

CH29 - Using Nuance PDF converter to manage documents

Nuance PDF Converter software is designed to view, manipulate and manage PDF files. You may find this software useful for managing applicant packs that have been downloaded from e-Recruitment.

For example you may want to include references in an applicant pack, add page numbers or a table of contents before sending it to the shortlisting or interview panel.



NOTE: Please note that this guide has been produced by the HRIS Support Centre to raise awareness of the capabilities of Nuance PDF Converter Enterprise 8 version 8.1. We cannot guarantee that all departments are able to provide this software, or that the guide will apply to all versions. We are unable to provide technical advice or support on the use of this tool.

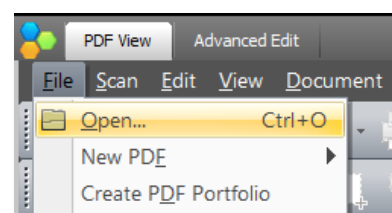
This guide covers the following process steps:

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3.	Inserting headers and footers	4
4.	Inserting page numbers	6
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1. Opening a file

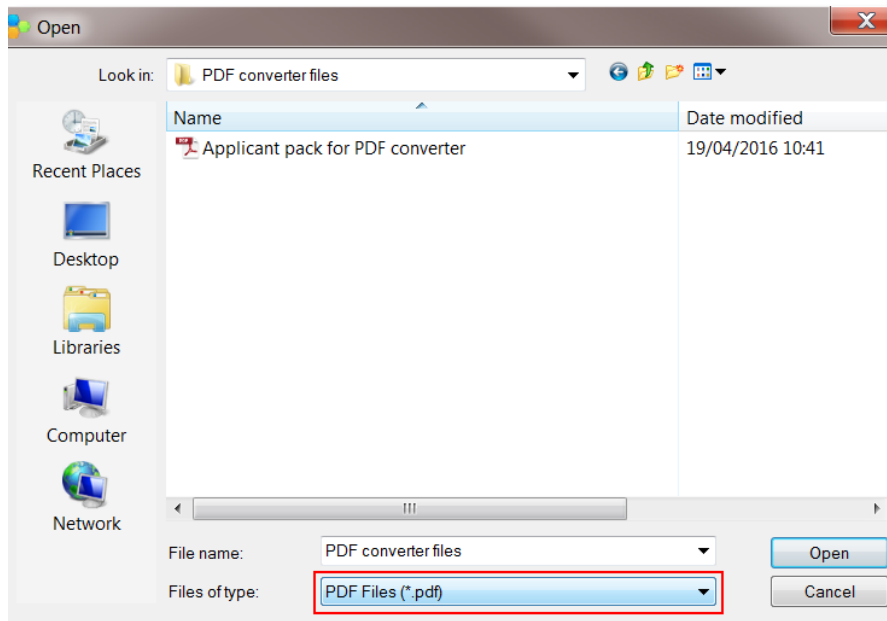
From the start menu on your PC open the Nuance PDF Converter Enterprise folder and choose PDF Converter Enterprise. If it's not there you may be able to download it from the Oxford Applications Installer if you have this option. If you do not have the software and do not have the Oxford Applications installer please speak to your local IT to check whether the software is available in your department.

- 1.1.** Go to **file > open** and browse for the file you want to work with.



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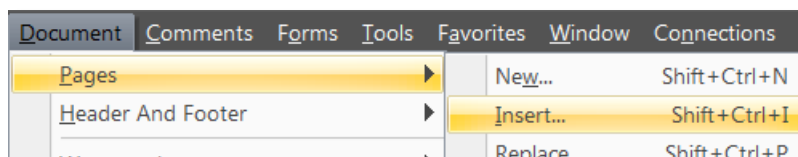
The *browse window* opens: Remember to change the view to 'all files' as it defaults to pdf files every time you browse.



