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REFRESHINGLY SIMPLE SOFTWARE

NXPowerLite Desktop

User Manual

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neuxpower.com

Simple Storage Reduction Software

NXPowerLite Desktop 7 (Windows)

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2   Using NXPowerLite

2.1   Desktop Application

How it works

To reduce a file:

- Add files or folders
- Choose a **Save Profile (Section 3.1)** (Optional)
- Choose an **Optimize Profile (Section 3.3)** (Optional)
- Click the 'Optimize' button

Adding files or folders

There are 3 ways to add files to NXPowerLite for processing:

1. Drag and drop
2. Using the 'Add files' or 'Add folder' menu items
3. By right-clicking file(s) or folder(s) and choosing the 'Add' option from the context menu.

Processing folders

When a folder is added to NXPowerLite, files from the folder will appear in the main application dialog. Please note that the adding of files is not recursive, so any files in sub-folders will not be added.

Processing multiple files

NXPowerLite Desktop can be used to process multiple files in one batch. Up to 10,000 files can be optimized, however the performance and reliability of the application will depend on the specifications of the computer (and network) running NXPowerLite. For a more stable way to optimize large quantities of files we recommend using NXPowerLite for File Servers, which is designed to process many files on a server or data store.

During the 14-day evaluation period NXPowerLite will limit the amount of files that can be processed at the same time to 20. To remove this limitation and allow up to 10,000 files in a batch, you will need to buy the software and register it with a valid registration key.

Results dialog

Optimization results

Successfully optimized files will be marked 'Success' directly beneath the file name. The original file size, how much the file has been reduced and the final size of the file will be shown to the right of the file name. If a file cannot be optimized or **Embedded Objects (Section 3.3)** have been flattened an appropriate message will be displayed beneath the file name. See **Reasons why files may not reduce (Section 4.2)** for more details of these messages.

Further options

NXPowerLite Desktop 7 (Windows)

NXPowerLite allows the user to perform various actions to selected file(s). The options given in the menu depend on the type of files and how many files have been selected.

Email options

Email:
Opens a new compose email window in the default email client with the selected files attached.

Zip + Email
Opens a new compose email window in the default email client with the selected files zipped and attached.

Open Options

Open
This option opens the selected optimized file(s).

Open original
This option opens the original file.

Open Original file location
Opens a Windows Explorer window at the folder containing the original file.

Open Optimized file location
Opens a Windows Explorer window at the folder containing the optimized file.

2.2   Email

Automatically optimize and zip email attachments (Outlook only)

If NXPowerLite has been installed to integrate with Outlook, it will try to automatically optimize PDF, PowerPoint, Word, Excel and JPEG attachments. NXPowerLite also includes zip compression that will ensure that your attachments are as small as they possibly can be!

Enabling or disabling email attachments optimization (Outlook only)

By default NXPowerLite will be enabled every time an email compose window is opened in your default email client.

Disabling NXPowerLite

It is possible to disable NXPowerLite for certain emails. To do this just click the 'NXPowerLite enabled' ribbon button in the email compose window. The button changes to 'NXPowerLite Disabled' and NXPowerLite will not try to either optimize or zip the attachments when you send. NXPowerLite will remain disabled for all future emails until it is re-enabled.

What if I forgot to disable NXPowerLite?

When you click send on an email, NXPowerLite will show a progress dialog while it is processing the files.

There are two functions available on this screen:

- 'Cancel' which will stop optimizing and return to the compose message window
- 'Send original attachments' button will stop optimizing and send the email with the original files attached .

To configure when NXPowerLite automatically optimizes or zips your files please see **Email Attachments Settings (Section 3.4)**.

Reducing emails inside email client (Outlook only)

NXPowerLite can reduce an exiting email with supported attachments in any Outlook folders. To reduce an email right-click an email with supported attachments and select the 'Optimize with NXPowerLite' option.

While processing attachments NXPowerLite will display a progress bar which will block the use of Outlook until it completes. Upon completion the **Results dialog (Section 2.1)** will be displayed with details relating to the success of NXPowerLite on the email's attachments.

Once an email has been reduced by NXPowerlite (either using a manual process or by the automatic sending reduction), it will no longer be able to reduced further. By selecting 'View NXPowerLite Details' right-click option for already optimized emails, users are able to see details of how the email has been processed.

The option to optimize an email within Outlook currently works only with single emails. Reducing multiple emails is not currently supported.

Lotus Notes, Outlook Express and Windows Live Mail

The email functionality in these email clients has not yet been updated, please see version 5 manual online.

