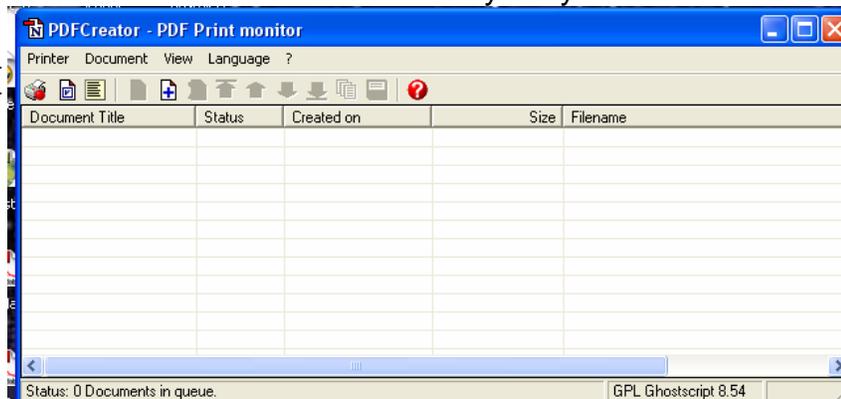# Using PDFCreator

Most of the time, it's better to post PDF files, rather than posting word-processing documents for download on your website. Why? First and foremost, anyone on any platform should be able to open a PDF; all it takes is Adobe Reader—a free download from the Adobe website. Another benefit, from a teacher's perspective, is that PDF files aren't user editable under common usage conditions, so informational or assignment material can't be readily modified when it shouldn't be.
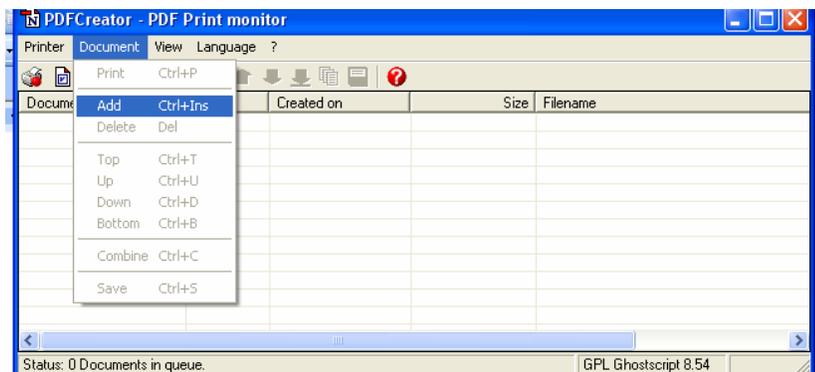
Creating PDFs is easy: PDFCreator is very simple to use, producing excellent quality files that are smaller in size than those made with fancier applications. In addition, you can use it to create PNGs and .jpgs.

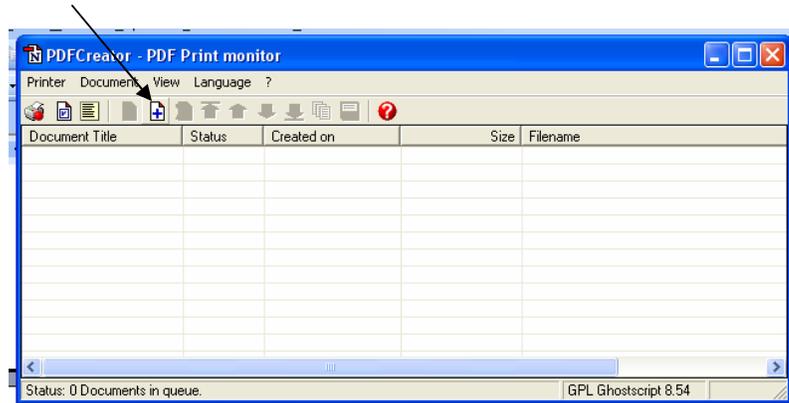Begin by opening PDFCreator. The user interface is very easy to use. You can use either the menus or the icons in the toolbar to select options.
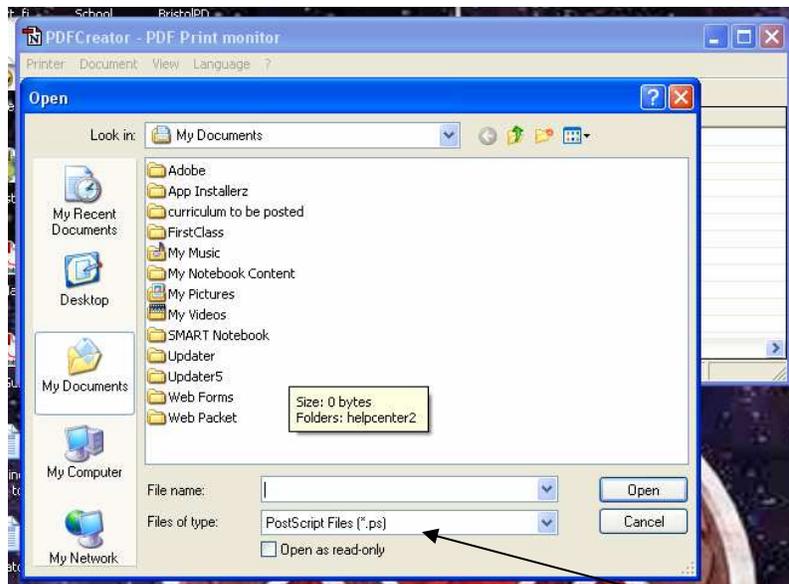

