> **Note: This product is distributed on a 'try-before-you-buy' basis. All features described in this documentation are enabled. The registered version does not insert a watermark in your merged pdf documents.**

About Boxoft PDF Merger

Boxoft PDF Merger is a simple, lightning-fast desktop utility program that lets you combine two or more image files or Acrobat PDF files into a single PDF document. Even Microsoft Office files can be combined also if A-PDF Office to PDF installed. Boxoft PDF Merger provides special merge methods that allow you to combine documents and document parts in a number of different ways to make your work more effective than previous versions of our product.

Boxoft PDF Merger 's convenient features include supporting 'drag and drop' for adding files to your documents, or even adding all files from a directory/folder with one click, as well as time-saving by allowing you to create an 'import' list for frequently used sets of documents to which you want to add specific additional PDFs or images.

Other features include the ability to change the Properties of the output PDF document, change its security settings, bookmarks, how a merged pdf file is displayed, and even add your own style and format of page numbering to the output PDF.

You can define the order of files/documents for your merged output, and Boxoft PDF Merger will even work with password-protected PDF files.

Boxoft PDF Merger is so versatile and feature-packed that it's the equivalent of a Swiss Army knife for PDFs! And our language options allow you to customize all menus and prompt displays.

Boxoft PDF Merger does NOT require Adobe Acrobat, and produces documents compatible with Adobe Acrobat Reader Version 5 and above.

Using Boxoft PDF Merger

Boxoft PDF Merger can be started either by launching the application via a desktop shortcut, or directly from within Windows/Windows Explorer.

When you start the program, you will be presented with the primary screen from which all actions are taken. Initially, only the 'File', 'Action', Tools, and 'Help' links are active on the toolbar, and Add is active on the icon bar.
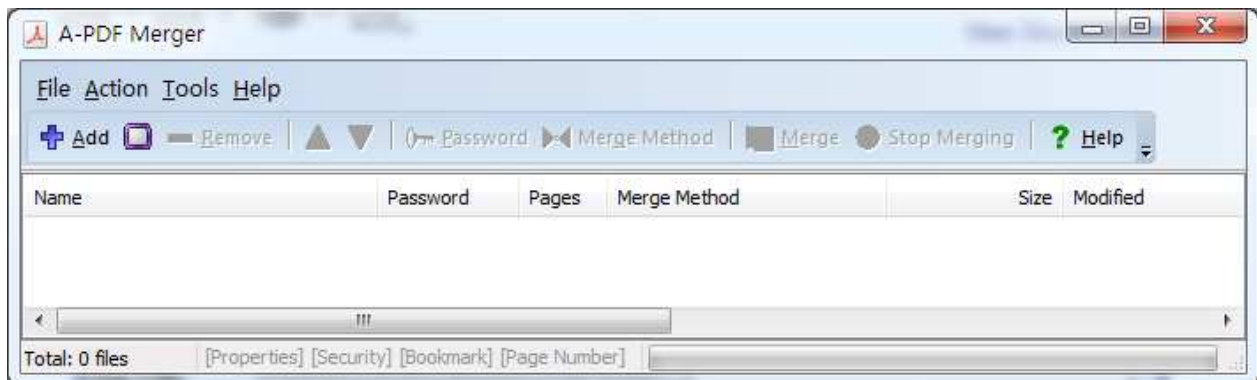
To create a merged pdf file, you must select each of the files you wish to use to create your merged pdf. You can begin that process by using the **Add** icon.

If you have maintained a 'project' folder or similar for the images you want to merge, you can import the entire folder contents by using the **Add a Directory** option.

