




PDFCreator PDF File Conversion Tool



Getting Started


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 =Shortcut  =Advice  =Caution

PDFCreator vs. Adobe Acrobat

Both PDFCreator and Adobe Acrobat are programs used for creating documents into Portable Document Format (PDF) files. PDFCreator is a free program (download described later in this document), whereas Adobe Acrobat is not. Adobe Acrobat is capable of using the full set of features available in this file format.

If your needs are limited to basic PDF file creation, combining multiple PDF documents and limiting the use of the document via password protection then PDFCreator is a good choice. If you have extensive needs such as creating PDF form or complex meta tagging then you need one of the Adobe Acrobat software packages instead.

 There are several other open source, shareware and purchasable software packages available to create and modify PDF files. This document the use of PDFCreator at Towson University.

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Understanding the PDF File Format

Portable Document Format (PDF) is a standard file format readable by the Adobe Reader and several other utilities and software packages. PDF files are visually laid out (text, fonts, images, styling, etc.) into a document format can be opened in their original quality by anyone with a computer and may.

The Adobe Reader is a free software program offered by Adobe Systems. Adobe Systems provides the Adobe Reader for PC, Mac, Pocket PC, Palm and Symbian OS. Due to the software program's popularity and required use, often download buttons are posted on web sites that provide documents in the PDF format or it can be downloaded from www.adobe.com.

Reasons for Using the PDF File Format

There are many reasons for using the PDF format for delivery of your documents but the most prominent are:

- PDF files are essentially "read only" files that cannot be altered, but preserves the look and feel of the original document.
- The file format is viewable and printable on any platform, including Mac and PC.
- PDF files meet legal document requirements and offer document level security.
- The file format is very compact and take up less space than the original document.
- PDF files can be accessed from a network and the internet/intranet.
- The Reader used for viewing PDF Files is free from Adobe Systems.
- It is relatively simple to create a PDF from an existing document.

Getting the Free PDFCreator Software

PDFCreator can be downloaded and installed on any Windows PC. At Towson University PCs users will need to call the OTS Field Services Help Center x5151 to request temporary Admin rights in order to be able to install the software. Many TU labs have included PDFCreator in their Windows PC image.

To Download PDFCreator

1. Start your Internet Browser.
2. In the *Address Bar*, type **<http://sourceforge.net/projects/pdfcreator/>**
3. On the PDFCreator Download web page, click the green **Download PDFCreator** button.
4. Click the **PDFCreator** download option.
5. Select **PDFCreator-0_9_3_GPLGhostscript.exe** download option.
6. Click **Download** for any Mirror Site.
7. Note: Your browser may try to block the file from downloading, please observe the area below the *Address Bar* and click if needed, then select **Download File**.
8. The *File Download* dialog box displays, click **Run** to install the software (or click **Save** to save the software download for later installation).
9. If prompted again, click **Run** to install the PDFCreator software and begin the installation process.
10. Follow the installation process until complete.



It's recommended to restart your workstation after installing any new software.

Creating a Basic PDF File

Creating a PDF file is easier to understand if you think of the PDF file creation software as a virtual printer. Once the PDFCreator software is installed, PDFCreator is available as a printer to all of your Windows applications. In other words, you will select the PDFCreator as your printer and print a digital or electronic copy of your document rather than printing a hard copy of the document.

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To Create a Basic PDF File

1. Open the desired document or spreadsheet.
2. Select **File > Print** from menu bar.
3. The *Print* dialog box displays. Select **PDFCreator** from the Printer Name drop down (Figure 1, 1) and click **OK** (Figure 1, 2).
4. The *PDFCreator* dialog box displays. Enter any desired file properties including the Document Title, Creation and Modified dates, and Author information (Figure 2, 1). Here you can also set a document subject and keywords which can help search engines to more effectively index your document (Figure 2, 2).
5. When ready, click the **Save** button (Figure 2, 3).
6. The *Save As* dialog box displays. Select a desired location where to put your PDF file and click the **Save** button (Figure 3, 1). PDFCreator then *prints* your document to a PDF file. The completed document will display in Adobe Viewer.

