PDF-XCHANGE

PDF-XChange Lite V6
USER MANUAL

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1 Welcome

PDF-XChange Lite V6

PDF-XChange Lite V6 is the lite version of our best-selling software for the creation and virtual printing of industry-standard PDF files - **PDF-XChange Standard V6.** It's compatible with files from almost all Windows applications such as **MS Word, Excel** and **AutoCAD. PDF-XChange Lite** features an optimized engine that significantly increases the quality of conversion for images and image-based text characters. Converted files are smaller in this version too - allowing for faster uploads/downloads, a reduction in storage space and increased data retention - even at high levels of compression.

PDF-XChange Lite installs as a virtual printer that generates fully-compatible, industry-standard, native PDF files. The files that **PDF-Lite** creates feature searchable text, which greatly increases the efficiency of searching, selecting and editing files.

After **PDF-XChange Lite** has been installed, select files to print virtually and click **Print**. Select **PDF-XChange Lite** when prompted on which printed should be used. Files will then print virtually. There are several adjustable settings that determine the parameters of created documents. For example, it is now possible for documents to retain the name of the document from which they were created, and macros have been introduced to increase workflow efficiency.

PDF-XChange Lite requires no additional 'plug-ins' or software. However, we recommend installing another of our products, **PDF-XChange Editor,** for the viewing and manipulation of files created using **PDF-XChange Lite.** It's completely free, and they are designed to work in tandem. A free download of **PDF-XChange Editor** is available at the download page of our website, which is available **here.**

We offer several further cutting-edge applications for the manipulation of PDF and image files. See the **PDF-XChange Products Page** for more information.

If you have any queries then please **Contact Us.** We aim to respond to all communication within eight hours - and we are usually much faster. Additionally, the **User Forums** are an excellent resource for troubleshooting.

This manual is composed of the following sections:

- **Installation** details the installation process, system requirements and licensing details for the software.
- **Features Overview** details the main features of the software.
- **PDF-XChange Lite Printer Settings** details the product settings, and is structured to match the UI of the software.

A PDF version of this manual is available **here.**

Note that the icons in the upper left of the screen can be used to browse/search the manual:
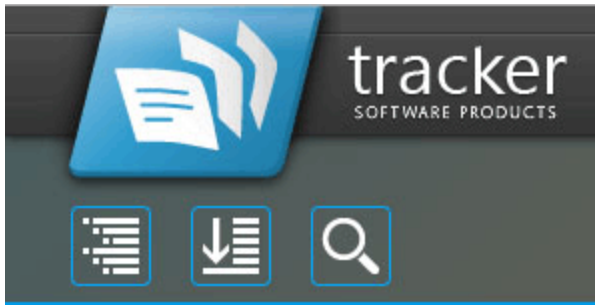
 Click the **Table of Contents** to view/move to chapters of the manual.

 Click the **Keyword Index** to view keywords, and click keywords to move to their location in the manual.

 Click **Search Topics** to enter custom search terms.

1.1   Installation

Installation

Follow these steps to install **PDF-XChange Lite V6:**

 1. Use the link in your purchase confirmation email or click the **here** to download the evaluation version of **PDF-XChange Lite V6.**

 2. When the download is complete, click the **PDFXLiteHome6.zip** file to open the containing folder. (**Winzip** and **CnetsDownload.com** have free downloads available if you require software to unzip files).

 3. **PDFXLiteHome6** is displayed next to an icon. Double click either the text or the icon to open the **Run/Cancel** dialog box.

 4. Click **Run** to open the **PDF-XChange Lite V6** Setup.

 5. Click **Next**

 6. Read the license agreement and select the check box to continue.

 7. Click **Next.**

 8. Select either **Custom** or **Complete** setup type and select the installation location.

 9. Click **Next** and follow the instructions to install the software. Please note that the first time the installer is run it will prompt for a registration number/activation code. We recommend that this is copied and pasted from receipts in order to avoid mistakes.

When an evaluation copy of **PDF-XChange Lite V6** is installed, all output is generated with two watermark stamps on each page. When a full version has been purchased it is necessary to enter the serial number provided to ensure that all future output is free of the evaluation watermarks. Follow the steps below to register:

1. Install the software using the steps outlined above.

2. Move to the **Control Panel** and click **Devices and Printers.**

3. Right-click **PDF X-Change Lite V6** and click **printing preferences** in the submenu.

4. Select the **About** tab in the main toolbar.

5. In the **About** window, click the **Registration** button.

6. Click the **Add New Serial Key** button.

7. Enter the serial key into the text box, or copy and paste it from the clipboard.

8. Click **Continue** to register.

If you have already installed the evaluation version of **PDF-XChange Lite V6** then there is no need to install it again. Simply follow the steps outlined above to register.

VERY IMPORTANT

The serial key/activation code is unique to you/your company. **PDF-XChange** uses an **FTP Automatic Update** to ensure that the latest version is always available to our clients. If you have purchased a single copy of the software it will allow only one user to update their copy. Similarly, if you have purchased a multipack license, then an equal amount of users will be able to update their software. Please keep your serial key/activation code safe. Do not share it with other parties, as doing so constitutes an illegal breach of copyright. If we discover evidence of abuse then updates will be disabled for your account. Serial keys/activation codes found on websites offering free and illegal software distribution will be disabled immediately. We monitor such websites on a daily basis. Help us safeguard the integrity of our products to ensure that their future development is made possible. Theft of our software deprives us of investment that improves our products for the benefit of all clients.

1.1.1 **System Requirements**

System Requirements

PDF-XChange Lite supports all **Windows** (32/64 bit) operating systems from **Windows XP** and later:

Figure 1. Supported Operating Systems

Please note the following:

- We recommended that users install the latest **Microsoft Windows** service packs and updates before using our products, as doing so will ensure the greatest possible performance of the software.
- Our products - in particular the printer drivers that **PDF-XChange Standard** and **PDF-XChange Lite** utilize - are not designed to work in virtualized environments such as the **XenApp** software.
- *There are some limitations to product support for **Windows XP** as **Microsoft** have stopped supporting it. Further information about this issue is available **here.**
- If you are using **Windows 7** then please ensure you have the latest release and all available fixes - otherwise you may encounter issues, as detailed **here.**

1.1.2 Licensing

Licensing

Since version 5.5 and build 308 **PDF-XChange** has moved to a new serial key licensing system. The new system offers both the standard serial key method of licensing our applications as well as the option to use a license file. The license file is known as an "XCVault" file, which is a modified .zip file. The main benefit of this feature is that there is no longer a need to re-install the software if you are using an evaluation version and intend to upgrade. Follow the steps below to access and activate XCVault files:

1. Login to your account with **PDF-XChange.**

2. Move to the "**Your products and Serial numbers**" tab.

3. Move to the product for which you would like to download the XCVault file.

4. Click the arrow icon indicated in *(figure 1)*. The window will expand as detailed below:

Figure 1. XCVault File Access Point

5. Click the **Download** button. The XCVault file will then download to the local computer.

6. Click the download icon to launch the XCVault file. All product licenses will then update automatically.

System administrators should note that this information is stored within the Windows Registry. However, the method used to license the application can have an effect on the storage location. When an XCVault file is being used, its information is stored in two locations: **HKCU\Software\Tracker Software\Vault** and **HKLM\SOFTWARE\Tracker Software\Vault.** It should also be noted that license information is stored as a hexadecimal value. Therefore, if a registration key is being used to deploy the license, it is advisable to first license a single machine in order to create the first registration key.