2.3   Windows Explorer

Options for files NXPowerLite can optimize

For PDF, PowerPoint, Word, Excel, JPEG & zip file(s) the following one-click options will be available by right-clicking the file in Windows Explorer.

Add

Opens NXPowerLite main screen and adds the file(s) ready for optimizing. If NXPowerLite is already open the file(s) will be added to the list.

Optimize > Create optimized copies

Will optimize the file (s) immediately; creating a copy of the original file in the same folder.

Optimize > Backup and replace originals

Will optimize the file (s) immediately; replacing the original file and creating a backup in the same folder.

Optimize and send to > Compressed (zipped) folder

Will optimize the file(s) immediately and collect the optimized versions in a zip archive alongside the original file.

Optimize and send to > Mail recipient

Will optimize the file(s) immediately and attach them to a new email message in the default email client.

Optimize and send to > Mail recipient (zipped)

Will optimize and zip file(s) immediately and then attach the zip archive to a new email message in the default client.

Options for all file types

All file types will have the following options in Windows Explorer.

Send to compressed (zipped) folder

Will zip the file(s) immediately and place the zip archive alongside the original file(s).

Send to mail recipient (zipped)

Will zip the file(s) immediately and then attach the zip archive to a new email message in the default client.

Options for folders

Add

Add all the files in the selcted folder. Please note files in any subfolders will not be included.

3   Settings

3.1   Save Profile

Save Profile options

Replace original and create backup (same folder as original)

Selecting this option will replace the original file with an optimized version while also creating a backup of the original file. The backup file will be placed in the same folder as the original file

Replace original and create backup (another folder)

As above but your backup file will be saved in a folder of your choice.

Create optimized copy (same folder as original) **[Default]**

Choose this option to mimic the behavior in previous versions of NXPowerLite. Original files will be left untouched and a new optimized file will be created in the same folder as the original file.

Create optimized copy (another folder)

As above but your optimized copy will be saved in a folder of your choice.

Save optimized file with current date and time

 By default files that NXPowerLite has processed will have the same date and time attributes as the original files. By enabling this setting NXPowerLite can override the attributes of the file to reflect the current time and date. This may be useful if there is a requirement to indicate that the file has been changed.

3.2   File Naming

File naming options

When optimizing files NXPowerLite adds some text to either the backup or optimized copy file name to avoid confusion. By default backup file names have the text "(NXPowerLite Backup)" added and optimized copies have "(NXPowerLite Copy)". You can customize this text by editing the relevant textbox. It is also possible to select whether the text is added 'After' or 'Before' the existing file name, by using the drop-down.

For backups (Default)

Original File = Document.pdf

Backup file = Document (NXPowerLite Backup).pdf

For Optimized copies (Default)

Original file = Image.jpeg

Optimized file = Image (NXPowerLite Copy).jpeg

File name clashes

NXPowerLite will never overwrite files. If a file with the same name as a backup file or optimized copy already exists then NXPowerLite will append a number in brackets to the end of the file name.

For example:

Original file = Presentation.ppt

Optimized copy exists = Presentation (NXPowerLite Copy).ppt

New optimized copy of file = Presentation (NXPowerLite Copy) (2).ppt

3.3 Optimize Profile

Optimize Profiles

The default optimize profile, **'Screen'**, is suitable for most purposes. Files will look great on most screens, but may not be suitable for high quality printing or viewing on high definition screens.

'Print' can be used if high quality printouts are required. Files will be print-quality, but file sizes will be slightly larger.

'Mobile' can be used if files only need to be viewed on cell phones or PDAs. File sizes will be tiny, but picture quality may be poor on larger screens.

'Screen (no "flattening")' This has the same settings as the screen, however **Embedded Objects** in Office documents will not be flattened and will remain editable.

'Print (no "flattening")' This has the same settings as the print, however **Embedded Objects** in Office documents will not be flattened and will remain editable.

If none of the above options meet your requirements, you can create your own, custom optimize profile.

Custom Optimize Profiles

JPEG Quality

This sets the level of quality used by NXPowerLite when recompressing JPEG files. The scale runs from 1-9:

- "JPEG Quality 1" will result in greater reduction of files but will reduce the visual quality of images.
- "JPEG Quality 9" will fully preserve image quality but will result in less reduction.

We recommended using our default settings because these offer an excellent balance between file reduction and quality.

The JPEG Quality setting for both PDF and Microsoft Office files refer to the JPEG images stored within the file. NXPowerLite does not resize stand-alone JPEG files in any of the standard profiles. It can be configured to do so in a custom profile by enabling the resize setting.