Figure 1

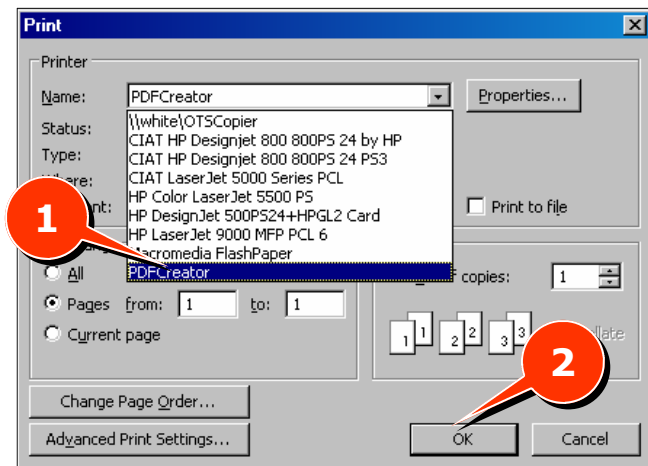


Figure 2

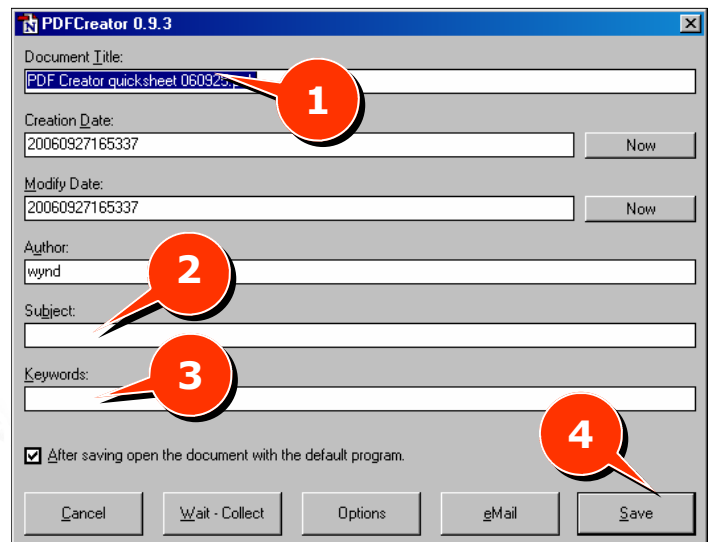
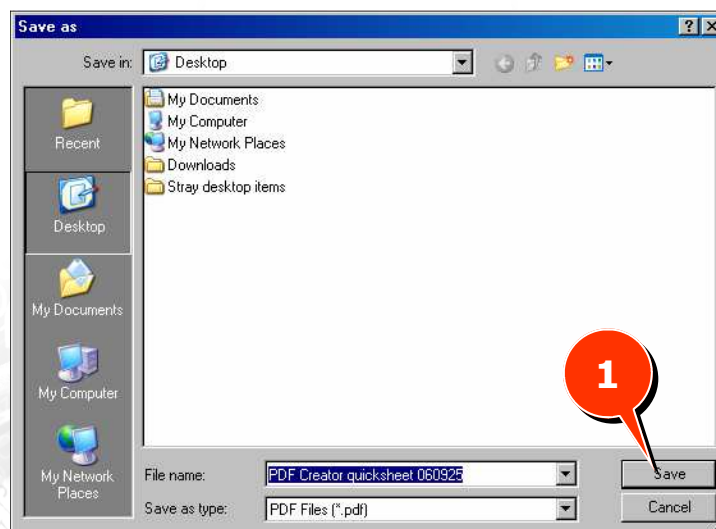


Figure 3



Combining Multiple Documents Into One PDF File

PDFCreator provides the ability to combine multiple documents into one single PDF file. This feature is especially helpful when you need one PDF document made up from two or more programs such as a Microsoft Word document and a Microsoft Excel spreadsheet or chart. To combine two or more documents you basically *print* each document as a PDF file, then combine the files in the PDFCreator - PDF Print monitor dialog box.

