

CREATING PDF FILES

OVERVIEW

WHY USE PDF FILES?

If you want to transfer files by email or the Web to other computer users and to ensure that your files are readable, the safest option is to convert them to PDF.

Other computer users will not always have the appropriate software to view your text and graphics files but the software to read PDF files is free and widely installed.

PDF is frequently used as a 'print-friendly' format which can be made widely available from the Web.

PDF files will appear exactly the same whatever computer you use, so a PDF file made from a document which was originally formatted in NotateIt will look exactly the same on someone else's machine as it did on yours.

This is true even if graphics were embedded in the original file.

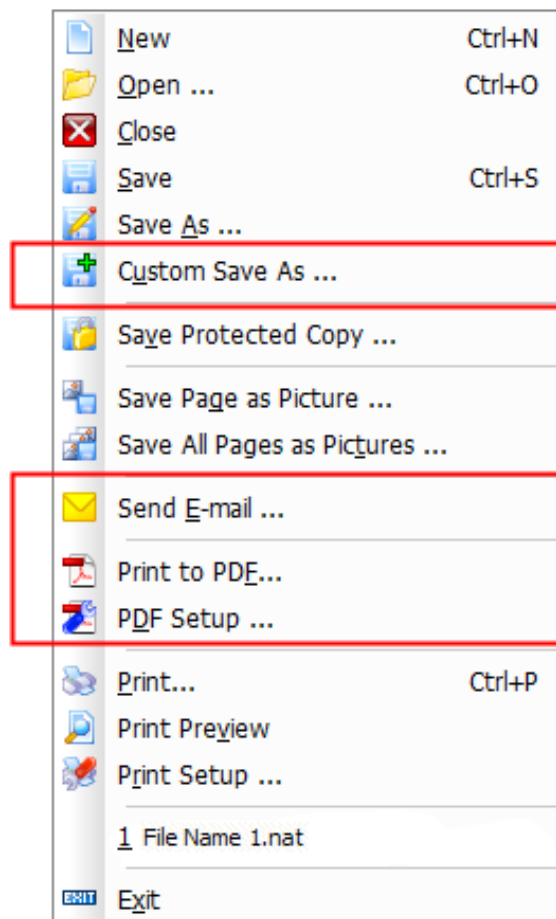
A PDF file is:

- Widely used
- A compressed format
- Viewable on any computer - formatted as it left the author
- Able to include any text or graphics as a single file
- Printable

PDF IN NOTATEIT

NotateIt has its own built-in PDF 'printer', which enables you to save and distribute your workbook pages, easily, to a wide range of readers.

PDF files can be created, in NotateIt, from both the *Personal* and *Professional* editions of the software.



This overview looks at the different ways of saving and sending PDF files from the NotateIt software.

The *File* menu in NotateIt

THE DIFFERENCE BETWEEN NOTATEIT EDITIONS

The main difference, between creating PDF files using the *Personal* or *Professional* editions, is the number of setup options available to you:

PERSONAL EDITION

Paper

Size:

Portrait Dimensions: x

Orientation

Portrait

Landscape

Margins

Left: Right:

Top: Bottom:

PROFESSIONAL EDITION

Paper

Size:

Dimensions: x

Orientation

Portrait

Landscape

Margins

Left: Right:

Top: Bottom:

Pagination

Scale workbook page to one printed page

Print zoomed % of normal

Fit workbook page equally into pages

Across Down

Options

Background Page tab names

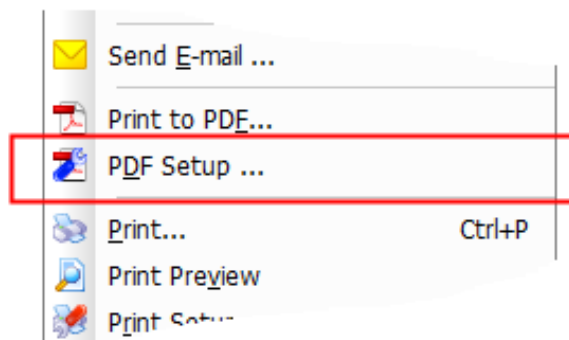
Gridding Print empty pages

Frame Crop to used area

ABOUT THE PDF SETUP OPTIONS

Before printing to a PDF file, you need to check that you have the correct options in place.