Standard Deployment

Copy and paste serial keys into the installer to implement them during installation. Alternatively, click the personal.xcvault file after installation has taken place.

Silent Deployment

XCVault files can also be used for silent deployment of serial keys after installation has taken place. A windows command line can be used to push the XCVault file to each user that qualifies for a full license. The command line for operation is: **XCVault.exe /Option <path_to_xcvault_file>.** Available command line options are detailed below:

XCVault Command Line Options

/s

Installs the software in silent mode.

/m

Per machine - administrative rights are required for this option.

/Install

This command designates the utility as the default handler of **.xcvault** files in the system. Please note that this requires administrative rights.

Example

```
xcvault.exe /Install
```

/AddKeys

This command installs all license keys from **.xcvault** files.

Syntax

xcvault.exe [/AddKeys] [/M|/S|/R] <xcvault_file>

/M – specifies that new keys are added in the **HKEY_LOCAL_MACHINE** registry section and administrative rights are required.

/R – specifies that new keys will be unencrypted when added. Please note that this does not affect existing keys.

/S – specifies that the command is not permitted to show error/information messages.

Examples

```
xcvault.exe /AddKeys "c:\Personal.xcvault"

xcvault.exe "c:\Personal.xcvault"
```

/OpenKeys

This command removes protection for all installed, protected license keys on the machine and converts them into unencrypted, readable text. Additionally, this command places a permanent flag in the system registry that forces all products from **PDF-XChange** to add new license keys without the standard encryption.

Please note: the software encrypts new keys by default for security reasons. Encrypted keys cannot be exported from the registry and used on other machines. Therefore this command is available only in special cases and may require administrative rights.

Syntax

xcvault.exe /OpenKeys [/M|/S]

/M – keys stored in **HKEY_LOCAL_MACHINE** registry section only will be converted. If this option is not specified then all keys in **HKEY_CURRENT_USER** and **HKEY_LOCAL_MACHINE** will be converted. If this option is not specified and the utility has no administrative rights then only the keys in **HKEY_CURRENT_USER** will be processed.

/S – specifies that the command is not permitted to show error/information messages.

Example

```
xcvault.exe /OpenKeys
```

/ProtectKeys

This command encrypts all installed license keys on the machine. Please note that administrator rights may be required to use this command.

Syntax

xcvault.exe /ProtectKeys [/M|/S]

/M – keys stored in **HKEY_LOCAL_MACHINE** registry section only will be converted. If this option is not specified then all keys in **HKEY_CURRENT_USER** and **HKEY_LOCAL_MACHINE** will be converted. If this option is not specified and the utility has no administrative rights then only the keys in **HKEY_CURRENT_USER** will be processed.

/S – specifies that the command is not permitted to show error/information messages.

Example

```
xcvault.exe /ProtectKeys
```

A sample script and associated literal path is detailed below:

C:\Program Files\Tracker Software\Vault>XCVault.exe /s with literal path **D:\Documents\Ref\Personal.xcvault**

Activating silent deployment is a two-step process. The first step is to call on the XCVault.exe that will apply the key. The second step is to specify the literal path to the personal.xcvault file. The presence of the script means that users are not notified of serial key deployment.

Passing License Details During Installation

The inclusion of XCVault files since version 5.5 and build 308 means that the command line install option **KEY=<regkey>** no longer passes license details to associated products. The command line can be used to resolve this issue and there are two methods available:

The first method is to use the option **KEYFILE=<xcvault file>** to specify the UNC location of the license vault file <filename>.xcvault. For example:

KEYFILE="C:\Users\JohnDoe\Desktop\Personal.xcvault".

The second method is use the option **KEYDATA=<regkey>** to specify the registration key with a text string. For example:

KEYDATA="PXP50-Y5EN....cFrBqnyKhv6eOw=".

The first method is recommended as the new keys are very complex and therefore less suited to being passed as strings at the command line.

2   Features Overview

Features Overview

PDF-XChange Lite is a reduced version of **PDF-XChange Standard** that contains basic features for use when printing documents virtually. It combines high quality conversion with optimized compression to create professional documents that are comparatively small in size. The main features of **PDF-XChange Lite** are detailed below:

- **Document Information** options that support both basic and advanced settings, including the option to add XMP Metadata.
- **Font Embedding** to ensure compatibility on all computers. Chinese, Japanese and Korean fonts are now also available.
- **Enhanced Saving** options that determine how files are saved/named. **Macros** 34 have been introduced to increase workflow efficiency.
- **Language** options that support a wide range of languages.
- **Paper Properties** that offer dynamic options for paper size, resolution, scaling and output.
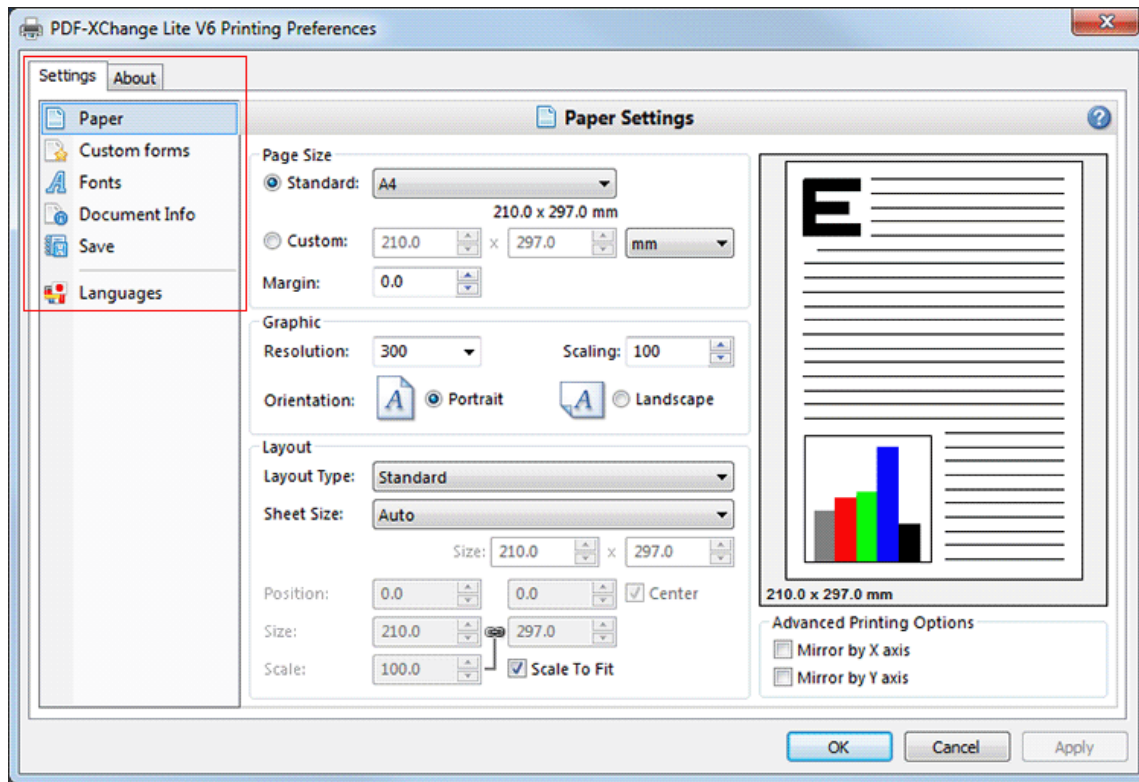
3 **PDF-XChange Lite Printer Settings**

