

## Appendix Two – Preparing PDF documents for your website.

If you want to present information from a Word or Excel document, they are best saved first as a PDF (Portable Document Format).

If you don't have Adobe Acrobat Distiller on your computer, there is a free version you can download.

Go to [www.pdfcreator.com](http://www.pdfcreator.com)

### To install PDF Writer:

1. Double-click the Setup.exe file in Windows Explorer.
2. Follow all the instructions in the dialog boxes that appear.

Or.

1. On the Windows taskbar, click **Start**.
2. Click **Run**.
3. In the **Open** box, type the full path of the Setup.exe file.
4. Click **OK**.

\* If your Operating System is Windows 2000/XP, please use an administrator account to install the application.

\*\* PDF Writer supports Microsoft Windows 98/ME/2000/XP.

### To uninstall PDF Writer:

Go to the Control Panel, double click Add/Remove Programs, and double click on the PDF Writer list box entry.

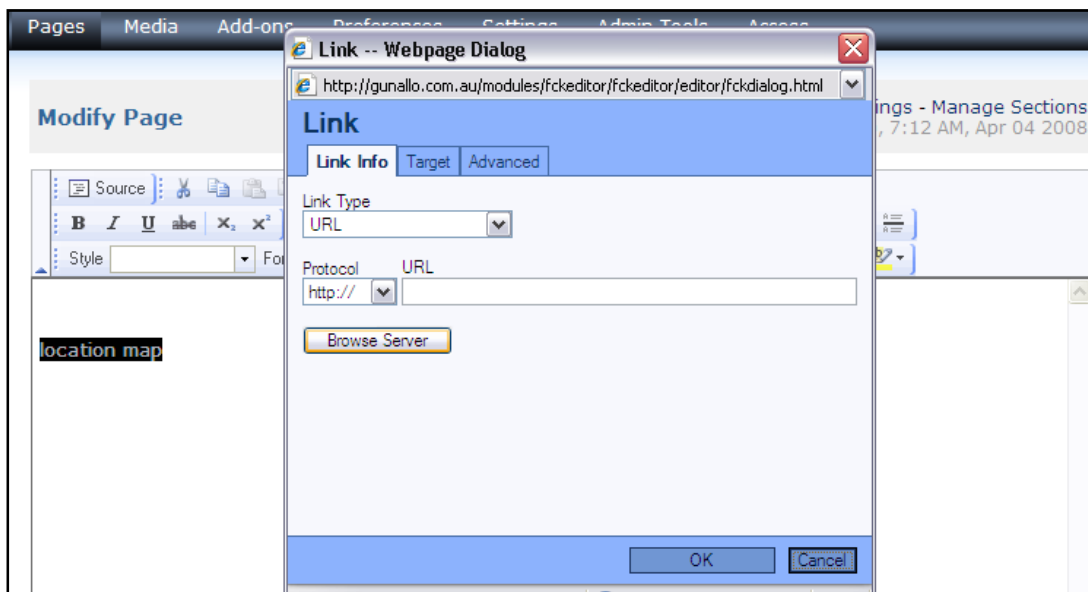
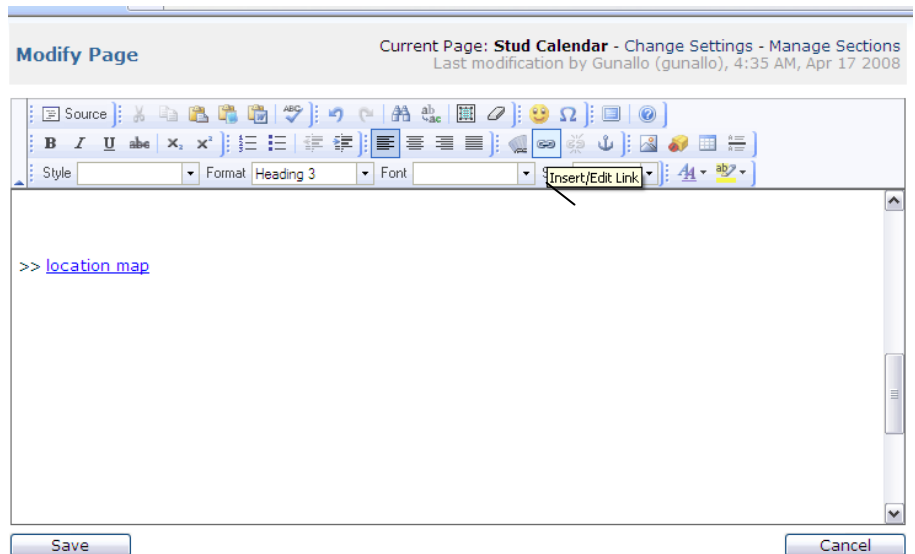
### To create PDF files:

To use your PDF Writer, open the file that you would like to print to PDF. Select the Print option (usually found under File > Print), and select "PDF Writer" from the list of available printers. You will be prompted to select the destination directory and filename for your output file. Try to keep all of the files relating to your website together in a "Web" folder on your hard drive. When saving files for use on websites do not include spaces in the filename.

Now go to the Media section of your Administration area, create a folder called documents, and upload your newly created PDF to the website server.

(Please note that some applications, such as NotePad, will automatically print to your default printer when you select the Print option. If you want to print to PDF Writer, you may need to change your printer selection within that application before printing the file. This can typically be done from Page Setup).

Now go to the website page in your administration area, where you wish to link to the document. Type in an appropriate link. Highlight this text and click on Insert/Edit Link.



Click on Browse Server in the next box, and locate the file that you saved. Now click on the Target tab and select New Window. Click on OK.