2. Adding a header page

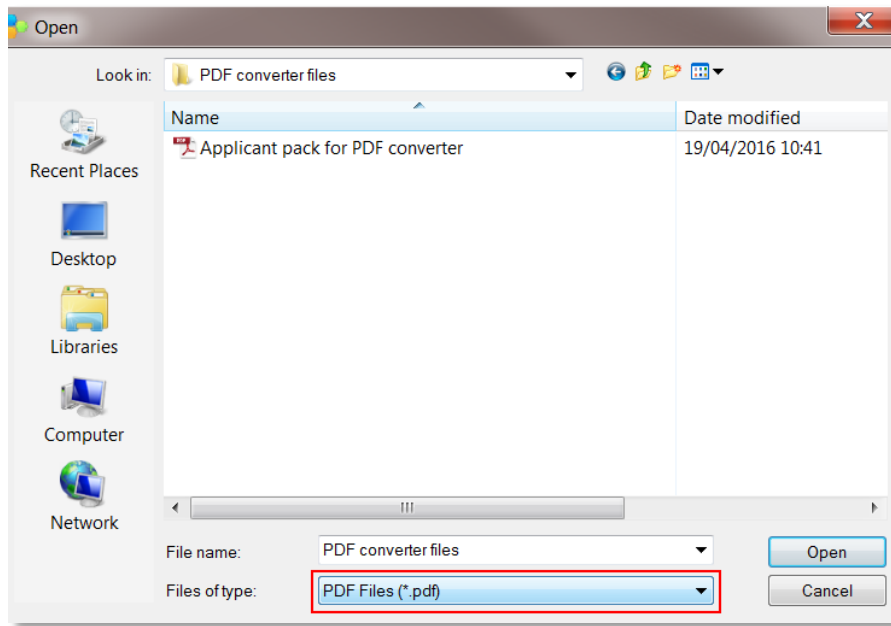
2.1 Create the header page as a separate file and save it.

2.2 To insert the page go to **Document > Pages > Insert...**

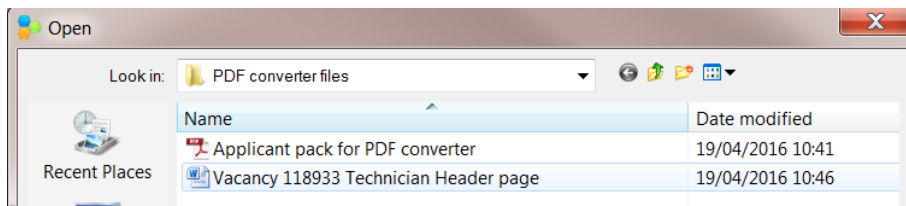


2.3 Browse for the file you want to insert. Remember to change the view to 'all files' as it defaults to pdf files every time you browse.

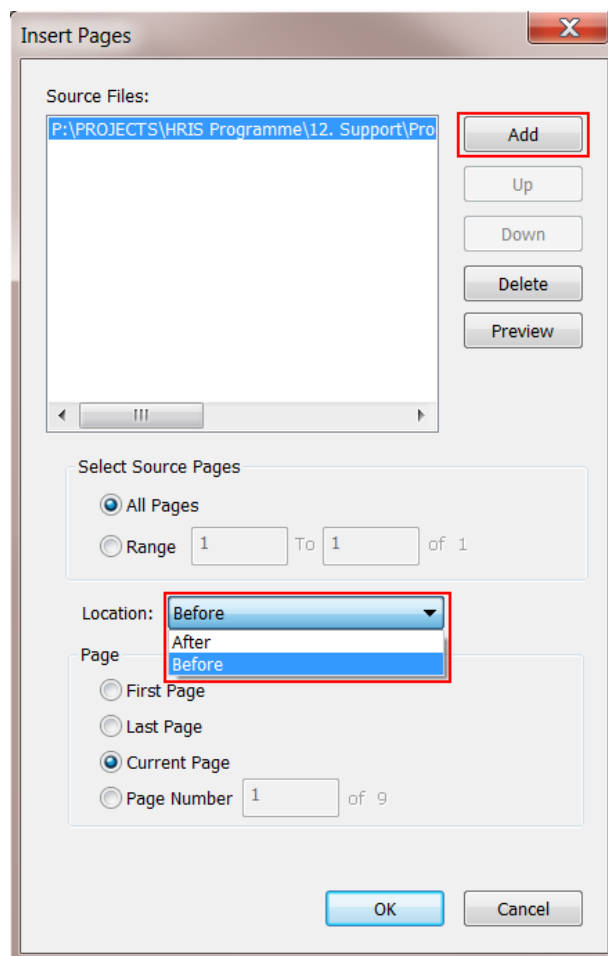
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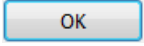


2.4 Double click on the file you want to insert.



The 'Insert Pages' window opens:



2.5 Amend the location and page options as required, eg before or after the current page open in the PDF converter. Click on .