PDF-XChange Lite Printer Settings

PDF-XChange Lite features many customizable settings. These are accessible from the printers list. Follow the steps below to adjust settings:

1. Click the **Windows Start Button**.

2. Click **Control Panel.**

3. In the **Control Panel** dialog box, click **Devices and Printers.**

4. In the **Printers** tab, point to the printer **PDF-XChange Lite** and right-click.

5. Select **Printing Preferences** from the menu options. The **PDF-XChange Lite V6 Printing Preferences** dialog box will open:

Figure 1. PDF-XChange Lite V6 Printing Preferences Dialog Box, Settings Tab Highlighted

6. Use the **Settings** tab highlighted in *(figure 1)* to select settings. All sections are detailed below:

- **Paper** 18
- **Custom Forms** 26
- **Fonts** 28
- **Document Info** 30
- **Save** 32
- **Languages** 37

About

The **About** tab can be used to access further information about the product, view help pages, check for updates and register new serial keys/activation codes.

3.1 Paper

 Paper

The **Paper** settings are used to determine the size, orientation, margin, scaling factor layout and printing order of pages, and the DPI resolution of images. Please note that some programs, such as **Microsoft Word**, override the properties determined in the Paper Settings dialog box. This is because they use values determined within their own parameters and give those values priority over the options in **PDF-XChange Lite.**

Click **Paper** in the menu on the left of the main window to customize the **Paper Settings:**
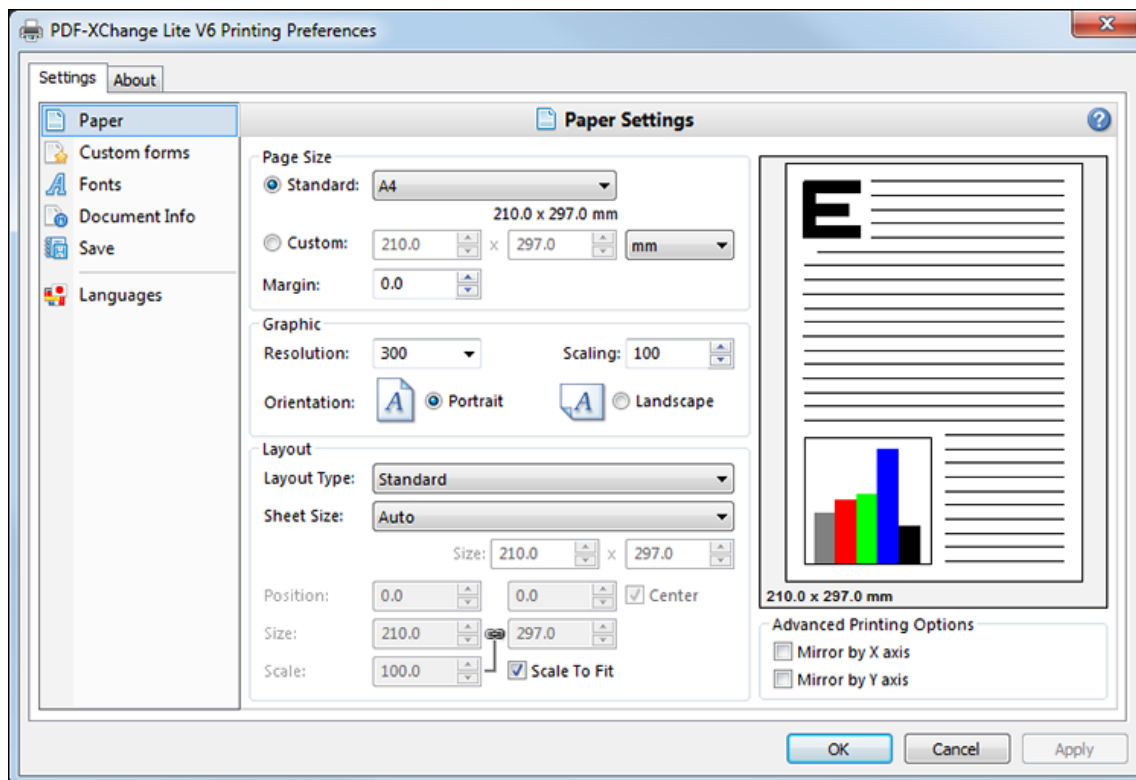
Figure 1. Paper Settings Dialog Box

Page Size

- **Standard** features industry-standard standardized sizes.

- **Custom** enables custom dimensions (to a maximum of two hundred inches). Use the number boxes to determine document dimensions. Use the dropdown list to determine the units of measurement.
- **Margins** adjusts the size of document margins.

Please note that **AutoCAD** may present issues when printing, especially when it plots to virtual print drivers such as PDF-XChange. If problems arise, especially in regard to portions of output exceeding the defined margin/page limits, we recommend setting a margin of at least 3.2mm.

Graphic

- **Resolution** is measured in **DPI** (dots per inch). Use the **Resolution** number boxes to determine **DPI**. (Increasing **DPI** usually decreases file size).
- **Scaling** determines the size of converted documents in relation to original content.
- **Orientation** determines either **Portrait** or **Landscape** as the page orientation.

Page Layout

- **Standard** layout features one page per PDF page. See **here** [20] for further options.
- **Booklet** layout features adjacent pages and is used for booklets and similar documents. See **here** [22] for further options.
- **Multiple Pages Per Sheet** features multiple document pages per PDF page. Select a value to view the layout in the preview window. See **here** [24] for further options.

Sheet Size

- **Auto** sets sheet size automatically.
- **Custom** enables custom dimensions.
- The remaining options are industry-standard dimensions.

Advanced Printing Options

- Select **Mirror by X Axis** to print a mirror version of the document that is reversed on the horizontal axis.
- Select **Mirror by X Axis** to print a mirror version of the document that is reversed on the vertical axis.

Click **Apply** to apply changes and **OK** to save changes.

