USER GUIDE

Nopea.media
Print PDF Generator and Publisher

Table of Contents

Nopea.media Print PDF Generator and Publisher user guide

This is a User Guide for nopea.media Print PDF Generator and Publisher WordPress plugin. From this User Guide you will find all of our guides which has been published in our online magazine (https://magazine.nopea.media/). The User Guide has been created with nopea.media plugin.

This guide includes all the details from setting up the plugin to creating PDF publications and many more features of it.
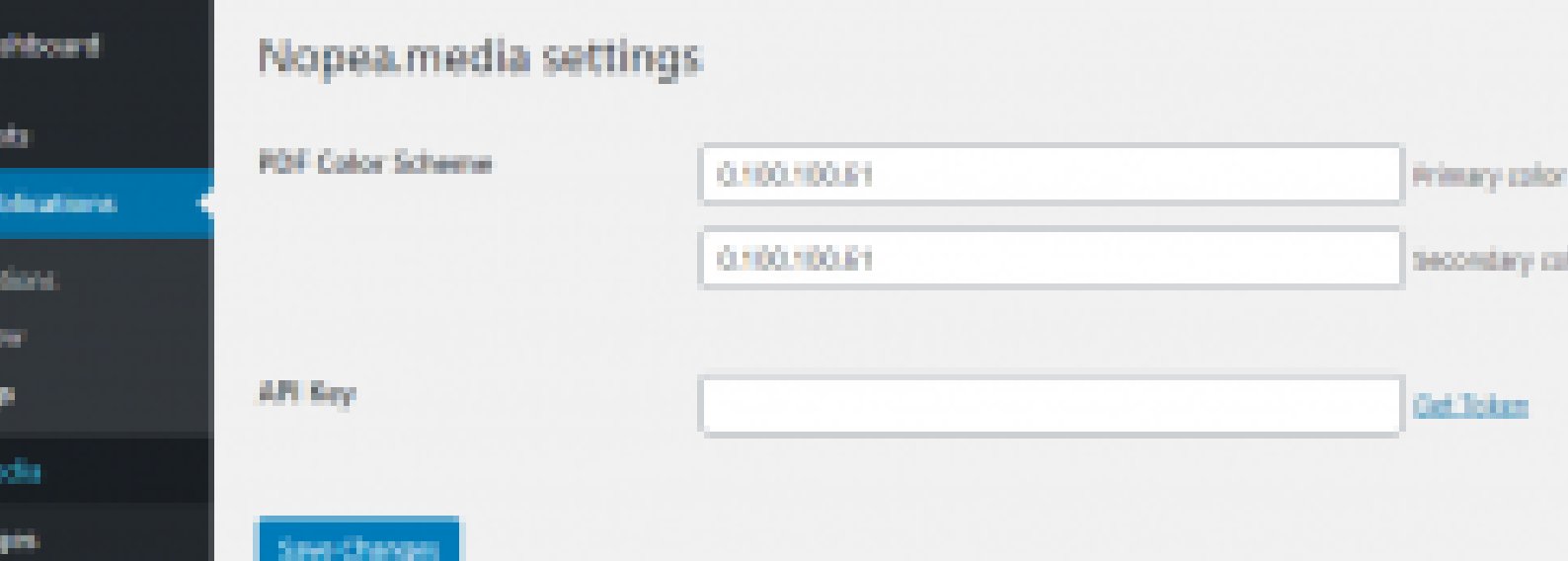
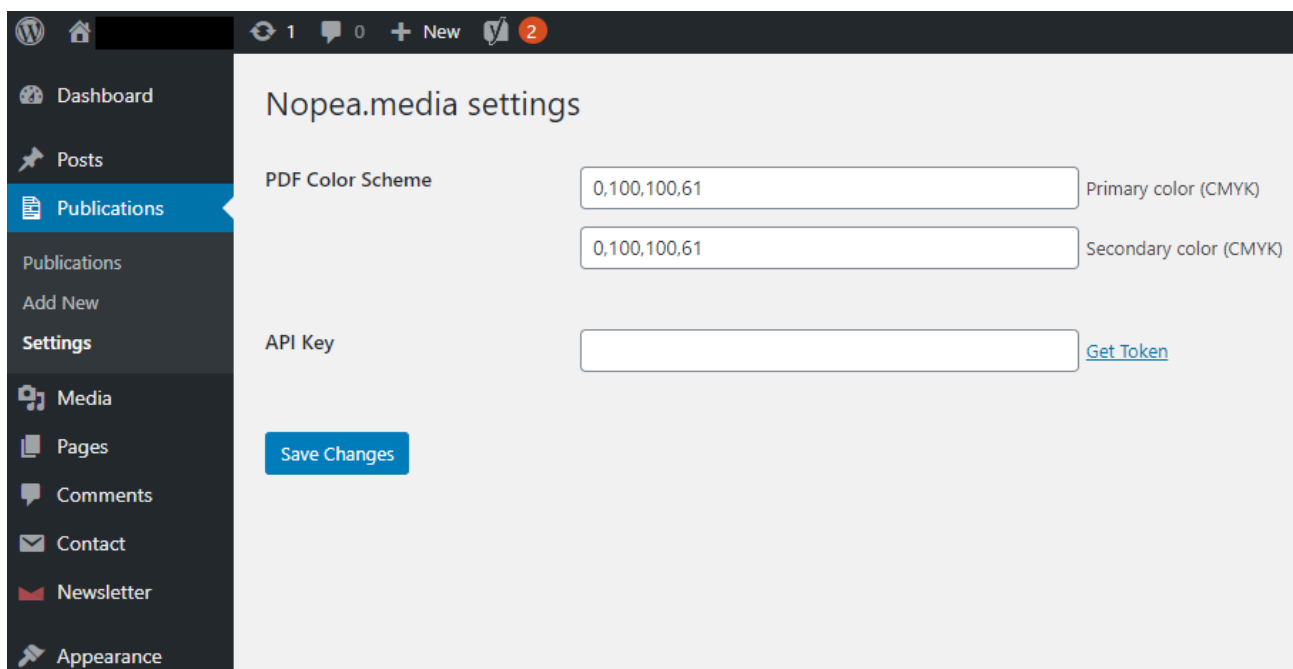# How To Set Up Print PDF Generator and Publisher Plugin

We are here to help you to designate the right CMYK color codes and to find the API Key so you can start using the plugin. We assume that you have already installed and activated the plugin in your WordPress Plugins menu because you are reading this article. If you haven't, do it now so we can get started and start using it. You will find the plugin from the WordPress Plugins menu by searching **"Print PDF Generator and Publisher"** or clicking here.

If you aren't familiar with the plugin and ended up here just by curiosity, have a look at our website to learn more about it https://en.nopea.media/

PDF Color Scheme

After installing and activating the plugin you have to set up your **PDF Color Scheme** and **API Key**. Set your preferred primary color and secondary color in CMYK format. Those will affect the highlight colors in your layout theme. You can always change these colors in your plugin settings. Read more about the color definitions for print-ready PDF from "How to Add a PDF File Into a Nopea.media Publication".

CMYK color profile is required for printed publications. There are free tools to select the color(s) of your liking and get the CMYK format of it. You can also convert your brand's current color formats into CMYK. For example, with this Color Picker you can convert or select your color profile and it's free and easy to use.

