

How To Create A PDF FOR FREE!

by Mike Furlong

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Copies of this book can be obtained at:
<http://internet-marketing.bestinfoguidetoday.com/free-PDF>

How To Create A PDF FOR FREE!

Introduction

You probably know what a PDF is, or you would not be reading this. But let me give you a quick definition in case you do not. A PDF is a Portable Document File. A PDF is a type of file, created by Adobe®, designed for the electronic storage of documents. A PDF can contain text and graphics just like a physical book. A PDF has become a popular file format for electronic books, or ebooks. Ebooks can be download it instantly from the Internet and read with some free software, called Acrobat Reader, from Adobe®. Ebooks also provide a measure of security for your documents and books, as you can create the PDF so that it cannot be copied or printed if you like. If you would like a free copy of Acrobat Reader, you can get it here: http://www.adobe.com/go/gntray_dl_get_reader

Because many of you may be on a limited budget, I wanted to use completely free software for this document. This will limit the use of some fancy features that you might be used to seeing in PDFs, but it will be a realistic example. Heck, you might be able to better than this because you are more creative!

For you programmer types, since I'm writing a document about using free software using free software, this is a recursive document! No I'm not cursing the document - although maybe I am and maybe I will, it's a programmer insider joke!

The technique we will use involves two major types of software: a word processor and PDF creator.

Choose Your Word Processor Software

For this document I decided to use Wordpad, a free word processor from Microsoft® called Wordpad. Wordpad has some pretty severe limitations, but it's free. If you use a Mac or Linux-based PC you can probably find a similar program to use. But back to Wordpad. As far as I know, Wordpad does not have any way to display page breaks, or to force a new page break other than inserting new lines and then using Print Preview to see how your pages are formatted, or layed out. Maybe someone with too much time on their hands will create the definitive website or ebook on Wordpad. Alternatively, maybe you can find another free or inexpensive word processor with better functionality. Microsoft® Works comes for free with some PCs or is available at a relatively low price. If you have Microsoft® Word, I would certainly recommend it because of its advanced features, such as a spell-checker. More sophisticated word processors can also create tables of contents and indexes which enhance the value of a document or book.

When you need to refer to websites, you paste links into your document. After you embed URL links within the document and convert it to a PDF, the links are still "hot" or "active" and a user can click on them and have their browser started up to view links that you reference within your document. However, even though my PDF will have active links, Wordpad does not know about URL links. So in order to enter the URL using Wordpad, I just type in the URL, select and highlight it with my mouse, then click the color palette on the menu and select the color blue. You'll can see an example in the previous section where the Adobe® Acrobat link is shown.

You will note the use of graphics, or screen captures throughout this document. You may not need any graphics programs at all. On a Windows PC holding down the "Alt" key and the "Print Screen" (or "PrtScrn" or "PrtScr") key at the same time will capture the image of the active window. You can then paste this into the document where your cursor is located by using Edit and then Paste on the file menu. If you need to do some minor graphics work I can still keep you in the "free" market. On Windows PCs you can use Paintbrush to create or edit graphics images that you can then paste into your document.

Get The PDF Creator Software

In order to take the final step and convert your word processing document into a PDF you need some more software. But don't worry, it's free too!

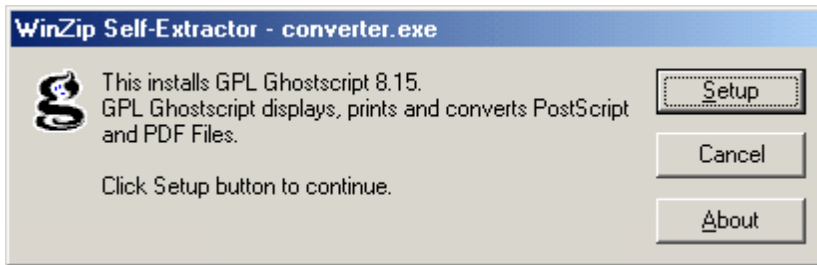
There are standalone PDF creator programs that are combined with a word processor. However, one popular method of enabling your computer is to load software that adds a printer to your system. It's not a real printer, it's a virtual printer. When you "print" to it, rather than printing data to an actual printer, it creates a PDF file. This file that is created is the PDF document that you can distribute. This PDF creation software frequently is separated into two parts: the PDF creation and printer driver. A solution like this is available "free for personal, commercial, gov or edu use" from a company called Acro Software Inc.™ Their CutePDF® software combined with the Ghostscript open-source product will allow you to create PDF files from most any printable document. You can download a copy here: <http://www.cutepdf.com/Products/CutePDF/writer.asp>