Note that if you have a repetitive merging task where the same several files are used and one or more unique files are added, then creating an import list from the common files (by using the **Export List** option) and then using the **Import List** option from the File menu will save you time.
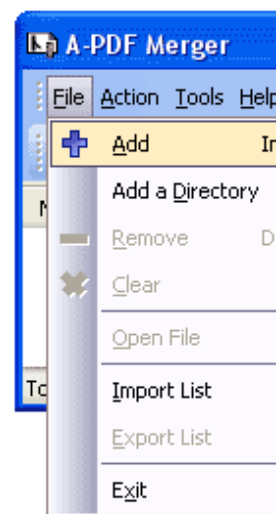
Selecting a File

Clicking the Add icon or selecting File then choosing Add will open the standard file browse and select window. From that window, you can navigate to the folder and find the file you want to add to the list of files to be merged.

Alternatively, if you are using Windows Explorer to locate files, you have the convenience of being able to 'drag and drop' files into the PDF Merger window.

Boxoft PDF Merger even allows you to select all files in a particular directory/folder by using the **Add a Directory** option from the File menu! Add a directory also supports sub-folders and allows a variety of file type filters to be applied to determine which images are merged.
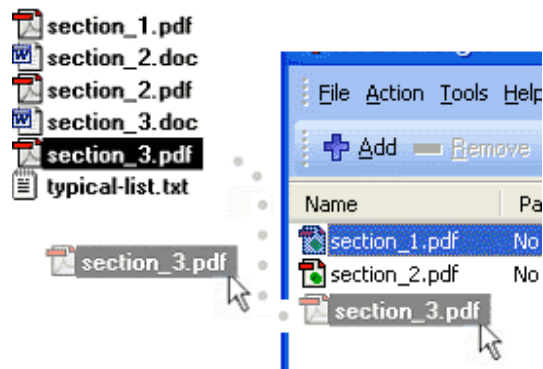
Each added file is displayed in the PDF Merger window, as seen in the example below. Note that details of any file in the list are available simply by placing your mouse pointer on the file name – file general properties information shows in a small pop-up.
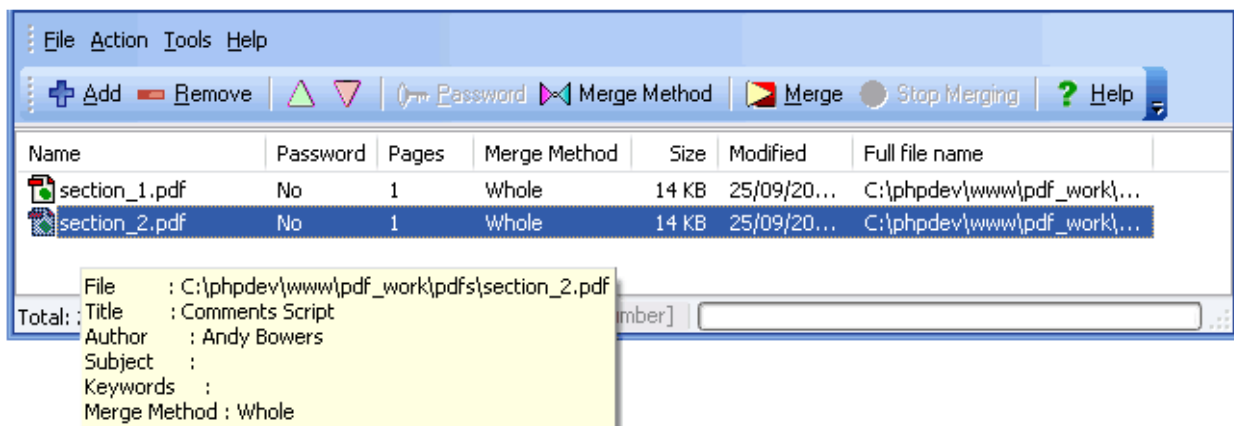
You can view any of the files in the PDF Merger window by 'double-clicking' them. That will open pdf files in your default pdf reader program (usually Adobe Reader) or open images in your default image viewer program.

With several files added, note that other icons are active. The File icon now has multiple options. As well as Add or Remove, you can export a list of the files shown in the window. In cases where you expect to produce multiple merged documents that use a common set of files, creating a list makes your work faster and easier.

