

## Converting documents to PDF format

If you have access to Acrobat Distiller or PDF-Maker, you can use these programs to create a PDF document. Check if this is available on your PC or on another PC in your department.

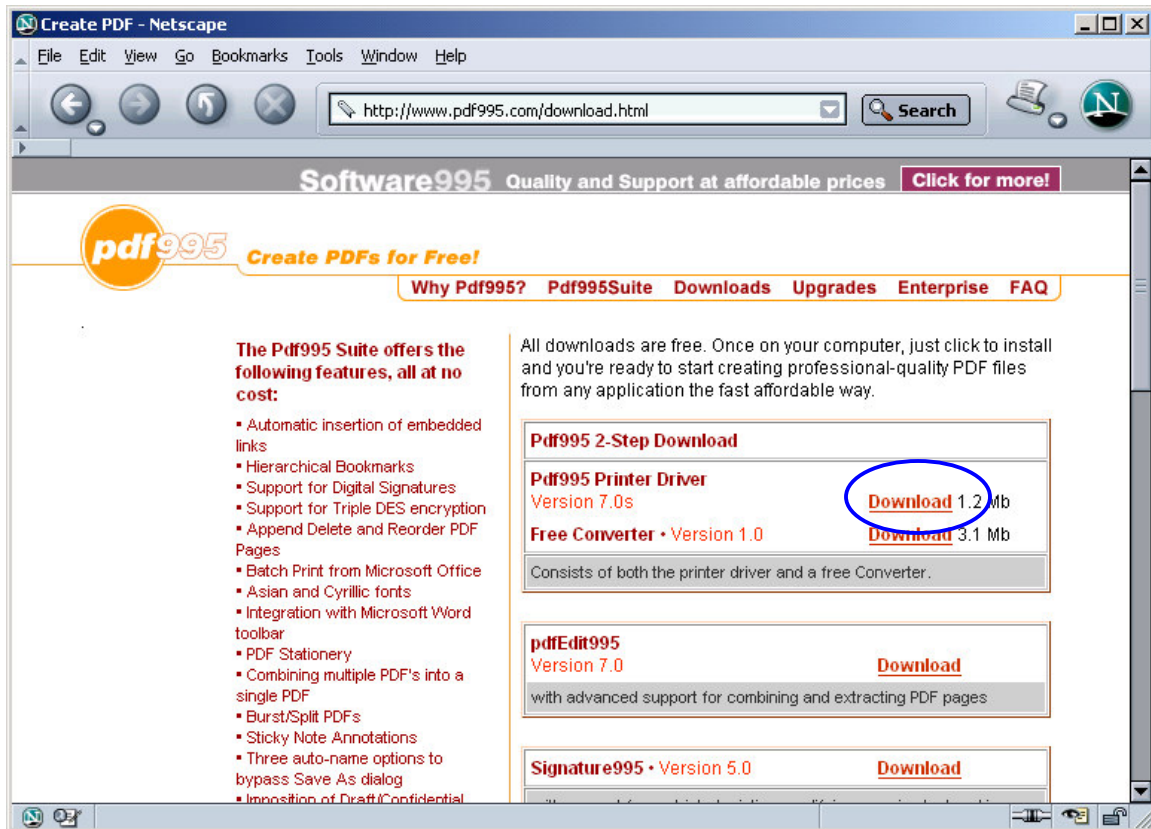
If you do not have easy access to these programs, don't worry because you can now download free "PDF conversion" software from the Internet.

## Downloading and installing free PDF Conversion Software

1. Go to the web page: <http://www.pdf995.com/>



2. In the section, Pdf995, click on the [Download Now](#) link.
3. Click on the **Pdf995 Printer Driver** [Download](#) link. Save the software in a temporary folder. From within Windows Explorer, double click on the software file name to install it.