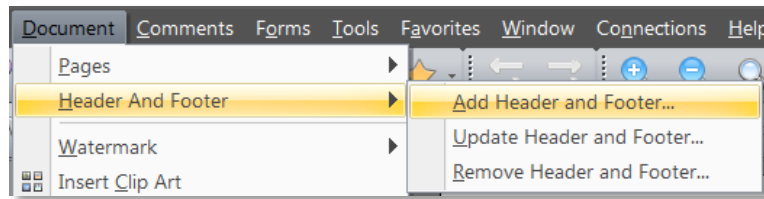


You can inset multiple files at the same time by clicking **add** then browsing for the next file but they will all be inserted in the same place. You cannot choose a different location and page option for each file inserted if you add them in this way. If you want to insert further files in a different location, click ok to insert the current file(s) chosen and then follow the steps again and change the location and page options to insert files in a different location.

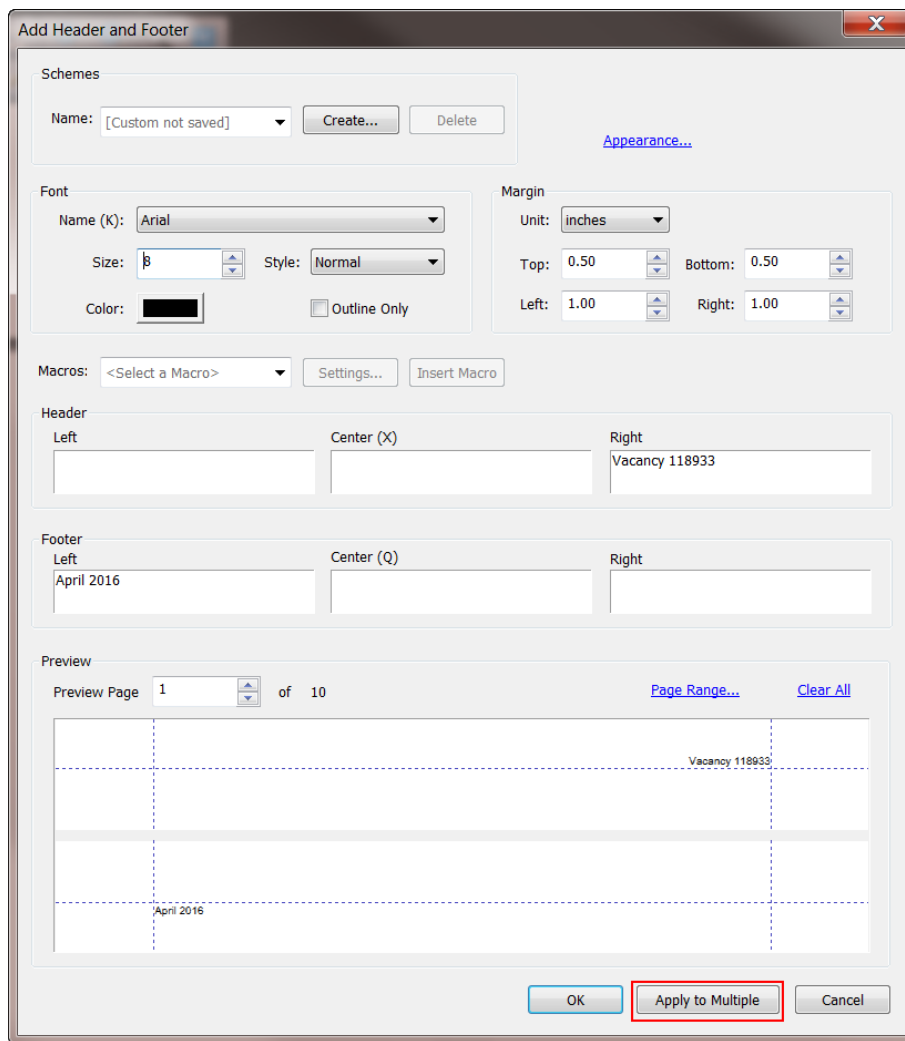
3. Inserting headers and footers

3.1 Go to **Document > Header and Footer > Add Header and Footer**

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The 'Add Header and Footer' window opens:

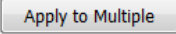


3.2 Enter details and format as required and click .



In the preview pane you can view each page to check that the header/footer appear as required and do not overlap any key information.