3.1.1   **Standard Layout**

 Standard Layout

The **Standard** layout is used to print one document page per PDF page. When it is selected in the **Layout Type** menu the following options are available:
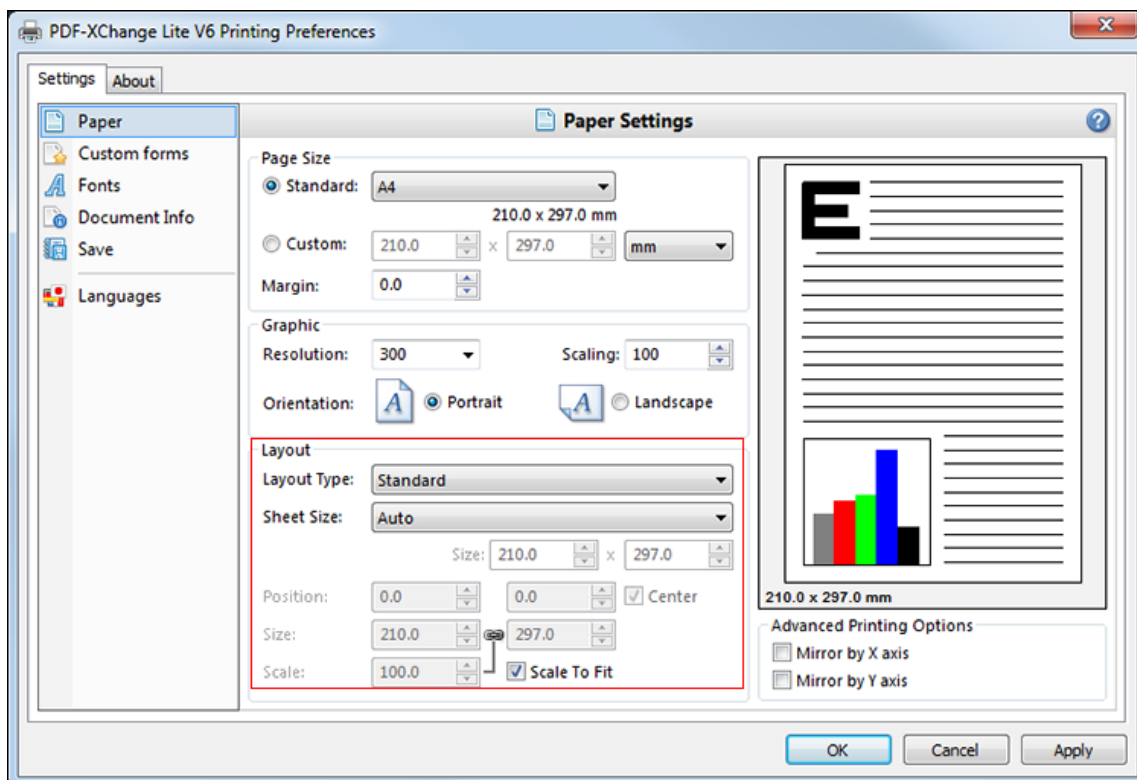

Figure 1. Paper Settings Dialog Box, Standard Options

The **Sheet Size** options determine document dimensions:

- **Auto** sets sheet size automatically.
- **Custom** enables custom dimensions. Enter the desired dimensions in the **Size** boxes.
- The remaining options are industry-standard dimensions.

Further Options

- If the **Scale To Fit** box is selected then layout options scale to the page size. Clear the box to disable this setting and then enter values in the **Size** and **Scale** number boxes or use the preview pane to resize pages.
- If the **Center** box is selected then documents are centered on the page and will remain centered when the size is adjusted. Clear the box to disable this setting and then enter values in the **Position** number boxes to determine page position.

Click **Apply** to apply changes and **OK** to save changes.

3.1.2   **Booklet Layout**

Booklet Layout

The **Booklet** layout is used to print booklets and similar documents. When it is selected in the **Layout Type** menu the following options are available:
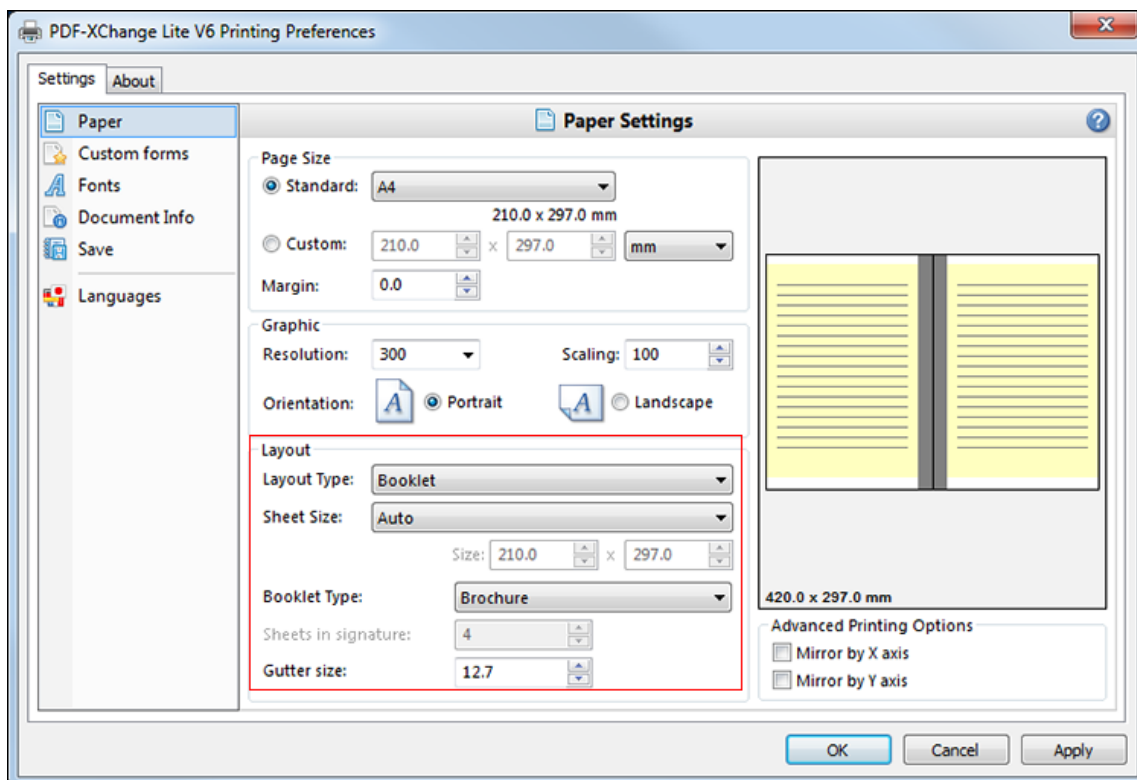

Figure 1. Paper Settings Dialog Box, Booklet Options

The **Sheet Size** options determine document dimensions:

- **Auto** sets sheet size automatically.
- **Custom** enables custom dimensions. Enter the desired dimensions in the **Size** boxes.
- The remaining options are industry-standard dimensions.

The **Booklet Type** options determine the booklet format:

- **Brochure** creates brochures, which are usually two or four pages in length and fit on a single sheet.
- **Books** have more pages than brochures and usually feature double-sided printing.
- Use the **Sheets in signature** number box to determine how sheets are folded.
- Use the **Gutter size** number box to determine the binding margin area, which the gray area in the preview pane represents. The default size is the industry-standard 12.7mm

Click **Apply** to apply changes and **OK** to save changes.