API Key for Print PDF Generator and Publisher

Now you need to get the **API Key** to finish the set up. Head over to **nopea.media shop** and choose the product of your liking, add to cart and proceed with checkout. Fill in the required information and place order. A summary of the order will be sent to the email address you determined when placing the order. This is also required with the free version of the plugin.

The confirmation email contains all the information of your order. You will find your personal **API Token** from the summary of your order (above). Copy and paste it to your nopea.media settings and press **"Save Changes".** Now you have set up the "Print PDF Generator and Publisher" WordPress plugin and can start creating print-ready publications from your WordPress content.

How To Convert Blog Posts Into Print-Ready PDF Files

Once you've installed nopea.media's Print PDF Generator and Publisher plugin on your WordPress site, you can use it at any time in your text editor. The plugin comes with a **PDF options control panel** as well as specially designed **PDF blocks** that help you place your content into columns, add space, use info boxes or make column or page breaks. What's worth noticing, is that making adjustments to your print article won't affect the layout of the online article. You can preview both versions as you go by clicking "View PDF" (for print) and "Preview" (for web).

Find All Blocks From The "PDF Blocks" Category

Start writing your blog post or page in the WordPress Gutenberg text editor as you normally would, by adding the heading to where it says "Add title". To make the content optimized for print / PDF, use the **PDF blocks**. Look for blocks by clicking the plus marks at the top-left corner or on the content area.

PDF Blocks

The Print PDF Generator and Publisher plugin comes with 15 PDF Blocks that all have specific features helping you achieve the desired look for your print-ready PDF publication. You can get by with using just a few but can easily make variations to the layout by using several. Next, we'll go through the functionalities of each block.

PDF Columns: Content field you can divide into 1 to 3 columns

PDF Columns Image: Content field you can divide into 2 to 3 columns and add an image to the right upper corner

> With three columns, the image will be two columns wide. With two columns, the image will be one column wide

> Image size adjustable

PDF Image & Content: Block allowing you to place image and text side-by-side or one below another

> Place image: right, left or on top

> Image size adjustable

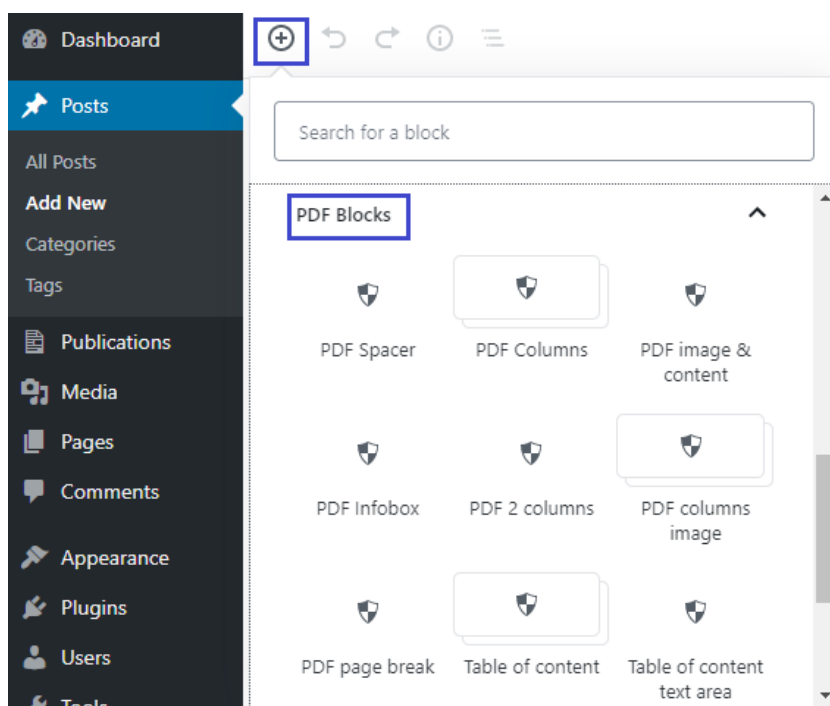**PDF Info box**: Content field with adjustable background color and border

> Style and size adjustable

PDF Spacer: Adds empty space in between blocks with adjustable height

PDF 2 Columns: Two separate content

fields that go side-by-side and both have one column

> Column width adjustable

PDF Column Break: pushes column content to next column

> Available in multiple column blocks ("PDF Columns" and "PDF Columns Image")

PDF Page break: Pushes content to next page

Table of content, Listing container and Listing item + **Table of content text area**: Create your table of contents

with these blocks

> Add first the table of content block, inside that a listing container and inside that individual rows i.e. listing items

> Use Table of content text area is you want to include other content (text or images) to the page

Fixed block: Allows you to make a fixed header or footer to a page (with background color)

PDF Title: Titles with adjustable font size and background color. Use especially for cover pages

Web Block: Use to show content only online (i.e. hide it from PDF)

Handling the Content in Blocks

In the WordPress Gutenberg text editor, each content, such as headings, text chapters and images are inside their own blocks. You can drag-and-drop blocks or relocate them by clicking the arrows on the side of each block. This makes layout designing intuitive and straightforward.

Looking at Block Navigation you can see all the blocks you've added, their structure and order. You can also go to your desired block by clicking it in the navigation.

It's possible to place blocks inside one another. In the screenshot below, for example, there are headings, lists and paragraphs inside the columns of the PDF 2 Columns block.
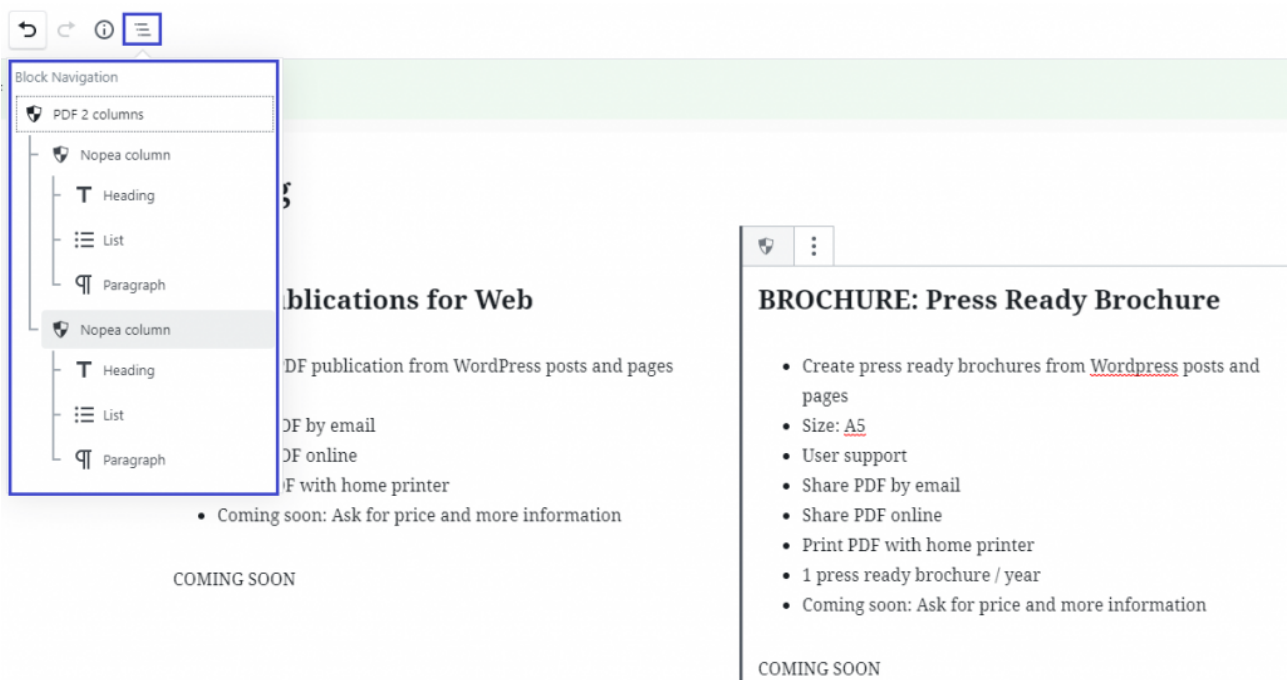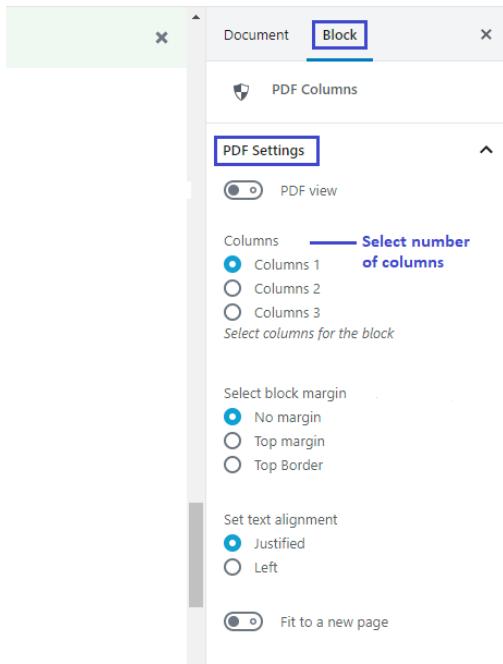
By selecting a certain block, you can adjust its settings. The Block settings will appear on the right hand settings panel.

