

Creating PDF files using cutePDF

Purpose: 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 allows most applications to create professional quality PDF documents by selecting **CutePDF Writer** as your Printer option.

Typical use & good practice tips: 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.

Some **advantages** of converting to PDF are:

- PDF files can be opened and read with any free PDF reader;
- the layout, pagination and fonts in the document are preserved;
- 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.

JISC TechDis Accessibility Essentials 4: Making the Most of PDFs

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.

PDF creation software

There are various ways in which PDF documents can be created. If you want to apply restrictions on printing, copying or editing the resulting PDF file, you will need to either purchase commercial software such as Adobe Acrobat Professional, or download and use the free Open Office package (see http://wiki.services.openoffice.org/wiki/Main_Page and search for "Exporting to PDF").

- There are various **free** PDF creation packages, such as 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".

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: **CuteWriter.exe** and **converter.exe**.
3. Now you have both download options – the writer itself and the converter. Download both these packages to your computer.
4. You should see two files in the directory you chose for downloads.



converter.exe

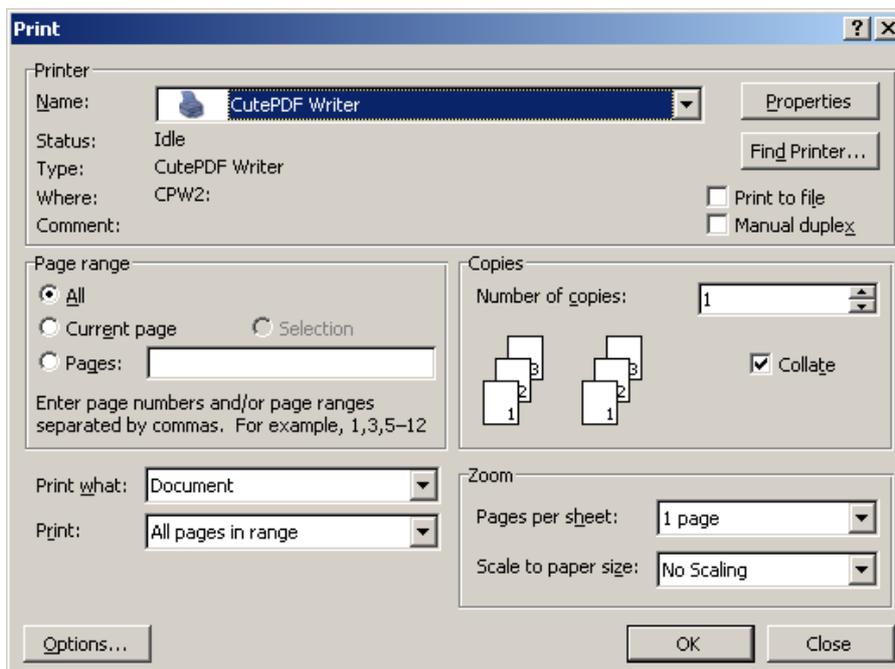


CuteWriter.exe
CutePDF Writer Setup
Acro Software Inc.

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**.



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).

How to minimize the size of images

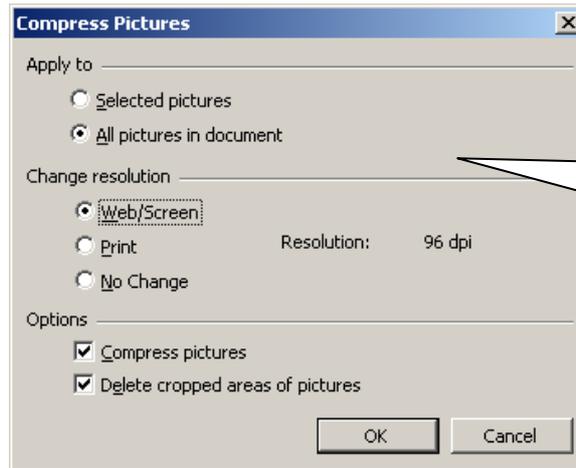
Images used within documents or PowerPoint slideshows often result in large file sizes. It is advisable to minimize the size of images **before** converting to PDF. This will result in a much smaller file size for the resulting PDF file, which is advantageous for uploading or emailing it.

1. Within your *Word* document or *PowerPoint* slideshow, click once on any image to select it.
2. **Right click** on the image and select **Show Picture Toolbar**. The Picture Toolbar appears:



Select the option:
**Compress
pictures**

3. The follow dialogue box opens. Select your desired options.



Choose the options
you prefer, usually
the ones shown here,
in order to yield the
smallest file size.

4. Click **OK**.