

Kofax Power PDF

Getting Started Guide

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The KOFAX logo is rendered in a bold, blue, sans-serif typeface. The letters are thick and closely spaced, with a consistent weight throughout the word.

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Preface

This guide includes the information you need to [install Kofax Power PDF](#), activate the product license, and start using the program. For detailed information about the product features and user interface, see [Help for Kofax Power PDF](#).

Product documentation

The Kofax Power PDF documentation set includes:

- *Kofax Power PDF Getting Started Guide*
- *Help for Kofax Power PDF*
- *Kofax Power PDF Release Notes*
- *Kofax Power PDF Network Installation Guide (English)*

The full documentation set for Kofax Power PDF is available online:

<https://docshield.kofax.com/Portal/Products/PowerPDF/4.0.0-u2prycyg8w/PowerPDF.htm>

You can also access the online help from the Kofax Power PDF product interface.

Offline documentation

If the security policy for your organization restricts Internet access, you can access the Kofax Power PDF documentation in offline or "on premises" mode, which is supported with an Advanced Volume license.

To obtain the documentation for use in offline mode, go to the [Kofax Fulfillment Site](#) to download `KofaxPowerPDFDocumentation_4.0.0.zip`, which contains documentation for all supported languages. The system administrator can refer to the instructions in the "Installation in Distributed Environments" chapter in the *Kofax Power PDF Network Installation Guide* to set the preferred mode for accessing online help.

Note The Power PDF documentation .zip file does not include the release notes files, which are available as separate downloads from the Kofax Fulfillment Site.

See [Offline documentation files](#) for a list of documentation translations that are available for use in offline mode.

System requirements

System requirements for this product are listed in the *Kofax Power PDF Technical Specifications* document, which is available [online](#) with your Kofax Power PDF documentation, and from the [Kofax](#)

[Knowledge Base](#). The document is updated regularly, and we recommend that you review it carefully before installing your product.

Scanner support

Your scanner must be installed according to the scanner manufacturer's specifications prior to connecting it for use with Kofax Power PDF. Please consult your scanner documentation for information on installation procedures.

Compatibility

Kofax Power PDF is compatible with most industry-standard scanners (see [TWAIN, WIA, ISIS, and ScanSnap drivers](#) and [Scanner Setup Wizard](#) for details). If you have a problem with your scanner, contact the scanner manufacturer for assistance. Scanner manufacturers typically maintain websites that provide the latest scanner drivers, answers to frequently asked questions, and other useful information.

TWAIN, WIA, ISIS, and ScanSnap drivers

Kofax Power PDF supports a wide range of scanners controlled by the following drivers:

- TWAIN (Technology Without an Interesting Name)
- WIA (Windows Image Acquisition)
- ISIS (Image and Scanner Interface Specification)
- Fujitsu ScanSnap

Power PDF supports any fully-compliant TWAIN, WIA, ISIS or ScanSnap scanner or other input device that can provide at least a binary (black and white) image in a supported resolution (200 to 600 dpi). The scanning process is driven either from the user interface provided by the scanner manufacturer, or by using predefined settings (one-touch scan) without the user interface.

Scanner Setup Wizard

Kofax Power PDF includes a Scanner Setup Wizard to help you set up and configure your scanner for use with your software. The wizard is launched automatically the first time you scan images to include in a PDF document. You can also launch the wizard from the Scan Settings group on the Home tab.

Even though the Scanner Setup Wizard preselects a scanning mode for your hardware, we recommend that you carefully select the option that is best-suited to your scanner:

- Safe mode: Preselected for unknown scanners by default to support basic scanning functions.
- Normal mode: Preselected if the scanner is automatically recognized by the Scanner Setup Wizard, so all special features for the device are available. We recommend that you use normal mode whenever possible.
- Custom mode: Select this mode to let the Scanner Wizard guide you through a test process to determine the best settings for your scanner features.

Power PDF checks regularly for new scanner setting updates and prompts you to apply them before starting a scan job.

Training

Kofax offers both classroom and computer-based training to help you make the most of your Power PDF solution. Visit the Kofax website at www.kofax.com for details about the available training options and schedules.

Getting help with Kofax products

The [Kofax Knowledge Base](#) repository contains articles that are updated on a regular basis to keep you informed about Kofax products. We encourage you to use the Knowledge Base to obtain answers to your product questions.

To access the Kofax Knowledge Base, go to the [Kofax website](#) and select Support on the home page.

