

# PDFCreator

## Introduction

Using PDFCreator you can convert virtually any file from any application into Adobe Portable Document Format (PDF). Documents in Adobe PDF preserve the exact look and content of the originals, complete with fonts and graphics, and can be printed, read by email, shared and stored on the Web.

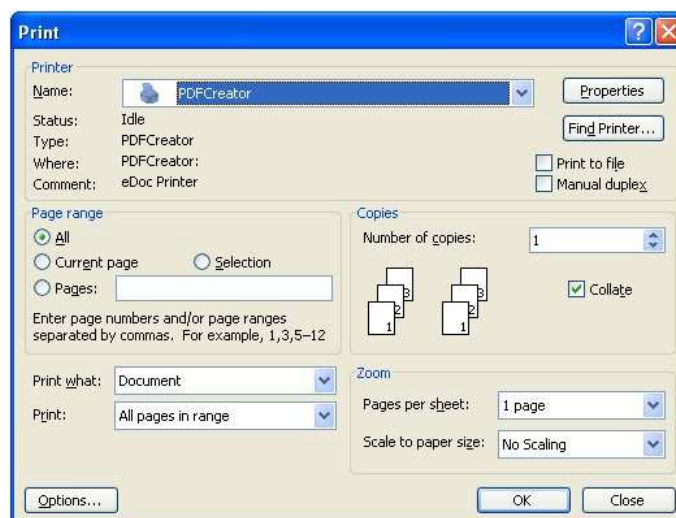
PDFCreator is available on all staff and student computers.

## Creating a PDF file

There are several ways of creating a PDF file using PDFCreator.

### TO CREATE A PDF FILE USING THE PRINT OPTION

1. Open the file you wish to create a PDF file of.
2. Click on the **File | Print** command.  
*The Print dialog box is displayed.*
3. Click on the Name drop-down list and select **PDFCreator**.



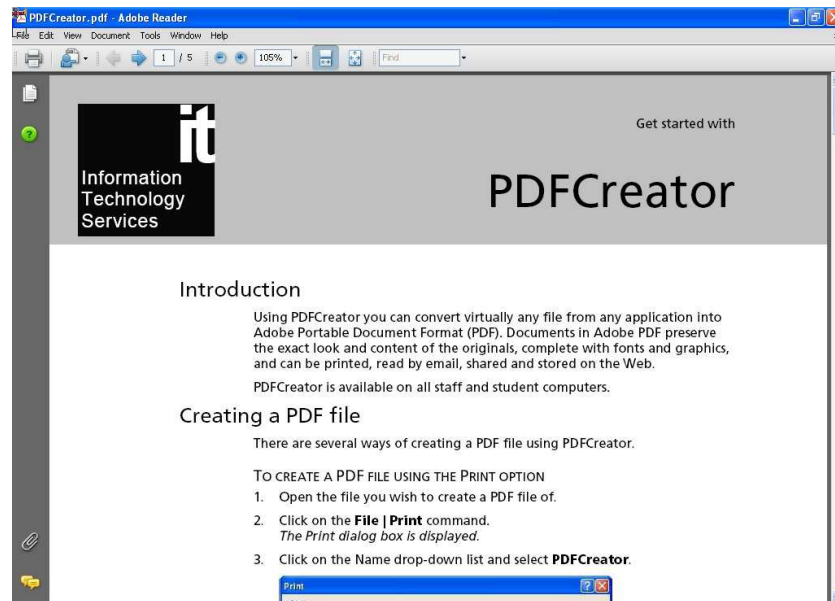
4. Click on the **OK** button.  
*The PDFCreator dialog box is displayed.*



5. Make any changes you wish and then click on the **Save** button.  
*The Save As dialog box is displayed.*

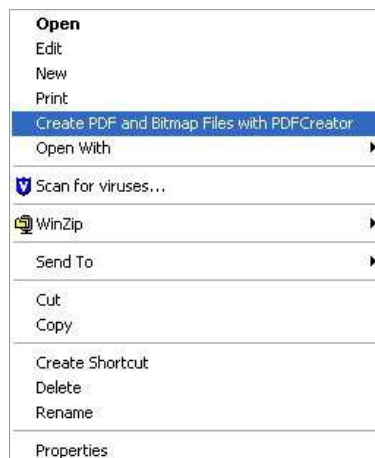
**Note:** if you would like to send the pdf document as an email attachment, press **eMail** rather than Save. A copy of the pdf document will also be saved in the drive and folder you select in the next step.