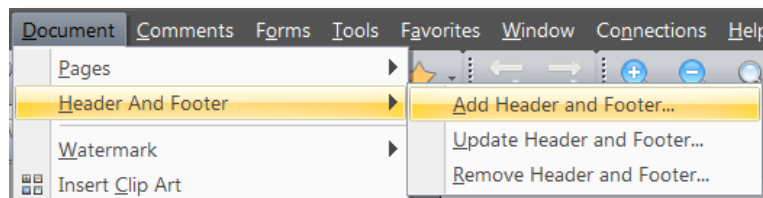
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3.3 If you want to apply the same header and footer to multiple documents click on  and browse to add further documents as required.

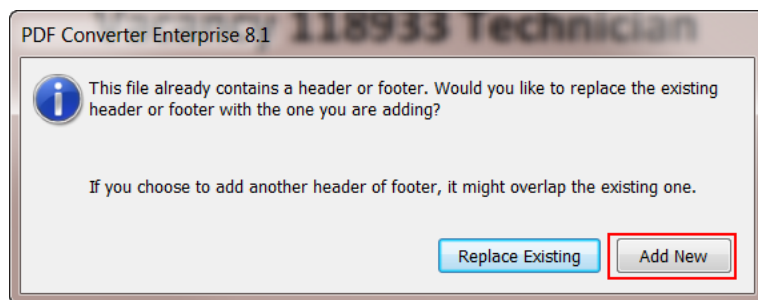
4. Inserting page numbers

It's best to do this once you have your final document. If you attempt to insert page numbers on the individual documents before you start or add them as you go it can cause a conflict in the macro and not work correctly.

4.1 Go to **Document > Header and Footer > Add Header and Footer**



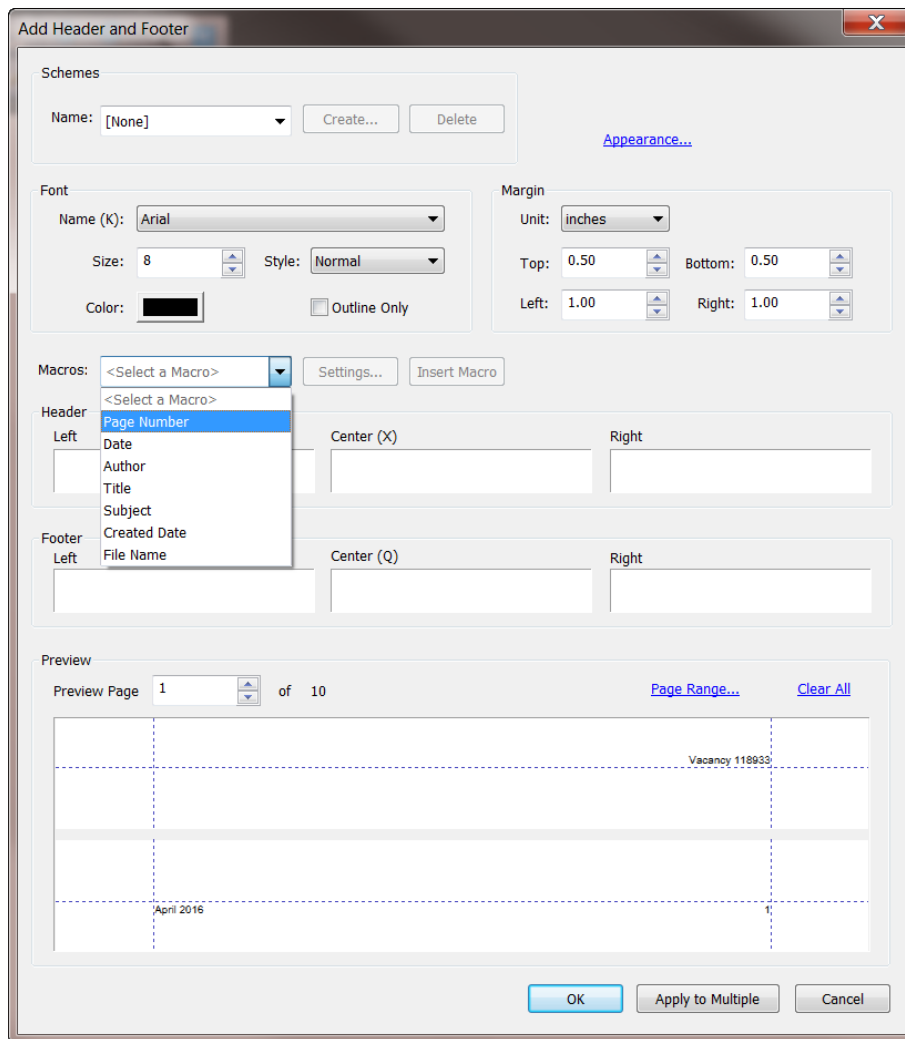
If you have already inserted a header/footer the following message will appear:



4.2 Always choose  .

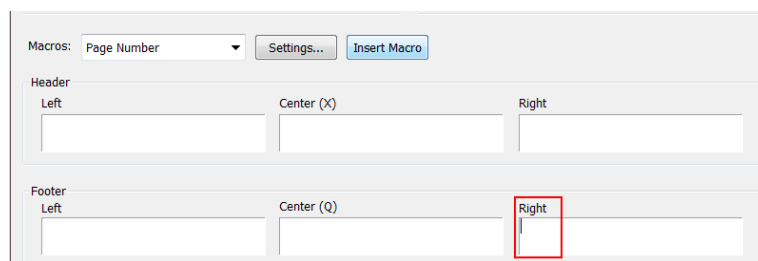
The 'Add Header and Footer' window will appear:

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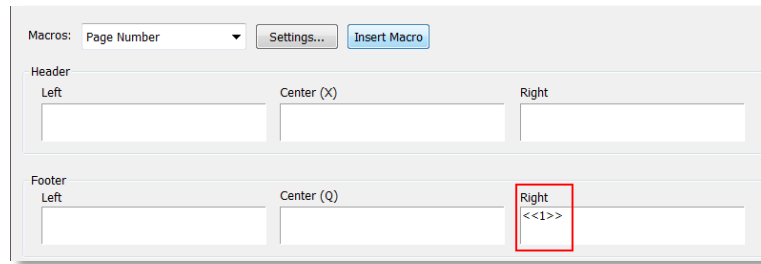
4.3 Under 'Macros:' select Page Number from the drop down list.

4.4 Place your cursor in the position you want the page numbers to appear and click on **Insert Macro**.



The window will update to confirm where the page number will appear.

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4.5 Click .

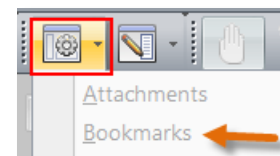
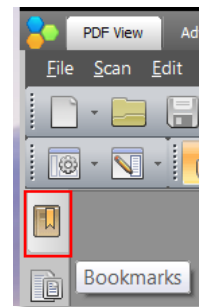
5. Creating bookmarks


You need to create bookmarks if you want to insert a table of contents.

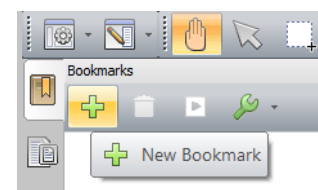
5.1 Single level bookmarks

5.1.1. Navigate to the page of the document you want to bookmark.

5.1.2. To access the bookmark options click on the bookmark icon  or go to the Navigation Panel and choose Bookmarks

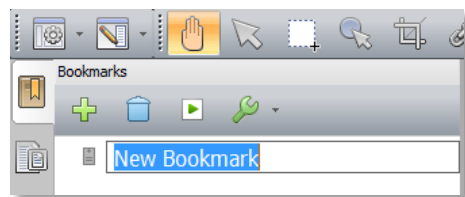


5.1.3. To add a new bookmark click on . A 'New Bookmark' box will appear.



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- 5.1.4. Enter the name you want to give the bookmark in the box. (This is what will appear on the table of contents)



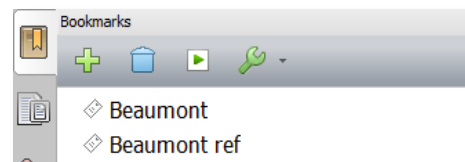
5.2 Multi-level bookmarks

It is possible to create multi-level bookmarks. (These behave in a similar way to headings and sub headings in Microsoft Word.)