The example image presents settings for the block "PDF Columns". You can adjust e.g. the number of columns, their margin and text alignment or fit content to a new page.

In PDF Image & Content blocks, you can adjust image position and content width to determine the image to text ratio on page width. In what you're reading right now, we've used the block PDF Image & Content, with image positioned left and the text content being of value 4 (width).

Note! The PDF block adjustments will only be visible in the print-ready PDF, not online.

Adjusting the PDF File Settings

Along with the PDF Blocks, a **Nopea.media menu** will appear on your WordPress text editor once you've activated the plugin.

From this menu on the top-right corner, you are able to generate the print-ready PDF as well as adjust its settings to your liking. It's here that you can also choose to add the article to a publication. These settings won't affect the article's online appearance.

You won't need to adjust all settings – to convert your blog post into PDF, the main thing is that you select:

> "Generate PDF" (in order to generate the PDF)

> The PDF quality of your choice (print quality available in subscriptions Pro 2 and Pro 4)

> Heading position (on top of or under main image)

> Layout theme ("Guide Book", "Magazine" or "Accessible")

In addition to that, you can choose to adjust e.g. the PDF's margins, size of featured image or add a background image to the page. You can also upload a separate PDF such as a cover page or an ad to add to the publication.

Settings In Detail

At the top of the PDF Options is the "**Generate PDF**" tick-box where you can choose to automatically generate a print-ready PDF from your content. A PDF is generated every time you click "Save draft" or "Update".
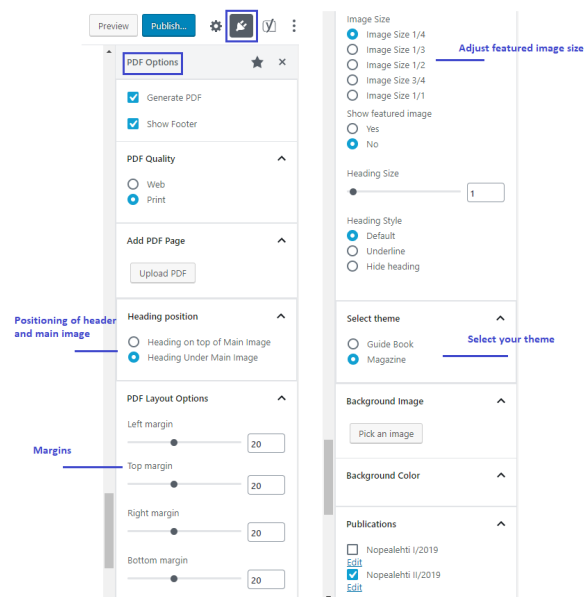
"**Show Footer**" means a footer you've defined in the publication's settings, will appear on this article. The footer can contain text and a page number. It will only show when you're creating a publication, not when previewing one article.

By selecting the **PDF Quality**, you determine whether the PDF will be shared only online (Web) or if it will be sent to print (Print). Selecting "Print" means the article will be print-ready: images in PDF will be full-size and the document will include bleeds and crop marks. Selecting "Web" means the images will be smaller and the file won't include bleeds. Due to its smaller file size, "Web" quality is better suited for sharing the PDF

online or by email, or when printing it yourself. **Note!** Only web quality is included in [Free](#) and [Basic](#) versions of the plugin. If you wish to send your publications to professional printing, we recommend subscriptions [Pro 2](#) or [Pro 4](#).

From "**Add PDF Page**" you can add a separate PDF page as part of your publication (e.g. cover page or a full-page ad). See our article on [how to add a PDF file to the publication](#).

From "**Heading Position**", you can choose whether to place the main heading on top of main image or under main image. By selecting "on top of main image", the main image will be on the background of the heading and the heading will also have a background color. If you don't have a featured image or choose not to show it in print, the heading will get a background color with the selection "on top of main image".

Adjust page margins if need be from the "**PDF Layout Options**".

From "**Image Size**" you can choose the size of featured image in relation to the page size. Options are for the image to fill a quarter, a third, half, two thirds or three quarters of the page. From "**Show Featured Image**", choose whether or not to show the featured image at all.

From **Heading Size** and **Heading Style**, adjust the size and style of your main heading. You can choose to hide the heading entirely or to underline it. For these selections, choose heading position "under main image".

Selecting the theme is important for your articles to look cohesive in the publication. The themes are preset entities that determine e.g. the colors, fonts and font sizes of headings and paragraphs. It's advisable to use the same theme throughout the publication. With the Free version of the plugin, you can use the theme "Magazine". Other subscriptions have all three themes available. For a fully tailored service, we can create a fully customized theme.

From "**Background Image**", add a background image to the page if you like.

From "Publications", select which publication you want to add the article to. If you haven't [created a publication yet](#), you can do so on the left-hand **Publications menu**. The plugin's Free version doesn't support publications. With all other subscriptions you can create up to four annual publications.

