

WINDOWS

Aloaha PDF Suite

Manual

Aloaha Software

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Introduction

With the Aloaha PDF Suite PDF documents can be created completely transparently and so user friendly, that no additional training or administration is needed. Documents created with any application can be converted to PDF while retaining their original look and integrity. As a requirement for electronic document exchange and Digital Rights Management (DRM), Aloaha is also able to encrypt (40 or 128 Bit) and digitally sign all created documents.

The software can be installed in two modes, server or client mode. In server mode Aloaha works as a Windows Server service and will monitor all, or selected, print queues to convert any document that is printed, on any of the monitored printers, to PDF. No further user interaction is required.

In client mode, users can print to PDF from any application. After printing, a dialog will pop up to allow the user to configure several PDF options such as encryption, digital rights and signatures on a per document basis.

Contact us

Aloaha is an established software development company, which forms part of Wrocklage Intermedia. We offer other products apart our awarding winning Aloaha PDF suite such as Aloaha Spam Rejector, Aloaha Fairy and many others.

We also deliver custom made applications, IT services and consulting.
Our offices are situated in Germany
Reseller support is also based in England.



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Installation

Requirements for successful installation:

Software:

- Windows NT® 4.0, Windows 2000, Windows 2003, Windows XP.
- Adobe Acrobat Reader® or Adobe Acrobat® are NOT REQUIRED

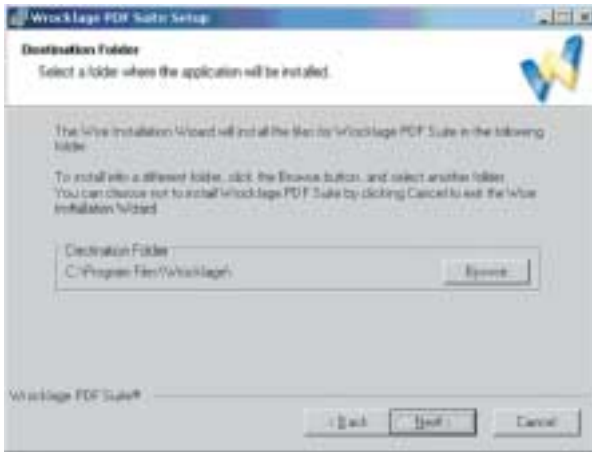
Installing Aloaha PDF suite:

- Download the latest version from our website www.aloaha.com and save the file to disk.
- Open aloaha_pdf.zip and run the file printer.exe.
- The installation will start now. You will see the following screen.

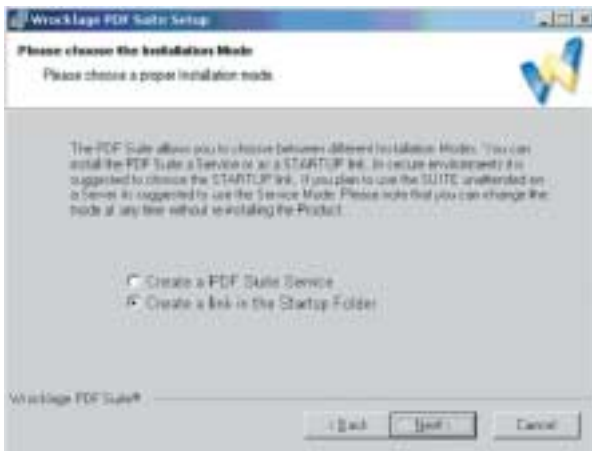


- Click “Next” to enter the installation folder;

- Click “Next” after setting the installation folder to continue;
- Now you will be asked in which mode Aloaha PDF suite should be installed, here you have two options:
 - ▀ Install as service (best option for server installation).
 - ▀ Startup folder link (best option for client installation – suggested).



- Click “Next” after selecting the installation mode and Aloaha PDF suite will be ready to install.
- When the installation is finished just click Finish to finalize the installation.



How does it work?

Aloaha PDF suite does not need a special printer driver but to keep the installation simple and transparent it will install its own PDF printer. After installation you can print any document to PDF.

To print documents to PDF do the following:

1. Open the document;
2. Select File > Print;
3. Select the Wrocklage PDF printer from the list;



4. After you click OK the Aloaha PDF suite window will open;



5. In the above window you can decide what to do with the PDF file, e. g. preview, print, save or email. In case you wish to embed files into the PDF Documents just drag & drop them into the PDF preview pane.