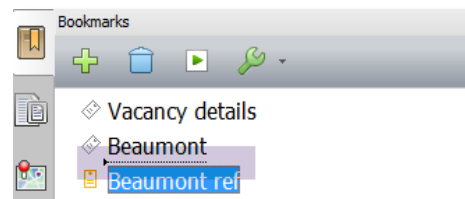
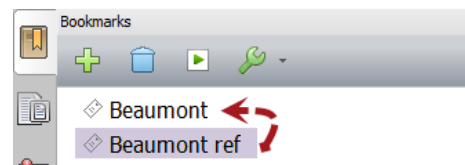
The simplest way is to create all the bookmarks first and then drag and drop the bookmarks you want to appear in the second level.

In the example below the document contains candidate applications and references for each candidate.

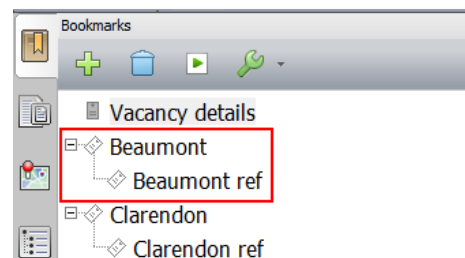
- 5.2.1. Create the bookmarks following the steps in section 5.1.



- 5.2.2. Click on the bookmark to be moved then drag and drop it under the bookmark you want to attach it to. The dotted line shown in the second image indicates where the bookmark will move to.



- 5.2.3. Repeat until all bookmarks have been moved as required. The 'ref' bookmarks are now all linked to the bookmark for the corresponding application.



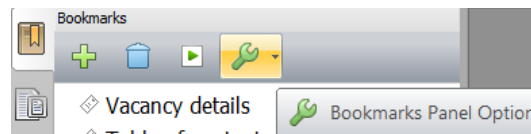
- 5.2.4. Click on the links to check they take you to the correct page

6. Inserting a table of contents

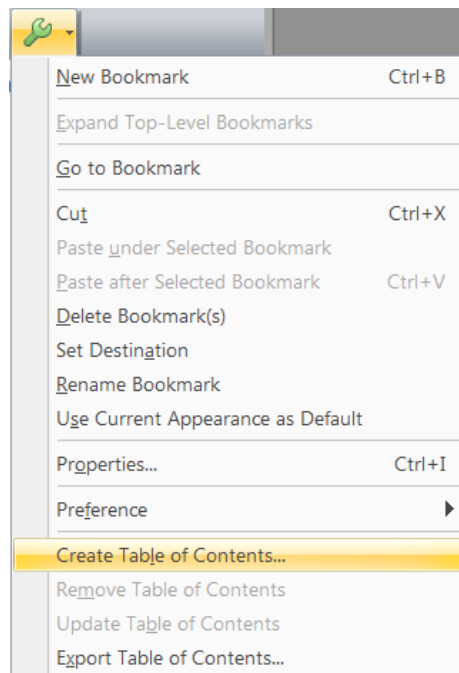
Follow the steps in section 5 to create bookmarks. Once you have created your bookmarks you can create a table of contents.

Ensure you are on the page of the document that you want to insert the table of contents onto.