Adding a Featured Image

Add your featured image to the article in the WordPress document settings panel. This will be your article's main image online and by default in the PDF too. If you wish not to show the image on the printed article, adjust settings in the PDF Options panel by selecting "Show featured image --> No". For the PDF you can also determine where to show the image: under heading or on top of heading.
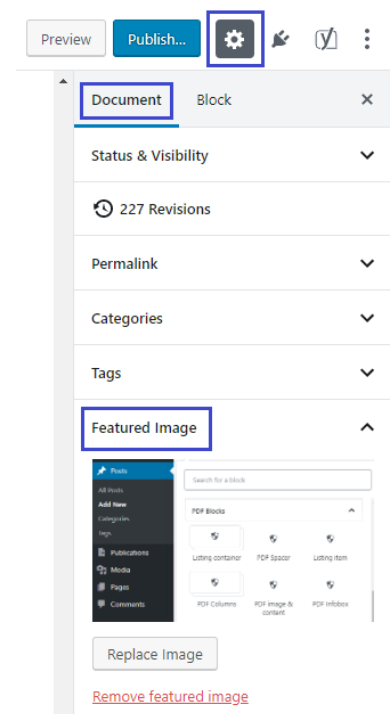
Web To PDF: How To Create A Publication With The Print PDF Generator and Publisher Plugin

Ever wanted to convert your blog posts into PDF publications? Looking for an easy and affordable way to keep publishing online while serving the print audience as well?

With nopea.media's Print PDF Generator and Publisher WordPress plugin, creating print-ready PDF files from your WordPress blog posts or page content is easy.

In this article, we'll go through the five steps to converting your web content into a PDF you can send to print, print yourself or distribute online. The process consists of five steps: 1. Set up a publication 2. Create the online articles (or use ones you already have) 3. Adjust PDF settings for the articles 4. Make necessary additions such as a table of contents 5. Review, finalize and send to print!
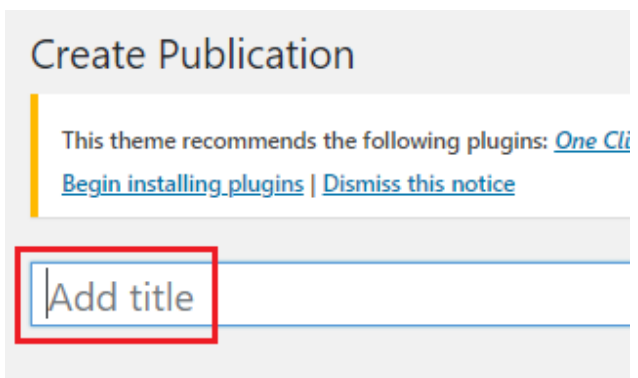
1. Set Up A Publication with Print PDF Generator and Publisher Plugin

Start by setting up the publication to which you'll add all the articles and other content of your choice. Go to the Publications menu on your WordPress dashboard and select "Add New".
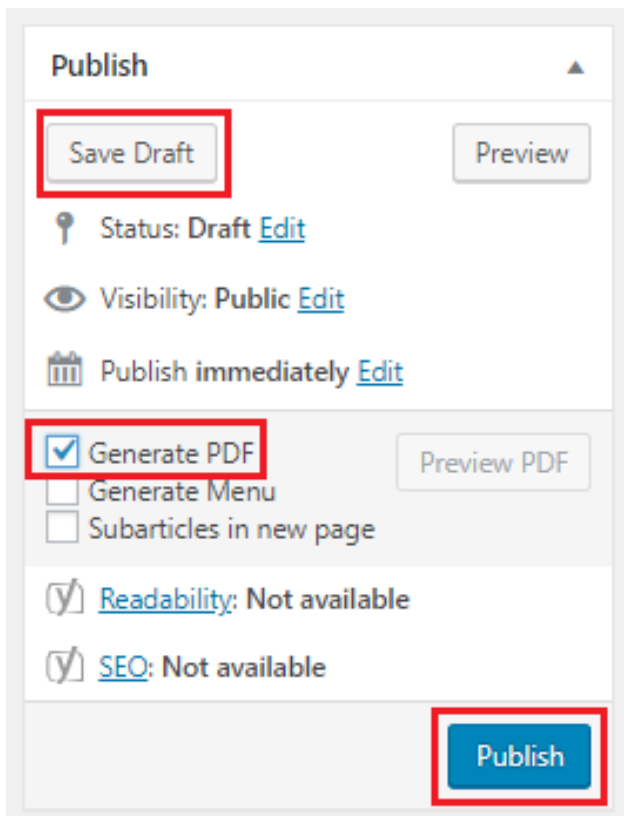
> **Publications --> click "Add New"**
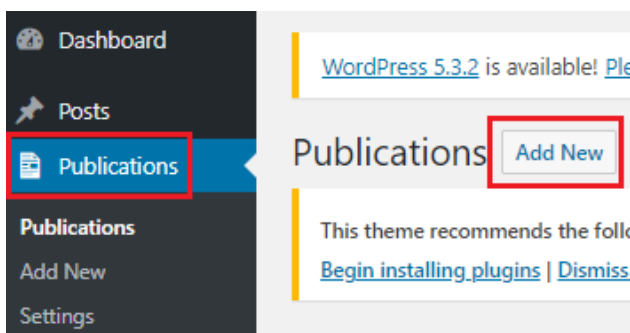
> **Add an appropriate title for the publication** (like "My Magazine Issue 1 / 2020")

> **From the Publish column on the right, select "Generate PDF" and click either "Save Draft" or "Publish"**. By clicking publish, the publication will go online at a predefined URL (such as yourdomain.com/blog/publications/your-publications-name) and you will be able to preview it. The publication *won't* automatically appear anywhere else on your site. So don't hesitate to hit publish even if the publication isn't ready yet.

3. Adjust PDF Settings And Convert Your Web Page to PDF

To convert web to PDF, go to the Nopea.media menu on your text editor's top-right corner to select a few options. To automatically generate a PDF from your blog post, select 1) "Generate PDF" 2) The desired PDF quality ("Print" available in subscriptions [Pro 2](#) and [Pro 4](#)), and 3) Heading position (on top of or under main image). Also select the layout theme as well as the name of the publication you created in step one (or any other publication you want to add the article to).

Here, you may also adjust settings like margins and featured image size to your PDF layout. See further instructions on determining the PDF settings in ["Create A Printed Article With Print PDF Generator And Publisher Plugin"](#).
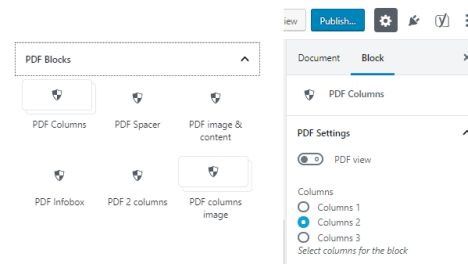

2. Create Your Content Online

Create content such as blog posts or pages that you wish to add to your publication.

Create content as you normally would on the WordPress text editor. However, for making the article print-optimized, use the **PDF Blocks** that come with the [Print PDF Generator and Publisher plugin](#).

Note! You can always use earlier created content as well. If you're using existing articles to create the publication, drag their contents into suitable PDF blocks.