To Combine Two Documents Into One PDF File

1. Open the desired document or spreadsheet and select **File > Print** from menu bar.
2. In the *Print* dialog box, select **PDFCreator** from the Printer Name drop down.
3. The *PDFCreator* dialog box displays. Click the **Wait - Collect** button (Figure 4, 1).
5. The *PDFCreator - PDF Print monitor* dialog box displays. Documents waiting for conversion to PDF are listed in this window. Close or minimize this window.
6. Next, display the second desired document and select **File > Print** from menu bar.
 1. If needed, select **PDFCreator** from the *Printer Name* drop down.
 5. The *PDFCreator* dialog box displays. Click the **Wait - Collect** button (Figure 4, 1).
 6. The *PDFCreator - PDF Print monitor* displays. Both documents appear in this window. Select the first document in the list, then press and hold the shift key and click the last document in the list. This will select both documents so they can be combined.
 7. Select **Document > Combine** (Figure 5, 1). The documents combine into one PDF file.
 8. Select the **Document > Print** from the menu bar to create the combined PDF file.
 9. The *PDF Creator* dialog box displays. Click the **Save** button to save the combined PDF file.

Figure 4

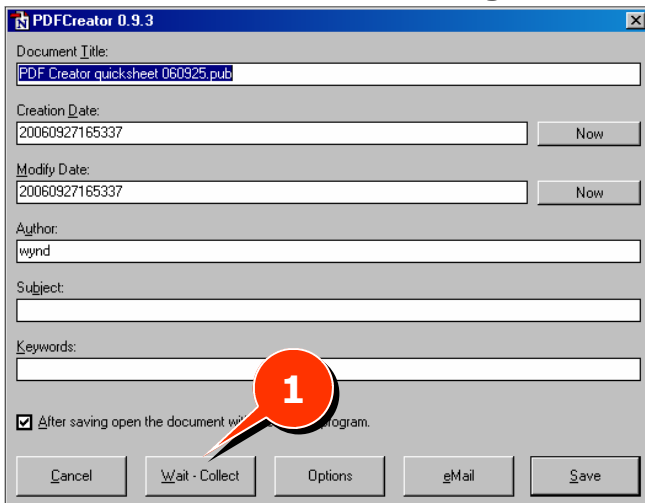
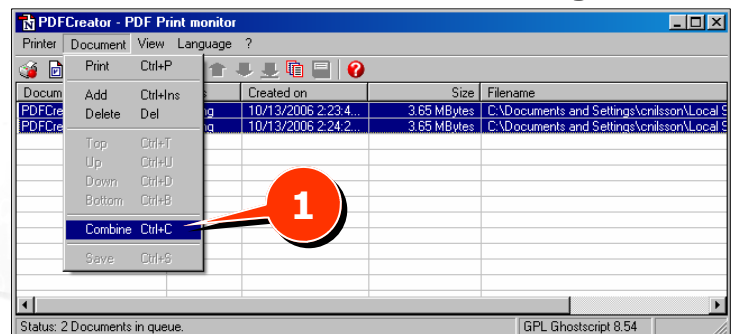


