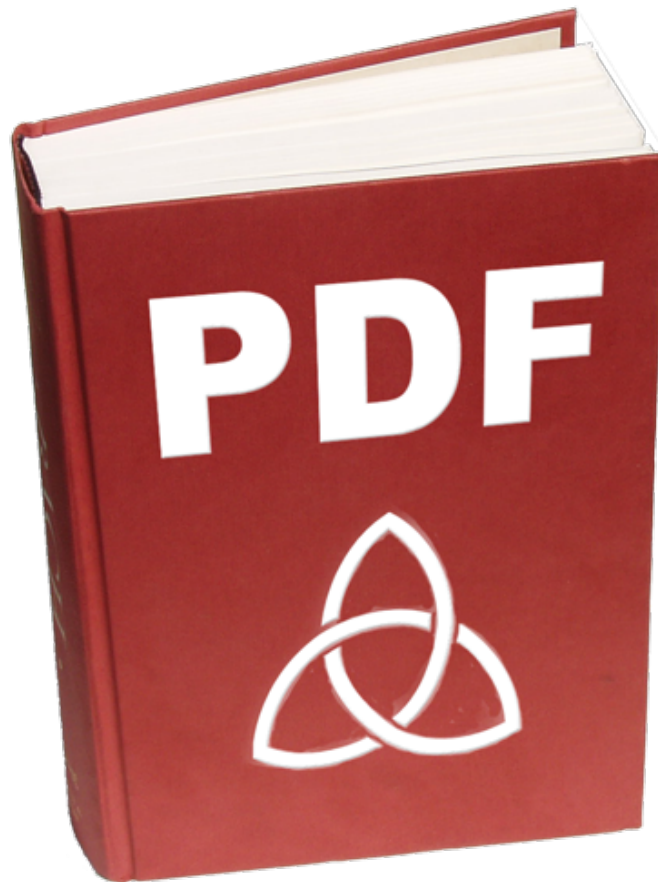


PDF Bookmaker



© Mather Point Software

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Introduction

The on-demand book printing industry has made self publishing available to anyone with a computer and internet access. The default document format for this industry is the PDF, a cross-platform format which is easy to export from word processing, music composition, and graphic design software. After you have finished the hard work of creating the content for your book, the book must be properly organised and paginated before uploading to the printer. It is logical to create separate documents for the different parts of your book when you are creating the content; however, on-demand printers require a single PDF file to be submitted for your book. Obviously, this poses a problem when you have been working with separate documents. How do you combine the documents, and then number the pages properly? What if the margins are wrong? Do you need to buy expensive software to prepare your book? What if you want to add a watermark? Here is where PDF Bookmaker comes in.

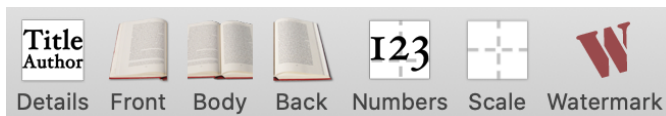
What is PDF Bookmaker?

PDF Bookmaker for OSX and Windows is a simple solution for preparing your book for the on-demand print industry. With it you can easily organise, scale and combine any number of PDF files, add page numbers and optional title and author information to page corners or centres, hide, show, and position page numbers as needed, change margin sizes, add watermarks, and export your book as a single document in the format required by on-demand printers.

About this Documentation

Using PDF Bookmaker is simple, but preparing a book for printing is all about details, and it is a good idea to give this documentation a careful reading. The first chapter explains some basic aspects of using the software, and subsequent chapters explain what is found on each page of the PDF Bookmaker window when toolbar items are selected. A short section on troubleshooting is followed by an appendix which discusses the creation of a *Table of Contents* and an *Index*.

Interface Basics



PDF Bookmaker provides a single-window interface with common controls for preparing your book. Click the icons grouped to the left in the toolbar to prepare your book's contents.



The *Make Book* icon is to be used once you have imported and prepared the contents of your book.

Bug Reporting and Feedback

Please report any problems you experience with PDF Bookmaker directly by using the menu item ***Report a Bug...*** (Please also see the ***Troubleshooting*** section). Do you have an idea which would improve the software? Use the menu item ***Request a Feature...*** You may also send feedback and suggestions by email directly to matherpointsoftware@zentral.zone

Kindly do not post complaints about this software in Mac App Store Reviews, as there is no way to correspond with you to correct the problem in that case. When you report bugs directly as described above, email correspondence can take place to resolve the issue promptly. Your consideration is much appreciated.

1. Basics

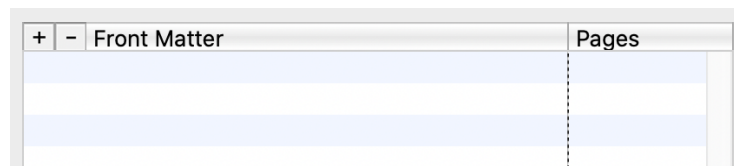
Here are instructions for some basic things you will be doing often with PDF Bookmaker.

Starting a New Project

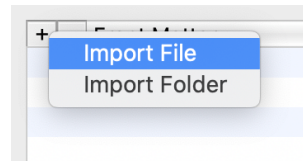
PDF Bookmaker opens ready to begin a new project. If you have opened a project and you want to switch to a new project without quitting, simply use the menu item **File > New** or use the key shortcut **Command-N**.

Importing PDFs

The Front, Body, and Back toolbar items of PDF Bookmaker open pages which have lists ready to be populated with your PDF documents. For example, an empty Front Matter list is shown below.



Documents can be added to this list in two ways. First, you can simply drag and drop files into the listbox. Alternatively, you can click the *plus* button at the upper left corner of the listbox header, which shows you a menu allowing you to import single file, or a whole folder of files at once.

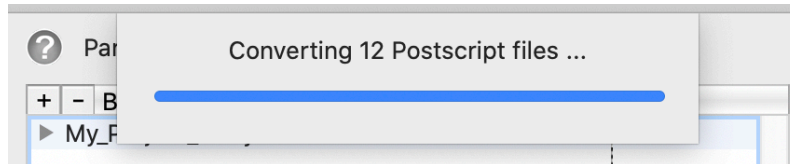


A PDF Bookmaker project is not *live-linked* to its source files. Instead, PDF Bookmaker makes internal copies of each PDF that you import. This means that after importing a document, if you open that same document in an editor and make a change, that change will *not* be made in the document you have imported into PDF Bookmaker. You must either delete the old document from the list in PDF Bookmaker, and import the new version, or use the *replace PDF* function (see the section on *Replacing PDF Documents* below).

If you make changes to a PDF document after importing it into PDF Bookmaker, you must either remove the old PDF from the list and import the newly revised document, or use the *replace PDF* function.

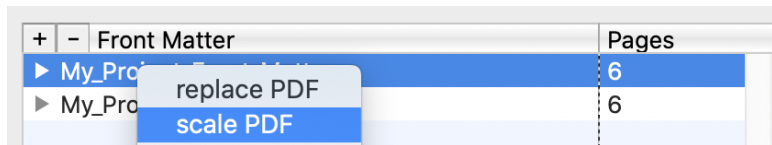
Importing Postscript Documents (Mac OSX only)

Mac OSX users can import Postscript documents (files with extension .ps) in the same manner as PDF documents. Simply drag and drop the Postscript files into the desired list, or select the .ps file in the Open file or folder dialog. OSX takes some seconds to convert each Postscript file to PDF, and a progress bar is shown during file conversion. Once the files have been converted to PDF, they are available within your project.