Your merged pdf document will be generated in exactly the same order as files appear in this window. To change the order of files, select any file with a single click and use the **Up** and **Down** controls to re-order the list of files as needed.
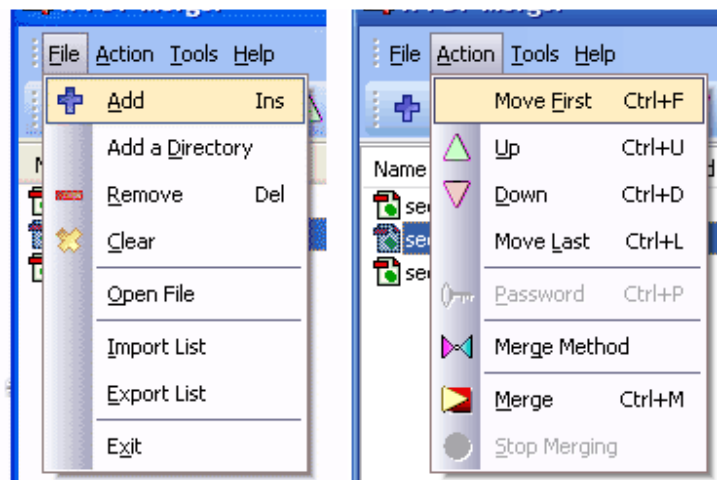
Boxoft PDF Merger uses 'smart' menus: available options in both the second row of the top-of-window menu and the dropdowns are 'grayed out' when inapplicable. For example, if the selected file has no security, then the Password options are grayed out.


Merging Files

When you have added all of the files you want to merge, and moved them into the order you want in your final document, simply click the **Merge** icon or choose Action and select **Merge** from the dropdown options.

⚠️ If any of the files you want to merge are password-protected (security may be set within Adobe Acrobat for Read and other permissions), then before merging files you need to provide the file password(s).

Files that contain passwords show 'Need' in the password column of the PDF Merger window. Click the file name where 'Need' is displayed and the Password icon becomes active. Then clicking the Password icon produces an input box for each password required.
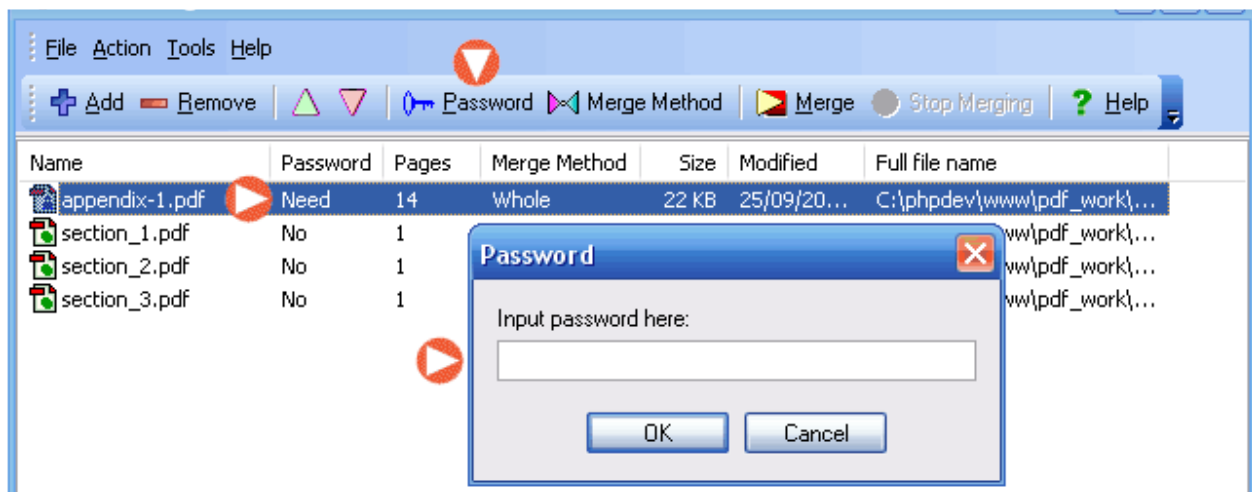
With your files arranged in the order you want for the final merged document, and any passwords needed having been entered, clicking the **Merge** icon or choosing Action then Merge generates your merged document.