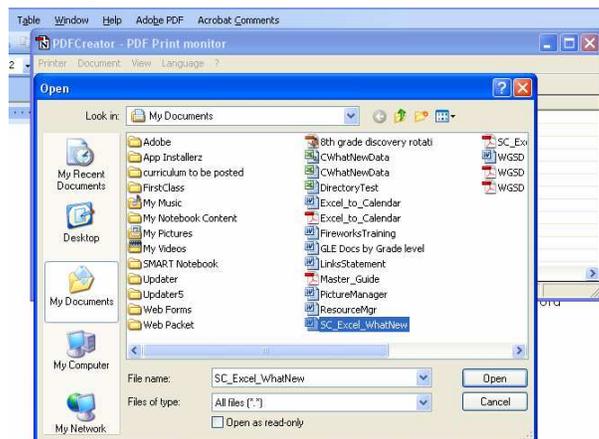To convert a Word document to PDF format, start by either choosing Document>Add…

…or by clicking the Add button in the toolbar.

A dialog will open, allowing you to navigate to the desired document.:

Don't see any documents available? Not surprising; the 'Files of type' dropbox tells us that PDFCreator is looking for only PostScript files. Click on the box's down arrow and select 'All files' instead, and you'll be able to find the Word document you're looking for.
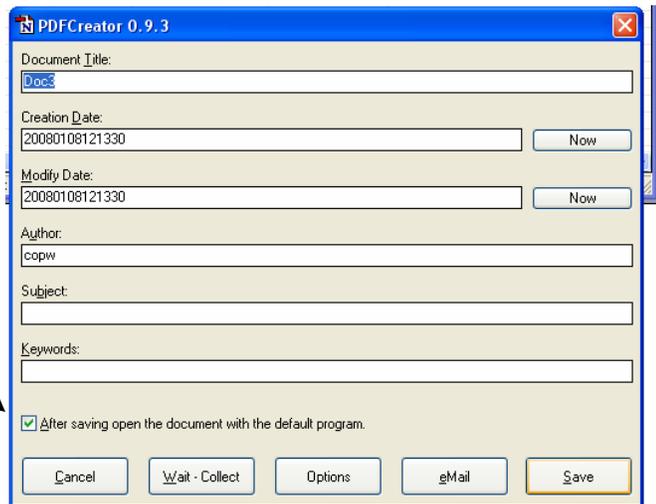
Highlight the desired document to select it, and click Open. The application that originally created the file will open briefly, and a small dialog will appear to tell you the document is printing (even though it isn't, really) and offering you the opportunity to cancel the process.
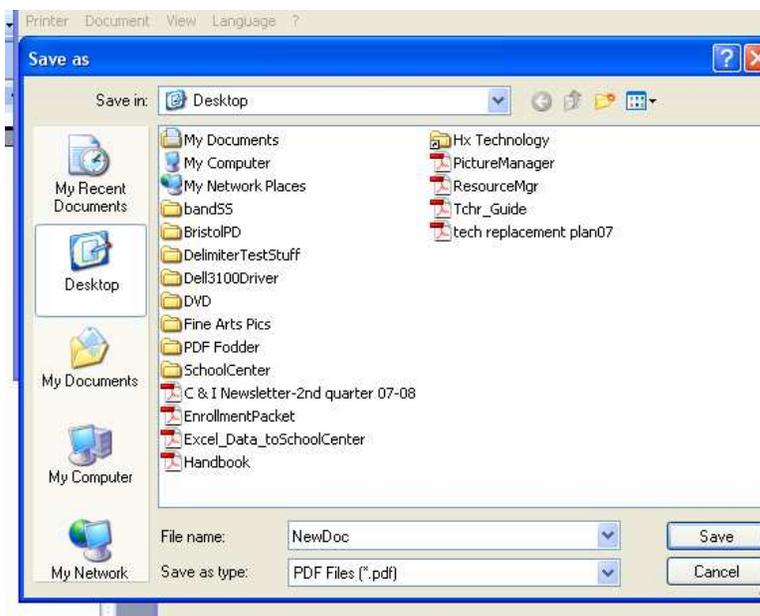
Next, the Save dialog will open. Enter the name of the file, and any other details you want. **NOTE:** If you don't want the file to open when it finishes converting, UNCHECK THIS BOX!

Finally, click Save.

You'll get a Save As dialog. It's somewhat redundant, but the Save As dialog offers you the opportunity to choose the location to which you'll save the file. (You can also change the file's name and format again, if you've suddenly changed your mind.)

If you've chosen the location, and are sure of the name and format, click Save, and you're finished.