6. In the "Save-in:" drop-down list, navigate to the drive and folder where the file is to be saved. In the "File name" box, type the name of the file and click on the **Save** button  
*The document is saved and Adobe Acrobat opens, displaying a PDF version of your document.*



## To create a PDF file using a Short-cut menu

1. Point to and right-click on the name of the file you wish to create a PDF file of. *A short-cut menu appears.*
2. Click on  
**Create PDF and Bitmap Files with PDFCreator.**



*The PDFCreator dialog box is displayed.*

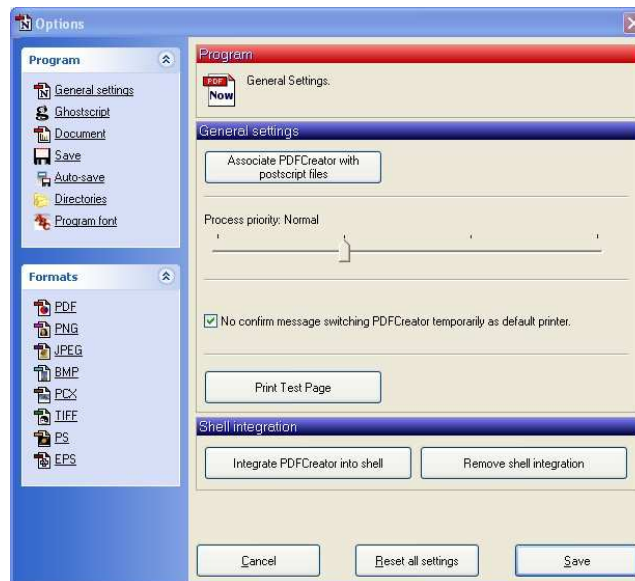
3. Follow steps 5 and 6 as shown at the top of this page.

## Making your document secure

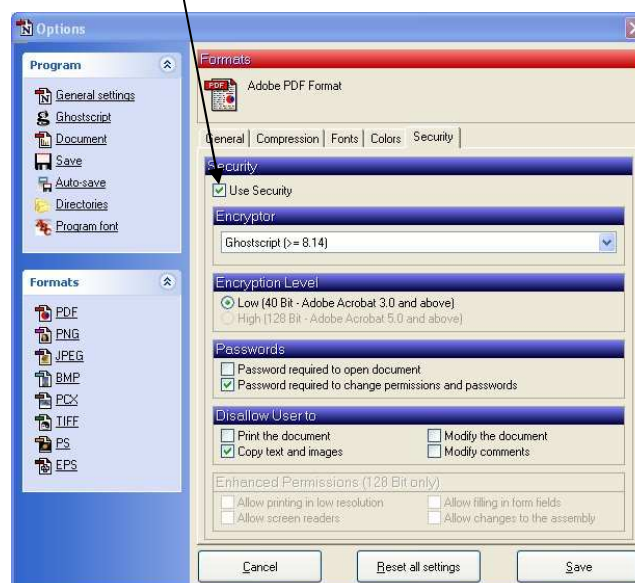
You can limit access to PDF files by giving files passwords and restricting certain features such as printing, cutting and pasting, etc. When files have restricted features, any tools and menu items in Adobe Acrobat related to those features are dimmed.

### TO CUSTOMISE SECURITY SETTINGS

1. When you are creating a PDF file and the PDFCreator dialog box is displayed, click on the **Options** button.  
*The PDF Options box is displayed.*



2. In the **Formats** pane on the left of the box, click on **PDF**.
3. Click on the **Security** tab.  
*The security options are displayed.*
4. Tick the **Use Security** check box



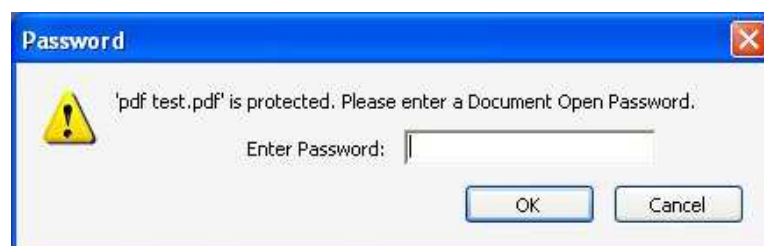
As a result of ticking the **Use Security** check box you are able to:

- 40-Bit encryption is switched on.
  - You are able to password protect your file, and choose whether a user needs a password to change its permissions and passwords.
  - You are also able to choose whether a user will be allowed to print, modify or copy your file.
5. Tick the appropriate boxes to make the changes.
  6. Click the **Save** button.  
*The PDFCreator dialog box is redisplayed.*
  7. Make any changes you wish to and then click on the **Save** button.  
*The Save As dialog box is displayed.*
  8. **Save** your document.  
*If you chose to password protect the document, the Enter Passwords dialog box is displayed.*

**Note**

- A person with a **User Password** is allowed to open the document.
- A person with an **Owner Password** is allowed to change settings

9. Type your chosen password(s) and click on the **OK** button.  
*If you have password protected your file, the Password dialog box is displayed.*



10. Type your password and click on the **OK** button.  
*Adobe Acrobat opens, displaying a PDF version of your file.*

## Note:

Next time you create a PDF file, the Enter Passwords box will be displayed again.

The image shows a Windows-style dialog box titled "Enter Passwords". It has a blue title bar with a close button (X) in the top right corner. The dialog is divided into two main sections. The first section is titled "User Password" in a blue header bar. Below this header are two text input fields: "Password" and "Repeat". The second section is titled "Owner Password" in a blue header bar. Below this header are also two text input fields: "Password" and "Repeat". At the bottom of the dialog, there is a checkbox labeled "Save passwords temporarily for this session." which is currently unchecked. Below the checkbox are two buttons: "Cancel" on the left and "OK" on the right.

Either:

- Type your chosen password(s) and click on the **OK** button, and follow the procedure shown above. Or
- Click on the **Cancel** button  
*A PDFCreator box will warn you that the document is not protected.*