The standard File Save dialog box opens allowing you to navigate to the folder where you want to save the output file and to enter a filename for the merged document.

After a successful merge, PDF Merger offers the option to open the newly created document.

Here's a timesaving tip. You can 'merge' a single file. That allows you to change the file properties and security, or change the default view layout of the file. Or using the merge methods, you can reverse the page order or remove part of a file.

Special Merge Options

Boxoft PDF Merger allows a number of special merge options to make your work simpler, faster, and more effective. When you select 'merge method' from the toolbar a new set of merge methods are displayed.

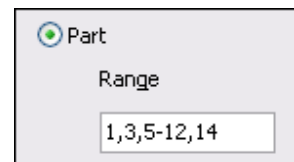The normal or default option is 'Whole' where the merged file includes all pages of the selected file.

The other alternatives allow you to set the merge method for any files in a wide variety of ways to quickly achieve results that would otherwise require a large number of separate actions.

Note that if you use merge methods other than 'whole' for any file, existing bookmarks may be lost.
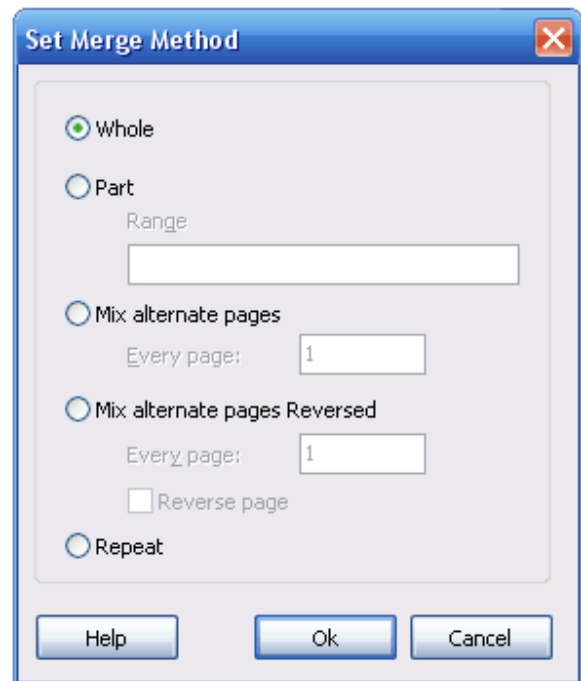
One of the most powerful merge methods is to take advantage of the 'part' merge method and the very flexible range option which supports a mixture of single page numbers and page ranges. For example, if you wanted page 1, page 3, pages 5-12, and 14 of a 20-page document, you would choose the merge method 'part' with the range choices shown in the example image at right. Then choose 'Ok' to close the Set Merge Method dialog box, and choose Merge from the toolbar. As simply as that, your new pdf file is generated containing only those pages in the range you selected. That's a considerable time-saver over other methods of splitting and re-combining files to achieve the same result!

Another method that achieves fast results that would otherwise be very time-consuming is the 'Reverse page' option. Simply choosing 'Mix alternate, every page (1), reverse page will generate an output pdf completely reversed from the original.

A few more examples of how these merge methods can be used illustrates just how flexible and powerful they are.

Example 1: the pages of a book have been scanned into two pdf files. One contains all the odd-numbered pages; the other contains all the facing even-numbered pages. Merge them into a single, consecutively numbered file by choosing merge method 'mix' for one file, and merge method 'mix reversed' for the other.