Have a look at our post on [creating a printed article with the Print PDF Generator and Publisher plugin](#) to get a full introduction to all the 15 blocks that come with the plugin. These blocks let you adjust your articles' settings for a print-appropriate reading experience. You can use as many blocks as you like but can get by with using just a few. Use e.g. PDF columns to split the text into two or three columns and place all other content inside that block.
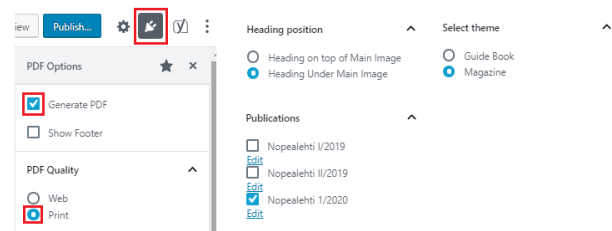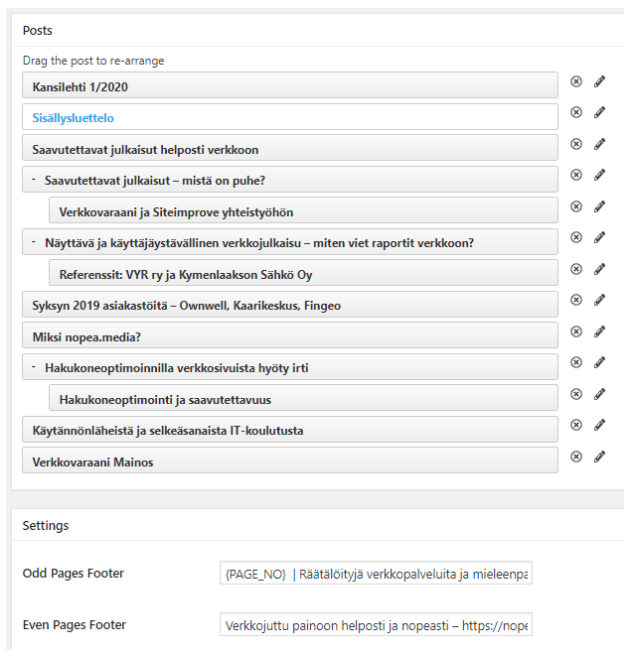
Click the block active to adjust more settings if needed. For example for the PDF Columns block, you can determine the number of columns. Block settings will appear on the right sidebar of the text editor when the block is active.

4. Organize Articles In Your Publications And Make Additions If Needed

Organizing The Articles And Adding Footers

Once you've added posts to a publication, you will see them as a list on your Pulications view ("Publications" --> name of the publication --> "Posts"). Here, you can drag-and-drop the article titles to place them in the right order in your PDF publication. By nesting one article below another will show it right after the above article instead of breaking it to the next page. To modify an article, click on the pencil icon at the end of the article line. To remove an article from the publication click on the x-mark.

> Add a new post in the WordPress text editor (Posts --> Add New)

> Select the block "Table of content". Inside that, add the block "Listing Container" and start listing the items and their page number in the right order.

> If you want to add extra content such as text or images to the TOC page, use the block "Table of content text area" for that purpose.

5. Review, Finalize and Send to Print

Preview your PDF publication by clicking "Preview PDF" on the publications view. If the button is not active, update the publication first by clicking "Update".

In this view, you can also determine footers for the publication. You can add separate footers for odd pages and even pages if you like.

Always save any changes by clicking "Update" (or "Save Draft").

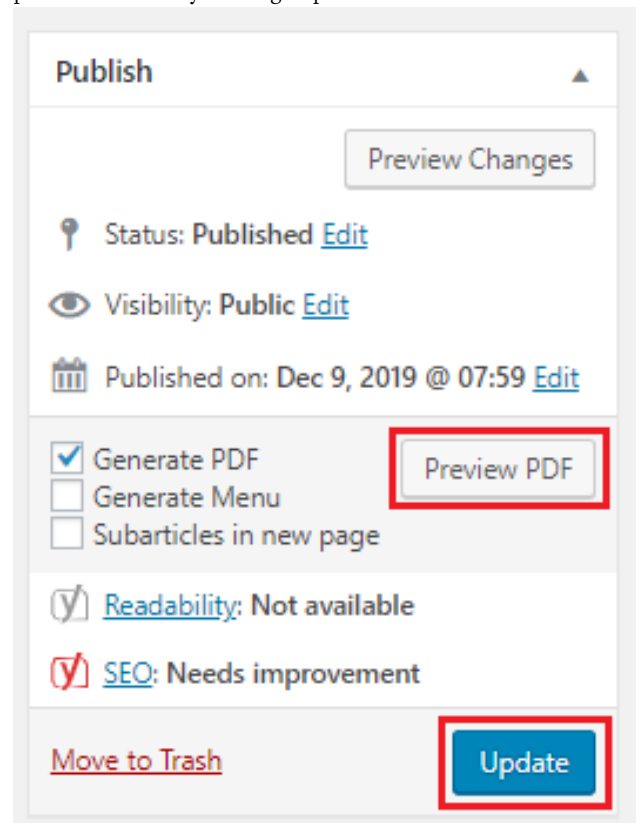### Adding The Table Of Contents And PDF Files

You also have the option to add pages to the publication you won't publish online. These include for example a table of contents, a cover page and possibly a separate PDF file such as a full-page ad. Read our article for instructions on how to add a separate PDF file to the publication.

For the table of contents, use the PDF Blocks "Table of content" , "Listing Container" and "Table of content text area" in your WordPress text editor. You won't need to publish the TOC online, just add to the publication and save as draft.

When everything is in order, the PDF will be ready to distribute online or send straight to print!

I Want To Start Converting Web To PDF – Where Can I Get The Plugin?

The Print PDF Generator and Publisher plugin can be acquired through our web shop. The publications feature is available on all paid subscriptions: Basic, Pro 2 and Pro 4. With the Free subscription, you can generate PDFs from your blog posts, however not combine them into a publication.
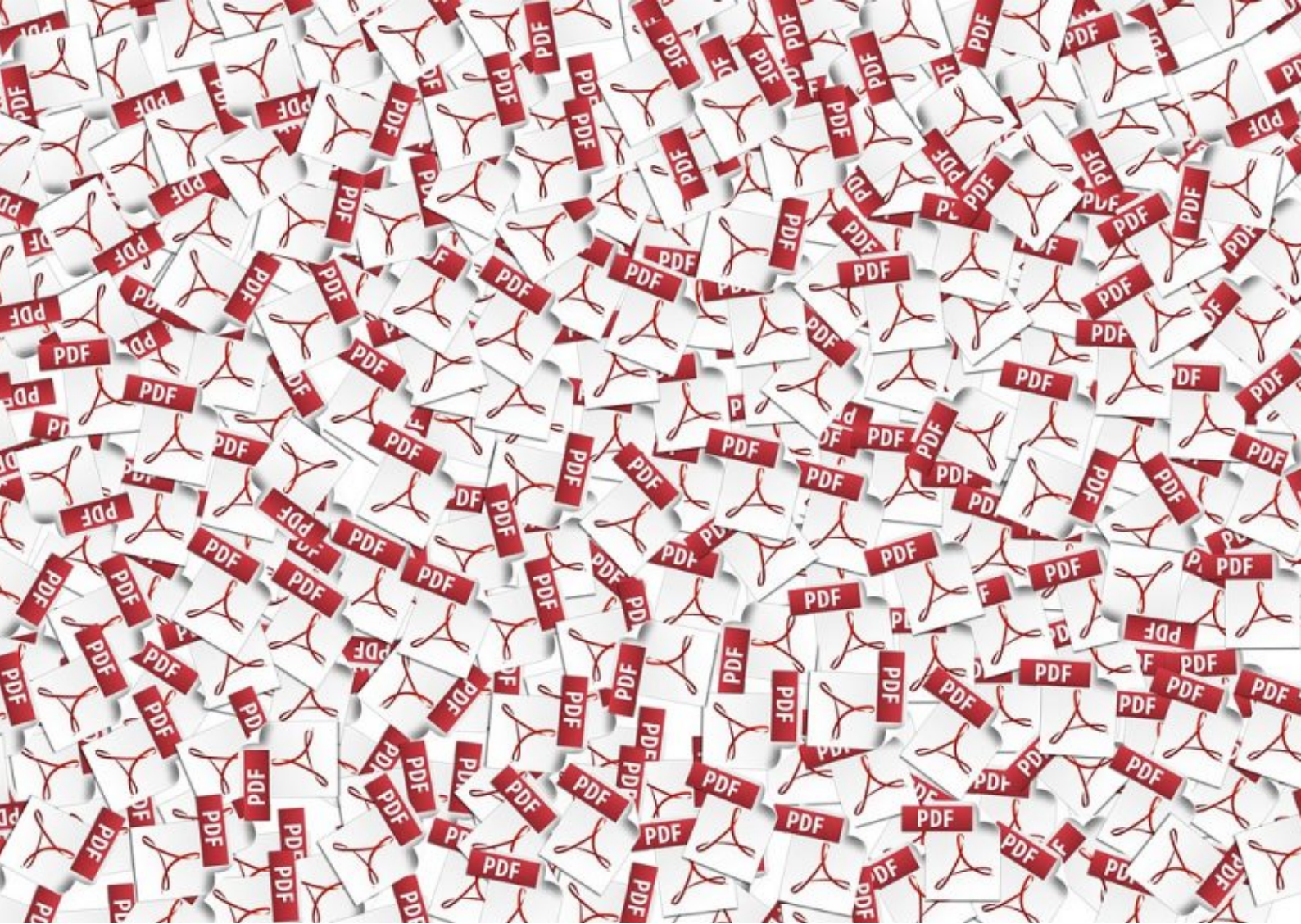
How to Add a PDF File Into a Nopea.media Publication