As soon you press one of the first four buttons, your PDF will also be copied to your clipboard.

Other settings can also be edited here, such as changing the letterhead, applying a digital signature and/or encryption.

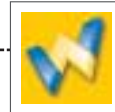
Note: To use the Preview option you need to have PDF viewing software installed, such as the Adobe Acrobat reader.

Options

If you press “Options” in the POP UP Dialog above you will see the dialog below. Here you can configure which Printer Queue to monitor, which paper size the generated PDF documents should have, encryption, signatures, etc.

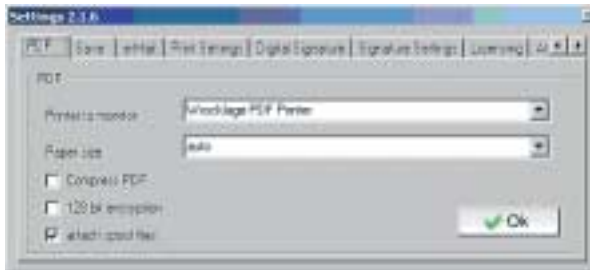
Optionally you can choose to generate smaller, compressed PDF Files.

Please note that with a right click on the tray icon you can also change settings such as PDF User Password or send the dialog to the background.



PDF

By default Aloaha PDF Suite generates 40 Bit encrypted PDF Files. The advantage of 40 Bit is that nearly all current PDF viewers (Adobe® Reader 3 and upwards) are able to display them. Unfortunately, 40 bit encryption is not considered strong enough and is there not a safe method to ensure confidentiality. It is much better to use the 128 Bit encryption if you wish your document to remain confidential, for document transit or for archiving. Acrobat Read 5 (or above) is required in order to read 128 Bit encrypted PDF Files. Optional you can enable “attach spool files” to include the original spool files as document attachments. This is useful if you use the Suite as archiving system.



Please note that **Paper size** does **NOT** instruct Aloaha to resize the PDF Output. This option is **ONLY** used if a monitored printer does **NOT** deliver DPI or Paper size information to the spooler.

File attachments

It can be very useful to include files inside the PDF Document. For example you might want to include your electronic business card or the original document.

Aloaha PDF Suite might be used to archive all printed documents into the company's document management system. Some governments require archiving of documents in raw/original format. In that case it is useful to include the original spool files as file attachments.



Another easy way to embed files into the PDF Document is just to drag and drop the files with the windows explorer into the PDF Preview Pane.

More advanced PDF options can be configured if you choose the Save Tab.



For Digital Rights Management (DRM) it is always useful to choose 128 Bit encryption plus one or all of the options below

■ **CanPrint**

This Option allows the reader to be able to print the document to a standard printer (ticked) or to deny print access.

■ **CanPrintFull**

Grants the PDF reader then permission to submit the generated Document to a printing house for high resolution print.

■ **CanChange**

Grants the PDF user the permission to edit the document (ticked) or make it readable only.

■ **CanAddNotes**

Grants the PDF user then permission to be able add notes to the document

■ **CanCopy**

Allows the PDF user the ability to copy any part of the document to the Windows clipboard for user in other documents.

■ **CanCopyAccess**

Content Extraction for Accessibility features like “Read Loud”. This option can be used in conjunction with sight and/or hearing impaired applications.

■ **CanAssemble**

Allows re-assembly of PDF Document.

■ **CanFillFields**

Interesting option if your document workflow solutions need to add form fields.

The automatic generated PDF can directly send via email

- If you enable the MAPI checkbox, Aloaha will use MAPI instead of the configured Mail server.
- You can choose “Use default eMail Client” if you do not have a MAPI Client such as Outlook installed. The generated PDF Document is then available via the Windows clipboard. Please note that not all eMail clients support clipboard drop of files.
- If you choose to send emails via SMTP, you can also configure SMTP authentication and SSL support.



Print Engine

Aloaha PDF Suite includes a PDF Print Engine that can be used to print your PDF files, even if you don't have any PDF Reader Software installed. This feature is also very useful if your printed documents need to be on your company's letterhead or any other printed document. The Printer configured here will be also used if you drop a PDF Document into the “autoprint” directory.