Example 2: you want to create a document from four files – a cover, pages, an inserted image (or file) named OnePage.jpg every three pages, and a back cover. With those pdfs ordered in the file list window, choose the following merge methods:

> Cover.pdf – merge method 'Whole'
> Pages.pdf – merge method 'Mix' and step of 3 pages
> OnePage.jpg – merge method 'Repeat'
> BackCover.pdf – merge method 'Whole'

Example 3: you want to transform a simple pdf with pages numbered 1,2,3 …. N into a pdf file with each page twice, i.e. the pages in the merged pdf will be 1,1,2,2,3,3 … N,N. Add the file to the file list window twice and select merge method 'Mix' for each file.

Special File Actions

Boxoft PDF Merger allows you to undertake a number of special actions to apply to your output document. Choose **Tools > Options** from the menu bar.

This brings up a multi-tab list with options for accessing and changing your PDF document. You can edit the Properties, adjust Security settings (passwords, view/print permissions, etc.), merge Bookmarks in the document, Add Page Numbering to the merged document with complete control over where and how page numbering is displayed, as well as change the merged file's "view" layout, and add a blank page to odd-numbered merged output.
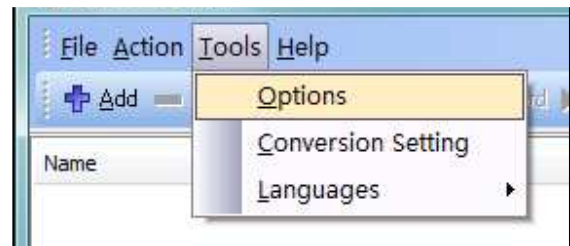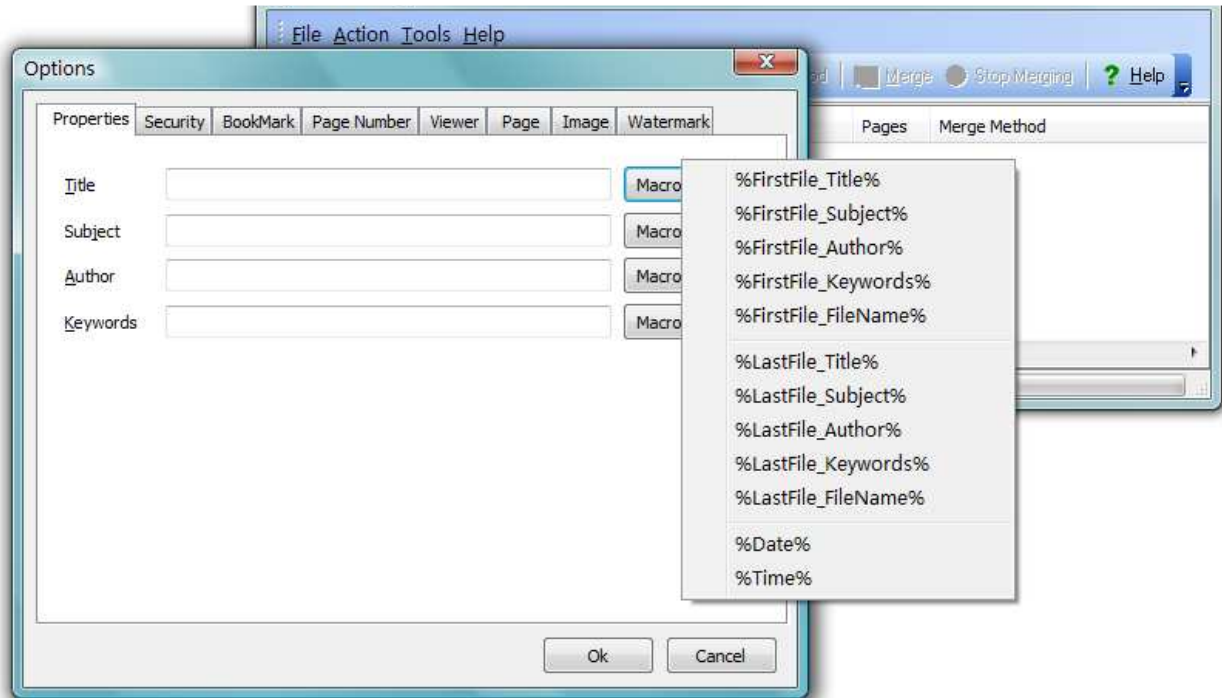
The Properties changer allows you to add/edit Title, Subject, Author, and Keywords for the PDF document. Clicking the 'Macro' button displays a list of available macros for each field and allows you to quickly select data for each field.