Note The Kofax Knowledge Base is optimized for use with Google Chrome, Mozilla Firefox or Microsoft Edge.

The Kofax Knowledge Base provides:

- Powerful search capabilities to help you quickly locate the information you need.
Type your search terms or phrase into the **Search** box, and then click the search icon.
- Product information, configuration details and documentation, including release news.
Scroll through the Kofax Knowledge Base home page to locate a product family. Then click a product family name to view a list of related articles. Please note that some product families require a valid Kofax Portal login to view related articles.
- Access to the Kofax Customer Portal (for eligible customers).
Click the **Customer Support** link at the top of the page, and then click **Log in to the Customer Portal**.
- Access to the Kofax Partner Portal (for eligible partners).
Click the **Partner Support** link at the top of the page, and then click **Log in to the Partner Portal**.
- Access to Kofax support commitments, lifecycle policies, electronic fulfillment details, and self-service tools.
Scroll to the **General Support** section, click **Support Details**, and then select the appropriate tab.

Installation

This section includes the procedures you need to successfully install, activate and launch Kofax Power PDF.

You must have administrator rights on the computer to install and activate the program, along with Internet access to perform the activation.

Important If you have an Advanced Volume license, refer to the *Kofax Power PDF Network Installation Guide* for instructions on installing the product in a distributed environment.

Install and launch Kofax Power PDF

Use this procedure to install Kofax Power PDF and launch the program the first time. The procedure applies to both Power PDF Standard and Power PDF Advanced.

1. If you plan to use a scanner with Kofax Power PDF, confirm that it is installed and connected to the computer according to the manufacturer's instructions.
2. Confirm that you are logged in to your computer as a user with Administrator rights.
3. Close Microsoft browsers and applications such as Word, Outlook, PowerPoint or Excel, so they can be integrated with Kofax Power PDF during the installation.
4. In the folder where you downloaded the Kofax Power PDF product files to your computer, double-click **Setup.exe**.
The **Kofax Setup Launcher** appears.
5. Before proceeding with the installation, you can do the following:
 - Click **Change installation language** to open a list of languages for running the installer and viewing the product interface. When the list appears, select the preferred language.
 - Click **Learn more** to view the *Kofax Power PDF Getting Started Guide* in the same language selected for the installation.

6. Click **Install** to start the **InstallShield Wizard**, and then follow the prompts.
 - a. If any Microsoft Office applications are still open, you are prompted to close them before proceeding.
 - b. When the **Welcome to the InstallShield Wizard** screen appears, click **Next**.
 - c. On the **License Agreement** screen, review the terms in the viewing window or click **Print** to print the full agreement. Select **I accept the terms in the license agreement**, and click **Next**.
 - d. On the **Customer Information** screen, enter a user name and organization, such as User 1 and ABC Company, and click **Next**.
 - e. On the **Setup Type** screen, select **Typical** to install the standard product components; or select **Custom** to selectively install components. See [Custom setup](#) for details about customization options. Click **Next**.
 - f. On the **Destination Folder** screen, accept the default path for installing the product files, or click **Change** to specify another location. Click **Next**.
 - g. On the **Final Choices** screen, clear or select any check box, based on your preferences.
 - h. On the **Ready to Install the Program** screen, do one or both of the following:
 - Click **Back** to review or update the setup preferences.
 - Click **Install** to proceed with the installation.A progress indicator appears during the installation.
 - i. When notified that the installation is complete, click **Finish**.
The **Kofax Setup Launcher** appears.
7. Click **Launch the application** to start the program.
8. When prompted, select one of the following options and click **Launch** or **Next**, as applicable:
 - **Launch in Trial Mode**: Use the product without a license any time during a 15-day trial period, which begins with the date of the product installation. If the trial period expires without license activation, Power PDF automatically switches to [Reader Mode](#).
 - **Activate product**: Activate your product license using a serial number sequence provided at the time of product purchase. When entering the sequence, always enter a numeric zero (0) instead of the alphabetic character (O).
Keep your serial number in a secure location, as it is verified during product activation and required if you reinstall the product in the future.
 - **Purchase Serial Number**: Access a Kofax site where you can purchase a serial number to activate your product license.To activate the license later, see [Activate or register the product after installation](#).
9. When you launch the program the first time, you are prompted to set Kofax Power PDF as your default PDF application. Click **Yes**.
10. After starting the program, press F1 to open the online help, which offers detailed information about using Power PDF features.