Nopea.media allows you to turn your web content into press-ready publications such as magazines, guides and reports. You can use solely your web content like blog posts to create the printed publications, but you *can* also incorporate separate PDF files into your nopea.media publication. For our own Nopea Magazine, for instance, we have added the cover and back cover as a PDF file.

In order for the PDF file to appear right in the publication, certain definitions need to be in order. The PDF needs to be saved as version 1.4, as the compression method of the newer versions is not compatible with the nopea.media plugin. File proportions and resolution need to be right as well. Naturally it's also important to determine the right color space for the file, in order for the colors to appear as desired in print.

Next, we'll go through exporting a file from the affordable Affinity Photo software into PDF. You can of course make the PDF with e.g. Adobe software (InDesign, Illustrator, Photoshop) as well, in which case the phases are a bit different, but the color and size definitions will be the same. Why we use Affinity Photo as an example, is because you can purchase it for a single payment of EUR 60, compared to the more expensive Adobe programs with monthly fees.

Color Definitions for a Print-Ready PDF

Any publication meant to be sent for print, requires a so called **CMYK color profile**. The color profile for digital contents is always RGB and this is the assumption for e.g. photos as well (cameras often use AdobeRGB or sRGB). RGB (red, green, blue) color profile is based on the light sources within a device that create a desired color by mixing red, green and blue. However, when a file (with colors) is sent for print, it should be in CMYK format, in order for the colors to appear right when printed.

CMYK is short for the words Cyan, Magenta, Yellow and Key/Black. A press machine creates images and texts by combining the physical blue, red, yellow and black inks or paints in determined proportions. Many desktop printers have in-built programs, which turn RGB colors into CMYK colors, so if a file is printed self, you shouldn't adjust them to a CMYK profile.

Size Definitions for a Print-Ready PDF

For a PDF file to appear right in the nopea.media publication, in other words for it to fill the page from corner to corner, it needs to be a certain size. This size is determined by the resolution (DPI) and dimensions (px x px) of the file. Resolution, or DPI / PPI defines how accurate the image is – in other words how many dots or pixels per inch it has. The higher DPI an image has, the better its resolution is. On the other hand, the required resolution depends on the size of the original image as well as the desired quality of the end product.

How to Make the Definitions

The best way to make sure your definitions are right, is to start by creating a new document and adjusting its definitions from the get-go.

So, if you create a PDF file or an image for print, set its color format to CMYK. Also set its size right. In Affinity Photo, do as follows:

> **Open Affinity Photo and select a new document**

> **Make the following determinations**

> Type: Print (Press-Ready)

> Document Units: Pixels

> Colour Format: CMYK/8

> Colour Profile: Coated FOGRA39 (ISO 12647-2:2004) *

> Page Width: 1306 px **

> Page Height: 1800 px **

> DPI: 144 **

* The color profile can vary from print house to print house. If in doubt, contact your print provider to make sure you have the right profile.
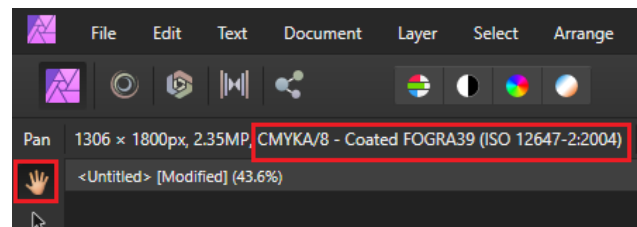
** With these adjustments, you get an image with a DPI 144 precision, that is A4 size and has the bleeds required by nopea.media.
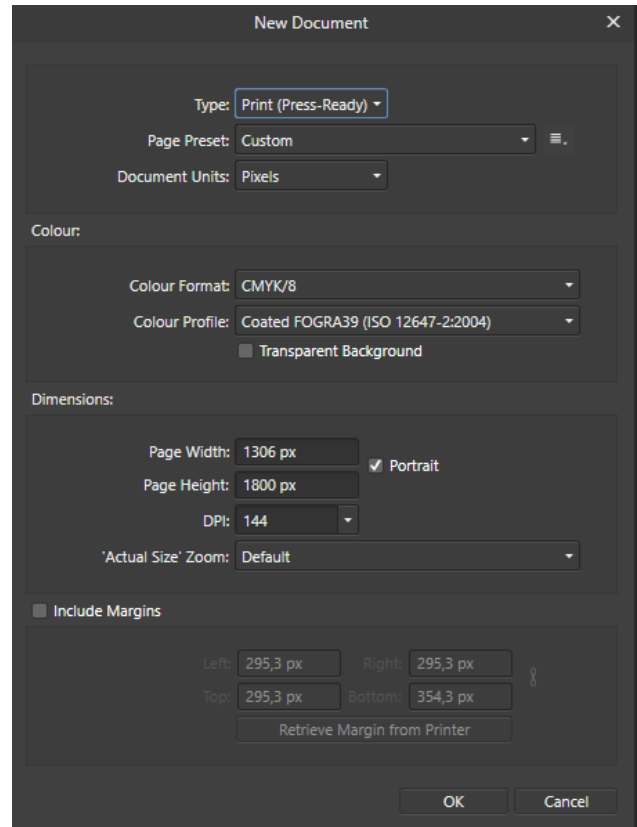

> **Click ok**

> **Create your document** (e.g. for a cover, add a background image and headlines)

> Make sure your color profile remains right. You can check your color profile by clicking on the hand image on the top-left corner.