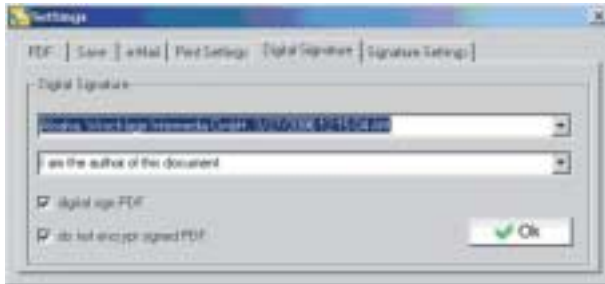


If you configure your Aloaha PDF Suite to operate in server mode, you could auto print every generated PDF document to a different printer.

Digital Signatures

Directive 1999/93/EC of the European Parliament and of the Council of 13 December 1999 on a Community framework for electronic signatures defines the use of Digital Signatures for document exchange in EU Member states. But Digital Signatures are not only a requirement in EU Member States. Other countries, such as the United States of America, have the e-Sign Act and the Uniform Electronic Transaction ACT. In the United States of America, for instance, court filings have to be provided electronically via PDF Documents.

To choose your digital certificate to sign the PDF file, click the Digital Signature Tab. In the case you do not have a digital signature yet, Wrocklage Intermedia is able to supply you with free test certificates. You can also use self signing certificates. Please note that this free test certificates are not included in any reader applications, as being from a “Trusted” or “Root” source and should only be used for testing purposes.



After you choose your digital certificate you should configure the signing reason in the drop down list below. In most countries a valid electronic signature requires the signing reason. For highest compatibility with older PDF Reader it is also wise to enable “do not encrypt signed PDF”.

How do I get a digital Certificate for Testing Purposes?

You have two possibilities. Wrocklage Intermedia GmbH is operating a non accredited Certification Server. Just go to <http://certserv.wrocklage.de/certsrv> to issue yourself a free digital certificate for testing.

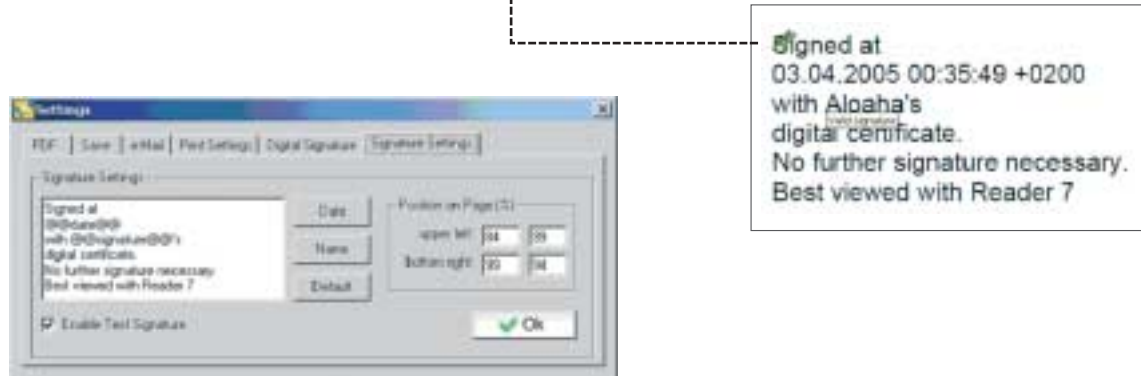
With a few clicks everybody is able to setup his own certification authority. Instructions can be found on:

http://www.aloaha.com/download/ca_authority_manual.pdf

Signature Stamp

A digital signature is saved as invisible content to the document itself. To make a signature optically more prominent it is wise to configure a visible signature stamp in “Signature Settings”. As you can see in the screenshot below, you can use a placeholder for the date and signature name.

The position and size of the signature stamp can be defined in “Position on Page”. The default setting is the right bottom of the first page. Please note that the numbers are percentages of the absolute page size. The left bottom corner of every page is the 0,0 co-ordinate.