Figure 5



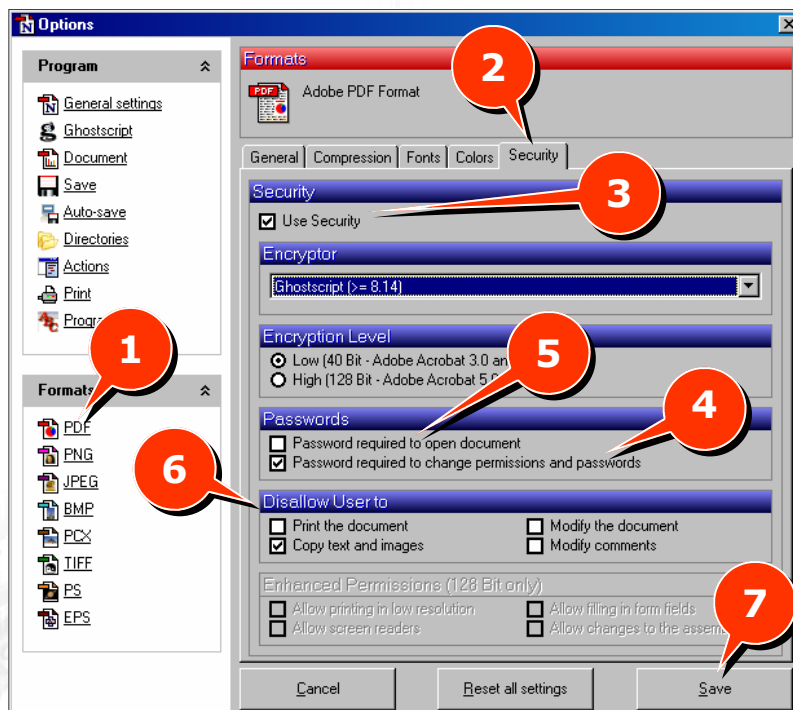
Setting Security Options on a PDF file

Security Options allows the person who creates the PDF file to limit access and use of the file. For example, you can set a password for opening the file or you can limit the ability to copy content out of the file, modify the file, and/or print the file. Any selected Security Options settings will only effect the current PDF file.

To Set Security Options

1. Create a new PDF file using the steps described in "Creating a basic PDF file" in this document.
2. In the *PDFCreator* dialog box, click the **Options** button.
3. The *PDFCreator Options* dialog box displays, select the **PDF** under Format (Figure 6, 1) and then select the **Security** tab (Figure 6, 2).
4. Click the **Use Security** check box (Figure 6, 3). Once checked, all security options become available for modification. Please note that "Password required to change permissions and passwords" is checked by default so that your audience will not be able to change security on the file (Figure 6, 4).
5. Checking the "Password Required to open document" will only allow persons with the "User Password" to view the file (Figure 6, 5).
6. In the "Disallow User to" section of the "Security" tab you can set specific limits to use of the PDF file (Figure 6, 6).
7. After applying the desired Security Options, click the **Save** button (Figure 6, 7).
8. The *PDFCreator Options* dialog box will close and the *PDF Creator* dialog box will redisplay.
9. In the *PDF Creator* dialog box, select the **Save** Button to save the PDF file with Security Options settings.

Figure 6



Password Protecting a PDF File

When using Security Options, PDFCreator will require a User Password to open/view the PDF file. If any options in the "Disallow User to" section of the "Security" tab are selected, PDFCreator will also require an Owner Password to change permissions and passwords within the PDF file.

To Confirm Password Protection

1. When creating a PDF file using Security options, PDFCreator displays the Enter Passwords dialog box.
2. In the *Enter Passwords* dialog box, under the "User Password" heading, type a desired password in the *Password* field, then press Tab, and type the same password in the *Repeat* field (Figure 7, 1).
3. If an "Owner" password is needed, under the "Owner Password" heading, type a desired password in the *Password* field, then press Tab, and type the same password in the *Repeat* field (Figure 7, 2).
4. Click the **OK** to apply the password settings and create the PDF file.
5. The PDF file creates and displays. You will be prompted for a User Password to open/view the file (Figure 8, 1).

★ When applying passwords to any PDF file, always keep your original files in a safe place in case you need to recreate the file with other settings as appropriate or if you forget the password.

Figure 7



Figure 8