The Security and Bookmark options are self-guided and intuitively obvious making them very simple to use. In each case, check the uppermost checkbox to 'activate' the alternative selections on either tab.
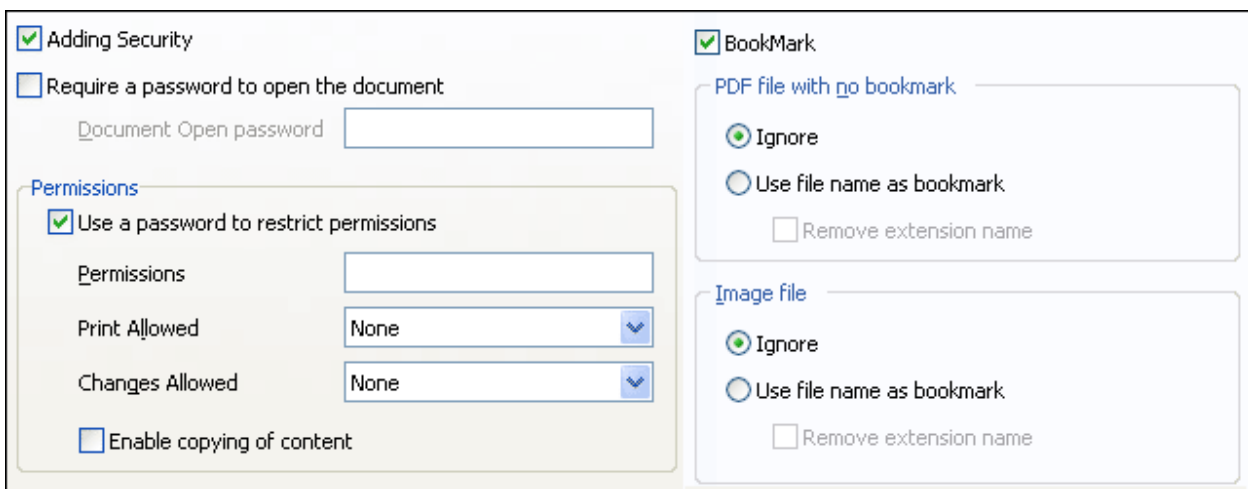
By default, page numbering is **OFF** for merged documents. The page-numbering feature allows you to select how page numbering is added to merged (or even single) documents. Check the 'Add page number to output file' box, and you can make selections simply for your output document.
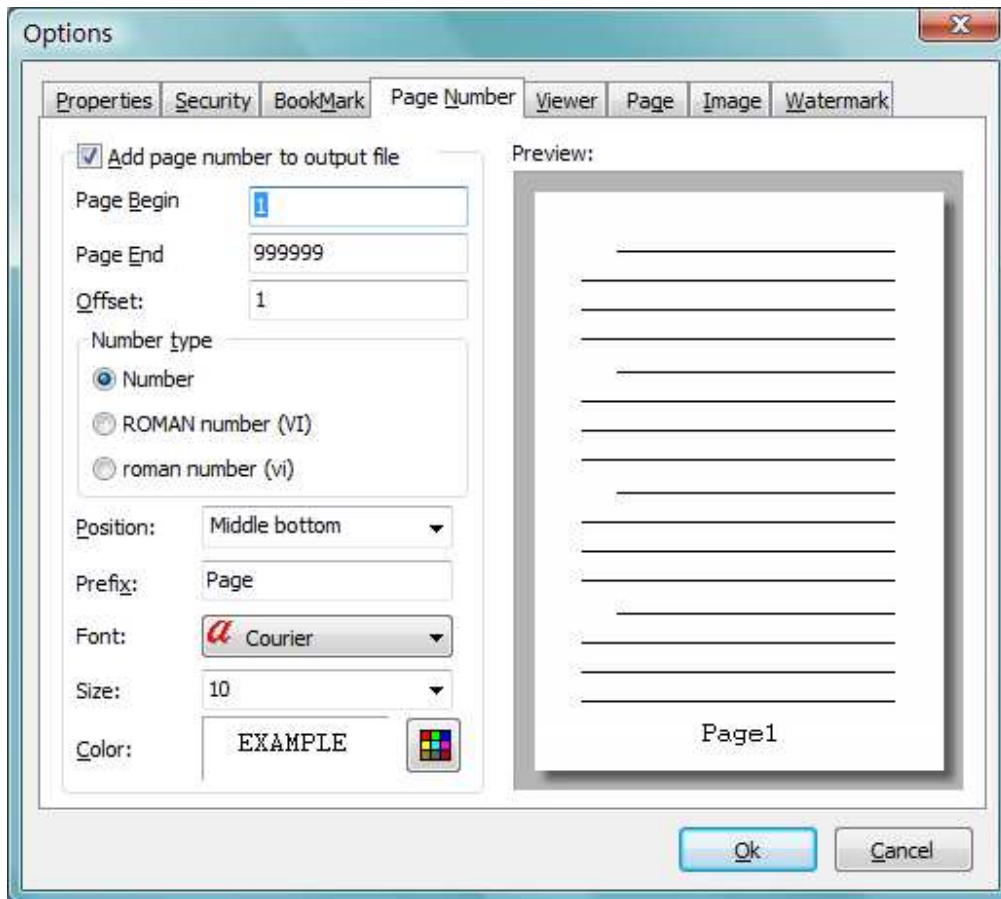
You can use any standard or .ttf font on your computer for displaying page numbers. The small live preview shows you how your selections will look before applying them. Truetype™ fonts will embed with your output PDF document.