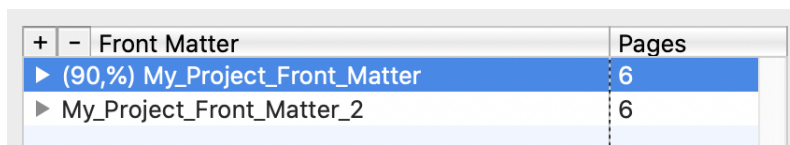


Scaling Imported Document Size

Sometimes you may want to import source files of different page sizes. PDF Bookmaker allows you to do this, but if the different sizes are not scaled, the resulting PDF will then appear with pages of different sizes, which can be problematic for document printing. Therefore, PDF Bookmaker allows you to scale the size of each imported document. To scale a PDF, *right-click* (or *Control-click*) the document name in the list. A popup menu will appear with the option *scale PDF*.



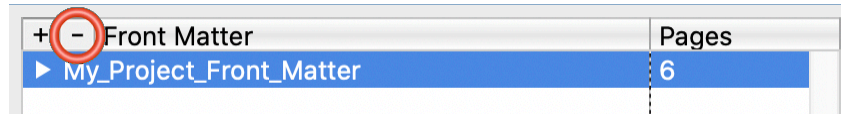
After scaling the document, the selected scaling appears left of the document name in the list.



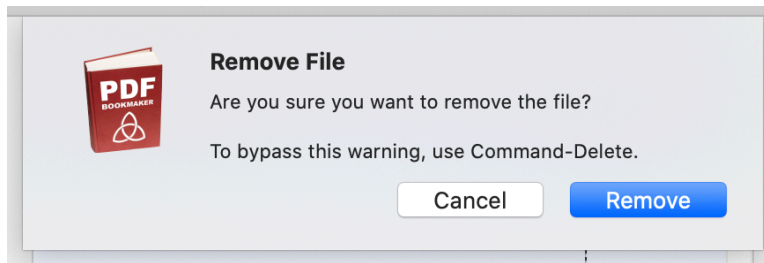
Documents which have the same aspect ratio can then be made to appear the same size. For example, if you have one document which is 8.5 x 11 in. and another that is 10.625 x 13.75 in., scaling the second document at 80% results in a combined document of consistent size 8.5 x 11 in. If the aspect ratios of the source files are different, you should scale the large document by its largest side to fit within the smaller document. The content of most PDF documents is vector based, so it is also possible to scale smaller documents larger than 100%; however, not all contents will necessarily scale without degrading quality, so it is usually best practice to only scale larger sizes down. If you need to scale an entire project, first use *Make Book* (see **Chapter 9**) and then open that as a single PDF in a new project, and scale that. If you need to scale only *page content* without changing the size of the page, see **Chapter 7**.

Removing Imported PDFs

To remove a PDF you have imported into a list, simply select the document in the list and click the *minus* button or type the Delete key on the keyboard.



A warning message will be shown unless you hold down the *Command* key when you click the *minus* button or type the Delete key.



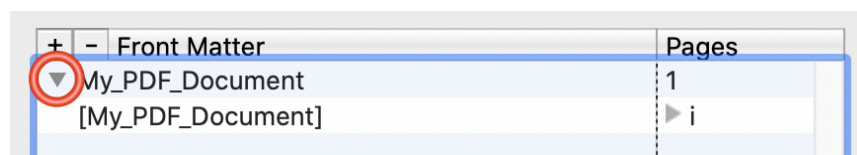
Note that only entire PDF documents can be removed. Pages within a document cannot be removed.

Reordering Imported PDFs

To change the order of imported PDFs, simply select the file you want to move in the list, and drag it up or down within the list. Note that pages within a PDF cannot be reordered.

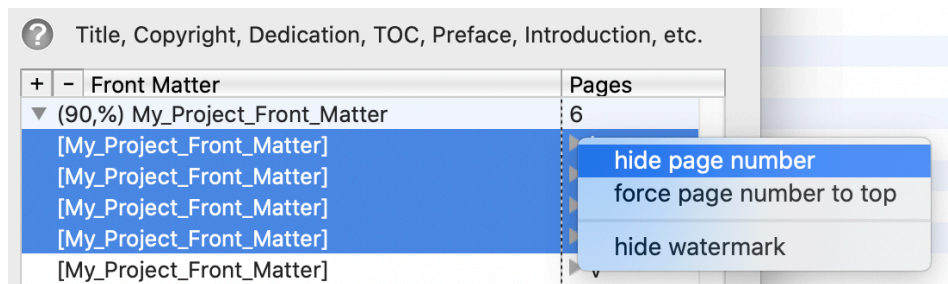
Hiding and Showing Page Numbers

If the pages of your book are not already numbered, you will want to use the page numbering functions of PDF Bookmaker. Some pages of your book should not have visible page numbers, such as the Title page in the Front Matter, and first pages of Parts, Sections, or Chapters in the Body (which may have page numbers only at the bottom – see next section below). You must select each page that should be hidden, and mark it as such in each list. To mark a page number as hidden, first expand the document contents by clicking the triangle at its left.

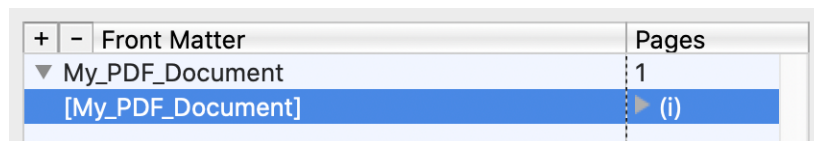


Then click on the triangle in the **Pages** column next to the page number you want to show or hide. A menu appears with the option to change the current state of the page. If the page

number is currently hidden, the menu displays *show page number*. If the page number is currently showing, the menu displays *hide page number*.

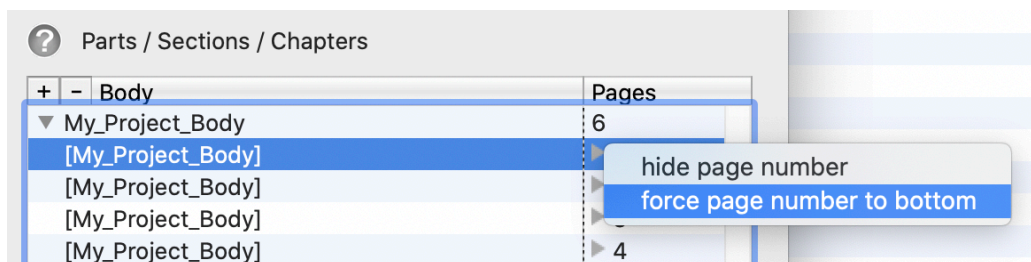


Select the option for the given page. Page numbers that are hidden appear in parentheses.

