table there is the following data: sequence number of the file in a queue, filename (with the resolution for images stated), format of the file, settings button that opens File settings panel and Layout settings panel and "Remove from queue" button.

## File position in the queue

There is a sequence number of each item in the leftmost column of the table. All the added files will be queued one after another. Move them to change their position in the queue – to do that, highlight the file to be moved and use the "up" and "down" buttons located to the right of the queue table. As an alternative, drag and drop the file to a desired place in the queue. Note that the sequence of the rest of files in the queue remains unchanged as a certain file is being moved.
Note: position in the queue is most important when merging all files into one PDF document.

## File settings and Layout settings

Click the settings icon corresponding to a file to open the File settings for further work. If the selected file is an image, Layout settings panel will be available as well (read more about File settings panel and layout settings panel in the corresponding sections of the manual). Apply the needed changes in the the both panels and press either "Save file settings" or "Apply layout settings" (depending on the panel) to save them.

## Common controls

In the gray area below the file queue there are common settings and controls that are applied to all the files currently listed in the queue. Here there is a settings button which opens File settings and Layout settings panel with the options applied to all the queued files at once. Note that Layout settings panel will only be available for work if there are images added for further conversion to PDF. To remove all the currently listed in the table files press the "Clear

all" button.

## Merging files into one PDF document

Option to merge all the added files into a single output PDF is located in the common controls area of the "To PDF" panel. Tick this option to receive a single PDF file with the content of all the queued files. Note that for successful merging files into one, at least 2 files should be added to the queue.

## Output location

Right under the Common controls area there is a field for selection of the destination folder of the output file. Press the folder icon to open the Windows explorer and browse for the output folder.

## Start conversion

To start converting   added files to PDF according to the preset parameters, press the "Convert" button at the bottom right. Read more about the conversion process in "Conversion process" section of the manual.

On the completion, the program will show a window with a message about a successful completion of the task. The window has "Open folder" button – click on it to open a folder that contains the output files.

# 5. CONVERSION PROCESS

After addition of files through either "From PDF" panel or "To PDF" panel, configuring all the settings and pressing the "Convert" button, the conversion process starts.

## Indication of conversion process

### Progress bar

Progress bar is located right under the working area of the queue window of software and it shows the status of the currently running process. If there are several files in the queue, the bar shows the progress for all these files but not for each individual file.

### Position and pages in the queue

To the left of the progress bar and the queue there is a message saying that N of M is being converted. In this case, N stands for the position of a certain file in the queue, while M stands for the total number of files in the queue.

While working in "From PDF" panel, next to the file counter there is a page counter saying A out of B pages. Here A signifies the position of a currently converted page and B reveals the total amount of all the pages in all the queued PDF files.

### Elapsed Time

Elapsed time is available to the left of the progress bar. Time is tracked from the moment the "Convert" button was pressed. Note that when files are converted in a bulk, the time tracking starts from the conversion of the very first file in the queue.

## Managing the conversion process

### Pause/Resume

The "Pause" button is located on the right side of the progress bar. When clicking it, the process is paused and the icon is replaced by the "Resume" button. Click on it to resume the process.

### Cancel

To cancel all the conversion tasks in the queue, press the red "Clear" button on the right of the "Pause/Resume" button. After clicking this button, the notification window appears. There will be "Open folder" button which opens folders containing the files that were already converted before the cancellation of the process.

# 6. PROGRAM SETTINGS

Through "Program settings" panel users can set such parameters as destination folder for the output files, language of the interface of the app, default publisher of the output PDF files, quality of images. This panel also contains the functionality to upgrade Icecream PDF Converter to PRO version.

## Save to

There are 3 available output location options that will be applicable to all new files created via the "From PDF" panel. If a file is being created via the "To PDF" panel, a user is supposed to select the output folder manually.

## Subfolder

After choosing this option, the program will automatically create a new subfolder named as the converted PDF document in a folder that contains the original file.

## Original folder

All new files will be saved in the original folder that contains the document that is being converted.

## Select folder

This option allows saving output documents in any desired folder on a computer.

## Language

Icecream PDF Converter is available on multiple languages, such as English, Spanish, German, French,  Portuguese, Norwegian, Swedish, Italian and others. Select a needed language from the list and it will be applied to the program's interface right after pressing "Save settings" button.

## Default publisher

This setting is applied for all output PDF files while working in "To PDF" panel. By default, the entered here value is "Icecream Apps". To change it to the needed one, type in a new default publisher name and press "Save settings" button.

## Image quality

This option regulates the quality of output images while working in "From PDF" panel. Select one of 3 offered values (Low, Medium, High) and click "Save settings" button to apply it.

## Upgrade to PRO Version

Here are the short instructions on upgrading Icecream PDF Converter to PRO version (you can read full activation guide here):

Step 1
Download and install the program on your computer as is. Run the program.

Step 2
Visit Icecream PDF Converter upgrade page to purchase activation key

Step 3
Open the program and go to Settings panel.
Press "Activate PRO version" button and paste the activation key in the form provided. It is possible to type it in manually or press Ctrl+V to paste it and press "Activate".

# Thank you for choosing Icecream Apps!

If you have any questions left please contact our support team at
support@icecreamapps.com