The Viewer option allows you to set various parameters as the defaults to be used when your output pdf is viewed.

Use the dropdowns to set the document options, and the checkboxes to choose window and interface options to completely customize how your output document *first* appears when opened.

The option – page – will automatically add a blank page to each document in your merge list that has an odd number of pages. This allows your merged document to have each new section to begin with a 'right hand' page when printed.

The image option will set the default DPI of images. If a image has not contains DPI information, Boxoft PDF Merge will use the DPI value.

The watermark option will allow you to set another PDF file as watermark, e.g. a letter header. You can use it as background or front.

Boxoft PDF Merger 's options add incredible flexibility to your merged document features and presentation!
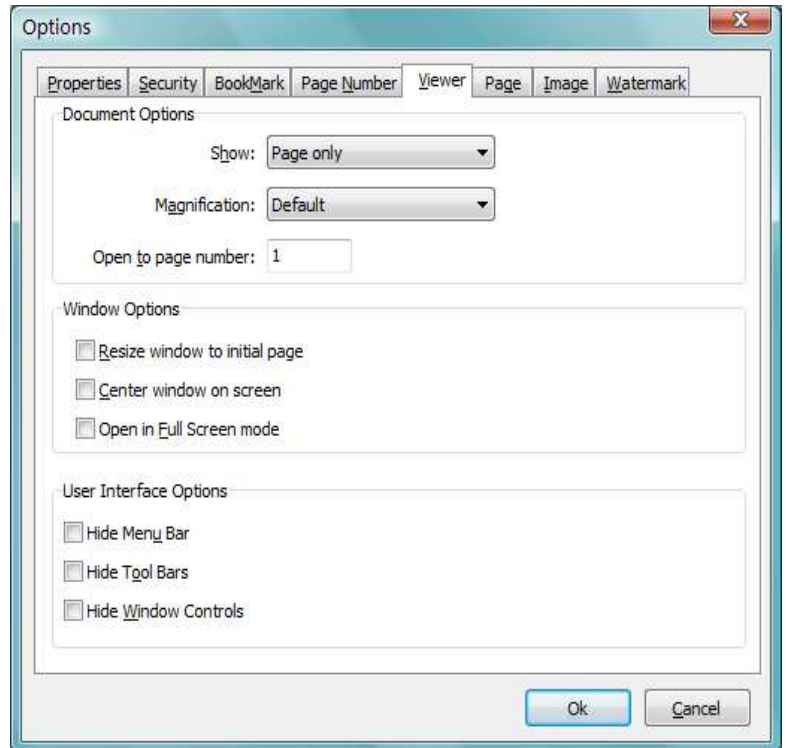
Conversion Setting