3.1.3 **Multiple Pages per Sheet**

Multiple Pages per Sheet

The **Multiple Pages per Sheet** layout is used to print multiple document pages per printed page. When it is selected in the **Layout Type** menu the following options are available:
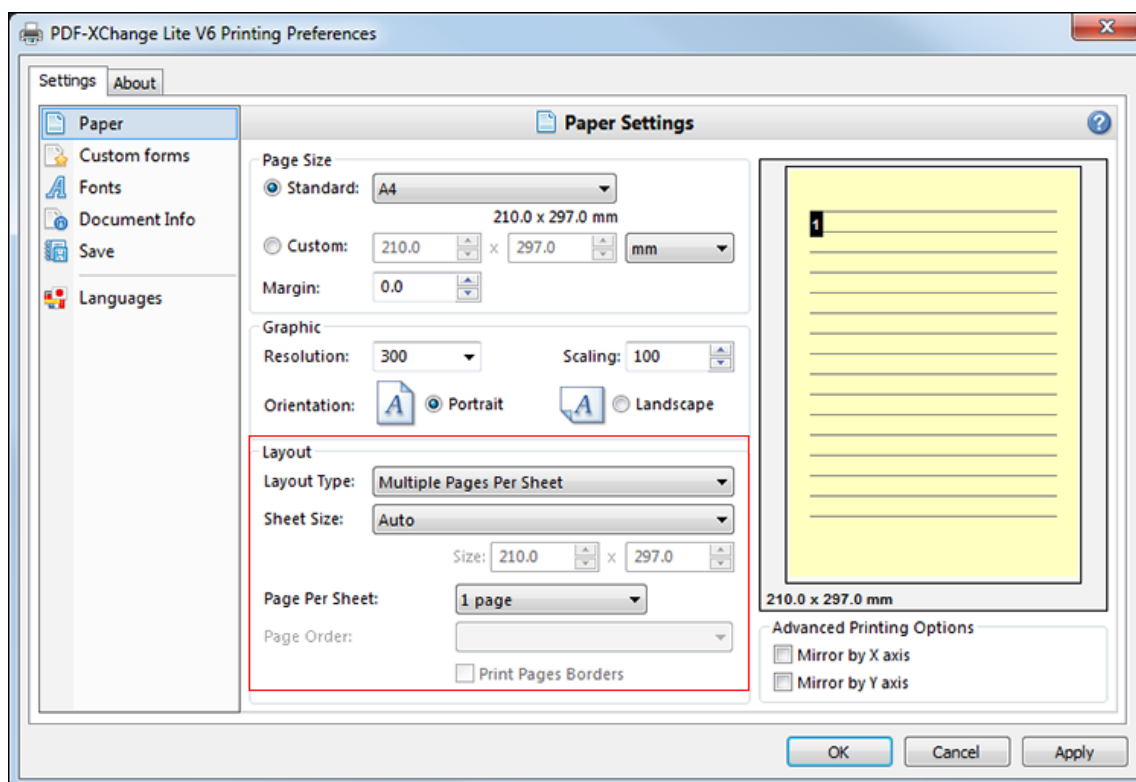
Figure 1. Paper Settings Dialog Box, Multiple Pages Per Sheet Options

The **Sheet Size** options determine document dimensions:

- **Auto** sets sheet size automatically.
- **Custom** enables custom dimensions. Enter the desired dimensions in the **Size** boxes.
- The remaining options are industry-standard dimensions.

Further Options

- The **Page Per Sheet** dropdown menu determines how many pages feature on each sheet.
- The **Page Order** menu determines how pages are ordered in the PDF document. Select an option to view the layout in the preview pane.
- Select the **Print Pages Borders** box to print page borders.

Click **Apply** to apply changes and **OK** to save changes.

3.2   Custom Forms

Custom Forms

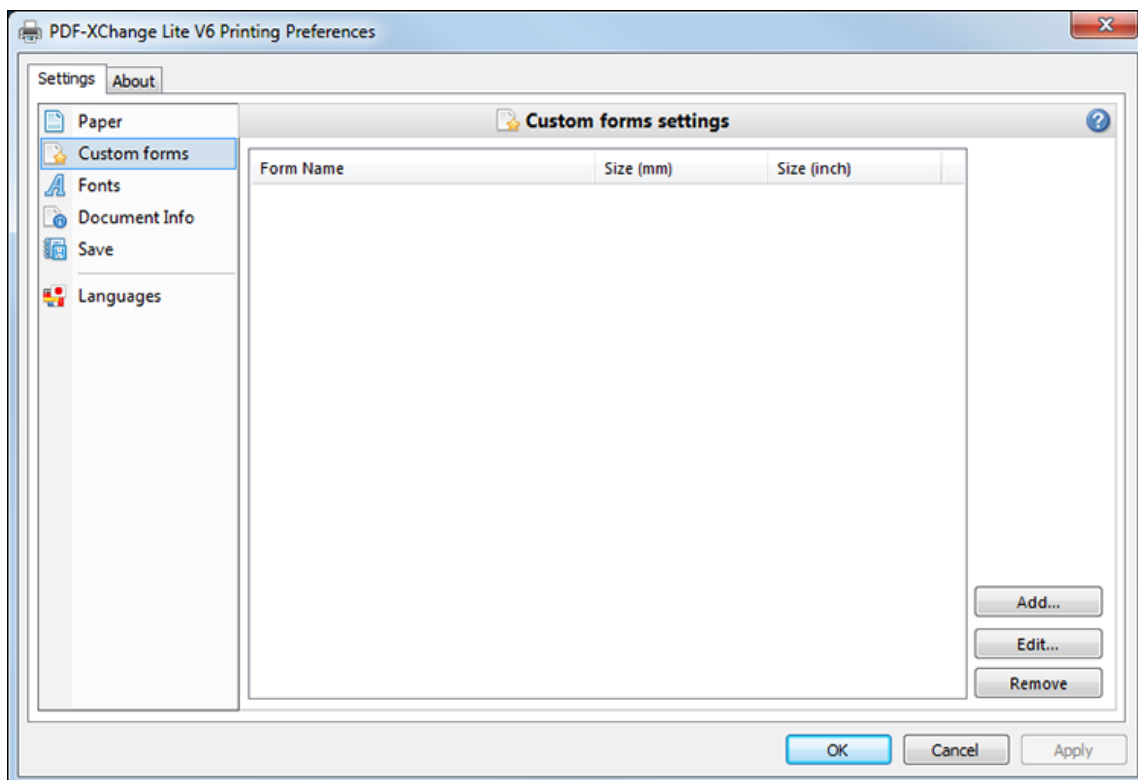The **Custom Forms** settings are used to save custom forms for subsequent use:

Figure 1. Custom Forms Settings Dialog Box

- Click **Add** to add a new custom form. The **Add/Edit Custom Form** dialog box will open. See *(figure 2).*
- Click **Edit** to edit selected forms.
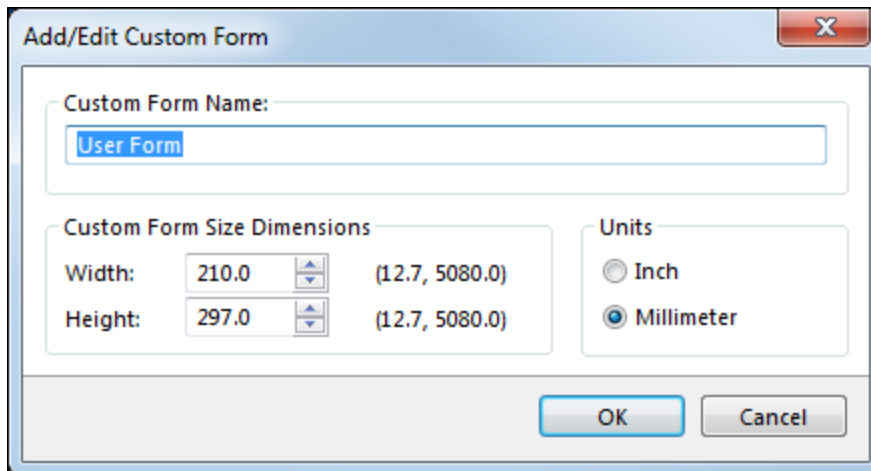- Click **Remove** to remove selected forms.

Figure 2. Add/Edit Custom Form Dialog Box

- Enter a name in the **Custom Form Name** text box to name the custom form.
- Enter dimensions in the **Width** and **Height** boxes and select a unit of measurement.
- Click **OK** to save settings.