Resize images for display at:

Documents often contain very large images, taken with digital cameras for example, which contain far more visual information than will ever be seen by a user in normal use. NXPowerLite can scale these images down to target a particular display resolution.

PDF

Delete Private Application Data

Applications that create PDFs files, such as Adobe Photoshop or Acrobat, are able to store information within a PDF file that they can use when opening or editing the file. This information can only be used by the application which created the file and is not needed to display a PDF file. For most cases we recommend deleting this data as it will have no effect on the use of the PDF file.

Subset Embedded Fonts

Enabling this feature means only those characters that are actually used in the lay-out are stored in the PDF. If the "$" character doesn't appear anywhere in the text, that character is not included in the font. This means that PDF files with subsetted fonts are smaller than PDF files with embedded fonts.

Microsoft Office

Delete cropped areas of pictures

Enabling this feature will trim cropped images within documents so that only the visible portion is stored in the file. This will reduce the size of the files, but users will no longer be able to edit cropped images to reveal the areas that have been removed.

Flatten embedded objects

Enabling this feature will cause embedded objects within Office files to be "flattened", converting them into pictures. This will reduce the size of the files but users will no longer be able to double-click embedded objects to edit them.

For example, a PowerPoint presentation may contain an embedded Excel sheet with a table of figures. Double-clicking the table would normally open Excel to edit the figures, but flattening the document converts the table to a simple picture, meaning the underlying data cannot be edited.

If NXPowerLite has "flattened" embedded objects then a message will be shown under the file name in the **Results Dialog (Section 2.1)**. To optimize files without "flattening" embedded objects choose one of the "no flattening" **Optimize profiles** or a custom profile.

Remove EXIF data (JPEG)

JPEG images normally include extra information (metadata) inside the file such as: Device on which the image was taken or location the image was taken plus many more. By default NXPowerLite will retain this data however, this option enables this data to be removed from each JPEG file.

3.4   Email Attachment Settings

Optimize settings

Ignore emails below

NXPowerLite will ignore emails where the total size of attachments is below this value.

File types to include

Select file types that NXPowerLite will consider for optimization. For example if you never want to optimize Excel files then un-check the Excel check-box.

Ask me when flattening embedded objects

If ask me is enabled NXPowerLite will warn you before sending, that it has '**Flattened embedded objects (Section 3.3)**' in email attachments and present the following options:

- Continue sending the attachments with embedded objects flattened
- Send the original files
- Cancel and return to the email compose window to re-configure NXPowerLite

  To ensure that NXPowerLite never '**Flattens embedded objects (Section 3.3)**' then choose one of the existing "no flattening" **Optimize Profiles (Section 3.3)** or a custom profile and disable the '**Flatten embedded objects (Section 3.3)**' option.

Zip settings

Enable zip Compression

Zip compression is enabled by default and will zip attachments in emails that meet the criteria below.

Ignore emails below

NXPowerLite will ignore emails where the total size of attachments after optimization is below this value. It is possible to make sure that every email is considered for zip compression by setting this value to 0.

Minimum reduction

If an email is large enough to be considered for zip compression, NXPowerLite will collect all the attachments and zip them. However it will only send them as a zip file if the reduction is greater than the Minimum Reduction. For example, if zipping only achieves 5% compression and the Minimum reduction value is set to 10%, then NXPowerLite will send the attachments without zipping.

Ask Me before sending zipped attachments

If Ask Me is enabled NXPowerLite will warn you before sending that the attachments will be zipped and present the following options:

- Send zipped Attachments
- Send attachments unzipped
- Cancel and return to the email compose window to re-configure NXPowerLite

  To ensure that NXPowerLite never zips email attachments disable the zip compression setting.

Use custom file extension

This feature allows users to customize the extension of the zip file created by NXPowerLite to something other than '.zip'. For example customizing this setting to '.piz' will create a zip archive with the name 'Filename.piz'.

4   Support

4.1   System Requirements & File Support

Minimum System Requirements

- Windows XP SP3 and above
- Windows Server 2003 SP2 and above

NXPowerLite file support

NXPowerLite supports processing of the following files:

PDF

NXPowerLite can process PDF files from version 1.4 to version 1.7 extension level 8 including files created in versions of Adobe Acrobat Pro up to version XI. The following PDF subsets are also supported:

- PDF/A
- PDF/X
- PDF/E
- PDF/UA
- PDF/VT

> NXPowerLite does not optimize PDF portfolio files.

