

# QuickSheet: Creating a PDF Document

## Mac Users

The ability to create PDF files is built into the Mac operating system. Just select the **Save As PDF** option from the **File > Print** menu window and save your file to your desired location.

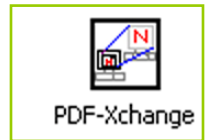
## Windows Users

PDF-XChange is a software utility on Hofstra's network which allows you to create a PDF-formatted file. PDF stands for Portable Document Format, a file type created by Adobe Systems Incorporated. PDF files have an advantage over other file types because the document will keep its format on all computer systems, and display and print exactly as viewed by the user on their computer monitor. Applications interpret the PDF-XChange utility as a printer, except, instead of producing output on a piece of paper, the output goes into a file.

PDF-XChange has security features which allow users to specify how a PDF file can be used. For example, PDF-XChange can require that a password is necessary to view the file, that users can print the file, or that users cannot copy the text of a PDF file.

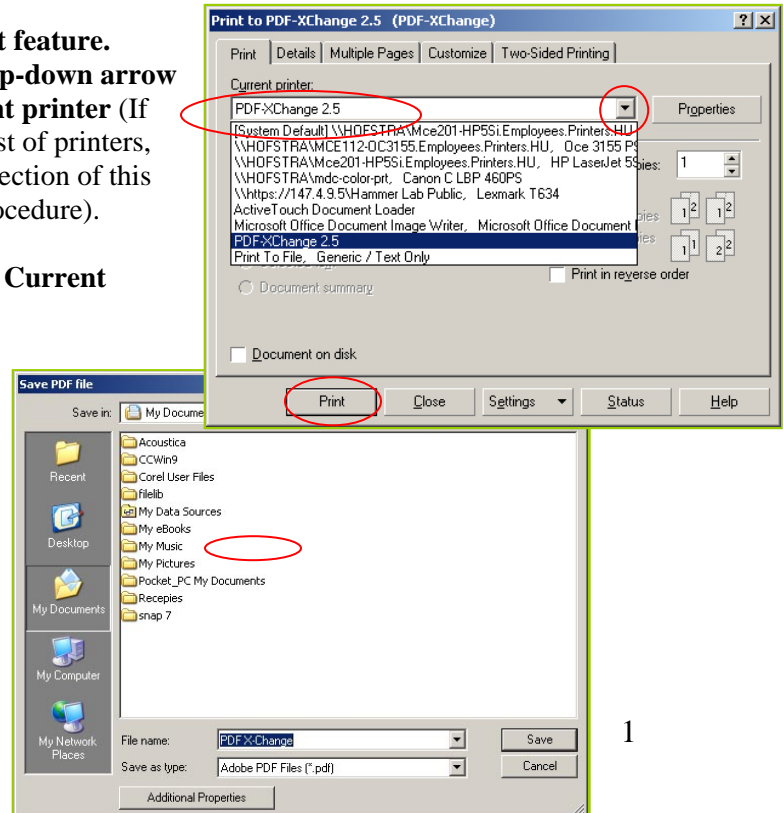
PDF-XChange is only available on campus and only available to PC's with Windows XP or newer operating systems.

1. Installing PDF-XChange Install PDF-XChange by clicking on the PDF-XChange icon in the **Graphics and Multimedia** menu in the Novell-delivered Application Launcher (NAL).
2. When prompted, Shut down and Restart your PC.
3. PDF-XChange should appear in the dropdown list of *printers* within all applications.



## How to Create a PDF File using PDF-XChange

1. **Create the PDF file by using the Print feature. Click on File > Print, click on the drop-down arrow to select PDF-XChange as the Current printer** (If PDF-XChange does not appear in the list of printers, refer to the **Installing PDF-XChange** section of this document and repeat the installation procedure).
2. After PDF-XChange is displayed in the **Current printer** field, press the **Print** button.
3. In the **Save PDF file** dialog box **specify the file name and location** as you normally save a file. Adobe Reader will open and display the PDF file.
4. Close the PDF file and save the Word document.



# Creating a PDF Document

## Security Settings on a PDF File

- 1) You can specify various security options when the file is created by clicking on the **Properties** button after selecting PDF-XChange as the printer.
- 2) When the **PDF-XChange Properties** dialog box appears, click on the Security tab.
- 3) By default the **Use PDF security** checkbox in the **PDF-XChange Properties** dialog box is not checked and all the security options are unavailable (grayed out). If no changes are made to the security settings the default file created by PDF-XChange will not require a password and will allow the user to print the file and cut and paste from the PDF file to another file.
- 4) **To set a security option, the Use PDF security checkbox must be checked.** The user does not need a password to view the document, but because the **Allow Printing** and **Allow Content Copying or Extraction, Enable Accessibility** are not checked, the user will not be able to print or copy text from the PDF file.
  - a) **Requiring a password:** To require users to enter a password, enter a password in the User Password and the Confirm field on the same line.
  - b) **Allow Printing:** If the **Use PDF security** checkbox is checked you must check the **Allow Printing** checkbox to enable printing of the PDF file.
  - c) **Allow cutting and pasting:** If the **Use PDF security** checkbox is checked you must check the **Allow Content Copying or Extraction, Enable Accessibility** checkbox to enable the user to cut and paste from the PDF file.
  - d) **Allow Adding or Changing Comments and Form Fields:** If the **Use PDF security** checkbox is checked you must check the **Allow Adding or Changing Comments and Form Fields**, to enable the user to add, or change comments and form fields.