3.3   Fonts

Fonts

The **Fonts** settings are used to determine font embedding options.
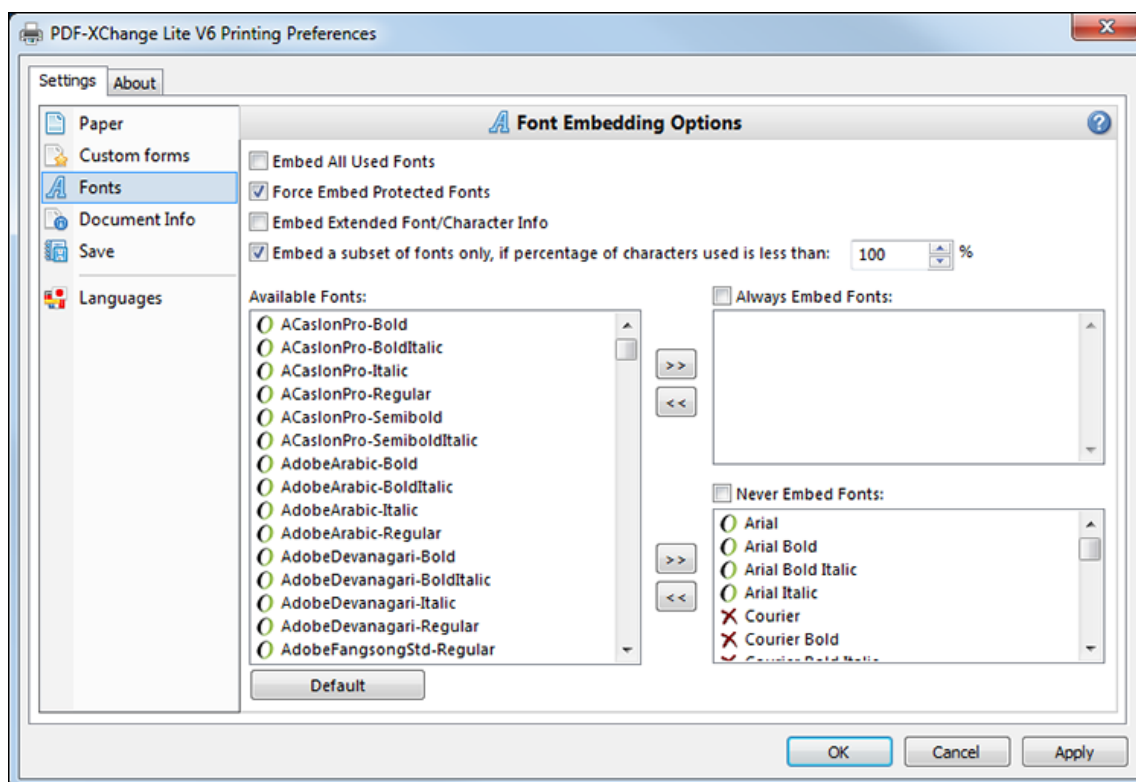

Figure 1. Font Embedding Options Dialog Box

- Select the **Embed All Used Fonts** box to embed all fonts. This increases the file size but ensures documents can be viewed on all machines.
- Select the **Force Embed Protected Fonts** box to force the inclusion of protected fonts in documents. Please note that some fonts are not licensed for widespread distribution and therefore it is necessary to check license permissions when this option is used.
- Select the **Embed Extended Font/Character Info** box to embed extended fonts and character information.

- Select the **Embed a subset of fonts only, if percentage of characters used is less than** box to embed a subset of fonts when the percentage of total fonts they represent in files is less than the percentage entered into the adjacent number box. This optimizes the size of files as it saves a subset of fonts as opposed to the entire character set, but it should only be used when there is no intention to edit documents subsequently.
- The **Available Fonts** window displays all fonts available for embedding. Select fonts and then use the arrow icons to add them to the **Always Embed Fonts** or **Never Embed Fonts** windows. The best approach, in order to optimize file size, it to embed uncommon fonts and leave common fonts unembedded. This is because it is probable that subsequent users will have common fonts available on their computers, and therefore embedding these fonts will increase the size of files unnecessarily.
- Click **OK** to save settings.

3.4   Document Info

Document Info

The **Document Info** settings are used to determine PDF information in documents:
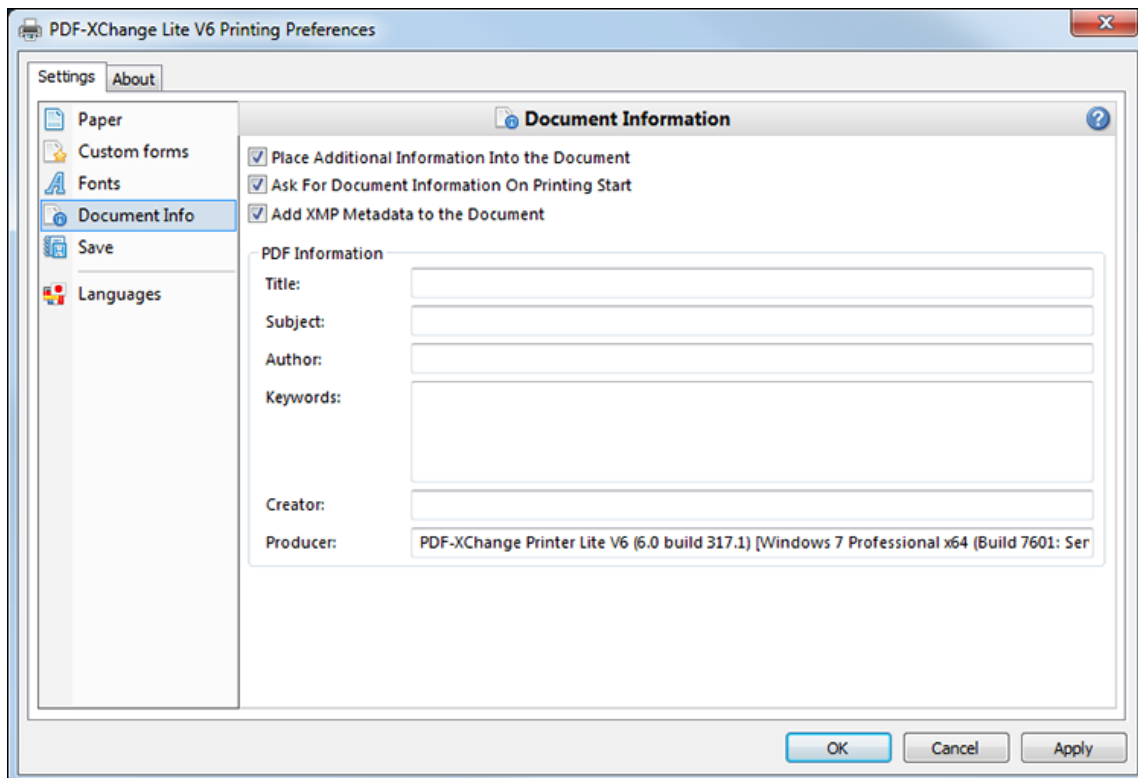

Figure 1. Document Information Dialog Box

- Select the **Place Additional Information Into the Document** box to enable further options.
- Select the **Ask For Document Information on Printing Start** box to enter document information when documents are printed.
- Select the **Add XMP Metadata to the Document** box to add the **(XMP)** extension to documents. See **here** for further information.
- Enter data in the **PDF information** boxes as desired.
- Click **OK** to save settings.

