How to create PDF files using cutePDF

The cutePDF software package (which is free to download and use) allows you to create a PDF version of a document, spreadsheet or slideshow. CutePDF writer installs itself as a 'printer subsystem', which enables most applications to create professional quality PDF documents by selecting CutePDF Writer as your printer option.

Typical use

Portable Document Format (PDF) is the international standard for the secure and reliable distribution and exchange of electronic documents and forms. Before material such as student assignments, handbooks, PowerPoint slideshows etc. are uploaded into WebLearn, it is advisable to convert them to PDF format.

Advantages of converting to PDF

- PDF files can be opened and read with any free PDF reader
- the layout, pagination and fonts in the document are preserved, and that
- users cannot change the contents of the file
- users do not have to have the software installed in which the original file was created (e.g. MS Word, Excel or PowerPoint)
- you can protect a file in terms of printing, copying and editing

PDF creation software

There are various ways in which PDF documents can be created.

- **Free** PDF creation packages include cutePDF, pdf995, doPDF etc. This guide shows how to install and use cutePDF.
- **Microsoft users:** MS Office 2007 has the built-in functionality to create PDF files, by using "Save As" and selecting the PDF format. There is an option in an MS Word document to use heading styles to create bookmarks in the resulting PDF file.
- **MAC users:** From within Word, there is the "Save As" option to save directly in PDF format, or alternatively, when choosing to print a file, you can select the PDF option and it will print your document to a PDF file.
- **Linux users:** If using Open Office, the File menu offers the option to "Export as PDF".

Professional packages

If you want to apply restrictions on printing, copying or editing the resulting PDF file, you will need to either purchase commercial software, or use the free Open Office package.

Adobe Acrobat Professional – see http://www.adobe.com/products/acrobat

Open Office – see http://wiki.services.openoffice.org/wiki/Main_Page and search for "Exporting to PDF".

Download and install cutePDF

You must install two components: one is the PDF writer itself (CuteWriter.exe) and the other is a required converter (converter.exe).

1. Go to http: //www.cutepdf .com
2. Download both required components to your computer: **CuteWriter .exe** and **converter .exe**.
3. You should see two files in the directory you chose for downloads.

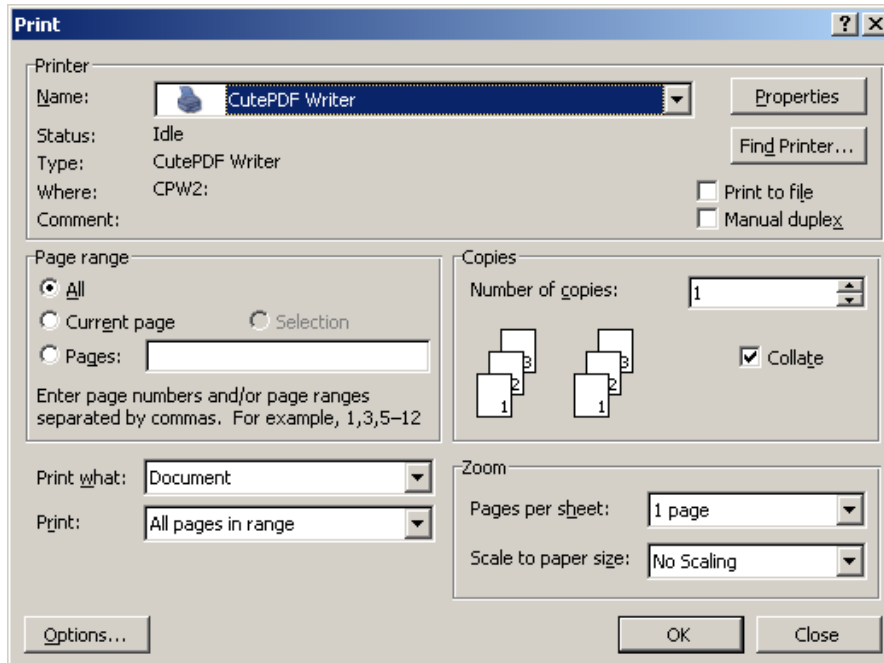Run this file to install cutePDF on your computer.

How to use cutePDF

1. Open the Word/PowerPoint/Excel document or file you want to convert to PDF format.
2. Click on the File Menu on the Menu Bar and select Print from the drop-down menu.
3. The Print options dialogue box opens. In the Printer name drop-down list, select CutePDF Writer.

Print

Printer
Name: CutePDF Writer   Properties
Status: Idle
Type: CutePDF Writer   Find Printer...
Where: CPW2:   ☐ Print to file
Comment: ☐ Manual duplex

Page range
● All
○ Current page   ○ Selection
○ Pages: [   ]
Enter page numbers and/or page ranges
separated by commas. For example, 1,3,5–12

Copies
Number of copies: [1]
☑ Collate

Print what: [Document]
Print: [All pages in range]

Zoom
Pages per sheet: [1 page]
Scale to paper size: [No Scaling]

Options...   OK   Close

4. Set all the other print functions as you would normally do for printing.
5. Click on OK. A new window opens so that you can decide where the PDF file should be saved. (You can also rename your new PDF file here.)
6. Browse to the desired location and click on Save.
7. Use Windows Explorer to check what the file size of the document is before you upload or email the PDF file (the file size limit in WebLearn is 60 Mb per file).

JISC guidelines on PDFs and Accessibility

The JISC TechDis Accessibility Essentials Guide on making the most of PDFs has been designed to provide step-by-step information to enable anyone creating Portable Document Format (PDF) documents do so in a more accessible manner.

See http://www.techdis.ac.uk/index.php?p=3_20