Microsoft Office

NXPowerLite can process Microsoft Office files with extensions listed below, created in Office versions from Office 97 until Office 2016. Office files with the following extensions will be optimized:

- PowerPoint: pptx, pptm, ppt, ppsx, ppsm, pps, potx, potm, pot
- Word: docx, docm, doc, dotx, dotm, dot
- Excel: xlsx, xslm, xls, xltx, xltm, xlt

JPEGs

NXPowerLite can optimize JPEG files with the following extensions:

- JPEG
- JPG
- JPE
- JFIF
- JIF
- JFI

Zip files

NXPowerLite can optimize standard zip files containing any of the above formats

NXPowerLite Integration support

Email Integration

NXPowerLite can automatically optimize email attachments in the following email clients:

- Microsoft Outlook (Versions 2000-2016) [1]
- Lotus Notes (6.0-8.5)
- Outlook Express (6.0+)[2]
- Windows Mail (6.0+)[2]

Application Integration

NXPowerLite integrates with the following applications (Versions 2000 - 2016)[1]:

- Microsoft PowerPoint
- Microsoft Word
- Microsoft Excel

[1] Integration with Office 2000 and Office XP may continue to work are no longer actively supported

[2] Integration is not currently supported in 64-bit versions of email clients and applications.

4.2 Reasons why files may not reduce

Why hasn't NXPowerLite optimized my file?

There are many reasons why NXPowerLite cannot optimize a file, more details of which follow.

File Issues

These issues relate directly to the file and it's content and are listed directly underneath the file name on the results screen. Each reason it detailed in the table below:

Reason	Explanation
File already optimized	NXPowerLite has already optimized this file. Reducing further could adversely affect the quality of the file. It is possible to re-optimize using more aggressive settings. See **Optimize Profile (Section 3.3)**.
Password protected or encrypted file.	NXPowerLite does not process these types of files. Please remove password protection or encryption from file before using NXPowerLite.
Digitally signed file	The file has a digital signature which NXPowerLite would render invalid and therefore cannot process. Remove the digital signature before processing and re-add afterwards.
File not reduced (No content to optimize)	NXPowerLite could not find any content to optimize. If the file contains lots of images and you think it should reduce please share the file with us and we will investigate.
Unexpected exception	Something went wrong when processing the file. See **Troubleshooting Tips** for further help.
Optimization cancelled	The optimization process was cancelled either before or during file processing.
File feature unsupported (resave and try again)	This applies to fast-saved documents created in early version of Microsoft Office. Save the file in a version of Office 2003 or greater and then optimize.

File type not supported	The file has an extension that does not match the documented format of the file. A common example of this is a .RTF file saved with .DOC file extension.
File version not supported (too new)	Files created by Office versions newer than Office 2016 (version 16) or PDF version higher than v1.7 ext. 8 will not be processed. Please contact us to check whether an update of the software is available.
File version not supported (too old)	Files created by versions of Office before Office 97 or PDF with versions less than v1.4 will not be processed.
Unable to create PDF file (open failed) or (save failed)	This normally indicates whether a file that has become corrupt or a problem with NXPowerLite's optimization engine. See **Troubleshooting Tips**
File Type not supported (PDF portfolio)	NXPowerLite cannot yet process PDF portfolio files. Please check with us for updates on the progress of this feature.

System Issues

These issues indicate that there is a problem with the operating system on which NXPowerLite is installed. Each error listed below indicates the nature of the problem. Please contact your system administrator if you are not able to resolve the issues, or alternatively contact us for help.

Reason	Explanation
(access denied)	NXPowerLite is running with a user that doesn't have full access to the file. Change file permissions to allow NXPowerLite to process the file.
(file doesn't exist)	The path of the file has changed since the file was added to NXPowerLite (i.e. the file has been deleted, moved or renamed)
(folder doesn't exist)	The path of the folder has changed since the file was added to NXPowerLite (i.e. the folder has been deleted, moved or renamed)
(sharing violation)	Another application or system process is holding the file open so NXPowerLite cannot access it to process the file.

Troubleshooting Tips

The most commons reasons NXPowerLite cannot optimize a file are:

- The file is corrupt
- Files are stored on a network drive or attached device where NXPowerLite does not have permissions to complete the optimization process.

Suggested fixes

Re-save the file

Open the file's editing application and save the file with a different file name.

Ensure the file and backup/optimized copy folder is a local hard drive

Copy the file to be optimized to a local hard drive (e.g. the computer's desktop). Also ensure that the backup or optimized copy will be created on a local hard drive.

Further Help

If neither of these actions allow NXPowerLite to optimize the file then please share the file with us. We will be able to analyze it and determine the nature of the issue.

4.3   Legal Notices

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