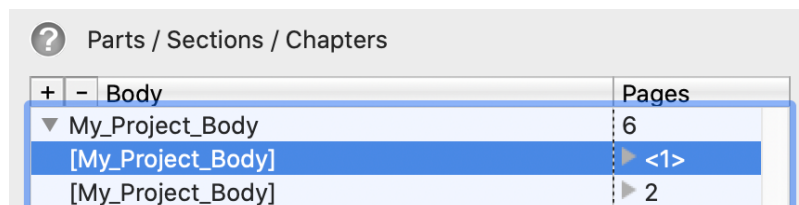


Selectively Forcing Page Numbers to the Bottom or Top

The page numbering menu also provides an option to *force page number to bottom* or *top*. This is useful when you want to number the pages of your book at the top, but you do not want to hide page numbers for your Parts, Sections, and Chapters (which are not supposed to have numbers showing at the top). The numbers for those pages can be written at the bottom of the page instead, using this menu option for any page in your book. By similar reasoning, you can choose to force some page numbers to the top when you have chosen to place them by default on the bottom.

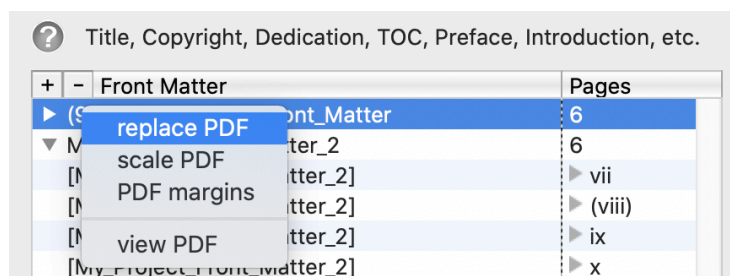


Page numbers which have been forced to the opposite position are listed inside angle brackets.



Replacing PDFs

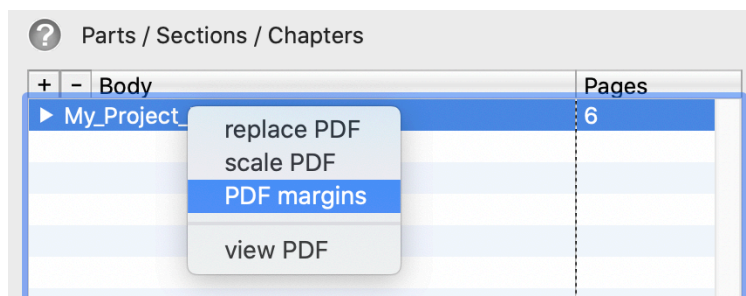
There are times when you need to replace a PDF document in your project, but you do not want to lose the work you did hiding and showing pages, and forcing page numbers to the bottom for that document – for example, when a typo in the source file has been corrected. To replace a PDF and keep the page hiding, showing, and force-to-bottom information, select the document and *right-click* (or *Control-click*) the document name. A popup menu will appear with the option *replace PDF*.



An open-file dialog will appear, and the PDF you select for import will retain all the settings (page number hiding or moving, scaling, etc.) from the previous file.

Enlarging or Reducing PDF Margins

Some print services require your content to have a few millimetres added to the margins, as extra space that will be cut off when your book is printed. Instead of fiddling with all your source files, you can simply have PDF Bookmaker change the margin size for you. To customise the margins of an imported a PDF, *right-click* (or *Control-click*) the document name in the list. A popup menu will appear with the option *PDF margins*.



A window opens to input a margin value in millimetres, which can be positive or negative, to enlarge or reduce the existing margins. This is particularly useful should you switch from one printing service to another, as services sometimes have different requirements.

If margins for the whole project need the same change, use Make Book first, and then import that single file into a new project so you only need to change margins once.

About .pdfbookmaker Project Files

A PDF Bookmaker file contains all the PDF files that you have imported into the project, and all of the information about how you are organising, paginating, scale-repositioning and watermarking your book. It does *not* contain the final output file of your book. That file is generated only when you click the *Make Book* icon. PDF Bookmaker project files are transportable between OSX and Windows versions of the application.

Old & New Project File Formats

The .pdfbookmaker file format was rewritten starting with app version 1.6.0, to comply with changes to file-handling in more recent versions of OSX. The new project files are smaller and will load and save faster than the old format. The change applies to both Mac and Windows. Because of this change, files stored with PDF Bookmaker 1.6.0 or newer will not open in older versions of the software. Conversely, old projects *can* still be opened, but if you then save the project, an alert message will remind you that the file can no longer be opened in old versions of the application. This should not be a problem as long as you always use the latest version.

Files saved from version 1.6.0 and newer cannot be opened in previous versions.

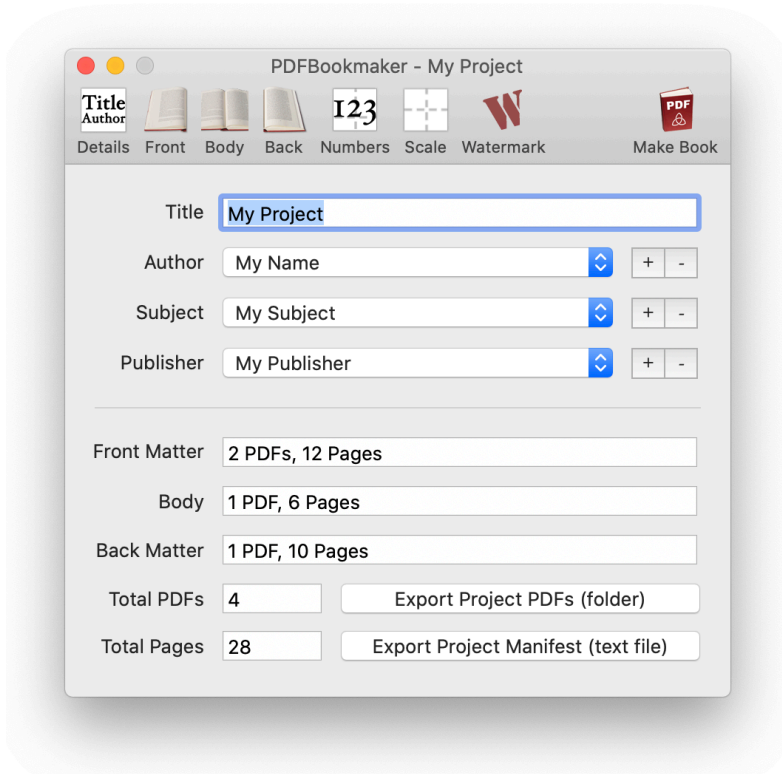
Batch Converting Old Project Files

Because it is unclear how long the old project file format will be supported by operating systems for purposes of opening old projects, we recommend that you convert all your existing projects to the new format and only use only the latest version of the software. A function is provided to quickly convert all projects found in a selected folder. Converted projects are placed in a new folder within a folder you select, so that you can still keep your projects in the old format if needed. However, keeping files in the old format is *not* recommended, because at some point they may not open at all. The file extension used for projects in the new format remains the same; therefore, if you do choose to maintain both old and new projects, you will need to keep track of them accordingly.

