Easy Pdf Maker Make More Money

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Manager. This means all projects, outsourcing contacts, reminders, books, articles and purchased items. Everything is backed up into a zip file. 1. Click the Home tab 2. Select the Backup All button 9) Restoring data Restoring a back up is similar to the backup process. All data that including purchased items, books and articles will be deleted that were added after the backup occurred. Restoring to previous backup. 1. Click the Home tab 2. Select the Restore All 3. Verify that you understand that all data added after the backup will be deleted by clicking OK 4. Select the backup 5. Click Open 10) Updating document information 1. Click the Document Tab on the top 2. Click the Information button within the document group 3. Update the information and click OK 4. Click File tab on the top 5. Click Save drop down then Save to update all changes 11) Changing fonts 1. Click Style Tab on the top 2. In the Font group, click the Properties 3. Select the changes and click OK 12) Headers and Footers The headers and footers will appear on every page of the document except the first page. The first page will have a separate header and footer. The process to add, edit and delete are the same for all headers and footers. Adding a Header and Footer 1. Go to the Insert tab at the top 2. Click the Header or Footer button 3. Type in the text you want and click OK Editing Header and Footers 1. Double clicking the header and footer will allow you to edit 2. Edit the content like you would any other text 3. Click off the header or footer to end editing 13) Hyperlinks 1. Go to the Insert Tab 2. Click the Hyperlink button 3. Type in the text you want displayed in the Link Text field 4. Type in the website address you want to the text to link to 5. Select the box to make the link blue highlighted 6. Click Ok when finished 14) Images Add Image 1. Click the Insert Tab 2. Click The Image button 3. Find the appropriate image and select Open 4. Resize Image and drag image to the size and location wanted 15) Editing Image Properties 1. Select the image you want to edit 2. Click the Style Tab 3. Click the Image button 4. Edit the properties and click OK 16) Text Frames Text frames are individual text areas that different font styles and colors can be used without affecting the rest of the document. These text frames can be moved to any portion of the document by clicking and dragging the text frame. Adding New Text Frame 1. Click on the Insert tab 2. Click the Text Frame button 3. Drag and resize the new text frame by clicking on it Editing Text Frame Properties 1. Select the Text Frame you want to edit 2. Click the Style Tab 3. Click the Text Frame 4. Edit the properties and click Ok 17) Generating PDF Easy PDF Maker can generate PDFs without having any additional software installed. You can specify any security settings when generating your PDF. All security options for your PDF are saved. Create a PDF 1. Click the PDF button. 2. Select the PDF Security options and passwords you

want 3. Click Ok 4. Type in the File Name and location you want to save to 5. Click Save 18) Saving documents There are two ways to save your documents. Easy PDF Maker keeps its own version that you can edit. For distribution, you can also save the document as a Word, RTF, Text or HTML formats. To Distribute Your Content 1. Click Save drop down 2. Select Save As 3. Enter in a file name 4. Select a file type 5. Click Save

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