Install The Software

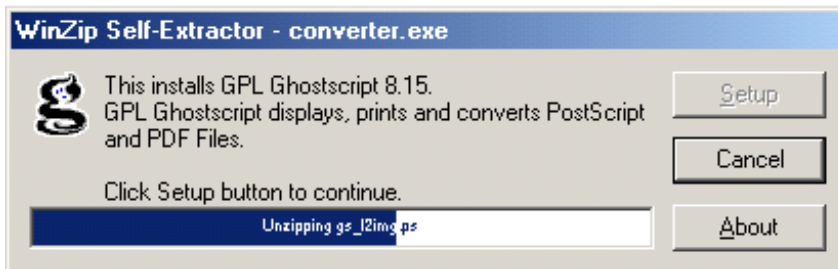
After you have downloaded the software, locate the GhostScript converter software. It has an icon that looks like this:



Double-click the icon and start the install. You'll get a dialog box that looks like this:



Click the "Setup" button. You see a dialog box that shows your installation progress:

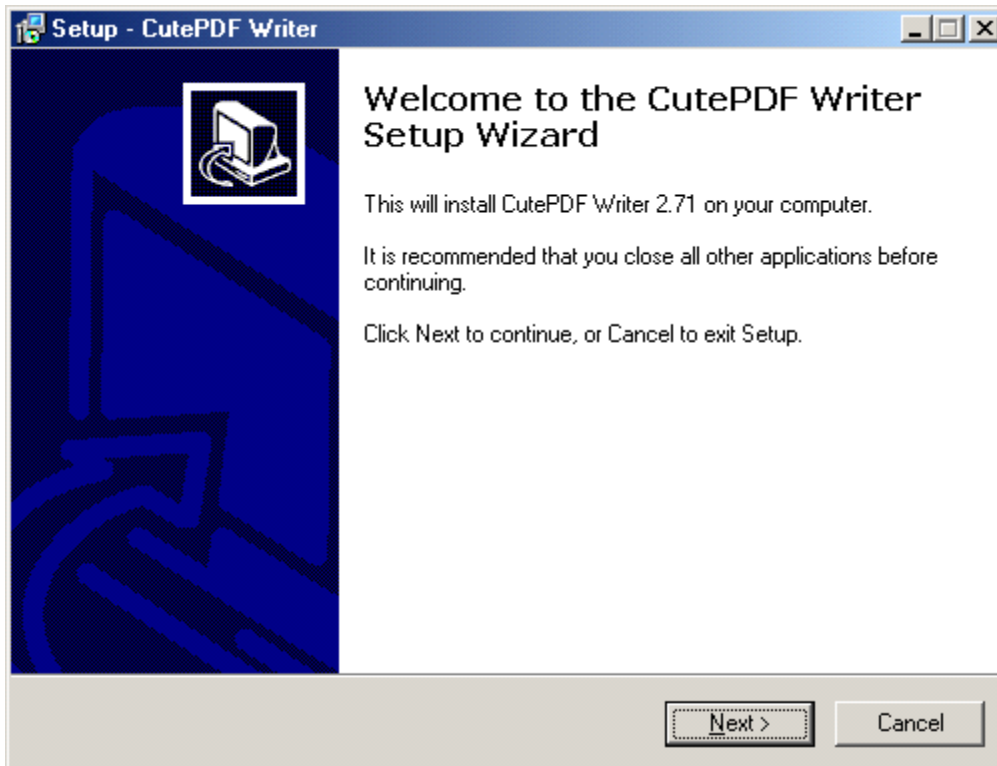


After GhosScript is installed, locate the icon for CutePDF that looks like this:

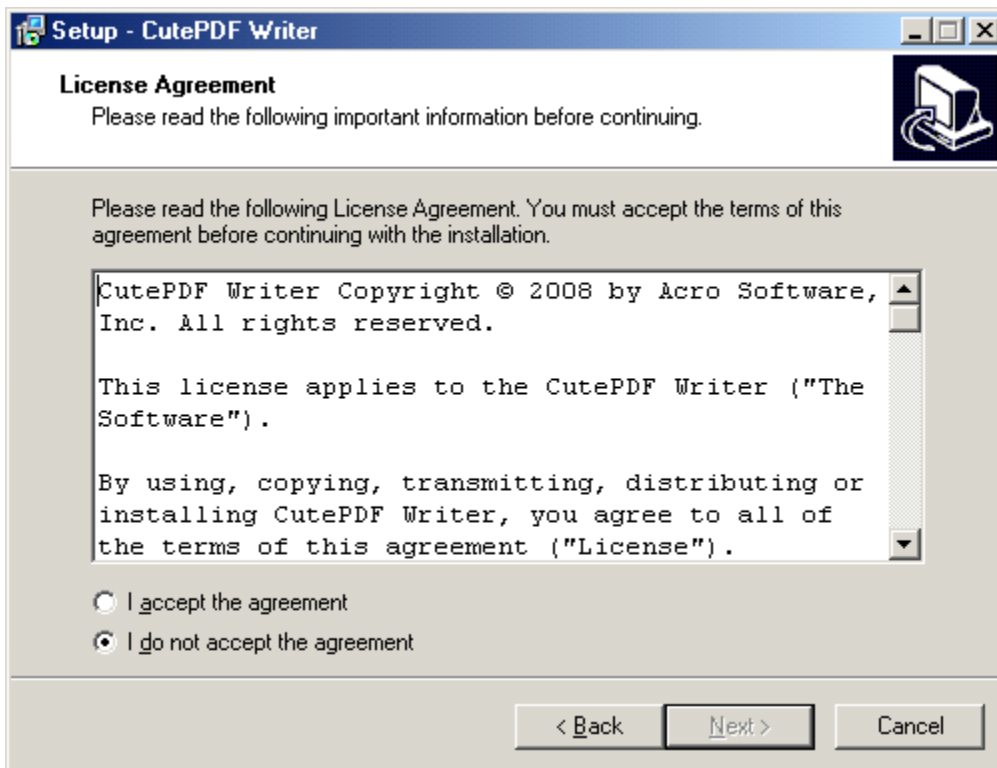


Click it to start the CutePDF install.

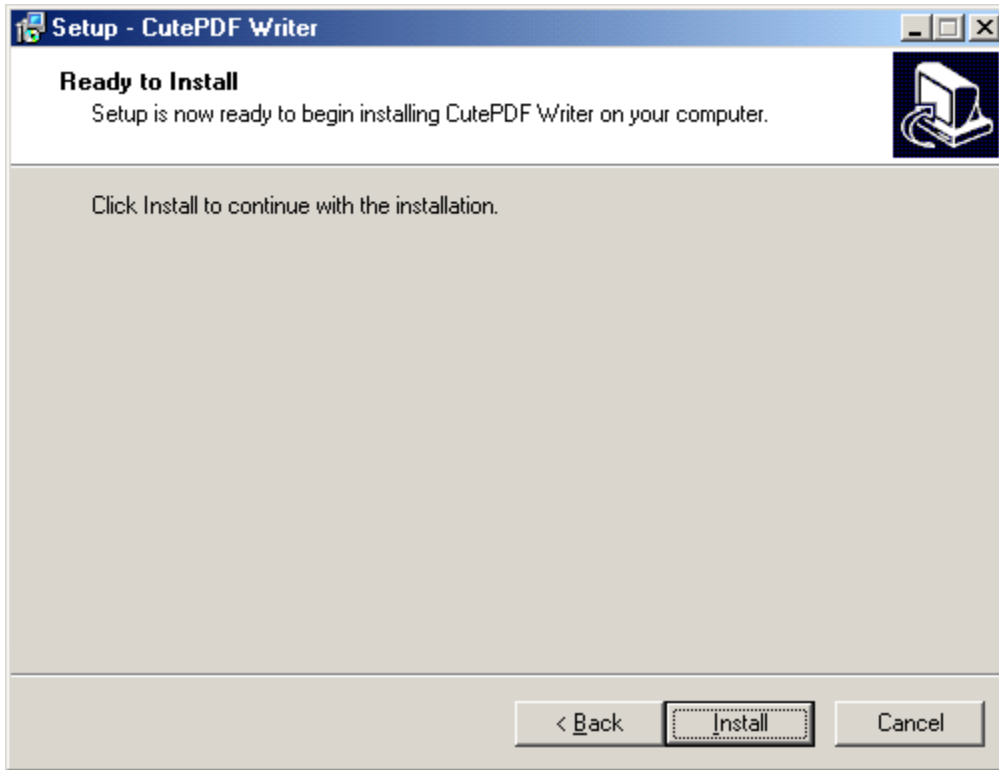
It will display this screen:



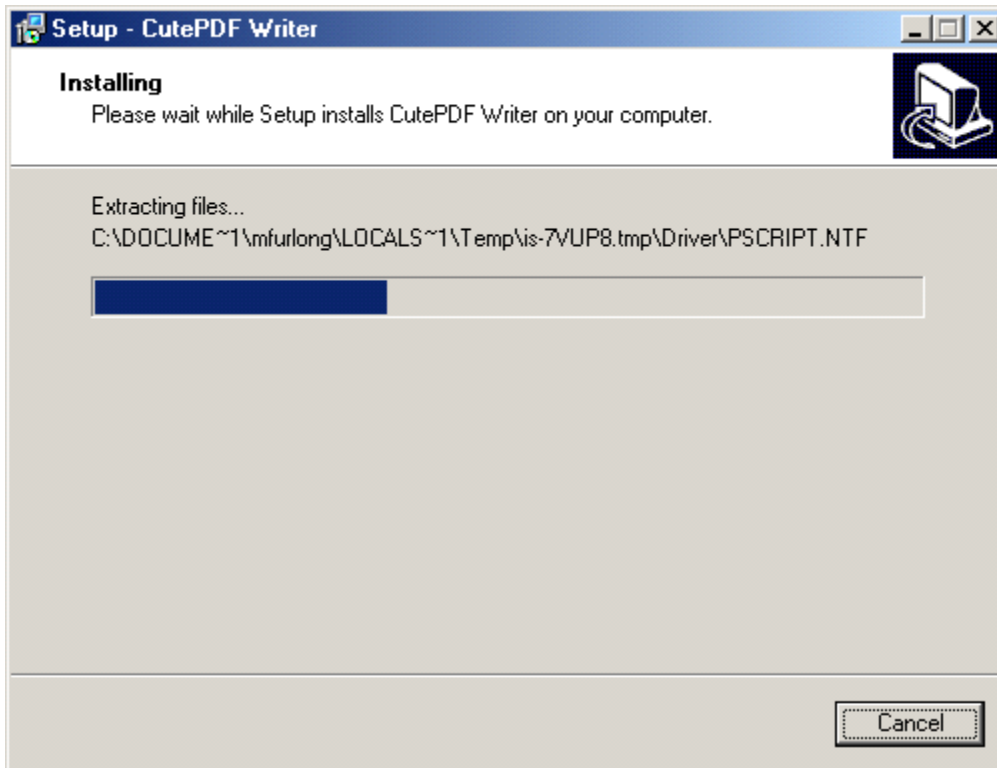
Click the "Next" button and you will see:



To continue, you'll have to click the "I accept" radio button, then click the "Next" button and you will get this screen:



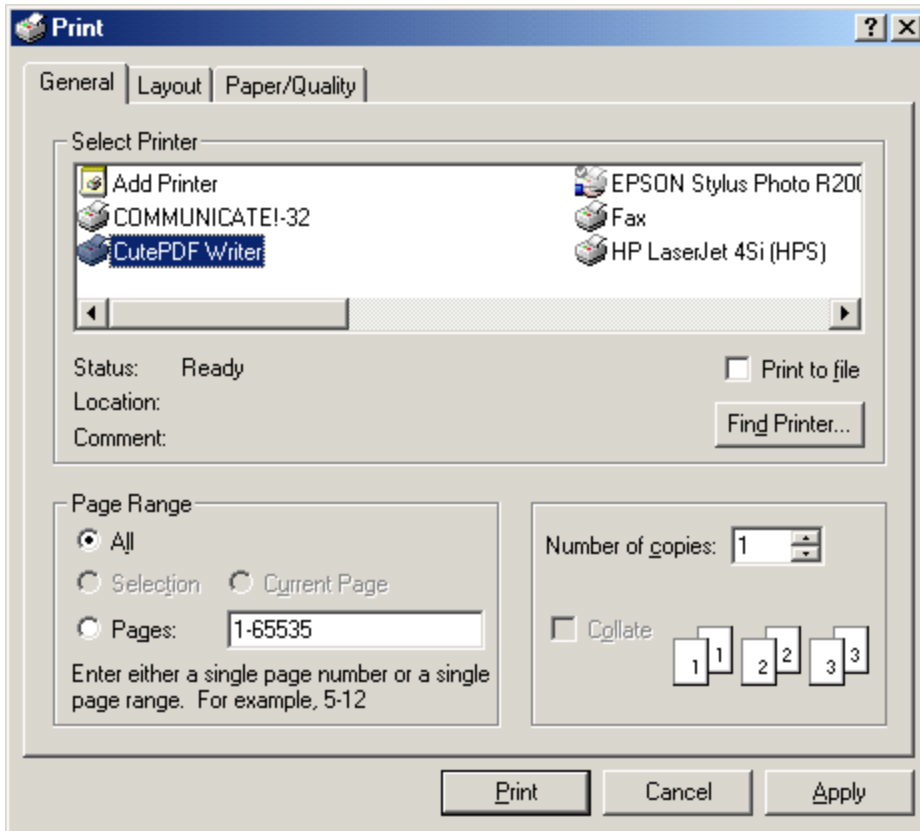
Click the "Install" button. You'll get a progress screen as CutePDF installs.



After CutePDF installs, your browser will open with a brief help screen and uninstall instructions.

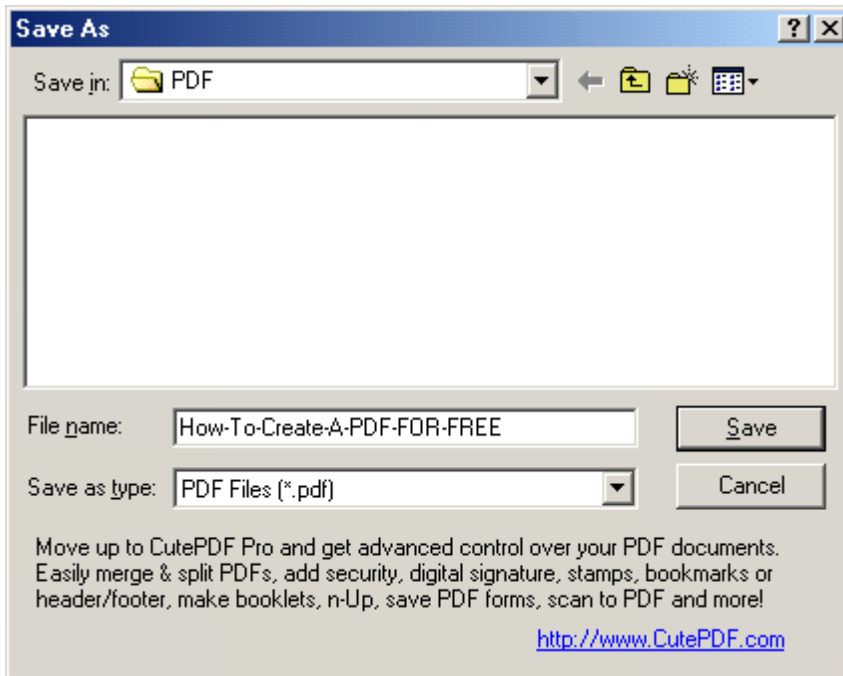
Convert Your Document To PDF

After you have installed the software, open your document (in this case remember I am using Wordpad). Using Wordpad you may have to use Print Preview and insert lines here and there to get the pages layed out the way you want them. Then from the **File** menu, select **Print**. You should get a dialog box something like the one below.