From the File menu, select *PDF Setup* to display the options panel (*shown on previous page*):



ALL EDITIONS

PAPER

Select the correct paper size from the drop-down list.

As well as standard paper sizes, you can select a 'custom' setting and enter specific dimensions.

ORIENTATION

Select either Portrait or Landscape mode.

MARGINS

Depending on the paper size chosen, margins are entered either in millimeters (e.g. 2.5 cms = 25 mm) or inches.

ABOUT THE PDF SETUP OPTIONS (CONTD)

PROFESSIONAL EDITION ONLY

PAGINATION

Scale workbook page ...

Check this box to scale your NotateIt page to fit your selected page size.

Print zoomed ...

Select this option to choose your own customized scaling for the PDF page.

Fit workbook page ...

Select this option to divide up your workbook page equally when printed to PDF.

OPTIONS

Background

If you have inserted a background image on your page, check this box if you want to include the background in your PDF file.

Gridding

Check this box to include any gridding or lines that apply to this page.

Frame

Check this box if you would like a frame printed around your page.

ABOUT THE PDF SETUP OPTIONS (CONTD)

PROFESSIONAL EDITION ONLY (CONTD)

OPTIONS (CONTD)

Page tab names

Check this box to include the tab names on each page.

Tabs (page names) can be renamed by *double-clicking* on the tab to be changed and entering a new name.

Print empty pages

Pages are *empty* if there are no objects on the page.

Crop to used area

Check this box if the outside *white space* around your objects is not to be included in the PDF file.

The final page image may be scaled up if the *Scale workbook page* option has been chosen.

Once your PDF setup contains the correct settings for your finished pages, the PDF file can be created ...

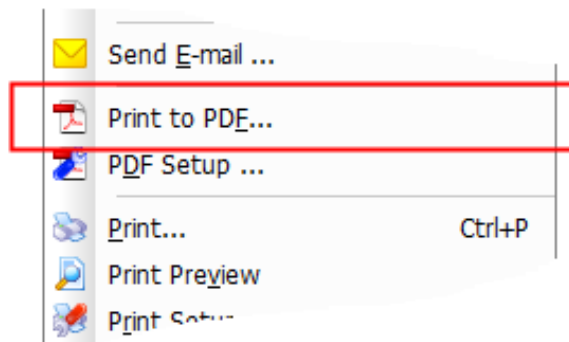
SAVING YOUR PDF FILE

There are three ways of saving NotateIt workbooks to PDF files:

1. Save the complete workbook
2. Save only selected pages of the workbook
3. Automatically save the complete workbook (or selected pages) while sending as an e-mail attachment

1. SAVING THE COMPLETE WORKBOOK

From the **File** menu, select:

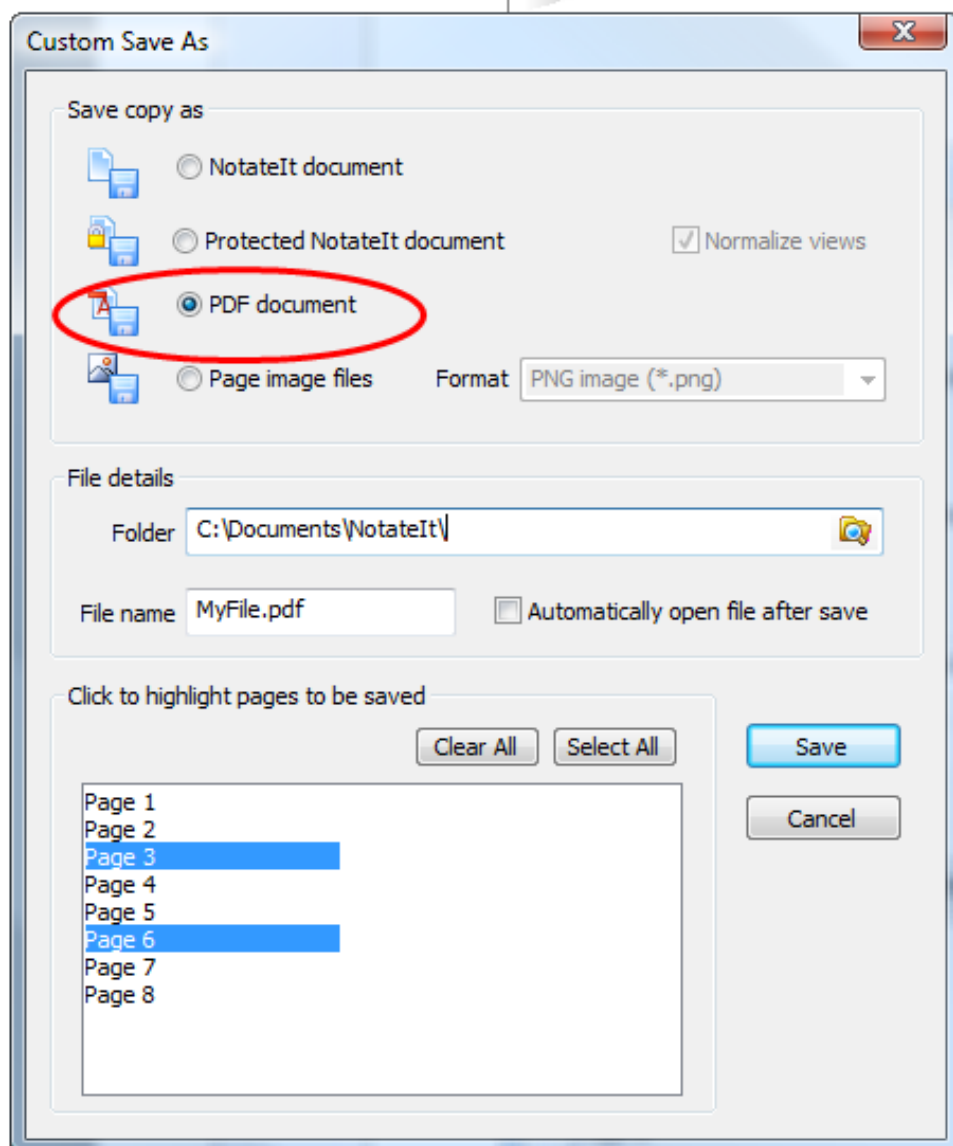
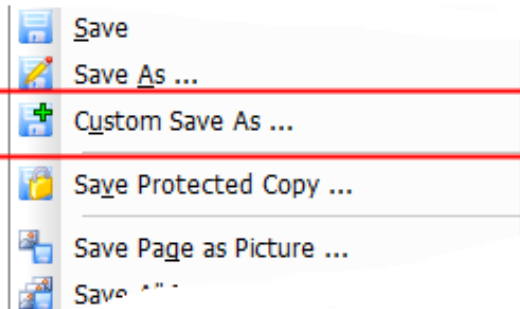


The standard Windows 'Save' dialog box is displayed, where you can select an appropriate directory and enter a name for your PDF file.

SAVING YOUR PDF FILE (CONTD)