Signature Regulations

Directive 1999/93/EC of the European Parliament:

http://www.europa.eu.int/smartapi/cgi/sga_doc?smartapi!celexplus!prod!CELEXnumdoc&lg=en&numdoc=31999L0093

German Bundeministerium der Finanzen:

<http://www.aloaha.com/download/bmf.pdf>

Malta Electronic Commerce Act:

<http://www.aloaha.com/download/chapt426.pdf>

United States Uniform Electronic Transactions Act:

<http://www.aloaha.com/cache/ueta.pdf>

Letterhead/Watermark imposition

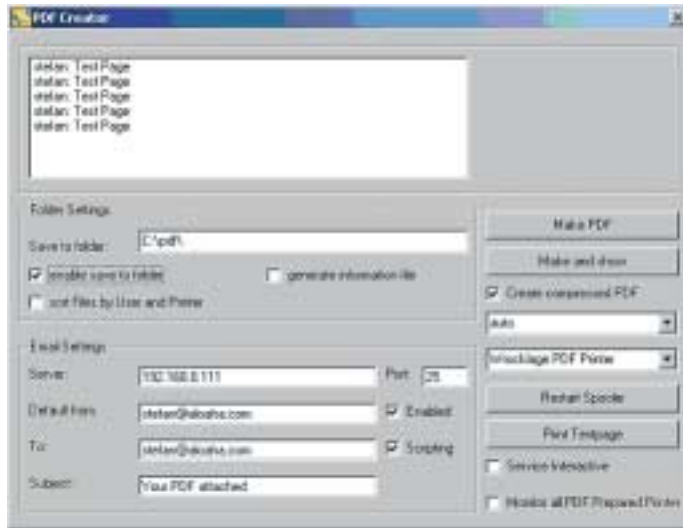
Aloha PDF Suite helps you to maintain your cooperate image by automatically applying your company's letterhead to every PDF and/or printout. Instead of using your company letterhead you could also add a disclaimer to every document, commonly used in corporate email communication.

You can design your own letterhead from every windows based application. Just print it and press “Take current Print as Letterhead”.



Server Mode

Aloaha PDF Suite can also be installed in “Server Mode”. The Aloaha PDF engine will work as a Windows service and can monitor shared printers. The main difference between user mode and server mode is that Aloaha works non interactively. No dialog boxes are shown. Generated PDF documents can be written to a defined folder and/or emailed via SMTP to a user or mail enabled Exchange public folder. To switch Aloaha to non interactive (server) mode please run creator.exe from the Aloaha PDF Suite installation directory.



To switch Aloaha to non interactive (server) mode please deactivate the option “Service Interactive” and enable “Enable Save to folder” and/or “Email Settings”.

Folder Settings:

Aloaha can be configured to keep every generated PDF Document on disk. This can be useful for document archiving purposes. In some countries it is even required by law to archive every printed document.

- **Enable save to folder**

Enables the automatic archiving of generated PDF Documents to a given disk folder.

- **Save to folder**

Storage folder for automatically generated PDF Documents.

- **Sort Files by User and Printer**

Enabling this option will create a subfolder structure like
<Save to folder>\<user>\<printer>\<date>_<JobNumber>.pdf

- **Generate information file**

If you enable this option, every document will have an information file generated for it.

Email Settings:

The integrated SMTP engine allows Aloaha to email generated documents back to the user, to an Exchange public folder or to your archiving/document management system.

- **Server**

SMTP Server to be used as mail relay.

- **Port**

Service Port of used SMTP Server.

- **Default from**

Email from of generated Mails.

- **To**

Default email recipient. If Active Directory is available the AD will be mapped to a file called user.ini. This file can be edited with notepad to override AD email addresses.

- **Subject**

Email Subject.

Please note that you can also generate test prints/PDF here. Print Jobs will show in the upper list box. You can right click on these jobs and choose further actions.

Autoprint Folder

Aloaha PDF Suite also supports batch printing and batch conversion of documents. You can drop files which need to be printed and/or converted simply, into the autoprint subfolder of the Aloaha PDF Suite installation directory. Aloaha will print them to the default windows printer. The Wrocklage PDF Printer can be configured as the Windows default, to batch convert your documents to PDF.

PDF autoprint

It makes no sense to print a PDF document again to the Wrocklage PDF Printer. PDF documents will be printed to a different printer to enable you to produce fully automatic hardcopies. To decide which printer to use for hardcopy production, this function will first look for a registry key called autoprintprinter. If this key does not contain a valid printer name, it will check the hardcopy printer configured for the Wrocklage PDF Printer. (Please refer to Options/Print Engine of this manual.)

In case even that is not configured it will default to the default system printer.