Custom setup

During the product installation setup, you can access the Custom Setup screen to specify which features to install or remove. Click the expand (+) or collapse (-) icons to open or close a set of related features. Use the following buttons to selectively add or remove features from the installation setup:

-  Add the feature to the custom setup.
-  Add all subfeatures within the feature group to the setup.
-  Remove the feature from the setup.

Changes are applied when the InstallShield Wizard processing is finished.

On the Custom Setup screen, you can update the setup for the following feature sets:

- **Language Support:** Add or remove language packs to use a localized version of Power PDF.
- **Specialized document processing:** Optionally remove a range of document processing features that are installed by default.
- **Integration:** Add or remove integration of Power PDF with other programs such as Microsoft Office applications or Internet browsers. By default, most programs listed are enabled, provided they are installed on your computer. Only Windows Desktop Search Support is deselected by default.
- **Connectors:** Add or remove the cloud and DMS connectors listed in the Connectors group. This option supports the ability to open, convert or update PDF files from cloud-based storage and Document Management Systems (DMS) and then return the files to their original locations. For details on cloud and DMS support, see the [integration notes](#).
- **PDF Convert:** Optionally remove Convert Assistant (installed by default), which supports the ability to unlock PDF/XPS files.
- **Collect Usage Data:** Add the ability to collect data about your Power PDF usage. No personal data or files are collected.

Note Power PDF setup does not install any speech languages. To manage languages in Windows 10, select **Settings > Time & Language > Language**.

Important integration notes

Integrations with Microsoft Office applications or similar can be modified within Power PDF, as described earlier. Integrations with cloud connectors and DMS function as follows:

- In Power PDF Standard with a Typical setup, the connectors for Evernote and OneDrive are installed and available in the Connectors tab. In a Custom setup, the Evernote and OneDrive connectors can be deselected. DMS support is not supported in Power PDF Standard.
- In Power PDF Advanced with a Typical setup, no connectors are installed by default. With a Custom setup, all connectors are deselected by default. To install these integrations, you must perform a

Custom setup, open the Connectors group, and select the cloud connectors and DMS integrations you need. To change the selections after installation, do the following to access the Custom Setup screen:

1. Start the Windows Control Panel.
2. Select **Programs > Uninstall a program**.
3. In the **Programs and Features** window, right-click **Kofax Power PDF** or **Kofax Power PDF Advanced**, and then select **Change** in the context menu.
The InstallShield Wizard appears.
4. In the InstallShield Wizard, on the **Program Maintenance** page, click **Modify / Repair** to proceed to the Custom Setup screen.
5. On the **Custom Setup** screen, update your selections as explained above, and click **Next** to continue.
6. When prompted, click **Finish** to close the InstallShield Wizard.

Activate or register the product after installation

When starting Kofax Power PDF the first time, you are prompted to proceed in Trial Mode, or to activate, purchase and register the product. Once activation is complete, you are prompted to register the product. Registration gives you the ability to receive information about product updates and features via email, and your personal information remains secure. Internet access is required to activate or register the product.

If your product is not activated, the following options are presented each time you start Kofax Power PDF or components such as PDF Create Assistant, Convert Assistant, or the Kofax PDF printer driver.

Launch in Trial Mode

Bypass license activation and use the product any time during the 15-day trial period, which begins with the date of the product installation. Each time you start the product during that period, you are prompted to continue in Trial Mode, or to purchase and activate a license.

Launch in Reader Mode

Continue to use Power PDF with limited access to features, if the 15-day trial period has expired without license activation. See [Reader mode](#).

Activate product

Enter a serial number to activate the product license and discontinue Trial Mode. If you start the product without activating the license, an activation option is also available from the Home tab.

Purchase Serial Number

Access the Kofax website to purchase a Power PDF license and obtain the serial number required for activation.

When uninstalling the product, the license is deactivated. You can reactivate the same license later if you reinstall Power PDF.

Reader Mode

If the 15-day trial period expires without license activation, Power PDF automatically switches to Reader Mode. In Reader Mode, you can continue to use Power PDF with limited access to features. For example, you can view, print, or insert comments in documents, but access is not available for:

- PDF creation using a Power PDF printer
- PDF creation using PDF Create Assistant
- PDF creation using commands on the Kofax PDF tab in Microsoft Office applications or Internet browsers
- PDF editing using the Edit Text, Edit Object tools, or Advanced edit mode
- PDF conversion using Power PDF or Convert Assistant

Start Kofax Power PDF

Several ways are available to start Kofax Power PDF.