3.5 Save

Save

The **Save** settings are used to determine the method through which **PDF-XChange Lite** names and saves files:
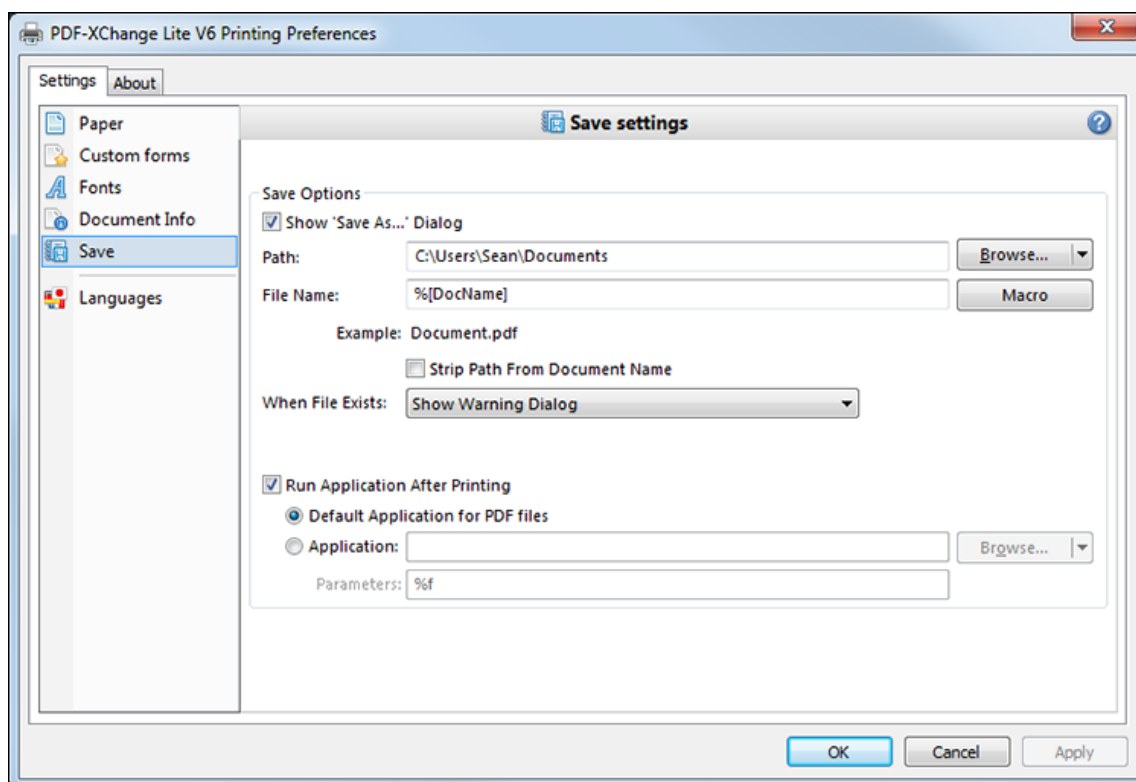

Figure 1. Save Settings Dialog Box

- Select the **Show Save As** box to view the **Save As** dialog box when files are saved.
- Use the **Path** text box to determine the location of saved files. Click **Browse** to select a folder.
- Use the **File Name** text box to name files. Add **macros** 34 as desired.
- Select the **Strip Path From Document Name** box as desired.
- The **When File Already Exists** dropdown menu determines the action taken when entered file names are already in use:
  - **Show Warning Dialog** displays a warning and prompts the user for action.

- **Always Overwrite** uses the new file to overwrite the existing file.
- **Auto Number** uses the same file name and appends a number.
- **Merge with Existing (Append To)** appends the new file to the existing file.
- **Merge with Existing (Insert Before)** inserts the new file before the existing file.
- **Ask for new file name** prompts for a new file name.
- Select the **Run Application After Printing** box to view printed PDFs:
- Select the **Default Application for PDF files** option to view printed documents in the default PDF viewer.
- Select the **Application** option to enter an application with which to view printed PDFs. Alternatively, click **Browse** to select an application.
- Enter printing parameters in the **Parameters** text box as desired.
- Click **OK** to save settings.

3.5.1 **Document Macros**

Document Macros

Macros are used in several settings of **PDF-XChange Lite.** 'Macro' is an abbreviation of 'macroinstruction' - a specification that determines how input sequences of characters are mapped in the output process. This means complicated components of the output process can be reduced in the input process, which makes the work involved both less intensive and less error-prone.

The **PDF-XChange Lite** macros are used when files are saved. Macros must be added in square brackets after file names. All macros are detailed below. Unless otherwise specified, macros add the same details as the macro name to the file name:

- **Application Name**
- **Document Name** - see **here** ⎡35⎤ for further options.
- **Document Path**
- **Date** - see **here** ⎡35⎤ for further options.
- **Year**
- **Month**
- **Day**
- **Time**
- **Hour**
- **Minute**
- **Seconds**
- **Pages Count**
- **Computer Name**
- **User Name**
- **Environment Variable**

See **here** for a technical explanation of how macros function.

3.5.2   **%[Docname], %[Date] and %[Time]**

 %[Docname], %[Date] and %[Time]

%[Docname]

The **getDocumentName** function of the **titrules.js** JavaScript uses the document name at the time of printing to define this macro. This JavaScript is included to give **PDF-XChange Lite** priority over other applications when documents are saved. This is a necessary process because of the complicated manner in which **Microsoft** defines document names. Please note that modifying the **titjules.js** JavaScript is a complicated process that only experienced JavaScript programmers should perform. If assistance is required then please **Contact Us.**

%[Date]

The **%[Date]** macro can be expanded to include a date formatting string: **%[Date:<date formatting string>].** This can be used to customize the manner in which dates are formatted. Available options are detailed below:

- **dd** - the day of the month displayed in digits. Single-digit dates feature a zero followed by the date.
- **ddd** - the day of the week displayed as a three-letter abbreviation.
- **dddd** - the day of the week displayed in full.

- **M** - the month displayed in digits.
- **MM** - the month displayed in digits. Single-digit months feature a zero followed by the month number.
- **MMM** - the month displayed as a three-letter abbreviation.
- **MMMM** - the month displayed in full.

- **yy** - the year displayed as the last two digits of the year. Single-digit years feature a zero followed by the year number.
- **yyyy** - the year displayed in full.

For example, the macro **%[Date:<ddd, MMM, dd, yy>]** creates the date formatting string: **"Wed, Aug 31, 94".**

%[Time]

The **%[Time]** macro can be expanded to include a time formatting string: **%[Time:<time formatting string>].** This can be used to customize the manner in which times are formatted. Available options are detailed below:

- **h** - hours displayed in digits with a 12-hour clock.
- **hh** - hours displayed in digits with a 12-hour clock. Single-digit hours feature a zero followed by the hour.
- **H** - hours displayed in digits with a 24-hour clock.
- **HH** - hours displayed in digits with a 24-hour clock. Single-digit hours feature a zero followed by the hour.

- **m** - minutes displayed in digits.
- **mm** - minutes displayed in digits. Single-digit minutes feature a zero followed by the minute.

- **s** - seconds displayed in digits.
- **ss** - seconds displayed in digits. Single-digit seconds feature a zero followed by the second.