Autoprint of non PDF Documents

The autoprint folder can be used to batch convert any recognized file type to PDF. Every non PDF Document dropped into the autoprint folder will be printed to the default system printer. If you configure the Wrocklage PDF Printer as the default system printer all files will be batch converted to PDF. Please note that only file types which show a print option when you right click on them will be printed.

SPL to EMF Converter

The autoprint folder can also be used to convert SPL files into EMF files. Just drop your SPL spool files into the autoprint directory. Unless these files are in raw format Aloaha will convert them to EMF and print them.

EML autoprint

EML files can contain attachments you might want to print automatically. For example you could regularly poll a POP3 mailbox and drop the mails into the autoprint folder. Every EML file dropped into this folder will be converted to MHT and its attachments will be stripped off and re-submitted to this folder for printing.

File type based Actions

It is possible to override the default printing procedure if you want to use 3rd party software for printing or if you want to connect your own scripts. For every file extension, you can add a registry entry, as shown below (in the example for jpg and txt files). %1 is being used as a placeholder for the file.

A very fast and convenient way to convert pictures is the shimgvw.dll from Windows.

The entry to be used would look like:

```
rundll32.exe shimgvw.dll,ImageView_PrintTo/pt "%1" "Wrocklage PDF Printer"
```

Windows Registry Editor Version 5.00

```
[HKEY_LOCAL_MACHINE\SOFTWARE\Aloaha\pdf\autoprint\jpg]
"action"="rundll32.exe shimgvw.dll,ImageView_PrintTo /pt \"%1\" \"Wrocklage PDF Printer\""
```

```
[HKEY_LOCAL_MACHINE\SOFTWARE\Aloaha\pdf\autoprint\txt]
"action"="notepad /p %1"
```

Automailer

The Aloaha PDF Suite Automailer was introduced to be able to email fully automatically generated PDF Documents based on commands embedded into the original Document. To use the Aloaha PDF Suite Automailer Aloaha needs to be in non interactive mode.

Enable the Aloaha Automailer

The Aloaha Automailer makes use of the inbuilt Aloaha Scripting Engine. The Aloaha Scripting Engine extracts the content of the first page, parses it and evaluates the embedded commands. You enable the Aloaha Scripting Engine/Automailer by starting the creator.exe from the Aloaha installation directory. To re-initialize the engine you need to enable the option “Scripting” and restart the the PDF Suite Service or the creator.exe process.

Command Syntax

It is essential for the Aloaha Scripting Engine that every scripting line is formatted in the same Font, color and size. If this is not given the scripting engine might not find the commands. Obviously you are able to embed the commands in white text on white ground to make them invisible for the recipient.

The easiest way to learn the engine is to open Notepad and fill in the following example and print it to the Wrocklage PDF Printer:

```
eMailFrom: “Me” me@aloaha.com  
eMailTo: “You” you@aloaha.com  
eMailCC: “CC” cc@aloaha.com
```

```
Subject: Please find my PDF Document attached  
Body: The content of this email is attached as PDF Document
```

Please note that this sentence will be not visible in the email body but in the PDF Document. The reason is that it does not start with the Keyword Body:

```
Kind Regards  
John Doe
```

Available Automailer Commands

Per default the following Automailer commands are available. Please note that these are configured in the registry and can be changed/edited. In case you need additional commands please contact our support department.

■ Maitoline

Handles the Mail recipients. You can define the recipient(s) of the created PDF Document. Please note that you need one command/per recipient. It is possible to include the display name of the recipient as well. Please see below some examples.

eMailTo: Stefan@aloaha.com
eMailTo: "Stefan" Stefan@aloaha.com
eMailTo: "support" <support@aloaha.com>

■ Mailccline

The Mailccline defines the "Carbon Copy" recipients of the PDF Document. The default syntax is similar as the eMailTo Command. Please see the example below.

eMailCC: "Stefan" <Stefan@wrocklage.de>

■ Mailfrom

Even the mailfrom has the same syntax as the two commands explained above. The only difference is that only the first Mailfrom command will be evaluated.

eMailFrom: "Me" me@aloaha.com

■ Subject

Defines the Subject of the email. Only the first subject command will be executed. Please have a look at the example below.

Subject: Please find attached the discussed contract!

■ Body

The body command defines the TextBody of the email. All Body commands will be added up to one TextBody.

Body: As discussed in our meeting
Body: I am sending you the discussed proposal.
Body: Please note that I signed the PDF Document with my digital certificate.