6.1 To create the table of contents go to **Bookmarks > Bookmarks Panel Option**

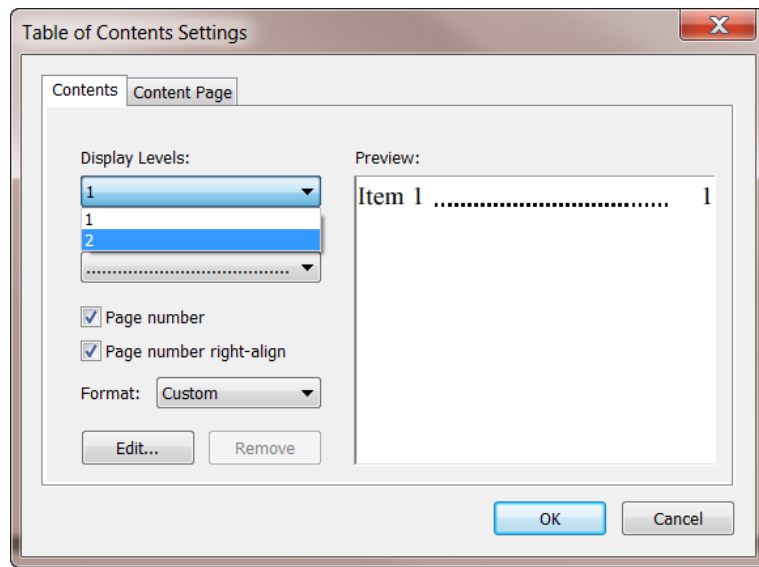


6.2 From the list choose '**Create Table of Contents**'.



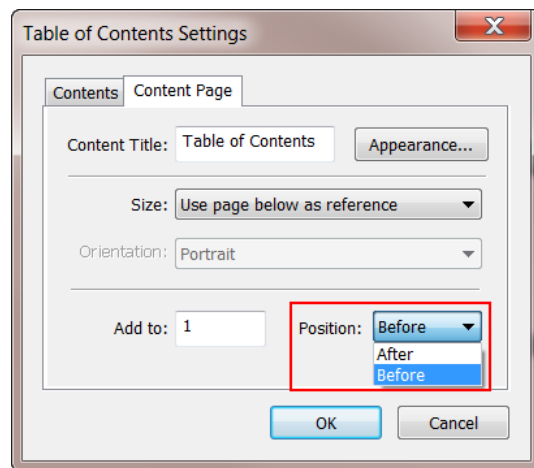
The *Table of Contents Settings* window will open.

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6.3 On the **Contents** tab choose 'Display Levels' (the number shown will be determined by the levels you have created in 'bookmarks'.) change any other options as required.

6.4 Click on the '**Content Page**' tab and choose the Position (before or after current page). Edit other options as required.



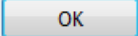
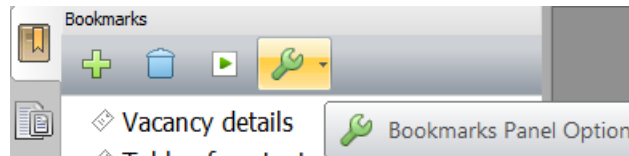
6.5 Click on . The table of contents will be inserted onto a new page in your document.

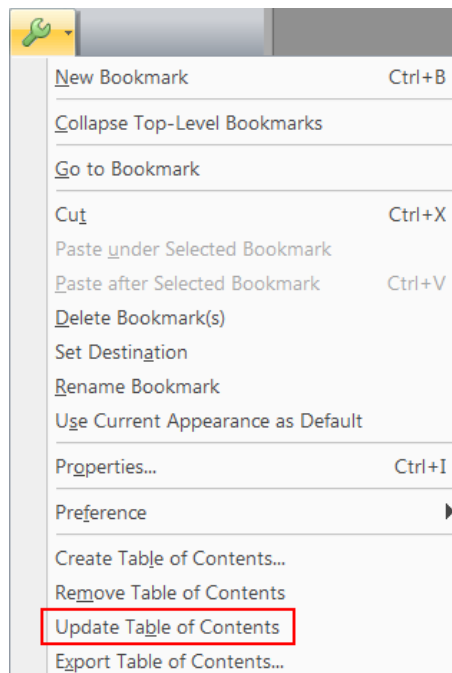
Table of Contents	
Vacancy details	3
Beaumont	4
Beaumont ref	5
Clarendon	7
Clarendon ref	9

6.6 To edit the table of contents, update the bookmarks as required first.

6.7 To update the table of contents go to **Bookmarks > Bookmarks Panel Option**



6.8 From the list choose **Update Table of Contents**.



7. Tips

If you are going to import and work with multiple files consider the order you want them to appear in the final document. It is easier to add them in the correct order than to move them around later.