- **t** - displays a single time marker string, such as **A** or **P** (to represent **a.m.** and **p.m.**).
- **tt** - displays a double time marker string, such as **a.m.** or **p.m.**

For example, the macro **%[Time:<"hh,mm, ss, tt">]** creates the time formatting string: **"11_29_40 PM".**

3.6   Languages

Languages

The **Languages** settings are used to determine the language of the user interface:
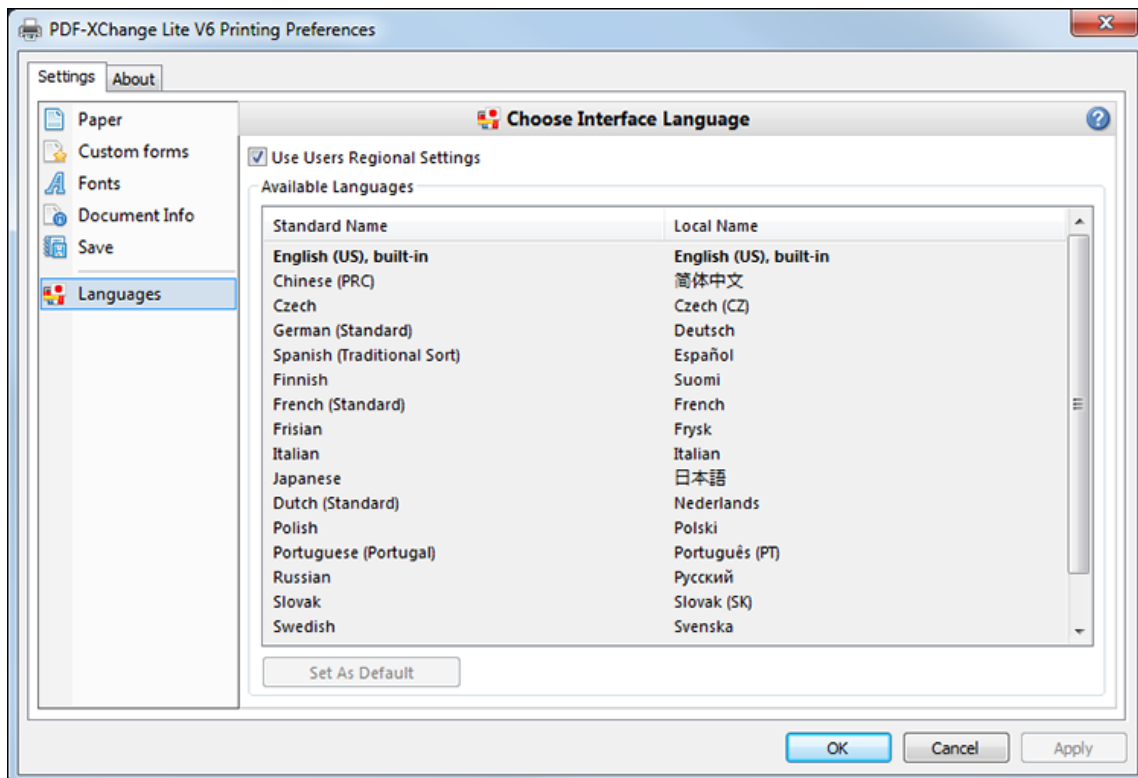

Figure 1. Choose Interface Language Dialog Box

- Select the **Use Users Regional Settings** box to use the regional language of the local computer. Clear this box to select a language in the **Available Languages** window.
- Select a language and click **Set as Default** to enable it.
- Click **OK** to save settings.

3.7   PDF Saver

PDF Saver

The **PDF Saver** feature facilitates the combination of multiple print jobs into a single PDF document. This increases the speed at which files are generated, which allows users to queue new jobs before the final file assembly and generation.

- Click the windows start icon in the taskbar to access the **PDF Saver** settings.
- Enter **"pdfsaver"** in the search bar. Under the **Programs** search results, click **PDF-XChange Lite V6 pdfSaver.** The following dialog box will open:
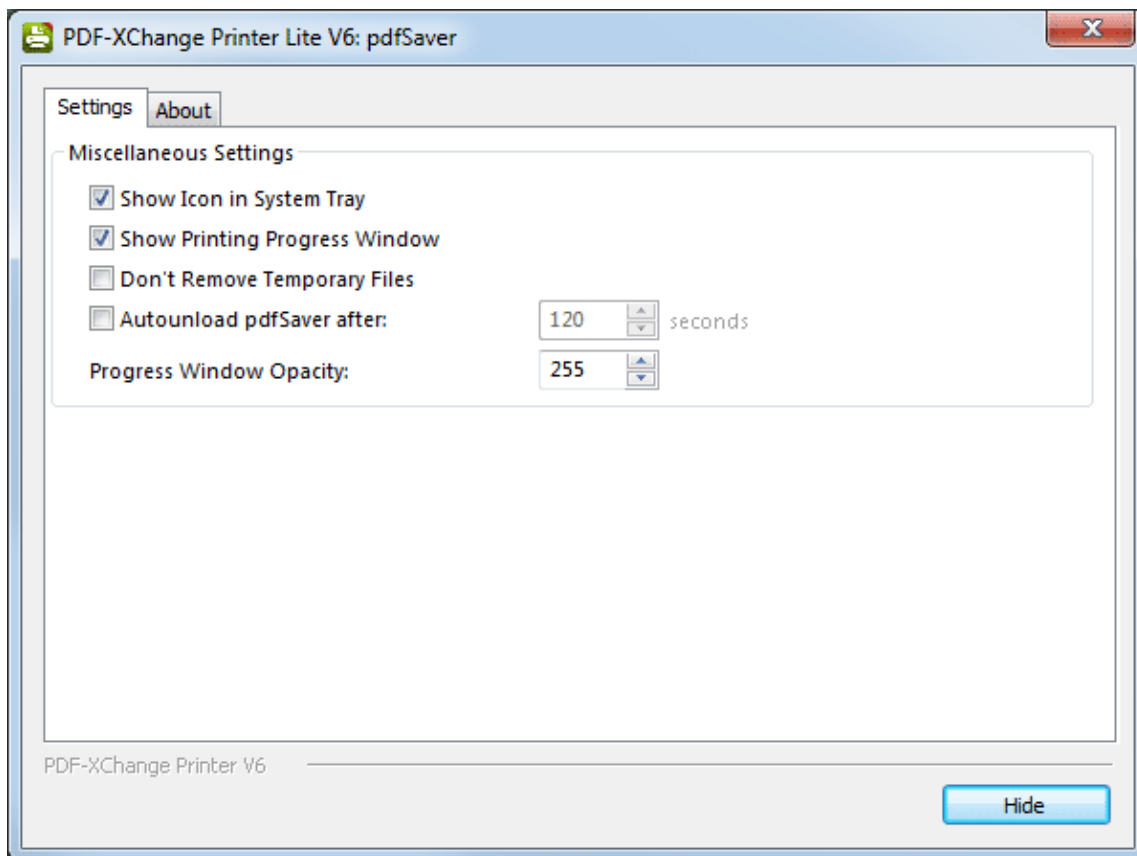

Figure 1. PDF Saver Dialog Box

- Select the **Show Icon in System Tray** box to display an icon the taskbar when **PDF Saver** is open.
- Select the **Show Printing Progress Window** box to view the printing progress window when documents are printed.
- Select the **Don't Remove Temporary Files** box to retain temporary files after documents are printed.
- Select the **Autounload pdfSaver after** box to close the program after the number of seconds specified in the number box.
- Enter a value in the **Progress Window Opacity** number box to determine the transparency of the progress window.
- Click **Hide** to minimize the window.