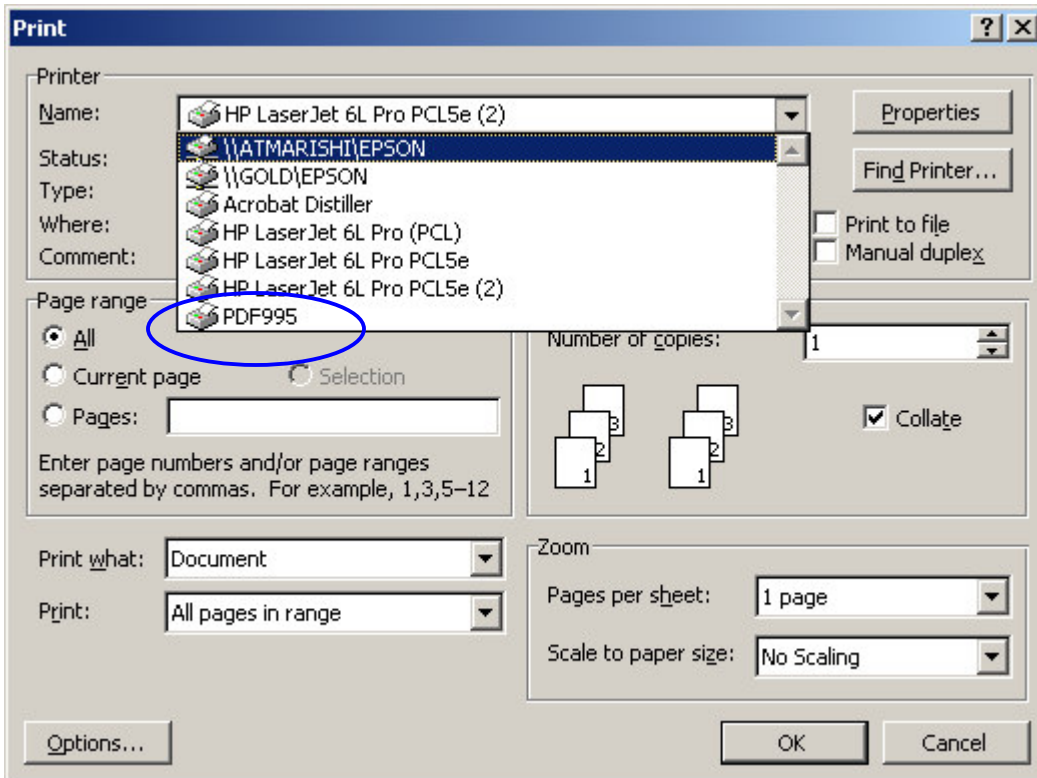


4. You will then be prompted to install the **Free Converter**. Click on “Yes”. Return to the site and click on the **Download** link for the **Free Converter**. Save the software in a temporary folder. From within Windows Explorer, double click on the software file name to install it.

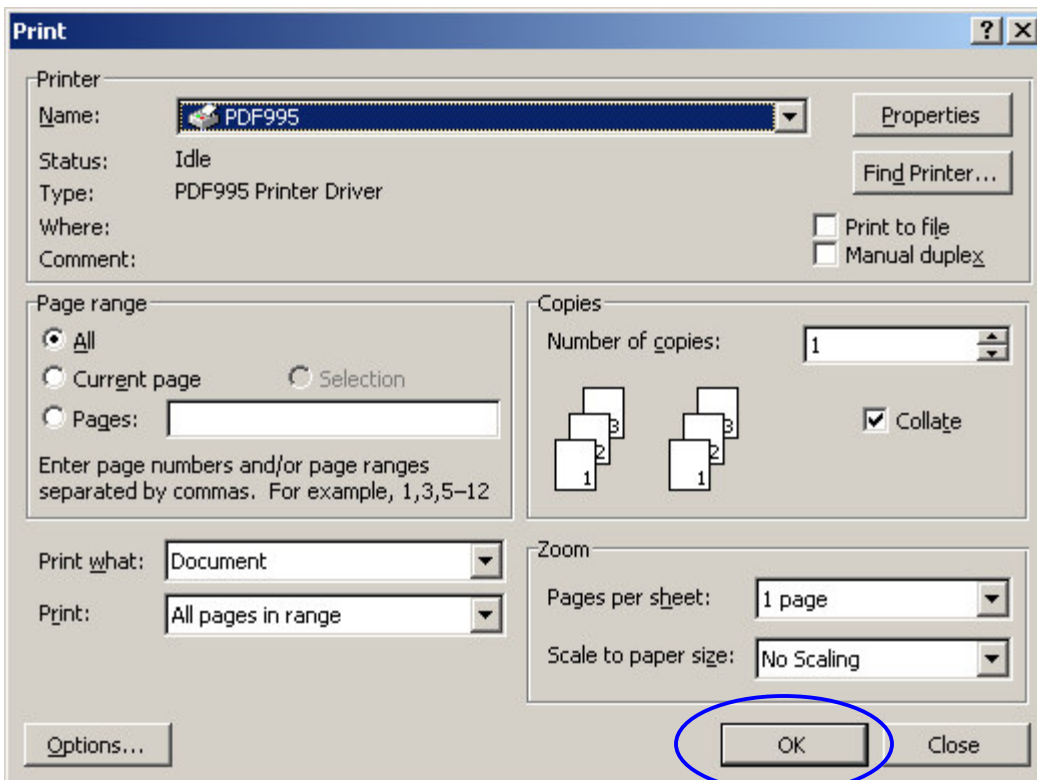
You are now ready to convert WORD documents into PDF files.

## Using pdf995 to convert documents to PDF format

1. Open your document
2. From the toolbar, select File then select Print
3. The Print dialogue box will be displayed
4. Click on the Printer Name drop-down list (to view the list of available printers)
5. Select PDF995 “printer” (or the Acrobat products if installed)



6. Click on the “OK” button to print



7. A “Save As” dialogue box will appear
8. Type a name for the file into the File name field, change directory if desired (default is C:/pdf995), and click on the Save button. Make a note of where you have saved it.
9. This will cause an advertising popup to appear in your web browser. Just close the pop up. If you had a web page displayed you can restore it by using the back button. This is a small price to pay for such a useful product but, if you find it annoying, you can opt to pay the US\$9.95 to register the software.
10. **You have now created a PDF file, which you can upload into the ETD@IISc repository.**

You can use pdf995 with other applications (such as Excel or Eudora) to create a PDF document. From within the application, select “print” then select PDF995 from the list of printers. You can also convert HTML pages to PDF in similar fashion.

If you need more help, contact the ETD@IISc Administrator (admin@etd.ncsi.iisc.ernet.in).

### **Additional protection for your PDF documents**

It is possible to secure your PDF documents further with features such as – disabling alteration to the file contents, printing, copying and so on. You will need the full Acrobat software for this. Free software is also available, such as Signature995 (<http://www.signature995.com/>).

If you use such security features, ensure that you do not password protect your PDF document for reading – this is not acceptable for ETD@IISc.

If you need help in applying security features to your publication, please contact the ETD@IISc Administrator (admin@etd.ncsi.iisc.ernet.in).