*To update all your existing projects to the new file format at once, put all the projects into one folder and choose the menu item **File > Batch Convert Old Projects***

2. Details

A PDF document can include information (metadata) about its title, author, subject, and producer (publisher). The first page in the PDF Bookmaker window gives you a place to add this information to your final document. Some simple document statistics are also given, showing at a glance the numbers of PDFs and pages in the different parts of your book.



Adding and Removing Details

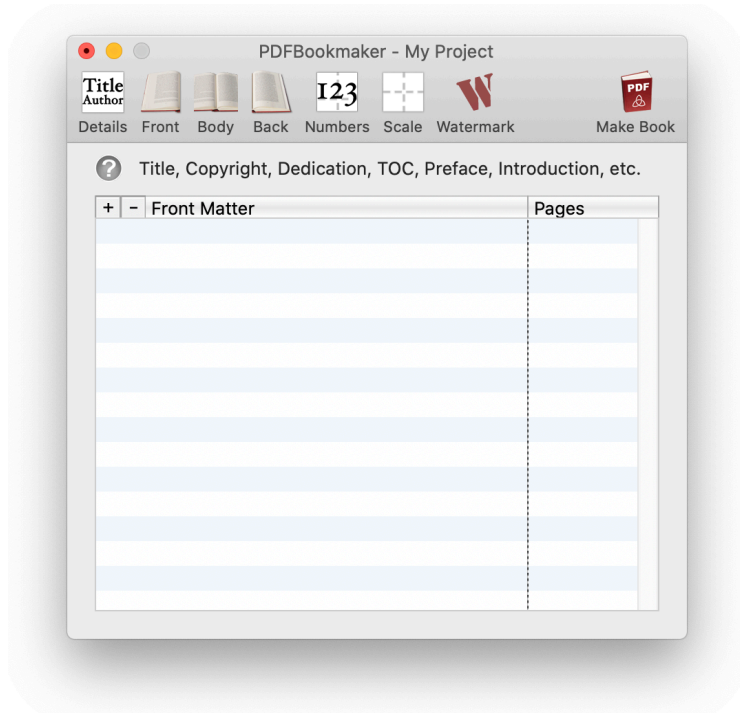
The *Titles* of your books will seldom be exactly the same, but it is likely that the *Author*, *Subject*, and *Publisher* may be the same from one project to the next. To save you time, PDF Bookmaker handles these details using menu lists. The plus and minus buttons to the right of each menu give you a simple way to add and remove items from each list.

Exporting Project PDFs and a Project Manifest

In cases where you have converted Postscript files to PDF (Mac OSX users only), you may want to export those files as individual PDF documents for other uses. You may also want to review the details of your project. The **Export** buttons are given for these purposes. These options are also available as items under the **File** menu.

3. Front Matter

The Front Matter is important for stating copyright, introducing your work, showing your reader how the work is organised in a table of contents, and generally setting the tone for the content which follows.



What should be included the Front Matter?

The list of items which can be included in the front matter is quite long, and the optional items which are placed here are so widely varied that it is impossible to provide an exhaustive reference. A short list of items often included in the front matter is given below.

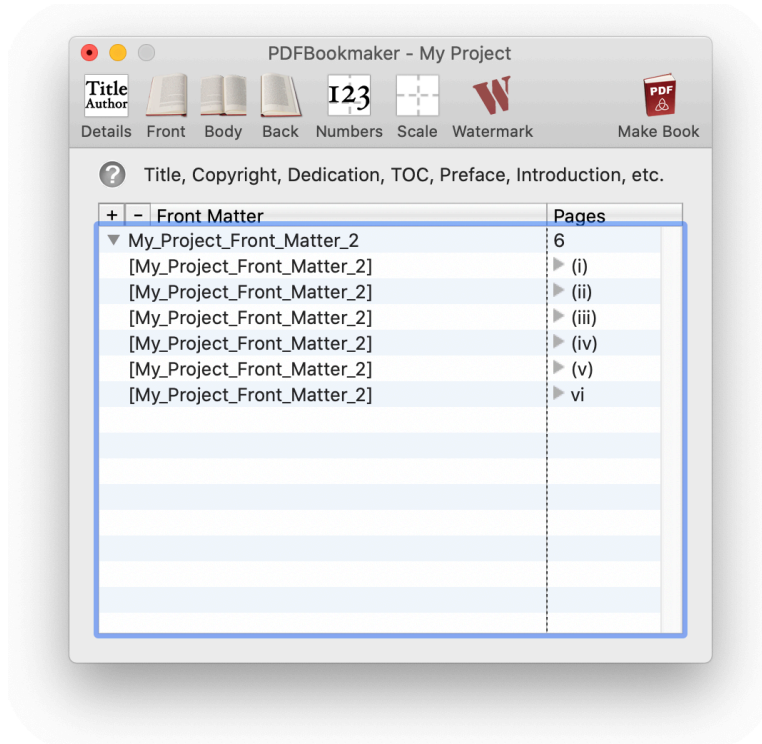
- Title Page * (right facing)
- Copyright Page * (left facing)
- Dedication
- Table of Contents * (right facing)

Some additional possibilities are tables of contents for other kinds of things included in the book, such as photographs, figures, or illustrations. * The few items which every book should have in its Front Matter are marked in the above list with asterisks.

Blank pages should be inserted so that pages face right as needed. A blank page is often appended to the end of the Front Matter. It should be noted that an important part of the Front Matter is a Table of Contents, the generation of which is *not* handled by PDF Bookmaker. For more information, see ***Appendix A: Making a Table of Contents.***

Front Matter Page Numbering

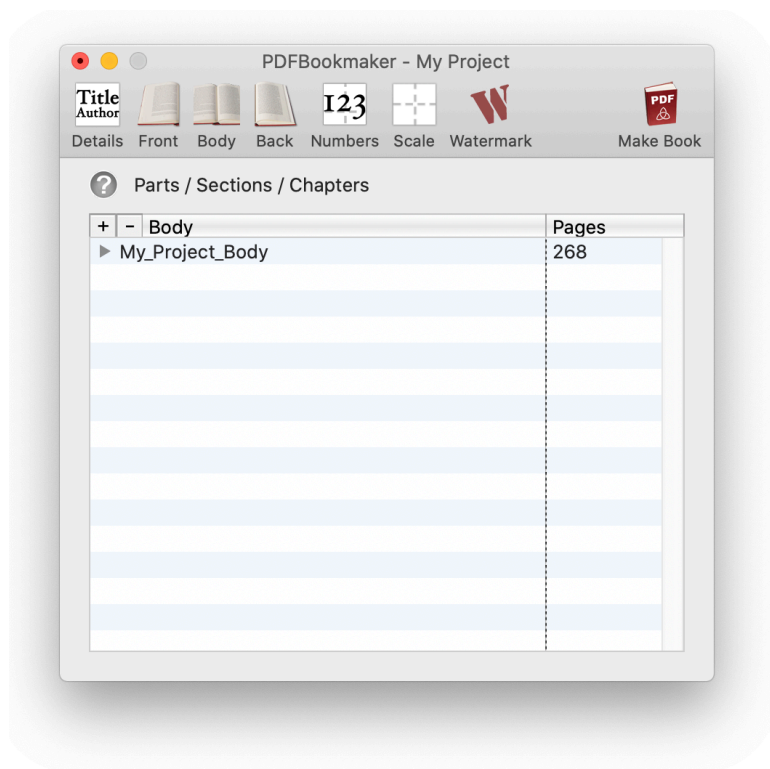
Pages in the Front Matter are normally numbered using Roman Numerals, in a series which remains separate from the Body and Back Matter of the book. This allows easier editorial changes in the front matter content, ensures that the Table of Contents as a numbered page does not refer to itself, and that the index does not need to be changed if the number of pages in the Front Matter changes, which will often happen with different printings of a book. If Arabic numerals are used, then the pages of the book are simply counted from beginning to end, which can make sense if the front matter is minimal and an index does not exist.