2. SAVING SELECTED PAGES OF A WORKBOOK

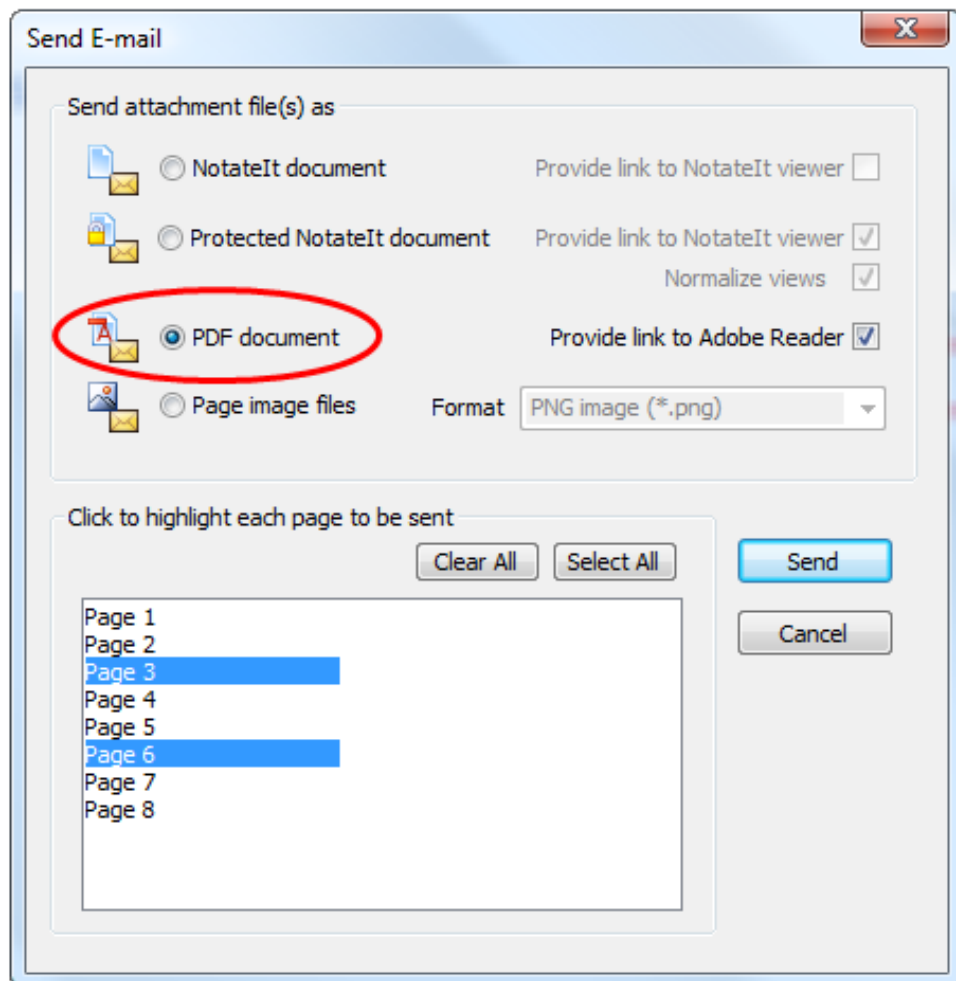
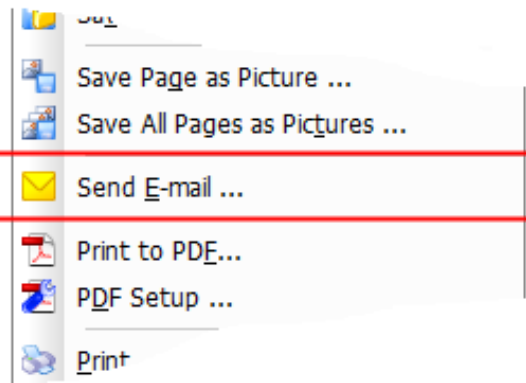
From the **File** menu, select:



SAVING YOUR PDF FILE (CONTD)

3. SENDING AS AN E-MAIL ATTACHMENT

From the **File** menu, select:



AMENDING YOUR PDF FILE

There may be times when you need to change a PDF file created with **NotateIt**.

For example, you may want to make the file more secure, change encryption settings or add some bookmarks.

If this is the case, you'll need to use separate, dedicated PDF writing software such as *Adobe Acrobat* or *Cute PDF Writer* to open the **NotateIt** generated file and make your amendments.

ADDITIONAL NOTES

This PDF file was created using **NotateIt Professional**.

For a full comparison of the features in both the *Personal* and *Professional* editions, please visit:

www.notateit.com/feature.aspx