



CIE

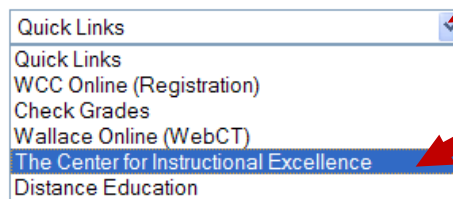
The Center for Instructional Excellence

HOW TO DOWNLOAD AND USE THE FREE PDF CREATOR

Note: PDFCreator is an open source application that can create PDF's from just about any program that prints using windows printers. With PDFCreator you can create PDF's, Postscript and Encapsulated Postscript files, create images from your documents, combine documents, and much more. This is useful to create PDF files for upload to Web CT

STEP 1

- Go to www.wallace.edu.
- Click on <Quick links> arrow down.
- Click <The Center for Instructional Excellence>.



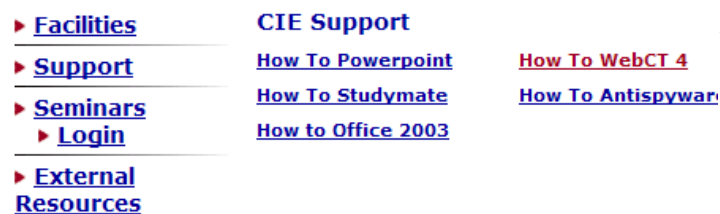
STEP 2

- At the left column, click <Support>.



STEP 3

- In the center, click <How to Web CT>.



STEP 4

- a. Under File Management, click <Download PDF Creator>.

Calendar

▶ [Add Calendar Entry](#)

File Management

▶ [Insert PowerPoint](#)

▶ [Configure WebDAV](#)

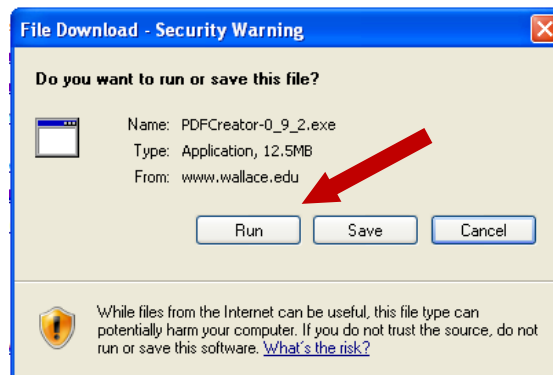
Layout

▶ [Additional File Management](#)

▶ [Download PDF Creator \(v9.2\)](#)

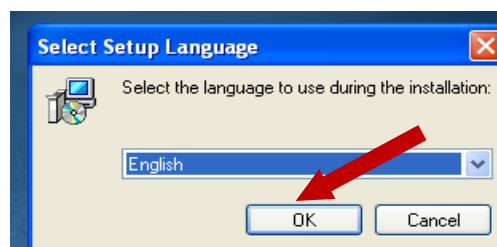
STEP 5

- a. Click <Run> to run the file.
b. If the security warning below appears, confirm the fact that you wish to run the file by clicking <run> again.



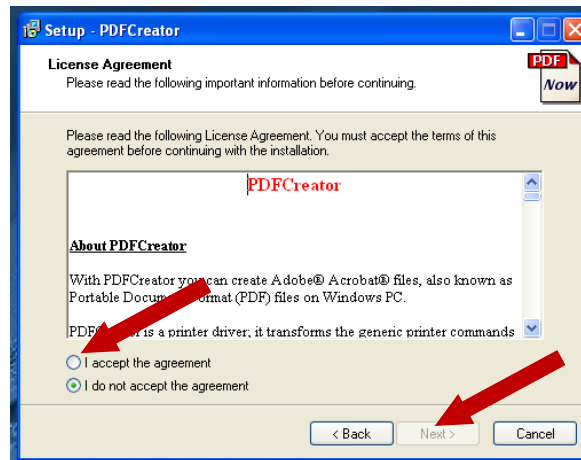
STEP 6

- a. Click <OK> to choose English as the default language.



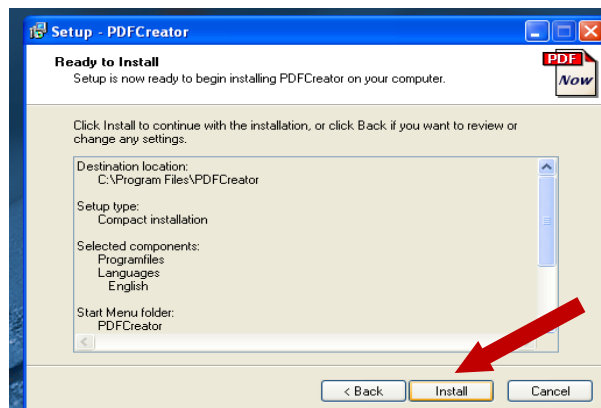
STEP 7

- Click <Next> to continue.
- Click the circle to accept the license agreement; Click <Next>.
- Choose <Next> through the next seven default screens.



STEP 8

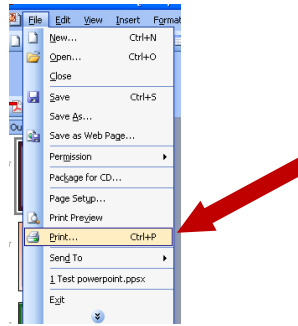
- Click <Install> to continue.
- Click <Finish > exit setup on the next screen.
- Restart computer to use.



STEP 8

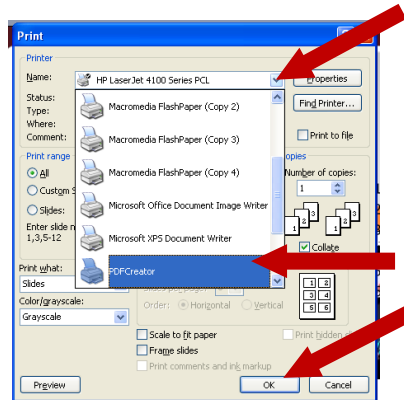
TO CREATE A PDF DOCUMENT

- After restarting the computer, to use the PDF converter,
- Open the document that needs to be converted
- Click <File>, <Print>



STEP 9

- Change the printer to Adobe PDF by clicking <arrow down> beside Name and choosing Adobe PDF.
- Click <OK>.



STEP 10

- Click <Save> on the next screen.
- On the PDF save file as screen, choose folder and file name.
- Click <Save>