Pages which should have visible numbers in the Front Matter are those containing extended text such as the Preface, Foreword, Introduction, etc. The Table of Contents may or may not be numbered. All other pages should not show page numbers, but all pages are counted; for example, the beginning of a single-page Preface with five unnumbered pages preceding it will be marked with the Roman Numeral six, or *vi*, as shown below. See **Chapter 6: Numbers** for an example case study numbering Front Matter.

4. Body

The body is the (mandatory) main content of your book, which can consist of Parts, Sections, and Chapters (in that order). Academic and scientific texts may use other headings.



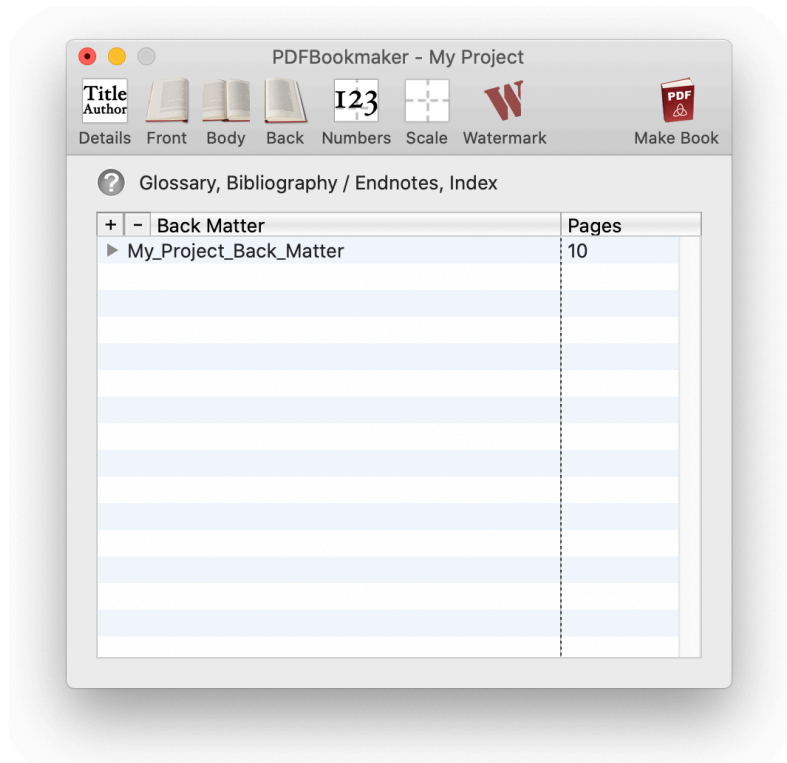
Body Page Numbering

The page numbers of the body normally begin with 1 and continue counting through the Back Matter of the book. The Body may begin with another number when the Front Matter uses Arabic Numerals instead of the traditional Roman numerals, and in this latter case, numbers are often entirely hidden in the Front Matter. Hidden page numbers are still counted.

Body page numbers may be at the top or bottom of each page, and in the centre or at the corners of each page. Traditionally, page numbers do not appear on the first page of each part, chapter, and section of the Body, unless the number is at the bottom. In these cases, you must hide each page number individually. You can avoid the need to selectively hide page numbers by simply opting for page numbers at the bottom corners of your book, although this may look somewhat less standard. See **Chapter 6: Numbers** for an example case study.

5. Back Matter

The Back Matter is completely optional, and contains things like a glossary, bibliography, endnotes, and an index.



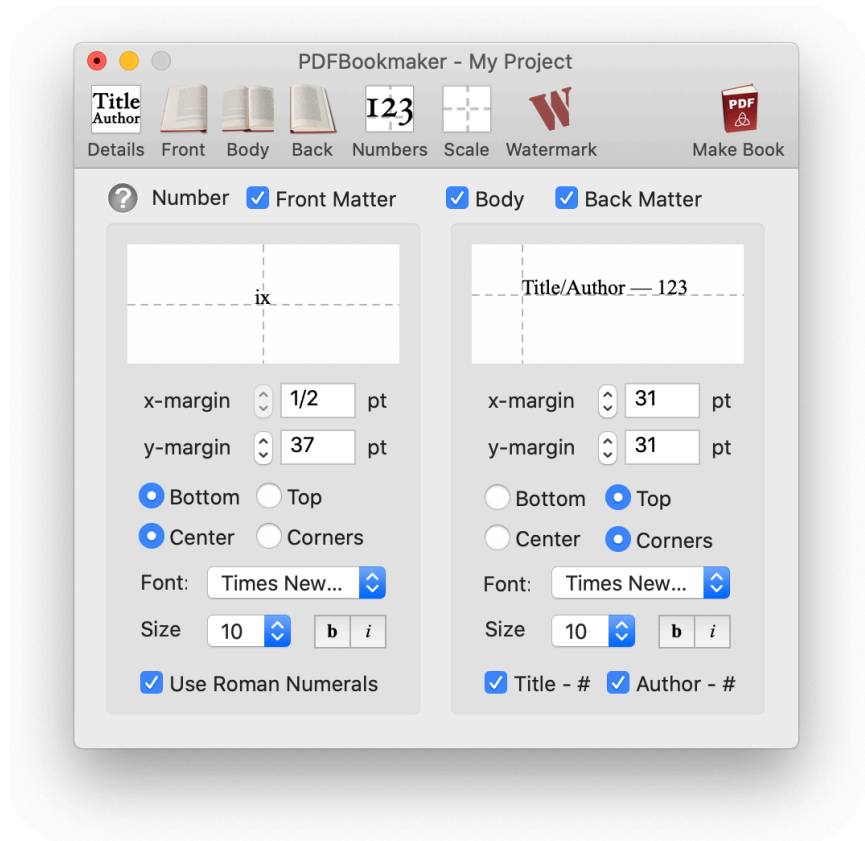
Back Matter Page Numbering

Page numbers continue from the Body through the Back Matter, to the final page of the book which contains text. Blank pages are often added at the back of the book as a technical matter (usually the total number of pages must be divisible by four), and these extra added blank pages are not numbered.

An important part of the Back Matter is an Index, the generation of which is *not* handled by PDF Bookmaker. For more information, refer to ***Appendix B: Making an Index***

6. Numbers

PDF Bookmaker provides a simple interface for choosing the font, size, style, and placement of the page numbers for your book, helping you handle the task of page numbering properly.