❯ **Once the document is finished, you can export it into PDF (File --> Export)**:

❯ From Export Settings, select ″PDF″, preset ″PDF (for print)″ and tick the box ″Don′t export layers hidden by Export persona″. Then click ″More″.
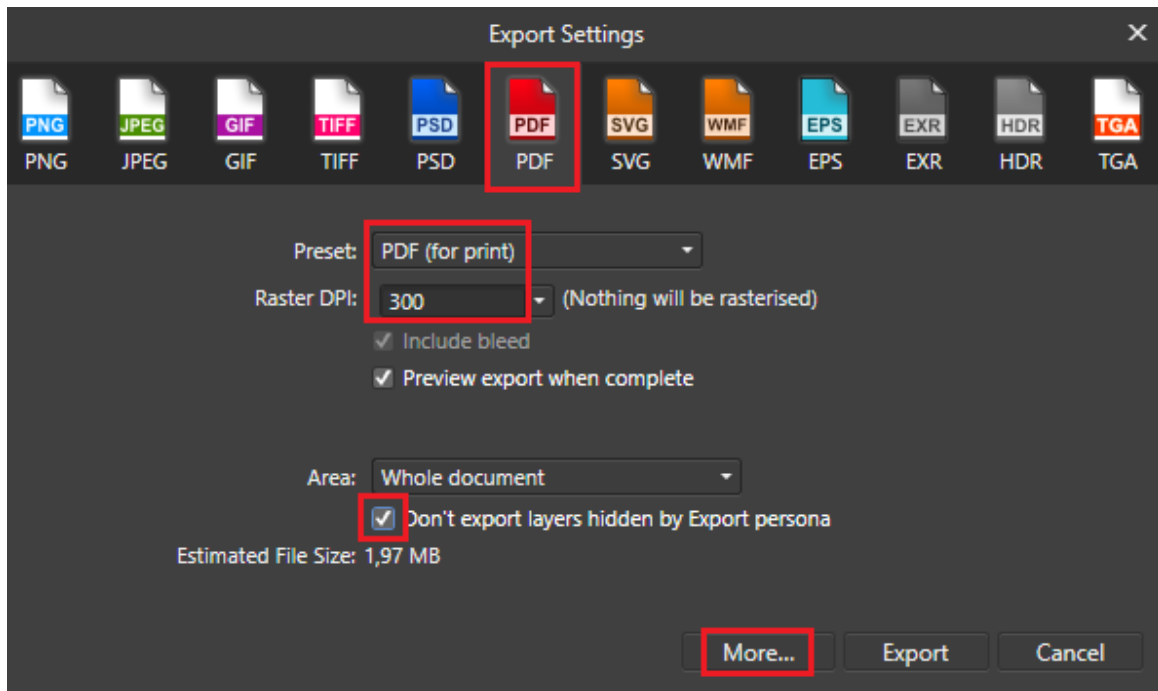
❯ **In the window that opens, select compatibility**: ″PDF 1.4 (Acrobat 5)″. **Also select the ICC Profile** ″Coated FOGRA39 (ISO 12647-2:2004)″
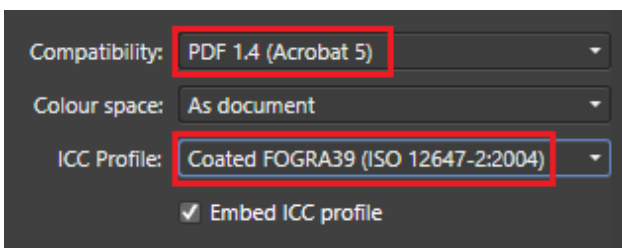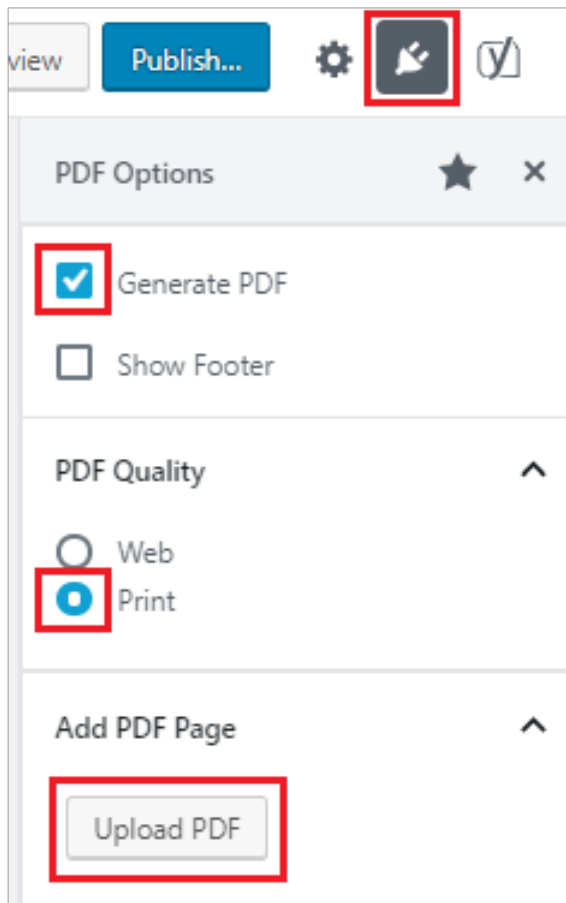

❯ **Close the window by clicking ″Close″** so you will get back to the export window. Make sure your Raster DPI is 300 and **click ″Export″.**

Add the PDF file into your nopea.media publication

Once you′ve created the PDF with the right definitions, adding it to a nopea.media publication is simple. PDF is added to a new post with no other content. Adding the PDF is as straight-forward as adding an image.

❯ **Create a new WordPress post** by selecting Posts --> Add New

❯ **Add a title to the post** (like ″Cover 1/2020″). This title won′t be shown anywhere else but in your dashboard.

❯ **Go to your nopea.media PDF Options bar** on the right-side of the text editor.

❯ **Make your selections for print** (″Generate PDF″, PDF Quality = ″Print″, Heading position = either one, Select theme = either one, Publications = select the publication you want the PDF to appear in).

❯ **Add the PDF by selecting Add PDF Page --> Upload PDF**

❯ Upload files --> Select files --> Select

❯ **Save the draft and preview the PDF file** nopea.media generated (**″View PDF″**)

The PDF should now appear right in the preview window. Once it's done, be sure to drag the cover post to its right location in the publication. The post itself doesn't have to be published, it can remain as draft.

How To Create a Cover With nopea.media plugin

In How to Add a PDF File Into a Nopea.media Publication we explained how you can add a PDF file made with different softwares, such as Affinity Photo or InDesign, to your nopea.media publication.

Now we have developed nopea.media plugin so that you can make your publication's cover and back pages only using nopea.media. You don't need separate softwares to make a cover anymore. However, if you want a cover with very specific styles, it's still possible to add a separate PDF as instructed above.

We created new text editor blocks: "PDF Heading" and "Fixed block" which makes creating cover pages easy. You can utilize the blocks in a following way:

› **PDF Heading** - how it differs from the standard heading block is that you can determine the:

› size of the heading (pixel size)

› font color of the heading (white, black or the primary / secondary color determined in your nopea.media settings)

› background color of the heading (you can choose the color value from the chart / hexadecimal value)

› **Fixed block**

› With fixed block you can limit an area either from the top or bottom of the page and add content there (PDF Heading, Heading or Paragraph)

› You can determine a padding to the top / bottom of the page for fixed blocks. You can also change the background color of the block (white, black or the primary / secondary color determined in your nopea.media settings)

So with PDF Heading and Fixed block you can determine the cover's fixed areas at the top or bottom of the page, colors and the size of the heading and text. Often there is an image on the cover which you can add as follows:

› **Cover photo**

› You can determine a background image to all of the PDF pages generated with nopea.media so the image will cover the whole page.