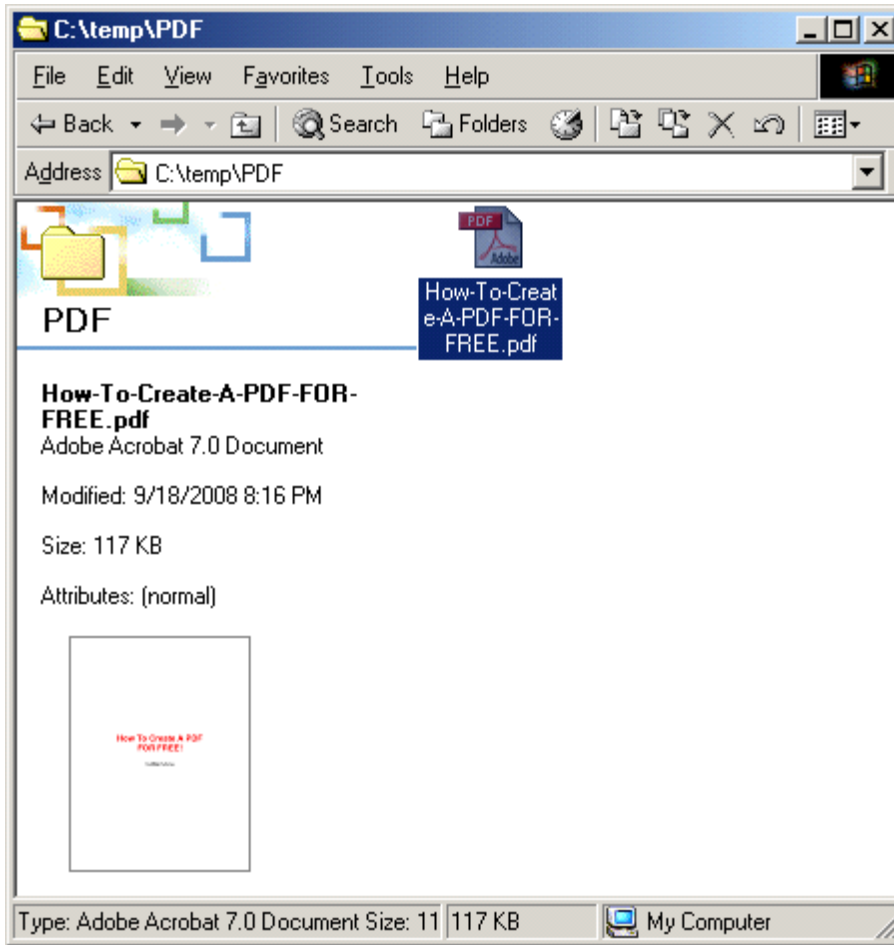
If "CutePDF Writer" is not selected, click once (single-click it) to select it, then click the "Print" button.

Next you will receive a "Save As" dialog box like this:



Navigate to where you would like to save the file. If there's not file name, or you don't like the file name that's there, enter one. Then click save.

If you look in this directory you will find a shiny new PDF file!



Double-click to open it up and view your work. Proofread it carefully. If you find words incorrectly spelled, grammatical errors, or formatting problems, go back to the original document and fix it. Then "print" a new PDF file. By the way, I'm giving the politically correct way of creating your PDF file, which is to say, like a politician, I'm telling you what to do, but I don't do it very well myself. So if you find words incorrectly spelled, grammatical errors, or formatting problems, it's the other party's fault! Just kidding, I assume all responsibility for the editing of this document.

Summary

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