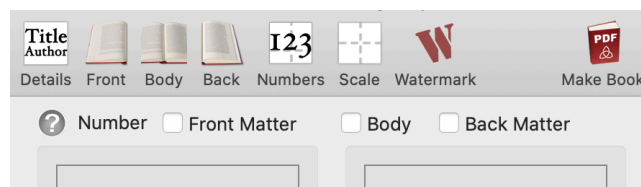


Two kinds of Page Numbers

Most books should use Roman Numerals for the Front Matter, and any book which contains an index must use Roman Numerals in the Front Matter, but certain texts may have minimal content in the Front Matter and no index may opt to use Arabic numerals in the Front Matter.

Turning Off Page Numbering

If the pages of your book are already numbered correctly, you will not need to use the page numbering functions of PDF Bookmaker. In this case, after importing your PDFs, simply click the **Numbers** toolbar item and uncheck the page numbering options at the top of the window.



Note that these checkboxes are always on by default, and *their states cannot be changed until you have imported your PDFs*. When you uncheck these options, page numbering is not applied to your project.

Page Number Placement

The majority of books should use the default locations provided by PDF Bookmaker for each kind of page number, but you may wish to select from the given options. The ***x-margin*** and ***y-margin*** numbers indicate *points* in increments of 1/72 of an inch.

Page Number Fonts

You have the option to choose the font, size and style of both kinds of page numbers used in your book. Page numbers cannot exceed 12 pt text size. Also be aware that the way fonts appear on a page has to do with how the font is designed, and design aspects such as baseline and kerning will affect the placement of the font. Because these aspects vary from one font to another, you may need to experiment with different ***x-margin*** and ***y-margin*** values when using different fonts. Furthermore, due to PDFX-1a restrictions, not all fonts will appear when embedded into your final document, so some trial and error may be needed.

Page number fonts are limited to 12 pt maximum size, and not all fonts can be used for page numbers. Position varies by design with font baseline and kerning. Some trial and error may be necessary to find out which fonts will work on your system.

Title & Author Options

Sometimes you may want the author's name or the title of the work to appear on each page along with page numbers. The two checkboxes at the bottom right of the window allow you to select one or both of these options. If you select both, the title will appear on even-numbered pages, and the author's name will appear on the odd-numbered pages. The text in both cases is taken from your entries on the Details page (see **Chapter 2**).

Example Case Study: Numbering Front Matter Pages

Page numbering of the Front Matter can be done in several different ways. An example Front Matter from a hypothetical project is given below.

1. Half Title (right)
2. Blank
3. Title
4. Copyright
5. Dedication
6. Blank
7. Foreword page 1
8. Foreword page 2
9. Table of Contents (TOC)
10. Blank

Note that all odd numbered pages face right, and blank pages are inserted facing left so that pages with content will face right as needed.

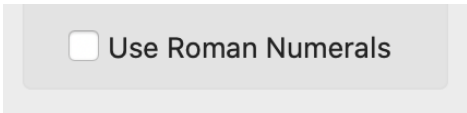
There are several options for handling the numbering of these pages.

- **Visible page numbers in Roman numerals (Foreword and TOC only)**

This is the default industry standard, and also the default setting in PDF Bookmaker. Page numbers 1 through 6 should be hidden, pages 7 through 9 should be numbered with Roman numerals at the bottom centre, the number for page 10 should be hidden, and the Body will begin its page numbers with the Arabic numeral 1.

- **No visible page numbers**

This is a viable time-saving solution, often used for music scores. In this case, uncheck ***Use Roman Numerals*** and simply hide all page numbers in the Front Matter. PDF Bookmaker will then begin page numbers for the Body with the number 11.



Use Roman Numerals

- **Visible page numbers in Arabic numerals (Foreword and TOC only)**

This is the most unconventional option. Uncheck ***Use Roman Numerals*** and selectively hide numbers 1 through 6. Pages 7 through 9 should be numbered at the bottom and should be aligned horizontally in the manner selected for the Body and Back Matter. The number for page 10 should be hidden, and the Body will continue the page count in Arabic numerals, beginning its first page with the Arabic number 11.

Example Case Study: Numbering Body Pages

Page numbering of the Body is more subtle than it may appear. An example Body from a hypothetical novel is given below.

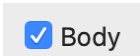
- **Part 1** (right)
- **Blank** (left)
- **Chapter 1** (36 pages, begins right)
- **Chapter 2** (22 pages, begins right)
- **Chapter 3** (45 pages, begins right)
- **Chapter 4** (30 pages, begins left)
- **Chapter 5** (57 pages, begins left)
- **Part 2** (right)
- **Blank** (left)
- **Chapter 6** (30 pages, begins right)
- **Chapter 7** (18 pages, begins right)
- **Chapter 8** (44 pages, begins right)
- **Chapter 9** (35 pages, begins right)
- **Epilogue** (10 pages, begins left)
- **Blank** (left)

Note that the Body should begin on a page facing right, and a blank page is often inserted at the end of the Front Matter for this purpose.

Internal Part and Chapter pages may face right or left. A greater sense of order is given when the first chapter of each part begins facing right, with blank pages inserted as needed.

Page numbers should be placed at the top of the page at the corners, which is the default setting in PDF Bookmaker. To prepare this content, you would do the following.

- Make sure **Body** is checked in the Numbers window (this is the default setting)

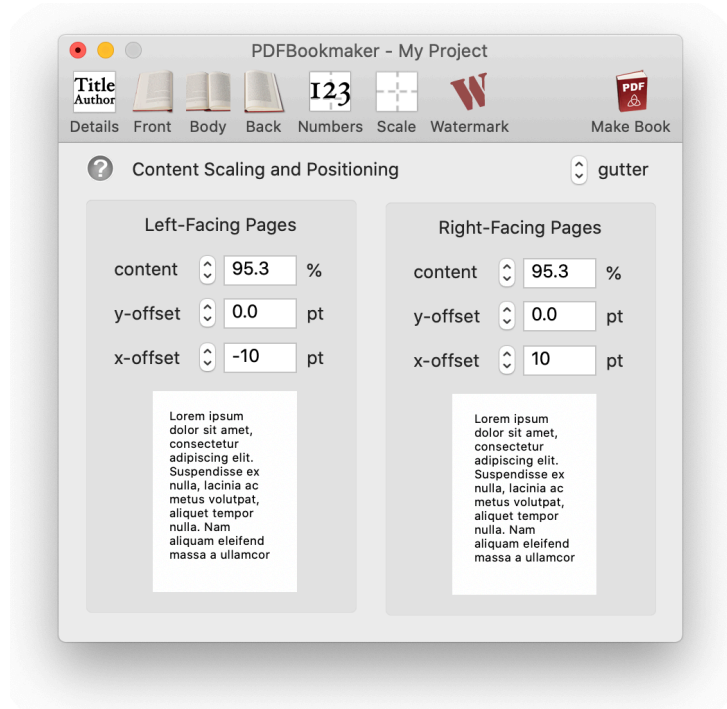


- Hide page numbers for the **Part 1** page, the **Part 2** page, and the three **Blank** pages.
- Either hide page numbers for the first page of each **Chapter**, or force these page numbers to the bottom.