Choosing **Tools > Conversion Setting** from the menu bar allow you to set how the Microsoft Office files convert.

Generally, the program can find correct conversion application automatically. You can also special the conversion application location also. The program will use A-PDF Word to PDF/A-PDF Excel to PDF/A-PDF PPT to PDF preferentially, instead of A-PDF Office to PDF if installed. You can force to use A-PDF Office to PDF firstly.
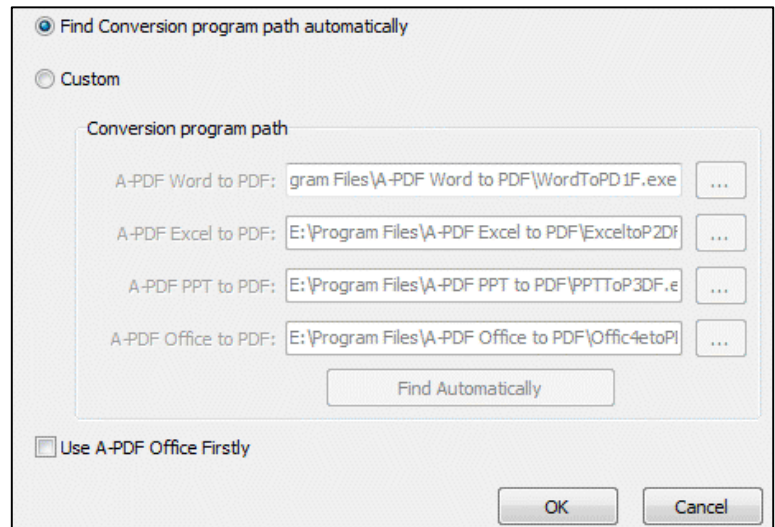
Language Options

Choosing **Tools > Languages** from the menu bar allows you to customize how PDF-Merger's menus and prompts are displayed.

New language file prompts for a language name, and then opens the default language file to allow you to edit and save it. The *next* time you start PDF-Merger, the language options will include your new language file.
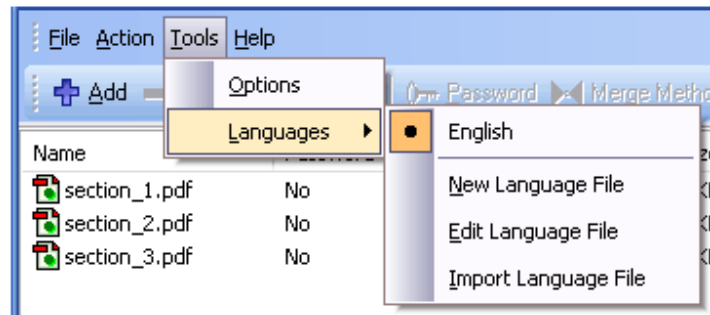
Edit language file opens the language file with your default text editor. You can make careful changes to the language file, then save your changes. Import language file allows you to select a saved language file.

Working Smarter

Create an import list when you have selected all of the common files that will be used in various merged final documents. **Export** that list for use when you need to generate different merged documents that contain those same common files.

Ending Your Session

When you have completed your work, choose the **File** option and select **Exit** from the dropdown list.

More detail please visit: http://www.Boxoft.com/pdf-merger