› Fixed blocks go on to the top of the image so crop the image and the size of fixed blocks if needed, in a way that the final result looks good.

› Instead of background image, you can also add an image by adding it as a featured image and set the image size to 3/4 in PDF settings.

› **Heading of a post**

› WordPress text editor requires a heading for a post. If you use a PDF Heading block, you don't want the heading of the Wordpress post to be visible. Hide the heading from PDF settings: Heading position -> Under Main Image + Heading style -> Hide Heading.

Tip! You can determine the PDF's primary and secondary color in the plugin settings. The settings are located in the left sidebar "Publications" -> "Settings" -> "PDF Color Scheme". The color(s) must be in CMYK format. Primary color determines the color of headings and emphasized text such as bold text. You can choose either the primary or the secondary color to be used for PDF Headings and Fixed blocks.

Cover pages created with nopea.media

Below you can see screenshots of examples of cover pages that are made with nopea.media. There are two versions of cover pages that were made for ″Erilaisten oppijoiden liitto″. Their LukSitko magazine is produced with nopea.media as an online WordPress site and as a printed publication including the same content.

Example 1: Fixed top and bottom blocks with background color, PDF Headings and background image

Example 2: Fixed top and bottom blocks without background color, PDF Headings and a bigger background image
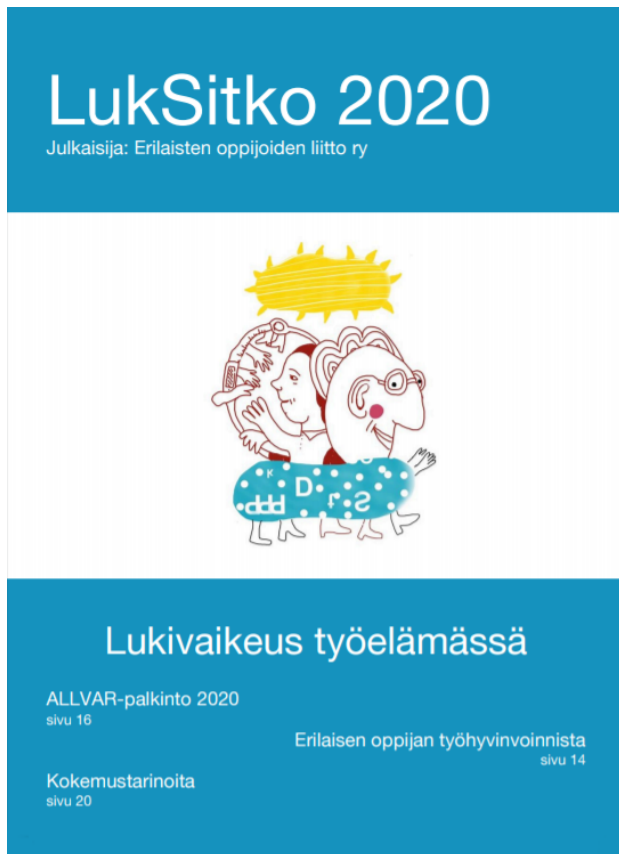
In this version, the background color of Fixed blocks was the primary color determined in nopea.media settings. The color of PDF Headings and paragraphs inside the Fixed blocks were determined as white.

The padding of Fixed blocks was 20 px and the texts of the lower block were set loosely which meant that the image had less space.

The client wanted the image to be bigger and the font color of the texts as red in white background. Those were easy to fix in Fixed block and PDF Heading settings and by adjusting the image size.

To the latter, final version of the cover page the background color of Fixed blocks were set as white. The color of PDF Headings were set as a secondary color which was determined in nopea.media settings and the color was taken from the image's red ball (cheek) with pipet.

The padding of Fixed blocks was downsized and the bottom block's texts adjusted so the image had more space.

Size of the page in publications made with nopea.media is 1306 x 1800 px. Cover image's background and size were adjusted with free program called Gimp in a way that the canvas page was the required 1306 x 1800 px and so the image settled right sized with other content.

Back cover with nopea.media

LukSitko magazine's back cover was also made with nopea.media. First, a full-sized image was added to the page and after that a "PDF Columns" block which contains the texts. The heading of the post is hidden in text-editor's settings so it is not visible in the back cover.

You can find the whole print-ready PDF file of LukSitko-magazine publication number 2020 clicking here. (Finnish)

How To Crop a Main Image For PDF Publication

A main image of nopea.media article PDF, is the same ″featured image″ as in online articles. The difference is that you can decide the size of the image for your PDF publication. The size can be adjusted in ″nopea.media″ options which is located at the right side of the text editor.

> After you have selected the heading position (″heading on top of main image″ or ″heading under main image″), you can determine the size of the main image in ″Image Size″.

> There are five options. The picture can be either:

- A quarter of the page 1/4
- One third of the page 1/3
- Half of the page 1/2
- Three quarters of the page 3/4 or
- Full page size 1/1
- The image can be hidden from the PDF by selecting "Show featured image" --> "No"

Changing the aspect ratio

By default, nopea.media limits the image to PDF file starting from the top of the image. If the chosen image size is 1/4 or 1/3 it's possible that the essential contents of the image can not be fitted to the page. The higher or more square the image is, more likely it is that only the top of the image will be included when generating the PDF.

You can crop the image in a way that it fits to the page with height you want it to. Determine the size of the image (aspect ratio) in WordPress' image editing mode.

- Click the chosen main image in text editor, "Featured image"
- Media gallery opens, click "Edit image" in image's attachment details

- In edit view, click "Crop" so the image cropping tool activates and determine the right aspect ratio in "Image Crop" --> "Aspect ratio" according to the list below:
- 1/4 - 273 : 100 (approx 11 : 4)
- 1/3 - 211 : 100 (approx 2 : 1)
- 1/2 - 145 : 100 (approx 3 : 2)
- 3/4 - 99 : 100 (approx 1 : 1)
- 1/1 - 73 : 100 (approx 3 : 4) - applies to background image as well
- So if you want the image to be sized 1/3 for example, write 211 to the first field and 100 to the latter
- Image's cropping box should change to the to the wanted aspect ratio. Drag the image to the right place of the cropping box.
- If you don't want the entire width or height of the image to be in the crop, you can enlarge and reduce the box by clicking the corner of it and the aspect ratio stays correct.
- Click "Crop" again so the image crops
- Then click "Save" to save the changes
- Click "Update" on the right side of the edit view so the edited version will be updated in the gallery

The image updates to both, online and PDF versions. Update of the PDF page can sometimes take a while. If the cropped image doesn't update to the PDF post, wait half an hour and check the file again.

Example: Determination of aspect ratio for main image

Example of the main image in PDF sized 1/3 before changing the aspect ratio (original image horizontal, size 5183 x 3456 px)

Example of the main image in PDF sized 1/3 after changing the aspect ratio to 211 : 100

Verkkovaraani

Graphical Design

IT-trainings

Digital Marketing

WordPress-sites

Webshops

www.verkkovaraani.fi