See ***Chapter 1: Basics*** for instructions on hiding page numbers and forcing page numbers to the bottom.

7. Content Scale & Position

Sometimes you may want to change the size of the page content of your document without changing the size of the pages. You may also want to change margin sizes by shifting page content up, down, left or right, handling left-facing and right-facing pages separately. These tasks are controlled under the toolbar item *Scale*.



The preview area in the lower half of the window shows roughly what the effect of your settings will be. Choosing the correct values will involve some trial and error.

It is important to note that these settings apply to your *entire project*. To handle the settings separately for different parts of a project, you can split the project into multiple projects, and then combine the output of those projects into a final project.

Content Scaling and Positioning settings apply to the entire project.

Content Scale

content % Sometimes you may find that your page content appears too small or too large on the page, such that some or all of the margins look too small or too large. Rather than handling this problem in all of your source documents, PDF

Bookmaker allows you to scale the page content of the entire project while maintaining the original page size. When scaled, the content remains centred on the page.

x-Offset

pt Enter a *positive* value for the ***x-offset*** to shift page content to the *right* on the page. A *negative* value will shift the content to the *left*.

y-Offset

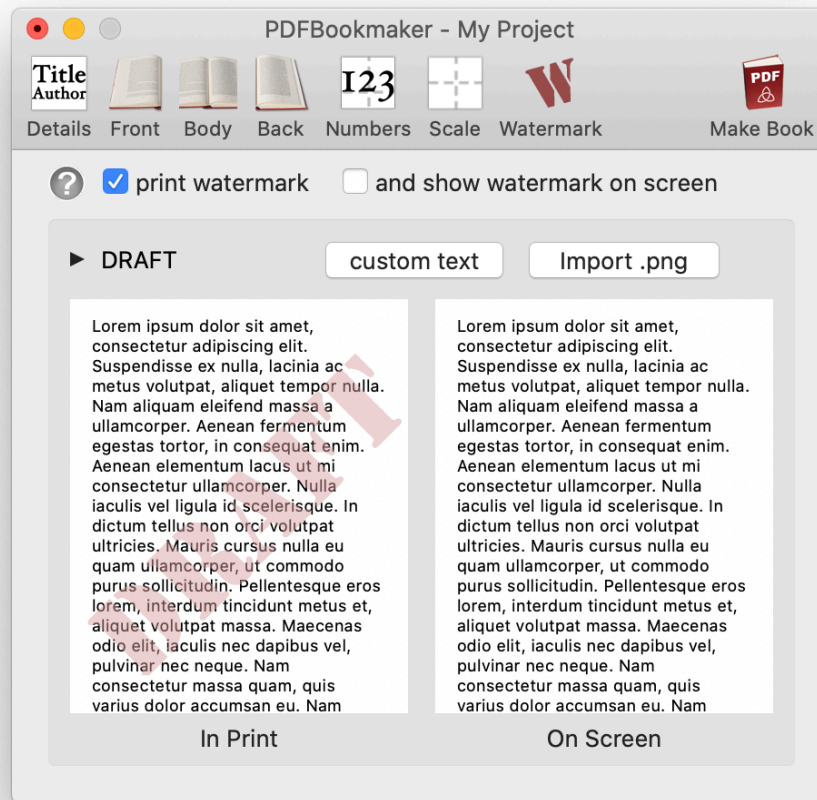
pt Enter a *positive* value for the ***y-offset*** to shift page content *down* on the page. A *negative* value will shift the content *up*.

Gutter + / -

A common problem with final output is that inner margins are too narrow. To fix this problem, the content can be scaled down slightly, left-facing pages moved slightly to the left and right-facing pages slightly to the right. The *gutter* control at the top of the window provides a convenience for making all of those changes at once using a single control to change the inner margins (the 'gutter'). The preview is a generic image showing roughly how the result should look given an original having uniform margins.

8. Watermarks

A digital watermark can be added to your book as transparent PDF layer, which can be visible only in print, or visible both on screen and in print. The mark itself usually consists of large uppercase diagonally aligned text. While watermarks should not be considered a high level form of copy protection, they do remind readers of copyright laws. Watermarks are also useful for things like creating different versions of your book that are clearly marked as such. For example, a watermark might read DRAFT, or REWRITE both on screen and in print. Watermarks are also useful for final versions which can be read on screen normally, but which when printed appear with a prohibition in the watermark.



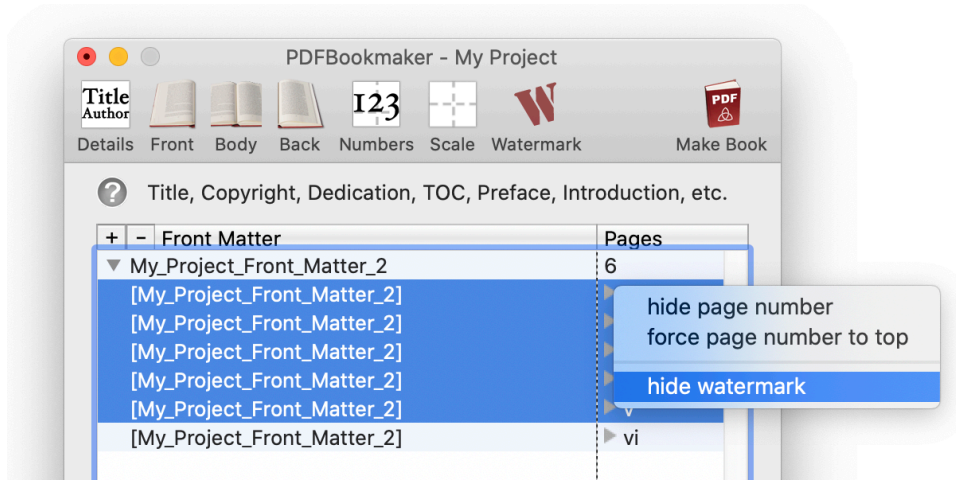
Watermark Visibility

A typical print-only watermark includes the word SAMPLE, and may also include the name of the publisher, copyright information, or warnings against copying the work. Obviously, you should not include a watermark in the final version of your book for submission to the printer. Note that when viewing PDFs within a browser, watermark layers which are supposed to only appear in print may also appear on screen in the browser. This is because some browsers do not support the full range of PDF functions. Note also that watermark layers can be removed using Adobe Acrobat Pro or other high level PDF editing software, and for this reason, you

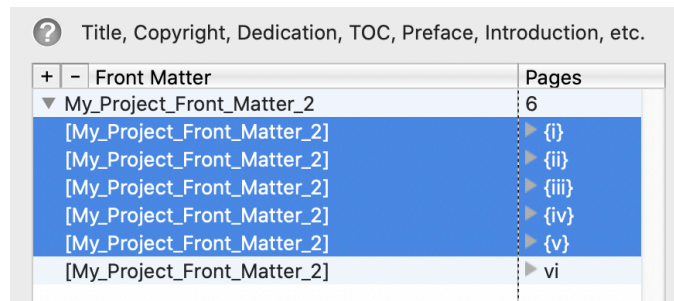
should not rely on a watermark as a form of copy protection. It is possible to turn every page of your PDF into an image (sometimes called a *deep burn*) but this increases the size of your document file and usually reduces the viewing quality of its content.