Start menu

Navigate from the Windows Start menu and select **Power PDF Standard** or **Power PDF Advanced** to start the program.

Then select **File > Open** to select one or more PDF files. If you select multiple files, each one is opened in a separate window. If you select Microsoft Office files (*.doc, * docx, *.rtf, *.xls, * xlsx,*.pptx), or .xps files, they are converted immediately to PDF format and displayed in separate windows. The source files remain intact.

Program icon

Click the **Power PDF Standard** or **Power PDF Advanced** program icon on your Windows Desktop or from the taskbar. To open PDF files, use the same procedure described above for the Start menu.

Double-click a PDF file

If Kofax Power PDF is set as your default PDF application, double-click any PDF file to start the program and open the selected file. If Kofax Power PDF is not the default PDF application, right-click a PDF file and select **Open with > Kofax Power PDF**.

Drag and drop files

You can drag PDF files onto the Kofax Power PDF program window to open them. You can also drag documents (.doc, .docx, or .txt), Excel spreadsheets (.xls, .xlsx), PowerPoint slides (.pptx) or .xps files to convert them to PDF format while leaving the source files intact.

Right-click PDF or Microsoft Office files

From your Windows Desktop or in File Explorer, right-click one or more PDF or Microsoft Office application files. When the context menu appears, select to create, combine, overlay or package the files.

Windows jump list

Click the program icon to start Kofax Power PDF or right-click to open a recently opened PDF file. You can also select to create a PDF from your scanner or from another file (PDF Create) and also convert a PDF file to an editable format (PDF Convert).

Uninstall Kofax Power PDF

Use this procedure to uninstall Kofax Power PDF. When you uninstall the program, the license is automatically deactivated. You can reactivate the license if you reinstall Kofax Power PDF.

1. Close Microsoft browsers and applications that are integrated with Kofax Power PDF.
2. Close Kofax Power PDF.
3. Remove all product components:
 - a. From Windows Control Panel, select **Programs > Uninstall a program**.
 - b. On the **Uninstall or change a program** list, select **Kofax Power PDF Standard** or **Kofax Power PDF Advanced**, as applicable.
 - c. Right-click and select **Uninstall**.
 - d. If prompted to remove user settings, click one of the following:
 - **Yes**: Remove any custom settings applied from the **Options** dialog box and clear the history from the **Recent Documents** list.
 - **No**: Retain custom user settings and the history in the **Recent Documents** list. This option may be useful if you plan to reinstall the program.

The program is removed according to your preferences.

Offline documentation files

When you download the master offline documentation file for Power PDF from the [Kofax Fulfillment Site](#), the extracted contents include the following documentation .zip files for use in offline mode.

Documentation .zip file name	Language
KofaxPowerPDFDocumentation_4.0.0.zip	Master file with all languages
KofaxPowerPDFDocumentation_4.0.0_zh-CHS.zip	Simplified Chinese
KofaxPowerPDFDocumentation_4.0.0_zh-CHT.zip	Traditional Chinese
KofaxPowerPDFDocumentation_4.0.0_CZ.zip	Czech
KofaxPowerPDFDocumentation_4.0.0_DA.zip	Danish
KofaxPowerPDFDocumentation_4.0.0_NL.zip	Dutch
KofaxPowerPDFDocumentation_4.0.0_DE.zip	German
KofaxPowerPDFDocumentation_4.0.0_EN.zip	English
KofaxPowerPDFDocumentation_4.0.0_ES.zip	Spanish
KofaxPowerPDFDocumentation_4.0.0_FI.zip	Finnish
KofaxPowerPDFDocumentation_4.0.0_FR.zip	French
KofaxPowerPDFDocumentation_4.0.0_HU.zip	Hungarian
KofaxPowerPDFDocumentation_4.0.0_IT.zip	Italian

Documentation .zip file name	Language
KofaxPowerPDFDocumentation_4.0.0_JA.zip	Japanese
KofaxPowerPDFDocumentation_4.0.0_KO.zip	Korean
KofaxPowerPDFDocumentation_4.0.0_NO.zip	Norwegian
KofaxPowerPDFDocumentation_4.0.0_PL.zip	Polish
KofaxPowerPDFDocumentation_4.0.0_pt-BR.zip	Brazilian Portuguese
KofaxPowerPDFDocumentation_4.0.0_RU.zip	Russian
KofaxPowerPDFDocumentation_4.0.0_SV.zip	Swedish
KofaxPowerPDFDocumentation_4.0.0_TR.zip	Turkish