Selective Watermark Visibility Per Page

Once *print watermark* has been selected, a new option appears in the page number column of each document list, to selective hide the watermark per page. For example, you may not want the watermark to appear on your title page, or other parts of the Front Matter.



Once a watermark has been hidden from a page, that page number appears within curly brackets in the list.



Custom Text Watermarks

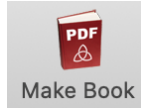
PDF Bookmaker offers several typical options for adding watermarks to your book, but there may be times when you want to also add your own custom text. Simply click the *custom text* button and type in the text you want to appear as a watermark. Any custom text you add to a project becomes available to all future projects.

Imported Image Watermarks

You may also import your own image as a watermark, so that your company logo can appear, and you can also cover a wider area of the page with the watermark. The image must be a PNG with a completely transparent background, at least 50% transparent text, and should be a minimum 800x800 pixels in size. Smaller images will be stretched to fit the page, but will likely appear in a poor-looking pixelated form. Any custom images you add to a project become available to all future projects.

9. Make Book

Once you have organised the contents of your book with page numbers content scaling and watermark as you prefer, it is time to make your book. Simply click the *Make Book* icon.



PDF Bookmaker will show a progress bar briefly while all imported PDFs are combined, numbered and watermarked.

You will then be prompted to provide a location in which to save the resulting PDF file. If the file already exists, make sure that it is not open in another software, such as Adobe Reader, because a PDF document which is open in another application cannot be replaced as long as it is in use, even though Mac OS may ask you if you want to replace it and proceed as if the file saves normally.

To save and replace a document which exists with the same name, you must make sure the existing document is not open in any other software. If you forget to close a file in another application, PDF Bookmaker will prompt you to close the open file, so that you can save the document without going through the *Make Book* process again.

9. Troubleshooting

Some technical issues you may run into when using PDF Bookmaker are addressed below.

Page Numbers Are Not Showing

Some fonts will not appear when you attempt to use them as page numbers in your final PDF, even though they are selectable from the popup menu. This problem has to do with different font file types and restrictions on the types of fonts conforming to PDFX-1a guidelines. Commonly used fonts will work, but some trial and error may be necessary for unusual fonts.

Not all fonts can be used for page numbers. Some trial and error may be necessary to find out which fonts work on your system.

Watermark Font Is Incorrect

The font used for text Watermarks is **StencilStd.otf** (by Adobe) and this font is activated by PDF Bookmaker at startup. If the Watermark does not appear with this font, you will need to install it on your system manually. The font can be found in the following location.

Mac OSX: PDF Bookmaker/Contents/Resources/PDFBookmaker/StencilStd.otf
Windows: PDF Bookmaker/PDF Bookmaker Libs/StencilStd.otf

Pages Are Not All the Same Size

PDF Bookmaker does not crop your PDF files. Your final document is a combination of all the files you import, and it is up to you to make sure that page sizes from different files match each other either in size or aspect ratio.

You must make sure that your source files are all the same page size, or the same aspect ratio if you are scaling some documents

My Issue Is Not Addressed Here

Please refer to the Introduction under ***Bug Reporting and Feedback***.

APPENDIX A: Making a Table of Contents

An important aspect of book preparation is the *Table of Contents* (TOC), which should be part of the Front Matter of every book. The TOC refers directly to page numbers of the Body (and Back Matter, if it exists), which may be generated by PDF Bookmaker. Here are some tips for efficiently making the TOC for your book when working with the page numbering functions of PDF Bookmaker.

Using a Word Processor TOC function

If the Body of your book consists of a single file, making a TOC for that content may be as simple as using the TOC function in your word processing software. For example, Apple Pages has such a function, which works easily as long as you have used the special formatting tools for the headings you want to include in the table. However, in PDF Bookmaker, the Table of Contents must be in the Front Matter of your book, not the Body. In this case, simply follow the directions below.

11. Use the heading functions of your Word Processor within the Body of your text.
12. Use the Word Processor TOC function to insert a TOC *at the end* of the Body text*
13. Click inside the TOC, select all, and copy the text of the TOC
14. Open a new file in the Word Processor and paste the copied contents of the TOC.
15. Format the TOC as desired and export it as a separate PDF.
16. Import the TOC file into the Front Matter and move it to the correct place in the list.

* This ensures that the page numbers will be correct. (Inserting at the beginning will change the page count and all numbers will be off by the number of pages taken by the table).

Making a TOC By Hand

If the software you use lacks a TOC function, you will simply have to make the table by hand. In this case, do the following.

1. Be sure to use Roman Numerals in the Front Matter, and temporarily omit the TOC.
2. Organise the Body and Back Matter in PDF Bookmaker, and make your book.
3. Open the resulting document and create a table of contents accordingly by hand.
4. Export the completed Table of Contents as PDF, and import it into the Front Matter list.
5. Make your book again.

Depending on how you have organised your book, you may need to use a combination of both methods above. In any case, when including a TOC, simply make sure that page number correlations are correct.

APPENDIX B: Making an Index

Unlike a Table of Contents, which is a mandatory part of the Front Matter, an *Index* is a strictly optional part of the Back Matter. Like the TOC, the Index also refers directly to page numbers within the Body of your book, and those page numbers may be generated by PDF Bookmaker. It may seem that indexing your book should be a simple matter which PDF Bookmaker could do for you, but such a function is in fact rather complicated and beyond the scope of this software. Indexing documents in any language, using a variety of organising paradigms, etc. is involved enough to merit its own application, and there exist options from other companies for this purpose. Here are some tips for efficiently handling an Index for your book when working with the page numbering functions of PDF Bookmaker.

Using Index Generating Software

Software does exist to help you create a basic index for your book consisting of keyword matches within the text. In this case you should simply import PDFs exported from that software to be included in the Back Matter of your Book. Be aware however that this approach will not give you a professional-grade index, but it may be better than no index at all.

Making an Index By Hand

Computer software cannot yet analyse your book the way a human mind can; matching topics and concepts is much more complex than simply matching words. A hand-made Index will therefore be more sophisticated than an automatically generated index. When making an index by hand and using the page numbering functions of PDF Bookmaker, follow these steps to ensure that your page numbers will be correct.

1. Be sure to use Roman Numerals in the Front Matter, and temporarily omit the Index.
2. Organise the contents of your book in PDF Bookmaker, and make the book.
3. Open the resulting document and create an index accordingly by hand.
4. Export the completed Index as a PDF, and import it into the Back Matter list.
5. Make your book again.

In any case, when including an index, you must make sure that your index page numbers correlations are correct.

Credits

PDF Bookmaker was designed and programmed by Aaron Andrew Hunt, using [Xojo](#) and [MBS Plugins](#) on a [Mac](#).

This documentation and title page were written by Aaron Andrew Hunt, using Apple [Pages](#). The final document was paginated and produced using PDF Bookmaker.

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